

ATTENDANCE:

Mrs. Michelle Ku, Board of Education

Ms. Kathy Hamilton, Board of Education

Mrs. Rebekah Harriman-Stites, Board of Education

Dr. Joseph Erardi, Superintendent

Mrs. Jean Evans-Davila, Asst. Superintendent

Mr. Ron Bienkowski, Director of Business

Mr. Gino Faiella, Director of Operations

Mr. Mark Pompano, Director of Security

Dr. Lorrie Rodrigue, Principal

Mr. Gregg Simon, Athletic Director

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 9:20 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Mrs. Ku and second by Mrs. Harriman-Stites to approve the minutes of October 14, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

Dr. Erardi and Ms. Hamilton gave the new Policy Committee an overview on how the committee operates.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
3310	Expenditures/Expending Authority	Use optional policy to consider provided by CABE. A few revisions were made to simplify the policy. Add cross-reference to Policy 3323 – Soliciting Prices.
3515.2	Vehicles Parked on School Property by Students and Employees	The committee added a regulation to the policy regarding parking fees. The fee for student parking at the High School will remain \$85.00 if a permit is obtained before the start of school. The fee will go to \$100.00 if the permit is obtained after the start of school. The policy will be reviewed at a future committee meeting.

3516	Safe and Secure School Facilities, Equipment & Grounds	Mr. Faiella and Mr. Pompano combined the form Mr. Pompano developed based on a template of NCFE safe schools checklist with a safety checklist that is currently being used within the Facilities Department. This new form will serve as the regulation for the already approved policy.
3524	Hazardous Materials in Schools	Use sample policy to consider provided by CAFE. Add “or his designee” to the sentence that says the Superintendent of Schools shall develop regulations. Mr. Faiella will develop regulation and work with Chris Canfield at the High School to incorporate the MSDS sheets for chemicals in the science labs.
3524.1	*Pesticide Application	Replace existing Policy 3-900 with the sample policy to consider which states the district’s intention to implement the IPM concept pertaining to pesticide use provided by CAFE.
3524.2	Green Cleaning Program	Use an optional policy to consider provided by CAFE. Remove alternate language from the policy. Add directions to our website in the policy. Use Mr. Faiella’s information he has on the website as the regulation.
6172.5	Pilot Programs (current policy presently numbered 8-205 – Pilot Projects)	Mrs. Davila presented a draft policy the Curriculum and Instruction Committee crafted. A discussion took place regarding the policy. It was decided that the Curriculum and Instruction Committee will look at the policy again and incorporate the suggestions they received from the committee into a new draft. They will bring back their revised draft to the next committee meeting.

- **NEW BUSINESS**

Policy #	Policy Title	Status
1314/1324	Fund-Raising and Solicitation	Mr. Simon requested the policy committee consider revisions to the current Fund-Raising and Solicitation Policy. Mr. Simon informed the committee that some of the athletics at the High School are self-funded. The teams that are self-funded require a lot of fundraising to offset the cost to participate and should be allowed to fundraise all year. Mr. Simon requested that players on the varsity roster at the end of the preceding season be allowed to fundraise for the following year. Also requested that teams without cuts during the previous two seasons be allowed to fundraise with no restrictions. The revisions to the policy were approved by the committee and will be presented to the Board of Education for approval.

- **FUTURE MEETING DATES**
February 8, 2016, 8:00 a.m. – Shared Meeting Room 1
February 26, 2016, 9:15 a.m. – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Committee	Policy 7-701 – Substance Abuse – Review Policy to make sure there are no conflicting statements with new Policy 5114 – Suspension and Expulsion/Due Process.		February 8 th
Committee	Policy 7-701.1 – Substance Abuse Administrative Procedures – Review Policy to make sure there are no conflicting statements with new Policy 5114 – Suspension and Expulsion/Due Process.		February 8 th

Committee	Policy 0523 – Equity and Diversity – Review updates from CABE.		February 8th
Committee	Policy 1120 – Public Participation at Board of Education Meetings – review updates from CABE.		February 8th
Committee	Policy 1331 – Smoke Free Environment – review updates from CABE.		February 8th
Committee	Policy 1700 – Otherwise Lawful Possession of Firearms on School Property – review updates from CABE.		February 8th
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) – Mr. Bienkowski will follow up with Bob Tait to review.		February 8th
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.		February 8th
Mr. Bienkowski	Policy 3515 – Facility Use – Mr. Bienkowski will rework the regulation and add fees. He will also check with Ms. Dugan about whether we have insurance certificates.		February 8th
Committee	Policy 3515.2 – Vehicles Parked on School Property by Students and Employees – Review policy and determine if something should be added regarding searching vehicles.		February 8th
Mr. Faiella	Policy 3524 - Hazardous Materials in Schools - Mr. Faiella will develop regulation and work with Chris Canfield at the High School to incorporate the MSDN sheets for chemicals in the science labs.		February 8th
Meg	Policy 3531- Pension Plan - Meg will request sample policy from CABE.		February 8th

