



# GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

596 Crescent Boulevard, Glen Ellyn, IL 60137-4297, (630) 469-9100, www.glenbard87.org

## POLICY COMMITTEE MEETING MINUTES

### GLENBARD NORTH HIGH SCHOOL

Monday, October 28, 2024

The Policy Committee held its monthly meeting in Room 1216 of Glenbard North High School on Monday, October 28, 2024. The meeting was called to order at 6:00 p.m.

#### In attendance:

Richard Mazzolini, Committee Member  
Rosemarie Montanez, Board Member  
Reverend James Shannon, Board Member  
Josh Chambers, Asst. Superintendent  
for Human Resources  
Sean Byrne, Assistant Principal South

David Hennessey, GEA Liaison  
Madeleine Chiang, Student Liaison West  
Diana Flint, Recording Secretary

Absent: Martha Mueller, Board Member, and Cindy Christensen, Committee Member

Quorum requirements were met and the meeting was able to proceed.

#### **Approval of Minutes**

The minutes of the Policy Committee meeting for September 9, 2024 were reviewed.

Action: Motion made to accept minutes. – Montanez, seconded – Mazzolini, and carried (all ayes).

#### **Public Participation (Agenda Related)**

Hearing no requests, public participation was closed.

#### **Items for Discussion**

Administrative Procedure 4:90-AP3 *Use of the Check Signing Machine* is a Glenbard unique administrative procedure, not found in P.R.E.S.S., being recommended for deletion. The administrative procedure is applicable to when bookkeepers were in each school. Protocols changed and the district stopped utilizing check signing machines.

Administrative Procedure 4:90-AP4 *Signing of Activity and Imprest Checks* is another Glenbard specific administrative procedure being recommended for deletion. Accounting is no longer using a signature stamp for emergency situations as noted.

Exhibit 4:90-E1 *Building Activity Account Transfer* was updated to reflect the current applicable administrative procedure.

Action: Motion made to move agenda items 1 through 3 forward to the Board – Mazzolini, seconded – Montanez, and carried (all ayes).

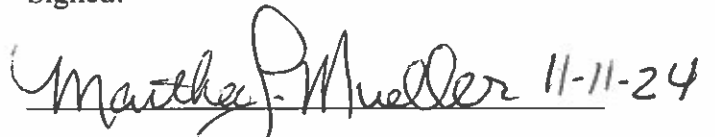
**Public Participation (Non-Agenda Items)**

Hearing no other requests, public participation was closed on non-agenda items.

Action: Motion made to adjourn - Montanez, seconded – Mazzolini, and carried (all ayes).

The meeting adjourned at 6:04 p.m.

Signed:

 11-11-24

Martha Mueller

Date

Policy Committee Chairman (or designee)