



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, April 5, 2023
5:00 – 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

Board Member and Co-Chairs: Jennifer Johnson (arrived at 5:20 pm) and Alison Swanson

Recording Secretary: Ursula Studer

Administrators Absent: Ken Miller

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

2. Motion was made by Alison Swanson, second by Jeremy Bell, to approve the meeting minutes from March 23, 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.

Second Review of Identified Policies from Section 5:

5:100 Staff Development Program

The question was who is considered to be part of the physical fitness staff and therefore needs to be trained in CPR and AED procedures. Dr. Kincaid checked with the Kinetic Department Chairs and they shared that staff is trained, but a better tracking system would



be welcome to make sure everyone's training is up to date. HR will implement that for this coming school year. The attorney confirmed that details regarding the training do not need to be contained in the policy, but in the Administrative Procedure to go with either this policy and/or policy 4:170 (Safety).

Mr. Baumann checked with the IASB Legal Team and they highly recommend to leave the references regarding the Collective Bargaining Agreements in the policies. We will check with our Board attorney as well.

5:200 Terms and Conditions of Employment and Dismissal

Our policy states School Social Worker, School Psychologist and Licensed Clinical Counselor, where PRESS only states social worker. We checked with our Board attorney and the committee was unclear of whether she suggested to go with PRESS or use our language that included all three terms. We will get clarification to be sure.

5:240 Suspension

Mr. Miller asked to remove the 3rd paragraph from PRESS and use our language. The Board attorney recommends to use PRESS language.

5:250 Leaves of Absences

Our Board attorney recommends not to remove the reference to the CBA. The PRESS version states Family Bereavement Leave opposed to "Child". COVID paid leave is still contained in PRESS, but will likely be removed in the next PRESS update. We will circle back and check on that.

5:261 Tutoring for Pay

Our Board attorney recommends to remove this policy (unique SD308) and to add this section to policy 5:200 as a separate section at the end.

5:270 Employment At-Will

The committee recommended to eliminate Educational Support personnel are paid 2 times per month. The Board attorney agreed.

5:290 Employment Termination and Suspension

PRESS language states "suspend without pay during an investigation into allegations of misconduct". Ours does not. The Board attorney recommends to leave that out since we are not comfortable suspending someone without pay until it is determined that there was misconduct. The committee suggested to have the Board attorney review the paragraph for "Suspension" when we get the draft from PRESS.

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

Our Board attorney recommends to go with PRESS language, not including our last paragraph regarding "a maximum of 3 bereavement days". She is also recommending to use PRESS language for Holidays. We will also add COVID-19 Paid Administrative Leave to the list of "Other Leaves".



Second Review of Identified Policies from Section 6:

6:60 Curriculum Content

Number 12 differs from PRESS. Mr. Arntzen is reviewing with the High School.

6:65 Student Social and Emotional Development

This policy was reviewed by our Director of Social Emotional Learning and it was recommended to use PRESS language.

6:80 Teaching About Controversial Issues

Mr. Bell added language to Student Rights and Responsibilities. It will not be contained in the first read for the Board, but will be there when it will get approved.

Ms. Johnson asked for a list that contains information of what is included in an AP, Exhibit or Student Rights and Responsibilities. Ms. Johnson requested an "Opt Out Form" for parents. It will be reviewed in the Teaching & Learning Committee. A link could then be added to Students Rights and Responsibilities.

6:110 Programs for Students at Risk of Academic Failure

Our policy references MTSS where PRESS does not. Our Board attorney stated that it does not need to be referenced as a specific bullet point. We will align with PRESS on this policy.

6:120 Education of Children with Disabilities

The last paragraph in our policy is not part of PRESS. Our Board attorney confirmed that this paragraph does not have to be part of this policy. It can be kept or be removed. The committee recommends to remove this paragraph.

6:130 Program for Gifted

Our policy contains more extensive language than PRESS. The committee asked to have Teaching and Learning Committee review.

