

**BOARD OF EDUCATION - POLICY COMMITTEE - MINUTES  
WOODRIDGE SCHOOL DISTRICT 68**

Please be informed that there will be a meeting of the Policy Committee on December 2, 2024, at the District Administrative Center, 7925 Janes Avenue at 6:00 P.M.

**AGENDA:**

**I      CALL TO ORDER**

**II      ROLL CALL OF MEMBERS:**

Mrs. Hebreard	_____	Dr. Broncato	<u>  X  </u>
Mr. Coley	<u>  X  </u>	Mr. Saindon	<u>  X  </u>
Mr. Christ	<u>  X  </u>	Dr. Schmidt	<u>  X  </u>
Dr. Wright	_____	Mr. Wolcott	<u>  X  </u>
Mr. Vanorny	<u>  X  </u>		

**III     PLEDGE OF ALLEGIANCE**

**IV     APPROVAL OF MINUTES from 12/04/2023**

Mrs. Hebreard	_____	Dr. Broncato	<u>  X  </u>
Mr. Coley	<u>  X  </u>	Mr. Saindon	<u>  X  </u>
Mr. Christ	<u>  X  </u>	Dr. Schmidt	<u>  X  </u>
Dr. Wright	_____	Mr. Wolcott	<u>  X  </u>
Mr. Vanorny	<u>  X  </u>		

**V      PUBLIC COMMENTS**

**VI     BUSINESS**

## **MINUTES FOR 12/2/24 POLICY COMMITTEE MEETING**

### **Community Relations Policies to be recommended for adoption or amendment:**

- 1100 Communication with the Public
- 1230 Visits to the School

### **Administration Policies to be recommended for adoption or amendment:**

- 2100 Line of Responsibility

### **Business and Non-Instructional Operations Policies to be recommended for adoption or amendment:**

- 3000 Financial Management/3110 Fiscal and Business Management
- 3120 Investment of Funds
- 3320 District Credit Card
- 3430 Petty Cash
- 3520 Safety
- 3550 Medical Emergencies and Automated External Defibrillators
- 3810 Environmental Quality of Building and Grounds

### **Personnel Policies to be recommended for adoption or amendment:**

- 4010 Equal Employment Opportunity and Minority Recruitment
- 4040 Disclosure of Information on Current and Former Employees to Third Parties
- 4060 Abused and Neglected Child Reporting
- 4100 Staff Development
- 4180 Workplace Harassment Prohibited
- 4210 Employee Suspension
- 4230 Maintaining Student Discipline
- 4240 Personal Technology and Social Media; Usage and Conduct
- 4450 Temporary Illness

### **Students Policies to be recommended for adoption or amendment:**

- 5010 Equal Educational Opportunities
- 5020 Harassment of Students Prohibited
- 5130 Health, Dental, and Eye Examinations, Immunizations and Exclusions of Students
- 5370 Suspension and Expulsion Procedures
- 5390 Drugs, Tobacco, Alcohol – Drug-Free Schools
- 5440 Prevention of and Response to Bullying, Intimidation, and Harassment
- 5560 Abused and Neglected Child Reporting Act Requirements
- 5605 Use of Educational Technologies: Student Data Privacy and Security
- 5700 Photograph or Video Recordings of a Student

### **Instruction Policies to be recommended for adoption or amendment:**

- 6030 (New) Curriculum Development
- 6040 Curriculum Content
- 6060 (New) Instructional Materials
- 6070 Recognition of Religious Beliefs and Customs
- 6080 Seasonal Observances
- 6090 Using Animals in the Educational Program
- 6110 Field Trips
- 6120 Research

- 6315 Accelerated Placement Program
- 6340 Education of Homeless Children
- 6370 Student Social and Emotional Development
- 6400 Complaints About Curriculum, Instructional Materials, and Programs
- 6550 (New) Guidance and Counseling Program

**Board of Education Policies to be recommended for adoption or amendment:**

- 7030 Board Committees
- 7140 Board Member Qualifications
- 7170 Board Member Development
- 7270 (New) Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

