



# 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: Board Committee Practices and Protocols**

**DATE: February 13, 2018**

During its meeting on August 29, 2017, the district's Finance Oversight and Review Committee (FORC) reviewed and discussed its official charge, and identified several changes it wanted to make to the document. The policy team reviewed and discussed these changes during its meetings on September 21, 2017 and October 11, 2017, and decided that the ones related to the committee's focus and best practices could help enhance the structure, functionality and overall effectiveness of all of the board's standing committees.

With this in mind, the team recommended that the board update its Responsibilities, Procedures and Protocols document to include information about board committee practices and protocols. The board agreed with this recommendation, and charged the team with developing a draft of the practices and protocols for its consideration. That draft was presented to the board for review and discussion during its meeting on November 14, 2017. At that time, the board recommended that the proposed practices and protocols be shared with the chairs of its various committees (FORC, Facilities Advisory Committee, Committee for Legislative Action, Intervention and Monitoring, and the Committee for Community Engagement) so that the groups could look them over and offer feedback. The committees had from January 16, 2018 until January 26, 2018 to provide the policy team with input. Their proposed changes, along with suggested revisions from our team, are detailed below. Since several of the changes are substantive in nature, we recommend that the updated practices and protocols be presented to the board this evening for review and discussion, with a second reading and approval scheduled for the board meeting on February 27, 2018. After the board approves the practices and protocols, they will be added to the Responsibilities, Procedures and Protocols document located on the board section of the district's website.

## **Recommended Revisions**

Below is a summary of the recommended revisions to the board committee practices and protocols. The changes are also highlighted in bolded blue text in the attached document.

- We recommend replacing the existing content in the section titled "Background Information" on the first page of the attached document with the following:

**Below are the practices and protocols that support both the structure and function of the standing committees for the District 97 Board of Education. These practices and protocols were reviewed by the board during its meetings on November 14, 2017 and February 13, 2018, and approved by the board during its meeting on X.**

The approval date will replace the X after the board takes action.

- In the section titled "Committee Structure (Size, Composition and Leadership)", we recommend revising the bullet point about the committee secretary on pages one and two of the attached document to

include information regarding the responsibilities of the position. We also recommend changing the information about how people are selected for the position in order to provide the administration with greater flexibility in terms of the process for filling it.

In that same section, we recommend adding the phrase “on an annual basis” to the sentences about the committee selection of the chair and co-chair that are featured on page two of the attached document.

- In the introductory portion of the section titled “Committee Membership (Appointment, Re-Appointment and Service Expectations),” which is on pages two and three of the attached document, we recommend adding a bullet point about posting the term information (i.e., start/appointment and expiration) for committee members on the district’s website. This would align with our practice of posting the same type information online for board members.

In that same section, we recommend adding the following two sentences to the bullet point about service requirements (page three of the attached document):

**The committee secretary will track/monitor the adherence to/compliance with the service requirements, and will notify the board when violations have been committed. The board will review the information provided by the committee secretary, and take the necessary/appropriate action in accordance with its policies and the practices and protocols outlined in this document.**

In that same section, we recommend adding a bullet point under the information about the re-appointment process (page four of the attached document) that states that the board liaisons or designee will be responsible for contacting committee members whose terms are expiring to remind them about the deadline and process for re-appointment. This outreach would occur in late February or early March.

In that same section, we recommend adding a sentence after the last bullet point about the re-appointment process (page five of the attached document) that states that, in order to avoid a conflict of interest, the board liaisons, with the help of the administrative representative when necessary, will oversee the process related to the re-appointment of the individuals who serve as chair and co-chair of the committee.

- In the section titled “Committee Charge/Purpose (Roles and Responsibilities),” we recommend revising the first bullet point under the information about creating agendas for committee meetings (pages five and six of the attached document) from:

**The committee chair and board representatives who serve as liaisons to the committee will develop the agendas for committee meetings. The superintendent and cabinet level administrator assigned to the committee will assist with this activity when necessary/applicable.**

to:

**The committee chair and board representatives who serve as liaisons to the committee will develop the agendas for committee meetings. The superintendent and cabinet level administrator assigned to the committee will assist with this activity when necessary/applicable. This assistance will include, but not be limited to, submitting their recommended agenda items to the committee chair and board liaisons for their consideration.**

In that same section, we recommend adding a bullet point under the information about creating agendas for committee meetings (page six of the attached document) that states that, as part of the agenda-setting process, the committee chair and board liaisons will determine the timeline and method by which each meeting agenda will be shared with committee members.

- In the section titled “Committee Charge/Purpose (Roles and Responsibilities),” we recommend adding a bullet point under the information about supplemental and supporting documentation (page six of the attached document) that states that, as part of the agenda-setting process, the committee chair and board liaisons, with input from the administration when necessary/applicable, will determine the timeline and method by which any supplemental and supporting documentation for a meeting will be shared with committee members.

In that same section, we recommend revising the third bullet point under the information about supplemental and supporting documentation (page six of the attached document) from:

**Official minutes will be taken for each meeting and approved by the voting members of the committee at a subsequent meeting. Approved minutes will also be made available on the website.**

to:

**Official minutes will be taken for each meeting and approved by the voting members of the committee at a subsequent meeting. The committee secretary will send a draft of the meeting minutes to the board secretary. The board secretary will then circulate the draft minutes to the Board of Education members in a timely fashion in order to keep them apprised of the work being done by the board committees. Approved minutes will also be made available on the website.**

Per the conversation the board had during its meeting on January 13, 2018, this change will help reduce/limit the duplication of efforts when disseminating committee-related information.