

**New Milford Board of Education
Policy Sub-Committee Meeting Minutes
March 18, 2008
Lillis Administration Building, Rm. 2**

Present:	<p>Mrs. Elizabeth Finney, Committee Chairperson* Dr. Lisa Diamond, Board Chairperson* Mr. Thomas McSherry* Mr. William Wellman* Mrs. Amy Llerena * Committee Members</p>
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Also Present:	<p>Dr. JeanAnn C. Paddyfote, Superintendent of Schools Mr. Thomas Mulvihill, Assistant Superintendent Mr. John Turk, Director of Fiscal Services Mr. Greg Miller, Accounting Manager</p>
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1.	The meeting of the New Milford Board of Education Policy Subcommittee was called to order at 7:00pm.	Call to Order
2.	There was no public comment	Public Comment
3.A.	<p>Discussion and Possible Action</p> <p>Draft Policy 5131.6 – Drugs, Alcohol and Tobacco</p> <p>Mr. McSherry moved that the Policy Committee bring the draft policy #2— 5131.6 – Drugs, Alcohol and Tobacco to the full Board for approval, Mr Wellman seconded and passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>Draft Policy 5131.6 – Drugs, Alcohol and Tobacco Motion to bring policy to full Board for approval made, seconded and passed unanimously.</p>
3.B.	<p>Review of Policy Series 3000: Business</p> <p>Dr. Paddyfote said the 3000 Series--Business were sent to the attorney for review and he met with Mr. Turk, Mr. Miller and Dr. Paddyfote to make changes.</p> <p>3000 – Concept & Roles in Business & Non-Instructional Operations</p> <p>Removed the word reasonable so wording will now be “shall set standards of safety that promote...”</p> <p>3110 – Budget: Planning Accepted as presented.</p>	Review of Policy Series 3000: Business

