



**PCCS Board of Directors,  
Governance Committee Meeting  
Approved **MINUTES**  
7:00 pm Tuesday, February 20, 2018  
Kennicott Building - 1531 Jones Point Road  
Grayslake, IL 60030**

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**Call to Order**

**7:07PM**

Sue Ross, Committee Chair

Committee Members Present: Nick Kotzomanis, Sue Ross, Rebekah Herrington, Brian Conlon, Laura Luoma

Staff Present: Geoff Deigan

Public Present: Jenn Piwonski

**Discussion Agenda**

**1. Review of Bylaws**

Reviewed existing bylaws. Recommended a discussion at the next Board meeting regarding Board meeting frequencies as well as which Board committees we should have. Will consider whether any bylaw changes are recommended after these discussions at the Board. Determined that it is likely that no bylaw changes would be needed if we decide to change the Election Policy to stagger the Board appoints and Parent election.

**2. Discuss Election Procedure and Staggering of Appointed/Elected Board Positions Timeline.**

Reviewed existing election policy. Recommended changes include:

- Removal of statement regarding 14 days prior to annual meeting. Should refer to timeline instead.
- Consider changing the reference on the annual meeting
- Keep Board appointed statements the same
- Remove the reference to the PSO.
- Remove the paragraph on how to control the number of parents on the Board. This is controlled by the statement indicating the number of Board members are required to be parents.
- Change parent elect timing to be in the Feb/Mar timeframe. Review timeline to ensure this would result in election completion prior to the end of school, even if 2 cycles were required before someone is elected.

**3. Review of Board Procedure on Onboarding/Offboarding Board Members.**

Reviewed the draft Board Procedure on Onboarding. Recommended that we change "Board Members" to "Board and Committee Members" where relevant to all. Recommended that this procedure go to the Board for review.

**4. Discussion on Admin Procedure for Social Media Guidelines.**

Discussed that the easiest way to prevent undesired interactions on social media between school teachers/staff and students is simply not to interact on social media. Geoff will put some verbiage around this and being mindful of social media interactions in the staff handbook.

**5. 1<sup>st</sup> Reading of Computer Security Policy.**

Reviewed draft info security policy. Recommended to add verbiage around breach/incident response. Recommended 1st read at the next Board meeting.

**6. Define Scope of Services for Data Systems Analysis/Audit.**

Discussed the possibility of Board members doing an internal audit of our data systems.

**7. Annual Review of Bullying Policy**

Reviewed existing bullying policy, 500.14. No changes were recommended.

## 8. Review of November Meeting Minutes

Reviewed the minutes from the Feb 20, 2018 Governance meeting. No changes requested.

### **Public Comment**

10 Minutes

### **Action Agenda**

- Approve Minutes of Previous Governance Committee Meetings

Brian made a motion to approve the minutes from the Feb 20, 2018 Governance meeting. Nick seconded the motion. Motion carried with all ayes.

### **New Business – Future Agenda Items**

10 Minutes

No new business discussed

### **Adjourn**

Brian made a motion to adjourn. Rebekah seconded the motion. Motion carried with all ayes. Meeting adjourned at 8:34pm.