

BOE Policy Committee Agenda
 October 14, 2015, 7:30am - 9
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF September 28, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- Review and Update Status of Open Action Items

Responsible Party	Action	Due Date
Mr. Bienkowski	Policy 3310 – Purchasing Guidelines - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations. Before finalizing the policy the committee will wait to hear what the Town attorney says about whether the board of ed should be included in the Town regulation.	October 14
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations. Before finalizing the policy the committee will wait to hear what the Town attorney says about whether the board of ed should be included in the Town regulation.	October 14
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.	October 14
Mr. Faiella Mr. Bienkowski	Policy 3515 – Facility Use – Mr. Faiella will ask Ms. Karen Dugan to review the policy and compile a list of fees we have collected over the past two years. Ms. Hamilton will work on the policy language and add a section to the policy about who to contact if someone wants to use a school. The committee will wait to hear from Mr. Bienkowski on the phone call he placed to our insurance consultant on the specific language to add to the policy and also whether a conversation also took place with Park & Recreation. The committee would also like to see the list Mr. Bienkowski has compiled on facility fees he found on a website designed for school business managers.	October 14
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano and Mr. Faiella will combine their inspections lists. Meg will forward to and get feedback from board attorney.	October 14
Meg	Policy 3523.1 – Acquisition and Updating of Technology – Meg will update policy with discussed changes and will forward to committee for approval on 10/14.	October 14
Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will arrange for a meeting of students and staff at NHS, NMS & RIS about this topic for feedback to the committee.	TBD

NEW BUSINESS

Discussion and Possible Action:

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

Policy #	Policy Title	Responsible Party
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
3523.3	School Facilities – Playground Equipment	Dr. Erardi
3524	Hazardous Materials in Schools	Ms. Roche
3524.1	Pesticide Application	Ms. Roche
3524.11	Use of “Cut” Christmas Trees	Ms. Roche
3524.2	Green Cleaning Program	Ms. Roche
3530	Fixed Operations	Ms. Roche
3531	Pension Plan/Defined Benefit Plan	Ms. Roche
3532	Insurance	Ms. Roche
3532.1	Liability Insurance	Ms. Roche
3532.2	Property Insurance	Ms. Roche
3533	Employee Bonds	Ms. Roche
3540	Auxiliary Agencies	Ms. Roche

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

Policy #	Policy Title	Responsible Party
3541 - 3541.9	Transportation	Ms. Hamilton
3542 - 3542.47	Food Service	Mr. Freedman
3543 - 3580	Miscellaneous	Dr. Erardi

PUBLIC PARTICIPATION

ADJOURNMENT

Kathy Hamilton, Chairman