



August 14, 2018

Patrick Stiles

VIA EMAIL - [REDACTED]

Re: FOIA Request Dated July 25, 2018 and received July 26, 2018

Subject: All disciplinary records for employee Ray Luttrell. Write-up's, suspensions, and reasons for action taken against. Also any or all information pertaining to any disciplinary against Joe Bennett:

Dear Mr. Stiles:

This letter will serve as Oswego Community Unit School District 308's response to your July 25, 2018 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. Attached are the records responsive to your request with personal subject matter information redacted pursuant to section 7(1)(c) of the Freedom of Information Act.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #18-39*.

Please let me know if you have additional questions. Thank you.

Mary Anne Buckley

Mary Anne Buckley
Freedom of Information Officer



COMMUNITY UNIT
SCHOOL DISTRICT

World-Class Schools Serving Caring Communities

November 14, 2016

Rob Allison
Asst. Director, Operations
71 Stonehill Rd.
Oswego, IL. 60543
(630) 636-3190

Raymond Luttrell
Central Maintenance

Mr. Luttrell,

This notice is to advise you that your presence is required at 1:30 pm Thursday, November 17, 2016 at the Operations building, 71 Stonehill Rd. Oswego, for an investigative meeting related to recent reports of unprofessional conduct. Please note that, per the OCMA, you have the right to representation by an OCMA Officer or representative.

Rob Allison
Asst. Director, Operations

Cc: Kenneth Miller, Assistant Director, Human Resources
Mike Barr, Director, Operations
Timothy Ellis, President, OCMA



Robert Allison <rallison@sd308.org>

Meeting summary

Robert Allison <rallison@sd308.org>

To: Kenneth Miller <kmiller01@sd308.org>

Cc: Michael Barr <mbarr@sd308.org>, Danny Kenyon <dkenyon@sd308.org>

Bcc: "Robert Allison (308 List)" <rallison@sd308.org>

Fri, Nov 18, 2016 at 10:17 AM

Good morning Ken,

I met with Mr. Ray Luttrell yesterday regarding verbal outburst that occurred on three separate occasions with three separate Operations employees. In each case it was reported that Mr. Luttrell was yelling and using expletives. In attendance were myself, Mr. Kenyon, Ms. DeRose and Mr. Luttrell. Mr. Luttrell elected to not have OCMA representation. When presented with the facts Mr. Luttrell was apologetic, accepted responsibility and vowed to refrain from that behavior going forward. He stated that he had a great deal of respect for Mr. Barr and I, however, it was noted that he omitted Mr. Kenyon from that statement despite the fact that Mr. Kenyon was present and holds the same administrative title as I do. We will continue to monitor Mr. Luttrell's behavior and will, when necessary hold him accountable for how he interacts with Mr. Kenyon as well as others. Upon conclusion of the meeting it was determined that no disciplinary action would be taken however Mr. Luttrell was warned that future outbursts could result in a written verbal warning. Mr. Luttrell acknowledged his understanding of our expectations with regard to his behavior and the meeting was adjourned.

If you have any additional questions or concerns please let me know.

Thanks, and have a good day.

Rob.

Rob Allison - Assistant Director, SD308 Operations

71 Stonehill Rd.

Oswego, IL 60543

Office: 630-636-3190

Cell: 630-401-7887

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COMMUNITY UNIT
SCHOOL DISTRICT

Helping Our Students Reach Their Potential

December 5, 2017

SENT VIA HAND-DELIVERY AND EMAIL (rluttrell@sd308.org)

Raymond Luttrell
1043 Sandhurst Drive
Sandwich, IL. 60548

Dear Mr. Luttrell:

You are hereby required to attend an investigatory meeting in the second floor conference room at the Operations building on 71 Stonehill Road at 1:30 p.m. on Thursday, December 7, 2017. This meeting is fact finding in nature, and concerns allegations of inaccurate reporting of the time worked, using of a district vehicle for personal purposes, and inappropriate conduct with female employees.

