



## 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, April 25, 2016, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

### 1. CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Committee Chair Juby.

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

District staff present: Anne Giarrante, Director of Student Services; Mike Wilkes, Director of Technology; Dr. Adam Long, Assistant Superintendent Personnel; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

### 2. PUBLIC COMMENT

None.

### 3. APPROVAL OF MINUTES

3.1 February 22, 2016

Motion by McCormick, second by Stith, the minutes were approved as presented.

### 4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 Policy 1524.01, Twelve (12) – Month Administrative Personnel Vacations, **Revised**

Dr. Law presented revisions that reflect practice and highlighted in yellow are the suggested changes.

Questions, comments, concerns: Are these changes compliant with TRS? (Yes, they are fine with TRS rules.) Will this policy work okay with record keeping? (Yes.) Would it work to have a little more specific language? (We will check into that.)

Motion by Stith, second by McCormick, and with unanimous consent, Policy 1524.01 with recommended changes, will be moved to the full Board for consideration.

4.2 Policy 1719.01, Privacy Protections of Self-Funded Group Health Plans, **Revised**

4.3 Policy 3419.01, Privacy Protections of Self-Funded Group Health Plans, **Revised**

4.4 Policy 4419.01, Privacy Protections of Self-Funded Group Health Plans, **Revised**

These policies were combined because they are similar but deal with different groups. The changes that Dr. Law explained are highlighted and some language is stricken as shown. Dr. Law explained that these are updates for the employee assistance plan that will be enacted for next year and also for compliance with HIPAA to keep things secure in terms of information and data.

Motion by McCormick, second by Stith, and with unanimous consent, Policies 1719.01, 3419.01 and 4419.01 with recommended changes, will be moved to the full Board for consideration.

4.5 Policy 2460, Education of Children with Disabilities, **Revised**

This policy is showing as revised on a memo from Anne Giarrante.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 8540 will be

moved to the full Board for consideration.

4.6 Policy 5540.02, Social Networking Website Access, **Revised**

This policy was presented by Mike Wilkes. There was a suggestion to add the word “however” after the word “advised” which is after the first section that’s highlighted in this policy and to take a look any other possible wording adjustments that make this policy a little clearer. It was suggested that we leave “2013” there and put a comma between that and 2015 so that people know these policies are updated on a regular basis.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 5540.02 will be moved to the full Board for consideration.

4.7 Policy 8450, Control of Communicable Diseases, **Revised**

This policy was presented by Anne Giarrante with possible updates highlighted explaining that it brings it in line with the law to help at-risk students be protected.

Questions, comments, concerns: Was this only at the principal level? (Principal’s know the students’ medical condition, and these are protected so that only those that need to know know.) Who chooses to exclude the student, as this is not clear in the policy? (We can add words to tell who, and we would follow protocols from the Health Department.) So we need to do something to truly protect confidentiality so that it is more tight? (We can look into that for sure.) The committee chose to return this for further clarifications to be brought back to the Policy Committee at a future date.

4.8 Policy 9700.01, Advertising and Commercial Activities, **Revised**

This policy was presented by Donna Oberg. This is a policy that we wanted to have in place and that reflects our practice.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 9700.01 will be moved to the full Board for consideration.

**5. INFORMATION**

**6. OUTSTANDING POLICY CLEANUP & REVIEW**

6.1 Series 4000 Support Staff – Policies 4111 through 4430.07

<http://www.neola.com/genevacusd-il/search/policies/po4000.htm>

Policy 4111, should include financial resources, so please add that in. Policy 4112, Board/Staff Communications, the wording would be enhanced by replacing the word “problems” with “concerns” and then if a staff member has a concern, to bring that to the Superintendent or the Assistant Superintendent for Human Resources. This gives an option on who to take this to. Policy 4120, was discussed but no changes. Policy 4120.08, no changes. Policy 4120.10, see if NEOLA has a policy on this. If not, then we can use this policy. Policy 4121, Criminal Background Checks, add “bus drivers” in the language. Policies 4122, 4122.01, 4122, 02, 4123, no suggested changes. Policy 4130, add in the wording that any assignment or transfer will follow precedence of any working agreements. Policies 4132, 4139, 4160, 4162, and 4211, no suggested changes. Please note the date at the bottom of each of these policies for the public to know when they were reviewed or changed. The remainder of the 4000 Series should be reviewed at the next meeting.

**7. ADJOURNMENT**

At 6:50 p.m., on a motion by McCormick, a second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED June 27, 2016  
(Date)

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(Leslie Juby) CHAIRPERSON

RECORDING  
SECRETARY \_\_\_\_\_  
(Dr. Kent Mutchler)

