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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**

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**Policy & Legislative Committee**  
**4175 Route 71, Room 61, Oswego, IL 60543**  
**Monday, March 9, 2020**  
**5:30 pm - 7:00 pm**

**MEETING MINUTES**

1. Meeting called to order at 5:39 p.m. by Board of Education Member and Committee Co-Chair Alison Swanson.

Members in Attendance: Andria Baumgartner, Tracy Collander, Margaret Darnell, Christopher Heckert, Ken Miller, Valerie Patterson, Robyn Vickers.

Board Member and Co-Chairs: Matt Bauman and Alison Swanson.

Administrators: Faith Dahlquist, Associate Superintendent for Educational Services

Recording Secretary: Cindi Krachtus.

Guests in Attendance: None.

Members Absent: Aurora Basha, Kirsten Coulman, Anne Elwood, Nicole Fader, Ashley Guerra, Craig Gunty, Dr. John Sparlin, Superintendent of Schools.

Members No Longer on Committee: Alexa Backus, Samantha Bowman

2. Motion was made to approve the December 2, 2019 meeting minutes by Matt Bauman; seconded by Ken Miller; all were in favor.

3. PRESS - Issue 102 and 103
  - a. Issue 102 was from the December 2, 2019 meeting
  - b. At the time of this meeting, PRESS Issue 103 had not been released

4. Footnote/Legal Updates ONLY (Action Item/Group)
  - a. 5:190 Teacher Qualifications
  - b. 5:200 Terms and Conditions of Employment and Dismissal (Legal References/Footnotes) Pulled from 12.02.19 Policy Committee Meeting and



requested to be reviewed by Maureen Lemon due to the renaming of the legal reference to Educator Licensed Employees and whether it covered teacher aides.

- c. 7:340 Student Records
  - i. Motion was made by Alison Swanson to approve Policies 5:190 and 7:340 as presented; all were in favor.
  - ii. Motion was made and approved by committee to table Policy 5:200 until next meeting.
  
5. Policy 7:280 Communicable and Chronic Infectious Disease
  - a. Board received email regarding this policy regarding notifications
    - i. CDC and IDPH has regulations as to what can be reported as communicable and infectious diseases and what can and what cannot be reported and when.
  
6. Policy Updates
  - a. 2:230 Public Comment at School Board Meetings and Petitions to the Board (Sent back from 12.09.19 BOE meeting/First Read).
    - i. Motion was made to accept changes as noted; all in favor.
  - b. 4:15 Identity Protection
    - i. Remove yellow highlighted area and add new language from PRESS.
    - ii. Motion was made to accept changes as noted; all in favor.
  - c. 4:30 Revenue and Investments
    - i. Mr. Bauman is requesting more information regarding what types of investments a superintendent/CIO can and/or would invest in.
    - ii. Motion was made to table policy; all in favor.
  - d. 4:60 Purchases and Contracts
    - i. Motion was made to accept changes as noted; all in favor.
  - e. 4:80 Accounting and Audits
    - i. Under "Inventories", the word "District" is spelled wrong.
    - ii. The word "diminutive" was clarified to indicate that accounting rules drive what is "becoming diminutive".
    - iii. Motion was made to accept changes as noted; all in favor.
  - f. 5:10 Equal Employment Opportunity and Minority Recruitment
    - i. Faith Dahlquist is listed as nondiscrimination coordinator in other policies; Ken Miller is listed as nondiscrimination coordinator in this policy. The question was raised whether the nondiscrimination coordinator should be the same person for all policies.
    - ii. Motion was made to table policy to verify with Dr. Sparlin whether the nondiscrimination coordinator should be Ken Miller for all policies or whether to keep this one's nondiscrimination coordinator as Faith Dahlquist; all in favor.
  - g. 5:20 Workplace Harassment Prohibited



- i. Take out the following words from first paragraph: “”or unfavorable discharge from military service”.
  - ii. Motion was made to table policy to verify with Dr. Sparlin whether Ken Miller should be listed as the nondiscrimination coordinator; all in favor.
- h. 5:30 Hiring Process and Criteria
  - i. Leave in “Immigration” after U.S. Citizenship.
  - ii. Motion was made to accept changes as noted; all in favor.
- i. 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition (RENAMED) - Accepted at the 12.02.19 Policy Committee Meeting and sent to Board for First and Second Reading. However, Policy Committee wanted to bring this policy back for further review and discussion and having discussion with Maureen Lemon regarding it.
  - i. Maureen Lemon recommends striking “being on call” throughout policy.
  - ii. Motion was made to accept changes as noted; all in favor.
- j. 5:90 Abused and Neglected Child Reporting
  - i. Motion was made to accept changes as noted; all in favor.
- k. 5:120 Employee Ethics; Conduct and Conflict of Interest
  - i. Motion was made to table policy to ask Maureen Lemon whether special ed TAs who are one-on-one aides can babysit/care for students outside of the school day; all in favor.
- l. 5:250 Leave of Absence
  - i. Motion was made to accept changes as noted; all in favor.
- m. 5:290 Employment Termination and Suspensions
  - i. Motion was made to accept changes as noted; all in favor.
- n. 5:330 Sick Days, Vacation, Holidays, and Leaves
  - i. Motion was made to accept changes as noted; all in favor.
- o. 6:60 Curriculum Content
  - i. Motion was made to accept changes as noted; all in favor.
- p. 6:150 Home and Hospital Instruction
  - i. Motion was made to accept changes as noted; all in favor.
- q. 6:300 Graduation Requirements
  - i. Motion was made to accept changes as noted; all in favor.
- r. 7:20 Harassment of Students Prohibited
  - i. Delete words “including a” in 3rd line from bottom of first page prior to “school vendor”
  - ii. Question was raised regarding the investigation process and reporting every incident to nondiscrimination coordinator
  - iii. Motion was made to table policy to verify with Dr. Sparlin whether Ken Miller should be listed as the nondiscrimination coordinator; all in favor.

Robyn Vickers left meeting



- s. 7:150 Agency and Police Interviews
    - i. Motion was made to accept changes as noted; all in favor.
  - t. 7:270 Administering Medicines to Students
    - i. Recommended by SD 308 District Director of Health Services to remove undesigned glucagon from policy because the district has no way to get it.
    - ii. Medical cannabis - recommended by SD 308 District Director of Health Services to remove items 2 and 3 under "Administration of Medical Cannabis" section and leave it up to the parent/ guardian to administer to their child.
    - iii. Motion was made to accept changes as noted; all in favor.
  - u. 8:30 Visitors to and Conduct on School Property
    - i. This policy applies to visitors, which is defined as anyone other than an enrolled student or district employee.
    - ii. Motion was made to accept changes as noted; all in favor.
7. Public Comment (3 minutes/each) - none.
8. The meeting was adjourned at 7:11; all were in favor.

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**Next Meeting Date: Monday, May 4, 2020**