

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Monday, February 14, 2011
7:30 a.m.
Board Room
AGENDA**

- I. Approval of Minutes** **Dr. Dietra D. Millard/Sharon Patchak-Layman**

- II. Consideration of Policies for Second Reading**
 - A. Policy 4122, Substitute Teachers

- III. Consideration of Policies for First Reading**
 - A. Policy 2120, District Leadership Team (DLT) and Building Leadership Team (BLT)
 - B. Policy 3310, Contracts/Purchasing
 - C. Policy 3820, Energy Management
 - D. Policy 4105, Equal Employment and Minority Recruitment

- IV. Discussion Items**
 - A. Presentation by IASB about Policy Manual (Laura DiPrima) (8:00 a.m.)
 - B. Presentation by NEOLA about Policy Manual (Jim Badertscher) (8:30 a.m.)
 - C. Discussion of Suggestions Made Related to the PEG Committee

- V. Additional Matters for PEG Committee Information/Deliberation**

- Docket:**
- 1. Policy 6500, Special Education
 - 2. Classification of Non-Affiliated Employees
 - 3. Superintendent Evaluation Tool: Format and Timeline

C: Board Members, Dr. Dietra D. Millard and Sharon Patchak-Layman, Co-Chairs

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

**Policy, Evaluation and Goals (PEG) Committee
Thursday, January 20, 2011
Minutes
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Thursday, January 20, 2011, in the Board Room. Co-chair Patchak-Layman opened the meeting at 9:19 a.m. Committee members present were John Allen; Terry Finnegan (attended electronically departed at 10:55 a.m.), Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were: Dr. 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 Cheryl L. Witham, Chief Financial Officer; Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Communications and Community Relations Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair.

Minutes

It was the consensus of the Policy Committee members to accept the minutes of the December 9, 2010 meeting, as presented.

Consideration for Second Reading and Action

Policy 4113, Certified Personnel – Certification

It was the consensus of the PEG Committee members to recommend to the Board of Education that it amend Policy 4113, Certified Personnel—Certification, at its regular January Board of Education meeting with the addition of the different categories of certified personnel.

Consideration for First Reading and Action

Policy 4122, Substitute Teachers

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 4122, Substitute Teachers, for first reading, at its regular January Board of Education meeting, as presented.

The policy is being amended to reflect current practices of the Regional Office of Education. In April, the Board of Education will approve a separate salary schedule for outside substitutes. Those teachers who work one of their unscheduled periods as an internal sub are paid \$30 per the Collective Bargaining Agreement. External substitutes do qualify for workers' comp, per state law.

Policy 4105, Equal Employment and Minority Recruitment

It was the consensus of the PEG Committee members to review Policy 4015, Equal Employment and Minority Recruitment again, for first reading at its February committee meeting, with the

footnotes removed. The reference codes will document where more information may be found about this policy.

It was noted that the names of the nondiscrimination coordinators should be included in the policy. Ms. Smith was asked to obtain an opinion from the attorney as to the best practices and conflicts with regard to who takes the EEOC complaint, investigates it, and then defends it.

PAC Program

Dr. Isoye and Mr. Rouse informed the Committee members of the administration's plan to continue to work with the Parent Action Committee, an independent group that grew out of Citizens' Council, and the High School Action Committee, a subcommittee of PAC. Recognizing that both of these groups are small, the District contemplated how to acquire input from a larger community to help the Board of Education make any decisions. As such, the administration's recommendation is to host a community forum on February 15 in order to gather that information. The objectives will be to 1) provide similar information so that all stakeholders in this process hear the same information; 2) make clear to the groups that the Board of Education has a responsibility to the greater community; and 3) bring greater awareness to others.

Ms. Patchak-Layman commented that the Board of Education has a policy that says when the Board of Education seeks information from the broad community it will allow ample opportunity for that to occur. Thus, whatever decisions are made would be through the policy process and in order for the Board of Education to prepare for that, it would need to gather information. Mr. Rouse added that students have the opportunity to participate in an on-going survey relative to open campus. Data relative to how often students leave the building, where they go, and what they do, is being sought, in addition to attendance issues. Educating students and bringing a different level of awareness as to how they should act as young adults upon leaving the campus is part of this process. Dr. Millard asked for staff input as well.

