

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

Butler Junior High School
Administrative Center—Board Room
Wednesday, December 12, 2018
5:00 PM Policy Committee Meeting

MINUTES

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

Present: Ahmad Sulaiman, Board Secretary; Sanjay Rao, Board Member; Chad Prosen; Farheen Beg; Jeana Considine; Alison Prochaska; Colleen Tarantino; Andrea Prola; Heidi Wennstrom

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

Dr. Wennstrom and Mr. Sulaiman presented information on PRESS and PRESS Plus. D53 numbering and PRESS numbering were explained. The first policy customization meeting with the IASB consultant will be held on Wednesday, December 19th at 8:00 a.m.

New Business

NEW Policy 2:170 - Procurement of Architectural, Engineering, and Land Surveying Services

The NEW policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

NEW Administrative Procedure 2:170AP - Qualification Based Selection

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 3:40E - Checklist for the Superintendent Employment Contract Negotiation Process

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 4:50E - School District Payment Order

This NEW exhibit was declined for implementation by the policy committee.

NEW Administrative Procedure 4:60AP2 - Third Party Non-Instructional Contracts

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 4:80 - Accounting and Audits

The policy was approved with edits that include: “Superintendent or designee” in the first and second paragraphs. The policy will advance for first reading, this will be part of the policy customization review process.

NEW Administrative Procedure 4:80AP1 - Checklist for Internal Controls

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project. Training will be scheduled for staff.

NEW Administrative Procedure 4:80AP2 - Fraud, Waste, and Abuse Awareness Program

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 4:140 - Waiver of Student Fees

The policy was approved with the removal of the section on Drivers Education. The policy will advance for first reading, this will be part of the policy customization review process.

NEW Exhibit 4:170AP1E1 - Accident or Injury Form

This NEW exhibit was accepted as a resource. The district will continue to use the accident form and process from the insurance company. It will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 4:170AP1E2 - Memo to Staff Members Regarding Contacts by Media about a Crisis

This NEW exhibit was accepted following active discussion with staff on media training, review of guidelines, and an annual general reminder. The exhibit will move to implementation for administrative guidance at the completion of the policy customization project.

NEW Administrative Procedure 4:80AP2 - National Terrorism Advisory System

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project. The Superintendent will look into government alerts for all administrators.

Policy 5:35 - Compliance with the Fair Labor Standards Act

The policy was approved with the addition of “New category of salaried positions will undergo legal review for FLSA classification” to the first paragraph. The policy will advance for first reading, this will be part of the policy customization review process.

NEW Administrative Procedure 5:35AP1 - Fair Labor Standards Act Exemptions

This NEW administrative procedure was accepted and will be moved to implementation for

administrative guidance at the completion of the policy customization project.

NEW Administrative Procedure 5:35AP2 - Employee Records Required by the Fair Labor Standards Act

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Administrative Procedure 5:35AP3 - Compensable Work Time for Non-Exempt Employees Under the FLSA

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project. Information will be included in the ESP handbook and pre-approval of comp/OT time will be explained.

Policy 5:170 - Copyright

The policy was approved with the following Board member edit: “Employer or administrator will be responsible for any additional fees and costs associated with the districts attempt to enforce said copyright in the event there is a dispute between the district and employee and the district prevails.” The policy will advance for first reading, this will be part of the policy customization review process. Copyright information will be included in the staff handbook. All work products created while employed by the district will be saved to the network and google drive.

NEW Policy 6:10 - Educational Philosophy and Objectives

The NEW policy was referred to Board member Laura Bieselin and the Education Committee for review and input.

NEW Policy 6:30 - Organization of Instruction

The NEW policy was referred to Board member Laura Bieselin and the Education Committee for review and input.

NEW Exhibit 6:120AP1E1 - Notice to Parents/Guardians Regarding Section 504 Rights

This NEW exhibit was accepted and will move to implementation for administrative guidance at the completion of the policy customization project.

