



**MINUTES FOR THE POLICY COMMITTEE MEETING  
OF THE BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS  
THE 13<sup>TH</sup> DAY OF AUGUST 2020**

The Policy Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 13<sup>th</sup> day of August 2020, at 8:02 a.m. via a Zoom Virtual Meeting. Policy Committee Members present included Mr. Andrew Stone, Mr. John Gottschall and Mr. Bill Graham. Other Board members present were Mr. Evan Lukasik. Also present were Ms. Kate Donegan, Superintendent, administrative support staff member, Julie M. Campanaro, and Mr. Nicholas Bauman, Policy Consultant and Mr. Ken Carter, Policy Director both of Illinois Association of School Boards (IASB).

**PUBLIC COMMENT** – There was no public comment.

**NEW BUSINESS**

**Discussion of Policy Customization and Comprehensive Review Process**

Ms. Donegan opened the meeting by giving a background on the Board of Education's current policies. She noted that quite a few were out of date. She had suggested utilizing IASB's Press Policy Plus service to do a comprehensive review of all policies and then take advantage of the custom program IASB offers, which will integrate changes due to new legislation or new school code automatically into current District policy, creating a draft of revised policies for Board review and possible action. Additionally, it would provide an automated system to prompt the Board to review policy on a regular basis as require by law and best practices.

Mr. Ken Carter, of IASB provided a brief timeline of the process. He explained this would be a three to six month process requiring, 30 days for IASB to review the District's current policy manual and create a draft policy manual. Another 60 days would be required for the Board to review and discuss IASB suggested changes to the policies. The process would conclude with another editing session with IASB, resulting in a final draft manual for possible adoption by the Board of Education. Once the policy manual is adopted, the Board will receive regular policy updates from IASB prompted by legislation or school code updates. These changes will be integrated automatically into the Board's current policy for review and possible adoption. The service provided would keep the Board on a regular policy review cycle keeping Board policies up to date as required.

The committee members had several questions answered regarding the format of the draft policy manual. The committee expressed concern about starting with only a clean version of the district policies without having the edits in a redline format tracking the changes. The Board has several policies with language unique to the District and the committee members discussed ways to compare our current policies with the new draft manual policies. Mr. Carter recommended a



clean slate to work from was best and the Committee requested that Mrs. Campanaro make notes throughout the meeting on policies the committee members feel need closer review when we receive the draft manual.

Mr. Carter started the review by policy series asking questions as needed regarding specifics of District and BOE organization and policy content including unique language. Mrs. Campanaro noted the following policies that will need closer review with an asterisk. (\*)

### **Series 100 School District Organization**

These policies deal primarily with District vision, educational philosophy and ethics. There was discussion on significant changes made in the last year that will require closer review to be sure language unique to the district is accurately represented. Mrs. Campanaro was asked to provide the current approved language to IASB.

1:30 *Kenilworth School District Mission, Strategic Goals and Values Statements*

1:40 *Philosophy of Education*

### **Series 200 School Board**

The policies deal primarily with the Board of Education, structure, and organizational procedures. There were several policies of particular note for the Board to review more closely during the editing process.

2:10 *School District Governance*

2:125 *Board Member Compensation* (Not current policy - Resolution needed if Board decides to adopt.)

2:150 *Committees* (The BOE will be asked to adopt revisions to this policy at the August Board meeting.)

**2:220 (\*)** *School Board Meeting Procedure* (Discussion regarding rotation of roll call votes, all BOE members can suggest agenda items. The Committee does not elect to adopt default language from IASB on this policy)

**2:230 (\*)** *Public Participation at School Board Meetings and Petitions to the Board* (Keep individual 5 minute limit on all public comment. (There were updates done previously not in the online policy that need to be added.)

2:250 *Access to District Public Records* (The Board will be asked to approve two FOIA officers.)

2:260 *Uniform Grievance Procedure* (This and other related policies will need to be updated with current Non-Discrimination Coordinator and Complaint Managers)

### **Series 300 General School Administration**



The policies in this series revolve around organizational structure, succession of authority and Superintendent and other administrators' responsibilities and roles.

**3:10 (\*) *Goals and Objectives*** (Need to decide to use unique language or default IASB language.)

3:40 *Superintendent* (Brief discussion of language regarding evidence of professional development – default language will be retained)

### **Series 400 Operational Services**

**4:20 (\*) *Fund Balances*** (There was a discussion regarding the language in current policy. The Committee determined that the entire BOE would need to consider this policy. The current percent for year-end fund balance is 40% and will be retained until a full Board discussion is held.)