As a courtesy to the other Board of Education members, Dr. Lee reported that when he was asked his opinion about drugs in the school by the student newspaper *Trapeze*, he said that the Board of Education has the responsibility to enforce the law and to help students gain the ability to make decisions that are in their best interests, and that he would continue to support that fact. His personal belief is, however, that the ultimate solution to the drug problem will be to eliminate the private drug trade and to transfer the responsibility for staying off drugs from law enforcement and the communities to those who abuse them. Users then must be prepared for that responsibility.

Ms. Patchak-Layman suggested 1) using the advisory period to discuss this subject with students or administering a questionnaire about any solutions proposed and other ways to address substance abuse, and 2) using the parent/teacher conference time to speak with more community members.

It was the consensus of the majority of the Committee members to support holding the February 15 forum, noting that student and staff involvement in the discussion was important. It was reiterated that this was a starting point and nothing would be finalized at that forum.

Organizational Needs Assessment

Dr. Isoye read the attorney's advice about whether the contract with Blueprint Education Group needed to be formally amended due to the changes that had occurred with the process. The Board of Education did not need to take formal action but it could send an email with the following statement would suffice. "The District agrees that the non-Baldrige assessment as shown in the work update, dated 11/19/10, is to be completed instead of the Baldrige assessment."

In addition, Dr. Isoye referred to the information provided by Blueprint itemizing the areas that it would address. When Blueprint was asked if there was value to the Baldrige model as it is designed to work with the internal process, the response was that by speaking with different constituents it would triangle its information, adding value and would confirm or disaffirm what was said. Blueprint will also conduct another day of interviews.

Ms. Patchak-Layman expressed continued concern that the internal conversations would not occur as they would have under the Baldrige structure. Presently, it is being treated as a consultant hired to make a report and that is different from the internal people working on such a project. Dr. Millard acknowledged that the District's leadership had changed since the beginning of this process but she supported the alteration. She acknowledged the disappointment of some Board of Education members and she applauded those members who brought this idea forward. Dr. Isoye apologized and recognized the changes in terms and for the lack of communication but he is working to get the information as to where the District is now best informed.

Mr. Allen told of an exercise in which he participated when his work went through the Baldrige process. Seven people were placed in a circle and given a ball. They were to figure out the rules of the games, what they were to try, and what they were to accomplish. The purpose of the exercise was to teach the participants how one gets to the end game as quickly as possible. If someone refused to touch the ball, he was to stand in the center. During the process, not all stakeholders choose to participate for a multitude of reasons, i.e., important considerations. The end game however was the resulting report. If all of the parties involved talked bluntly about their areas, then the end game was attained. He continued that criterion groups were not necessarily the only way to go through this process. Ms. Patchak-Layman reported that the report was not her end game; it was the process which requires education, format, and a facilitator who takes one through that. Hearing other people's thoughts is important.

Dr. Millard will send an email to Blueprint using the attorney's language.

Board Policy Manual Evaluation

It was the consensus of the majority of the PEG Committee members to invite representatives of the IASB and NEOLA to explain their services relative to policy manuals at a future committee meeting. The information that is learned from these presentations may assist the Board of Education in determining how much time would be necessary to revise the manual. Some Board of Education members were hesitant to take this on at this time because of the Board of Education's other priorities. Ms. Patchak-Layman suggested that each of their presentations include an apples-to-apples comparison of a present Board of Education policy to one of their policies.

Superintendent Goals and Indicators

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve the Superintendent's Goals and Indicators as an amendment to Appendix B of the contract dated April 15, 2010 and amended September 23, 2010, as presented. The goals were written broadly so that any change that might occur would fall under these goals.

