

**New Milford Board of Education  
 Policy Sub-Committee Special Meeting Minutes  
 March 5, 2024  
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Leslie Sarich, Chairperson Mrs. Tammy McInerney Mr. Brian McCauley	RECEIVED TOWN CLERK <i>MHP</i> 2024 MAR -7 A 9:03
Absent:	Mr. Dean Barile	NEW MILFORD, CT

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Dr. JeanAnn Paddyfote, Project-Based Employee on Google Meet
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1.	<p><b>Call to Order</b>          The New Milford Board of Education Policy Sub-Committee was called to order at 6:45 pm by Mrs. Leslie Sarich, Chairperson.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b>          None</p>	<p><b>Public Comment</b>          None</p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies Recommended for Initial Review</b></p> <ol style="list-style-type: none"> <li>1. 1330 Policy Regarding Use of School Facilities</li> <li>2. 3160 Board Budget Procedures and Line Item Transfers</li> <li>3. 3260 Disposal of Obsolete or Surplus Equipment/Materials</li> <li>4. 3280 Policy Regarding Gifts, Grants, and Bequests to the District</li> <li>5. 3300 Purchasing</li> <li>6. 3453 School Activity Funds</li> </ol> <p><b>1330 Policy Regarding Use of School Facilities:</b>          Dr. Parlato stated this is based on the recommendation of Shipman &amp; Goodwin. It includes a revised chart of fees, order of priority and organization type, and responsibility for damaged property and protocols. Mrs. McInerney stated she likes the updated facilities use fee chart; it is more clear.</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policies Recommended for Initial Review</b></p> <ol style="list-style-type: none"> <li>1. 1330 Policy Regarding Use of School Facilities</li> <li>2. 3160 Board Budget Procedures and Line Item Transfers</li> <li>3. 3260 Disposal of Obsolete or Surplus Equipment/Materials</li> <li>4. 3280 Policy Regarding Gifts, Grants, and Bequests to the District</li> <li>5. 3300 Purchasing</li> <li>6. 3453 School Activity Funds</li> </ol>

