

**POLICY MINUTES  
SEPTEMBER 17, 2012  
POLICY COMMITTEE**

Heather Kelley called the meeting to order at 6:00 p.m.

Roll call: Heather Kelley, Julie Morris, Caroline Pate-Hefty, Kris Arduino, Barb Browning, Mickie Erb, Margo Sickele, Dani Hopkins, Chad Dougherty, Josh Aurand, Shane Caiola, George Russell, Dusti Adrian, Leah Krippner

Absent: Cathy Martin, Evelyn Meeks

**Motion to approve Agenda**

**1<sup>st</sup> Dougherty 2<sup>nd</sup> Adrian**

**All voted aye, Motion carried**

**Motion to approve August 20, 2012 Minutes**

**1<sup>st</sup> Browning 2<sup>nd</sup> Russell**

**All voted aye, Motion carried**

The committee reviewed the policies listed below and reached consensus to recommend for First Reading or Not to Adopt.

**Motion to adjourn**

**1<sup>st</sup> Browning 2<sup>nd</sup> Russell**

**All voted aye, Motion carried**

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

*Kris Arduino*

Kris Arduino, Recording Secretary

<b>Number</b>	<b>Title</b>	<b>Details</b>	<b>Assignee</b>
7:150	Agency and Police Interviews	District initiated review – <i>no changes noted</i>	Julie Morris Recommended current for <b>First Reading</b>
7:150-AP	Administrative Procedure - Agency and Police Interviews	District initiated review – <i>no changes noted</i>	Julie Morris Recommended current for <b>First Reading</b>
5:90	Abused and Neglected Child Reporting	<b>January Press</b> update – <i>Refer to attorneys for clear definition of child pornography as to being found on a cell phone in a locker room, or if a cell phone is found with pictures on it that would be pornographic – clarify the</i>	Julie Morris Recommended To Hold Over to October meeting

		<i>protocol for reporting as a Mandated Reporter. Dr. Morris will obtain legal advice on this Policy.</i>	
5:125	Personal Technology and Social Media: Usage and Conduct	<p><b>NEW</b> – Discussion and suggestions by Policy Committee are as follows:</p> <ol style="list-style-type: none"> <li>1. Include direct references to copyright (particularly with the logo part, #3), but also regarding “copyrightable art” that might be included in any posted images</li> <li>2. Caroline has language from the attorney regarding images that “make a student identifiable in any way”. She will be sharing that information with us for review and inclusion in #4.</li> <li>3. They felt that #8 was not clear enough that we <b>DO</b> allow employees to use personal technology within the district for school-related purposes.</li> <li>4. Under “Enforcement”, Leah said that simply changing the word “shall” to the word “may” was all the HFT suggested for recommendations in that section</li> </ol> <p>An Exhibit will continue to be drafted at subcommittee level.</p>	Julie Morris/Margo Sickele Recommended Subcommittee draft with revisions made by District attorneys For <b>First Reading</b>
<b>MAY PRESS</b>			
2:250-AP-2	Administrative Procedure – Protocols for Record Preservation and Development of Retention Schedule	Updated in May Press to be more comprehensive.	Barb Browning Recommended Press for <b>First Reading</b>
3:40	Superintendent	Updated to refer to the “Educator Preparation and Licensure Board, legal references and footnotes updated.	Julie Morris Recommended Press for <b>First Reading</b>
7:50	School Admissions and Student Transfers To and From Non-District Schools	Policy and footnotes updated in response to legislation. Barb to review with District attorneys. Attorneys drafted a proposed policy by using Press, the current Policy and new language to clarify birth certificate	Barb Browning Recommended Attorney proposed draft for <b>First Reading</b>
7:220	Bus Conduct	Policy Updated in response to amended ISBE rules.	Julie Morris Recommended Press for <b>First Reading</b>

