

ATTENDANCE:

Ms. Kathy Hamilton, Board of Education
Mr. David Freedman, Board of Education

Dr. Joseph Erardi, NPS Superintendent
Mr. Gino Faiella, NPS Director of Operations
Mr. Mark Pompano, NPS Director of Security
Ms. Carmella Amodeo, Director of Technology

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 7:31 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Mr. Freedman to approve the minutes of June 10, 2015 and to add minutes of June 24, 2015 to the agenda. All in Favor.

Minutes from May 27, 2015 and June 24, 2015, were tabled.

- **COMMUNICATIONS/ANNOUNCEMENTS**

- Summary of Annual Policies by Dr. Erardi
- Letter regarding Policy 5114 – Suspension and Expulsion/Due Process from Ms. Kinda Walsh
- Ms. Hamilton announced that Policy Series 2000 has been uploaded to the Newtown Public Schools Website.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3310	Expenditures/Expending Authority	Mr. Bienkowski will report back to the committee with Mr. Tait's recommendations. <i>Changes will be addressed at the next committee meeting.</i> Before finalizing the policy the committee will wait to hear what the Town attorney says about whether the Board of Education should be included in the Town regulation.

3323	Soliciting Prices	Mr. Bienkowski's changes to the policy were presented to the committee. <i>Changes will be addressed at the next committee meeting.</i> Before finalizing the policy the committee will wait to hear what the Town attorney says about whether the Board of Education should be included in the Town regulation.
3340	Funding of Special Programs	Meg reported that Ms. Haggard wanted to use the Maintenance of Effort Statement in the policy because it was State Statute and parents like to see this statement in the policy. Sample policy to consider provided by CABE will be used with the Maintenance of Effort Statement and the Excess Cost Calculation from another version of the policy from CABE. The sample regulation with a few revisions to make the regulation specific to Newtown will also be included.
3510	Operation and Maintenance of Plant	Dr. Erardi spoke to Suzanne and the title of Director of Operations was agreed upon.
3511	Compliance with 504 Regulation	Dr. Erardi will ask Julie Haggard or Sandy Rodriguez to attend the next committee meeting to review Darien's policy and are 504 forms.
3513.1	Energy Conservation	Use sample policy provided by CABE using paragraph labeled version one with a few revisions to the wording. Do not include the sample regulation.
3513.2	Recycling Program	The committee discussed the policy and Mr. Faiella explained the current recycling process. Mr. Faiella informed the committee that the schools do not send out a formal letter to parents on recycling. Use existing policy presently number 3-516 with an updated list of mandatory recycling items.

3515	Facility Use	<p>The committee discussed the policy on 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. 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. It was decided the fees should be part of the regulation. <i>Will be addressed at the next committee meeting.</i></p>
3515.1	Community Use of School Facilities – Swimming Pool	<p>Meg will ask Matt Childs, Gregg Simon and Lorrie Rodrigue to review policy and advise. <i>Will be addressed at the next committee meeting.</i></p>
3515.2	Vehicles Parked on School Property by Students and Employees	<p>A discussion took place regarding parking and student parking fees at the High School. Meg will contact the local school districts and compile a list of their parking fees. Ms. Roche suggested a reduced fee for student parking if the permit is obtained before the start of the school year. This will help alleviate the strain on security at the beginning of the school year. Meg will forward the committee Policy 3515.2. <i>Will be addressed at the next committee meeting.</i></p>

3516	Safe and Secure School Facilities, Equipment & Grounds	Mr. Pompano presented the committee the form he developed based on a template he has for the NCFE safe schools checklist. Mr. Faiella and Mr. Pompano will review the form together and combine it with a safety checklist that is currently being used within the Facilities Department. The committee decided to change the policy back to conducting the security and vulnerability assessment every year instead of every two years. It was decided to cross-reference Policy 3523.3 – School Facilities – Playground Equipment. Dr. Erardi will contact Attorney Mills to discuss the Freedom of Information Act and safety as it pertains to this policy.
3516.	Building Inspection	Do not include – information will be combined into Policy 3516.
3516.11	Hazardous Materials Communication	Use recommended policy to consider provided by CAFE.
3516.12	Asbestos Control	Done previously on 6/10/2015: Use optional policy provided by CAFE. Mr. Faiella said this policy represents our current practice.
3516.13	First Aid Request	No CAFE policy – do not include.
3517	Security of Buildings and Grounds	Mr. Faiella informed the committee of the current practice with building keys. He said the regulation section on Keys is okay as presented. Use sample policy and regulation provided by CAFE.
3520.12	Data-Based Information Management System	Ms. Amodeo reviewed the policy with the committee. It was decided to use the optional policy to consider provided by CAFE with the following changes. Add wording “need to know” in the Confidentiality section of the policy. Under the Directory Information parent/guardian information was added to the list. In the Definitions section of the policy the optional paragraph was combined with the Personal Information section to better define the paragraph.
3523.1	Acquisitions and Updating of Technology	Dr. Erardi and Ms. Amodeo will review the policy and present their recommendation with regard to leasing equipment at the next policy meeting.

