

BOE Policy Committee Agenda
 June 24, 2015, 8am – 10am
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF June 10, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- *Review and Update Status of Open Action Items*

Responsible Party	Action	Due Date
Mr. Bienkowski Meg	Policy 3310 – Purchasing Guidelines - When agreed upon the Committee will add the dollar amount to the exception to purchasing. Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of the policy to the committee.	06/24/2015
Mr. Bienkowski Meg	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will meet with Mr. Bob Tait to review the policy again. Meg will send out a clean copy of the policy to the committee.	06/24/2015
Committee Meg	Policy 3340 - Funding of Special Programs – Meg will send out a copy of the suggested revisions to the committee. The committee will review revisions and address at their next meeting.	06/24/2015
Committee	Policy 3511 – Compliance with 504 Regulation – The committee will review the policy from Darien provided by Ms. Haggard and address at their next meeting.	06/24/2015
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review the regulation and advise at the next committee meeting.	06/24/2015
Mr. Faiella	Policy 3513.2 – Recycling Program – Mr. Faiella will survey the building principals to see if a letter is sent home on recycling at the beginning of the school year. Mr. Faiella will update the committee and make recommendations to the policy at their next meeting.	06/24/2015
Mr. Faiella Mr. Bienkowski Meg	Policy 3515 – Facility Use – Mr. Faiella will compare our fees with other school districts. Meg will forward a copy of Southington’s fees to the committee. Mr. Bienkowski will research our proof of insurance requirements and report back to the committee.	06/24/2015
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.	06/24/2015
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano is going to check the state statute on conducting a security and vulnerability assessment every two years. Mr. Faiella will develop a safety/hazard assessment inspection form.	06/24/2015

BOE Policy Committee Agenda
 June 24, 2015, 8am – 10am
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470

Ms. Blanchard Dr. Erardi Mr. Pompano	Policy 3516.4 – Sex Offender Notification – Ms. Blanchard will forward information on when we provide safety information to students on how to protect themselves from abuse, abduction or exploitation. Dr. Erardi and Mr. Pompano will review the regulation and make recommendations.	06/24/2015
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and make recommendations at the next policy meeting	06/24/2015
Meg	Policy 3516.33 – Do Not Resuscitate Order – Meg will ask Dr. Machado to review policy and advise.	06/24/2015
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.	06/24/2015

NEW BUSINESS

Discussion and Possible Action:

- *Series 3000 (Business/Non-Instructional Operations):*

Policy #	Policy Title	Responsible Party
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
3453.1	Unexpended Class Funds	Mr. Freedman
3454	Gate Receipts and Admission	Mr. Freedman
3455	High School Concession Stand	Mr. Freedman
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

BOE Policy Committee Agenda
June 24, 2015, 8am – 10am
Municipal Building, Conference Room 1
3 Primrose Street
Newtown, CT 06470

Policy #	Policy Title	Responsible Party
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