

Date: February 2014
To: Dr. Sophia Jones and Policy Committee
From: Gloria Johnson
Re: Policy Review—Questions/Concerns

2:125 Board Member Expense: The superintendent shall review the submitted vouchers etc. The superintendent shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection. Are there further expectations from the Board member when the voucher is questionable? The policy does not address when no voucher or receipts are submitted by a Board member.

From IASB: Best left to the discretion of the Superintendent, but we can develop detailed procedures if that would be helpful.

From Policy Committee: Request that Dr. Nohelty provide the Board with updates of Board Member expenditures and that the policy be enforced

2:220 Verbatim Record of closed meeting: Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities etc... .the recording of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections. Why not use the recordings for recollections?

From IASB: The statement about not reviewing recordings is optional but is meant to avoid the use of the tapes as a means of disputing what was said, when the minutes should have recorded any substantive or procedural board action.

2:240-EI Full Board: Conducts a first reading of the policies that are recommended to be updated etc. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, state law does not require two readings. Why have this in the policy if we are not going to implement it?

From IASB: Policy should reflect your practice. Two reading are often preferred by districts in order to give community members an opportunity to speak to proposed policy and affect change.

2:250 Do we have reference for non-exempt FOIA material?

From the policy Committee: Definition in the policy explains

4:55 Use of Credit and procurement Cards: #3 Each card holder, other than the superintendent and assistant superintendent, may charge no more than \$500 in a single purchase and no more

than \$1000 within a given month without prior authorization from the superintendent. Who are the cardholders in District 152?

From the Policy Committee: Superintendent and her designees

4:55 #7 The superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision. Is this implemented?

From the Policy Committee: Yes, Cassandra Watkins

4:60 Purchases and Contracts: #5, Is this implemented?

From the Policy Committee: No, requires enforcement

4:110 Pre-Trip and Post-Trip Vehicle Inspection: Is the Bus Company considered a designee?

From the Policy Committee: Yes

4:152 should this numerical label follow the same format as the other policies? 5:10 Use of lawful products etc.???

From the Policy Committee: Yes

5:30 When is a credit history an established bona fide occupational requirement?

From IASB: As determined by the Employee Credit Privacy Act.

From the Policy Committee: Stated in Investigation Section of the Policy under #1

5:30 Page 2, Do we provide an orientation program for new employees?

From the Policy Committee: Yes

5:50 Page 1 of 2, Is this drug policy made available to employees?

From the Policy Committee: Yes

Do we have a policy that deals with drug charges outside the workplace?

From the Policy Committee: No, but the State of Illinois requires notification to school districts if an employee has been convicted of a felony which includes drug charges.

5:80 Page 1, Do we have employees endorse fee checks to the District for court duty or do we provide options?

From the Policy Committee: No committee recommends removal of the language pertaining to this question

5:90 Do we expect the employee to contact the child abuse agency or the superintendent first? Do we expect the employee to notify the agency or Supt. first for pornography?

From the Policy Committee: No employees are expected to report directly to DCFS. Committee recommends removal of “or cause a report to be made”.

5:100 Is this staff development provided?

From the Policy Committee: Yes, during the month of August and new employees are orientated upon hiring.

5:125 Do we have a written system in place to verify staff is aware of technology, media policy?

From the Policy Committee: Yes, Acceptable Use Policy, employees sign annually.

5:152 numerical numbers to follow format.

From the Policy Committee: Policies ending in with the number 2 are used to identify that the policy was developed by the district. Committee recommends keeping the numbering system

5:30 Sick Days, Vacation, Holidays, and leaves: For employees not covered by these

agreements: As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or superintendent deem necessary in other cases, the Board or superintendent may require that the staff member provide a certificate from etc...

Should the statement be will require instead of may require?

From the Policy Committee: Actually Policy number is 5:330, Committee recommends using the language “will require” instead of “may require”.