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 CABA 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. <i>Will be addressed at the next committee meeting.</i>
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- **NEW BUSINESS**

- **FUTURE MEETING DATES**

- Monday, September 28, 2015, 7:30 a.m. – Shared Meeting Room 1

- Wednesday, October 14, 2015, 7:30 a.m. – Shared Meeting Room 1

- 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	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 Education should be included in the Town regulation.		September 28th

Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski’s changes to the policy will be addressed at the next committee meeting. Before finalizing the policy the committee will wait to hear what the Town attorney says about whether the Board of Education should be included in the Town regulation.		September 28th
Dr. Erardi	Policy 3511 – Compliance with 504 Regulation – Dr. Erardi will ask Ms. Julie Haggard or Ms. Sandy Rodriguez to attend the next meeting to review Darien’s policy and our 504 forms.		September 28th
Ms. Hamilton 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. 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. 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.		September 28th
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 28th

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 28th
Dr. Erardi Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds –Mr. Faiella and Mr. Pompano will review the form together and combine it with a safety checklist that is currently being used within the Facilities Department. Dr. Erardi will contact Attorney Mills to discuss the Freedom of Information Act and safety as it pertains to this policy.		September 28th
Dr. Erardi Ms. Amodeo	Policy 3523.1 – Acquisition and Updating of Technology – Dr. Erardi and Ms. Amodeo will review the policy and present their recommendation with regard to leasing equipment at the next policy meeting.		September 28th
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 28th

- **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
3523.3	School Facilities – Playground Equipment	Dr. Erardi

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Mr. Freedman was made to adjourn the meeting at 9:02 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair

Annual Reports Required by the Board of Education

Policy	Report	Due
0200 – Goals of District	Strategic Plan developed and evaluated	Every Five Years
0200 – Goals of District	Newtown Board of Education and Superintendent will develop, publish and evaluate district goals.	Yearly
1220 – Citizens’ Advisory Committees	The Board shall review existing advisory committees, membership and committee goals for the year.	Yearly - October BOE Meeting
1230 – Booster Clubs/ Organizations	The parent organization or booster club must provide to the Board a complete set of financial records or detailed treasurer’s report.	Annual
1230 – Booster Clubs/ Organizations	A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Along with a list of officers.	Annual
Policy 1314 and 1324 – Fund-Raising and Solicitation	Each principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent. The Superintendent will furnish the BOE with an up-to-date listing of all fund-raising activities being conducted by the school division.	
Policy 2131 – Superintendent of Schools	Keep the Board informed of all changes in curriculum.	Continuing Basis
Policy 2131 – Superintendent of Schools	Prepare and present the Board an annual budget. Ensure regular reports are made to the Board on the status of the budget.	Continuing Basis
Policy 2137 – Athletic Director	End of Year review will be submitted to the Board at the end of the year.	Annual
Policy 2232 – Annual Report	The Superintendent in conjunction with the BOE Secretary shall submit to the BOE an annual written report about the schools system for the preceding year and identify concerns or issues that should become priorities for a school district improvement plan.	Annual – on or before the last first scheduled September BOE Meeting
Policy 2250 – Monitoring of Product and Process Goals	Comprehensive plan in concert with the NPS Strategic Plan for monitoring the progress of the schools in achieving product goals and process goals	
Policy 2400 – Evaluation of Superintendent	Performance report by a majority of the full membership of the BOE	Annual
Policy 2400 – Evaluation of Superintendent	The Superintendent shall present the BOE a self-evaluation report	Annual on or about May 15
Policy 2400 – Evaluation of Superintendent	Annual written performance report prepared by the BOE perception of the extent of accomplishment of Superintendent job targets	Annually prior to June 30
Policy 3100 – Budget/Budgeting System	The Superintendent will present to the BOE a budgetary plan for the school system for the next fiscal year	Annually

Annual Reports Required by the Board of Education

Policy 3113 – Setting Budget Priorities	The BOE will establish budget priorities for the new fiscal year.	October 1 st
Policy 3121 – Approval of the Budget/Delivery to Fiscal Authority	The BOE shall submit to the BOF an itemized estimate of expenditures proposed for maintenance of Town public schools and an itemized estimate of all revenue other than Town appropriations to be received by the BOE for use during the next fiscal year.	February 14th
Policy 3160 – Budget Procedures and Line Item Transfers	The BOE shall prepare an itemized estimate of its budget each year for submission to the BOF and Legislative Council for review and appropriation.	
Policy 3160 – Budget Procedures and Line Item Transfers	Budget report shall be prepared in the same format as the annual object detail budget showing each major object code line item, the appropriate budget amount, transfers, expenditure to date, encumbered amounts and current balance.	Monthly and Year-End (August)
Policy 3160 – Budget Procedures and Line Item Transfers	The Director of Business will recommend to the Board an unexpended amount to be placed into the non-lasing education account.	Annually Before August 31st
Policy 3160 – Budget Procedures and Line Item Transfers	The BOE will forward a request to transfer unexpended funds from the previous year’s budgeted education appropriation to the non-lapsing education account.	Annually Before August 31st
Policy 3171.1 – Non-Lapsing Education Fund	The Non-Lapsing Education Fund will be audited annually.	Annually
Policy 3231 – Medical Reimbursement for Special Education Students	The BOE will provide written notification to student’s parents/guardians before accessing the student’s benefits/insurance.	Annually
Policy 3240 – Tuition Fees	BOE will review and establish tuition fees.	Annually
Policy 3250 – Materials/Service Fees, Charges	The Superintendent shall review fees established for all equipment and facility rentals, admissions to athletic or extracurricular events, field trips/excursions and other related fees that may be assessed.	Yearly on or about July 1
Policy 3280 – Gifts, Grants and Bequests	A list of supplies and equipment contributed primarily for school use shall be reported to the BOE by the Superintendent’s Office.	Annually
Policy 3280.1 – Grants	Summary of approved grants, their value and timeframe shall be presented to the BOE.	Fiscal year-end
Policy 3290 – Grants and Other Revenue	As part of budget preparation the Superintendent shall report on the status of all state and federal grants and programs, including the financial status of each program including a recommendation to continue, modify or discontinue each program.	Annually

