



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: First reading of sections one through four of the policy manual

DATE: February 12, 2013

During its meeting on January 22, 2013, the Board of Education received an electronic draft copy of the district's new policy manual. Board members were encouraged to send any initial comments, questions or suggested revisions for sections one through four of the manual to the policy committee by February 5, 2013 in an effort to help expedite the review of those sections this evening. Below are the questions that were submitted by the February 5 deadline.

Section 1

No comments, questions or suggested revisions were submitted for this section.

Section 2

The following were the comments, questions and suggested revisions for this section that were submitted by members of the board.

- Policy 2:20 (Powers and Duties of the Board of Education) – A board member asked for clarification regarding the text that follows the semicolon in item 11, which reads:

“Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District School and student.”
- Policy 2:120 (Board Member Development) – On the first page of the policy, it states:

“The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.”

A board member asked if we have such a log on our website; and another asked if maintaining such a log was a legal requirement.
- Policy 2:150 (Committees) – A board member asked for information regarding the Parent-Teacher Advisory Committee and Behavioral Interventions Committee mentioned on the first page of the policy. More specifically, he asked if we currently have the committees. If we do, he wanted to know who the committee members are and when they have met. If we don't, he inquired about what we need to do to set the committees up.
- Policy 2:210 (Organizational Board of Education Meeting) – This policy states that “during a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the

consolidated election.” A board member suggested that the board consider taking a formal vote on this date during its meeting on March 19, 2013.

- Policy 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board) – This policy states that “petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.” A board member asked if written correspondence includes e-mails and/or letters sent via the United States Postal Service. If the answer is yes, he asked if we should notify the community that these documents will be made available to the public via the board packet.
- Policy 2:250 (Access to District Public Records) – On the first page of this policy, it states that “the Superintendent or designee(s) shall report any FOIA requests and the status of the District’s response to the Board at each regular Board meeting.” A board member asked if we should provide the board with information about FOIA requests via the FYI reports that appear in the board packet, but are not discussed during open session; or, if FOIA requests/responses should become a standing item on future board meeting agendas.

Section 3

The following were the comments, questions and suggested revisions for this section that were submitted by members of the board.

- Policy 3:40 (Superintendent) – This policy states that “the Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits. A board member asked if this portion of the policy needs to be fulfilled via a formal process moving forward.
- Policy 3:50 (Administrative Personnel Other Than the Superintendent) – This policy states that “the Board will consider the Superintendent’s recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.” A board member asked if the board and superintendent would be able to successfully meet this requirement; and inquired about whether time needed to be set aside during the closed session portion of the meeting on March 19, 2013 to discuss the compensation issue.
- Policy 3:70 (Succession of Authority) – This policy states that “if the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the Board of Education.” As board member asked if the district currently has a board-adopted succession plan.

Section 4

The following were the comments, questions and suggested revisions for this section that were submitted by members of the board.

- Policy 4:10 (Fiscal and Business Management) – The first sentence of the budget planning section on page one of the policy states that “each January, the Board adopts a proposed budget calendar, indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget.” A board member noted that, while the board currently adopts the authorization to create a budget, it does not adopt a proposed budget calendar. He is suggesting that the creation, presentation and adoption of a proposed budget calendar be included in the process moving forward.

- Policy 4:22 (Finance Goals and Objectives) – A board member noted that there are several typos in the policy that need to be corrected. She also asked for clarification on the meaning of item H in the policy, which states that “the Board shall require quarterly budget variance reviews with schools and school programs and obtain explanations of significant variances from budget to actual and provide them to the Board.”
- Policy 4:30 (Revenue and Investments) – A board member noted that the word personally should be changed to personal in the first sentence under item J on page six of the policy.
- Policy 4:50 (Payment Procedures) – The first sentence of the policy states that “the Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board’s first regular monthly meeting.” Since the board’s current practice is to review/approve a bill list and related report at each of its regularly scheduled meetings, a board member asked if the language can be changed to reflect this practice, or if the practice itself needs to be changed to align with the policy.
- Policy 4:70 (Resource Conservation) – A board member asked if we currently perform the tasks/activities listed in the policy, and have the proper procedures in place to fulfill the necessary requirements. He also asked if we produce a formal written report regarding our energy and resource conservation efforts.
- Policy 4:120 (Food Services) – The fourth paragraph on the first page of the policy states that “where a school is not required to have a breakfast program, the Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students in the event that parents/guardians from the school request provision. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.” A board member asked for clarification on the language in this paragraph; more specifically if we are only required to hold a public hearing if parents/guardians request it, or if the board has to hold a hearing on an annual basis prior to making a determination about providing a breakfast program. He also asked if the board should consider holding the public hearing on annual basis even if it isn’t required, similar to its truth in taxation hearing.