Please be advised, depending on the outcome of the meeting you may be disciplined pursuant to Article IX, Section L, of your Collective Bargaining Agreement. Accordingly, you have the option and right to be represented by an Officer or Representative of the OCMA at this meeting. Should you have any questions, please contact me directly or through your OCMA representative.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Barr".

Mike Barr
Director of Operations

Cc: Roxana Sanders, Executive Director of Human Resources
Kenneth Miller, Assistant Director of Human Resources
Rob Allison, Assistant Director of Operations
William Queen, President, OCMA

Memorandum

1 message

Roxana Sanders <rsanders@sd308.org>

Wed, Dec 13, 2017 at 11:58 AM

To: Raymond Luttrell <rluttrell@sd308.org>

Cc: Michael Barr <mbarr@sd308.org>, Robert Allison <rallison@sd308.org>, William Queen <wqueen@sd308.org>

Hello, Ray,

For your record, I am attaching a written memorandum of the verbal warning issued to you on December 7.

Thank you,

Roxana Sanders

Executive Director of Human Resources, Payroll and Benefits

Community Unit School District 308

4175 Route 71

Oswego, IL 60543

Phone: 630-636-3092

Fax: 630-636-3669



Luttrell_Verbal Warning.pdf

486K



COMMUNITY UNIT
SCHOOL DISTRICT

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December 13, 2017

SENT VIA EMAIL (rluttrell@sd308.org)

Raymond Luttrell

Dear Mr. Luttrell:

This letter is written memorandum of a verbal warning issued to you on December 7, 2017 during the fact-finding meeting that was held at the Operations Department. As it was established during the meeting, the reason for this warning is your failure to keep accurate record of time worked in violation of Article IX, Section H of the OCMA Professional Agreement as well your unprofessional conduct in violation of the Board Policy 5:120 *Ethics and Conduct*.

Going forward, you are directed to keep accurate record of hours worked and maintain professional and appropriate relationships with staff members.

This letter serves as a verbal warning. It will not be filed in your official personnel file, but will be kept on record for a period of one (1) year.

It is my expectation that you will refrain from any further incidents of this type. Failure to comply with the directives outlined in this letter, and any future violations of Board Policy 5:120 may result in further discipline, up to and including dismissal. I am available to speak with you should you have any questions or need clarification concerning the content of this letter.

Sincerely,

Roxana Sanders, Executive Director of Human Resources

Cc: Mike Barr, Director of Operations
Rob Allison, Assistant Director of Operations
William Queen, President, OCMA



Robert Allison <rallison@sd308.org>

Items found

7 messages

[REDACTED]

Wed, May 2, 2018 at 6:12 PM

To: Mbarr@sd308.org, Rallison@sd308.org, Rsanders@sd308.org

As I was packing, I found these 3 items with district 308 on them. I assume they belong to the district.

Sincerely,
Jackie Luttrell

Sent from my Verizon, Samsung Galaxy smartphone

6 attachments



20180402_221217.jpg
3434K



20180402_221233.jpg
3063K



20180402_221122.jpg
2968K

20180402_221135.jpg
4257K



20180427_130911.jpg
2844K



20180427_130929.jpg
2768K

Robert Allison <rallison@sd308.org>
To: Roxana Sanders <rsanders@sd308.org>

Wed, May 2, 2018 at 7:34 PM

Ms. Sanders,

Do you want me to arrange a pick up of these items? I believe I live not far from her.

[Quoted text hidden]

--

Thanks, and best regards,
Rob

Sent via iPhone. Please excuse grammar and spelling errors.

Roxana Sanders <rsanders@sd308.org>
To: Robert Allison <rallison@sd308.org>

Thu, May 3, 2018 at 8:16 AM

Yes, please. Thanks!