Mr. Bienkowski	Policy 3532.1 - Liability Insurance - Mr. Bienkowski will review and advise.		February 8th
Mr. Bienkowski	Policy 3533 - Employee Bonds - Mr. Bienkowski will review and advise.		February 8th
Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will review the dress code policy provided by CAFE with Rilind Abazi and the school principals.		February 8th
Dr. Erardi	Policy 6172.5 - Pilot Programs (current policy presently numbered 8-205 – Pilot Projects) – Mrs. Davila will take policy back to the Curriculum and Instruction Committee and bring back their suggestions to the next committee meeting.		February 8th

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

Next set of policies to review and revise were assigned a point person as follows.

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
3281.1	Business/Industry/Corporate Involvement in Education	Mrs. Harriman-Stites
3452	Revolving Funds	Mrs. Harriman-Stites
3453	School Activity Funds	Mrs. Harriman-Stites
3453.1	Unexpended Class Fund	Mrs. Harriman-Stites
3454	Gate Receipts and Admission	Mrs. Harriman-Stites
3455	High School Concession Stand	Mrs. Harriman-Stites
3523.11	Unmanned Aerial Systems (Drones)	Mrs. Harriman-Stites
3541	Transportation	Mrs. Ku
3541.1	School Bus Riders	Mrs. Ku
3541.2	Responsibilities and Duties	Mrs. Ku
3541.21	Boards of Education	Mrs. Ku
3541.22	Employees Duties; Driver	Mrs. Ku
3541.23	Bus Contractor	Mrs. Ku
3541.24	Transportation; Parent/Guardian Responsibility	Mrs. Ku
3541.3	Routes and Services	Mrs. Ku
3541.311	Riding Other Than Assigned Bus	Mrs. Ku
3541.312	Daycare Center Transportation	Mrs. Ku
3541.313	Video Cameras on School Transportation	Mrs. Ku

3541.32	Special Transportation for School Related Trips	Mrs. Ku
3541.33	Special Transportation for Exceptional Children	Mrs. Ku
3541.34	Special Transportation for Non Public School Purposes	Mrs. Ku
3541.341	Non Public School Students	Mrs. Ku
3541.342	Senior Citizens	Mrs. Ku
3541.343	Outside Agencies/Organizations	Mrs. Ku
3541.35	Bus Driver Safety/Emergency Procedures	Mrs. Ku
3541.4	Transportation Equipment	Mrs. Ku
3541.41	Maintenance	Mrs. Ku
3541.42	Vandalism	Mrs. Ku
3541.43	School System Owned Vehicles	Mrs. Ku
3541.44	Privately Owned Vehicles	Mrs. Ku
3541.5	*Transportation Safety Complaints	Mrs. Ku
3541.51	Denial of Transportation (Hearings)	Mrs. Ku
3541.6	Bus Drivers	Mrs. Ku
3541.7	Student Behavior	Mrs. Ku
3541.8	Student Bus Assignments	Mrs. Ku
3541.9	Accident Reporting	Mrs. Ku
3542	Food Service	Mrs. Harriman-Stites
3542.1	Purpose and Facilities	Mrs. Harriman-Stites
3542.2	Responsibilities and Duties	Mrs. Harriman-Stites
3542.21	Boards of Education	Mrs. Harriman-Stites
3542.22	Food Service Personnel Code of Conduct	Mrs. Harriman-Stites
3542.22	Employees	Mrs. Harriman-Stites
3542.3	Menus and Services	Mrs. Harriman-Stites
3542.31	Free or Reduced Price Lunches	Mrs. Harriman-Stites
3542.32	Cafeterias	Mrs. Harriman-Stites
3542.33	Food Sales Other Than National School Lunch Program	Mrs. Harriman-Stites
3542.34	Nutrition Program	Mrs. Harriman-Stites
3542.4	Operation	Mrs. Harriman-Stites
3542.41	School Lunch Service	Mrs. Harriman-Stites
3542.41	Personnel	Mrs. Harriman-Stites
3542.42	Finance	Mrs. Harriman-Stites
3542.43	Charging Policy	Mrs. Harriman-Stites
3542.44	Community Use of Purchasing	Mrs. Harriman-Stites
3542.441	Surplus Commodities	Mrs. Harriman-Stites
3542.45	Vending Machines	Mrs. Harriman-Stites
3542.46	Sanitary Conditions	Mrs. Harriman-Stites
3542.47	Records and Reports	Mrs. Harriman-Stites
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 Mrs. Ku and second by Mrs. Harriman-Stites was made to adjourn the meeting at 11:20 a.m. All in Favor

Submitted: Michelle Ku, Policy Committee Chair