

**POLICY COMMITTEE MEETING
CHART
For February 19, 2013
(rescheduled from November 19, 2012)**

Called to order at 6:00 p.m. by Heather Kelley

Roll call: Heather Kelley, Julie Morris, Michelle Erb, Dani Hopkins, Leah Krippner, Dusti Adrian, Margo Sickele, Chad Dougherty, Josh Aurand, George Russell, Evelyn Meeks, Kris Arduino (quorum made)

Motion to approve Agenda with no changes

1st Erb 2nd Meeks approve agenda

All aye

Motion carried

Motion to approve September 17, 2012 minutes

1st Erb 2nd Russell

All aye

Motion carried

No comments from the community

Concussion Update

Dr. Morris noted that she has met with representatives of Swedish American, Dr. Royce and Dr. Asner, with Board member, Mr. Russell. Dr. Royce and Dr. Asner discussed the possibilities of partnering with Swedish American to inform students, parents and staff about concussions. Dr. Royce met with our Athletic Director, Kurt Weigt to talk about action steps the District can take to become partners in the concussion issues facing the community. An action plan has been developed.

Mr. Weigt and Dr. Royce are organizing an appointment to meet with the District trainer and how Dr. Royce can serve as a resource to the District. At this time Swedish American is working on providing District coaches with trainings this summer on a complimentary basis so that coaches can become more familiar and informed about concussions and brain injuries. Mr. Weigt and Dr. Royce will also make a short presentation at the Target meetings as well in a concerted effort to inform parents and students. Dr. Morris noted that the next step will be to discuss how assessments can be made for athletes and how concussion information can be integrated into the health curriculum for students.

Next Policy Meeting: March 18, 2013 at 6:00 p.m.

Motion to adjourn

1st Dougherty 2nd Meeks

All voted aye

Motion carried

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Kris Arquino,

Kris Arduino, Recording Secretary

Number	Title	Detail	Assignee
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NOTE: If the District does not have a current policy there will be an * after the number

DISTRICT INITIATED POLICES FOR REVIEW

5:180	Temporary Illness or Temporary Incapacity	Review. Continued from August Policy. Dani to review with District attorney. All of the items in the Policy are covered in other District and Board Policies. The current policy is obsolete.	Dani Hopkins – Recommended striking this Policy in its entirety from the Policy Manual for First Reading
6:120-AP	Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities	Review	Barb Browning – Michelle Erb Recommended to HOLD OVER to March Policy.

JANUARY 2012 PRESS UPDATES

5:90	Abused and Neglected Child Reporting	Referred to attorneys for clear definition of child pornography as to being found on a cell phone	Julie Morris – Recommended to HOLD OVER to March Policy.
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MAY 2012 FIVE YEAR REVIEW POLICIES

4:180-AP-2 *	Administrative Procedure – Pandemic Influenza Surveillance and Reporting	Procedure updated to delete invalid links to website that was moved or changed over the past 5 years. Also added 4:180-E as the Nurse’s daily absence report submitted to the County in support of this AP.	Michelle Erb – Recommended PRESS Update for First Reading
5:140 *	Solicitations By or From	Policy unchanged, footnotes updated	Julie Morris – Recommended

	Staff		PRESS Update for First Reading
6:310-E *	Exhibit – Class Substitution Request	Exhibit nonsubstantively updated – referred to District attorney 6:310 should be reviewed at March Policy to make changes to coincide with 6:310-E as updated.	Barb Browning – Michelle Erb Recommended PRESS Update for First Reading
7:240-AP-2-E-1 *	Exhibit – Consent to Participate in Extracurricular Drug and Alcohol Testing Program	Added informational links to IHSA’s website. Dr. Morris will do further research on this exhibit. Held over from September Policy Committee. Dr. Morris noted that this needs to be discussed in depth so that it is in place next Fall for the 2013-2014 and she will appoint a committee . Chad, George and Evelyn volunteered to be on this committee.	Julie Morris – Recommended to HOLD OVER to a future Policy meeting
7:340-AP-1-E-2	Exhibit – Using a Photograph or Video Recording of a Student	No changes made (<i>District 7:340-E-2</i>). This is covered in registration materials. Held over from September Policy Committee. Dr. Morris will do further research on this Exhibit. <i>Dr. Morris will review registration materials to make sure that it is included in those materials.</i>	Julie Morris – Recommended striking Policy in its entirety from the Policy Manual (7:340-E-2) for First Reading
7:340-AP-1-E-3	Exhibit – Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	No changes made, this is included as a check-off item on the Registration sheet for Harlem. (<i>District 7:340-E-3</i>) Dr. Browning to review this Exhibit as it is a mandatory item for the Student Handbook. Held over from September Policy Committee	Barb Browning – Michelle Erb Recommended PRESS Update for First Reading
DISTRICT INITIATED POLICES FOR REVIEW			
6:231-AP	Challenges to Library Materials	Initiated review by Leah Krippner. Suggested changes: Add (1) “consider the And (2) maintain the material in circulation should be added as a choice; (3) Add a timeframe that is flexible but fixed Shall bring the Committee’s recommendation to the Education Committee.	Leah Krippner – Recommended to send to Education Committee for review
7:270	Administering Medicines to Students	Initiated by school certified nurses for review	Barb Browning – Michelle Erb Recommended

			Current as Status Quo for First Reading
7:270-AP	Administrative Procedure - Dispensing Medication	Initiated by school certified nurses for review (1) 6 paragraphs – asthma inhalers cross out for asthma inhalers provide the (2) State bring all prescription medicines to school in the original package, the package shall display the student’s name, recommendation, etc. (expiration date) (3) School Nurse – a student will be permitted to carry for asthmas, medication for diabetes, auto injector, (4) Add medication and supply for diabetes after asthma, plan with the students and teacher (5) Under building principal – make and/or bus driver needs to be part of the job of the school nurse cross out unless these arrangements can be made	Barb Browning – Michelle Erb Recommended changes to Current Policy for First Reading
7:270-E	Exhibit - School Medication Authorization Form	Initiated by school certified nurses for review	Barb Browning – Michelle Erb Recommended revised One Page document initiated by nurses for First Reading adding physician’s assistant or advanced practice RN, gluco gun in the event you need to give a shot for diabetes
OCTOBER 2012 PRESS UPDATES			
2:20	Powers and Duties of the School Board	Nonsubstantive edits, legal references and footnotes updated	Julie Morris – Recommended PRESS Update for First Reading
2:20-E	Exhibit – Waiver and Modification Request Resource Guides	REWRITTEN and RENAMED	Julie Morris – Recommended PRESS Update for First Reading
2:30	School District Elections	Policy, legal references and footnotes updated,	Julie Morris – Recommended

			PRESS Update for First Reading
2:110	Qualifications, Term and Duties of Board Officers	Policy edited to enhance clarity, footnotes updated	Julie Morris – Recommended PRESS Update for First Reading
2:125	Board Member Expenses	Policy, Legal references and footnotes updated	Julie Morris – Recommended PRESS Update for First Reading adding the daily meal allotment to the new Press Update
2:140-E *	Exhibit – Guidance for Board Member Communications, including Email Use	Updated in response to PAC opinion and to enhance clarity	Julie Morris – Recommended PRESS Update for First Reading
2:200	Types of School Board Meetings	Policy and footnotes updated, effective 1-1-2013	Julie Morris – Recommended PRESS Update for First Reading
2:200-AP	Administrative Procedure – Types of School Board Meetings	Updated in response to legislation effective 1-1-2013	Julie Morris – Recommended PRESS Update for First Reading
2:220	School Board Meeting Procedure	Policy and footnotes updated, legislation effective 1-1-2013	Julie Morris – Recommended PRESS Update for First Reading
2:250-E-2	Exhibit – Immediately Available District Public Records and Web-Posted Reports and Records	Updated in response to legislation, effective 1-2-13	Julie Morris – Recommended PRESS Update for First Reading
4:45	Insufficient Fund Checks and Debt Recovery	RENAMED, policy, legal references and footnotes updated – keep first sentence only supt authorized collecting debt – this re	Josh Aurand – Recommended Current Policy adding the first sentence of the PRESS Update for First Reading
4:45-E-1 *	Exhibit – Cover Page Documenting the Process to Seek Offset from the Office of the Comptroller	<u>NEW</u> added in response to State legislation	Josh Aurand – Recommended Not To Adopt

