

ATTENDANCE:

Ms. Laura Roche, Board of Education

Dr. Joseph Erardi, NPS Superintendent

Ms. Kathy Hamilton, Board of Education

Mr. Ron Bienkowski, Director of Business

Mr. David Freedman, Board of Education

Ms. Maureen Hall, Supervisor of Special Education

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 7:32 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Mr. Freedman and second by Ms. Roche to approve the minutes of September 28, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

Dr. Erardi asked the committee to added current policy 8-205 – Pilot Projects to the agenda.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3310	Expenditures/Expending Authority	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 has to say about whether the Board of Education should be included in the Town regulation. Ms. Hamilton will follow up with Town attorney. <i>Changes will be addressed at the next committee meeting.</i>
3323	Soliciting Prices	Before finalizing the policy the committee will wait to hear what the Town attorney has to say about whether the Board of Education should be included in the Town regulation. Ms. Hamilton will follow up with Town attorney. <i>Changes will be addressed at the next committee meeting.</i>

3511	Compliance with 504 Regulation	<p>Dr. Erardi introduced Ms. Maureen Hall, Supervisor of Special Education. Ms. Hall oversees the 504 program for the district. The committee decided it was better to include more information into the policy so parents will have a better understanding of the 504 process. Darien's policy is very clear and represents our 504 process. Use Darien's policy and our 504 forms. Ms. Hall will review all of our 504 forms and the timeline to make sure everything is correct. Meg will update Darien's policy with our information. The committee will review the policy one more time with the above changes.</p>
3515	Facility Use	<p>Mr. Bienkowski presented the committee with the suggestions from our insurance consultant. The committee discussed who would need insurance when using our facilities. It was determined an event sponsored by the school would be covered. If the organization is not affiliated with the school it should have their own insurance. The hold harmless and subrogation waivers are important to include in the policy. The policy changes stay consistent with the Town policy. Ms. Hamilton worked on the policy language and added a section to the policy about who to contact if someone wants to use a school. Use optional policy to consider, updated to reflect NCLB legislation provided by CABE.</p> <p><i>The following be addressed at the next committee meeting.</i></p> <p>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. Mr. Bienkowski will rework the regulation and add fees. He will also check with Ms. Dugan about whether we have insurance certificates.</p>

3515.2	Vehicles Parked on School Property by Students and Employees	Meg distributed the list of local school districts parking fees she compiled. A discussion took place regarding what happens with the fees collected. The committee discussed raising the parking fee for next year to \$100. Ms. Roche disagreed with the increase. Ms. Roche reminded the committee of the discussion that took place regarding the Security Department being inundated with issuing parking permits during the start of the school year. It was suggested at a previous meeting that a discount be given to students who sign up over the summer for a parking permit. <i>A decision was made to bring the discussion forward to the Board in April or May.</i>
3516	Safe and Secure School Facilities, Equipment & Grounds	Dr. Erardi passed along the information he received from Attorney Zaccardi regarding FOIA. <i>The following will be addressed at the next committee meeting:</i> Mr. Faiella and Mr. Pompano will review the form Mr. Pompano developed based on a template of NCFE safe schools checklist. They will combine it with a safety checklist that is currently being used within the Facilities Department. When the form is finished they will bring it back for the committee to review.
3523.1	Acquisitions and Updating of Technology	Use optional policy to consider provided by CAFE. Include changes recommended by Ms. Amodeo at September 28, 2015 Policy Committee Meeting.

