

The **POLICY MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the Chestnut Street Board Room on October 5, 2010 at 7:33 p.m.

\*\*\*\*\*

**PRESENT:** Ms. Lotito, who presided, and six other members of the Board: Mr. Brita, Ms. Di Miceli, Mr. Ejnes, Mr. Mariano, Ms. Rilling and Mr. Schindler. Also present were Mr. Hogan, Ms. Peluso, Mr. Cunningham, Mr. Sheahan, Ms. Girolamo, staff members and members of the community.

\*\*\*\*\*

Under **POLICY MATTERS** action was taken as follows:

The following policies were discussed and decisions were made as indicated:

**Docket #0-76: Existing Policy 1340 – Community Use of School District Facilities**

**Application and Permit** – It was unanimously agreed that the Application and Permit Form be placed on the October 19<sup>th</sup> Business Meeting for adoption by the Board, with the following changes: Under #1 – last sentence to read “School activities take precedence in the use of school buildings and the Board **and Administration reserve** the right to cancel any reservations. #5 – **Add fee charges and non-profit or for-profit box** to the application.

Also discussed was #11 – “storage purposes.” Administration will speak with counsel regarding insurance on storage bins kept on District property.

Ms. Rilling questioned the “peanut products” listed on the front page of the permit. It was explained this is a “peanut free” school and that must be kept there. Mr. Mariano

questioned #6 about a “cafeteria employee MUST be present” when using the cafeteria, and that was confirmed. He also asked for confirmation on District personnel opening and closing the concession stand.

**Docket #0-77:**            **Proposed Policy – Health Insurance Reimbursements** – It was unanimously agreed that this Policy be placed on the October 19<sup>th</sup> Business Meeting for adoption by the Board.

**Docket #0-78:**            **Existing Policy – Superintendent Evaluation** – It was unanimously agreed that this Policy be placed on the October 19<sup>th</sup> Business Meeting for adoption by the Board, with the following change: Last paragraph to read “The **procedures** the Board uses for evaluating the Superintendent shall be filed in the District office and available for review by any individual no later than September 10<sup>th</sup> of each year.”

**Docket #0-79:**            **Proposed Policy – Student Physicals** – It was unanimously agreed that this Docket be tabled to the December policy meeting.

**Docket #0-80:**            **Policy 3443 – Investments** - It was unanimously agreed that this Docket be tabled to the December policy meeting. A change on line #4 to read “Business Official” instead of Assistant Superintendent for Business. The Board will also review the Administrative Regulations on this policy.

**Docket #0-80:**            **Policy 3444 –Purchasing** - It was unanimously agreed that this Docket be placed on the October 19<sup>th</sup> Business Meeting for adoption by the Board with the following changes and additions:

First paragraph, sixth line to read, “All purchasing transactions are conducted through **the business office ...**” Second paragraph, first sentence to read, “Competitive bids or quotations shall be solicited in connection with all purchasing **when required by law or**

**Board policy.**” Third paragraph, first sentence to read, “All purchase contracts for commodities, materials, equipment or supplies and all public work contracts that are above the current aggregate expenditures as specified by current General Municipal Law shall be awarded on the basis of public advertising and competitive bidding.” After the sixth paragraph, the addition of the following three paragraphs:

In accordance with law, the District shall give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats at the same time that regular format instructional materials are made available to non-disabled students. The term “alternative format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of a BOCES), including, but not limited to, Braille, large print, open and closed captioned, audio or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulations and guidelines set forth by the Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the District may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the District avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the District in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

**Docket #0-82:**            **Policy 4100 – Employee Code of Ethics** - It was unanimously agreed that this Docket be tabled to the December policy meeting.

**Docket #0-83:**            **Policy 5120 – High School Attendance** - It was unanimously agreed to make this a District-wide statement and that this Docket be tabled to the February policy meeting. Ms. Di Miceli would like to implement recognition of 100% attendance to this policy.

Under Consideration of policy items for future meetings – Wire transfers.

At 8:42 p.m., upon motion of Ms. Rilling, seconded by Mr. Brita, and carried by seven, the Policy Meeting was adjourned to Executive Session, which ended at 10:40 p.m.

---

Kathryn Girolamo, District Clerk