

**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 6:15 p.m. on Monday, February 13, 2012, at Coultrap, 1113 Peyton, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:17 p.m. by Committee Chair Stith.
Committee members present: Matt Henry, Mike McCormick, Mary Stith.

Administrators present: Jim Kafer, GHS Athletic Director (6:20 p.m.); Donna Oberg, Assistant Superintendent Business Services; Kent Mutchler, Superintendent.

Others present: Randy Littleson

2. APPROVAL OF MINUTES - December 12, 2011 Meeting

Motion by McCormick, second by Stith, to approve the minutes, as presented. Ayes, two (2). Nays, none (0). Abstained, one (1), Henry. Motion carried unanimously.

3. DISCUSSION / POSSIBLE FUTURE CONSIDERATION

Tom Rogers, GHS Principal & Jim Kafer, GHS A.D.

3.1 2011-2012 GHS Coaches Handbook

Kafer explained that he has revised the handbook for each of the past twenty years and has spent time working through the revisions with coaches. The handbook is presented to coaches each year with a review of specific aspects that are most relevant at the time. Henry suggested that cell phone and e-mail use guidelines must only involve the team and suggested having more specific consequences outlined if students are involved in hazing activities. Stith also strongly supported reviewing those two areas, as well as possibly including case law listed supporting those areas.

The Committee emphasized that due to recent concerns at schools throughout Illinois and nationally, they want these areas to be very clear. It was suggested that coaches only use district issued cell phones; however, they typically use their own phones because the district does not issue a cell phone to each coach. Henry suggested that communications to athletes be provided to parents also so that everyone is informed. McCormick inquired whether anything had been done beyond the Board policies in exploration of possible conflicts of interest. Kafer is looking into this and will ensure that Board policy in this matter covers athletics.

The next steps need to be a review of the Board policies on conflict of interest and how they apply to athletics, a review of hazing activities and a definition of hazing, rather than only the examples listed in the handbook, and for spelling out possible consequences. For the record, Stith stated that she loves sports, but the opening statement in the coaches' handbook is not correct, because athletics are not part of the curriculum. Rather, athletics are extensions of academics, and there should be a greater emphasis for student athletes in terms of the good of the student, not the district. Committee members agreed with Stith. Kafer was thanked for attending the meeting and presenting this handbook.

Donna Oberg, Assistant Superintendent Business Services

3.2 6000 Series Policy Updates

- 6110, Federal Funds
- 6231, Budget Implementation
- 6610, Student Activity Fund
- 6620, Petty Cash
- 6680, Recognition
- 6700, Fair Labor Standards Act

Oberg noted that Policies 6110 and 6610 need to have the word designee added to policy language regarding the superintendent. A Committee member asked whether all activity accounts were brought to the Board as specified in Policy 6610. They are brought on an annual basis. Relative to Policy 6620, she clarified that we only have one Petty Cash account, which is at the high school, and that needs to be specified in the policy. Relative to Policy 6680, it was asked whether food can be used for student or staff recognition or other purposes. This will be clarified, as well as specified more prominently in the policy that the district will seek sponsorship for any kinds of celebrations and be fiscally responsible in terms of funds expended in this manner. Oberg requested that Policy 6700 be brought back to a future Policy Committee meeting, following review of the policy with the Assistant Superintendent for Personnel Services. Stith asked that Policy 6230, designee be specified as well, that the word may be changed to will, and that there be a definition of major as \$10,000 if the Committee agrees that is appropriate. Oberg will need to make revisions in these and other policies to add designee to the connotation of superintendent. Oberg will make those changes and bring the 6000 Series back to the next meeting.

4. OUTSTANDING POLICY CLEANUP & REVIEW

- 4.1 Review Policy Series 2000-Program & 3000-Professional Staff
<http://www.neola.com/genevacusd-il/search/policies/po2000.htm>
<http://www.neola.com/genevacusd-il/search/policies/po3000.htm>

The Committee Chair requested that these be separated and that the 2000 series be reviewed in March, with a 6:00 p.m. start time for the March meeting.

5. ADJOURNMENT

At 6:48 p.m., motion by McCormick, second by Henry, and with unanimous consent, the meeting was adjourned.

APPROVED

(Date)

COMMITTEE
CHAIRPERSON

(Mary Stith)

RECORDING
SECRETARY

(Dr. Kent Mutchler)