

**POLICY MEETING MINUTES  
FOR  
APRIL 20, 2022  
6:00 p.m.**

**Called to order at 6:00  
Jill Berogan, Chair  
Motion to approve Minutes of March 21, 2022  
1<sup>st</sup> Erb 2<sup>nd</sup> Yarbrough  
All Aye, Motion carried  
No comments from the Community  
All policies below were revised for First Reading**

**Next Policy: June 20, 2022 @ 6:00 p.m.**

**Motion to adjourn  
1<sup>st</sup> Yarbrough 2<sup>nd</sup> Aurand,  
All aye. Motion carried  
The meeting adjourned at 7:10 p.m.**

Policy Number	Detail	Assignee	Notes
4:165	NEW – Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors in response to Erin’s law legislation and includes training for personnel by January 31, of each year as we already partner with Rockford Sexual Assault	Heidi	<b>Press for First Reading</b>
5:90-AP	Coordination with Children’s Advocacy Center supporting the same legislation and guiding parents	Heidi	<b>Press for First Reading</b>
6:50	School Wellness	<del>Heidi</del> Josh	<b>Josh pulled this Policy until the next meeting to review with Food Service Director</b>
6:120	Education – allows to stay to the end of the school year when 21 and if they turn 22 in the school year will be allowed to stay	Heidi	<b>Press for First Reading</b>
7:250	Student Support Services, legal references updated regarding new Erin’s Law	Heidi	<b>Press for First Reading</b>

7:250-AP-2	Protocol for Responding to Students with Social, Emotional or Mental Health Needs Same updates as previous	Heidi	<b>Press for First Reading</b>
7:280-E-2	Reporting and Exclusion Requirements for Common Communicable Diseases Updated to Illinois Code that includes Covid 19 and other respiratory disease to be reportable	Heidi	<b>Press for First Reading</b>
7:290	Suicide and Depression Awareness and Prevention This Public Act added for 7 categories of students at higher risk for suicide and these are common factors and added Safe to Help Hotline on all issued ID's and on the website and handbooks	Heidi	<b>Press for First Reading</b>
7:290-AP	Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	Heidi	<b>Press for First Reading</b>
8:70	Accommodating Individuals with Disabilities Footnotes updated to be compliance and has to be in effect by August 21, 2022 (TAV) Digital curriculum, Level 1 Web Accessibility Guidelines 2.1	Heidi	<b>Press for First Reading</b>
4:60	Purchases and Contracts Custom policy so only update the title to CSBO, and added federal and state in this policy. Last page introduces the new law for tar sealant and anytime we seal after January 1, 2023 we must use this process, insert and federal law and related sections	Josh	<b>Update Current with new changes for First Reading</b>
4:60-AP-1	Purchases This is also adding a paragraph regarding the sealant	Josh	<b>Press for First Reading</b>
4:60-AP-4	Federal and State Award Procurement Procedures which has a few minor changes. There are tiers of purchases and they are redefining the amounts	Josh	<b>Press for First Reading</b>

4:80	Accounting and Audits Custom policy with the audit date and a capitalization threshold so there are no changes noted	Josh	<b>Current updated with new date for First Reading</b>
4:110	Transportation Minor changes	Josh	<b>Press for First Reading</b>
4:120	Food Services	Josh	<b>Press for First Reading</b>
4:145-AP	Policy/Guidelines for Real Estate Tax Abatement Application	Josh	<b>Delete this policy in the Manual For First Reading</b>
4:145-E	Exhibit – Instructions for Application for Real Estate Tax Abatement	Josh	<b>Delete this policy in the Manual for First Reading</b>
4:150	Faculty Management and Building Programs	Josh	<b>Adopt Current Policy with New Date for First Reading</b>
4:160	Environmental Quality of Buildings and Grounds, added some footnotes for adding language for pesticides distances and sealant	Josh	<b>Press for First Reading</b>
5:170-AP-4	Designation of District Digital Millennium Copyright Act (DMCA) Agenda; Registration Process	Josh	<b>Hold</b>
6:220	Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	Josh	<b>Press for First Reading</b>
6:300-E-3	Form for Exemption from Financial Aid Application Completion which we need to use	Josh Michie	<b>Press for First Reading</b>
7:60	Residence They change word of power of attorney to affidavit. One change states that at the time of enrollment if a military is housed outside the district they have 60 days and now they will have six months	Josh	<b>Press for First Reading</b>
7:60-AP-1	Challenging a Student’s Residence Status Some minor changes under Superintendent’s step inserting that consulting Board attorney	Josh	<b>Press for First Reading</b>

7:60-AP-2-E-1	Letter of Residence from Landlord in Lieu of Lease Custom policy, landlords phone, make changes to our policy	Josh	<b>Add changes to Current Policy for First Reading</b>
7:60-AP-2-E-2	Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident Custom policy, add changes to our policy	Josh	<b>Add changes to Current Policy for First Reading</b>
7:60-AP-2-E-3	Evidence of Non-Parent's Custody, Control and Responsibility of a Student Custom policy, keep that they are not living with the residence just for the purpose of attending school, other changes are okay	Josh	<b>Add changes to Current Policy but keep in sentence as stated for First Reading</b>
3:50	Administrative Personnel Other Than the Superintendent	Shelley	<b>Press for First Reading</b>
5:10	Equal Employment Opportunity and Minority Recruitment	Shelley	<b>Press for First Reading</b>
5:20	Workplace Harassment Prohibited which adds work authorization status, updated legal references	Shelley	<b>Press for First Reading</b>
5:20-AP	Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation	Shelley	<b>Press for First Reading</b>
5:30	Hiring Process and Criteria Includes AP 1, 2, AP 2-E 1 and AP-2-E-2 Includes felonies for staff members we need to report to TRS and adds homicide to the criminal offenses	Shelley	<b>Press for First Reading</b>
5:30-AP-1	Interview Questions	Shelley	<b>Press for First Reading</b>
5:30-AP-2	Investigations	Shelley	<b>Press for First Reading</b>
5:30-AP-2-E-1	Notice of Preliminary Hiring Decision Based on Conviction Record	Shelley	<b>Press for First Reading</b>
5:30-AP-2-E-2	Notice of Final Hiring Decision Based on Conviction Record	Shelley	<b>Press for First Reading</b>
5:50	Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition	Shelley	<b>Press for First Reading</b>

5:90	Abused and Neglected Child Reporting, websites are updated and legal references are updated	Shelley	<b>Press for First Reading</b>
5:100	Staff Development Program	Shelley	<b>Press for First Reading</b>
5:120	Employee Ethics; Conduct; and Conflict of Interest	Shelley	<b>Hold</b>
5:120-AP-2	Employee Conduct Standards	Shelley	<b>Hold</b>
5:120-AP-2-E NEW	Expectations and Guidelines for Employee-Student Boundaries – NEW which these require stakeholder engagement	Shelley	<b>Hold</b>
5:125	Personal Technology and Social Media; Usage and Conduct	Shelley	<b>Press for First Reading</b>
5:150	Personnel Records Prohibits anyone that may have a sexual misconduct	Shelley	<b>Press for First Reading</b>
5:185	Family and Medical Leave, now you need 1,000 hours	Shelley	<b>Press for First Reading</b>
5:185-AP	Resource Guide for Family and Medical Leave	Shelley	<b>Press for First Reading</b>
5:200	Terms and Conditions of Employment and Dismissal, evaluations every three years instead of two	Shelley	<b>Press for First Reading</b>
5:210	Resignations	Shelley	<b>Press for First Reading</b>
5:220	Substitute Teachers	Shelley	<b>Press for First Reading</b>
5:220-AP	Substitute Teachers increasing the hours to 500 and changing the date of expiration to 2023	Shelley	<b>Press for First Reading</b>
5:250	Leaves of Absence changed to add other crimes of violence and changes birth sick leave for a child, adoption or foster child	Shelley	<b>Press for First Reading</b>
5:260	Student Teachers	Shelley	<b>Press for First Reading</b>
5:330	Sick Days, Vacation, Holidays and Leaves Now includes Juneteenth and Election Day for 2022	Shelley	<b>Press for First Reading</b>

