

**MEETING NOTES**  
**HUMAN RESOURCES/POLICY COMMITTEE**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**August 31, 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. Thursday, August 31, 2023, at 1:32 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 reminded the committee this proposed new policy was posted for public review and comment after the last Board meeting. To date, there has been no feedback received from the public. The policy will appear on the September agenda for approval by the Board.

There was information provided on the following:

- Would like to begin the process of soliciting student applications.
- The two high school principals have been gauging student interest. The application process is open, and they are due by September 15<sup>th</sup>.
- Students have expressed some interest, and high school admins are working through their student government and student leadership forums to generate interest.
- Will communicate to the Board President (per the policy administrative procedure) to designate two members of the Board to handle the interview process with a representative from each of the high schools so the team is ready once applications are received.

**Discussion and Review of Action Steps Following Board Meeting**

Mr. Biscan provided a review and update of the nine action steps that were identified following the August Board Meeting. This included information on the following:

- #1 – Provide clarity on Uniform Grievance (UG/UGP) and Complaint Management Process. Develop a visual that will help community members understand how to access that process and have an understanding of the steps and communication of resolution.
  - Mr. Biscan is working with the Human Resources (HR) team to develop this information and will work with Ms. Loiacono on the District website landing page to provide info on the Complaint Management and UG processes.
- #2 – Train all of the administrators in that process so they are able to effectively communicate it to parents when addressing concerns that perhaps are not fully resolved.
  - The initial training will be provided to the EC-12 admin team on 9/5/23. Will discuss what the UGP is, why it is an important process, and when it is used. Will provide information on investigations in the buildings – steps to follow, questions to ask, who should be present, privacy concerns, etc. Always good to reinforce this information.

- #3 – Provide training for District Complaint Managers on an effective, trauma-informed investigative process.
  - Ms. Kuntz, Director of HR, and Mr. Biscan participated in training on 8/25/23 with members of the Robbins Schwartz legal team. There can be future sessions as well.
- #4 – Ensure training is provided for staff and all mandated reporters on expectations and requirements of mandated reporting, including new additions through Faith’s Law (include scenarios with training).
  - Annual staff training provided through the GCN module.
  - Will be discussed at EC-12 meeting on 9/5/23. Scenario-based training will also be done to assist in when you should call, who to follow up with after the call, the discussion that occurs, etc.
- #5 – Finalize and implement administrative procedures in support of new Faith’s Law requirements and review those with the Board Policy Committee.
  - Mr. Biscan and the HR team will develop administrative procedures in consultation with PRESS and the various HR networks we utilize.
  - The administrative procedures will be reviewed by the HR Policy Committee as part of the monthly meetings as they are completed.
- #6 – Ensure administrative procedures are monitored by the Board for compliance
  - Dr. Schuler recommended the review of all Administrative Procedures in the same way as the review of the policy manual. This would include all admin procedures and cover all sections of the policy manual. These can be reviewed a section at a time, noting the monthly meeting cadence.
- #7 – Ensure we clearly review expectations for fingerprinting of volunteers with the admin team.
  - Expectations sent to elementary principals on 8/17/23 and will be reviewed with the EC-12 team in person on 9/5/23.
- #8 – Create a process to inform the Board any time there is a staff member reported to DCFS.
  - In process.
- #9 – Meet with Police Department Chiefs of Winfield, Warrenville, Carol Stream, and Wheaton reviewing expectations for notification and response from their department.
  - In process.

There was discussion on the following:

- EC-12 admin team - all administrators (other than Assistant Principals), as well as Directors.
- Policy Manual Review
  - The Board and admin team worked on a review of every section of the policy manual approximately five years ago.
  - This involved the Board HR/Policy committee at the time and PRESS was utilized to review every policy in the District policy manual.
  - This process took a year, taking a section of the manual at a time.
  - The policy committee reviewed all of the suggested policies, and the D200 team reviewed the policies to ensure they aligned with practice.
- Administrative Procedures
  - PRESS has a set of model admin procedures, but we also have personalized ones for the District.
  - Admin procedures – if something is because of the school code, it is typically noted.
  - Will take the sections of the admin procedures and build a timeline for the review through the school year, and will include members of SLT that are related to those procedures in the appropriate committee meeting.
  - Request from the Board committee to see the admin procedures ahead of the meeting. Will create a folder and share it with the Board committee members.

