



Policy Committee Meeting Minutes

Date: December 10, 2024 ~ 2:00 p.m. - 3:30 p.m.

Attendees: William McKersie, Melissa Szymanski, Maureen Caraballo, Silvia Robles, David Barone, Melissa DeLaBarrera

Key Discussions:

1. Policy 6741 - Contracting for Professional Services

- The committee reviewed the policy and agreed to a single change: increasing the RFP amount for professional services from \$10,000 to \$20,000. This updated policy will be presented for a first read at the December 17 BOE meeting.

2. Policy 5100 - Student Attendance

- The committee reviewed the updates that were made to clarify attendance procedures, including the addition of a designated attendance line for each school. Parents must notify the school via the attendance line or a written note within 24 hours of a student's return to school. Calls are made daily to follow up on unreported absences.
- Adjustments were made to ensure the policy reflects current practices and is operationally feasible, including the clarification of permissible reasons for absences and record-keeping practices. Attendance policies will be reflected in school handbooks.
- PE and block schedule adjustments were discussed, with exceptions noted due to contact time. The attendance threshold for absences in half-year and full-year courses was reviewed and revised for consistency.
- Students must attend the full school day to participate in after-school activities unless an excused absence is verified.
- For homebound students, a reference to board Policy 4327 will be included for clarity but without adding cumbersome regulatory language.
- The updates will be presented for a first read at the next meeting. Building leadership teams will update handbooks with revised attendance language. Emphasis will be placed on using clear, plain language for parents.

3. Policy 2245 - Student Liaison Representative:

- No updates were provided as it is still under review. Dr. McKersie and Andy plan to meet to address it, but the discussion has been delayed due to other priorities.
- The focus of the policy review will be the selection process.

4. Policy 0100 - Non-Discrimination and Equal Opportunity

- The committee reviewed and accepted the edits made by counsel.
- The issue of accessibility for the website was discussed, with emphasis on adding descriptions to images for those with visual impairments.
- There were discussions regarding the structure of Title IX investigations, with an emphasis on having separate individuals for investigation and determination to ensure impartiality. Edits related to this were reviewed and agreed upon.
- Changes to annual notifications and references to Title IX policies were reviewed and agreed upon.
- Policy will be presented for first read at the December 17 BOE meeting.

5. Policy 9520.6 - Rights of Employees to Express Breast Milk in the Workplace

- The committee reviewed the new policy, which is required for adoption.
- Discussion focused on the need for flexibility in lactation breaks, particularly allowing multiple breaks during a workday if necessary, consistent with New York State law.
- The policy includes provisions for paid breaks and additional unpaid breaks as needed, up to three years postpartum.
- Policy will be presented for a first read at the December 17 BOE meeting.

6. Policy 1120 - School District Records

- The committee reviewed the updates required by state regulations, specifically the obligation to notify employees when disciplinary records are requested under FOIL.
- The timing of notification has been clarified to allow for flexibility (before, during, or immediately after FOIL processing).
- Policy will be presented for a first read at the December 17 BOE meeting.

Next Steps:

Action Items:

- ☐ Dr. McKersie will review the selection process, training requirements, and attendance expectations for the student liaisons with Andy Clayman.
- ☐ Dr. McKersie will provide an update on the student liaison process at the upcoming policy committee meeting.

- ☐ Bring the proposed changes on Policies 6741, 5100, 0100, 9520.6 and 1120 for a first read at the Board Meeting on December 17, 2024.

Melissa DeLaBarrera

Submitted by:

Melissa DeLaBarrera

District Clerk