



**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 Tuesday, May 26, 2020, via remote video stream.

**1. CALL TO ORDER**

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

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

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

Others: Mike McCormick, Dave Lamb, Taylor Egan.

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

(PRESS Policy 2:230) Public comments may be submitted to the Board of Education by completing the online form at this link between 5:30 and 6:00 p.m. Tuesday, May 26: <https://bit.ly/3dXYn0j>. All comments submitted during this time will be read aloud at the meeting, holding to the District's five-minutes-per-comment policy.

None.

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

3.1 February 24, 2020

Motion by Saxton, second by Juby, the minutes were approved as presented. Abstained: Larry Cabeen.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy 2:125, Board Member Compensation; Expenses – Updated

Should we add language regarding Board members getting prior approval for training? (It might be helpful if it was added.) Where would we add it? (In the very first paragraph.) The language to be added should be, "Whenever possible, Board members should seek approval from the Board prior to registration, professional development activities or travel."

4.2 Policy 2:160, Board Attorney – Updated

We use different legal services, and we have up front what their fees are going to be. There is nothing inconsistent with what we do.

4.3 Policy 4:50, Payment Procedures – 5-Year Review

We do need to look at this, because we added custom language for advance pay procedures and will need to pull that over from our existing policy to this newer version. What we will need to do then is table this policy until the next meeting.

Motion by Saxton, second by Cabeen, to table this policy and bring it back at the next meeting.

4.4 Policy 5:60, Reimbursement Expenses – Updated

This brings into play reasonable practices and updates it with things like ride sharing and shopping around for the best possible airline prices. There is a required question that needs to be answered on the Board being reimbursed for baggage fees. (We can check "yes" to

keep this language in the policy.)

4.5 Policy 5:150, Personnel Records – Updated

4.6 Policy 5:280, Duties and Qualifications – Updated

4.7 Policy 6:135, Accelerated Placement Program – Updated

This is aligned with our current policy.

4.8 Policy 7:70, Attendance and Truancy – Updated

They did change the language slightly in the third paragraph. The legislature talked about providing a stipulation for voting that would allow students to go and vote during the day. Are we changing this to address remote learning? (This would require more conversation.) Do we anticipate that we will probably let ISBE ride with this? (Yes.)

4.9 Policy 7:90, Release During School Hours – Updated

Is this the voting policy? (Yes, it corresponds with Policy 7:70.) There is a question that needs to be answered regarding adopting the “Voting” subhead, which would be a yes. This is going to be a mute policy for this year, because there is a billing sitting on the governor’s desk to make election day a state holiday which would mean students would not be in school.

4.10 Policy 7:130, Student Rights and Responsibilities – 5-Year Review

4.11 Policy 7:325, Student Fundraising Activities – 5-Year Review

We had this policy marked for review of the fees with a discussion about mandatory activity fees at the high school supporting athletic events. Dean, did you review this, and does it correspond with the work we have been doing on this? (Yes, we wanted to make sure that if we had anything which was a booster/athletic component, it wasn’t a mandatory participation, but instead as voluntary. When we wanted to look at fees, it was more a local perspective.) Number 6 was flagged, so is that what you were referring to? (Yes, because when we look at the funds that exist, we wanted to make sure they were being used appropriately.)

4.12 Policy 8:10, Connection with the Community – Updated

There is new inclusion of addressing sharing information on social media, which Laura Sprague monitors.

4.13 Policy 8:30, Visitors to and Conduct on School Property – Updated

4.14 Policy 8:80, Gifts, Grants, and Bequests – 5-Year Review

This policy was tagged from the January meeting for future discussion that Dean would continue to monitor, specifically, the last paragraph. (We did look at the new practice where we have been signing off on sending out that letter. We are now in compliance with the way this is written.)

4.15 Policy 8:110, Public Suggestions and Concerns – Updated

Motion by Cabeen, second by Saxton, to move items 4.1, 4.2, 4.4-4.15 forward to the full Board as presented.

**5. INFORMATION**

5.1 Updated Exhibits

5.1.1 2:125-E1, Board Member Expense Reimbursement Form

5.1.2 2:125-E2, Board Member Estimated Expense Approval Form

5.1.3 2:160-E, Checklist for Selecting a Board Attorney

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

**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 July 20, 2020  
Date

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Leslie Juby

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

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Bonnie J. Johnson

RECORDING  
SECRETARY