

**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 6:00 p.m. on Monday, June 23, 2014, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:05 p.m. by Committee Chair Stith.

Committee members present: Leslie Juby, Mike McCormick, Mary Stith.

Administrators present: Tom Rogers, Principal, GHS; Craig Collins, Assistant Superintendent Personnel; Patty O'Neil, Assistant Superintendent Learning & Teaching; Dr. Kent Mutchler, Superintendent.

Others present: Kelly Nowak

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

3.1 June 9, 2014

Motion by Juby, second by McCormick, and with unanimous consent, the minutes were approved as presented.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy 0170, Bylaw 0175.1 School Board Conferences, Conventions & Workshops  
Stith asked for comments in this regard. McCormick and Juby indicated that it seemed okay as written. It doesn't specify that each request should be acted upon. Is there anything we should do about that? Stith thinks it needs to be adjusted and that we need to list what types of categories would be approved starting with "Board training is commendable in best serving the community". Also should specify what is able to be supported and what costs are paid for by whom. Are there any ideas for stating these things? Who determines what is germane to our school district? This policy does seem a little broad and there should be a statement regarding the alignment of workshops with our philosophy as a district in who determines if these are approved if there is a question. McCormick asked, do you have a price point for the cost of workshops? Are there things that specifically pertain to our district and not others? Don't want this to be specific as policies go so that it might be too limiting. What about specific costs to be incurred by the District and others by Board members? Suggestion was made that Juby and the Superintendent work together on this for possible wording and bring back to the committee. There was agreement on that and no formal action was taken.

4.2 Policy 1520, Employment of Administrative Staff

There were changes suggested in this as indicated by the Assistant Superintendent of Personnel. Collins explained at the last Board meeting that where this was discussed, it was discussed in terms of administrative staff policy which is what is before the committee this evening. Collins found that no school district in Kane County has limitations of hiring of relatives also; he reminded the group that this policy speaks specifically to the hiring of administrative staff. There are other policies that we have regarding this issue in the hiring of other staff. It was indicated that the highlighted wording seemed good and answers the issues raised by McCormick. Juby said that changing the language doesn't change her previously changed mind. She doesn't think we should employ relatives of the Board or the Superintendent. Stith thinks that Board relatives should not be employed but that relatives of any employed staff should be eligible for employment. Discussion of evaluation by who and how that might be impacted, the setting of the salary, and Board ethics when Board members have an ethical duty to recuse themselves from any vote having to do with their relatives for possible employment. Stith and McCormick are okay with the way this policy is stated currently. Stith suggested sending this to the entire Board. Juby thinks that the Board

members relatives should not work here. All agreed that this would be a good topic for the entire Board to discuss at an upcoming Board retreat rather than at a regular meeting. Collins suggested that he provide the other related policies with this policy regarding administrators so that everyone could cross reference these policies when the Board discusses this at a retreat.

#### 4.3 Policy 1524.01, Twelve Month Administrative Personnel Vacation

The Assistant Superintendent of Personnel explained that there were highlights and strikeouts in this policy for possible changes that reflect current practice. Collins explained that he had brought this policy to the entire Board in May and that Juby had asked if the vacation days could be graduated over time. He did more checking on this and found that two other districts similar to ours do have graduated allocation for vacation over a five year period and he is not recommending any changes to our current policy to move to a graduated vacation. Juby expressed having concerns with full vacation days if an administrator has been here for only one year. McCormick indicated that he didn't care about moving this to graduated vacation days but he likes the changes in wording that are highlighted and struck. The group suggested that they table this for now and asked Collins to do some more checking. This might be another possible policy to discuss at an upcoming Board retreat.

#### 4.4 Policy 5500, Student Conduct

Suggestion was made that this policy be cross referenced with our other related policies. Stith met with the Superintendent in this regard, as instructed there as suggested at the last policy committee meeting. McCormick reported that he and Grosso met with the Superintendent and high school administration regarding high school policies that reflect the administrative guidelines that are connected with this policy and that the meeting was very insightful and productive. The committee members suggested that both policies, 550 and 5600 be dealt with together this evening as they are so closely related and that they be moved together to the entire Board with the recommendation for approval with the updates at the August meeting.

Motion by McCormick, a second by Juby to move the up-to-date policies 5500 and 5600 to the entire Board with recommendation for approval, and with unanimous consent, the motion was approved as presented.

It was also noted that the Geneva High School Handbook would come to the Board as an information item at a meeting in August.

#### 4.5 Policy 5600, Student Discipline

### 5. OUTSTANDING POLICY CLEANUP & REVIEW

#### 5.1 Series 1000 Administration

<http://www.neola.com/genevacusd-il/search/policies/po1000.htm>

It was again noted that policy should list at the bottom the latest date that it was reviewed, so that the public knew that the Board reviewed the policy even if no changes were made. This would impact the 1000 series of policies. The policies specified in the 1000 series included Policies 1430.03 and 1730.01 were noted as exactly the same and the recommendation was to eliminate one of them if they are indeed the same and bring that elimination to the entire Board for action. In Policy 1240 the suggestion was made to put the word "designee" after Board President. In Policy 1210 the recommendation was made to add "designee" in the first sentence after Superintendent. In Policy 1400 it was suggested that in the second line the job descriptions be cross referenced with the Superintendent's duties as specified in other policy. Again, the notation was to work to better cross reference policies when possible and to make these active internet feeds if NEOLA has the capacity to do this and will allow it in an effort to make our policies more user friendly.

### 6. ADJOURNMENT

At 6:44 p.m., on a motion by McCormick, a second by Juby, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_  
(Date)

COMMITTEE  
CHAIRPERSON \_\_\_\_\_  
(Mary Stith)

RECORDING  
SECRETARY \_\_\_\_\_  
(Dr. Kent Mutchler)