4:170	Safety Change that parents now allowed to opt out their child for the intruder drill so it has already been put in place	Mickie	<b>Press for First Reading</b>
4:170-AP-1	Comprehensive Safety and Security Plan	Mickie	<b>Press for First Reading</b>
4:170-AP-2	Routing Communications Concerning Safety and Security References the letter to go home or opt out and we will not adopt as we have our own form	Mickie	<b>Recommended to adopt Press but take out 4:170-AP-2-E-5 in the chart for First Reading</b>
4:170-AP-2-E-5 NEW	Notice to Parents/Guardians of Lockdown Drill; Opt-out	Mickie	<b>Do not Adopt</b>
5:100-AP	Staff Development Program	Mickie	<b>Press for First Reading</b>
6:15	School Accountability National Board by Certified Teachers demographics are now reported to the State	Mickie	<b>Press for First Reading</b>
6:20	School Year Calendar and Day	Mickie	<b>Press for First Reading</b>
6:60	Curriculum Content This is mandatory to follow and replaces the Family Life & Sex Education programs with National Sex and Education Standards and Developmentally Appropriate Content, due to the fact that part of this states that the State will come forward with guidelines and it is in repeal right now we are not required to do this through the 2023 school year so recommending not to adopt those at this time and requires 30 minutes of daily unstructured play K-5 <sup>th</sup> , add computer literacy skills, literacy instruction, Asian American history, Americans of different faith and practices and we need to be teaching the opioid abuse	Mickie	<b>Press for First Reading</b>
6:60-AP-1	Comprehensive Health Education Program Which expands education on tobacco abuse with E cigarettes and vapor devices starting in grade 5, no guidance on national sex standards at this time	Mickie	<b>Press for First Reading</b>

6:60-AP-1-E-1	Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to examine Materials; Written Objection(s) and/or Opt-outs, Re-written, re-numbered and re-named	Mickie	<b>Press for First Reading</b>
6:60-AP-1-E-2	Resources for Biking and Walking Safety Education	Mickie	<b>Press for First Reading</b>
6:60-AP-3 NEW	Developmentally Appropriate Content Education - NEW	Mickie	<b>Press for First Reading</b>
6:100-AP	Dissection of Animals	Mickie	<b>Press for First Reading</b>
6:130	Program for the Gifted	Mickie	<b>Press for First Reading</b>
6:135	Accelerated Placement Program	Mickie	<b>Press for First Reading</b>
6:135-AP	Accelerated Placement Program Procedures Changed as we need to look at how students do on standardized tests to push to a different level but parents have the right to say no	Mickie	<b>Press for First Reading</b>
6:180	Extended Instructional Programs, footnote changes	Mickie	<b>Press for First Reading</b>
6:300	Graduation Requirements Current is good	Mickie	<b>Current for First Reading</b>
6:300-E-2	State Law Graduation Requirements Does change curriculum but not in graduation requirements	Mickie	<b>Press for First Reading</b>
6:310	High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	Mickie	<b>Press for First Reading</b>
6:320	High School Credit for Proficiency	Mickie	<b>Press for First Reading</b>
6:340	Student Testing and Assessment Program	Mickie	<b>Press for First Reading</b>
7:30	Student Assignment and Intra-District Transfer Custom Policy with tweaking teachers Complete the IDT requests and registration paperwork by June 30, so stay with Current and change to read this way	Mickie	<b>Current with change for First Reading</b>
7:50	School Admissions and Student Transfers To and From Non-District Schools	Mickie	<b>Press for First Reading</b>

7:70	Attendance and Truancy Added religious and mental health as reasons for absences which we did put in place at the beginning of the school year	Mickie	<b>Press for First Reading</b>
7:80	Release Time for Religious Instruction/Observance	Mickie	<b>Press for First Reading</b>
7:160	Student Appearance adding Jeff Hawkins law for hairstyles associated with race or ethnicity – Include in Handbook	Mickie	<b>Press for First Reading</b>
7:260	Exemption from Physical Education	Mickie	<b>Press for First Reading</b>
7:310	Restrictions on Publications; Elementary Schools	Mickie	<b>Press for First Reading</b>
7:310-AP	Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools	Mickie	<b>Press for First Reading</b>
7:340	School Records, changed age from 17 to 18	Mickie	<b>Press for First Reading</b>
7:340-AP-1	School Student Records, reorganized the policy	Mickie	<b>Press for First Reading</b>
7:340-AP-1-E-1	Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records, need to collect a signed document from parents that they understand the concussion protocols and place in temporary file and add wording after the contact information for the Building Secretaries as part of the Target Process	Mickie	<b>Press for First Reading with change</b>
7:345	Use of Educational Technologies; Student Data Privacy and Security	Mickie	<b>Press for First Reading</b>
7:345-AP	Use of Educational Technologies; Student Data Privacy and Security, we need to submit a report to ISBE as a new item and we need to keep current list of individuals in the Committee in the first set of boxes and under 4 keep the titles and people responsible on SOPPA Committee	Mickie	<b>Press for First Reading and fill in the empty boxes from current</b>
7:345-AP-E-4	Notice to Parent Rights Regarding Student Covered Information, limits number of pages to print and gives 45 days to complete and keep Michelle Erb as the contact information	Mickie	<b>Press for First Reading with change</b>



