



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, March 13, 2023
5:00 pm – 8:00 pm

MEETING MINUTES

1. Meeting called to order at 5:01 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 (5:03) 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 Jeremy Bell, to approve the meeting minutes from March 1, 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 have pulled over into the draft manual.

Mr. Baumann stated that the committee will review some policies from section 4 and section 8 for the second time.

Once that work is completed, we will move on to section 5. It was discussed that more meetings needed to be scheduled if the final draft is to be approved at the May Board of Education meeting.



Section 4: Operational Services

4:10 Fiscal and Business Management

After consulting with Board attorney the 3rd bullet under implementation will be removed to align with PRESS language. Quarterly reports are suggested and can be added in an administrative procedure.

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

Our Board attorney recommends to eliminate this policy.

4:30 Incurring Debt

Our Board attorney recommends to align with PRESS language.

4:45 Non-Payment of Fees

Language under #3 is different in our policy regarding financial eligibility. Our Board attorney recommends to add this to policy 4:140 (Waiver of Student Fees). It will also be added to Student Rights and Responsibilities.

4:65 Disposition of District Property

Remove - Our Board attorney stated that 1) Real Estate is part of school code and does not need to be in this policy and 2) Personal Property can be moved to policy 4:80 as a second paragraph in Disposition of District Property.

4:100 Insurance Management

Our Board attorney recommends to keep the last paragraph in this policy and add "or designee".

4:110 Transportation

Add to PRESS.....The district may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school, based on route space and availability".

4:140 Waiver of Student Fees

Add 2nd and 3rd sentence under "Verification" from our policy as a third paragraph to PRESS.

Add at end of paragraph #2.... Students receiving a fee waiver are not exempt from charges for the misuse or destruction of property.

The Superintendent or designee shall take appropriate action to withhold services which are not basic educational services for students who meet the eligibility criteria for fee waiver.

4:150 Facility Management

PRESS language states that prior Board approval is needed for all renovations or permanent alterations when the total cost will exceed \$12,500. Our policy does not contain a dollar amount. The committee recommends to go with PRESS language.



4:170 Safety

The paragraph regarding student insurance is found in policy 7:300 and therefore could be removed from this section.

4:190 Targeted School Violence Prevention Program

We do not currently have this policy, but both the cabinet and the Board attorney agree that it contains language about the threat assessment team and its function and that it is needed.

Section 8: Community Relations

8:20 Community Use of School Facilities

The committee suggests to use PRESS language. Add “or designee” after Superintendent.

8:25 Advertising and Distributing Materials in School

Prior approval by the Board can be changed to prior approval of ‘Superintendent’.

Question – where are the additional funds delegated?

8:30 and 8:40 Visitors and Conduct on School Property

Our Board attorney recommends to delete policy 8:40 as that language is already contained in policy 8:30.

8:75 Website Accessibility for Existing Web Content

This policy is not included in PRESS. It was adopted as part of a settlement of an OCR complaint and our Board attorney suggests that we keep it.

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

This policy is not contained in PRESS. The paragraph in question is the second full paragraph under the list of items. Our Board attorney was consulted and she stated that the content of this policy is either already contained in, or could be added to, Policies 7:310 and 7:315 {Restrictions on Publications at Elementary and High School Levels] and Policy 8:25 [Advertising & Distributing Materials in Schools Provided by Non-School Related Entities]. The second full paragraph could be added to Policy 8:25.

The committee agreed to eliminate this policy and add to section 7 (7:310 and 7:315).

Section 5: Professional Personnel

5:02 Goals and Objectives

Remove - This policy is not contained in PRESS. The committee agreed to eliminate.

5:10 Equal Employment Opportunity and Minority Recruitment

In our policy the Title IX Coordinator is not the same as the District Complaint Manager. Use that format in PRESS. Use our language from last paragraph (Recruitment) “diverse” opposed to “minority”.

5:20 Workplace Harassment Prohibited

First page, 2nd paragraph, add up to and including discharge.

