



**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 5:30 p.m. on Monday, December 13, 2021, at Geneva Middle School South, 1415 Viking Drive, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Committee Chair Saxton.

Committee members present: Larry Cabeen, Tammie Meek, Alicia Saxton.

District staff present: Josie Morrisroe, Director for Business Services; Mike Wilkes, Director for Technology; Adam Law, Assistant Superintendent for Personnel; Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Kent Mutchler, Superintendent.

Others present: Taylor Egan, Scott Duenser.

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

None.

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

1. July 19, 2021

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

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

1. Policy 2:20, Powers and Duties of the Board of Education; Indemnification – **Updated**
2. Policy 2:105, Ethics and Gift Ban – **Updated**
3. Policy 2:110, Qualifications, Term, and Duties of Board Officers – **Updated**
4. Policy 2:120, Board Member Development – **Updated**
5. Policy 2:220, Board of Education Meeting Procedure – **Updated**
6. Policy 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes – **Updated**
7. Policy 2:220-E3, Closed Meeting Minutes – **Rewritten**
8. Policy 2:220-E5, Semi-Annual Review of Closed Meeting Minutes – **Updated**
9. Policy 2:220-E6, Log of Closed Meeting Minutes – **Updated**
10. Policy 2:220-E8, Exhibit- Board of Education Records Maintenance Requirements and FAQs – **Rewritten**
11. Policy 2:260, Uniform Grievance Procedure – **Updated**
12. Policy 3:40, Superintendent – **Updated**
13. Policy 3:50, Administrative Personnel Other Than the Superintendent – **Updated**
14. Policy 3:60, Administrative Responsibility of the Building Principal – **Updated**
15. Policy 4:60, Purchases and Contracts – **Updated**  
Was this policy updated because of the class action lawsuit? (Yes.) We talked about this at the Facilities Task Force meeting and will be eliminating the use of this product.
16. Policy 4:120, Food Services – **5-Year Review**
17. Policy 4:160, Environmental Quality of Buildings and Grounds – **Updated**

With this policy no more parent notification is needed in regard to pesticides.

- 18. Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming – **New**
  - 19. Policy 4:170, Safety– **Updated**
  - 20. Policy 4:175, Convicted Child Sex Offender; Screening; Notifications – **Updated**
  - 21. Policy 5:10, Equal Employment Opportunity and Minority Recruitment – **Updated**
  - 22. Policy 5:20, Workplace Harassment Prohibited – **Updated**
- This update is a more general national trend.
- 23. Policy 5:30, Hiring Process and Criteria – **Updated**
  - 24. Policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition – **Updated**
  - 25. Policy 5:90, Abused and Neglected Child Reporting – **Updated**
  - 26. Policy 5:100, Staff Development Program – **Updated**
  - 27. Policy 5:120, Employee Ethics; Conduct; and Conflict of Interest – **Updated**
  - 28. Policy 5:125, Personal Technology and Social Media; Usage and Conduct – **Updated**
  - 29. Policy 5:150, Personnel Records – **Updated**
  - 30. Policy 5:185, Family and Medical Leave – **Updated**
  - 31. Policy 5:200, Terms and Conditions of Employment and Dismissal – **Updated**
  - 32. Policy 5:220, Substitute Teachers – **Updated**

These policies were either updated due to new legislation or were part of a 5-year review. Items 4.1-4.5 and 4.11-4.32, had language changes and updates to the legal or cross references. The exhibits, items 4.6-4.10, were either updated or rewritten due to new legislation.

Motion by Cabeen, second by Meek, to move items 4.1-4.32 forward to the full Board as presented for a first reading. Ayes, three (3), Cabeen, Meek, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**5. INFORMATION**

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

**7. ADJOURNMENT**

At 5:59 p.m., on a motion by Meek, a second by Cabeen, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_  
Date

\_\_\_\_\_ CHAIRPERSON  
Alicia Saxton

SECRETARY \_\_\_\_\_  
Dr. Kent Mutchler

\_\_\_\_\_ RECORDING  
Bonnie J. Johnson SECRETARY