

**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS
POLICY COMMITTEE MINUTES**

The Board of Education Policy Committee met at 6:15 p.m. on Monday, September 28, 2015, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:16 p.m. by Committee Chair Juby.

Committee members present: Leslie Juby, Mike McCormick, Mary Stith.

District staff present: Donna Oberg, Assistant Superintendent Business Services; Dr. Andy Barrett, Assistant Superintendent Learning & Teaching; Dr. Adam Law, Assistant Superintendent of Personnel; Dr. Kent Mutchler, Superintendent.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 June 22, 2015

Motion by Stith, second by McCormick, and with unanimous consent, the minutes were approved as presented.

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 Policy 1411, Whistleblower Protection, **New**

4.2 Policy 3211, Whistleblower Protection, **New**

4.3 Policy 4211, Whistleblower Protection, **New**

Dr. Law cited that while these are three new policies that are recommended by NEOLA, all of them are very much the same in dealing with Whistleblower laws corresponding to these proposed Board policies. While these are not required by the law, it is recommended that we have these in place.

Questions, comments, concerns: On "Superintendent or designee", while we typically want this in all of our policies how do we know in this instance who the designee would be? (Suggestion is to make the designee the Assistant Superintendent for Human Resources. The group discussed and agreed on that notation.) Should the case of the Board member actually be reported to the Superintendent or is it better being reported to the Board President, or to the Vice President of the Board should the complaint be against the Board President? (This was discussed and it was agreed that it should be the Board President and the Vice President if it were the Board President being reported.) Shouldn't complaints against the Superintendent be brought to the Board President? (This was discussed and agreed that should be the case. It was also discussed and noted that any complaint of this magnitude must be in writing. There will be language reflective in these policies that indicate all of these changes and that the complaint should be a formal complaint put into writing.)

Motion by Stith, second by McCormick, and with unanimous consent, these policies will be moved forward to the Board with the changes discussed.

4.4 Policy 3111, Creating a Position, **Revised**

This is a revision that Dr. Law explained as recommended to the Board. Description of the revision recommended by Dr. Law also explained that changing the language "Board acting unilaterally" to the recommended language would fit better with the collaborative expectation that we have in this district and the teamwork of the Board with administration, and actually reflects what goes on. While the Board always has the ability to act unilaterally, the language emphasizing collaboration and teamwork seemed much more appropriate in our school district.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will be moved forward to the Board.

4.5 Policy 6108, Authorization to Make Electronic Fund Transfers, **New**

This is a new policy that is recommended by school auditors. Donna Oberg explained that we follow this policy anyway, so this puts what we actually do into policy.

Questions, comments, concerns: Under "B" we need to see if that item should be checked and included in the policy or not. (Oberg explained she would check on that.)

Motion by McCormick, second by Stith, and with unanimous consent, this policy will be moved forward to the Board.

4.6 Policy 6111, Administration of Grant Programs, **New**

Donna Oberg explained that this too is a policy that is recommended by school auditors. It's also putting into policy what we are already doing. It was noted that it should be examined regarding the designee by Superintendent appointment so that it is more clear. An edit was suggested to change "insure" to "ensure" and also change "time" to "item" where it is misspelled.

Questions, comments, concerns: There was a question about records disposal. (We follow the State law on this. It is cited in the last portion of this policy.)

Motion by McCormick, second by Stith, and with unanimous consent, this policy will be moved forward to the Board.

4.7 Policy 6146, Post Issuance Tax Exempt Bond Compliance, **New**

Donna Oberg explained that this was also recommended by school auditors in case we didn't have Bond Counsel. We do work with Bond Counsel on these issuances, but should have this policy in place.

Motion by McCormick, second by Stith, and with unanimous consent, this policy will be moved forward to the Board.

4.8 Policy 6423, Use of Purchasing Cards, **Revised**

Donna Oberg explained that we are simply changing the word "credit" to "purchasing" which would be a meaningful change. We don't use these cards as credit but instead as purchasing cards through the p-card process. A suggestion was to also make this change on the bills payable to the Board after this policy is possibly approved. There was discussion over defining time more precisely in the case of fraud or the loss of a card. It was agreed upon that it seemed the wording was okay.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will be moved forward to the Board.

4.9 Policy 7230, Gifts, Grants, Bequests, **Revised**

Donna Oberg explained that the policy we have could use some additions and changes as recommended. There was discussion over putting back the notation that the Board thanks people for gifts, grants, etc. All agreed that needed to be placed back into the policy.

Motion by McCormick, second by Stith, and with unanimous consent, these policies will be moved forward to the Board with changes as discussed.

4.10 Policy 9190, Charges for Career and Technical Education Projects, **New**

Dr. Barrett explained this policy and the importance of changing the wording to CTEI and including the Fox Valley Career Center (FVCC) along with striking the optional language.

5. INFORMATION

- 5.1 Policies 1611, 3211, 4211 Ethical, Political, Solicitation, and Acceptance of Gifts have been renumbered to 1633, 3233, 4233 Ethical, Political, Solicitation, and Acceptance of Gifts

6. OUTSTANDING POLICY CLEANUP & REVIEW

6.1 Series 3000 Professional Staff

<http://www.neola.com/genevacusd-il/search/policies/po3000.htm>

Policy 3220, Staff Evaluation – It is spoken to in policies but do we need to do any sort of cross reference with the contract with GEA? (Dr. Law will check on this.) It was noted that the second sentence from the last is a fragment, and it was requested that it be corrected.

Policy 3362.01, Threatening Behavior Toward Staff - It was suggested that we include electronic communication in this policy to bring it up-to-date with the modern world. All agreed to add that and move that policy to the full Board with that noted change.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will be moved forward to the Board.

Policy 3419, Group Health Plans - Do we need this on health plans? (Yes, we do need this legally even though it is very short and succinct.)

7. ADJOURNMENT

At 6:48 p.m., on a motion by McCormick, a second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED October 26, 2015
(Date)

(Leslie Juby) CHAIRPERSON

RECORDING
SECRETARY _____
(Dr. Kent Mutchler)