



GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

596 Crescent Boulevard, Glen Ellyn, IL 60137-4297, (630) 469-9100, www.glenbard87.org

POLICY COMMITTEE MEETING MINUTES

GLENBARD DISTRICT 87 ADMIN. CENTER

Monday, June 12, 2023

The Policy Committee held its monthly meeting at the District Office on Monday, June 12, 2023. The meeting was called to order at 6:01 p.m.

In attendance:

Cindy Christensen, Committee Member
Reverend James Shannon, Board Member
Richard Mazzolini, Committee Member
Rosemarie Montanez, Board Member

Josh Chambers, Asst. Superintendent
for Human Resources
David Hennessey, GEA Representative
Lisa Cooper, AFSCME Representative
Diana Flint, Recording Secretar

Absent: Martha Mueller

Quorum requirements were met and the meeting was able to proceed.

Approval of Minutes

The minutes of the Policy Committee meeting for April 10, 2023 were reviewed. No meeting was held in May.

Action: Motion made to accept minutes as presented - Mazzolini, seconded - Christensen, and carried (all ayes).

Public Participation (Agenda Related)

No community members were in attendance. The public participation portion for agenda related items was closed.

Items for Discussion

Chambers went over the function of the Policy Committee, how a meeting is run, and the district's policy reference tool known as P.R.E.S.S. Ninety percent of the time the district utilizes their recommendation, but sometimes the district refers to the Board's attorney for input.

The Policy Committee Calendar for 2023-2024 was provided in the agenda packet. Committee members were asked to notify the recording secretary as soon as possible if they cannot be in attendance.

It was advised that new Board members were already provided the Open Meetings Act guidelines by the Board secretary. Chambers provided protocols on meeting minute requirements.

Quorum requirements were discussed. When there are five members on a committee, three must be physically present to participate in the meeting in order for quorum to be met. However, absent members have the option to join the meeting via conference call.

Chambers stated the policies and procedures currently being reviewed are in response to mandates required by State law that go into effect 7-1-23. The following changes were recommended by P.R.E.S.S.

Policy 3:40 *Superintendent* was modified in response to Faith's Law to ensure deliberate language was included as to the requirement of Superintendents to notify the State Superintendent of Education and the Regional Superintendent of Schools, in writing, when they have reasonable cause to believe that any license holder has committed an act of misconduct.

Policy 5:30 *Hiring Process and Criteria* was modified to require districts to initiate an EHR (Employment History Review) prior to hiring an applicant who will have direct contact with children or students before offered employment by the Board.

Administrative procedure 5:30-API *Job Interviews* had a format change recommended to a table and language was cleaned up. Discussion took place on what was permissible to ask.

Administrative procedure 5:30-AP2 *Investigations* was modified to incorporate a new section for when an applicant's criminal background check returns with a conviction of a crime. Request for spelling correction on page 5 of 8 under Board President, 6th line, the word "learns" was misspelled.

Administrative Procedure 5:30-AP3 *Sexual Misconduct Related Employment History Review* (EHR) is new. It governs the process for the current policy 5:30 changes.

Policy 5:90 *Abused and Neglected Child Reporting* was modified to require districts to develop procedures to notify the parents/guardians of a student with whom a district employee, agent, or contractor is alleged to have engaged in sexual misconduct.

Administrative Procedure 5:90-API *Coordination with Children's Advocacy Center* had minor changes. The last revision in September of 2020 had several areas where it noted "final citation pending," which is now being removed and additional websites were added. Correction requested on page 4 of 6 under Nondiscrimination Coordinator, 7th paragraph, to remove the word "is" prior to "cannot."

Administrative Procedure 5:90-AP2 *Parent/Guardian Notification of Sexual Misconduct* is new. It governs the process for the current policy 5:90 changes.

Policy 5:150 *Personnel Records* was modified to require districts to maintain, as part of an employee's personnel file, a form which includes the EHR information and to refer to that form prior to providing a recommendation for employment.

Policy 5:260 *Student Teachers* had minor changes for stylistic reasons and legal references updated.

Action: Motion made to approve the revisions to the agenda items 5 through 14 to move forward to the Board [3:40 *Superintendent*, 5:30 *Hiring Process and Criteria*, 5:30-AP1 *Job Interviews*, 5:30-AP2 *Investigations*, 5:30-AP3 *Sexual Misconduct Related Employment History Review (EHR)*, 5:90 *Abused and Neglected Child Reporting*, 5:90-AP1 *Coordination with Children's Advocacy Center*, 5:90-AP2 *Parent/Guardian Notification of Sexual Misconduct*, and 5:150 *Personnel Records*] - Christensen, seconded - Mazzolini and carried (all ayes)..

Public Participation (Non-Agenda Items)

No community members were in attendance. The public participation portion for non-agenda items was closed.

Action: Motion made to adjourn - Mazzolini, seconded - Montanez and carried (all ayes).

The meeting adjourned at 6:37p.m.

Signed:

 8-28-23

Martha Mueller

Date

Policy Committee Chairman (or designee)