

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Thursday, January 21, 2010
Immediately following Instruction Committee
Board Room
AGENDA**

- I. Approval of Minutes** **Dr. Dietra D. Millard**
- II. Additional Board of Education Meetings**
- III. Consideration of the following Policies for Second Reading and Action**
- A. Policy 102, Alternative Education (Revision)
 - B. Policy 1100, Partnership with the Community (Revision)
 - C. Policy 1110, Information to the Public (Revision)
 - D. Policy 1200, Board Meetings (Revision)
 - E. Policy 1230, School Attendance on Days of Religious Observances (Revision)
 - F. Policy 1325, Building Security (Revision)
 - G. Policy 1400, Recognition Naming of District 200 Facilities or Events (Revision)
 - H. Policy 1420, Citizens' Council (Revision)
 - I. Policy 3610, Automated External Defibrillator Use (Revision)
 - J. Policy 3900, Freedom of Information Act (New)
 - K. Policy 5116, Alternative Educational Programs (Revised)
- IV. Consideration of the following Policies for First Reading and Action**
- A. Policy 1105, Corporate Sponsorship (Revision)
 - B. Policy 1125, School Auxiliary Organizations (Revision)
 - C. Policy 1330, Tobacco Prohibition (Revision)
 - D. Policy 1410, Rental of Facilities (Revision)
 - E. Policy 2120, Superintendent (Revision)
 - F. Policy 4119, Nepotism (New)
 - G. Policy 5136, Student Travel (Revision)
- V. Additional Matters for PEG Committee Information/Deliberation**
- A. Board of Education Goals (attachment)

Docket: Policy 3030, Athletics Field(s) and Stadium Lighting (New)

C: Board Members, Dr. Dietra D. Millard, Chair, Dr. Ralph H. Lee and Terry Finnegan, DLT & BLT

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

**POLICY, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING
December 7, 2009**

A Policy Committee meeting was held on Monday, December 7, 2009, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 9:07 a.m. Committee members present were John C. Allen (departed at 10:20 a.m.), Terry Finnegan, Jacques A. Conway (departed at 10:37 a.m.), Dr. Ralph H. Lee, Dr. Dietra D. Millard, Amy Leafe McCormack and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Nathaniel L. Rouse (departed at 9:37 a.m.); and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Community Relations and Communications Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair, and *Chuck Fieldman of the Oak Leaves*.

Acceptance of November Committee Minutes

It was the consensus of the PEG Committee members to accept the minutes of the November 2009 Committee meeting, as presented.

Consideration of the following Policies for Second Reading and Action

Policy 5116, Alternative Education Programs

Dr. Weninger informed the PEG Committee that a legal opinion had just been received regarding Ms. Patchak-Layman's concern noted last month about Item E of the policy's attached agreement and the opinion needed further review.

Policy 3800, Hazardous Materials

It was the consensus of the PEG Committee members to recommend that the Board of Education adopt Policy 3800, Hazardous Materials, at its regular December Board of Education meeting.

Policy 3810, Green Cleaning Policy

It was the consensus of the PEG Committee members to recommend that the Board of Education adopt Policy 3810, Green Cleaning, at its regular December Board of Education meeting.

Dr. Millard noted that the Environmental Club had no suggestions for either Policy 3800 or 3810 but were very pleased that its members were asked their opinions on these policies.

Consideration of the following Policies for First Reading and Action

Policy 5136, Student Travel

It was the consensus of the Policy Committee members to remand Policy 5136, Student Travel, back to the administration at this time and to bring it back for consideration of Second Reading in January.

PEG Committee members instructed the Administration to use the same threshold used by the State of Illinois as to what constitutes a revocation of one's ability to drive a District vehicle. Employees are required to self-report any moving violations.

Dr. Weninger explained that the policy now explicitly requires driving verification of all volunteer drivers, just as the District requires of the teachers, including background checks, etc. It was suggested there may be 25 or more. The questions needing answers were as follows: Could students be their own volunteer driver? Is there a plan to address parents who drive athletes, e.g., baseball players, during the summer? Is there a plan for volunteers to report their moving violations? Do parents sign off about someone driving their children? How would those employees who do not have transporting students in their job descriptions and yet do transport them, be affected? Could they lose their jobs? Mr. Allen suggested having a waiver that parents/volunteers sign off on, so that it would put the onus on the parents, not the school. He felt that if parents receive a speeding ticket, they should report it.

Mr. Finnegan asked if a field trip was within 150 miles or it was an overnight trip, would the expenses be borne by the club/sport. Mr. Rouse responded that while there was inconsistency, often clubs/sports have fundraising events and charge fees. Mr. Finnegan did not want those to have excelled to be unable to participate in such things as national competitions, etc. Mr. Rouse will ask Cindy Milojevic and John Stelzer to provide a list ISHA-sponsored competitions and/or other activities approved for student travel of greater distances.

Policy 102, Alternative Education

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 102, Alternative Education, at its regular December Board of Education meeting, with the following addition:

In the Block: Add next to related Policies: "Policy 5116, Alternative Education Programs"

Ms. Patchak-Layman felt that more people should be involved in development of the procedures for programs, rather than just the Superintendent. It was the consensus of the Committee that this was a global statement and that the Superintendent was a portal or a key. Mr. Rouse reported that the PSS Team makes the recommendation but the Superintendent may ask for an alternative to an expulsion, e.g., night school, private school, etc. Ms. Patchak-Layman asked that input from personnel in the school community be requested and considered and she noted that Policy 5116 should be added to related policies.

Policy 1100, Partnership with the Community

It was the consensus of the PEG Committee to recommend that the Board of Education approve Policy 1100, Partnership with the Community, for First Reading, at its regular December Board of Education meeting, as presented.

Policy 1105, Corporate Sponsorship

It was the consensus of the PEG Committee to recommend that the Board of Education approve Policy 1105, Corporate Sponsorship, for First Reading, at its regular December Board of Education meeting.

Dr. Weninger will seek to clarify when a logo becomes advertising, not just identification, as most advertisers would expect their logos to be the advertisement. Ms. Patchak-Layman had noted that T-shirts are filled with logos advertising sponsorship and while this is probably more of an issue with affiliated clubs as opposed to individual classes, that could also be an issue. It also occurs with training programs, test-taking organizations, and textbook publishers.

Policy 1110, Information to the Public

It was the consensus of the PEG Committee to recommend to the Board of Education that it approve Policy 1110, Information to the Public, for First Reading, as its regular December Board of Education meeting, as presented.

Policy 1125, School Auxillary Organizations

It was the consensus of the PEG Committee that Dr. Weninger will seek information as to the circumstances in which school auxillary organizations have been approved in the past. Ms. Patchak-Layman asked that the SEA organization be added to this list.

Dr. Lee asked if it were necessary for the Board of Education to require organizations to do what they advertise, e.g., as to what they will do, their management of the organizations, etc. Should their bylaws be enforced? If so, how?

This policy will be brought back to the Committee in January.

Policy 1200, Board Meetings

It was the consensus of the PEG Committee to recommend to the Board of Education that it approve Policy 1200, Board Meetings, at its regular December Board of Education meeting, with the following additions to its procedures:

- Item 4, Line 1: Before the words "a member," add "Prior to bringing a complaint to the Board of Education, it is recommended that"
- Last Para, line 3: Add "Assistant" before the word "Principal"

Policy 1230, School Attendance on Days of Religious Observances

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 1230, School Attendance on Days of Religious Observances, for First Reading, at its regular December Board of Education meeting, as presented.

Policy 1325, Building Security

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 1325, Building Security, for First Reading, at its regular December Board of Education meeting with the following enhancement:

- Para 3, Line 1: Replace the words “the efforts of security personnel” with a safe and secure environment”
- Para 4, Line 6: Reverse the words “their” and “verify”

It was noted that audio recordings were private and could not be recorded. Parents have the right to view video tapes in matters of discipline.

While security cameras have been used to verify an employee situation when there was discrepancy, the intent is not to use these for personnel. Ms. Patchak-Layman only wanted cameras to be used to ensure a safe and secure environment, not to find out where employees were.

Policy 1330, Tobacco Prohibition

Policy 1330, Tobacco Prohibition will be brought back to the PEG Committee in January for consideration of First Reading, after Dr. Weninger determines whether this would affect auxiliary organizations. Ms. Patchak-Layman found it to be setting a wrong precedence for students for an auxiliary organization to have a meeting at a bar and or a fundraising event that included alcohol and it would be a violation of the policy. Dr. Weninger will also determine what it means to be an auxiliary versus a school-sponsored organization, i.e., a school-sponsored versus a school-approved organization. Ms. Patchak-Layman also objected to the posting of activities on the OPRFHS website and sending out mailings about events that included alcohol.

Policy 1400, Recognition Naming of District 200 Facilities

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1400, Recognition of Naming of District 200 Facilities, for First Reading, at its regular December Board of Education meeting, as presented.

Policy 1420, Citizens' Council

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1420, Citizens' Council, for First Reading, at its regular December Board of Education meeting.

Discussion had ensued about the ability of the Board of Education to attend these meetings and the Committee felt that the wording was broad enough to cover that option. There was also discussion as to whether the Superintendent should be a standing member of the Council and have voting rights. Dr. Weninger will review Citizens' Council's bylaws and give an update at the regular December Board of Education meeting.

Ms. Patchak-Layman noted that because Citizens' Council was different because the members of the Board of Education appoint its members and it needs to abide by the Open Meetings Act. As such, an opportunity for visitors attending the meeting to speak should be given. Instances have occurred where that was not the case.

Policy 2120, Superintendent

Policy 2120, Superintendent will be brought back to the PEG Committee in January for consideration of First Reading.

Policy 3610, Automated External Defibrillator Use

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 3610, Automated External Defibrillator Use, at its regular December Board of Education meeting. The revision to the policy reflects additional locations for these units. The Director of Buildings and Grounds, the Nurse and the Athletic Director work in concert on the maintenance of these units.

Policy 3900, Freedom of Information Act

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 3900, Freedom of Information Act, for First Reading, at its regular December Board of Education meeting.

Franczek, Radelet and Rose developed this policy in response to a new law that will go into effect January 1, 2010. Ms. McCormack wanted legal counsel to research how states that already have this type of law deal with requests for personnel records, etc., prior to January 1.

Additional Matters for Discussion

Additional Board of Education Meetings

Dr. Millard asked if there were support for scheduling two business meetings per month. Ms. Patchak-Layman noted that the work of the Finance and the Instruction Committees could occur at an evening Board of Education meeting if two were held per month, especially for the presentation of reports. While OPRFHS staff may feel this is an additional burden, personnel in other districts do come for these meetings. Her experience was that committee meetings during the day could be held for specific activities, if necessary. With the two business meeting scenario, one conversation could occur at the first meeting and a vote could occur at the second meeting just as it does now. The purpose of her suggestion was to allow members of the Board of Education to continue with their work schedule during the day and have more members at the table. She felt that even though the Human Resources Committee was new to the Board of Education, those conversations could occur in the evening as well.

Mr. Finnegan reflected that there were two philosophical points. 1) Ms. Patchak-Layman wanted as much input as possible from people inside and outside of the building, which he appreciated as a Board of Education member trying to fit a work schedule into this responsibility. Yet, he wanted everyone to be as active in the lives of the students as possible. He would rather have staff at school in the evening for such things as Huskie Paloozas versus Board-related activities. He would rather put the burden on the Board of Education members to have the meetings during the day. He did not want the administration, faculty and staff tied to another evening meeting.

Dr. Lee preferred status quo for personal reasons.

Ms. McCormack was concerned with Board of Education members not being available during the day, but having two meetings in the evening may be difficult. Ms. McCormack asked if having meetings during the day impacted the number of people who could run for the Board of Education, because it is a large commitment.

Dr. Millard was not committed to having all committee meetings in the evenings. She will speak with both Mr. Allen and Mr. Conway about their desire and availability. This subject will be discussed at next month's meeting.

Dr. Weninger stated that the Board of Education should also hear the impact evening meetings would have on the administrative staff. Mr. Rouse stated that many of the faculty members who would attend the Instruction Committee are part of co-curriculars, coaching, etc., and they would be unavailable in the evening.

Dr. Lee stated that all could be resolved if Board of Education members stopped asking an infinite amount of questions. Mr. Finnegan suggested having fewer items on the agendas.

Ms. Patchak-Layman concluded by saying that it is the practice of the community to have two business meetings per month.

Adjournment

At 11 a.m., on Monday, December 7, 2009, the Policy, Evaluation, and Goals Committee adjourned.

*Oak Park and River Forest High School
District 200
201 North Scoville Avenue • Oak Park, IL 60302-2296*

To: Board of Education
From: Ralph H. Lee
Re: Additional Board of Education Meetings

At the December Board of Education meeting, one Board member suggested that we discuss having an additional, regularly scheduled evening Board meeting each month, like the Board meeting schedule for District 97. This suggestion was made with the intention of shortening our existing meetings as well as permitting school and community members to have an additional opportunity to attend District 200 Board meetings. It was hoped that such an additional meeting might also reduce the need for special board meetings.

