

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

**Policy, Evaluation and Goals (PEG) Committee  
Tuesday, December 6, 2011  
Minutes  
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Tuesday, December 6, 2011, in the Board Room. Co-chair Phelan opened the meeting 6:40 p.m. A roll call included the following members: Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, Sharon Patchak-Layman; and John Phelan. Also present were: Dr. Steven T. Isoye, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction (arrived at 9:10 p.m. and departed at 10:27 p.m.); Lauren M. Smith, Director of Human Resources (departed at 10:27 p.m.); Cheryl L. Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Communications and Community Relations Coordinator; 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. The Cross Reference Chart has been completed.

**Section 8**

Some of the policies in Section 8 do have legal repercussions and others do not and are at the will of the Board of Education.

<b>Policy</b>	<b>Comments</b>
8:10	<p>Current policies are Policies 1100 and 1110. This is not a required policy, as there are no legal references included.</p> <ul style="list-style-type: none"> <li>• The administration wanted the Policy 1100 included as the introduction to this policy.</li> <li>• Replace "Public Relations Program" with "Communications and Community Relations Program"</li> <li>• Suggestion for additional bullet point: "Implementing processes through which citizens may participate in the development of the school district," as it would allow for a more orderly and intentional involvement in the development of the school district. It codifies what the District is already doing and noting that it is an interest of the Board of Education. Without assigning this to community relations, it has no place else to sit. The IASB stated that much of the language is going toward the word "collaboration." Thus there is informing, involvement, and collaboration. Yet, the Board of Education has been elected as trustees and will not ask the citizenry for its opinion on every decision. It was suggested language such as a "community engagement program that allowed for collaboration with the community on..." Not enough support to make this change because 1) the administration was already striking a balance as to what it must do, and 2) it had to do with what the superintendent was to do with the communications to the public.</li> </ul>
8:20	<p>This policy was tabled because IASB's legal counsel had not yet fully reviewed Policy 1420, Rental of Facilities, which was just amended by the Board of Education at its November 17 meeting. Background information was shared as to why the amendment was made, noting that the Board of Education plans to reassess the criteria for feeder groups in the coming year. A long-standing policy that addressed how that was done. The previous administration tried to standardize the rates and there was a backlash because of the negative impact on the youth</p>

	<p>sporting organizations. An effort was made to identify specific groups as feeder groups that could use the facilities at only the cost of the personnel within the District’s expectation of liability. Some of the Youth Programs were on the brink of going out of business. The District attorney had not reviewed the latest draft.</p> <p>The IASB referenced the IASB sample policy. The OPRFHS is written for a limited open forum, whereby it is not open to just anyone, it is not closed, but it is limited. That means the District cannot discriminate against any group based on its view point. Guideline B seems to suggest that it plans to create a limited form. She suggested adding legal references because it deals with free speech, equal protection and access. Policy 1420 deals with rental and the IASB policy deals with the broader concept of community use.</p> <p>The grandfather groups, Academy of Movement &amp; Music and Ignite Volleyball, are for-profit organizations. Usually districts do not allow commercial groups to use their facilities.</p> <p>IASB legal counsel will review it and its representative will bring this forward at a later date. The IASB felt that Para. B under Guidelines was very important and the District should consider giving legal references.</p> <p>The IASB suggested keeping the first paragraph, striking the second and keeping the third and the rest of 8:20.</p> <p>When asked the definition of “commercial” in Number E7, it was agreed that it should be changed to “for profit”. The issue of whether the Board would rent to commercial groups is a Board policy, not a procedure.</p>
8:25	<p>Policy relates to District Policies 1105, Corporate Sponsorships, and Policy 3510, Advertising and Solicitations, but focus on Policy 1105.</p> <p>Suggestions supported were:</p> <ol style="list-style-type: none"> <li>1) Para 1., line 3, Add “(5) or violate Board of Education policy after the word indecent”</li> <li>2) Approval of advertisement is currently done by the superintendent, thus Under Commercial Companies and Political Candidates or Parties, 2<sup>nd</sup> paragraph, line 3, replace the word “Board” with the words “Superintendent or designee.”</li> </ol> <p>Discussion ensued about limiting advertisements but no further changes were suggested.</p> <p>The administration felt that because of the way the new policy was written, the details contained in 1105 were no longer needed. A comment was made that without the details of this policy there is no guidance on corporate or business should support the objectives or goals or the identified education needs, e.g., age appropriate or in the best interests of students. Discussion ensued.</p> <p>It was the consensus of the majority of the Committee to add the first three lines of Policy 1105 which states: “The Board of Education recognizes there can be mutual benefit to establishing relations 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 (or his/her designee) is responsible for ensure that such relationships are positive.” to the second part of Policy 8:25.</p> <p>Ms. DiPrima reminded the Board of Education that it was implementing 1) a system of policy that will allow it to keep the policies up-to-date using a well-used numbering system and 2) while the Board of Education is encouraged to add its own expectation, IASB is to bring to its attention different items which the Board of Education can make deliberate decisions about.</p>

