



**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, September 23, 2019, 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, Alicia Saxton, Larry Cabeen.

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

2. PUBLIC COMMENT (Policy 2:230)

None.

3. APPROVAL OF MINUTES (Policy 2:220)

3.1 August 26, 2019

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

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 Exhibit 2:140-E, Guidance for Board Member Communications, Including Email Use Exhibits are not approved by the Board, so this needs to be tabled.

Motion by Saxton, second by Cabeen, to table Exhibit 2:140-E as presented.

4.2 Policy 4:30, Revenue and Investments

Dr. Dean Romano shared that this policy was brought to the Finance Committee for review regarding the language set forth for our investments. This would push more toward being in compliance with statute, so that if statute changes in the future, we would not have to bring the policy forward again. The current language is very descriptive and was pulled from the current statute.

Motion by Cabeen, second by Saxton, to move item 4.2 forward to the full Board for a first reading as presented.

4.3 Policy 5:200, Terms and Conditions of Employment and Dismissal

Motion by Saxton, second by Cabeen, to move item 4.3 forward to the full Board for a first reading as presented.

4.4 Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools

Does it have to state, "Superintendent's designee" or could it just say "designee"? (It could just say "designee".) It can stay in there.

Motion by Cabeen, second by Saxton, to move item 4.4 forward to the full Board for a first reading as presented.

4.5 Policy 8:30, Visitors to and Conduct on School Property

Motion by Saxton, second by Cabeen, to move item 4.5 forward to the full Board for a first

reading as presented.

4.6 Section 5 Review – Personnel

Policies 5:10-5:185

The following policies have been reviewed with no changes and can go forward to the full Board for a first reading: 5:35, 5:50, 5:120, 5:130, 5:140, 5:170, 5:172, 5:180, 5:210, 5:280 and 5:285.

Policy 5:10, add “or designee” in the first paragraph after “Superintendent”. Policy 5:20, under “Sexual Harassment Prohibited”, there is a spacing correction in the first paragraph, first line. Under “General Policy Statement”, second paragraph, first line, “it” should be plural/ possessive. We need to confirm with PRESS if there should be a heading on page four, first paragraph. Under “Whom to Contact with a Report or Complaint”, second paragraph and “Recourse to State and Federal Fair Employment Practice Agencies”, second paragraph, add “or designee” after “Superintendent”. Policy 5:30, the second paragraph, after letter “D”, add “or designee” after “Superintendent” in lines 3, 4 and 5. Policy 5:40, the first paragraph, under number “10” add “or designee” after “Superintendent” in lines 2 and 8. Policy 5:60, under “Advancements”, first paragraph, first line, and in the second paragraph, fourth line, add “or designee” after “Superintendent”. Policy 5:70, add “or designee” after “Superintendent” in first paragraph, first line. Policy 5:80, in the first two lines, add “or working agreement(s)” after “collective bargaining agreement(s)”. Policy 5:90, in the first paragraph, under number “2”, in the first line, add “or designee” after “Superintendent” and on page two, in the first two paragraphs, add “or designee” after “Superintendent”. Also, on page two, the first heading, “Special Superintendent Responsibilities”, swap the first two words to read “Superintendent Special Responsibilities”. Policy 5:100, In the first paragraph under number “13”, first line, add “or designee” after “Superintendent”. Policy 5:110, in the fourth paragraph, second line, “believe” should be plural. Policy 5:125, on page two, after number “8”, add “or designee” after “Superintendent”. Policy 5:150, in the first paragraph, second line add “or designee” after “Superintendent”. In the third paragraph, sixth line, add “or designee” after “Superintendent”. In number “1”, add “or designee” after “Superintendent”. After the second paragraph, add “or working agreement(s)” after “collective bargaining agreement(s)”. Policy 5:185, after the heading “Family and Medical Leave”, add “or working agreement(s)” after “collective bargaining agreements”. Policy 5:190, in letter “d”, add “or designee” after “Superintendent”. Policy 5:200, under “Terms and Conditions of Employment and Dismissal”, in the last paragraph, first, second and fourth lines, add “or designee” after “Superintendent”. Right above “Duty Free Lunch”, add “or working agreement(s)” after “collective bargaining agreement(s)”. Policy 5:220, under “Substitute Teachers”, first paragraph, first line, add “or designee” after “Superintendent”. Under “Emergency Situations”, first paragraph, fourth line, add “or designee” after “Superintendent”. Policy 5:230, add “or working agreement(s)” after “collective bargaining agreement(s)”. Policy 5:240, add “or working agreement(s)” after “collective bargaining agreement(s)” and under “Repayment of Compensation and Benefits”, fourth line, add “or designee” after “Superintendent”. Policy 5:250, under “Leaves of Absence”, in the second line, add “or working agreement(s)” after “collective bargaining agreement” and in the fourth line, add “or working agreement,” after “bargaining agreement”. Just above “Child Bereavement Leave”, add “or working agreement(s)”. Policy 5:260, under “Student Teachers”, first line, add “or designee” after “Superintendent” and in number “3”, second line, put a parenthesis after “Law” and change the parenthesis around the law to brackets. Policy 5:270, under “Employment At-Will”, second paragraph, third line, add “or designee” after “Superintendent”. Under “Assignment”, the first two lines, add “or working agreement(s)” after “collective bargaining agreement(s)” and in the third line add “or designee” after “Superintendent”. Policy 5:290, in all highlighted sentences, add “or working agreement(s)” after “collective bargaining agreement(s)”. Under “Non-RIF Dismissal”, third paragraph, first sentence, add “or designee” after “Superintendent”. Under “Reduction in Force and Recall”, last sentence, add “or working agreement(s)” after “collective bargaining agreement(s)”. Under “Suspension”, first paragraph, first line, add “or designee” after “Superintendent” and in the third line, add “or designee’s” after “Superintendent’s”. In the last paragraph, third line, add “or designee” after “Superintendent”. Policy 5:300, under “Schedules and Employment

Year”, add “or designee” after “Superintendent” and in the last paragraph, first line, add “or designee’s” after “Superintendent’s”. Under “Breaks”, first two sentences, add “or working agreement(s)” after “collective bargaining agreement(s)”. Policy 5:320, under “Evaluation”, first line, add “or designee” after “Superintendent” and in the last line, add “or working agreement(s)” after “collective bargaining agreement(s)”. In the highlighted sentences, add “or working agreement(s)” after “collective bargaining agreement(s)” and in number “5”, add “or working agreement” after “collective bargaining agreement”. Policy 5:330, in the first paragraph add “,working agreement,” after “bargaining agreement”.

The committee was able to get through all of section 5 policies and are ready to move them forward to the full Board.

Motion by Cabeen, second by Saxton, to move item 4.6, all section 5 policies, forward to the full Board for a first reading with discussed changes.

5. INFORMATION

6. OUTSTANDING POLICY CLEANUP & REVIEW *

At the next committee meeting we will cover section 6, Instruction.

7. ADJOURNMENT

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

APPROVED October 28, 2019
Date

Leslie Juby

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

Bonnie J. Johnson

RECORDING
SECRETARY