<p>3111 – Fiscal Year Accepted as presented.</p> <p>3152 – Spending Public Funds for Advocacy—Spending Public Funds to Inform Citizens Regarding Referenda Accepted as presented.</p> <p>3160 (a) – Budget & Transfer of Funds—Budget Add 900 Other Items – Revenue and 6th column for percent used</p> <p>3160(b) - Budget & Transfer of Funds—Budget Transfers Accepted as presented.</p> <p>3230 – Federal Funds Add “and any stipulation identified in the grant.”</p> <p>3231 – Medical Reimbursement for Special Education Accepted as presented.</p> <p>3240 (a) - Tuition Fees Mr. Wellman thought the testing provided for in the policy should be specific and identified. Mr. McSherry, Dr. Diamond and Mrs. Finney thought the policy was best left general.</p> <p>Mr. Mulvihill said the Board has in the past allowed students whose family has moved from New Milford at the end of their junior year, to return to the school for their senior year at no cost to the family and he wondered if the Board wanted to continue that policy. Dr. Paddyfote said that was better addressed in the student series of policies versus the business series.</p> <p>Change policy by striking “after the budget has been approved” and “the existing” and inserting “an estimated.”</p> <p>3260 – Sales & Disposal of Books, Equipment & Supplies Discussion re: use of word town “agents” will require clarification as to whether this wording is directly from the statutes.</p> <p>3270 – Disposition and Rental of Real Property Accepted as presented.</p> <p>3280 – Gifts to the School Discussion re: use of the words Board of Education versus</p>	
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<p>School District property. Clarification needed as to who actually has care and custody of property.</p> <p>3281 (a) – School Fundraisers Correct typo on regulation—3281(a) delete “on” (3rd paragraph from bottom) and accepted as presented.</p> <p>3300 (c) – Purchasing Discussion re: removing “particular vendor or provider to the Board of Education” and adding “lowest qualified bidder.” Mr. Wellman felt the lowest qualified bidder terminology should be used. Mr. McSherry said he would rather have the right to reject bids for more qualified providers.</p> <p>Discussion re: how bidding process is currently handled. Mr. Wellman felt if the process should be formalized in some fashion to which Dr. Paddyfote said that would become a regulation versus a policy.</p> <p>A regulation will be drafted.</p> <p>3313 – Relations with vendors Remove the word “Consider:” on item 3; Accept with change.</p> <p>3313.1 Local Purchasing Accepted as presented.</p> <p>3321 – Requesting Goods and Services (Requisitions) Accepted as presented.</p> <p>3323 – Deleted as it is covered by Policy 3300.</p> <p>3324.1 – Contracts Discussion re: “prescribed standards as required by law.” Mr. Wellman asked what the prescribed standards are and suggested they be spelled out.</p> <p>Clarification of prescribed standards forthcoming.</p> <p>3432, 3433 – Budget and Expense Report/Annual Financial Statement Accepted as presented.</p> <p>3440 – Inventories--Equipment Accepted as presented. The \$300 amount is tied into the charter.</p>	
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<p>3450 – Monies in School Buildings Accepted as presented. It was noted that the district would need to purchase safes for the elementary schools.</p> <p>3451 – Petty Cash Funds Accepted as presented.</p> <p>3453 (a), (b), (c) – School Activity Funds Discussion re: handling this policy with current staffing. New Milford High School used to have a Bursar to handle the student activity funds. Accepted as presented.</p> <p>3453.1 – Unexpended Class Funds Accepted as presented.</p> <p>3511 – Compliance with 504 Regulations The revised policy was handed out at the meeting and it will be discussed at the May meeting.</p> <p>3513.1 – Energy Conservation—Building – Heat & Light Control Change from Board maintaining records to Superintendent or his/her designee.</p> <p>3514 – Equipment—Authorized Use of School-Owned Materials Discussion re: liability to school system if renters use school equipment. Clarification needed. This will be discussed at the May meeting.</p> <p>3516.11 – Hazardous Materials Communication Accepted as presented.</p> <p>3516.3 – Accident Prevention & Reporting Accepted as presented.</p> <p>3516.4 – Safety—Sex Offender Notification Delete “potentially” and “during school hours.” Add “while under the supervision of school district personnel or personnel of school contractors.”</p> <p>3516.4(b) Discussion re: alerting additional individuals of safety issue in the school. Mr. Wellman said this issue needed some</p>	
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<p>caution because it could become discriminatory. Mrs. Finney said the school system is a mandated reporter with an obligation to report any risk to a child. Accepted as presented.</p> <p>3524.1 (a) (b) (c) (d) – Hazardous Materials in Schools—Pest Management/Pesticide Application Accepted as presented.</p> <p>3524.11 – Hazardous Materials in School—Use of “Cut” Decorative Trees Accepted as presented.</p> <p>3532.1 Liability Insurance Accepted as presented.</p> <p>3541(a) – Transportation Services Remove the word “reasonable” on the policy and regulation.</p> <p>3541(b) (c) – Transportation Services Accepted as presented.</p> <p>3541.5 – Transportation Complaints Deleted</p> <p>3541.23 – Bus Contractor Accepted as presented.</p> <p>3541.44 – Transportation—Use of Private Automobiles on School Trips Accepted as presented.</p> <p>3541.313 (a) (b) – Routes and Services/Transportation—Video Cameras on School Transportation Accepted as presented.</p> <p>3542.31 – Free or Reduced Price Lunches—Participation in the National School Lunch Program Accepted as presented.</p> <p>3542.42 – Cafeteria Handling School Lunch Funds Accepted as presented.</p> <p>3542.45 – Vending Machines Accepted as presented.</p>	
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	Mr. Wellman asked for an accounting of whether this review by outside counsel was covered under the retainer or whether this was an hourly charge and if so, how much.	
4.	Adjournment Mr. McSherry moved to adjourn the meeting at 9:10 pm, seconded by Mr. Wellman and passed unanimously.	Motion to adjourn made and passed unanimously.

Respectfully submitted,

Elizabeth Finney, Chair
Policy Sub-Committee