

**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  
Tuesday, September 2, 2025, at 6:30 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:30 p.m. by Mrs. Sarah Meyer. The following Committee members were present: Mrs. Meyer, Mr. O'Donnell, Dr. Cascio, Sue Zarndt, Liz Saveley, Brandon Meyer, and Andrea Sowers.

Members absent were: Mrs. Hutchinson, Mrs. Schilling, Mrs. Maxey, Mr. Mulholland, and Tasha Rayas.

**AUDIENCE TO VISITORS**

*(None)*

**REVIEW CUSTOMIZATION CHANGES TO POLICY MANUAL FROM IASB**

Andrea Sowers had sent out the draft policy manual with IASB customization changes to preview before the meeting and bring any questions/changes. Due to the length of the manual, it was agreed that Sections 4 and 5 would be discussed this evening, with Sections 6 through 8 at the October meeting.

Section 4

- 4.10 – approved as presented.
- 4.15 – approved as presented.
- 4.20 – approved as presented.
- 4.30 – Chief Investment Officer shall be referred to as the Executive Director of Business.
- 4.40 – approved as presented.
- 4.45 – approved as presented.
- 4.50 – Treasurer shall be changed to Executive Director of Business. The line that read “Checks will not be distributed or mailed prior to the check date” was in our original policy. That line needs to remain.
- 4.55 – approved as presented.
- 4.60 – In the revised version, the clause requiring administration to seek proposals from at least three vendors for purchases/contracts over \$10,000 was removed. This will need to remain in the Policy.
- 4.70 – approved as presented.
- 4.80 – The revised version increased the capitalization threshold for financial reporting from \$5,000 to \$10,000. Historically, it has been \$5,000. The committee members believed that changing this would necessitate a full board discussion. It will remain \$5,000, depending on what the Board decides.

- 4.90 - approved as presented.
- 4.92 – was not included in the Policy Customization packet. Needs to remain as a Policy. (Imprest Funds Accounts)
- 4.100 – approved as presented.
- 4.110 – The current policy: transportation provided at 1.5 miles or more (shorter distances require payment unless hazardous conditions exist.) After the discussion, it was confirmed that the understanding remains accurate, though the wording differed slightly in the new draft. Regarding Private Driveways, the current policy states that buses may not enter private driveways without permission. The latest version omits this clause. It was agreed that the following remain: “Type I (full-size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue to the students on the bus or the students boarding or departing the bus at that stop.” For Bus Schedules, the current policy states that the Superintendent or designee determines them. The new policy specifically lists a transportation supervisor. Keep the wording for flexibility. For Pre- and Post-Trip Inspections, the latest version is less detailed compared to the current policy. It was agreed by the group to retain the current detailed language.
- 4.120 – add “or designee” after “The Superintendent”.
- 4.130 – add “or designee” after “The Superintendent”.
- 4.140 – The current policy includes “Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.” This line will remain in the new policy. The current policy also specifies “Nonacademic fees for extracurricular participation, parking charges, and yearbooks will not be waived.” This line will remain in the new policy. Wherever the policy states “The Superintendent” will include “or designee”.
- 4.150 – add “or designee” after “The Superintendent”.
- 4.160 – add “or designee” after “The Superintendent”.
- 4.165 – approved as presented.
- 4.170 – approved as presented.
- 4.175 – approved as presented.
- 4.180 – approved as presented.
- 4.185 – approved as presented.
- 4.190 – approved as presented.

## Section 5

- 5.10 – approved as presented.
- 5.20 – approved as presented.
- 5.30 – all language is accurate and appropriate.
- 5.35 – The current policy includes “The School Board discourages overtime work by non-exempt employees” under Overtime. This will remain in the new policy. In the current policy, “non-certified employees” is used, while in the proposed policy, “non-licensed employees” is used. “Licensed” is now the correct technical term, since it is not technically a certification. The committee’s consensus on whether to implement this change across all policies was to consult with the Board Attorney before finalizing.
- 5.40 – approved as presented.
- 5.41 & 5.42 were omitted. Should they remain? The Board Attorney will be contacted for an answer.

- 5.50 – approved as presented.
- 5.60 – approved as presented.
- 5.70 – approved as presented.
- 5.80 – approved as presented.
- 5.90 – approved as presented.
- 5.100 – approved as presented.
- 5.110 – The current policy includes the following: “Retiring members of the Board of Education shall be appropriately recognized and thanked for their service to the schools and community.” This will remain in the policy.
- 5.120 – approved as presented.
- 5.125 – approved as presented.
- 5.130 – approved as presented.
- 5.140 – approved as presented.
- 5.150 – approved as presented.
- 5.170 – Add Marc Eckmann’s contact information as the District DMCA Agent.
- 5.180 – approved as presented.
- 5.185 – approved as presented.
- 5.190 – approved as presented.
- 5.200 - Keep “school year/day” language in policy until included in the CBA. Remove the outdated annual evaluation report requirement, since it has not been practiced or needed. Accept the updated version of the policy overall, with school year/day preserved. Future action: Revisit with labor management to align policy and CBA, and decide what to keep or remove long-term.
- 5.210 – Add back and Retirement after Resignation. Add in the Collective Bargaining Agreement statement.
- 5.220 – The current policy states: “If the substitute teacher’s term of service in the same assignment goes beyond 15 consecutive school days, his or her rate of pay will be at the long-term sub rate. Pay shall be retroactive to the beginning of his/her employment for that particular assignment. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. Retired teachers may be employed as substitute teachers.” This will remain in the new policy.
- 5.230 – Add in the Collective Bargaining Agreement statement.
- 5.240 – Add in the Collective Bargaining Agreement statement.
- 5.250 – approved as presented.
- 5.260 – approved as presented.
- 5.270 – approved as presented.
- 5.280 – approved as presented.
- 5.285 – approved as presented.
- 5.290 – approved as presented.
- 5.300 – add “or designee” after “The Superintendent”.
- 5.310 – approved as presented.
- 5.320 – Add in the Collective Bargaining Agreement statement and keep the old version of the evaluation provisions.
- 5.330 – Keep old policy.

**ANNOUNCEMENTS**

The date for the next Policy Committee meeting is October 7, 2025, at 6:30 p.m. Sections 6, 7, and 8 will be reviewed.

**ADJOURNMENT**

Meeting adjourned at 8:15 p.m.

Submitted by:

*Sarah Meyer /s/*  
Sarah Meyer  
Committee Chair

*Judy Hutchinson /s/*  
Judy Hutchinson  
Committee Vice-Chair