Sent from my iPhone
[Quoted text hidden]

Robert Allison <rallison@sd308.org>
[REDACTED]

Thu, May 3, 2018 at 8:29 AM

I have been authorized to pick these up from you. I happen to live in Lake Holiday so I should be able to meet you someplace to take possession. My cell number is 630-401-7887. Call me when convenient and we can arrange a meeting either at your home or somewhere else.

Thanks, and best regards,

Rob,

Rob Allison - Assistant Director, SD308 Operations
71 Stonehill Rd.
Oswego, IL 60543
Office: 630-636-3190
Cell: 630-401-7887

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[Quoted text hidden]

Robert Allison <rallison@sd308.org>
To: Roxana Sanders <rsanders@sd308.org>

Thu, May 3, 2018 at 12:42 PM

I have the items in my possession. In addition to the photo's, I found 1 case of roll towels, one case of glass cleaner, one case of toilet bowl cleaner, one case of green scrub sponges and two half or more empty 5 gallon pails of floor care product. I didn't have room in my care for the floor care product so I took pictures. I will generate a meeting notice and schedule a meeting unless you prefer HR take the lead on that.

Thanks, and best regards,

Rob.

Rob Allison - Assistant Director, SD308 Operations
71 Stonehill Rd.
Oswego, IL 60543
Office: 630-636-3190
Cell: 630-401-7887

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[Quoted text hidden]

Roxana Sanders <rsanders@sd308.org>
To: Robert Allison <rallison@sd308.org>
Cc: Kenneth Miller <kmiller01@sd308.org>

Thu, May 3, 2018 at 12:50 PM

No, please go ahead and schedule, but get Ken involved so that he can be part of the investigative meeting. Thanks!

From: Robert Allison [mailto:rallison@sd308.org]
Sent: Thursday, May 03, 2018 12:43 PM
To: Roxana Sanders
Subject: Re: Items found

[Quoted text hidden]

Robert Allison <rallison@sd308.org>
To: Roxana Sanders <rsanders@sd308.org>
Cc: Kenneth Miller <kmiller01@sd308.org>

Thu, May 3, 2018 at 12:51 PM

Will do.

Thanks, and best regards,

Rob.

Rob Allison - Assistant Director, SD308 Operations
71 Stonehill Rd.
Oswego, IL 60543
Office: 630-636-3190
Cell: 630-401-7887

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[Quoted text hidden]



COMMUNITY UNIT
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NOTICE OF INVESTIGATORY MEETING

May 7, 2018

SENT VIA EMAIL (Rluttrell@sd308.org)

Ray Luttrell
1043 Sandhurst Drive
Sandwich, IL 60548

Dear Mr. Luttrell,

This letter has been sent as notice that you are required to attend an investigatory meeting in the Operations Department 2nd floor conference room at 1:45pm on Tuesday, May 8, 2018. This meeting is fact finding in nature and concerns allegations that you had taken district equipment and materials without authorization for purposes unrelated to your district duties.

Please be advised that depending on the outcome of this meeting you may be disciplined pursuant to Article IX, Section L, of your collective bargaining agreement. Accordingly, you have the option and right to be represented by an Officer or Representative of the OCMA at this meeting. Should you have any questions, please contact me directly or through your OCMA representative.

Sincerely,

Rob Allison
Assistant Director, SD308 Operations.

Cc: Roxana Sanders, Executive Director of Human Resources (via email)
Kenneth Miller, Assistant Director of Human Resources (via email)
Mike Barr, Director of Operations (via email)
William Queen, OCMA President (via email)

May 8, 2018

VIA EMAIL (Rluttrell@sd308.org)

Raymond Luttrell

RE: Notification of Suspension

On Tuesday, May 8, 2018, at 1:45 P.M., you attended an investigatory meeting in the 2nd Floor Conference Room at Operations. Robert Allison, Assistant Director of Operations, was also present at the meeting. At the beginning of the meeting I reminded of your right to be represented by a member of the Oswego Custodial/Maintenance Association (OCMA), and you responded that you would be declining representation.

