



**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

