



**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 5:30 p.m. on Tuesday, May 28, 2019, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Committee Chair Juby.

Committee members present: Leslie Juby, Alicia Saxton. Absent: Larry Cabeen.

District staff present: Shonette Sims, Director of Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Andy Barrett, Assistant Superintendent of Learning & Teaching; Dr. Dean Romano, Assistant Superintendent of Business Services; Dr. Kent Mutchler, Superintendent.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 March 20, 2019

Minutes will be approved at a future meeting.

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 2019-2020 Policy Committee Calendar

The calendar for 2019-2020 has some changes from last year. There are four months in which there will only be one Board meeting, and so the Policy Committee will meet tentatively at 5 p.m. prior to the Finance Committee on those months.

Motion by Saxton, second by Juby, the calendar was approved as presented.

4.2 Policy 2:20, Powers and Duties of the Board of Education; Indemnification-UPDATED

This policy is okay with PRESS updates.

Motion by Saxton, second by Juby, policy 2:20 was approved as presented.

4.3 Policy 4:15, Identity Protection

This policy is okay with PRESS updates.

Motion by Saxton, second by Juby, policy 4:15 was approved as presented.

4.4 Policy 4:30, Revenue and Investments-UPDATED

This policy is okay with PRESS updates, but we should consult with the attorney on whether selection of depositories, investment managers, dealers and brokers should be reviewed and approved annually.

Motion by Saxton, second by Juby, policy 4:30 was approved as presented.

4.5 Policy 4:45, Insufficient Fund Checks and Debt Recovery

Should we add this policy as something that might happen? (This policy is okay as is. If something does happen, we want to be able to access it.)

Motion by Saxton, second by Juby, policy 4:45 was approved as presented.

4.6 Policy 4:50, Payment Procedures

We consider invoices that come in during the month of June as urgent. Do we need to spell this out in the policy? (No.)

Motion by Saxton, second by Juby, policy 4:50 was approved as presented.

4.7 Policy 4:100, Insurance Management-UPDATED

In the first paragraph, it talks about offering up coverage, and that is not something that CLIC currently has available to us. Dr. Romano will investigate this. What do other districts do? (We have additional coverage, so that if a student is injured during an event, we would act as a secondary insurer. They would initially go through their own insurance.) Is this what we would continue to do? (Yes.) No changes at this time.

Motion by Saxton, second by Juby, policy 4:100 was approved as presented.

4.8 Policy 4:110, Transportation-UPDATED

Is this policy required? (Yes.) In the second paragraph, we need to add "or leased" after "purchased". This policy can go forward with this change.

Motion by Saxton, second by Juby, policy 4:110 was approved with noted changes.

4.9 Policy 4:120, Food Services

We need to be sensitive to the food service and cannot be selling additional food during the lunch hours. How does that work if they are selling freeze pops for outdoor education? (They are selling them at the end of each lunch period after students have already purchased a lunch.) Does this violate our policy? (No.) This policy can go forward as is.

Motion by Saxton, second by Juby, policy 4:120 was approved as presented.

4.10 Policy 4:130, Free and Reduced-Price Food Services

In the title, and throughout the policy, can we remove "reduced-price food" since we do not offer a reduced priced lunch? (I think we should leave this as is.) Under "Notification" it talks about informing parents and students. How is the initial information distributed? (It's in the registration materials.) Do we ever have someone say they did not receive the application? (Yes.) We will continue to monitor this policy. This policy can go forward as is.

Motion by Saxton, second by Juby, policy 4:130 was approved as presented.

4.11 Policy 4:140, Waiver of Student Fees

Under Eligibility Criteria, there needs to be a space between waive and when.

Motion by Saxton, second by Juby, policy 4:140 was approved with noted changes.

4.12 Policy 4:150, Facility Management and Building Programs-UPDATED

This policy is okay with PRESS updates.

Motion by Saxton, second by Juby, policy 4:150 was approved as presented.

4.13 Policy 4:160, Environmental Quality of Buildings and Grounds-UPDATED

Under Lawn Care Products, we added "email" as another way to send written notification. In the second paragraph, who would this be? (Anyone that encountered blood borne pathogens.)

Motion by Saxton, second by Juby, policy 4:160 was approved with noted changes.

4.14 Policy 4:170, Safety

Under "Safety and Security", in the last paragraph, we added "communication" and struck "cellular telephones". Under "Public Access to School Facilities", third paragraph, we struck "the school resource officer if applicable or".

