

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. Carmella Amodeo, Director of Technology

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 7:37 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Roche and second by Ms. Hamilton to approve the minutes of May 27, 2015 and June 24, 2015. All in Favor (Mr. Freedman abstained as he was not present for the May 27, 2015 and June 24, 2015 meetings.)

Motion made by Ms. Hamilton and second by Mr. Freedman to add the minutes of September 21, 2015 to the agenda and to approve the minutes of September 21, 2015. All in Favor (Ms. Roche abstained as she was not present for the September 21, 2015 meeting.)

- **COMMUNICATIONS/ANNOUNCEMENTS**

None

- **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. <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. <i>Changes will be addressed at the next committee meeting.</i>
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 our 504 forms. <i>Will be address at next committee meeting.</i>
3515	Facility Use	<p>Mr. Bienkowski spoke to our insurance consultant. Our consultant suggested we stay consistent with the Town. He will let us know what the Town decides after his meeting with Park and Recreation.</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. 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. Mr. Bienkowski will report back to the committee on the insurance consultant's findings and the list he has compiled on facility fees found on a website for business managers.</p>
3515.1	Community Use of School Facilities – Swimming Pool	Meg gave the committee the policy recommendations from Dr. Lorrie Rodrigue, Mr. Matt Childs and Mr. Gregg Simon. The committee agreed with their recommendations and will use existing regulation presently numbered 3-800. Add Park and Recreation Commission can make arrangements to use the pool with the principal or a designee to item number 7 Change wording in 9b allowing bottled water in the locker room, pool area and spectator area.

3515.2	Vehicles Parked on School Property by Students and Employees	<p>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. A decision was made to bring the discussion forward to the Board in April or May.</p>
3516	Safe and Secure School Facilities, Equipment & Grounds	<p>Dr. Erardi contacted Attorney Mills and discussed the Freedom of Information Act and safety as it pertains to this policy. Dr. Erardi will forward the policy with the changes that were made by the committee to Attorney Mills. Attorney Mills will review the policy and report back to Dr. Erardi.</p> <p><i>The following 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.</p>

3523.1	Acquisitions and Updating of Technology	<p>Ms. Amodeo reviewed the leasing versus purchasing equipment with the committee. Ms. Amodeo told the committee we can rotate on a lease for five years. She also stated that it is important for a commitment to a dollar amount. She said we can look to see if we can sustain the commitment in the budget. Mr. Freedman stated he liked the constant number that stays in the budget. Mr. Bienkowski said when we had leased in the past the issue was the total cost. The committee asked when leasing machines do they come fully loaded with software. Ms. Amodeo said the machines do not come loaded with software. The committee discussed adding something into the policy about upgrading if the opportunity becomes available. A discussion took place on who should be included in major purchasing decisions. Ms. Amodeo told the committee all the schools but the High School have a technology committee that would be included in all major decisions. The High School is a little different where the departments send their suggestions to the school principal. Ms. Amodeo's changes will be made to the policy and the committee will review the updated policy at their next committee meeting.</p>
5132	Students Dress and Grooming (Current Student Dress Code Policy 7-500)	<p>Dr. Erardi read a petition that was circulating at the high school regarding the student dress code. The committee decided to hold meetings regarding the student dress code at the Reed School, Middle School and High School. The meetings will have a representation of male and female students, teachers and administrators. Rilind Abazi, the high school student representative of the Board of Education, will be invited to attend all three meeting. Meg will schedule the meetings and inform the committee of when the meetings will be held.</p>

- **NEW BUSINESS**

3400	Accounts	CABE did not include policy. Do not include.
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3410	System of Accounts	Use existing policy presently number 3-200 with another version to consider provided by CABE. Do not include paragraph about uniform system of accounting for schools.
3420	Classification of Expenditures	Use optional policy to consider provided by CABE.
3430	Periodic Financial Reports	Use optional policy to consider provided by CABE. Reference the Connecticut State Library Office of Public Records.
3431	Treasurer's Report	CABE did not include policy. Do not include.
3432	Budget and Expense Reports	Use optional policy to consider provided by CABE. Mr. Bienkowski said this is our current practice and is a state requirement. Removed June 30 th date.
3433	Annual financial Reports	Policy was combined with Policy 3432.
3434	Periodic Audit	Replace existing policy numbered 3-203 with another version of this policy provided by CABE. Change Board of Aldermen to Legislative Council. Add sentence saying the Superintendent shall provide an update no later than sixty days after receipt of audit report.
3435	Fraud Prevention and Investigation	Use optional policy to consider provided by CABE without alternative language.
3440	Inventories	Use existing policy presently numbered 3-301 and 301.1 adding the Business Director as the person responsible for the inventorying. Mr. Bienkowski said the school system currently inventories assets. He said the cost is approximately \$15,000 and is done approximately every five years.
3450	Monies in School Buildings	Use optional policy provided by CABE with the revision of any money that must be left in the school overnight should be put in the safe.
3451	Petty Cash Fund	Use Region 17 policy provided by CABE without regulation. Mr. Bienkowski gave the committee an overview of how petty cash is handled within the district.