On further discussion with individual Board members, Dr. Weninger, and the Clerk of the Board, it appears to me that there is a general consensus that an additional meeting is not likely to accomplish these goals. It appears that most board members believe that one more regular Board meeting would add significantly to the work load and schedule of our administrators. To shorten our currently scheduled meetings it is essential that we each prepare by thoroughly reading the Board material provided ahead of time and sending questions to administrators in advance so that they can properly respond at the meeting. We also need to remind ourselves to stay focused on the agenda and be attentive to our intended time limits, within reason. It also appears to me that most board members feel that it is unlikely that an additional evening meeting would enhance attendance from the community.

This issue has been placed on the PEG Committee agenda for any necessary further discussion.

RECOMMENDATION: That we maintain our current monthly schedule of Committee meetings and one regular monthly Board business meeting.

SECOND READING

POLICY 102, ALTERNATIVE EDUCATION

In recognition of the variety of effective teaching/-learning methods and the wide divergence of interests, skills, and personalities that existing among the teachers and students ~~of this school~~, the Board of Education endorses and encourages the provision of alternative education programs. The Superintendent (or his/her designee) is charged to develop ~~Procedures are to be established which that~~ will stimulate the formation of such programs and enable them to be developed and implemented in response to the expressed interests and needs of students and teachers. Alternatives are to exist within the confines of District financial resources and graduation requirements.

Amended Date(s):

Adopted Date: February 19, 1976

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 1100, PARTNERSHIP WITH THE COMMUNITY

The Board recognizes that the District the High School OPRFHS works in partnership with the community to provide for the educational needs of its young people. From its beginnings, the high school's strength has come from the community's willingness to provide necessary resources and leadership.

For community pride and confidence to flourish, it is necessary for citizens to have the opportunity to be fully informed, to express their opinions and expectations, and to influence the development of the school.

The Board of Education and school administration, therefore, accept the responsibility for encouraging the use of all appropriate means of keeping the community accurately informed about the school, for understanding community attitudes and aspirations for the school, and for initiating processes through which citizens may participate in the continued development of the school.

Amended Date(s):	
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 1110, INFORMATION TO THE PUBLIC

The Board of Education recognizes its responsibility to the public to provide information concerning its actions, policies, and details of its educational and business operations.

Clear and concise information about the ~~school~~ District and school shall be provided on a continuous basis through appropriate media and school-sponsored publications. This information shall serve to increase the public's knowledge and understanding and to cultivate a partnership between the home/community and District/school. Newsletters, web based notifications, and other informational pieces shall be published regularly and periodically by the District to supply information about policies, long and short-range goals and objectives, planning and management, and educational programs and activities.

The administration, ~~F~~faculty, and staff members shall be encouraged to use their formal and informal contacts with parents and other community residents to enhance the public's understanding of District and school policies, programs, and procedures.

Amended Date(s):	
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 1200, BOARD MEETINGS

As provided for in the Illinois Open Meetings Act, all regular and special meetings of the Board of Education shall be open to the public. In addition, the meetings shall be conducted in a manner and at a location which will that encourages public attendance and understanding of the issues under consideration.

Visitors to Board meetings shall be provided appropriate reports and materials related to the agenda items. Such materials shall be available to local media in advance of each meetings.

Members of the public and employees of the District may make comments to or ask questions of the Board of Education according to procedures adopted by the Board. The Board reserves the right to limit the number of speakers on any given topic, to confine the length of each individual presentation, to restrict the total amount of time for questions or comments to the Board if it deems the comments or questions to be repetitive or abusive, and to hear in closed meeting comments pertaining to topics qualifying as exceptions in the Open Meetings Act.

Amended Date(s): June 28, 1984

Adopted Date: July 26, 1979

Review Date:

Law Reference:

Related Policies: Policy 20

Related Instructions

And Guidelines:

Cross Ref.:

PROCEDURES FOR ADDRESSING THE BOARD

1. Employees, students, and members of the public wishing to address the Board may be placed on the agenda of any regular ~~meeting~~ or any special meeting which is open to the public by filing a written request with the Clerk of the Board Superintendent/Principal at least ten (10) days before the scheduled meeting unless the Board of Education President Superintendent/Principal otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.
2. At each regular ~~meeting~~ and at each special meeting open to the public, time will be set aside for comments and questions from employees, students, and members of the public. The Board may also allow comments from employees, students, and members of the public during the discussion of any item on the agenda. The Board reserves the right to limit the time for individual comments.
3. During the Comments from Visitors section of the Board meeting, comments on non-agenda items concerning matters within the jurisdiction of the Board of Education are invited. Comments or questions relating to other governmental bodies or to other employees should be directed to them.
4. Prior to coming before the Board of Education, Aa member of the public having a specific complaint concerning a dDistrict employee should first address that complaint to the employee's supervisor or to the Director of Human Resources Superintendent/Principal. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the Superintendent.

A member of the public having a complaint concerning the disciplining of a particular student should first address that complaint to the Assistant ~~Superintendent for Pupil Support Services~~ Assistant Principal for Student, Health, and Safety. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the ~~President of the Board of Education~~ Principal.

Amended Date(s):	April 24, 1997, April 23, 1992
Adopted Date:	June 28, 1984
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	Policy 1200

POLICY 1230, SCHOOL ATTENDANCE ON DAYS OF RELIGIOUS OBSERVANCES

I. ~~Generally~~

Students whose religious practices dictates that they be absent from school to observe a religious day or days shall be excused from attending school and from participating in their usual curricular and co-curricular activities on the day of the religious observance.

II. ~~Parental Notice~~

The parents or guardians of students whose religious practices dictates that they be absent from school to observe a religious day should notify the school prior to the absence. Such notice should be given directly to the Attendance Office.

III. ~~Guidelines~~

The Superintendent (or his/her designee), shall establish guidelines relating to the make-up of classwork, quizzes, examinations, projects, or other work that was to be completed during the absence for a religious observance. Teachers cannot assign any penalty or deduction from the value of make-up work resulting from an excused absence for a religious observance. Since some students may not be able to prepare for tests, projects, or quizzes during the religious observance day or days, teachers must give a reasonable amount of time for make-up work after students return to school.

Amended Date(s):	September 25, 2008; March 25, 1993
Adopted Date:	November 18, 1982
Review Date:	
Law Reference:	Ill.Rev.Stat. ch. 122, pars. 26-1(5) and 26-2b
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 1325, BUILDING SECURITY

To maintain a safe environment for students, employees, and visitors and to secure District property, the Board of Education of ~~District 200~~ will maintain a combination of security personnel and security technology on the high school campus twenty-four (24) hours per day seven (7) days per week, three hundred sixty-five (365) days per year.

Security personnel will be employees of the District 200 or employees of a contracted security service. In either case, security personnel will be trained in strategies that have proven to be effective in maintaining a safe and secure building.

Security technology will be used to support a safe and secure environment~~the efforts of security personnel~~. Video cameras will be positioned in common traffic areas, at entryways, and in hallways of the building, and in other locations deemed necessary by the administration. Images picked up by cameras will be relayed to a central monitor in the ~~security office~~Safety and Support Team Office where they can be viewed by security personnel and recorded. The cameras shall have a capacity for video only.

Video cameras will be in operation twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year. Images relayed by the cameras to the monitor will be recorded at real-time or time-lapsed rates. ~~Typically, v~~Video recordings will be preserved for a period of fourteen (14) days from the day the recording was made~~the period of time that hard drive storage permits~~. They may be used as records of ~~inappropriate actions by persons in common traffic areas on campus or in the building and to their verify their actions, or as records to show that persons have been falsely accused of such actions.~~

Use of video recordings must be authorized by ~~District 200 personnel~~the Superintendent (or his/her designee), except where they are formally subpoenaed by law enforcement agencies.

The Board will post a notice at primary entrances to the school building alerting students, employees, and visitors that video cameras are in operation. Students and their parents/guardians will be given additional notification in school publications.

The Superintendent (or his/her designee) ~~Principal or designee~~ will develop administrative procedures in support of this policy.

Amended Date(s):	June 20, 2005
Adopted Date:	October 24, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 1400, RECOGNITION NAMING OF DISTRICT 200 FACILITIES OR EVENTS

No District 200 facility or school-sponsored event or activity, including but not limited to any room, hallway, area, classroom, theatre, office, athletic facility, music facility, athletic event, or activities event shall be named in honor or recognition of any person or persons, including a past or present employee of the District, a past or present student of the high school (alumna(us)), a past or present member of the Board of Education, or a past or present financial supporter of the District or its activities or events.

Amended Date(s):

Adopted Date: May 23, 1996

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

Policy 1420, CITIZENS' COUNCIL

To encourage community and parent awareness of the school's programs, procedures, problems, and plans, and to seek suggestions from community representatives regarding proposed plans the Board of Education authorizes a Citizens' Council. Such authorization may be granted provided the primary purpose of the Citizens' Council, as specified in its by-laws or constitution, supports the policies of Oak Park and River Forest High School. The Board of Education may revoke its status should Citizens' Council fail to meet the criteria specified in this Policy.

Upon recommendation by the Superintendent, Council members are appointed by the Board of Education, shall serve two-year terms with half the members appointed each year, and members shall be representative of the residents of the two villages, Oak Park and River Forest. The Council will follow the by-laws of the Citizens' Council as attached to this policy. elect a chairperson in May and adopt a meeting schedule for the following school year. The Superintendent is a standing member of the Council. Representatives from the Board of Education, and administration and faculty will attend the meetings via designated representataives.

Citizens' Council will be assigned a room for meetings, on a space-available basis, as designated by the Superintendent (or his/her designee) and may utilize school facilities as specified under Policy 1130, Use of Mailboxes and Mailing Privileges.

Amended Date(s): January 23, 1975

Adopted Date: April 10, 1968

Review Date:

Law Reference:

Related Policies: Policy 1125, School Auxiliary Organizations

Related Instructions

And Guidelines:

Cross Ref.:

OAK PARK AND RIVER FOREST HIGH SCHOOL

CITIZENS' COUNCIL BY-LAWS

ARTICLE I

Name

The name of this organization shall be the Citizens' Council of Oak Park and River Forest High School.

ARTICLE II

Purpose

The purpose of the Citizens' Council shall be:

1. To encourage community and parent awareness of the high school and understanding of school issues and needs.
2. To provide for an interchange of ideas among members of the Council and to provide a forum for discussing community concerns with the Oak Park and River Forest High School administration.
3. To be available to the Board of Education for the purpose of advice, discussion, and study.
4. To be available to the administration in regards to any issue which they might care to bring to the Council for consideration.

ARTICLE III

Membership

1. The Citizens' Council shall consist of forty-five members.
2. Citizens' Council members shall be appointed by the Board of Education (upon recommendation by the superintendent). Nominations for membership shall be submitted by:
 - a. members of the Citizens' Council
 - b. members of the Board of Education
 - c. high school professional staff
 - d. eighth-grade principals and professional staff
 - e. other interested persons
3. Members shall be chosen for their genuine interest in the community and school affairs. The Citizens' Council membership shall be representative of all viewpoints of the High School District, including economic, geographic, racial, religious, and age groups.

4. Council members serve two-year terms and, with the approval of the nominating committee, may serve a second consecutive two-year term.
5. There shall be no membership fee.
6. Vacancies shall be filled by the Board of Education (see item 2 above) upon notification of a vacancy from the Chairpersons. They shall nominate one person to fill each vacancy so occurring.
7. Ex-officio members shall be the Superintendent and members of the professional staff designated by the Superintendent.

ARTICLE IV

Officers

The Citizens' Council shall be directed by two Co-chairpersons.

1. The chairperson serving his or her second year in such position shall preside over meetings of the Citizens' Council.
2. One chairperson shall be elected for a term of two years at each annual meeting.
3. A Secretary shall be elected for a term of one year at each annual meeting.
4. The Co-chairperson elected shall have at least two years of membership eligibility remaining at the beginning of his or her term. The Secretary shall have at least one year of membership eligibility remaining at the beginning of his or her term.
5. The term of all officers shall commence immediately after the annual meeting at which they are elected.
6. The Co-chairpersons shall be ex-officio members of all committees except the Nominating Committee.

ARTICLE V

Committees

1. The Co-chairpersons may appoint, with the Council's approval, any special or study committee as they deem necessary.
2. The Co-chairpersons shall jointly select members to serve on the respective committees. They will appoint a Nominating Committee by the November meeting.
3. The number of members to serve on a committee shall be determined by the officers.
4. The Nominating Committee shall consist of a chair and four other members. The Nominating Committee shall present its slate of officers at the February meeting. The slate shall be mailed with the notice of the March meeting.
5. All the committees shall report to the Citizens' Council. The Council's written recommendations and suggestions shall be reported to the

Superintendent and a copy sent to the President of the Board of Education. All publicity released by the Citizens' Council shall be released through the same procedures as other school publicity.

