

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

**Policy, Evaluation and Goals (PEG) Committee
Tuesday, March 6, 2012
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Monday, March 6, 2012, in the Board Room. Co-chair Finnegan opened the meeting 6:42 p.m. A roll call included the following members: Terry Finnegan, Valerie Fisher, Dr. Ralph H. Lee, Amy McCormack, Sharon Patchak-Layman; and John Phelan. Also present were: Dr. Steven T. Isoye, Superintendent; Lauren M. Smith, Director of Human Resources; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Laurel DiPrima and Brian Zumpt, Policy Consultants of IASB’s Policy Services

Review of Policy Manual

The committee continued its review of the Policy Manual with IASB representatives Laurel DiPrima and Brian Zumpt.

Section 5

Policy	Comments
5:30	It was noted that the CBA would trump policy unless a law said something was not legal. The CBA is between the Board and the staff. The Board of Education negotiates policy in the CBA. Ms. DiPrima provided a list of policies that have CBA implications. Ms. Patchak-Layman questioned why this policy would not have a general statement regarding training and/or staff development as the Board of Education supports it. Ms. DiPrima did not believe a general statement would be effective. She suggested discussing this further with the District attorney. Ms. Patchak-Layman understood the CBA to be an agreement with the Board but the practice and what happens with it is an administrative activity. Ms. Fisher cautioned against adding anything to the policy that would have contractual obligations and conflict with the CBA. She remembered a very extensive policy book because before 1999, there were no unions or CBAs. The goal is to stay aligned with the CBA. This policy is for those employees who are not covered by the CBA.
5:40	The administrative recommendation was to adopt the IASB’s policy, as it was compliant with the ADA. The Committee concurred with its adoption .
5:50	The administrative recommendation was to adopt the IASB’s policy and delete 4330, as laws have changed. The Committee concurred with its adoption.
5:60	The administrative recommendation was to adopt the IASB’s policy. It was noted that mileage is included in the CBA. In C, line 1: replace “iver” with “River”. The Committee concurred with its adoption .
5:70	The administrative recommendation was to adopt the IASB’s policy. Employees are not required to take personal days for religious purposes. The Committee concurred with its adoption.
5:80	The administrative recommendation was to adopt the IASB’s policy. CBAs do address this issue. The Committee concurred with its adoption .
5:90	The administrative recommendation was to add the state definitions to the IASB’s policy as stated in Policy 4370 and add “or designee” after “superintendent. With regard to a question of whether the school has a chain of command for who the administrator-in-charge would be should the superintendent not be in attendance, the response was yes. A suggestion was made to include “hard copies” to the first sentence of the second paragraph.
5:100	It was the administrative recommendation to adopt the IASB’s policy with the inclusion of the

	first paragraph 4150. The Committee concurred with its adoption.
5:110	It was the administrative recommendation not to adopt IASB's policy. There is no legal requirement to do so and there were questions about costs for this and who would make the determination as to who should be recognized. Mr. Phelan asked to see policies that other schools might have about this practice. Ms. McCormack wanted to see more recognition of teachers.
5:120	It was the administrative recommendation to adopt the IASB's policy as this covers employees and it is a requirement of school law. The key piece is the conflict of interest. It does not cover students. Teachers who accompany students on field or group trips are paid a salary and they have to pay taxes on that. The Committee concurred with its adoption.
5:125	It was the administrative recommendation to adopt the IASB's policy with the following amendments: Page 1, Social Media, 3 rd line Add the words "but it is not limited to" after the word "includes" Page 1, Social Media, 3 rd line Replace the word "and" with "or" Page 2, After the word "Superintendent" add "or designee." Page 2, No., replace "Building Principals" to "Principal" Page 2, Items A-C, Remove the word "their" Page 2, Item 2, Item A: Replace the word "Provide" with "Inform." Staff is provided this information annually. The Committee concurred with its adoption
5:130	It was the administrative recommendation to adopt the IASB's policy. All seasonal athletic coaches are on the payroll; those jobs are now being classified and a review of exempt jobs is proceeding; these positions would not qualify as independent contractors. The Committee asked that Ms. Smith provide the IASB with a legal definition of "District employee" from the school's attorney.
5:140	It was the administrative recommendation to adopt the IASB policy. Discussion ensued about solicitation. The committee concurred with its adoption.
5:150	It was the administrative recommendation to adopt the IASB policy with the addition of the first paragraph from Policy 4121. Ms. Smith noted that ADA requires that a separate file be kept on physicals and TB tests. Discussion ensued about the retention of records. Ms. Smith will send a copy of the HIPPA policy to Ms. DiPrima and will ask the attorney to review for ADA compliance. A HIPPA reference will be added to Student Records cross reference and to this policy. Note: Employees can have a copy of their entire file at any time. The Committee concurred with its adoption
5:170	It was the administrative recommendation to adopt the IASB policy with the deletion of "it is assured" on Line 5 of Para 1. The purpose of this policy is not to capture something that one develops on his or her own but only those items that are developed for a class. Caution was given about making unauthorized copies of a Word program on computers as there were stiff penalties against violating copyright laws. The Committee concurred with its adoption.
5:180	It was the administrative recommendation to review this policy after the attorney provides new language.
5:185	It was the administrative recommendation to adopt the IASB policy and change to rolling calendar. The Committee concurred with its adoption
5:190	It was the administrative recommendation to adopt the IASB policy and delete policy 4113. The Committee concurred with its adoption
5:200	It was the administrative recommendation to adopt IASB policy. Discussion ensued about the working day/conditions and the fact that they were both part of the terms of conditions of the CBA. If Board of Education is obligated to fulfill the terms of the CBA and could be subject to damages if it abrogated the CBA with a policy. It was the consensus of the committee to delete: "Teachers are required to work the school day

	adopted by the Board of Education.” The Committee concurred with its adoption.
5:210	It was the administrative recommendation to adopt the IASB policy as it is a protection for the District. If a teacher decided to resign during a school term, the District could ask the Regional Office of Education to hold their certificate, making them ineligible to teach. The Committee concurred with its adoption.
5:220	It was the administrative recommendation to adopt the IASB policy. The Committee concurred with its adoption.
5:230	It was the administrative recommendation to adopt the IASB policy as it refers to the CBA. The Committee concurred with its adoption.
5:240	It was the administrative recommendation to adopt the IASB policy with the addition of “to designee” after the word “superintendent” throughout the policy. The Committee concurred with its adoption.
5:250	It was the administrative recommendation to adopt IASB policy incorporating language that Ms. Smith will provide about non-bargained leaves. Clarification was given about military leave. An employee must have a position open for someone who was called to military service. Anyone hired for a person serving in the military must be told that was the reason for his/her hire. Ms. DiPrima and Ms. Smith will explore what has been used with regard to time off to serve as an officer or trustee in an organization.
5:260	It was the administrative recommendation to adopt IASB policy as this is the current practice. The Committee concurred with its adoption. The Committee concurred with its adoption.

Dr. Isoye distributed copies of OPRFHS policies referenced by IASB with regard to student discipline for its discussion at a future meeting.

At 8:55 p.m., Mr. Finnegan moved to enter closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by PA.93—57; seconded by Mr. Phelan. A roll call vote resulted in all ayes. Motion carried.

Adjournment

Mr. Finnegan closed the meeting at 9:30 p.m.