8:20-E	Exhibit – Application and Procedures for Use of School Facilities	Exhibit and legal citations are updated. Josh to review to possibly merge with other policies ( <i>District 8:20-E-1</i> ). <i>New language is proposed to the Exhibit item 6 and the top of certification lines should be added to the District’s current Exhibit</i>	Josh Aurand Recommended Current Policy with added language for <b>First Reading</b>
<b>5 YEAR REVIEW (MAY PRESS)</b>			
2:125-E-1	Exhibit – Board Member Travel Expense Voucher	Exhibit unchanged ( <i>District Exhibit was deleted previously</i> )	Julie Morris Recommended <b>Do not Adopt</b>
2:125-E-2	Exhibit – Board Member Travel Expense Purchase Order	Exhibit unchanged ( <i>No current</i> )	Julie Morris Recommended <b>Do not Adopt</b>
3:70	Succession of Authority	Policy unchanged, deleted a sentence in the footnotes that referred to a repealed statute	Julie Morris Recommended Press for <b>First Reading</b>
4:45	Insufficient Fund Checks	Policy unchanged	Josh Aurand Recommended Press for <b>First Reading</b>
4:170-AP-1-E-1	Exhibit – Accident or Injury Form	Updated language ( <i>No current</i> ) <i>Add to the italicized sentence that this form is not for staff or students. Employees injured during the course of work and students injured during the school day or at a school sponsored event shall complete the accident report documentation. At the bottom above signature – Name of Building Administrator or Activity Supervisor.</i>	Josh Aurand Recommended Press for <b>First Reading</b>
4:170-AP-1-E-2	Exhibit – Memo to Staff Members Regarding Contacts by Media about a Crisis	Exhibit unchanged ( <i>No current</i> ) SEND TO BARB	Julie Morris Recommended Press for <b>First Reading</b>
4:170-AP-1-E-3	Exhibit – Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses	Exhibit unchanged ( <i>District 4:170-E-3</i> ) Mr.Sliffe and Mrs. Pate-Hefty note that there is not a locking container to store these forms on a school bus at this time and there has been no training developed for this.	Caroline Pate-Hefty Recommended <b>Do not Adopt</b>
4:170-AP-3	Administrative	Procedure unchanged ( <i>No current</i> )	Barb Browning

	Procedure – School Bus Safety Rules	We currently have rules posted in Transportation but not in Policy. We need to post website transportation policies to be the same with the rules that we have posted. We have comprehensive rules in our student handbooks and any additions of rules could be handled through the Discipline Policy Review Committee	Recommended <b>Do not Adopt</b>
4:180	Pandemic Preparedness	Legal references are updated and several footnotes to clarify new legal references and delete invalid links to websites that were moved or changed over the past 5 years. We do have a plan in place and work closely with the Winnebago County Health Department	Caroline Pate-Hefty Recommended Press For <b>First Reading</b>
4:180-AP-1	Administrative Procedure – School Action Steps for Pandemic Influenza	Procedure updated to delete invalid links to websites that were moved or changed over the past 5 years ( <i>No current</i> )	Caroline Pate-Hefty Recommended Press For <b>First Reading</b>
4:180-AP-2	Administrative Procedure – Pandemic Influenza Surveillance and Reporting	Procedure updated to delete invalid links to website that were moved or changed over the past 5 years ( <i>No current</i> )	Caroline Pate-Hefty Recommended to Hold Over to October Policy
5:60	Expenses	Policy unchanged, footnotes updated, <i>add at the end of the first paragraph, through the Purchase Order Procedure as stated in Board Policy 4:60. 2<sup>nd</sup> paragraph – strike- if possible.</i>	Josh Aurand Recommended Press for <b>First Reading</b> with added language
5:60-AP	Administrative Procedure – Expenses	Procedure unchanged, footnotes updated <i>Under Transportation cost in item 4 – circumstances for such use must be approved by Superintendent or designee and explained on the expense voucher.</i> 5. <i>Airport shuttles</i>	Josh Aurand Recommended Press for <b>First Reading</b> with added language
5:60-E	Exhibit – Employee Travel Expense Voucher	Exhibit unchanged ( <i>No current</i> ) Use current form which is not an exhibit	Josh Aurand Recommended <b>Not to Adopt</b>
5:70	Religious Holidays	Legal references and footnotes are updated	Barb Browning Recommended Press for <b>First Reading</b>
5:80	Court Duty	Policy unchanged, footnotes updated	Julie Morris Recommended Press <b>First Reading</b>

5:110	Recognition for Service	Policy unchanged, footnotes updated with most current information from ISBE ( <i>No current</i> )	Dani Hopkins Recommended Press for <b>First Reading</b>
5:130	Responsibilities Concerning Internal Information	Legal references and footnotes updated	Dani Hopkins Recommended Press for <b>First Reading</b>
5:130-AP	Administrative Procedure – Email Retention	Procedure has one nonsubstantive edit, footnotes updated – Strike 7 from Press policy	Josh Aurand Recommended Press for <b>First Reading</b> With striking (7)
5:140	Solicitations By or From Staff	Policy unchanged, footnotes updated ( <i>No current</i> )	Julie Morris Recommended to Hold Over to October Policy
5:220-E	Exhibit – Unsatisfactory Performance Report for Substitute Teachers	Exhibit unchanged ( <i>District 5:220-E-1</i> ) <i>Option for reported by add administrator</i>	Dani Hopkins Recommended Press for <b>First Reading</b> with added language
5:230	Maintaining Student Discipline	Policy unchanged, footnotes updated, Note: Consider placing in Employee Handbook for 2013-2014	Julie Morris Recommended Press for <b>First Reading</b>
5:250-AP	Administrative Procedure – School Visitation Leave	Procedure is nonsubstantively updated with legal citations. Footnotes deleted that contained legal citations moved into the procedure. Other footnotes updated	Dani Hopkins Recommended Press for <b>First Reading</b>
5:270-E	Exhibit – Notice of Employment	Exhibit unchanged ( <i>No current</i> ) District uses employment letter in lieu of this notice.	Dani Hopkins Recommended <b>Not to Adopt</b>
5:320	Educational Support Personnel – Evaluation	Footnotes updated to clarify that State law does not address evaluation of educational support personnel	Dani Hopkins Recommended Press for <b>First Reading</b>
6:40	Curriculum Development	Policy unchanged, footnotes updated.	Mickie Erb Recommended Press for <b>First Reading</b>
6:60-E	Exhibit – Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	Exhibit unchanged ( <i>District Exhibit deleted previously</i> )	Barb Browning Recommended Press for <b>First Reading</b>
6:70	Teaching About Religions	Policy unchanged, nonsubstantive updates to the Legal References and footnotes	Mickie Erb Recommended Press for <b>First Reading</b>

