

Policy Committee Meeting Minutes

Wednesday, November 3, 2021

5:00 p.m.

District Office Board Room

Attendees: Peggy Kelland, John S. Morgan (arrived 5:04 p.m.) Eddy Slosower, John Lumia, Daren Lolkema, Alberta Pedro

Guest: Kristen Crandall, Assistant Superintendent for Finance and Business Development

The meeting was called to order at 5:01 p.m. by Chairman Peggy Kelland. There was no one from the community in attendance.

1. **Approval of Minutes** - Motion to approve the October 4 minutes. Motion by John Lumia, second by Daren Lolkema. Vote taken.
Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro
Motion carried.

2. **5140- Entrance Age**

Mr. Lolkema requested that this policy be revised to clarify four different scenarios for entrance of students into either kindergarten or grade 1. The committee briefly discussed suggestions for revisions to sentence structure.

Policy 5140 Entrance Age was recommended by First Reading.

Motion by John Lumia, seconded by John S. Morgan. Vote Taken.

Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro

Motion carried.

3. **Three Year Policy Review**

Policy	Discussion
6240 Investments (and regulation)	There were no revisions to the policy. Ms. Crandall will review the comments submitted regarding the regulation, as the regulation is the operationalization of the policy and for administration.

	<p>Motion to note Policy 6240 as reviewed made by John Lumia, seconded by John S. Morgan. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6245 GASB 54 - Fund Balance	<p>Minor grammatical changes were made as well as the addition of "to the greatest extent possible" in the second sentence at the end of the document. The committee also discussed whether to include what should be done with excess fund balance money but this was not supported for inclusion in the policy, as it would tie the hands of the board in the use of these funds.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Daren Lolkema. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6410 Authorized Signatures	<p>Minor grammatical changes and updates to employee titles were made.</p> <p>Motion to recommend for First Reading made by John S. Morgan, seconded by John Lumia. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6600 Fiscal Accounting and Reporting	<p>Minor grammatical changes and updates to employee titles were made. The committee also decided to insert the words "of the Board of Education" to make it clearer that the report will be adopted by resolution of the Board of Education.</p> <p>Motion to recommend for First Reading made by Eddy Sloslower, seconded by John Lumia. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6645 Capital Assets Accounting	<p>Minor grammatical changes and updates to employee titles were made.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Daren Lolkema. Vote Taken.</p>

	<p>Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro</p> <p>Motion carried.</p>
6650 Claims Auditor	<p>Minor grammatical changes were made.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Eddy Sloslower. Vote Taken.</p> <p>Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro</p> <p>Motion carried.</p>
6600 Fiscal Accounting and Reporting	<p>Minor grammatical changes were made, as well as the addition of "through the Audit Committee", as recommended by Ms. Crandall.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Eddy Sloslower. Vote Taken.</p> <p>Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro</p> <p>Motion carried.</p>
6670 Petty Cash (and regulation)	<p>Minor grammatical changes were made. The committee also discussed that schools and various departments in the district keep \$100 cash to be used for anything under \$25. They can request additional funds through a transfer from the supply budget code, for example.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by John S. Morgan. Vote Taken.</p> <p>Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro</p> <p>Motion carried.</p>
6680 Internal Audit Function	<p>Minor grammatical changes were made.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Daren Lolkema. Vote Taken.</p> <p>Yes: Peggy Kelland, Daren Lolkema, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro</p> <p>Motion carried.</p>
6690 Audit Committee and Exhibit (Charter)	<p>Minor grammatical changes were made to the policy.</p> <p>The committee discussed the Membership section of the charter. It was noted that community members who serve</p>

	<p>on the Audit Committee can not be related to an employee of the district. This does not apply to members of the Board of Education who serve on the Audit Committee. It was discussed whether a distinction could be made regarding school district retirees (who receive a pension and health benefits) who have either a spouse or child who are employed in the district and if that would preclude them from serving as a community member on the Audit Committee. Ms. Crandall explained that the district does not provide the pension (which is through the State Retirement System), so that would not impact whether the person could serve. The district does provide health insurance to retirees, but the State is not that specific with regards to serving on the Audit Committee. The language in the charter is taken from the guidelines for membership provided by the State and General Municipal Law.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by John S. Morgan. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6800 Payroll Procedures	<p>Minor grammatical changes and updates to employee titles were made.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Eddy Slosower. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
6830 Expense Reimbursement (and regulation)	<p>Minor grammatical changes were made. The committee discussed if board members could be reimbursed for travel to committee meetings or events. It was noted that the policy states in the first paragraph that members of the Board would be reimbursed for expenses “which are legally authorized”. Since the board approves all attendance at conferences and related travel, the committee added the word, “only” to provide additional clarification.</p>

	<p>Motion to recommend for First Reading made by John Lumia, seconded by Daren Lolkema. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
<p>6900 Disposal of District Property</p>	<p>Minor grammatical changes and updates to employee titles were made. Motion to recommend for First Reading made by John S. Morgan, seconded by John Lumia. Vote Taken. Yes: Peggy Kelland, Daren Lolkema, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro Motion carried.</p>
<p>8500 Food Service Management</p>	<p>Ms. Crandall recommended an additional sentence at the end of the policy, as follows: "An annual presentation of the school food service department will also be provided along with the annual operating budget proposal." Motion to recommend for First Reading made by John Lumia, seconded by John S. Morgan. Vote Taken. Yes: Peggy Kelland, Eddy Slosower, John S. Morgan, John Lumia, Alberta Pedro Not Present: Daren Lolkema Motion carried.</p>
<p>8700 Insurance</p>	<p>Minor grammatical changes were made. The committee discussed adding protection of personal information and computer systems. While this type of policy is not required, the district's current policy does contain a cyber security rider. The committee felt it was important to add the language, "The district will procure a cyber security rider" to ensure the district had this level of protection. It was also clarified that there is no employee in the district that has a life insurance policy that the district owns. There are staff members who get reimbursed for the cost paid for a life insurance policy.</p>

	<p>The committee also discussed when considering the purchase of insurance that the financial rating and strength of the insurance carrier be added as a criteria. Ms. Crandall advised that the District is required to look at the lowest “responsible” bidder. The company’s financial rating and strength could technically fall under “responsible”. In addition, the financial rating and strength could fall under “other relevant factors”, which is stated in the policy.</p> <p>Motion to recommend for First Reading made by John Lumia, seconded by Daren Lolkema. Vote Taken. Yes: Peggy Kelland, Eddy Sloslower, John S. Morgan, John Lumia, Alberta Pedro Not Present: Daren Lolkema Motion carried.</p>
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4. Next Meeting Date

The next Policy Committee Meeting will be on **Wednesday, December 1 at 5:00 p.m. in-person at the District Office.** Chair Kelland will review the 6000-9000 policies and provide the District Clerk with an agenda for the next meeting.

5. Adjournment

Motion to adjourn made by John Lumia, second by Daren Lolkema.
Vote taken.

Yes: Peggy Kelland, Eddy Sloslower, John S. Morgan, John Lumia, Daren Lolkema, Alberta Pedro

Motion carried.

The meeting was adjourned at 5:40 p.m.