Board of Education Policy Committee Members Present:
Sheila Daniels, Chair, and Ava Hart

Also Present:
Dr. Patricia Charles, Superintendent, and Kathleen F. Bengtson, Administrative Assistant, Lynda MacPherson, Business Manager, and Ava McGlew, Interim Food & Nutrition Manager

The following policies & bylaws were discussed:

#3160 – Transfer of Funds Between Categories - Dr. Patricia Charles spoke that she would like to revisit this policy. She hopes for a policy which would make it less cumbersome and allow things to be done in a timely way. All the lines have been split up into major categories so we can watch where we spend our money. Lynda MacPherson stated it would be much better if they were allowed to transfer within the major categories, such as certified salaries, classified salaries, purchased services, etc. Timing is a problem. With us it is holding up the process, at times a school would have to wait over a month to be able to order a necessary item. The statute is very limiting.

Linda noted we will be required to post our year-end expenditures on line.

Lynda said to determine if an item is in the positive or negative, she must run a report for the whole school, check the bottom line to make sure it is not in the negative, before she can pay an invoice. The process is very cumbersome.

Sheila Daniels wanted to know if other school districts go into the negative and then do transfers on a regular basis? Ava Hart thinks we should let things go into the negative so we can determine how the budget is working. Problem is a fine line about trusting. We need to find a happy medium. Maybe make it a small number that the board would be comfortable with. Will the board agree to have special meetings to approve the expenditures? Does the board want more say about the transfers?

Dr. Charles suggested we ask Blum Shapiro how they recommend this process be handled. Do most districts do their transfers within the main (big) categories?

Dr. Charles noted the administrative reserve held from the schools is normally 10%. If it looks like we will be within our budget, the 10% will be released to the schools. At that time, the funds must be spent right away so that the expenses will fall within the current school year budget.

We will invite the members of the Budget Committee to our next Policy Committee meeting. Pat requested the Policy Committee members direct any questions they might have to her before
the meeting. Sheila Daniels stated she would speak to Board members about this situation at the upcoming Board Meeting (March 11, 2014.)

The Policy Committee agreed to review this policy again at its next meeting.

#3542.43 – Charging Policy - changes to this policy from the one just approved by BOE on February 11, 2014. Ava McGlew stated that she found two changes that she thought needed to be put in place before the policy becomes public:

- The first change pertained to the elementary Students, where negative balance letters will be sent home bi-weekly to any student owing $5 or more (instead of $10).
- The second change concerned Secondary students. This alternate meal will be (instead of will not be) charged to the student’s account.

As this new policy was just adopted at the last BOE meeting, the Policy Committee recommended this policy be presented to the Board of Education at its March 11, 2014, meeting as a First and Final reading. All members agreed.

#9131 – Community Members on the Board – Sheila Daniels spoke to this bylaw. She stated there is a need for a clear outline on how the committees are set up, members appointed and duties for those members, and community members.

The Policy Committee reviewed the following bylaws:

#9131 Board of Education Officers
#9130 Committees
#9131 Community Members on Board Committees

It was suggested to maybe consolidate some of these bylaws. Kathy was requested to put together a draft of these bylaws so the committee could work on it at its next meeting.

Kathy stated that the bylaw #9130 Committees was going for its second reading at tomorrow’s (March 11, 2014) meeting. Because of this discussion, Sheila stated she would pull the bylaw from the BOE meeting and have it sent back to the Policy Committee.

Pat will check with the Attorney for her recommendations on this subject.

The Policy Committee agreed to review these bylaws again at its next meeting.

The Policy Committee suggested the policies and bylaws to review at its next meeting would be:

#3160 Consent to Transfer
#9121 Board of Education Officers
#9130 Committees
#9131 Community Members on Board Committees
Kathy reminded the committee because today’s meeting was delayed, the next meeting will be coming up soon. The next Policy Committee meetings will be scheduled for Tuesday, March 18, 2014, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb