

ARLINGTON HEIGHTS SCHOOL DISTRICT 25  
1200 S. Dunton Ave.  
Arlington Heights, Illinois 60005

Board Policy Committee Meeting Minutes  
July 16, 2024

Greg Scapillato, President of the Arlington Heights School District 25 Board of Education, called the Policy Committee meeting to order at 5:00 p.m. The meeting was held at the Dunton Administration Building, 1200 S. Dunton Avenue, Arlington Heights, Illinois. Roll call was noted and the Pledge of Allegiance said.

Board members present: Kevin Michael, Rich Olejniczak, and Greg Scapillato

Board members excused: None

Others Present: Dr. Brian Kaye, Superintendent; Stacey Mallek, Assistant Superintendent for Business/CSBO; and Kendra Perri, Assistant Superintendent for Personnel and Planning

Community Input - None

Approve Policy Committee Meeting Minutes

**Motion:** K. Michael moved and G. Scapillato seconded that the Board of Education approve the Policy Committee Meeting minutes of April 22, 2024.

Roll Call: K. Michael, yes; R. Olejniczak, abstain; and G. Scapillato, yes. Motion carried 2/0 with one abstention.

Ms. Mallek entered the meeting at 5:07 p.m.

Policy Review – PRESS 115

The Policy Committee members present asked that Dr. Kaye review each policy and then they shared any discussion and with a show of hands determined if a policy should move to First Reading of the Board of Education.

The committee unanimously agreed to move these policies and exhibit to the First Reading of the Board of Education.

2:70	Vacancies on the Board of Education – Filling Vacancies
2:125	Board Member Compensation; Expenses
2:125-E1	Exhibit – Board Member Expense Reimbursement Form
2:160	Board Attorney
4:70	Resource Conservation
5:130	Responsibilities Concerning Internal Information
5:180	Temporary Illness or Temporary Incapacity
5:300	Schedules and Employment Year*

- 5:320 Evaluations
- 6:110 Programs for Students At Risk of Academic Failure
- 6:150 Home and Hospital Instruction

There was discussion regarding the following policies and exhibit. The committee unanimously agreed to move these policies to the First Reading of the Board of Education.

- 2:125-E2 Exhibit – Board Member Estimated Expense Approval Form – There was discussion about a history of not using this exhibit, and a recommendation to remove it from the Policy Manual.
- 4:80 Accounting and Audits – There was discussion about increasing the threshold amount from \$500 to \$2,500.
- 5:200 Terms and Conditions of Employment and Dismissal – There was discussion about why social workers are specifically referenced, but not other employees.
- 5:290 Employment Termination and Suspensions – There was discussion about employees not currently covered by a negotiated agreement or an employee handbook. Currently the Other Support Personnel and administrators do not have handbooks. The OSP handbook is being created now and may be ready by the First Reading of this policy. There was also discussion about whether to create a handbook for administrators as well.
- 5:310 Compensatory Time-Off – There was discussion about when the hours are paid, adding a sentence about paying out hours at the end of the year, and adding language that compensatory time cannot be carried over. This will be brought forward for a First Reading with the updated recommended language discussed in the Policy Committee meeting.
- 5:330 Sick Days, Vacation, Holidays, and Leaves\* - There was discussion about why the maximum number of sick days was increased for support staff who had accrued the maximum and allow them to use the new allotment for the current school year.
- 6:140 Education of Homeless Children – There was discussion about homeless children and what school they are able to attend based on when they became homeless.

The committee agreed by a majority to move these exhibits to the First Reading of the Board of Education.

- 2:70-E Exhibit – Checklist for Filling Board Vacancies by Appointment – There was discussion about striking references to IASB throughout the exhibit.
- 2:160-E Exhibit - Checklist for Selecting a Board Attorney

The committee had discussion on the following policies and requested additional information.

- 4:15 Identity Protection – There was discussion about how we are ensuring the social security numbers (SSN) are protected and only those staff who need

access to this number have access to it, as well as if the SSN is redacted from view from all staff who do not require access to this data. There was discussion about the policy being too vague and broad; and about looking into two legal references in the policy to see what is required. The Policy Committee would like follow-up on this policy, and do not want this to move forward until an update is provided.

7:170      Vandalism – There was discussion to consider adding language to include ways to recoup costs beyond property being damaged, such as "or additional costs" and not damage only. Dr. Kaye will follow up with legal counsel for possible language. The Policy Committee will decide if this comes back to the Policy Committee or if it will advance to the First Reading based on the feedback from the attorney.

**Motion:** R. Olejniczak moved and K. Michael seconded that the Board of Education adjourn the Policy Committee meeting.

Roll Call: K. Michael, yes; R. Olejniczak, yes; and G. Scapillato, yes. Motion carried 3/0.

The Policy Committee meeting adjourned at 6:08 p.m.

Submitted,

Brian A. Kaye, Ed.D.  
Superintendent

Approved: September 24, 2024

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Policy Committee Member

Date minutes available for public inspection: September 25, 2024

Date minutes posted on District website: September 25, 2024