

Meeting Title: <b>Policy Committee Meeting</b>	Meeting Date: <b>March 23, 2016</b>
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30pm</b>
Attendees: Annie Shaw, Matthew Cesario, Neely Crowell, Dr. Shannon Varley	
<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. 110 – Instructional Supplies</li> <li>2. 114 – Gifted Education</li> <li>3. 916 – Volunteers/Chaperones</li> <li>4. 918 – Booster/Parent Organizations</li> <li>5. <b>226 – Searches</b></li> </ol> <p><b>Items in red were not discussed.</b></p>	

## 110 – Instructional Supplies

- Add wording “Guidelines for purchasing necessary instructional supplies by staff shall appear in the staff handbook”.
- Ready for first reading in April.

## 114 – Gifted Education

- Previous discussion on this policy mentioned that the “permission to evaluate form” might be useful to include. There are actually multiple versions of the form and it is dependent on the student so would be very difficult to include just 1 as a supplement.
- Review previous notes from committee members on this policy.
- Discussed how some other Districts handle gifted programs.
- Revise referral system to reflect that referrals are first sent to the supervisor of pupil services for initial review and then sent to the Supervisor of Special Education.
- Ready for first reading in April.

## 916 – Volunteers/Chaperones

- This policy was revised to reflect PA state law changes for background checks.
- Dr. Varley mentioned that Ms. Welch prepares the volunteer packet.
- On page 2, add wording “who does any of the following” prior to the list.
- Per the change in reporting requirements, volunteers are now mandated child abuse reporters. Discussed how a volunteer would know who to notify and how to file the legally required paperwork for that.
  - Add wording to the policy to indicate that the volunteer will make the report to the building principal or the Supervisor of Pupil Services, who will then guide the volunteer in the proper procedures for making the report.
- Want an “acknowledgement” added to the volunteer packet that they will sign saying that they are read, understood, and agrees to comply with this board policy.
- Ready for first reading in April.

## 918 – Booster/Parent Organizations

- Policy needs to be consistent with consistent with current procedures on who will approve fundraisers.
- Discussed that there should be “image standards” published on the website for groups to reference with regard to the school mascot and official school colors. Possibly should be referenced in this policy.
- Discussion about annual audits and reporting to the District.
  - The District can post the annual accounting reports on the website after they are turned in for the public.
- Mrs. Amy Cesario (Greentree) spoke to the committee on proper accounting procedures for organizations.
  - All groups need to file federal tax exempt status and PA tax exempt status or money from fundraising would be considered taxable.
  - Annually, tax exempt groups need to file a 990N form to the IRS. Taxes are based on gross receipts and not just income.

- Important to have at least 2 names on bank accounts (such as President and Treasurer) and to have an annual audit performed by someone whose name is not on the account for proper checks and balances.
- Organizations without a federal tax id number should not operate until they receive one. Could multiple organizations fall under 1 tax id number but have different accounts?
- Provide clarification on what an “advisory role” is as referenced in this policy.
- Agendas and minutes provided to the District from these organizations can also be posted on the District website.
- There is a stipulation saying any outside contractors hired by booster/parent organizations that operate within District facilities to have at least million dollar liability insurance. This is probably excessive. For instance, an author brought would not need to carry such high insurance. It is going to vary by event. Will discuss with the solicitor whether this language should be removed.
  - Strike the million dollar wording but say that it must be in compliance with Board Policy 707.

## Other

- Discussed the need to update the hiring policy for professional staff (404) as that policy is very outdated. A new administrative procedure can't be written till policy is updated.
- Discussed whether a policy on the administration of Narcan should be added. This is a new policy from PSBA.