



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Albert Roberts, Superintendent**

FROM: Chris Jasculca

RE: Review of Policy Exhibits

DATE: April 14, 2015

There are several administrative exhibits dealing with school board procedures that the Policy Reference Education Subscription Service (PRESS) recommends be included in the Board of Education section of the district's policy manual. They include:

- Exhibit for policy 2:70 (Vacancies on the Board of Education – Filling Vacancies)
- Exhibit for policy 2:80 (Board Member Oath and Conduct)
- Exhibit 1 for policy 2:120 (Board Member Development)
- Exhibit 2 for policy 2:120 (Board Member Development)
- Exhibit for policy 2:140 (Communications To and From the Board)
- Exhibit 1 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 2 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 3 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 4 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 5 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 6 for policy 2:220 (Board of Education Meeting Procedure)
- Exhibit 1 for policy 2:240 (Board Policy Development)
- Exhibit 2 for policy 2:240 (Board Policy Development)

The district's policy review team (Amy Felton, Denise Sacks and Chris Jasculca) is presenting these exhibits to the Board of Education tonight for review/discussion.

Exhibit for Policy 2:70 (Vacancies on the Board of Education – Filling Vacancies)

The exhibit for policy 2:70 features a checklist that boards can use when filling a vacancy by appointment or election. The policy review team and board secretary recommend making several revisions to the exhibit to bring it into alignment with current board practices. These revisions include:

- Capitalizing federal in the last bullet point listed under Guidelines in the second box on the first page.
- In the second box on the second page, changing the first sentence under Guidelines from:

The Board President will accept applications.

to:

The Board President or designee will accept applications.

In addition, changing the second sentence under Explanation from:

According to 2:110, *Qualifications, Term, and Duties of Board Officers*, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient.

to:

According to 2:110, *Qualifications, Term, and Duties of Board Officers*, the Board President is a logical officer to accept the applications, but this task may be delegated to the Board Secretary if the Board determines that it is more convenient.

The policy review team recommends that the board approve the revised version of this exhibit.

Exhibit for Policy 2:80 (Board Member Oath and Conduct)

The exhibit for policy 2:80 features the board member code of conduct. The policy review team recommends that the board approve the exhibit as written.

Exhibit 1 for Policy 2:120 (Board Member Development)

The first exhibit for policy 2:120 features the guidelines for mentoring new board members. The policy review team believes establishing such a program in which existing board members mentor new ones would not only benefit the individual members, it would have a positive and lasting impact on the board, the district and the community. If the board elects to implement a mentoring program, the team recommends approving a modified version of the exhibit in which the second sentence of item five is changed from:

You will assist the new Board member become an effective member of the Board and ensure skilled and knowledgeable future leadership for the District.

to:

You will help the new Board member become an effective member of the Board and ensure skilled and knowledgeable future leadership for the District.

Exhibit 2 for Policy 2:120 (Board Member Development)

The second exhibit for policy 2:120 features details about the process for posting information online regarding the mandatory and non-mandatory training and development activities that each board member has completed. The district is currently using the table template that is part of the exhibit to list the training and development activities for each board member on the Meet the Board section of the district website (<http://www.op97.org/BOE/Meet-the-Board.cfm>). If the board approves the exhibit, which is what the policy review team recommends, then the explanatory paragraphs will be incorporated into the table for each board member moving forward.

Exhibit for Policy 2:140 (Communications To and From the Board)

The exhibit for policy 2:140 addresses three issues:

- Communications between or among board members and/or the superintendent outside of a properly noticed board meeting.

- Disclosure of electronic communications sent or received by individual board members in accordance with the Freedom of Information Act (FOIA).
- Retention of electronic communications.

The board reviewed this exhibit during its meetings on February 19, 2015 and March 17, 2015, and is scheduled to vote on its approval this evening.

Exhibit 1 for Policy 2:220 (Board of Education Meeting Procedure)

The first exhibit for policy 2:220 outlines the procedures that govern the verbatim audio recordings and minutes of board meetings that are closed to the public. The policy review team and board secretary recommend making several revisions to the exhibit to bring it into alignment with current board practices. These revisions include:

- Removing “with extra recording tapes” from the first sentence under Action in the first box on page one.
- Adding “returns to the open meeting” as the fifth item under Action in the second box on page one.
- Changing to “and/or” in the last sentence under Action in the fourth box on page one.
- Changing the Actor and Action sections featured in the second box on the second page from:

<i>After a closed meeting:</i> Board of Education	Approves the previous closed meeting minutes at the next open meeting.
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to:

<i>In preparation for the semi-annual review:</i> Superintendent or designee	Closed meeting minutes from the previous six months are sent to the Board/District’s legal counsel for review. Legal counsel offers recommendations regarding what to release and what to keep confidential.
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- Changing from Superintendent/designee to Board Secretary under Actor in the second box on page three.
- Deleting boxes three and four on page three because those activities are not carried out on a monthly basis.
- Adding a new third box on page three that details how the district handles the destruction of particular closed meeting minutes. This box would read as follows:

<i>Annual:</i> Board Secretary	Handles the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of closed meeting already exist. This is carried out in conjunction with the annual destruction of records, which is performed in accordance with the law.
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The policy review team recommends that the board approve the revised version of this exhibit.