	<p>This could be done at this time or at a later time.</p> <p>A suggestion was made to add corporate sponsorship to title, but it was not supported because the first three sentences of the old policy were to be incorporated into the new policy. Title is important for cross referencing of documents.</p>
8:30	<p>Amendments:</p> <ul style="list-style-type: none"> <li>• Add to visitor definition after the word “employee” or Board of Education members”</li> <li>• Para 5, line 3, add Board of Education members” after the word “employees”</li> <li>• Replace first paragraph of 8:30 with second paragraph of Policy 1320.</li> <li>• Delete references to Building Principal, as OPRFHS has one only principal.</li> <li>• Make some clarification as to whether or Board of Education members and designated volunteers were considered visitors.</li> <li>• Note: the specificity of this policy with regard to behavior on school property was important because the expectations should be distributed widely.</li> </ul> <p>Regarding #12, risky behavior, the pivotal question in a negligence case is whether the District took reasonable steps to reduce the injury. Consensus to keep as is.</p> <p>Procedures to deny future admission to school events or meetings is talked about Section 7. This is not limited to visitor but to any person. Before any person is denied access, a precondition must occur before an action. Dr. Isoye referred to the title: “Visitors to and Conduct on School Property” as he believed that because of the title and the placement of this policy, he assumed in was only visitors and not students or employees as they would be included in other parts of the manual. A change will be made.</p> <p>Law requires the Exclusive Bargaining Representative Agent to be allowed access. The statute is included in the legal reference. They are not excluded from signing in at the welcome center. Should say Principal or designee. The IASB will wordsmith this and the administration will look at putting on restrictions.</p>
8:70	Comes out of ADA. The PEG Committee accepted.
8:80	<p>Relates to current Policy 1140. Legal reference is about neutrality and incorporating messages on school property. Administration recommended incorporating both policies, so that it gives the Board of Education the option to not accept the gift if additional responsibilities are necessitated.</p> <p>An example to be used with the Legal reference is what would be allowed when donating bricks and what kinds of messages would be allowed. It does say that the school does not have to allow messages. Should messages be allowed on school property? This allows the Superintendent to develop procedures to prevent offensive messages. These two policies will be amalgamated and reviewed again. The administration will send the parts of the Policy 1140 that is to be incorporated into the policy.</p>
8:90	<p>No legal references. This was written to protect districts from well-meaning parent organizations. #4, #5, #6, #7, are important items to consider with to auxiliary organizations. Present policy is 1125.</p> <p>Amendments to be made:</p> <ul style="list-style-type: none"> <li>• Change “suspect classifications” to “protected classifications” under number 4, line 2.</li> <li>• Discussion ensued regarding #7 that says money given to the school cannot be earmarked for a particular expense. Because there is a process in place where Huskie Boosters does donate money for specific purposes. The amendment will read: “A recognition that gifts to the school will be in accordance with the procedures set forth Policy 8:80 Gifts and</li> </ul>

	<p>collaboration with the administration based on the needs of the school.”</p> <ul style="list-style-type: none"> <li>• Make the second sentence of #7 a separate paragraph about Title XI. The language of Title IX is only equal athletic activity for members of both genders.</li> <li>• Add language from Policy 1130 regarding the use of mailboxes.</li> </ul> <p>Discussion ensued about adding after the word “by-laws” in Line 5 of Para 2, the wording “constitutions and guidelines”. The majority of the Committee members preferred that all parent organizations have bylaws as they would be contractually required to follow the bylaws. Guidelines are more advisory and do not need to be followed. The Committee also wanted to review the bylaws any time they were modified.</p> <p>Dr. Isoye, Ms. Witham, Ms. Foran, and Ms. Smith will work on language that will reflect how monies from the booster will be received, as previously their donations have not come to the Board of Education for approval.</p>
8:95	This policy will be pulled from discussion at this point and reviewed again after the Committee reviews proposed policy 6:170. A suggestion was made to replace “superintendent” with “District” in line 2 of the 1 <sup>st</sup> paragraph. Note: this policy is for all parents and the District’s present policy is only for Title I parents.
8:100	While this policy is not required, it was the recommendation of IASB and the administration to include this policy. The PEG Committee concurred.
8:110	<p>Discussion ensued about the intent of Paragraph 2. The IASB get its legal counsel’s intent for the next meeting. Was it the intent of the policy that once someone has gone through the administration to resolve an issue and was unsuccessful to come right to the Board of Education?</p> <ul style="list-style-type: none"> <li>• Add the cross section from the student and employee sections about retaliation or harassment from school personnel to this policy</li> </ul>

At 9:05 p.m., Mr. Phelan turned the meeting over to Dr. Millard.

Dr. Millard moved to enter closed session for the purpose of discussing Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11); and 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. Finnegan. A roll call vote resulted in all ayes. Motion carried.

The Committee resumed its open session at 11:59 p.m.

**Adjournment**

At 12:00 a.m., Dr. Lee moved to adjourn the Policy Committee Meeting; seconded by Ms. McCormack. Motion carried.

Dr. Dietra D. Millard  
President

Amy McCormack  
Secretary