

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

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

MINUTES

Mr. Sulaiman called the meeting to order at 5:00 p.m.

Present: Christopher Edmonds, Board Member; Lisa Owen; Chad Prosen; Amy Read; Ahmad Sulaiman, Board Secretary; Heidi Wennstrom, and Ellen Wozny

The committee approved the minutes of the May 14, 2018 policy committee meeting.

New Business

Policy 3030 (4:20) - Fund Balances

The policy was approved as presented and advanced for first reading at the May regular board meeting.

NEW Administrative Procedure 4001AP1 (5:30AP1) - Interview Questions

This NEW administrative procedure was approved as resource and will advance for administrative guidance.

NEW Administrative Procedure 4001AP2 (5:30AP2) - Investigations

This NEW administrative procedure was approved as a resource and will advance for administrative guidance.

NEW Administrative Procedure 4075AP1 (5:10AP) - Workplace Accommodations for Nursing Mothers

This NEW administrative procedure was approved as a resource and will advance for administrative guidance. This will be included in the employee handbook.

Policy 4970 (5:20) - Workplace Harassment Prohibited

Additional language will be added that includes, “up to and including dismissal for cause” to the second paragraph. Heidi Wennstrom will be assigned as the Nondiscrimination Coordinator, Amy Read and Chad Prosen will be assigned as Complaint Managers. Other additional language added will be “ If the complaint is against the Superintendent, the Complainant should contact the Board President at boardofed@butler53.com. Once the policy was updated it will be run by

the district attorney. Handbook language is needed. See Non-discrimination.

NEW Administrative Procedure 4970AP1 (5:20AP) - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation

This NEW administrative procedure was approved as a good resource and will advance for administrative guidance. Legal review prior to implementation.

NEW Exhibit 4970E1 (5:20E) - Resolution to Prohibit Sexual Harassment

Resolution to align interests, “in concert with” the Board of Education and Oak Brook Education Association (OBEA). To be read aloud annually. Lisa Owen will check with the OBEA.

The meeting was adjourned at 6:05 p.m.

The committee did not review the following new business due to time. These items will be moved to the next Policy Meeting Agenda.

Policy 7920 - Education of Children with Disabilities

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

Exhibit 7920AP3 - Service Animals

Exhibit 7920AP3E1 - Guidelines for Service Animals in School Facilities

Policy 7925 - Homework

Policy 7930 - Extended Instructional Programs

Policy 7935 - Achievement and Awards

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

Exhibit 8041AP1E1 - Accident or Injury Form

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

Administrative Procedure 8041AP4 - National Terrorism Advisory System

Policy 8070 - Accommodating Individuals with Disabilities

Exhibit 6:310E - Class Substitution Request

Old business on the agenda that included:

Policy 1001 - School District Philosophy

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

Policy 5040 - Schedules and Employment Year

The next meeting date is not determined at this time.