

**Board of Education
Policy Committee Meeting
July 15, 2010
Immediately Following Finance Committee Meeting**

MINUTES

Attendance: Commissioner Cruz (Chair); Commissioner Powell; Commissioner Campos (left at 7:27PM). Parent Representative: Victoria Robertson. District Staff: Chuck Johnson. Board Staff: Debra Flanagan

Commissioner Cruz convened the meeting at 7:10 p.m.

I. Introduce New Parent Representative to the Policy Committee for FY2010-11

Commissioner Cruz introduced Victoria Robertson, Parent Representative to the Policy Committee for FY2010-11. Ms. Robertson stated that she currently serves as the PTA President for School No. 12 and has also been a member of their School-Based Planning Team. Ms. Robertson has a background in electrical engineering and worked at Kodak for a number of years, before working at home to raise her two children.

II. Review and Approval of Minutes from June 16, 2010 Policy Committee Meeting

Motion by Commissioner Powell to approve the minutes of the June 16, 2010 Policy Committee meeting. Seconded by Commissioner Campos. **Adopted 3-0, with concurrence of parent representative.**

III. Feedback from the Finance Committee regarding Proposed Revisions to Current Finance Policies

Commissioner Powell explained that the Finance Committee approved two policy revisions to advance to the Policy Committee: Financial Reporting & Resolutions (6630) and Purchasing (6700). She noted that the proposed revisions simply reflect changes in NYS law and current District practice.

The proposed revision to Financial Reporting & Resolutions policy (6630) is to clarify the specific reports to be provided to the Finance Committee on an ongoing basis. The Finance Committee already receives the Quarterly Student Activity Fund Report and the Quarterly Change Order Report, which would be added to the existing policy to reflect current practice.

Motion by Commissioner Campos to approve proposed revisions to the Financial Reporting & Resolutions policy (6630) to advance to the full Board. Seconded by Commissioner Powell. **Adopted 3-0, with concurrence of parent representative.**

Commissioner Powell explained that the proposed revisions to the Purchasing policy (6700) reflect recent changes in NYS law, which increases the dollar thresholds for competitive bidding

for purchasing and for public works contracts. In addition, the proposed revision would no longer require annual policy review, but would initiate review upon changes in law or regulation.

Motion by Commissioner Campos to approve proposed revisions to Purchasing policy (6700) to advance to the full Board. Seconded by Commissioner Powell. **Adopted 3-0, with concurrence of parent representative.**

Commissioner Powell reported that two other proposed policy revisions will be addressed in the August Finance Committee meeting, after the Administration has had an opportunity for review and comment: Budget policy (6110) and Budget Adoption policy (6130).

Commissioner Powell stated that the Investment policy (6240) and Vendor Relations policy (6750) require additional research and consideration, so are not ready to be addressed at this time.

IV. Feedback from Commissioners regarding Policy Proposals

Ms. Debra Flanagan reported that she has not received feedback from any of the Commissioners regarding the three policies upon which they will be voting in the July 22nd Board Business meeting: Student Attendance, Code of Ethics, and Naming Facilities.

Commissioner Cruz stated that he also has not received any feedback regarding these policy proposals, indicating that there should be no difficulty in their passage in the Board Business meeting.

Mr. Chuck Johnson pointed out that the Conflict of Interest Reporting forms are to be disseminated and returned by October 1st, which is a shorter timeframe than originally anticipated.

V. Policy Proposals referred to Other Committees

Ms. Flanagan reported that policy proposals were referred to the Audit Committee on July 2nd regarding the Audit Committee, Internal Auditor, External Auditor, and Claims Auditor.

Action Item: Ms. Flanagan will prepare a memo from Commissioner Cruz to Commissioner Williams (Chair of the Audit Committee) to request that review of these policy proposals be included in the agenda for an upcoming Audit Committee meeting.

For the policy proposals to be referred to the Finance Committee, Ms. Flanagan stated that she plans to forward them in August because the Finance Committee was focused on examining proposed revisions to existing policies this month.

VI. Sample Policies regarding General Fiscal Accountability

Ms. Flanagan referred to several policies from other districts regarding general fiscal accountability, noting their similarity due to having contracted with Erie 1 BOCES to develop their Policy Manual.

Commissioner Powell offered to have the Finance Committee consider developing a General Fiscal Accountability policy.

Motion by Commissioner Powell to refer a policy proposal regarding general fiscal accountability to the Finance Committee. **Adopted 2-0, with concurrence of parent representative.**

VII. Policy Update Services

Ms. Flanagan stated that she had contacted the law firm of Ferrara, Fiorenza, Larrison, Barrett, & Reitz, PC to obtain a cost estimate for policy alerts and a monthly bulletin. She reported that Mr. Ferrara wanted to review current policies to determine appropriate alerts to send to the District, and offered to provide a presentation to the Policy Committee regarding the services available through his firm.

Ms. Flanagan referred to the policy update and sample policies provided by the New York State School Boards Association (NYSSBA), noting that these services cost \$750 per year and the subscription year will begin on August 1st.

Commissioner Cruz commented that while the law firm seems to provide comprehensive services, the services exceed current needs. He suggested subscribing to NYSSBA policy update services for one year, and then evaluating their performance and other options at that time.

Commissioner Powell reflected on the fact that the sample policies provided by NYSSBA are compatible with the existing structure and format of the Policy Manual, and therefore would be easy to tailor and adopt.

Motion by Commissioner Powell to recommend subscribing to the policy update services provided by NYSSBA. **Adopted 2-0, with concurrence of parent representative.**

Motion by Commissioner Powell to adjourn. **Adopted 2-0, with concurrence of parent representative.**

Meeting adjourned at 7:40PM.

Next Meeting: August 19th, immediately following the Audit Committee meeting