

**Harvey School District (HSD) 152**  
**Policy Committee Meeting**  
**Wednesday, May 3, 2017**  
**3:00 p.m.**  
***Central Office Boardroom***

**Agenda:**

1. **Call to Order** – meetings was called to order at 3:35 pm. The agenda was approved.

**Present:** Board Member Gloria Johnson (Chairperson); Myra Gardner (Co-Chair); Dr. Sonya Whitaker, Superintendent of Schools; Dr. Quintella Bounds (Facilitator), Sirlena Thomas, Theresa Sevier, and Nicole Wright.

2. **Review of PRESS Plus Issue 94, March 2017:**

**Policies, Administrative Procedures, and Exhibits:**

2:100 Board Member Conflict of Interest, 3:70 Succession of Authority; (option: Would the like to approve the succession plan?);

4:15 Identity Protection;

4:130E Free and Reduced-Priced Food Services, Meal Charge Notifications;

5:120 Employee Ethics, Conduct, and Conflict of Interest;

5:230 Maintaining Student Discipline;

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers; Schedules and Employment Year;

6:70 Teaching About Religions;

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (option: Include optional additional services)

3. **Policy and Procedure Manual number revisions/updates.** The committee reviewed *Policy 5:330 Sick Days, Vacation, Holidays, and Leaves*. The Policy Committee recommends the following:

**Proposed changes:**

1. For employees not covered by these agreements insert **District Office Administrative Staff...**
2. 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/or Direct Supervisor should be communicated with cellphone, text, or email.

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3. Change **one** paid personal leave day to two paid personal leave days per school year.
4. Review Monthly Policy Committee Meetings 2017-18 Calendar Dates and Time
  - Policy Committee Meetings will be held the first Wednesday of the Month at 4:00 pm.
5. Immigration Procedures:
  - Administrative Staff needs to create a parent/guardian document for Policy 7:50E

Next Meeting Scheduled for ***Wednesday, June 7, 2017 @ 4:00 P.M.***

**Adjournment: 4:45 p.m.**

**Action Item:**

- Action by the Harvey School District 152 Board of Education to approve **the Policy Committee's proposed changes to Policy 5:330 Sick Days, Vacation, Holidays, and Leaves.**