

Docket # _____

The **SPECIAL BUSINESS/POLICY MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the High School Video Conference Room on December 5, 2017 at 8:41 p.m.

PRESENT: Ms. Brohm, who presided, and six other members of the Board: Ms. Close, Mr. Cole, Ms. Greaves, Mr. Magaraci, Ms. Shinsato and Mr. Trocchia. Also present were Mrs. Sullivan-Kriss, Mr. Rehman, Mr. Glasu, Mr. Mestecky, Ms. Girolamo and members of the community.

Under **SPECIAL BUSINESS** the following dockets were discussed:

Docket #7-152: Upon the motion of Mr. Cole, seconded by Ms. Greaves and carried by seven, the Board accepted the Audit Reports for the Fiscal Year Ended June 30, 2017.

Upon the motion of Ms. Brohm, seconded by Ms. Shinsato and carried by seven, the following dockets were motioned to be adopted at the December 19, 2017 Business Meeting:

Docket #7-147: **Policy 3443 – Investments with Administrative Regulations** with the following changes:

Paragraph Two: Add last sentence to read: Investments may be made either directly from an authorized trading partner or by participation in a cooperative investment agreement with other authorized municipal corporations pursuant to General Municipal Law Article 5-G and in accordance with General Municipal Law Article 3-A.

Add Ref: General Municipal Law §§ 6-d, 6-j, 6-l, 6-n, 6-p, 6-r, **10, 11, 39; Article 3-A; Article 5-G and Local Finance Law §§ 24, 25, 165.**

Under Administrative Regulations – page 1 – Section B add:

Direct or Cooperative Investments

Investments may be made either directly from an authorized trading partner, or by participation in a cooperative investment agreement.

- A. Cooperative investment agreements may be made within certain municipal corporations: any New York State county (outside New York City), city, town, village, BOCES, fire district or school district, pursuant to General Municipal Law Article 5-G.
- B. Cooperative investment agreements, pursuant to General Municipal Law Article 3-A, must address: the governing board of the cooperative, lead participant, proportional interest, the cooperative's investment policy, contributions and distributions, apportionment of administrative expenses and costs, methodology to determine participants' interest, determination of market value at least monthly, portfolio interest rate testing at least monthly, irrevocable letter of credit, professional services, contribution confirmations, monthly statements, notification of distribution deferrals or unanticipated losses or material adverse events, annual independent audit, annual information statements, annual investment reports and governing board rating disclosure.

Add Ref:

Education Law §§1604-a; 1723-a; 3651; 3652

Local Finance Law §24.00, 25.00, 65.00

General Municipal Law §§6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39; Article 3-A;
Article 5-G

Docket #7-148: Policy 4100 – Employee Code of Ethics

Change name of policy to: Ethical Conduct for West Hempstead UFSD Public Officers and Employees

Under Standards of Conduct, Confidential Information, add the last line to read: This includes matters discussed in Executive Session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.

Page 3 after #9 add:

Distribution of Code of Ethics

The Superintendent, as Chief Executive Officer of the West Hempstead Union Free School District, shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the District within thirty (30) days after its adoption. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her officer of employment. In addition, a copy of

ADD: Article 18 of the General Municipal Law regarding conflicts of interest (Section 800-809) shall be posted in a conspicuous place to **ADD: the District's** officers and employees. (GML Section 807).

Under Ref add:

General Municipal Law §§806-808
Opn. St. Comp. 2008-01
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2107)
Application of Nett and Raby, 45 EDR 259 (2005)

Docket #7-149: Policy - 9240 Duties of District Treasurer/Deputy District

Treasurer The entire policy is deleted and replaced with the following:

Function

The District Treasurer and the Deputy Treasurer are employed by and responsible to the Board of Education for the collection, control, and disbursement of all District funds, and shall submit periodic reports as required by procedural regulations established pursuant hereto or as requested by the Board of Education or the Superintendent of schools. In addition, the District Treasurer and the Deputy Treasurer shall execute an oath of office and perform all other duties of a fiscal nature required by law, Regulations of the Commissioner of Education, or assigned by the Board of Education or the superintendent of schools.

Fidelity Bond

The District Treasurer and the Deputy Treasurer shall be bonded by law for the faithful performance of his/her duties, with sufficient security, approved by the Board in such amount as may be determined by a duly adopted resolution of the Board. The premium for such bond shall be paid by the District.

Duties

The Board directs the District Treasurer and the Deputy Treasurer to keep it informed of the financial status of the District through monthly cash reconciliation and budget status reports and annual fiscal reports. The District Treasurer and the Deputy Treasurer should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation.

