



**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 5:30 p.m. on Monday, July 22, 2019, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Committee Chair Juby.

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

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

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

None.

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

3.1 May 28, 2019

Motion by Egan, second by Juby, the minutes were approved as presented.

3.2 June 10, 2019

Motion by Saxton, second by Cabeen, the minutes were approved as presented.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy 2:110, Qualifications, Term, and Duties of Board Officers – **Updated**

This policy can be moved to the full board with the following changes: under “President”, #11, remove the extra period and remove the apostrophe from agendas.

Motion by Saxton, second by Cabeen, to move policy 2:110 forward as presented with changes.

4.2 Policy 2:120, Board Member Development – **Review**

This policy needs to go to the full board for discussion regarding posting Board member non-mandatory training on the district website.

Motion by Cabeen, second by Saxton, to move the policy to the full board for review.

4.3 Policy 2:140, Communications To and From the Board – **Updated**

This policy is okay as is.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

4.4 Policy 2:230, Public Participation at School Board Meetings and Petitions to the Board– **Updated**

This policy needs to go to the full board for discussion regarding the 3-5-minute public comment time.

Motion by Saxton, second by Cabeen, to move the policy to the full board for review.

4.5 Policy 2:240, Board Policy Development – **Review**

This policy is okay as is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4.6 Policy 3:50, Administrative Personnel Other Than the Superintendent – **Updated**

This policy can go forward as presented with one additional change. Under “Qualifications”, in the second paragraph, first word, make relative plural.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading with the presented changes.

- 4.7 Policy 3:60, Administrative Responsibility of the Building Principal – **Review**

This policy can go forward to the full board with the following change to put a space between “teacher” and “or” in the last sentence of the paragraph under “Duties and Authority”.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading with the presented changes.

- 4.8 Policy 4:20, Fund Balances – **Updated**

This policy is okay with the current PRESS updates but needs to go to the Finance Committee for further review.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.9 Policy 4:90, Activity Funds – **Review**

This policy is okay as it is, but we will need to watch it and come back to it when ISBE makes a decision.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.10 Policy 5:35, Compliance with the Fair Labor Standards Act – **Review**

This policy is okay as it is and can go forward to the full Board for a first reading.

Comments, questions, concerns: Can you explain the forty-hour work week? (We use this language so that we can monitor overtime.) What is exempt or non-exempt? (Exempt means that you do not qualify for overtime. Non-exempt means that you are an hourly employee and do qualify for overtime.)

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.11 Policy 5:40, Communicable and Chronic Infectious Disease – **Review**

This policy can go forward to the full Board for a first reading with one change. We need to add “or designee” after Superintendent in the third paragraph, first line.

Comments, questions, concerns: Why is AIDS listed but HIV is not? (These were suggestions by the Health Department. We can add to this list.)

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.12 Policy 5:130, Responsibilities Concerning Internal Information – **Review**

This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4.13 Policy 5:170, Copyright – **Updated**

Dr. Barrett has asked that one sentence be stricken from this policy. It’s under “Copyright Compliance” and is the second to last sentence. This policy can be moved to the full Board for a first reading with the presented change.

Comments, questions, concerns: How do Board members obtain access to use the district logo? (Dr. Mutchler will need to speak with the District Communications Coordinator. The full Board should also weigh in on this.)

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading with the presented change.

- 4.14 Policy 5:180, Temporary Illness or Temporary Incapacity, – **Updated**  
This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.15 Policy 6:40, Curriculum Development – **Updated**  
This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4.16 Policy 6:110, Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program – **Review**  
This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4.17 Policy 6:340, Student Testing and Assessment Program – **Updated**  
This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4:18 Policy 7:170, Vandalism – **Review**  
In the last sentence, it states that the Superintendent or designee “shall” develop administrative guidelines. We don’t have administrative guidelines. (We do have guidelines in different forms such as our handbooks.) Could we change this sentence to include handbooks? (The sentence is okay as it reads.)

Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.

- 4.19 Policy 7:270, Administering Medicines to Students – **Updated**  
This policy is okay as it is and can go forward to the full Board for a first reading.

Motion by Saxton, second by Cabeen, to move the policy to the full board for a first reading.

- 4.20 Section 4 – Operational Services  
Policy 4:10, we need to add “or designee” after superintendent in last sentence under “Budget Planning”.  
Policy 4:15, we need to add “or designee” after superintendent in second paragraph.  
Motion by Cabeen, second by Saxton, to move the policy to the full board for a first reading.  
Policy 4:30, the numbering is off on this policy. We will get clarification from PRESS. Under “Collateral Requirements” the information we have listed used to be the standard, but in talking with PMA, many districts have made the change to read as follows, “All amounts deposited or invested...shall be collateralized in accordance with Public Funds Act 30ILCS235. The Superintendent or designee should keep the Board informed of collateral agreements”. The reason for this change is because the school code may change, and we wouldn’t have to come back to policy regularly to make updates. When you are clarifying the numbering with PRESS could we see if it makes sense to change this paragraph? (Why don’t we run this by the Finance Committee first.) How soon do we want to do this? (Let’s do this one, along with the policy that

talks about reserves, in August.) Under "Controls and Report" should we add "or designee" after Superintendent in the third paragraph? (That one could go either way, so we can add "or designee".)

Policy 4:40, in the second paragraph should we add "or designee"? (Yes.)

Policy 4:45, we talked about this in our last meeting. What did we decide about the wording since we do not offer reduced lunches? (It's law, so it needs to stay.) Should this go to the Finance Committee for review in January? (Yes.)

Policy 4:50, okay as is.

Policy 4:55, there needs to be more discussion on the single purchase limits. This policy needs to go to the Finance Committee in the fall.

Policy 4:60, okay as is.

Policy 4:70, was flagged for follow-up discussion but not sure why. It may have been when we were going through the bidding process for paper this year. (It was.) This policy is okay as is.

Policy 4:80, in the second paragraph, first sentence, we need to add "or designee".

Under "Inventories" in the first sentence should we change "is" to "are"? (We prefer to keep it as is.) Under "Controls for Revolving Funds and Petty Cash" in the first sentence number 1, we do not do this. We use the treasurer. Should we consult with PRESS to see what they are referring to here? (Dr. Romano with consult with PRESS and follow-up with the committee.)

Policy 4:90, needs further discussion. We will come back to this one after ISBE makes their recommendation.

Policy 4:100, we recently discussed parents purchasing additional insurance that goes beyond the districts coverage. Dr. Romano will review this policy and bring it back to the committee at a future date.

The remaining policies in Section 4 will be brought back to the committee in August.

**5. INFORMATION**

**6. OUTSTANDING POLICY CLEANUP & REVIEW**

**7. ADJOURNMENT**

At 6:30 p.m., on a motion by Cabeen, a second by Saxton, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_  
Date

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Leslie Juby CHAIRPERSON

SECRETARY \_\_\_\_\_  
Dr. Kent Mutchler

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Bonnie J. Johnson RECORDING SECRETARY