

**BOE Policy Committee Minutes**  
**3 Primrose Street, Newtown, CT**  
**September 28, 2016**

Meeting was called to order at 8:07 a.m.

**IN ATTENDANCE:** Michelle Embree Ku, Rebekah Harriman-Stites, Joe Erardi, Lori Hoagland (8:07 a.m. – 8:30 a.m.), Ron Bienkowski (8:30 a.m. - 10:05 a.m.), Karen Gersbeck (8:30 a.m. - 10:05 a.m.), Luiza Emery (8:30 a.m. - 10:05 a.m.)

**PUBLIC PARTICIPATION:**

None

**APPROVAL OF MINUTES:** M. Ku made a motion to approve the minutes of September 14, 2016, R. Harriman-Stites seconded. Minutes were unanimously approved.

**UNFINISHED BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
<p>Policy 3455 – High School Concession Stand – L. Hoagland presented the committee with a draft revision of the policy and regulation that she created. She said the revisions reflects the current practice of the concession stand She told the committee that the concession stand is part of the curriculum of culinary class. It is run by the two culinary teachers along with student volunteers. A discussion took place regarding how the teachers were paid and the money the concession stand brings in each week. The committee agreed to review the policy and regulation presented by L. Hoagland and discuss at a future date.</p>	<ul style="list-style-type: none"> <li>• The committee will review the policy and regulation and discuss at a future date.</li> </ul>
<p>Policy 3541.44 – Privately Owned Vehicles – M. Reilly followed up with L. Rodrigue for her input on this policy. L. Rodrigue asked that if we use the policy it reads under “extraordinary circumstances” students will use private automobiles on school trips. The committee will use the detailed instruction part of the policy as a regulation The committee agreed to recommend “a version to consider” of the policy/regulation provided by CAFE with previously agreed upon changes to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3542.2 – Responsibilities and Duties – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>

<p>Policy 3542.21 – Board of Education – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.3 – Menus and Services –The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.31 – Free or Reduced Lunch Prices – K. Gersbeck and L. Emery from our food service contractor, Whitsons, reviewed the policy and regulation with the committee. The regulation was changed to our present practice. The committee agreed to replace our existing policy presently number 7-103 and recommend CABE policy and regulation modified to reflect our current practice to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3542.32 – Cafeterias – The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.33 – Food Sales Other Than National School Lunch Program – After reviewing the policy with K. Gersbeck and L. Emery from our food service contractor, Whitsons, the committee agreed to recommend the policy provided by CABE to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3542.34 – Nutrition Program - The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.4 – Operation - The committee agreed not to recommend this optional policy.</p>	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
<p>Policy 3542.41 – Personnel – The committee and representatives of Whitsons reviewed the policy and regulation. They updated the policy to reflect our current practice. The committee agreed to recommend the “Sample Policy to Consider” that was provided by CABE without the regulation to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
<p>Policy 3542.42 – Finance – The committee and the representatives from Whitsons reviewed the policy. All wording that referred to a regional school district was removed along with the sentence regarding revenues from lunchroom sales should offset the costs which are to be borne by the food service program. The committee agreed to recommend the “Sample Policy to Consider” that was provided by CABE to the Board of Education for approval.</p>	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>

Policy 3542.43 – Charging Policy – The committee and representatives from Whitsons reviewed the policy. K. Gersbeck of Whitsons informed the committee of the present practice of charging lunches. The committee agreed to use the policy called “another version, from Madison, to consider” that was provided by CAFE. The committee will review the policy for change and report back at a later date.	<ul style="list-style-type: none"> <li>• The committee will review the policy for change and report back at a later date.</li> </ul>
Policy 3542.44 – Community Use of Purchasing - The committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
Policy 3542.441 – Surplus Commodities – The committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
Policy 3542.45 – Vending Machines – The committee and representatives of Whitsons reviewed the policy. R. Bienkowski told the committee that only the high school has vending machines. It was decided to remove the alternative/additional language from the policy. The committee agreed to recommend the policy that was provided by CAFE to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>
Policy 3542.46 – Sanitary Conditions – The committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
Policy 3542.47 – Records and Reports – The committee agreed not to recommend this optional policy.	<ul style="list-style-type: none"> <li>• No further action.</li> </ul>
Policy 5145.53 – Transgender and Gender Non-Conforming Youth – The committee agreed to recommend the policy provided by CAFE with previously agreed upon changes to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• M. Reilly will forward a copy of Policy 5145 with recommended changes to the Board of Education for review.</li> </ul>

**NEW BUSINESS:**

<b>Action</b>	<b>Follow-up</b>
Policy 3541.23 – Bus Contractor – The committee changed the wording in the policy to “the contract shall be determined by public competitive bid and/or negotiation”. The committee agreed to recommend replacing our existing policy presently number 3-701 with “another version” of the policy provided by CAFE with previously agreed upon changes to the Board of Education for approval.	<ul style="list-style-type: none"> <li>• The policy will be included with the 3000 series policies when the group is moved to the Board of Education.</li> </ul>

A motion was made by M. Ku to forward Policy 5145.53 with recommended changes to the Board of Education for review and Policies 3541.23, 3541.44, 3542.31, 3542.33, 3542.41, 3542.42 and 3542.45 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.

A motion was made by M. Ku to postpone discussion/action on the following policies to a future meeting. R. Harriman-Stites seconded. Motion was approved.

Action	Follow-up
Policy 5125 – Student Records: Confidentiality (FERPA) – review new policy to replace current Policy 7-303/Regulation 7-303.1	<ul style="list-style-type: none"> <li>J. Erardi will review policy one more time to see if there are any legal questions that require an answer from CABE.</li> <li>M. Reilly will forward questions to CABE.</li> </ul>

Item	Responsibility
Policy 5144.1 – Physical Restraint/Seclusion – review new policy to replace current policy presently number 7-400 – Physical Restraint(s)/Seclusion.	Committee
Policy 3543 – Other Services	M. Ku
Policy 3543.11 – Printing and Duplicating: Copyrighted Materials	M. Ku
Policy 3543.12 – Wire Service	M. Ku
Policy 3543.13 – Mail and Delivery	J. Erardi
Policy 3543.2 – Stenographic and Clerical	J. Erardi
Policy 3543.3 – Records and Reports	J. Erardi
Policy 3543.31 – Electronic Communications Use and Retention	J. Erardi
Policy 3543.311 – Holds on the Destruction of Electronic Paper Recycle	J. Erardi
Policy 3550 – Debt Service	J. Erardi
Policy 3551 – Direct Payment on Bonds	J. Erardi
Policy 3552 – Interest on Bonds	J. Erardi
Policy 3553 – Interest on Short-Term Notes	J. Erardi
Policy 3560 – Capital Outlay	J. Erardi
Policy 3561 – Grounds	J. Erardi
Policy 3562 – Buildings	J. Erardi
Policy 3563 – Heat, Light and Plumbing	J. Erardi
Policy 3570 – Care of School System Records	J. Erardi
Policy 3571 – Maintenance Program	J. Erardi
Policy 3572 – Destruction	J. Erardi
Policy 3580 – Budget Saving Activity	J. Erardi

**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 10:05 a.m.

Submitted: Michelle Ku, Policy Committee Chair