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**Oswego Community Unit School District 308**  
**SERVING ALL OR PARTS OF THE COMMUNITIES OF**  
**AURORA, JOLIET, MONTGOMERY, OSWEGO, PLAINFIELD AND YORKVILLE**

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**Policy & Legislative Committee**  
District Administration Center, 4175 Route 71, Oswego, IL 60543  
Door 2 – Room 61  
Monday, December 13, 2021  
5:30 pm - 7:30 pm

**MEETING MINUTES**

1. Meeting called to order at 5:31 p.m. by Board of Education Member and Committee Co-Chair Alison Swanson

Members in Attendance: Kirsten Coulman, Margaret Darnell, Scott DeMatteis, Anne Elwood, Christopher Heckert, Michael Lamonica, Dr. Patti Marcinko, Christina Massat, Ken Miller, Donna Sawicki, Megan Tommer

Board Member and Co-Chairs: Jennifer Johnson and Alison Swanson

Administrators: Valerie Patterson, Executive Director of Student Services

Recording Secretary: Ursula Studer

Guests in Attendance: Maureen Lemon – Board Attorney

Members Absent: Craig Gunty, Robyn Vickers

2. Motion was made by Kirsten Coulman, second by Alison Swanson, to approve the meeting minutes from October 20, 2021; all in favor
3. PRESS Issue 108 – The committee members received the electronic version of the latest PRESS issue.
4. Legal References/Cross Reference Updates (Consent) only  
The committee had some questions/changes on the following policies presented with legal updates/cross references:
  - a. 2:105 Ethics and Gift Ban – The question was asked regarding specifically stating that board members cannot wear political garb. Per Ms. Lemon, that was added as #13 to this policy “Advertising or promoting any campaign for elective office”.
  - b. 2:150 Committees – The committees will be updated and the policy will be brought to the Board for the First Read



- c. 4:110 Transportation – no changes
- d. 4:120 Food Services – extra space on second line
- e. 5:220 Substitute Teachers – no changes
- f. 6:15 School Accountability – no changes
- g. 6:20 School Year Calendar and Day – no changes
- h. 6:300 Graduation Requirements – no changes
- i. 6:340 Student Testing and Assessment Program – no changes
- j. 7:10 Equal Educational Opportunities – no changes
- k. 7:20 Harassment of Students Prohibited –

Mrs. Darnell shared that the Incident Reporting form is located on every school website as well as the district website. It was suggested to have more signage, communication and training so that everyone is aware of where this form is located and how to report an incident. "Student" will be added to the incident form.

- l. 7:190 Student Behavior – no changes
- m. 7:340 Student Records – no changes
- n. 8:70 Accommodating Individuals with Disabilities – no changes
- o. 8:100 Relations with Other Organizations and Agencies

- Motion was made by Alison Swanson, second by Margaret Darnell, to approve the above consent policies except for Policy 2:150 which will go for Board approval as a separate item; all in favor

## 5. Policy Updates

Policies will be out of order since four of them are time sensitive.

- a. 1:30 School District Philosophy (second time)
  - i. Suggestions were made regarding some changes related to our Equity statements which are part of our Envision 308. The Equity statements as well as the Envision 308 plan have already been approved by the Board, therefore this committee is not able to make any changes.
  - ii. Student Learning just mentions literacy and math achievement, science should be mentioned there as well.
  - iii. Ms. Lemon suggested that the policy be approved, since it incorporates the Envision 308 plan that has been approved by the Board in July of 2021. The concerns brought up today, could be discussed at the other committees. It could then be brought back to this committee with any possible changes.
  - iv. Anyone can also come to public comment and state a concern at any time.
  - v. Ali Swanson conducted a straw poll as to how many were in favor of moving this policy forward for the First Read at the Board level; in favor 7-5
- b. 2:240 Board Policy Development (second time)
  - i. Add a "to" on first line
  - ii. Motion was made by Alison Swanson, second by Dr. Marcinko, to accept changes as noted and discussed; all in favor.