ARTICLE VI

Meetings

1. Meetings of the Citizens' Council shall be held the second Thursday of each month from September through May except December.
2. The April meeting shall be established as the annual meeting.
3. Special meetings may be called by the Co-chairpersons of the Council, Superintendent, or President of the Board of Education.
4. One-third of the membership shall constitute a quorum for a meeting.
5. A majority vote of those present shall be necessary to act upon a motion.

ARTICLE VII

Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Revised* shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the By-laws of the organization.

ARTICLE VIII

Recommendations for Amendments to By-laws

Recommendations to amend the By-laws may be adopted at any meeting of the Council by a two-thirds vote of those present, provided that the amendment shall have been submitted in writing to the members not less than thirty days before the meeting, and that notice of the proposed amendment shall be included in the notice of the meeting. These recommendations shall be presented to the Board of Education at its next meeting.

Adopted September, 1974
Amended December 14, 1888
Amended March 13, 1996
Amended September 18, 2003

Policy 3610, AUTOMATED EXTERNAL DEFIBRILLATOR USE

The Board of Education shall provide automated external defibrillators (AED) in designated areas of the building for use in emergency situations. Further, in accordance with the requirements of the Physical Fitness Medical Emergency Act and the Automated External Defibrillator Act, the Superintendent (or his/her designee) shall establish procedures for responding to emergencies that may occur at the facility, as well as procedures for the use and maintenance of the District AED's.

Amended Date(s):	September 25, 2008
Adopted Date:	May 26, 2005
Review Date:	
Law Reference:	Automated External Defibrillator Act, 410 ILCS 4/1 et seq. Physical Fitness Facility Medical Emergency Preparedness Act, P.A. 93-0910
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

Procedures for Public Access Defibrillation Program, Policy 3610

I. Background

Consistent with the District's policy on Automated External Defibrillators (AEDs) and for the health and wellness of the District's staff, students, parents and visitors, Oak Park and River Forest High School hereby institutes procedures for a Public Access Defibrillation (PAD) program. AEDs are being provided through the PAD program for the treatment of Sudden Cardiac Arrest (SCA) on District property.

The PDA program stems from studies showing that successful early defibrillation programs can ensure delivery of defibrillation therapy during the first critical few minutes of SCA and that surviving SCA is largely dependent on how quickly the victim is defibrillated. These studies indicate that use of AEDs in providing a first shock delivery, by trained laypersons, within 3 to 4 minutes of SCA can save lives.

In light of the District's at-risk population, which includes staff, students, parents and visitors with known and undiagnosed cardiac disease, students participating in physical education and athletics, and aging adults, the PDA program has the real potential to save lives.

The procedures set forth herein have been developed consistent with the Illinois Automated External Defibrillator Act, 410 ILCS 4/1 *et seq.*, rules and regulations promulgated by the Illinois Department of Public Health in accordance with said Act, 77 Ill. Adm. Code 525.100 *et seq.*, the School Board's AED policy and the procedures developed with the Oak Park Fire Department. These procedures are intended to govern the use of AEDs and provide appropriate AED training for District personnel, and they are designed to govern the use of AEDs during normal business/school hours. The procedures establish reasonable measures, protocols, and procedures to ensure that AEDs are used only by trained AED users, maintained and tested according to manufacture guidelines and registered with the local EMS System. While the District assumes no responsibility for the use of an AED by non-District personnel, these procedures are not intended to prohibit someone properly trained in the use of an AED from using a District AED in an emergency situation.

II. Use, Number and Location of AEDs

AEDs may be used in medical emergencies by trained responders (as defined in Section III) and shall be used in accordance with the guidelines taught to trained responders during their training. Use of an AED should coincide with a request for an ambulance via the 911 system. Any person, whether a District trained responder or not, who uses a District AED shall report the incident to the School Nurse, (or his/her designee), as soon as practicable after the use and shall assist the School Nurse in complying with the reporting requirements contained in Section V.

The District shall initially install five (5) AEDs. Additional AEDs may be acquired as needed. The initial AEDs shall be distributed within the District as set forth below, and the distribution of any subsequently acquired AEDs or the relocation of an existing AED shall be determined by the Superintendent (or his/her designee), with the advice of the Committee (as defined in Section VI).

OUTSIDE: Stadium—East Entrance

1st Floor: Corridor Outside of East Pool
West Pool Deck

Trainer's Office in Field House—2 units which are portable for use
by the trainers

Field House Corridor North Wall

Adjacent to Ticket Booth in Student Center

XP Entrance to the Building-Northwest Entrance #8

2nd Floor: Adaptive Gym Corridor

Outside of Health Services Office—Room 234

3rd Floor: 3 East Dance Studio Area

Outside of 3rd Floor Library Entrance

4th Floor: Adjacent to the Southeast Stairway-Stairway #5

~~Outside: Stadium—East Entrance~~

~~1st Floor: Corridor Outside of East Pool~~

~~West Pool Area~~

~~Trainer's Office in Field House~~

~~Field House Corridor North Wall~~

~~Adjacent to Ticket Booth in Student Center~~

~~2nd Floor: Adaptive Gym Corridor~~

~~Outside of Health Services Office—Room 234~~

~~3rd Floor: 3 East Dance Studio Area~~

~~Outside of 3rd floor Library Entrance~~

The Superintendent, (or his/her designee), in consultation with the manufacturers of the AEDs and the Committee, shall determine the placement of the AEDs, so as to maximize availability to all areas of a building and to minimize defibrillation response time. The initial five (5) AEDs shall be installed at the locations set forth in Exhibit A. As new AEDs are acquired and installed or existing AEDs relocated, Exhibit A shall be timely amended to reflect the new AED locations. Failure to so amend Exhibit A shall not in any way invalidate or limit these procedures. AEDs shall be stored as to be highly visible and otherwise compliant with the manufacturer's guideline and relevant law. Each AED shall be stored in a wall cabinet with an alarm system sufficient to indicate device removal, and each cabinet shall be stocked with the customary supplies necessary (i) to

assist a trained responder in placement for maximum contact and (ii) to provide universal precaution for the trained responder.

III. Trained Responders

The District shall have trained responders. A person shall be deemed a trained responder once the person has successfully completed the American Heart Association Heartsavers course taught by the Oak Park Fire Department or upon the approval of the Committee, such similar, State-sanctioned course that may be offered by the Fire Department or other authorized entity. The School Nurse shall devise a plan for training Health Service personnel, Physical Education teachers, coaches, athletic trainers, Buildings and Grounds personnel, Safety and Support Team personnel, and other District employees as appropriate.

The Office of Human Resources shall ensure that all trained responders are provided with timely opportunities for re-certification as required by the Illinois Department of Public Health's Automated External Defibrillator Code. Currently re-certification is required every two years.

IV. Maintenance of AEDs

The School Nurse and/or an employee of Buildings and Grounds shall conduct regular checks of the equipment and supplies of each AED. The Business Office shall contract with the manufacturer for annual maintenance of each AED. All documentation related to the maintenance and testing of the AEDs shall be maintained by the School Nurse at designated locations. At a minimum, the documentation shall include the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.

The PAD program shall be registered with Loyola University Medical Center. The School Nurse shall serve as the District's liaison to the Oak Park Fire Department. The District shall provide the Oak Park Fire Department's Deputy Chief (i) a list of trained users at each site, (ii) a copy of the manufacturer's guidelines for the maintenance and training and documentation confirming that these guidelines are being met and (iii) any other information required by law. The District shall ensure that the Deputy Fire Chief has the most recent contact information for all relevant District personnel.

V. Reporting of Use

The District shall notify, by either fax or mail, the Oak Park Fire Department's Deputy Chief as soon as practicable, but in no event later than the end of the month in which the use of an AED occurred, of any event, incident or situation that results in the use of an AED, and the District shall comply with all reasonable, follow-up procedures established by the Oak Park Fire Department. In so notifying the Oak Park Fire Department, the District shall provide the following information related to each use of an AED:

- A. date and time of the incident;
- B. name of the person who determined a patient's unresponsiveness;
- C. time that 911 was called;
- D. initial heart rhythm;
- E. number of times a patient was defibrillated;
- F. name of the person who was defibrillated the patient; and
- G. final rhythm at the time or arrival of the first response vehicle:
 - 1. breathing, Yes or No; and
 - 2. pulse, Yes or No.

The School Nurses shall conduct a critical incident debriefing session, to the extent practicable, within one week of any event, incident, or situation that results in the use of an AED for all trained responders.

VI. Committee

The District shall establish and maintain a committee, comprised of both building and department/division representatives. The committee shall be known as the Oak Park and River Forest High School District 200 CPR/AED Committee, and it shall have the following responsibilities:

- A. to review, at least annually, the District's PAD program procedures;
- B. to review, as needed, the sufficiency and placement of AEDs;
- C. to identify, on an annual basis, all staff to be certified or re-certified and, in consultation with the School Nurses schedule the placement of certification classes on the school calendar; and
- D. prepare an annual report for the School Board on the PAD program.

The Committee shall consist of seven members appointed by the Superintendent, and shall include the School Nurse, the Athletic Director (or his/her designee), the Physical Education Division Head, and one member from Safety and Support Team, Buildings and Grounds, Faculty Senate, and the Classified Personnel Association. The School Nurse will serve as the chair of the Committee.

Exhibit A

AEDs shall be placed at the following locations:

OUTSIDE: Stadium—East Entrance

1st Floor: Corridor Outside of East Pool

West Pool Deck

Trainer's Office in Field House—2 units which are portable for use by the trainers

Field House Corridor North Wall

Adjacent to Ticket Booth in Student Center

XP Entrance to the Building-Northwest Entrance #8

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Outside of Health Services Office—Room 234

3rd Floor: 3 East Dance Studio Area

Outside of 3rd Floor Library Entrance

4th Floor: Adjacent to the Southeast Stairway-Stairway #5

Outside: Stadium—East Entrance

~~1st Floor: Corridor Outside of East Pool~~

~~West Pool Area~~

~~Trainer's Office in Field House~~

~~Field House Corridor North Wall~~

~~Adjacent to Ticket Booth in Student Center~~

~~2nd Floor: Adaptive Gym Corridor~~

~~Outside of Health Services Office—Room 234~~

~~3rd Floor: 3 East Dance Studio Area~~

~~Outside of 3rd floor Library Entrance~~

POLICY 3900, FREEDOM OF INFORMATION ACT

Access to the District's Public Records

The District's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act ("FOIA"), and the District's FOIA Administrative Procedures. The District shall maintain and make available for inspection a reasonably current list of the types and categories of records under its control, as well as those documents that are immediately available upon request.

The District shall respond to all written requests for public records as set forth in this Policy and the District's FOIA Administrative Procedures. The Superintendent shall designate one or more employees as the District's Freedom of Information Officer ("FOIA Officer") to receive FOIA requests, coordinate review of the relevant information, and respond on behalf of the District in a timely manner. Each FOIA Officer shall successfully complete the required training through the Public Access Counselor's office of the Attorney General on a timely basis.

Requests to inspect and/or copy the District's public records must be submitted in writing, and are expected to be directed to the District's FOIA Officer. Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and the District's FOIA Administrative Procedures, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.

The District shall approve the written FOIA request, unless (1) the requested document is not a "public record" as defined in FOIA and the District's FOIA Administrative Procedures; (2) the public record is exempt by law from inspection and copying; or (3) complying with the request would be unduly burdensome. If an otherwise non-exempt responsive record contains information that is exempt from disclosure, the District will redact the information that is exempt and make the remaining information available for inspection and copying.

The Board periodically shall set fees for reproducing public records in accordance with FOIA. Such fees shall be set forth in the FOIA Administrative Procedures.

In the event that a written request for access to District public records is denied, in whole or in part, the FOIA Officer shall provide the individual making the request with a written

statement of the reasons for the denial and notice of the right to appeal the decision to the Public Access Counselor's office of the Attorney General and the right to judicial review.

The School Board President, FOIA Officer, Superintendent or designee shall report to the Board of Education at each regular meeting any FOIA requests as well as the status of the response(s).

The Superintendent is authorized to develop Administrative Procedures to implement this Policy. The Superintendent and FOIA Officers shall implement this Policy in accordance with the District's FOIA Administrative Procedures and all applicable law.

