

**MINUTES OF
POLICY COMMITTEE MEETING
of
April 22, 2013**

The meeting was called to order at 6:00 p.m. by George Russell in the absence of Heather Kelley.
Roll call: Julie Morris, Abigail Edwards, Dani Hopkins, Leah Krippner, Cathy Martin, Margo Sickele, Chad Dougherty, Michelle Erb, Josh Aurand, George Russell, Kris Arduino (Quorum)

Motion to approve Agenda with no changes
1st Dougherty 2nd Erb
All voted, aye, motion carried

Comments: None

Approval Of February 19, 2013 minutes
1st Russell 2nd Erb
All voted aye, motion carried

Next meeting: May 20, 2013 at 6:00 p.m.

Motion to adjourn at 7:00
1st Erb 2nd Morris
All aye, motion carried.

The meeting is adjourned at 7:00 p.m.

Number	Title	Detail	Assignee
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NOTE: If the District does not have a current policy there will be an * after the number

DISTRICT INITIATED POLICES FOR REVIEW

6:310	Credit for Alternative Courses and Programs, and Course Substitutions	Initiated by Curriculum Director to align with 6:310-E; <i>At the last policy meeting we also looked at the exhibit in Harlem a student who takes a vocational art tech class can satisfy a physical education course but not any other class. It is within our right to keep it to physical education,</i>	Mickie Erb Current policy with noted change for First Reading

		<i>Would a student in grades 9-12 may satisfy one or more physical education classes (strike out the suggested PRESS language)</i>	
6:310-E	Exhibit – Class Substitution Request	Review IASB Exhibit to place in Harlem manual; <i>Revised exhibit – students in grades 9-12 may satisfy one or more physical education courses and strike out high school and graduation requirements to support the policy</i>	Mickie Erb Current policy with noted change for First Reading.
4:170	Safety	Initiated by Josh Aurand to review the provisions regarding student’s carrying private insurance when involved in athletics. This is obsolete as the District covers all student athletes.; <i>Note that we strike the last sentence in paragraph student participating in athletics must have school accident insurance unless...as we cover through our coop.</i>	Josh Aurand Current policy with stricken language for First Reading
6:160	Limited English Proficient Students	Curriculum Director initiated review to update <i>Noted that our current policy is good as status quo (no changes just note the new review date for first reading)</i>	Mickie Erb Current for First Reading
6:160-E-3	Parent Approval Beyond Three Years	Curriculum Director initiated review to update <i>Noted that PRESS does not have this or 4 exhibit and that we delete both</i>	Mickie Erb Delete current for First Reading
6:160-E-4	Transitional Program of Instruction	Curriculum Director initiated review to update <i>Noted that PRESS does not have this or 3 exhibit and that we delete both</i>	Mickie Erb Delete current for First Reading
7:30	Student Assignment and Intra-District Transfer	Review <i>We no longer have a modified calendar so we need to revise this policy by striking (2) in current policy</i>	Mickie Erb Current policy with stricken language for First Reading
7:30-E	In-District Transfer Enrollment Information	Review <i>Noted that we need to change the exhibit by striking the second sentence under transfer only be approved if (cross out number 2 with child attendance area – but keep all of the following are met. Under requirements – the student is expected to complete THEIR elementary school years in the receiving..... Page 2 – actual form parents fill out – we can remove reasons for request and put the name of sibling attending receiving school, under conditions of transfer, cross out same things ..has a sibling attending receiving school and all other bullets</i>	Mickie Erb Current policy with sticken language for First Reading

JANUARY 2012 PRESS UPDATES

5:90	Abused and Neglected Child Reporting	<p>Referred to attorneys for clear definition of child pornography as to being found on a cell phone. Recommended to HOLD OVER to the March Policy.</p> <p><i>Noted that the District attorney reviewed the policy as to child pornography and he added a statement into the proposed which is our current policy with the added statement in the second paragraph</i></p>	Julie Morris – Current policy with added language for First Reading
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MARCH 2013 PRESS UPDATES

2:250-AP-2	Administrative Procedure – Protocols for Record Preservation and Development of Retention Schedules	<p>Procedure updated to add a requirement</p> <p><i>Recommended Press for First Reading</i></p>	Josh Aurand Press for First Reading
4:15	Identify Protection	<p>Policy and footnotes updated to add requirements, disclaimer is also added</p> <p><i>Recommended Press for First Reading</i></p>	Dani Hopkins Press for First Reading
4:110-AP-2	Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspections; Bus Driving Comments	<p>Procedure updated to add a reference</p> <p><i>Press added a paragraph which we must follow for pre-trip, noting that we should adopt Press for First reading</i></p>	Josh Aurand Press for First Reading
4:140	Waiver of Student Fees	<p>Policy unchanged, footnotes, legal references and cross references are updated</p> <p><i>We currently charge \$255 based upon a waiver so we would recommend</i></p> <p><i>BYOT is not adopted so we need to strike as a cross reference strike 6:220</i></p>	Josh Aurand Press for First Reading with stricken 6:220 cross reference
4:170-AP-2	Administrative Procedure – Criminal Offender Notification Laws	<p>Procedure updated in response to ISBE’s non-regulatory guidance document</p> <p><i>Dr. Morris noted that we can take information from other districts but is involves a lot of cross referencing which would be cumbersome. We will check to see if we need to do this with District attorneys – we are placing on the next Policy Agenda. Additionally we are concerned with which contractors need background</i></p>	Julie Morris Pulled for May Policy Agenda

		<i>checks.</i>	
5:30-AP-2	Administrative Procedure – Investigations	Procedure updated in response to ISBE’s non-regulatory guidance document <i>Check with District attorneys pulled from agenda</i>	Julie Morris Pulled for May Policy Agenda
5:50	Drug and Alcohol-Free Workplace; Tobacco Prohibition	Policy title unchanged. The policy, legal references and cross references are updated. <i>Press has a few wording changes for clarification; however we need the last section of the current policy which is called Drug & Alcohol Testing of Employees as a section added to the PRESS policy for First Reading.</i>	Dani Hopkins Press for First Reading with current language in the last section added for First Reading
5:260	Student Teachers	Policy text, footnotes, and legal references updated in response to ISBE’s non-regulatory guidance document <i>Recommended Press for First reading as it clarifies criminal background checks for student teachers. cost and providing student teachers with a copy of the background check</i>	Dani Hopkins Press for First Reading
5:330	Sick Days, Vacations, Holidays, and Leaves	Policy and footnotes are updated <i>This is an amended process for applying for a waiver on these days and recommending Current wording which includes other categories and are district-specific, but that we insert the WAIVER language in the current policy only for the HOLIDAY section.</i>	Dani Hopkins Current policy with added Press Holiday language for First Reading
6:190	Extracurricular and Co-Curricular Activities	Policy is unchanged; a footnote and the cross references are updated in response to a publication from the U.S. Dept. of Education <i>Need to change under academic criteria for participation to – a student must pass five courses in the previous semester and/or week. Any student failing to meet these criteria shall be suspended from the activity the following week. Three accumulated weeks of ineligibility will remove the student from (current Target policy language)</i>	Mickie Erb Press policy with changes from Target Policy for First Reading
6:235-E-5*	Exhibit – Children’s Online Privacy Protection Act	NEW <i>Dr. Morris noted that this is good for the parents to give information about this Act</i>	Julie Morris Recommended Press for First Reading
6:250-E	Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability	Exhibit updated in response to ISBE’s non-regulatory guidance document <i>Mrs. Martin reviewed the policy and there was inconsistencies and is recommending PRESS for First Reading, by adding the different</i>	Julie Morris Recommended Press for First Reading

