

POLICY COMMITTEE MINUTES

May 15, 2018

The Policy Committee met on Tuesday, May 15, 2018, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:02 a.m.

Present: Chair Greg Harris, Christine Clavenna, Kari Cremascoli, Chris Hanley, Katie Novosel, Elizabeth Sigale, Jayne Yudzentis, and Melissa Jerves (non-member/secretary)

Absent: Kristen Avery, Liz Davis, Melissa Bocker Ellis

Also in attendance was David Bein, Assistant Superintendent for Business/CSBO.

Approval of Minutes

Katie Novosel moved and Jayne Yudzentis seconded the motion to approve the minutes from the April 5, 2018 meeting. Motion carried.

Business Office Policy Revisions

David Bein presented his recommendations for the next section of Business Office policy revisions.

Policy #5152 (4:140) – Students – Fee Waiver

This revision sets out the district's fee waiver policy so that it complies with state law. Though this policy currently resides in the Students section, upon renumbering, it should move to the Business section.

Policy #3423 (4:80) – Business – Accounting and Audits

This policy consolidates several existing district policies and moves some portions into the Administrative Regulations. It also eliminates the procedures regarding inventory because it didn't reflect current district practice.

The committee briefly discussed the difference between a policy and an administrative regulation. Policies serve a governance function and reflect state and federal law (what we are doing), whereas administrative regulations detail policy implementation, define procedures and may include forms or exhibits (how we are doing it).

Policy #3320 (4:50) – Business – Payment Procedures

This policy consolidates district payment procedure policies.

Policy #3318 (4:60) – Business – Purchasing

Details about quotes have been moved to administrative regulation.

Policy # 3511.1 (4:160) – Business – Environmental Quality of Buildings and Grounds

This policy is new and required by state law.

Policy # 3291.1 (4:90) – Business – School Activity Funds

This policy has been moved from an existing administrative regulation. It gives authority to establish and audit school activity funds.

Policy # 3620 (4:130) – Business – Free and Reduced-Price Food Services

This new policy reflects existing practice within the district.

The following policies recommended for deletion from the policy manual are those that have been consolidated or superseded by the above new or revised policies: #3250, #3291, #3413, #3430, #3435, #3440, #3322, #3412, #3510, #3610, #3110, #3110.1, #3140, #3170, #3220. The only exception is Policy #3510 – Business – Energy Conservation. There is no corresponding policy in PRESS, and although the district already considers energy conservation in many ways, particularly as it monitors utility use, there does not seem to be a need for a dedicated policy.

Next Steps in Policy Manual Revision

The administrative team grouped and prioritized the remaining policies for review as follows:

1. Business Office policies (nearly complete)
2. Those policies on a list from ISBE for review for GATA (Grant Accountability and Transparency Act, 30 ILCS 708) compliance
3. Internal Board Operations
4. Administration
5. Community Relations
6. Personnel
7. Students
8. Instruction

The committee agreed to pursue this order of review.

Reception of Visitors

No visitors were present at this committee meeting.

To do:

- Place Business Office policies reviewed at the past two meetings on the June Board agenda for first reading: 3100, 3290, 3291.1, 3318, 3320, 3423, 3511,

3511.1, 3610, 3620, 5152.

- Recommend the following policies for deletion: 3250, 3291, 3413, 3430, 3435, 3440, 3322, 3412, 3510, 3110, 3110.1, 3140, 3170, 3220.
- Review Group 2 policies for GATA compliance.

Chris Clavenna moved and Katie Novosel seconded the motion to adjourn the meeting.

The meeting was adjourned at 7:32 a.m.