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**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  
Wednesday, March 1, 2023  
5:00 pm – 8:00 pm

**MEETING MINUTES**

1. Meeting called to order at 5:09 p.m. by Board of Education Member and Committee Co-Chair Jennifer Johnson

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 Ali Swanson, second by Jeremy Bell, to approve the meeting minutes from February 13, 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.

Mr. Baumann stated that the committee will finish section 8 and then begin with section 4. Once section 8 is completed, IASB will provide us with a draft of the four completed sections to review by the week of March 20. It can then be provided to the Board for information at the April 11 Board of Education meeting.



## **Section 8: Community Relations**

### **8:20 Community Use of School Facilities**

This policy was going to be discussed at the cabinet, but due to some absences, it is not ready to be finalized. This policy will be brought back to the March 13 meeting.

### **8:25 Advertising and Distributing Materials in Schools**

Cabinet needs additional discussion. This policy will be brought back to the March 13 meeting.

**8:30** Policy 8:40 is not in PRESS. Mr. Baumann will combine policy 8:30 and 8:40 and send it back to us. Dr. Kincaid will then discuss further with cabinet. Committee will review again at the next meeting.

### **8:75 Website Accessibility for Existing Web Content**

This policy is unique and not contained in PRESS. Dr. Kincaid brought to cabinet and members wanted to make sure that there are some very specific requirements related to web accessibility. We would like to document that we will adhere to this as part of our communications. Since it is a district unique policy and not in PRESS, Dr. Kincaid will confer with our Board attorney.

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

Dr. Kincaid will confer with our Board attorney.

### **8:140 Naming of School Facilities**

This policy is unique and not contained in PRESS. Cabinet feels it should be an Administrative Procedure instead. The committee members agreed.

### **8:150 Improvements to School Sites or School Facilities**

This policy is unique and not contained in PRESS. Cabinet feels it should be an Administrative Procedure instead. The committee members agreed.

## **Section 4: Operational Services**

### **4:02 Goals and Objectives**

This policy is unique to our district and not contained in PRESS. It will be addressed in procedure instead. The committee agreed to remove this policy.

### **4:10 Fiscal and Business Management**

The committee agreed to align the paragraph of "Budget Planning" with PRESS. The last paragraph under "Preliminary Adoption Procedures" has additional language in PRESS. The committee agreed to align with PRESS.

Page 2 – our #1 and #2 are combined in PRESS. The committee agreed to align with PRESS.

Page 2 – The committee agreed to use PRESS language for #3.

Page 2 – our #3 is the same as #2 in PRESS.

Implementation – same content, just different wording in PRESS.

Our policy refers to a "contingency fund". The committee asked to confer with Board attorney to see if that language is needed.



**4:15 Identity Protection**

The committee asked to align first paragraph with PRESS.

Add PRESS paragraph under #6.

Last paragraph – add superintendent “or designee”.

**4:20 Fund Balances**

This policy matches with PRESS language.

**4:25 Use of Illinois County School Facility Occupation Tax Receipts**

PRESS does not have this policy. Dr. Kincaid will confer with Board attorney.

**4:30 Revenue and Investments**

Use PRESS language for Revenue, Investments and Investment Objectives.

Under Authorized Investments #2 – use PRESS Language.

Chief Investment Officer; this title is required in school code. Dr. Kincaid will confer with Board attorney to see if the Chief Investment Officer needs to be formally identified.

Collateral Requirements; the committee would like to use PRESS language.

Last paragraph under Controls and Report; add “designee” after superintendent.

**4:40 Incurring Debt**

First sentence; change Assistant Superintendent for Business Services to “Superintendent or designee”.

**4:45 Non-Payment of Fees**

Jen Johnson briefly dropped from the call at 6:11 pm.

Page 2 - #3 has different language from PRESS. It’s about financial eligibility. Dr. Kincaid will confer with Board attorney.

**4:50 Payment Procedures**

Use first sentence from PRESS that ends with; “if necessary, a special meeting”.

The committee agreed to add the very last sentence from our policy to PRESS.

**4:55 Use of Procurement Cards**

The committee asked to use #3 from our policy as #3 in PRESS.

Use PRESS #4 but strike “is from a vendor whose reputation has not been verified”.

Add under #5 in PRESS at the end of the sentence “and referral for criminal prosecution”.

Add under #6 in PRESS at the end of the sentence “annually”.

Add under #7 “or designee”.

**4:60 Purchases and Contracts**

The committee is okay with using the 4<sup>th</sup> paragraph of PRESS on page one, but asked to add two sentences from our policy from the same paragraph, starting with “Purchases of items.....”.

First sentence on page one in PRESS; add “or designee”.

Use PRESS language for #6 and #7.



**4:65 Disposition of District Property**

The committee suggested to merge this policy with policy 4:80 that also contains language for disposition of district property. Dr. Kincaid will bring back a combined version on 3/13.

**4:70 Resource Conservation**

This policy matches with the PRESS version.

**4:80 Accounting and Audits**

Annual Audit – the committee suggests to use PRESS language, but add at the end of last sentence “upon receipt from the auditor”.

Inventories – the committee suggests to use PRESS language for this paragraph.

Disposition of District Property – Language will be added from our policy 4:65.

Internal Controls – the committee suggests to use PRESS language for this paragraph.

**4:90 Student Activity and Fiduciary Funds**

This policy matches with the PRESS version.

**4:100 Insurance Management**

Our policy contains two extra sentences #5 and #6. Remove and use PRESS language. Last paragraph in our policy “Upon being advised.....” will be removed pending attorney review. Last paragraph – Student Insurance from PRESS will be added.

**4:110 Transportation**

Add PRESS language – “The district may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school”. Dr. Kincaid will follow up on wording/qualifiers.

Add PRESS Language – “The district may provide transportation to and from school sponsored activities”.

The committee suggests to remove the second paragraph from our policy (not contained in PRESS).

USE PRESS language for second and third paragraph.

Our district policy contains language regarding requirements from the State for safety, economy and efficiency. Dr. Kincaid will confer with Maureen to make sure it needs to be contained in the policy.

Pre and Post Trip Inspection – under #2 state “work shift and work day instead of or”.

**4:120 Food Services**

The committee suggests to use PRESS language for this policy.

**4:130 Free and Reduced-Price Food Service**

The committee suggests to use PRESS language for this policy.

**4:140 Waiver of Student Fees**

Second paragraph - District policy includes driver education in the fee waiver, PRESS does not. District policy includes that charges for lost and damaged books needs to be paid even if the student is on a fee waiver. Dr. Kincaid will follow up on this on 3/13.

Notification – Use PRESS language and add “designee”.

Eligibility Criteria - The committee suggests to use PRESS language.



Verification – District policy had additional language regarding family income verification and the committee suggests to include that in PRESS.

Determination - The committee suggests to use PRESS language.

**4:150** Facility Management and Building Programs

Standards for Managing Buildings and Grounds – PRESS language includes “exceeds \$12,500”. Dr. Kincaid will discuss at cabinet and bring policy back on 3/13.

**4:155** Key and Fob Control for District Facilities

This policy is not contained in PRESS and will be removed for now.

**4:160** Environmental Quality of Buildings and Grounds

The committee suggests to use PRESS language.

**4:165** Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

This policy matches with the PRESS version.

**4:170** Safety

Safety and Security - The committee suggests to use PRESS language.

School Safety Drill Plan – The committee suggests to use PRESS language and remove the last paragraph contained in our policy for that section.

Annual Review – It states “Board of Education” which is school code.

Student Insurance – That paragraph is not contained in PRESS. Dr. Kincaid will check with Board attorney to see if it’s needed.

**4:175** Persons Prohibited on School Property without Prior Permission

This policy matches with the PRESS version.

**4:180** Pandemic Preparedness

Remove item #4 contained in our policy.

**4:190** Targeted School Violence Prevention Program

Our district does not have this policy, it is optional. Dr. Kincaid will bring to cabinet and confer with Board attorney.

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 7:59 p.m.

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