

**Chaplin Elementary School  
Board Policies Committee**

**Meeting Minutes**

**September 23, 2020  
6:30 p.m.**

**REMOTE MEETING VIA ZOOM**

Recording link: [https://zoom.us/rec/share/e-zcVMstum69BzgJD66\\_fIG-0F4NWDaxUkM0TBDYL\\_hcUeWreblMYkYVqjWtGDy5.a-lzk6eWEka77pom?startTime=1600899962000](https://zoom.us/rec/share/e-zcVMstum69BzgJD66_fIG-0F4NWDaxUkM0TBDYL_hcUeWreblMYkYVqjWtGDy5.a-lzk6eWEka77pom?startTime=1600899962000)

Jaelyn Chancey, William Hooper, Kevin Chavez in attendance

1. Meeting called to order at 6:34
2. Review and Discussion of Existing Board Policies and CAFE Model Policies

In response to state guidelines, slight changes to policy 1250.1 / 4118.237 / 4218.237 / 5141.8 “Face Masks/Coverings,” which had been tentatively approved at September 9 Board meetings. Agreed that it should still go for final approval in October, with changes noted.

Continuing work on policies arising from the financial procedures manual, as requested by BOF.

- 3326.1 “Payroll Procedures and Authorized Signatures” - *revised policy*
- 3350 “Travel and Entertainment Expenses” - *new policy*
- 3326.11 “Employee Expenses and Advances” - *new policy*
- 3313.1 “Related Party Transactions” - *new policy*
- 3543 “Record Retention” - *new policy*

Next policy is 4112.6/4212.6, “Personnel Files,” which needs review by administration.

3. Meeting adjourned at 7:24