

Meeting Title: <b>Policy Committee Meeting</b>	Meeting Date: <b>May 27, 2014</b>
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30 pm</b>
Attendees: Annie Shaw, Matthew Cesario, Daniel Domalik, William Stropkaj, and Eric Brandenburg	
<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Policy 810 – Transportation</li> <li>2. Student search related policies</li> <li>3. Policy 616 – Payment of Claims</li> <li>4. Policy 610 – Purchases Subject To Bid</li> <li>5. Anti-Nepotism</li> </ol>	

**Next Scheduled Meeting: June 24, 2014 at 6:30pm in KOSD Board Room**

- Dates for Policy Committee meetings need to be set for August, September, October, and November
  - Decided on the Monday before the scheduled Business/Legislative meeting
  - Upcoming dates are: Aug. 25, Sept. 22, Oct. 27, and Nov. 17
- Come up with priority list of policies that need to be looked at and revised if necessary.
  - Maybe we should do whole sections versus picking and choosing, such as all the 600's.
  - Section 200 student policies
    - Administration will start reviewing and revising section 200 policies.
    - Will report back monthly on progress and revisions will be presented at committee meeting for review as each one is dealt with.
  - Section 600 financial policies
    - We are missing quite a few Financial Policies that we are required to have by law.
    - Need a Fund Balance Policy
    - Will start with missing policies then work on revisions. Ms. Shaw will report back next month to committee on missing financial policies.

## **Policy 810 Transportation**

- Changed to allow audio recording on buses to reflect new state law.
- Other changes reflect more updated policies from surrounding school districts.

## **Student Search Related Policies**

- Ms. Shaw reported that she has been in contact with Officer Vanatta on these policies and he reported that the policies are fairly up to date with current district procedures and comply with state and federal laws.
- Section 200 policies will be reviewed and revised if necessary over the next couple of months by the administration. All policies go through solicitor review so if there are student rights violations in the policies, those will obviously be flagged.

## **Policy 616 – Payment of Claims**

- Mr. Cesario met with Mr. Brandenburg to make final changes to this policy. These changes are the ones being presented.
- Do we have a Travel and Expense Policy? What is the deadline for submitting expenses? What is our policy on tipping with regards to expenses claimed? Some companies set limits that a tip may not exceed a certain amount and claimed as an expense. The tip should come out of the employees pocket and not the employer. Should not include alcohol.
  - Mr. Brandenburg to look into travel and expense policy.
- Dr. Stropkaj to check with solicitor to see when real estate tax refunds must be paid.
- Payables list should appear on website, possibly as an addition to the minutes. Need to make sure there are no student identifiers.

## **Policy 610 – Purchases Subject to Bid**

- Feel that a lower threshold than what state law requires for competitive bidding should be considered for better fiscal control. Monetary amounts requiring bidding or obtaining quotes are adjusted yearly based on the consumer price index.
- There is a need to make sure we are obtaining competitive prices. All requests for bids greater than \$5000 must appear on district website for some period of time. Newspaper advertising is expensive and probably not all that effective anyways. Newspaper advertising only to be done when state law requires.

- Current state law provides exception for professional services. No quotes or bids need to be obtained. Our policy will include Professional services. Not meant to include professional services for students.
- Would like at least 3 quotes for any purchase or professional service above \$5000. There may be cases where an item is unique and sole source might be the only option and policy needs to take this into account.

## **Anti-Nepotism**

- If districts have these policies they seem to vary slightly in strictness.
- Policies are not only limited to hiring, they cover what should happen if a person is in a supervisory position to someone they are related to.
- Exceptions may need to be made based on the employment needs of the district. There might be times when there is a necessity to fill a position that is highly specialized and the pool of candidates is extremely small.
  - Discussed additional steps to be taken if policy can't be followed such as super-majority voting requirements, record in the minutes that the policy is being over-ridden and reasons why.
- A first draft of this policy will be presented at the June policy meeting.