

**New Milford Board of Education  
Policy Sub-Committee Minutes  
February 25, 2014  
Lillis Administration Building, Room 2**

Present: Mrs. Angela C. Chastain  
Mr. David A. Lawson  
Mr. Dave Littlefield  
Mr. David R. Shaffer

Also Present: Mr. Joshua Smith, Assistant Superintendent of Schools  
Mr. Gregg Miller, Director of Fiscal Services  
Ms. Ellamae Baldelli, Director of Human Resources

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NEW MILFORD, CT  
DA

1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Chastain.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>Robert Coppola referenced Policy 1250 which is on the agenda for revision after full Board second review. He said he would like to see families encouraged to come to school more as involved parents make better students. If this could not be addressed in this policy, then he would like another one created for that purpose.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
A.	<b>Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b>	<b>A. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b>
1.	<b>Policy 3313 Relations with Vendors</b> <ul style="list-style-type: none"> <li>Mrs. Chastain said per Board Bylaw 9311 this policy can be approved at the initial Board presentation and asked if there was any discussion.</li> <li>Mr. Lawson said it was necessary to have a motion before discussion could take place.</li> </ul> Mr. Lawson moved to bring Policy 3313 to the full	<b>1. Policy 3313 Relations with Vendors</b>  <b>Motion made and passed</b>

	<p>Board for approval. Motion seconded by Mr. Shaffer.</p> <ul style="list-style-type: none"> <li>Mr. Shaffer said that counsel has recommended the addition of language that states that contractors will not unlawfully discriminate and asked how would the district know if this was true. Mr. Smith said that this would typically be a statement by the company. Mr. Shaffer asked if we would just take the company's word for it and Mr. Smith said yes.</li> </ul> <p>Motion passed unanimously.</p> <p><b>B. Policies Recommended for Revision:</b></p> <ol style="list-style-type: none"> <li><b>Policy 1700 Otherwise Lawful Possession of Firearms on School Property</b></li> <li><b>Policy 3300 Purchasing</b></li> <li><b>Policy 3313.1 Local Purchasing</b></li> <li><b>Policy 3516.3 Accident Prevention and Reporting</b></li> <li><b>Policy 3516.4 Safety</b></li> </ol> <ul style="list-style-type: none"> <li>Mrs. Chastain said these policies were being considered for first review by the full Board. If no changes are recommended, they will go on for second review. If changes are recommended, the policies involved will come back to the Policy Sub-Committee. She said they could be discussed individually if the Committee wished.</li> </ul> <p>Mr. Shaffer moved to bring Policies 1700, 3300, 3313.1, 3516.3 and 3516.4 to the full Board for first review. Motion seconded by Mr. Lawson.</p> <ul style="list-style-type: none"> <li>Mr. Shaffer referenced policy 3300 and asked what constituted a public signpost. Mr. Smith said it would be the newspaper and/or website. Mr. Shaffer asked if the wording could be changed to say that then so it was clearer. Mr. Smith said he would check with legal counsel.</li> <li>Mr. Shaffer asked questioned the reference to driver's education in policy 3516.3 and asked that it be removed since the district did not</li> </ul>	<p><b>unanimously to bring Policy 3313 to the full Board for approval.</b></p> <p><b>B. Policies Recommended for Revision:</b></p> <ol style="list-style-type: none"> <li><b>Policy 1700 Otherwise Lawful Possession of Firearms on School Property</b></li> <li><b>Policy 3300 Purchasing</b></li> <li><b>Policy 3313.1 Local Purchasing</b></li> <li><b>Policy 3516.3 Accident Prevention and Reporting</b></li> <li><b>Policy 3516.4 Safety</b></li> </ol> <p><b>Motion made and passed unanimously to bring Policies 1700, 3300, 3313.1, 3516.3 and 3516.4 to the full Board for first review.</b></p>
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	<p>have a driver's education course any longer. Mr. Smith said there are still courses taught on school grounds by vendors. Mr. Shaffer said the reference could stay then.</p> <p>Motion passed unanimously.</p>	
<b>C.</b>	<p><b>Policy Recommended for Revision after Full Board Second Review:</b></p> <p><b>1. Policy 1250 Visits to the Schools</b></p> <p>Mr. Shaffer moved to bring Policy 1250 to the full Board for approval. Motion seconded by Mr. Lawson.</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer said this was the policy mentioned in public comment.</li> <li>• Mr. Lawson noted that the word "encouraged" had been replaced with enable and he was opposed to this. He said the aim of the schools should be to encourage involvement. He favors the original language.</li> <li>• Mr. Littlefield agreed with Mr. Lawson and also said he would like the wording "and strongly encourage" in the first sentence put back in.</li> <li>• Mr. Smith said the suggested change speaks more to organizations that have a proprietary reason to want to visit the schools and that parent relationships are a separate issue. Visitor in this case is different from the family which is part of the school community. He gave the example of a youth pastor wishing to come speak to students during their lunch.</li> <li>• Mr. Lawson said he thought an instance such as that was covered on page two of the policy. He has no problem with groups coming in at any time.</li> <li>• Mr. Littlefield suggested adding another sentence or two to the policy to encourage families.</li> <li>• Mr. Shaffer suggested changing #6 on page one from staff to school administrator.</li> <li>• The Committee consensus was to send this</li> </ul>	<p><b>C. Policy Recommended for Revision after Full Board Second Review:</b></p> <p><b>1. Policy 1250 Visits to the Schools</b></p> <p><b>Motion made and failed 0-4 to bring Policy 1250 to the full Board for approval.</b></p>

