



**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, November 13, 2023, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:18 p.m. by Committee Chair Bellino.

Committee members present: Stephanie Bellino, Willard C. Hooks Jr. Absent: Molly Ansari.

District staff present: Dr. Andy Barrett, Superintendent; Todd Latham, Assistant Superintendent for Business Services; Shonette Sims, Assistant Superintendent Learning & Teaching.

Others present: Jackie Forbes, Larry Cabeen.

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

None.

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

1. September 25, 2023

Motion by Hooks, second by Bellino, to approve the minutes as presented. Ayes, two (2), Bellino, Hooks. Nays, none (0). Absent, one (1), Ansari. Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

1. Policy 2:20, Powers and Duties of the Board of Education; Indemnification – **Updated**  
This policy had language and legal updates.

2. Policy 2:120, Board Member Development – **Updated**  
This policy had language and legal updates.

3. Policy 2:150, Standing Board Committees – **Updated**  
These updates were brought forward by the administration regarding the structure of our committees. First, there is some language cleanup. It says in this policy that the Behavioral Interventions Committee would be coordinated by the Executive Director of Special Education Cooperative. This individual has never chaired this committee and has never been part of this committee. We would like to strike this language. The other change is that there are two committees and historically the district had a committee called the Discipline Committee and over time this committee got more into the Parent Advisory Committee and the Behavioral Education Committee. What we would like to do is change the language to say "...at the Board's discretion, the Parent Advisory Committee can perform the duties assigned to the Behavioral Interventions Committee." Are we currently running both those committees separately? (No.) So, we would adjust the language and start the Parent Advisory Committee? (Yes.) If there was a need to have a separate Behavioral Interventions Committee, then we would do that? (Correct.)

4. Policy 2:200, Types of Board of Education Meetings – **Updated**  
This policy had language and cross reference updates. It has added an additional reason why board members can go into closed session.

5. Policy 2:220, Board of Education Meeting Procedure – **Updated**

This policy had language updates related to an additional reason that board members can attend a meeting virtually or by phone. This reason is in case of an unexpected childcare obligation.

6. Policy 2:220-E2 Exhibit, Motion to Adjourn to Closed Meeting – **Updated**

The updates to this exhibit are related to the changes made to policy 2:200.

7. Policy 2:220-E6 Exhibit, Log of Closed Meeting Minutes – **Updated**

The updates to this exhibit are related to the changes made to policy 2:200.

8. Policy 4:10, Fiscal and Business Management – **Updated**

This policy had an item added that must be completed before the final adoption of the budget procedures and will start next year.

9. Policy 4:30, Revenue and Investments – **Updated**

This policy had language updates around when the treasurer may invest district funds, how those funds can be invested, and the amount that can be invested. Most of these changes address corporate obligations.

10. Policy 4:60, Purchases and Contracts – **Updated**

This policy had language and legal updates to comply with a new law regarding contractors we use for designing construction. The part that we are excited about is the increased bid amount that considers the inflation of wages, goods, and services.

11. Policy 4:130, Free and Reduced-Priced Food Services – **Updated**

This policy has language and legal updates regarding availability of Illinois state funding for the Healthy School Meals for all programs, and that the board will annually determine if we participate in that program. We talked about reviewing this annually with our fees to determine where we are and what that might mean for the district. There is no update to our school lunch program at this time. We do not currently participate in the Federal Lunch Program, but we do follow and establish the free lunch program using the federal threshold. We have one for free lunch and one for fees.

12. Policy 4:130-E Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications – **Updated**

This exhibit had language updates that states when someone new moves into the district that we will notify them about our lunch program.

13. Policy 4:160, Environmental Quality of Buildings and Grounds – **Updated**

This policy had language and legal reference updates related to pesticides and when they cannot be applied.

14. Policy 5:30, Hiring Process and Criteria – **Updated**

This policy had legal updates because of the Equal Pay Act of 2003.

15. Policy 5:190, Teacher Qualifications – **Updated**

This policy had legal reference updates in response to the repeal of part of the school code.

16. Policy 5:200, Terms and Conditions of Employment and Dismissal – **Updated**

This policy had legal reference updates.