Dr. Isoye also presented the Board of Education with an update on the administrative work being conducted relative to the goals using a Gantt chart. He explained that he used an online program titled "Viewpoint" to input this information, that it was a living document and might be used in future planning and in reporting to the Board of Education. Both Drs. Millard and Lee applauded him on this work. Ms. Patchak-Layman noted that some areas were difficult to follow, e.g., the timing and gathering of information and whether the item had been completed, etc. She also suggested that evidence of the goals and action plans be determined by the Board of Education for the year with regard to process and content and how one makes the three-year performance goals apply year to year and what constitutes evidence of achieving the goal. She felt this was a transition year and she did not want this seen as the Board of Education moving forward without a discussion about the format of the evidence of the goal and what constitutes an action plan for this goal. Dr. Lee concurred with Ms. Patchak-Layman, noting that each Board of Education member has items he/she would want to see as evidence, but it would be difficult to list them in this document. Mr. Allen suggested using different colors in the Gantt chart. He also suggested that outlining the indicator and using evidence to support the indicator would be more meaningful. He also felt that this was interesting information but bar graphs do not indicate what else needs to be completed.

Future Retreats

Discussion ensued about a future Board of Education retreat to discuss the topics of governance, establishing policy, time management, and, possibly, goals. Dr. Lee wanted to add the topic of election of new Board of Education members. Ms. McCormack noted that she was beginning to embrace the idea of strategic plan and wanted to discuss what the Board of Education needs to do to embark on it. Ms. Patchak-Layman felt all plans needed to be reviewed at one time, e.g., SIP, Technology, Facility, Finance, etc.

It was the consensus of the consensus of majority of the PEG Committee members to schedule a retreat. Dr. Isoye will contact Linda Hanson and Allan Alson.

Adjournment

The Policy Evaluation and Goals Committee adjourned at 11:47 a.m.

SECOND READING

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Lauren Smith, Director of Human Resources

DATE: February 14, 2011

RE: Response regarding Policy 4122 Substitute Teachers

BACKGROUND

Policy 4105 was presented for consideration during the January PEG Committee meeting. Discussion occurred regarding the appropriate appointments for complaint managers and the possible legal implication of having the complaint manager be the Human Resources Administration. The question was presented for legal review. The summary of findings reflects the recommendations for the Non-Discrimination Coordinator(s) and the complaint managers.

SUMMARY OF FINDINGS

The following response was received:

From: Bancroft, Milanne
Sent: Tuesday, February 01, 2011 12:33 PM
To: Kalmerton, Gail
Subject: RE: Policy 4122, Substitute Teachers

Dear Gail:

On its face, the removal of the first paragraph from Policy 4122--which states that a list of qualified substitute teachers will be maintained in the Personnel Office--seems innocuous. What I fear, however, is that it is an entrée to changing our long-established procedure of using a substitute coordinator to match substitutes' skills and background with teachers' and students' needs. A fully automated system such as Aesop cannot assure a teacher that the substitute best suited for his/her classroom will be assigned the job or that a requested sub will be assigned the job. In fact, many people have stated that unless a substitute has the capability of being online 24-7, many jobs go unclaimed by our substitutes and are being filled by substitutes not familiar with our district or our students.

The Aesop system is fine for those who do not need a substitute; however, the substitute coordinator position is, I think, invaluable to our school. Our pool of substitutes is loyal to our district and they usually make themselves available only to our district. Judi has cultivated a talented group who know our teachers and build relationships with our students. When teachers request a particular substitute, the coordinator can ensure that that assignment is made, whereas Aesop does not guarantee filling that request. Having a preferred group of substitutes and a coordinator who knows their skills, preferences, and talents is best for our students. The learning environment can be maintained in spite of the regular teacher's absence.

Although this first reading is billed as a policy change, I believe it portends a procedural change. I would not like to see a fully automated system installed without further inquiry into its effectiveness.

Thanks for this opportunity to offer my thoughts. Milanne

Next Steps

Motion: Move to present policy as second reading at the next regularly scheduled Board of Education Meeting.

