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MEETING NOTES
HUMAN RESOURCES/POLICY COMMITTEE
COMMUNITY UNIT SCHOOL DISTRICT 200
September 25, 2023

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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. Monday, September 25, 2023, at 2:00 PM.

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

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

Review of Administrative Procedures Sections 1-3

Dr. Schuler provided the schedule for the review of sections of the Administrative Procedures. The current administrative procedures in each section will be shared prior to the meeting they will be discussed. It was noted the leadership team has reviewed each of the policies in the sections prior to presenting them to the committee. The committee reviewed the Administrative Procedures (AP) in sections 1-3.
There was discussion on the following:
- AP for policy 1:20 – ensuring the list of intergovernmental agreements on the policy this aligns to is accurate.
- AP for 2:250 – FOIA fees.
- AP for 2:260 – informing staff and students of the nondiscrimination coordinator's responsibilities; people coming forward anonymously.
- Same UGP for policy 2:265?
- AP for 2:200 – closed sessions for Board and what is required to post.
- AP for 3:70 – process for the chain of command

District administration is working on how the administrative procedures are categorized. There is no formal board review of APs. Intended to be living documents that evolve. Will note that sections 1-3 were reviewed in September 2023. Section 7 of the Administrative Procedures will be reviewed at the October committee meeting.

Review of Revised Uniform Grievance Form – Electronic Version

Mr. Biscan reviewed the proposed online version of the UGP form. This included information on the following:
- Outlines what the UGP is, the benefit for the person submitting the grievance as well as the UG complaint manager, the required information, the wide range of categories the complaint can fall under, the questions to answer, and the next steps.
- This will be available on the D200 website and will be linked in the policy.
- Allows the person to submit the complaint, helps the focus for the complaint manager, provides a snapshot of the complaint, and will be readily accessible.

There was discussion on the following:

- Would the form in the AP be replaced by this? The form in the AP has been converted to a fillable form/pdf.
- Complaint process – open to all or just the community members?
- Description of the incident – a long answer box.
- Include steps that have been taken prior to submitting the form.
- Asking the question if the person completing the form has contacted the building and/or the administrator.
- The more information the complaint managers have going into it, the better equipped they will be to help the person.
- The option of having forms available in case someone does not have access to a computer or the internet.
- Do you need a Gmail account to complete a Google form?
- The form will be tweaked and available on the website.

Discussion of Board Policy 5:120

Dr. Schuler asked the committee about two related elements to policy 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest) - specifically noted the behavior of a staff member kissing a student being excluded from the policy and two, the question about text communication from the adult/staff member to the student. There was information and discussion on the following:

- Does not list every potential adult behavior that would fall under that category of inappropriate boundary violation or contact in the policy.
- Staff member kissing a student - believe that is clearly understood that is not allowed.
- Would err on the side of listing it - do not see any downside to listing this.
- What other behaviors should be listed should this be added?
- Places within the policy noting violating expectations and guidelines for employee-student boundaries where this falls (staff members kissing a student).
- The risk of being too specific on the list.
- Categories capturing the behavior and concern if a specific behavior is left off the list. Could this be deemed speaking by omission by leaving a behavior off of the list?
- There are other districts where kissing is not specifically listed in the policy.
- Best practice and all being on the same page as to the appropriateness for adults.
- Texting between staff and students should be made clearer - further guidance and clarity could be helpful.
- A little more complicated than text or don't text. There are scenarios where staff members are texting kids.
- Noted the Remind app that is being used to communicate information to students/parents.
- Unintended circumstances for using texting.
- Could be a good conversation for CAC, District Teacher Committee, HS Student Ambassadors - how do you interact, what are the tools, etc. to refine this?
- List of other apps being used by staff members to communicate with students - list what is acceptable and not acceptable; consistency.
- Faculty members texting parents vs. using the Remind app.
- The relevance of texting as a form of communication - especially when talking about activities and sports. Providing clarity and guidance around the platform in which we execute those actions.
- Texting to student personal numbers - whether to allow this or not.
- Philosophically aligned - important to make sure to keep students and staff in a safe place. Don't want to create an immediate reactionary policy in place that is an impediment to essential communication, especially in some high school spots.
- Important that timely information gets to students.

- The District will work on building/bringing clarity on the electronic communication before recommending changes to the policy. Align some of the methods currently being used, checking in with other groups.
- Kissing being included in policy - two different interests on whether this should be included in the policy. Need to align in some direction on this. Request to ask CAC about this.
- The reasons why you write things into policy - if going to take employment action, having in policy covers fair warning. Do not have that issue around kissing. Secondly, bringing clarity to the community - offering it as a communication mechanism. We can get additional feedback on this.

Discussion of Board Policy 4:152

- Policy 4:152 - Capital Renewal Funding; Sherman Dergis Methodology
- The facilities committee asked to bring the proposed revised language for policy 4:152 to the policy committee.
- The current policy is only a couple of short sentences, put in place at the time by the Board as an accountability process to ensure funds in the budget were put in to address capital projects.
- The additional language provides additional detail on what is Sherman Dergis, how is it used, the annual process used to look at capital projects. If there is an opportunity to simultaneously address an improvement in the learning process when addressing an issue in the capital infrastructure, that is a natural piece we should look at.
- The history of where the $7.2 million annual target in the budget came from - how it was developed, and the four-year ramp-up that was used.
- The Finance Committee and the cost of living escalator or other means to look at cost escalation to increase the $7.2 million.
- The proposed revised policy 4:152 will be moved to the full board for posting in October.

Other
Fingerprinting/Background Checks:
- Spoke at the last committee meeting about background checks for volunteers. Provided a copy of the fingerprinting flowchart and the administrative procedure for background checks. This information was developed for administrators so they can follow when someone needs to have a background check completed in HR vs. being in the line of sight.
- Question asked regarding an activity without a district staff member present, ask all who will regularly be a part of that experience to complete a background check.
- PTA-sponsored activities happening throughout the day - working on this with PTA.

Public Comment
- None

The meeting adjourned at 3:19 p.m.