



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
Thursday, March 23, 2023
4:15 pm – 7:15 pm

MEETING MINUTES

1. Meeting called to order at 4:29 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 and Alison Swanson

Recording Secretary: Ursula Studer

Administrators Absent: None

Guest(s) in Attendance: Nick Baumann, PRESS Plus IASB Representative
Nicky and Tyler Boecker

2. Motion was made by Ken Miller, second by Ali Swanson, to approve the meeting minutes from March 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 have pulled over into the draft manual.

5:60 Expenses

Dr. Kincaid followed up from the last meeting, stating that together with Amanda Sitar, Director of Finance, two AP's were created and progress is being made with the process for expense reimbursement. Dr. Kincaid noted that when this policy was discussed at the last meeting, the meal reimbursement mentioned was \$44.00. According to the Travel Reimbursement Guidelines it is \$32.00 a day in reimbursements. In order to have consistency,



this rate will be used for all employees, not matter how it's funded. A pre-approval form was created as well.

5:80 Court Duty

Per our district attorney, we can not add our own language to this policy “representing the district’s best interest”.

5:100 Staff Development Program

Dr. Kincaid checked with the kinetic department chair and a tracking procedure would be a welcome decision. This was in regards to the last sentence stating “Physical Fitness staff must be trained”. The Board attorney is getting clarification of who all is included in that. The tracking can be added to infinite vision the same as the tracking for the professional licenses. There are no changes to the language policy, just a better system to be tracking that everyone that needs to be is up to date on CPR and AED training.

5:180 Temporary Illness or Temporary Incapacity

Per our district attorney, once an employee has exhausted all leave, including sick leave in the same school year, then is absent for 90 consecutive days in the same school year, the dismissal process can begin, assuming the employee isn’t otherwise protected by ADA. If there were less than 90 days left in the school year, then the clock would start over the following year.

5:185 Family and Medical Leave

Page 2, #2 replace full time classroom teacher with “licensed educational professional”.

Mr. Baumann now continued the review of the draft with policy 5:200 where we left off at the last meeting.

5:200 Terms and Conditions of Employment and Dismissal

Use the first paragraph from PRESS and add “or designee” in the first sentence. Follow up with our Board attorney on School Social Worker and School Psychologist and Licensed Clinical Counselor. PRESS only states social worker.

5:210 Resignations

Same language as PRESS

5:220 Substitute Teachers

1 align language with PRESS

2 align language with PRESS

Add “or designee” in first sentence.

Short term substitute teachers – remove “unless otherwise permitted by law” form PRESS language.

5:230 Maintaining Student Discipline

In first paragraph include language from our policy, outlining the additional roles. Also include sentence starting with “in all matters relating to the”

Include additional roles in second paragraph as well.



5:240 Suspension

Under suspension without pay, Mr. Miller asked to remove the 3rd paragraph from PRESS and use our language. We will ask our Board attorney to review first.

Add "in writing" from our policy to PRESS in last sentence.

5:250 Leaves of Absences

"Each full-time professional staff member is entitled to use three (3) bereavement days annually for death in the family or household". Mr. Miller would like this sentence added to PRESS. Dr. Kincaid would like to have the Board attorney compare the structure and format between ours and PRESS. Check on removal of CBA reference.

5:260 Student Teacher

This policy aligns with PRESS

5:261 Tutoring for Pay

This is a unique policy to our district. The committee agreed to keep the language, but it can be added as a separate section to policy 5:200. Maureen will review.

5:270 Employment At-Will, Compensation and Assignment

Remove referral to the CBA's. Eliminate "Educational support personnel are paid 2 times per month" – check with Board attorney.

5:280 Duties and Qualifications

The committee recommends to align this policy with PRESS, removing "Teacher Aides" after Paraprofessionals.

#2 can be aligned with PRESS language.

"Bus Drivers" paragraph – align with PRESS language.

5:285 Drug Testing

This policy aligns with PRESS

5:290 Employment Termination and Suspension

Reduction in Force – align with PRESS

Remove CBA reference from PRESS language.

Under Suspension, PRESS language states in first sentence "suspend without pay during an investigation into allegations of misconduct", ours does not. Check with Board attorney to see if that sentence should be removed. Other than that, the committee would like to align that paragraph with PRESS.