Policy 4122, SUBSTITUTE TEACHERS

~~A list of qualified substitute teachers will be maintained in the Personnel Office. Such teachers will be paid on a daily rate schedule adopted by the Board of Education.~~

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

If members of the professional staff are assigned as substitutes during one of their unscheduled periods, they will be paid according to the agreed upon internal substitute rate schedule adopted as reflected in the Faculty Senate and the ~~by the Board of Education's Collective Bargaining Agreement.~~

Amended Date(s): May 15, 1975; July 18, 1974;

Adopted Date: September 23, 1968

Review Date:

Law Reference: 23 Ill.Admin.Code §1.790;105 ILCS 5/21-9; 24-5.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

FIRST READING

Policy 2121, District Leadership Team (DLT) and Building Leadership Team (BLT)

The District Leadership Team (DLT) is comprised of the Superintendent, Assistant Superintendent for Curriculum and Instruction, Chief Information Officer, the Director of Human Resources, Chief Financial Officer, Director of Assessment and Research, Communications and Community Relations Coordinator, the Director of Human Resources, Director of Special Education, and Principal, ~~Chief Information Officer, and Communications and Community Relations Coordinator.~~

The Superintendent will designate a member of the DLT to assume the Superintendent responsibilities in the Superintendent's absence. General responsibilities are assigned by the Superintendent.

The Building Leadership Team (BLT) is comprised of the Principal, Assistant Principal for Student Activities, Assistant Principal for Student Health and Safety, Assistant Principal for Student Services, and Athletic Director. The Principal will designate a member of the BLT to assume the Principal's responsibilities in the Principal's absence. General responsibilities are assigned by the Principal.

Position descriptions are reviewed and evaluations are conducted annually by the Superintendent and are on file in the Human Resources Office.

Amended:	June 24, 2010; October 24, 2002; June 24, 1993; March 15, 1979
Adopted:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

Policy 2121, District Leadership Team (DLT) and Building Leadership Team (BLT)

~~The District Leadership Team (DLT) is comprised of the Superintendent, Assistant Superintendent for Curriculum and Instruction, the Director of Human Resources, Chief Financial Officer, Director of Assessment and Research, Principal, Chief Information Officer, and Communications and Community Relations Coordinator. The Superintendent will determine the composition of the District Leadership Team.~~

The Superintendent will designate a member of the DLT to assume the Superintendent responsibilities in the Superintendent's absence. General responsibilities are assigned by the Superintendent.

~~The Building Leadership Team (BLT) is comprised of the Principal, Assistant Principal for Student Activities, Assistant Principal for Student Health and Safety, Assistant Principal for Student Services, and Athletic Director. The Principal will designate a member of the BLT to assume the Principal's responsibilities in the Principal's absence. General responsibilities are assigned by the Principal.~~

Position descriptions are reviewed and evaluations are conducted annually by the Superintendent and are on file in the Human Resources Office.

Amended:	June 24, 2010; October 24, 2002; June 24, 1993; March 15, 1979
Adopted:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 3310, CONTRACTS/PURCHASING

The Board of Education is responsible for meeting the purchasing needs of the District, including those relating to materials, supplies, equipment, and services, of the quality and quantity required to operate Oak Park and River Forest High School. The Board finds that in order to maximize the interests of the District's residents and taxpayers, as well as suppliers and contractors, and to best protect those interests, a consistently applied policy is required.

All District funds shall be spent prudently and all expenditures of funds shall be made in compliance with the requirements of the School Code of Illinois ("School Code") and other relevant state laws. To this end, the Board of Education directs the Superintendent or a designee and the Chief Financial Officer to establish procedures necessary to achieve fiscal controls and price advantages through the implementation of the following policy of the Board of Education.

- A. Application of School Code. All purchasing, including leasing, shall comply with applicable provisions of the School Code. The Board authorizes the Superintendent or a designee to supervise the purchasing or leasing of all materials, goods, supplies and services for the District in accordance with budget allocations, state laws and sound purchasing practices.
- B. Approval by Board. In accordance with the procedures set forth in Section 10-20.21 of the School Code, the Board of Education will approve all contracts and purchases for supplies, materials or work involving an expenditure in excess of \$25,000, unless specifically exempted by the School Code, or unless specifically authorized to be approved in another manner in accordance with this policy.
- C. Revenue-Generating Contracts. All contracts and purchases for goods or services and that are intended to generate revenue or other remuneration for the District in excess of \$1,000, including without limitation, contracts for vending machines, sports and other attire, class rings, and photographic services, shall be approved by the School Board. The Superintendent or a designee shall ensure that, in accordance with Section 10-20.21(b-5) of the School Code, an attachment is included to the District's annual budget, in the form determined by the Illinois State Board of Education, indicating the names of vendors, the services or products provided, and the actual net revenue and non-monetary remuneration from each of the contracts and agreements identified by this paragraph. In addition, the report will indicate how the revenue was used, and to whom the non-monetary remuneration was distributed.
- D. Quotations
 - 1. For purchases subject to dollar limitations to be awarded through quotations, the Superintendent or a designee shall be authorized to purchase, including by lease, any goods, work or service specifically budgeted which has a sale price within the parameters of the budget.

