

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

**Policy, Evaluation and Goals (PEG) Committee
Thursday, November 10, 2011
Minutes
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Thursday, November 10, 2011, in the Board Room. Acting Chair Millard opened the meeting 6:40 p.m. A roll call included the following members: Terry Finnegan (arrived at 6:50 p.m.), Valerie J. Fisher, Dr. Ralph H. Lee, Dr. Dietra D. Millard, Sharon Patchak-Layman; and John Phelan (attended telephonically and in person). Also present were: Dr. Steven T. Isoye, Superintendent; 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; Laurel DiPrima and Brian Zumpt, Policy Consultant, of IASB’s Policy Services.

Discussion ensued about exhibits as to whether they should be included in the Policy Manual or whether they should be adopted by the Board of Education. Exhibits are documents that help implement a policy. Most of the policy manual does not have exhibits except in Section 2, as these are the policies used by the Board of Education. Exhibits are dated but not adopted. While the IASB differentiates between policy and procedures and in most cases does not recommend exhibits be included in the manual except in Section 2 as that relates to the Board’s own procedures, courts do not differentiate between a policy, procedure and an exhibit. Courts use the term “policy” as anything that the Board of Education and/or district has in writing or is their practices. It is at the Board of Education’s discretion as to whether to include exhibits. Dr. Isoye and Ms. Fisher will seek legal counsel opinion on this question. If there are changes to the exhibits that members want, they should make note for a later discussion.

Review of Policy Manual

Board of Education members reviewed IASB’s recording of the amendments of the policies reviewed at the August 18 meeting. Additional changes to the August 18 edits are reflected as follows:

Edits

Policy	
1:20	No additional changes
1:30	Delete the words on bullet point #5 “An awareness of” Delete the words on bullet point #10 “An appreciation of” This is not a change to the school’s mission statement, only a change regarding its philosophy.
Index	No additional changes
2:120	No additional changes
2:110	No additional changes
2:105	No additional changes
2:140	Add additional information if the Board of Education chooses under “Communications To and From the Board”
2:40	No additional changes
2:140-E	The law states: “Other than during a Board of Education meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication

	<p>whether in person or electronically, to discuss District business.” The rest of the exhibit contains only examples.</p> <p>Delete: However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls, or emails to Board members individually.</p>
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Section 2

Policy	
2:140-E	<p>Drop #4. Discussion ensued about the extent of guidance that should be included in an exhibit. It was the consensus to remove the No. 4. In addition, the attorney will be asked clarifying information and/or to make a presentation to the Board of Education about the Open Meetings Act, including whether there is a distinction between sharing open or closed information with other Board of Education members.</p> <p>The use of the word “facilitate” was questioned in this exhibit, but no replacement was found.</p> <p>Only the AG’s Office and IASB through its Basics of Law on Meeting Practices that is being offered in the spring regionally will be provided training on the OMA. Many unanswered questions are outstanding regarding the training.</p> <p>In January, an exemption of the Open Meetings Act will be to talk about potential fraud with the auditors.</p>
2:150	#2: Add “Behavioral Interventions Committee” before it says “In accordance with....
2:160	<p>Para 3, Line 1: Add (s) after word designee</p> <p>Para 3, Line 2: Add “president” after the word “Board”</p> <p>Discussion ensued regarding about how feedback to the whole Board of Education might occur. It was the consensus of the members that either the Board President or Superintendent would report to the full Board of Education, only if necessary.</p>
2:170	No changes
2:190	New legislation may make the first paragraph obsolete as all information is available on the websites.
2:200	No changes as yet. Amendment to Para 2 relative to optional training may change because of the new legislation.
2:210	While discussion ensued about the April Board meeting noted in the last paragraph, no changes were made as this reflected Board practice.
2:220	<p>Para 2: Line 2 after word “agenda” add the words “to the Board President”</p> <p>Para 2: Line 3 after the word “meeting” add “with the consent of the Board President”</p> <p>Para 5: Line 6 – replace the words “from the newest member to the most senior members” with “rotational”</p> <p>Para 6: Line 3: delete the words “the president or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.</p> <p>A voice vote only recognizes whether a motion carries or not. Anyone may call for a roll call vote if he/she challenges whether the vote was correct or if he/she wants it recorded in the minutes.</p> <p>The IASB noted that the Board of Education traditionally does not have to read all of the closed session minutes from prior years. Sometimes the superintendent will bring</p>

	some that may be released to the public depending on the detail, but most minutes are closed forever.
2:220-E	The Committee agreed with the IASB's recommendation not to include these exhibits.
2:230	Item 1: Line 1, add the word "Public Comment" before the word "agenda" Item 2, Line 3, replace "5" with "3" While no consensus to do so, discussion ensued about another model of allowing comments on non-agenda items at the beginning of the meeting and signing up for comments to be made for items on agenda items before discussion of the items. It was the consensus of the Committee to use IASB's version of this policy.
2:240	Add "or his/her designee" after "Superintendent" references as the Assistant Superintendent for Human Resources will also be making recommendations
2:240E	Committee members agreed with the IASB's recommendation not to include these exhibits.
2:250	The Board of Education will be presented with a new FOIA policy at its regular November 17 Board of Education meeting
2:260	Page 2, Para 3, Line 3: Replace "unlawful, including sexual" before the word "harassment" The names of the complaint managers will be included in the policy. One works with certified staff and one for non-certified staff. If the complaint originates outside the District, the Assistant Superintendent for Human Resources would be the person to work with an outside agency. Page 1, Section Filing a Complaint, line 4: Add after the word gender "or a different Complaint Manager." The Board of Education would have knowledge if there were any litigation out of these hearings. If the complaint were against the superintendent or DLT member, the Board of Education would request an outside person. This policy outlines a fair internal chain of command and a consistency of process within the District. This policy does not preclude someone of the opportunity to go to the EEOC or OCR.

Section 3

Policy	
3:10	Para 1, Line 3: This is IASB language that has been used as a placeholder for the work the District will do. Board of Education members will consider adding "6.10 Educational Philosophy & Objectives" after the word "Philosophy". Note: School law requires the Board of Education to approve the Student Handbook.
3:30	In Title, replace "Chain of Command" with "Organizational Structure"
3:40	Section Qualifications, Line 1: After the word ", character", replace "and of unquestionable morals" with "morals, and integrity" This replaces present Board of Education Policy 2120 which is more of a job description which are typically not approved by the Board of Education.
3:50	No additional changes. Discussion ensued about deleting Para 2 under Compensation and Benefits as the Board of Education wanted to decouple the benefits between administration and

	<p>staff. Presently this represents current practice/policy and needs to remain in the policy. Human Resources will provide the Board of Education with those practices regarding to vacation, leaves, sick bank, etc. All benefits are reflected in the contracts.</p> <p>Discussion also ensued about specifically stating that all administrators must follow Board of Education policies. There was no consensus to do that as the Board of Education's policies are the Superintendent's policies and the Superintendent's policies are everyone's policies.</p>
3:60	<p>OPRFHS does have people in the assistant principal role and, as such, IASB will reflect this in the policy. Note: the definition of an assistant principal has not been defined by the ISBE. All references to "building principal" in the many will be removed as OPRFHS has one only building.</p>
3:70	<p>Note: two people have Superintendent endorsements and would be able to sign off on things if necessary if the Superintendent were gone for an extended period of time.</p>

The Committee will review Sections 4 and 8 at the December 6 meeting.

Adjournment

At 9:31 p.m., Ms. Fisher moved to adjourn the Policy Evaluation and Goals Committee; seconded by Dr. Millard. Motion passed.