

BOE Policy Committee Agenda  
 April 9, 2015  
 Municipal Building, Conference Room 1  
 3 Primrose Street  
 Newtown, CT 06470  
 8am – 10am

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF March 25, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- ***Review and Update Status of Open Action Items***

<b>Responsible Party</b>	<b>Action</b>	<b>Due Date</b>
Dr. Erardi	Policy 2240 – Research, Evaluation and Planning - Dr. Erardi will review revised policy and regulation and report back to the Committee regarding testing.	04/09/2015
Dr. Erardi	Policy 2300 – Code of Ethics - Dr. Erardi will review and advise Committee with recommendation on clarification of wording.	04/09/2015
Mr. Freedman	Policy 3113 - Setting Budget Priorities – Mr. Freedman will review and advise Committee at next policy meeting	04/09/2015
Mr. Bienkowski	Policy 3231 -Medical Reimbursement for Special Education Students – Mr. Bienkowski will review and advise Committee at next policy meeting.	04/09/2015
Meg	New Policy – School Based Health Centers – Send information to CABE and ask them to create a new policy. Ask CABE where to place policy.	04/09/2015
Ms. Hamilton	Policy 3240 - Tuition Fees - Ms. Hamilton will look into policy for tuition fees for children of employees.	04/09/2015
Dr. Erardi	Policy 3250 – Materials/Service Fees, Fines, Charges - Dr. Erardi will look into current practice at the schools and advise Committee of recommendation at next meeting.	04/09/2015
Mr. Bienkowski	Policy 3260 - Sales & Disposal of Books, Equipment & Supplies - Mr. Bienkowski will review Committee recommendations and advise at next policy meeting.	04/09/2015
Ms. Hamilton	Policy 3280 - Gifts, Grants and Bequests - Ms. Hamilton will look at combining our current policy with another version of the policy from CABE. She will include information in the policy on an annual report back to the Board of Education.	04/09/2015
Committee Dr. Erardi	Policy 3281 - School Fund Raisers - The Committee will review policy and come back to the next meeting with their recommendations. Dr. Erardi will do a Winter Sports Analysis on actual fees beyond pay to play.	04/09/2015
Meg	Policy 3281.1 - Business/Industry/ Corporate Involvement in Education - Request more information from CABE.	04/09/2015

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Committee Dr. Erardi	Policy 5114 - Suspension and Expulsion/Due Process - The Committee will review policy and advise at the next meeting. Dr. Erardi will put together a round table meeting with Lorrie Rodrigue, Gregg Simon and students from the high school. Lorrie Rodrigue and Tom Einhorn will be invited to the next meeting.	04/09/2015
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NEW BUSINESS

Series 3000 (Business/Non-Instructional Operations):

<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
3290	Funds Management	Dr. Erardi
3291	Borrowing	Dr. Erardi
3291.1	Short-Term Loans	Dr. Erardi
3291.2	Debt Limitation	Dr. Erardi
3292	Investing	Dr. Erardi
3293	Depository	Dr. Erardi
3293.1	Signatures/Facsimiles	Dr. Erardi
3294	Incurring Liabilities	Dr. Erardi
3300	Expenditures/Expending Authority	Dr. Erardi
3310	Purchasing Guides	Dr. Erardi
3311	Quality of Goods and Services	Dr. Erardi
3312	Quantity Purchasing	Dr. Erardi
3312.1	Standardization of Supplies and Equipment	Dr. Erardi
3312.2	State Contract/Cooperative Purchasing	Dr. Erardi
3313	Relations with Vendors	Dr. Erardi
3313.1	Local Purchasing	Dr. Erardi
3313.2	Vendor Representatives	Dr. Erardi
3313.3	Performance Guarantees	Dr. Erardi
3313.4	Access of Vendors to Teachers	Dr. Erardi
3313.5	Affirmative Action for Vendors	Dr. Erardi
3320	Purchasing Procedures	Ms. Roche
3320.1	Procedures for Entering into a Lease Purchase/Agreement	Ms. Roche
3321	Requesting Goods and Services (Requisitions)	Ms. Roche
3322	Describing Goods and Services (Specifications)	Ms. Roche
3323	Soliciting Prices (Bids & Quotations)	Ms. Roche
3324	Ordering Goods & Services (Purchase Orders)	Ms. Roche
3324.1	Contracts	Ms. Roche
3325	Receiving Goods/Warehousing	Ms. Roche
3325.1	Maintenance and Control of Instructional Materials	Ms. Roche
3326	Paying for Goods & Services	Ms. Roche
3326.1	Payroll Procedures and Authorized Signatures	Ms. Roche
3326.2	Emergency Expenditures	Ms. Roche
3326.3	Board of Education Credit Card	Ms. Roche

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<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
3330	Settlement of Claims	Ms. Roche
3340	Funding of Special Programs	Ms. Roche

PUBLIC PARTICIPATION

ADJOURNMENT

Kathy Hamilton, Chairman