The **POLICY/AUDIT COMMITTEE MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the Chestnut Street Board Room on December 9, 2008 at 7:36 p.m.

PRESENT: Ms. Lotito, who presided, and four other members of the Board: Mr. Brita, Mr. Ejnes, Mr. Kaye, Mr. Mariano and Mr. Whelpley. Ms. Rilling was absent. Also present were Mr. Hogan, Ann Peluso, Richard 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:

<u>Docket #8-160</u>: <u>Existing Policy 3160 – Transfer of Funds between Categories</u> – It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board, with the addition of "End of year transfers, transferred after the close of the fiscal year as part of the closing process, will not need prior Board approval."

<u>Policy – Evaluation of Superintendent</u> – Board action on this docket took place later in the meeting.

<u>Docket #8-162</u>: <u>Proposed Policy – Communicable Diseases</u> – It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board.

<u>Docket #8-163</u>: <u>Proposed Policy – Staff Use of Laptop Computers</u> - It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board with the following changes:

First line to read "The Board of Education recognizes that certain District employees may be required to utilize and, therefore, may be issued laptop computers in order to fulfill their job responsibilities. (Refer to Policy 5170 – Internet Acceptable Use Policy.)"

<u>Docket #8-164</u>: <u>Proposed Policy – Harassment, Hazing & Bullying</u> - It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board with the following changes:

First paragraph, first and second lines to read: "The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, equality and safety from verbal and physical abuse. The Board recognizes that harassment, hazing and bullying are detrimental to student learning and achievement."

Remove third paragraph. Add "Definitions" from Administrative Regulations to replace third paragraph.

<u>Proposed Policy – Crisis Response</u> - It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board with the following changes:

Last line of first paragraph to read "Therefore, the Superintendent or designee shall:"

Addition to third paragraph "All media inquiries shall be directed to the Superintendent."

<u>Docket #8-166</u>: <u>Proposed Policy – Hazardous Waste and Handling of Toxic Substances by</u>

<u>Employees</u> - It was unanimously agreed that this Policy be placed on the December 16th Business

Meeting for adoption by the Board with the following change:

Third paragraph change insure to ensure.

<u>Docket #8-168</u>: <u>Proposed Policy – District Payroll Certification</u> - It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board.

At 8:20 p.m., upon motion of Ms. Lotito, seconded by Mr. Whelpley, and carried by six, the Policy Meeting was adjourned.

At 8:20 p.m., the Audit Committee meeting convened and ended at 8:47 p.m.

At 8:48 p.m. the Board reconvened the Policy meeting to further discuss Dockets 8-161 and 8-164 with counsel.

At 9:08 p.m. the Policy meeting was adjourned and the Board convened to Executive Session.

At 9:15 p.m., the Board adjourned Executive Session and reconvened the Policy meeting to discuss Docket 8-161, Evaluation of the Superintendent.

<u>Policy – Evaluation of Superintendent</u> – It was unanimously agreed that this Policy be placed on the December 16th Business Meeting for adoption by the Board with the following change:

Keep only first and last paragraphs.

The Board of Education then adjourned the Policy meeting and reconvened its Executive Session to discuss legal and personnel matters and ended at 11:15 p.m.

Kathryn Girolamo, District Clerk	

Docket #	
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The **AUDIT COMMITTEE MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the Chestnut Street Board Room on December 9, 2008 at 8:20 p.m. Also in attendance were Jeannine Kurs and Risa Monroe.

Each member was handed a draft Internal Auditing Report for their reference.

Bob Armbrecht and Patty Nelson, representatives of Sheehan and Company, presented the Board with their overall findings from their internal audit. Mr. Armbrecht informed the Board that, compared to other districts, he was very impressed with our District procedures. He commented on the payroll observations and had a tough time finding any issues that needed to be upgraded or fixed. The District's internal controls are excellent.

Ms. Nelson covered attendance issues including sign-in sheets, what happens to sign-in sheets after completion, distribution of checks and the legitimacy of employees. Overall her report stated that the District has very good controls and she found little problems with our system.

The Board of Education then adjourned the Audit Committee meeting and reconvened the Policy portion of the meeting

Kathryn Girolamo, District Clerk	