

**Board of Education
Worth School District 127**

Dr. Rosemary Lucas Administrative Center, Conference Room
11218 South Ridgeland Avenue, Worth, IL 60482

Minutes of the February 10, 2009 Policy Committee Meeting

1. CALL TO ORDER

Chairperson George Zeman called the meeting to order at 6:13 p.m.

2. ROLL CALL

Present: George Zeman, Marty Flanagan, Carol Kats

Administrators: Dr. Wojtylewski, Ed O'Malley, Tim Hathhorn, Joe Zampillo, Pete Yuska,
Margaret McKenna

Others Present: Brenda Miller, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chairman Zeman led the Pledge of Allegiance.

George Zeman thanked everyone for attending.

4. CITIZENS' REMARKS – AGENDA ITEMS

There were no remarks made.

5. NEW BUSINESS - REVIEW AND DISCUSSION OF EXISTING BOARD POLICIES

A. Policy 7:325 Student Fund-Raising Activities

The principals shared information on group sponsored fund-raising activities within their buildings.

After discussion of the present policy, it was the consensus that no changes were necessary.

B. Policy 7:325-E Exhibit – Application and Procedures to Solicit Students for Fund-Raising

The committee compared the district's exhibit with the PRESS exhibit. The district's exhibit contained many elements of a good idea, but also had components no longer practiced by the schools. The committee agreed to recommend at the March Board meeting that Policy 7:325-E be rescinded. The superintendent, with input from the administrative team, will develop a form for use in approving fund-raising activities. The form will become a part of the administrative handbook/guidebook being built by the administrative team as procedures are developed.

C. Policy 7:340 Maintenance of Student Records

Since the current policy was adopted in March 1997, the committee reviewed the PRESS policy, which included information relative to the collection of student biometric information.

The committee will present a revised policy to the Board in March for a first reading. The revisions update the policy and provide language on technology available for the collection of student information should the district have the need to do so.

D. Policy 7:340-AP Administrative Procedure – Student Records

The committee compared the district's policy with the PRESS policy. The documents were the same.

The committee will present a revised policy to the Board in March for a first reading. The revisions pertain to the amount the district may charge for copying student records and the updating of directory information the district may release.

E. Policy 7:350 Access to Student Records

Policy 7:350 duplicates information contained within another policy.

The committee will recommend at the March Board meeting to rescind Policy 7:350.

F. Policy 7:360 Directory Information

Policy 7:360 is no longer a PRESS policy, as the information is contained within another policy. Dr. Wojtylewski recommended retaining the policy. It is a simple and direct method for parents seeking to identify types of information the district may release about their child. The committee agreed with the superintendent's recommendation.

G. Policy 7:370 Student Record Challenges

Policy 7:370 is no longer a PRESS policy, as the information is contained within another policy.

The committee will recommend at the March Board meeting to rescind Policy 7:370.

The committee agreed to conclude discussions.

Dr. Wojtylewski recommended the committee begin to review Section 5 dealing with personnel issues at the next meeting. Building administrators will plan to attend to provide input, since they are directly responsible for personnel and evaluations. The committee will also devote a portion of the meeting to work on items under Old Business.

Dr. Wojtylewski noted that after the Board of Education approves the policy changes made at this meeting, Section 7 is complete. All Board members will receive the new/revised Section 7 for updating of their policy manual, and all policy manuals throughout the district will be updated.

6. OLD BUSINESS - REVIEW AND DISCUSSION OF EXISTING BOARD POLICIES

- A. Policy 2:20-E Exhibit-Waiver and Modification Request Process (School Board)
- B. Policy 2:80-E Exhibit-Board Member Code of Conduct (School Board)
- C. Policy 2:120-E Exhibit-Guidelines for Serving as a Mentor to a New School Board Member (School Board)
- D. Policy 2:125-E1 Exhibit-Board Member Travel Expense Voucher (School Board)
- E. Policy 2:125-E2 Exhibit-Board Member Travel Expense Purchase Order (School Board)

- F. Policy 2:140-E Exhibit-Guidance for Board Member Communications, Including Email Use (School Board)
- G. Policy 2:150-AP Administrative Procedure-Superintendent Committees (School Board)
- H. Policy 2:170-AP Administrative Procedure-Qualification Based Selection (School Board)
- I. Policy 2:200-AP Administrative Procedure-Types of School Board Meetings (School Board)
- J. Policy 2:220-E1 Exhibit-Board Treatment of Closed Meeting Verbatim Records and Minutes (School Board)
- K. Policy 2:220-E2 Exhibit-Motion to Adjourn to Closed Meeting (School Board)
- L. Policy 2:220-E3 Exhibit-Closed Meeting Minutes (School Board)
- M. Policy 2:240-E1 Exhibit-PRESS Issue Updates (School Board)
- N. Policy 2:240-E2 Exhibit-Developing Local Policy (School Board)
- O. Policy 2:240-E3 Exhibit-Policy Manual Updates (School Board)
- P. Policy 2:250-AP1 Administrative Procedure-Access To and Copying of District Public Records (School Board)
- Q. Policy 2:250-AP2 Administrative Procedure-Protocols for Record Preservation and Development of Retention Schedules (School Board)
- R. Policy 2:250-E1 Exhibit-Written Request for District Records (School Board)
- S. Policy 2:250-E2 Exhibit-Response to Request for District Record Inspection (School Board)
- T. Policy 2:250-E3 Exhibit-Inspection Report for District Records (School Board)
- U. Policy 2:260-AP Administrative Procedure-Guidelines for Investigating Complaints and Allegations of Misconduct (School Board)

7. COMMITTEE MEMBER REPORTS AND REQUESTS

There were no reports or requests made.

8. ADJOURNMENT

Marty Flanagan moved to adjourn the meeting at 7:00 p.m.

Carol Kats seconded the motion.

Voice Vote – All Aye – Motion Carried

Respectfully submitted:

George Zeman
Chairperson