



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 Session – First Quarter of the 2015-16 School Year

DATE: November 9, 2015

In April 2015, the policy review team presented the board with its plan for monitoring policies on an annual basis. In accordance with this plan, the team will:

- Review one or more of the eight sections of the district’s policy manual on a quarterly basis, and place the policies from those sections into one of the following categories:
 - **Review Only**
 - **Review and Possibly Revise**
 - **Review and Spot Check for Enforcement**
- Present the board with a written report at the conclusion of each quarterly review session that features the results from the session, as well as next steps. These reports will be shared with the community.
- Perform the next steps detailed in the written report, and provide the board with an update on the work that was completed.

Below is a summary of the results and proposed next steps from the team’s first session, which included a review of sections one (School District Organization) and two (Board of Education) from the district’s policy manual.

Review Only

The team reviewed the following policies and determined there was no need to make revisions or perform a spot check for enforcement.

- 1:10 (School District Legal Status)
- 1:20 (District Organization, Operations, and Cooperative Agreements)
- 2:10 (School District Governance)
- 2:60 (Board Member Removal from Office)
- 2:70 (Vacancies on the Board of Education - Filling Vacancies)
- 2:80 (Board Member Oath and Conduct)
- 2:100 (Board Member Conflict of Interest)
- 2:105 (Ethics and Gift Ban)
- 2:110 (Qualifications, Term, and Duties of Board Officers)
- 2:120 (Board Member Development)
- 2:130 (Board-Superintendent Relationship)
- 2:140 (Communications To and From the Board)

- 2:160 (Board Attorney)
- 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services)
- 2:210 (Organizational Board of Education Meeting)
- 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)
- 2:240 (Board Policy Development)
- 2:250 (Access to District Public Records)
- 2:260 (Uniform Grievance Procedure)

Review and Possibly Revise

Based on our initial review, the team has identified several policies that require further examination and may need to be updated based on changes in the law, district operations or standard best practices. These policies include:

- 1:30 (School District Philosophy)
- 2:20 (Powers and Duties of the Board of Education)
- 2:30 (School District Elections)
- 2:40 (Board Member Qualifications)
- 2:50 (Board Member Term of Office)
- 2:125 (Board Member Expenses)
- 2:150 (Committees)
- 2:200 (Types of Board of Education Meetings)
- 2:220 (Board of Education Meeting Procedure)

The team will provide the board with a follow-up written report regarding the status of these policies during one of the regularly scheduled board meetings in December. If we have recommended revisions to any of the policies, we will follow the standard practice of presenting them to the board for review/discussion at one board meeting and approval at a subsequent board meeting.

Review and Spot Check for Enforcement

There are several policies from the “Review and Possibly Revise” section that the team also recommends be spot checked for enforcement. These policies include:

- 2:150 (Committees)
- 2:200 (Types of Board of Education Meetings)
- 2:220 (Board of Education Meeting Procedure)

The team will update the board on the status of these policies as part of the follow-up written report referenced above.