



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 6:00 p.m. on Monday, June 27, 2016, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Committee Chair Juby.

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

District staff present: Anne Giarrante, Director of Student Services; Dr. Andy Barrett, Assistant Superintendent Teaching & Learning; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 April 25, 2016

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

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 Policy Committee Meeting Calendar 2016-17

Motion by Stith, second by McCormick, with notation that we should not cancel any committee meetings in the future, the Policy Committee Meeting Calendar was approved as presented and will be brought to the full Board for approval at their next meeting.

4.2 Bylaw 0144.3, Conflict of Interest, **Revised**

There was discussion about the use of "recuse" rather than or in addition to "abstained", however it was agreed that "abstained" is fine with the way it is being used in this policy.

Motion by McCormick, second by Stith, and with unanimous consent, Bylaw 0144.3 with recommended changes, will be moved to the full Board for consideration.

4.3 Policy 1130, Conflict of Interest, **Revised**

The first paragraph where it says "unusually high standards" should be changed to "highest standards" and strike "unusually". This should also be done in policies 1131.13 and 1141.13. It was also requested that oxford commas be added whenever there was an opportunity for the words "and" or "or" when being used.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 1130 with recommended changes, will be moved to the full Board for consideration.

4.4 Policy 3113, Conflict of Interest, **New**

Noting changes to be made as in Policy 1130.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 3113 with recommended changes, will be moved to the full Board for consideration.

4.5 Policy 4113, Conflict of Interest, **New**

Noting changes to be made as in Policy 1130.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 4113 with

recommended changes, will be moved to the full Board for consideration.

4.6 Policy 2370, Education Options, **Revised**

It was discussed that “blended” needs to be added to this policy and that “blended” has a variety of meanings that would perhaps be specified in the guidelines. Ms. Giarrante noted that “designee” needs to be added where appropriate.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 2370 with recommended changes, will be moved to the full Board for consideration.

4.7 Policy 5200, Attendance, **Revised**

There were many questions regarding this policy focused particularly on how it might be impacted by Senate Bill 100. Dr. Barrett noted that policy recommendations for changes were to make it more adaptable to “blended learning.” It was noted that “learning environment” is the best term. There was a discussion over the issue of dropping students from a class due to truancy, particularly in light of Senate Bill 100 and how that may not be appropriate. Dr. Barrett said that we would look through this and make sure it was consistent with Senate Bill 100 and as practices regarding attendance. This policy has been tabled and will be brought back to the committee in the near future.

4.8 Policy 6110, Grant Funds (Uniform Grant Guidance), **Revised**

Ms. Oberg explained that this and the following policies are being put into place under the recommendation of the Federal government to bring a little specificity to expectations connected with grant funds. It was noted in paragraph one that there should be a backslash with the word “or” added after “and” in the last sentence, it was noted that there was a typographical error under item D where it should read “in” rather than “is” and it was noted that there was a typographical error under item F where there should be a comma after the word “local”.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 6110 with recommended changes, will be moved to the full Board for consideration.

4.9 Policy 6111, Administration of Grant Programs, **Revised**

Motion by Stith, second by McCormick, and with unanimous consent, Policy 6111, will be moved to the full Board for consideration.

4.10 Policy 6112, Cash Management of Grants, **New**

Ms. Oberg noted that the procedure in working with grant funds is to pay bills up front and then file for reimbursement.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 6112, will be moved to the full Board for consideration.

4.11 Policy 6113, Internal Controls, **New**

Ms. Oberg noted that we do these things anyway, and this formalizes in writing the expected internal controls. Again, these are linked to legality and practice.

Motion by McCormick, second by Stith, and with unanimous consent, Policy 6113, will be moved to the full Board for consideration.

4.12 Policy 6114, Cost Principles – Spending Federal Funds, **New**

Ms. Oberg noted that these are our regular procedures anyway. Questions were asked about item 5 on page two linking grant funding to necessary expenses. Item B on page three, wanted to know what part 200 is? (The 200 is part of the EDGAR requirements), and on page 8 a request to spell out GAN so that this is more friendly to the reader rather than simply using an acronym.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 6114 with recommended changes, will be moved to the full Board for consideration.

4.13 Policy 6116, Time and Effort Reporting, **New**

Motion by McCormick, second by Stith, and with unanimous consent, Policy 6116, will be moved to the full Board for consideration.

4.14 Policy 6325, Procurement – Federal Grants/Funds, **New**

There was a question on page 4, regarding the sealed bid. (These are Illinois limits.) A question on page 7 about the same thing. (Yes.)

Motion by Stith, second by McCormick, and with unanimous consent, Policy 6325 with

recommended changes, will be moved to the full Board for consideration.

4.15 Policy 6550, Travel Payment and Reimbursement, **Revised**

Ms. Oberg explained again that these are procedures already followed. A comment was made that it's good to have these in writing.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 6550, will be moved to the full Board for consideration.

4.16 Policy 7300, Disposition of Real Property, **New**

Ms. Oberg noted that this is the specific procedure for disposition of real property that was purchased through Federal funds.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 7300, will be moved to the full Board for consideration.

4.17 Policy 7310, Disposition of Surplus Property, **Revised**

This deals with Federal grant funds for property.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 7310, will be moved to the full Board for consideration.

4.18 Policy 7450, Property Inventory, **New**

Ms. Oberg noted again that this relates to Federal funds but we do this anyway for all of our equipment.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 7450, will be moved to the full Board for consideration.

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

Ms. Giarrante explained that some of the clarifications suggested by the Committee the last time this came to them were made and the issue of access is that it does include the principals.

Motion by Stith, second by McCormick, and with unanimous consent, Policy 8450 with recommended changes, will be moved to the full Board for consideration.

5. INFORMATION

6. OUTSTANDING POLICY CLEANUP & REVIEW

6.1 Series 4000 Support Staff – Policies 4213 through 4430.07

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

Ms. Juby asked that policies 4213 through 4430.07 be carried forward to the next Policy meeting as the full agenda for this meeting did not allow for enough time to discuss this part of the 4000 series.

7. ADJOURNMENT

At 5:42 p.m., on a motion by McCormick, a second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED August 22, 2016
(Date)

(Leslie Juby) CHAIRPERSON

RECORDING
SECRETARY _____
(Dr. Kent Mutchler)