

**Policy Committee Meeting Minutes**  
**Wednesday, January 19, 2022**  
**5:00 p.m.**  
**District Office Board Room**

**Attendees:** Peggy Kelland, Daren Lolkema, Alberta Pedro

**Not Present:** John S. Morgan, Eddy Slosower, John Lumia (ex-officio)

**Guest:** Kristen Crandall, Assistant Superintendent of Finance (left at 5:17 p.m.)  
Ron Broas, Director of Facilities and Operations (left at 5:17 p.m.)

The meeting was called to order at 5:03 p.m. by Chairman Peggy Kelland.  
There was no one from the community in attendance.

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1. **Approval of Minutes** - Motion to approve the December 1 minutes, as stated.  
Motion by Daren Lolkema, second by Alberta Pedro. Vote taken.  
Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro  
Motion carried.
  
2. **Three Year Policy Review**

<b>Policy</b>	<b>Discussion</b>
6700 Purchasing (and regulation)	Besides grammatical and title changes, the committee revised the policy to include “minority and women owned business” as required by the federal regulations for bidders/contractor purchasing. Motion to approve Policy 6700 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.
6710 Purchasing Authority	Only grammatical and title changes were made to the policy. Motion to approve Policy 6710 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.

6740 Purchasing Procedures (and regulation)	<p>This policy was updated to reflect the actual process for generating purchase orders through the financial software. Motion to approve Policy 6740 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.</p>
8332 Use of Cell Phones (new regulation)	<p>In the past cell phone bills were based on the number of minutes; however, most cell phone bills now include unlimited talk minutes. In the past, cell phone bills could be itemized so that personal phone calls could be charged to the employee who would reimburse the district. Therefore, sentences related to this past practice were deleted.</p> <p>Motion to approve Policy 8332 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.</p>
8334 Use of Credit Cards (new regulation)	<p>The district does not have any credit cards made to an individual person. There is one Mobil credit card account with two cards that is used by the Transportation Department for trips or on weekends. Therefore, since there are no individuals assigned to a credit card, the first sentence in the second paragraph was deleted.</p> <p>Motion to approve Policy 8334 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.</p>
8413 Transportation for Nonpublic School Students and Day Care/Babysitter	<p>This policy is directed by NYS guidelines. Only one grammatical change was made.</p> <p>Motion to approve Policy 8413 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.</p>
8414 School Bus Safety	<p>This policy is directed by NYS guidelines. Some grammatical changes were made.</p> <p>Motion to approve Policy 8414 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro</p>

	Motion carried.
8414.5 Alcohol and Drug Testing of Drivers (and regulation)	This policy aligns with NYS law and the employee contract. Some grammatical changes were made. Motion to approve Policy 8414.5 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.
8416 Special Use of School Buses	The committee discussed that several years ago this was done for the Special Olympics. Some grammatical changes were made. Motion to approve Policy 8416 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.
8421 Use of District-Owned Vehicles (and regulation)	Only grammatical and title changes were made to the policy. Motion to approve Policy 8421 for First Reading made by Daren Lolkema, second by Alberta Pedro. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried.
4000 - Student Learning Standards and Instructional Guidelines	Dr. Cardwell recommended changes to this policy to include changing all references to “professional development” to “professional learning”, which is consistent with the recommendation made previously by the state and NYSSBA. In addition, revisions were made to reflect the district’s instructional program alignment to the New York State Learning Standards. Motion to approve Policy 4000 for First Reading made by Alberta Pedro, second by Daren Lolkema. Vote taken. Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro Motion carried

### 3. Tabled Policies

- **4430 Student Schedule and Course Loads**
- **5110 Attendance Zone**
- **5152 Admission of Non-Resident Students**

Motion to table policies 4430, 5110, and 5152 to the next committee meeting to allow for input from board members who were not able to attend this meeting. Motion by Daren Lolkema, second by Alberta Pedro. Vote taken.  
Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro  
Motion carried.

4. **Next Meeting Date**

The next Policy Committee Meeting will be on **Wednesday, February 2 at 5:00 p.m. in-person at the District Office**. The agenda will include policies from the Three Year Review related to Safety and Security, as well as tabled policies related to student learning. Dr. Michelle Cardwell will be invited to attend.

5. **Adjournment**

Motion to adjourn made by Daren Lolkema, second by Alberta Pedro. Vote taken.

Yes: Peggy Kelland, Daren Lolkema, Alberta Pedro

Motion carried.

The meeting was adjourned at 5:20 p.m.