

MEETING NOTES
HUMAN RESOURCES/POLICY COMMITTEE
COMMUNITY UNIT SCHOOL DISTRICT 200
February 29, 2024

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 2:00 PM on Thursday, February 29, 2024, at the School Service Center, 130 W Park Ave, Wheaton, IL.

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 Section 5

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/procedures in the sections before presenting them to the committee. The committee reviewed the Administrative Procedures (AP) in section 5.

There was discussion on the Administrative Procedures for the following policies:

- 5:10 - confirming there are spaces identified as workplace accommodations for nursing mothers in every building.
- 5:30 - training for interview teams and working with admins as a reminder of what questions can/cannot be asked; criminal history records and confidentiality; background checks for cab drivers/transportation providers.
- 5:35 - sits around fair labor standards adherence; employee records and background checks.
- 5:40 - communicable and/or chronic disease and notification to the Supt.
- 5:130 - email retention and when employees can/should delete emails; archiving.
- 5:170 - copyrighted material and overseeing the enforcement of this; risk/exposure to the District; notification to publish computer programs - developing software for commercial purposes and telling the district before you do it.

Update and Discussion of Social Media Guidelines and Digital Communications Document

Mr. Biscan updated the committee on the status of the social media guidelines and digital communications document. The document is nearly complete and the administration is on target to provide/share the document with the faculty/staff at the start of the 2024-25 school year.

There was information and/or discussion on the following:

- A draft of the document has been shared with leadership teams at some of the buildings to see if anything else should be included. Will also be shared with the legal team prior to sharing with all staff next school year.
- A presentation to the EC-12 leadership team will be taking place to review social media practices we should be employing right now. The team will also preview the document.

- Important for staff/faculty to know this is to protect students and staff; emphasizing to staff to separate employee and personal accounts.
- District social media accounts that are building/sport-specific - who is managing/overseeing those accounts?
- If someone is operating a District-approved account, it was registered with the communications department.
- Providing guidance on simple mechanics - separating accounts; “dos and don’ts”; the communication aspect - anything we share should have a focus or purpose, promoting the District and District programs.
- Maintaining username/passwords for accounts.
- Reiterating the rules for TikTok as part of the process.
- The message of separating accounts (employee and personal) may be easier for younger hires.
- The goal is to provide clear guidelines and people to be mindful and thoughtful in what they do.

Discussion of Student Discipline Reviews and Trends

Mr. Biscan, Dr. Silagi, and the team have their next round of meetings with Middle and High School teams about discipline starting next week.

There was information and/or discussion on the following:

- Trends seen - the significant discipline is coming from a small group of students at the buildings.
- Building teams are working with staff and parents to support students.
- Building teams are talking with other building teams. Will be having level meetings this summer to ensure there is standardized coding/data recording among all of the buildings.
- Looking at the behaviors at the elementary instructional level from a support standpoint and reviewing the possible factors for the behaviors. What the support looks like currently vs. potential changes; creating opportunities for staff to step out when they need it; behaviors in this area are not exclusive to D200 at that primary level; behaviors from students in the evaluation phase prior to moving to the instructional program.
- Overall referrals - this year vs. previous school years.
- Exclusionary data that is tracked for the state - how this is being tracked; incident vs. number of days; in-school suspensions not considered exclusionary discipline; D200 data vs. other Districts and how incidents are coded/tracked.
- Staff training - CPI, implicit bias training; verbal de-escalation training as part of CPI training for all staff.
- ISBE disproportionality report - the possibility of ISBE changing the report; coding of incidents.
- New teacher orientation and what is communicated as part of that training; connectedness vs. boundaries between students and staff.

Public Comment

None

The meeting adjourned at 3:10 PM.