Amended Date(s): Adopted Date: Review Date: Law Reference: Related Policies: Related Instructions And Guidelines: Cross Ref.:
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PROCEDURES FOR POLICY 3900, FREEDOM OF INFORMATION ACT

Public Access to District Records

The following procedures shall be applied when individuals seek access to public records under the Illinois Freedom of Information Act ("FOIA") and District Policy 3900:

1. **Definition of Public Records.** "Public records" which may be available pursuant to District Policy and these Procedures means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the District, or as otherwise defined by applicable law.
2. **FOIA Requests to be in Writing.** Requests to inspect and/or copy District public records must be submitted in writing, and are expected to be directed to the District's Freedom of Information Officer(s) ("FOIA Officer"). Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and Section 4.B. below, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.
3. **FOIA Officer(s).**
 - A. **Designation of FOIA Officer(s).** The Superintendent shall designate one or more employees to serve as the District's FOIA Officer(s). If more than one, the Superintendent shall designate a Chief FOIA Officer and one or more Deputy FOIA Officers.
 - B. **Training of FOIA Officer(s).** Every FOIA Officer, including any deputies, must complete an electronic training curriculum developed by the Public Access Counselor's office of the Attorney General by July 1, 2010. After July 1, 2010, whenever a new FOIA officer is designated, that person must complete the electronic training curriculum within 30 days after assuming the position. After the initial training, all FOIA Officers must complete an annual training program by the Public Access Counselor.

C. **FOIA Officer Duties.** Upon receiving a request for a public record, the FOIA Officer shall:

- Note the date the public body receives the written request.
- Compute the day on which the period for response will expire (see Section 4 below) and make a notation of that date on the written request.
- Maintain an electronic or paper copy of each written request, including all documents submitted with the request until the request has been complied with or denied.
- Coordinate examination of responsive documents, notices to and follow-up with the Public Access Counselor, as necessary.
- Prepare and issue responses to requests on behalf of the District.
- Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.
- Place and maintain a copy of all notices of denial in a single central office file that is open to the public and indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

4. **Response to FOIA Request.**

A. **Non-Commercial Purposes.** The FOIA Officer shall respond to requests for non-commercial purposes within five business days after the District's receipt of the written request, unless the time period for response is extended in accordance with the requirements of FOIA and Section 5 below.

B. **Commercial Purposes.** The FOIA Officer shall respond to written requests for commercial purposes within 21 business days after receipt. The response shall (i) provide an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which the District may require the person to pay in full before copying the requested documents; (ii) deny the request if an exemption applies; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. Unless the records are exempt from disclosure, the FOIA Officer shall comply with the request within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. "Commercial purpose" means the use of any part of a public record, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sale or services. For purposes of this definition, requests made by news media and non-profit,

scientific, or academic organizations shall not be considered to be made for a "commercial purposes" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research for education.

C. **Format of Responsive Documents.** The FOIA Officer shall provide the record in the format requested by the requester, if feasible. The FOIA Officer may direct the requester to the District's website for access to responsive documents, unless the requester specifically requests another format of the responsive documents.

5. **Extensions.** If an extension of time is required, the FOIA Officer shall provide written notice to the requester of the date by which the records shall be available and the reason for the extension. Such extension notice shall be provided within five business days after the District's receipt of the original request to inspect and/or copy public records. Extensions for non-commercial requests shall be no more than an additional five business days after the original response is due, or such longer time as agreed to in writing with the requester. Extensions are warranted if one of the following applies or if otherwise authorized by FOIA or Illinois law:
- The requested records are stored in whole or in part at other locations than the office having charge of the requested records; or
 - The request requires the collection of a substantial number of specified records; or
 - The request is couched in categorical terms and requires an extensive search for the records responsive to it; or
 - The requested records have not been located in the course of routine search and additional efforts are being made to locate them; or
 - The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under FOIA or should be revealed only with appropriate deletions; or
 - The request for records cannot be complied with within the prescribed time limit without unduly burdening or interfering with the operations of the District; or
 - There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having substantial interest in the determination or in the subject matter of the request.
6. **Inspection of Public Records.** Inspection of District public records not exempted from disclosure under FOIA shall be permitted during regular business hours at the District's office.

7. **Copy Charges and Waivers/Reductions.**

- A. **Fee Schedule.** The Board of Education shall adopt a standard scale of fees, in accordance with FOIA and other laws. The current Fee Schedule is attached to these Administrative Procedures.
- B. **Waivers/Reductions.** Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

8. **Denials.** A request may be denied when the material requested is (i) not a “public record” of the District, as defined by law; (ii) is exempt from disclosure under FOIA or any other State or federal law; or (iii) complying with the request would be unduly burdensome.

- A. **Unduly Burdensome Requests.** Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request and the burden on the District outweighs the public interest in the information. Before invoking this exemption, the FOIA Officer shall extend to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions. However, repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome under FOIA and may be denied.
- B. **Denials based on (1) the “personal information” exemption, or (2) the “preliminary drafts” exemption.** In the event the FOIA Officer intends to deny a request for public records, in whole or in part, based on FOIA’s exemptions for personal information (FOIA Section 7(1)(c)) or preliminary drafts (FOIA Section 7(1)(f)), the FOIA Officer shall, within the required time frame for a response set forth in Sections 4 and 5 above, notify the requester and the Public Access Counselor’s office of the Illinois Attorney General of the FOIA Officer’s intent to deny the request for one of these exemptions before issuing an official denial. The notice to both the requester and the Public Access Counselor shall include (i) a copy of the request; (ii) the District’s proposed response; and (iii) a detailed summary of the public body’s basis for asserting the exemption.

In such event, the time for the FOIA Officer's official response shall be tolled until the FOIA Officer receives notice that the Public Access Counselor has concluded its inquiry into the intended denial. If the Public Access Counselor concurs with the FOIA Officer's determination that the public record is exempt from disclosure, the FOIA Officer shall prepare a denial in accordance with Section 8.C below and deliver the denial to the requester. If the Public Access Counselor disagrees, the FOIA Officer should follow the directives of the Public Access Counselor. If the District disagrees with the conclusions or directives of the Public Access Counselor, the District may consider filing a lawsuit and should consult with the District's attorney, as may be appropriate.

- C. **Contents of Denial.** In the event the FOIA Officer denies a request for access to public records, in whole or in part, for any reason, the FOIA Officer shall provide the requester with a written statement of the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, citation to supporting legal authority, which may include citation to the exemption claimed, and the names and titles or positions of each person responsible for the denial. The notice of denial shall inform the requester of the right to review by the Public Access Counselor's office of the Illinois Attorney General and provide the address and phone number for the Public Access Counselor. The notice of denial shall also inform the requester of his or her right to judicial review in accordance with Section 11 of FOIA.

9. **Exemptions.** Records exempt from disclosure include, but are not limited to:

- Private information, unless disclosure is required by another provision of FOIA, a State or federal law, or court order. Private information is defined as unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, personal email addresses, home address, and personal license plates (except as otherwise provided by law or when compiled without the possibility of attributing such information to any person).
- Personal information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. An unwarranted invasion of personal privacy is defined as the disclosure of information that is highly personal or objectionable to a reasonable person and in which the person's right to privacy outweighs any legitimate public interest in obtaining the information.
- Preliminary drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies or actions are

formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the ~~District~~ public body (e.g., the Superintendent).

- Test questions, scoring keys and other examination data used to administer examinations.
- Information concerning a school's adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student.
- Records relating to the District's adjudication of employee grievances or disciplinary cases, but not including the final outcome of cases in which discipline is imposed.
- Communications between the District and its attorney that would not be subject to discovery in litigation.
- Proposals and bids for any contract, grant, or agreement, until a final selection is made.
- Closed meeting minutes not yet available to the public under the Illinois Open Meetings Act.
- Collective bargaining documents or information, except for any final contracts or agreements.
- Information regarding real estate transactions until a sale is final.

When a request is made to inspect or copy a public record that contains information that is exempt from disclosure, but also contains information that is not exempt from disclosure, the District must make the non-exempt information available for inspection and copying. However, the FOIA Officer may redact the exempt information from the document before making it available.

10. **FOIA Information.** The District shall prominently display at each of its administrative offices and on its website the following information:

- A brief description of the District;
- A brief description of the methods whereby the public may request information and public records;
- A directory designating the District's FOIA Officer(s);
- The address where requests for public records should be directed; and
- Any fees allowable under FOIA.

The District shall also make the above information available for inspection and copying, and shall send such information through the mail if requested.

11. **Categories of Public Records.** As required by Section 5 of FOIA (5 ILCS 140/5), the FOIA Officer will maintain and make available for inspection and copying a reasonably current list of all types or categories of documents under its control. This list is attached to these Administrative Procedures.
12. **Immediately Available Documents.** As required by Section 3.5(a) of FOIA (5 ILCS 140/3.5(a)), the FOIA Officer will develop a list of documents or categories of records that the District will immediately disclose upon request. This list is attached to these Administrative Procedures.

Categories of the District's Public Records

As required by 5 ILCS 140/5

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

List of Documents or Categories of Records that the District Shall Immediately Disclose Upon Request

As required by 5 ILCS 140/3.5(a)

- Board of Education policies
- Minutes of Board of Education meetings open to the public;

FEE SCHEDULE FOR FOIA REQUESTS

Approved by the Board of Education on _____, 20__

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined in FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.
- Thereafter, a fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy.
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records.

Color Copies \$.25

- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

Policy 5116, ALTERNATIVE EDUCATIONAL PROGRAMS

The Board of Education of District 200 may, at its discretion, offer to hold in abeyance the ~~first time~~ expulsion of a student who enrolls in and regularly attends an alternative educational program during the period of time specified for the expulsion.

Designated alternative educational programs must be accredited by the Illinois State Board of Education. Tuition costs for alternative educational programs will be covered by the District 200 Board of Education. Credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School upon successful completion of the student's placement and semester(s).

A student who accepts the Board's offer to hold an expulsion in abeyance must accomplish the following during the term of the expulsion:

- A. The student and parent shall sign a written agreement with the ~~School~~ District to abide by the conditions specified in this policy. (See Attachment A)
- B. The student shall enroll in the alternative educational program within ten days following the meeting at which the Board of Education took its action to expel held in abeyance.
- C. The student shall maintain an attendance rate of at least ~~eighty-five~~ eighty-five percent in the alternative educational program (or as stipulated by the Board of Education).
- D. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
- E. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS) related ~~-co-curricular activity or athletic~~ (activity or athletic) event, whether on school grounds, in school facilities, or at any off-campus event in which OPRFHS is a participant.
- F. The student shall remain off school premises throughout the duration of the expulsion held in abeyance period, except that the student may be on school premises to keep an appointment scheduled with school officials.
- G. Abide by any other conditions as stipulated by the Board of Education.

The Board of Education reserves the discretion to offer to hold an expulsion in abeyance depending on the severity of the offense; the student's disciplinary record; the danger the student represents to other students, faculty, or staff at the high school; the likelihood the student will profit from attendance at an alternative educational program; and/or any other factors that may be relevant.

An alternative educational program is an option for ~~first-time~~ expulsion of students with disabilities where the behavior leading to the expulsion is determined to be unrelated to the student's disability. ~~Also,~~ An alternative educational program may be provided at District expense and at the Board's discretion to any student who would not otherwise be expelled but who might benefit from the alternative approach to education provided by an alternative educational program. The student and the student's parents/guardians would have to agree to a voluntary change in school placement.

Expulsions, which are held in abeyance, will not be entered into the permanent records of students who comply with all the terms and conditions of this policy. An expulsion, which is held in abeyance, will be activated if a student violates any of the conditions specified above. Before the expulsion is activated, the student and his/her parent(s) will be notified of the reason for the activation and afforded an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.

Amended Dates:	March 22, 2007
Adopted Date:	June 27, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

AGREEMENT TO ATTEND AN ALTERNATIVE EDUCATIONAL PROGRAM AS A
CONDITION OF HOLDING EXPULSION IN ABEYANCE FOR REGULAR EDUCATION
STUDENTS

ATTACHMENT A

- A. On _____, the Board of Education of Oak Park and River Forest High School District 200 voted to expel _____ but to hold the expulsion in abeyance if the student attends an educational program and abides by the following conditions.:
- B. As a condition of holding the expulsion in abeyance, the student and his custodial (s) agree to the following.:
1. The student shall enroll in the alternative educational program no later than _____.
 2. The student shall maintain an attendance rate of at least 85 percent in the alternative educational program (or as stipulated by the Board of Education).
 3. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
 4. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS)-related activity, activity or co-curricular (activity or athletic) event, -event, including any athletic or extra-curricular activity or event, whether on school grounds in school facilities, or at any off-campus event in which OPRFHS is a participant.
 5. The student shall remain off school premises throughout the duration of the expulsion period, except that the student may be on school premises to keep an appointment scheduled with school officials.
 6. The student shall abide by any other condition as stipulated by the Board of Education and as attached.
- C. The student and his/her parent(s) agree that failure to abide by these conditions will result in the ~~School~~-District activating the expulsion. Prior to any activation of the expulsion, the student and his/her parent(s) will be notified in writing of the reason for the activation and provided with an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.
- D. If the student abides by these conditions for the duration of the designated expulsion period, no expulsion will be shown on his/her school record, and any credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School at the successful completion of the student's placement and semester(s).
- E. The student and his/her parent(s) waive any claim that they are entitled to receive educational services other than those provided in the alternative educational placement or as otherwise agreed upon during the expulsion period.
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Student

Parent

Date

AGREEMENT TO ATTEND AN ALTERNATIVE EDUCATIONAL PROGRAM AS A
CONDITION OF HOLDING EXPULSION IN ABEYANCE FOR SPECIAL EDUCATION
STUDENTS

ATTACHMENT B

- A. On _____, the Board of Education of Oak Park and River Forest High School District 200 voted to expel _____ but to hold the expulsion in abeyance if the student attends an educational program and abides by the following conditions.
- B. As a condition of holding the expulsion in abeyance, the student and his custodial (s) agree to the following.
1. The student shall enroll in the alternative educational program no later than _____.
 2. The student shall maintain an attendance rate of at least 85 percent in the alternative educational program (or as stipulated by the Board of Education).
 3. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
 4. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS)-related activity, co-curricular (activity or athletic) event, whether on school grounds in school facilities, or at any off-campus event in which OPRFHS is a participant.
 5. The student shall remain off school premises throughout the duration of the expulsion period, except that the student may be on school premises to keep an appointment scheduled with school officials.
 6. The student shall abide by any other condition as stipulated by the Board of Education and as attached.
- C. The student and his/her parent(s) agree that failure to abide by these conditions will result in the District activating the expulsion. Prior to any activation of the expulsion, the student and his/her parent(s) will be notified in writing of the reason for the activation and provided with an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.
- D. If the student abides by these conditions for the duration of the designated expulsion period, no expulsion will be shown on his/her school record, and any credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School at the successful completion of the student's placement and semester(s).

