

ATTENDANCE:

Kathy Hamilton, Board of Education
David Freedman, Board of Education

Dr. Joseph Erardi, NPS Superintendent

- **CALL TO ORDER**

The Board of Education Policy Sub-Committee Meeting was called to order at 8:11 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Minutes of November 17, 2014, were tabled.

- **COMMUNICATIONS/ANNOUNCEMENTS**

Policy Sub-Committee members received Policy Series 3000

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
1180	Memorials for Deceased Students or Staff	Use optional policy version #4 from CABE.
1205	Agenda Format/Preparation and Dissemination	Do not include. We will use existing policy 9325.2 with modifications.
1212	School Volunteers	Dr. Erardi will review at next policy meeting.
1252	Motorized Vehicles on School Property	Do not include.
1300	Public Activities Involving Staff, Students or School Facilities	Use CABE's optional policy with a few revisions.
1330	Use of School Facilities	Ms. Hamilton sent committee fee schedule and existing Newtown Policy. Ms. Roche will review at next policy meeting with a fee schedule.
1331	Smoke Free Environment	Ms. Roche will review at next policy meeting.

- Ms. Hamilton will ensure the new policies are uploaded to the Newtown Public Schools website.

- **NEW BUSINESS**

1400	Relations between other Governmental Agencies and the Schools	CABE did not include in packet - do not include.
1410	Local Units	CABE did not include in packet - do not include.
1411	Law Enforcement Agencies	Use updated sample policy from CABE. Dr. Erardi will review regulations at Safety Committee Meeting and offer recommendations at next committee meeting.
1412	Fire Department	Do not include.
1413	Health Department	CABE did not include in packet - do not include.
1414	Welfare Department	CABE did not include in packet - do not include.
1415	Recreation Department	CABE did not include in packet - do not include.
1416	Fiscal Authority	Do not include.
1420	Country and Intermediate Unites; (RESC)	CABE did not include in packet - do not include.
1430 1440	State Government	Include optional policy from CABE with a few changes to the wording.
1440	Federal Government	Do not include.
1500	Relations between Area, State, Regional and National Associations and the Schools	Do not include.
1510	Area Associations	CABE did not include in packet - do not include.
1520	State Associations	CABE did not include in packet - do not include.
1530	Regional Associations	CABE did not include in packet - do not include.
1540	National Associations	CABE did not include in packet - do not include.
1600	Relations between Non-Public and other Educational Organizations and the Schools	Do not include.
1610	Parochial Schools	Do not include.
1620	Private Schools	Do not include.
1630	Correctional Schools	CABE did not include in packet - do not include.
1640	Colleges and Universities	Do not include.
1650	Cooperative Arrangements for State Mandated Adult Education	CABE did not include in packet - do not include.
1660	School/Business Partnerships	Do not include.
1661	Cooperative Arrangements with Businesses and Industry	CABE did not include in packet - do not include.

1700	Otherwise Lawful Possession of Firearms on School Property	Use recommended policy with optional paragraph removed.
2000	Concept and Roles in Administration	Use sample policy from CABE with a few changes to the wording.
2000.1	Board-Superintendent Relationship	Use sample policy from CABE with a change to the wording.
2001	Participatory Management	Use optional policy from CABE.
2001.1	Staff Involvement in Decision-Making	Do not include.
2001.2	Guidelines for Decision-Making Teams	Do not include.
2010	Goals and Objectives	Do not include.
2100	Administrative Staff Organization	Use existing policy 2-200, appropriate as renumbered.
2110	Management Positions/Team	CABE did not include in packet - do not include.
2111	Equal Employment Opportunity	Use recommended policy from CABE.
2112	Professional Development	Use sample policy from CABE with a few changes to the wording.
2120	Organization Chart(s)	Use sample policy from CABE with updated organizational chart.
2121	Line of Responsibility	Do not include.
2122	Building Assignment Term Limitation -Transfer of Adm	Use existing policy 4-108, appropriate as renumbered.
2130	Job Descriptions	Use existing policy 2-201, appropriate as renumbered.
2131	Superintendent of Schools	Use sample policy from CABE.

- Committee will invite Ron Bienkowski , Business Director to the next meeting to review Policy Series 3000 Business/Non-Instructional Operations
- FUTURE MEETING DATES
 - January 29, 2015

• **ACTION ITEMS FOR NEXT MEETING**

Responsible Party	Action	Comments	Due Date
Dr. Erardi	Review policy 1212 – School Volunteers at next meeting.		01/29/2015
Ms. Roche	Review Policy 1330 – Use of School Facilities at next meeting		01/29/2015
Ms. Roche	Review policy 1331 – Smoke Free Environment at next meeting.		01/29/2015

Dr. Erardi	Review policy 1411 – Relations with Law Enforcement Agencies. Dr. Erardi will review regulations at Safety Committee Meeting and offer recommendations.		01/29/2015
Ms. Hamilton	Updated Policies on Website		

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

Series 2000 (Administration):

