

**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, February 25, 2013, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Committee Chair Stith.
Committee members present: Matt Henry, Mary Stith. Absent: Mike McCormick.

Administrators present: Tom Rogers, Principal Geneva High School; Jim Kafer, Athletic Director, Geneva High School; Craig Collins, Assistant Superintendent Personnel Services; Donna Oberg, Assistant Superintendent Business Services; Patty O'Neil, Assistant Superintendent Curriculum & Instruction; and Kent Mutchler, Superintendent.

Others present: Julie Kratuchvil, Mar Weber, Kori Dowd, Karen Hayes, Anna Reyes.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 August 27, 2012

Motion by Henry, second by Stith, to approve the minutes, as presented. On roll call, Ayes, two (2). Nays, none (0). Motion carried unanimously.

4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

4.1 D. Oberg

4.1.1 Policy 4162, Drug & Alcohol Testing of CDL License Holders, Revised
Oberg explained that the revision struck a section. Motion by Henry, second by Stith, to approve, as revised. Ayes, two (2). Nays, none (0). Motion carried unanimously.

4.1.2 Policy 6550, Travel Payment & Reimbursement, New
Motion by Henry, second by Stith, to approve, as presented. Ayes, two (2). Nays, none (0). Motion carried unanimously.

Does this also apply to Board members? (It will be investigated.)

4.1.3 Policy 6800, System of Accounting, Revised
Motion by Henry, second by Stith, to approve, as revised. Ayes, two (2). Nays, none (0). Motion carried unanimously.

It was noted that the public should know about these as part of transparency.

4.1.4 Policy 8500, Competitive Food Sales, New
This policy needs to be further investigated and brought back to the Committee at a later date.

4.2 Committee Chair M. Stith

4.2.1 Policy 1132, Tuition Benefit for Children of Employees Residing Outside the District

This was reviewed, noted it was still relevant, and questioned as to whether we should still provide this benefit. (It is a good privilege for our employees.) How many employees take advantage of this benefit? (Currently, two families, three children.) This should be left in

place, as is, but reviewed next year.

4.2.2 Conflict of Interest / Code of Conduct for Coaches

Possible relevant policies:

Policy 2431, Interscholastic Athletics

Policy 3231, Outside Activities of Staff

Policy 4120.08, Employment of Personnel for Co-curricular/Extra-curricular Activities

It was recommended that coaches and advisors sign a Code of Conduct. The policies are okay as presented. Kafer will update these policies with the inclusion of a Code of Conduct to be signed by coaches and advisors.

Motion by Henry, second by Stith, to approve these policies, as presented. Ayes, two (2). Nays, none (0). Motion carried unanimously.

These policies will come back to the Committee in final form and then, possibly, be moved to the full Board.

5. **OUTSTANDING POLICY CLEANUP & REVIEW**

5.1 Board of Education Bylaws:

0123, Philosophy of the Board

0142.4, Oath of Office

0142.7, Orientation

0143.1, Public Expression of Board Members

0144.3, Conflict of Interest

0155, Committees

0162.1, Attendance at Meetings

0166, Agenda

0166.1, Consent Agenda

0167.3, Public Participation at Board Meetings

All of the above policies were listed in an effort to take an explanation to the full Board for public information so the new Board members will be very aware of these policies. In particular, it was noted that Policy 0162.1 should be passed on to the full Board for discussion at an upcoming Board meeting.

Motion by Henry, second by Stith, to move these policies to the full Board. Ayes, two (2). Nays, none (0). Motion carried unanimously.

When these policies are reviewed by the full Board, the following was noted: Policy 0142.4, Oath of Office, new members should be made aware that the role of the school board is as representative government, representing the public as an entire entity; Policy 0142.7, Orientation, current Board working agreements should be provided to new members as part of the orientation and at training for open meetings laws, via the Attorney General's office. This could be in the policy itself at this point, or it could be noted in the rules.

Motion by Henry, second by Stith, that Policy 0142.7, should include the language regarding the Attorney General's office OMA training and be sent to the full Board for consideration. Ayes, two (2). Nays, none (0). Motion carried unanimously.

Motion by Henry, second by Stith, that Policy 0155, committee guidelines should be published in the District and included as information. Ayes, two (2). Nays, none (0). Motion carried unanimously.

Other business:

It was requested that we revisit the policies on vendors and how much they pick up for costs of meals of Board members or District employees.

It was suggested that the dates policies are reviewed be written at the bottom of policies brought to the Committee in order to determine if they are up to date or a change has been made to the policy.

Henry commented this would be his last Policy Committee meeting and that he had enjoyed his time as part of this committee, and wished the new Policy Committee well in the future.

6. ADJOURNMENT

At 6:55 p.m., motion by Henry, second by Stith, and with unanimous consent, the meeting was adjourned.

APPROVED

(Date)

COMMITTEE
CHAIRPERSON

(Mary Stith)

RECORDING
SECRETARY

(Dr. Kent Mutchler)