

**MEETING NOTES**  
**HUMAN RESOURCES/POLICY COMMITTEE**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**August 4, 2023**

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. Friday, August 4, 2023, at 2:04 PM.

**PRESENT**

Board Members: Ms. Julie Kulovits  
Ms. Angela Blatner

Staff: Dr. Jeff Schuler, Superintendent  
Mr. Matt Biscan, Asst. Superintendent for Administrative Services

**Discussion of Policy 2:180 – High School Student Ambassadors**

Dr. Schuler presented this concept and recommended policy language to the Board at the July meeting. There were some questions prior to the meeting and the policy was moved back to this committee for further discussion.

There was information provided on the following:

- A draft of the Administrative Procedure for recommended Policy 2:180, the application for students to complete, and a list of interview questions were provided to the committee.
- Mr. Biscan and the High School (HS) Principals reviewed the policy language and administrative procedure. They are aligned with the concept and the approach.
- Added language regarding who will determine the number of ambassadors, designating Board members to conduct candidate interviews and recommend them to the Board.
- The role of the HS Principals.
- Responsibilities for the student ambassadors are included in the Administrative Procedure.

There was discussion on the following:

- The number of students from each school to select and the year/level of the students.
- Including representatives from the high school(s) during the interview process.
- The number of students to attend each Board meeting.
- Ensuring students have adequate time to participate in other activities.
- Wanting some continuity and students engaging at the governance level. Starting with a smaller number of students to see the meeting flow, and can always build from there.
- The idea of student ambassadors having mentors from the Board; should also be a shared responsibility with the high school team.
- Policy language – the Board President will determine the appropriate number of ambassadors and will designate two representatives from the Board to select students to fill any vacancies.
- Term length – up to a two-year term (listed in the admin procedures).

The policy and the administrative procedures will appear on the August Board agenda.

## **Discussion of PRESS Issue 112**

Dr. Schuler provided background on how the PRESS process works noting PRESS Issue 112 had two groupings of revisions – those with changes and those part of a five-year review. PRESS will always review policies at least on a five-year cycle. Those five-year review policies are sent to respective departments to ensure it aligns with District practice. The process of handling PRESS recommendations was reviewed, including disseminating the recommended revised policies to the appropriate leadership team member and department for review. Policies are returned with feedback from the Administration to adopt as recommended by PRESS or adopt with changes as recommended by the District. The policies are then brought for discussion at the HR/Policy Committee.

The policies revised in PRESS Issue 112 included the following:

- Revised Policy 2:170 – Procurement of Architectural, Engineering, and Land Surveying Services
- Revised Policy 4:45 – Insufficient Fund Checks and Debt Recovery
- Revised Policy 4:100 – Insurance Management
- Revised Policy 5:230 – Maintaining Student Discipline
- Revised Policy 7:305 – Student Athlete Concussions and Head Injuries

There was discussion on the following:

- Revised Policy 5:230 – the revised wording in the policy language of the exception for paraprofessional educators as it relates to maintaining student discipline; school code; licensed vs. certified staff; defining job responsibilities in job descriptions. The consensus was to strike the sentence.
- Policy 2:80 – confirmation the code of conduct is displayed in the board meeting room.
- Policy 8:25 – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities (five-year review status) – question regarding advertisers changing and being approved by the Board; individuals/entities not advertising or promoting its interest by using names or pictures of the District, schools, staff or students unless authorized and approved by the Board – difficult to enforce if it is not in policy.
- The committee was okay with the other revised policies and those up for the five-year review status.
- The policies on the five-year review list do not have to be approved by the Board unless there are changes recommended after review.

## **Discussion of Policy 2:150 - Committees**

Dr. Schuler noted the original desire to revise this policy came from Board President Hanlon's goal to simplify the Board committee structure. Removing some of the standing committees does not mean the work of those committees would go away, but simply shift to the full Committee of the Whole meetings. The revised policy language was on the Board's agenda at the July meeting. There were some questions prior to the meeting and the policy was moved back to this committee for further discussion.

This included information on the following:

- Two of the standing committees listed (1) Parent-Teacher Advisory Committee and (2) Behavioral Interventions Committee are requirements in the School Code.
- The requirement to assemble or gather input from a parent committee when behavior policies or procedures are being developed.
- Behavioral interventions document – when changed, must go through the process.
- No designation of Board committees or Administrative Supt committees but ensuring the process happens.

- Handbook changes – history of using CAC to review changes (CAC being a representative parent group to run feedback through).
- This history as to why the District designates the committees as it does.
- Decision point – Do we want to anchor the two standing committees as administrative or Superintendent committees or add a sentence to each one acknowledging CAC performing the role?

There was discussion on the following:

- The District does not have separate committees called the Parent-Teacher Advisory Committee and the Behavioral Interventions Committee. When there are changes to be made, that policy change is run through CAC (an example being the dress code and handbook change).
- The Behavioral Interventions Committee is not only for students with disabilities.
- Policies around behavior interventions for all students – in the discipline code in the handbook.
- School code and not deviating from the language in the code.
- How the policy is written in PRESS.
- Policy language – changing “standing board committees” to “state-mandated board committees”.

The policy will appear on the August board agenda.

### **Other**

- Administrative Procedures (AP)
  - AP for policy 5:120 – language, communication to staff
  - Staff access to APs
  - Policies vs. Administrative Procedures
  - Next steps
- Fingerprint Processing
  - D200 procedures
  - ROE process vs District process
  - Update on Faith’s Law to BOE in August
  - IL employment laws
  - Databases used and how they work

### **Public Comment**

None

The meeting adjourned at 3:30 PM.