Exhibit 2 for Policy 2:220 (Board of Education Meeting Procedure)

The board secretary informed the policy review team that, while the information featured in the second exhibit for policy 2:220 is documented, it is not done in this format. Unless the board believes there are benefits associated with changing how it documents recording the adjournment of a closed meeting, the team does not recommend that it approve this exhibit.

Exhibit 3 for Policy 2:220 (Board of Education Meeting Procedure)

Based on feedback from the board secretary, and in an effort to bring the exhibit about closed meeting minutes into alignment with current board practices, the policy review team recommends approving a revised version of the exhibit that includes the addition of a section titled “Other people present” between the “Members in attendance” and “Members absent” sections and the section titled “Summary of the discussion on all matters.”

Exhibit 4 for Policy 2:220 (Board of Education Meeting Procedure)

Based on feedback from the board secretary, the policy review team recommends making several revisions to the exhibit about open meeting minutes to bring it into alignment with current board practices. These revisions include:

- Changing the second sentence of the fourth item on the first page from:

Written reports are filed with the minutes but do not become part of the minutes.

to:

Written reports are filed as part of the Board meeting packet but do not become part of the minutes.

- Changing the first sentence of the sixth item on the first page from:

Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda.

to:

Since the Board may talk about items in a different order than how they appear on the agenda, the items will be recorded in the minutes in the same order as they are discussed.

- Changing the second sentence of the eighth item on the first page from:

All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.

to:

All written documents presented at a Board meeting are filed with the Board packet for that meeting.

- On page two:
 - Removing the “Approval of the Agenda” section
 - Adding a “Special Reports” section
 - Moving the “Public Comments” section to this page from page three

- On page three:
 - Replacing all references to agenda with action in the “Remaining Agenda Items” section
 - Changing to motion to approve made by in the “Remaining Agenda Items” section
 - Adding a “Committee/Work Group Reports” section
- On page four:
 - Adding a “Concluding Items” section
 - Removing the “Post Meeting Action” section

The team recommends that the board approve the revised version of the exhibit.

Exhibit 5 for Policy 2:220 (Board of Education Meeting Procedure)

Based on feedback from the board secretary, the policy review team recommends making several revisions to the exhibit about the semi-annual review of closed meeting minutes to bring it into alignment with current board practices. These revisions include:

- Removing all references to a record secretary
- Removing the section titled “Report Following the Board’s Semi-Annual Review of Closed Meeting Minutes”

The team recommends that the board approve the revised version of the exhibit.

Exhibit 6 for Policy 2:220 (Board of Education Meeting Procedure)

The board secretary informed the policy review team that a log is not used to facilitate the board’s semi-annual review of closed meeting minutes. As a result, the team does not recommend that the board approve this exhibit.

Exhibit 1 for policy 2:240 (Board Policy Development)

The policy review team recommends making several revisions to the first exhibit for policy 2:240, which deals with PRESS Issue updates, to bring it into alignment with current board practices. These revisions include:

- Changing to Superintendent or designee in the first box under Actor on the first page.
- Changing to Policy Review Team in the third box under Actor on the first page.
- Changing the second sentence in the second box under Action on the second page from:

During the next regular meeting, conducts a second reading.

to:

During the next regular meeting, conducts a second reading and votes on adoption/approval.

The team recommends that the board approve the revised version of the exhibit.

Exhibit 2 for policy 2:240 (Board Policy Development)

The policy review team recommends making several revisions to the second exhibit for policy 2:240, which deals with developing local policy, to bring it into alignment with current board practices. These revisions include:

- In the second set of boxes on the first page:
 - Changing to Policy Review Team under Actor
 - In the section that starts with **Second** under Action, adding or designee after Superintendent in item two, adding a comma and designee after Superintendent in item four, and removing the to after Board Attorney in item four
- Changing the second sentence in the third box under Action on the first page from:

During the next regular meeting, conducts a second reading.

to:

During the next regular meeting, conducts a second reading and votes on adoption/approval.

- Changing to Superintendent or designee in the first box under Actor on the second page.

The team recommends that the board approve the revised version of the exhibit.

Attached are the exhibits that are being presented to the board tonight for a first reading. A second reading and approval of these exhibits are scheduled for the board meeting on April 28, 2015.

Attachments:

- Exhibit for policy 2:70 (Vacancies on the Board of Education – Filling Vacancies)
- Exhibit for policy 2:80 (Board Member Oath and Conduct)
- Exhibit 1 for policy 2:120 (Board Member Development)
- Exhibit 2 for policy 2:120 (Board Member Development)
- Exhibit 1 for policy 2:220 (Board of Education Meeting Procedure)
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