

**BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS**

Butler Junior High School
Administrative Center—Board Room
Monday, March 12, 2018
Policy Committee Meeting
5:00 p.m.

AGENDA

1. Call to Order
2. Attendance
3. Approval of Minutes
4. New Business

Exhibit 1005E - Waiver and Modification Request Resource Guide

1005E	Discussion	Action
PRESS 2:20E	The exhibit is updated with minor corrections for style and clarity. While one explanation is REWRITTEN for clarity, its content did not change.	

Policy 1207 - Organizational School Board Meeting

1207	Discussion	Action
PRESS 2:210	The policy is unchanged other than the addition of a comma. Minor continuous improvement updates are made to the footnotes.	

Exhibit 1210E3 - Closed Meeting Minutes

1210E3	Discussion	Action
PRESS 2:220E3	The footnote is deleted and the substance of it is instead incorporated into the exhibit	

Policy 1400 - Uniform Grievance Procedure

1400	Discussion	Action
PRESS 2:260	The policy, cross references, and footnotes are updated to clarify that Title II of the ADA applies to website accessibility. Continuous Improvement updates are also made to the policy and footnotes.	

NEW Exhibit 3413E - Notice to Contractors

3413E	Discussion	Action
PRESS 4:60E	NEW for D53. The exhibit was recently updated by PRESS with minor corrections for style and to update web links. .	

Policy 3435 -Resource Conservation

3435	Discussion	Action
PRESS 4:70	The policy is unchanged. Minor continuous improvement updates are made to the footnotes.	

NEW Policy 6012 - Release Time for Religious Instruction/Observance

6012	Discussion	Action
PRESS 7:80	NEW for D53. The policy and footnotes are updated with minor corrections for style.	

NEW Policy 6365 - Orders to Forgo Life-Sustaining Treatment

6365	Discussion	Action
PRESS 7:275	NEW for D53. The policy is updated with suggestions from embers of the PRESS Advisory Board (PAB). More members of the multi-disciplinary team are added. Footnotes are updated and added to discuss potential liability issues and provide options for the work of the multi-disciplinary team.	

NEW Exhibit 6510AP1E2 - Using a Photograph or Video Recording of a Student

6510AP1E2	Discussion	Action
PRESS 7:340AP1E2	NEW for D53. The exhibit is updated with minor corrections for style.	

NEW Exhibit 6510AP1E5 - Biometric Information Collection Authorization

6510AP1E5	Discussion	Action
PRESS 7:340AP1E5	NEW for D53. The exhibit is updated to delete language regarding a student's graduation, marriage, or entry into military service because that language comes from the Illinois School Student Record Act. This exhibit solely addresses biometric information collection permitted by Section 10-20.40 of the School Code. Other minor style updates are made.	

NEW Exhibit 6510AP2 - Storage and Destruction of School Student Records

6510AP2	Discussion	Action
PRESS 7:340AP2	NEW for D53. The procedure is updated with minor corrections for style and to update web links.	

NEW Exhibit 6510AP2E1 - Letter Containing Schedule for Destruction of School Student Records

6510AP2E1	Discussion	Action
PRESS 7:340AP2E1	NEW for D53. The exhibit is updated with minor corrections for style.	

Policy 6610 - Student Appearance

6610	Discussion	Action
PRESS 7:160	The policy is unchanged but for one minor insertion at the end of the policy's last sentence. Minor continuous improvement updates are made to the footnotes. Change name from Student Dress to Student Appearance.	

Administrative Procedure 6625AP1 - Use of Metal Detectors for Student Safety

6625AP1	Discussion	Action
PRESS 7:140AP	The procedure is updated to incorporate best practice recommendations for conducting searches as set forth in board policy 6625, Search and Seizure. A sentence added to the metal detectors section clarifies best practice regarding when an individual may be subjected to a pat-down search.	

NEW Policy 7218 - Instructional Materials

7218	Discussion	Action
PRESS 6:210	NEW for D53. The policy, footnotes, and legal references are updated to move optional language previously within footnote 4 into the body of the policy. Footnote 4 is updated to note this is a best practice.	

