



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, November 30, 2022
5:00 pm – 8:00 pm

MEETING MINUTES

1. Meeting called to order at 5:05 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 (remotely) and Alison Swanson

Recording Secretary: Ursula Studer

Administrators Absent: Kenneth Miller, Executive Director of Human Resources

Guest(s) in Attendance:
Nick Baumann, PRESS Plus IASB Representative

2. Motion was made by Alison Swanson, second by Jeremy Bell, to approve the meeting minutes from October 17, 2022; all in favor

3. **Work with IASB on our Policy Manual Customization Project**

Mr. Baumann provided a brief overview of the entire process. Today's meeting is about collecting information about our current district practices, policy language and our procedures. IASB will then use the information collected to complete the first draft of our policy manual which will be based on PRESS. We will receive the draft manual sometime in January. At that time, our work will be to compare the draft manual to our current policies and let them know what district unique language should be pulled into the PRESS manual. Edits can be documented in a google doc or excel sheet. It could be broken out by section with certain teams reviewing each one. If there are any district unique policies, that information would be needed by IASB as well.



Once the district is finished reviewing the 8 sections, there will be between 2 and 3 editing meetings scheduled with Mr. Baumann. During that time, we will ensure that everything our district previously customized will be included in the PRESS manual as well.

It normally takes a few weeks to create a pending adoption manual. The Board of Education will then review that manual and inform us of any further edits. Adoption by the Board of Education then follows and the process is complete.

Changes will be noted/highlighted to make adoption easier for the Board.

Initial background information was gathered by Mr. Bauman.

Our Bargaining Agreements are posted on our website:

- OEA – Oswego Education Association
- OESPA – Oswego Educational Support Professionals Association
- OCMA – Oswego Custodial/Maintenance Association
- OTA – Oswego Transportation Association

Governing Body – Board of Education

Official District Name – Oswego Community Unit School District 308

Instructional Levels – Pre-K through 12

Assistant Principals and Deans – AP's EC through 12; Deans Grades 9 through 12

The district receives Title I funds

Our website is maintained by a full-time staff member

Policy Section 1 – Questions and Answers

1:20 List of all IGA's? – the Board members support this. We will create a document with all of our Intergovernmental Agreements. That document could be posted on the website under Finance as well as the Board of Education. A link could be provided in the policy.

1:30 Mission Statement – working on new draft; our current one will be used for first draft

Policy Section 2 – Questions and Answers

2:10 We are governed by a seven-member Board

2:40 We have two student members

Board members are elected at large

2:50 Board member term of office is 4 years

2:80 Board President administers the Oath of Office

2:110 Officers on the Board serve 2-year terms

Secretary of the Board is a Board member

Treasurer is our Chief Financial Officer

2:125 Stay as is

Baggage fee can be reimbursed as long as it does not exceed the max allowed for airline travel.

Tips are reimbursable as long as it does not exceed the max daily allowance for meals.



- 2:150** Committees listed on this Policy are current.
It will need to be determined who will be used as the Parent/Teacher Advisory committee for the Student Handbook, now that the committee structure changed.
- 2:160** The Superintendent or designee and the Board President are authorized to confer with or seek the legal advice of the Board Attorney.
- 2:200** School Board Meetings are held in the Board's meeting room (not District's main office).
Add - designee after Superintendent to ensure someone is designated to ensure the compliance with the OMA Training.
Time and place for Board's regular meeting dates are established each fiscal year.
- 2:220** We use a consent agenda.
Any Board member can place an item on the agenda through the Superintendent or the Board President. The 96-hour time line will be reviewed at a later time.
Discussion items may be added to the agenda at the beginning of a regular meeting - *Yes*
Discussion items may be added after unanimous approval of all Board members - *No*
Votes are currently rotated.
Add – allow individual Board members to request that a roll call vote be taken on any matter.
It is reflected in the minutes how each Board member voted.
- 2:230** Time limit for public comment currently is set at 5 minutes (which is the default).
- 2:250** The Superintendent or designee will be the FOIA Officer
- 2:260** This policy has been updated with new contact information

Policy Section 3 – Question and Answers

- 3:10** Not updated since 2019 – will be reviewed
- 3:40** The Superintendent to annually report evidence of professional growth to the Board – optional but leave as is.