The District Treasurer and the Deputy Treasurer shall perform the following duties imposed upon the office by policy, statute or law:

1. Deposit all sums of money received and collected in such bank or banks as are designated by the Board;

2. Have charge and custody of, and be responsible for, all funds and securities of the District;
3. Record on provided forms the financial transactions (cash) of the District as promulgated in the "Uniform System of Accounts for School Districts."
4. Respond to all reasonable requests for information within the scope of the Treasurer's duties from the Board or Superintendent of schools;
5. Render monthly reports to the Board of each fund showing:
 - i. cash balance on hand at the beginning of the month;
 - ii. receipts by source during the month;
 - iii. total disbursements during the month;
 - iv. cash balance on hand at the end of the month; and
 - v. reconciliation with bank statements;
6. Render a report to the Board, at least quarterly (monthly in the event that budget transfers have been made since the last report), for each fund including no less than the revenue and appropriation accounts required in the annual State budget form. This report shall show the status of these accounts in at least the following detail:
 - (1) revenue accounts:
 - i. estimated revenues;
 - ii. amounts received to date of report;
 - iii. revenues estimated to be received during balance of the fiscal year;
 - (2) appropriation accounts:
 - i. original appropriations;
 - ii. transfers and adjustments;
 - iii. revised appropriations;
 - iv. expenditures to date;
 - v. outstanding encumbrances;
 - vi. unencumbered balances;
7. Utilize for each fund a pre-numbered receipt form, printed in duplicate, to be issued by the Treasurer, original thereof to payer and a copy retained by Treasurer.

8. Sign checks and wire authorization forms for the disbursement of the funds of the District when authorized by the Board; including those for which facsimile signatures have been approved;
9. Maintain records showing the daily activity for each fund in separate funds within the financial software utilized by the District;
10. Record the following in a note register provided by the Board:
 - a. dates of the Board resolutions authorizing notes;
 - b. types of notes;
 - c. dates on which notes are drawn;
 - d. numbers of the notes;
 - e. banks from which the money was borrowed;
 - f. amounts of the notes;
 - g. the rates of interest;
 - h. dates of maturity;
 - i. dates the notes were paid; and
 - j. the amounts of principal and interest paid.
11. Reconcile all online bank transactions;
12. Discusses accounting and financial problems with the Assistant Superintendent for Business, and other responsible officials of the District;
13. Perform other such duties as may be assigned to the office by the Board.

Cross Ref: Revenue and Cash Management, 3375
Revenue and Cash Management, 3375AR
Investments 3443
Investments 3443AR

Adopted 6/21/60
Amended 12/20/94
Revised 12/19/17

Docket #7-150

Policy 9348 –Executive Sessions

First paragraph add:

....shall be held pursuant to **the provisions of the New York State Open Meetings Law.**

Add the following at the end of the policy:

Executive Sessions can be requested by any member of the Board or the Superintendent of Schools. The vote to go into Executive Session shall be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in Executive Session shall be limited to the topic(s) identified in the motion.

Individual Board members, acting on their own, shall not disclose matters discussed in Executive Session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under law.

Ref: Public Officers Law §§103, 105

ADD: Education Law §§1606; 1708(3)

Cross-ref: 4100 Employee Code of Ethics

Docket #7-151

New Policy – Student Fundraising Activities

Student Fundraising Activities

Only those organizations granted approval by the Board of Education shall have permission to solicit donations and contributions from students.

All fundraising activities must be voluntary. No direct solicitation of students is permitted on school premises during school hours. However, the Board will allow the following forms of indirect solicitation:

1. The sale of goods, services or tickets to an event (social, musical, athletic, etc.), where a portion of the funds go to a charitable purpose;
2. Allow charitable organizations to recruit students during school hours to participate in fundraising activities to be conducted off school premises and/or when school is not in session. School personnel are permitted to hang posters or distribute flyers notifying students of the out-of-school fundraising activities. However, school personnel may not act as a conduit and collect funds from students on behalf of a charity for which they recruited; and
3. Placement of a bin or collection box in a hallway or other common area for the voluntary donation of food, clothing, other goods or money. Collection of such items in the classroom or homeroom is prohibited.

Ref: NYS Constitution, Article 8 §1
Education Law §414
8 NYCRR §§ 19.6; 172.1 et seq.
Appeal of Ponte, 38 EDR 280 (1998)
Guidelines Relating to Solicitation of Charitable Donations from School Children,
SED, January 1994

At 9:00 p.m. upon the motion of Ms. Close, seconded by Ms. Shinsato and carried by seven, the Policy Meeting was adjourned to Executive Session for the purpose of advice from counsel, negotiations and personnel.

At 11:35 p.m. upon the motion of Mr. Cole, seconded by Ms. Greaves and carried by seven, the Board adjourned Executive Session back into the Special Business Meeting.

Docket #7-153: Upon the motion of Ms. Greaves, seconded by Mr. Cole and carried by seven, the Board approved the Rejection of Bids – Middle School Windows.

At 11:36 p.m. the Special Meeting was adjourned.

Kathryn Girolamo, District Clerk