

Administrative Procedure - Superintendent Committees

The Superintendent or designee creates other Superintendent or administrative committees as deemed necessary, makes all appointments, and directs all activities. A Superintendent or administrative committee reports directly to the Superintendent or designated administrator who directs its activities. The Superintendent or designee should consult the Attorney for the District (a) concerning whether any of these committees must comply with the Open Meetings Act (OMA), and/or (b) to receive guidance for ensuring that the meetings either comply with OMA requirements or do not trigger OMA. Unless otherwise indicated, the listed Superintendent or administrative committees are optional:

Children's Advocacy Center Coordination Committee

This committee supports the implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of Board Policy 5.90, *Abused and Neglected Child Reporting*.

It includes the District Nondiscrimination Coordinator, Director of Safety and Security, and at least one representative from each of the following groups: District-level administrators, Building Principals, school personnel, and employees from the accredited Children's Advocacy Center (CAC) that serves the District.

The CAC Communication Committee reports directly to the Superintendent or designee.

See Board Policy 5.90, *Abused and Neglected Child Reporting*, and Administrative Procedure 5.90-AP1, *Coordination with Children's Advocacy Center*.

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District's policies and State and federal laws and regulations. Appointments are made to the task force only if the Superintendent or designee determines that its input is desirable.

Task force members may include the Superintendent or designee, Attorney for the District, District medical advisor, a school nurse, and representatives from the Board, local health department, PTO, the professional staff, and other employee groups.

See Board Policies 5.40, *Communicable and Chronic Infectious Disease*; and 7.280, *Communicable and Chronic Infectious Disease*.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, which may include temporary removal from and return to the regular educational setting.

3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporary excusal from or return to his/her work assignment.

The review team is guided by the Board's policies, Ill. Dept. of Public Health (IDPH) rules and regulations, and all other applicable State and federal laws. The review team consults the employee's or the student's personal physician and local health department officials before making any recommendations.

The Communicable and Chronic Infectious Disease Review Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Team members include the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.

See Board Policies 5.40, *Communicable and Chronic Infectious Disease*; and 7.280, *Communicable and Chronic Infectious Disease*.

Concussion Oversight Team

This District-wide team is responsible for development, implementation of, and compliance with procedures regarding education of individuals on identifying signs of concussions, and return-to-play and return-to-learn protocols. Team members are appointed by the Superintendent or designee, with approval by the Board, or appointment by the Board.

Team members may include: a physician, athletic trainer, nurse, other licensed health care professionals, and at least one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team.

See Board Policies 5.100, *Staff Development Program*; and 7.305, *Student Concussions and Head Injuries*.

Curriculum Committees

Regularly, committees, task forces, and/or other groups may be appointed to ensure the curriculum and instructional program is meeting minimum State and federal law and regulations and the District's educational philosophy and goals. Changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations will be recommended.

Membership will be determined by the topic to be reviewed.

See Board Policies 6.40, *Curriculum Development*; and 6.60, *Curriculum Content*.

Diversity Equity Leadership Team ("DELT")

The District Equity Leadership Team (DELT) leads the district's equity work through the implementation of the Equity Action Plan. This plan encompasses five strands (i.e., areas of focus): systems, teaching and learning, professional development, student voice climate and culture, and families and communities as agency.

Committee members may include District-level administrators, building-level administrators, professional staff, and educational support personnel across the District.

Educational Technology Committee

This committee supports the implementation of Board Policy 7.345, *Use of Educational Technologies; Student Data Privacy and Security*.

This committee also supports the District's submission of an annual report to ISBE regarding educational technology capacities and policies.

Committee members may include the Director of Technology, District-level administrators, Building-level administrators, and teachers.

See Administrative Procedure 7.345-AP, *Use of Educational Technologies; Student Data Privacy and Security*.