Student

Parent

Date

FIRST READING

POLICY 1105, CORPORATE SPONSORSHIP

The Board of Education recognizes there can be mutual benefit to establishing relationships with corporate or business entities that support the educational mission of the District. All corporate relationships must be approved by the Board of Education. In working with a District corporate or business entity, the Superintendent/~~Principal~~(or his/her designee) is responsible for ensuring that such relationships are positive in nature and do not, in the process, distort the District's educational values. Positive corporate or business relationships must be ethical and structured in accordance with the following principles:

1. Corporate or business relationships must support the goals and objectives of the District and be structured to meet an identified educational need.
2. Corporate or business relationships must be age appropriate and in the best interest of students.
3. Corporate or business relationships should be substantially free of commercial advertising with no direct effort to induce students or District employees to buy products or enlist services associated with the corporate or business entity.
4. Corporate or business logos should be for identification purposes ~~rather than for commercial, marketing, and/or advertising purposes.~~
5. Corporate or business relationships should not limit the discretion of the District to use donated materials, goods or services.
6. Corporate or business relationships should be subject to public disclosure and provide District parent/alumni groups, employee groups, and student organizations the opportunity to comment upon any such relationships.
7. Corporate or business relationships must comply with all federal, state, local, and District laws, rules, and regulations. In addition, such relationships must be ~~consistent in~~ compliance with the District's negotiated ~~labor~~ collective bargaining agreements.
8. Corporate or business relationships must not provide direct financial benefit to District employees, students, parents, or Board of Education members.
9. Corporate or business relationship agreements must be set forth in writing.
10. Corporate or business relationships must be subject to periodic review as set forth in the procedures to this policy.

~~10.11.~~ No commercial material or literature shall be posted or distributed that would 1) disrupt the educational process; 2) violate the rights or invade the privacy of others; 3) infringe on a trademark or copyright; or 4) be defamatory, obscene, vulgar, or indecent.

~~11.12.~~ The Superintendent (or his/her designee) ~~/Principal or designee~~ shall establish procedures governing all corporate or business relationships.

Amended Date(s):

Adopted Date: April 8, 2003

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

POLICY 1125, SCHOOL AUXILIARY ORGANIZATIONS

Recognizing that community support is fundamentally related to the success of the educational programs at ~~Oak Park and River Forest High School~~ the District, the Board of Education may seek to build such support by granting school auxiliary status to organizations which meet the criteria and conditions set forth in this Policy. The Board of Education may limit the number of school_-auxiliary organizations in order to avoid duplication of effort or conflict among organizations. The Board of Education may revoke ~~school-auxiliary~~ school auxiliary status should an auxiliary organization fail to meet the criteria specified in this Policy.

Non-profit adult organizations based within the attendance area of ~~Oak Park and River Forest High School~~ the District may seek ~~school-auxiliary~~ school auxiliary status from the Board of Education. Such approval may be granted provided the primary purpose of the organization, as specified in its by-laws or constitution, supports the policies of ~~Oak Park and River Forest High School~~ the District. The Board of Education will review the bylaws or constitution and organizational practices of each school auxiliary organization on a semi-annual basis. A member of the Board of Education and District Administration shall be appointed as a liaison to all ~~each~~ auxiliary organizations.

School auxiliary organizations are separate and distinct entities from the District and the Board of Education. The District and the Board of Education accept no responsibility for the actions of any school auxiliary organization. The District and the Board of Education are not, and will not be, responsible for a school auxiliary organization's business or the conduct of its members. Further, a school auxiliary organization shall maintain and protect its own finances.

Organizations granted school auxiliary status will be assigned a room for meetings, on a space-available basis, as designated by the Superintendent (or his/her designee) and may utilize school facilities as specified under Policy 1130, Use of Mailboxes and Mailing Privileges.

The Board of Education has approved the following organizations as qualifying auxiliary organizations.

Alumni Association

African American Parents for Purposeful Leadership in Education (A.P.P.L.E.)

Booster Club

~~Citizens' Council~~

Concert Tour Association

Parent Teacher Organization

Amended Date(s): April 24, 2008
Adopted Date: January 24, 2002
Review Date:
Law Reference:
Related Policies: POLICY 1130, Use of Mailboxes and Mailing Privileges
Related Instructions
And Guidelines:
Cross Ref.:

POLICY 1330, TOBACCO, ALCOHOL, AND DRUG PROHIBITION

As required by Section 10-20.5b of **The School Code of Illinois**, "...the use of tobacco on school property is prohibited when such property is being used for any school purposes." The terms "tobacco" and "school purposes" are used in this policy as defined in Section 10-20.5b of The School Code of Illinois. Effective date: January 25, 1994.

The use of tobacco and alcohol is prohibited at all times (i) on District grounds, facilities, buildings, vehicles (owned or leased by the District, or other property); (ii) at any on campus school-sponsored event; and (iii) at any off campus school-sponsored event that includes students. The use of illegal drugs or narcotics is prohibited at all times on any District grounds, facilities, buildings, vehicles (owned or leased by the District), or other property and at any on or off campus school-sponsored event).~~The use of tobacco, alcohol, and drugs on school grounds, facilities, buildings, vehicles (owned or leased), and at any school sponsored or participated event, on or off campus, are prohibited at all times.~~ The Board has not designated any area within or outside the school buildings in which the use of tobacco is permitted when the school property is being used for school purposes. ~~OPRFHS grounds, facilities, buildings, vehicles (owned or leased), and events (on or off campus) are tobacco free, alcohol free, and drug free zones at all times.~~ When the school property is being used for non-school purposes, the contract for such use shall specify the restrictions regarding tobacco use.

Amended Date(s):

Adopted Date: October 28, 1993

Review Date:

Law Reference: 105 ILCS 5/10-20.5b; 410 ILCS 82/1 *et seq.*; 20 U.S.C. Sec. 6081; 235 ILCS 5/1-3.01 to 3.05; 235 ILCS 5/6-15

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

Policy 1410, Rental of Facilities

The Board of Education recognizes the investment which the community has made in the Oak Park and River Forest High School buildings, grounds, and facilities. The rental policy shall encourage utilization by community groups.

I. Guidelines

A. School building and grounds may be temporarily used—under such provisions and control as the Board of Education may see fit to impose—for educational, recreational, religious, social and civic activities, and for such other purposes as the Board deems proper. (School Code: Section 10-22.10)

B. The Board of Education believes ~~holds the conviction~~ that school facilities, grounds, and buildings should be made generally available for use by citizens of the community for ~~P~~permitted ~~P~~purposes, as long as such use does not substantially disrupt or interfere with school activities. “Permitted Purposes” include educational, recreational, religious, social and civic activities, and exclude commercial or political fundraising activities. The Superintendent (or his/her designee) ~~Board~~ may at any time deny or refuse to grant any application or cancel, without liability, any rental whenever 1. the use—in the reasonable judgment of the Board—is not for a ~~P~~permitted ~~P~~purpose in the reasonable judgment of the Board of Education; 2) presents or may present a clear and present danger to persons or property; or 3) may be in violation of or contrary to applicable federal, state, or local law or ordinance, or to Board of Education policies.

C. Prior to any approved rental of any District facility, Tthe renter will provide property damage and bodily injury liability insurance, naming Oak Park and River Forest High School District 200 ~~this high school~~ as “additional insured,” with the following minimums:

1. —Bbodily injury liability \$100,000/1,000,000; and
2. —pProperty damage liability \$100,000/500,000.

D. Rental rates shall be approved by the Board of Education upon recommendation of the Superintendent (or his/her designee), ~~Principal~~ and shall be based on the following categories:

- | | |
|----------|---|
| Class I | Renters representing taxing bodies <u>within District 200 boundaries in the School District</u> will be charged only for personnel expenditures incurred beyond the normal operation of the school. |
| Class II | Renters located within the boundaries of <u>the School District 200</u> wishing to conduct activities that are intended to contribute |

educationally, culturally, religiously, or socially to the community will be charged rates which approximate operating costs, as approved by the Board.

Class III Renters located outside the boundaries of ~~the School District~~ District 200 wishing to conduct activities that are intended to contribute educationally, religiously, culturally, or socially to the community will be charged higher rates as approved by the Board.

Class IV Not-for profit organizations within the boundaries of District 200 providing services for middle school and high school students who are residents within the ~~d~~District will be charged one half of the rate applicable to Class II rentals.

E. The following rules will apply to all rentals.

1. All renters are required to enforce the non-tobacco, non-alcohol, non-drug smoking regulations of the District.
2. The renter must provide adequate and responsible adult supervision throughout the time the facilities are in use.
3. A school technician, facility attendant, safety officer and/or other ~~s~~School Resource ~~o~~Officers as may be required, shall be present and in authority over the school facilities and properties while they are in use. The cost of additional personnel will be the responsibility of the renter.
4. Propping open of doors will not be permitted. Compromising the security of the building in any way may result in the loss of rental privileges.
5. The name of the high school and District shall not be associated with any program or activity for which District school properties are used without specific approval and in advance, in writing, from the Superintendent (or his/her designee).~~Principal.~~
6. Renters may make no discrimination as to those in attendance as it relates to race, nationality, ethnicity, religion, gender, sexual orientation, physical characteristics, or disability.
7. Rentals will not be made for commercial or political fund-raising purposes.
8. Except for a grandfathered organizations (The Academy of Movement and Music), all renters must be registered, non-profit organizations.

9. At the discretion of the Director of Buildings and Grounds head custodian, clean-up and set-up costs will be assessed as necessary.
10. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the high school District.
11. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the high school District conflict with the rental. In such cases, the high school District will cancel the rental without liability for any expenses incurred by the renter.
12. Renters using the high school's District's facilities for the first time and all Class III renters must pay a deposit equal to the rental fee at least ten (10) days prior to their events.
13. Class II renters conducting a fundraiser, and/or charging admission, must pay Class III rates, except those holding tax exempt status.
14. The Stadium and/or stadium fField will be rented only by special action by the Board of Education. Prospective renters must obtain Board of Education approval no less than three (3) months prior to the events and must produce certificates of liability insurance with their applications.
15. When conflicting facility requests are submitted, priority will be given to groups providing services to youth within the community.

II. Procedures

Applications for the use of school facilities are to be directed to the Director of Buildings and Grounds ~~Assistant Superintendent for Operations~~ who is authorized to approve requests, which meet the policy guidelines, and who will prepare rental contracts.

Questionable requests will be referred to the Superintendent (or his/her designee) ~~Principal of the District~~. Applications are to be kept on file for two years.

When approved by the Superintendent (or his/her designee) ~~Assistant Superintendent for Operations~~, the applications will be submitted to the Director of Buildings and Grounds who will prepare the rental contracts.

Insurance certificates and billing for rentals and related fees will be handled by the Coordinator ~~Director of Buildings and Grounds~~ of Building Rentals.

