

POLICY COMMITTEE MINUTES

April 5, 2018

The Policy Committee met on Thursday, April 5, 2018, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:03 a.m.

Present: Chair Greg Harris, Kari Cremascoli, Liz Davis, Katie Novosel, Elizabeth Sigale, Jayne Yudzentis, and Melissa Jerves (non-member / secretary)

Also in attendance: Assistant Superintendent for Business David Bein

Absent: Kristen Avery, Christine Clavenna, Chris Hanley, Melissa Bocker Ellis

Approval of Minutes

Elizabeth Sigale moved and Jayne Yudzentis seconded the motion to approve the minutes from the February 20, 2018 meeting. Motion carried.

Business Office Policy Revision

The Policy Committee had agreed to begin a comprehensive review of the district's policy manual by reviewing a portion of the Business section on a trial basis. Assistant Superintendent David Bein reported that it made more sense to look at the section as a whole, as well as take into account the many cross references to other policies and regulations throughout the manual. Review took significantly more time than anticipated. The draft policies presented below include a reference to the related PRESS model policy number for use if and when the Committee recommends changing the numbering to align with PRESS.

1. Revised Policy 3100 (4:10) – Fiscal and Business Management
This section includes language regarding budget planning and implementation from the original Policy 3100, and incorporates language from policies 3110, 3110.1, 3140, 3170 and 3220. As a result, Bein recommends deleting the existing policies 3110, 3110.1, 3140, 3170 and 3220. He also recommends taking the existing 3110.1 language and adopting it as Administrative Regulation 3100.
2. Revised Policy 3290 (4:30) -- Revenue and Investments
Revisions to Policy 3290 incorporate state law regarding investment policy. The PRESS policy that this draft is modeled on references an ethics and conflict of interest policy from the Board section in PRESS that has not yet been adopted by the district. In the interim, the draft includes the language from that PRESS policy on Board ethics and conflict of interest. Once the Board section is revised, the language here can be replaced with a simple reference to the policy number.
3. Revised Policy 3511 (4:150) – Facility Management and Building Programs
Our current manual doesn't have this exact policy, but the draft includes the

policy on green cleaning. There are seven facility goals listed that the committee and/or the Board may want to further discuss. These goals are recommended by PRESS, but are not mandated under state law.

4. Draft Policy 3610 (4:120) – Food Services

This policy does not exist in the current district policy manual, but the content is governed by state law. It requires the district to have a wellness policy, comply with the national school lunch policy, and other requirements around selling other foods in schools.

The committee then discussed next steps regarding policy review. The consensus was for David and then the committee to review the next portion of Business policies by the May 15 Policy Committee meeting. The committee can then recommend an entire packet of Business policies at one time for first reading by the Board.

Regarding other sections of the policy manual, the committee concluded that the first step should be review by relevant administrative team members before coming together as a committee to do a higher level review. Greg Harris and Elizabeth Sigale stated that although this policy review is important, it is not urgent and may be a multi-year project. The committee will meet again in June and the administrative team will have a possible timeline for review of the remainder of the policy manual.

Reception of Visitors

No visitors were present at this committee meeting.

To do:

- Cancel April 17th Policy Committee meeting.
- Post June 12th Policy Committee meeting.
- Continue review of next set of Business policies and prepare for May 15th meeting.
- Create timeline for review of remainder of policy manual.

Elizabeth Sigale moved and Katie Novosel seconded the motion to adjourn the meeting.

The meeting was adjourned at 7:48 a.m.