

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

Butler Junior High School  
Administrative Center—Board Room  
Monday, April 16, 2018  
Policy Committee Meeting  
6:15 p.m.

**AGENDA**

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

Policy 1036 - Board Member Oath and Conduct

1036	Discussion	Action
PRESS 2:80	Policy has not been reviewed since adopted in 2007. Last PRESS review August 2014.	

Policy 3005 - Budget Planning

3005	Discussion	Action
	Request for deletion from the policy book. This policy is no longer supported by PRESS as it has been combined in D53 policy 3015 - Fiscal and Business Management. Dr. Martin has approved deletion.	

Policy 3010 - Budget - Preliminary Adoption Procedures

3010	Discussion	Action
	Request for deletion from the policy book. This policy is no longer supported by PRESS as it	

	has been combined in D53 policy 3015 - Fiscal and Business Management. Dr. Martin has approved deletion.	
--	--	--

**Policy 3015 - Fiscal and Business Management**

3015	Discussion	Action
PRESS 4:10	The policy is unchanged. A footnote is updated in response to 1005 ILCS 5/17-2A, amended by P.A. 100-465, which extended the time period during which a district may make interfund transfers from 7-1-16 to 7-1-20. State or federal law controls this policy's content. Article 17 of the School Code controls budgeting, tax levys, and tax warrants. Dr. Martin states, "No action required as the actual policy is unchanged." Review with current date suggested.	

**Policy 3035 - Incurring Debt**

3035	Discussion	Action
PRESS 4:40	Last D53 revision 12/14/09. PRESS update January/February 2018. State law controls this policy's content. The policy, footnotes, and legal references are updated in response to subscriber feedback and for continuous improvement to address legal obligations of school districts related to bond issues. Dr. Martin states, "Adopt revised version."	

**NEW Administrative Procedure 3035AP1 - Preparing and Updating Disclosures**

3035AP1	Discussion	Action
PRESS 4:40AP	NEW for PRESS and D53. This AP was designed to assist districts in complying with federal securities laws for bone issues.	

**Policy 3205 - Compliance with Equal Employment Opportunity Act**

3205	Discussion	Action
	This policy is no longer supported by PRESS. Information now included as part of 3413AP1 - Administrative Procedure - Purchases. Last D53 revision 3/5/84. Dr. Martin approves deletion.	

Policy 3225 - Use of Credit and Procurement Cards

3225	Discussion	Action
PRESS 4:55	Last D53 revision 11/17/08. PRESS update 10/16. The dollar caps are at the local board's discretion. Dr. Martin reviewed and states, "Not currently using procurement cards. Adopt revised policy with "or designee" added to #3."	

NEW Administrative Procedure 3225AP1 - Controls for the Use of District Credit and Procurement Cards

3225AP1	Discussion	Action
PRESS 4:55AP	NEW for D53. PRESS release 8/14. Dr. Martin approves.	

NEW Exhibit 3225E1 - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

3225E1	Discussion	Action
PRESS 4:55E	NEW for D53. PRESS release 7/13. Dr. Martin approves.	

Policy 3300 - Revenue and Investments

3300	Discussion	Action
PRESS 4:30	D53 last revision 7/12/10. PRESS update 1/14. Each district must have an investment policy; its detail and complexity must be appropriate to the nature of the funds, the funds' purpose, and the amount of the public funds within the investment portfolio. Dr. Martin reviewed and states,	

	“One addition from prior policy. Authorized investment #6. Ok to adopt revision.”	
--	---	--

NEW Administrative Procedure 3413AP4 - Federal Award Procurement Procedures

3413AP4	Discussion	Action
PRESS 4:60AP4	NEW for D53. Dr. Martin reviewed and states, “Much of this is done via our architect & attorney. Probably not necessary and adds to layer of complication that will add to our costs.”	

NEW Exhibit 3413AP4E1 - Internal Procedures for Procurement Transactions

3413AP4 E1	Discussion	Action
PRESS 4:60AP4 E1	NEW for D53. Dr. Martin reviewed and stated, “ Ok but probably not needed.”	

NEW Exhibit 3413E1 - Notice to Contractors

3413E1	Discussion	Action
PRESS 4:60E	NEW for D53. Dr. Martin reviewed and stated, “keep”.	

NEW Administrative Procedure 3435AP1 - Resource Conservation

3435AP1	Discussion	Action
PRESS 4:70AP	NEW for D53. Dr. Martin reviewed and stated “not needed.” However, the policy reflects Federal & State content.	

Policy 3910 - Insurance Management

3910	Discussion	Action
PRESS 4:100	Last D53 revision 12/14/09. PRESS update 5/14. State law controls this policy’s content. Dr. Martin reviewed and states, “Adopt with removal of #2 as it doesn’t apply and remove student insurance section at the end.”	

NEW Administrative Procedure 4001AP1 - Interview Questions

4001AP1	Discussion	Action

PRESS 5:30AP1	NEW for D53. PRESS update as of 10/14. Anti-discrimination laws established interview questions.	
------------------	--	--

NEW Administrative Procedure 4001AP2 - Investigations

4001AP2	Discussion	Action
PRESS 5:30AP2	NEW for D53. PRESS update as of 10/16. Covers immigration investigation and fingerprint-based criminal history records information check.	

NEW Administrative Procedure 4075AP1 - Workplace Accommodations for Nursing Mothers

4075AP1	Discussion	Action
PRESS 5:10AP	NEW for D53. PRESS update as of 10/10. Content controlled by several laws in footnotes.	

Policy 4970 - Workplace Harassment Prohibited

4970	Discussion	Action
PRESS 5:20	D53 last revision 7/21/11. PRESS update January/February 2018. State and federal law controls this policy's content. The policy, footnotes, and legal references are updated in response to 5 ILCS 430/70-5(a), amended by P.A. 100-54. For clarity and ease of use, the policy has been reorganized into the following subsections: Sexual Harassment Prohibited, Making a Complaint, Whom to Contact with a Report or Complaint, Investigation Process, Enforcement, Retaliation Prohibited, Resource to State and Federal Fair Employment Practice Agencies	

NEW Administrative Procedure 4970AP1 - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation

4970AP1	Discussion	Action
PRESS 5:20AP	NEW for D53. PRESS update as of 7/13. Content controlled by several laws in footnotes.	

NEW Exhibit 4970E1 - Resolution to Prohibit Sexual Harassment

4970E1	Discussion	Action
PRESS 5:20E	NEW for D53. PRESS update as of January/February 2018.	

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 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 <a href="http://www.iasb.com/law/sec504.cfm">www.iasb.com/law/sec504.cfm</a>	

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.	

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.	

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

NEW Policy 1001 - School District Philosophy

1001	Discussion	Action
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.

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 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	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 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</u>

	renamed Prohibited Interests; Conflict of Interest; and Limitation of Authority.	<p><u>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>
--	--	---

Policy 5040 - Schedules and Employment Year

5040	Discussion	Action
PRESS 5:300	The policy, Legal References, and footnotes are updated. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<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 &amp; 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 by Robbins Schwartz. Prepare for implementation in 2018-2019 school year.</p>

Next Meeting: TBD

6. Adjournment