

BOE Policy Committee Agenda
September 28, 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 24, 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.	September
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.	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 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. 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
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

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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