



**BOARD OF DIRECTORS
WORKING GROUP /
TASK FORCE REPORT**

Meeting Information:

Meeting Name:	Policy Committee Meeting
Date & Time:	Tuesday December 6 , 2016 4:00 pm
Location:	Conference Room
Invitees:	Dave Peterson, Doug Millway, Ileana Merten, Monica Schraut , James Morrighan
Attendees:	Dave Peterson, Doug Millway, Ileana Merten, Monica Schraut , James Morrighan

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Review Admission Policy	
2. PTO Policy	
3. Health Insurance Policy	

Meeting Minutes:

1. Admission Policies-
 - a. Ileana recommended putting in the clause under #4 'however, the School Board reserves the right to close enrollment at any time throughout the year. '
 - b. James will check with Craig on the legalities of of the above clause and bring to the Board on Thursday night.
2. PTO Policy – Discussion on this policy- any staff member leaving and giving proper notice receives their payout for unused PTO time. We felt at this time it is best to leave this policy as is.
3. Important to be cogniscent of the hours employees are working. If hired for a specific number of hours, then that is the policy they would be qualified for.
 - a. Ileana recommended putting an additional paragraph inder the **Employees Working 36 Hours or More per Week** 'For employeeds whose hours have been approved to work continuously for 36+ hours; STRIDE will take a look-bak measurement using payroll periouds for three months to determine if the employee is elegeble for additional benefits.'
4. Next meeting slated for March 21, 2017 after the Finance Meeting



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Decisions:

1. See notes above

Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Check with Craig about enrollment cutoff legalities	James	3/2/17	
Check to ensure all mandatory policies have been reviewed this year by the Board	Monica	3/14/17	

What's Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed

Parking Lot / Issues to be Resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes
March	Restitution Polucy	High		Doug will research