



## Charge for the Policy Committee

### Overview

Board policies reflect District 97's mission, beliefs and values, and guide the activities undertaken by board members, administrators, staff and students. The board established a standing Policy Committee to lead its effort to keep the district's policies updated in accordance with state and federal law, and suggest ways to strengthen them to better meet the needs of the people served by the district.

### Purpose

The Policy Committee advises the board on all issues related to policy development, review and revision. It drafts new policies or recommends revisions to existing policies based on requests from the board, changes to state and federal law, input provided by the district's stakeholders, or the changing needs and philosophies of the district. These drafts and recommended revisions are presented by the committee for a first reading and adoption during the open session of board meetings; however, the first reading and adoption never take place at the same meeting.

### Charge

The Policy Committee will:

- Ensure that all policies conform to state and federal law and fall within the scope of the board's authority.
- Draft new policies or recommend revisions, deletions or reclassifications to existing policies based on requests from the board, changes to state and federal law, input provided by the district's stakeholders, or the changing needs and philosophies of the district.
- Provide stakeholders with an appropriate and timely opportunity to review and provide feedback on the development and/or revision of policies.
- Present the board with drafts of new policies or recommendations to revise, delete and/or reclassify existing policies; each new or revised policy shall be presented to the board for a first reading at one meeting and adoption at a subsequent meeting.
- Work with the administration to communicate policy changes to the community, including posting new or revised policies on the district's Web site.
- Review each policy at least once every five years.

### Authority

The Policy Committee shall be a standing committee of the Board of Education.

### Composition

The Policy Committee will meet at least once a month and consist of two board members and the director of policy, planning and communications. The superintendent will serve as an ex-officio member of the committee.

### Open Meetings

All Policy Committee meetings will be subject to the Illinois Open Meetings Act.