

**Board of Education
Policy Committee Meeting
MINUTES
May 27, 2020**

BOARD MEMBERS

Sarah Butler, Area 2 Trustee
Annette Lewis, Area 5 Trustee

STAFF PRESENT

Lynn Mackey, Superintendent
Bill Clark, Deputy Superintendent
Cheryl Cotton, Assistant Superintendent, Human Resources
Michelle Kiernan, Executive Assistant to the Superintendent and Board

1. CALL TO ORDER

The meeting was called to order by Ms. Butler at 9:05am

2. GENERAL INFORMATION

3. PUBLIC COMMENT - None

4. POLICY COMMITTEE

4.1 Approval of Minutes- October 1, 2019

Change BP 0460 to LCAP template.
Amended minutes approved.

4.2 Uniform Complaint Procedure Policy- BP 1312.3 (COTTON)

Cheryl Cotton, Assistant Superintendent, Human Resources presented the committee with BP 1312.3 (Uniform Complaint Procedures).

BP 1312.3 was part of a state audit (FPM, CDE), the auditors recommended making vast changes to the UCP policy to comply with current legislation.

Committee members asked questions about protected classes, review by legal counsel and the document referring to “district” rather than “COE”.

Ms. Cotton brought concerns to auditors and all instances that referred to “district(s)” were changed to “COE”.

Trustee Butler requested that Ms. Cotton send her a copy of the policy after changes were made.

Committee agreed that with the discussed changes, they recommend approving the policy. BP 1312.3 will be presented at the June 3 Board Meeting.

4.3 Superintendent Policies

Superintendent Mackey reported to the committee that policies in 4000s (Personnel) have been updated to reflect current policy and legislation. Superintendent Mackey will present the 4000s policies at the June 3 Board Meeting as Superintendent Policies.

4.4 Update on Board Policy Review Process

Michelle Kiernan updated the committee on current contract with Gamut (CSBA) and other options for hosting Board and Superintendent Policies. Ms. Kiernan recommended looking at Lafayette School District BoardDocs to observe their policy section. A service BoardDocs offers with our current contract. The committee will continue to review Gamut contract and discuss options and best practices.

4.5 Next steps for Policy Committee

Policy Committee made a goal of updated half of the Board Policies by December 2020.

Meeting adjourned at 10:17am