

# Policy Committee

## Minutes

January 5, 2016

6:00 PM – SAU Offices

<b>Members</b>	Rich Cahoon – Chair, Janine Lesser, Dick Dunning, Kimberly Saunders Attendees: Rich, Janine, Dick, Myron, Kimberly Saunders, Stephan Morrissey (6:25)  Meeting called to order at: 6:02 by Rich Cahoon.	
I.	Approval of December 15, 2015 Minutes -- Dick Dunning moved to approve the minutes, seconded by Janine Lesser. Minutes approved.	
	<p><b><u>Old Business:</u></b></p> <ol style="list-style-type: none"><li>1. DFEA: Free Admissions – This policy is going for a 1<sup>st</sup> read at the 1/5/16 Board meeting.</li><li>2. EEAF: Special Use of School Buses – Requesting to rescind this policy at the 1/5/16 Board meeting.</li><li>3. FBB: Enrollment Projections – Coming back to this committee (with edits). Ready for a 1<sup>st</sup> read on Jan 19<sup>th</sup>.</li><li>4. Policy Creation Process – This is coming back for a second look at the form. Myron asked that if dates changed, will this go back to make the originator aware? Yes, they should be made aware. Rich would like to have this Pilot reexamined in 3 months' time. Kimberly Saunders wants to give it to Rick Matte and Brian to pilot.</li><li>5. GBEBE: Employment of Relatives or Person with Romantic Personal Relationships – the following is from Tim Markley:</li></ol> <p><b>Anti-Nepotism</b></p> <p>Members of an employee's immediate family will be considered for employment based on their qualifications. Immediate family may not be hired if employment would:</p> <ul style="list-style-type: none"><li>· Create a supervisor/subordinate relationship with a family member;</li><li>· Have the potential for creating an adverse impact on work performance; or</li><li>· Create either an actual conflict of interest or the appearance of a conflict of interest</li></ul> <p>This policy also applies to assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse; civil union partner; parent; child or sibling (including step, foster, or in-law); aunt; uncle; niece/nephew; grandparent; grandchild; or members of the same household. This policy also applies to romantic relationships.</p> <p>Employees who become immediate family members or establish a romantic relationship may continue employment as long as that relationship does not result in any of the three bulleted conditions above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the District to which one of the employees may transfer. If employees become immediate family members or establish a romantic relationship, the District will make reasonable efforts to assign job duties to minimize problems of supervision, poor work performance or conflicts of interest. If accommodations of this nature are not feasible, the employees will be</p>	

	<p>permitted to determine which of them will resign. If the employees cannot make a decision, the District will decide, in its sole discretion, which person will remain employed.</p> <p>Dick spoke to this information that speaks to the supervision aspect, not the hiring. Rich feels we do a good job with this. This is a management issue. This will not move forward as a policy.</p> <p>6. EF: Food Service Management – Marian Alese will bring this policy to ASBO for feedback. Rich asked that if we do not employ a food service manager, but contract with them, how is that handled? If there is a dispute or issue, it should be clear that we still go through District administration to address the issue. Maybe it is as simple as changing the terminology. Please send any comments/questions to Marian before Friday, 1/8/16.</p> <p>7. FL: Retirement of Facilities – Going to Budget &amp; Property for discussion. This policy has no force. It is the Articles of Agreement that make the decisions, not this policy. Will we rescind? Let B &amp; P decide.</p>	
II.	<p><b><u>New Business:</u></b></p> <p>1. Identified 1991 policies</p> <p>a. IICA: K-12 Field Trip Policy – 2001 – We have been using this policy and it seems to work. Do we require Board approval for day field trips...out of state? Kimberly will check with Primex to see what the rules are as of today.</p> <p>b. IKG: Awards and Scholarships – 1991 Rich feels that we do not comply with this policy. Presently some scholarships are gender specific, which is discriminatory. Stephan asked if we have a lot of scholarships that we manage. No, there are several. He then asked why we don't do away with them. Why are we announcing their awards? Some awards are chosen by the Board. The criteria is supplied to us and then we disperse. Decision: Incorporate edits and send for a 1<sup>st</sup> read on 1/19.</p> <p>c. Kimberly asked when we want the Substance Abuse Task Force to return to this committee. Rich suggested some time prior to next year's handbook publication. Butch will be copied on anything that we receive.</p> <p>d. At a January meeting, we will review Policy DK: Payment Procedures to see how the process is working.</p> <p>Meeting moved to adjourn by Rich Cahoon at 6:37, seconded by Dick Dunning.</p>	
III.	<p><b><u>Future Agenda Items:</u></b></p> <p>1. Policy on Parents Observing Teachers</p> <p>2. JBAA: Sexual Harassment – Students – We adopted GBAA (staff version) but this student version has not moved forward. Kimberly will report on the RSA and speak to Legal.</p>	
IV.	<p>Next Meeting: January 19, 2016</p>	