

The **POLICY MEETING/WORK SESSION** of the Board of Education West Hempstead Union Free School District was called to order in the Chestnut Street Board Room on December 11, 2007 at 7:39 p.m.

PRESENT: Ms. Lotito, who presided, and four other members of the Board: Mr. Brita, Mr. Kaye, Mr. Mariano and Mr. Whelpley. Ms. Rilling and Mr. Trocchia were absent. Also present were Mr. Hogan, Ms. Peluso, Mr. Cunningham, Ms. Bryant, 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 #7-97: Existing Policy 2150 – Staff Recruiting and Hiring For Certificated Positions

It was unanimously agreed that this Policy be tabled to the next Policy meeting.

Docket #7-101: Existing Policy 5159 – Reporting Child Abuse and Maltreatment

It was unanimously agreed that this Policy be tabled to the next Policy meeting.

Docket #7-153: Proposed Policy – School Board Use of Electronic Mail

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendments as follows:

- The word simultaneously will be removed from the first paragraph.
- In Paragraph “A” “or for other communication” will be omitted.
- In Paragraph “D” instantaneous will be changed to instant and the word simultaneously will be removed.

Docket #7-154: Existing Policy 2450 – Safety in School Buildings and on Grounds

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendments as follows:

- In the fourth paragraph the words “of West Hempstead” will be omitted.
- In the paragraph under Security of Buildings and on Grounds the words “Security Personnel” will replace “duty teacher.”

Docket #7-155: Existing Policy 2460 – Smoking on School Property

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendments as follows:

- In the last sentence of the first paragraph after the word “vehicle” the words “designated by the District” will be added.
- In the last paragraph the words “in school buildings and” will be omitted.

Docket #7-156: Existing Policy 3160 – Transfer of Funds Between Categories

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendment(s) as follows:

- Page one will be omitted

Docket #7-157: Existing Policy 3290 – Disposition of Furniture and Equipment No Longer of Use for District Purposes

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendment(s) as follows:

- In the last paragraph the words “due to normal wear and tear” will be omitted.

Docket #7-158: Existing Policy 3533 - Insurance

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the Board with amendments as follows:

- In the second paragraph the words “Insurance Appraisal Service” will be replaced with “insurance consultant” and the word “bus” will be omitted.
- In the first sentence of the last paragraph the word “annually” will be inserted after the word review.

Docket #7-159: Existing Policy 5150 – Extra Classroom Activity

Funds/Treasurer

It was unanimously agreed that this Policy be placed on the December 18th Business Meeting for adoption by the Board.

Docket #7-160: Existing Policy 9231 – District Clerk

It was unanimously agreed that this Policy be placed on the December 18th Business Meeting for adoption by the board with amendments as follows:

- In the first sentence “Re” will be added to “Organization.”
- In paragraph #2 after the word “those” “Board members and District administrators” will be inserted.
- In paragraph #10 the typo in the word copies will be corrected.
- Add a paragraph (#12) to read “supervises all school district wide budget votes, special elections and referendums.” The number of the remaining paragraphs will be changed accordingly.

Docket #7-161: Petty Cash Funds and Cash in School Buildings

It was unanimously agreed that this Policy be placed on the December 18th Business Meeting for adoption by the board with amendments as follows:

- In the first sentence under the title Cash in School Buildings the word “locked” will be inserted before the word vault and the words “for not more than one business day” will be added at the end of the sentence.
- The first line of the second paragraph under the title Cash in School Buildings will be omitted.

Docket #7-162: Proposed Policy – Revenue and Cash Management

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the board with amendments as follows:

- In paragraph 7 the word “will” will replace “should”
- In paragraph 10 the word “will” will replace “should” and the word “reasonableness” will be omitted.
- In paragraphs 16, 17, and 18, the word “treasurer” will replace “bank account reconciler.”
- In paragraph 19 the word “will” will replace “should.”

Docket #7-163: Proposed Policy – Accounting and Fixed Assets

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the board with amendments as follows:

- In the first paragraph the words “or designee” will be added after the words Assistant Superintendent for Business.
- In the fourth paragraph the word “biennial” will replace “annual”.

**Docket #7-164: Proposed Policy – Non-Instructional/Business Operations
Financial Accountability: Allegations of Fraud**

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the board with amendments as follows:

- In the first paragraph the word “and” will be added before the word “or.”
- All italics will be removed.

Docket #7-165: Proposed Policy – Audit Committee

It was unanimously agreed that this Policy be tabled indefinitely.

**Docket #7-166: Proposed Policy – Establishing Extra-Classroom/Student
Activity Organizations**

It was unanimously agreed that this Policy be tabled indefinitely.

Docket #7-167: Proposed Policy – Student Cell Phone Use

It was unanimously agreed that this Policy be placed on the December 18th Business

Meeting for adoption by the board with amendments as follows:

- In the third paragraph after the word “therefore” the words “at the secondary level” will be added.
- In the third paragraph, after the first sentence the following sentence will be added: “At the elementary level cell phones must be turned off and placed in the students’ backpacks, pockets and the like.”
- The following sentence will be added at the end: “Cell phone cameras may never be used in locker rooms and lavatories.”

The Work Session portion of the meeting included:

Mr. Brita requested that the Administration look into the possibility of the board members having a whufsd.com e-mail address.

Mr. Kaye requested that the words “no smoking” be added to any new signs that may be ordered for the District.

Mr. Kaye requested that Docket No. 7-164 (Allegations of Fraud) be included in any District handbooks.

Mr. Hogan distributed a list of policy items that may be considered for future meetings.

At 10:25 p.m., upon motion of Mr. Kaye, seconded by Mr. Whelpley and carried by five, the Policy Meeting was adjourned.

Theresa Bryant, Deputy District Clerk