



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, February 13, 2023
5:00 pm – 8:00 pm

MEETING MINUTES

1. Meeting called to order at 5:08 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 (virtually) 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 Ken Miller, second by Ali Swanson, to approve the meeting minutes from January 30, 2023; 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 2: School Board

2:230 Public Participation at Board of Education Meetings

Change – add to PRESS language; “Complete a Public Comment Card and submit it to the Board’s Recording Secretary prior to the beginning of the public comment section during the meeting at which he or she wants to speak”.



Ms. Johnson asked to for public comment speakers to state their connection to the district, such as tax payer, parent or staff member.

2:240 Board Policy Development

“The Board President and Superintendent shall share all policy suggestions with the entire school board”. This sentence will be removed from our Policy and we will use language from PRESS instead stating; “A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board”.

Add to PRESS that Board policies are also available on the website.

Recent addition in PRESS states: “Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns”.

The committee decided to not include since we can apply it to all our policies without it being stated here.

Add under Policy Review and Monitoring – Policy Committee instead of School Board.

2:250 Access to Public Records

Ms. Johnson requested that all answers to our FOIA’s continue to be posted on our website. Mr. Baumann will also pass on procedures that are available through PRESS for this policy.

2:260 Uniform Grievance Procedure

Dr. Kincaid will send the correct staff names for this policy to Mr. Baumann.

Our policy references policy 7:192 and we do not have that policy at this time. Press references 7:180 and 5:20.

2:265 Title IX Sexual Harassment Grievance Procedure

The first paragraph in this policy differs from PRESS. The committee recommends to use our first two sentences in PRESS.

PRESS references policy 5:100 on page 2, #2. Committee recommends to keep.

Our policy states; “District employees and students who may have been subjected to sexual harassment or discrimination of a sexual nature are encouraged to report”. The committee recommends for this sentence to be included in PRESS.

Title IX Coordinator will be updated to Jeremy Bell in PRESS.

Page 3 #4 sparks to investigator receiving training. This will be added to the corresponding Administrative Procedure.

Under Enforcement, PRESS states “Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action”. The committee recommends to add “which for any employee may be up to and including discharge”.

Section 3: General School Administration

3:10 Goals and Objectives

The same as PRESS – no changes/additions

3:20 Organizational Chart



This is not a PRESS policy and since the Organizational Chart is referenced in policy 3:30, it could be linked to that policy. Dr. Kincaid will inquire regarding Ms. Komitas having two direct reports.

3:30 Chain of Command

The Organizational Chart will be linked to this policy instead of 3:20.

Add second paragraph, second sentence; "Once the final decision of appeal has been delivered, employees shall work as directed.

3:40 Superintendent

Last sentence under qualifications it should read; "The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Board of Education instead of Illinois State Educator Preparation and Licensure Board".

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority – committee recommends to go with PRESS language

Qualifications – committee recommends to go with PRESS language

Evaluations – committee recommends to go with PRESS language

Administrative Work Year - committee recommends to go with PRESS language

Compensation and Benefits - committee recommends to go with PRESS language, stating "recommendations to be presented to the School Board no later than the March Board meeting", opposed to ours stating July Board meeting.

3:60 Administrative Responsibility of the Building Principal

Assistant Principal is included in last sentence of the first paragraph in PRESS language.

Second paragraph states "implement" in PRESS and "develop" in our policy.

The committee recommends PRESS language for the entire policy.

3:70 Succession of Authority

The committee recommends to align this policy with PRESS language and submit a succession plan, found in Administrative Procedures, to the Board of Education.

Section 8: Community Relations

8:10 Connection with the Community

PRESS has an additional sentence under Public Relations (number 8). The committee recommends to use that language.

#2 under Public Relations programs is worded so that individuals may speak for the district only with prior approval from the Superintendent or designee. The committee recommends to use that language.

8:20 Community Use of School Facilities

There were questions regarding Facility rental and Dr. Kincaid stated that she will take it to Cabinet for further discussion.

8:25 Advertising and Distributing Materials in Schools

There were questions regarding approval of advertising. Dr. Kincaid stated that she will take it to Cabinet for further discussion.



8:30 Visitors to and Conduct on School Property

PRESS does not have a policy 8:40 (Conduct at School Events). Our language from policy 8:40, adding facilities to first paragraph, will be combined with 8:30. The committee will review this policy again at the next meeting.

8:65 and 8:65E Recording of IEP Proceedings

PRESS does not have a policy on this. This will be pulled into PRESS as a unique policy, therefore there will not be updates. It was suggested to make it a more inclusive policy, titled Recordings, that would encompass disciplinary hearings as well. Mr. Bell and Mr. Miller will make their changes to it. It will also be added to have all participants sign the request. This policy will be reviewed at the committee again.

8:70 Accommodating Individuals with Disabilities

The complaint managers are listed again in this policy. The committee recommended to remove this to align with PRESS.

8:75 Website Accessibility for Existing Web Content

This policy is unique and not contained in PRESS. Dr. Kincaid stated that she will take it to Cabinet for further discussion.

8:80 Gifts to the District

The committee recommends to use PRESS language with this policy and revisit our Administrative Procedures

8:90 Parent Organizations and Booster Clubs

The first paragraph has slightly different language. The committee recommends to align with PRESS language.

8:95 Parental Involvement

The committee recommends to align this policy with PRESS language.

8:100 Relations with Other Organizations and Agencies

Our policy is in alignment with PRESS.

8:110 Public Suggestions and Concerns

Last paragraph, our policy states "after using chain of command". The committee recommends to add this language to PRESS and strike in same paragraph, "but does not require" from PRESS language.

8:120 Distribution of Material to Students by Non-Students

8:140 Naming of School Facilities

8:150 Improvements to School Sites or School Facilities

The above three policies are unique to our district and were all adopted in 2015. Dr. Kincaid stated that she will take it to Cabinet for further discussion.



4. Public Comment (3 minutes each) – None

The committee discussed additional meeting dates and decided on the following:

March 1, 2023 from 5:00 pm – 7:00 pm in room 61 at the District Office

Bring identified policies from Section 8 for second review and review Section 4.

March 13, 2023 from 5:00 pm – 8:00 pm in room 61 at the District Office

Review Section 5 and Section 6

March 23, 2023 from 4:15 pm – 6:15 pm in room 61 at the District Office

Review Section 7

5. Adjournment

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

The meeting was adjourned at 8:06 p.m.
