

**POLICY Committee Meeting Minutes
May 23, 2011**

Chairman Heather Kelley called the meeting to order at 6:00 p.m.

Roll call: Heather Kelley, Julie Morris, Dusti Adrian, Mickie Erb, Josh Aurand, Caroline Pate-Hefty, Rich Koelker, Kris Arduino, Chad Dougherty, Dani Hopkins, George Russell (Quorum made) Lynn Kearney joined the meeting in progress at 6:07 p.m.

Others attending: Kathy Geyer

Motion to Approve Agenda

1st Koelker 2nd Adrian

All voted aye, motion carried

Motion to Approve April 11, 2011 Minutes

1st Russell 2nd Koelker

All voted aye, motion carried

Noted: Next meeting is August 15, 2011 at 6:00 p.m.

Motion to adjourn

1st Koelker 2nd Russell

All voted aye, motion carried.

**The meeting adjourned at 6:29 p.m.
Kris Arduino**

Number	Title	Detail	Person Assigned/Action
February 2011 Press			
8:10	Connection with the Community	Unchanged after 5 year review <i>Recommended the Press Update for First Reading</i>	Julie Morris
8:90	Parent Organizations and Booster Clubs	Unchanged after 5 year review <i>Recommended the Press Update for First Reading</i>	Josh Aurand
8:95	Parental Involvement	Nonsubstantively updated <i>Recommended keeping the current but strike the language that refers to Parent Involvement Kits (second paragraph and at the end of number 4 in the last statement). These kits</i>	Julie Morris

		<i>were something we thought we would utilize but since implementing the Stakeholder Engagement we will go back to a more general policy. Recommended the original policy without the Parent Involvement Kit for First Reading</i>	
8:95-E-1	Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights	Unchanged after 5 year review <i>This letter sets forth the parents’ right to attend educational conferences for their students. Recommended Press Update for First Reading. Mr. Russell noted his concern for executing this letter without compromising the district’s position regarding employers versus parents. Dr. Morris will check with Attorney Dan Boyle to review this exhibit before submitting for First Reading. Mr. Russell noted that this might be available at Registration and at school orientations and in newsletters.</i>	Julie Morris
8:95-E-2	Exhibit – Verification of School Visitation	Nonsubstantively updated <i>Recommended Press Update for First Reading.</i>	Julie Morris
8:110	Public Suggestions and Concerns	Renamed and nonsubstantively updated <i>Recommended Press Update for First Reading <u>changing the language from complaint to concerns.</u> Dr. Morris also noted that there are two exhibits that support this policy which were developed through the mediation process.</i>	Julie Morris
District Initiated Review			
4:55	Use of Credit Cards and Procurement Cards	Review policy <i>Mr. Aurand noted that we modify this policy to issue procurement cards to administrators rather than credit cards which require employee social security numbers. <u>On page</u></i>	Josh Aurand

		<p><i>20, item 3 change the language to read: <u>each cardholder may charge no more than their monthly credit card or procurement card limit which is an amount determined by the Superintendent or designee.</u> Strike the second sentence. <u>Or in any month.</u> <u>Bring back to Policy the established limits for all procurement cards.</u> Mr.Russell noted that he would like some accountability for these cards by submitting a summary to the Business Services Committee on a semi-annual basis for the Committee's review of procurement card accounts.</i></p>	
4:55 – AP	Administrative Procedure – Controls for Use of District Credit Cards and Procurement Cards	<p>Review Administrative Procedure <i>Recommended keeping the current administrative procedure with no changes for First Reading</i></p>	Josh Aurand
4:55 – E	Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards	<p>Review Exhibit <i>Recommended a wording change to <u>cardholder's full legal name and home address</u> for First Reading. Strike Name of Individual who authorized line. Mr. Aurand will sign the bottom.</i></p>	Josh Aurand