General Policy Issues

The following were the comments, questions and suggestions about general policy issues that were submitted by members of the board.

- A board member asked why open and/or reserved appear in the table of contents for most of the sections of the manual.
- A board member asked if we should add legal references and cross references to the bottom of the policies being carried over from the district’s current manual, which include:
 - Policy 2531.01 (Instructional Digital and Analog Video), which is now Policy 6:212 (Instructional Digital and Analog Video)
 - Policy 5517.01 (Aggressive Behavior, Bullying and Harassment), which is now Policy 7:180 (Preventing Bullying, Intimidation, and Harassment)
 - Policy 5600 (Student Discipline), which is now Policy 7:190 (Student Discipline)
 - Policy 6100 (Finance Goals and Objectives), which is now Policy 4:22 (Finance Goals and Objectives)
 - Policy 6144 (Investments), which is now Policy 4:30 (Revenue and Investments)
 - Policy 6320 (Purchasing), which is now Policy 4:60 (Purchases and Contracts)

- Policy 7440.01 (Video Surveillance and Electronic Monitoring), which is now Policy 4:172 (Video Surveillance and Electronic Monitoring)
 - Policy 8510 (Wellness), which is now Policy 6:50 (School Wellness)
 - Policy 9510 (School/Classroom Visits), which is now Policy 8:30 (Visitors to and Conduct on School Property)
- A board member asked if the policy committee should maintain a separate list of the District 97-specific policies and review these policies on an annual basis to ensure they remain up to date and align with our current practices and procedures
 - A board member asked if the future policy changes we receive from PRESS will offer options similar to the ones featured on the templates we received from NEOLA, which was the district's former policy provider. An example of a NEOLA template that features options can be found in Appendix A.
 - A board member asked if the board needs to formally revoke all of the district's current policies as part of the process for approving/adopting the new manual.

The policy committee needed time to track down the responses to the questions above, so they will be presented for the first time at the board table instead of included in this memorandum. However, the answers to these questions will be typed up and made available to the general public via the district's website. We will also include answers to questions from this evening in this document.

The committee also received additional input from PRESS regarding the use of superintendent/designee in the place of superintendent in several policies. The organization's legal counsel is suggesting that we refrain from changing superintendent to superintendent/designee in the following policies based on best practice.

- Policy 4:80 (Accounting and Audits)
- Policy 4:100 (Insurance Management)
- Policy 4:140 (Waiver of Student Fees)
- Policy 5:70 (Religious Holidays)
- Policy 5:180 (Temporary Illness or Temporary Incapacity)
- Policy 5:200 (Terms and Conditions of Employment and Dismissal)
- Policy 5:220 (Substitute Teachers)
- Policy 5:230 (Maintaining Student Discipline)
- Policy 6:40 (Curriculum Development)
- Policy 6:190 (Extracurricular and Co-Curricular Activities)
- Policy 7:30 (Student Assignment and Intra-District Transfer)
- Policy 7:140 (Search and Seizure)
- Policy 7:340 (Student Records)
- Policy 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

The policy committee and superintendent recommend that we follow the advice of PRESS' legal counsel on this issue.

Any questions, comments or recommended revisions that are brought forward by the board this evening that cannot be addressed at the table will be addressed in the memorandum the policy committee will be preparing for the first reading of sections five through eight of the policy manual, which is scheduled to take place at the board meeting on February 26, 2013. We will also address them at the start of the policy review/discussion during the meeting.

Below is an updated version of the timeline the policy committee created for the board's review and approval of the manual.

- Board members review/discuss sections one through four of the manual during their meeting on February 12, 2013; discussion will include responses to the questions submitted to the policy committee by February 5, 2013.
- Board members submit any initial questions about sections five through eight of the manual to the policy committee by February 19, 2013.
- Board members review/discuss sections five through eight of the manual during their meeting on February 26, 2013; discussion will include responses to the questions submitted to the policy committee by February 19, 2013.
- *Board members approve the manual during their meeting on March 19, 2013.

*If the board determines it needs to conduct one final review of the manual prior to approving it, the committee recommends performing that review during the meeting on March 19, 2013. That would mean board approval of the manual would take place at its meeting on April 9, 2013.

Members of the general public can still access the entire manual on the district website by visiting http://www.op97.org/news/Policy-Manual.cfm?grp_id=6945; and can submit their own comments or questions via e-mail to d97feedback@op97.org.

APPENDIX A

VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied. No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.

- [] The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- [] The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.
- [] No food or beverages are to be sold or distributed which will compete with the District's food-service program.

The Superintendent shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis.

23 Ill. Admin. Code 305.5 et seq.