

BOE Policy Committee Agenda
January 29, 2016, 9:15 a.m. – 11:15 a.m.
Municipal Building, Shared Meeting Room 1
3 Primrose Street
Newtown, CT 06470

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES of October 14, 2015

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

- **Discussion and Possible Action**
 - **Review and Update Status of Open Action Items**

Responsible Party	Action	Due Date
Mr. Bienkowski Dr. Erardi	Policy 3310 – Purchasing Guidelines - Mr. Bienkowski will report back to the committee with Mr. Tait’s recommendations. Dr. Erardi will follow up with the Town attorney regarding whether the Board of Education should be included in the Town regulation.	January 29th
Mr. Bienkowski Dr. Erardi	Policy 3323 – Soliciting Prices (Bids and Quotations) – Dr. Erardi will follow up with the Town attorney regarding whether the Board of Education should be included in the Town regulation.	January 29th
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.	January 29th
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. Mr. Bienkowski will rework the regulation and add fees. He will also check with Ms. Dugan about whether we have insurance certificates.	January 29th
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
Mr. Pompano Mr. Faiella	Policy 3516– Safe and Secure School Facilities, Equipment and Grounds – 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.	January 29th

Mr. Faiella	Policy 3524 - Hazardous Materials in Schools - Mr. Faiella will review and advise.	January 29th
Mr. Faiella	Policy 3524.1 - Pesticide Application - Mr. Faiella will review and advise.	January 29th
Mr. Faiella	Policy 3524.2 - Green Cleaning Program - Mr. Faiella will review and advise.	January 29th
Meg	Policy 3531- Pension Plan - Meg will request sample policy from CABE.	January 29th
Mr. Bienkowski	Policy 3532.1 - Liability Insurance - Mr. Bienkowski will review and advise.	January 29th
Mr. Bienkowski	Policy 3533 - Employee Bonds - Mr. Bienkowski will review and advise.	January 29th
Dr. Erardi	Policy 5132 - Student Dress and Grooming – Dr. Erardi will review the dress code policy provided by CABE with Rilind Abazi and the school principals.	January 29th
Dr. Erardi	Policy 6172.5 - Pilot Programs (current policy presently numbered 8-205 – Pilot Projects) - Dr. Erardi will take this policy to the Curriculum and Instruction Committee and bring back their suggestions to the next committee meeting.	January 29th

NEW BUSINESS

- **Discussion and Possible Action**
 - **Policy – 1314/1324 - Fund-Raising and Solicitation**
 - **Review Current Policy 7-701 – Substance Abuse and 7-701.1 – Substance Abuse**
 - Administrative Procedures**
 - **Updated Policies from CABE**
 - **Policy 0523 – Equity and Diversity**
 - **Policy 1120 – Public Participation at Board of Education Meetings**
 - **Policy 1331 – Smoke Free Environment**
 - **Policy 1700 – Otherwise Lawful Possession of Firearms on School Property**
 - **Policy 3281.1 – Business/Industry/Corporate Involvement in Education**
 - **Policy 3523.11 – Unmanned Aerial Systems (Drones)**
 - **Policy 3524.1 – Pesticide Management/Pesticide/Application**
 - **Policy 3542.22 – Food Service Personnel Code of Conduct**
 - **Policy 3542.31 – Free or Reduced Price Lunches**
 - **Policy 3542.33 – Food Sales Other Than National School Lunch Program**
 - **Policy 3542.41 – School Lunch Service**

- Policy 3542.45 – Vending Machines

- 3000 Series (Business/Non-Instructional Operations):

Policy #	Policy Title	Responsible Party
3452	Revolving Funds	T.B.D.
3453	School Activity Funds	T.B.D.
3453.1	Unexpended Class Fund	T.B.D.
3454	Gate Receipts and Admission	T.B.D.
3455	High School Concession Stand	T.B.D.
3541	Transportation	T.B.D.
3541.1	School Bus Riders	T.B.D.
3541.2	Responsibilities and Duties	T.B.D.
3541.21	Boards of Education	T.B.D.
3541.22	Employees Duties; Driver	T.B.D.
3541.23	Bus Contractor	T.B.D.
3541.24	Transportation; Parent/Guardian Responsibility	T.B.D.
3541.3	Routes and Services	T.B.D.
3541.311	Riding Other Than Assigned Bus	T.B.D.
3541.312	Daycare Center Transportation	T.B.D.
3541.313	Video Cameras on School Transportation	T.B.D.
3541.32	Special Transportation for School Related Trips	T.B.D.
3541.33	Special Transportation for Exceptional Children	T.B.D.
3541.34	Special Transportation for Non Public School Purposes	T.B.D.
3541.341	Non Public School Students	T.B.D.
3541.342	Senior Citizens	T.B.D.
3541.343	Outside Agencies/Organizations	T.B.D.
3541.35	Bus Driver Safety/Emergency Procedures	T.B.D.
3541.4	Transportation Equipment	T.B.D.
3541.41	Maintenance	T.B.D.
3541.42	Vandalism	T.B.D.
3541.43	School System Owned Vehicles	T.B.D.
3541.44	Privately Owned Vehicles	T.B.D.
3541.5	*Transportation Safety Complaints	T.B.D.
3541.51	Denial of Transportation (Hearings)	T.B.D.
3541.6	Bus Drivers	T.B.D.
3541.7	Student Behavior	T.B.D.
3541.8	Student Bus Assignments	T.B.D.
3541.9	Accident Reporting	T.B.D.
3542	Food Service	T.B.D.
3542.1	Purpose and Facilities	T.B.D.
3542.2	Responsibilities and Duties	T.B.D.
3542.21	Boards of Education	T.B.D.
3542.22	Employees	T.B.D.
3542.3	Menus and Services	T.B.D.

3542.31	Free or Reduced Price Lunches	T.B.D.
3542.32	Cafeterias	T.B.D.
3542.33	Food Sales Other Than National School Lunch Program	T.B.D.
3542.34	Nutrition Program	T.B.D.
3542.4	Operation	T.B.D.
3542.41	Personnel	T.B.D.
3542.42	Finance	T.B.D.
3542.43	Charging Policy	T.B.D.
3542.44	Community Use of Purchasing	T.B.D.
3542.441	Surplus Commodities	T.B.D.
3542.45	Vending Machines	T.B.D.
3542.46	Sanitary Conditions	T.B.D.
3542.47	Records and Reports	T.B.D.
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

ADJOURNMENT

Submitted: Michelle Ku, Policy Committee Chair