

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

**Policy, Evaluation and Goals (PEG) Committee
Monday, February 27, 2012
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Monday, February 27, 2012, in the Board Room. Co-chair Finnegan opened the meeting 6:37 p.m. A roll call included the following members: Terry Finnegan, Valerie Fisher, Dr. Ralph H. Lee, Sharon Patchak-Layman; and John Phelan. Also present were: Dr. Steven T. Isoye, Superintendent; Lauren M. Smith, Director of Human Resources; Cheryl L. Witham, Assistant Superintendent for Finance and Operations; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

In Board Secretary McCormack’s absence, Ms. Fisher was nominated secretary Protempore.

Visitors: Laurel DiPrima and Brian Zumpt, Policy Consultants of IASB’s Policy Services (departed at 9:10 p.m.)

Review of Policy Manual

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

Section 4

Policy	Comments
4:90	It was the administrative recommendation to keep Policy 3363 and add the administrative procedures to the new procedural manual, as it is more descriptive of practice. The Committee concurred.
4:100	It was the administrative recommendation to adopt IASB policy. The Committee concurred with the adoption.
4:110	It was the administrative recommendation to adopt IASB policy but delete information regarding the transporting of students as the District does not do that and to replace the first 3 paragraphs with Policy 5136. This policy will be reviewed again in conjunction with 6:242 regarding Field Trips. The title will be changed to Student Travel. The Committee concurred with the adoption.
4:120	<p>It was the administrative recommendation to adopt IASB policy with the deletion of the last sentence of the first paragraph regarding type and amounts of food and beverages sold, as that is a personal choice.</p> <p>Note: a question was raised as to how this affected the ability of various organizations to hold their own concessions for their own events. It was noted that high schools do not have many restrictions because that is not their business, but that they do have OSHA restrictions regarding use of facilities, cleanliness, etc.</p> <p>Discussion ensued and consideration was given to whether the cafeteria and the bookstore would be expected to continue “to be self-sustaining in all areas of operation including but not limited to personnel and/or inventory and equipment,” as stated in Policy 3535. Ms. Fisher talked about an intergovernmental agreement that allowed District 200 to provide food service to District 97, which had been very complimentary as to the nutritional value, taste, and cost. She asked if that needed to be referenced in this policy. The response was that District 97 would have its own policy. The high school uses economy of scale and does not make a profit or run into the red. The Board of Education needs to consider the Instructional</p>

	<p>Materials Fee and Lunch Prices at these levels. Ms. Fisher wanted these areas to be cost effective for the students, especially because of having a captive audience due to the closed campus. Ms. Patchak-Layman did not support Policy 3535 being included. Ms. Fisher, Mr. Phelan, Dr. Lee, and Mr. Finnegan did. Dr. Lee did not feel the taxpayers should subsidize food or books. Mr. Finnegan concurred. Ms. Patchak-Layman noted that salaries were raised in Food Service this year yet the costs were kept the same. She questioned whether the District would be able to continue to pay people a reasonable salary in the cafeteria if there was the expectation of self-sustaining. Mr. Phelan felt it was no different from other areas. The District would consider the labor costs, reduce the materials as much as possible, and sell the food for cost. The issue to consider is: does the District make money on the sale of the food or will it subsidize it. It was noted that Free & Reduced Lunch is calculated into the overall cost of the program. Ms. Patchak-Layman felt it was wrong for students to pay an inflated amount for books because someone else could not pay. It is the taxpayers' responsibility to pay for the books of students who cannot afford to pay for them. Mr. Phelan suggested continuing this discussion when all Board of Education members were present. The Committee concurred with the adoption.</p>
4:130	<p>It was the administrative recommendation to adopt IASB policy with the addition of "or designee" after the word "superintendent" throughout the policy. Discussion ensued about generally allowing the superintendent to designate a designee, or, if specific, then only superintendent. When a recommendation is brought to the Board of Education, it should only be the superintendent. The Committee concurred with the adoption.</p>
4:140	<p>It was the administrative recommendation to adopt IASB policy with some wording changes. Ms. Patchak-Layman referred to an old Policy 5112, which listed the fees that would be waived and asked that they be included in this policy. Ms. DiPrima noted that the District would need to maintain its own list of deferred fees and update the policy, as the proposed language referred to those as defined by the ISBE. Discussion ensued about whether the cost of field trips was waived. Costs required for school, athletics, and activities are waived. However, should a student on an activity want to buy pizza, that cost would not be covered. It was the consensus of the committee to adopt the wording as presented by the IASB.</p> <p>Ms. Patchak-Layman also asked that under "Eligibility Statement" the following bullet point be added: "when students are homeless." Ms. Witham noted that whether students are homeless or not, when talking about instruction, they have to bring in household income for the Free and Reduced Lunch Program. Note: Policy 6:140, Homeless, does not address the Free and Reduced Lunch Program. The Committee concurred with the adoption.</p>
4:150	<p>It was the administrative recommendation to adopt IASB policy with the following amendments:</p> <p>Para 2, line 3: delete the word "periodic"</p> <p>Para 2, line 3: replace the word "on" with "including"</p> <p>Para 2, line 4: replace "that include cost analysis" with "through the budgeting process"</p> <p>Para 3: Delete the first sentence.</p> <p>Policy 3810 will be incorporated into the administrative procedures.</p> <p>The Committee concurred with the adoption.</p>
4:160	<p>It was the administrative recommendation to adopt IASB policy. The committee concurred.</p>
4:170	<p>It was the administrative recommendation to adopt IASB policy with the IASB exploring how to change the language that would allow the principal to receive advance notification directly of a convicted Child Sex Offender in the building. Dr. Isoye will check if a letter is sent to parents about known offenders.</p> <p>Page 2, Para 5, Line 1: Replace "the board shall annually designate a company to" with "Through its insurance cooperative the District shall annually"</p> <p>Ms. Witham informed that she attends the annual cooperative meetings and she votes on the</p>

