

**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 22, 2015, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Committee Chair Juby.

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

District staff present: Patty O'Neil, Assistant Superintendent Learning & Teaching; Craig Collins, Assistant Superintendent of Personnel; Dr. Kent Mutchler, Superintendent.

Others present:

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

3.1 May 26, 2015

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

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy 2111, Parent and Family Involvement, **New**

Ms. O'Neil presented this policy as new, and as something that needs to be brought forward for compliance. Do we have a formal plan? (We have informal plans that we use that will become a more formalized plan.)

Motion by Stith, second by McCormick, and with unanimous consent, this policy will go forward to the full Board.

4.2 Policy 1613, Student Supervision & Welfare, **Revised**

4.3 Policy 3213, Student Supervision & Welfare, **Revised**

4.4 Policy 4213, Student Supervision & Welfare, **Revised**

Mr. Collins presented these policies as revised. There was a question about an administrator having one of their own children as a student, and would that then supersede this policy or should there be some re-writing? There was a new clause inserted in these policies in the revision. It was suggested that this new clause be adjusted and put toward the beginning of these policies. (Craig will study this.) These policies should be brought back to the next policy committee meeting.

4.5 Policy 5111.02, Homeless Students, **Revised**

Ms. O'Neil presented this policy as revised. The change reflects our current practice in working with homeless students. Do we have objections over transportation with other districts? (Not much. Usually the two districts share cost, and it hasn't been an issue.)

Motion by McCormick, second by Stith, and with unanimous consent, this policy will go forward to the full Board.

4.6 Policy 5114, Foreign and Foreign-Exchange Students, **New**

Ms. O'Neil presented this policy as new. This puts into practice the Federal guidelines regarding foreign exchange students.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will go forward to the full Board.

4.7 Policy 5121.01, Transfer and School Choice Option, **Revised**

Ms. O'Neil presented this policy as revised. This is a bit odd right now, because Illinois has

an NCLB waiver, but it would be important to get this into place in case that waiver goes away.

Motion by McCormick, second by Stith, and with unanimous consent, this policy will go forward to the full Board.

**4.8 Policy 5350, Suicide Intervention Process, Revised**

Ms. O'Neil presented this policy as revised. This revision takes out some of the archaic language, and identifies support for students. This policy allows us to give stronger responsiveness to students dealing with these issues. When do we offer training to staff on this? (We follow State law and have mandatory training for staff every two years on this issue.)

Motion by Stith, second by McCormick, and with unanimous consent, this policy will go forward to the full Board.

**4.10 Policy 5460, Graduation Requirements, Revised**

Ms. O'Neil presented this policy as revised. This policy is being revised to reflect the State graduation requirements. It was suggested that "IEP" as the "Individualized Educational Program" be defined earlier in this policy, as it is not defined until the fourth paragraph. (We will make that edit change.)

Motion by McCormick, second by Stith, and with unanimous consent, this policy will go forward to the full Board with the noted change.

**4.11 Policy 5517, Student Anti-Harassment, Revised**

Mr. Collins presented this policy as revised. This policy references the new policy, and adds cyber bullying into this section.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will go forward to the full Board.

**4.12 Policy 5730, Equal Access for Nondistrict-Sponsored Student, Revised**

Ms. O'Neil presented this policy as revised. The first paragraph language was changed to parallel other related policies. How do we reassure that groups using facilities are non-exclusionary? (We screen groups when they request to use our facilities.)

Motion by McCormick, second by Stith, and with unanimous consent, this policy will go forward to the full Board with the noted revisions.

**4.13 Policy 9160, Public Attendance at School Events, Revised**

Ms. O'Neil presented this policy as revised. This policy talks about making accommodations for people to be at our facilities, and brings our district into ADA compliance.

Motion by Stith, second by McCormick, and with unanimous consent, this policy will go forward to the full Board.

**5. OUTSTANDING POLICY CLEANUP & REVIEW**

**5.1 Series 3000 Professional Staff – Policies 3111 through 3211.**

Policies 2250, Innovative Programs; 2261.02, Parent Participation in Title I Programs; 2416, Student Privacy and Parental Access to Information; 2510, Adoption of Textbooks; 2700, School Report Card

It was first noted that we need to place at the end of every 2000 series policy that these were reviewed in May of 2015, and that is duly noted and will be done. There was some clarification asked for about the FMLA military personnel leave which has been resolved, and a question about policy 2127 regarding police presence being noted, and that has been resolved. In policy 3111, we need to add "Staff" to the title so that it reads that it is creating a "Staff Position". This will be done. In policy 3120.06, in paragraphs 2 and 3 "or designee" needs to be added right after "superintendent". It was noted that this addition needs to be made to policies 3111, 3120, 3121, 3124, 3131, 3142, and 3160, so that it reads "superintendent or designee". We will review and update all of the 3000 series policies where this is the case. It was noted that we need to add at the end all of the 3000 series policies "reviewed in June 2015". Policy 3112, on Board Communication, we should link this to "Board Agreements" so that there is a cross reference and a live link to those Board Agreements that are contained in policy and on the website. Does Policy 3112 need to

reflect practice, especially regarding Board members contacting assistant superintendents? The current practice agreed upon between the Board and superintendent is that Board members can certainly contact assistant superintendent's, but they need to let the superintendent know this is happening, and any responses need to be copied to the superintendent and the entire Board. (The policy seems fine, and it's practice really needs to be agreed upon by the Board and superintendent.) Policy 3120.06, on student teachers: Do the school, university, and student fill out evaluations to provide feedback to everyone? (Not typically. If there are problems, we find out early on, but there are different forms of feedback depending on the university or school.) Policy 3130, Assignment and Transfer: Should we note "subject to the bargained agreement"? (No, that is addressed in the second paragraph.) Policy 3120: In practice do professional staff submit updates of their credentials by September? Do we do that? (We actually check the ISBE website regarding credentials.) Policy 3120.06, have we developed relations with all universities we want? (We work with any college or university that we feel appropriate. Periodically, we review university agreements. We have even had students from out of state universities student teaching in our district.) Do we drug test our student teachers? (No.) Policy 3131: This reads like it's a home grown policy. Is there a more formalized policy from NEOLA? (Craig will check with NEOLA on this.) Is everyone on the committee okay with the way they've done these policy series reviews? (Yes.)

<http://www.neola.com/genevacusd-il/search/policies/po2000.htm>

**6. ADJOURNMENT**

At 6:46 p.m., on a motion by McCormick, a second by Stith, and with unanimous consent, the meeting was adjourned.

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

\_\_\_\_\_  
(Leslie Juby) CHAIRPERSON

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