

**Building Advisory Committee & Financial Advisory Committee
Handbook & By-laws Subcommittee**

Meeting Agenda

Meeting Date: February 3, 2021 @ 4pm

Meeting Location: Virtual/On Line via Zoom

Contact Frazier.pam@wgmail.org or moore.cori@wgmail.org to be invited.

- I. Call Meeting to Order
- II. Review and Approve Meeting Minutes
- III. Review Action Items
- IV. Review Outline Schedule
- V. Review Draft of Handbook
- VI. Review Draft of Bylaws
- VII. New Business
- VIII. Adjourn

**Building Advisory Committee & Financial Advisory Committee
Handbook & By-laws Subcommittee**

Meeting Minutes

Meeting Date: January 20, 2021

Meeting Location: Virtual/On Line

Attendees:

Pam Frazier, CFO/COO - Present

Joann Kite, Comptroller - Present

Sean Eickhoff, BAC - Present

Mark Arens, BAC - Present

Nikki Lemley, FAC - Present

Cullen Kuhn, FAC – Present

1. Meeting called to order at 4:06pm
2. Meeting minutes reviewed and approved. Motion to approve by Nikki Lemley, second by Mark Arens. Minutes approved by vote.
3. Action Items reviewed. JoAnn reached out to the Alexandria City Public Schools (ACPS) regarding utilizing the information in their handbook. The ACPS provided approval to utilize the information and sent a working copy to JoAnn. JoAnn has started to edit the document and highlight items and areas we will need to modify, etc.

Action Item: Send JoAnn your Google Account (gmail) email information. She will share the document with the team.

4. The Handbook Timeline was reviewed. We are behind schedule due to the holiday season and canceling the January 6th meeting. Since JoAnn has received permission and a working copy, we will be able to make up time.
5. The team agreed that we should have 3 separate documents.
 - a. Handbook – General committee guideline outlining the BOE’s expectations of Board defined committees.
 - b. BAC Bylaws – Specific bylaws for the Building Advisory Committee
 - c. FAC Bylaws – Specific bylaws for the Financial Advisory Committee

Discussion followed questioning if the Handbook approach had been presented to the BOE and if they were on board. Pam clarified that she had discussed with Dr. Simpson, Superintendent, and that both the BAC and FAC have BOE representation that will be updated in committee meetings to the approach.

In addition, the intent is to present to the BOE with ample time to review and comment. The BOE process will likely utilize a two-reading approach for final approval.

Discussion followed regarding the example Handbook and the BOE policies referenced. These will need to be updated to reference WGSD and Missouri policies. Pam volunteered that we should be able to submit a draft of the Handbook and Bylaws to Missouri School Board Association (MBSA) which would likely provide attorney review of the documents.

The team agreed that writing one committee bylaw document and then duplicating and editing for the other would allow for consistency between the two documents and speed up our process to generate the draft documents.

6. Document Assignments/Volunteers

- a. Handbook
 - i. JoAnn, Nikki and Mark
- b. Bylaws
 - i. Cullen to develop draft. Sean to review.

7. Immediate Schedule

- a. February 1, 2021 – Drafts complete and ready for individual review
- b. February 3, 2021 – Draft review at subcommittee meeting

8. Next Meeting:

Wednesday, February 3, 2021 @ 4pm

9. Motion to adjourn by Mark Aren and seconded by Cullen.

10. Meeting Adjourned at 4:42 p.m.