

**New Lenox School District 122
102 South Cedar Road
New Lenox, IL 60451
Policy Committee Meeting Minutes
Wednesday, July 14, 2009
6:30 p.m.**

1. Roll Call

The meeting was called to order by Member Martino at 6:30 p.m.

Member present: Member Smith (8:30 p.m.), Member Martino and Member Kedzior

Others in attendance: Dr. Manville, Dr. Sass, Mr. Huang, Mr. Livezey, and Mrs. DiMonte

2. Review of December 4, 2008 Minutes

The policy committee reviewed the minutes and accepted them as presented.

3. Review of Existing Policies/Procedures/Exhibits

6:250-E Volunteer Form

Dr. Manville explained the changes in the volunteer form and the committee discussed the new volunteer ID information being included on this form that was discussed at the strategic planning session. This exhibit was recommended by the committee for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 5:330 Sick Days, Vacation, Holidays

Dr. Manville reviewed the changes on vacation and school holidays in this policy.

The committee recommended the changes be presented for a 1st reading at the Wednesday, August 19, 2009 meeting.

Policy 4:180 Pandemic Preparedness (4:180AP1 and 4:180AP-2)

The committee recommended adopting PRESS changes to this policy and administrative procedures. These will be presented for a first reading at the Wednesday, August 19, 2009 meeting.

Policy 5:185 Family Medical Leave Act

Dr. Manville presented an extensive FMLA Update to the committee. This is recommended to be presented for a first reading at the Wednesday, August 19, 2009 meeting.

Exhibit 2:140-E2 Board Member Communication

The Policy Committee reviewed the flowchart of board member communication and there were no changes recommended at this time.

Policy 2:125 Board Member Expenses

The Policy Committee discussed pre-approval of expenses for board members to attend conferences, Act of God cancellations/board member attendance substitutions, mid-fare meal charges, and no alcohol reimbursement changes to the policy. Administration will make committee recommended amendments to the policy and present them at the next Policy Committee Meeting.

Policy 5:270 Employment at-Will, Compensation

Dr. Manville reviewed with the Policy Committee the change on the Service Credit for Military Service. This policy was recommended to be presented for a first reading at the Wednesday, August 19, 2009 board meeting. A resolution on the Service Credit for Military Service will also be presented.

4. Review of February 2009 P.R.E.S.S.

Exhibit 2220-E1

The Policy Committee reviewed the Exhibit on Board Treatment of Closed Meeting Verbatim Records and Minutes and recommended this be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Dr. Manville reviewed the following Policy Changes with the Committee:

Policy 4:170 Safety

The Policy Committee reviewed the proposed changes and recommended this policy be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Procedure 4170-AP1 Comprehensive Safety and Crisis Program

Dr. Manville recommended that the entire Administrative Procedure be changed to the new PRESS AP. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Procedure 4:170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility -- Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 5:35 Compliance with the Fair Labor Standards Act -- Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Procedure 535-AP1 Fair Standards Labor Standards Act Exemptions

Procedure 5:35AP2 Employee Records Required by FLSA

Procedure 5:35 AP4 Fair Labor Standards Act 12 Step Compliance

Exhibit 5:35-E Volunteer Agreement

Dr. Manville recommended to accept all PRESS changes on the administrative procedures and exhibit for Policy 5:35. These will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 5:120 Ethics

Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 5:310 Educational Support Personnel – Compensatory Time-off

Dr. Manville recommended to accept all PRESS footnote changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Exhibit 5:310-E Agreement to Receive Compensatory Time Off

Dr. Manville recommended to add “publish with wage statements”. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Procedure 6:60-AP Comprehensive Health Education Program

Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

6:120 Special Ed. AP1, E2 Special Education Required Notice and Consent Forms

Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

7:40-AP Placement of Nonpublic School Students Transferring into the District. Dr. Manville recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 7:60 Residence --Dr. Manville recommended deleting the paragraphs on Requests for Non-Resident Student Admission paragraph and Admission of Non-Resident Student Pursuant to an Agreement or order.

