

**Board of Education
Worth School District 127**

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

Minutes of the September 30, 2009 Policy Committee Meeting

1. CALL TO ORDER
Chairperson George Zeman called the meeting to order at 6:03 p.m.
2. ROLL CALL
Present: George Zeman, Marty Flanagan

Absent: Carol Kats

Administrators: Dr. Wojtylewski, Joe Zampillo, Tim Hathhorn, Pete Yuska

Others Present: Danette Keeler, 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. PRESS 5:200 Terms and Conditions of Employment and Dismissal
Dr. Wojtylewski advised that this policy was not necessary as terms and conditions for employment are covered in the WEA Contract.
 - B. PRESS 5:210 Resignations
Dr. Wojtylewski advised that this policy was not necessary as terms for resignation are covered in the WEA Contract.
 - C. Policy 5:220 Substitute Teachers
The committee compared the current policy with the recommended PRESS policy. The policies were identical so no changes are necessary.
 - D. PRESS 5:220-AP Administrative Procedure – Substitute Teachers
The committee agreed with the Superintendent's recommendation to incorporate this procedure in the administrative reference binder.
 - E. PRESS 5:220-E Exhibit – Unsatisfactory Performance Report for Substitute Teachers
The committee agreed with the Superintendent's recommendation to incorporate this procedure in the administrative reference binder.
 - F. PRESS 5:230 Maintaining Student Discipline
The committee reviewed the recommended PRESS policy. After discussion, and since a policy on corporal punishment is required, the committee recommended to adopt this policy and present it for a first reading at the October Board meeting.

- G. Policy 5:240 Suspension
The committee compared the current policy with the recommended PRESS policy. After discussion, it was the consensus to revise the current policy using the recommended PRESS policy. Additionally, the committee added language to clarify that the policy applies to personnel who are not members of collective bargaining units within the district, and increased from 5 to 10 the number of the days district has to conduct a pre-suspension hearing at the request of the employee. Dr. Wojtylewski will check with the attorney on language regarding administrative staff. The revised policy will be presented for a first reading at the October Board meeting.
- H. PRESS 5:240-AP Administrative Procedure – Suspensions
Dr. Wojtylewski indicated that this procedure was not necessary as suspension procedures are addressed in the WEA Contract.
- I. PRESS 5:250 Leaves of Absence
Dr. Wojtylewski indicated that this policy was not necessary as language for leaves of absences are covered in the WEA and WEST Contracts. Administrative Center professional personnel, as in the past, follow the WEST Contract.
- J. PRESS 5:250-AP Administrative Procedure – School Visitation Leave
The committee agreed with the Superintendent's recommendation that a procedure was not necessary.
- K. Policy 5:260 Student Teachers
The committee compared the current policy with the recommended PRESS policy. The policies were identical so no changes are necessary.
- L. Policy 5:270 Educational Support Personnel – Employment At-Will, Compensation and Assignment
The committee compared the current policy with the recommended PRESS policy. After discussion, it was the consensus to amend the current policy as recommended by PRESS as revised correcting bi-weekly payment for educational support personnel. The revised policy will be presented for a first reading at the October Board meeting.
- M. PRESS 5:270-E Exhibit – Notice of Employment
The committee agreed with the Superintendent's recommendation that an exhibit was not necessary.
- N. Policy 5:280 Duties and Qualifications
The committee compared the current policy with the recommended PRESS policy. After discussion, it was the consensus to revise the current policy using the recommended PRESS policy as revised by deleting language for coaches, athletic trainers, and bus drivers. The revised policy will be presented for a first reading at the October Board meeting.
- O. PRESS 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
The committee agreed with the Superintendent's recommendation that this policy was not necessary.
- P. PRESS 5:290 Employment Termination and Suspensions

The committee agreed with the Superintendent's recommendation that this policy was not necessary.

- Q. PRESS 5:300 Schedules and Employment Year
The committee agreed with the Superintendent's recommendation that this policy was not necessary.
- R. PRESS 5:310 Compensatory Time-Off
The committee reviewed the recommended PRESS policy. After discussion, it was the consensus that a policy is needed. Dr. Wojtylewski will seek input from the administrative staff and report back to the committee with a recommended policy.
- S. PRESS 5:310-E Exhibit – Agreement to Receive Compensatory Time-Off
A recommendation on this exhibit is pending further discussions with the administrative staff.
- T. PRESS 5:320 Evaluation
The committee reviewed the recommended PRESS policy. After discussion, it was the consensus to adopt this policy as revised. The committee added language to clarify that the policy applies to personnel who are not members of collective bargaining units within the district. The policy will be presented for a first reading at the October Board meeting.
- U. PRESS 5:330 Sick Days, Vacation, Holidays, and Leaves
The committee agreed with the Superintendent's recommendation that this policy was not necessary as language is covered in the WEST Contract.

The committee agreed to conclude discussions. The next meeting date was not determined.

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 7:30 p.m.

George Zeman seconded the motion.

Voice Vote – 2 Aye, 1 Absent – Motion Carried

Respectfully submitted:

George Zeman
Chairperson