WARREN COUNTY SCHOOL DISTRICT	SECTION 2000

2300   BOARD OF SCHOOL DIRECTORS - MEETINGS

2347   Electronic Information Dissemination Policy

The Board of School Directors shall be provided on ~~BoardDocs~~ **electronic governance software** information in an electronic format, including but not limited to, the list below.

All public materials provided to the Board for use in a meeting shall be posted on ~~BoardDocs~~ **electronic governance software** at the same time materials are provided to the Board.

All documents for the public and the Board shall be provided in the native file format and PDF.

It is the goal of the Board to have tentative Board and Committee Agendas posted one week in advance of the meetings. Agendas and attachments are to be posted on ~~BoardDocs~~ **electronic governance software** a minimum of three (3) business days prior to the next regular meeting.

1) Finance Related
   - Monthly updated budget (general fund) - budget account; administrator in charge; beginning budget; transfers; adjusted budget; YTD expenditures; outstanding encumbrances; unencumbered balance.
   - Monthly updated budget (athletic fund) - budget account; administrator in charge; beginning budget; transfers; adjusted budget; YTD expenditures; outstanding encumbrances; unencumbered balance.
   - Monthly updated budget (capital fund) - budget account; project ID; beginning budget; YTD expenditures; outstanding encumbrances; unencumbered balance
   - Monthly updated payment of bills database - budget account; check number; vendor; description; amount.

2) Personnel Related
- Monthly updated Certificated Staff – Name; assignment; building; FTE; salary.
- Monthly updated Hourly Support Staff – Name; assignment; building; hours; hourly pay rate; benefits flag.
- Monthly updated Salaried Support Staff – Name; assignment; building; FTE; salary.
- Contracts.
- Monthly updated Administrative Staff – Name; assignment; building; FTE; salary.

3) General Information
- Warren County School District policy manual updated as changes are approved.
- Board of School Directors' meeting agendas.
- Board of School Directors' meeting minutes as approved.
- Summary of long-term debt updated annually.
- Summary of insurance policies updated annually.
- Enrollments by grade and by building updated annually.
- Monthly construction project updates.
- All reports of any nature.

4) Professional Services
- All reports obtained by professionally contracted services. (Ex. Master Facilities Plan, Educational Specifications, Engineering Studies, etc.)

Adoption Date	-	December 5, 2002
Revised	-	October 10, 2005
Revised	-	April 10, 2006
Revised	-	March 12, 2007
Practice	-	
Legal Reference	-	

JHG/rh
JHD/rjf
AJS/kk