- Expectations for volunteers – based on what the activity is. A few examples were cited. Elementary level – If a parent is volunteering with another staff member fingerprinting may not be required. If a volunteer will be alone with students, then it will be required.
- Fingerprinting of volunteers - Is there a standard practice or any associations that outline what a best practice is? Does IASB or ISBE have any guidance on this?
- Exploremore Days at the Elementary level – a lot of people there, chaotic. For safety, could be more diligent.
- Working with PTA to review expectations on PTA events held at schools – some held during non-school hours. Need to work with them on standards/practices.
- Board policy on checking individuals in for events at schools does have a clause for large-scale events at schools. There are circumstances where it may not be feasible to do the regular screening.
- The District Social Work and Psych Dept. Chairs met with the Wheaton Police to review the Risk of Harm procedures/process and how DCFS can play a role in that. This review is to ensure they understand the process for the District.
- Does the parent always get informed as to what the resolution is if a parent/student has a complaint against a staff member? What if it is a personnel issue? Some situations involve multiple students. The investigative notes do not always get released as they may contain information viewed as part of a student record or personnel record. Outcomes should be shared. From a process perspective, there should be a close-out with a parent. The parent/student who brings the complaint should be contacted to know that the conversation occurred.
- Understanding of how you approach and conduct an investigation, what is in the process, and what are the required steps. Uniform Grievance has a clear process of appeal. The next level of review – all positions/levels have a supervisor.
- Is mandated reporter training provided to short and long-term substitutes? Training modules should be completed by subs. The sub roster/employee list does turn over regularly through the list. The online training should be completed by all employees of the District. After the EC-12 meeting, the intent is to create a module for principals to bring back to their staff/buildings as well.
- The difference between daily subs, long-term subs, and permanent subs; pieces of training that may be offered to some subs.
- Will have to check with HR regarding any sub that has done similar training in another district. Is that acceptable for the District to use this training?
- Key takeaways from the complaint manager training with Robbins Schwartz – the UGP process in general, what the investigative process looks like, who should be part of the interview, confidentiality component, and resources shared that our complaint managers are going through. Planning to do additional pieces of training – believe it is a continuous cycle.
- Faith's Law and requirement for vendors – process to ensure our vendors are doing what they need to do. There are a couple of major contracts coming up and working that into the contract bid (food service and transportation). The other major contract is custodial and Dr. O'Keefe will work with the lead of ABM on this. The new piece (EHS) is actively being developed as this went into effect this summer.
- There are some vendors in the technology space that are developing solutions to help districts manage the new EHS piece. Mr. Spencer has shared resources with Mr. Biscan and HR to look at.
- The training requirement would apply to all three transportation vendors – IL Central, and two smaller student transportation services.
- Some new requirements in school code this year went into play on the handling and reporting of bullying incidents. Noted there is a bit of a lag from when PRESS gets the model policy developed and out after the requirements are out. Anticipating PRESS will have some model administrative procedures on this and the above as well. These will be resources for the District and anticipate these will come in through the fall.

- Takeaways – will develop the admin procedures review cycle for all sections and will share this with the committee, and will set up and share a folder to include the admin procedures to review.

### **Discussion and Review of Uniform Grievance Policy 2:260**

- Dr. Schuler shared the current Uniform Grievance (UG) policy 2:260. The majority of this procedure is replicated in the student handbooks as well. Mr. Biscan is working with Ms. Loiacono on the process timeline for UGP and putting this in a separate location on the website.

This included information on the following:

- A recommendation to modify the language in the policy to indicate that any time we are processing a UG (whether initiated by a parent or the complaint manager after a consultation), we should use a UG form. Therefore, shifting the “may” to “will or shall” in sections of the policy to avoid any lack of clarity as to whether we are in the UG or not.
- As mentioned in the policy – step one is generally a meeting to discuss the concerns to see if they can be resolved without the full process.
- Ensure the form is readily available and anywhere it is mentioned the form is linked.
- Mr. Biscan is working on developing a visual that outlines the UG as well as any other complaint management process.

There was discussion on the following:

- Is there a paper trail of a parent calling a Dean about an issue or a specific staff member? Is there a formal complaint form? Is there a record of the conversation documented at the school?
- If a complaint arises into an internal investigation, can that be documented on a form? Want a clear understanding of what the complaint is. As a practice, if a complaint is received, usually follow up with a phone call to obtain more information about the situation.
- Being cautious of not being overly inclusive in structure, as it could lead to underreporting. You may want to call a teacher if there is a concern, and not necessarily fill out a form. May depend on the level of the complaint.
- The training being provided to the admins next week will help them navigate conversations.
- The importance of good documentation so that if there is any lack of clarity on what the original concern was or steps taken, that is identified.
- There is no section on the UG form to cite the policy they want to be investigated. Suggestion to add a sentence as to what the individual thinks was violated or the board policy/legal statute alleged in the grievance. This is to eliminate any uncertainty.
- Summary – The process and timeline in the policy language are good. Shifting the language in all places from “may fill out the form” to “shall fill out the form”, focusing on the accessibility of the policy, and making sure the information is readily available will be addressed. The UGP gives the option for the District to use one of the identified complaint managers or an outside external investigator. The District has used both depending on the nature of the situation. A modified version of the policy with edits will be part of the Policy Posting Agenda in September.

### **Public Comment**

- Fingerprinting of volunteers
  - Reminders sent for those who want to volunteer/go on field trips have gone out at least at two buildings (Emerson and Pleasant Hill).
  - Background checks – should be a formal policy in the District.
  - Change mentality from “alone with a student” to “opportunity to be alone with a student”.
  - Park Districts – all volunteers must have a background check (70 ILCS 1205/8-23A).
- Policy review – look at policies from other Districts, not just PRESS.

- Uniform Grievance
  - The right of every parent to fill out a UGP.
  - Other Districts – the form is available on their website.
  - Building a roadmap on the website to guide parents.
  - Request to make form a fillable pdf.
  - Look at policies from other Districts.
  - Parents knowing what policy/statute was violated – hard for parents to know this; should be optional.
- Background checks for outside vendors
  - Ensuring this is done.
  - New EHS form.

The meeting adjourned at 2:46 p.m.