

**Oak Park and River Forest High School  
201 North Scoville Avenue  
Oak Park, IL 60302**

**POLICY COMMITTEE MEETING  
September 21, 2006**

A Policy Committee meeting was held on Thursday, September 21, 2006, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 9:00 a.m. Committee members present were Barbara P. Fernandez, Valerie J. Fisher, Dr. Barry S. Greenwald, Dr. Dietra D. Millard, and Yasmin A. Ranney. Also present were Dr. Susan J. Bridge, Superintendent/Principal; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl L. Witham, Chief Financial Officer; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Amy Hill, Director of Instruction; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included: Kay Foran, Director of Community Relations and Communications, and James Paul Hunter, F.S.E.C. Chair.

**Policy Committee Minutes of August 15, 2006**

It was the consensus of the Policy Committee members to accept the Policy Committee minutes of August 15, 2006, as presented.

**Consideration of Polices for First Reading**

**Policy 2120, Superintendent/Principal**

Mr. Edgecombe informed the Committee members that Policy 2120, Superintendent/Principal, was being presented to the Committee for consideration in order to comply with HB 2310, passed by the Illinois legislature this summer, giving the superintendent/principal jurisdiction over the selection, retention and dismissal of all employees. The District's legal counsel reviewed the policy and made necessary amendments, as presented (attached to and made a part of the minutes of this meeting).

It was the consensus of the Committee members to recommend to the Board of Education that it approve Policy 2120, Superintendent/Principal, for first reading at its regular September Board of Education meeting with the following enhancement:

Page 2, Item Q:       Replace the wording "regarding the following matters" with "pertaining to District business including matters related to"

Page 2, Add Item 6:   "Other items to which the Board of Education would seek counsel."

### Policy 5143, Administration of Medications

Mr. Edgecombe and Ms. Sjostrom presented Policy 5143, Administration of Medications, for the Committee's consideration. The policy was amended to include mandated language concerning the use of Epipens. In addition, the policy and procedures have been aligned. As required by law, the regulations are given to parents in the summer on the back of the Medication Authorization form. After thoroughly reviewing and discussing the policy, it was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 5127, Administration of Medication, for first reading at its regular September Board of Education meeting with the following enhancements:

#### Medication Authorization Form:

Add the words "Name &" at the right of the top of the page.

Add the words "to be" after the word "Time"

Add the word "Diagnosis" and delete the words "and/or intended effect"

Correct the spelling of the word "Asthma"

During the Committee's discussion, Dr. Millard questioned whether a physician would have the right to appeal the nurse's denial of services rather than the parent having to make the appeal, as stated in the regulations. It was the consensus to leave the regulations as written as the school has the relationship with the parent.

Ms. Fernandez was informed that students generally come to the nurse's office between class periods for the administration of their medication. If that is not possible, the nurse's office notifies the teachers that the student must be released from class in order to administer the medication. Often it is for medication of ADD and the teachers are aware of the impact when a student does not receive the prescribed medication in a timely manner. Mrs. Fernandez, always concerned about the teachers' level of concern, asked what the next step would be. Ms. Sjostrom replied that a plan would be set up with the teacher for the student each day. If there was a need for the medication to be given at a specific time and would necessitate the student being out of class, then a plan would be established with the teacher.

A discussion ensued regarding the certification of all teachers in CPR. Mr. Edgecombe noted that PE teachers do CPR training and the administration encourages all faculty members to become CPR certified, albeit it is not a mandated requirement for them. Mr. Edgecombe suggested that mandating it could be a subject for negotiations.

### Policy 3310, Contracts/Purchasing

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 3310, Contracts/Purchasing, for first reading at its regular September Board meeting. Ms. Witham sought clarification from the District's legal counsel regarding a question of having bus drivers fingerprinted, per the Committee's

request. Legal counsel advised that bus companies would have already proceeded with the process of fingerprinting bus drivers for its chartered services. The District followed the advice to strike Item B. Contracts with bus companies in the future will include the supplemental regulations.

### Policy 5127, Alternative Credit

It was the consensus of the Policy Committee members to recommend that Policy 5127, Alternative Credit, be approved by the Board of Education for first reading at its regular September Board meeting. Ms. Hill explained that the amendments to this policy aligned it with the proficiency requirements. Some students waited until the last semester of their senior year to complete the proficiency requirements. Many times, there were instances where the course credits needed for graduation were not received until the last moment. The Administration felt it was less stressful for parents and the students if this requirement was completed in the junior year. The rationale for not allowing students to complete these courses during first semester of their senior year was that if the student failed the course, it would be much more difficult to change their schedule second semester if they had to retake the course. Other changes included the elimination of redundant language.

A question was raised regarding dual credit and the fact that the District would only reimburse a student for tuition and books for an amount not to exceed \$500. It was noted that university level courses are more costly than \$500. O.P.R.F.H.S. has an intergovernmental agreement with Triton College. Ms. Hill was unaware of any student who had applied for this funding. She continued that O.P.R.F.H.S. does not have many students participating in dual credit classes and the administration hopes to find a way to internally increase the number of students who would qualify for this program. While most Triton credits transfer to State of Illinois schools, they usually will not transfer to out-of-state universities because those universities want students to take their own classes. Mr. Edgecombe noted that while Northwestern University has an arrangement with Evanston Township High School, which allows students to take college credit courses, the credits are not applicable to degree programs at Northwestern University. High schools are not involved in this discussion, because it is a conversation between the student and the college.

In an effort to be more efficient, Dr. Greenwald suggested no longer providing hard copies of the policy book, but to have it available in online form only.

### Adjournment

The Policy Committee adjourned at 9:52 a.m.