

**Policy Committee Meeting Minutes**  
**Thursday, February 15, 2018**  
**5:30 p.m.**  
**Wappingers Junior High School, Room 105**

**Attendees:** Karen Karath (arrived late), John Lumia, Barbara Goodman, Peggy Kelland, Dwight Bonk, Alberta Pedro

There were no members of the public present at the meeting. The meeting was called to order at 6:00 p.m. by Alberta Pedro pending the arrival of Chair Karen Karath.

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1. **Minutes.** The minutes from the December 5 Policy Committee meeting were approved with no changes. The minutes will be posted on the website.
2. **Distribute Lists.** The committee was provided with two lists: *Required Board Reports* and *Policy Annual Review 2018-2019*. The *Required Board Reports* provides the Board and the Administration with a list of reports which are required to be presented and/or approved by the Board, including the frequency and dates they were last presented. This chart will keep the district on track and ensure that required report are presented on time. The *Policy Annual Review* is a list of all the local policies in the sections 0000-3000 which the Committee will begin to review in the 2018-2019 school year. This will ensure that all local policies, under the Board's discretion, will be reviewed on a regular basis. The following year, policies 4000-5000 will be reviewed, followed by the 6000-9000 series.
3. **Review Policy 1230 Public Participation at Board Meetings.** The Committee discussed an email from a board member regarding a concern about a sentence in the public comment script which is the first sentence of Policy 1230 which reads, "*The Board recognizes its responsibility to hear and respond to public comment.*" The Committee agreed that the sentence, when read with the rest of the public comment script and in the context of the policy, is appropriate. The Committee agreed that it sets the tone for how the Board will respond to public comments, i.e. through the use of the public comment form, by reply from the Board President, or referral to the Superintendent of School or his/her designee. Therefore, there were no edits recommended for policy 1230 at this time.

**Dealing with Questions from the Public as a Board Member.** The Committee briefly discussed that when board members are approached by community members or parents about a problem, they should listen and thank the individual for sharing their concern. They should direct the individual to contact

the principal or next in the chain of command to seek resolution. The Committee also discussed that board members who are parents in the district should ensure they follow the same protocols.

4. **Review of NYSSBA Second Installment 2018**

a. **4770 Graduation Requirements**

The Committee agreed with the recommended changes. However, this policy was tabled until receipt of Policy 4772-Graduation Ceremonies.

b. **4773 Credential Options for Students with Disabilities**

The Committee agreed with the recommended changes. However, this policy was tabled until receipt of Policy 4772-Graduation Ceremonies.

c. **6770 and 6770-R Purchasing**

The Committee reviewed the revisions on piggybacking. Assistant Superintendent for Finance and Business Development, Kristen Crandall, also reviewed this policy and approved the recommendations. The Policy Committee agreed to recommend this policy for First Reading.

d. **8414.5-R Alcohol and Drug Testing of Drivers Regulation**

There are no changes to the policy; only to the regulation. The Committee received the regulation as a courtesy. The attorney, as well as Kristen Crandall, Assistant Superintendent for Finance and Business Development, reviewed this regulation and approved the recommendations to change "opiates" to "opioids". This is a required change. The regulation will be on the board agenda for informational purposes only.

e. **2353 Rules of Order.** The Committee reviewed a minor change to the most recent version of Robert's Rules. The Policy Committee agreed to recommend this policy for First Reading.

5. **New Items for Discussion**

a. **Board Member Visits to Schools.** Chairman Karath provided the Committee with copies of the NYSSBA Sample Policy 2111.1, along with a copy of our current policy 2110-R. The sample policy supplied by NYSSBA is exactly the same as the *Board Member School Visits* policy already in place. The Committee agreed that the language needed to be more specific. The policy was revised and recommended for First Reading.

b. **Board Member Access to Staff.** Chairman Karath provided the Committee with copies of the NYSSBA Sample Policy 2700, along with a copy of our current policy. The Committee was asked to review the policies and email Chairman Karath with any recommendations or suggestions for the next meeting. The Committee briefly discussed how

to make changes to protect staff members, as the Code of Conduct was developed for students. The Committee acknowledged that policies can not contradict collective bargaining agreements. The Committee requested that the District Clerk inquire from the attorneys if the Board may make modifications to the Ethics policy, which board members sign every year.

- c. **Elementary Grading Policy.** The Committee discussed some concerns about the elementary report card and the grading on a 1-4 scale. It was noted that some parents prefer numeric grades. Additionally, the standards-based grading does not align with the i-Ready scores. Since it has been two years since the implementation of the new report card, the Committee felt it was a good time to assess how the changes are going. The Committee requested that Dr. Michelle Cardwell obtain feedback from parents and teachers on the report card, along with an analysis of the concerns mentioned above and provide a report to the Policy Committee in April (date to be determined).
6. **Adjournment**
- a. The Committee adjourned at 6:25 p.m. The next meeting date will be scheduled in March.