

Meeting Title: Policy Committee Meeting	Meeting Date: Sep. 22, 2014
Meeting Location: KOSD Board Room	Meeting Time: 6:30 pm
Attendees: Annie Shaw, Matt Cesario, and Eric Brandenburg	
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Anti-Nepotism 2. Policy 610- Purchases Subject To Bid 3. 609 – Investment of District Funds 4. 622 – GASB Statement 34 5. 623 – Anti-Fraud 6. 624 – Taxable Fringe Benefits 7. 625 – Procurement Cards 8. 626 – Fund Balance 	

Next Scheduled Meeting: Oct. 27, 2014 at 6:30pm in KOSD Board Room

Anti-Nepotism

- Revisions were presented from last meeting and it was decided that this policy would go to the board for the October meeting for a first reading as written.

Policy 610 – Purchases Subject to Bid

- Need to add wording that the administration needs to maintain consistent RFP/RFQ templates for future work.
- With that wording added, this will be presented to the Board for a first reading in October.

Policy 609 – Investment of District Funds

- Revisions were presented from last meeting and it was decided that this policy would go to the Board for the October meeting for a first reading as written.

Policy 622 – GASB Statement 34

- Revisions were presented from last meeting and it was decided that this policy would go to the Board for the October meeting for a first reading as written.
- Allows District to set up separate inventory tracking databases other than what is required by law. Need to pass this on to Technology committee regarding improving our current tracking/setting up these databases.

Policy 623 – Anti-Fraud

- Discussed that policy was a little vague when it came to defining what a bribe is. Many companies have policies that are much longer than this and go into more detail regarding what constitutes bribery. Will review some other policies and expand on the definition of bribery.
- List “using sick leave when not appropriate” as an example of fraud.
- Regarding bribes, maybe want to add example of going out to eat with vendors and the vendor picking up the tab.
- As written, this would only be presented to new employees. Want wording change so that all employees would be presented with this information annually. Employees should sign something agreeing that they have read and understand the policy. Could maybe present this information using an online learning management system versus spending time at in-service. Employees could access the learning module on their own time.
 - Pass on to Tech committee to look into content learning management systems.
- Could we actually enforce this policy on outside organizations and vendors? Need to ask solicitor.
- Revise wording about use of district equipment or work time for any outside private or non-profit business activity to include political activity also. Very common in corporate policies.

Policy 624 – Taxable Fringe Benefits

- References policy 717, which doesn’t exist. Check all references to other policies.
- Discussed that this only applied to non-business/personal use of devices provided to employees by the District.
- Mentions the use of district vehicles of personal use multiple times. Delete redundancy.
- With revisions discussed, this policy will be presented for a first reading at the October meeting.

Policy 625 – Procurement Cards

- Currently do not use these in our district but many other districts do. Using procurement cards can result in a cost savings to the District because of cash back plans.
- Mr. Brandenburg added that we have trouble with some of our vendors because we don't use this system and they expect/require that we use procurement cards. This has been an issue for purchasing for Food Services.
- Need to update number regarding the maximum that can be charged before quotations/bidding is required as per policy 610.
- With revisions discussed, this will be presented to the Board for a first reading in October. Can't use this system till the Board approves the policy.
- Appropriate controls need to be in place so that employees with access to cards are only using them on pre-approved purchases. It is 1 account for many cards and Mr. Brandenburg will be able to see on the billing statement and online exactly which card was used for a purchase.

Policy 626 – Fund Balance

- Mr. Cesario needed clarification on definitions and Mr. Brandenburg explained that these come from the accounting manual.
- Discussed having an additional policy regarding the use and maintenance of the Capital Fund. Franklin-Regional has a policy for this and will review.
- With revisions discussed, this will be presented to Board for a first reading in October.

Other Items

- Look into writing an expense policy.
- Finding out from solicitor if "Taxpayer Bill of Rights" policy is necessary. Most districts don't have this policy.