

Harvey School District 152
Policy Committee Meeting Minutes
Monday, February 6, 2017
Central Office Boardroom

Minutes:

1. **Call to Order** – meetings was called to order at 10:07 am. The agenda was approved with revisions.

Present: Board Member Felicia Johnson (Chairperson); Dr. Sonya Whitaker, Superintendent of Schools; Dr. Quintella Bounds (Facilitator), Theresa Sevier, and Nicole Wright.

2. **Review of PRESS PLUS.** No New PRESS PLUS Release.

3. **Review Policy:**

- **5:330: Sick Days, Vacation, Holidays, and Leaves**

- Proposed changes sick days, vacation, and personal days are to be submitted in writing to the Superintendent one week prior to submitting in AESOP (all request must be approved before submitting in AESOP). In case of an emergency, Superintendent and direct supervisor should be contacted via cellphone, text, or email.

- Change one paid personal leave day per year to two leave days per year.

- **4:60 Operational Services: Purchases & Contracts**

- Proposed change

1. Purchases and Contracts (Paragraph one): The Superintendent shall manage **all** District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

2. **Standards for Purchasing and Contracting (paragraph 4)**

- a. **Section 1: add** consulting (Supplies, materials, consulting, or work involving an expenditure in excess of \$ 25,000...)

- b. **Section 7: omit** "Consulting contracts over **\$500.00** require Board approval on annual basis"

- c. **Add** a section that list disciplinary measures if rules are not followed.

4. Information was shared regarding the upcoming State compliance report.

5. **Call to Order:**

Meeting adjourned at 10:36 am.

Action Item(s):

- Action by the Harvey School District 152 Board of Education to approve updates to policy **5:330: Sick Days, Vacation, Holidays, and Leaves** and **4:60 Operational Services: Purchases & Contracts**