



Oak Park Elementary School District 97

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

FROM: Policy Committee – James Gates, Amy Felton and Chris Jasculca

RE: Adoption of the district’s policy manual

DATE: March 19, 2013

The Board of Education reviewed sections one through four of the district’s new policy manual during its meeting on February 12, 2013 and sections five through eight during its meeting on February 26, 2013. Below are links to the board’s comments, questions and feedback for each section, as well as the responses from the policy committee.

- Questions and answers for sections one through four – <http://www.op97.org/board-of-education/documents/Responsestoquestions-sectionsonetofour.pdf>.
- Questions and answers for sections five through eight – <http://www.op97.org/board-of-education/documents/Responsestoquestions-sectionsfivetoeight.pdf>

There are a few important items to note about the policy manual that is being presented tonight for adoption and can be accessed online by visiting <http://www.op97.org/board-of-education/documents/DraftManual.pdf>.

- Policy 5:80 (Court Duty) is being tabled because the sentence in the policy that states “the District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee’s compensation, or make arrangements for the employee to endorse the fee check to the District” does not align with the language in the district’s current contract with the Service Employees International Union (SEIU) that states “an employee required to serve on jury duty shall receive full pay plus any remuneration for service and absence shall not be deducted from sick leave. Transportation allowance shall be retained by employee.” The policy committee will review this issue and present the board with its recommended changes to the policy at a later date.
- Policy 5:280 (Duties and Qualifications for Educational Support Personnel) states that “athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.” The administration will make sure that the administrative guidelines associated with this policy clearly define what first aid training will entail.
- The Finance Oversight Review Committee (FORC) reviewed the district’s current policy 6100 (Finance Goals and Objectives) during its meeting on March 13, 2013 and will present the policy committee with its recommended revisions. The policy committee will review the input from FORC, identify any changes it believes need to be made to the policy, and present its recommendations to the board for review and approval. Once the revised version of the policy has been approved by the board, the

committee will send it to our contact from the Illinois Association of School Board's Policy Reference Education Subscription Service (PRESS) and ask her to assign a new number to it and include it in the district's manual.

- The initial draft of the manual contained two versions of policy 7:70 (Attendance and Truancy)—the current version of the district's attendance policy and the new version from PRESS. The PRESS version, which can be accessed by visiting <http://www.op97.org/board-of-education/documents/Policy7-70-AttendanceandTruancy.pdf>, is the one being presented for adoption this evening.
- Policy 8:20 (Community Use of School Facilities) is being tabled because the policy committee has more work to do on it before it can be presented to the board for review and approval.

PRESS informed us that, following the board's adoption of the policy manual, it will take approximately one to two months to finalize the document and post it online. Once this process is completed, a link to the electronic version of the manual will be posted on the district's website and e-mailed to employees and community members.