2. For purchases from \$2500 to \$4999, the Superintendent or a designee shall seek a minimum of two (2) competitive quotations.
3. For purchases from \$5,000 to \$25,000, the Superintendent or a designee shall seek a minimum of three (3) competitive quotations.
4. The Superintendent or a designee may accept or reject any or all quotations obtained through the procedures above.

E. Competitive Bidding

1. For purchases in excess of \$25,000 the Superintendent or a designee shall advertise for sealed bids. Bids shall be awarded by the Board of Education in accordance with the requirements of Section 10-20.21 of the School Code, as well as the Prevailing Wage Act, best business practices as outlined in the Supplemental Regulations to this Policy, and all other applicable law or regulations, as amended from time to time.
2. Contractors, subcontractors, and vendors furnishing goods and services to the District shall be in compliance with all local, state, and federal laws and regulations applicable to persons and entities doing business with a School District. The Superintendent or a designee shall develop administrative rules setting forth these requirements.
3. In every solicitation for bids, the school district will state that firms owned by minorities and women would be encouraged to bid.

F. Approval of Lease. Any lease of equipment or machinery shall not exceed five (5) years and shall be approved by affirmative vote of two-thirds (2/3) of the members of the Board, in accordance with Section 10-23.4a of the School Code.

G. Cooperative Purchasing. The District may participate in cooperative purchasing with other school districts and/or other units of government to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in purchasing.

H. Approval by Chief Financial Officer. All purchases of goods and services with District funds shall be made on a purchase order or contract duly executed by the Chief Financial Officer.

I. Conflict of Interest. In accordance with the School Code, the Gift Ban Act, 5 ILCS 430/10-10 and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the purchase or sale of any real or personal property by or to the District.

J. Construction Project Change Orders. Notwithstanding any Board policy or other language to the contrary, the Board of Education authorizes the Chief Financial Officer to approve any individual construction contract change order valued less than \$75,000. The Chief Financial Officer shall provide the Board of Education with a list of these approved change orders on a monthly basis.

Amended Date(s): August 27, 2009; October 26, 2006; March 24, 2005; August 25, 1994; May 28, 1992; October 17, 1985; December 19, 1984; November 18, 1982

Adopted Date:

Review Date:

Law References: 105 ILCS 5/10-20.21

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

SUPPLEMENTAL REGULATIONS FOR POLICY 3310

I. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Contractors, subcontractors and vendors furnishing goods and services to the District shall comply with the Illinois Human Rights Commission's Equal Opportunity Clause, 44 Ill.Adm.Code 750.10. The following shall be incorporated by reference in every individual contract or in contract specification:

EQUAL EMPLOYMENT OPPORTUNITY - In the event of the contractors non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract the contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, sexual orientation, national origin or ancestry, age, physical or mental disability unrelated to ability, an unfavorable discharge from military service, or citizenship status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it on its behalf it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry age, physical or mental disability unrelated to ability, or an unfavorable discharge form military service, or citizenship laws.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or

refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel or the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

II. WAGES OF EMPLOYEES ON PUBLIC WORKS

Each bidder shall be required to comply with all applicable provisions of the "Wages of Employees on Public Works Act" (Prevailing Wage Act, 820 ILCS 130/0.01 et seq.) The following stipulations required under law are deemed inserted by reference in all contracts with the school district:

- Not less than the prevailing rate of wages as found by the school district or Department of Labor or determined by the court on review shall be paid to all laborers, workers, and mechanics performing work under the contract.
- If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.

III. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORK PROJECTS

Each bidder shall be required to comply with all applicable provisions of the - Employment of Illinois Workers on Public Works Projects." 30 ILCS 570/0.01 et seq.

