

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Monday, February 2, 2015, at 5:00 pm in the District Board and Training Center.

**Committee Members Present:** Tina Rossmiller, Jerry Roth, and Amanda Koenecke. Others in attendance: Doreen Treuden.

**Approve January 12, 2015, Minutes:** Motion by Mr. Roth, seconded by Ms. Koenecke, moved to approve the January 12, 2015, minutes with one change. Motion carried, voice vote.

**New Business:**

Policy #353.1 – School Volunteers – Ms. Treuden brought policy forward with suggested changes. Discussion. Policy to go before the Board for a first reading with suggested changes.

Policies #353.1 Form – Volunteer Agreement and #353.1 Form 1 – Background Check Information Form – Ms. Treuden suggested that these two policies be removed and the District Office create and have on file new forms. Discussion. Policies will go before the Board for a first reading for suggested removal from the Policy Manual.

Policy #830- Form – Facility Use Agreement – Ms. Treuden suggested that this policy be removed and will be replaced with new forms, not yet created. Discussion. Policy to go before the Board for a first reading, after inserting new language into current policy #830, bringing #830 forward at the same time.

**Old Business:**

Policy #529.1 – Family & Medical Leave – Ms. Treuden spoke on suggested changes to this policy. Discussion. Ms. Treuden to rewrite and bring policy back to Policy Committee for review.

Appendix A, Employee Handbook Proposed Change – Policy brought forward with suggested changes. Discussion. Policy to go before the Board for a first reading.

Policy #453.4 – Administering Medications to Students – Policy brought forward with concerns from Board Member Ms. Hammann. School Nurse and Student Services Interim Director reviewed and shared suggested changes. Discussion. Policy to go before the Board for a first reading with suggested changes.

Policy #453.4 Form – Medication Consent Form – Policy brought forward with concerns from Board Member Ms. Hammann. School Nurse and Student Services Interim Director reviewed and created a new form. Discussion. Two policies, created and to go before the Board for a first reading with suggested changes.

Policy #185 – Board Committees – Policy brought forward with suggested changes from Board Member Ms. Hammann. Discussion. Policy to go before the Board for a first reading with suggested changes.

**Suggested Policies/Handbook Changes:**

- a. Policy #525 – Staff Solicitations – Policy came forward with suggestion to remove from the Policy Book and insert into the Employee Handbook, under All Employees. Discussion. Policy to go before the Board for a first reading for removal. An Employee Handbook Proposed Form to be created and submitted to the Employee Handbook Committee.

Policies below came forward with suggestion to remove from the Policy Book and insert into the Employee Handbook, under Support Staff. Discussion. Policies to go before the Board for a first reading for removal. An Employee Handbook Proposed Form to be created and submitted to the Employee Handbook Committee:

- b. Policy #545 – Support Staff Assignments and Transfers –
- c. Policy #546.1 – Resignation of Support Staff –
- d. Policy #546.2 – Retirement of Support Staff –
- e. Policy #546.4 – Reduction in Support Staff Workforce –
- f. Policy #547 – Staff Development Opportunities for Support Staff -

**Set Date of Next Meeting and Agenda:** The next meeting will be Monday, March 2, 2015, at 5:00 pm in the District Board and Training Center. Will bring back policy #830 – Use of Facilities and #830 Form – Facility Use Agreement and #529.1 – Family & Medical Leave.

**Adjourn:** Motion by Ms. Koenecke, seconded by Mr. Roth, moved to adjourn the meeting. Meeting adjourned at 6:05 pm.

Submitted by Tina Rossmiller, Chair

Approved: 3/2/15