

## POLICY COMMITTEE MINUTES January 24, 2017

The Policy Committee met on Tuesday, January 24, 2017, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:15 a.m.

Present: Christine Clavenna, Kari Cremascoli, Chris Heppner, Liz Davis, Mark Stange, Jayne Yudzentis, and Pamela Osika (non-member/secretary)

Absent: Chair Sallie Lupescu

Also in attendance were David Bein, James Eichmiller, Marla Gilbert, Matt Neustadt, and Jessica Stewart.

### Approval of Minutes

Liz Davis moved and Jayne Yudzentis seconded the motion to approve the minutes from the November 22, 2016 meeting. Motion carried.

### Policy & New Draft Administrative Regulation #2010 – Administration – Superintendent of Schools

The Committee discussed Policy & New Draft Administrative Regulation #2010 – Administration – Superintendent of Schools. The section entitled “Performance Responsibilities” was moved to newly drafted Administrative Regulation #2010, which follows the same format as IASB PRESS (*Policy Reference Education Subscription Service*) model policy and aligns with the policies and administrative regulations covering other administrative positions of the District. The following revisions to Policy #2010 are being recommended:

#### Brief Description of Position (taken from PRESS)

~~The Superintendent is the educational leader and chief executive officer of the School District. As such, he is responsible for all educational programs in the District and for financial and personnel management. The Superintendent also is the chief representative of the Board of Education and the principal liaison between the Board and the public served by the School District.~~

~~The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.~~

The Superintendent of Schools is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### Administrative Relationship

The Superintendent ~~of Schools is directly responsible~~ **is employed by and reports directly** to the Board of Education. The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements.

#### Qualifications (taken from PRESS)

- ~~• Appropriate administrative credentials for the State of Illinois~~
- ~~• Other academic, professional and personal qualifications that the Board of Education may find appropriate~~

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### Performance Responsibilities (move to Administrative Regulation)

It was noted that item #17 under Performance Responsibilities was brought to the attention of the Board of Education at its regular monthly meeting in October. The following revision is being recommended for clarification:

17. Attends all meetings of the Board ~~of Education~~ except when **excused by the Board, including excusal from closed session meetings** when his/her own appointment, performance, contract or salary is being considered.

Policy #2010 will be placed on the February Board agenda for first reading.

#### Draft Policy #4017 – Personnel – General Personnel: Expenses

The Committee reviewed and discussed the first draft of Policy #4017 – Personnel – General Personnel: Expenses. David Bein provided background information regarding this newly drafted policy. New legislation created the Local Government Travel Expense Control Act effective January 1, 2017, and prohibits expense reimbursements for entertainment expenses. It requires school boards to regulate expenses for travel, meal, and lodging expenses by adopting a resolution, listing types of official business permitted for expense reimbursements, requiring use of standardized forms, and setting maximum allowable expense reimbursement amounts. The new draft Policy #4017 was created using the IASB PRESS model policy.

Draft Policy #4017 will be placed on the February Board agenda for first reading.

#### Policy #5133.1 – Students – Exemption from Physical Education

In response to a parent's concern regarding the procedure to be followed for a student to be excused from P.E., the Committee discussed Policy #5133.1 regarding exemption from Physical Education. Referencing IASB PRESS model policy and the Illinois School Code, the current District 58 Policy #5133.1 was reviewed. It was suggested the number of days indicated in #1 & #2 be increased from two to five. A recommendation was also made to add to #1 a phrase referencing the exception of extenuating circumstances requiring a conference with the building principal. Further research will be done by administrators to confirm specific references made in the Medical Practice Act. Policy #5133.1 will be brought back to the Policy Committee in February with proposed revisions to review.

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

#### Policy #8255 – Internal Board Operations – Board Communications

#### Policy #8244 – Internal Board Operations – Determining Agenda

The Committee discussed Policies #1150, #8255, and #8244 regarding Board communications and the current practice of how they are listed on monthly Board

agendas. The Board of Education discussed proposed guidelines to follow when listing communications on the monthly Board agenda at the regular December meeting of the Board. The Board of Education expressed support for continuing current practice, recognizing a need to provide general time constraints. The Committee discussed Policy #1150 further and it was suggested to add to item #1 a sentence referencing the timing issue, for example, "Communication in any form received after the posting of the agenda will be placed on the subsequent agenda." There was a question regarding clarification between "employee versus citizen" and it was noted that communications from employees are no longer listed on Board agendas. This topic will again be placed on the February Policy Committee agenda with the proposed draft sentence being added to Policy #1150 for review.

### **Future Agenda Topics**

The Committee reviewed Future Agenda Topics. It was noted that no revisions are needed to Policy #5100 – Students – Residence; revisions to the Administrative Regulation only will be needed in order to comply with State mandates. Review by the Policy Committee will not be necessary.

The following items will be placed on the February Policy Committee meeting agenda:

- Policy #2050 – Administration – Board Secretary
- Policy #8341 – Internal Board Operations – Duties of the Secretary of the Board
- Asthma Response – IPA 099-0843
- Policy #5138 – Students – Prevention of and Response to Bullying, Intimidation, and Harassment

### **Reception of Visitors**

No comments were made at this time.

To do:

- Place Policy #2010 on the February Board agenda for first reading.
- Place Draft Policy #4017 on the February Board agenda for first reading.
- Place Policy #5133.1 on the February 21, 2017 Policy Committee meeting agenda
- Place Policies #1150 & #8255 on February Policy Committee agenda.
- Place Policies #2050, #8341, #5138 and Asthma Response on the February Policy Committee agenda.

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

The meeting was adjourned at 7:55 a.m.