

# **BOARD OF EDUCATION-POLICY COMMITTEE MEETING MINUTES- MONDAY, APRIL 30, 2018 @ 9:00 A.M.**

## **ROLL CALL:**

At 9:05 a.m., Mrs. Becker called the meeting to order and a roll call was taken and the following members were present, Mrs. Becker, Mrs. Moe, Mr. Stein, Dr. Vitton, Mrs. Favela and Mrs. Bonnema.

## **VISITORS' LOG:**

No one signed the Visitors' Log.

## **SPEAKERS' LOG:**

No one signed the Speakers' Log.

## **OPPORTUNITY TO SPEAK:**

There were no Visitor Speakers.

## **BOARD POLICY COMMITTEE: FOR DISCUSSION:**


- ❖ The Board Policy minutes from the March 28, 2018 meeting were reviewed and approved by the Committee.
- ❖ Mrs. Favela reported to the Committee the outstanding student fee balances for the 17-18 school year of \$81,058.10 and also the past due fees of \$41,876.50 for previous school years.
- ❖ This past August, all current fees and past due fees were assessed in Power School for all of our students. With this in place, Stephanie has been sending out invoices to parents who owe past and current fees.
- ❖ Once PUSHCOIN is in place, parents will be able to pay for everything through PUSHCOIN. And PUSHCOIN will be able to track every payment that parents make online, and also keep a more efficient accounting of parents' payments. Parents will also be able to pay their fees through e-check, with no charge to parents, if they are not willing to use their credit or debit cards.
- ❖ PUSHCOIN will automatically apply payments to the parents' oldest balance in PUSHCOIN. Whereas, in REVTRAK parents can choose where they want their online payment to be applied to, which in most

cases, is the current registration and course fees. With PUSHCOIN, when parents make a payment, it will be applied to the oldest fee balance of their student (s).

- ❖ The Committee discussed the time to send out invoices and how often to parents regarding their registration fees through PUSHCOIN. Mrs. Bonnema will be able to send out invoices to parents via email. Invoices will mailed to parents without a valid email address.
- ❖ Mrs. Favela reported to the Committee that if a student will be participating in a sport, activity or a club - that the coaches and teachers will be sending a roster of the students participating to Mrs. Bonnema and she will then input the students' name and id into PUSHCOIN, and PUSHCOIN will assess the appropriate fee for that particular sport, activity or club. Mrs. Favela will be communicating with the coaches and teachers for sports, activities and clubs and to explain the procedures that will need to be in place for the upcoming school year for students who would like to participate in a sport, activity or club and how their fees will be assessed to them accordingly.
- ❖ The Committee discussed protocol of payment of activity or sport fees - The Committee agreed that the activity, club or sport fee should be paid in full prior to first game, first performance or first meeting of any club Mrs. Moe suggested having parents pay for their student's sport fee right after the Code of Conduct meeting.
- ❖ The Committee discussed in length, protocol to have in place for the next school year to collect unpaid current and past due fees. They discussed implementing a disclaimer that parents have to sign off on during their online registration process.
- ❖ Mr. Stein reported that the installation of the keyless entry system (key fobs) is going smoothly. ITR is doing an awesome job. The keyless entry system has been installed at the high school. Dave Weissbohn has been exchanging keys for the key fobs with teachers and staff from the high school. The key fob system at PHS will begin sometime after May 7<sup>th</sup>. Installation has begun at the junior high and Connor Shaw will be next. Dave Weissbohn has assigned the key fobs for the three buildings. Char Ruhbeck will be collecting those back from employees who leave the district and distributing them to new employees of the District.

**ADJOURNMENT**

At 10:40 a.m., Mrs. Becker moved that the Board Policy Committee meeting be adjourned.

  
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Jodi Becker, Chair

  
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Cathy Cuculich, Reporter