4:45-E-2 *	Exhibit – Notice of Claim and Intent to Seek Recovery; Challenge; and Response to Challenge	<u>NEW</u> Added in response to State legislation	Josh Aurand – Recommended Not to Adopt
4:60	Purchases and Contracts	Nonsubstantively updated, footnote amended	Josh Aurand – Recommended Current Policy for First Reading
4:60-AP-1	Administrative Procedure – Purchases	Updated in response to legislation effective 1-1-2013, adding supplies and materials	Josh Aurand – Recommended PRESS Update for First Reading
4:60-E *	Exhibit – Notice to Contractors	Updated in response to legislation effective 1-1-2013	Josh Aurand – Recommended PRESS Update for First Reading
4:70	Resource Conservation	Legal references updated, footnote is amended	Josh Aurand – Recommended PRESS Update for First Reading
4:100	Insurance Management	Updated in response to subscriber feedback. Footnotes were amended in response to legislation	Josh Aurand – Recommended PRESS Update for First Reading
4:110	Transportation	Policy text is unchanged, footnotes updated in response to legislation	Josh Aurand – Recommended PRESS Update for First Reading
4:170	Safety	Nonsubstantively updated, footnotes amended in response to legislation – add 18 - optional footnote if you have only one attendance center – after Unsafe School Transfer Option – not available because it is the only grade attendance center	Barb Browning – Michelle Erb Recommended PRESS Update for First Reading
5:30	Hiring Process and Criteria	Policy, Legal references and footnotes updated in response to State legislation effective 1-1-2013	Dani Hopkins – Recommended PRESS Update for First Reading
5:125	Personal Technology and Social Media; Usage and Conduct	Policy, legal references and footnotes updated in response to State legislation effective 1-1-2013	Margo Sickele – Recommended PRESS Update for First Reading
6:20	School Year Calendar and Day	Nonsubstantively updated, footnote changed in response to legislation	Barb Browning – Michelle Erb Recommended

			PRESS Update for First Reading
6:60	Curriculum Content	Legal references updated, footnotes updated in response to legislation	Michelle Erb – Recommended PRESS Update for First Reading
6:60-AP	Administrative Procedure – Comprehensive Health Education Program	Updated in response to State legislation	Michelle Erb Recommended PRESS Update for First Reading
6:65	Student Social and Emotional Development	Updated throughout to reflect ISBE and Illinois Children’s Mental Health Partnership recommendations and resources, cross references are updated	Michelle Erb – Recommended PRESS Update for First Reading
6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	Policy and legal references updated to delete a program (IHOPE)	Michelle Erb – Recommended PRESS Update for First Reading
6:120-AP-3	Administrative Procedure – Service Animals	Updated in response to State legislation, legal references are updated	Michelle Erb – Recommended Current for First Reading
6:210	Instructional Materials	Nonsubstantively updated to enhance clarity – Recommended keeping the optional paragraph (3) out of the Policy	Michelle Erb – Recommended PRESS Update with no option update for First Reading
7:70	Attendance and Truancy	Nonsubstantively updated, footnote is changed in response to legislation	Michelle Erb – Recommended PRESS Update for First Reading
7:190-AP-3	Administrative Procedure – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	Updated in response to State legislation effective 1-1-2013, legal references and cross references are updated	Julie Morris – Recommended PRESS Update for First Reading
OCTOBER 2012 - FIVE YEAR REVIEW POLICIES			
2:120-E-1 *	Exhibit – Guidelines for Serving as a Mentor to a new School Board Member	Nonsubstantively updated	Julie Morris – Recommended PRESS Update for First Reading

2:210	Organizational School Board Meeting	Policy text unchanged, legal references are nonsubstantively edited	Julie Morris – Recommended PRESS Update for First Reading
2:220-E-3 *	Exhibit –Closed Meeting Minutes	Unchanged	Julie Morris – Recommended PRESS Update for First Reading
2:220-E-4 *	Exhibit – Open Meeting Minutes	Text is unchanged, footnote is substantively edited	Julie Morris – Recommended PRESS Update for First Reading
2:220-E-5 *	Exhibit – Semi-Annual Review of Closed Meeting Minutes	Unchanged	Julie Morris – Recommended PRESS Update for First Reading
6:235-AP-2	Administrative Procedure – Web Publishing Guidelines	Nonsubstantively updated	Josh Aurand – Recommended PRESS Update for First Reading
6:270	Guidance and Counseling Program	Updated in cross references and footnotes	Barb Browning – Michelle Erb Recommended PRESS Update for First Reading
8:30-AP	Administrative Procedure – Definition of Child Sex Offender	Updated in response to State legislation	Julie Morris – Recommended PRESS Update for First Reading with Current Policy language added for Sex Offenders