

Policy Committee Meeting

April 11, 2018

In attendance: Joe Phelan, Diane Lyons, Elizabeth Raum, Mark Fleischhauer (phone)

#4526 Use of computers by Staff and Staff: The committee reviewed the computer use policy as vetted by our attorney. The single underline is the legal council additions, the double underline is Steve Jensen additions. All staff and students will need to sign this updated version at the start of the 2018-2019 school year.

Social Media Policy: Steve Jensen has collected information from BOCES and other districts questioning whether it is advisable to have a social media policy or whether the acceptable use policy is sufficient. It is an open question and the need for a social media policy will be raised with the Communication cmte.

Policies reviewed:

6610 INVENTORY & CONTROL OF FIXED ASSETS: Tom Burnett to review

6620 WIRE TRANSFERS AND ONLINE BANKING: no changes

6630 DISASTER RECOVERY PLAN: no changes

6635 PASSWORD PROTECTION: Joe will verify with Steve Jensen and will double check the 90 day change your password requirement (yearly?)

6670 PETTY CASH/PETTY CASH ACCOUNTS: change title of School Business Official to Assistant Superintendent for Support Services

6700 PURCHASING: no changes

6740 PURCHASING PROCEDURES: change Business Admin title to Assistant Superintendent for Support Services, Joe will check with Tom regarding purchasing regulations

6800 PAYROLL PROCEDURES: change Business Administrator title to Assistant Superintendent for Support Services

6830 EXPENSE REIMBURSEMENT – STAFF: travel coach or economy, only with approval travel first class/business class; Delete #3 (phone call)

6830.1-R PAYROLL PROCEDURES: change Business official title to Assistant Superintendent for Support Services

6900 DISPOSAL OF DISTRICT PROPERTY: change school business administrator title to Assistant Superintendent for Support Services

6910 REPORTING AND INVESTIGATING ALLEGATIONS OF FRAUD: no changes

Action Items: Ask Tom about policy paying taxes not at school but to M&T Bank

Next Meeting: Thursday, May 24, 2018

Respectfully submitted: Elizabeth Raum