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7 **2300 BOARD OF SCHOOL DIRECTORS - MEETINGS**
89
10 2347 Electronic Information Dissemination Policy
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13 The Board of School Directors shall be provided on BoardDocs
14 information in an electronic format, including but not limited to, the list
15 below.

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17 All public materials provided to the Board for use in a meeting shall
18 be posted on BoardDocs at the same time materials are provided to the
19 Board.

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

25
26 1) Finance Related

- 27 • Monthly updated budget (general fund) - budget
28 account; administrator in charge; beginning
29 budget; transfers; adjusted budget; YTD
30 expenditures; outstanding encumbrances;
31 unencumbered balance.
- 32 • Monthly updated budget (athletic fund) - budget
33 account; administrator in charge; beginning
34 budget; transfers; adjusted budget; YTD
35 expenditures; outstanding encumbrances;
36 unencumbered balance.
- 37 • Monthly updated budget (capital fund) - budget
38 account; project ID; beginning budget; YTD
39 expenditures; outstanding encumbrances;
40 unencumbered balance.
- 41 • Monthly updated payment of bills database -
42 budget account; check number; vendor;
43 description; amount.
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3 1) Personnel Related

- 4 • Monthly updated Certificated Staff – Name; assignment; building; FTE; salary.
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- 6 • Monthly updated Hourly Support Staff – Name; assignment; building; hours; hourly pay rate; benefits flag.
- 7
- 8 • Monthly updated Salaried Support Staff – Name; assignment; building; FTE; salary.
- 9
- 10 • Contracts.
- 11
- 12 • Monthly updated Administrative Staff – Name; assignment; building; FTE; salary.
- 13

14 1) General Information

- 15 • Warren County School District policy manual updated as changes are approved.
- 16
- 17 • Board of School Directors’ meeting agendas.
- 18
- 19 • Board of School Directors’ meeting minutes as approved.
- 20
- 21 • Summary of long-term debt updated annually.
- 22
- 23 • Summary of insurance policies updated annually.
- 24
- 25 • Enrollments by grade and by building updated annually.
- 26
- 27 • Monthly construction project updates.
- 28
- 29 • All reports of any nature.

30 1) Professional Services

- 31 • All reports obtained by professionally contracted services. (Ex. Master Facilities Plan, Educational Specifications, Engineering Studies, etc.)
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36 Adoption Date - December 5, 2002
 37 Revised - October 10, 2005
 38 Practice -
 39 Legal Reference -