

**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 5:45 p.m. on Monday, June 13, 2011, at Coultrap, 1113 Peyton, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m. by Superintendent Mutchler.
Committee members present: Matt Henry, Mike McCormick, Mary Stith, and Dr. Kent Mutchler, Superintendent.

Others present: Craig Collins, Assistant Superintendent Personnel Services; Dawn George, Assistant Superintendent Student Services, Elizabeth Janowiak, Director of Technology, and Denise Linke (Patch.com).

2. APPROVAL OF MINUTES - March 14, 2011 Meeting

Motion by Henry, second by Stith, to approve the minutes, as presented. Ayes, two (2). Nays, none (0). Abstained, one, McCormick. Motion carried unanimously.

3. COMMITTEE REORGANIZATION

3.1 Charge of Committee

The Superintendent reviewed the charge of the Committee.

3.2 Policy Committee Chair

Motion by Henry, second by McCormick, to elect Stith as the Committee Chair. Ayes, three (3). Nays, none (0). Motion carried unanimously.

3.3 2011-2012 Policy Committee Calendar

Motion by Stith, second by Henry, to approve the 2011-2012 meeting calendar. Ayes, three (3). Nays, none (0). Motion carried unanimously.

3.4 Difference between Policy & Guidelines

It was noted that the Committee brings forward and reviews policies, while the Administration formulates Administrative Guidelines that consistently lays out more specifically how the policies are implemented.

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

Supt. Mutchler (for D. Oberg)

4.1 Policy 6145, Incurring Debt, New

The Superintendent reported this policy had been in Geneva's original policy manual and was recommended by the Assistant Superintendent Business Services that it be added to the current policies.

Motion by Henry, second McCormick, to move this policy to the full board for a first reading. Ayes, three (3). Nays, none (0). Motion carried unanimously.

Asst. Supt. George

4.2 Policy 8452, Automated External Defibrillator: Medical Emergencies, Revised

Motion by McCormick, second by Stith, to move this policy to the full board for a first reading. Ayes, three (3). Nays, none (0). Motion carried unanimously.

Asst. Supt. Collins & Director Technology Janowiak

- 4.3 Policy 1613, Student Supervision & Welfare, New
- 4.4 Policy 3213, Student Supervision & Welfare, Revised
- 4.5 Policy 4213, Student Supervision & Welfare, Revised
- 4.6 Policy 5510, Student Use of Personal Wireless Communication Devices, Revised
- 4.7 Policy 7530.01, Staff Use of Wireless Communication Devices, New
- 4.8 Policy 7540, Acceptable Use Policy, Revised
- 4.9 Policy 7540.03, Student Network & Internet Acceptable Use & Safety, Revised
- 4.10 Policy 7540.04, Staff Network & Internet Acceptable Use & Safety, Revised
- 4.11 Policy 9160, Public Attendance at School Events, Revised

Items 4.3 through 4.11 were reviewed by the Assistant Superintendent Personnel Services. Language to the policies was added by the Director of Technology. The themes of these policies are (1), we want staff using school-supported communication tools and programs, (2) staff-to-student communication needs to have a clear educational purpose, needs to be transparent, and should be school supported, (3) teachers have an enormous responsibility in using good judgment in posting information to the web, and (4) that we have an on-going discussion about these types of resources as they are rapidly evolving. Much has changed in technology, social media, etc. since the last policies brought to the Board in 2006.

Discussion included: the use of wireless communication devices by students and staff should be reviewed regularly; what about using cell phones as a learning tool in addition to emergency use (policy says it is okay if it is teacher directed and approved); what about Facebook and Twitter regulated by the teacher or is it regulated by the Department Head (applications for pages, etc., would be submitted by the staff member to the Curriculum Department with an explanation of the educational value and process intended to be used - the District has tools similar to these that staff should become familiar with and use); what about an example of a former student being "Friended" by a staff member (if the staff member uses their own media, and if it is educationally justified, then it is probably okay); does this preclude guidelines protecting test-taking, as in some testing situations, students must hand in their cell phones during testing (that is an issue being discussed); are you likely to get better compliance if students can use cell phones for texting, etc., during lunch periods and between classes (that is being discussed and the verdict is still out, we might find that is the case or not, we need to have a policy and guidelines for dealing with any changes in this area).

Policies 4.3 through 4.5 were recommended to move forward to the full Board for first reading. Motion by Henry, second by McCormick, the move Policies 4.3 through 4.5 to the full Board for first reading. Ayes, three (3). Nays, none (0). Motion carried unanimously.

The Assistant Superintendent Personnel Services recommended that Item 4.6 be brought back to the Policy Committee at a future meeting since there are still remaining questions, especially in the enforcement of these policies. Motion by McCormick, second by Henry, to Table Item 4.6. Ayes, three (3). Nays, none (0). Motion carried unanimously.

Motion by Henry, second by McCormick, to move Item 4.7 to the full Board for first reading. Ayes, three (3). Nays, none (0). Motion carried unanimously.

Items 4.8 through 4.10 incorporate Federal law and reflects current practice. Most parents would appreciate these policies. Motion by McCormick, second by Henry, to move Items 4.8 through 4.10 to the full Board for first reading. Ayes, three (3). Nays, none (0). Motion carried unanimously.

Relative to Item 4.11, what about people using recordings from District events for commercial gain (this needs to be investigated further, recommend that it be tabled). Motion by Henry, second by McCormick, to Table Item 4.11. Ayes, three (3). Nays, none (0). Motion carried

unanimously.

5. OUTSTANDING POLICY CLEANUP & REVIEW

Discussion included: following the policy calendar for review by the entire Board set-up at the last Board meeting, which includes review of the 7000 series in July; it was requested that the working agreements and Board Member ethics, as discussed at the Board retreat, be brought to the full board on June 27, 2011, as part of the report from the Policy Committee; that, when possible, Committee reports be made at the second Board meeting of the month, or at the single meeting for those months that don't have a second meeting.

The administration will bring additional policies to the Committee regarding recommended updates as part of the policy cleanup and review.

6. ADJOURNMENT

At 6:47 p.m., motion by McCormick, second by Henry, and with unanimous consent, the meeting was adjourned.

APPROVED _____
(Date)
CHAIRPERSON

_____ COMMITTEE
(Mary Stith)

RECORDING
SECRETARY _____
(Kent Mutchler)