Lakeland Joint School District #272

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One District. One Mission. Every Student. Every Day.

Board Agenda Item Request

AGENDA ITEM: Policy Audit - Review

PURPOSE: Review of changes made during audit process

MEETING DATE: 10.21.2026

PREPARED BY: Clerk of the Board - Sara Broderius

INFORMATIONAL SUMMARY:

The Policy Audit Tracking Spreadsheet (pg 2) outlines the policies that have been reviewed since the September meeting, what (if any) issues were found, and an accounting of changes made.

There were no policy audit concerns that would require board action.

The following policies had administrative changes that included updating the documents to uniform formatting and correcting the footer of the document.

1200 Annual Organization Meeting (pg 3-4)
1205 School Board Powers and Duties (pg 5)

Policy	Date of Audit	Date of last Documented Review	Step in Process	Policy on Website	Most Recent Version in Boardbook	Google Drive	Post Audit Version	Committee Time Needed?	Need Board Action?	Correct/Approved Version	Description of Corrected Discrepencies	Notes
8605 -Destruction of Public Records	8/25/2026		Resolved	8605-WEBSITE RetentionofDistrictRecords ...	8605 - BOARDBOOK Retention of Distri...	8605- (Updated Draft) Retention of Dis...	8605- (Updated Draft) Retention of Distr...	No	Yes	File	10/1 8605 revisions were a discussion item, then clerk was asked to go back to the old format. Went to committee on 10/13 was tabled because then clerk was unclear as to the instructions from 10/1 meeting were. 8605 never came back to either the committee or the trustees. Made revisions as instructed through 10/1 recording and bringing back to trustees for action at 9/16/26 meeting	To get approval of Custodian of Records Handbook
1000 - Legal Status and Operation	9/8/2026	8/13/2025	Resolved	1000-LegalStatusandOperation 09.08.2026...	1000 Legal Status and Operation Boar...	1000 (Current) Legal Status and Opera...	1000 (Current) Legal Status and Operati...	No	No	1000 (Current) Legal Status and Operation 8.13.25	Updated document to uniform format, corrected footer.	*Notes*
1010 - Organization and Classification	9/8/2026	10/1/2025	Resolved	1010-(Current) Organization and Classificat...	Boardbook File_ 1010 Organization an...	1010-(Draft) Organization and Classifi...	1010-(Draft) Organization and Classific...	No	Yes	File	8/27/2025 Policy Committee 10/1/25 discussion item where sent to go to committee to update 10/13/2025 back to policy committee, then clerk was told to bring it back to the trustees but that never happened.	8/27/2025 Policy Committee 10/1/25 discussion item to go to committee to update 10/13/2025 back to policy committee, then clerk was told to bring it back to the trustees but that never happened.
1100 - Membership	9/8/2026	10/15/2025	Resolved	1100-Membership on LJSD Website.pdf	Boardbook File_ 1100 Membership (1)...	1100- Membership 10.15.2025 drive v...	1100- Membership 10.15.2025 audit 09...	No	No	1100- Membership 10.15.2025	Updated document to uniform format, corrected footer.	*Notes*
1110 - Elections	10/5/2026	1/7/2026	Resolved	1110-Elections from LJSD Website 10.05.2...	Board Book File_ 1110- Elections 01.0...	1110-Elections Most Recent Google D...	1110-Elections post audit .pdf	No	No	File	Updated document to uniform format, corrected footer.	*Notes*
1120 - Taking Office	10/5/2026	1/7/2026	Resolved	1120-TakingOffice LJSD Website 10.05.2026	Boardbook File_ 1120- Taking Office	1120- Taking Office Google Drive Version 1	1120- Taking Office 01.07.2026.pdf	No	No	File	Updated document to uniform format, corrected footer. Added cross reference link	*Notes*
1120P - Taking Office - Oath of Office	10/5/2026	1/7/2026	Resolved	1120P-OathofOffice-LJSD Website.pdf	1120P-Oath of Office Boardbook.pdf	1120P- Oath of Office - Google.pdf	1120P- Oath of Office Post Audit.pdf	No	No	File	Updated document to uniform format, corrected footer, added corss reference link and updated revision date.	*Notes*
1130 - Resignations	10/12/2026	1/7/2026	Resolved	1130-Resignation LJSD Website 10.12.2026	Boardbook File_ 1130- Resignation 01...	1130-Resignation Google Docs 10.12....	1130-Resignation Post Audit 10.12.202...	No	No	File	Updated document to uniform format, corrected footer.	*Notes*
1140 - Vacancies	10/13/2026	1/7/2026	Resolved	1140-Vacancies LJSD Website 10.13.2026	Board Book File_ 1140- Vacancies 01....	1140-Vacancies Google 10.13.2026	1140-Vacancies Post Audit.pdf	No	No	File	Updated document to uniform format, corrected footer.	*Notes*
1200 - Annual Organization Meeting	11/9/2026	10/9/2025	Resolved	1200- WEBSITE AnnualOrganizationMeetin...	1200- BOARDBOOK Annual Organizati...	1200- GOOGLE Annual Organization M...	1200- (post audit) Annual Organization ...	No	No	1200- (post audit) Annual Organization Meeting.pdf	Replace removed revision date. Update document to uniform format, corrected footer.	*Notes*
1205 School Board Powers and Duties	11/10/2026	10/27/2020	Resolved	1205- WEBSITE SchoolBoardPowersandDu...	1205 - BOARDBOOK School Board Pow...	1205- GOOGLE (Current) School Board...	1205- (Current) School Board Powers a...	No	No	File	Update document to uniform format, corrected header and footer. Added links.	*Notes*
Policy				File	File	File				File		*Notes*
1210 - Qualifications, Terms, Duties of B				1210- WEBSITE QualificationsTermsandDut...	File	File				File		*Notes*
1220 - Clerk				1220- WEBSITE Clerk.pdf	File	File				File		*Notes*
1230 - Duties of the Treasurer				1230-WEBSITE DutiesoftheTreasurer.pdf	File	File				File		*Notes*
1240 - Duties of Individual Trustees				1240-WEBSITE DutiesofIndividualTrustees....	File	File				File		*Notes*
1250 - Committees				1250- WEBSITE Committees.pdf	File	File				File		*Notes*
1260 - Authorization of Signatures and E				1260- WEBSITE AuthorizationofSignatures...	File	File				File		*Notes*
Policy				File	File	File				File		*Notes*
Policy				File	File	File				File		*Notes*
Policy				File	File	File				File		*Notes*
7400P - Requirements and Restrictions	9/28/2026	4/20/2021	Resolved	7400P - Audit Website Version	Boardbook File_ 7400P - Requirement...	7400P-(Audit Version) Model Procedur...	7400P-(Current) Model Procedure 4.20....	No	No	File		*Notes*
Policy				File	File	File				File		*Notes*
Policy				File	File	File				File		*Notes*
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Policy Document Format Guidelines	
Font	Ariel
Body Font Size	12
Title Font Size	13
Header Font Size	8
Footer Font Size	8
Header Alignment	.5 inch
Footer Alignment	1 inch
Body	1 inch
Bold	Policy Title
Underline	Body Sections
Links	I.C. and other policies
Confirm Adoption/Revision Dates	