	policy back for revision to counsel with suggestions mentioned.	
	Motion failed 0-4.	
<b>D.</b>	<b>Policies Reviewed with No Revision Recommended:</b>	<b>D. Policies Reviewed with No Revision Recommended:</b>
1.	Policy 3000 Concept and Roles in Business and Non-Instructional Operations	1. Policy 3000 Concept and Roles in Business and Non-Instructional Operations
2.	Policy 3110 Budget Planning	2. Policy 3110 Budget Planning
3.	Policy 3160 Budget and Transfer of Funds	3. Policy 3160 Budget and Transfer of Funds
4.	Policy 3230 Federal Funds	4. Policy 3230 Federal Funds
5.	Policy 3231 Medical Reimbursement for Special Education Students	5. Policy 3231 Medical Reimbursement for Special Education Students
6.	Policy 3240 Tuition Fees	6. Policy 3240 Tuition Fees
7.	Policy 3260 Sales & Disposal of Books, Equipment & Supplies	7. Policy 3260 Sales & Disposal of Books, Equipment & Supplies
8.	Policy 3270 Disposition and Rental of Real Property	8. Policy 3270 Disposition and Rental of Real Property
9.	Policy 3280 Gifts to the School	9. Policy 3280 Gifts to the School
10.	Policy 3281 School Fund Raisers	10. Policy 3281 School Fund Raisers
11.	Policy 3321 Requesting Goods and Services (Requisitions)	11. Policy 3321 Requesting Goods and Services (Requisitions)
12.	Policy 3432 Budget & Expense Report/Annual Financial Statement	12. Policy 3432 Budget & Expense Report/Annual Financial Statement
13.	Policy 3440 Inventories	13. Policy 3440 Inventories
14.	Policy 3450 Monies in School Buildings	14. Policy 3450 Monies in School Buildings
15.	Policy 3451 Petty Cash Funds	15. Policy 3451 Petty Cash Funds
16.	Policy 3453 School Activity Funds	16. Policy 3453 School Activity Funds
17.	Policy 3453.1 Unexpended Class Funds	17. Policy 3453.1 Unexpended Class Funds
18.	Policy 3513.1 Energy Conservation	18. Policy 3513.1 Energy Conservation
19.	Policy 3514 Equipment	19. Policy 3514 Equipment
20.	Policy 3516.11 Hazardous Materials Communication	20. Policy 3516.11 Hazardous Materials Communication
21.	Policy 3524 Hazardous Materials Communication/Green Cleaning Program	21. Policy 3524 Hazardous Materials Communication/Green Cleaning Program
22.	Policy 3524.1 Hazardous Material in School Pest Management/Pesticide Application	22. Policy 3524.1 Hazardous Material in School Pest Management/Pesticide Application
23.	Policy 3524.11 Hazardous Material in School	23. Policy 3524.11 Hazardous Material in School
24.	Policy 3532.1 Liability Insurance	24. Policy 3532.1 Liability Insurance
25.	Policy 3541 Transportation Services	25. Policy 3541 Transportation Services
26.	Policy 3541.23 Bus Contractor	26. Policy 3541.23 Bus Contractor
27.	Policy 3541.313 Routes and Services/Transportation	27. Policy 3541.313 Routes and Services/Transportation
28.	Policy 3541.44 Transportation	28. Policy 3541.44 Transportation

