

Policy Committee Meeting Minutes
Wednesday, July 24, 2019
1:00 p.m.
RCK Annex

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

Guest: Michelle Cardwell

There were no community members present at the meeting. The meeting was called to order at 1:16 p.m. by the District Clerk.

1. **Nominate Chair of the Policy Committee** - Eddy Slosower nominated Michael Lopez as chairman of the Policy Committee. There was no second.

Michael Lopez nominated Peggy Kelland as chairman of the Policy Committee. The nomination was seconded by Eddy Slosower. Vote taken.

Yes: Peggy Kelland, Michael Lopez, Eddy Slosower.

Motion carried.

Peggy Kelland was elected chair of the Policy Committee.

Mr. Lumia indicated that as ex-officio member of the committee, he does not intend to vote.

2. **5-Year Policy Review Plan**

The policy manual is online in BoardDocs and divided by policy and regulation. Chairman Kelland provided background regarding the recently completed NYSSBA policy review project, which took 2.5 years to complete. The Committee agreed that it is much more manageable to conduct a review of all local policies in the policy manual on a five year cycle. The District Clerk compiled a list of the policies for review over a five year period. The average number of policies to review on a five year cycle is approximately 35. Depending on the number of policy installments from NYSSBA in a given year, the Committee may be able to complete additional review of policies from the list.

3. **NYSSBA Special Installment** - reviewed by school attorney and Mr. Zipp
 - a. **5420 Student Health Services** - the Committee agreed not to modify the policy related to religious exemptions for immunizations at this time due to pending legal action in the courts. However, the paragraph regarding the administration of naloxone to students and staff suspected of having an opioid overdose will be deleted from policy 5420, as NYSSBA has issued a new policy specific related to this topic (see policy 8121.1). The Policy Committee recommended Policy 5420 for First Reading.
 - b. **8121.1 Opioid Overdose Prevention** - Option 2 was selected in order for the school nurse to administer the treatment pursuant to a non-patient specific order. The Policy Committee recommended Policy 8121.1 for First Reading.

4. **1222 - Relationship with Booster Organizations**

Members of the ad hoc sub-committee met to discuss the booster policy and provide a recommendation to the Policy Committee. There are a few new forms which are being presented to the Policy Committee, including a pamphlet entitled *Protocols and Guidelines for Athletic & Music Booster Clubs*, a Registration Form, and a Fundraising Form. The Registration Form will require booster clubs to obtain a Federal Tax ID number so that there is a separate booster club account from a personal account. All fundraising activities will need to be approved or denied by the Principal or Central Office Staff. The District has no authorization to request an accounting of the money collected by Booster organizations.

The Policy Committee reviewed the pamphlet and suggested that the title be more general to cover all booster organizations, therefore the title of the pamphlet was changed to *Protocols and Guidelines for Booster Clubs*.

Legally, there is no administrative control over booster organizations. It was mentioned that if a booster club elects a relative as a booster club president, there is no control over who they elect. The District made several changes, which are effective immediately, including:

- Coaches are not permitted to collect money on behalf of a booster club (see pamphlet).
- The coach is allowed to work for a booster club as a stipend; the booster club can hire the coach.
- The booster clubs are not allowed to distribute flyers via District email.
- All booster clubs must follow the proper facilities usage, fees, insurance, and required food permits. They may not use the District logo and need a

disclaimer that the event is not affiliated with the District. Participation is not a feeder program to the District teams.

The Committee agreed that these changes address a lot of the concerns expressed by parents.

The Committee reviewed and discussed the Registration Form. One of the items required for submission in order to register with the District as a booster organization is a current bank statement. The Committee requested the District Clerk follow up with the attorney on whether we should request a bank statement from booster organizations in light of the fact that the District does not want to provide or appear to provide oversight of a booster organization. The Committee also suggested perhaps instead requesting a letter from the bank stating that the organization holds an account; that way we can confirm that an account in the organization's name exists for the collection of monies rather than deposits into a personal account.

The Board and booster clubs do overlap with regard to the approval of overnight field trips. The District does not pay for transportation or make any travel arrangements, however, the groups are using District uniforms, thereby representing the District. There needs to be a process in place to ensure there are proper chaperones for the activity. The goal is to protect the District from liability.

The Committee members expressed that it must be known that there will be ramifications for not following the guidelines. It was discussed whether students must pay to participate in off-season camps in order to participate on District teams. Unfortunately, selection of athletes and playing time is at the coach's discretion and based on the integrity of the coach. Coaches reapply for the position on an annual basis. The District sends out a Global email when there is a vacancy for a coach, however, a coach who has worked for many years is recommended annually. There are approximately 100 postings that would go out internally if all coaching positions were advertised on an annual basis. The Policy Committee recommended that Human Resource send out an internal global for coaches starting in the winter. Coaches need to re-apply for their position on a yearly basis.

The Policy Committee recommended Policy 1222 for First Reading, pending attorney feedback on requesting a bank statement.

- a. **1500 Public Use of School Facilities** - Language was added to the regulation regarding the use of facilities during summer and breaks, as well as the need for a temporary food service permit when food is being handled or served at community events on school district facilities.
- b. **1510 Public Sales on School Property and General Fund Raising** - A Fundraising Form must be completed for any fundraising activity and receive approval. Vending machines are on a timer to prevent certain products from being sold during the school day. Soda should not be sold from a cooler during school hours, as it is prohibited. Signs identifying the organization sponsoring the fundraising activity should be displayed. Policy 1510 is recommended for First Reading, as amended.
- c. **1800 Donation, Gifts, and Grants to the District** - Requested changes to the policy that letters of appreciation be sent by the building principal or department benefitting from the donation. Recommended for First Reading.

Dr. Bonk added that the Booster Club policy will begin a new process of collecting the Registration Forms with the required documentation in order to register with the District. There needs to be a central database at the District Office to ensure consistency. There are over 30 booster clubs and approximately 10-12 active booster clubs who use facilities and coordinate overnight field trips. This will necessitate additional clerical work that may require a stipend. That person would be responsible for taking in all the Registration Forms. They will accept the Registration Forms but not provide oversight or management of the booster organizations. At this time there is no way to judge what the stipend may entail as we can not anticipate the amount of time it will need. Dr. Cardwell will speak to Kristen Crandall to seek her input about determining a rate of pay for the person. The Committee discussed taking small steps to begin to implement the booster club policy. The person would need to communicate with the booster clubs that forms have been received and then let facilities know that they will be forwarded to the Athletic Department.

6. Adjournment

Motion to adjourn made by John Lumia, seconded by Michael Lopez. All in favor. Unanimous.

The Policy Committee adjourned at 2:25 p.m.