

06 20 2013 NEOLA Work Session 8 30 AM

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New Business

Board Agenda Review

Discussion

Information

Item 1

1. [NEOLA Policy Review](#)

Minutes:

NEOLA staff (Dr. Tom Young and Frankie St. James) gave a demonstration on accessing policies through the website. A search option will be available to users.

Mr. Harris asked if the search results will be in percentages-to-matches or by sequences of policy numbers. Dr. Young believes the results are by the policy numbers.

A discussion followed on the changes made since the last review as well as new proposed policies. The Superintendent will review the proposed changes with staff to make sure the final product is their original intent.

Mr. Harris voiced concern that there is no way to determine which is the current policy, NEOLA's recommended policy, and the Board's requested revisions to those policies. The Board reached a consensus to color code the versions: Policies that have been revised are red; NEOLA's proposed policy is the normal black and white print with no mark ups. Highlighted (gray

shaded) print are policies that have been reviewed by staff but have not been seen by the Board.

Policy 2421 - Career and Technical Education

Mrs. Wright suggested adding an 'F: Industry Certification' because it is a focus of the legislature. Consensus reached to add the category.

Policy 3112 - Board - Staff Communications

Superintendent LeRoy would like to revise the policy. To address questions from board members to staff regarding agenda items, she will be implementing an electronic Board Member Request program (MBR) that would flow through her office. Once entered the question would be sent to the appropriate department for a response and returned to the Superintendent's office. The findings will be sent to all board members.

Mrs. Wright suggested the Superintendent review the entire policy and the process be explained in the policy. Dr. Young suggested the Superintendent also review the Board ByLaws which correlate with this section.

He reminded the Board the original intent was to have the policies ready for adoption on July 1st but you may delay that time frame to better suit your calendars.

Policy 3217: Weapons

Mrs. Sellers wanted to clarify that posters are on all school campuses advertising 'No Weapons allowed'.

Policy 3420: Benefits

Change to one sentence: 'Benefits shall be as provided in accordance with the Collective Bargaining Agreements.'

Policy 3419: Group Health Plans

Delete. Language will be located in the 1000 and 4000 series.

Policy 3419.01: Privacy Protections of Self-Funded Group Health Plans

Remains as submitted.

Policy 6144: Investments

Mr. Harris asked if this section would include who has the authority to sign contracts. Dr. Young stated the information is located in other policies. Wes Bridges, School Board Attorney, reported Mr. Harris had questioned him earlier on how and who are to sign contracts. The School Board is the contracting

agent for the District by state statute, however, we have a policy delegating certain that authority to the Superintendent. Mr. Bridges will research the the question and report his findings.

Policy 6322: Construction Contracting and Bidding

Mrs. Wright requested the diversity procedures of the Facilities Department be included.

Mr. Bridges stated the procedures should be included in the Construction Procedure Manual not as part of the policy. Procedures are established to assist in the implementation of policy.

Mrs. Wright asked when the Board would receive the Minority and Women Diversity Report. Greg Rivers, Acting Associate Superintendent of Operations, responded that the information will be included with Business Services' Women and Minority Participation quarterly update. Mrs. Wright requested the quarterly reporting requirement be a part of the policy.

Policy 6324: Cone of Silence

Mr. Harris asked if this includes a Supervisor who may state his/her opinion prior to a vote. Mr. Bridges reported that it is designed to prevent vendors and their representatives from lobbying the decision makers.

Policy 6661: Instructional Materials Allocation

Superintendent LeRoy stated that the 2 year cycle was removed because of financial issues. This policy is restricting on what the Board can do in terms of instructional materials. Materials should be in place that align with curriculum standards. Consensus reached to change the cycle to 3 years of the adoptive date.

Policy 6835: Internal Audit Services

Sheila Phelps, Director of Internal Audit Services, requested item (c) under Personnel be changed. Delete the first sentence and replace the reference to the 'Audit Committee' in the last sentence with 'School Board'.

Policy 6320: Purchasing for Goods and Services

Mr. Berryman questioned if the state statute overrules our preference for local vendors. Wendy Dodge, Director of Government Affairs, commented that a legislative ruling two years ago overrules our policy. This allows out-of-state companies equal bidding access under specific parameters. Mrs. Dodge will review the statute and report back.

Policy 7510: Use of District Facilities

Mrs. Wright requested a hyperlink to the usage form be included in the policy.

Policy 7217: Weapons

Mr. Harris suggested a definition of 'school safety zone' be included. It was determined that the definition is already provided in the paragraph (any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to property leased, owned, or contracted for by the District, a school-sponsored event, or in a district vehicle).

Consensus was to use the broadest, protective language for the district.

Policy 7230: Gifts (Donations) to the School District

Consensus was to continue the current practice of reporting donations at each board meeting. Delete Line 7: Lists of such gifts or donations shall be compiled semi-annually.

Policy 7250: Naming of School Facilities and Memorials

After much discussion, no changes were made.

Policy 7320: Acquisition, Removal, Disposal, Sale or Exchange of Major Tangible Property

Change title to Regional Assistant Superintendents rather than Area Superintendents.

Policy 7530.01: Wireless Communication Allowance and Staff Use of Wireless Communication Devices

On page 1 line 8 change 'administrators' to 'Staff'; on line 25 change 'Administrators' to 'Staff'; on line 26 change 'shall' to 'may'. Delete the last line (28-30): Additionally, other staff members who believe they meet the above-identified criteria may apply for an allowance.

Superintendent LeRoy and Audra Curts, Acting Assistant Superintendent of Business Services, will review the policy.

Policy 1060: Incapacity of Superintendent

Add 'Deputy Superintendent will assume the duties'.

Policy 9150: School Visitors

School Visitors - Animals on Campus - add category "or animals brought for curricular or extra curricular purposes and approved in writing by the Principal". Attorney Bridges suggested adding "school visitors may not bring any other animals on campus at any time".

Policy 9160: Public Attendance at School Events

Mr. Harris requested lines 17, 18, and 19 regarding raffles be stricken. According to our Internal Accounts manual no raffles or games of chance are allowed.

Policy 1430:

On page 8 add 1 year of professional leave without pay.

Policies will not be available for public review until they are adopted. A final draft will be available prior to the public hearing in August or September.

Adjournment

Meeting adjourned at 12:00 PM. Minutes were approved and attested this 27th day of August, 2013.

Hazel Sellers, Board Chair

Kathryn M. LeRoy, Superintendent