6:145 Migrant Students

Our policy contains a unique paragraph (2nd). Our Board attorney recommends to remove and align with PRESS language.

6:170 Title I Programs

Dr. Kincaid will send the link to Mr. Baumann to include in PRESS policy.

6:190 Extra Curricular Activities

In the last paragraph in PRESS, it refers to Oswego Student Handbook. Mr. Bell recommends to replace it with Student Rights and Responsibilities Code.

Add "or designee" in second paragraph.

Mr. Baumann prepared a draft that had our unique language for HS academic criteria for participation.

6:235 Access to Electronic Networks

The committee recommended to remove pages 3, 4 and 5 and cover it in an Administrative Procedure.

Add "or designee" under Access to Electronic Networks.



There will be additional follow up to communicate the information to parents.

The committee recommends to align the rest of the policy with PRESS.

6:250 Community Resource Persons and Volunteers

The 4th paragraph from PRESS is not included in our policy. The committee asked to check with our Board attorney and she recommended that we need to gather more information regarding if there is a regional School Crisis Assistance Team created as a part of the Safe to Learn Program and an Illinois School Crisis Assistance Team Steering Committee. Follow up on whether or not we are required to have this statement in order to pull in outside resources; can we remove *“provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee”*; add *“qualified Mental Health Professional”*.

The committee recommends to keep the first part:

To assist in times of Violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community.

We will clarify with our ROE as well and follow up with our Board attorney.

6:260 Complaints About Curriculum

This is the same form that was discussed with policy 6:80 that needs to be reviewed with the T&L committee. The committee recommends to align language with PRESS and the link to the form will be added once it’s reviewed.

6:290 Homework

This policy will also be reviewed with the Teaching & Learning Committee

6:310 High School credit for Non-District Experiences

We differ with PRESS under Substitutions for Physical Education.

We will review this policy again once we receive some clarification.

6:315 High School Credits for Proficiency

We currently have this listed in our policy 6:320. The committee recommends to align with PRESS and have 2 separate policies 6:315 and 6:320.

6:350 Policy on Part-Time Enrollment

This policy can be removed since it is covered in policy 7:40.

First Review of Section 7:

7:10 Equal Educational Opportunities

This policy aligns with PRESS other than stating “religion” opposed to “religious beliefs”.

The committee recommends adding religious beliefs to PRESS.

PRESS has an exhibit with this policy that we currently don’t have. The committee recommends to have it included as well.

7:15 Student and Family Privacy Rights

The committee recommends to align with PRESS language (minor language changes).



7:20 Harassment of Students Prohibited

Add cyberbullying to PRESS language. Our policy contains an additional paragraph in the first section and the committee recommends to remove that from PRESS.

Under the section “Making a report or Complaint” the Nondiscrimination Coordinator is listed as Kenneth Miller, but since this is the student section, it needs to be Jeremy Bell.

Add “or designee” in second paragraph.

7:30 Student Assignment and Intra-District Transfer

PRESS states that boundary lines are reviewed annually, ours states as needed. The committee recommends to replace annually with as needed.

PRESS has an additional paragraph that is required; “create new units using a lens that considers preventing segregation and the elimination of separating students in the District’s schools because of color, race, or nationality”. Replace units with “attendance areas” throughout the document (including the title).

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Add “Private” to title and throughout the document as it states in our current policy.

Add “written” at the beginning of second sentence.

Remove the last sentence from the first paragraph in the PRESS policy.

Remove the last paragraph in the first section “Part Time Attendance” from our policy.

Align paragraph “Students with Disabilities” with PRESS language.

7.50 School Admissions and Student Transfers To and From Non-District Schools

The committee recommends to remove our second paragraph in the first section “Age” and align with PRESS language. An Administrative Procedure will be added to this policy as well.

7:60 Residency

In our policy the 3rd paragraph on page 1 states that a student is permitted to attend for the remainder of the year if the family moves out of District, however, transportation will not be provided. The comment about “transportation” will be added to the PRESS language.

