



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, September 19, 2022
5:00 pm – 6:30 pm

MEETING MINUTES

1. Meeting called to order at 5:01 p.m. by Board of Education Member and Committee Co-Chair Jennifer Johnson

Sign in sheet is used instead of roll call

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 and Alison Swanson

Recording Secretary: Ursula Studer

Administrators Absent: Kenneth Miller, Executive Director of Human Resources

2. Motion was made by Jennifer Johnson, second by Alison Swanson, to approve the meeting minutes from May 23, 2022; all in favor
3. The Committee Procedures were reviewed.
4. PRESS Issue 109 – The committee members received a copy of the most recent PRESS Issue.

5. Policy Updates / Name Changes Only

a. 2:260 Uniform Grievance Procedures

- i. The following policies contained staff/name changes only. The Board members made some additional suggestions; addition of a consistent timeline opposed to “promptly and equitably”. Dr. Kincaid will review the entire paragraph (page 1, 2nd paragraph). Timelines will be cross referenced with Title IX.
- ii. The Board members would like an external investigator if the Superintendent or a Board member is named in the complaint.
- iii. Add “designee” after Superintendent

b. 2:265 Title IX Sexual Harassment Grievance Procedure



- i. Ms. Johnson shared that she received some feedback that our sexual harassment policy needed stronger language. “Sexting” should be added, “creating a safe environment” and “encourage reporting”. Both of the High Schools display QR codes for reporting.
 - ii. Ms. Swanson requested for the Board Attorney to review #2 on page 3 to use more of a layman’s term for “inculpatory and exculpatory”, perhaps just in parentheses.
 - iii. Page 4 – Enforcement – last line, instead of stating disciplinary action, state what the action will be.
 - c. *5:10 Equal Employment Opportunity and Recruitment*
 - i. The title needs to be updated on the District website to reflect the title change in the policy. Ms. Swanson asked to check with the Board Attorney to add an additional sentence under recruitment, stating to hire the best qualified person for the job, regardless of gender or race.
 - d. *5:20 Workplace Harassment Prohibited*
 - i. Ms. Johnson question why it does not state corrective action “up to termination” in the last sentence of the first paragraph.
 - e. *7:20 Harassment of Students Prohibited*
 - i. The Board members asked to check with the Board Attorney if it can say “or designee” next to Jeremy Bell or if it needs to be a specific name or title, or name a different person as Nondiscrimination Coordinator for Students.
 - ii. Ms. Swanson suggested to add technology in the first paragraph under “examples”.
 - iii. Add specific timelines on page 2 and 3.
 - f. *7:180 Preventing Bullying, Intimidation and Harassment*
 - i. Ms. Swanson suggested to get input from the Student Ambassador Committee on how to better address the bullying issue.

It was determined to bring the above Name Changes only policies back to the Policy Committee after review of requested changes.

6. Policy Updates

- a. *4:60 Purchases and Contracts*
 - i. Ms. Johnson stated that the Board would like to review all vendor contracts over a certain amount. A list stating when the contract was issued, length of time, and renewal date. Dr. Petzke is working on the corresponding procedures. Ms.



Swanson commented that the policy states for the Board to review all contracts, but that is not current practice.

- ii. Ms. Swanson asked to check with Board Attorney on how to delineate between instructional and operational purchases.
 - iii. Recommended for expenditures, not included in the budget, to be lowered to \$20,000 from \$25,000, at least for operational purchases.
 - iv. Last paragraph in the policy states \$25,000 (listing contracts on website). Dr. Kincaid will follow up to see if that dollar amount is required by school code.
 - v. This policy will be brought back to the next Policy Committee meeting.
- b. 4:65 *Disposition of District Property*
- i. The Board is now receiving a list of dispositions. The Board would like to see the amount per item lowered to \$20,000 from \$25,000.
- c. 5:80 *Court Duty*
- i. Ms. Swanson asked for the last paragraph to be moved on top.
- d. 6:290 *Homework*
- i. This policy will be taken back for further review by ESD.
 - ii. Ms. Swanson asked for the policy to state that grades should be entered weekly or bi-weekly.
 - iii. Ms. Johnson asked for more uniformity between different schools and grade levels, and even teachers.
 - iv. Missed homework may be made up in a “reasonable” time frame. This should be more specific. Look at policy 7:70 as well.
- e. 6:330 *Achievement and Awards*
- i. The District moved to the Latin Honor System. While the policy states “secondary” schools, it does not delineate between JHS and HS. Dr. Kincaid shared that at this time, only the HS is using the Latin Honor System. In 2017, our District moved from class rank to the Latin Honor System, that is why it was added to the policy, it is not required by PRESS. Dr. Kincaid will look further into JHS and then add that information or remove the Latin Honor System and add it to procedure.
The Board members made suggestions regarding College Signing Days and for the District to be providing the medals (approx. \$15,000 annually). This would be part of procedure.
- f. 7:270 *Administering Medicines to Students*
- i. Remove last sentence in first paragraph after checking with the Board Attorney.
 - ii. There are two more items in PRESS to be added under the Administration of Medical Cannabis:
 - iii. “A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on



school-operated property or while being transported on a school bus”.

“The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator”.

- iv. Dr. Hanlon (Coordinator of Health Services) will contact the parent that inquired about the removal of a medical patch.
- v. Dr. Kincaid will also verify with the Board Attorney if it may be included in the policy if it’s prefaced by “with a doctors order”.

g. PRESS Issue 110

- 7. Public Comment (3 minutes each) – None
- 8. Adjournment

The meeting was adjourned at 7:05 p.m.; all were in favor.