



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304**  
**227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS**  
**POLICY COMMITTEE MINUTES**

The Board of Education Policy Committee met at 6:30 p.m. on Monday, May 24, 2020, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:34 p.m. by Committee Chair Saxton.

Committee members present: Larry Cabeen, Tammie Meek, Alicia Saxton.

District staff present: Director for Technology, Mike Wilkes; Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Dean Romano, Assistant Superintendent for Business Services; Dr. Kent Mutchler, Superintendent.

Others: Taylor Egan.

**2. PUBLIC COMMENT (Policy 2:230)**

None.

**3. APPROVAL OF MINUTES (Policy 2:220)**

1. December 14, 2020

The minutes were not approved, as a quorum of the past committee members is needed. They will come back to the June meeting for approval.

**4. DISCUSSION / POSSIBLE FUTURE CONSIDERATION**

1. 2021-2022 Policy Committee Calendar – Draft

The Policy Committee calendar is in line with the Board meetings. There is one change that needs to be made, in that June 7, 2021 needs to be changed to June 21, 2021.

Motion by Meek, second by Cabeen, to approve the calendar with changes indicated. Ayes, three (3), Cabeen, Meek, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

2. Policy 7:345 – Use of Educational Technologies; Student Data Privacy and Security - **New**

Mike Wilkes shared that this is a new policy that goes into effect on July 1, 2021. SOPPA, referred to as the Student Online Personal Protection Act, is a new act we have been following for the last 18 months. SOPPA applies when we use any online application or service that uses student information in some way, shape or form for education. We must look at how we onboard the tools that teachers use in their classrooms and develop more of a centralized process. The focus of this policy is to make sure that student information is as protected as possible. There are some considerations when we look at this policy. First, this policy applies when student information is used, and student information is broadly defined in this policy. Covered information is defined and covered in this policy. Operators is another definition we need to look at as we look at these tools and review them. Also, outlined in this policy and within SOPPA itself is the understanding that there are certain responsibilities that the district has in this new act, and certain responsibilities that operators have. We must establish contracts with these online operators that we are providing and that are using

student information. These contracts must be published to a public website for the parents and community to access. The policy also states that the district must provide reasonable security procedures and practices, and they do not define what reasonable security practices are within this policy or SOPPA. If a data breach were to occur on these online tools, the district must notify the operator, or the operator must notify the district. Disclosures would have to be made to the student, or if it were a larger group, it would be a summary on the public website. In this policy, we need to determine if we want to assign a privacy officer or not. SOPPA does make this an optional component in the law. We are recommending that we adopt the policy without change and without identifying a privacy officer beyond the Superintendent.

Dr. Barrett shared with the committee that there was much work that went into this project and there will continue to be work as we move forward. We are way ahead of many districts in this, because we have been thinking hard and devoting time to this. When you move this policy forward to the Board, and they formally adopt it, we are going to be in a good position to enact the nuts and bolts of this policy. We need to thank Aaron Rosengarn and his team for all of their work on this. The teaching faculty know and are aware of this process, as they have been contributing to this process by helping us to identify the tools that are being used.

Comments, questions, concerns: You said do not recommend having a privacy officer, so could you explain the reasoning behind this? (We have had a great deal of success up to this point. Our thinking is that having multiple stakeholders in this process allows us to share the responsibility as opposed to just one person. This seems to be a successful way for us.) Are you recommending we answer “no” to this question? (Correct, which will then default to the Superintendent.) The committee agreed to respond “no” to the question.

Motion by Cabeen, second by Meek, to approve moving this policy forward to the full Board as presented. Ayes, three (3), Cabeen, Meek, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**5. INFORMATION**

**6. OUTSTANDING POLICY CLEANUP & REVIEW \***

**7. ADJOURNMENT**

At 6:51 p.m., on a motion by Cabeen, a second by Meek, and with unanimous consent, the meeting was adjourned.

APPROVED	_____	_____	CHAIRPERSON
	Date	Alicia Saxton	
SECRETARY	_____	_____	RECORDING SECRETARY
	Dr. Kent Mutchler	Bonnie J. Johnson	