7:345-AP-E-5 NEW	Parent Request Form for Student Covered Information	Mickie	<b>Press for First Reading</b>
7:345-AP-E-6 NEW	Parent Request Form for Correction of Student Covered Information	Mickie	<b>Press for First Reading</b>
8:95-AP	Parental Involvement Updated to align with the 6:60's and will go with Press except for the 2 <sup>nd</sup> item – take out national, standards and acronym NSBS	Mickie	<b>Press for First Reading, with changes</b>
2:20	Powers and Duties of the School Board; Indemnification	Terrell	<b>Press for First Reading</b>
2:105	Ethics and Gift Ban	Terrell	<b>Current for First Reading</b>
2:110	Qualifications, Term, and Duties of Board Officers only change is criminal records are completed for the superintendent per State Law	Terrell	<b>Press for First Reading</b>
2:120	Board Member Development	Terrell	<b>Current for First Reading</b>
2:150	Committees	Terrell	<b>Current for First Reading</b>
2:150-AP	Superintendent Committees	Terrell	<b>Current for First Reading</b>
2:250-E-2	Immediately Available District Public Records and Web-Posted Reports and Records	Terrell	<b>Press for First Reading</b>
2:260	Uniform Grievance Procedure	Terrell	<b>Current for First Reading</b>
2:220	School Board Meeting Procedure	Terrell	<b>Current for First Reading</b>
2:220-E-1	Board Treatment of Closed Meeting Verbatim Records and Minutes	Terrell	<b>Current for First Reading</b>
2:220-E-3	Closed Meeting Minutes	Terrell	<b>Current for First Reading</b>
2:220-E-5	Semi-Annual Review of Closed Meeting Minutes	Terrell	<b>Current for First Reading</b>
2:220-E-6	Log of Closed Meeting Minutes	Terrell	<b>Current for First Reading</b>
2:220-E-8	School Board Records Maintenance Requirements and FAQs	Terrell	<b>Current for First Reading</b>

3:40	Superintendent	Terrell	<b>Current for First Reading</b>
3:60	Administrative Responsibility of the Building Principal	Terrell	<b>Current for First Reading</b>
4:175	Convicted Child Sex Offender; Screening; Notification includes the Superintendent	Terrell	<b>Press for First Reading</b>
4:175-AP-1	Criminal Offender Notification Laws; Screening	Terrell	<b>Current for First Reading</b>
7:10	Equal Education Opportunities	Terrell	<b>Press for First Reading</b>
7:20	Harassment of Students Prohibited We want parents to know who to report to and how	Terrell	<b>Press for First Reading</b>
7:20-AP	Harassment of Students Prohibited	Terrell	<b>Press for First Reading</b>
7:150	Agency and Police Interviews	Terrell	<b>Current for First Reading</b>
7:165 (No current)	School Uniforms	Terrell	<b>Do not Adopt</b>
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment	Terrell	<b>Current for First Reading</b>
7:190	Student Behavior No changes	Terrell	<b>Current for First Reading</b>
7:190-AP-3	Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	Terrell	<b>Current for First Reading</b>
7:190-AP-4	Use of Isolated Time Out, Time Out, and Physical Restraint	Terrell	<b>Current for First Reading</b>
7:190-AP-5	Student Handbook – Electronic Devices Students must have them turned off and silenced during the day	Terrell	<b>Press for First Reading</b>
7:190-AP-6	Guidelines for Investigating Sexting Allegations	Terrell	<b>Current for First Reading</b>
7:190-E-1	Aggressive Behavior Reporting Letter and Form		<b>Current for First Reading</b>
7:190-E-2	Student Handbook Checklist	Terrell	<b>Current for First Reading</b>
7:190-E-3	Memorandum of Understanding	Terrell	<b>Current for First Reading</b>
7:190-E-4	Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code	Terrell	<b>Current for First Reading</b>
7:200	Suspension Procedures	Terrell	<b>Current for First Reading</b>

7:200-E-1	Short Term Out-of-School Suspension (1-3 Days) Reporting Form	Terrell	<b>Current for First Reading</b>
7:200-E-2	Long Term Out-of-School Suspension (4-10 days) Reporting Form	Terrell	<b>Current for First Reading</b>
7:210	Expulsion Procedures	Terrell	<b>Current for First Reading</b>
7:210-E-1	Notice of Expulsion Hearing	Terrell	<b>Current for First Reading</b>
7:240	Conduct Code for Participants in Extracurricular Activities	Terrell	<b>Current for First Reading</b>
7:240-AP-1	Code of Conduct for Extracurricular Activities	Terrell	<b>Current for First Reading</b>