	bid. The Committee concurred with the adoption.
4:180	It was the administrative recommendation to adopt IASB policy. The Committee concurred.
3550	The IASB felt that Policy 3550, Property Acquisition, was a facility issue and that the District did not need a policy.

Ms. DiPrima reviewed with the Committee the amendments to the policy that the committee had already reviewed and had further changes due to the IASB’s periodic updates to policies. The policies included:

Amendment to Policy 2:210, Board Member Development, that reflects mandated Board of Education training;
Deletion of Policy 2:190, Mailing Lists for Receiving Board Materials, as districts no longer need to do this,
Amendment to Policy 2:200, Types of Board of Education Meetings, that reflects the requirement of Board member training on the Open Meetings Act (OMA) and the addition of a fifteen exemption to the OMA, internal or external auditors
Amendment of Policy 4:110, Transportation, regarding transportation of homeless students..
Amendment of Policy 4:170, Safety, including the implementing the Movable Soccer Goal Safety Act and receiving information that concerns the record of a conviction as a sex offender of any employee of a district

Section 5

Policy	Comments
5:10	<p>It was the administrative recommendation to adopt IASB policy. IASB will keep the District informed of any other classification protected by federal, state, or local law.” It was recommended that the District’s attorney draft language regarding affirmative action.</p> <p>Ms. Smith explained the process for handling complaints. She does not respond to the first complaint as the District Non Discrimination coordinator. There are two complaint managers: 1 for support personnel and 1 for certified personnel. A report on applicants includes gender and race. If the applicant was hired, that data is kept with each job posting. If the complaint goes beyond the complaint managers, she is involved along with the Department of Labor or the Department of Human Rights. The term “nondiscrimination” includes harassment, hiring, sections for grievance procedure complaints, violation of ADA, etc. The nondiscrimination coordinator should be listed; Ms. DiPrima stated that in most districts that it would be HR. The Board of Education wanted more discussion on who the complaint manager should be and both genders represented. Policy 2:260 addresses the uniform grievance procedures and all of the items that can be grieved to which the nondiscrimination coordinator is responsible. The Committee concurred with the adoption.</p>
5:20	<p>This policy combines definition of harassment A concern was that examples of harassment were noted. The IASB recommended speaking to the District’s attorney. The recommend recommending to attorney. Discussion ensued about including the address of the Illinois Department of Human Rights so that employees may go to the policy. OPRFHS does post the posters with this information. It could be included underneath the nondiscrimination coordinator information. Further discussion ensued about including all of the agencies to which employees could bring their complaints. Policy 2:260 lists all of the Acts and employees could search that information. In the harassment training, it directs employees to HR and the common areas where the required postings are posted.</p>
5:30	<p>It was the administrative recommendation to adopt IASB policy adding where it says Superintendent “or designee” or “Assistant Superintendent for Human Resources.” Physical examinations are now covered for all personnel, not just certified personnel. The district does not do pre-employment drug screening as the cost would then be responsibility of the District. Only bus drivers are prescreened because of Department of Transportation. The cost for a pre-employment is about \$50 and the high school has many seasonal workers. Persons hired must provide the District with something that says they are physically fit to do the job and get a TD test. Policies 4114 and Policy 4211 are no longer applicable. The Committee concurred with</p>

	the adoption.
5:35	It was the administrative recommendation to adopt IASB policy but to maintain Policy 4115 and renumber it to match Press. This policy has to do with the Fair Labor Standards Act. Discussion ensued about the categories exempt or nonexempt employees. Nonexempt employees will be compensated for all of the hours worked in a workweek including overtime whether they are paid a salary or an hourly wage. Overtime is not paid until employees have worked 40 hours before receiving overtime. The Committee concurred with the adoption.

Race to the Top 3

Dr. Isoye informed that Board of Education that while it was considered, OPRFHS would not be participating in the Race to the Top 3 as he had been informed by people in statewide organizations that significant staff time would be required to adhere to the strict guidelines. Participation would deter from the District’s own strategic plan and the things that are currently in process. The financial benefit derived from participating in the Race to the Top 3 is an unknown because it is not known how many schools will participate and share in the funds allotted. This is an informational item only. Mr. Phelan complimented Dr. Isoye for his involvement in statewide endeavors as he is well informed and his assessment of the situation.

Adjournment

At 9:28 p.m., Mr. Finnegan closed the meeting.

Valerie Fisher
Secretary Protempore