The following provision shall be included in all contracts whenever there is a period of excessive unemployment in Illinois, as defined by statute:

The contractor shall employ only Illinois laborers on the public works project or improvement or for the cleaning up and on-site disposal of hazardous waste for school district as required by 30 ILCS 570/0.01 et seq.

IV. SEXUAL HARASSMENT POLICY

Every eligible bidder and every party to a contract shall have written sexual harassment policy that includes the following:

- the illegality of sexual harassment;
- the definition of sexual harassment under state law;
- a description of sexual harassment, utilizing examples;
- contractors internal complaint process including penalties;
- the legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission; and protection against retaliation as provided by Section 6-101 of the Human Rights Act.

V. CHARTER BUS SERVICE CONTRACTS

Pursuant to Section 10-20.21(a) of *The School Code of Illinois*, all contracts for providing charter bus services for the sole purpose of transporting students regularly enrolled in grade 12 or below to or from interscholastic athletic or interscholastic or school-sponsored activities must contain clause (A) as set forth below, except that a contract with an out-of-state company may contain clause (B), as set forth below or clause (A). The clause must be set forth in the body of the contract in typeface of at least 12 points and all upper case letters:

- (A) ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

- (1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND
- (2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY.”

Amended Date(s):	October 26, 2006; August 25, 1994
Adopted Date:	May 28, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 3820, ENERGY MANAGEMENT

The District shall participate in energy conservation programs approved by the School Board. Energy management is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the Board and the Administration is important to an effective energy management program. It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal and local rules.

The Director of Buildings and Grounds/designee shall implement, direct, monitor, evaluate and report District energy conservation efforts to the Board.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: IBC 101.4.7

Related Policies: 2009 International Energy Conservation Code.

Related Instructions.

And Guidelines: Energy Policy Act.

Cross Ref.: The School Code of Illinois

Revised:

ENERGY MANAGEMENT PROCEDURES

All operations of District facilities shall be governed by the following and participation is mandatory for all staff and students of Oak Park and River Forest High School District 200.

A. Lighting

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes except in corridors, stairwells and at exits as required by code.
2. During design and relamping projects, consideration should be given to provide lighting within the following range:
 - a. Classrooms and offices 45-50 foot-candles (fc) but not less than 30 fc
 - b. Corridors 20 fc but not less than 10 fc
 - c. Storage Not less than 10 fc
 - d. Gyms 55 – 95 fc but not less than 30 fc
3. Natural lighting shall be used where possible to attain lighting levels within the above ranges. For cleaning during off hours and in the morning when the building is being opened, the custodial staff shall only turn on lighting where needed. Building should be fully illuminated no more than 45 minutes before the normally scheduled arrival time for teaching and administrative staff. Old building lights will be turned off at 4:30pm Mon-Fri except on days when School is not in session or deemed necessary by the Director of Buildings and Grounds. Student Center and South Hall lights will remain on until 8:00pm Mon-Fri except for prior from the Director of Buildings and Grounds.

B. Temperature Control

1. For the heating season, which generally runs from October 15 through May 15, temperatures in classrooms and offices will be maintained at a 68° set point in occupied mode and at 55° in unoccupied mode.
2. In those facilities that are air conditioned, a 76° occupied set point with an 82° unoccupied set point will be maintained during the cooling season, which generally runs from May 15th to October 15th.
3. The cooling systems in auditoriums shall maintain a 74° occupied set point.
4. Locker rooms shall maintain a 72° occupied set point during the heating season.
5. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at 55° during the heating season.
6. Special consideration will be given to certain daycare and special education classrooms where possible.
7. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants.

8. All windows and doors must be kept closed during the heating season or when air conditioning units are in operation.
9. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
10. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc., shall be reported to the Building and Grounds office in a timely manner.
11. Unauthorized personnel or students found tampering (e.g., placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be provided guidance regarding compliance.
12. Portable space heaters or air conditioners of any kind are banned from use within District facilities, except where provided by Buildings and Grounds.
13. Employees and students are encouraged to wear sweaters, sweatshirts or similar clothing during the heating season.

