

Policy Committee Quarterly Meeting
Board Planning Room
March 9, 2009 – 10:00 a.m. to Noon
Committee: Sandra H. French, Chairman; Ellen Flynn Giles; Patricia S. Gordon
Staff: Fran Albert, Policy Specialist
Board Staff: Kathy Hanks, Administrative Specialist

Item	Subject	Discussion	Action/Status	Follow-up
A.	Call to Order; Approval of Agenda; List Attendees	Meeting was called to order at 10:07 a.m. Agenda Approved Attendees: All listed above, plus Secondary Administrative Director David Bruzga for Agenda Item C only.	By Consensus By Consensus	
B.	Final Versions of Approved Policies	<p style="text-align: center;">1. Policy 4060 Medicaid Reimbursement For Health-Related Services (Formerly, Third Party Billing)</p> <p>Final changes were reviewed and affirmed as the version approved by the Board on 1/8/09.</p> <p style="text-align: center;">2. Policy 7080 Transfer of School-Based Administrators</p> <p>Final changes were reviewed. The word “administrative” was removed from the second Compliance statement to reflect original intent and current practice. “The Superintendent/Designee will notify the Board of all transfers of school-based administrators.” reflects the version approved by the Board on 1/8/09.</p> <p>Ms. Albert also noted that the wording in Implementation Procedures §I. B Administrative Transfer would be repeated for consistency and clarification in §II A.4 Voluntary Transfer.</p>	By Consensus By consensus, both editorial changes were minor and did not merit further action.	<p>Policy 4060 is ready to be added to the Board’s policy website.</p> <p>Policy 7080 is ready to be added to the Board’s policy website.</p>

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C.	Interpretation of Policy 9240 Student Use & Possession of Tobacco	Dave Bruzga presented two possible changes. He stated that he could insert constructive possession in both the Standard IV.B and Implementation Procedures. It was decided it was not necessary to be in the latter.	Individual comments were made, but it was agreed that the committee should make no recommendations at this time. Mrs. French asked Mr. Bruzga to consult with the high school principals regarding constructive possession. She also requested him to provide the Board with a copy of the law that is driving this policy	Mr. Bruzga will consult with the superintendent and cabinet regarding final recommendation of Policy 9240 to the Board prior to April 16.
D.	Clarification of wording (For the purpose of this policy ...)	The issue is whether a qualifying statement (e.g. Policy 6060, “Within the context of this policy, the following definitions apply:”) should precede the Definition section of all policies, or only in policies where the definition is specifically unique and necessary for that policy? An example could be the HCPSS definition of “assault”. There was in-depth conversation on this topic. While Board members believed that the statement was unnecessary in all policies, staff believed it could help. Mrs. French asked if Ms. Albert had a common list of definitions. Ms. Albert stated she has a list that is 50 pages long and it needs to be constantly updated.	It was agreed that Ms. Albert should discuss this again with the Superintendent, Counsel Mark Blom, and Cabinet. The committee would like the Superintendent to bring to the Board a recommendation for	A consistent approach is needed for all policies regarding Definitions.

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			consideration.	
E.	Editorial Style – Use of Acronyms	For consistency, <u>The Chicago Manual of Style</u> , which is used to write HCPSS curriculum, will also be used to write Board Policies. Acronyms will not be used alone until the term is first written in full with the acronym written in parenthesis. The committee decided that the acronym procedure would be repeated in the Implementation Procedures since they are treated as two separate documents.	By consensus	Future committees will be advised to consult <u>The Chicago Manual of Style</u> .
F.	Policy feedback prior to Board meeting and policy voting session	The issue remains the tight turnaround time between the Superintendent’s final recommendation after a public hearing and the Board’s action on a policy. There were detailed suggestions for improvement as to when the Board sees the final policy and has the opportunity to make additional changes prior to Board action. Ms. Albert plans to change the internal process for next year, especially with committee deadlines. Individuals suggested different strategies, such as providing Board discussion immediately after a public hearing and/or extending the Action discussion to a second meeting.	It was recommended that this problem be taken to Cabinet for suggested improvements.	The full Board will need to be consulted.
G	Final Approval Process	F& G were combined. There was much discussion about changes that are made to a policy during a Board meeting.	It was decided that a final copy with all the changes would be circulated to all Board members confirming that this was what was	

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H.	Update on complaints – PTA Council and CAC	CAC will be meeting with Ms. Albert to discuss their concerns. Biggest concern is consistency with the minority report and when they are permitted within the charter. There also needs to be clarification to the committee as to who receives the minority report and the process.	By consensus, any Minority Report of a policy committee is to be signed and submitted to the superintendent with the policy revision. The persons may then also submit it to the Board as part of the Public Hearing process.	Ms. Albert is to draft minority report procedures and submit them to the committee and to Cabinet.
I	General Discussion/ Other	<ol style="list-style-type: none"> 1. Additional meeting? 2. Policy Revision Cycle 3. 2009-2010 Policy Revision Schedule 4. Ms. Giles reported that the information regarding Ethics was moved to the appropriate section of the HCPSS website. 5. Ms. Albert provided a handout she gives to forming policy committees entitled <u>Policy Development and Revision FAQs</u>. 	<p>Consensus</p> <p>A policy revision cycle will be considered on May 4, 2009.</p> <p>The 2009-2020 Policy Revision Schedule will be considered on June 15 from 1:00-3:00 p.m.</p>	<p>The May 4th meeting will be held in ML2.</p> <p>The June 15th meeting will be held in Board Room A.</p>
J.	Adjournment	Ms. Gordon moved, and Ms. French seconded, that the committee adjourn.	Unanimous. Meeting adjourned at 12:17 p.m.	