



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, April 13, 2023
5:00 – 8:00 pm

MEETING MINUTES

1. Meeting called to order at 5:17 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 for HR (left at 6:00 pm)

Board Member and Co-Chairs: Jennifer Johnson and Alison Swanson (arrived at 6:08 pm)

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 Jeremy Bell, to approve the meeting minutes from April 5, 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.



Third 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 stated that this policy can be moved forward. Our attorney's office is working on getting us the information and any specifics, such as job titles can be added in an Administrative Procedure

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 it was recommended to use our language.

Third Review of Identified Policies from Section 6:

6:60 Curriculum Content

Number 12 differs from PRESS. Mr. Arntzen reviewed this policy and we can align the language with PRESS.

6:130 Program for Gifted

Our policy contains more extensive language than PRESS. The Teaching and Learning Committee reviewed both versions and recommends to align with PRESS and add our additional language to an Administrative Procedure.

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 stated that the paragraph is valid and can be added 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. S.C.A.T. as we know it would not meet that criteria. We are following up with our ROE as well.

6:260 Complaints About Curriculum

This policy was also reviewed with the Teaching & Learning Committee. A title change was recommended "Community Request for Review of Curriculum and Instructional Materials and Resources".

6:290 Homework

This policy was also reviewed with the Teaching & Learning Committee. We currently align with PRESS and the committee recommends to keep that language. Ms. Johnson asked for this to be reviewed further and added in an Administrative Procedure, that can then be more specific to grade levels.

6:310 High School credit for Non-District Experiences

The paragraph for "Substitutions for Physical Education" differs from PRESS language. This will require a much larger conversation and that can't take place before we adopt the manual. Dr. Kincaid recommended to move forward with what we are currently doing and then have a conversation with both HS in the future as far as potential changes.



Third Review of Identified Policies from Section 8

8:65 Recordings of IEP Proceedings

This is a unique policy to our District. The committee suggested to make this policy more inclusive in order for disciplinary hearings to be included as well. Our Board attorney strongly recommends to not add that option. The evidence/testimony in a disciplinary hearing will be captured in a report and the parents then have the right to challenge the outcome. Also, names and details of other students are frequently mentioned in these hearings, all information that needs to remain confidential.

8:65 Recording Request Form

The Exhibit will not need any changes either.

Second Review of Identified Policies in Section 7:

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

Our Board attorney recommends to stay align with PRESS language. While there is nothing in the law that would prohibit that change, operationally it would be burdensome to reconsider a request each semester.

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. Dr. Hanlon recommends to change the 3 dates in the last paragraph (remove kindergarten in first sentence) on the first page to 9/15 and the date for a student transferring from out of state to 9/15 as well.

Dates for Eye Examination will remain at October 15.

Date for Dental Examination will remain at May 15.

7:110 Student Transfers

This is a unique District policy. Our Board attorney recommends to remove it and add details as an Administrative Procedure to policy 7:50.

First Review of Remainder of Section 7, starting with Policy 7:200

7:200 Suspension Procedures

Out-of-School Suspension –

#1 Our policy has different language than PRESS. There will be further discussion on this.

#2 has slightly different language in PRESS. The committee recommends to align with PRESS. The committee would like to change “disruption” to “interference”. We will check with Board attorney to make sure that it is not an issue.



PRESS #4-d is currently not in our policy. The committee would like to check with Board attorney to see if it's required or could be left out.

Align with PRESS for the rest of #4.

Align with PRESS for #6

Numbers 7-10 are not part of PRESS and should be captured in an Administrative Procedure.

7:210 Expulsion Procedures

The committee recommends to align this policy with PRESS.

7:215 Alternative Placement Procedure

This is our unique policy and not part of PRESS. Check with Board attorney to see if this policy is required in order to continue our practice of voluntary placement to an alternative program.

7:220 Bus Conduct

Our policy contains an addition paragraph at the bottom of the first page. The committee recommends to have Board attorney review before adding it to PRESS.

7:225 Reciprocal Reporting Misconduct by Students with Disabilities

This is a unique policy and it is not needed. The committee recommends to remove it.