**Board of Education Policies/Regulations to be recommended for review:**

- 1200 Participation by the Public and Accommodating Individuals with Disabilities
- 1210 Parent Organizations
- 1220 Advisory Committees
- 1230R1 Visits to the School
- 1230R2 Classroom Observation Guidelines for Private Providers
- 1300 Public Activities Involving Staff and Students
- 1310 Interviews
- 1311 Student Performance in Public
- 1312 Fundraising Activity
- 1312R Application and Procedures to Involve Students in Fundraising Activities
- 1313 Community Activities of Students
- 1314 Contests for Students
- 1316 Distribution and Display of Flyers and Posters
- 1317 Gifts to School Personnel
- 1318 Public Suggestions and/or Concerns
- 1400 Relations Between Governmental Agencies and the District
- 1500 Visitors to and Conduct on School Property
- 1500R Definition of Sex Offender

**Administration Policies/Regulations recommended for review:**

- 2100R Line of Responsibility
- 2110 Councils and Committees
- 2120 Administrative Action in Absence of Board Policy
- 2130 Superintendent
- 2140 Administrative Responsibility of the Building Principal
- 2140R Administrative Responsibility of the Building Principal
- 2150 Administrative Personnel Other Than the Superintendent

**Business and Non-Instructional Policies/Regulations recommended for review:**

- 3130 Designated Depositories
- 3140 Fund Balance
- 3210 Tuition Fees
- 3210R Tuition Fees
- 3220 Waiver of Fees
- 3220R School Fees and Waiver of Fees
- 3230 Insufficient Fund Checks
- 3230R Non-Sufficient Funds (NSF) Procedures

- 3240 Sale of School Property
- 3250 Gifts, Grants, Bequests
- 3310 Purchases and Contracts
- 3310R Purchases
- 3320R District Credit Card
- 3330 Monies in School Buildings
- 3340 Resource Conservation
- 3410 Accounting and Audits
- 3410R1 Accounts and Auditing Internal Controls
- 3410R2 Inventory Management for Fed and State Awards
- 3420 Student Activity and Fiduciary Fund
- 3430R Petty Cash
- 3440 Treasurer's Report
- 3510 Facilities Use
- 3510R Facilities Use
- 3520R Notice of Lock Down Drill and Opt Out
- 3530 Sex Offender Notification and Screening
- 3530R Security
- 3540 Insurance Management
- 3550R Administrative Procedures and Medical Emergency Plan
- 3560 Pandemic Preparedness: Management: and Recovery
- 3560R1 School Action Steps for Pandemic Influenza
- 3560R2 Pandemic Influenza Surveillance and Reporting
- 3570 Identity Protection
- 3570R1 Protecting the Privacy of SSN
- 3570R2 Identity Protection
- 3580 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 3600 Transportation
- 3600R1 Bus Transportation
- 3600R2 Bus Driver Communication Devices
- 3600R3 Foster Care Transportation
- 3700 Food Services
- 3700R Food Service
- 3800 Facility Management and Expansion Program
- 3810R Standards for Green Cleaning
- 3810R2 Environmental Quality of Building and Grounds
- 3820 Naming Buildings and Facilities
- 3820R Naming Buildings and Facilities
- 3900 Contribution of School Sites

**Personnel Policies/Regulations recommended for review:**

- 4010R1 Work Place Accommodations for Working Mothers
- 4020 Hiring Process and Criteria
- 4020R Job Interviews
- 4020R2 Investigations
- 4020R3 New Positions and Promotional Vacancies
- 4020R4 Sexual Misconduct Related Employment History Review (EHR)
- 4020R5 EHR Letter to Applicants Current or Former Employer
- 4030 Personnel Records
- 4030R Personnel Records
- 4050 Ethics

