

**Jefferson County Board of Education  
Policy Committee  
VanHoose Education Center  
March 21, 2017**

**COMMITTEE MEMBERS PRESENT:**

Linda Duncan, Chair  
Ben Gies  
Dr. Donna Hargens  
Chris Kolb, Vice Chair  
Jonathan Lowe  
Brent McKim  
Frank Mellen  
Warren Shelton

**OTHERS PRESENT:**

Dr. Alicia Averette  
Mary Margaret Bell  
Cordelia Hardin  
Dr. Lisa Herring  
Rob Matthew, parent  
Anne Perryman

The purpose of this meeting was a discussion of the purpose and processes of the committee, and to consider the adoption or amendment for recommendation to the full Board of the following policies:

<b>Policy Number</b>	<b>Policy Name</b>
04.3114	District Petty Cash
04.3122	Internal Petty Cash
01.41	Organizational Meetings
04.61	Gifts and Grants
01.421	Public Participation in Open Meetings
01.61	Records Management
04.32	Purchasing
07.13	School & Community Nutrition Procurement
09.11	Withdrawals
09.224	Emergency Medical Treatment

The highlighted changes recommended by KSBA and minor amendments recommended by JCPS staff, submitted in policies 04.3114 District Petty Cash, 04.3122 Internal Petty Cash, 01.41 Organizational Meetings, 04.61 Gifts and Grants, 07.13 School & Community Nutrition Procurement; and 09.11 Withdrawals, were reviewed and the Committee had no concerns.

**Policy 01.421 Public Participation in Open Meetings**

Ms. Duncan voiced concern about placing limits on the number of speakers under #3 in the section titled, "Public Participation/Speakers," Mr. Shelton agreed the number was too restrictive. The Committee agreed that #3 should be deleted.

Under #4, Dr. Kolb stated his preference that speakers not be split up on the Board Agenda. After discussion the preference was all speakers should be able to talk following the minutes. Mr. Lowe stated this also fell under another policy. He will add that policy to the list for review at a later meeting.

The Committee agreed that #6 needed to be revised and only stipulate that speakers sign up before the meeting. Mr. Shelton requested the limit to ten (10 persons be struck-through. All agreed.

The Committee requested #7 be deleted.

Mr. Lowe will make the changes requested and pull some policies from peer districts to review.

#### **01.61 Records Management**

Mary Margaret Bell, JCPS Archives Coordinator, spoke to the Committee to request the word, "Permanently," be changed to "Indefinitely." Requiring permanent retention would place considerable responsibility and associated costs on the district. If changed to indefinitely it will allow more flexibility and the Board to could make a decision of what to destroy. The Committee agreed. Jonathan will make the change.

#### **04.32 Purchasing**

Mr. Shelton expressed concern that under the section Federal Awards/Conflict of Interest, "immediate family" was too vague. Mr. Lowe and Mr. Mellen will research.

#### **09.224 Emergency Medical Treatment**

The District Health Coordinator, Anne Perryman, stated she felt the list of medications under the section titled Stock Epinephrine was too restrictive. She would prefer to change the language to read, "...including but not limited to emergency medications."

Mr. McKim questioned the definition of, "appropriately trained." Mr. Lowe referenced KRS 158.838 which allows the employee to decide if they would like to receive the training.

Mr. Lowe will make all changes recommended.

The Committee set the date for their next meeting on April 18<sup>th</sup> at 4:30 p.m.

Mr. Gies made a motion to adjourn. Dr. Kolb seconded it. The meeting was adjourned at 5:50 p.m.

Respectfully Submitted,

Sandy Spalding