



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 and Discussion

DATE: April 10, 2018

The district's policy review team (Keecia Broy, Bob Spatz and Chris Jasculca) is presenting the following information to the Board of Education tonight for review/discussion:

- Proposed changes/updates to policies and an exhibit that were provided by the Policy Reference Education Subscription Service (PRESS) in its January-February 2018 Update Memo
- Draft of a financial transparency policy that was developed with the assistance of the board attorney and Finance Oversight and Review Committee (FORC).

The board is being asked to conduct a first reading of these policies and the exhibit this evening. A second reading and approval/adoption of the information from PRESS is scheduled to take place during the board meeting on April 24, 2018, while a second reading and approval/adoption of the financial transparency policy is scheduled to take place during the board meeting on May 8, 2018.

Proposed Changes to Policies and Exhibit from PRESS

The policy team reviewed/discussed the proposed changes to the policies and exhibit that were featured in the January-February 2018 Update Memo provided by PRESS. Below is a summary of the changes from this update, as well as the team's recommendations.

Please note that this update from PRESS included suggested revisions to policy 4:40 (Incurring Debt). Since the district has adopted its own version of this policy, the team is recommending that the changes proposed by PRESS be forwarded to the members of FORC for their review and input. If they believe the changes should be incorporated into the district version of the policy, our team will present them to the board for review during a future meeting.

- **Policy 2:260 (Uniform Grievance Procedure)** – PRESS recommends that the policy, legal references and cross references be updated in response to a change in the law. The main revision is the addition of language to the section titled "Filing a Complaint" that "clarifies that for any complaint filed under this policy which alleges harassment in violation of policy 5:20, *Workplace Harassment Prohibited*, the complaint manager shall process and review the complaint according to both policies."

In addition to this change, PRESS is recommending that the following language be added to the section titled "Decision and Appeal."

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

PRESS also suggests making several minor continuous improvement updates to the policy and legal references, as well as several additions to the cross references to bring the document into alignment with other policies and administrative procedures.

The team recommends that the board approve/adopt the updates to the policy, legal references and cross references as described above.

- **Policy 5:20 (Workplace Harassment Prohibited)** – PRESS recommends that the policy and legal references be updated in response to a change in the law. For clarity and ease of use, the policy has been reorganized into the following sections:
 - Sexual Harassment Prohibited
 - Making a Complaint
 - Whom to Contact with a Report or Complaint
 - Investigation Process
 - Enforcement
 - Retaliation Prohibited
 - Recourse to State and Federal Fair Employment Practice Agencies

The language in those sections has been updated to better align them with the law and/or best practices.

In addition to the changes from PRESS, our team recommends striking the language “which shall include reprinting this policy in the appropriate handbooks” from the last line of the policy since the district does not produce an employee handbook.

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Exhibit for Policy 5:20 (Workplace Harassment Prohibited)** – PRESS recommends that a new exhibit titled “Resolution to Prohibit Sexual Harassment” be adopted by the board and added to the district’s policy manual. This recommendation is based on a provision in the State Officials and Employees Ethics Act that “requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.”

The team recommends that the board approve/adopt this exhibit.

Financial Transparency Policy

In the fall of 2017, FORC drafted a financial transparency policy with the following goals/objectives in mind: “The district shall, on no less than an annual basis, prepare and communicate a plain language overview of its financial position and demonstrate how school funding aligns with its mission and vision. The basic elements of the overview will include, but not be limited to:

- An executive summary
- A discussion on how funding and expenditures align with the district's mission and vision
- A discussion regarding performance to budget
- A discussion on current and anticipatory debt
- A discussion on fund balance projections
- A discussion of relevant comparative measures between the district Any other relevant issues to be disclosed

The communication will be developed and disseminated using any combination of means and methods to ensure its reach and visibility among constituents and stakeholders of the district.”

Our team sent the draft to the board attorney for review/feedback. We then sent a revised version of the policy back to FORC for a final review after the first of the year. The committee reviewed the changes, made some additional revisions to the document, and then sent it back to our team in March to review it one last time prior to presenting to the board. The final draft of the policy is being presented to the board this evening for review and discussion. As stated above, we plan to bring it back for a second reading and approval/adoption during the board meeting on May 8, 2018.

Anti-Fraud Policy

PRESS is currently developing language related to the issue of fraud that it will share in a future update and recommend be incorporated into policy 4:80 (Accounting and Audits). As a result, we are tabling our work on the anti-fraud policy until we receive this information and can determine the need for a standalone policy, decide if the language effectively addresses our goals/practices regarding this issue, etc. We will keep the board and community updated on the status of this situation.