

**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, April 28, 2014, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:03 p.m. by Committee Chair Stith.  
Committee members present: Leslie Juby, Mike McCormick, Mary Stith.

Administrators present: Craig Collins, Assistant Superintendent Personnel Services; Patty O'Neil, Assistant Superintendent Learning & Teaching; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Bonnie Johnson, David & Gwen Gelfuso (6:15), Pam Burgeson (6:20)

**2. PUBLIC COMMENT**

**3. APPROVAL OF MINUTES**

3.1 February 24, 2014

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

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

4.1 Policy Updates – C. Collins

4.1.1 1520, *Employment of Administrative Staff*, **Revised**

Was presented as revised. Stith indicated that she is opposed to relatives of Board members being hired. Will be noted if this is sent to the Board.

4.1.2 1520.01, *New Principal Mentoring*, **Revised**

Concerns were expressed over staff not directly serving as a principal being denied the ability to mentor principals, and there was recommendation to amend this by adding the language "prior experience as a principal" to the requirements in order to reconcile this.

4.1.3 1524, *Administrative Contracts*, **Revised**

The intent is to establish annual contracts for administrators, and this language could possibly include multi-year contracts for administrators at the discretion of the Board.

4.1.4 1524.01, *Twelve (12) Month Administrative Personnel Vacations*, **Revised**

The revisions are meant to reflect our current practice with Item E being revised to comply with TRS guidelines. Comment was made that they would like to have a study of contracts in similar districts to determine if we should implement a possible graduated process for vacation days. Craig will gather information and they'll discuss this when it goes to the entire Board as an item that may possibly be included in this policy in the future.

4.1.5 1539, *Administrative Discipline*, **Revised**

Revision to new language so that it is more consistent with Illinois law. It was noted that it was good for administrators to have their rights spelled out.

4.1.6 1540, *Discharge for Cause*, **Revised**

Being brought forward in hopes of having greater clarity and more legally specific. It was noted that this new policy revision lays out well due process.

4.1.7 1543, *Renewal/Non-Renewal of Administrative Contracts*, **Revised**

This is meant to elaborate on existing language for greater clarity and specificity in corresponding with Illinois law.

Motion by McCormick, second by Juby, and with unanimous consent, that these policies, 4.1.1 - 4.1.7, be brought forward to the full board and to have Mr. Collins gather any information that would be relevant. A note was made that some of these may not go to the Board at the next Board meeting due to more information being gathered.

4.2 Policy Update – D. Oberg

4.2.1 Policy 8434, *Green Cleaning*, **New**

This is a new policy that brings us in accordance with the law. Geneva 304 has used Green Cleaning products for several years. This simply would bring us into compliance with a newly passed law by the Legislature. There was a request made to determine if there was any extra cost for using green cleaning products as opposed to more traditional products. Donna Oberg will check into that. Did the state recognize this Green Cleaning initiative as an unfunded mandate? (No)

Motion by McCormick, second by Juby, and with unanimous consent, that this policy be brought forward to the full board.

4.3 Policy Update – P. O’Neil

4.3.1 Policy 5200, *Attendance*, **Revised**

This has been revised primarily to bring our practices into compliance with the recently changed law for Illinois. Primary changes are in descriptions for absences and percentage. Change from 10% to 5% for habitual absences from school. Concern over the stated policy was expressed about suspension or expulsion for attendance issues, because it doesn’t seem to make sense. Suggest that maybe instead we use community service. There was also concern that we need to discuss attendance and absences as it is important to have students actually here. Also, possibly reference what reason for exemption there might be and put into the policies a link to other policies rather than just number the references. Ms. O’Neil emphasized that the language says “may result” and will check on what is legally required in this policy and what may not be. Also, there was concern over “chronic absences” in addition to “chronic truancies”. It was suggested that there was some disconnect in this policy and with other policies as well. This policy should be pulled for further checking and brought back to the committee. It was also emphasized that we take a look into policy links so that parents can perform a simple click on the website to take them to another policy that is referenced within a policy. We will have to check with NEOLA on this, since they control the website for these policies. This policy was tabled for further information and clarifications.

4.3.2 Policy 5111.04, *Educational Opportunity for Military Children*, **New**

This is to make it easier for active duty military to get an education without having to transition to other educational settings and this is compliant with the law.

Motion by McCormick, second by Juby, and with unanimous consent, that this policy be brought forward to the full board.

5. **OUTSTANDING POLICY CLEANUP & REVIEW**

5.1 Series 9000 Community Relations

<http://www.neola.com/genevacusd-il/search/policies/po9000.htm>

These were reviewed and the following comments or concerns were expressed:

- + Policy 9160, Paragraph 8 – Does this cover e-cigarettes? (Yes, e-cigarettes and other similar devices or substances are covered. However, we can specify e-cigarettes if the committee wishes.)

+Has the district done a handicapped accessibility signage audit lately? (We will check on this)

+ Parent Participation – suggestion to add “others serving in the roll as a parent” to cover those helping students in this way. Policy 9270 – please check to see if it has been updated recently.

+ Do we make an effort to avoid the holidays and consider Jewish holidays at the district and building level? (Yes we do. Each year we review the Jewish holiday calendar and work to avoid holidays whenever we can regarding school activities.)

5.2 Consideration of Discipline Policies

When are we reviewing handbooks? (High School is typically just at the end of the school year, Middle School is shortly after the school year ends, and Elementary is typically during the summer.) Definitely want the Board to have representatives to be part of the discipline committee to review handbooks and policies. The handbooks are administrative guidelines so it would be beneficial for the Board to know these guidelines and be a part of that handbook review process at all levels. Should consider possibly more clearly wording restitution. Have we considered restorative justice? (Yes we have. We need to possibly have the discipline committee meet more often and for sure include Board members.)

**6. ADJOURNMENT**

At 7:05 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

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(Dr. Kent Mutchler)