

ATTENDANCE:

Ms. Laura Roche, Board of Education Dr. Joseph Erardi, NPS Superintendent
 Ms. Kathy Hamilton, Board of Education Mr. Ron Bienkowski, NPS Director of Business
 Mr. David Freedman, Board of Education (until 9:00 a.m.)

- **CALL TO ORDER**

The Board of Education Policy Committee Meeting was called to order at 8:04 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Motion made by Mr. Freedman and second by Ms. Hamilton to approve the Minutes of April 9, 2015, with the amendment to reflect Ms. Roche was the Board of Education member at the round table meeting held at the high school regarding the Suspension and Expulsion policy relating to co-curricular and extra-curricular activities. All in Favor (Ms. Roche abstains as she was not present at the April 9 meeting.)

- **COMMUNICATIONS/ANNOUNCEMENTS**

Ms. Hamilton informed the Committee she has received updates on policies from CAFE and will distribute the updates as the policies come up for review.

- **UNFINISHED BUSINESS**

Policy #	Policy Title	Status
5111	Admission/Placement	The BOE suggested a change to the policy with regards to exceptions to the policy.
5112	Age of Attendance	Change noted in policy due the change the BOE suggested for Policy 5111.
3231	Medical Reimbursement for Special Education Students	Use sample policy from CAFE with a few revisions to the wording to make it specific for the Newtown School District.
3240	Tuition Fees	Use sample policy provided from CAFE. Removing the optional language for vo-ag program.

3250	Materials/Service Fees, Fines, Charges	Use sample policy from CABE. Add date to policy that the Superintendent will review all fees. Meg will call the BOE attorney to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act.
3260	Sales & Disposal of Books, Equipment & Supplies	Mr. Bienkowski informed the Committee that any fees obtained through the sale of books, equipment and supplies are given back to the town. Mr. Bienkowski will review policy and get back to the Committee with his recommendations.
3280	Gifts, Grants and Bequests	Combined our current policy with a version sent by CABE to make the policy.
3281	School Fund Raisers	Use sample policy provided by CABE without the regulation with a few revisions to the wording. Cross referenced the policy on our school volunteers.
3281.1	Business/Industry/Corporate Involvement in Education	<i>Will be addressed in the next Policy Committee Meeting.</i>
5114	Suspension and Expulsion/Due Process	The Committee will use the rewrite of the existing policy with changes recommended by the administrators at the High School and Middle School. The new policy will also include new laws from the State of Connecticut.
5141.29	School Based Health Clinic	Use policy provided by CABE newly numbered 5141.29 with additional wording on how records will be maintained.

- **NEW BUSINESS**

Policy #	Policy Title	Status
3290	Funds Management	Use optional sample policy from CABE.
3291	Borrowing	CABE did not include policy. Do not include.
3291.1	Short-Term Loans	CABE did not include policy. Do not include.
3291.2	Debt Limitation	CABE did not include policy. Do not include.
3292	Investing	CABE did not include policy. Do not include.
3293	Depository	CABE did not include policy. Do not include.

3293.1	Signatures/Facsimiles	Include optional policy from CABE with a few revisions to the wording. Add the review date of July 1st to the policy.
3294	Incurring Liabilities	CABE did not include policy. Do not include.
3300	Expenditures/Expending Authority	Use optional policy to consider from CABE. This policy outlines our current practice. Include in policy a cross reference to policy 3160.
3310	Purchasing Guidelines	Ms. Hamilton will research the ethics to see if this policy is covered. Meg will call CABE to see if this policy is addressed somewhere else. Dr. Erardi will also look into the policy.
3311	Quality of Goods and Services	CABE did not include policy. Do not include.
3312	Quantity Purchasing	CABE did not include policy. Do not include.
3312.1	Standardization of Supplies and Equipment	Use our existing policy presently number 3-204
3312.2	State Contract/Cooperative Purchasing	CABE did not include policy. Do not include.
3313	Relations with Vendors	Use sample policy provided by CABE.
3313.1	Local Purchasing	CABE did not include policy. Do not include.
3313.2	Vendor Representatives	CABE did not include policy. Do not include.
3313.3	Performance Guarantees	CABE did not include policy. Do not include.
3313.4	Access to Vendors to Teachers	CABE did not include policy. Do not include.
3313.5	Affirmative Action for Vendors	Do not include.
3320	Purchasing Procedures	Use sample policy provided by CABE with revisions.
3320.1	Procedures for Entering into a Lease Purchase/Agreement	Do not include.
3321	Requesting Goods and Services (Requisitions)	Do not include.
3322	Describing Goods and Services (Specifications)	Do not include.
3323	Soliciting Prices (Bids & Quotations)	Mr. Bienkowski will review policy with Mr. Tait and come back to the Committee with what they feel is a reasonable dollar amount to include in the policy.

- FUTURE MEETING DATES
 - May 14, 2015 – Shared Meeting Room 3
 - May 27, 2015 – Shared Meeting Room 1
 - June 10, 2015 – Shared Meeting Room 1
 - June 24, 2015 – Shared Meeting Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Comments	Due Date
Meg	Policy 3250 – Materials/Service Fees, Fines, Charges - Meg will call the BOE attorney to see if we can define or narrow down the section on Copies of Records defined in the Connecticut Freedom of Information Act.		05/14/2015
Mr. Bienkowski	Policy 3260 - Sales & Disposal of Books, Equipment & Supplies - Mr. Bienkowski will review and rewrite policy. He will bring back recommendations to the next meeting.		05/14/2015
Ms. Hamilton/ Committee	Policy 3281.1 – Business/ Industry/Corporate Involvement in Education – The Committee will address this policy at the next meeting.		05/14/2015
Ms. Hamilton/ Meg/ Dr. Erardi	Policy 3310 – Purchasing Guidelines - Ms. Hamilton will research the ethics to see if this policy is covered. Meg will call CABA to see if this policy is addressed somewhere else. Dr. Erardi will also look into the policy.		05/14/2015
Mr. Bienkowski	Policy 3323 – Soliciting Prices (Bids and Quotations) - Mr. Bienkowski will review policy with Mr. Tait and come back to the Committee with what they feel is a reasonable dollar amount to include in the policy.		05/14/2015

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

Series 3000 (Business/Non-Instructional Operations):

Policy #	Policy Title	Point Person
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 9:54 a.m. All in Favor

Submitted: Kathy Hamilton, Policy Committee Chair