- c. 8:90 Parent Organizations and Booster Clubs (second time)
  - i. This policy was returned due to clarification needed on booster clubs. Mrs. Darnell shared that there is one athletic booster club at each high school among other activity based booster clubs like choir, band etc.
  - ii. Motion was made by Alison Swanson, second by Dr. Marcinko, to accept changes as noted and discussed; all in favor.
- d. 7:160 Student Appearance
  - i. The members discussed what type of student appearance is disruptive to the educational process. Ms. Lemon shared that it is a balance between student rights and the school district rights to ensure efficient operation and a lack of disruption.
  - ii. Motion was made by Alison Swanson, second by Margaret Darnell, to accept changes as noted and discussed; all in favor.
- e. 7:165 Student Face Coverings
  - i. Format the mitigation measures and add “s” to mask on second to last line on first page.
  - ii. It was noted that the 2021-2022 school year was specifically stated. This policy would need to be amended if the mask mandate would last beyond that time frame.
  - iii. Motion was made by Alison Swanson, second by Megan Tommer, to accept changes as noted and discussed; all in favor.
- f. 4:165 (New) Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
  - i. The committee asked for the last paragraph to be changed to the following: “Provide parents/guardians of students in any of grades K through 12 with not less than five days’ written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse. Parents/guardians of students in grades K through 8 have the opportunity to object in writing”.
  - ii. Motion was made by Alison Swanson, second by Margaret Darnell, to accept changes as noted and discussed; all in favor.
- g. 5:120 Ethics and Conduct
  - i. Ms. Darnell questioned #3b, stating that at times as an administrator, she has student pictures on her personal cell phone for legitimate reasons. Ms. Lemon clarified, that it is up to the district to establish clear guidelines for these areas. The timely electronic transfer and disposal of temporary student records to a district owned device is recommended.
  - ii. The term “guidance counselor” will be replaced with “school counselor” throughout this policy.
  - iii. Motion was made by Alison Swanson, second by Dr. Marcinko, to accept changes as noted and discussed; all in favor.



- h. 5:185 Family and Medical Leave
  - i. The committee requested to change “son or daughter” to “child” under # 1 and 2.
  - ii. Mr. Miller asked for a change a in the second paragraph to reflect it to say that “the 12 month period will be computed on an individual basis, starting with the first day of the employees FMLA leave and reviewing the FMLA leave utilization from the 12 month period immediately prior”. Mr. Miller and Ms. Lemon will work together to update this language.
  - iii. Motion was made by Alison Swanson, second by Jennifer Johnson, to accept changes noted and discussed; all in favor.
- i. 5:250 Leaves and Absences
  - i. Mr. Miller asked to make a change to #7 under Personal Leave to include “unless approved by the Superintendent of designee”.
  - ii. Motion was made by Alison Swanson, second by Kirsten Coulman, to accept changes noted and discussed; all in favor.
- j. 5:330 Sick Days, Vacation, Holidays, and Leaves
  - i. Mr. Miller asked for a change to (3) bereavement days instead of (2) days, unless otherwise stated in a collective bargaining agreement.
  - ii. Motion was made by Alison Swanson, second by Jennifer Johnson, to accept changes as noted and discussed; all in favor.
- k. 5:90 Abused and Neglected Child Reporting
  - i. Motion was made by Alison Swanson, second by Jennifer Johnson, to accept policy as presented; all in favor.

The committee discussed dates for additional meetings due to the number of policies needing to be reviewed at this time.

Tuesday, January 18<sup>th</sup> in the community room at Oswego East High School – 5:00 p.m.

Monday, January 31<sup>st</sup> in room 61 at the District Administration Center – 5:30 p.m.

- 6. Public Comment (3 minutes/each) - none
- 7. The meeting was adjourned at 7:36 p.m.; all were in favor.

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**Next Meeting Date: Tuesday, January 18, 2022**