Amended Date(s):	April 27, 2006; January 25, 2001, November 15, 1983, July 26, 1979, November 21, 1974
Adopted Date:	May 20, 1971
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Reference:	

POLICY 2120, SUPERINTENDENT

The Superintendent is the chief administrative officer to the District, reports to the Board of Education, and is responsible for the total administration of the District. The Board of Education shall evaluate the Superintendent in the administration of Board of Education policies and stewardship of the assets of the District. The Board of Education charges the Superintendent to provide leadership, which maintains and forwards Oak Park and River Forest High School's commitment to excellence, as well as a vision for the future. The Superintendent regularly attends meetings of the Board of Education (except when the Superintendent's own employment is under consideration), as well as other meetings, internal and external to the District that are important to the advancement of the District's mission. The duties of the Superintendent are as follows:

- A. administers all policies adopted by the Board of Education. In the absence of an explicit policy of the Board of Education, the Superintendent is expected to use the best judgment in making a decision. If the Superintendent feels the situation is sufficiently serious, the Superintendent should communicate the problem as soon as practical to the President of the Board of Education, or in the absence of the President of the Board of Education, to the Vice President or another Board of Education member;
- B. mutually develops annual District goals and indicators of success with the Board of Education;
- C. provides information to the Board of Education regarding the total program of the school and makes recommendations for its consideration;
- D. attends meetings of all Board of Education committees;
- E. plans agendas in conjunction with the Board of Education President and prepares packet information for official meetings of the Board of Education;
- F. reviews legislative proposals and recommends appropriate action to the Board of Education;
- G. oversight and coordination of the responsibilities of the District Leadership Team (DLT) and the responsibilities of all administrative personnel. In particular, the Superintendent:
 - 1. works with the designated administrator(s) in all matters related to the welfare of students;
 - 2. works with the Chief Financial Officer to propose an annual budget, determines the need for fiscal resources, and initiates such recommendations as the Superintendent may deem necessary to assure adequate revenue;
 - 3. works with the ~~Assistant Superintendent for~~ Director of Human Resources to recommend action to the Board of Education on all personnel matters, including the recruitment, selection, employment, retention, and dismissal of all employees;

4. ~~works with the Assistant Superintendent for Human Resources to recommend new and revised policies for consideration by the Board of Education;~~
 5. works with the Assistant Superintendent for Curriculum and Instruction and the Director of Assessment and Research on curriculum development, curriculum coordination and evaluation, the selection of textbooks, instructional materials, courses of study, collection and analysis of student data, and the implementation of all special curriculum projects;
 5. works with the Chief Information Officer to develop and implement short and long range technology plans that support the student, personnel, finance, operational, and curricular/instructional programs of the District;
 6. works with the Principal in developing and implementing a program for the safe, orderly, and effective daily operation of the school;
 7. works with the Community Relations and Communications Coordinator to coordinate the District's public and community relations programs; and
 8. works with the Assistant Superintendent for Operations~~Chief Financial Officer, the Principal, and the Director of Buildings and Grounds~~ on District building/facility and renovation projects, short and long range building/facility plans, and the location of sites;
- H. approves, monitors, and completes professional growth plans for members of DLT;
- I. evaluates members of DLT, except the Director of Assessment and Research;
- J. prepares agendas for and conducts meetings of DLT ;
- K. ensures the District's Collective Bargaining Agreements (CBAs) are implemented in a collaborative manner, and maintains an effective and collaborative relationship with the District's bargaining units and their representatives;
- L. works with District 90 and District 97 superintendents to ensure smooth articulation and cooperates with other high school superintendents in the Des Plaines Valley Region;
- M. works with the Principal and officials of the Villages of Oak Park and River Forest and officials of community organizations to develop programs and opportunities for the school community;
- N. serves as administrative liaison to Citizens' Council, and one additional Parent/Alumni group, and the Illinois State Board of Education;
- O. works with the Principal~~members of the DLT and the Building Leadership Team (BLT)~~ to represent the District at meetings of community agencies whose objectives coincide with those of the District, e.g., Park Districts, the Village of Oak Park, and the Village of River Forest, Police Departments, Fire Departments, Townships, Oak Park River Forest Community Foundation, River Forest Community Center, Early Childhood Collaboration, Libraries, etc.;

- P. serves on the Governing Board of the Minority Student Achievement Network (MSAN);
- Q. ~~D~~develops, recommends for approval, and executes a long-range, comprehensive educational plan that positively impacts all students; ~~and~~
- R. works with the Chair of the Board Policy, Evaluation, and Goals Committee to systematically review all Board policies, as well as offer changes to policies as needed; and
- R. makes recommendations to the Board of Education pertaining to District business including matters related to items for which the Board of Education would seek educational/operational counsel.

The President of the Board of Education shall annually initiate the Superintendent's evaluation process no later than February 1, and he/she shall be responsible for guiding the evaluation process so that it is completed no later than April ~~June~~ 1.

Amended Date(s):	February 26, 2009; October 26, 2006; October 24, 2002; June 24, 1993; January 23, 1975
Adopted Date:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.	

POLICY 4119, NEPOTISM

The District's standards for employment decisions such as hiring, promoting, transferring, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based on qualifications for the position, ability, and performance. The District strives to avoid favoritism, the appearance of favoritism, and potential conflicts of interest in employment decisions.

Accordingly, no person shall be employed, promoted, or transferred to a position in the District which would create a direct supervisor-subordinate relationship with a relative. District administrators, supervisors, and managers are expected to avoid hiring or transferring individuals to a position which would create a direct supervisor-subordinate relationship with a relative. While the District may hire persons who are related to a current District employee, to avoid favoritism, the appearance of favoritism, and any potential conflicts of interest, the District shall only hire such "relative-applicants" where there are no other applicants for the position sought by the relative-applicant, or where the qualifications of the relative-applicant are clearly superior to those of other applicants.

Applicants for any position as a new hire, any position as a transfer, and/or promotion are required to notify the Superintendent (or his/her designee) of any relatives employed by the District at the time of application. Employees that become related to each other during the course of employment must notify, in writing, the Superintendent (or his/her designee) and his/her immediately supervisor within ten days of the commencement of the relationship.

Failure to disclose relative status may be cause for disciplinary action up to and including termination.

Persons who are employees of the Board of Education on the date that this policy becomes effective shall not be discharged because of this policy. Nor shall they be denied reemployment in succeeding years because of this policy. However, if any person who is a member of the immediate family of a Board of Education member or an Administrator resigns or is not re-employed for other reasons (except reduction in force), this policy would apply for such period as the individual has such a family relationship under the "relative" definition herein.

In cases where a Board of Education member or Administrator has a relative being considered for employment or a relative already employed by the District, the Board of Education member or Administrator shall publicly and in writing to the Superintendent (or his/her designee) disclose the nature and extent of the relationship prior to any deliberations regarding the relative. Such deliberations may include but not be limited to recommendations and/or voting on any matter related to the relative's hiring, promotion, reappointment, evaluation, transfer,

discipline, termination, wages, benefits, hours, and terms or conditions of employment, including a collective bargaining agreement which applies to the relative.

A “supervisor” directly or indirectly assigns, directs or oversees the work product, or recommends or has the authority to discipline, promote, assign salary, or review the performance of a “subordinate.”

For the purpose of this policy, the definition of the term “relative” applies both to the applicant for employment in the District and, if legally married at the time of prospective employment, the spouse of such applicant. A “relative” includes the following individuals:

- spouse;
- mother; step or foster mother;
- father; step or foster father;
- sister; step or half-sister;
- brother; step or half-brother;
- child; step or foster child;
- guardian or ward;
- grandmother; step or foster grandmother;
- grandfather; step or foster grandfather;
- grandchild; step or foster grandchild;
- aunt or uncle;
- niece or nephew; and
- member of the same household.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: 775 ILCS 5/1-102, 5/1-103

Boaden v. Dept. of Law Enforcement, 171 Ill. 2d 230, 664

N.E.2d

61 (Ill. 1996)

Hollister v. North, 50 Ill. App. 3d 56, 365 N.E.2d 258 (4th Dist. 1977).

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 5136, STUDENT TRAVEL

The Board of Education grants the Superintendent (or his/her designee) authority to approve student travel that fully provides for the safety and welfare of students; that have appropriate and substantial educational value; and for which written parental/guardian permission has been obtained. Student travel is not limited to the regular school hours, but can be engaged in outside of regular school hours and on days other than regular school days.

The Board of Education recognizes four types of student travel: Field Trips, ~~Co-curricular Activity~~ Trips (~~Athletic or Activity~~), Exchanges, and Excursions. Field Trips are defined as travel directly related to educational programs of the high school intended to extend educational experiences in relation to specific classroom objectives that are consistent with the general goals of the curriculum of a specific course. ~~Activity~~ Co-curricular Trips are defined as student travel sponsored by an ~~athletic or a~~ co-curricular activity (~~athletic or activity~~) of the school. Exchanges are defined as student travel to another school, usually in another country, in which students usually live with a host family and spend time attending classes in the host school. Exchanges generally result in a reciprocal trip to Oak Park and River Forest High School by students and staff from the host school. Excursions are defined as student travel, usually international, that provide unique curricular and/or cultural opportunities for Oak Park and River Forest High School students. Excursions may only be approved if the educational benefits to participating students can be substantiated.

Transportation costs related to student field trips and co-curricular activity travel will generally be funded by the District for trips to destinations within 150 miles of Oak Park and River Forest High School. Transportation costs related to ~~With the exception of IHSA-sponsored state series~~ competitions, and/or other activities approved by the Superintendent (~~and/or his/her designee~~), will generally be funded by the District. Transportation costs for student travel of greater distances than 150 miles, the cost of transportation may and not related to IHSA state series competitions and/or other activities approved by the Superintendent (or his/her designee) will be borne by the participants. For all types of student travel, the District will not typically cover costs related to tickets, admission fees, lodging, and food.

Costs related to student travel should not be a barrier for any student eligible to participate in the trip. Sponsors of student travel must obtain administrative approval prior to committing to any trip or travel plans. Sponsors of student travel are expected to comply with appropriate levels of student/adult supervision ratios as established by the Superintendent (or his/her designee). The Superintendent (or his/her designee) shall develop procedures for application and approval of student travel trips, as well as procedures for the approval of District employee and volunteer drivers. Such procedures may vary depending on the type of student travel being planned.

No employee or approved volunteer shall transport an individual student or students alone in his/her personal vehicle unless approved by the Superintendent (or his/her designee). If approval is given to an employee or approved volunteer to transport a student or students in his/her personal vehicle, his/her insurance coverage will be primary and the District's insurance coverage will be secondary.

Amended Date(s):	June 25, 2009; December 18, 2003; April 8, 2003; December 19, 1984; December 14, 1982; and January 22, 1976
Adopted Date:	July 17, 1969
Review Date:	
Law Reference:	105 ILCS 5/10-22.29b, 105 ILCS 5/29-3.1, and 105 ILCS 5/29-3.4
Related Policies:	
Related Policies:	
Related Instructions	Procedures for Policy 5136 And Guidelines
And Guidelines:	
Cross Ref.:	

Procedures for Policy 5136, Student Travel

~~A.~~ A. Approval

Sponsors of student travel must obtain administrative approval prior to committing to any trips or travel.

B. ~~B.~~ Supervision

Oak Park and River Forest High School requires an appropriate level of adult supervision for all student travel. Adult supervisors are required to travel with the students as members of the same group. The number of ~~d~~District employees required as adult supervisors will vary depending upon the conditions of the trip. Parents and interested adults may volunteer to serve as additional supervisors for student travel.

For all student travel that include an overnight stay of one or more nights, supervisors must contact the designated ~~d~~District administrative liaison at regularly established times. In the case of any difficulty or divergence from the submitted itinerary, supervisors are to notify the designated administrative liaison immediately as to the nature of the difficulty or the divergence. In such situations students should never be left without adult supervision. Should a student, for whatever reason, become separated from the group, a supervisor should remain with that student while the remaining members of the group complete their travel with another supervisor(s). At no time should a student or a group of students be left unsupervised on a trip.

In the case of changing travel arrangements, supervisors must notify the designated administrative liaison of all circumstances and changes. Parents and guardians of all trip participants must in turn be notified of any and all changes in travel plans and/or arrangements.

C. ~~___~~ Costs

The ~~sponsoring~~ teacher/coach/sponsor should determine necessary costs and submit those costs in writing to the appropriate administrative personnel at the time of application for administrative approval of the travel. Once approved, students are to be notified of the expenses of the trip to them at the time of registration.

Transportation costs will generally be funded by the ~~d~~District for student travel to destinations within 150 miles of the high school. For travel of greater distances, the cost of transportation ~~will~~may be borne by the participants. For all trips, the ~~d~~District will not typically cover costs related to tickets, admission fees, lodging, and food. The sponsoring teacher is to assess each participating student for these expenses. Arrangements for securing the funds collected should be made with the Business Office.

D. ~~___~~ Insurance

All students, employees, approved volunteer drivers, and parent or guardian supervisors must be covered by accident and health insurance coverage, protecting them from financial loss due to bodily injury, disability, or death while participating in school sponsored travel. This

insurance is provided through the District. Additional costs to trip participants may be incurred for appropriate insurance coverage. The trip sponsor is required to check with the Business Office to determine if additional insurance costs must be obtained. This coverage (if not provided by the dDistrict), including the name and address of the insurance company and the policy number, must be indicated in writing and placed on file in the Business Office in advance of any travel.

E. Transportation

As a general rule, transportation for school-sponsored travel will be provided by means of commercial vehicles. All buses or rental vehicles are to be ordered through the Business Office. If more than ~~47 students~~44 passengers are participating in the trip, a second bus must be used. The cost of such rental vehicles will be covered by the dDistrict's transportation fund if the travel destination is within 150 miles of the high school. Otherwise, the trip's participants ~~must~~may be required to cover such rental costs.

