



# Oak Park Elementary School District 97

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**TO: Members, Board of Education  
Dr. Carol Kelley, Superintendent**

**FROM: District 97 Policy Committee**

**RE: Policy Review and Discussion**

**DATE: September 24, 2019**

The district's policy review team (Katherine Murray-Liebl, Gavin Kearney, Dr. Kelley and Sheryl Marinier) met on September 13, 2019 and reviewed the policy changes provided by the Policy Reference Education Subscription Service (PRESS) in its June 2019 Update Memo.

Below and attached are the recommended or required policy revisions that are being shared with the board tonight for a first reading. These policies will return to the board for approval on October 15, 2019.

## **PRESS Revisions - Approval as written**

The changes to policies 2:110, 2:140-E, 5:180, 6:40, and 6:340 are all minor changes as detailed below. The committee recommends approving these policies as written.

- **Policy 2:110 (Qualifications, Term and Duties of Board Officers)** – the changes to the policy and cross reference are based on continuous improvements and a change in the law from 2014 that reassigned the duties of the local election official.
- **Policy 2:140-E (Guidance for Board Member Communications, Including Email Use)** – Changes are based on minor improvements that were identified via a five-year review.
- **Policy 5:180 (Temporary Illness or Temporary Incapacity)** – Changes to the policy, legal references and cross references are based on minor improvements that were identified via a five-year review. The main revision is in the last paragraph of the policy where it now states that an examination of an employee can be performed by a licensed advanced practice registered nurse or a licensed physician assistant.
- **Policy 6:40 (Curriculum Development)** – Changes to the legal references and cross references are based on minor improvements that were identified via a five-year review.
- **Policy 6:340 (Student Testing and Assessment Program)** – Changes to this policy are based on IASB's transition from PARCC to the Illinois Assessment of Readiness. Changes to the legal references are based on minor corrections.

## **PRESS Revisions - Policies needing discussion**

The Policy Committee discussed policies 2:140 and 2:230 in detail, and a few questions were raised. The committee recommends approving these policies after a brief discussion by the board.

- **Policy 2:140 (Communications To and From the Board)** – Changes to this policy and legal references based on changes to the law, more specifically the Oath of Office, members feedback and best practices

that align with IASB's Foundational Principles of Effective Governance. Most of the proposed changes align with current board practices. However, there are a couple of things the board will need to consider;

- Since everything sent to the [d97board@op97.org](mailto:d97board@op97.org) email address already goes to all board members, does the board still feel it needs a report at every regular meeting that summarizes all of the questions or communications to that address?
- In the past, we shared a summary of all FOIA request we received and the status of our responses via information only reports in the board packet. Then, we shifted to including the summaries in the superintendent's weekly reports to the board. Since the law states that the information needs to be shared with the board during its regular meetings, does the board want to return to the use of the information only reports or does it want a report that it reviews/discusses publically?
- **Policy 2:230 (Public Participation at School Board Meetings and Petitions to the Board)** – Changes to the policy and legal references are based on minor improvements that were identified via a five-year review, as well as decision by the Public Access Counselor in which it “ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings;
  - Does the board want to establish a minimum overall public participation time in general and/or per subject?
  - Does the board want to keep or adjust its current time of three minutes per person?

#### **PRESS Revisions - No action required**

Since the changes to policies 2:240, 3:10, 3:60, 4:90, 5:35, 5:40, 5:130, 5:310, 6:110, and 7:170 are limited to the footnotes, no action is required by the board.

- Policy 2:240 (Board Policy Development)
- Policy 3:10 (Goals and Objectives)
- Policy 3:60 (Administrative Responsibility of the Building Principal)
- Policy 4:90 (Activity Funds)
- Policy 5:35 (General Personnel Compliance with the Fair Labor Standards Act)
- Policy 5:40 (Communicable and Chronic Infectious Diseases)
- Policy 5:130 (Responsibilities Concerning Internal Information)
- Policy 5:310 (Compensatory Time-Off)
- Policy 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentive Programs)
- Policy 7:170 (Vandalism)

#### **PRESS Revisions that do not apply to District 97**

Since the district does not use the PRESS version of 4:20 (Fund Balances), no action will need to be taken by the board.

- Policy 4:20 (Fund Balances) – The proposed changes do not apply to us because we developed a district-specific policy (4:12 – Finance Goals and Objectives) instead of using the one created and maintained by PRESS. In our version of the policy, we state that we will target an overall fund balance between 25% and 50% of operating cash flows.

**Policies requiring changes due to personnel turnover**

The following policies were brought to the committee's attention due to the change in administrative personnel. Each of these policies are required to identify and supply contact information for the Nondiscrimination Coordinator and the Complaint Managers. These policies have been changed to identify Gina Herrmann as the Nondiscrimination Coordinator and Felicia Starks Turner and Michael Arensdorff as the Complaint Managers. These changes are required by law, but do not require board action.

**Policy Committee Update**

The committee is in the process of performing a three-year review of the policy manual as defined in the Revising Calendar for Policy Review and Monitoring. This calendar recommends the review of sections 1, 2, between the months of July through November of the first year of the review cycle. The committee has completed this task and will continue the process by reviewing sections 3 and 8 between November and March, and section 4 between March and June. Recommended revisions and an update on the committee's progress will be included in future committee reports.