Employee Substance Abuse Prevention Committee

This committee makes recommendations regarding employee substance abuse, and:

1. Cooperates with community and State agencies on substance abuse programs.
2. Gathers information about substance abuse and suggests methods to disseminate it to staff.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration any directives from the Board to the Superintendent regarding the District's obligation to provide a safe environment and to ensure high-quality performance, which may include but not be limited to:
 - a. Securing training for designated district employees to educate them to identify symptoms of being impaired by or under the influence of substances prohibited by policy. For guidance about what *impaired by* or *under the influence of* means, see:
 - i. Footnote discussions in numbers five and six in policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*;
 - ii. 625 ILCS 5/11-501.2 and 5/11-501.9, amended by P.A. 101-27 (chemical and other tests, validity, etc., a/k/a *field sobriety tests*);
 - iii. 410 ILCS 705/10-50(d), added by P.A. 101-27 ("An employer may consider an employee to be impaired or under the influence of cannabis if the employer has a *good faith belief* that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for

the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.”) (**Note:** Consult the Attorney for the District about identifying cannabis use); and

- iv. Professional development opportunities in the area, e.g., local law enforcement agencies may be a place to begin.
 - b. Implementing a reasonable suspicion and/or drug testing program(s) to enhance the District’s ability to identify and discipline employees suspected of being impaired by and/or under the influence of prohibited substances. **Note:** Consult the Attorney for the District before implementing any drug-testing program(s) or disciplining employees based upon the results of these programs. Drug testing will likely assist the District with the challenges of identifying cannabis-related issues, but the science behind impairment identification and behavioral testing for cannabis impairment is new and emerging.
 - c. Addressing expectations for employees in positions of leadership who are perpetually *on call* due to the nature of their positions and responsibilities.
 - d. Holding licensed educators to a higher standard than non-licensed employees due to their professional code of conduct expectations.
 - e. Holding employees working directly with students to a higher standard than employees not working directly with students.
5. Recommends a method to explicitly inform employees of District policy and the consequences of substance abuse.
 6. Recommends best practices for discipline of employees who are suspected of violating or are violating the District’s policy.

Committee members include the Superintendent or designee, the Director of Human Resources, the Director of Safety and Security, the District’s medical advisor, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes.

See Board Policy 5.50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and Administrative Procedure 5.120-AP2, *Employee Conduct Standards*.

Facilities Committee

The committee provides oversight of the District’s facilities and technological infrastructure, and recommends acceptance of related donations. The Committee considers requests for advertisements on athletic fields, scoreboards, or other building locations and evaluates the proposed impact the advertisement will have on the purpose of the facility and the plan for installation and maintenance of the advertisement.

Committee members include Board members, District-level administrators, and others as necessary.

See Board Policies 2.20, *Powers and Duties of the School Board; Indemnification*; 4.150, *Facility Management and Building Programs*; 4.160, *Environmental Quality of Buildings and Grounds*; 8.25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*; 8.80, *Gifts to the District*.

Gender Support Team

The team will identify accommodations for a specific student based upon the needs expressed by the student.

Membership will be appropriate staff; the Attorney for the District should be invited to be a member.

See Board Policy 7.10, *Equal Educational Opportunities*.

Insurance Committee

The membership and scope of responsibilities and authority are as specified in the employee negotiated contracts.

See Board Policy 4.100, *Insurance Management*.

Pandemic Planning Team

This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and the community.

Team members may include one or two Board members, administrators, and staff members.

See Board Policy 4.180, *Pandemic Preparedness; Management; and Recovery*, and its procedures.

Performance Educational Reform Act (PERA) and Reduction in Force (RIF) Joint Committees

1. **PERA joint committee.** The joint committee is “composed of equal representation selected by the district and its teachers, or where applicable, the exclusive bargaining representative of its teachers.” 105 ILCS 5/24A-4(b-5), added by PA 104-20. This committee may, but is not required to, incorporate data and indicators on student growth as a factor in rating teaching performance in the teacher evaluation plan. The amendment of an evaluation plan continues to be a mandatory subject of bargaining. This committee also agrees to the panel of qualified evaluators that reviews appeals of unsatisfactory performance ratings and determines the criteria for successful appeals. 105 ILCS 5/24A-5.5. This committee must also: (a) establish a teacher evaluation plan that ensures that each tenured teacher whose performance is rated as either excellent or proficient is evaluated at least once in the course of the three school years after receipt of the rating, and (b) implement an informal teacher observation plan established by ISBE rule and by agreement of this committee to ensure that each tenured teacher in this category is

informally observed at least once in the course of the two school years after receipt of the excellent or proficient rating. 105 ILCS 5/24A-5, amended by P.A. 102-252.