Employees ~~or approved volunteers~~ who possesses a valid Illinois (or other state's) driver's license, valid proof of insurance, and who ~~is~~are at least 21 years of age or older, who have a completed and returned criminal background check, and who have a completed and returned driver license violation check with no moving violations within the previous 6 months may transport students on school-sponsored travel in a ~~school~~District-owned, rented, or leased vehicles. Such persons are covered by the dDistrict's insurance up to limits of the dDistrict's such coverage. ~~An employee or approved volunteer who transports students on a school-sponsored trip in a non-school vehicle is covered up to the limits of the dDistrict's insurance coverage after the employee's/volunteer's own insurance has been exposed up to the limits of its coverage. Any approved non-employee volunteer who transports students on a school-sponsored trip in a non-school vehicle is not covered by the dDistrict's insurance. Non-employees must not transport students.~~

Volunteers who receive approval through the District approval process, may transport students on school-sponsored travel in District-owned, rented, or leased vehicles. Such persons are covered by the District's insurance up to limits of such coverage. Volunteers receive approval through the appropriate administrator and only after completing the necessary requirements for approval.

The Superintendent (or his/her designee) is responsible for developing an approval process for both employees and volunteers who seek approval. This approval will include but not be limited to the following: minimum 21 years of age; valid and current IL (or other state's) driver's license; completed and returned criminal background check; completed and returned driver license violation check with no moving violations within the immediate previous 6 months; and required self-reporting to the District for any moving violations. The Superintendent (or his/her designee) shall develop a form for said application process, including but not limited to an annual verification of items noted above for current employees and approved volunteers..

Keys must be returned at conclusion of vehicle usage. The driver is responsible for ensuring that the vehicle is returned in proper working order, and is free of garbage or other debris. In the event of damage or an accident, the driver must report the incident as soon as practical to the Business Office.

A completed Vehicle Request Form with proper administrator approval is required for vehicle usage by employees or approved volunteers. Keys will only be issued to employees and approved volunteers who meet the above criteria. The privilege of driving a District vehicle may be suspended or revoked if the employee or approved volunteer is found to be in violation of any portion of this procedure.

F. General Field Trip Procedures

Field Trips are arranged and approved through the Office of the Director of InstructionPrincipal -and approved by that office. Field trip requests should be submitted by the third week of the semester. A calendar of approved field trips will be distributed to the faculty by the end of the fourth week of each semester. Additional field trips can be approved beyond the third week of the semester if planning for the trip could not have occurred during the first three weeks of the semester.

Parental permission must be secured for any field trip which takes students off school property and/or which extends beyond normal school hours. Permission slips bearing the signature of the parent/guardian will be collected by the sponsoring teacher and must be filed with the appropriate division secretary, who in turn, must file the permission slips with the attendance office at least five days prior to the occurrence of the trip. Students who fail to submit a parent/guardian permission slip by the established deadline will not be allowed to participate in the field trip. The sponsoring teacher must distribute a list of the students participating in the field trip to faculty at least two days before the trip, either via e-mail or the faculty bulletin.

All approved field trips must have an evaluation component. Each student participating in the trip must complete the Field Trip Evaluation form. Student responses are to be tabulated by the sponsoring teacher who will prepare a Field Trip Evaluation Summary, which must include a reflection statement, completed by the classroom teacher or trip sponsor. This summary must be submitted to the Director of InstructionPrincipal and the appropriate Division Head. A failure to submit this summary may result in the denial of future requests for field trips in subsequent semesters.

No class may have more than one field trip per grading period except those classes that have a field or performance component or as jointly determined by the Division Head and the Director of InstructionPrincipal. "Black out dates," i.e., dates on which field trips may not be scheduled, are set by the Principal and notification of same is made to the administration, Division Heads, and faculty.

Costs related to a field trip should not be a barrier for any eligible students to participate.

G. General Co-curricular (Athletic and Activity) Trip Procedures

Co-curricular Activity trips related to Athletics are approved and arranged for by the Athletic Director. Co-curricular Activity trips related to extracurricular Activities are arranged through the Assistant Principal for Student Activities Director and are approved by the Assistant Superintendent for Pupil Support Services. ExtraCo-curricular activities trips mustmay not take students from school during regular school hours unless approved by the Athletic Director or Assistant Principal for Student Activities in advance. Coaches and sponsors should check with the appropriate administrator regarding additional specific rules and guidelines.

The Superintendent (or his/her designee) shall develop procedures which permit students to travel home from a specified event with their parent(s) provided prior approval has been granted by the appropriate and immediate coach/sponsor of the student and the event. additional specific rules and guidelines.

Costs related to ~~athletic or extracurricular~~Co-curricular trips should not be a barrier for eligible students to participate.

H. General Exchange/Excursion Trip Procedures

Applications for Exchanges/ Excursions are available through the Office of the Director of InstructionAssistant Principal for Student Activities. Incomplete applications will not be considered for approval.

Students may not miss more than five (5) days of school as a result of participating in a-an school-initiated Exchange or Excursion.

Prior to approval being granted for any trip, sponsors will complete a detailed questionnaire-application that is presented for approval to the Assistant Principal for Student Activities and then to the District Leadership Team (DLT)-to be kept on file in the Office of the Director of Instruction. The questionnaire will include information relevant to the students' and supervisor's participation in the trip.

All Exchanges/Excursions that involve male and female students must have at least two sponsors, one male and one female. At least one of the sponsors must have previous Exchange/Excursion experience and one must have more than three consecutive semesters of employment in the District.

Permission forms and student informationslips bearinginformation bearing the signature of the parent/guardian must be obtained for every student participating in an Exchange/Excursion. These permission slips must be returned to and will be kept on file in the Office of the Director of InstructionAssistant Principal for Student Activities.

Sponsors of Exchanges/Excursions must hold at least two informational sessions with parents/guardians participating in the Exchange/Excursion before students depart on the trip.

Exchanges/Excursions are subject to the approval of the Assistant Principal for Student Activities and then the District Leadership Team (DLT) ~~Building Administrative Team (BAT)~~ and, upon the recommendation of ~~BAT~~, the DLT, may require approval by the Board of Education. Even after approval has been granted, ~~the DLT BAT~~ or the Board of Education may withdraw the approval should national or worldwide conditions suggest that student safety on the trip could be compromised.

DISCUSSION ITEMS

Oak Park and River Forest High School

District 200

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

TO: Board of Education

FROM: Attila J. Weninger, Superintendent

DATE: January 15, 2010

RE: 2009-2010 Board Goals and Administrative Work

BACKGROUND

At the regular December Board meeting, we briefly discussed the December 15 memo outlining my recommendation regarding administrative work and Board Goals for this year. (See attached for both the December 15 memo and this year's Board goals.) The Board then asked for a more specific list of the work that would and would not be completed if the recommendations were accepted. Below, in table format, please find those lists.

SUMMARY

The first table below is work to which we are obligated or committed and have no choice about doing, not doing, postponing, or extending deadlines. The second table is Board goals: those that would be completed this year (2009-2010) and those that would either be extended to or begun in 2010-2011.

Obligated/Committed Work to be done in 2009-2010
Administrative/Non-Affiliated Benefit Structure
Divisional/Departmental Restructuring
Educational Technology Restructuring
Contract Negotiations: CPA and SST
Business Office Audits (5+ since July)
ROE Audit (response to findings)
Oak Park TIFs/River Forest TIFs
Litigation/Complaints (court/ISBE/etc.)
DVR Involvement
MSAN Involvement
Associate School Articulation (regular; data reports)
RtI Implementation
FTE Sectioning
Summer Construction Projects
Ongoing Program Assessment
Day-to-day District/Building Operations
Superintendent Search
Recommended to Postpone/Begin in Fall 2010
Associate School Districts' Common Goal
Weighted and Ranking Systems Review
Baldrige Organizational Assessment ¹

¹Given the FSEC position, moving forward is not realistic at this time.

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Board Goals
2009-2010 Completion
Goal 1: Racial Equity <ul style="list-style-type: none">• CCAR for faculty and staff
Goal 2: Student Academic Achievement <ul style="list-style-type: none">• Develop academic support for ISS/OSS.
Goal 3: Recruitment and Employment <ul style="list-style-type: none">• Recruit and employ a Director of Human Resources.• Recruit and employ 4 Division Heads.• Develop mentoring programs for administrators and certified staff.
Goal 5: Learning Environment <ul style="list-style-type: none">• Discipline: reduce Class II infractions by 15%.• Substance Use: develop baseline data; administer surveys; develop tracking systems; hold forum with Citizens' Council.
2010-2011 Completion
Goal 1: Racial Equity <ul style="list-style-type: none">• CCAR for Board• Vision for Racial Equity
Goal 2: Student Academic Achievement <ul style="list-style-type: none">• Develop indices and benchmarks for student achievement and the racial achievement gap.• Develop one new program affecting a broad segment of underachieving students.• Develop a 3-5 year plan for a data-driven model of school improvement.
Goal 3: Recruitment and Employment <ul style="list-style-type: none">• Retention Program• Codification of Practices
Goal 4: Finance <ul style="list-style-type: none">• Model for revenue generation/cost containment priorities
Goal 5: Learning Environment <ul style="list-style-type: none">• Academic: 10% increase in minority enrollment in Honors/AP courses• Substance Use: develop plan

RECCOMENDATION

Board to discuss and provide Administration with direction.

Oak Park and River Forest High School
District 200

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

TO: Board of Education

FROM: Attila J. Weninger, Ph.D., Superintendent

DATE: December 15, 2009

RE: 2009-2010 Board Goals and Administrative Work

BACKGROUND

Over the past 2 months, the DLT has had several discussions regarding the administrative work load for the 2009-2010 school year, including but not limited to Board Goals. The DLT is very concerned about its ability to do/complete the work expected, and in many cases, to complete the work with quality and fidelity to its intent. During these discussions, we decided to approach the Board with our concerns and ask the Board to approve the list of work to be done in 2009-2010, consider expanding the time needed to complete some of the work beyond 2009-2010 that has begun already, and postponing some of the work until 2010-2011. Because our schedules and more timely issues prevented us from discussing this more recently, i.e., within the past 3 weeks, I have taken it upon myself to prepare this memo to the Board. I am supportive of this request.

SUMMARY

Below, please find a list of the major work items which we are currently trying to complete and manage. It is simply a list.

1. Administrative and Non-Affiliated Compensation/Work/Work Year Proposal
2. Articulation with Associate Districts 90 and 97
3. Baldrige Organizational Assessment
4. Board Goals
 - a. Racial Equity (3 sub goals)
 - b. Student Academic Achievement (4 sub goals)
 - c. Recruitment and Employment (see 18.-20. below)
 - d. Finance (2 sub goals)
 - e. Learning Environment (3 sub goals)
5. Business Office Audits (5+ since July 1)
6. Contract Negotiations: CPA
7. Contract Negotiations: SST
8. Day to Day Building and District Operations
9. Des Plaines Valley Region (DVR) Involvement
10. Divisional Restructuring and Department Head Revisions/Realignment
11. Educational Technology Restructuring
12. Facilities Long Range Planning
13. FTE/Sectioning Process
14. Litigation
15. MSAN Involvement
16. Oak Park TIFs
17. Ongoing Program Assessment
18. Recruitment and Employment: 15 (approximately) certified staff
19. Recruitment and Employment: 4 Division Heads
20. Recruitment and Employment: Director of HR
21. River Forest TIF
22. ROE Audit (response to findings)
23. RtI (Response to Intervention) Implementation
24. Summer Construction Projects

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Now, below, please find that list in two groups: A. work which must be done and to which the District is committed/obligated; and B. work over which we have some choices and for which I am making recommendations as noted.