5:300 Schedules and Employment Year

Add "or designee" in first sentence.

First paragraph from our current policy is not in PRESS. The committee recommends to align with PRESS language; same content.

Alison Swanson left the meeting at 5:42 p.m.

5:310 Compensatory Time-Off

Remove CBA reference from PRESS language. There are no other differences.



5:320 Evaluation

Add "or designee" in first sentence.

Remove CBA reference from PRESS language and instead add from our policy "and any applicable collective bargaining agreement".

5:330 Sick Days, Vacation, Holidays, and Leaves

PRESS and our policy will be sent to Board attorney for review since there is some unique language in there.

Ken Miller left the meeting at 5:50 p.m.

6:10 Educational Philosophy and Objective

Our policy under #6 states "and persevere through challenges".

The committee recommends to align with PRESS language.

6:15 School Accountability

This policy already aligns with PRESS.

6:20 School Year Calendar and Day

This policy already aligns with PRESS.

6:30 Organization and Instruction

Under Kindergarten, second sentence in PRESS is repetitive and can be removed.

Our policy contains two additional sections; High School Course Load and High School Course Overload. The committee recommends to remove the two sections and align with PRESS language.

6:40 Curriculum Development

Add "or designee" in first sentence.

The committee recommends to align this policy with PRESS.

6:50 School Wellness

Under goals for Physical Activity our 3rd bullet point has additional information that pertains to elementary only. The committee recommends to align with PRESS.

Under the Monitoring section add "or designee" after superintendent.

6:60 Curriculum Content

The committee recommends to align #4 with PRESS language.

Under #10 add "or designee" after superintendent.

Number 12 differs between ours and PRESS. The committee recommends to align with PRESS language, but it will be sent to Mr. Arntzen for review.

Language is different under #21 and the committee is recommending to keep our language since it was reviewed by the Equity committee.

6:65 Student Social and Emotional Development

The committee recommends to align with PRESS, but it will be sent to Dr. Paul for review.



6:70 Teaching About Religions

This policy already aligns with PRESS.

6:80 Teaching About Controversial Issues

Our policy has an additional sentence stating “Disruptive conduct is prohibited and may subject a student to discipline”. The committee recommends to remove and align with PRESS. Mr. Bell will check language in Student Rights and Responsibilities and possibly add a statement.

Alison Swanson returned to the meeting at 6:19 p.m.

6:100 Using Animals in the Education Program

This policy already aligns with PRESS.

6:110 Programs for Students At Risk of Academic Failure

In our policy, the last bullet point states Multi-Tiered Support Systems (MTSS) – Ms. Johnson would like it removed since it’s not fully in place yet – ESD will review. Ms. Johnson asked to have more information regarding some of the bullet points and how the district communicates this information to the parents. This does not necessarily belong in policy, likely more procedural. It will be sent to Board attorney for review, to see if there is any additional language needed regarding parental acknowledgement.

6:120 Education of Children with Disabilities

The committee recommends to align last sentence in first paragraph with PRESS. Our policy contains an additional paragraph at the end. The committee would like it removed but recommends to have it reviewed by our Board attorney to see if it is needed.

6:130 Program for the Gifted

Our policy contains more extensive language in this policy. The committee would like to align with PRESS but recommends to have Ms. Dahlquist review first.

6:135 Accelerated Placement Program

Our policy contains an extra sentence (after a/b/c). Change “must” to “will”. The committee recommends to add this to PRESS.

6:140 Education of Homeless Children

This policy already aligns with PRESS

6:145 Migrant Students

Our policy contains a unique second paragraph. The committee recommends to check with Board attorney before it is removed to align with PRESS.

6:150 Home and Hospital Instruction

This policy already aligns with PRESS.

The additional information that Ms. Swanson was looking for regarding tutoring, will be contained in an Administrative Procedure.

6:160 English Learners

This policy already aligns with PRESS.



6:170 Title I Programs

This policy aligns with PRESS. We have our own exhibits with this policy. They will be sent to Mr. Baumann.

6:180 Extended Instructional Programs

The committee recommends to align this policy with PRESS.

6:185 Remote Educational Program

The committee recommends to align this policy with PRESS.