NEW Policy 7450 - Teaching About Controversial Issues

7450	Discussion	Action
PRESS 6:80	NEW for D53. The policy and footnotes are updated with minor corrections for continuous improvement.	

NEW Policy 7920 - Education of Children with Disabilities

7920	Discussion	Action
PRESS 6:120	NEW for D53. This policy was last updated by PRESS July 2013.	

Exhibit 7920AP1E1 - Notice to Parents/Guardians Regarding Section 504 Rights

7920AP1E1	Discussion	Action
PRESS 6:120AP1E1	NEW for D53. The procedure is updated to remove all legal references to the individuals with Disabilities Education Act (IDEA), the School Code's Article 14 special education	

	<p>procedures, and the Illinois State Board of Education’s IDEA due process hearing procedures. The procedure directs districts to instead insert details regarding their district-specific Section 504 hearing and review procedures. The footnotes have been updated to provided sample hearing and review procedures based upon Section IX, Impartial Hearing Procedures, of Sample Section 504 Procedures at www.iasb.com/law/sec504.cfm</p>	
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NEW Administrative Procedure 7920AP3 - Service Animals

7920AP3	Discussion	Action
PRESS 6:120AP3	NEW for D53. The procedure is updated with minor corrections for style and to update web links.	

NEW Exhibit 7920AP3E1 - Guidelines for Service Animals in School Facilities

7920AP3E1	Discussion	Action
PRESS 6:120AP3E1	NEW for D53. The exhibit and its footnote are updated with minor corrections for style and to update web links.	

NEW Policy 7925 - Homework

7925	Discussion	Action
PRESS 6:290	NEW for D53. The policy is unchanged. Minor continuous improvement updates are made to the footnotes.	

NEW Policy 7930 - Extended Instructional Programs

7930	Discussion	Action
PRESS 6:180	NEW for D53. The policy, footnotes, and legal references	

	are updated to more accurately reflect language used in relevant provisions of the School Code and to add the “advanced vocational training and/or career education program” to the list of potential extended instructional programs.	
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NEW Policy 7935 - Achievement and Awards

7935	Discussion	Action
PRESS 6:330	NEW for D53. The policy is unchanged. Minor continuous improvement updates are made to the footnotes.	

NEW Exhibit 8015E - Application and Procedures for Use of School Facilities

8015E	Discussion	Action
PRESS 8:20E	NEW for D53. The exhibit and footnote are updated with minor corrections for style.	

Exhibit 8041AP1E1 - Accident or Injury Form

8041AP1E1	Discussion	Action
PRESS 4:170AP1E1	NEW for D53. The exhibit is updated with minor corrections for style.	

Exhibit 8041AP1E2 - Memo to Staff Members Regarding Contacts by Media About a Crisis

8041AP1E2	Discussion	Action
PRESS 4:170AP1E2	NEW for D53. The exhibit is updated for continuous improvement, including additional best practices for responding to comments and questions from reporters.	

Administrative Procedure 8041AP4 - National Terrorism Advisory System

8041AP4	Discussion	Action
PRESS 4:170AP4	NEW for D53. REWRITTEN. Reference to the defunct	

	Homeland Security Advisory System is deleted. Explains National Terrorism Advisory System advisories (Bulletins and Alerts) and threat levels (elevated and imminent). It outlines potential district response measures by category.	
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Policy 8070 - Accommodating Individuals with Disabilities

8070	Discussion	Action
PRESS 8:70	NEW for D53. The exhibit is updated for continuous improvement, including additional best practices for responding to comments and questions from reporters.	

Exhibit 6:310E - Class Substitution Request

	Discussion	Action
PRESS 6:310E	High School Policy?? The exhibit is updated to more accurately reflect the language of 23 Ill.Admin. Code 1.445. Minor continuous improvement updates are made to the exhibit and footnotes.	No D53 number given at this time unless directed by the committee.