2. **RIF joint committee.** This mandatory committee convenes annually to consider issues identified in the statute concerning the selection of teachers for layoff. 105 ILCS 5/24-12(c). On or before December 1 each year, the RIF joint committee must be established and must hold its first meeting. It is composed of individuals appointed by the Board and the teachers (or the exclusive bargaining representative of its teachers).

Risk Management Committee

This committee develops, maintains, and oversees implementation of the District's Risk Management Program in order to protect the District against any property damage or against any liability or loss which may be imposed upon it or one of its employees for a tortious act under Federal or State common or statutory law, or imposed upon it under the Workers' Compensation Act, the Workers' Occupational Diseases Act, or the Unemployment Insurance Act. The committee approves the use of Tort Immunity Act levy funds for educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction; the salaries of personnel responsible for implementing the Risk Management Program including identifying and analyzing loss exposures, selecting techniques for responding to loss exposures, implementing the chosen techniques, and monitoring the decisions made and implementing appropriate changes; and expenditures associated with implementing techniques chosen to respond to loss exposures.

The committee includes Board members, the Superintendent, the Chief Financial Officer, Executive Director of Student Supports, Attorney for the District, Executive Director of Operations, Director of Technology, Director of Safety and Security, Director of Human Resources, Human Resources Generalist, and a member of the Board of Education.

See Board Policy 4.170, *Safety*.

Safety Committee

This committee creates and maintains a uniform school emergency operation plan for Unit 5 schools that is flexible enough to accommodate each school's unique characteristics and situation, consistent with State and federal law, including the School Safety Drill Act, Joint Rules of the Office of the State Fire Marshall and the Illinois State Board of Education: School Emergency and Crisis Response Plans, National Incident Management System (NIMS), and Presidential Policy Directive 8, and utilizes best practices following the Guide for Developing High-Quality School Emergency Operations Plans.

Committee members include Board members, the Director of Safety and Security, the Attorney for the District, other District-level administrators, building-level administrators, nurses, counselors, other school representatives, law enforcement, fire, EMS representatives, and other appropriate community representatives.

See Board Policy 4.170, *Safety*.

District Safety Team

This team builds awareness about and supports the development and implementation of the District's:

1. Targeted School Violence Prevention Program. See Board Policy 4.190, *Target School Violence Prevention Program*, and Administrative Procedure 4.190-AP1, *Targeted School Violence Prevention Program*.
2. Anti-bullying program, as appropriate. See Board Policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and Administrative Procedure 7.180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*.

Team members include the Director of Safety and Security, the Attorney for the District, and representatives from the groups listed in procedure 4.170-AP1, *Comprehensive Safety and Security Program*, Part C, Director of Safety and Security and District Safety Team; Responsibilities.

See Board Policies 4.170, *Safety*; and procedure 4.170-AP1, *Comprehensive Safety and Security Program*; 4.190, *Targeted School Violence Prevention Program*, and procedure 4.190-AP1, *Targeted School Violence Prevention Program* 7.180, *Prevention of and Response to Bullying Intimidation, and Harassment*; and procedure 7.180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*.

Sex Equity Committee

The committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent or designee on prevention, intervention, and education.

Committee members may include community representatives, District administrators, teachers, and students.

See Board Policies 2.260, *Uniform Grievance Procedure*; 2.265, *Title IX Grievance Procedure*; 5.10, *Equal Employment Opportunity*; 5.20, *Workplace Harassment Prohibited*; 5.90, *Abused and Neglected Child Reporting*; 7.10, *Equal Educational Opportunities*; 7.20, *Harassment of Students Prohibited*; 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7.185, *Teen Dating Violence Prohibited*.

