

MEMORANDUM

TO: Board of Trustees
Randy Shaver

FROM: Kelly Dowling Stimpson, J.D.

RE: Policies for February 15 Board meeting

DATE: February 6, 2011

The following policies are presented for your approval for the upcoming Board meeting.

1. EDA Materials and Equipment Receiving and Warehousing
Minor changes as noted in highlights; procedures are currently being developed and will be presented for the Board's information.
2. ECABA Staff/Student Identification Procedures
Changes to keep Board policy separate from administrative procedure.
3. Eliminate EEAB-E School Owned Vehicles (1995 exhibit)
This exhibit is obsolete; see attached.
4. Eliminate EGAF Telephone Services
This policy is obsolete; see attached.
5. FYI – Section 504 Guide for Parents and Teachers
This will be an exhibit to IHB (IHB2.0211)

Descriptor Term: TELEPHONE SERVICES
Descriptor: EGAF
Issued: 08/22/2000
Rescinds: EHI
Issued: 04/09/1987

The Board recognizes that the expense of long distance calls is a major portion of the total telephone budget for the school year. The development of a control method for the sound fiscal management of long distance calls shall be the responsibility of the superintendent, or designee.

The building administrator shall be responsible for proper recording of all long distance calls under his or her supervision during each calendar month. If requested by the superintendent, or designee, this record shall be subject to review and inspection. Required information shall be date, time, city/state called, number called, telephone number used, individual calling, and reason for call.

No staff member shall make a long distance call that is not school business and charge it to the district. Any staff member who must make a long distance call for personal emergency reasons during working hours shall charge the cost of the call to a number other than the district.

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Descriptor Term: SCHOOL OWNED VEHICLES
Descriptor: EEBA-E
Issued: 08/08/1995

School groups or organizations utilizing district owned vehicles for purposes other than the transportation of students to or from the schools will be assessed the following fees:

- District Van \$25.00 per day plus \$0.25 per mile
- 15 Passenger Bus \$25.00 per day plus \$0.25 per mile
- 65 Passenger Bus \$1.00 per mile with \$25.00 minimum

Effective Date: August 9, 1995

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