

**McLean County Unit District No. 5**  
**Board Policy Committee**  
**Meeting *MINUTES***  
**Friday, February 10, 2017 ~ 11:35 a.m. – 1:10 p.m.**  
**Unit 5 District Office ~ 1809 W Hovey Ave; Normal IL**

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**Attending:** Chairman Barry Hitchins, Secretary Gail Ann Briggs, Attorney for the District M. Curt Richardson

1) Approved documents for 2<sup>nd</sup> Reading/Adoption at February 22, 2017 BOE mtg.

Section 2 – BOARD OF EDUCATION

- Policy 2.110 Qualifications, Term, and Duties of Board Officers
- Policy 2.220 Board Meeting Procedure
- Exhibit 2.220-E1 Board Treatment of Closed Meeting Verbatim Recordings and Minutes (**NEW**)
- Exhibit 2.220-E7 Access to Closed Meeting Minutes and Verbatim Recordings (**NEW**)

Section 3 – GENERAL SCHOOL ADMINISTRATION

- Policy 3.40 Superintendent

Section 4 – OPERATIONAL SERVICES

- Policy 4.10 Fiscal and Business Management
- Policy 4.55 Use of Credit and Procurement Cards

Section 5 – PERSONNEL

- Policy 5.60 Expenses (**Re-WRITTEN**)
- Administrative Procedure 5.60-AP1 Expenses (**DELETE**)
- Exhibit 5.60-E1 Employee Expense Reimbursement Form (**NEW**)
- Exhibit 5.60-E2 Employee Estimated Expense Approval Form (**NEW**)
- Policy 5.200 Terms and Conditions of Employment and Dismissal

Section 8 – COMMUNITY RELATIONS

- Administrative Procedure 8.90-AP1 Inflatables
- Exhibit 8.90-E1 Inflatable Request Form

2) Discussed documents for 1<sup>st</sup> Reading/Reports at February 22, 2017 BOE mtg.

Section 3 – General Administration

- \*\* Policy 3.50 Administrative Personnel Other Than the Superintendent – **postpone**

Section 4 – Operational Services

- 2) Policy 4.60 Purchases and Contracts
- 3) Administrative Procedure 4.60-AP1 Purchases
- 4) Administrative Procedure 4.60-AP3 Criminal History Records Check of Contractor Employees

Section 5 - Personnel

- 5) Policy 5.190 Teacher Qualifications
- 6) AP 5.190-AP1 Plan to Ensure That all Teachers Core Academic Subjects are Highly Qualified (**DELETE**)

Section 7 - Students

- \*\* Policy 7.30 Intra-District Transfer; Eligibility; Student Assignment - **postpone**
- \*\* Policy 7.270 Administering Medicines to Students - **postpone**
- \*\* Administrative Procedure 7.270-AP1 Dispensing Medication - **postpone**
- 10) Policy 7.305 Student Concussions and Head Injuries (**Re-written & NEW Title**)
- 11) Admin. Procedure 7.305-AP1 Program for Managing Student Athlete Concussions & Head Injuries (**Re-written & NEW Title**)
- 12) Exhibit 7.305-AP1,E1 Concussion Information (**NEW #**)
- 13) Administrative Procedure 7.305-AP2 Concussion Care Protocol - Return-to-Learn and Return-to-Play (**NEW**)
- 14) Exhibit 7 305-AP2,E1 Concussion Staging Form (**NEW**)
- 15) Exhibit 7 305-AP2,E2 Return-to-Play Consent Form (**NEW**)
- 16) Exhibit 7.305-AP2,E3 Concussion Care Graphic ~ Return-to-Learn and Return-to-Play (**NEW**)

3) Next Meeting

- Fri.Feb.24 – 11:30 a.m. – District Office