It was established during the meeting that the following district equipment and supplies were at your home, as had been reported by your ex-wife: a wooden ladder, carpet blower machine, carpet cleaning machine, and one box each of scrub pads, paper towels, glass cleaner, and toilet bowl cleaner. When you were asked as to how the materials came to be in your possession, you had mentioned that William "Bill" Baumann, Director of Operations (Retired), had verbally authorized you to have the ladder several years ago, and that he had authorized your taking of the carpet blower machine several years ago when the old Traughber Jr. High School was converted to the Oswego 308 Center. When you were asked if any proof existed in the form of emails, memos, or a bill of sale, you said that it was all conducted verbally. You were then asked about the carpet cleaning machine, and you said that Eugene Weiss, Custodial Supervisor, had authorized you to borrow the machine about a month ago to clean the carpets of your house before you put it on the market. Robert Allison then called Eugene Weiss on his cell-phone, and while on speaker phone, Mr. Weiss denied having ever authorized you to be in possession of the carpet cleaning machine. When I asked you why Mr. Weiss would have given that statement if it weren't true, you said "I don't know." I then asked about the cleaning supplies, and you responded that you believed that current custodial staff had stolen the cleaning supplies, and had given them to your now ex-wife to frame you. I asked whether you had any proof to substantiate such an unreasonable statement, and none was offered.

The use of district-purchased materials for personal purposes is a violation of Board Policy 5:120: "Ethics and Conduct," and has no place in our District. This letter serves as a formal notification of a five (5) day unpaid suspension to be served on May 9, 2018 through May 16, 2018. You will be expected to report for duty on Thursday, May 17, 2018 at your regularly scheduled time.

It is my expectation that moving forward you will refrain from using district-purchased supplies for personal purposes and that you will act with integrity and honesty at all times. Your failure to comply with these directives and any future violations may result in further discipline, up to and including dismissal. I am available to speak with you should you have any questions or need clarification concerning the content of this letter.

Sincerely,



Kenneth L. Miller, PHR
Assistant Director of Human Resources

Cc: Michael Barr, Director of Operations (via e-mail)
Robert Allison, Assistant Director of Operations (via e-mail)
William Queen, OCMA President (via email)
Payroll
Personnel File

Revised Notice of Suspension

Kenneth Miller <kmiller01@sd308.org>

Wed, May 9, 2018 at 4:42 PM

To: Raymond Luttrell <rluttrell@sd308.org>, William Queen <wqueen@sd308.org>, Michael Barr <mbarr@sd308.org>, Robert Allison <rallison@sd308.org>

Good afternoon Ray,

As we discussed on the phone earlier today, I am sorry that there was an error with the return date in your original notice of suspension. I have attached a revised notice of suspension to this message which accurately reflects your return to work on Wednesday, May 16, 2018.

Please let me know if you have any questions.

Thank you,

--

Kenneth L. Miller, PHR
Assistant Director of Human Resources
Community Unit School District #308
Phone: (630) 636-3480
Fax: (630) 636-3669
Email: KMiller01@sd308.org



Luttrell Raymond - Revised Notice of Suspension - May 9 2018.pdf

175K



May 9, 2018

VIA EMAIL (Rluttrell@sd308.org)

Raymond Luttrell

RE: Revised Notification of Suspension – Changed Suspension End Date

On Tuesday, May 8, 2018, at 1:45 P.M., you attended an investigatory meeting in the 2nd Floor Conference Room at Operations. Robert Allison, Assistant Director of Operations, was also present at the meeting. At the beginning of the meeting I reminded of your right to be represented by a member of the Oswego Custodial/Maintenance Association (OCMA), and you responded that you would be declining representation.