- FUTURE MEETING DATES

- 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 has to say about whether the Board of Education should be included in the Town regulation		October 14th
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - 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.		October 14th
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.		October 14th
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. Mr. Bienkowski will report back to the committee on the insurance consultant’s findings and the list he has compiled on facility fees found on a website for business managers.		October 14th

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
Dr. Erardi Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – Dr. Erardi will forward the policy with the changes that were made by the committee to Attorney Mills. Attorney Mills will review the policy and report back to Dr. Erardi. Mr. Faiella and Mr. Pompano will review the form Mr. Pompano developed based on a template of NCCFF 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.		October 14th
Meg	Policy 3523.1 – Acquisition and Updating of Technology – Ms. Amodeo’s changes will be made to the policy and the committee will review the updated policy at their next committee meeting.		October 14th
Meg	Policy 5132 - Student Dress and Grooming – Meg will schedule meetings regarding the student dress code at the Reed School, Middle School and High School. The meetings will have a representation of male and female students, teachers and administrators. Rilind Abazi, the high school student representative of the Board of Education, will be invited to attend all three meeting.		October 14th

- **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
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	Ms. Roche
3532	Insurance	Ms. Roche
3532.1	Liability Insurance	Ms. Roche
3532.2	Property	Ms. Roche
3533	Employee Bonds	Ms. Roche
3540	Auxiliary Agencies	Ms. Roche
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 Mr. Freedman was made to adjourn the meeting at 9:07 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair

Petitioning the NHS Administration - 419 signatures

Stop enforcing sexist dress code measures at NHS

Text starts: Newtown High School students are tired of the attempts made to single out women in the recent enforcement of dress code standards.

Whether it be the length of shorts or being able to wear crop tops, it is evident that the school administration is focusing on their feminine students, telling them that their bodies are a hazard to the education of others, as well as saying that others cannot control themselves around certain clothing.

By admonishing so called "revealing" articles of clothing, labeling them as too sexual for a learning environment, administration is perpetuating rape culture. Instead of telling women to put on more clothing, why are we not talking about why a bare stomach or leg is considered distracting? The oversexualization and objectification of women is the true root of the issue, not the clothing that students of Newtown High School and people of the world are wearing.

The students of Newtown High School stand united against discriminatory policies such as the dress code, and encourage everyone to wear what they feel comfortable in. We demand a dress code that allows people to express themselves through their clothing choice without fear of being forced to change, or even sent home. This includes the amendment of restrictions on crop tops, short lengths, and strap widths. By respecting that high schoolers are mature enough to take responsibility to dress ourselves appropriately, we can make Newtown a more accepting, positive community. End text.

A handwritten signature in cursive script, appearing to read "R. L. ...", with a horizontal line underneath.



Reilly, Meg <reillym@newtown.k12.ct.us>

POLICY 3515.1 - SWIMMING POOL

Childs, Matthew <childsm@newtown.k12.ct.us>

Thu, Jun 4, 2015 at 10:53 AM

To: "Reilly, Meg" <reillym@newtown.k12.ct.us>

Cc: Lorrie Rodrigue <rodrigue@newtown.k12.ct.us>, Gregg Simon <SimonG@newtown.k12.ct.us>

Meg,

Gregg and I had a chance to look at the document. It looks great. A couple of thoughts.

1. I would consider allowing water (plastic bottles etc.) be allowed on the pool deck. Not a big deal, and I know where you all are coming from.

2. Would change wording to include **Principal or designee** when making arrangements for pool use. It may not be possible to contact or get that information to the Principal in a timely fashion, due to the numerous responsibilities of the HS Principal.

Thanks for allowing us to take a look.

Matt

[Quoted text hidden]

—

Matthew H. Childs

203-426-7648, x8724

Physical Education/Health Department Chair

Newtown High School

Mail - Pool

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Reilly, Meg <reillym@newtown.k12.ct.us>

Pool

Rodrigue, Lorrie <rodrigue@newtown.k12.ct.us>

Wed, Jun 10, 2015 at 4:03 PM

To: Meg Reilly <reillym@newtown.k12.ct.us>

Pool policy seems fine. Some of this is based on mandated policy.

Lorrie