Annual Reports Required by the Board of Education

Policy 3293.1 – Authorization of Signature	The BOE will annually renew authority to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business.	Annually by July 1st
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From: Kathy Hamilton kathyhamilton@att.net
Subject: Re: policy considerations
Date: June 24, 2015 at 5:00 PM
To: kingawalsh@gmail.com



Kinga,

Attached is the expulsion policy 5114:



Suspension and
Expulsion-D...5114.docx

I think there needs to be some clarification on the athletes policy because if it were true to policy 5114, a student can be suspended from any after school activities not just athletics - we did address that specifically in our discussions at the policy cmte meetings. Please read through the policy. The goal was to bring the policy up to date and be more consistent, so that the principals can use it as a more effective tool. Extenuating circumstances can always be handled with the principal and/or the superintendent.

All my best,

Kathy Hamilton
email: KathyLHamilton@att.net
phone: 203-304-8192
mobile: 203-417-2167

On Jun 24, 2015, at 11:49 AM, Kinga Walsh <kingawalsh@gmail.com> wrote:

Dear Newtown BOE,

Aren't you glad my son's graduation is all done and I now (supposedly) have time to look over education related discussions?

I noticed on tonight's meeting agenda that there is discussion and possible action on policies. I do believe there are some things that really need to be reiterated before a final policy change is implemented. Please consider the following in your decision.

Expulsion/Due Process Policy 5114:

- It is my understanding that there may be a change to the policy so it is "one and done". In theory this is good (and I in all honesty supported until having conversations with my kids). You mess up you are out. But.....What happens to the law-abiding student who shares a car with siblings who unfortunately participate in an illegal action in the car, say over a weekend, and that shared car is then used to go to school where a dog-search is implemented and something is found? The law-abiding student will be expelled for something they do/did not do (and quite possibly don't have the knowledge of taking place in the shared car at all). What happens if a student's parent leaves an illegal substance in the car (unbeknownst to the student) that is found during a search? We all know that despite the best efforts in the school, if actions/policies aren't reinforced in the home than the student is lacking. Removing the level of trust that the student has of the school system/faculty with a "one and done" policy will only alienate students even more.
- For the final policy, please consider a scaled version similar to the State's in that if a substance is found weighing X ounces or quantity/count under X, the student is suspended (first time offense) but above X level they are expelled whether it is first offense or not (use vs. intent to sell). Second/repeat offenders get expelled.
- First time offenders shouldn't be held to the same level of repeat offenders. Please remember that these are kids who will make a mistake. Ensure, however, that the incident is part of their permanent school record and sent to colleges during the application process.

Athletes Policy

Good to see you are reviewing this policy especially given the inconsistency that occurred last fall with discipline and the recent discussion at the football parent meeting on the issue of drug use within the team. I am a bit frustrated, however, that this policy states "athletics" only vs. ALL AFTER SCHOOL PROGRAMS including but not limited to band, theater, clubs, arts, etc. Yes, the athletes have their own additional code-of-conduct contract but when I have repeatedly asked if this same code exists for other groups, I am assured it does. I can't, however, find it. Please don't single out the athletes. "Problem" students are in all groups at the school not just athletics. All after school programs should sign the same contract so that a consistent message of discipline and consequence is sent to ALL the students and their families.

And I will be bold to say that in order to effectively enforce policy, the district schools need to be consistent in their practices. Please review these to help determine if the roles/responsibilities of, say security guards, are really making an impact and that the students know and respect them as authority figures vs. viewing them as “useless” (a term heard from many, many students). Instances have been recounted, for example, where guards walk right past kids smoking illegal substances during school hours or right before or right after in the woods bordering the school but do nothing about it. Discipline is important! Consistency more so. Students understand the need for rules but when they see them inconsistently or haphazardly enforced (e.g., bullying, dress code), then they don't believe they are important and they choose to ignore them.

Ok, I think this is it for me today!

Again, looking forward to tonight's meeting!

Thanks for all you do for the district,

Kinga Walsh

21 Horseshoe Ridge Rd

Sandy Hook, CT

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