

Meeting: Policy & Governance Committee

Date: January 6, 2020

Time: 8:00am

Location: Administration Building, Room 137

Attendees:

<input checked="" type="checkbox"/> Laurie Klinkhammer	<input checked="" type="checkbox"/> Eric Torres	<input checked="" type="checkbox"/> Charles Vue
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Guests: Mary Ann Hardebeck

Notes: Meta Miske

Meeting called to order at 8:00am.

1. Public Comment

- Sarah French shared a packet with information about what ECPSF does for the ECASD and the requirements ECPSF must follow as a foundation, sample letters for thanking donors, the latest ECPSF financial information by fund, and a chart of grants award from 2018 and the first three quarters of 2019.

2. Draft of Insurance Bidding Policy

- Ms. Johnson reviewed revisions to Policy 672 which allows a different timeline for insurance bidding and prevents the District from having to go to bid for health insurance every year. She recommends the change to benefit the District financially by making the District more desirable when going out to bid.
- There were no questions. The revised policy will go to the Board for review at an upcoming meeting.

3. Draft of Investment Policy

- Ms. Johnson said over the summer there was a change in the investment advisor for the OPEB Trust. The new brokers want to formalize the process with a policy. She recommends using the sample policy drafted by the investment advisor's attorney.
- Ms. Johnson will update as a formal policy draft by filling in the blanks and creating a policy number and will bring to the next P&G meeting.
- It was asked if this is a Board policy or an agreement. Ms. Johnson indicated it is an agreement but can be a formal Board policy.

4. Policy 830 – Use of School Facilities

- Ms. Koller said the updates to the policy have been revised to broaden the change from political campaign events to an event requiring security thus not singling out political campaigns.
- A discussion ensued if "events requiring security" allows the District to charge a higher fee. It was agreed the Revenue Committee should review the fees and fee structure soon. Currently any events needing security likely already qualify for the highest fee level.
- It was confirmed that the accompanying Rule would be updated to match if the Board approves the revision to the Policy.
- The revised policy will go to the Board for review at an upcoming meeting.

5. Discussion about MOU and policy regarding Eau Claire Public Schools Foundation

- Ms. Johnson said at the last meeting they reviewed a draft of the MOU with proposed changes from the District's attorney. Since then, the ECPSF has reviewed the revised MOU and proposed a new version.
 - There was confusion about the document and which party made which changes. The attorney's version was then printed and distributed for comparison.

- It was agreed that there wasn't time to fully review the ECPSF's proposed modifications in comparison to the attorney's proposal. Committee members will review and be prepared to discuss at the next meeting.
- There was a question about #5 under the ECPSF's endeavors. Ms. Sue Bornick clarified the intent is to make sure ECPSF is using the appropriate policies to follow IRS rules, foundational standards, and do their due diligence. She said that portion can be updated to eliminate confusion.
- Discussion ensued about the process for identifying District needs and communicating identified needs to ECPSF for fundraising assistance. It was indicated that some needs have been identified and placed on each school's wish list on the ECPSF website. It was stated that needs are currently identified during the budget process by buildings and departments. It was agreed there should be a formal process for sharing identified needs with ECPSF.
 - Ms. Johnson will draft an additional section on the proposed policy to formalize the process for identifying and sharing needs with ECPSF.
- Discussion ensued about whether to proceed with the MOU, the proposed policy, or both. It was agreed to proceed with both.
- It was asked about #7 making the District responsible for acknowledging any and all gifts and what that looks like operationally.
 - Ms. Johnson said if a gift comes directly to the District it goes through the District's process and ECASD sends an acknowledgement letter. If the gift goes to the ECPSF, ECPSF processes and thanks for the gift. The Board receives monthly gift reports.
- It was agreed that the discussion will continue at the next meeting with focus on the language for the policy and the comparison of the MOU proposals.
- Ms. Sue Bornick asked if there can be clarification on MOU item #3 under ECASD's endeavors and what directory data may legally be permissible to share.

Meeting adjourned at 8:42am.