5132	Students Dress and Grooming (Current Student Dress Code Policy 7-500)	The committee held meetings regarding the student dress code at the Reed School, Middle School and High School. The meetings had a representation of male and female students, teachers, administrators, Rilind Abazi, the high school student representative of the Board of Education and members of the Board of Education. The committee liked the policy provided by CABE. The thought was to keep the policy general and the schools will have their own guidelines. Dr. Erardi will review the dress code policy provided by CABE with Rilind Abazi and the school principals.
------	-----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- **NEW BUSINESS**

3523.3	School Facilities – Playground Equipment	Use optional policy to consider provided by CABE with regulation. Add specifications that serve as criteria for selection of playground equipment into the policy.
3524	Hazardous Materials in Schools	Forward policy to Mr. Faiella for his review and recommendation.
3524.1	*Pesticide Application	Forward policy to Mr. Faiella for his review and recommendation.
3524.11	Use of “Cut” Christmas Trees	CABE did not include policy. Do not include.
3524.2	Green Cleaning Program	Forward policy to Mr. Faiella for his review and recommendation.
3530	Fixed Operations	CABE did not include policy. Do not include.
3531	Pension Plan	Meg will request sample policy from CABE.
3532	Insurance	CABE did not include policy. Do not include.
3532.1	Liability Insurance	Mr. Bienkowski will review and advise.
3532.2	Property	CABE did not include policy. Do not include.
3533	Employee Bonds	Mr. Bienkowski will review and advise.
3540	Auxiliary Agencies	CABE did not include policy. Do not include.

6172.5	Pilot Programs (current policy presently numbered 8-205 – Pilot Projects)	Dr. Erardi presented the committee with two policies he received from CABA - Policy 6172.5 (Pilot Programs) and Policy 6172.5 (Pilot Programs and Research Projects). Dr. Erardi suggested this policy be moved forward in the review process and the committee agreed. Dr. Erardi will take this policy to the Curriculum and Instruction Committee and bring back their suggestions to the next committee meeting.
--------	---------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- FUTURE MEETING DATES
 - Monday, October 26, 2015, 7:30 a.m. – Shared Meeting Room 1
 - Wednesday, November 11, 2015, 7:30 a.m. – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Mr. Bienkowski Ms. Hamilton	Policy 3310 – Purchasing Guidelines - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations. Ms. Hamilton will follow up with the Town attorney regarding whether the Board of Education should be included in the Town regulation.		October 26th
Mr. Bienkowski Ms. Hamilton	Policy 3323 – Soliciting Prices (Bids and Quotations) – Ms. Hamilton will follow up with the Town attorney regarding whether the Board of Education should be included in the Town regulation.		October 26th
Ms. Hall Meg	Policy 3511 – Compliance with 504 Regulation – Ms. Hall will review all of our 504 forms and the timeline to make sure everything is correct. Meg will update Darien’s policy with our information.		October 26th

Mr. Bienkowski Mr. Faiella	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. Mr. Bienkowski will rework the regulation and add fees. He will also check with Ms. Dugan about whether we have insurance certificates.		October 26th
Committee	Policy 3515.2 – Vehicles Parked on School Property by Students and Employees - Bring the discussion forward to the Board in April or May.		April/May
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Faiella and Mr. Pompano will review the form Mr. Pompano developed based on a template of NCFE safe schools checklist. They will combine it with a safety checklist that is currently being used within the Facilities Department.		October 26th
Mr. Faiella	Policy 3524 - Hazardous Materials in Schools - Mr. Faiella will review and advise.		October 26th
Mr. Faiella	Policy 3524.1 - Pesticide Application - Mr. Faiella will review and advise.		October 26th
Mr. Faiella	Policy 3524.2 - Green Cleaning Program - Mr. Faiella will review and advise.		October 26th
Meg	Policy 3531- Pension Plan - Meg will request sample policy from CAFE.		October 26th
Mr. Bienkowski	Policy 3532.1 - Liability Insurance - Mr. Bienkowski will review and advise.		October 26th
Mr. Bienkowski	Policy 3533 - Employee Bonds - Mr. Bienkowski will review and advise.		October 26th

Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will review the dress code policy provided by CABA with Rilind Abazi and the school principals.		October 26 th
Dr. Erardi	Policy 6172.5 - Pilot Programs (current policy presently numbered 8-205 – Pilot Projects) - Dr. Erardi will take this policy to the Curriculum and Instruction Committee and bring back their suggestions to the next committee meeting.		October 26th

