



Glen Ellyn School District 41

Dr. Paul Gordon, Superintendent

MINUTES

**POLICY COMMITTEE MEETING
FEBRUARY 7, 2014
12:00 P.M.**

**CENTRAL SERVICES OFFICE
793 NORTH MAIN STREET
GLEN ELLYN, ILLINOIS**

Present: Superintendent Dr. Paul Gordon; Board members Sam Black and Dean Elger; Recording Secretary Maureen Stecker. Assistant Superintendent Karen Carlson joined the meeting at 2:05 p.m. Others present: Resident Jeff Cooper

Call to Order

The meeting was called to order at 12:02 p.m.

Approval of Minutes

The October 22, 2013 Policy Committee meeting minutes were approved.

Public Participation

Resident Jeff Cooper referenced an email he sent relative to the District's policy and procedures for staff travel expenditures (5:60, 5:60-AP) and encouraged the Committee to review it and consider his recommendations.

Discussion Items

The Committee discussed the following matters:

1. IASB PRESS recommended revisions: The Committee reviewed the red-line drafts and recommended moving forward with the suggested changes.
2. Travel expenditures: The Committee discussed possible changes to the District's current policy and procedures on travel expenditures, 5:60 and 5:60-AP. Suggestions included language revisions that add clarity to the staff directives as well as adding a cost estimate and pre-approval form and post-trip actual cost reconciliation as exhibits. The Superintendent's Office will prepare a red-line draft with revised language and develop new forms per the discussion.
3. Instructional materials: The Committee reviewed the District's current policies and procedures for the use of instructional materials, specifically related to library resources, independent reading materials and supplemental materials in the classroom. Mrs. Carlson introduced a new administrative procedure and exhibits for policy 6:210 that would help address the Board's interest in tightening up the procedure for the selection and review of supplemental materials for classroom use. The Superintendent's office will prepare drafts per the discussion for the Committee's review.
4. Set next meeting date: March 7, 2014, 1-3 p.m.
5. Adjourn meeting: The meeting was adjourned at 2:56 p.m.