6:70-AP	Administrative Procedure – Teaching About Religions	Procedure unchanged	Mickie Erb Recommended Press for <b>First Reading</b>
6:80	Teaching About Controversial Issues	Policy unchanged	Mickie Erb Recommended Press for <b>First Reading</b>
6:145	Migrant Students	Policy unchanged, deleted a Legal Reference and made nonsubstantive footnote changes	Caroline Pate-Hefty Recommended Press for <b>First Reading</b>
6:260	Complaints About Curriculum, Instructional Materials, and Programs	Policy unchanged	Mickie Erb Recommended Press for <b>First Reading</b>
<del>6:270-E</del> 6:260-E	Exhibit –Curriculum Objection	Exhibit unchanged (note type in number should be 6:260-E)	Mickie Erb Recommended Press for <b>First Reading</b>
6:310-E	Exhibit – Class Substitution Request	Exhibit nonsubstantively updated ( <i>No current</i> ) Need to refer to District Attorneys	Barb Browning Recommended to Hold Over to October Policy
6:330	Achievement and Awards	Policy Unchanged	Barb Browning Recommended Press for <b>First Reading</b>
7:80	Release Time for Religious Instruction/Observance	Policy Unchanged	Barb Browning Recommended Press for <b>First Reading</b>
7:130	Student Rights and Responsibilities	Policy Unchanged, added an explanatory footnote	Barb Browning Recommended Press for <b>First Reading</b>
7:140	Search and Seizure	Legal References and footnotes updated	Julie Morris Recommended Press for <b>First Reading</b>
7:160	Student Appearance	Policy unchanged, footnotes augmented Review with Assistant Principal Group to review	Julie Morris Recommended Press for <b>First Reading</b>
7:190-AP-1	Student Handbook – Hazing Prohibited	Procedure unchanged ( <i>District 7:190-R-1</i> ) Review with Assistant Principal Group to review	Julie Morris Recommended Press for <b>First Reading</b>
7:190-E-1	Exhibit – Aggressive Behavior Reporting Letter and Form	Exhibit unchanged	Julie Morris Recommended Current for <b>First Reading</b>

7:240-AP-2-E-1	Exhibit – Consent to Participate in Extracurricular Drug and Alcohol Testing Program	Added informational links to IHSA’s website ( <i>No current</i> ) Dr. Morris will research and bring back in October	Julie Morris Recommended to Hold Over to October Policy
7:250	Student Support Services	Legal references and footnotes updated	Caroline Pate-Hefty Recommended Press for <b>First Reading</b>
7:275	Orders to Forgo Life-Sustaining Treatment	Policy nonsubstantively updated to fix a legal reference and updated References and footnotes	Caroline Pate-Hefty Recommended Press for <b>First Reading</b>
7:290-AP	Administrative Procedure – Adolescent Suicide and Crisis Intervention	Procedure is updated with new links to resources ( <i>District 7:290-R</i> ) Add – response: <i>1 B – meet with student and <u>complete a risk assessment, change Adolescent to Student in title</u></i>	Caroline Pate-Hefty Recommended Press for <b>First Reading</b> with added language
7:340-AP-1-E-2	Exhibit – Using a Photograph or Video Recording of a Student	No changes made ( <i>District 7:340-E-2</i> ). This is covered in registration materials.	Julie Morris Recommended Current Policy for <b>First Reading</b>
7:340-AP-1-E-3	Exhibit – Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	No changes made ( <i>District 7:340-E-3</i> )	Barb Browning Recommended to Hold Over to October Policy
7:340-AP-1-E-4	Exhibit – Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	Exhibit edited to make minor clarifications ( <i>7:340-E-4</i> )	Barb Browning Recommended Press for <b>First Reading</b>
7:340-AP-1-E-5	Exhibit – Biometric Information Collection Authorization	Exhibit edited to make minor clarifications ( <i>No current</i> )	Barb Browning Recommended <b>Not to Adopt</b>