

HESPERIA COMMUNITY SCHOOLS

“BETTER SCHOOLS MAKE BETTER COMMUNITIES”

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Board Personnel & Policy Committee Meeting
Board of Education
Hesperia Community Schools
96 S. Division
Phone: 231-854-6185
7:00 PM
Wednesday, September 18, 2013
HIGH SCHOOL MEDIA CENTER
MINUTES

Present: Mike Anderson (Chairperson), Jeff Thome, Kim McClernan, Todd Jacobs, Bryan Mey, Mike Fosburg, David LaPrairie, Jeff Haase

Absent: Matt Joppich

- **Policies (Jeff and Principals)**

- Food Service Charging Guideline

Jeff presented a guideline that will be put in all student handbooks as it relates to food service charging. For this year, it will be sent home in building newsletters.

- Covered Expenses for Workshops, Conferences & Extra Bus Trips Policy

Jeff presented our current policy on covered expenses for workshops, conferences and extra transportation trips. Discussion took place on whether it should be a daily amount or the individual meals should be increased. The committee asked Jeff to explore what other schools are doing in this area and present at next committee meeting.

- Trust and Agency Internal Controls Policy

Jeff presented guideline that Karl Drake (District Auditor) is recommending for implementation. It will now be shared with district administrators.

- School Resource Officer Policies and Procedures

Jeff shared a Policy and Procedure document pertaining to the School Resource Officer. This will be an action item for the board agenda.

- **Personnel (Jeff)**

- Membership Numbers

Jeff provided an update on enrollment numbers, which are down 42 students. The largest decline is in the elementary building and Providence Christian. There will be a recommendation for the board to consider reducing the instructional teacher assistants by 3 at the elementary level.

- Audit Review

Jeff and Pat provided an update on the audit and the suggestions provided by Karl. These suggestions are being reviewed with each committee and adjustments made.

- Staffing

Due to the decrease in enrollment a recommendation will be made to reduce three elementary classroom teacher assistants.

- Administrator Contract Extensions

Discussion took place on contract extensions for district administrators.

- **Other (Jeff)**

Meeting Adjourned @ 8:05 p.m.