

**CITY OF NORWALK
BOARD OF EDUCATION
POLICY COMMITTEE – SPECIAL MEETING
NOVEMBER 18, 2014**

ATTENDANCE: Heidi Keyes, Chair; Artie Kassimis (7:15 pm), Sherelle Harris (7:00 p.m.)

STAFF: Richard Rudl, COO; Brenda Williams, Communications Director;
BOE Members: Mike Barbis, Shirley Mosby, Rosa Murray;
Migdalia Rivas; Bruce Mellion, NFT;

Despite the presence of a quorum, the meeting began at 6:45 p.m. as an information session. Ms. Keyes suggested that discussion items be reviewed and action items be deferred until Committee members arrived.

Discussion and Recommended Revisions for Series 4000 Personnel Policies

Mr. Lee Palmer, Director of Human Resources distributed Series 4000 policies for certified and non-certified personnel. He gave an overview of how the Article is organized and explained that current policies have not been updated in the past several years, and some since 1989 and 1998. He noted that changes passed in state and federal regulations have dictated procedure, but there are not approved Board policies that support these guidelines. He explained that the district has been operating under an ‘un-adopted but followed practice’ procedure and CABA direction and procedures in place are based on the CT General Statutes.

Ms. Keyes asked what the priority ones would be most important to address. Mr. Palmer recommended those that are timely with current issues, as follows:

- 4118.15 Workplace Bullying
- 4118.4 Electronic Media
- 4118.5 Acceptable Computer Network Uses

It was suggested for Committee members to review the policies and come back to the next meeting with feedback and recommended changes.

Call to Order

Ms. Keyes called the meeting to order at 7:00 p.m. and stated that Committee members were in attendance as listed above, and a quorum was present.

Discussion and Recommended Revisions to Policy 3160, Transfer of Funds Between Categories

Mr. Rudl referred explained that although the policy was developed and reviewed in this Committee, the Finance Committee, full Board then back to this committee.

Mr. Rudl noted that the language was further modified as highlighted below:

Policy 3160

The Board of Education, Superintendent or his/her designee may transfer any unexpected or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate *not to exceed a cumulative \$10,000 in any one line item*. Transfers in excess of \$10,000 shall come to the full board with a written explanation for approval. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority. *To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Superintendent of Schools or his/her designee will furnish to the Board of Education monthly expenditure statements and a list of all transfers made.*

- ** MS. HARRIS MOVED TO APPROVE THE RECOMMENDED POLICY 3160 AND FORWARD TO THE FULL BOARD FOR ADOPTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Discussion and Recommended Revisions for Policy 1140

Ms. Williams provided an overview of the past policy changes and explained recent concerns raised with the amount of flyers and literature distributed through student back-packs. There was discussion about the approval process and how flyers are posted digitally or sent by e-mail at the school level through parent-teacher organizations.

Ms. Williams suggested that organizations be limited to non-profit organizations (50C3). Ms. Rivas asked about the authority for flyer distribution at the school level on websites. Ms. Williams noted that the building principal or designee may approve such distribution electronically.

It was suggested for Committee members to review the policy and come back to the next meeting with feedback and recommended changes.

Agenda Items for December Meetings

Ms. Williams suggested the following items for December:

Attendance, Excuses, Denial of Credit; Policy 1240 - Volunteers in Norwalk Public Schools

Adjournment

- ** MR. KASIMIS MOVED TO ADJOURN.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services