



POLICY/COMMUNICATIONS COMMITTEE MEETING MINUTES

September 22, 2025

Virtual Meeting - 3:00 p.m.

Committee Members: Ellen DePinto, Chair
Pamela Cassidy, Beth Fiore, Linda Rad

Administrative Staff: Dr. Jonathan Hart, Superintendent of Schools
Jason Bohm, SBA/Board Secretary

MINUTES

1. Policy Alert 235: The entire Chapter, N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures, was recently revised and adopted by the State Board of Education. The committee reviewed the following policies included in Straus Essmay’s policy alert:
 - a. Bylaw 0173 – Duties of Public School Accountant (Revised): this bylaw has been revised to include the administrative code sections, by reference, that outline the responsibilities and requirements of the accountant and the Board. The other revisions in the updated administrative code do not require any changes in the practice or implementation.
 - b. Bylaw 0174 – Legal Services (M): The revised code addresses procedures to ensure the prudent use of legal services by employees and Board members and has minor revisions.
 - c. Policy 0177 – Professional Services (M): The revised code requires each Board of Education to establish by policy a strategy to minimize the cost of professional services. Minor revisions were made regarding the awarding of contracts for professional services.
 - d. Policy and Regulation 1570 – Internal Controls (M): The revised code addresses the requirements for each school district, as a condition of receiving State aid, to establish specific policies and procedures on internal controls designed to provide management with reasonable assurance the school district’s goals and objectives will be met and will meet the requirements of the administrative code.
 - e. Policy 5339.01 – Student Sun Protection (M) (New): This policy was adopted requiring school districts to develop and adopt a policy concerning a student’s use of sunscreen and sun-protective clothing while outdoors at school and school-sponsored functions. This policy is new for our district.
 - f. Policy and Regulation 6111 – Special Education Medicaid Initiative (SEMI) Program (M) (Revised): The revised code addresses every school district’s requirement, with the exception of a waiver being granted, to take appropriate

steps to maximize participation in the Special Education Medicaid Initiative (SEMI) Program. The requirements in Policy 6111 are significant as non-compliance could result in withholding of State aid as per code.

- g. Policy and Regulation 6220 – Budget Preparation (M) (Revised): The revised code included revisions regarding budget preparation. The revised administrative code does not change the current budget preparation and budget submission requirements. The regulation provides a basic procedure for the school district budget development process. The only revisions in Regulation are assigning the budget preparation process to the Superintendent and the School Business Administrator/Board Secretary. The internal budgetary procedures used in the school district are not governed by any statute or administrative code; therefore, a district may revise these procedures to meet local needs. This policy is mandated as the QSAC DPR's – Fiscal Indicators section requires the provisions listing the statutory and administrative code requirements of budget development.
2. Chain of Command Sample & Discussion: Dr. Hart shared the Chain of Command Document he developed to assist in operating in an organized and expeditious manner. It is important to know that when the chain of command is used properly by citizens and board members, it improves communication and leaves the Board of Education free to act as final arbiter on issues that have not been resolved at other steps in the chain. The document includes the chain of command for everything from general student questions to curriculum and instruction to discipline etc. The committee recommended the addition of a chain of command for when issues arise on the bus. The committee discussed ideas for how to best deliver this document and information to the school community. The committee discussed placement within our district website and making sure contact information for teachers, case managers, and admin is easily accessible. This will be reviewed by the administration and then communicated to the school community.
 3. Policy Updates: 2000 Series: Dr. Hart made the changes previously recommended by the committee to these policies and they will appear on the agenda for our next full board meeting.
 - a. Policy 2210 - Curriculum Development: This policy was revised to include statements regarding our curriculum meeting the needs of all students, aligning with the state learning standards, and having a development cycle that includes stages of renewal and evaluation.
 - b. Policy 2220 - Adoption of Courses: this policy was revised to include that we will adapt and revise existing courses to meet the changing needs of students and community. No course of study shall be eliminated, revised or implemented without the approval of the board. Adoption of courses shall be by a recorded roll call majority vote of the full membership of the board. A copy of our courses will be available to the public online.
 - c. Policy 2230 - Curriculum Guides. This policy was recognized as one that we do not currently have but some surrounding districts do. Dr. Hart consulted with the appropriate staff in developing this policy consistent with district practices..

4. Policy Tracking Document for Review: The committee reviewed the tracking document and confirmed that each member has been assigned specific series in the manual to review. We agreed to do our best to complete reviewing our assigned policies by the end of 2025 and mark which ones are of the highest priority for the district. This will allow the new committee, should it change in 2026, to use the tracking document to identify high priority policies of the 3000 - 9000 series based on our ratings and work on those first. While we are reviewing the remaining policies in the manual, Dr. Hart will continue to revise the remaining policies based on our recommendations in the 2000 series to close it out.

Agenda items: Policy alert 235, Policy 2210, 2220, 2230

Next Meeting: Monday, October 27, 2025 @ 3:30 PM