7:230 Misconduct by Students with Disabilities

This policy aligns with PRESS language.

7:240 Conduct Code for Participants in Extracurricular Activities

In first paragraph add "or designee" after Principal. 2) in PRESS states hazing and bullying and the committee recommends to align with PRESS.

Add 2nd paragraph from PRESS.

"Performance Enhancing Drug Testing of High School Student Athletes" - the committee recommends to use PRESS language for this paragraph.

7:250 Student Support Services

Remove Guidance from #4. Align with PRESS on last paragraph (Erin's Law).

7:260 Exemption from Physical Activity

Our policy includes "up to three (3) consecutive days per incident. The committee recommends to align with PRESS and remove the "3". It will be added in the Administrative Procedure, Course Guide and Student Rights and Responsibility.

7:270 Administering Medicines to Students

This policy is in alignment with PRESS

7:275 Orders to Forgo Life-Sustaining Treatment

Add or "designee" to #8.

7:280 Communicable and Chronic Infectious Disease

Add or "designee" in second sentence.

7:285 Anaphylaxis Prevention, Response, and Management Program

Minor language differences – the committee recommends to align with PRESS



7:290 Suicide and Depression Awareness and Prevention

PRESS contains an additional first paragraph – the committee recommends to include it in our draft as well.

#3 in PRESS states under (E) are experiencing homelessness. This is not stated in ours and the committee would like it included.

Under “Information to Staff” add or “designee”.

7:300 Extracurricular Activities

Number 7 and 8 from our policy are combined in number 7 of the PRESS version. We will align with PRESS.

7:305 Student Concussions and Head Injuries

Under 1-c, our policy contains more extensive language. The committee recommends to tentatively align with PRESS language. Dr. Kincaid will check to make sure that our definition of Interscholastic athletic activity is not needed.

7:310 Restrictions on Publications; Elementary Schools

Our policy states “at school”, PRESS uses “on-campus”. We will align with PRESS language.

Under Non-School Sponsored Publications our policy states “written or electronic” and it also contains “cyberbullying”. Both will be added to PRESS language.

We will add our complete paragraph under that section.

7:315 Restrictions on Publications; High Schools

Ms. Swanson asked to remove the italic fonts throughout the policy manual except when it’s needed for the definitions or references another policy.

7:325 Student Fund Raising Activities

This policy currently aligns with PRESS language

7:330 Student Use of Buildings – Equal Access

Change the beginning of the first sentence to “student led groups” instead of “High School Student groups”.

7:340 Student Records

The committee recommends to use PRESS language in the first sentence after #4.

Add “or designee” in the last paragraph.

The committee requested to check with our Board attorney if we can use “verbal” opposed to ‘oral’.

The paragraph regarding Biometric Information Collection is not going to be added to PRESS since we do not collect Biometric data.

7:345 Use of Educational Technologies

This policy aligns with PRESS.

7:350 Video Surveillance/Notification

This is a unique District policy. It has not reviewed since 2015 and can be removed.

The committee recommends to check with Board attorney to see if it needs to be part of another policy or if it can be added to Student Rights and Responsibility.



7:360 Publication of Student Photographs, Work Products and Names

This is a unique District policy and it can be removed since it is procedural.

Dr. Kincaid discussed next steps regarding exhibits and administrative procedure. The Board members did not feel like they needed to be involved in that. We have access to the sample AP's and the Exhibits from PRESS and can customize them to make them our own.

Ms. Johnson thanked Ms. Swanson for her service on the policy committee.

4. Public Comment (3 minutes each)

Ms. Boecker thanked everyone for their work with the policies. Ms. Boecker agreed with Ms. Johnson regarding her comments about the restriction to 3 days of being excused from PE with a parental note. Ms. Becker commented, that they would like to see the section 4-d carried into our policy manual.

"Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct". It holds a standard for consistency and fairness.

Tyler Boecker commented that he is concerned regarding the amount of language that has been pushed off to Administrative Procedure.

5. Adjournment

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

The meeting was adjourned at 8:30 p.m.

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