

**Oak Park and River Forest High School  
201 N. Scoville  
Oak Park, IL 60302**

**Policy, Evaluation and Goals (PEG) Committee  
Thursday, November 11, 2010  
Minutes  
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Thursday, November 11, 2010, in the Board Room. Co-chair Dr. Millard opened the meeting at 10:00 a.m. Committee members present were John C. Allen, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were: Steven T. Isoye, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel L. Rouse, Principal; Lauren M. Smith, Director of Human Resources; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Communications and Community Relations Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair; Micheline Piekarski, Food Service Director, and Dr. Allan Alson of SchoolExec Connect.

**Minutes**

It was the consensus of the Policy Committee members to accept the minutes of the October 14, 2010 meeting, as presented.

**Consideration for First Reading**

Policy 3910, Identity Protection

District 200 presented Policy 3910, Identity Protection in order to comply with a new law by January 2011. This policy must be adopted by the Board of Education by January 2011.

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 3910, Identity Protection, for first reading, at its regular November Board of Education meeting.

It was noted that it was important to educate the employees of the building about its implementation and consequences of this policy.

Policy 5144, Food Management Program

This policy was also developed as a result of a new law. Mr. Isoye reported that the key people involved in reviewing a policy written by IASB regarding food management were students, the Food Service Director, the Special Education Director, the Assistant Superintendent of Pupil Support, the Principal and himself. The District's attorney then reviewed the policy and made further suggestions which were reflected in packet.

It was reiterated that the parent groups would be given the opportunity to review and make comments on the draft policy. Ms. Patchak-Layman suggested sending this to the Wellness Committee for its input as well and to list it on the front the OPRFHS website.

### **Policy 2125, Vacations**

The Committee discussed whether to change Policy 2125, Vacations, to appropriately reflect what should be included as part of the administrative benefit package. Ms. Patchak-Layman felt it was important for the Board of Education to consider 1) whether this policy should be the baseline, 2) whether the Board of Education should approve the buying back of vacation days, 3) whether winter break should be an add-on or included as part of one's vacation, and 4) whether the term "weeks" should be changed to "days," i.e., instead of four weeks of vacation, it would read 20 days. While Mr. Finnegan did not want to open this up to discussion, he did feel that weeks could be changed to days for administration, e.g., 20 working days or 25 days per year. Dr. Lee agreed that the term "days" would be more useful.

Dr. Millard noted that Mr. Isoye was aware that this policy had caused confusion for recent hires and was discussing this Ms. Witham and Ms. Smith. Upon review, it is possible that something will be brought to the Board of Education in December or January. Mr. Isoye noted that he would like to propose different models for the Board of Education to consider. DLT has been informed that this discussion is forthcoming. Dr. Lee suggested Mr. Isoye submits a list of proposals with options.

Ms. Patchak-Layman looked at vacation days as a separate unit and wanted to see the number of days worked because it had a ramification on the per diem, i.e., twelve months of work, four weeks in a month would equal 23 to 28 work days. The standard work year is 260 days, leap year is 261, and teachers have a work day contract of 185.

Dr. Lee, Ms. McCormack, and Mr. Allen preferred that administrators take their vacation days as to them it was a quality of life issue. They were undecided about the buying back of unused vacation days. Further discussion on this should occur. Mr. Allen did not feel the number of days was an issue.

The Committee members were encouraged to pass along any other comments that they might have to the administration for further consideration.

### **Additional Matters for Deliberation**

Ms. Patchak-Layman noted that *The School Code of Illinois* states that the Board of Education should see the parent notifications of suspensions. She has not seen anything other than the semi-annual discipline reports. Mr. Isoye responded that he will confab with the attorney to see if the semi-annual discipline report fulfilled this requirement. This will be discussed at a future meeting.

Dr. Lee asked to see a calendar for the PEG Committee that includes the issue of Superintendent evaluation and goals. Ms. Patchak-Layman responded that the Superintendent is required by contract to provide his goals in January to the Board of Education and then an evaluation schedule will be set. Mr. Isoye stated that he is working with Dr. Millard on this and she has been in touch with the Board of Education's attorney.

### **Adjournment**

The Policy Evaluation and Goals Committee adjourned at 10:44 a.m.