

BOE Policy Committee Agenda
September 21, 2015, 7:30am - 9
Municipal Building, Conference Room 1
3 Primrose Street
Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF May 27, 2015 & 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	Policy 3310 – Purchasing Guidelines - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations	September
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations	September
Meg	Policy 3340 - Funding of Special Programs – Meg will ask Ms. Haggard why she wants to include the Maintenance of Effort statement found in the Suffield Public Schools policy.	September
Dr. Erardi	Policy 3510 – Speak to Suzanne about change in title from Director of Facilities to Director of Operations	September
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.	September
Mr. Faiella	Policy 3513.1 – Energy Conservation - Mr. Faiella will review the regulation and advise at the next committee meeting.	September
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 at the next committee meeting.	September
Mr. Faiella Mr. Bienkowski	Policy 3515 – Facility Use – Mr. Faiella will compare our fees with other school districts. Mr. Bienkowski will report back to committee with insurance consultant’s recommendation and compile information on facility fees he found on a website designed for school business managers.	September
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.	September
Meg	Policy 3515.2 – Vehicles Parked on School Property by Students and Employees - Meg will forward a copy of the policy to the committee. She will also contact local school districts and compile a list of their parking fees.	September
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Mr. Pompano will develop form based on a template he has for the NCFE safe schools checklist. Mr. Faiella will develop a safety/hazard assessment inspection form.	September

BOE Policy Committee Agenda
 September 21, 2015, 7:30am - 9
 Municipal Building, Conference Room 1
 3 Primrose Street
 Newtown, CT 06470

Mr. Faiella	Policy 3516.1 – Building Inspection	September
Mr. Faiella	Policy 3516.11 – Hazardous Materials Communication – Mr. Faiella will review policy and make recommendations at the next committee meeting.	September
Mr. Faiella	Policy 3516.12 – Asbestos Control	September
Mr. Faiella	Policy 3516.13 – First Aid Request	September
Mr. Faiella	Policy 3517 - Security of Building and Grounds – Mr. Faiella will make recommendations on the “Keys” section of the regulation.	September
Meg Ms. Amodeo	Policy 3520.12 – Data-Based Information Management Systems – Meg will forward the policy to Ms. Amodeo for her input.	September
Dr. Erardi	Policy 3523.1 – Acquisition and Updating of Technology – The committee will discuss lease to buy at their next committee meeting.	September
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.	September

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
3523.3	School Facilities – Playground Equipment	Dr. Erardi

PUBLIC PARTICIPATION

ADJOURNMENT

Kathy Hamilton, Chairman