

**Board of Education
Worth School District 127**

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

Minutes of the June 24, 2009 Policy Committee Meeting

1. CALL TO ORDER
Chairperson George Zeman called the meeting to order at 6:10 p.m.
2. ROLL CALL
Present: George Zeman, Marty Flanagan, Carol Kats

Administrators: Dr. Wojtylewski, Larry Anderson, Joe Zampillo

Others Present: Brenda Miller, Recording Secretary
3. PLEDGE OF ALLEGIANCE
Chairman Zeman led the Pledge of Allegiance.
4. CITIZENS' REMARKS – AGENDA ITEMS
There were no remarks made.
5. NEW BUSINESS - REVIEW AND DISCUSSION OF EXISTING AND PRESS BOARD POLICIES
 - A. Policy 5:100 Staff Development Program
The committee compared the PRESS policy to the existing policy. After discussion, it was the consensus to revise the current policy using the recommended PRESS policy. Revisions will delete language related to staff developing and maintaining knowledge and skills to administer life saving techniques.

The committee will present Policy 5:100 to the Board in July for a first reading.
 - B. PRESS 5:100-AP Administrative Procedure – Staff Development Program
The committee reviewed the PRESS procedure. After discussion, it was the consensus that this procedure is not needed.
 - C. PRESS 5:110 Recognition for Service
The committee reviewed the PRESS policy. After discussion, it was the consensus that this policy is not needed. The District will continue to operate using procedures already in place.
 - D. Policy 5:120 Ethics
The committee compared the PRESS policy to the existing policy. After discussion, it was the consensus to revise the current policy using the recommended PRESS policy, which incorporates minor language changes.

The committee will present Policy 5:120 to the Board in July for a first reading.
 - E. PRESS 5:120-AP1 Administrative Procedure – Statement of Economic Interests for Employees

The committee reviewed the PRESS procedure. After discussion, it was the consensus that this procedure is not needed. The District will continue to operate with procedures already in place.

- F. PRESS 5:120-AP2 Administrative Procedure – Employee Conduct Standards
The committee reviewed the PRESS procedure. After discussion, it was the consensus that the procedure is not needed.

- G. Policy 5:130-A Resolution No. 04-182
Dr. Wojtylewski stated the resolution adopted by the School Board does not need to be in the policy manual. The committee agreed.

- H. PRESS 5:130 Responsibilities Concerning Internal Information
The committee reviewed the PRESS policy. After discussion, it was the consensus to adopt the policy as recommended by PRESS.

The committee will present Policy 5:130 to the Board in July for a first reading.

- I. PRESS 5:130-AP Administrative Procedure – Email Retention
The committee reviewed the PRESS procedure. After discussion, it was the consensus to adopt the procedure as recommended by PRESS. Once the Board has adopted the procedure, it will be distributed to staff to keep available within their Employee Manual.

The committee will present Policy 5:130-AP to the Board in July for a first reading.

- J. PRESS 5:140 Solicitations By or From Staff
The committee reviewed the PRESS policy, with input from the principals. The principals felt there has not been a problem within the school buildings.

After discussion, it was the consensus that a policy is not needed at this time.

- K. PRESS 5:150 Personnel Records
Dr. Wojtylewski recommended adopting the PRESS policy. Other than language within the WEA and WEST Contracts, there was no information on employee's personnel folders. The committee agreed.

The committee will present Policy 5:150 to the Board in July for a first reading.

- L. PRESS 5:150-AP Administrative Procedure – Personnel Records
Dr. Wojtylewski recommended adopting the PRESS administrative procedure as presented. The committee agreed.

The committee will present Policy 5:150-AP to the Board in July for a first reading.

- M. PRESS 5:170 Copyright
The committee reviewed the PRESS policy. After discussion, it was the consensus to adopt the policy as recommended by PRESS, which protects the School Board against any violation of copyright laws. Once the Board has adopted the policy, it will be distributed to staff to keep available within their Employee Manual.

The committee will present Policy 5:170 to the Board in July for a first reading.

- N. PRESS 5:170-AP1 Administrative Procedure – Copyright Compliance
The committee reviewed the PRESS procedure. After discussion, it was the consensus that this procedure provides helpful guidelines for staff members and should be adopted.

The committee will present Policy 5:170-AP1 to the Board in July for a first reading.
- O. PRESS 5:170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
The committee reviewed the PRESS procedure. After discussion, it was the consensus to adopt the procedure as presented.

The committee will present Policy 5:170-AP2 to the Board in July for a first reading.
- P. PRESS 5:170-AP3 Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment
The committee reviewed the PRESS procedure. After discussion, it was the consensus to adopt the procedure as presented.

