

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

**Date/Time:** May, 5 2014, 10:05 AM

**Members:** Lynn Hohl – Present  
Marty Anderson – Absent  
Dan Castimore - Present  
Dave Jones – Present  
Sarge Truesdell - Absent  
Steve Atwater - Present

**Guests:**  
Sean Dusek – Present  
Laurie Olson - Present

**Approval of Notes:** The notes from April 14, 2014 meeting were approved.

- Inquiry on remote living site expenses.
  - Dave Jones has been working with Tim Vlasak, director and Joann Riener, HR director, to clarify what we do when recruiting. Currently we are taking what has been common practice and reducing it to paper. A written report should be completed by June. This will ensure the same information is given to all recruits
- *BP 3311 Bids*
  - Question the right to withhold payment for failure to file Borough or property sales tax. There has not been sufficient time to get a response from the Borough Attorney. Dave anticipates having a response by June.
- *AR 3311 Bids*
  - Dave is checking what other districts are doing with regard to the appeal process and will report in June.
- *BB 9320 Meetings*
  - Don't need to change policy to change the meeting time. Discussion on just removing the time all together.
  - Public notice of the meeting is required. There was much discussion on the pros and cons of changing the meeting times.
  - It was agreed to change the meeting time to 6:00 PM and it will go to for a first reading so all board members can weigh in.
- *Review of Section 3000*
  - Section 3315 – Administration has brought forward all the policies where changes were suggested for the 3000 series.
  - Discussion on what policy review means. The policies were sent out to administrators for review and/or suggested changes. All suggested administrative changes have previously been shared with the Committee. Dave asked if the board had any suggested changes to the 3000 series.
  - It was agreed to continue the discussion at the June meeting.

➤ *Facility Use Requirement*

- Concern and discussion on the facility use form and insurance requirement. Also why is our insurance requirement different than the Borough's? The Borough is currently reviewing their requirement.
- Dave said it is our believe that our facilities should be:
  - Used by the public for educational purposes, in a responsible manner that isn't going to expose us to any unnecessary liability or loss and will keep everyone safe.
- Discussion on whether the insurance requirement is becoming a deterrent to use the facilities
  - Dave explained if you use our pools and pay for the lifeguard, you are not required to purchase additional insurance.
- Large groups involving youth that are in an activity where there is potential for concussion also need to provide a concussion certificate prior to use of the facilities.
- Discussion of changing our use policy. There is an understanding that we have become a more litigious society, we need to protect ourselves.
- Request to make the rental process of our facilities more streamlined.
  - Dave said we are already doing this with large groups that show proof of insurance and set up a schedule with the building principal in advance.
- The big question is what do we not expose ourselves to. We had a lot of bad practices in the past regarding use of our facilities.
- Dave said most of the groups that use our facilities currently have insurance.
- Schools are responsible for scheduling their own building.
- Priority of facility use is education, education related, non-profit, and commercial. What discretion should be left to building facilities of managing building use?
- Do we need to add language that the Superintendent can negotiate fees with commercial entities?
- Question on whether there is any flexibility on the 10 day advance notice requirement? Discussion that yes usage is allowed with shorter notice.
- There was discussion on scheduling conflicts of activity busses in Seward.
  - There is a lack of activity drivers. Dave suggested the community be told that they can get their CDL license and help with the shortage.
  - Possible lack of advertising the need for activity drivers.
  - First Student will train drivers
- Laurie Olson stated John O'Brien KPSAA is working with Seward school principals to come up with a solution on how to cost share.
  - Laurie will report back on what is decided.
- It was suggested that the district use a calendar to help schedule all the field trips and activities.
- Discussion whether we should charge the same for Activity busses as First Student.

**Next Meeting:**

Continue review of Section 3000 starting at 3344

**Meeting adjourned at 11:35 AM**