		<i>databases when we check our volunteers</i>	
7:190	Student Discipline	Policy updated and a provision clarified <i>As to electronic cigarettes this should be included as cited in the alternative statement in footnote of Press to include using electronic cigarettes under items 1 and Item Number 12 student subject to suspension in excess of 20 days (would be considered an expulsion) so they have changed the language to clean it up by including it in policy.</i>	Julie Morris Recommended Press Policy with addition of the alternative footnote that to include electronic cigarettes And include the clean up of suspension language.
7:190-AP-5	Administrative Procedure – Student Handbook – Electronic Devices	Procedure updated throughout to align with the BYOT materials. <i>Pulled until BYOT is discussed further in the fall to discuss along with social media discussion in the technology planning piece and Margo Sickele’s committee.</i>	Julie Morris Place on Fall Agenda Current Policy recommended for First Reading
7:305	Student Athlete Concussions and Head Injuries	The policy is unchanged. The legal references and footnotes are updated. <i>The PRESS policy is slightly different than the District policy which was put together by the committee. We would like to reference see the Illinois Elementary School Association’s protocol as Number 5.</i>	Julie Morris Current Policy with added reference to Illinois Elementary School Association’s protocol as number 5 for First Reading
8:20	Community Use of School Facilities	Policy and footnotes updated <i>The Press policy conflicts with our AP which defines groups. Proposed that the first sentence to be struck – and shall state that fees and costs shall apply to organizations granted pursuant to District 8:20-AP; political organizations statement is correct. A fee schedule and other terms of use shall be subject to approval by the School Board striking the word annual.</i>	Josh Aurand Current and Press will be combined for First Reading
8:25	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	Policy, legal references and footnotes are updated <i>Noted that the Press policy calls for Board approval and our current policy does not and the process seems to work Press second page should state prior approval from the Superintendent or designee (not board) change and recommend Press with the change</i>	Julie Morris Press for First reading with language change
8:95-AP	Administrative Procedure – Parental	Materials in the procedure are significantly reorganized <i>Noted that the only changes is reformatting.</i>	Cathy Martin Press for First Reading

	Involvement	<i>Parent notices added the District or school provides on the following topics; the first five topics are new and added topics</i>	
MARCH 2013 PRESS – FIVE YEAR REVIEW			
4:50-E*	Exhibit – School District Payment Order	Nonsubstantive information added, based upon subscribed feedback that a bundle of bills may be attached to the form. The form is statutory <i>Recommending not adopting as District procedure. If attorney advises we need to adopt we will bring forward in the future</i>	Josh Aurand Recommendation Not to Adopt
4:60-AP-2	Administrative Procedure – Third Party Non-Instructional Contracts	Procedure is edited to make a minor clarification. <i>Recommendation not to adopt as the party does not follow this and we will wait for attorney opinion. All of these things are addressed through the current policy on Ethics and Gift Ban</i>	Josh Aurand Recommendation Not to Adopt
4:170-E-6 – *AP-2, - E- 1	Administrative Procedure Exhibit – Informing Parents About Offender Community Notification Laws	Exhibit is renumbered and edited to make minor clarifications; new web links are added <i>We have information during registration that we already provide. This information will be incorporated in registration materials.</i>	Julie Morris Recommendation Not to Adopt
6:40-AP	Administrative Procedure – Curriculum Development	No changes are made <i>Press wording is very minor and current status quo is recommended</i>	Mickie Erb Current for first reading
6:170	Title I Programs	Policy is unchanged. Code numbers for material incorporated by reference are updated. Footnotes now include a discussion of NCLB flexibility. <i>US Dept of Education now allows for each state to apply for a waive the footnotes and Press recommended</i>	Mickie Erb Press for First Reading
6:170-AP-1	Administrative Procedure – Checklist for Development, Implementation, and Maintenance of Parental Involvement Compacts for Title I Programs	No changes made. <i>Checklist is exactly the same, recommending Press</i>	Mickie Erb Press for First Reading
6:170-AP-1-E-1	Exhibit – District-Level Parental Involvement	This exhibit is renumbered; no other substantive changes are made.	Cathy Martin Press for First

	Compact	<i>No changes recommending Press</i>	Reading
6:170-AP-1-E-2	Exhibit – School-Level Parental Involvement Compact	This exhibit is renumbered; no other substantive changes are made. <i>Reformatted and recommending Press</i>	Cathy Martin Press for First Reading