

Board Policy Review Committee Meeting Notes
Borough Conference Room C, 1:15 PM
Meeting Notes

Date/Time: March 3, 2014, 1:30 PM

Members:	Lynn Hohl – Present	Guests:
	Marty Anderson – Absent	Sean Dusek – Present
	Dan Castimore - Present	Laurie Olson - Present
	Dave Jones – Present	Mari Auxier - Present
	Sarge Truesdell - Absent	
	Steve Atwater - Absent	

Approval of Notes: The notes from February 3, 2013 meeting were approved as presented.

- *BP 3311 & AR 3311 Bids*
 - Tabled to April 14 meeting.

- *BP 3313 Contracts, Leases and Agreements*
 - Discussion on \$50,000 addition on annual report for Board—changed to \$15,000.
 - Work language so that the Superintendent shall provide the Board an annual report of all property leases, contracts, and all agreements entered into which are above \$15,000.
 - Delete sentence “The report shall include the number of respondents, successful vendor and the dollar amount of the successful bid.”
 - Move forward to Policy Worksession in April

- *BP 3314.3 Equipment Purchases*
 - No further comment on deleting reference to borough ordinance deleted since we do not have borough ordinance number.
 - Move forward to Policy Worksession in April.

- *BP 6161.13 Student Fees for Instructional Materials*
 - No additional comments on addition of reference to BP 3260 Materials Fees
 - Move forward to Policy Worksession in April.

- *E 3360(a): Statement of Expenses and E 3360(b) Statement of Mileage*
 - No additional comments on latest revision of exhibits
 - Move forward to Policy Worksession in April.

Review of Section 3000 – Beginning with BP 3315

- *BP 3315 Relations with Vendors*
 - No additional recommendations
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- *BP 3315.1 Conflict of Interest*

- Question on whether Board has been receiving an annual report of all waiver requests. Board would like a report even if there are none.
- No additional recommendations
- *E 3315.1 Request to do Business with the KPBSD*
 - Add a box for the Superintendent to either Approve or Deny
 - Move forward to Policy Worksession in April
- *BP 3344 Remote Site Living Expenses*
 - Change the word “Board” to “Superintendent”
 - Requested information on how HR handles recruitment of staff to remote sites.
- *BP 3350 Payroll*
 - One substitute employee has been upset that employees not paid twice a month.
 - First paragraph: Delete “with the exception of May” since employees are now paid on the last business day of the month (for each month).
- *AR 3350 Payroll – IRS Retirement Plans*
 - Fifth paragraph:
 - Delete “approved”
- *E 3350(a) Active List Tax Shelter*
 - Second sentence: delete “approved”
- *E 3360(b) Salary Reduction Agreement*
 - No additional recommendations

Next Meeting:

Continue review of Section 3000 starting at *BP 3360*