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	<p><b>3160 Board Budget Procedures and Line Item Transfers:</b> Mrs. Sarich asked if it was necessary to make this a new policy. Dr. Parlato stated Dr. Paddyfote consulted with Mr. Giovannone and they agreed to the updates. Dr. Paddyfote stated this version is written with more specific language.</p> <p><b>3260 Disposal of Obsolete or Surplus Equipment/Materials:</b> Mrs. Sarich asked why the materials are offered to the town first. Mrs. McInerney stated it is because the district receives money from the town, so they get first choice of materials to be discarded.</p> <p><b>3280 Policy Regarding Gifts, Grants, and Bequests to the District:</b> Dr. Parlato stated the Superintendent will approve gifts to a school that are valued under \$1,000 and meet criteria established by the administrative regulations. The BOE will accept gifts over \$1000 dollars that meet the necessary criteria.</p> <p><b>3300 Purchasing:</b> Dr. Parlato stated this was reviewed by Dr. Paddyfote and Mr. Giovannone. It makes it clear if quotes or bids are required, outlines the competitive bidding process, rejection of bids, conditions when a bid waiver might be appropriate, etc. Mrs. McInerney asked if this had to be a policy because it pertains to legal procedures. Dr. Parlato stated yes, and because the district does so much purchasing, it needs a tight policy.</p> <p><b>3453 School Activity Funds:</b> Mrs. Sarich asked if this replaces policies 3453 A and B. Dr. Parlato stated it started as policy but now will be enshrined as regulation. Dr. Paddyfote stated Mr. Giovannone is putting together the regulation but needs a little more time.</p>	<p>Motion made and passed unanimously to bring the above policies to the full board for initial review.</p>
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	<p><b>B.</b> <i>Mrs. McInerney moved to bring the above policies to the full board for initial review. Seconded by Mr. McCauley.</i></p> <p><b>Policies Recommended for Deletion Once Policies in 3.A are Approved</b></p> <ol style="list-style-type: none"> <li>1. 3300 Concepts and Roles in Business and Non Instructional Operations</li> <li>2. 3110 Budget Planning</li> <li>3. 3152 Spending Public Funds for Advocacy</li> <li>4. 3160 Budget and Transfer of Funds</li> <li>5. 3230 State and Federal Funds</li> <li>6. 3231 Medical Reimbursement for Special Education Students</li> <li>7. 3240 Tuition Fees</li> <li>8. 3313 Relations with Vendors</li> <li>9. 3432 Budget and Expense Report/Annual Financial Statement</li> <li>10. 3450 Monies in School Buildings</li> <li>11. 3451 Petty Cash Funds</li> <li>12. 3513.1 Energy Conservation</li> <li>13. 3516.11 Hazardous Materials Communications</li> <li>14. 3516.3 Safety</li> <li>15. 3516.4 Sex Offender Notification</li> <li>16. 3520 Student Data Privacy</li> <li>17. 3524.11 Hazardous Material in School</li> <li>18. 3532.1 Liability Insurance</li> <li>19. 3541.23 Bus Contractor</li> <li>20. 3541.313 Routes and Services/Transportation</li> <li>21. 3541.44 Transportation/Use of Private Automobiles on School Trips</li> <li>22. 3542.31 Free or Reduced Price Lunches</li> <li>23. 3542.42 Cafeterias—Handling of School Lunch Funds</li> <li>24. 3542.45 Vending Machines</li> </ol> <p>Mrs. Sarich asked why the policies are being deleted since they were renewed in 2021. Dr. Paddyfote stated they are not necessarily required to be policies and Mr. Giovannone will review, see what should be regulation, and</p>	<p><b>B. Policies Recommended for Deletion Once Policies in 3.A are Approved</b></p> <ol style="list-style-type: none"> <li>1. 3300 Concepts and Roles in Business and Non Instructional Operations</li> <li>2. 3110 Budget Planning</li> <li>3. 3152 Spending Public Funds for Advocacy</li> <li>4. 3160 Budget and Transfer of Funds</li> <li>5. 3230 State and Federal Funds</li> <li>6. 3231 Medical Reimbursement for Special Education Students</li> <li>7. 3240 Tuition Fees</li> <li>8. 3313 Relations with Vendors</li> <li>9. 3432 Budget and Expense Report/Annual Financial Statement</li> <li>10. 3450 Monies in School Buildings</li> <li>11. 3451 Petty Cash Funds</li> <li>12. 3513.1 Energy Conservation</li> <li>13. 3516.11 Hazardous Materials Communications</li> <li>14. 3516.3 Safety</li> <li>15. 3516.4 Sex Offender Notification</li> <li>16. 3520 Student Data Privacy</li> <li>17. 3524.11 Hazardous Material in School</li> <li>18. 3532.1 Liability Insurance</li> <li>19. 3541.23 Bus Contractor</li> <li>20. 3541.313 Routes and Services/Transportation</li> <li>21. 3541.44 Transportation/Use of Private Automobiles on School Trips</li> <li>22. 3542.31 Free or Reduced Price Lunches</li> <li>23. 3542.42 Cafeterias—Handling of School Lunch Funds</li> <li>24. 3542.45 Vending Machines</li> </ol>
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	<p>enshrine them in regulation. Dr. Parlato added that the practice still occurs even if the policy is repealed in many cases.</p> <p><i>Mrs. McInerney moved to bring item 3.B: Above Policies Recommended for Deletion, 1 - 24 to the full Board for deletion. Seconded by Mr. McCauley.</i></p>	<p>Motion made and passed unanimously to move item 3.B: Above Policies Recommended for Deletion, 1 - 24, to the full Board for deletion.</p>
<p>4.</p>	<p><b>Items of Information</b></p> <ol style="list-style-type: none"> <li><b>1. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities</b></li> <li><b>2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District</b></li> <li><b>3. 6161 R Administrative Regulations Regarding Textbook Selection and Approval</b></li> </ol> <p><b>3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District:</b></p> <p>Mrs. McInerney asked if “school code” includes policy. Dr. Parlato stated school code means both policy and laws that relate to schools. Mrs. McInerney stated she wants to make sure people know that the word “code” means policy as well.</p> <p><b>6161 R Administrative Regulations Regarding Textbook Selection and Approval:</b></p> <p>Dr. Parlato stated she edited the regulation to define what a textbook means. Supplemental or reference books should not be considered textbooks, and the final decision to approve a textbook as part of the course proposal or curriculum revision process is reviewed by the Superintendent. Mrs. McInerney asked to clarify that the BOE does not approve textbooks, only when they approve curriculum. Dr. Parlato stated yes, and that the Committee on Learning</p>	<p><b>Items of Information</b></p> <ol style="list-style-type: none"> <li><b>1. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities</b></li> <li><b>2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District</b></li> <li><b>3. 6161 R Administrative Regulations Regarding Textbook Selection and Approval</b></li> </ol>

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		<p>is going to review the curriculum proposal process in an upcoming meeting.</p> <p>Mrs. McInerney asked about books that may be old or outdated that are included in a course proposal. Ms. Hollander stated the BOE would have the opportunity to look at it prior, and it all becomes part of the course proposal or curriculum review process. Mrs. McInerney asked what happens if a book for a curriculum changes. Ms. Hollander stated that would have to be looked at from a budget standpoint. In her 3 years with New Milford, only once have textbooks been purchased and there are more resources than just textbooks. Dr. Parlato added that there is a shift away from physical textbooks to online usage, which still has a fee.</p> <p>Mr. McCauley asked if there is a policy for how long the district keeps textbooks. Dr. Paddyfote stated there is not.</p>	
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5.		<p><b>Public Comment</b> None</p>	<p><b>Public Comment</b></p>
6.		<p><b>Adjourn</b> <i>Mr. McCauley moved to adjourn the meeting at 7:13 pm, seconded by Mrs. McInerney and passed unanimously.</i></p>	<p><b>Adjourn</b> Motion made and passed unanimously to adjourn the meeting at 7:13pm.</p>

Respectfully Submitted,



Mrs. Leslie Sarich, Chairperson