

Meeting Title: <b>Policy Committee Meeting</b>	Meeting Date: <b>May. 29, 2019</b>
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30pm</b>
Attendees: Annie Shaw, Matthew Cesario, Dr. Bill Stropkaj, Joe Kubiak	
<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. 214 – Class Rank</li> <li>2. 121 – Field Trips</li> <li>3. 260 – Student Events and Trips</li> <li>4. 625 – Procurement Cards</li> </ol>	

## **214 – Class Rank**

- For the class of 2022 and beyond, class rank is being removed for graduation ceremony proceedings. Will still be available internally if required for applications. Current HS students are not affected by these changes.
  - Instead of valedictorian/salutatorian, students can be “distinguished graduate”.
  - Designation of “distinguished graduate” is based on upon QPA and additional criteria for community service hours, leadership positions, and attendance.
- One or more distinguished graduates will be selected through a committee to speak at commencement.
- Ready for first reading.

## **121 – Field Trips**

- The Board will approve any field trips that are greater than 50 miles and the Superintendent or designee shall approve all others.
- Clarify policy by changing name to “Curricular Field Trips” to better delineate between 121 and 260. Make reference to policy 260 to indicate that other trips are governed by that policy.
- Ready for first reading.

## 260 – Student Events and Trips

- This is a new policy combining elements from policies 230 and 231 that applies to trips NOT defined as Curricular Field Trips (Policy 121).
- Defined the different levels (0-IV) of trips. Each is associated with different levels of available funding from the District.
  - Determined levels of District funding for lodging, food, transportation, registration fees for each level.
  - If an event is during the school day, the District is required to provide a breakfast or lunch for students on free/reduced lunch. Food can be premade by food service department.
- For level II and III events only, District will pay for 1 chaperone per 12 students. A male and female chaperone is required if male and female students are attending. Discussed whether chaperones generally share rooms to keep costs low. Some places may require a lower chaperone to student ratio.
- Need to clarify in the policy how make-up work should be handled if students miss class. The current procedures are not applied consistently.
  - Assignments given a head of the absence will still be due on the due date, such as large project/paper. For assignments given during the student's absence, the student should be given a day extension for each day missed.
- Ready for first reading with changes discussed.

## 625 – Procurement Cards

- Change “director of fiscal services” to “business manager”.
- Mr. Kubiak provided update on internal procedures for p-cards.
  - P-cards will now be held in business office and must be signed out with pre-approval for expenses.
  - Discussed whether “small dollar amount” should be defined in policy. Decided it was better to leave up to the business managers discretion.
- Ready for first reading with changes discussed.