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

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

1) Approved documents for 2nd 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 1st 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 Procedure7.305-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