Time Out and Physical Restraint Oversight Team

The Time Out and Physical Restraint Oversight Team is required. The Team includes, but is not limited to, Building Principals, teachers, paraprofessionals, school service personnel, and administrators to develop:

1. The District's plan, including school-specific considerations, for reducing and eventually eliminating the use of isolated time out, time out, and physical restraint in accordance with the goals and benchmarks established by ISBE; and
2. Procedures to implement the plan and make the plan available for review by parents/guardians.

The Team also supported the District's submission to ISBE of the plan by July 1, 2022, and of progress reports annually thereafter through July 1, 2024, as well as notification to parents/guardians when plans and progress reports were available for review.

Title I Parent Advisory Committee

This committee is required if the District receives or desires to receive Title I funds. The committee supports the development and implementation of the District's Title I plan. Its activities may include, at the Superintendent's or designee's directive:

1. Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
2. Distributing Title I informational materials.
3. Consulting on the District's Title I Plan.
4. Supporting the implementation of Board Policy 6.170, *Title I Programs*.

Committee members include parents/guardians and family members of Title I children.

See Board Policy 6.170, Title I Programs; 6.170-AP1, E1, *District-Level Parent and Family Engagement Compact*, 20 U.S.C. §§6312(a)(1)(A), 6318(a)(2)(F).

Transitional Bilingual Education (TBE) Programs Parent Advisory Committee

This committee is required. The committee maximizes the practical involvement of parents/guardians of students in the District's TBE program(s). Its purpose is to:

1. Afford parents/guardians the opportunity to effectively express their views; and
2. Ensure that the District's program(s) are planned, operated, and evaluated with the involvement of, and in consultation with, parents/guardians of students served by the program(s).

This committee must elect officers, establish internal rules, guidelines, and procedures.

All Building Principals with a TBE program located in their school or their designees serve on this team. Other committee members must include parents/guardians of students enrolled in the TBE program(s), transitional bilingual education teachers, counselors, and representatives from community groups. A majority of the committee members must be parents/guardians of students enrolled in the District's TBE program(s).

Transportation Committee(s)

The committee studies and advises the Superintendent on ways to provide timely and safe transportation within budget and that promotes student learning including reviewing the number of buses needed to provide student transportation, alternative ways to provide student transportation, composition and ownership of the bus fleet, reducing the number of late buses, hiring and retention practices of the transportation contractor, bus stop locations, school start and dismissal times, walking hazards, and behavior management on buses.

See Board Policies 4.100, Insurance Management; 4.110, Transportation; 7.60, Residence.

Wellness Committee

The committee serves in an advisory capacity regarding the health and well-being of students and staff members and participates in the development, implementation, periodic reviews, and updates of Board Policy 6.50, School Wellness. 7 C.F.R. §210.31(d)(1). This committee also develops and implements the District's Anaphylaxis Prevention, Response, and Management Program. It monitors the program and establishes a schedule to ensure the Superintendent reports on the program's effectiveness to the Board at least once every three years.

Committee members include members of the Board, District-level administrators, building administrators, the Director of Safety and Security (see 4.170-AP1, Comprehensive Safety and Security Program, Part C, District Director of Safety and Security and District Safety Team; Responsibilities), District 504 Coordinator (see Board Policy 6.120, *Education of Children with Disabilities*), staff members including food service employees, physical education teachers, and school health professionals, parents/guardians, community members, and students.

See Board Policies 6.50, *School Wellness*; 6.60, *Curriculum Content*; 7.285, *Anaphylaxis Prevention, Response, and Management Program*, and Administrative Procedure 7.285-AP, *Anaphylaxis Prevention, Response, and Management Program*, based upon the Ill. State Board of Education (ISBE) Anaphylaxis Response Policy for Illinois Schools at: www.isbe.net/Documents/Anaphylactic-policy.pdf.