

Policy Committee - November 15, 2017

Present: Joe Phelan, Mark Fleischhauer, Diane Lyons, Elizabeth Raum

Joe started off the meeting with three policies that need our attention:

#### **Policy #2510 New Board Member Orientation**

Deirdre brought to Joe's attention other Districts policies regarding new board members and wondered if there was anything more our District could provide.

- Meeting protocol was one area that we could add to the training
- Maybe providing more of a check list of "what to do"
- There is also a question of a new board member attending executive session before being sworn in. We are checking with legal but also wanted feedback from the board
- New Board member training required? Joe is checking

#### **Policy #5252 Student Activities Funds Management**

- Ours is not adequate based on audit, so what Joe did was take what the audit report called out and weaved their recommendations into our policy. This is just an option.
- The Green highlights are Tom and the Yellow is Joe (the red is just a typo)
- The Comptroller has a policy (page 37-49, Appendix B, C, D) which Tom is leaning towards making some regulation, for example Donations
  - Donations, page 41, do we really need a receipt for every hot dog sold? Or have records of what you bought, what you sold and what was collected

The Clubs will need guidelines to follow the new regulations and details can be put into handbook for Club Advisors, maybe even have Club Advisors sign off that they have received the handbook.

Compliance to the audit, we know we have 90 days to submit our compliance report (12/22) and after that deadline we have before the next school year for implementation.

It is the opinion of the Policy Committee that the District is best served if we adopt a policy that has an effective date of this summer. By doing so everyone involved with Student Activities Funds Management will be informed that new regulations are being instituted, everyone will have time to renew their charter and the District will have time to purchase ledgers, create the handbook, etc.

Joe has also agreed to take a look at our Fundraising Policy #5251

#### **Policy #8124 Naxolone Program (brand name Narcan or Evzio)**

Our District has had a draft form for a while. Questions that have come up, who do we direct to be trained and what/is there any liability. As it turns out, you are protected by the Good Samaritan Law so liability is not an issue and it is not dangerous to receive a dose of naxolone if you are not using opioids.

Our policy will require that all nurses be trained to administer naxolone but this does leave a gap of coverage for after-school activities when nurses have left the building.

The Policy Committee is in full support of approving a naxolone policy and want to move quickly.

**Outstanding**

- Policy #4526 Health and Wellness is still in committee

Next meeting: Thursday, 12 December (the 3<sup>rd</sup> Thursday)

Respectfully submitted by Elizabeth Raum