

Harvey School District (HSD) 152
Policy Committee Meeting
Monday, March 13, 2017
10:00 a.m.
Central Office Boardroom

Agenda:

1. **Call to Order** – meetings was called to order at 10:19 am. The agenda was approved with revisions.
Present: Board Member Felicia Johnson (Chairperson); Dr. Sonya Whitaker, Superintendent of Schools; Dr. Quintella Bounds (Facilitator), Sirlena Thomas, Theresa Sevier, and Nicole Wright.
2. **Review of PRESS PLUS**
 - **No New PRESS PLUS Release**
3. **Review Policy**
 - **5:50 Drug and Alcohol-Free Workplace: Tobacco Prohibition** – Tabled for legal clarification
 - **5:330 Sick Days, Vacation, Holidays, and Leaves**
 - **Proposed changes:**
 1. For employees not covered by these agreements insert **District Office Administrative Staff...**
 2. Sick, 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.
 3. Change **one** paid personal leave day to two paid personal leave days per school year.
 - **4:60 Operational Services: Purchases & Contracts** – Reviewed / No Proposed Change

Next Meeting Scheduled for Monday, April 3, 2017 @ 10:00 A.M.

Adjournment: 10:43 a.m.

Action Item:

- **The Policy Committee recommends the Board of Education approval of Policy 5:330 Sick Days, Vacation, Holidays, and Leaves.**