

BOE Policy Committee Agenda  
 May 27, 2015, 8am – 10am  
 Municipal Building, Conference Room 1  
 3 Primrose Street  
 Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF May 14, 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>
Meg	Policy 3250 – Materials/Service Fees, Fines, Charges - Attorney Frank is going to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act.	05/27/2015
Committee	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing.	05/27/2015
Committee	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski revised the policy. The Committee will review and discuss at their next meeting.	05/27/2015
Mr. Bienkowski	3326.3 - Board of Education Credit Card - Mr. Bienkowski will rewrite policy with our current practice.	05/27/2015
Dr. Erardi/ Mr. Bienkowski	3340 - Funding of Special Programs - Dr. Erardi and Mr. Bienkowski will consult with Ms. Haggard and advise at next meeting.	05/27/2015

NEW BUSINESS

Discussion and Possible Action:

- *Student Dress Code (Newtown Policy 7-500; CABA Policy 5132)*
- *Series 3000 (Business/Non-Instructional Operations):*

<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
3400	Accounts	Mr. Freedman
3410	System of Accounts	Mr. Freedman
3420	Classification of Expenditures	Mr. Freedman
3430	Periodic Financial Reports	Mr. Freedman
3431	Treasurer's Report	Mr. Freedman
3432	Budget and Expense Reports	Mr. Freedman
3433	Annual Financial Reports	Mr. Freedman
3434	Periodic Audit	Mr. Freedman
3435	Fraud Prevention and Investigation	Mr. Freedman
3440	Inventories	Mr. Freedman
3450	Monies in School Buildings	Mr. Freedman
3451	Petty Cash Funds	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Fund	Mr. Freedman

BOE Policy Committee Agenda  
 May 27, 2015, 8am – 10am  
 Municipal Building, Conference Room 1  
 3 Primrose Street  
 Newtown, CT 06470

<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
3453.1	Unexpended Class Funds	Mr. Freedman
3454	Gate Receipts and Admission	Mr. Freedman
3455	High School Concession Stand	Mr. Freedman
3500	Non-Instructional Operations	Ms. Hamilton
3510	Operation and Maintenance of Plant/Grounds	Ms. Hamilton
3511	Compliance with 504 Regulations	Ms. Hamilton
3512	Buildings	Ms. Hamilton
3513	Utilities	Ms. Hamilton
3513.1	Energy Conservation	Ms. Hamilton
3513.2	Recycling Program	Ms. Hamilton
3514	Equipment (Home Use of)	Ms. Hamilton
3515	Facility Use	Ms. Hamilton
3515.1	Community Use of School Facilities – Swimming Pool	Ms. Hamilton
3515.2	Parking	Ms. Hamilton
3516	Safe and Secure School Facilities, Equipment & Grounds	Ms. Hamilton
3516.1	Building Inspection	Ms. Hamilton
3516.11	Hazardous Materials Communication	Ms. Hamilton
3516.12	Asbestos Control	Ms. Hamilton
3516.3	Accident Prevention and Reporting	Ms. Hamilton
3516.31	First Aid Request	Ms. Hamilton
3516.4	Sex Offender Notification	Ms. Hamilton
3516.5	Sex Offenders on School Property	Ms. Hamilton
3517	Security of Buildings and Grounds	Dr. Erardi
3517.1	Site & Building Access	Dr. Erardi
3517.2	Vandalism	Dr. Erardi
3518	Records and Reports	Dr. Erardi
3520	Data Processing Services	Dr. Erardi
3520.1	Information Security Breach and Notification	Dr. Erardi
3520.11	Electronic Information Security	Dr. Erardi
3520.12	Data-Based Information Management Systems	Dr. Erardi
3520.13	Student Data Protection & Privacy/Cloud-Based Services	Dr. Erardi
3521	Responsibilities and Scope	Dr. Erardi
3522	Services Available	Dr. Erardi
3523	Facilities	Dr. Erardi
3523.1	Acquisition and Updating of Technology	Dr. Erardi
3523.2	Operation and Maintenance	Dr. Erardi
3523.3	School Facilities – Playground Equipment	Dr. Erardi

PUBLIC PARTICIPATION

ADJOURNMENT

Kathy Hamilton, Chairman