

School District U-46
Elgin, Illinois

November 19, 2018

The Facilities Committee of the Board of Education met at 4:15 p.m. in Room 140 of the Educational Services Center, 355 East Chicago Street, Elgin, Illinois, to discuss Board Policy 4 – Operations. In attendance were Board members Phil Costello, Sue Kerr, Melissa Owens and Jeanette Ward. Also in attendance were Tony Sanders, Chief Executive Officer, Dr. Jeff King, Deputy Superintendent of Operations, Miguel Rodriguez, Chief Legal Officer, Steve Burger, Assistant Superintendent of Elementary Schools Instruction and Equity, Luis Rodriguez, Assistant Attorney and Dr. Ushma Shah, Assistant Superintendent of Elementary Schools Instruction and Equity.

1. Open Meeting and Introduction

Ms. Kerr opened the meeting at 4:21 p.m. and those present stated their names.

2. Discussion of Board Policy #4 – Operations

Ms. Kerr confirmed requested changes from the February 26, 2018, Operations Committee Meeting had not yet gone to the full board. Mr. Rodriguez, Chief Legal Officer confirmed that is correct. In review, Ms. Kerr wanted to go over the fund balance language regarding Policy 4.025.

Dr. King proceeded to go through the policies, which had changes as follows:

4.052 – Expense Reimbursements. The changes removes unnecessary language and adds language addressing some Board members’ concerns regarding travel reimbursement for non-District staff. Mrs. Ward stated she believes travel by non-District employees should be approved by the Board as travel by Board members needs to be approved. In response, Dr. King stated the policy is a Board policy and it is at the discretion of the Board to make changes to it should they decide. The Board has the right to be more stringent if the Board so desires. Ms. Kerr asked what the timeline is for approval. Dr. King responded, the policy states the requested has to be made more than 30 days prior to the requested travel. Mr. Costello requested a change to the policy verbiage to be listed as non-staff versus non-District staff. Mr. Luis Rodriguez stated if the Board were to adopt Mrs. Ward’s requested change, additional language will be needed regarding parents who serve as chaperones otherwise it could pause a potential conflict. These parents are at times reimbursed by the school for their expenses. It was decided to take this issue to the full Board for consideration whether there should be a threshold and whether that threshold should be \$25k to follow the other thresholds.

4.060 – Purchasing/Purchasing Authority. The changes add Deputy Superintendent of Operations as appropriate. The Committee was accepting of these requested changes.

4.065 – Resource Conservation. This includes a new policy recommendation removing proposed language already discussed by the Board that references a date (07.01.18) that has already lapsed. The Committee was accepting of this requested change.

4.080 – Fiscal Accounting and Reporting. The changes add language to allow flexibility to reporting timelines. The Committee was accepting of this requested change.

4.140 – Waiver of School Fees. The changes propose new language to clarify when families qualify for waivers, as well as provides Administration flexibility in recouping owed fees in permissible situations. Dr. King stated the biggest change would be the addition of restricting activities of students if fees are not paid. In order for the schools to be able to gather the fees that are owed, we thought it appropriate to put the language in the policy. Dr. King stated athletic fees had been waived but the District is not required to do so. Dr. King stated the academic fees are the only fees the District is required to waive. In response to Ms. Kerr, Dr. King will follow-up with the schools to see how many students have their athletic fee waived. The Committee was in agreement with removing number 5 – Athletic Fees from the policy.

4.142 – Student Fines and Charges. The changes add language “fines” to clarify the applicability of the policy. The Committee was accepting of this requested change.

4.154 – Facilities Development and Goals. The changes would strike this policy as Policy 4.155 more accurately covers this Board function. The Committee was accepting of this requested change.

4.170 – Safety. The changes broaden the scope of the policy pursuant to recent existing law. The Committee was accepting of this requested change.

4.310 – Gate Receipts and Admissions. The changes reword policy language governing the setting of admission prices for events to reflect the exiting practice of being determined by the CEO/designee. Ms. Kerr asked if high school musicals charge fees for admittance. In response, Dr. King stated it is up to the school and the Administrator overseeing that event.

4.003 – Annual Budget. The change is in regards to the Board requesting not having to vote on a resolution to ask CEO or designee to create the budget. The Committee was accepting of this requested change.

4.055 – Chief Legal Officer Settlement Authority. The change would be Chief Legal Officer or designee shall also have the authority to settle all legal claims up to \$25,000.

4.056 – Authority to Pay Outstanding Bills by Chief Operations Officer or Chief Financial Officer. The change is a new policy recommendation wherein in some years in December, June and July, the months where there is typically one Board meeting, we would have the authority to pay bills.

4.100 – Student Transportation Services. Duplicative language was removed as recommended by a Board member at the February 26, 2018, Committee Meeting.

3. Public Participation

There was no public participation.

4. Adjournment

The November 19, 2018 meeting of the Facilities Committee was adjourned at 5:15 p.m.

Approved this 17th day of December, 2018

/s/ Donna Smith //

President

/s/ Miguel A. Rodriguez //

Secretary