

ATTENDANCE:

Mr. Keith Alexander, Board of Education (until 8:30 a.m.) Dr. Joseph Erardi, NPS Superintendent
 Ms. Laura Roche, Board of Education
 Ms. Kathy Hamilton, Board of Education

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:13 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Ms. Roche to approve the Minutes of May 14, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3250	Materials/Service Fees, Fines, Charges	Attorney Frank defined and narrowed down the section on Copies of Records defined in the Connecticut Freedom of Information Act. The Committee established a yearly date that the Superintendent will review all fees.
3310	Expenditures/Expending Authority	Use optional policy to consider provided by CABA. When agreed upon the Committee will add the dollar amount to the exception to purchasing guidelines.
3323	Soliciting Prices	The Committee reviewed and discussed Mr. Bienkowski revisions to the policy. They liked the revisions made to the policy section but would like to discuss the regulation section at the next meeting. The Committee would like to see a list of reoccurring contracts that presently do not go out to bid. They would also like to have something written into the regulation to discuss all contracts not going out to bid on yearly basis with the Board.

3326.3	Board of Education Credit Card	Mr. Bienkowski will rewrite policy with our current practice. <i>Will be addressed in the next Policy Committee Meeting.</i>
3340	Funding of Special Programs	Dr. Erardi and Mr. Bienkowski met with Ms. Haggard to discuss the policy and get her input. Dr. Erardi and Mr. Bienkowski will present revisions at the next meeting.

- **NEW BUSINESS**

Policy #	Policy Title	Status
5132	Students Dress and Grooming (Current Student Dress Code Policy 7-500)	The student dress code policy was brought to discussion early and out of order because of feedback heard from several parents and students. A copy of the CABE suggested policy was distributed along with the current Newtown policy. The consensus of the Committee was there needs to be consistency amongst the schools with enforcing the policy and the wording of the policy needs to be updated. Dr. Erardi will survey the principals and students and get back to the Committee with a recommendation.
3500	Non-Instructional Operation	Do not include.
3510	Operation and Maintenance of Plant/Grounds	Gino Faiella will review policy and make recommendations if needed.
3511	Compliance with 504 Regulation	Julie Haggard will review policy and make recommendations if needed.
3512	Buildings	CABE did not provide policy. Do not include.
3513	Utilities	CABE did not provide policy. Do not include.
3513.1	Energy Conservation	Gino Faiella will review policy and make recommendations if needed.
3513.2	Recycling Program	Meg will ask CABE to update list of items that are part of the Mandatory Recycling Act. Updated policy from CABE will be sent to Gino Faiella to review and make recommendations.
3514	Equipment (Home Use of)	Use existing policy presently numbered 4-604.

3515	Facility Use	Use optional policy to consider from CABE. Change wording to reflect a “staff member” must be present when the school building is being used. Cross reference Policy 1300 (Public Activities Involving Staff, Students or School Facilities). Dr. Erardi will review regulation and Gino Faiella will review the fees for facility rental.
3515.1	Community Use of School Facilities – Swimming Pool	Meg will ask Matt Childs, Gregg Simon and Lorrie Rodrigue to review policy and advise.
3515.2	Parking	Use optional policy from CABE. Cross reference Policy 1411 (Community Relations - Relations with Law Enforcement Agencies)
3516	Safe and Secure School Facilities, Equipment & Grounds	Mark Pompano will review policy and make recommendations. Cross reference Policies 6114, 6114.1, 6114.3 and 6114.7.
3516.1	Building Inspection	Do not use.
3516.11	Hazardous Materials Communication	Gino Faiella will review policy and make recommendations if needed.
3516.12	Asbestos Control	Gino Faiella will review policy and make recommendations if needed.
3516.3	Accident Prevention and Reporting	Use sample policy provided by CABE.
3516.31	First Aid Request	CABE did not provide policy. Do not include.
3516.33	Do Not Resuscitate Order	Meg will contact our medical advisor, Dr. Machado, to review policy and advise.
3516.4	Sex Offender Notification	Meg will contact CABE Legal to see if policy should be included. If CABE Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.
3516.5	Sex Offender on School Property	Meg will contact CABE Legal to see if policy should be included. If CABE Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.

○ FUTURE MEETING DATES

- June 10, 2015 – Shared Meeting Room 1
- June 24, 2015 – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Committee	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing.		06/10/2015
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - The Committee would like to discuss the regulation section at their next meeting. They would like to see a list of reoccurring contracts that presently do not go out to bid. The Committee would also like to have something written into the regulation to discuss all contracts not going out to bid on yearly basis with the Board.		06/10/2015
Mr. Bienkowski	Policy 3326.3 - Board of Education Credit Card - Mr. Bienkowski will rewrite policy with our current practice.		06/10/2015
Dr. Erardi/ Mr. Bienkowski	Policy 3340 - Funding of Special Programs - Dr. Erardi and Mr. Bienkowski will present revisions at the next meeting.		06/10/2015
Mr. Faiella	Policy 3510 – Operation and Maintenance of Plant/Grounds – Mr. Faiella will review policy and advise at next meeting.		06/10/2015
Ms. Haggard	Policy 3511 – Compliance with 504 Regulation – Ms. Haggard will review policy and advise at next meeting.		06/10/2015
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review policy and advise at next meeting.		06/10/2015

Meg/ Mr. Faiella	Policy 3513.2 – Recycling Program – Meg will get updated list of items that are part of the Mandatory Recycling Act. Mr. Faiella will review policy and advise at next meeting.		06/10/2015
Dr. Erardi Mr. Faiella	Policy 3515 – Facility Use – Dr. Erardi will review regulation. Mr. Faiella will review fees for facility rental.		06/10/2015
Meg	Policy 3515.1 – Community Use of School Facilities – Swimming Pool – Meg will ask Dr. Rodrigue, Mr. Simon and Mr. Childs to review policy and advise at next meeting.		06/10/2015
Mr. Pompano	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano will review policy and advise at next meeting		06/10/2015
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and advise at next meeting		06/10/2015
Mr. Faiella	Policy 3516.12 – Asbestos Control – Mr. Faiella will review policy and advise at next meeting.		06/10/2015
Meg	Policy 3516.33 – Do Not Resuscitate Order – Meg will ask Dr. Machado to review policy and advise.		06/10/2015
Meg	Policy 3516.4 – Sex Offender Notification - Meg will contact CABA Legal to see if policy should be included. If CABA Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.		06/10/2015

Meg	Policy 3516.5 – Sex Offender on School Property – Meg will contact CABA Legal to see if policy should be included. If CABA Legal determines policy should be included, Meg will forward policy to Mr. Pompano and Chief Kehoe to review and advise.		06/10/2015
Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will survey the principals and students and get back to the Committee with a recommendation.		06/10/2015

- **NEXT SET OF POLICIES TO REVIEW AND REVISE**

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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 Fund	Mr. Freedman
3452	Revolving Funds	Mr. Freedman
3453	School Activity Funds	Mr. Freedman
3453.1	Unexpended Class Fund	Mr. Freedman
3454	Gate Receipts and Admission	Mr. Freedman
3455	High School Concession Stand	Mr. Freedman
3517	Security of Building 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	Service 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**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Ms. Roche was made to adjourn the meeting at 9:51 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair