



**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, April 24, 2023, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:15 p.m. by Committee Chair Bellino.

Committee members present: Molly Ansari, Stephanie Bellino, Larry Cabeen.

District staff present: Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

Others present: Kelly Jatczak.

**2. PUBLIC COMMENT (Policy 2:230)**

None.

**3. APPROVAL OF MINUTES (Policy 2:220)**

1. December 12, 2022

Motion by Cabeen, second by Ansari, to approve the minutes as presented. Ayes, three (3), Ansari, Bellino, Cabeen. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

1. 2023-24 Policy Committee Meeting Calendar – Draft

This calendar is in line with the Board calendar. Some of the meetings begin at 5 p.m., but is this what it should be? (Those meetings are when we have one board meeting during the month. The time is adjusted based on topics to be discussed.)

2. Policy 2:110, Qualifications, Term, and Duties of Board Officers – **Updated**

This policy had legal updates and no additional changes.

3. Exhibit 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process – **Rewritten**

This policy was rewritten by PRESS based on frequently asked questions. There are things that we should be looking at during negotiations and goal setting. No additional changes needed.

4. Policy 4:40, Incurring Debt – **Review**

This policy was reviewed and needs no additional changes.

5. Policy 4:60, Purchases and Contracts – **Updated**

This policy has updates based on a new law that passed called “Faith’s Law.” This is where we must do an employment history review (EHR) on all new employees who supervise children beginning July 1. This also includes contractors or vendors that we would use. Do we have a process in place or are we going to once we complete these policies? (Human Resources is working on policies in this regard and they would be replicated for contractors. Is it your sense that this is only for people who directly work with children? (It states that it is anyone that supervises children.) What about the custodian? (A custodian did not correlate, but we can refer to the Board or District attorney to clarify.) We will also work with the park

district on our after-school programs. (During the training we learned that we could ask the park district to do the EHR and provide us with the information.)

6. Policy 5:30, Hiring Process and Criteria – **Updated**

This policy was updated because of Faith's Law.

7. Policy 5:90, Abused and Neglected Child Reporting – **Updated**

This policy added some training regarding Faith's Law.

8. Policy 5:125, Personal Technology and Social Media; Usage and Conduct – **Updated**

This policy was updated by adding TikTok to the social media list. It also added language around keeping things confidential.

9. Policy 5:150, Personnel Records – **Updated**

This policy was updated because of Faith's Law and how we will be managing this information that we collect from the EHR.

10. Policy 5:260, Student Teachers – **Updated**

This policy is updated because of Faith's Law. This is a grey area as to who they actually work for. Is this an area where we will be extra watchful? (We certainly do background checks on our student teachers, which has been our standard practice. Our interpretation is that we should do an EHR on all new employees that we pay.)

11. Policy 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers – **Review**

This policy was reviewed, and no additional changes were made.

12. Policy 6:135, Accelerated Placement Program – **Updated**

This policy applies to the high school only and states that any student in high school who qualifies for AP placement will automatically be placed in AP courses. Do we already have a process in place for this or are we planning ahead for it? (Yes, we have a policy in place, but students can also pick AP courses.) This made it seem like they had to be placed. (This will not change our process.) It also talked about State testing, so do we already have this in place? (Again, they can pick these courses.) Will they now be added and instead of opting in, they would have to opt out? (I do not believe so.)

13. Policy 6:210, Instructional Materials – **Review**

This policy was reviewed, and it looked as though we have added language to the PRESS policy. The additional language could be because of local conditions, but I was not sure. Items 6-11 were not part of the original PRESS language. Is this language still needed in the policy? (Yes.)

14. Policy 6:230, Library Media Program – **Updated**

This policy was updated with a new standard and how parents can file a grievance about a book. There is optional language that can be added about what the Bill of Rights includes. This information should be added to make it easier to be located. (The optional language gives more specific details. It would be our recommendation to put this language into the policy.) In the second new section, about establishing criteria consistent with this policy for review, this is something our district has in place. In the language it says, "library media resource objection form," but we would recommend that this says that "families may seek out or refer to our procedure for challenged materials" as we do not have this form. Can you share some about what this process looks like? (Our process is based on the idea that rather than fill out this form we should have some conversation about your concerns. It would start with having a conversation with the librarian. There is a place where a person could file a formal reconsideration.) Do you think we meet most of those library Bill of Rights that they were looking for? (Yes.)

15. Policy 8:20, Community Use of School Buildings and Grounds – **Updated**

This policy contained legal updates and no additional changes were needed.

16. Policy 8:70, Accommodating Individuals with Disabilities – **Review**

This policy was reviewed, and no additional changes needed.

Motion by Ansari, second by Cabeen, to move items 4.1-4.16 forward to the full Board for a first reading. Ayes, three (3), Ansari, Bellino, Cabeen. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

5. **INFORMATION**

None.

**6. OUTSTANDING POLICY CLEANUP & REVIEW \***

None.

**7. ADJOURNMENT**

At 6:37 p.m., on a motion by Cabeen, a second by Ansari, and with unanimous consent, the meeting was adjourned.

APPROVED	_____	_____	CHAIRPERSON
	Date	Stephanie Bellino	
SECRETARY	_____	_____	RECORDING SECRETARY
	Dr. Kent Mutchler	Bonnie J. Johnson	