

**Policy Committee Meeting Minutes**  
**Wednesday, March 4, 2020**  
**4:00 p.m.**  
**District Office, Multi-purpose Room**

**Attendees:** Peggy Kelland, Michael Lopez, Eddy Slosower, John Lumia, Dwight Bonk, Alberta Pedro

There was no one from the community present at the meeting. The meeting was called to order at 4:00 p.m. by Chairman Peggy Kelland.

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1. **Approval of Minutes** - Motion made by Eddy Slosower to approve the Policy Committee Minutes of February 5, 2020. The motion was seconded by John Lumia. Vote taken.

Yes: Peggy Kelland, Michael Lopez, Eddy Slosower, John Lumia, Dwight Bonk, Alberta Pedro  
Motion carried.

2. **Items Tabled From Last Meeting**  
**Policy 1400 - Public Complaints**

The policy was revised to bring back the language from the retired policy which included the appropriate channels for the handling of complaints. The Policy Committee also discussed that employee complaints are handled through separate protocols, i.e. grievance process, filing a complaint with immediate supervisor or Human Resources, as appropriate. The Committee agreed to recommend for First Reading by the Board.

**Policy 1511 - Advertising in the Schools**

As a result of discussions at the last Policy Committee meeting, the first paragraph was revised to clarify that individual students wearing t-shirts with a family business logo was permissible and that the policy was written to prohibit vendors from sending the district t-shirts or hats, etc. for groups of students to wear to promote their business. The Committee agreed to recommend for First Reading by the Board.

**Discussion: 1500-R Facility Usage (non payment of invoices)**

The District Clerk requested sample language from other school districts in the State and received no responses. The District Clerk also did a search in

BoardDocs and found a few examples from school districts out of New York State. She will provide copies of the sample at the next Policy Committee meeting and inquire from the attorneys why there are no districts in New York State that outline the process for the non payment of facility use invoices. This item will be tabled to the next committee meeting for further discussion.

**Discussion: SEPAC/SEPTA**

The District Clerk contacted NYSSBA to see if they had any resources or policies that address a special education parent group. NYSSBA has not responded. The District Clerk shared information with the committee members on the difference between SEPAC and SEPTA. A SEPAC is a committee that would be made up of staff members, board members, teachers and parents. They would work together to improve communication between the district and the families. During the budget planning process, the Board could approve funding for presentations for this committee. SEPTA is a separate organization, similar to a PTA. They can raise funds and decide how to spend it. Mr. Slosower indicated that he would try to locate the special education legislation related to the requirement to provide training to special education parents. This item was tabled to the next committee meeting.

**3. Continue 5 Year Policy Review**

The Policy Committee discussed the following policies on the agenda:

Policy	Discussion
2342 - Agenda Preparation and Dissemination	Revisions were made to this policy to address the instances when a decision can not be reached on whether to include an item on the agenda. Recommendation for First Reading.
2410 - Policy Development, Adoption, Implementation and Review	A minor revision was made at the end of the policy that the Board will review <b>local policies</b> rather the entire policy manual at least every three years. Recommendation for First Reading.
2420 - Administrative Regulations	Reviewed, no changes.
2510 - New Board Member Orientation	Reviewed, no changes.

2520 - Board Member Training	The Policy Committee discussed the State-mandated new board member training. New board members have one year to complete the training either in-person or on-line. The District Clerk was advised by legal counsel to document the number of times a reminder is sent to the board member to take the courses. The Board of Education may act to remove the board member, even though the Commissioner has ruled that lack of the training is not sufficient to remove a board member from office. This policy was tabled to the next meeting as a new policy update was just received from NYSSBA.
2521 - School Board Conferences, Conventions, Workshops	Reviewed, no changes.
2550 - Board Member Compensation and Expense	The Policy Committee discussed whether the Board President should be given the authority to select someone to replace a board member who unexpectedly can not attend a conference, without the approval of the board. The District Clerk felt that no board member should have the authority to make decisions of the full board. The Policy Committee agreed that the revisions to the policy would allow the Board to approve more than one alternate to attend an event in case of an emergency cancellation. Recommendation for First Reading.
2700 - Board-Staff Communications	Reviewed, no changes.
6240 - Investments	The Investments policy is required to be reviewed annually. The Assistant Superintendent for Business reviewed the policy and regulation. She made recent changes to the regulation dated Feb. 5, 2020. Changes were made to the sections about collateral and "irrevocable letter of credit". This change was on the advice of our financial consultants. The language just makes the practice of what we do clearer. Irrevocable letters of credit are a strong collateral tool. This policy is shared with potential banks when the district is looking to borrow money. Reviewed, no additional changes.

6700 - Purchasing	The Purchasing policy is required to be reviewed annually. The Assistant Superintendent for Business reviewed the policy and regulation. Board members on the committee shared how happy they are about the quality of the bid reports from the Purchasing Agent. Reviewed, no changes.
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#### 4. Cell Phone Policy

The Policy Committee discussed the current cell phone policy in the Code of Conduct. There has been an issue with students recording staff members and other students on their cell phone and the video being used as evidence in a disciplinary hearing, or shared on social media. Recorded video has the potential to be edited from its original recording and puts the administration in a difficult situation. In addition, from a legal perspective, the video from a student's cell phone is not from the district surveillance system, nor is it actual witness testimony because you can't ensure its authenticity.

Members of the Policy Committee discussed that cell phones should be banned for Grades K-8. They should be muted and put away in the cubby or in a backpack. Students at the secondary level are using cell phones in the bathroom and in locker rooms. The trouble is enforcing a non cell phone policy. The current policy permits the use of cell phones in the lunchroom and in the classroom, with permission of the teacher/administrator for educational purposes. A no cell phone policy would require teacher buy-in and acceptance as the building culture. Disabling the school's wifi is not an option as it is a potential safety issue if there is an emergency and administration has to contact law enforcement.

The Policy Committee discussed the enforcement of a no cell phone policy. If a student is caught with a cell phone for the first time, the phone would be taken for the entire day. The second time the student is caught with a cell phone, the parent would be required to come to the school to pick up the phone.

The item was tabled for further discussion at the next Policy Committee meeting.

#### 5. Communications Policy

The Board wants to ensure that the district communicates with parents when potentially disturbing events occur. Parents should be notified about an incident, as long as it doesn't impede the investigation. The Policy Committee

requested that Policy 1000 - Community Relations be modified to “**promptly notify the affected parents about incidents related to the health, safety, and welfare of students, as permitted under the protections of the law.**” The District Clerk will revise the policy and bring a draft to the next Policy Committee meeting.

The next meeting of the Policy Committee is scheduled for **Wednesday, April 1 at 4:00 p.m. at the District Office.**

The meeting was adjourned at 5:13 p.m.