



# Oak Park Elementary School District 97

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

**FROM: District 97 Policy Review Team**

**RE: Policy Review and Discussion**

**DATE: November 15, 2016**

The district's policy review team (Amy Felton, Rupa Datta and Chris Jasculca) is presenting the following documents to the Board of Education this evening:

- Revised version of policy 6:50 (School Wellness)
- Revised version of policy 8:80 (Gifts to the District)
- Revised version of the administrative procedures that correspond with policy 8:80 (Gifts to the District)
- Draft of a donation form that corresponds with policy 8:80 (Gifts to the District)

A second reading and approval/adoption of the revisions to the policies are scheduled for the board meeting on December 6, 2016. While the board will not vote on the revisions to the administrative procedures or the draft form, the team is sharing them with the members of the group so they can see how they align with the policy changes.

- **Policy 6:50 (School Wellness)** – The Policy Reference Education Subscription Service's (PRESS) October 2015 Update Memo included several changes to the PRESS version of policy 6:50. At that time, our team recommended tabling the work on the policy because the district's version of the document states that "review of this policy shall occur annually by the Wellness Council appointed by administration consisting of a representative of the board, the administration, the food service provider, parents, teachers, students, and the public. The Wellness Council shall provide the board with any recommended changes to this policy." Based on this policy language, we suggested, and the board agreed, that the Wellness Council be asked to review the proposed changes from PRESS and determine how best to incorporate them into the existing policy and/or discuss whether it was time to transition to the PRESS version of the document.

After conducting its review, the council recommended that we combine elements of both versions (i.e., the district and PRESS) into an updated document. While there are some potential challenges associated with pursuing this course of action (e.g., determining what future changes from PRESS to incorporate into the document, ensuring that the modified policy continues to align with the law, etc.), the team supports this option for the following reasons:

- We do not anticipate that we will face any significant legal issues or challenges in conjunction with our enforcement of this policy, which reduces the importance/need for having the backing of PRESS.
- We would be respecting the time, effort and energy the Wellness Council has invested into the creation and maintenance of this policy.
- While the PRESS version of the policy states that the superintendent will invite input from the community, our existing process of having the council review the document on an annual basis is

a more streamlined and effective means for getting community feedback and keeping the policy aligned with our best practices.

The highlighted sentences or sections in the attached draft of the policy feature the information from the PRESS version that the council believes should be incorporated into the district-specific version. The team recommends that the board approve/adopt the changes to the policy as written.

**Policy 8:80 (Gifts to the District), the corresponding administrative procedures and a draft of a new donation form** – In December 2014, our team recommended that District 97 replace the district-specific version of policy 8:80 (Gifts to the District) with the version that was drafted and is currently maintained by PRESS. The team based this recommendation on its belief that the PRESS version is clearer and more succinct, as well as the fact that it is the policy used by many of our peer districts.

The board discussed the difference between the two versions, more specifically that the current version states that “all accepted gifts, grants, and bequests shall be acknowledged by the Board,” while the PRESS version states that “while the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board.”

Based on this difference, the board members recommended, and the policy review team agreed, that the adoption of the policy would be tabled until the administration developed procedures for approving and/or acknowledging donations. (FYI – PRESS does not currently have or offer a template for administrative procedures that correspond with this policy.)

Members of the district’s administration, with input from the principals and PTOs, have since developed procedures and created a donation form that would support the enforcement of the policy. Those two documents, plus the PRESS version of the policy are attached. The team recommends that the board approve/adopt the move to the PRESS version of the policy, and that the administration accept the procedures and donation form as written.