

September 15, 2015

Called to order by 601 by Randy Giddens.

Attendance: Randy Giddens, Savanna Bohm Tyler, Linda Bailey, Mr. Aldridge

Randy Giddens made a motion to approve the Policy Committee Meeting Minutes from June 9<sup>th</sup>. Linda Bailey second. Bailey – I, Tyler – I, Giddens – I

Parent/Teacher Advisory needs to review the appropriate 7 policies.

<b>Five Year Review</b>		
<b>Policy/Procedure</b>	<b>Policy Committee Approval/Change Requests</b>	<b>Other Discussion – Changes made to Policy/Procedure</b>
2:40 Board Member Qualification	Approved	Unchanged
2:50 Board Member Term of Office	Approved	Unchanged
2:60 Board Member Removal from Office	Approved	Unchanged
2:80 Board Member Oath and Conduct	<p>Add Code of Ethics in meeting room.</p> <p>Suggestion: replace paragraph with the one below.</p> <p>Current policy states: “The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.” (Page 1)</p> <p>Recommendation: State law allows the board to determine how the oath is administered (105 ILCS 5/10-16.5). “Each board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.”</p>	<p>Discussion for the full board to approve all closed meeting minutes at every meeting.</p> <p>Policy Unchanged</p>
2:220-E1 Exhibit – Board Treatment of Closed Meeting Verbatim Records and Minutes	Question to board	Discussion for the full board to approve all closed meeting minutes at every

		meeting. Minor clarifications.
2:240 Board Policy Development	Approved	Unchanged
2:250-E1 Exhibit – Written Request for District Public Records	Approved	Unchanged
2:260 – AP2 Nondiscrimination Coordinator and Complaint Manager	Approved with recommended changes	Procedure updated to reflect new material on Policies and Procedures section.
4:40 Incurring Debt	Approved	Unchanged
4:55 Use of Credit and Procurement Cards	Approved	Unchanged
4:55 – AP Controls for the Use of District Credit and Procurement	Approved	Unchanged
4:70 –AP Resource Conversation	Approved	New to our manual
4:90 Activity Funds	Look into costs for getting the principals bonded.	Principals being bonded in accordance with the School Code – policy states “The Board will appoint a treasurer for each fund to serve as the fund’s sole custodian and be bonded in accordance with <u>The School Code.</u> ” Policy was updated
4:110-AP1 School Bus Post-Accident Checklist	Approved	Legal reference change – rest unchanged
4:170 –AP2 E4, 190-AP6, E1- Exhibit – Letter to Parents/Guardians About Preventing and Reducing Incidents of Sexting	Approved	Renumbered
5:10 – AP Workplace Accommodations for Nursing Mothers	Approved	Unchanged
5:310 Compensatory Time-Off	Adopt	New for our manual – ask if there is a mechanism for tracking time for comp time.
5:310 E Exhibit – Agreement to Receive Compensatory Time-Off	Adopt	New for our manual
6:120 – AP1 – E2, Exhibit – Special Education Required Notice and Consent Forms	Approved	Unchanged
6:120 – AP2 Access to Classrooms and Personnel	Approved	Unchanged
6:120 – AP2, E1 Exhibit – Request to Access Classroom (s) or	Approved	Unchanged

Personnel for Special Education		
6:300-E1, Exhibit – Application for a Diploma for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict	NA – not adopting	NA – not adopting
8:25-AP Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	Approved	New to our manual
8:100 Relations with Other Organizations and Agencies	Approved	Unchanged

<b>Revisions to Policies, Administrative Procedures and Exhibits</b>		
<b>Policy/Procedure</b>	<b>Policy Committee Approval/Change Requests</b>	<b>Other Discussion – Changes made to Policy/Procedure</b>
2:20 Powers and Duties of the School Board, Indemnification	Add “Visiting District facilities” to list plus approved recommendations	Renamed
2:200 Types of School Board Meetings	Approved	Unchanged
2:220 School Board Meeting Procedure	<p>3<sup>rd</sup> sentence – President shall designate a portion of the agenda as a consent agenda for those items that usually so not require discussion or explanation before Board action.” Replace shall with may (Page 1)</p> <p>Take out “The sequence for casting votes is rotated” Strike out not needed. (Page 2)</p> <p>Take out #8 Upon request by a Board member, a record of how he or she voted on a particular motion(Page 3)</p> <p>Take out “The official minutes are in the custody of the Board Secretary” replace with “A copy of the minutes is kept in a secure location appropriate for valuables.” (Page 4)</p>	Unchanged

	Approved with our recommended changes	
2:230 Public Participation at School Board Meetings and Petitions to the Board	Approved	Unchanged
4:45 –AP Insufficient Fund Checks	Approved	New to our manual
4:60 Purchases and Contracts	Approved	
4:60 AP1 Purchases	Approved	
5:30 Hiring Process and Criteria	Approved	
5:120 AP2 Employee Conduct Standards	Approved	
5:260 Student Teachers	Add on (Page 2) After “The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District”, (and shall endeavor to limit the duration to 1 semester). Approved with our recommended changes and additional recommended changes.	
5:330 Sick Days, Vacation, Holidays, and Leaves	Question to full board	For those employees not in a bargaining agreement how to handle them?

Adjourned at 8:49 p.m.