It was established during the meeting that the following district equipment and supplies were at your home, as had been reported by your ex-wife: a wooden ladder, carpet blower machine, carpet cleaning machine, and one box each of scrub pads, paper towels, glass cleaner, and toilet bowl cleaner. When you were asked as to how the materials came to be in your possession, you had mentioned that William "Bill" Baumann, Director of Operations (Retired), had verbally authorized you to have the ladder several years ago, and that he had authorized your taking of the carpet blower machine several years ago when the old Traughber Jr. High School was converted to the Oswego 308 Center. When you were asked if any proof existed in the form of emails, memos, or a bill of sale, you said that it was all conducted verbally. You were then asked about the carpet cleaning machine, and you said that Eugene Weiss, Custodial Supervisor, had authorized you to borrow the machine about a month ago to clean the carpets of your house before you put it on the market. Robert Allison then called Eugene Weiss on his cell-phone, and while on speaker phone, Mr. Weiss denied having ever authorized you to be in possession of the carpet cleaning machine. When I asked you why Mr. Weiss would have given that statement if it weren't true, you said "I don't know." I then asked about the cleaning supplies, and you responded that you believed that current custodial staff had stolen the cleaning supplies, and had given them to your now ex-wife to frame you. I asked whether you had any proof to substantiate such an unreasonable statement, and none was offered.

The use of district-purchased materials for personal purposes is a violation of Board Policy 5:120: "Ethics and Conduct," and has no place in our District. This letter serves as a formal notification of a five (5) day unpaid suspension to be served on May 9, 2018 through **May 15, 2018**. You will be expected to report for duty on **Wednesday, May 16, 2018** at your regularly scheduled time.

It is my expectation that moving forward you will refrain from using district-purchased supplies for personal purposes and that you will act with integrity and honesty at all times. Your failure to comply with these directives and any future violations may result in further discipline, up to and including dismissal. I am available to speak with you should you have any questions or need clarification concerning the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth L. Miller".

Kenneth L. Miller, PHR
Assistant Director of Human Resources

Cc: Michael Barr, Director of Operations (via e-mail)
Robert Allison, Assistant Director of Operations (via e-mail)
William Queen, OCMA President (via email)
Payroll
Personnel File



COMMUNITY UNIT
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NOTICE OF INVESTIGATORY MEETING

May 19, 2017

SENT VIA EMAIL (Rluttrell@sd308.org)

Ray Luttrell
1043 Sandhurst Drive
Sandwich, IL 60548

Dear Mr. Luttrell,

This letter has been sent as notice that you are required to attend an investigatory meeting in Michael Barr's Office at the District Operations Building on Tuesday, May 23, 2017 at 10:00 A.M. This meeting is fact-finding in nature and concerns allegations that you acted in an unprofessional manner during an exchange with William Queen on the morning of May 19, 2017.

You are also hereby directed to immediately cease and desist from all contact with Mr. Queen until the investigatory meeting has concluded.

Please be advised that depending upon the outcome of the meeting you may be disciplined pursuant to Article IX, Section L, of your collective bargaining agreement. Accordingly, you have the option and right to be represented by an Officer or Representative of the OCMA at this meeting. Should you have any questions, please contact me directly or through your OCMA representative.

Sincerely,

Kenneth L. Miller, PHR
Assistant Director of Human Resources

cc: Roxana Sanders, Executive Director of Human Resources (via email)
Mike Barr, Director of Operations (via email)
Robert Allison, Assistant Director of Operations (via email)

Kenneth Miller

*Assistant Director of
Human Resources*

DISTRICT ADMINISTRATIVE CENTER • 4175 ROUTE 71 • OSWEGO, IL 60543

P: (630) 636-3480 • F: (630) 636-3669 • E: kmiller01@SD308.ORG • WWW.SD308.ORG

Notice of Unpaid Suspension

Kenneth Miller <kmiller01@sd308.org>

Thu, May 17, 2018 at 1:51 PM

To: Joseph Bennett <jbennett@sd308.org>, Michael Barr <mbarr@sd308.org>, "Melinda Renier (308 List)" <mrenier@sd308.org>, William Queen <wqueen@sd308.org>

Good afternoon Mr. Bennett,

I've attached a notice of unpaid suspension to this message that has been issued as a result of the investigatory meeting that occurred on Wednesday, May 16, 2018. You will be expected to report for duty at your regularly scheduled time tomorrow, Friday, May 18, 2018.

