

03-04-26 February Board Meeting

Meeting Information

Date: 2026-03-04 18:52:38

Location: Virtual

Participants: Luke Copley, Martha Zornow, Ibrahim Yusuf, Nick Pozek, Kristan Norgrove

Meeting Notes

Policy Review and Approval Process

- The meeting began with a discussion on the recent increase in policy changes,
- The group decided to review the entire policy handbook systematically.

Policy for 12-Month Non-Instructional Staff

- A policy change was proposed for 12-month non-instructional staff summer calendar and arrangements
- **Conclusion:** The motion to adjust the policy as presented was passed.

Common School Closure Policy

- A proposal was made to implement a common school closure for all 12-month staff
- **Conclusion:** The motion to implement the new common school closure policy was passed.

Policy for Exceeding Paid Time Off (PTO)

- A new policy was introduced to address employees who repeatedly exceed their allocated PTO.
- **Conclusion:** The motion to approve the new policy for employees exceeding allocated PTO was passed.

Prenatal Leave Policy

- The board was informed of a new prenatal leave policy mandated by New York State law.
- **Conclusion:** The motion to add the state-mandated prenatal leave policy to the employee handbook was passed.

E-Scooter, E-Bike, and Lithium-Ion Battery Safety Policy

- A new policy was discussed to align with Department of Education (DOE) policies on e-scooters and e-bikes due to fire risks from lithium-ion batteries.
- **Conclusion:** A motion was passed to approve the new e-scooter, e-bike, and lithium battery safety provision for the handbook.

Parental Leave Policy Update

- The parental leave policy was updated
- **Conclusion:** The updated policy was passed, pending review by legal counsel to ensure it is comprehensive and correct.

Smoke-Free Workplace Policy Update

- The smoke-free workplace policy was updated to align with the DOE's revised policy, explicitly prohibiting cannabis and vapes in or near the school.
- **Conclusion:** The group agreed to the proposed changes.

Relationships with Students Policy

- The existing policy was updated
- **Conclusion:** The board passed a motion to approve the updated "Relationships with Student Policy."

Schedule Change Request Policy

- A new policy was introduced for handling modified schedule requests
- **Conclusion:** The board approved the policy, subject to the addition of the end-date clause.

Hiring and Preexisting Relationships Policy

- A policy was approved that requires employees to disclose any preexisting relationship with a job candidate.
- **Conclusion:** A motion was passed to approve the “Hiring and Preexisting Relationships Policy.”

Jury Duty Policy

- The jury duty policy was updated to align with New York State regulations.
- **Conclusion:** The motion to pass the updated Jury Duty Policy was approved.

Meeting Minutes Approval Process

- An auditor noted a backlog of meeting minutes that need to be approved and posted online.
- The group discussed improving the process to avoid version control issues, with a plan to circulate draft minutes for review and formal approval at the next meeting.

Onboarding of New Board Member (Doug)

- The group discussed the process for finalizing the addition of Doug to the board.
- He will provide his paperwork to be presented at the next board meeting for a formal vote on a resolution. After the vote, the paperwork and resolution will be submitted to the state portal (NYSED).

High School Expansion Strategy

- Board discussed the expansion strategy and key considerations

Next Meeting Logistics

- The next in-person meeting is scheduled for March 27th at 10 a.m.
- The location will be moved to the elementary school due to a scheduling conflict. A reminder will be sent to ensure a quorum.