The committee will present Policy 5:170-AP3 to the Board in July for a first reading.
- Q. PRESS 5:170-E Exhibit Request to Reprint Material
The committee reviewed the PRESS exhibit. After discussion, it was the consensus that the exhibit not be adopted. The administrative staff will develop its own form.
- R. Policy 5:180 Temporary Illness of Temporary Incapacity
The committee reviewed the PRESS policy with the existing policy. After discussion, it was the consensus that no changes be made. An edit to the current policy will reflect that the committee reviewed the policy on June 24, 2009.
- S. PRESS 5:185 Family and Medical Leave
Dr. Wojtylewski distributed updated PRESS policies dated February 2009, noting to discard the PRESS documents dated May 2006. Dr. Wojtylewski recommended that the Policy be adopted as recommended by PRESS. The committee agreed. Once the Board has adopted the policy, it will be distributed to staff to keep available within their Employee Manual.

The committee will present Policy 5:185 to the Board in July for a first reading.
- T. PRESS 5:185-AP Administrative Procedure – Family and Medical Leave
Dr. Wojtylewski distributed updated PRESS procedures dated February 2009, noting to discard the PRESS documents dated May 2006. Dr. Wojtylewski recommended that the Policy be adopted as recommended by PRESS. The committee agreed. Once the Board has adopted the policy, it will be distributed to staff to keep available within their Employee Manual.

The committee will present Policy 5:185-AP to the Board in July for a first reading.
- U. Policy 5:190 Teacher Qualifications
The committee compared the PRESS policy to the existing policy. After discussion, it was the consensus to revise the current policy using the recommended PRESS policy. Language changes reflect requirements within the State and federal NLCB legislation.

The committee will present Policy 5:190 to the Board in July for a first reading.

- V. PRESS 5:190-AP Administrative Procedure – Plan to Ensure That All Teachers Who Teach Core Academic Subjects are Highly Qualified
The committee reviewed the PRESS procedure. Dr. Wojtylewski stated the procedure should be adopted to provide credible assurance of the District’s Title I Plan.
- W. PRESS 5:190-E1 Exhibit – Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications
The committee reviewed the PRESS exhibit. After discussion, it was the consensus that the exhibit not be adopted. The administrative staff will develop its own letter.
- X. PRESS 5:190-E2 Exhibit – Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Is Not Highly Qualified
The committee reviewed the PRESS exhibit. After discussion, it was the consensus that the exhibit not be adopted. The administrative staff will develop its own letter.
- Y. Policy 5:190-E3 Exhibit – Letter to Teacher Who Fails to Meet the Federal Definition of “Highly Qualified”
Dr. Wojtylewski recommended rescinding Policy 5:190-E3. If needed, the administrative staff would develop its own letter.

The committee will recommend to the Board in July to rescind Policy 5:190-E3.

The committee agreed to conclude discussions. The next meeting date was not determined. The committee agreed that the next meeting would not be scheduled until after the month of July.

- Z. PRESS 5:200 Terms and Conditions of Employment and Dismissal
- AA. PRESS 5:210 Resignations
- BB. Policy 5:220 Substitute Teachers
- CC. PRESS 5:220-AP Administrative Procedure – Substitute Teachers
- DD. PRESS 5:220-E Exhibit – Unsatisfactory Performance Report for Substitute Teachers
- EE. PRESS 5:230 Maintaining Student Discipline
- FF. Policy 5:240 Suspension
- GG. PRESS 5:240-AP Administrative Procedure – Suspensions
- HH. PRESS 5:250 Leaves of Absence
- II. PRESS 5:250-AP Administrative Procedure – School Visitation Leave
- JJ. Policy 5:260 Student Teachers
- KK. Policy 5:270 Educational Support Personnel – Employment At-Will, Compensation and Assignment
- LL. PRESS 5:270-E Exhibit – Notice of Employment
- MM. Policy 5:280 Duties and Qualifications
- NN. PRESS 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- OO. PRESS 5:290 Employment Termination and Suspensions
- PP. PRESS 5:300 Schedules and Employment Year
- QQ. PRESS 5:310 Compensatory Time-Off
- RR. PRESS 5:310-E Exhibit – Agreement to Receive Compensatory Time-Off
- SS. PRESS 5:320 Evaluation

TT. PRESS 5:330 Sick Days, Vacation, Holidays, and Leaves

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 committee reports or requests.

8. ADJOURNMENT

Marty Flanagan moved to adjourn the meeting at 7:16 p.m.

Carol Kats seconded the motion.

Voice Vote – All Aye – Motion Carried

Respectfully submitted:

George Zeman
Chairperson