



Oswego Community Unit School District 308
SERVING ALL OR PARTS OF THE COMMUNITIES OF
AURORA, JOLIET, MONTGOMERY, OSWEGO, PLAINFIELD AND YORKVILLE

Policy & Legislative Committee
District Administration Center, 4175 Route 71, Oswego, IL 60543
Door 2 – Room 61
Monday, January 30, 2023
5:00 pm – 8:00 pm

MEETING MINUTES

1. Meeting called to order at 5:02 p.m. by Board of Education Member and Committee Co-Chair Alison Swanson

Administrators in Attendance: Dr. Heather Kincaid, Assistant Superintendent of Student and Staff Services, Jeremy Bell, Executive Director of Student Services, Ken Miller, Executive Director of Human Resources

Board Member and Co-Chairs: Jennifer Johnson (by phone) and Alison Swanson

Recording Secretary: Ursula Studer

Administrators Absent: None

Guest(s) in Attendance: Nick Baumann, PRESS Plus IASB Representative

2. Motion was made by Alison Swanson, second by Ken Miller, to approve the meeting minutes from November 30, 2022; all in favor
3. **Work with IASB on our Policy Manual Customization Project**

Review First Draft of PRESS Board Policy Manual

Mr. Baumann provided the PRESS draft Manual to us so that we can start comparing our policies to PRESS and make decisions of what unique district language we would like to be pulled over into the draft manual. Dr. Kincaid provided each member of the committee with sections to review beforehand and compare to the PRESS draft manual.

Section 1:

1:10 School District Legal Status

Our policy refers to "The School District" whereas in PRESS it states Board of Education since that is the legal body. The committee suggests to use PRESS language.

1:20 School District Organization



PRESS language refers to “Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code”. The committee suggests to use PRESS language.

Our policy will now also contain a link to our website where all current IGA's are housed.

1:30 School District Strategic Plan

Once our new Mission Statement is approved, it will be added as the first paragraph to this policy.

Section 2

2:10 School District Governance

The wording of paragraph 3 is slightly different in PRESS and the committee suggests to go with that language.

2:20 Powers and Duties of the School Board

This policy is identical with the PRESS version

2:30 School Board Elections

This policy is identical with the PRESS version

2:40 Board Member Qualifications

The committee suggests to use our policy language for the last paragraph on Student Ambassadors.

2:50 Board Member Term of Office

This policy is identical with the PRESS version

2:60 Board Member Removal from Office

Our policy states “if 4 of 7 members” whereas in PRESS it states “majority” instead.

The committee suggests to use PRESS language.

2:70 Vacancies on School Board

Under #1, our policy states Death; PRESS language is Death of the incumbent. The committee suggest to use PRESS language.

Under #2, our policy states “Secretary of the School Board”; PRESS removed the word “School”. The committee suggests to use PRESS language.

7, the committee suggests to use PRESS language.

First sentence in first paragraph; our policy has two sentences, PRESS combined it into one. The committee suggest to use PRESS language.

Last sentence in first paragraph; our policy specifies “for vacancies to be filled, members shall have the same residential qualifications as their predecessors”. PRESS language is very similar. The committee suggests to use PRESS language instead, but asked to check with our Board Attorney.

Page 2 of the exhibits to this policy it refers to a “school trustee” and “certain types of prohibited State or federal employment”. Mr. Baumann will check with the IASB legal team to get a clearer explanation of what that means.



Page 2, second box, the committee suggests a change from “Board President” to “Superintendent’s Secretary” to accept vacancy applications.

Mr. Bauman shared that exhibits are simply guidelines to help implement the policies. He will send us all exhibits in one document to be used for internal purposes. They are not adopted with the policies and normally housed with Administrative Procedures.

2:80 Board Member Oath and Conduct

Our policy states “do solemnly affirm”; PRESS states “solemnly swear (or affirm)”; the committee suggests to keep our language.

2:81 School Board Self Governance

This policy was last approved in 2013 and it is not part of PRESS. This will be brought to the Board to either be eliminated or kept as part of our policy manual.

2:100 Board Member Conflict of Interest

Last sentence in second paragraph; “District’s principal office”; PRESS language is “District’s main office”; the committee suggests to use PRESS language.

Federal and State Grant Awards – #1 PRESS language is slightly different; the committee suggests to keep our language.

2:105 Ethics and Gift Ban

Prohibited Political Activity:

Page 1, our policy has an additional item, #3 stating “No Board member shall engage in any political activity during school board meetings; the committee suggests to add it to PRESS language.

Page 2, #13 states “Advertising or promoting any campaign for elective office”. This is currently not included in PRESS; the committee suggests to add it to PRESS Language.

Page 3, on the bottom under Definitions the committee requested to add “employees and board of education members” to PRESS language.

2:110 Qualification, Term, and Duties of the Board Officers

This policy is identical with the PRESS version

2:120 Board Member Development

Page 1, under #1 and #2 it includes specific dates (6/13/11 and 1/1/12); committee suggests to remove them

Last sentence under #1; remove “that begins after that date’, end sentence with term.