5. Old Business

Policy 4270 - Employee Ethics; Conduct; and Conflict of Interest

4270	Discussion	Action
PRESS 45:120	RENAMED. The policy, Legal References, Cross References, and footnotes are updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318. New subheads Professional and Appropriate	This policy was first reviewed by the committee on 6/19/17. The committee had a robust discussion related to employee gift procedures and extended concerns related to the policy on tutoring (policy 4410). These two policies will be crossed referenced and revisited. 8/14/17 The policy was reviewed with Tutoring policy 4410. Administrators and Teacher representative provided pros and cons. Committee recommends move to

	<p>Conduct, Statement of Economic Interests, and Outside Employment are added to assist the reader with clarity. The Prohibited Interest; Limitation of Authority; and Outside Employment subhead is renamed Prohibited Interests; Conflict of Interest; and Limitation of Authority.</p>	<p>board review for further discussion as some teachers and parents are likely to feel strongly about loss of income and loss of convenience respectively. <u>Collect DuPage comparisons. Keep in old business and review after comparison data is received.</u> <u>Not ready for 1st reading.</u></p> <p>9/11/17 Comparison data was collected and shared at the 10/16/17 meeting. The committee recommended that this matter be moved to the board for review and further discussion as some teachers and parents are likely to feel strongly about loss of income and loss of convenience respectively.</p> <p>12/11/17 Prepare for implementation in 2018-2019 school year.</p> <p>1/22/18 Committee discussion involved the if and how this would be a change in unilateral working conditions. OBEA input and a full board discussion recommended.</p>
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Policy 5040 - Schedules and Employment Year

5040	Discussion	Action
PRESS 5:300	<p>The policy, Legal References, and footnotes are updated. Footnotes reflect clarifications in the collective bargaining agreement instructions.</p>	<p>This policy was first reviewed by the committee on 6/19/17. The policy was tabled and will further be reviewed at the next meeting.</p> <p>8/14/17 The committee discussed the need to create a schedule, document breaks. Incorporate 10 & 12 month language into ESP document. Return to future committee meeting.</p> <p>9/11/17 No new update, table to December. Prepare for implementation in 2018-2019 school year.</p> <p>1/22/18 The committee recommended to defer and keep in old business until meeting with Paraprofessionals and review</p>

		by Robbins Schwartz. Prepare for implementation in 2018-2019 school year.
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PRESS 5:285 - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

	Discussion	Action
PRESS 5:285	No D53 policy, transportation services is contracted out. The policy, Legal References, and footnotes are updated.	1/22/18 The committee requested that Dr. Wennstrom notify First Student of pending change in policy once approved. D53 policy number needs to be assigned.

PRESS 5:285AP - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

	Discussion	Action
PRESS 5:285AP	No D53 policy, transportation services is contracted out. The procedure and footnotes are updated.	1/22/18 The committee requested that Dr. Wennstrom notify First Student of pending change in policy once approved. D53 policy number needs to be assigned.

NEW Policy 1001 - School District Philosophy

	Discussion	Action
1001 PRESS 1:30	NEW for D53. Referenced throughout PRESS documentation.	12/11/17 After review of the current handout the committee recommended faculty review for next steps, processed through DLT. Board to review recommended draft from faculty, PRESS, and D53 old and new language. 1/22/18 The committee recommended that language from the Strategic Plan be implemented once approved.

NEW Exhibit 1036E1 - Board Member Code of Conduct

	Discussion	Action
1036E1 PRESS 2:80E	NEW for D53. PRESS update of July 2013. Referenced throughout PRESS documentation.	12/11/17 Dr. Wennstrom to follow-up with cross reference of old language, board member handbook, and list of statute law.

NEW Policy 1038 - Board Member Removal from Office

	Discussion	Action
1038 PRESS 2:60	NEW for D53. PRESS update of August 2014. State or Federal law controls this policy's content. Referenced throughout PRESS documentation.	12/11/17 Dr. Wennstrom to follow-up with legal call to determine supermajority. Policy to be revisited next meeting.

		1/22/2018 Dr. Wennstrom was asked to check for cross reference of old language, board member handbook, and list of statute laws.
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Next Meeting: April 9, 2018

6. Adjournment