4060R1 Abused and Neglected Child Reporting  
 4060R2 Parent Notification of Sexual Misconduct  
 4070 Dress  
 4080 Confidentiality  
 4090 Solicitation by or from Staff  
 4110 Reimbursement  
 4110R Reimbursement Procedures  
 4120 Recognition for Service  
 4120R Recognition for Service  
 4140 Communicable Diseases  
 4140R Communicable Diseases  
 4150 Employee Protection  
 4160 Reproduction and Use of Copyrighted Materials  
 4160R Copyright Compliance  
 4170 Copyright for Publication or Sale of Instruction Materials and Computer Programs Developed by Employees  
 4170R Instructional Materials and Computer Programs Developed within the Scope of Employment  
 4180R1 Sexual Harassment  
 4180R2 Sample Questions for any Harassment Investigation  
 4190 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition  
 4200 Employee Assistance Program  
 4200R1 Employee Assistance Program  
 4210R1 Employee Suspension  
 4220 Employee Ethics; Code of Professional Conduct; and Conflict of Interest  
 4220R2 Expectations and Guidelines for Employee-Student Boundaries  
 4250 Compliance with the Fair Labor Standards Act  
 4400 Teacher Qualifications  
 4410 Terms and Conditions of Employment  
 4420 Insurance Benefits  
 4430 Leaves of Absence  
 4430R1 School Visitation Leave  
 4460 Resignations  
 4470 Substitute Teachers  
 4470R1 Substitute Teacher  
 4470R2 Use of Classroom Teachers as Substitutes  
 4480 Student Teachers and Interns  
 4480R1 Student Teachers and Interns  
 4490 Family Medical Leave of Absence  
 4490R Resource Guide for Family and Medical Leave  
 4800 Terms and Conditions of Employment  
 4805 Duties and Qualifications  
 4810 Insurance Program  
 4830 ESP Sick Days, Vacation, Holidays, and Leaves  
 4840 Uniforms for Custodians and Maintenance Employees  
 4850 Resignation  
 4860 ESP Non RIF Dismissal and RIF Dismissal

**Students Policies/Regulations to be recommended for review:**

5010R1 Equal Educational Opportunity Grievance Procedures  
 5020R1 Sexual Harassment

- 5100 Student Assignment
- 5100R1 Assignment to Teachers and Classes
- 5110 School Admissions and Student Transfers To and From Non-District Schools
- 5120 Residence
- 5200 Attendance, Absence, Truancy and Tardiness
- 5200R1 Attendance, Absence, Truancy and Tardiness
- 5210 Releasing Students During School Hours
- 5220 Release Time for Religious Instruction/Observance
- 5300 Student Rights and Responsibilities
- 5310 Search and Seizure
- 5320 Agency and Police Interviews
- 5320R1 Agency and Police Interview Procedures
- 5330 Student Appearance
- 5330R1 Dress
- 5340 Freedom of Speech and Expression
- 5350 Publications
- 5360 Discipline and Consequence
- 5360R1 Use of Isolated Time Out, and Physical Restraint
- 5365 Student Behavior
- 5365R1 Reciprocal Reporting
- 5365R2 Transfer to Regional Safe Schools
- 5370R1 Suspension and Expulsion
- 5380 Bus Conduct
- 5385 Conduct Code for Participants in Extracurricular Activities
- 5390R1 Drugs, Tobacco, Alcohol
- 5410 Gang Activity
- 5410R1 Gang Activity
- 5420 Behavior Interventions for Students with Disabilities
- 5420R1 Procedures for Behavioral Intervention for Students with Disabilities
- 5430 Vandalism
- 5440R Bullying Administrative Procedure
- 5440R1 Bullying Resource Guide
- 5440R2 Bullying Reporting
- 5440R3 Bullying Memo to Staff
- 5440R4 Bullying Memo to Parents (Spanish)
- 5440R5 Bullying Reporting Form
- 5440R6 Bullying Investigation\_Student Interview Form (Spanish)
- 5440R7 Bullying Response
- 5450 Student Support Services
- 5450R1 Protocol for Responding to Mental Health Needs
- 5460 Exemption from Physical Activity
- 5470 Preventing Teen Dating Violence
- 5500 Administering Medicines to Students
- 5500R Dispensing Medication
- 5500R2 Authorization for Administering Medical Cannabis
- 5500R3 School Medical Authorization Form
- 5500R4 Checklist for District Supply of Undesignated Medication
- 5510 Communicable Diseases
- 5510R1 Communicable Diseases Managing Students
- 5510R2 Communicable Diseases Reporting
- 5520 Safety

5520R Safety  
5530 Student Safety Patrol  
5540 Suicide and Depression Awareness and Prevention  
5550 Accidents – Illness  
5550R1 Accidents - Illness  
5570 Pregnant Students  
5580 Student and Family Privacy Rights  
5590 Anaphylaxis Prevention  
5590R1 Implementing an Anaphylaxis Prevention, Response and Management Program  
5600 Student Records  
5600R1 Student Records  
5600R2 Authorization for Exchange of Confidential Information  
5610 Orders to Forgo Life-Sustaining Treatment  
5620 Student Athlete Concussions and Head Injuries  
5630 Extracurricular Athletics  
5700R1 Parent Permission for Field Trip Photograph and Video  
5700R2 Using a Student Photograph