C. Scheduling

1. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the maintenance staff to enable reduced lighting and heating during periods of non-use.
2. At the end of the school or office day, all windows shall be closed, the blinds or shades drawn to approximately $\frac{3}{4}$ the distance from the top of the window to the windowsill, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. On windows with a western exposure, the blinds should be adjusted to allow the sun to warm building during heating season or to block out the sun during cooling season where appropriate.
3. The District shall encourage coordinating facility usage with available heating and air conditioning units that serve the area to be used in order to reduce energy usage.

D. Other

1. The domestic hot water temperature set point will be 120°. Food Services operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. Pools shall be kept at a temperature of no less than 80°, but no warmer than 82°, consistent with the recommendation of the National Federation of State High School Association for school pools.
3. Office Equipment – shut off copiers that do not have power saving options, laminators, etc., at the end of the day. Computers should utilize energy savings options within the operating system.

4. The use of personal appliances in classrooms, such as free standing lamps, electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers and /or other cooking or refrigeration appliances will not be allowed. The use of small fans, radios and desk lamps is allowed, but should be turned off when not in use.
5. Request for exemptions and hot and cold complaints must be addressed in work order form to the Director of Buildings and Grounds, at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Director of Buildings and Grounds shall make the determination as to what action, if any, will be taken. The Buildings and Grounds Department reserves the right to adjust set points up or down in a given area to provide the best overall performance of the HVAC system.
6. Vending Machines – Only energy efficient vending machines will be allowed within the District.
7. The District will continue to explore new energy savings technology in heating, air conditioning and lighting controls.

Oak Park and River Forest High School
District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Lauren Smith, Director of Human Resources

DATE: February 14, 2011

Cc: Stephen Isoye, Superintendent

RE: Policy Recommendations for Policy 4105 New Equal Employment Opportunity and Minority Employment

BACKGROUND

Policy 4105 was presented for consideration during the January PEG Committee meeting. Discussion occurred regarding the appropriate appointments for complaint managers and the possible legal implication of having the complaint manager be the Human Resources Administration. The question was presented for legal review. The summary of findings reflects the recommendations for the Non-Discrimination Coordinator(s) and the complaint managers.

SUMMARY OF FINDINGS

For the purpose of appointing a Non-Discrimination Coordinator may continue to be the two current positions, the Human Resources Administrator and a Faculty Senate Member.

For complaint managers it is recommended that there be two complaints managers – these complaint managers would be responsible for general complaints. This includes employee, parent, and resident complaints. One should be the Human Resources Administrator and another Senior Administrator, either the Principal or Assistant Superintendent.

Should a complaint be filed regarding practices supervised by the Human Resources department, the complaint will be directed to the second complaint manager.

The District may at any time review the complaint and refer it to an independent investigator if circumstances warrant.

The Superintendent should not be considered as the Non-Discrimination Coordinator or a Complaint Manager due to his role in administering any appeals from the decisions of the Non-Discrimination Coordinator or Complaint Manager.

Next Steps

Motion: Move to present policy as first reading at the next regularly scheduled Board of Education Meeting.

Policy 4105, Equal Employment Opportunity and Minority Recruitment

General Personnel

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name

Address

Telephone

Complaint Managers:

Name

Name

Address

Address

Telephone

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: Age Discrimination in Employment Act, 29 U.S.C. §621; et seq., Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq., Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601, Equal Pay Act, 29 U.S.C. §206(d), Employee Credit Privacy Act, 820 ILCS 70/; Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.; Immigration Reform and Control Act, 8 U.S.C. §1324a et seq., Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; Pregnancy Discrimination Act, 42 U.S.C. §2000e(k). Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106; Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.; Ill. Constitution, Art. I, §§17, 18, and 19; 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7; Genetic Information Protection Act, 410 ILCS 513/25; Ill. Whistleblower Act, 740 ILCS 174/; Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102; Religious Freedom Restoration Act, 775 ILCS 35/5; Ill. Equal Pay Act of 2003, 820 ILCS 112/; Victims' Economic Security and Safety Act, 820 ILCS 180/30; 23 Ill.Admin.Code §1.230.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: