

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

**Policy, Evaluation and Goals (PEG) Committee
Wednesday, May 16, 2012
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Wednesday, May 16, 2012, in the Board Room. Co-chair Finnegan opened the meeting 7:05 p.m. A roll call included the following members: Amy McCormack, Dr. Dietra D. Millard, Terry Finnegan, Sharon Patchak-Layman, and John Phelan. Also present were Dr. Steven T. Isoye, Superintendent; Lauren M. Smith, Director of Human Resources; Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Laurel DiPrima of Brian Zumpf of the IASB.

The Board of Education continued its discussion of the Policy Book, Section 5.

	Comments
5:270	The administration’s recommendation was to adopt the PRESS policy. Presently the District has no such policy. It addresses the terms at which at-will employees can be terminated, compensation (the Board of Education will determine the salaries), and the Superintendent’s authority to transfer educational support staff. Additional certification for entire categories of people could be required, but not for individuals. Under Illinois, all employees are at-will unless they have employment contract. The Board of Education is the only entity able to terminate a person via approval of the personnel recommendations. It was the consensus of the Board of Education to adopt this policy.
5:280	The administration’s recommendation was to adopt the PRESS policy. It speaks to paraprofessionals and teacher aides. The state has moved to the title of “licenses” versus “certificates.” This policy reflects the School Code. In 4 th para. it mentions personal care services (toileting, cleaning, etc.), that is not instructional. Classroom aides may assist during classroom. An IEP must specifically call for a nurse or nursing assistant in order for that position to be hired and it would not be tied to paraprofessionals under the School Code. The District provides a list of teaching assistants to the ISBE. It was the consensus of the Board of Education to adopt this policy.
5:285	The administration recommendation was to adopt the PRESS policy. Presently the District has no such policy. Tim Keeley and the bus company are collaborating on having teacher aides trained for CDL at the same time the bus companies employees. It was the consensus of the Board of Education to adopt this policy.
5:290	The administration recommendation was to adopt the PRESS policy with the following amendments: Under Suspensions, after Superintendent add “or the Assistant Superintendent for Human Resources”. Replace: “Non-affiliated employees should refer to the Employment Guidelines for Non-Affiliated Professionals” for information regarding retirement benefits” with updated guidelines and/or the new policy number that the Board of Education just approved about retirement for this group of employees. Under the Cross Reference section, include the non-affiliated retirement

	<p>policy.</p> <p>Under Reduction & Force and Recall, educational support personnel must be laid off by seniority under statutory citation ILSC 510.23.5. If more restrictions were desired, the IASB suggested the District attorney review. Should someone be hired in the same year, he/she would be released first by Board of Education's approval date, then by the date of the paperwork. Mr. Phelan wanted legal clarification as to how performance evaluations would affect layouts, merit pay, etc.</p> <p>It was the consensus of the Board of Education to adopt this policy as discussed.</p>
5:300	<p>The administration's recommendation was to adopt the PRESS policy. The District currently has no such policy. The consensus was to adopt with the following changes:</p> <p>Page 1, Under Employees not covered by these agreements, Line 1: replace "shall" with "must." This is what the Board of Education must provide minimally.</p> <p>While not required by law to give a break to Non-affiliated employees, the District must for CPA employees, because it is in the contract, supervisors are flexible. The lunch break is required by law according the Illinois Wage & Collection Act: This does not preclude the District providing additional breaks to employees.</p>
5:310	<p>The administration's recommendation was to adopt the PRESS policy, as the District currently does not have such a policy. CPA must take compensatory time within the next pay period or by special permission. Compensatory time can be charted in Kronos. The Board of Education wanted to replace the 480 hours, even though law, with a more realistic number of hours that someone could accumulate compensatory time. This refers to at-will employees.</p>
5:320	<p>The administration's recommendation was to adopt the PRESS policy, as the District does not have such a policy. CPA had practice of doing evaluations every 2 years, now it is annually. Discussion ensued about the how people were distinguished on evaluations. Ms. Smith stated that evaluations do vary. This could be important relative to layoffs or merit-based and thus, they should be realistic.</p> <p>Discussion ensued about adding "job description" to either #3, or #5 or after "job performance of" in the 1st full Para, line 2. Ms. Patchak-Layman felt adding it would be a check and balance as to what one was hired to do. The job description is the basis of the conversation and documentation. Jobs morph over time and it can be difficult to track and for the employee know their job. Ms. Smith stated that supervisors have to evaluate on the expectations of the job description. Job descriptions do change and additional skills can be required because of technology changes, etc. They are modified to keep up with what the employees do. Using the job description in the evaluation process may not be fair to an employee because he/she must do what they have been assigned. Ms. Patchak-Layman felt it could have an effect, as special assignments should be a minimal amount of activity. It was the consensus of the majority of the Board of Education members not to add anything about the job description at this time. The job description may help the supervisor decide what the employee should be doing, but not in the evaluation of the employee. Ms. Smith noted that any time someone rates one category high or low on the evaluation, reasons must be stated and reviewed by her. Ms. McCormack asked that if anything were heard about the job description, she would like to be informed.</p> <p>After "Superintendent" add "or designee"</p>
5:330	<p>Include "refer to benefits and summaries" relative to nonaffiliated employees in the categories of Sick Days, Vacation, Holidays, Personal Leave, Military Leave, and Unpaid Leaves of</p>

	<p>Absence. Ms. Smith will post these categories on the website.</p> <p>Ms. Smith will provide information to the Board of Education on Food Service relative to these OPRFHS employees' benefits. The Board of Education approves Food Service compensation.</p>
<p>The District has the following policies and were not addressed in PRESS policy. Discussion ensued.</p>	
4100	<p>While not covered by law, it is covered in the CBA. With the consensus of the Board of Education, Ms. Smith will give a courtesy notice to Faculty Senate that this will be deleted.</p>
4110	<p>Policy 5:10 covers the protected categories. IASB recommended deletion as it was repetitious.</p>
4111	<p>Strike this. PRESS policy 4:170 addresses this in the Operations Section.</p>
4116	<p>The administration recommended keeping this policy, but deleting Para 1-3. Discussion ensued regarding not allowing administrators hold coaching responsibilities, unless approved by the Superintendent. The prohibition is so that administrators have availability to do their administrative responsibilities, which are increasing. Some Board members questioned the reason for having this prohibition so long as coaching responsibilities did not supersede administrative responsibilities, Some administrators have been disappointed that they cannot coach and some coaches will not become division heads because they cannot continue with their coaching. Some Board of Education members supported this prohibition, asking what the administrative schedule was. Teachers have a defined time to be at school. As a rule, NWPA districts do not allow administrators to coach. Ms. Smith will obtain further information from NWPA schools. Mr. Phelan wanted to hear about the experience of whether allowing administrators to coach had provided a difficult obstacle in carrying out the business of OPRFHS.</p> <p>A suggestion was to clarify the language in paragraph 2 relative to interscholastic athletic program versus debate, etc. It was noted that teachers have first choice for these stipend positions.</p> <p>No decision was made. Further discussion will occur.</p>
4117	<p>Recommended for deletion because this is covered in CBA.</p>
4130	<p>Delete because of complaint and grievance procedures. Ms. Smith will ask the union for the origin for this policy. She suggested that the issue might be if the union had to represent both people and it was difficult situation.</p>
4133	<p>Delete Policy but add sentence to Policy 5:50 about "tobacco use is prohibited according to Policy 8:30" and then reference Policy 8:30.</p>
4141	<p>Delete, as this is the collective bargaining agreements.</p>
4145	<p>Delete, as this is not relevant any more.</p>
4153	<p>Delete, as this is referenced in Collected Bargaining Agreement.</p>
4155	<p>Delete, as this is referenced in CBAs and law. The District follows the law for nonaffiliated employees. Policy 5:250 addresses military service. Include reference to law in Policy 5:330. Military Leave is addressed in School Code.</p>
4220	<p>Assign an IASB number to this. This refers to IMRF employees, both support personnel and administrative. This will go in the policy book twice to cover professional and support personnel.</p>
4300	<p>Renumber with IASB number. Discussion ensued about removing Para 2 and 3. Para 2 contained the word "troubled" because of the connotation it might have and Para 3 which referred to implementing an EPA which has already been accomplished. Ms. DiPrima will rewrite this policy and combine Para 2 and 3 noting the suggestions made and she will reflect</p>

	that it is contained in the Collective Bargaining Agreement.
4360	Section 6 refers to both students and staff. This will be reviewed again when section 6 is reviewed.
HIPPA	Ms. Smith will bring a recommendation for a HIPPA policy.

Adjournment

At 9:12 p.m., Mr. Finnegan adjourned the meeting.

Amy McCormack
Secretary