

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

Butler Junior High School  
Administrative Center—Board Room  
Monday, May 14, 2018  
Policy Committee Meeting  
5:00 p.m.

**AGENDA**

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

Policy 3030 - Fund Balances

| 3030       | Discussion  | Action |
|------------|---|--------|
| PRESS 4:20 | D53 policy last updated 8/8/11. Dr. Martin reviewed PRESS policy 4:20 with D53 current policy and developed a unique D53 Fund Balance policy. |        |

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 |        |

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|  | fingerprint-based criminal history records information check. |  |
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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 |
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| PRESS 5:20E | NEW for D53. PRESS update as of January/February 2018. |  |
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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 |
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| PRESS<br>6:120AP3E1 | NEW for D53. The exhibit and its footnote are updated with minor corrections for style and to update web links. |  |
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NEW Policy 7925 - Homework

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

NEW Policy 7930 - Extended Instructional Programs

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|----------------|---|--------|
| 7930           | Discussion  | Action |
| PRESS<br>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

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| 7935           | Discussion  | Action |
| PRESS<br>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

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| 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

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| 8041AP1E1 | Discussion | Action |
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| PRESS<br>4:170AP1E1 | NEW for D53. The exhibit is updated with minor corrections for style. |  |
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Exhibit 8041AP1E2 - Memo to Staff Members Regarding Contacts by Media About a Crisis

| 8041AP1E2           | Discussion   | Action |
|---------------------|--|--------|
| PRESS<br>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<br>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<br>6:310E | High School Policy??<br>The exhibit is updated to more accurately reflect the language of 23 Ill.Admin. Code 1.445.<br>Minor continuous improvement | No D53 number given at this time unless directed by the committee. |

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|  | updates are made to the exhibit and footnotes. |  |
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5. Old Business

NEW Policy 1001 - School District Philosophy

| 1001       | Discussion   | Action   |
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| 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.<br><br>1/22/18 The committee recommended that language from the Strategic Plan be implemented once approved. |

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." | 4/16/18 Committee meeting discussion. Further discussion needed between Chris Edmonds and Dr. Martin. |

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." | 4/16/18 Committee meeting discussion. Further investigation on student insurance and teacher liability. The committee recommendation is to remove #2 on "Comprehensive Property Insurance" from the document. |

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

| 4270            | Discussion   | Action   |
|-----------------|--|--|
| PRESS<br>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 renamed Prohibited Interests; Conflict of Interest; and Limitation of Authority. | <p>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.</p> <p>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 review after comparison data is received. 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<br>5:300 | The policy, Legal References, and footnotes are updated. Footnotes reflect clarifications in the collective bargaining agreement instructions. | 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. |

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|  |  | <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> |
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Next Meeting: TBD

6. Adjournment