The committee would prefer for it to state for the remainder of the semester or trimester.

Mr. Baumann will check with his legal department and we will follow up with our Board attorney to make sure that can be changed.

Under the section “Requests for Nonresident Student Admission” our policy states “It is generally the policy of the Board to deny admission to non-residents students”.

The committee requested to move that sentence to PRESS.

The section “Admission of A Non-Resident Student Who Intends to Become A Resident”.

The committee requested to include this section in PRESS.

Our policy contains a unique section “Criminal Punishment for Misrepresentation of Residency”. The committee recommends to not include this section in PRESS.

7:70 Attendance and Truancy

In the first paragraph of PRESS it states “on or before” September 1. Ours does not. The committee recommends the PRESS language.



The last section “Monitoring” is not in our policy, but is required by State Law. It will be included in PRESS.

7:80 Release Time For Religious Instruction/Observance

Already aligns with PRESS language.

7:90 Release During School Hours

Our policy states “No student shall be released to a parent/guardian or other adult approved by the parent without a government issued picture ID.

The committee recommends to add this sentence to PRESS.

7:100 Health, Eye, and Dental Examinations

We currently have a first day exclusion and the State allows up to October 15 (paragraph after #6). The committee recommends to change that to September 15 to give our health services extra time with the start of the school year.

Check with Health Services to see if any of the other 10/15 dates in the policy need to be changed to 9/15.

7:110 Student Transfers

This is a unique District policy. We will check with our Board attorney to see if it’s needed.

7:130 Student Rights and Responsibilities

This policy already aligns with PRESS language.

7:140 Search and Seizure

The committee recommends to use our first paragraph in PRESS.

Use “or designee” in 3rd paragraph.

In the section “Student” remove from the first sentence “in student’s possession” from PRESS language.

3rd bullet point use our language (administrator instead of certificated employee).

The committee recommends to use the PRESS sentence immediately following the 3rd bullet point and then add our last sentence from that section “If appropriate....”.

Add the section “Student Vehicles and Personal Effects Left Therein” to PRESS.

7:150 Agency and Police Interviews

Add “or designee” in first sentence. The rest of the policy aligns with PRESS.

7:160 Student Appearance

The committee recommends to align this policy with PRESS.

Use the term “Students Rights and Responsibilities Code” instead of “Student Handbook”.

7:165 Student Use of Face Mask During a Pandemic

This policy can be removed.

7:170 Vandalism

This policy aligns with PRESS language.

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Change the Nondiscrimination Coordinator in PRESS to Jeremy Bell.

7:185 Teen Dating Violence Prohibited

This policy already aligns with PRESS language



7:190 Student Behavior

Under “Prohibited Student Conduct” the committee recommends for #5 to be aligned with PRESS language.

#18 Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, hazing and sexting (and sending nude or semi-nude pictures by cell phone or other electronic media).

#19 Add after Internet website “or any other emergent social media app”.

Disciplinary Measures – Remove “Saturday Study” from #7 in PRESS language.

Remove #8 from PRESS.

7:195 Hazing

The committee recommends to remove this policy.

The committee discussed scheduling an additional Policy meeting on Thursday, April 13 at 5:00 pm. Ms. Johnson will not be able to attend this meeting, but she asked for a document to be created so she can share her comments with Ms. Swanson.

4. Public Comment (3 minutes each)

Ms. Boecker commented that there is a lack of communication with the parents. When there is a complaint against your child and the administration conducts an investigation, there needs to be communication with the parents that states what was found and the consequences and the why. Ms. Boecker would like that included in the policy, that there needs to be more of a follow up. That is a disconnect and it breaks down trust. The District will check our Administrative Procedures and define the expectations more clearly. Students are called to the Dean’s Office and asked to sign paper work without calling the parent.

5. Adjournment

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

The meeting was adjourned at 9:46 p.m.