Please contact me immediately if you have any questions regarding the content of the attached letter.

Thank you,

--

Kenneth L. Miller, PHR
Assistant Director of Human Resources
Community Unit School District #308
Phone: (630) 636-3480
Fax: (630) 636-3669
Email: KMiller01@sd308.org



Bennett Joseph - Notice of Suspension - Sent May 17, 2018.pdf
179K



NOTICE OF UNPAID SUSPENSION

May 17, 2018

VIA EMAIL (Jbennett@sd308.org)

Joseph D. Bennett Sr.

Dear Mr. Bennett,

On Wednesday, May 16, 2018, at 8:15 A.M., you attended an investigatory meeting at Traughber Junior High School in the Principal's Office. Mindy Renier – Principal of Traughber Junior High School, Amy Ryan – Assistant Principal of Traughber Junior High School, William Queen – Oswego Custodial/Maintenance Association (OCMA) President, Nicole Costa – OCMA Secretary, and Gary Warren – Building Engineer also attended the meeting.

It was established during the meeting that two female students had reported to Mindy Renier that they received "follow" requests on Instagram, that one of the students had a "private" profile which requires users to input the recipient's exact name to send a request, and that while reviewing your profile they were exposed to inappropriate images. As it was explained during the meeting, these students reported that they felt discomfort and humiliation after having been exposed to the inappropriate images on your Instagram account.

At the meeting, you vehemently denied having sent the requests to the students, claimed that you didn't know how to send requests, and stated that there must have been a malfunction on your phone that caused the requests to be sent. You were then shown screenshots of the girls phones that clearly indicated you had sent them requests, and you admitted that you knew how to send requests—but maintained that it must have been a phone malfunction that led the requests to be sent. You have failed to provide any proof of the phone malfunction and your claim of a phone malfunction that would cause a request to be sent to a student who had a private profile (which required the exact name of the student to be entered into the application) has been determined to be unsubstantiated and unreasonable.

As a result of my investigation, it has been determined that you acted in an unprofessional manner and created an intimidating, hostile, and offensive educational environment by sending the requests to these female students and consequently exposing them to images of scantily dressed women that are highly inappropriate in a school setting. This conduct is in direct violation of Board Policy 7:20 "*Harassment of Students Prohibited*," and Board Policy 5:120 "*Employee Ethics, Conduct, and Conflicts of Interest*." This letter serves as a formal notification of a one (1) day unpaid suspension to be served on Thursday, May 17, 2018. You will be expected to report for duty on Friday, May 18, 2018 at your regularly scheduled time.

It is my expectation that moving forward you will refrain from sending requests to students using social media, and that all interactions with students, staff, parents, and others will be professional and appropriate. Your failure to comply with these directives and any future violations may result in further discipline, up to and including dismissal. I am available to speak with you should you have any questions or need clarification concerning the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Miller", written over a horizontal line.

Kenneth L. Miller, PHR
Assistant Director of Human Resources

cc: Michael Barr, Director of Operations (via e-mail)
Mindy Renier, Principal, Traughber Junior High School (via e-mail)
William Queen, OCMA President (via email)
Payroll
Personnel File



Robert Allison <rallison@sd308.org>

Duty free lunch

Robert Allison <rallison@sd308.org>

Wed, Dec 7, 2016 at 3:53 PM

To: Gary Warren <gwarren@sd308.org>, Joe Bennett <jbennett@sd308.org>
Cc: Michael Barr <mbarr@sd308.org>, Danny Kenyon <dkenyon@sd308.org>, Garin Brown <gbrown@sd308.org>, Raymond Luttrell <rluttrell@sd308.org>, Timothy Ellis <tellis@sd308.org>, William Queen <wqueen@sd308.org>
Bcc: "Robert Allison (308 List)" <rallison@sd308.org>

Gary/Joe,

Your time cards for December 3, 2016 show you worked through your lunches.