The Board of Trustees
Annual Organization Meeting

After the issuance of the election certificates to the newly elected trustees in November, and on the date of its regular January meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the Treasurer if other than the County Treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly-elected trustees.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Appointment of a Clerk.
9. Appointment of a Treasurer.

Policies and Bylaws shall continue from year to year until and unless the Board changes them.

Legal Reference:
I.C. § 33-506 Organization and government of board of trustees.
I.C. § 33-510 Annual Meeting - Regular Meetings- Board of Trustees

Policy History:
Adopted on: August 13, 2007
Revised on: October 9, 2018
Revised on: October 9, 2025

THE BOARD OF TRUSTEES

School Board Powers and Duties

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and District staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, opinions of attorneys general, State Department of Education regulations, and similar mandates from the State and national levels of government, recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacts policy;

2. Adopts courses of study and provides instructional aides;

3. Employs all staff members and fixes and prescribes their duties;

4. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;

5. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system;

6. Provides for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;

7. Prescribes the minimum standards needed for the efficient operation and improvements of the school system;

8. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;

9. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;

10. Provides for the dissemination of information relating to the schools

necessary for creating a well-informed public.

Legal Reference:
I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees
I.C. § 74-202 Open Public Meetings – Definitions

Policy History
Adopted on: August 13, 2007
Revised on: October 14, 2013
Revised on: October 27, 2020
Reviewed on:

Prior District Policy Article 1, Section A.