

BOE Policy Committee Agenda  
 March 25, 2015  
 Municipal Building, Conference Room 1  
 3 Primrose Street  
 Newtown, CT 06470  
 8am – 10am

CALL TO ORDER

PUBLIC PARTICIPATION

APPROVE MINUTES OF January 29, 2015 (David & Kathy); March 11, 2015 (Laura & Kathy);  
 March 12, 2015 (Laura & Kathy)

COMMUNICATIONS/ANNOUNCEMENTS

UNFINISHED BUSINESS

Discussion and Possible Action:

- *Review and Update Status of Open Action Items*

<b>Responsible Party</b>	<b>Action</b>	<b>Due Date</b>
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
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 and further advised that we could use Policy 3121.	03/11/2015
Mr. Freedman	Policy 3113 - Setting Budget Priorities – review policy at next policy meeting	03/11/2015

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NEW BUSINESS

Series 3000 (Business/Non-Instructional Operations):

<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
3170	Budget Administration	Mr. Freedman
3171	Supplemental Appropriations	Mr. Freedman
5114	Suspension, Expulsion, Exclusion, Removal	Ms. Hamilton
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

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<b>Policy #</b>	<b>Policy Title</b>	<b>Responsible Party</b>
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

ADJOURNMENT

Kathy Hamilton, Chairman