

**Policy Committee Meeting Minutes**  
**Wednesday, February 5, 2020**  
**4:00 p.m.**  
**District Office, Multi-purpose Room**

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

**Guest:** Ron Broas

There was one member of 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 John Lumia to approve the Policy Committee Minutes of January 8, 2020. The motion was seconded by Michael Lopez. Vote taken.

Yes: Peggy Kelland, Michael Lopez, Eddy Sloshower, John Lumia, Dwight Bonk, Alberta Pedro

Motion carried.

2. **Policy 1500-R: Public Use of School Facilities Regulation** -

The Policy Committee discussed the need to clarify the language in respect to how groundskeeper fees would be charged. Organizations would be charged two hours before and two hours after the event to cover the groundskeeper overtime rate. There are no groundskeeper fees charged for the length of the event. The Policy Committee discussed the fee schedule for community usage. The fees should include the \$50 registration fee (waived for Tiers 1-3), \$50 per hour for the event, and \$67.50 hourly wage for the groundskeeper -- two hours before and two hours after the event (total minimum of 4 hours per event). When there are back to back events by multiple organizations, the groundskeeper fee would be split between the organizations. The groundskeeper would be responsible to open the field, inspect, and prepare the field and facilities at the beginning of the event; and inspect, clean, and close the field and facilities after the event. The Policy Committee clarified that if two organizations are using the turf field back to back, the two organizations will split the time, so that the group in the morning will pay the two hour morning fee and the group in the afternoon will pay the two hour afternoon fee.

The goal is to make the fields available to the community at a reasonable price while ensuring that all costs are covered to maintain the fields and to pay the staff overtime per contractual obligations.

The Policy Committee agreed by consensus to revise the groundskeeper fee section of the Fee Schedule, as follows:

**Groundskeeper fees (at the rate of \$67.50/hour) will be charged for 2 hours before the event to open, prepare, and inspect the fields and facilities and 2 hours after the event to inspect, clean, and close the fields and facilities. When events overlap, the fee for the 2 hours after the event will be split between the organizations.**

District Clerk Pedro will prepare the revisions to the Premier Turf Field section of the Fee Schedule. Recommended for 1st Reading at the Feb. 10 Board meeting.

Ron Broas was excused from the meeting.

The Policy Committee discussed the following policies on the agenda:

| <b>Policy</b>               | <b>Discussion</b>  |
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| 1500-R                      | The Policy Committee discussed the non-payment of invoices for facility usage. In the past overdue invoices were not monitored. An audit revealed approximately \$54,000 overdue from outstanding facility usage invoices prior to the year 2015. The district currently sends an invoice to an organization to remit payment within 2 weeks of the invoice date. The district attempts three invoices; then the organization is marked "DO NOT RENT". Members of the committee suggested adding language to the regulation that if organizations do not pay in 30 or 60 days, they are not able to make any future reservations for facility usage. The Policy Committee requested the District Clerk find examples of other districts and see how they address non-payment of facility invoices. This item was tabled to the next committee meeting. |
| 9120.1 Conflict of Interest | A recent audit of the Conflict of Interest Policy recommended the addition of the word "agent" to the first paragraph, as follows:   |

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|                                 | <p>The Board of Education is committed to avoiding any situation in which the existence of simultaneous, conflicting interests in any officer, <b>or</b> employee, <b>or agent</b> may call into question the integrity of the management or operation of the school district.</p> <p>Recommended for First Reading on 2/10/2020.</p>  |
| 4531 - Field Trip               | <p>Superintendent Carrion requested a revision to the Field Trip policy to include requiring Board approval for overnight in-district field trips, such as the John Jay Student Government Awake-A-Thon.</p> <p>Trips in excess of one day involving overnight travel <b>or overnight in-district events (i.e. Awake-A-Thon) must <del>should</del></b> be approved by the Board of Education prior to making any commitments or arrangements.</p> <p>Recommended for First Reading on 2/10/2020.</p>  |
| SEPAC/SEPTA                     | <p>The Committee was asked by administration to discuss whether SEPAC was a district sponsored organization or a PTA and therefore separate from the school district. It was indicated that there is a special education law that requires school districts to provide “training” to special education parents. If there is no SEPAC, how does the district fulfill this requirement? The District had a SEPAC years ago, established to improve communication between the district and parents. SEPAC had disbanded because attendance at meetings dropped.</p> <p>The Policy Committee did not have enough information about the difference between a SEPAC and SEPTA, and did not know how the district provides an educational forum to special education parents. Dr. Bonk indicated he would contact Arlington CSD as they have a SEPTA in their district. The District Clerk was asked to reach out to NYSSBA to see if they had any resources or policies that address a special education parent group. This item was tabled to the next committee meeting.</p> |
| 2350 - Board Meeting Procedures | No changes. Reviewed 2/5/2020.   |
| 2351 - Quorum                   | No changes. Reviewed 2/5/2020.   |

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| 2352 - Rules of Order  | No changes. Reviewed 2/5/2020.   |
| 2382 - Broadcasting and Taping of Board Meetings             | The Committee discussed whether community members had to inform the Board or District Clerk when they were recording at a board meeting. There is no requirement to do so. No changes. Reviewed 2/5/2020.  |
| 2390 - Board Hearing   | The District Clerk informed the Board members of her process of posting a Special Meeting and a Public Hearing. The notifications are provided by Public Announcement to two newspapers, to all 15 school buildings for posting where parents and visitors can see it, on the district calendar and website, via Rewind, and via fax to all the municipalities. No changes. Reviewed 2/5/2020.   |
| 1000 - Community Relations Goals                             | No changes. Reviewed 2/5/2020.   |
| 1230 - Public Participation at Board Meetings                | No changes. Reviewed 2/5/2020.   |
| 1400 - Public Complaints                                     | The Policy Committee agreed that additional language should be added to the policy to provide the chain of command for complaints. It is common that parents will go directly to the Superintendent or the Board of Education before giving the buildings time to resolve an issue. The District Clerk will review the retired policy which provided a bulleted list of the order in which complaints should be addressed. This item was tabled to the next committee meeting. |
| 1420 - Complaints about Curricula or Instructional Materials | No changes. Reviewed 2/5/2020.   |
| 1511 - Advertising in the Schools                            | The way the first sentence of the policy is written seems to prohibit a student from wearing a t-shirt with their parent's business logo on it or a hat with a local business logo. The Committee felt this wasn't the intention of this policy and hopes to clarify the language by contacting  |

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|  | NYSSBA. This item was tabled to the next committee meeting. |
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The next meeting of the Policy Committee is scheduled for **Wednesday, March 4 at 4:00 p.m. at the District Office.**

Motion to adjourn the meeting made by John Lumia, seconded by Eddy Slosower.

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

Motion carried. Unanimous.

The meeting was adjourned at 5:09 p.m.