

ATTENDANCE:

Laura Roche, Board of Education

Dr. Joseph Erardi, NPS Superintendent

Kathy Hamilton, Board of Education

- **CALL TO ORDER**

The Board of Education Policy Sub-Committee Meeting was called to order at 8:14 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Ms. Roche to approve the Minutes of February 23, 2015, and table the Minutes of January 29, 2015. All in Favor

- **COMMUNICATIONS/ANNOUNCEMENTS**

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
1330	Use of School Facilities	Use policy 1300. Attach fee schedule and application as informational.
2133.11	Assistant Principals	Dr. Erardi will review policy and make recommendations at next meeting.
2141	Recruitment of Superintendent	Use second sample policy from CABE with a few revisions to the wording.
2151	Recruitment of Administrative Staff	Use optional policy from CABE with a few revisions to the wording.
2152	Assignment of Administrative Personnel	Use one paragraph from the sample policy to consider provided by CABE.
2153	Orientation of Administrative Personnel	Use sample policy from CABE with a few revisions to the wording.
2154	Supervision of Administrative Personnel	Use sample policy from CABE.
2200	Administrative Operations	Do not include.
2210	Administrative Leeway in Absence of Board Policy	Dr. Erardi will review the policy and advise if in agreement with Committee recommendation.
2220	Administrative Councils and Committees	Use sample policy from CABE. The only revision is to correct typo.
2221	Superintendent's Cabinet	CABE did not include in packet. Do not include.

2222	District Advisory Councils (District Personnel)	CABE did not include in packet. Do not include.
2223	School Administrator – Teacher Liaison Committee	CABE did not include in packet. Do not include.
2224	Outside Consultants	Use sample policy from CABE with additional language on providing a year-end report.
2230	Shared Services	Use current policy presently numbered 2-400 with a few revisions.
2230.1	Operations – Virus Protection	CABE did not include in packet. Do not include.
2231	Policy and Regulation Systems	Use existing policy numbered 2-101 with a few revisions to the wording.
2232	Dismissal of Classes/Teachers	Use optional policy from CABE with optional sample regulation with changes.
2232.1	Administrative Reports/Annual Report	Use existing policy numbered 2-102 with a few revisions to the wording.
2233	Printing and Distribution of Agreements, Documents	CABE did not include in packet. Contact CABE for more information.
2234	Treatment of Outside Reports	Use optional policy from CABE with a minor change to the language.
3112	Budget Calendar	CABE does not have a policy for 3112. They said we could use Policy 3121. Mr. Freedman will review at next policy meeting.
3113	Setting Budget Priorities	Mr. Freedman will review at next policy meeting.

- **NEW BUSINESS**

- A motion made by Ms. Hamilton and second by Ms. Roche to forward the first draft of Policy Series 1000 to CABE. All in Favor

Series 2000 (Administration):

Policy #	Policy Title	Status
2240	Research, Evaluation and Planning	Use sample policy from CABE with additional wording. Dr. Erardi will review revised policy and regulation and advise if he is in agreement with the Committee recommendations.
2241	Grant Processing	CABE did not include in packet. Dr. Erardi will review and advise if he would like more information from CABE.

2250	Monitoring of Product and Process Goals	Use another version policy to consider from CABE with additional wording. Dr. Erardi will review revised policy and advise if he is in agreement with the Committee recommendations.
2300	Code of Ethics	Use Code of Ethics provided by CABE. Dr. Erardi will review and advise if he is in agreement with Committee recommendation.
2300.1	Statement of Standards for School Leaders	CABE did not include in packet. Dr. Erardi will review and advise if he would like more information from CABE.
2300.2	Code of Professional Responsibility	Do not include. Dr. Erardi will review and advise if he is in agreement with Committee recommendation.
2500	Administrative Reports	CABE did not include in packet. Dr. Erardi will review and advise if he would like more information from CABE.

- FUTURE MEETING DATES
 - March 12, 2015
 - March 25, 2015

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Dr. Erardi	Policy 2133.11 – Assistant Principals – Dr. Erardi will review policy and make recommendations.		03/25/2015
Dr. Erardi	Policy 2210 – Administrative Leeway in Absence of Board Policy		03/25/2015
Meg	Policy 2233 - Printing and Distribution of Agreements, Documents – Request more information from CABE.		03/25/2015
Dr. Erardi	Policy 2240 – Research, Evaluation and Planning – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.		03/25/2015
Dr. Erardi	Policy 2241 – Grant Processing – Dr. Erardi will advise if he would like more information from CABE.		03/25/2015

Dr. Erardi	Policy 2250 – Monitoring of Product and Process Goals – Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.		03/25/2015
Dr. Erardi	Policy 2300 – Code of Ethics - Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.		03/25/2015
Dr. Erardi	Policy 2300.1 Statement of Standards for School Leaders – Dr. Erardi will advise if he would like more information from CABE.		03/25/2015
Dr. Erardi	Policy 2300.2 – Code of Professional Responsibility - Dr. Erardi will review the policy and advise if in agreement with Committee recommendations.		03/25/2015
Dr. Erardi	Policy 2500 – Administrative Reports – Dr. Erardi will advise if he would like more information from CABE.		03/25/2015
Mr. Freedman	Policy 3112 – Budget Calendar - review policy at next policy meeting.	CABE does not have a policy. They said we could use Policy 3121.	03/25/2015
Mr. Freedman	Policy 3113 - Setting Budget Priorities – review policy at next policy meeting		03/25/2015

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

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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 Ms. Roche was made to adjourn the meeting at 8:55 a.m. All in favor

Submitted: Kathy Hamilton, Policy Committee Chair