

MINUTES
Policy Review Work Session

MEETING: September 4, 2018

PRESENT: Board Members: Bridget Ziegler, Chair; Jane Goodwin, Vice Chair; Caroline Zucker; Eric Robinson; Todd Bowden, Superintendent; Mitsi Corcoran, Asst. Superintendent/Chief Financial Officer; Art Hardy, Board Attorney; Absent: Shirley Brown

CALLED TO ORDER: 4:00 p.m.

TOPIC	DISCUSSION
Opening Comments	Bridget Ziegler welcomed everyone to the meeting and deferred to Mitsi Corcoran and Art Hardy to present the review of Chapter 7 policies. Any questions, comments, or concerns were requested to be asked while reviewing the policies.
Chapter 7	<p><u>Business Services</u> Eric Robinson / Mitsi Corcoran</p> <p>7.10 – <i>School Budget System</i> – Statute changes 7.101 – <i>Fund Balance Policy</i> – Minor changes 7.102 – <i>Debt Management</i> – Numerical changes 7.20 – <i>Accounting and Control Procedures</i> – Minor change. Discussion ensued. 7.25 – <i>Grant Management</i> – No changes 7.30 – <i>Educational Enhancement Funds</i> – No changes 7.31 – <i>Food and Nutrition Services Funds</i> – Statute changes 7.32 – <i>Internal Funds</i> – Minor changes 7.33 – <i>Petty Cash Funds</i> – Statute change 7.34 – <i>Acceptance of Credit/Debit Cards</i> – Minor changes 7.35 – <i>Investment of Funds (Guidelines included)</i> – Two additions to policy. The Financial Advisory Committee also reviewed the policy and guidelines several times and unanimously approved the changes. Discussion ensued. 7.36 – <i>Electronic Funds Transfers and Payments</i> – No changes 7.37 – <i>Bonded Personnel</i> – No changes</p>

	<p><u>Business Services</u> Eric Robinson / Mitsi Corcoran</p> <p>7.38 – <i>Facsimile and Electronic Signatures</i> – Minor changes 7.39 – <i>Expenditures for Promotion and Public Relations</i> – No changes 7.40 – <i>Fund-raising for School Projects and Activities</i>– Minor changes 7.41 – <i>Outside Organizations</i> – No changes 7.50 – <i>Payment of Vouchers</i> – No changes 7.51 – <i>Payroll</i> – Minor changes 7.512 – <i>Tax Sheltered Annuities and Custodial Accounts</i> – Minor changes 7.52 – <i>Travel Expense Reimbursement</i> – Minor changes 7.53 – <i>Expenditures for Fringe Benefits for Employees</i> – Minor changes 7.60 – <i>Audits</i> – Minor changes 7.61 – <i>Energy Conservation Policy</i> – Minor changes 7.70 – <i>Purchasing and Competitive Solicitations</i> – Statute changes 7.701 – <i>Resolution of Protests from the Contract Bidding Process</i> – Minor changes 7.702 – <i>Procurement Code of Conduct</i> – Statute changes 7.71 – <i>Selection Policy for Professional Construction Related Services</i> – No changes 7.72 – <i>Acquisition, Use and Exchange of School Board Property</i> – Minor changes 7.73 – <i>Acquisition of Real Property-for School Use</i> – Minor changes 7.74 – <i>Lease and Lease-purchase of Land Facilities and Equipment</i> – Minor changes 7.75 – <i>Sale, Transfer or Disposal of Property</i> – Minor changes 7.76 – <i>Lost or Stolen Property</i> – Minor changes 7.77 – <i>Inventories and Property Records</i>– Minor changes 7.771 – <i>Capital Assets</i> – Minor changes 7.78 – <i>Adequacy of Educational Facilities and Growth Management</i> – Minor changes 7.80 – <i>Risk Management Insurance Program</i> – Minor changes</p>
Adjourned	The Policy Review Work Session adjourned at 4:37 p.m.

We certify that the foregoing minutes are a true account of the Policy Review Work Session held on September 4, 2018 and approved at the regular Board meeting on September 18, 2018.

Secretary
Todd Bowden

Chair
Bridget Ziegler