



# Oak Park Elementary School District 97

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**TO: Members, Board of Education  
Dr. Albert Roberts, Superintendent**

**FROM: Chris Jasculca**

**RE: Review of Policy Exhibit and Board of Education Responsibilities, Procedures and Protocols**

**DATE: March 17, 2015**

The district's policy review team (Amy Felton, Denise Sacks and Chris Jasculca) is presenting the following information to the Board of Education tonight for review/discussion:

- An exhibit created by Policy Reference Education Subscription Service (PRESS) that corresponds with policy 2:140 (Communications To and From the Board)
- An updated version of the document titled "District 97 Board of Education Responsibilities, Procedures and Protocols"

## **Exhibit for Policy 2:140 (Communications To and From the Board)**

There are several administrative exhibits dealing with school board procedures that PRESS recommends be included in the Board of Education section of the district's policy manual. One of these is the exhibit for policy 2:140, which addresses three issues:

- Communications between or among board members and/or the superintendent outside of a properly noticed board meeting.
- Disclosure of electronic communications sent or received by individual board members in accordance with the Freedom of Information Act (FOIA).
- Retention of electronic communications.

The exhibit has been revised in response to an appellate court decision that "addresses the circumstances when emails sent or received by individual members of a public body will be a public record and subject to disclosure under FOIA."

The policy review team recommends that the board approve the exhibit as written. If the board chooses to approve the exhibit, PRESS will add it to the board section of the district's online policy manual.

## **District 97 Board of Education Responsibilities, Procedures and Protocols**

During its meeting on January 14, 2014, the board approved a document titled "District 97 Board of Education Responsibilities, Procedures and Protocols." This document, which guides the work of the board and supports its commitment to transparency, features detailed information about the following aspects of board service:

- Board responsibilities.
- Communication expectations.
- Board meeting protocols.
- Board and community requests of the administration.

- Committee and liaison roles.

In December 2014, the board charged the policy review team with revising the document to reflect changes in the law and updates to its practices and protocols. The team made several recommended revisions in response to the board's request. These revisions, which were presented to the board during its meeting on February 19, 2015, include:

- Adding a graphic titled "Trust and Communication" to the Communication Expectations section of the document. This graphic delineates the roles and responsibilities of the board and superintendent.
- Providing greater specificity regarding the process by which the administration will respond to public comment on behalf of the board.
- Updating the list of items that appear on the agenda for regularly scheduled board meetings to include administrative items (policy review, presentation of financial information, discussion of administrative proposals or reports).
- Modifying the Board and Community Requests of the Administration section to align it with the law, board policy and the Oath of Office taken by board members. More specifically, the team added language regarding how the board will respond to emails and the process by which it will share its questions or communications with staff members.

During its review/discussion of the proposed revisions on February 19, the board recommended adding "Update on Board Yearly Priorities" as the sixth item under "Agenda for Regularly Scheduled Board Meetings" in the section of the document titled "Board Meeting Protocols." The team made this addition, and has attached an updated version of the document to this memo. The team recommends approving this updated version, which features all of the proposed revisions that were made to it between December 2014 and the present day.

Both of the items referenced above (exhibit for policy 2:140 and updated version of the "District 97 Board of Education Responsibilities, Procedures and Protocols") are being presented to the board tonight for review. A follow-up discussion and approval of each item are scheduled for the board meeting on April 14, 2015. The policy review team will also present the board with additional information about the proposed plan for policy monitoring during the April 14 meeting. This information will include a draft calendar for performing a staggered check of the district's policies on a quarterly basis. This plan, which can be accessed by visiting <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=36548688>, was reviewed/discussed by the board during its meeting on February 19, 2015.

Attachments:

- Exhibit for policy 2:140 (Communications To and From the Board)
- Updated version of the "District 97 Board of Education Responsibilities, Procedures and Protocols" document