A meeting of the Human Resources (HR)/Policy Committee of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at the School Service Center, 130 W Park Ave, Wheaton, IL. Wednesday, December 6, 2023, at 1:30 PM.

PRESENT
Board Members: Ms. Julie Kulovits
                   Ms. Angela Blatner

Staff: Dr. Jeff Schuler, Superintendent
                   Mr. Matt Biscan, Asst. Superintendent for Administrative Services
                   Dr. Brian O'Keeffe, Asst. Superintendent for Business Services

<u>Review of Administrative Procedures Section 4</u>

The current administrative procedures in each section are being reviewed by the HR/Policy Committee. It was noted the leadership team has reviewed each of the policies in the sections before presenting them to the committee. The committee reviewed the Administrative Procedures (AP) in section 4.

There was discussion on the Administrative Procedures for the following policies:
- 4:40 - preparing and updating disclosures, part of an agreement with PMA to provide this service.
- 4:160 - confirm review by building nurses; HS biology classes and dissection activities.
- 4:170 - confirm review by building nurses; updated by each building at the start of the school year; "911" direct line - calling during vs after school hours; unsafe school choice option.
- 4:180 - confirm review by building nurses; school board member on the pandemic planning team
- 4:60 - procurement procedures - compliance, auditors conduct interviews with some board and business office staff.
- 4:80 - internal controls and compliance verified as part of the overall audit process.
- 4:110 - use of third party for transportation - ensure private companies have accident procedures; taxis and requirements; accident procedures and chain of command protocol; school bus safety rules - what is in the student handbook and how information is communicated to students; bus safety drills; school buses and student rider lists; CAC and review of handbook changes.
- 4:140 - fee waivers, if students do not qualify - all vs nothing; prorating if family later qualifies.

The committee will review section 6 of the administrative procedures at the next meeting.

<u>Discussion of Fall 2023 PRESS Issue 113</u>

Dr. Schuler and the committee reviewed questions and or concerns related to PRESS Issue 113. There were 29 policies included in this latest issue of PRESS, the majority of which will appear on the December board agenda to post for public review and comment.

There was discussion on the following revised policy recommendations:
- 7:270 - language related to keeping an undesignated supply of oxygen tanks; asthma medication in school buildings as well as athletic trainers having access to asthma medication. This policy will be discussed at the next HR/Policy meeting and will not be posted in December.

- 7:190 - recommended addition talking about generative AI (artificial intelligence); D200 not recommending this language at this time.
- 6:50 - language regarding schools supporting a "healthy eating environment" for students.
- 6:230 - a reference to principles of American Library Association's Library Bill of Rights - customize vs adopt recommended language; contacting PRESS for clarification. This policy will be brought back to the next HR/Policy meeting and will not be posted in December.
- 8:30 - clarification that a parent on the sex offender list may attend parent/teacher conferences.
- 5:250 - new extended child bereavement leave and what types of losses specified; FMLA and general LOA options.

Continued Discussion of Action Steps Following August Board Meeting

Mr. Biscan reviewed the status of the nine action steps previously identified for the administration following the August Board Meeting.

There was information and discussion on the following:

- Piloting visitor management systems; expected adoption for all buildings in December.
- Fingerprinting process for volunteers - PTA expectations.
- Reviewing this document every year to ensure compliance.
- Accountability mechanism
- Continued work on administrative procedures.
- Visitor management system as it relates to fingerprinting of all volunteers; any dampened interest in volunteering? Background checks and what information is provided to buildings.

Review and Discussion of CAC Bylaws

A Citizens Advisory Committee (CAC) sub-committee met recently to review a few proposed changes to the bylaws to align expectations of the committee with expectations established through Board Policy, specifically addressing the time allocated for public comment at the beginning of each CAC meeting.

There was information and discussion on the following:

- The proposed changes have been reviewed by the subcommittee, as well as by district legal counsel.

- Public participation at CAC meetings shall follow board policy 2:230, including the time parameters allocated for members of the community to address CAC.

- Members of the HR/Policy committee have no issues with the edits and the proposed changes will be brought to the full board at the December meeting.

- CAC membership committee and any potential bylaws revisions can be on a future HR/policy committee agenda.

Discussion of Board Policy 4:170 and Board Approved E-Learning Plan

Board Policy 4:170 gives the Superintendent the authority to postpone/close school in the event of weather or other emergency incidents. There is a board approved E-learning plan to be used in lieu of emergency days.

There was information and discussion on the following:

- E-learning days - not being used in all districts, implications for working parents and staff.

- Related to calendar discussion and emergency days.
- The current e-learning plan goes through this school year; the opportunity to do a comprehensive look at the point of the renewal of the e-learning plan.
- 1:1 devices - all grades?
- Request to know the number of weather-related days used in the last five years.
- Does every cold/snow day have to be an e-learning day or is there discretion?

Public Comment
None

The meeting adjourned at 3:09 p.m.