6:190 Extracurricular and Co-Curricular Activities

On the end of our first paragraph, the sentence regarding co-curricular activity slightly differs from PRESS language. The committee recommends to align with PRESS but remove the word “regular” before classroom.

Our policy has an extra sentence regarding Board approval in the second paragraph. The committee recommends to remove this sentence and align with PRESS, **but notify the Board that it was done.**

Add “or designee” after superintendent.

Our #2 can be removed (not contained in PRESS and it’s deemed procedural).

The committee recommends to use PRESS language for 1-5.

The sentence starting with “Building Principals” can be removed to align with PRESS language. Under Academic Criteria for Participation, change kindergarten through 12th grade in first sentence.

The committee recommends to remove the second paragraph contained in our policy, except the last sentence should be contained in PRESS.

PRESS states Student Handbook – Mr. Bell will review to see what can go in place of that.

Mr. Baumann will make changes and send draft to review at next meeting.

6:210 Instructional Materials

Our #3 and #4 is combined in #3 in PRESS.

Add “or designee” after superintendent in last paragraph.

An Administrative Procedure will be developed, giving clear direction regarding movies, how it is communicated to parents and how they can opt out.

The committee recommends to align the last paragraph with PRESS language.

6:230 Library Media Program

This policy aligns with PRESS.

6:235 Access to Electronic Networks

Add “or designee” after superintendent in first section.

The committee recommends for our pages 3, 4 and 5 to be covered in an Administrative Procedure and in the Acceptable Use procedure instead. Dr. Kincaid will follow up with Mr. Kiger and Mr. McDonald.

6:240 Field Trips

The committee recommends to align this policy with PRESS.



6:250 Community Resource Persons and Volunteers

Add "or designee" after superintendent in last paragraph.

#4 from PRESS is not contained in our policy. The committee recommends to check with Board attorney to check why it is not in ours.

6:255 Assemblies and Ceremonies

This policy aligns with PRESS.

6:260 Complaints About Curriculum

Dr. Kincaid will review the Curriculum Objection Form so it can be linked in the policy. When and how it can be submitted and how it is communicated. The committee recommends to align the policy with PRESS.

6:270 Guidance and Counseling Program

Change the title to Guidance and School Counseling Program.

Add "or designee" after superintendent in first sentence of PRESS.

In third paragraph of PRESS add guidance and school counseling program (instead of guidance only).

Replace High school juniors and seniors with "students".

6:280 Grading and Promotion

This policy aligns with PRESS.

6:290 Homework

This policy aligns with PRESS. The committee asked for this policy to be reviewed by the Teaching & Learning Committee.

6:300 Graduation Requirements

The committee recommends to align this policy with PRESS.

6:310 High School Credit for Non-District Experiences

The committee recommends to align first section with PRESS and remove "even" after experiences in first sentence.

Remove "class rank" from the section underneath #7 on page 1 in PRESS.

Number 3 under Substitutions for Physical Education differs from PRESS.

Dr. Kincaid will wordsmith and bring to next committee meeting.

"Volunteer Service Credit" will be removed from our policy, not contained in PRESS.

Re-Entering students is not contained in our current policy. It is required and we will align with PRESS.

Last sentence from PRESS is not in our policy. Committee recommends to align with PRESS.

6:315 High School Credit for Students in Grade 7 or 8

We do not have this as a district policy, but it is contained in our policy 6:320. We will align with PRESS and add this policy.

6:320 High School Credit for Proficiency

Specify "World Language" instead of "Foreign Language".

6:330 Achievement and Awards

Remove "class rank" in two places (sub section and description) from PRESS policy.



6:340 Student Testing and Assessment Program

Second paragraph the committee recommends to align with PRESS to state superintendent or designee opposed to “Associate Superintendent for Educational Services”. “Approved by the Board” will be removed. The committee recommends to align with PRESS.

6:350 Policy on Part-Time Enrollment and Attendance

This policy is either contained in a policy in section 7 or it will be moved to section 7. Mr. Bell will review.

4. Public Comment (3 minutes each)

Ms. Boecker commented regarding the communication of movies that are being watched in class, suggesting that the information be sent to parents by email rather than with the students, since they do not always pass on the information to the parents.

5. Adjournment

Jennifer Johnson mad a motion to adjourn, Alison Swanson second; all were in favor.

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