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

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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
3541	Transportation	Ms. Hamilton
3541.1	School Bus Riders	Ms. Hamilton
3541.2	Responsibilities and Duties	Ms. Hamilton
3541.21	Boards of Education	Ms. Hamilton
3541.22	Employees Duties; Driver	Ms. Hamilton
3541.23	Bus Contractor	Ms. Hamilton
3541.24	Transportation; Parent/Guardian Responsibility	Ms. Hamilton
3541.3	Routes and Services	Ms. Hamilton
3541.311	Riding Other Than Assigned Bus	Ms. Hamilton
3541.312	Daycare Center Transportation	Ms. Hamilton
3541.313	Video Cameras on School Transportation	Ms. Hamilton
3541.32	Special Transportation for School Related Trips	Ms. Hamilton
3541.33	Special Transportation for Exceptional Children	Ms. Hamilton
3541.34	Special Transportation for Non Public School Purposes	Ms. Hamilton
3541.341	Non Public School Students	Ms. Hamilton
3541.342	Senior Citizens	Ms. Hamilton
3541.343	Outside Agencies/Organizations	Ms. Hamilton
3541.35	Bus Driver Safety/Emergency Procedures	Ms. Hamilton
3541.4	Transportation Equipment	Ms. Hamilton
3541.41	Maintenance	Ms. Hamilton
3541.42	Vandalism	Ms. Hamilton

3541.43	School System Owned Vehicles	Ms. Hamilton
3541.44	Privately Owned Vehicles	Ms. Hamilton
3541.5	*Transportation Safety Complaints	Ms. Hamilton
3541.51	Denial of Transportation (Hearings)	Ms. Hamilton
3541.6	Bus Drivers	Ms. Hamilton
3541.7	Student Behavior	Ms. Hamilton
3541.8	Student Bus Assignments	Ms. Hamilton
3541.9	Accident Reporting	Ms. Hamilton
3542	Food Service	Mr. Freedman
3542.1	Purpose and Facilities	Mr. Freedman
3542.2	Responsibilities and Duties	Mr. Freedman
3542.21	Boards of Education	Mr. Freedman
3542.22	Employees	Mr. Freedman
3542.3	Menus and Services	Mr. Freedman
3542.31	Free or Reduced Price Lunches	Mr. Freedman
3542.32	Cafeterias	Mr. Freedman
3542.33	Food Sales Other Than National School Lunch Program	Mr. Freedman
3542.34	Nutrition Program	Mr. Freedman
3542.4	Operation	Mr. Freedman
3542.41	Personnel	Mr. Freedman
3542.42	Finance	Mr. Freedman
3542.43	Charging Policy	Mr. Freedman
3542.44	Community Use of Purchasing	Mr. Freedman
3542.441	Surplus Commodities	Mr. Freedman
3542.45	Vending Machines	Mr. Freedman
3542.46	Sanitary Conditions	Mr. Freedman
3542.47	Records and Reports	Mr. Freedman
3543	Office Services	Dr. Erardi
3543.11	Printing and Duplicating: Copyrighted Materials	Dr. Erardi
3543.12	Wire Services	Dr. Erardi
3543.13	Mail and Delivery	Dr. Erardi
3543.2	Stenographic and Clerical	Dr. Erardi
3543.3	Records and Reports	Dr. Erardi
3543.31	Electronic Communications Use and Retention	Dr. Erardi
3543.311	Holds on the Destruction of Electronic/Paper Recycle	Dr. Erardi
3550	Debt Service	Dr. Erardi
3551	Direct Payment on Bonds	Dr. Erardi
3552	Interest on Bonds	Dr. Erardi
3553	Interest on Short-Term Notes	Dr. Erardi
3560	Capital Outlay	Dr. Erardi
3561	Grounds	Dr. Erardi
3562	Buildings	Dr. Erardi
3563	Heat, Light and Plumbing	Dr. Erardi
3570	Care of School System Records	Dr. Erardi
3571	Maintenance Program	Dr. Erardi

3572	Destruction	Dr. Erardi
3580	Budget Savings Activity	Dr. Erardi

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Ms. Roche was made to adjourn the meeting at 8:47 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair