

DRAFT UPDATE

Oak Park Elementary School District 97

2:240-E1

Board of Education

Exhibit - PRESS Issue Updates

This procedure is for PRESS subscribers. For subscribers to PRESS-Plus, IASB's full-maintenance policy update service, the update instructions that arrive with a paid PRESS-Plus subscription provide further guidance.

Actor	Action
Superintendent or designee	<p>Manages the process for the Board to receive PRESS updates to policies.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p>
Superintendent or Superintendent's Secretary	<p>Updates District's Roster as follows:</p> <ol style="list-style-type: none"> 1. Go to www.iasb.com and click on MY ACCOUNT 2. Log in using your email address and password <ul style="list-style-type: none"> * If you are signing in for the first time, your password is the 7-digit IASB ID number beginning with "2" that appears on all IASB mailing labels. * If you have already changed your password, use the unique password you created. * If you do not know your password, use the forgot password link. 3. Click on districts you manage and then the District name. 4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses PRESS are listed with their current email addresses.
Designated support staff	<p>To each member of the Policy Committee (or full Board): Emails or otherwise distributes a copy of the following:</p> <ol style="list-style-type: none"> 1. PRESS Online Information and Instructions card. 2. PRESS Update Memo (unless a copy was already provided). 3. PRESS Tutorial video link at www.iasb.com/policy. 4. Committee worksheets, available at www.iasb.com/policy; and 5. Current District policy in relevant areas. <p>To any other Board member or interested school official: Emails or otherwise distributes the PRESS Update Memo (describes the current</p>

Commented [APowell1]:
A section is added to explain the new Roster Management process in IASB's new association management system.

It is important to update your district's list of individuals who will be authorized to access PRESS online in this system.

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Commented [APowell2]:
Updated to reflect new PRESS login procedures.

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Actor	Action
	<p>PRESS issues numbers 1 through 5, along with each Board member or other interested school official who has not already received a copy. It is available online at www.IASD.com/policy.</p> <p>As appropriate, includes new and revised policies in the Board meeting packets.</p> <p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds <u>or updates</u> adoption dates.</p> <p>Archives old policy.</p> <p>Follows district process for updating paper and online manuals.</p> <p><u>Considers distributing PRESS Update Memo to Building Principals.</u></p>
Policy Review Team	<p>Considers each PRESS update. Reviews all footnote changes.</p> <p>Decides which changes require Board of Education discussion and which are appropriate as consent agenda items.</p> <p>The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion.</p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Presents recommendations regarding PRESS updates to the Board at a regularly scheduled meeting.</p>
Full Board	<p>Conducts a first reading of the policies that are recommended to be updated.</p> <p>During the next regular meeting, conducts a second reading and votes on adoption/approval.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p><u>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</u></p>
Assistant Superintendents, Directors, and Building Principals, and supervisory employees	<p>Reads <u>PRESS Update Memo (if applicable)</u>, adopted policies and follows the Superintendent's process for updating administrative procedures, and changes to employee and student handbooks within their assigned building(s).</p>
Anyone	<p>For further clarification, view the S-minute online tutorial for PRESS, available at www.iasb.com/policy behind-the-leg-in-screen.</p>

Commented [APowell3]:
 Added to clarify that the full board considers and takes action to approve policies at an open meeting following the second reading of revised policies.
 Issue 92, July 2016

Commented [APowell4]:
 Updated to recommend that all assistant superintendents, directors, building principals, as well as supervisory employees, read each **PRESS** Update Memo and policies adopted by the board to better understand any changes impacting their assigned building(s).
 Issue 92, July 2016

DATED: April 28, 2015