



**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, August 26, 2019, 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, Alicia Saxton, Larry Cabeen.

District staff present: Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Dean Romano, Assistant Superintendent for Business Services; Dr. Dr. Kent Mutchler, Superintendent.

**2. PUBLIC COMMENT (Policy 2:230)**

None.

**3. APPROVAL OF MINUTES (Policy 2:220)**

3.1 July 22, 2019

Motion by Cabeen, second by Saxton, the minutes were approved as presented.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy 4:80, Accounting and Audits

Dr. Romano shared that “or designee” has been added in four places. When we last discussed this policy, we were trying to determine how best to honor it with our internal procedures and protocols. Adding “or designee” will meet all the requirements under the statute, as well as, being able to manage it internally. Under “Controls for Revolving Funds and Petty Cash”, we wanted to see how we were adhering to the policy and what we found is that there is an opportunity for us to be more descript in determining who is actually the custodian of these revolving accounts and petty cash. As the policy is structured, we can designate an individual. We are reaching out to see what the cost would be to add a bonding component to each of the individuals who oversee those accounts.

Questions, comments, concerns: When you get your answer from the bonding company, if it affects us will you let us know so that we can come back and address it? (Yes.) When will you have a response from the bonding company? (Next week.)

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

4.2 Policy 4:100, Insurance Management

Dr. Romano shared that he has updated this policy by adding in language that is more clearly defined. If we have a student injured while at school or a school activity, we have additional coverage that supplements a family’s coverage. We also offer additional coverage as well.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

4.3 Policy 7:60, Residence

Dr. Romano shared that he has added language from the NEOLA policy that more clearly defines tuition benefits for employees.

Questions, comments, concerns: Is this something that most districts do? (No, this is not common practice in other districts.)

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

**4.4 Section 4 Review – Policies 4:110-4:190**

Policy 4:110, is okay as is. Policy 4:120, this policy was flagged for discussion next year regarding the vending and the National Lunch Program. It was not determined when next year to review. Is okay as is. Policy 4:130, we need to add “or designee” under “Notification” and “Appeal”. Policy 4:140, can be reviewed at a later date. This policy will go to the Finance Committee before coming back to the Policy Committee. Policy 4:150, is okay as is. Policy 4:160, under “Pesticides” in the second sentence, “it” should be capitalized. Policy 4:170, under “Facility Security”, in the first paragraph, last sentence, “carryout” should be “carrying out”. Under “Public Access”, in the last paragraph, 4<sup>th</sup> line, “administrative” should be “administrator” and under “A”, “arrangement” should be plural. How do handle parents that show up for an event that is in a park without permission to be there? (It is left up to the individual principals.) Policy 4:175, is okay as is. Policy 4:180, in the first paragraph, third line, add “or other” after “influenza”. Policy 4:190, just adopted a newer version on June 10<sup>th</sup>. Okay as is.

Motion by Saxton, second by Cabeen, to move all policies forward to the full board for a first reading.

**5. INFORMATION**

**6. OUTSTANDING POLICY CLEANUP & REVIEW \***

At the next committee meeting we will cover section 5, Personnel. There are several laws that have been adopted that will be coming forward from PRESS as well.

**7. ADJOURNMENT**

At 6:40 p.m., on a motion by Saxton, a second by Cabeen, and with unanimous consent, the meeting was adjourned.

APPROVED September 23, 2019  
Date

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Leslie Juby CHAIRPERSON

SECRETARY Dr. Kent Mutchler

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Bonnie J. Johnson RECORDING SECRETARY