

POLICY COMMITTEE MINUTES September 20, 2016

The Policy Committee met on Tuesday, September 20, 2016, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:03 a.m.

Present: Chair Sallie Lupescu, Christine Clavenna, Kari Cremascoli, Mark Stange, Jayne Yudzentis, and Pamela Osika (non-member/secretary)

Absent: Liz Davis and Chris Heppner.

Review of Open Meetings Act

It was noted that this is a Board of Education committee and as such must comply with the Open Meetings Act (OMA). Guidelines and procedures of the OMA were reviewed and discussed.

Approval of Minutes

Mark Stange moved and Jayne Yudzentis seconded the motion to approve the minutes from the May 17, 2016 meeting. Motion carried.

Policy & Administrative Regulation #5131 – Students – Student Behavior and Discipline

The Committee discussed Policy & Administrative Regulation #5131 – Students – Student Behavior and Discipline. The Policy is currently in alignment with the law, however, the following two revisions are being recommended:

Item II.13.

Transfer to an alternative program ~~if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code~~ **upon written agreement with the student's parent(s) or following a Board hearing.**

Item IX. Discipline of Special Education Students.

The District shall comply with the Individuals with Disabilities Education ~~Improvement Act of 2004,~~ **Section 504 of the Rehabilitation Act of 1973,** and the Illinois State Board of Education's ~~Special Education rules~~ **Regulations** when disciplining ~~special education~~ **students with disabilities.** No ~~special education~~ **student with a disability** shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Policy #5131 will be placed on the October Board agenda for first reading.

Administrative Regulation #5131 has been revised in order to clarify procedures to follow for an in-school suspension versus an out-of-school suspension. Samples of notification form letters are currently being updated to reflect revisions made to the policy and regulations. Once appropriate revisions are drafted, the notification form letters will be provided to Board members for review. The Administration has been working closely with attorneys from HLERK and referencing IASB PRESS model policies when preparing these drafted revisions.

Draft Policy #5131.1 – Students - Bus Conduct

The Committee reviewed the first draft of proposed Policy #5131.1 – Students – Bus Conduct. The District had been advised to create a separate policy outlining bus safety rules and school bus suspension and discipline guidelines. It was suggested the first paragraph under “School Bus Suspensions” be revised as follows:

The Superintendent, or any designee as permitted in the School Code, is authorized to **impose disciplinary measures up to and including suspending** ~~suspend~~ a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

Draft Policy #5131.1 will be placed on the October Board agenda for first reading.

Policy # 8255 – Internal Board Operations – Board Communications

Policy # 1150 – Community Relations – Citizen Communications with the Schools and the Board

The Committee discussed Policy #8255 and Policy #1150. Using the PRESS IASB Policy Reference Manual as a guide, revisions to Policy #8255 and Policy #1150 were drafted. Superintendent Cremascoli shared input from Chris Heppner in his absence. In addition to revisions previously suggested, additional revisions suggested are as follows:

Policy #8255 under “Communications Between the Board and ~~the Administration~~ District Staff”

All written or electronic communications **pertaining to Board business** between individual Board members and ~~the administration~~ **District staff** shall be copied ...

Policy #1150

3. Reception of visitors at all open meetings:

At each regular meeting, special open meeting, and **Board Committee** meeting, the members of the public and

District employees may share comments with the Board or **Board Committee**, subject to reasonable constraints. There will be two receptions of visitors at regular Board meetings (for agenda items at first reception, for non-agenda items at second reception).

Individuals appearing before the Board or **Board Committee** are expected to follow these guidelines:

~~Any person addressing the Board or committee shall identify himself/herself, state their school attendance area and shall speak as briefly as possible.~~

~~The Board President or committee chair shall have authority to determine procedural matters regarding public participation not otherwise in Board policy, including time limitations when appropriate.~~

a. Sign in and submit a card at the beginning of the meeting as an indication of interest in addressing the Board during the Board's Reception of Visitors. ~~and a~~ Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.

b. Any person addressing the Board or Board Committee is asked to identify himself/herself, state their school attendance area and shall speak as briefly as possible. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.

c. Observe the Board President's decision to shorten public comment to conserve time, and give the maximum number of individuals an opportunity to speak, and ensure the opportunity for multiple perspectives to be heard, including but not limited to times ~~This may be especially applicable and/or necessary~~ when several members of the public wish to speak on the same topic.

d. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.

e. Conduct oneself with respect and civility toward others, and otherwise abide by Board policy.

The Board President or committee chair shall have authority to determine procedural matters regarding public participation not otherwise in Board policy, including time limitations when appropriate.

4. Special meetings, **portions of meetings** or hearings for the purpose of receiving comments from the community on specific issues **or topics of discussion. The Board President or committee chair shall have authority to determine procedural matters regarding public participation not otherwise in Board policy, including time limitations when appropriate.**

There was also a discussion on whether procedures and/or guidelines need to be drafted for community dialogue opportunities, which may take place during Board workshops. Suggestions included placing an overall time limit on the community dialogue period and using similar parameters followed during reception of visitors at Board meetings. Additional input is needed from Board members.

Policy #8255 & Policy #1150 will be placed on the October Board agenda for first reading.

Policy 8121 – Internal Board Operations – Committees

The Committee briefly discussed Policy #8121 – Internal Board Operations – Committees and referred to Policy #1220 – Community Relations – Ad Hoc Committees and Task Forces. As the result of a recent Board self-evaluation, consideration is being given to the possibility of forming a Meet and Confer Strategic Plan Committee. Future discussions will take place on this topic.

Reception of Visitors

No visitors were present at this committee meeting.

To do:

- Place Policy #5131 on October Board agenda for first reading.
- Place Draft Policy #5131.1 on October Board agenda for first reading.
- Place Policy #8255 on October Board agenda for first reading.
- Place Policy #1150 on October Board agenda for first reading.

Chris Clavenna moved and Mark Stange seconded his motion to adjourn the meeting.

The meeting was adjourned at 7:58 a.m.