



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 DIST 87 ADMINISTRATIVE CENTER Monday, November 11, 2024

The Policy Committee held its monthly meeting at the administrative offices of Glenbard Township HSD87 on Monday, November 11, 2024. The meeting was called to order at 6:01 p.m.

In attendance:

Cindy Christensen, Committee Member
Richard Mazzolini, Committee Member
Rosemarie Montanez, Board Member
Martha Mueller, Board Member
Josh Chambers, Asst. Superintendent
for Human Resources

David Hennessey, GEA Liaison
Madeleine Chiang, Student Liaison West
Say Ray Shee, Student Liaison South
Diana Flint, Recording Secretary

Absent: Reverend James Shannon, Board Member

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

Approval of Minutes

The minutes of the Policy Committee meeting for October 28, 2024 were reviewed.

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

Public Participation (Agenda Related)

Hearing no requests to speak, public participation was then closed.

Items for Discussion

The first two items on the agenda are Glenbard unique -- not found in P.R.E.S.S. They have not been updated in a while and we spent some time with the Business Office in reviewing them.

Administrative Procedure 4:20-API *Handling of Money* was updated to reflect current protocols. Requests for three corrections were made:

- on page 1 of 5 – Item C.1. to spell out C.O.D. to reflect “cash on delivery”
- on page 4 of 5 first paragraph, last line delete “filed” in front of “sent to”
- on page 4 of 5 under OBM section, item A clarify “school bookkeeper at the district office.”

Administrative Procedure 4:20-AP2 *Convenience and Trust Accounts* had positions updated and the section on dormant funds revised to refer to policy 4:90.

Policy 4:90 *Student Activity and Fiduciary Funds*: The content has been completely rewritten to align with P.R.E.S.S. However, the paragraph on how to handle an inactive account had the time frame extended from 12 consecutive months to 24 months as recommended by the Business Office. The committee was advised the length of time is not dictated by statute, but a recommendation by P.R.E.S.S.

Administrative Procedure 4:90-AP1 *Student Activities – Funds and Management* is unique to Glenbard. Although the district currently has a Student Activities and Convenience Funds Handbook, it is not required by the Board. This administrative procedure is designed to simply detail what topics should be included in the handbook to ensure that generally acceptable protocols are followed. Discussion took place on how often a handbook should be reviewed.

Administrative Procedure 4:90-AP2 *Student Activity Accounts* is another Glenbard unique administrative procedure. Section G was updated to align with current purchasing amounts under policy 4:60. In addition, the section on dormant funds was deleted as the topic is covered within the body of policy 4:90 itself.

Action: Motion made to move agenda items 1 through 5 forward to the Board – Montanez, seconded – Christensen, 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 6:12 p.m.

Signed:



Martha Mueller

Date

Policy Committee Chairman (or designee)