Policy #	Policy Title	Point Person
2131.1	Appointment of Designee for Superintendent	Ms. Roche
2132	Assistant Superintendent	Ms. Roche
2133	Principals	Ms. Roche
2133.1	Qualification and Duties	Ms. Roche
2133.11	Assistant Principals	Ms. Roche
2134	Business Managers	Ms. Roche
2135	Director of Pupil-Personnel Services	Ms. Roche
2140	Superintendent	Ms. Roche
2141	Recruitment of Superintendent	Ms. Roche
2150	Administrative Staff	Ms. Roche
2151	Recruitment of Administrative Staff	Ms. Roche
2152	Assignment of Administrative Personnel	Ms. Roche
2153	Orientation of Administrative Personnel	Ms. Roche
2154	Supervision of Administrative Personnel	Ms. Roche
2200	Administrative Operations	Ms. Roche
2210	Administrative Leeway in Absence of Board Policy	Ms. Roche
2220	Representative and Deliberative Groups	Ms. Roche
2221	Superintendent's Cabinet	Ms. Roche
2222	District Advisory Councils (district Personnel)	Ms. Roche
2223	School Administrator – Teacher Liaison Committee	Ms. Roche
2224	Outside Consultants	Ms. Roche
2230	Shared Services	Ms. Roche
2230.1	Operations – Virus Protection	Ms. Roche
2231	Policy and Regulation Systems	Ms. Roche
2232	House Organs, Manuals, Directives, Bulletins, Announcements	Ms. Roche
2232.1	Administrative Reports/Annual Report	Ms. Roche
2233	Printing and Distribution of Agreements, Documents	Ms. Roche
2234	Treatment of Outside Reports	Ms. Roche
2240	Research, Evaluation and Planning	Ms. Roche
2241	Grant Processing	Ms. Roche
2250	Monitoring of Product and Process Goals	Ms. Roche
2300	Code of Ethics	Ms. Roche

2300.1	Statement of Standards for School Leaders	Ms. Roche
2300.2	Code of Professional Responsibility	Ms. Roche
2400	Evaluation of Administrators and Administration	Ms. Roche
2500	Administrative Reports	Ms. Roche

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
3000	Concept and Roles in Business & Non Instructional Operations	Mr. Freedman
3010	Goals and Objectives	Mr. Freedman
3100	Budget/Budgeting System	Mr. Freedman
3110	Budget Planning	Mr. Freedman
3111	Fiscal Year	Mr. Freedman
3112	Budget Calendar	Mr. Freedman
3113	Setting Budget Priorities	Mr. Freedman
3120	Preparation of Budget Document	Mr. Freedman
3121	Approval of Budget/Delivery to Fiscal Authority	Mr. Freedman
3130	Publication	Mr. Freedman
3140	Public Review of Budget	Mr. Freedman
3150	Adoption	Mr. Freedman
3151	Appeals	Mr. Freedman
3152	Spending Public Funds For Advocacy	Mr. Freedman
3160	Transfer of Funds between Categories; Amendments	Mr. Freedman
3170	Budget Administration	Mr. Freedman
3171	Supplemental Appropriations	Mr. Freedman
3200	Income	Ms. Hamilton
3210	Local Funds	Ms. Hamilton
3211	Taxes/Limitations	Ms. Hamilton
3212	Deficit in Town Payment	Ms. Hamilton
3220	State Funds	Ms. Hamilton
3230	Federal Funds	Ms. Hamilton
3231	Medical Reimbursement for Special Education Students	Ms. Hamilton
3240	Tuition Fees	Ms. Hamilton
3250	Materials/Services; Fees, Fines, Charges	Ms. Hamilton
3260	Sales & Disposal of Books, Equipment & Supplies	Ms. Hamilton
3270	Sale and Rental of Real Property	Ms. Hamilton
3271	Royalties	Ms. Hamilton
3280	Gifts, Grants and Bequests	Ms. Hamilton
3280.1	Grants	Ms. Hamilton
3281	School Fund Raisers	Ms. Hamilton
3281.1	Business/Industry/Corporate Involvement in Education	Ms. Hamilton
3290	Funds Management	Dr. Erardi
3291	Borrowing	Dr. Erardi
3291.1	Short-Term Loans	Dr. Erardi

3291.2	Debt Limitation	Dr. Erardi
3292	Investing	Dr. Erardi
3293	Depository	Dr. Erardi
3293.1	Signatures/Facsimiles	Dr. Erardi
3294	Incurring Liabilities	Dr. Erardi
3300	Expenditures/Expending Authority	Dr. Erardi
3310	Purchasing Guides	Dr. Erardi
3311	Quality of Goods and Services	Dr. Erardi
3312	Quantity Purchasing	Dr. Erardi
3312.1	Standardization of Supplies and Equipment	Dr. Erardi
3312.2	State Contract/Cooperative Purchasing	Dr. Erardi
3313	Relations with Vendors	Dr. Erardi
3313.1	Local Purchasing	Dr. Erardi
3313.2	Vendor Representatives	Dr. Erardi
3313.3	Performance Guarantees	Dr. Erardi
3313.4	Access of Vendors to Teachers	Dr. Erardi
3313.5	Affirmative Action for Vendors	Dr. Erardi
3320	Purchasing Procedures	Ms. Roche
3320.1	Procedures for Entering into a Lease Purchase/Agreement	Ms. Roche
3321	Requesting Goods and Services (Requisitions)	Ms. Roche
3322	Describing Goods and Services (Specifications)	Ms. Roche
3323	Soliciting Prices (Bids & Quotations)	Ms. Roche
3324	Ordering Goods & Services (Purchase Orders)	Ms. Roche
3324.1	Contracts	Ms. Roche
3325	Receiving Goods/Warehousing	Ms. Roche
3325.1	Maintenance and Control of Instructional Materials	Ms. Roche
3326	Paying for Goods & Services	Ms. Roche
3326.1	Payroll Procedures and Authorized Signatures	Ms. Roche
3326.2	Emergency Expenditures	Ms. Roche
3326.3	Board of Education Credit Card	Ms. Roche
3330	Settlement of Claims	Ms. Roche
3340	Funding of Special Programs	Ms. Roche

- **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