

Meeting Title: <b>Policy Committee Meeting</b>	Meeting Date: <b>February 24, 2014</b>
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30 pm</b>
Attendees: Annie Shaw, Matthew Cesario, Donald Howard, Daniel Domalik, William Stropkaj	
<p>Agenda:</p> <ol style="list-style-type: none"> <li>1) Review changes to: <ol style="list-style-type: none"> <li>a. Policy 001 – Name and Classification</li> <li>b. Policy 002—Authority and Powers</li> <li>c. Policy 003—Functions</li> <li>d. Policy 004—Membership</li> <li>e. Policy 005 – Organization</li> <li>f. Policy 006 – Meetings</li> <li>g. Policy 007—Distribution</li> <li>h. Policy 011—Board Governance Standards/Code of Conduct</li> <li>i. Policy 903—Public Participation in Board Meetings</li> </ol> </li> <li>2) Discussion of writing Anti-Nepotism Policy</li> <li>3) Discussion of Policy 616 – Payment of Claims</li> <li>4) Discussion of Policy 610 – Purchases Subject to Bid</li> </ol> <p>Items in red were not discussed</p>	

**Next Scheduled Meeting: March 25, 2014 at 6:30pm in KOSD Board Room**

## **Public Comment**

- Beth Finucan (Dormont) spoke regarding the development of a food allergies policy. Mrs. Finucan attended a local meeting regarding the CDC guidelines on food allergies and brought some paperwork for school districts to help develop effective food allergy management guidelines. Mrs. Finucan explained that students who have known food allergies should develop a 504 plan with the district. She was concerned that the burden for getting a 504 plan is on the parent rather than the district even though the district is required to have a 504 plan if they know of any student with food allergies. Mrs. Finucan said she knows of students with food allergies who don't have 504 plans. These 504 plans are also supposed to apply to field trips and school sponsored extracurricular activities as well as during the school day. She feels that this is not being properly communicated to staff. Mrs. Finucan also spoke about stocking epinephrine in the case that any student has a severe allergic reaction. The school physician needs to write a prescription and it can be stored in the nurse's office. Staff running extracurricular activities need to have access to the epinephrine outside of school hours. There also should be someone who can administer epinephrine on field trips. Like portable AED's, there are epinephrine devices that can be mounted to walls in the case of emergencies.

- Dr. Stropkaj noted that a new policy is being developed and the onus is on the district to get a 504 plan developed for every student with a known food allergy. During enrollment, parents fill out medical information and the district can use that to identify those students needing a 504 plan.
- Others in attendance agreed that better education regarding food allergy management needs to be provided to district staff and that the policy needs to be strictly enforced due to the chance of a life and death situation occurring. The committee will further investigate this policy at its March meeting.

## **Policy 001 – Name and Classification**

- No changes discussed on this policy.

## **Policy 002- Authority and Powers**

- Under section 2, it was noted that a “person” is not a “student” till they are enrolled so the wording change may not be completely accurate. Will let the solicitor decide when he reviews the policies if the wording change should be left in.

## **Policy 003- Functions**

- No changes discussed on this policy.

## **Policy 004- Membership**

- No changes discussed on this policy.

## **Policy 005- Organization**

- Solicitor will review section 2 for accuracy and adjust the wording if needed.
- There was a question regarding if committees were allowed to create a task force or ad hoc committee to investigate an issue or if only the full board could authorize this. Those attending felt that there was no issue if committees were allowed to establish ad hoc committees to further investigate an issue. Something can be added to the policy to make it clear that a committee or the full board can establish an ad hoc committee.
- Need to check school code 324 and 404 for wording under section 3 regarding employees being an officer of the board. Mr. Brandenburg is the secretary of the board and also an employee of the district. This is allowed for districts of the third class. The wording needs to be adjusted in the policy for this section.

## **Policy 006- Meetings**

- Under section 12, executive session, there are some other exceptions. There are exceptions for open meetings regarding training, intellectual property protection and safety concerns. This needs to be somewhere in the policies. Will have the solicitor work on this to ensure that language is included.

## **Policy 007 – Distribution**

- Clarify that the district will not charge for a copy of a policy if hard copies have to be made upon request. They should always be provided free of charge if anyone asks.

## **Policy 011 – Board Governance Standards**

- No changes discussed on this policy.

## **Policy 903- Public Participation in Board Meetings**

- Need to add under title “ This policy to supersede policies 009 and 903.1”

## **Policy 000 (not included on agenda)**

- This is sort of table of contents for the policy manual. Will also present this at March meeting.

## **Discussion of Anti-Nepotism Policy**

- We don't currently have an Anti-Nepotism policy but some districts do. The idea of this policy would be to prevent relatives of people who serve in supervisory positions such as board members, the superintendent, or assistant superintendent, from being hired in this district except in limited circumstances. It may appear to the public or to other employees that preferential treatment would be given to a relative. The Mt. Lebanon anti-nepotism policy was presented as an example of one of these policies.
- Purchasing should also have some sort of stipulation like this.
- There was concern that a policy like this would exclude good candidates for a job if they were related to someone. If the policy is only meant to prevent supervision of relatives then why not clarify it to just say that if the person isn't being supervised by their relative then they could be hired. The Mt Lebanon policy has a stipulation that in the case of the hiring of board members' relative would allow for a majority of disinterested board members to hire someone's relative on finding that they were the most qualified candidate. We could incorporate something like this into the policy.
- The state ethics law already has some very strict requirements for public employees, so what may be a concern could already be covered under this law.

- Need more input from all board members.

## **Discussion of Policy 616 – Payment of Claims**

- Should submissions of employee expense claims be covered in this policy or a separate policy?
- No check is supposed to be signed without prior approval of the board except in cases where “item that prompt payment of which will accrue to the advantage of the district”. In practical terms this covers utility bills and payments for a previously approved contract item. Matt Cesario has been working with Eric Brandenburg to group checks into a “pay now” or “pay later” category. Those checks that cannot wait for board approval because the deadline is prior to the next voting meeting are considered “pay now”.
- Policy needs to be explicit on when expense claims have to be submitted in order for the item to go on that months business/legislative agenda. Will need to account for change in scheduling for July and December meetings.
- Lack of differentiation between expense reimbursement and salary in the business office.
- Need to confer with solicitor if tax refunds are a “pay now” or “pay later” item. There is no deadline given to the district on the forms it receives.