

BOE Policy Committee Minutes
3 Primrose Street, Newtown, CT
October 12, 2016

Meeting was called to order at 8:02 a.m.

IN ATTENDANCE: Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Ron Bienkowski

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES: M. Ku made a motion to approve the minutes of September 28, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

UNFINISHED BUSINESS:

Action	Follow-up
Policy 3455 – High School Concession Stand –The committee reviewed and made a few modifications to the policy and regulation that were presented by L. Hoagland at the last committee meeting.	<ul style="list-style-type: none"> • J. Erardi will review the revised policy and regulation with the N.F.T.
Policy 3542.43 – Charging Policy – J. Erardi spoke with the Administrative Team regarding students charging lunches. He heard from the Administrators that no children go hungry and parents are very good at keeping their children’s accounts up to date. The committee discussed that it would be helpful if there was a way to send an email reminder if the student’s cafeteria account is low. R. Bienkowski asked that the policy notes when funds cannot be recouped the monies are covered by the custodial account. The committee will review the policy for change and report back at a later date.	<ul style="list-style-type: none"> • The committee will review the policy for change and report back at a later date.
Policy 5125 – Student Records: Confidentiality (FERPA) – J. Erardi reported that he heard back from CABE regarding this policy. CABE believes the policy should be endorsed without any changes. The committee agreed to recommend replacing our current policy presently numbered 7-303 and regulation 7-303.1 with the policy prepared by Shipman & Goodwin to the Board of Education for approval.	<ul style="list-style-type: none"> • M. Reilly will forward a copy of Policy 5125 to the Board of Education for review.

NEW BUSINESS:

Action	Follow-up
Policy 3543 – Other Services – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.
Policy 3543.11 – Printing and Duplicating: Copyrighted Materials – The committee agreed to modify some of the wording to “practices are”. They also agreed to recommend “a sample policy to consider” that was provided by CABE with changes to Board of Education for approval.	<ul style="list-style-type: none"> • The policy will be included with the 3000 series policies when the group is moved to the Board of Education.
Policy 3543.12 – Wire Service – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.
Policy 3543.13 – Mail and Delivery – The committee discussed the political part of this policy and what can and can’t be done. J. Erardi offered to speak with the Board attorney regarding these questions.	<ul style="list-style-type: none"> • J. Erardi will speak the Board attorney regarding the political aspect of this policy.
Policy 3543.2 – Stenographic and Clerical – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.
Policy 3543.3 – Records and Reports – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.
Policy 3543.31 – Electronic Communications Use and Retention – The committee agreed to recommend “a new policy to consider on this issue” provide by CABE along with the “an administrative regulation developed by Shipman and Goodwin with the assistance of CABE & CASBO”. J. Erardi will contact CABE to find out way the regulation has legal references.	<ul style="list-style-type: none"> • J. Erardi will contact CABE to find out why the regulation has legal references.
Policy 3543.311 – Holds on the Destruction of Electronic Paper Recycle – J. Erardi reported the policy and regulation forwarded by CABE represents our current practice. The committee agreed to recommend “a policy developed by Shipman and Goodwin with the assistance of CABE & CASBO” along with the “administrative regulation developed by Shipman and Goodwin with the assistance of CABE and CASBO” to the Board of Education for review.	<ul style="list-style-type: none"> • The policy will be included with the 3000 series policies when the group is moved to the Board of Education.
Policy 3550 – Debt Service – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.
Policy 3551 – Direct Payment on Bonds – The Committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> • No further action.

Policy 3552 – Interest on Bonds – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3553 – Interest on Short-Term Notes– The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3560 – Capital Outlay – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3561 – Grounds – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3562 – Buildings – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3563 – Heat, Light and Plumbing – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3570 – Care of School System Records – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3571 – Maintenance Program – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3572 – Destruction – The Committee agreed not to recommend this optional policy.	• No further action.
Policy 3580 – Budget Saving Activity – The Committee agreed not to recommend this optional policy.	• No further action.

A motion was made by M. Ku to forward Policy 5125 to the Board of Education for review and Policies 3543.11 and 3543.311 with recommended changes when the 3000 series group of policies is moved to the Board of Education for review. R. Harriman-Stites seconded. Motion was approved.

PUBLIC PARTICIPATION:

None

A motion to adjourn the meeting was made by R. Harriman-Stites and seconded by M. Ku. All were in favor. Meeting was adjourned at 8:53 a.m.

Submitted: Michelle Ku, Policy Committee Chair