Motion by Saxton, second by Juby, policy 4:170 was approved with noted changes.

4.15 Policy 4:190, Targeted School Violence Prevention Program-NEW

This is a new policy based on State law. Is this different than what we do under our safety grant? (No, it falls in line with it.) So, we were already doing this? (Yes.) Who would our team members be? (That would be the District Safety Committee. We also have threat assessment teams that vary by building.)

Motion by Saxton, second by Juby, policy 4:190 was approved as presented.
4.16 Policy 5:50, Drug- and Alcohol-Free Workplace: Tobacco Prohibition
All employees must acknowledge receipt of this policy. This policy can go forward as is.

Motion by Saxton, second by Juby, policy 5:50 was approved as presented.
4.17 Policy 5:170, Copyright
Laura has been working to get our logo trademarked, as well as our color blue. This policy can go forward as is.

Motion by Saxton, second by Juby, policy 5:170 was approved as presented.
4.18 Policy 5:330, Sick Days, Vacation, Holiday and Leaves-UPDATED
This policy talks about collective bargaining agreements but does not reference 'working agreements'. We need to add this throughout the policy.

Motion by Saxton, second by Juby, policy 5:330 was approved with noted changes.
4.19 Policy 6:15, School Accountability-UPDATED
What do we currently do? (The 5 Essentials.) This policy is okay with PRESS updates.

Motion by Saxton, second by Juby, policy 6:15 was approved as presented.
4.20 Policy 6:120, Education of Children with Disabilities
This policy can go forward as is.

Motion by Saxton, second by Juby, policy 6:120 was approved as presented.
4.21 Policy 6:185, Remote Educational Program-UPDATED
This policy is okay with PRESS updates.

Motion by Saxton, second by Juby, policy 6:185 was approved as presented.
4.22 Policy 6:210, Instructional Materials
We need to emphasize to staff that no R-rated movies should be shown to students. This policy is okay as is.

Motion by Saxton, second by Juby, policy 6:210 was approved as presented.
4.23 Policy 6:235, Access to Electronic Networks
We can approve this policy as is, until the Technology Task Force has a chance to review it.

Motion by Saxton, second by Juby, policy 6:235 was approved as presented.
4.24 Policy 6:270, School and Counseling Program
How do we measure success and employment of our graduated students? (There have been many attempts at this, however it is not an easy task.) We could take this back to the group for discussion. This policy tells us what to do, but it does not tell us how to monitor success. This policy can go forward as is.

Motion by Saxton, second by Juby, policy 6:270 was approved as presented.
4.25 Policy 7:220, Bus Conduct
Do we need to add our story in the beginning? (No, let's leave it as is.) Dr. Romano talked about adding additional language "the safety of all students" and "is only visible by the district employees", regarding electronic recording. Did that language make it into the policy? (No.) We had legal review, and there is some legal conflict. This policy can go forward as is.

Motion by Saxton, second by Juby, policy 7:220 was approved as presented.
4.26 Policy 7:325, Student Fundraising Activities
This policy is okay as is, but we should come back to this one at a future date.

Motion by Saxton, second by Juby, policy 7:325 was approved as presented.
4.27 Policy 7:340, Student Records
We can pass as it, but we do have some interesting things going on with biometric data. We can come back to this at a future date. Do we get student approval when they turn 18 for thumb scanning? (Yes.)

Motion by Saxton, second by Juby, policy 7:340 was approved as presented.
4.28 Policy 8:25, Advertising and Distributing Materials in Schools Provided by Non-School
Related Entities
This policy can go forward as is.

Motion by Saxton, second by Juby, policy 8:25 was approved as presented.
4.29 Policy 8:110, Public Suggestions and Concerns
This policy can go forward as is, however, we will need to look at this again.

Motion by Saxton, second by Juby, policy 8:110 was approved as presented.

5. INFORMATION

6. OUTSTANDING POLICY CLEANUP & REVIEW

All policies will be moved forward to the full Board for approval.

7. ADJOURNMENT

At 6:23 p.m., on a motion by Saxton, a second by Juby, and with unanimous consent, the meeting was adjourned.

APPROVED June 10, 2019 _____ CHAIRPERSON
Date Leslie Juby

SECRETARY Dr. Kent Mutchler _____ RECORDING
SECRETARY Bonnie J. Johnson