Policy Committee Meeting
Lionheart Classical Academy
February 15, 2024 @ 5:30 pm

MINUTES

In attendance: Kim Lavallee, Kerry Bedard, Lori Finn
Zoom: Melissa Franchi

Call to Order: 5:30 p.m.
Public Comments: none

Discussion:
The following policies were discussed:

- Admissions Policy
- Allowable Cost Determination (DAF-1)
- Cash Management and Fund Control (DAF-2)
- Procurement (DAF-3)
- Conflict of Interest (DAF-5)
- Inventory Management (DAF-6)
- Travel Reimbursement (DAF-7)
- Accountability and Certifications (DAF-8)
- Time and Effort (DAF-8)
- Grant Budget and Reconciliation (DAF-9)
- Record Retention (EHB)
- Drug-Free Workplace (ABD/BGEC)
- Dissolution Plan

Action Plan
1. Kerry will purchase and post drug-free zone signs outside the facility
2. Kerry will organize the information she has and meet with Lori to review
3. Lori will create a policy index and type up all required policies for Board review by May meeting.

Meeting adjourned: 7:35 pm