

BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS

Butler Junior High School
Administrative Center—Board Room
Monday, April 16, 2018
6:15 PM Policy Committee Meeting

MINUTES

Mr. Sulaiman called the meeting to order at 6:20 p.m.

Present: Chris Edmonds, Lisa Owen, Alison Prochaska, Chad Prosen, Amy Read, Ahmad Sulaiman, Heidi Wennstrom, Ellen Wozny

The committee approved the minutes of the March 12, 2018 policy committee meeting.

New Business

Policy 1036 (2:80) - Board Member Oath and Conduct

The policy was approved as presented and advanced for first reading at the May regular board meeting.

Policy 3005 - Budget Planning

The policy was approved for deletion by the policy committee as it is now combined in D53 policy 3015. The policy will be on the May board meeting agenda.

Policy 3010 - Budget - Preliminary Adoption Procedures

The policy was approved for deletion by the policy committee as it is now combined in D53 policy 3015. The policy will be on the May board meeting agenda.

Policy 3015 (4:10) - Fiscal and Business Management

The policy was approved as presented and advanced for first reading at the May regular board meeting.

Policy 3035 (4:40) - Incurring Debt

The policy was approved with the addition of “or designee” in the second paragraph and advanced for first reading at the May regular board meeting.

NEW Administrative Procedure 3035AP1 - Preparing and Updating Disclosures

The exhibit was approved with the addition “Disclosure Officer - Business Manager Name)” at the end of the document and will be included for board review at the May regular board meeting.

Policy 3205 - Compliance with Equal Employment Opportunity Act

The policy was approved for deletion by the policy committee as the information is now included as part of 3413AP1. The policy will be on the May board meeting agenda.

Policy 3225 (4:55) - Use of Credit and Procurement Cards

The policy was approved with additional changes in language and advanced for first reading at the May regular board meeting

NEW Administrative Procedures 3225AP1 (4:55AP) - Controls for the Use of District Credit and Procurement Cards

This NEW administrative procedure was approved with additional language and will be included for board review at the May regular board meeting.

NEW Exhibit 3225E1 (4:55E) - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

The exhibit was approved as presented and will be included for board review at the May regular board meeting.

Policy 3300 (4:30) - Revenue and Investments

The policy was moved to old business with further discussion needed between Chris Edmonds and Dr. Martin.

NEW Administrative Procedure 3413AP4 (4:60AP4) - Federal Award Procurement Procedures

This NEW administrative procedure was approved as presented and will be included for board review at the May regular board meeting.

NEW Exhibit 3413AP4E1 (4:60AP4E1) - Internal Procedures for Procurement Transactions

This NEW exhibit was approved as presented and will be included for board review at the May regular board meeting.

NEW Exhibit 3413E1 (4:60E) - Notice to Contractors

This NEW exhibit was approved as presented and will be included for board review at the May regular board meeting.

NEW Administrative Procedure 3435AP1 (4:70AP) - Resource Conservation

This NEW administrative procedure was approved as presented and will be included for board review at the May regular board meeting.

Policy 3910 (4:100) - Insurance Management

The committee held a lengthy discussion on various insurance and moved the policy to old business with further investigation on student insurance and teacher liability. The committee

recommendation is to remove #2 on “Comprehensive Property insurance” from the document.

The meeting was adjourned at 7:40 p.m.

The committee did not review the following new business due to time. These items will be on the May 14th Policy Meeting Agenda.

NEW Administrative Procedure 4001AP1 - Interview Questions
NEW Administrative Procedure 4001AP2 - Investigations
NEW Administrative Procedure 4075AP1 - Workplace Accommodations for Nursing Mothers
Policy 4970 - Workplace Harassment Prohibited
NEW Administrative Procedure 4970AP1 - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
NEW Exhibit 4970E1 - Resolution to Prohibit Sexual Harassment
Policy 7920 - Education of Children with Disabilities
Exhibit 7920AP1E1 - Notice to Parents/Guardians Regarding Section 504 Rights
Exhibit 7920AP3 - Service Animals
Exhibit 7920AP3E1 - Guidelines for Service Animals in School Facilities
Policy 7925 - Homework
Policy 7930 - Extended Instructional Programs
Policy 7935 - Achievement and Awards
Exhibit 8015E - Application and Procedures for Use of School Facilities
Exhibit 8041AP1E1 - Accident or Injury Form
Exhibit 8041AP1E2 - Memo to Staff Members Regarding Contacts by Media About a Crisis
Administrative Procedure 8041AP4 - National Terrorism Advisory System
Policy 8070 - Accommodating Individuals with Disabilities
Exhibit 6:310E - Class Substitution Request

Old business on the agenda that included:

Policy 1001 - School District Philosophy
Policy 4270 - Employee Ethics; Conduct; and Conflict of Interest
Policy 5040 - Schedules and Employment Year

The next meeting is scheduled for Monday, May 14, 2018 at 5:00 p.m.