

**SPECIAL MEETING
JANUARY 28, 2020 MINUTES**

**BOARD OF EDUCATION
SPECIAL MEETING
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The special meeting of the Hempstead Public Schools Board of Education was held in the Interim Superintendent's Office, 185 Peninsula Boulevard, Hempstead, New York 11550. The meeting was called to order at 7:18 P.M., moved by Trustee Ayala and seconded by Trustee Gates. All of the Board members were present, Trustee Spleen arrived at 7:19 P.M. The purpose of the meeting was a 2020-2021 school year first budget workshop presented by the Assistant Superintendent for Business & Operations, Jamal Scott and the Assistant Business Administrator, Linda Macias.

BOARD MEMBERS PRESENT:

David B. Gates	President
Carmen Ayala	Vice President
LaMont Johnson	Trustee
Patricia Spleen	Trustee
Randy Stith	Trustee

STAFF MEMBERS PRESENT:

Regina Armstrong	Acting Superintendent
Rodney Gilmore	Associate Superintendent for Human Resources
James Clark	Assistant Superintendent for Special Projects
Jamal Scott	Assistant Superintendent for Business & Operations
Linda Macias	Assistant Business Administrator
Djuana Wilson	Assistant Superintendent for Special Education
Patricia Wright	District Clerk
John Sheahan	General Counsel
Jonathan Scher	Labor Counsel

Trustee Stith stated for the record that he objected that the meeting was not being held in a more public arena.

The Business Administrators continued with the budget overview.

Trustee Stith moved, seconded by Trustee Spleen to convene to executive session at 8:45 P.M. to discuss personnel, a particular individual and advice of legal counsel.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

Trustee Gates moved, seconded by Trustee Johnson to reconvene to open session at 10:43 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

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Trustee Stith moved, seconded by Trustee Ayala to waive policy # 2342 agenda preparation and dissemination in order to approve the items being presented at the meeting of January 28, 2020 meeting.

MOTION YES 5 MOTION CARRIED
To waive policy

Trustee Ayala moved, seconded by Trustee Johnson to approve conference attendance.

1. **RESOLVED**, that the Board of Education approve attendance to the NYSABPRL's – Legislative Conference by the New York State Association of Black and Puerto-Rican Legislators February 15-16, 2020.

MOTION YES 5 MOTION CARRIED
To approve
conference attendance

Trustee Gates moved, seconded by Trustee Stith to approve the 2nd reading of the policies indicated.

2. **RESOLVED**, that the Board of Education approves the 2nd reading of revised policies #2250 "Board Committees" and # 6690 "Audit Committee"

MOTION YES 5 MOTION CARRIED
To approve 2nd
reading of policies

Trustee Gates moved, seconded by Trustee Johnson to adjourn the meeting at 10:47 P.M.

MOTION YES 5 MOTION CARRIED
Meeting adjourned

Respectfully submitted:

Patricia Wright
District Clerk

BOARD COMMITTEES

The Board of Education may establish ~~shall have no~~ standing committees. The Board of Education shall adopt a Charge for each standing committee, which shall govern the term, purpose, composition, and operation of the committee and the selection and appointment of committee members.

Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President of the Board, subject to Board approval, and shall terminate upon completing their assignments or they may be terminated by a vote of the Board at any time.

Ref: Education Law §1708
Matter of Cooper, 10 EDR 142 (1971)

Adoption date: July 6, 2000
Revision date:

HEMPSTEAD UNION FREE SCHOOL DISTRICT

POLICY COMMITTEE AUTHORIZATION AND CHARGE

Committee Authorization

The Board of Education of the Hempstead Union Free School District has established a Policy Committee ("Committee") to assist the Board of Education in its policy functions. The role of the Committee shall be advisory only and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.

Committee Charge

The charge of the Policy Committee will be to review Board Policies for revisions and improvements put forward by Legal Counsel, Administration, District Clerk or the Board of Education. The make-up of the committee is designed to offer input on Board Policies from diverse perspectives within our community.

Committee Composition, Selection and Appointment

1. Committee membership shall be as follows:

- ____ Board Member(s), who will serve as a liaison to the Board of Education
- ____ Community members
- ____ members of Administration

2. The selection and appointment of the Committee shall be as follows:

- The Chair of the Committee will be selected and appointed by the Board of Education
- Community members shall be selected and appointed by the Board of Education.
- Members of the Administration shall be selected and appointed by the Superintendent of Schools.
- The term of a Committee member shall be ____ years and members may be reappointed by the Board of Education
- Committee members should notify the District Clerk by June 30th of the

end of the second year on the Committee to indicate their plan to continue to serve as a Committee member.

Committee Operation

1. The Committee shall operate as follows:

- Committee meetings shall have an agenda determined by the Chair, which shall be sent to the Board of Education and Superintendent at least seven (7) days prior to a meeting with the scheduled meeting date, time and location. The Committee shall not meet unless the Chair is present.
- The Committee shall meet no less than _____ times during the school year. Additional meetings will be scheduled by the Committee as may be needed.
- Committee meetings shall have minutes, which shall include, at a minimum:
 - Copies of the agenda
 - Date, time and location of the meeting
 - Committee member attendance
 - Copies of Policies, Materials and Correspondence reviewed at the meeting
 - A brief summary of topics of discussion, actions or recommendations of the Committee.
- The Committee shall make recommendations or determinations by consensus of those members present at the meeting. Consensus is defined as an acceptable solution that all can agree to support. If consensus cannot be reached, the Chair shall make the determination or recommendation. The minutes shall indicate the basis for each determination and/or recommendation to the Board. All determinations shall be subject to Board review and approval.
- The Committee shall report its progress to the Board by providing minutes of all its meetings and drafts of all Policies considered by the Committee or recommended by the Committee.
- All meetings of the Committee will be open to the public. Non-Committee members may attend meetings as observers.

6690 AUDIT COMMITTEE

The Board of Education will designate and appoint an Audit Committee for purposes of overseeing and carrying out the Board's audit policies and the performance of related duties and responsibilities. The District's Audit Committee shall be comprised of at least five members. One person shall be a Member of the Board of Education. This person will also serve as Chair of the committee. The other four members, selected by the Board of Education from the community, shall serve three (-3) year terms on a staggered schedule. Employees of the school district are prohibited from serving on the committee.

The Audit Committee shall:

- Recommend internal and external audit plans to the Board, specifying the areas of District operations to be reviewed for compliance with legal and regulatory requirements, operating efficiency and effectiveness;
- Receive and review the resulting audit reports; and propose recommendations to the Board for action as may be necessary and appropriate;
- Receive and review the report of the external auditor on any findings commented on during the annual audit report, and the management response thereto, and propose recommendations to the Board for action as may be necessary and appropriate;
- Oversee the selection of the internal auditor and the external auditor, pursuant to the relevant Board policies, and make recommendations to the Board for appointment to said positions; and
- Perform any other responsibilities outlined by the Board and/or as listed in the District's Audit Committee Charter (see attached exhibit, 6690-E).

Committee Members are required to participate in all scheduled meetings of the Committee unless they can provide a valid reason for not being able to attend. Failure to provide a valid reason for ~~non-attendance~~non-attendance of at least three meeting will ~~result in~~result in automatic removal from the Committee.

It is not the intent of the Board of Education that the Audit Committee participate in or be responsible for the day to day operations of the school district or in the decisions that are the responsibility of the Superintendent of Schools or Assistant Superintendent for Business, or the other district administrators.

Ref:

Adoption date: March 23, 2006

Adopted revision: September 16, 2010

Adopted revision: March 21, 2019

Hempstead Union Free School District