

**Minutes of the Policy Committee Meeting
North Boone Community Unit School District #200**

Held at North Boone District Office
6248 North Boone School Road
Poplar Grove, IL 61065
Wednesday, May 7, 2025 at 6:00 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:01 p.m. by Mrs. Sarah Meyer. The following Committee members were present: Mrs. Meyer, Mrs. Schilling, Mr. O'Donnell, Tasha Rayas, Sue Zarndt, Liz Saveley, and Andrea Sowers. Dr. Cascio and Nicholas Baumann (IASB) were also present. Mrs. Hutchinson, Mrs. Maxey, Mr. Mulholland, and Dr. Greenlee were absent.

AUDIENCE TO VISITORS

(None)

PRESS ISSUE 118 SYNOPSIS

Nicholas Baumann from IASB was introduced as a policy advisor. He began with an overview of the latest PRESS Issue 118, which included the following key updates:

- Title IX Reversion: Due to recent regulatory changes, policies are reverting from the 2024 Title IX rules to the 2020 version. This significantly affects policies such as 2:260 (Uniform Grievance Procedure) and 2:265 (Title IX Grievance Procedure).
- Ensuring Success in Schools Law: effective July 1st, this law supports students who are parents or expecting parents, and victims of domestic or sexual violence.
- Artificial Intelligence (AI): This section mostly updates procedures rather than policies. It addresses the implementation and administration of AI tools and some minor language changes in policy.
- Sexting and Deepfakes: policies now address the rise of AI-generated deepfakes, especially in student behavior contexts.

POLICY 2:110 – QUALIFICATIONS, TERM, AND DUTIES OF BOARD OFFICERS

The committee discussed revising Policy 2:110 – Qualifications, Term, and Duties of Board Officers to align with the actual role of the Board Treasurer, which differs from the outdated language currently in the policy. The main issue is that the treasurer does not hold or manage district funds, yet the policy implies they do, requiring an unnecessary \$10,000 annual bond.

The key changes proposed included:

- Remove the following duties from the treasurer's responsibilities:
 - Furnishing a bond approved by the board.
 - Maintaining custody of school funds.
 - Receiving, holding, and expending district funds upon board order.

- Replace with updated duties that reflect current practice:
 - The treasurer will receive and have access to all financial records.
 - Treasurer will prepare a monthly treasury report and make recommendations to the board and superintendent.

The revised language will be redlined and presented to the board on Tuesday for formal approval.

IASB POLICY MANUAL CUSTOMIZATION – QUESTIONNAIRE

Nicholas Baumann from IASB gave the committee an overview of the policy manual customization project. The goal is to ensure that the District’s policy manual is entirely up to date, aligned with current legislation, and understood by all board members. The outcome is transitioning the District to PRESS Plus, IASB’s online policy management and update platform.

The key points discussed:

- Current process:
 - Andrea Sowers manually updates policies from PRESS issues, breaking apart documents, redlining changes, saving in multiple locations, and updating the website, resulting in significant time and effort.
- PRESS Plus benefits:
 - Saves staff time by automating policy updates.
 - Allows easy online editing, tracking of adopted changes, and bulk PDF export for board review.
 - Maintains version history and displays district-specific redlined updates.
 - Simplifies board review and status tracking (e.g., “adopted with edits”).
- PRESS Plus vs. School Board Policies Online:
 - PRESS Plus is for internal maintenance and board workflow.
 - School Board Policies Online is a public-facing version of the manual hosted on IASB’s site.
- School Board Policies Online benefits:
 - Allows users to search policies across all participating districts.
 - Simple keyword searching.
 - Helps collaborate and benchmark policy language with other school systems.
 - Any updates made in PRESS Plus automatically sync to the public site, ensuring real-time access to the most current, board-adopted policies.

After the customization project, the District has agreed to move forward with PRESS Plus. The public-facing option can be considered separately later.

This meeting marks the start of the policy manual customization project. The purpose is to gather detailed information about district and board practices through a structured questionnaire. The responses will form the first draft of the policy manual tailored to the district.

Nicholas asked the committee a series of foundational questions to help tailor the policy manual accurately.

Once the questionnaire was completed, Nicholas noted that the first draft of the policy manual would be created based on the information gathered and is expected to be delivered in about one month (by June). After receiving the draft, the committee and the board will review it. The committee will reconvene in August to discuss the draft manual after having time to review it. The editing process will involve 1-3 meetings, likely starting in September, broken down into section groups for manageability. Once the committee meets in August, the edits can be submitted before the first editing meeting, allowing all the facilitators time to consult editors and prepare. No firm final deadline was set, but the aim is to avoid delays that could lead to non-compliance with policy standards.

ANNOUNCEMENTS

The date for the next Policy Committee meeting is August 5, 2025 at 6:30 p.m..

ADJOURNMENT

Meeting adjourned at 8:18 p.m.

Submitted by:

Sarah Meyer /s/
Sarah Meyer
Committee Chair

Judy Hutchinson /s/
Judy Hutchinson
Committee Vice-Chair