Administrative Procedure 7:60-AP2 Establishing Student Residency

Dr. Manville recommended to accept the PRESS changes on Military Personnel. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Exhibit 7:60-AP2, E1 Exhibit – Letter of Residence from Landlord in Lieu of Lease

Exhibit 7:60-AP2, E2 Exhibit – Letter of Residence to Be used when the Person Seeking to Enroll a Student is Living with a District Resident

Exhibit 7:60-AP2, E3 Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student

Dr. Manville recommended using the current school district forms for all of these residency form exhibits.

Policy 7:170 Vandalism

Dr. Manville recommended to accept all PRESS footnote changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 7:190 Student Discipline

Dr. Manville recommended to accept all PRESS footnote changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Exhibit 7:190E2 Student Handbook Checklist -- Dr. Manville recommended to accept all the new student handbook checklist. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Administrative Procedure 7:250-AP2 – Protocol for Responding to Students with Social, Emotional, or Mental Health Problems -- Dr. Manville recommended to accept all PRESS changes including the addition of the Children’s Mental Health Partnership’s Plan and Annual Progress Reports. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 4:120 Food Services – Mr. Huang recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Administrative Procedure 4:120-AP – Mr. Huang recommended to accept all PRESS changes and accept Option 2 of the footnote. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 4:130 Free and Reduced Price Food Service – Mr. Huang recommended to accept all PRESS changes. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 4:55 Use of Procurement Cards – Mr. Huang recommended to accept this new policy as presented by the business manager. This will

be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Exhibit 4:55E1 and E2 Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurements Cards

Mr. Huang recommended to accept this new exhibit as recommended by the business manager. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

The Policy Committee will review P-Card limits each summer.

5. Policies Under Consideration

Policy 4:30 Revenue and Investments Policy Review

Mr. Huang recommended to accept changes recommended by the Finance Committee. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting.

Policy 5:210 Exit Interview Review

Dr. Manville presented this policy to the committee. This will be presented for a first reading at the Wednesday, August 19, 2009 board meeting. Dr. Manville will conduct Exit Interviews with all Certified Staff and 12-Month Classified Staff and Dr. Sass will conduct Retiree Exit Interviews.

Policy 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Dr. Manville reviewed this with the committee and it was determined to keep this policy in the Queue for a future meeting.

Electronic Storage Policy Sample

Mr. Livezey presented a draft of an Electronic Storage Policy from another school district. Mr. Livezey will come back to the Policy Committee at the next meeting with additional information and other school district samples for review.

Member Smith joined the meeting at 8:30 p.m.

5:156 Cell Phone Policy

The Policy Committee reviewed the Cell Phone Policy. Member Smith provided Mr. Livezey with other school district policies to review. Mr. Livezey will review other Cell Phone Policies and bring this proposed policy back to the policy committee at the next meeting.

Policy on Married Staff

Member Martino provided a sample of a policy on Married Staff which describes that no married couples can work at the same organization where one is in direct line of supervision of the other. Dr. Manville will

work on a draft of the policy and present it at the next policy committee meeting.

6. Policies in the Queue

- Policy 4:20 Fund Balances
- Policy 4:80 Accounting and Auditing
- Policy 4:90 Activity Funds
- What would the Board like to do in the future for former Board Member and staff member recognitions? (accolades/naming rights)
- Do Not Resuscitate (DNR) Policy

7. Policies Ready for a “First Reading” on August 19, 2009

The Policy Committee reviewed the policies that will be ready for a first reading on Wednesday, August 19, 2009 board meeting.

8. Review of New School Laws 2009

Dr. Sass referred the committee members to the New School Laws for them to review.

9. Prioritize Next Meeting Agenda Items

The Policy Committee will review the Policies in the Queue at the next meeting and any new PRESS issues.

10. Set Next Meeting Date

The next Policy Committee will be scheduled in early October, 2009.

11. Adjournment

The Policy Committee Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Luann DiMonte, Recording Secretary