



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: Revising Calendar for Policy Review and Monitoring

DATE: June 28, 2016

In April 2015, the district's policy review team presented the Board of Education with a plan for monitoring the district's policies on an annual basis. This plan involved our team conducting quarterly reviews of one or more of the eight sections of the district's policy manual over a two-year period, and then providing the board with a written report at the conclusion of each review session.

As we approach the end of the first year of this plan, we have discovered that our original calendar/timeline for reviewing the entire manual was too ambitious. Based on the size and scope of each section of the manual, the complexity of the policies being reviewed and the other work that must be completed by the members of this team, we propose moving from quarterly to tri-annual review sessions. Below is a modified version of the calendar/timeline that reflects this recommendation. It will be implemented/take effect on July 1, 2016.

Year 1

Session 1 – July 1 to November 1

- Section 1 – School District Organization (3 policies total)
- Section 2 – Board of Education (25 policies total)

Session 2 – November 1 to March 1

- Section 3 – General School Administration (6 policies total)
- Section 8 – Community Relations (10 policies total)

Session 3 – March 1 to July 1

- Section 4 – Operational Services (23 policies total)

Year 2

Session 1 – July 1 to November 1

- Section 5 – General Personnel Policies (20 policies total)

Session 2 – November 1 to March 1

- Section 5 – Professional Personnel Policies (8 policies total)
- Section 5 – Educational Support Personnel Policies (7 policies total)

Session 3 – March 1 to July 1

- Section 6 – Instruction Policies 6:10 to 6:160 (18 policies total)

Year 3

Session 1 – July 1 to November 1

- Section 6 – Instruction Policies 6:170 to 6:330 (17 policies total)

Session 2 – November 1 to March 1

- Section 7 – Students Policies 7:10 to 7:190 (19 policies total)

Session 3 – March 1 to July 1

- Section 7 – Students Policies 7:200 to 7:340 (15 policies total)