<p>29. 30. 31.</p>	<p><b>Policy 3542.31 Free or Reduced Price Lunches</b> <b>Policy 3542.42 Cafeterias – Handling of School Lunch Funds</b> <b>Policy 3542.45 Vending Machines</b></p> <ul style="list-style-type: none"> <li>• Mrs. Chastain said counsel had reviewed these policies and did not suggest any revisions. The review date would be noted on the policies for distribution for reference purposes. She invited questions or comments.</li> <li>• Mr. Lawson said he wanted to talk about the vending machine policy. He said he had not read it but he wanted to know how many machines the district has, the amount of money generated and where that money goes.</li> <li>• Mr. Littlefield said the policy states where the money goes.</li> <li>• Mr. Lawson said he wants more specifics and would like a report at a later meeting.</li> </ul>	<p><b>Communication/Green Cleaning Program</b> <b>22. Policy 3524.1 Hazardous Material in School Pest Management/Pesticide Application</b> <b>23. Policy 3524.11 Hazardous Material in School</b> <b>24. Policy 3532.1 Liability Insurance</b> <b>25. Policy 3541 Transportation Services</b> <b>26. Policy 3541.23 Bus Contractor</b> <b>27. Policy 3541.313 Routes and Services/Transportation</b> <b>28. Policy 3541.44 Transportation</b> <b>29. Policy 3542.31 Free or Reduced Price Lunches</b> <b>30. Policy 3542.42 Cafeterias – Handling of School Lunch Funds</b> <b>31. Policy 3542.45 Vending Machines</b></p>
<p>4.  A.</p>	<p><b>Items of Information</b> <b>Regulation Revisions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Regulation 3152 Spending Public Funds for Advocacy</b></li> <li>2. <b>Regulation 3280 Gifts to the School</b></li> <li>3. <b>Regulation 3281 School Fund Raisers</b></li> <li>4. <b>Regulation 3324.1 Contracts</b></li> <li>5. <b>Regulation 3453 School Activity Funds</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Chastain stated that the Board does not approve regulations so these revisions are given as items of information only. Regulations typically accompany policies, so as policies change regulations are often revised.</li> <li>• Mr. Lawson said that regulation 3433 may have to be revised when Munis is adopted.</li> <li>• Mr. Shaffer said he thought the wording in the bottom two paragraphs on page one in regulation 3152 was contradictory and asked for clarification.</li> </ul>	<p><b>Items of Information</b> <b>A. Regulation Revisions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Regulation 3152 Spending Public Funds for Advocacy</b></li> <li>2. <b>Regulation 3280 Gifts to the School</b></li> <li>3. <b>Regulation 3281 School Fund Raisers</b></li> <li>4. <b>Regulation 3324.1 Contracts</b></li> <li>5. <b>Regulation 3453 School Activity Funds</b></li> </ol>

	<ul style="list-style-type: none"> <li>• Mr. Smith said the second paragraph talked about unsolicited communication by electronic means.</li> <li>• Mr. Lawson asked if the district's regularly scheduled newsletter can be used to discuss budget as long as only budget facts were referenced.</li> <li>• Mr. Smith said he could check with counsel.</li> <li>• Mr. Shaffer asked for clarification on regulation 3280 #4 regarding taking a donation for a program that the district would then have to support later. Mr. Smith said this would be a conversation that would take place at the time the donation was being accepted and the Board would need to know and approve of any recurring costs.</li> </ul>	
<b>B.</b>	<p><b>Regulations Reviewed with No Revision Recommended:</b></p> <ol style="list-style-type: none"> <li><b>1. Regulation 3300 Purchasing</b></li> <li><b>2. Regulation 3524.1 Hazardous Material in School Pest Management/Pesticide Application</b></li> <li><b>3. Regulation 3541 Transportation Services</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Chastain said counsel had reviewed these regulations and did not suggest any revisions. She asked if there were any questions and there were none.</li> </ul>	<p><b>B. Regulations Reviewed with No Revision Recommended:</b></p> <ol style="list-style-type: none"> <li><b>1. Regulation 3300 Purchasing</b></li> <li><b>2. Regulation 3524.1 Hazardous Material in School Pest Management / Pesticide Application</b></li> <li><b>3. Regulation 3541 Transportation Services</b></li> </ol>
<b>5.</b>	<p><b>Adjourn</b></p> <p>Mr. Shaffer moved to adjourn the meeting at 7:15 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:15 p.m.</b></p>

Respectfully submitted:



Angela C. Chastain, Chairperson  
Board of Education