NEW Administrative Procedure 6:120AP3 - Service Animals

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 6:120AP3E1 - Guidelines for Service Animals in School Facilities

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 6:130 - Program for the Gifted

This policy was declined for implementation and will be deleted from the new policy manual

customization project. The Education Committee should receive this information.

NEW Policy 6:135 - Accelerated Placement Program

The NEW policy was referred to Board member Laura Bieselin and the Education Committee for review and input.

NEW Administrative Procedure 6:135 - Accelerated Placement Program Procedures

The NEW administrative procedure was referred to Board member Laura Bieselin and the Education Committee for review and input.

NEW Policy 6:180 - Extended Instructional Programs

The NEW policy was approved and advanced for first reading, this will be part of the policy customization review process. #13 “Vocational academy” will be deleted.

Policy 6:190 - Extracurricular and Co-Curricular Activities

The policy was approved with edits that include the addition of : “Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.” The last paragraph of the policy referencing high school students will be omitted. The policy will advance for first reading, this will be part of the policy customization review process.

D53 Policy 7250 - Technology System Acceptable Use Policy (AUP)

The policy is unique to the district and was approved and advanced for first reading, this will be part of the policy customization review process. Mr. Sulaiman recommended that administration seek Board approval before updating with a lawyer for policy in the future. This policy is highly specific to our 1:1 environment. This is intended for implementation in the Fall of 2019.

NEW for D53 Administrative Procedure 7250AP1 - Acceptable Use of the District’s Electronic Networks

The NEW administrative procedure is unique to the district. The last paragraph will be omitted before moving to implementation for administrative guidance at the completion of the policy customization project.

NEWfor D53 Exhibit 7250E1 - Parent Consent for Use of Student Photographs, Video Recordings and Works

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

D53 Policy 7254 - Website Accessibility

The policy committee recommended deletion of the D53 policy and declined to implement PRESS 6:235 because it is covered in technology policy 7250.

NEW Policy 6:230 - Library Media Program

The NEW policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

Policy 6:240 - Field Trips

The policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

NEW Administrative Procedure 6:240AP - Field Trip Guidelines

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Policy 6:250 - Community Resource Persons and Volunteers

The NEW policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

NEW Policy 6:290 - Homework

The NEW policy was referred to Board member Laura Bieselin and the Education Committee for review and input.

NEW Exhibit 6:310E - Class Substitution Request

The NEW exhibit was not considered by the Policy Committee because it was considered a high school policy.

NEW Exhibit 7:15E - Notification to Parents of Family Privacy Rights

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Administrative Procedure 7:20AP - Harassment of Students Prohibited

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 7:50 - School Admissions and Student Transfers To and From Non-District Schools

The policy was approved with the removal of the paragraph on page 5 and advanced for first reading, this will be part of the policy customization review process.

NEW Administrative Procedure 7:180AP1 - Prevention, Identification, Investigation, and Response to Bullying

This NEW administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E1 - Resource Guide for Bullying Prevention

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E2 - Be a Hero by Reporting Bullying

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E4 - Memo to Parents/Guardians Regarding Bullying

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E5 - Report Form for Bullying

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E6 - Interview Form for Bullying Investigation

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:180AP1E7 - Response to Bullying

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 7:340 - Student Records

The policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

Administrative Procedure 7:340AP1 - School Student Records

This administrative procedure was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

NEW Exhibit 7:340AP1E1 - Notice to Parents/Guardians of Their Rights Concerning a Student's School Records

This NEW exhibit was accepted and will be moved to implementation for administrative guidance at the completion of the policy customization project.

Policy 8:70 - Accommodating Individuals with Disabilities

The policy was approved as presented and advanced for first reading, this will be part of the policy customization review process.

Old Business - Not reviewed due to time.

The meeting was adjourned at 6:45 p.m.

The next meeting date is not determined at this time.