**Instruction Policies/Regulations to be recommended for review:**

6000 Educational Philosophy and Objectives  
6010 Organizational Plan  
6020 Class Size  
6040R1 Curriculum Guides  
6040R2 Curriculum Guides/Changes  
6040R3 Introduction/Deletion of Course Offerings  
6050 Community Resource Persons and Volunteers  
6070R Teaching About Religions  
6080R Seasonal Observances  
6090R Service Animals  
6100 Assemblies and Ceremonies  
6110R Field Trips  
6130 Wellness  
6200 School Calendar, School Day, Emergency School Closings  
6300 Education of Children with Disabilities  
6300R Care of Students with Diabetes  
6300R2 Service Animal Procedures  
6300R3 Guidelines for Service Animals in School Facilities  
6310 Programs for Gifted Students  
6310R Programs for Gifted Students  
6310R2 Eligibility for Gifted Programs  
6320 Title I Program  
6320R Title I Program  
6330 Co-Curricular  
6340R1 Education of Homeless Children  
6350 English Learners  
6360 Migrant Students  
6370R Students with Social, Emotional or Mental Health Problems  
6380 Home and Hospital Instruction  
6400R1 Curriculum Objection Form and Procedure  
6410 Library Media Program

6420 Access to Electronic Networks and Information Services  
6420R1 Acceptable Use Standards (AUS)  
6420R2 Google Workspace  
6450 High School Credit for Students in Grade 7 or 8  
6500 Student Testing and Assessment Program  
6510 Grading and Promotion  
6520 Homework  
6530 Programs for Students at Risk of Academic Failure and/or Grade Retention  
6540 Awards for Achievement  
6600 School Accountability

**Board of Education Policies/Regulations to be recommended for review:**

7010 School District Governance  
7020 Powers and Duties of the School Board  
7040 Board Request for Information and Action  
7110 School District Elections and Board Member Oath of Office  
7120 Board Members Term of Office  
7130 Filling Vacancies  
7150 Board Member Conflict of Interest  
7155 Board Member Removal from Office  
7160 Board Officers – Qualifications Term and Duties of Board Officers  
7180 Board Member Expenses  
7180R1 Board Member Expense Reimbursement Form  
7180R2 Board Member Estimated Expense Form  
7180R3 Resolution for Travel Expenses  
7200 Ethics and Gift Ban  
7210 Attorney  
7220 Architect  
7230 Auditor  
7260 Uniform Grievance Procedure  
7260R1 Guidelines for Investigating Complaints  
7265 Title IX Sexual Harassment Grievance Procedures  
7265R1 Title IX Response  
7265R2 Formal Title IX Complaint Grievance Process  
7265R3 Title IX Glossary of Terms  
7310 Types of Board Meetings  
7310R Types of Board Meetings  
7320 Organizational Board Meetings  
7330 School Board Meetings Procedure  
7340 Public Participation at Board Meetings  
7350 Communications to and from the Board  
7410 Board Policy Development  
7510 Access to District Public Record  
7510R Compliance with IL



VII I move the above policies be recommended to the Board of Education for discussion:

Motion Mr. Christ Second Mr. Coley

Pass X Fail \_\_\_\_\_

Mrs. Hebreard	_____	Dr. Broncato	<u>X</u>
Mr. Coley	<u>X</u>	Mr. Saindon	<u>X</u>
Mr. Christ	<u>X</u>	Dr. Schmidt	<u>X</u>
Dr. Wright	_____	Mr. Wolcott	<u>X</u>
Mr. Vanorny	<u>X</u>		

VIII ADJOURNMENT

MOTION: I move that the meeting be adjourned:

Motion Mr. Christ Second Mr. Saindon

Pass X Fail \_\_\_\_\_

Mrs. Hebreard	_____	Dr. Broncato	<u>X</u>
Mr. Coley	<u>X</u>	Mr. Saindon	<u>X</u>
Mr. Christ	<u>X</u>	Dr. Schmidt	<u>X</u>
Dr. Wright	_____	Mr. Wolcott	<u>X</u>
Mr. Vanorny	<u>X</u>		

Time Out 9:00 PM

Copy: Dr. Cricel Molina de Mesa  
Robyn Canene  
Eugenia Koutsogiannis  
Sheryl Walker