

ATTENDANCE:

Laura Roche, Board of Education

Dr. Joseph Erardi, NPS Superintendent

Kathy Hamilton, Board of Education

David Freedman, Board of Education

- **CALL TO ORDER**

The Board of Education Policy Sub-Committee Meeting was called to order at 8:12 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Ms. Hamilton and second by Mr. Freedman to approve the Minutes of January 29, 2015. All in Favor (Ms. Roche abstains as she was not present.)

Motion made by Ms. Hamilton and second by Ms. Roche to approve the Minutes of March 11, 2015. All in Favor (Mr. Freedman abstains as he was not present.)

Motion made by Ms. Hamilton and second by Ms. Roche to approve the Minutes of March 12, 2015. All in Favor (Mr. Freedman abstains as he was not present.)

- **COMMUNICATIONS/ANNOUNCEMENTS**

Ms. Hamilton verified that all committee members received the Policy on Expulsion.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
2133.11	Assistant Principals	Do not include.
2210	Administrative Leeway in Absence of Board Policy	Use another version policy to consider from CABE.
2233	Printing and Distribution of Agreements, Documents	CABE did not include in packet and did not have any additional information. Do not include.
2240	Research, Evaluation and Planning	Use sample policy and regulation from CABE with additional wording. Dr. Erardi will review revised policy and regulation and report back to the Committee regarding testing.
2241	Grant Processing	CABE did not include in packet. Do not include. Covered in policy 3280.1

2250	Monitoring of Product and Process Goals	Use optional policy from CABE with additional wording.
2300	Code of Ethics	Use Code of Ethics provided by CABE. Dr. Erardi will review and advise Committee with recommendation on clarification of wording.
2300.1	Statement of Standards for School Leaders	CABE did not include in packet. Do not include.
2300.2	Code of Professional Responsibility	Do not include.
2500	Administrative Reports	CABE did not include in packet. Do not include. Covered in Policy 2232.1.
3112	Budget Calendar	CABE does not have a policy. Do not include. Covered in policy 3121.
3113	Setting Budget Priorities	Mr. Freedman will review at next policy meeting.

- **NEW BUSINESS**

Series 2000 (Administration):

Policy #	Policy Title	Status
3170	Budget Administration – Rename to “Expenditure Plan”	Use optional policy from CABE. Change policy title in Table of Content to Expenditure Plan.
3171	Supplemental Appropriations	Do not include.
3200	Income	CABE did not include in packet. Do not include.
3210	Local Funds	CABE did not include in packet. Do not include.
3211	Taxes/Limitations	CABE did not include in packet. Do not include.
3212	Deficit in Town Payment	CABE did not include in packet. Do not include.
3220 3230	State Funds/Federal Funds	Use existing policy, presently numbered 3-201.
3231	Medical Reimbursement for Special Education Students	Mr. Bienkowski will review and advise Committee of recommendations at next policy meeting. Information will be sent to CABE on School Based Health Center and ask CABE to create a new policy.
3240	Tuition Fees	Use sample policy from CABE. Removing the optional language for vo-ag program. Ms. Hamilton will look into policy for tuition fees for children of employees.

3250	Materials/Services; Fees, Fines, Charges	Dr. Erardi will look into current practice at the schools and advise Committee of recommendation at next meeting.
3260	Sales & Disposal of Books, Equipment & Supplies	Mr. Bienkowski will review Committee recommendations and advise at next policy meeting.
3270	Sale and Rental of Real Property	CABE did not include in packet. Do not include.
3271	Royalties	CABE did not include in packet. Do not include.
3280	Gifts, Grants and Bequests	Ms. Hamilton will look at combining our current policy with another version of the policy from CABE. She will include information in the policy on an annual report back to the Board of Education.
3280.1	Grants	Use sample policy from CABE. Remove alternative and additional language from the policy. Add paragraph about grant summary to be presented to Board at the end of the fiscal year.
3281	School Fund Raisers	The Committee will review policy and advise at the next meeting. Dr. Erardi will do a Winter Sports Analysis on actual fees beyond pay to play.
3281.1	Business/Industry/Corporate Involvement in Education	CABE did not include in packet. Request more information from CABE.
5114	Suspension and Expulsion/Due Process	The Committee will review policy and advise at the next meeting. Dr. Erardi will put together a round table meeting with Lorrie Rodrigue, Gregg Simon and students from the high school to discuss policy. Lorrie Rodrigue and Tom Einhorn will be invited to the next meeting.

○ FUTURE MEETING DATES

- April 9, 2015 – Shared Meeting Room 3
- April 30, 2015 - Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Dr. Erardi	Policy 2240 – Research, Evaluation and Planning - Dr. Erardi will review revised policy and regulation and report back to the Committee regarding testing.		04/09/2015
Dr. Erardi	Policy 2300 – Code of Ethics - Dr. Erardi will review and advise Committee with recommendation on clarification of wording.		04/09/2015
Mr. Freedman	Policy 3113 - Setting Budget Priorities – Mr. Freedman will review and advise Committee at next policy meeting		04/09/2015
Mr. Bienkowski	Policy 3231 -Medical Reimbursement for Special Education Students – Mr. Bienkowski will review and advise Committee at next policy meeting.		04/09/2015
Meg	New Policy – School Based Health Centers – Send information to CABE and ask them to create a new policy. Ask CABE where to place policy.		04/09/2015
Ms. Hamilton	Policy 3240 - Tuition Fees - Ms. Hamilton will look into policy for tuition fees for children of employees.		04/09/2015
Dr. Erardi	Policy 3250 – Materials/Service Fees, Fines, Charges - Dr. Erardi will look into current practice at the schools and advise Committee of recommendation at next meeting.		04/09/2015
Mr. Bienkowski	Policy 3260 - Sales & Disposal of Books, Equipment & Supplies - Mr. Bienkowski will review Committee recommendations and advise at next policy meeting.		04/09/2015

Ms. Hamilton	Policy 3280 - Gifts, Grants and Bequests - Ms. Hamilton will look at combining our current policy with another version of the policy from CAFE. She will include information in the policy on an annual report back to the Board of Education.		04/09/2015
Committee Dr. Erardi	Policy 3281 - School Fund Raisers - The Committee will review policy and come back to the next meeting with their recommendations. Dr. Erardi will do a Winter Sports Analysis on actual fees beyond pay to play.		04/09/2015
Meg	Policy 3281.1 - Business/Industry/Corporate Involvement in Education - Request more information from CAFE.		04/09/2015
Committee Dr. Erardi	Policy 5114 - Suspension and Expulsion/Due Process - The Committee will review policy and advise at the next meeting. Dr. Erardi will put together a round table meeting with Lorrie Rodrigue, Gregg Simon and students from the high school. Lorrie Rodrigue and Tom Einhorn will be invited to the next meeting.		04/09/2015

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

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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 9:55 a.m. All in favor

Submitted: Kathy Hamilton, Policy Committee Chair