A. Obligated/Committed

1. Administrative and Non-Affiliated Compensation/Work/Work Year Proposal
2. Business Office Audits (5+ since July 1)
3. Contract Negotiations: CPA
4. Contract Negotiations: SST
5. Day to Day Building and District Operations
6. Des Plaines Valley Region (DVR) Involvement
7. Divisional Restructuring and Department Head Revisions/Realignment
8. Educational Technology Restructuring
9. Facilities Long Range Planning
10. FTE/Sectioning Process
11. Litigation
12. MSAN Involvement
13. Oak Park TIFs
14. Ongoing Program Assessment
15. Recruitment and Employment: 15 (approximately) certified staff
16. Recruitment and Employment: 4 Division Heads
17. Recruitment and Employment: Director of HR
18. River Forest TIF
19. ROE Audit (response to findings)
20. RfI (Response to Intervention) Implementation
21. Summer Construction Projects

B. Choices

1. Articulation with Associate Districts 90 and 97
 - a. Recommendation: continue essential articulation efforts; postpone new efforts until 2010-2011
2. Baldrige Organizational Assessment
 - a. Recommendation: postpone until fall 2010
3. Board Goals
 - a. Racial Equity (3 activities/strategies)
 - i. Recommendation:
 1. continue CCAR for faculty/staff;
 2. postpone developing equity vision until 2010-2011
 3. postpone Board CCAR) until 2010-2011
 - b. Student Academic Achievement (4 activities/strategies)
 - i. Recommendation:
 1. extend completion until June 2011
 - c. Recruitment and Employment (4 activities/strategies)
 - i. Recommendation:
 1. complete 15.-17 in A. above;
 2. complete development of mentoring programs for administrative and certified staff
 3. postpone development of retention program until 2010-2011
 4. revisit codification of recruitment/employment practices with employment of new Director of Human Resources

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- d. Finance (3 activities/strategies)
 - i. Recommendation:
 - 1. extend completion until June 2011
- e. Learning Environment (3 sub goals with 12 activities and strategies)
 - i. Recommendation:
 - 1. Discipline: complete goal as indicated
 - 2. Academic: extend goal for deadlines in 2010-2011
 - 3. Substance Use/Abuse: extend completion until June 2011

In those instances where “extend completion until June 2011” appears, these goals (and activities and strategies) will be worked on this year and next year.

We respectfully ask that the Board consider the work it asks of administrative staff to complete and the qualitative level at which it seeks that work to be completed. Having experienced almost a semester this year already, we are finding it very difficult to meet those expectations, and our own, without some relief as recommended above.

RECOMMENDATION

The Board grant the administrative request as provided.

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2009-2010 District Goals

Goal 1: Racial Equity

OPRFHS will provide an inclusive education for all students by reducing racial predictability and disproportionality in student achievement and reducing systemic inhibitors to success for students and staff of color.

Activities and Strategies

1. Write a vision of equity for the school that encompasses leadership, learning and teaching, and community.
2. Develop and implement a professional development program for the Board of Education, and Administration, faculty, and staff, which utilizes courageous conversations about race.
 - a. Implement CARE (Collaborative Action Research for Equity) teams: expand the current courageous conversations about race professional development and training among faculty and select administrators (approximately 20) to a larger, District-wide professional development program of 58-60 people including 20 additional faculty, the District Leadership Team (DLT) (4), the Building Leadership Team (BLT) (4), Instructional Council members (4), and Supervisors (6).
 - b. Utilize a “train the trainer” model to develop a cadre of facilitators.
 - c. Increase the amount of professional development time for Conversations About Race during the 2009-2010 school year.
 - d. Convene 2 Board of Education workshops (once each semester), utilizing internal or external facilitators.
 - e. These courageous conversations about race professional development programs will include, but not be limited to, the following:
 - i. provide the faculty, staff, and administration with culture and race survey material to address the significance of race in education;
 - ii. provide information on racial predictability and disproportionality in student achievement;
 - iii. explore why an examination of race, racism, micro-aggressions, and institutionalized racism is critical to closing racial achievement gaps;
 - iv. provide awareness of systemic inhibitors to success for students and staff of color;
 - v. equip participants with the concepts, knowledge, and language to address racial barriers of and communicate effectively with others; and
 - vi. prepare participants to lead small groups of faculty, staff, and administrators in courageous conversations about race during the 2010-2011 school term so that all staff develop awareness of how race impacts student and staff success, and to bring about changes in instructional practices and professional behaviors.

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Goal 2: Student Academic Achievement

Raise student academic achievement through the development of definitions and measurements for student achievement and the racial achievement gap, one new program affecting underachieving students, a data-driven model of school improvement, and academic support for students assigned to In School (ISS) and Out of School (OSS) suspensions.

Activities and Strategies

1. Develop specific separate benchmarks or indices of “student academic achievement” and “the racial achievement gap” that are understood and able to be used by the community and professional educators.
2. Develop one new academic program for a broad segment of underachieving students for implementation in fall 2010. The program will be evaluated such that the academic progress and achievement of targeted students will be conducted using quantitative measures.
3. Each student in ISS and OSS will receive academic support e.g., through the implementation of tutoring and/or online academic programs.
4. Develop a 3-5 year plan for a data-driven model of systemic and systematic improvement in student academic achievement and that will provide the Board with information necessary to evaluate progress made in raising student achievement and closing the racial achievement gap.
 - a. Begin implementation of Domain I. of the Student Achievement Domains and Components document in fall 2010 per the June 2009 report and plan as presented by the Administration, which includes a process to review and make modifications to Domain I. on an annual basis.
 - b. Develop a student academic achievement “growth model” to track the achievement of cohorts of students over time, i.e., high school years.
 - i. Using data for the past five school years (2004-05 through 2008-09), establish baselines or benchmarks for student achievement as reported in the EXPLORE, PLAN, I-ACT, and ACT standardized tests.
 - ii. Establish the baseline for reading, mathematics, science, English, and composite scores.
 - iii. Disaggregate the data by cohort or year in school, gender, race, socio-economic status, and Special Education.
 - iv. Use the growth model to track and evaluate student grades and GPA, disciplinary behaviors, and participation in the co-curricular programs (athletics, activities, and intramurals).
 - v. Report all student academic achievement “growth model” data to the Board of education in disaggregated and aggregated form, and make a catalog of reports available to faculty/staff and community.
 - vi. At the December Instruction Committee meeting, present to the Board a report on the current state of the student information system as it relates to student achievement data and its projected capacity by June 2010.

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Goal 3: Recruitment, Employment, and Retention of Professional Staff

Recruit, employ, develop, and retain the highest quality staff, in ways that are fair to applicants and clear to employees.

Activities and Strategies

1. Conduct a detailed review and evaluation of recruitment and employment procedures for all employees by October 31, 2009.
 - a. Information on best practice in hiring will be incorporated in developing a check list of procedures to review and evaluate District recruitment and employment practices. These will include but not be limited to position description, postings, interviewing, notification, decision making sequence, variations in hiring sequence by employee classification, and links to organizational goals.
 - b. Union and non-union employment hiring procedures will be reviewed and documented utilizing a check list.
 - c. Upon completion of the evaluation, the Board will review personnel recruitment and employment policies.
 - d. Upon completion of the evaluation, the revised recruitment and employment practices will be incorporated in an employee handbook (existing or new) for employees.
2. Intensify the recruitment program for minority candidates by developing an overall minority recruitment plan/program by December 31, 2009
 - a. Develop relationships with key personnel at Historically Black Colleges/Universities (HBCU).
 - b. Explore non-traditional approaches to contacting candidates (non-educational conferences, minority sororities and fraternities, social networking groups, etc.).
 - c. Seek the assistance of and encourage current faculty and administrative staff to assist in the plan/program development, and to identify for and refer minority candidates to Division Heads, Administrators, and Human Resources.
 - d. Monitor and evaluate the number of applications received by outreach.
3. Review and evaluate current practices for faculty and administrative mentoring for additions and changes to be implemented in Fall 2010.
 - a. Gather staff input by quartile group on non-tenured faculty needs, and by administrative quartile group on administrative needs.
 - b. Revise and establish performance measures to evaluate the mentoring program.
 - c. Review performance criteria for achieving faculty tenure.
 - d. Report to the Board of Education's Human Resources Committee no later than February 2010.
4. Develop a faculty and administrator retention program, focusing primarily though not exclusively on retaining minority employees, for implementation in Fall 2010.
 - a. Gather staff input by quartile group, and from minority staff (i.e., the African American Faculty Staff Council) on issues and suggestions.
 - b. Establish quantitative and qualitative measures by which to evaluate the retention program.
 - c. Report to the Board of Education's Human Resources Committee no later than February 2010.

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Goal 4: Finance

Develop a new budgeting process that includes program priority procedures, identification of additional revenue sources, expenditure priority procedures, and cost containment measures.

Activities and Strategies

1. The Board will adopt a model for setting financial priorities in institutional settings by January 2010, with implementation in March 2010 for the FY 2010-2011 Budget cycle.
 - a. A Financial Advisory Committee will be convened. It will include staff and community members with financial expertise.
 - b. The Financial Advisory Committee will offer recommendations to the Superintendent, who will invite and solicit information about models for setting financial priorities in an institutional setting.
 - i. The models will include specific procedures for setting spending priorities.
 - ii. The procedures will produce an easily understood method for the District to determine the priority level of any proposed new or existing program.
 - iii. The procedures will include a method for shifting money from lower priority expenditures to higher priority expenditures.
 - iv. The procedures will include a method for identifying options and prioritizing items for cost containment.
 - v. The procedures will include a review of the current finances and the Public Finance Specialists (PMA) Financial Network, Inc.'s projection model assumptions, including a method for identifying options and for prioritizing cost containment measures. Complete in time for the 2010-2011 budget.
 - c. Multiple models will be presented to the Board for review and adoption in January 2010.
2. The Board will align the long term projection model with cost containment measures.
 - a. The Financial Advisory Committee will recommend targeted expenditure goals to the Board of Education in time for the 2010-2011 budget.
 - b. The District will use the adopted evaluation model to identify cost containment areas.
3. The Board will adopt a revenue/resource identification and development model.
 - a. The Board will review present policies that impeded revenue/resource implementation and amend accordingly, by January 2010.
 - b. The Finance Advisory Committee will investigate and recommend to the Board additional revenue/resource opportunities by March 2010.
 - c. The District Administration will work cooperatively with other taxing bodies to identify and implement revenue/resource allocation sharing. The District administration will host bi-monthly meetings for FY 2009 – 2010. The CFO will give an end of year report in June 2010.
 - d. The District Administration will identify and apply for State, Federal and private funding (including grants) in the areas of student achievement, facility management, green initiatives, wellness, and co-curricular activities.
4. Develop a communication plan to introduce the new budget process to the school community.

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Goal 5: Learning Environment

Improve the learning environment for students and staff considering aspects of respect, safety, academic promise, and social-emotional well being.

1. Discipline: For the 2009-10 school year, decrease the number of Class II infractions by 15% in each racial category of students.
2. Academic: make preparations in order to increase enrollment in honors and AP courses for the 2010-2011 school year by 10% for African American, Latino, and Mixed-Race students.
3. Substance Use/Abuse: develop and provide a targeted alcohol/substance use and abuse awareness, education, prevention, detection, and intervention program available for OPRF students, faculty, and staff. The program will be communicated to parent(s) and guardian(s), and they will be strongly encouraged to avail themselves of this resource.

Activities and Strategies

Discipline

1. Compile student discipline data on referrals for Class II Infractions for aggressive physical behavior, defiance of authority, disruptive behavior, and verbal abuse, disaggregated by race and gender for school year 2008-09.
2. Establish a baseline for Class II Infractions for aggressive physical behavior, defiance of authority, disruptive behavior, and verbal abuse with a goal of identifying those areas that have a significant impact on the student and staff learning environment.
3. Complete the initial report by October 1, 2009 and present to the Board at an October Board Committee Meeting. Present the 1st semester report at a March 2010 Board Committee meeting. Present the 2nd semester report (and school year) at an August 2010 Board Committee meeting.
4. Develop an alternative to suspension program for students assigned to 3 or more days of ISS or OSS.

Academic

1. Compile enrollment data in honors and AP courses, disaggregated by race and gender for the school years 2005-2006 through 2009-2010.
2. Establish a baseline for enrollment, and a plan for providing more access to the honors and AP courses for minority students.
3. Complete the initial report by November 1, 2009 and report to the Board at the November Instruction Committee meeting. Present a progress report regarding the "access plan" at the February 2010 Board Instruction Committee meeting. Present a final report and implementation steps at the June 2010 Board Instruction Committee meeting.

Substance Use/Abuse

1. Establish a baseline of student alcohol/drug use for 9, 10, and 11 grade students utilizing the Illinois Youth Survey (IYS) results from spring 2008 as a starting point.
2. Collaborate with Associate School Districts 97 and 90 to track and report longitudinal information regarding middle and high school student drug/alcohol use, including referrals made, and services provided in-school and within the community.

TEL: (708) 383-0700 WEB: www.oprfhs.org TTY/TDD: (708) 524-5500 FAX: (708) 434-3910

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3. Expand administration of IYS 2010 survey to all freshmen, sophomores, and juniors to compare 2008 freshmen to 2010 juniors (same cohort) on comparable use and attitude questions.
4. Establish a baseline for parent/guardian and faculty/staff attitudes about student alcohol/substance use with a goal toward increasing detection, intervention, and referrals.
 - a. Work with Associate School Districts 90 and 97 to develop and administer a local survey of middle school and high school families to obtain data on parent/guardian awareness and attitudes, school/community resources used, and supports believed lacking or needed.
 - b. Revise reporting and data sharing formats for in-house drug/alcohol related discipline/counseling referrals.
 - c. Track private/community referrals and student response to referral interventions.
 - d. Complete initial baseline surveys and referral reports by June 30, 2010, and present report at an August Board Committee meeting.
5. Develop and implement the awareness, education, prevention, detection, and intervention program in the 2010-2011 school year.