Page 2, last sentence needs to change since our Nondiscrimination Coordinator is not the same as the Complaint Manager.



Use PRESS language regarding cross reference policies.

5:30 Hiring Process and Criteria

Change first sentence with staff of diverse background instead of “minority”.

PRESS contains the following references to the collective bargaining agreements in several policies. Both statements will be removed on all policies in this section.

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement.

Update from Faith Law are not included here but will be in the next PRESS update (111).

Issue 111 can be the first issue we update through PRESS after the manual is adopted by the Board.

5:35 Compliance with the Fair Labor Standards Act

Our policy states that “The Board discourages overtime work by non-exempt employees”.

This is not PRESS language and the committee suggested to remove that sentence and align with PRESS.

Under Overtime.....replace Human Resources with Administration. Replace business office with Administration in the following sentence and replace “will” with “shall”.

5:36 Identification Badges

Remove - The committee agreed to remove this policy. An Administrative Procedure will be created instead.

5:40 Communicable and Chronic Infectious Disease

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

5:50 Drug and Alcohol-Free Workplace

The committee agreed to go with PRESS language

5:60 Expenses

The committee requested to remove a sentence in the first paragraph contained in PRESS “The district is not responsible for losses due to an employee’s own negligence...”.

Page 2 under Meals, add “include itemized receipts”. Remove last sentence about alcoholic beverages.

5:70 Religious Holidays

First sentence add “or designee” after Superintendent in PRESS.

5:80 Court Duty

The committee recommended to align with PRESS language.

Mr. Miller suggested to add at the end of Witness Duty “where they are representing the district’s interest”. The committee recommends to get Board attorney input.

5:90 Abused and Neglected Child Reporting

The committee recommends to align with PRESS language.

5:100 Staff Development Program

PRESS includes the actual list of all staff development trainings. The last paragraph includes Heimlich Maneuver and that is not included in our training. This reference will be



removed. Mr. Miller will check with Dr. Hanlon to see if all Physical Fitness staff is required to be CPR certified.

5:110 Recognition for Service (PRESS Policy)

The committee recommends to include this policy in our manual.

5:110 Bus Driver Controlled Substance and Alcohol Testing

Remove - This content can be added with policy 5:285 and the committee will review at that time.

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

The committee recommends to align with PRESS language. The differences stem from the issue 110 update.

5:125 Personal Technology and Social Media; Usage and Conduct

Add to PRESS from our policy “any other emergent social media app”.
The committee requested that our #2 from page 1 will be moved to PRESS.
The committee asked for some clarification on #3, original versus retweet.
Page 2 add “or designee” after Superintendent.

5:130 Responsibilities Concerning Internal Information

This policy aligns with PRESS.

5:140 Solicitations By or From Staff

Add “or designee” after Superintendent.

5:150 Maintenance and Access to Records

Last sentence in 1st paragraph add “or designee”.

5:155 Computer Network Services

Remove - This policy is not in PRESS. It cross references 6:235 so this policy is not needed.

5:156 Cellular Telephones

Remove - This policy is not in PRESS. The content can be added to an Administrative Procedure instead.

5:170 Copyright

This policy aligns with PRESS

5:180 Temporary Illness or Temporary Incapacity

The committee recommends to go with PRESS language. Check with Board attorney on 90 day reference in 3rd paragraph, can it be concurrent versus consecutive.

5:185 Family and Medical Leave

The committee recommended to use our 2nd paragraph and 3rd paragraph and change federal rules in PRESS to “regulations”.

Eligibility – The committee recommends to use PRESS language.

#2 on 2nd page check with Board attorney regarding “classroom”.

The committee recommends to use our policy language for Continuation of Health Benefits (page 3).

5:188 Internal Communications

This policy is not contained in PRESS. The committee recommends to remove this policy.



5:190 Teacher Qualifications

This policy aligns with PRESS.

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

Ken Miller made a motion to adjourn, Alison Swanson second; all were in favor.

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