Policy Section 4 – Questions and Answers

- 4:20** Does the Board wish to set a goal or percentage for a year end fund balance - leave at 20% as is.
- 4:30** Does the Board wish to list authorized investments (they currently are listed) – *Yes*
- 4:55** The district issues credit and procurement cards. Board members are not authorized to use procurement cards currently.
- 4:80** Does the Board wish to issue a maximum balance for all revolving funds and petty cash funds (currently at \$500.00) – Board members would like to review. Get more info on said accounts and the controls required for checks.
Does the district require 2 signatures for each check – not at this time, only the CFO – needs more review as well.
- 4:110** The district does not pay for non-hazardous transportation within 1.5 miles, unless for student's with an IEP. If there is room on a bus, we can make exceptions, but the fee needs to be paid by the parent. Add - the district may provide transportation to and from school sponsored activities. The district has its own transportation department, but we also



contract out some routes – will be added to the draft. Mr. Baumann will check with their legal department on the best language. Superintendent will be changed to Director of Transportation.

- 4:150** Does the Board wish to require Board approval for all renovations or permanent alterations to buildings or grounds, when the total exceeds \$12,500 (suggested PRESS amount) – the Board will review this further.
- 4:160** Does the Board want the Superintendent to notify all eligible employees of paid Hepatitis B vaccines and vaccinations. It is currently not included – will keep as is.
Before pesticides are used on district premises, does the district inform all employees and parents/guardians of students or only those on the registry – we inform all employees but only students on the registry.
- 4:170** The district owns a movable soccer goal.

Policy Section 5 – Questions and Answers

- 5:30** Does the Board want to provide in policy that the superintendent may elect personnel on a short-term basis for a specific project or emergency condition before the Board approval – currently not allowed, leave as is.
- 5:35** Identify a 7-day work week – 12:00 a.m. Monday until 11:59 p.m. Sunday – Ken Miller confirmed.
- 5:60** Reimburse baggage fees for employees – it currently states yes and our travel request states up to \$500 for airline travel. Baggage fees can be included in that total.
The Board requested for this policy to be reviewed (would need to include Board approved travel request form for both employees and board members).
- 5:190** Correct as is
- 5:240** Correct as is
- 5:260** Does the district want to include any student teachers participating in field trips or clinical experiences undergoing a finger print based State and National Criminal History records check – leave as is.
- 5:270** Compensation for employees is twice a month.

Policies Section 6 – Questions and Answers

- 6:30** Kindergarten program is both, full day and half day Kindergarten.
- 6:60** No Block scheduling
Our district receives E-Rate funds.
- 6:100** Dissection of Animals is included in the curriculum
- 6:130** We do have a program for gifted students. Mr. Baumann will include the PRESS sample in our draft.
- 6:185** This policy contains information about remote instruction – Mr. Baumann will add Press updates and committee will review.
- 6:190** The committee will review this policy further
- 6:210** Leave as is
- 6:235** Leave as is



6:240 Does the district want to include recreational class trips in this policy.
The committee will review this policy further

6:250 Leave as is

6:300 The district allows early graduation with less than 7 semesters.

6:310 Website will be updated to last approved on 4/11/22 – no changes

6:315 We have this information in policy **6:320**. Ursula will check the policy to make sure the correct one is on our website. 6:315 from PRESS and 6:320 will be reviewed.

Policy Section 7 – Questions and Answers

7:30 Leave as is

7:40 Leave as is

7:50 Leave as is

7:60 Allow non-residents to attend our schools on a tuition basis - committee will review further

Ms. Johnson left the meeting at this time. 7:50 p.m.

7:140 Does the district require written consent to school searches of student vehicles while on school property without notice and without suspicion of wrong doing in return for the privilege of parking on school property? Not included in PRESS. Leave as is and committee will review further

7:165 Leave as is

7:190 Prohibit use and possession unless authorized by the building principal.
Yes - the district receives Early Childhood Block Grants.

7:240 Leave as his

7:250 Leave as is

7:260 Leave as is

7:270 Leave as is

7:305 Leave as is

7:325 Committee will review further

7:340 Leave as is

Policy Section 8 – Questions and Answers

8:20 Leave is as

8:25 Leave as is

8:90 Committee will review further – Dr. Kincaid will check on 501(c)(3) status

4. Discuss Policy 2:250 – Due to time, this policy will be reviewed at a later date.
5. Public Comment (3 minutes each) – None
6. Adjournment

The meeting was adjourned at 8:08 p.m.; *all were in favor.*
