

POLICY COMMITTEE MINUTES

November 22, 2016

The Policy Committee met on Tuesday, November 22, 2016, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:01 a.m.

Present: Chair Sallie Lupescu, Christine Clavenna, Kari Cremascoli, Liz Davis, Chris Heppner, Mark Stange, Jayne Yudzentis, and Pamela Osika (non-member/secretary).

Absent: NONE

Also in attendance were David Bein, Assistant Superintendent for Business/CSBO; Mark White; and Marla Gilbert.

Approval of Minutes

Jayne Yudzentis moved and Mark Stange seconded the motion to approve the minutes from the October 18, 2016 meeting. Motion carried.

Policy #2010 – Administration – Superintendent of Schools

The Committee discussed Policy #2010 – Administration – Superintendent of Schools. It was noted that item #17 of this policy was brought to the attention of the Board of Education at its regular monthly meeting in October. This prompted the Committee to review the policy. It was suggested that the section entitled “Performance Responsibilities” be moved to an administrative regulation, which would follow the same format as IASB PRESS (*Policy Reference Education Subscription Service*) model policy and align with the policies and administrative regulations covering other administrative positions of the District. Revisions to Policy #2010 will be drafted along with a new Administrative Regulation #2010. This item will be placed on the next Policy Committee meeting agenda.

Policy #3430 – Business – District Property

The Committee discussed Policy #3430 - Business – District Property. David Bein distributed new recommended revisions based on IASB PRESS model policy. Suggested revisions to Policy #3430 are as follows:

~~Inventory of Equipment~~ **Inventories**

~~An inventory of equipment shall be maintained and shall serve the functions of property control, determination of necessary insurance coverage and be in compliance with the financial model of Statement Number 34 of the Governmental Accounting Standards Board. Each unit of equipment shall be defined, with the exception of significant value, as indicated in the Illinois Financial Accounting Manual for~~

~~Local School Systems. Significant value of individual items costing \$1,000 or more shall be considered equipment items.~~
The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement.

~~Purchases of equipment made with grant revenue will comply with the guidelines established by the Illinois State Board of Education or the granting authority as outlined by the grant application.~~

Disposition of District Property

The Superintendent shall notify the Board, as necessary, of any (1) District personal property no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition. **Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.**

Policy #3430 will be placed on the December Board agenda for first reading.

First Draft Policy #8360 – Internal Board Operations - Board Member Compensation; Expenses

The Committee reviewed and discussed the first draft of Policy #8360 – Internal Board Operations – Board Member Compensation; Expenses. New legislation created the Local Government Travel Expense Control Act effective January 1, 2017, which required school districts to adopt a policy to regulate expenses of school board members and that such expenses must be approved by roll call vote in an open meeting. The new draft Policy #8360 was created using the IASB PRESS model policy. In addition, the new act also requires the Board to adopt a resolution to regulate expenses. A draft resolution was briefly reviewed by the Committee with additional follow-up needed.

Draft Policy #8360 will be placed on the December Board agenda for first reading.

First Draft Policy #3324 – Use of Credit and Procurement Cards

The Committee reviewed and discussed the first draft of Policy #3324 – Business – Use of Credit and Procurement Cards. David Bein explained the purpose of this proposed policy to the Committee. The District recently acquired a credit card to use for paying utilities, technology purchases, and in other appropriate situations, allowing the District to receive cash back rebates on purchases. The new draft Policy #3324 was created using the IASB PRESS model policy.

Draft Policy #3324 will be placed on the December Board agenda for first reading.

Policy #1150 – Community Relations – Citizen Communications with the Schools and the Board

Policy #8255 – Internal Board Operations – Board Communications

Policy #8244 – Internal Board Operations – Determining Agenda

The Committee discussed Policies #1150, #8255, and #8244 regarding Board communications and the current practice of how they are listed on monthly Board agendas. Sallie Lupescu referred to an email received from DGEEA Vice President Andy Schmidt. According to the Illinois School Code, only FOIA requests are required to be listed on Board agendas. There was a lengthy conversation regarding current practice. It was suggested that additional clarification may be beneficial. Pending any recommendations by this Committee for revisions, the District will continue to list communications from community members on Board agendas and will continue to not list communications from staff members. This item will be discussed at the December Board of Education meeting.

Reception of Visitors

Mark White and Marla Gilbert (DGEEA representatives) joined the discussion regarding the listing of communications on Board agendas, acknowledging the need for additional clarification and the potential benefits and challenges of changing practice.

Mark White and Marla Gilbert left the meeting at 8:01 a.m.

Policy / Administrative Regulation #5100 – Students – Admission - Residence

The Committee did not discuss Policy and Administrative Regulation #5100 – Students – Admission – Residence. This item will be placed on the January Policy Committee meeting agenda.

To do:

- Place Policy #3430 on December Board agenda for first reading.
- Place New Draft Policy #8360 on December Board agenda for first reading.
- Place New Draft Policy #3324 on December Board agenda for first reading.
- Place Policy / (New) Admin Reg #2010 on January Policy Committee meeting agenda
- Place Policy / Admin Reg #5100 on January Policy Committee meeting agenda
- Post additional Policy Committee meeting scheduled on Tuesday, January 24, 2017

Chris Heppner moved and Liz Davis seconded his motion to adjourn the meeting.

The meeting was adjourned at 8:09 a.m.