Beginning fall of 2023, trauma informed practices will need to be part of mandatory board member training.

Under #2, PRESS language specifies that “OMA training is only required once”; the committee suggests to use PRESS language.

#3, the committee suggests to use PRESS language.



Page 2, our policy states “The School Board will conduct a self-evaluation with the goal of continuous improvement on or before October 1 of each year”; the committee suggests to remove the date.

Page 2, the committee suggests to remove #1 (not in PRESS language).

Under #2 (PRESS #1) Add “Board President” to Superintendent or designee.

The committee suggests to use #2 from PRESS.

#3 and #4 is the same in PRESS language.

The exhibits that go with some of the policies are not hosted with the policies on the PRESS site. If the district were to use PRESS for the AP manual, the exhibits could be hosted there as well. There will be further discussion on where to host the exhibits in the meantime.

2:125 Board Member Compensation Expenses

First sentence on page 1 states in PRESS; School Board members may not receive compensation for services, except “a Board member serving as Board Secretary”. The committee suggests to keep our language as is without that addition.

Page 3 #3; PRESS states “meal costs and tips up to \$44 per day”; the committee agreed to have this language and would like to add “expense forms must be itemized”. Signatures should be required on all employee and board reimbursement forms.

Dr. Kincaid and Ursula will review current Board Travel form and compare to PRESS exhibit.

2:130 Board – Superintendent Relationship

Slightly different wording in PRESS; the committee suggests to align with PRESS language.

2:140 Communication to and from the Board

Second paragraph; there is a second sentence in PRESS; the committee supports to use our language instead.

Third paragraph; our policy states “private action”; PRESS suggests “individual action”; the committee suggests to use PRESS language.

Fourth paragraph; our policy states “Email among Board Members; PRESS suggests “electronic communication”; the committee suggests to use PRESS language.

2:150 Board Committees

The committee discussed the Parent-Teacher Advisory Committee being part of the Community Advisory Committee for the one meeting to give their input with the Student Rights and Responsibilities. Dr. Hildebrand will be present as well for the handbook section of Students with Disabilities. Mr. Bell is planning on presenting this at the March meeting, information and board approval at the 2 meetings in April. It was suggested to add additional language under the CAC “The Community Advisory Committee is responsible to conducting the business of the Parent-Teacher Advisory and the Behavioral Interventions Committee” instead of listing the two committees separately. The committee suggests for the last paragraph “Superintendent Committees” to align to PRESS language.



2:160 Board Attorney

First sentence; our policy currently states “with a specific attorney”; PRESS states “one or more attorney’s”; the committee suggests to align with PRESS language.

The Board members requested for the second paragraph to be worded to read that any Board member can contact the attorney if needed. There will be more discussion and/or input on the wording from the Board Attorney.

The Board President requested the following sentence to be added at the end of the first paragraph. “The Board Attorney is required to give notification to the Board of Education if there could be a potential conflict of interest”.

2:170 School Architect, Engineer(s), and Land Surveyor(s)

The policy is identical with PRESS language.

2:171 Site Acquisitions and; 2:180 Board Member Services – Visitations to the Schools and;

2:190 Mailing Lists for Receiving Board Material

The above 3 policies are not part of PRESS and were last reviewed/approved in 2013.

Dr. Kincaid will share the 2:171 policy with Cabinet to see if it can be removed.

2:180 the committee suggests for it to be removed from the Manual.

2:190; the committee suggests for it to be removed from the Manual.

2:200 Types of School Board Meetings

Under Regular Meetings, second paragraph; our policy states that “items not specifically on the agenda may still be considered during the meeting”. The committee suggests to remove that sentence from PRESS.

Page 3, Special Meeting, last sentence; slight difference between PRESS and our language; the committee suggests to use PRESS language.

2:210 Organizational School Board Meetings

Our policy states “28 days after the consolidated election”; recent change with legislation makes that “40” days now. PRESS states “if the consolidated election conflicts with Passover, the election will be postponed”. The committee suggest not to add that to our policy manual.

2:220 School Board Meeting Procedure

First paragraph, last sentence, wording in PRESS is slightly different; the committee suggests to use PRESS language.

Second paragraph, our police contains an extra sentence “The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed”; the committee suggests to move that sentence to PRESS.

Third paragraph; remove the word “electronic”; the committee suggest to not use that word in PRESS.

Page 2, #4 second sentence “if the meeting is adjourned to another date, the time and place of the adjourned meeting”. This sentence is not in PRESS; the committee suggests to use PRESS language.

PRESS had a #8 and a #9; the committee suggests to use PRESS language.



Page 3, last paragraph under No Physical Presence; the committee suggests to remove that sentence, more of a procedural matter.

4. Public Comment (3 minutes each) – None
5. Adjournment

Ms. Swanson made a motion to adjourn, Mr. Miller second; all were in favor.

The meeting was adjourned at 7:45 p.m.