17. Policy 5:210, Resignations – **Updated**

This policy had language updates based around what would happen if a teacher resigned before July 1<sup>st</sup>. A teacher can resign at any time, but the intent of this update was to bump it out to thirty days before the start of the school year or during the school year.

18. Policy 5:220, Substitute Teachers – **Updated**

This policy had language updates around the teacher shortage.

19. Policy 5:250, Leaves of Absence – **Updated**

This policy added the extended child bereavement leave and updated the COVID-19 paid administrative leave. This policy has a question that we need to answer. The question is, how many full-time employees does the district employ? We would use the default response of more than 250 employees.

20. Policy 5:330, Sick Days, Vacation, Holidays, and Leaves – **Updated**

This policy had language and legal reference updates due to the extended child bereavement leave.

21. Policy 6:15, School Accountability – **Updated**

This policy had legal updates due to the school code being updated.

22. Policy 6:30, Organization of Instruction – **Updated**

This policy had legal updates due to the school code being updated because of establishing full-day kindergarten, which we already have in place.

23. Policy 6:50, School Wellness – **Updated**

This policy was updated around our physical education curriculum, specifically around nutrition and health and wellness.

24. Policy 6:60, Curriculum Content – **Updated**

This policy had language updates and date parameter changes. We added some topics around native American history that needed to be included going forward. This is something we could share more information on in the future. We also need to include fentanyl curriculum in high school health classes.

25. Policy 6:230, Library Media Program – **Updated**

This policy had language, legal references, and cross reference updates. We have already updated this policy, but we need to answer a question. The question is, which policy language has the board adopted? We will use the default answer that says the program adheres to the principles of the American Library Association's Bill of Rights.

26. Policy 7:60, Residence – **Updated**

This policy had language updates around students with disabilities. The reason for this is because a student's residence could be determined by a variety of factors. How do you distinguish the residency from the LEA? (They are one in the same. Most of the time, where the parents live is where the student lives, but there are unique circumstances.) There is a question that needs to be answered and it is, does the board wish to accept requests from district employees for their nonresident children to attend school in the district on a tuition-free basis? We think the intent of the question is to retain teachers, so we will go with the default of no.

27. Policy 7:70, Attendance and Truancy – **Updated**

This policy had legal reference updates.

28. Policy 7:160, Student Appearance – **Updated**

This policy had language updates related to hair choice styles.

29. Policy 7:190, Student Behavior – **Updated**

This policy had language and legal reference updates around student discipline related to drug-related incidents and battery of a staff member. There is a question to be answered and it is, would the board like to expand the notification duty, or align it with 105 ILCS 5/27.1A(b)? We will say to have it align to the school code. This will give us an opportunity to fully investigate a situation.

30. Policy 7:270, Administering Medicines to Students – **Updated**

This policy had language updates around keeping an oxygen tank on school property and keeping designated and undesignated medications on school property. There is a question, and it is, does the district maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01? We will answer with no.

31. Policy 7:285, Anaphylaxis Prevention, Response, and Management Program – **Updated**

This policy had legal reference updates due to school code changes around training requirements.

32. Policy 7:290, Suicide and Depression Awareness and Prevention – **Updated**

This policy was updated in response to school code related to training requirements for teachers who work with students. The language is changing from "all staff" to "all district staff."

33. Policy 8:30, Visitors to and Conduct on School Property – **Updated**

This policy had language and legal reference updates related to curricular and extra-curricular activities.

Motion by Hooks, second by Bellino, to approve moving items 4.1-4.33 forward to the full Board as presented. Ayes, two (2), Bellino, Hooks. Nays, none (0). Absent, one (1), Ansari. Abstained, none (0). Motion carried unanimously.

5. **INFORMATION**

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

7. **ADJOURNMENT**

At 6:56 p.m., on a motion by Hooks, a second by Bellino, and with unanimous consent, the meeting was adjourned.

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|-----------|-------------------------|--------------------------|------------------------|
| APPROVED  | <u>January 22, 2024</u> | <u></u>                  | CHAIRPERSON            |
|           | Date                    | Stephanie Bellino        |                        |
| SECRETARY | <u>Dr. Andy Barrett</u> | <u>Bonnie J. Johnson</u> | RECORDING<br>SECRETARY |