I consulted with HR on this, and it was pointed out that, as per the OCMA agreement, Article IX, section G, "Lunch Break" "Each employee is expected to take a duty-free thirty (30) minute lunch break, without interruption, at the convenience of his/her responsibilities as assigned and which shall not be considered as part of the employed time."

Going forward, please comply with the OCMA agreement regarding taking a 30 minute duty free lunch. Failure to do so may result in disciplinary action.

If you have any questions regarding this issue please let me know.

Rob.

Rob Allison - Assistant Director, SD308 Operations
71 Stonehill Rd.
Oswego, IL 60543
Office: 630-636-3190
Cell: 630-401-7887

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General Personnel

Personal Technology and Social Media: Usage and Conduct

Definitions

Includes – Means “includes without limitation” or “includes, but is not limited to.”

Social media – Media for social interaction using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and YouTube*.

Personal technology – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, Android®, iPhone®, and other devices, such as iPads® and iPods®.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment* 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Use District-provided or supported methods such as the class page via the District website or the District communication system to communicate with students and their parents/guardians. District employees should not communicate with students or parents/guardians for District purposes, programs, or activities, or regarding student issues on any social media site not authorized or maintained by the District or via any personal, non-District email account. In addition, District employees should not create a classroom page on any social media site not authorized or maintained by the District. In an emergency when a District employee must communicate with a student individually for District purposes using a personal, non-District email account, social media account or personal telephone number, the District employee shall copy parent(s) or a District administrator on the communication for students under the age of 18. District employees shall copy a District administrator on any such personal text or electronic communication for students 18 years and older.
3. Refrain from posting or disseminating any photographs or video recordings of District students in District related activities, programs or events or on school facilities (other than their own child(ren)) on personal social media pages. Further, photographs and video recordings of District students can only be posted on webpages of the District's website or the District's social media sites if the student's parents have provided consent.

4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
6. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
7. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
8. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
9. Be subject to remedial and any other appropriate disciplinary action for violation of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonably attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

105 ILCS 5/21B-85 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir.2007).

CROSS REF.:

5:20 (Workplace Harassment), 5:30 (Hiring Process and Criteria),
5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal
Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and
Conditions of Employment and Dismissal), 6:235 (Access to Electronic
Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted:	January 23, 2012
Revised:	April 14, 2014
Approved:	May 12, 2014
Revised:	October 11, 2016
Approved:	October 24, 2016
Revised:	April 10, 2017
Approved:	April 24, 2017

General Personnel**Computer Network Services**

The Board of Education hereby determines that it is in the best interest of the School District, its employees and its students to promote use and familiarization with computers and the services available through computers including the Internet and other on-line systems to support learning and enhance instruction. Using Computer Network Services will facilitate access to information resources available on-line, create innovative learning environments and provide for worldwide communication.

The Board of Education recognizes that in addition to access to legitimate sources of information for academic and educational purposes, the Internet and other on-line services makes available certain materials that may not be educational and which may be illegal, obscene or indecent.

The Board of Education further recognizes that the Internet and other on-line services are coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict user guidelines which require efficient, ethical and legal utilization of network resources.

The Administration and staff shall adopt and enforce guidelines which prohibit the use of computers and on-line services for non-educational purposes which shall also address the ethical use of the Computer Network System. Such guidelines shall be distributed to those employees, students and other authorized users who shall have access to the Internet and other on-line services. If an employee, student or authorized user violates any of the general or specific guidelines and rules provided by the Administration or by any individual classroom teacher or staff member, the employee, student or authorized user shall be appropriately disciplined which may include loss of privileges to access the Computer Network System available at Oswego Community Unit District No. 308 schools.

CROSS REF: 6:235 (Access to Electronic Networks)

Adopted: July 20, 1998
Revised: February 10, 2014
Adopted: March 10, 2014