**4:55 (\*) *Use of Credit and Procurement Cards*** (The Superintendent requested this policy be discussed more fully. To date the BOE has not allowed use of credit cards.)

**4:80 (\*) *Accounting and Audits*** (Discussion held regarding Revolving account balances and limits. Further discussion is needed regarding whether to use default IASB language and dollar limits for revolving account balance. This requires further discussion by the full BOE but will retain current maximum balance limit of \$10,000 until then.)

4:90 *Activity Funds* (The Committee asked Ms. Donegan what the norm is in most districts regarding allowing the Treasurer authority to move funds from one account to another without Board approval. She noted that to have to wait for formal BOE approval would hinder the District's operations. Typically, this authority is allowed.)

4:100 *Insurance Management* (The Committee discussed this policy. Ms. Donegan noted only that the District does not have item number two in the default language pertaining to recommending catastrophic accident insurance for student athletes in grades 9 through 12, as we are a one school district, grades JK-8.

4:110 *Transportation* (Ms. Donegan noted that the school district does not provide regular bus transportation and contracts out for Special Education transportation services and filed trips.)

4:130 *Free and Reduced-Price Food Services* (The District does not have need for this policy, as no students are eligible per the criteria.)

4:140 *Waiver of Student Fees* (The committee discussed briefly that the district does have some situations where student fees might be waived; recommended the retention of the current default language.)

**4:150 (\*) *Facility Management*** (The Committee would like the full Board to discuss this policy, particularly the recommended dollar amount of anything exceeding \$12,500 for new renovations or construction. It was felt the BOE may not need the naming buildings and facilities provision but the full Board should discuss.)

4:160 *Environmental Quality of Buildings and Grounds* (The Committee inquired if the District has the procedures required by OTIA for notifying families in advance of applications of pesticides. The District satisfies this provision currently by including this policy in the



Parent/Student Handbook, which offers families an opportunity to be added to a registry if they wish to be notified. The District requires sign off by the families at registration that they have seen and read the policies within the handbook.)

### **Series 500 General/Professional Personnel**

*5:30 Hiring Process and Criteria* (Ms. Donegan noted that the District does need the provision allowing hiring before the next scheduled Board meeting but this is generally reserved for the hiring of individuals in a certified position.)

**5:35 (\*)** *Compliance with the Fair Labor Standards Act* (The Committee would like to discuss this more thoroughly with the full Board and determined that the IASB default language be used for purposes of the creation of the draft policy manual.)

**5:60 (\*)** *Expenses* (This policy was recently updated in September 2019 but the Committee felt this was another policy that requires full Board discussion.)

**5:185 (\*)** *Family and Medical Leave* (Ms. Donegan noted that the 12 week entitlement needs to be changed from an annual basis to a rolling basis. Ms. Donegan already obtained legal language from the District's counsel and will forward that language to Mrs. Campanaro to add into current policy and send to Mr. Baumer.

*5:190 Professional Personnel – Teacher Qualifications* (It was established that the District requires official transcripts for new hires as well as confirmation of required licensure/endorsements to hold that position. Teachers also must request graduate course pre-approval to apply towards horizontal advancement on the salary schedule.)

*5:240 Professional Personnel - Suspension* (Ms. Donegan felt the policy should allow latitude to follow counsel's advice in the area regarding length of suspension with or without pay. While this is already currently reflected in the District's policy language, she would like to insert the recommended language.)

*5:260 Professional Personnel - Student Teachers* (It was recommended the District utilize default language for this policy. The District already requires these stipulations.)

**5:310 (\*)** *Educational Support Personnel – Compensatory Time Off* (The preference would be not to provide compensatory time off. The policy will be left in the draft manual for further discussion. It is not a current policy.)

The Committee ask to pause and requested to look at the **5:187 (\*)** *General Personnel - Private Professional Services* policy that the District has in place. It is no longer a part of IASB standard policies. Mr. Carter will provide new language that will cover the concerns expressed by the Board to the Committee regarding tutoring services. This unique district policy can be added to the draft manual. He suggested the numbering on this policy might be changed to reflect this district specific policy. He also was asked to provide suggested wording regarding anti-nepotism policies.

### **Series 600 Instruction**



This series pertains to Instruction and how the District chooses to offer that instruction, including curriculum, assessments, grading and educational philosophy.

**6:10 (\*) Educational Philosophy and Objectives** (It was noted that this fell under earlier discussions regarding policies 1:30 and 1:40. Mr. Carter will provide alternative default language for the Committee to revisit. Transfer language from policy 1:40. IASB will provide default language for draft policy manual.

**6:60 (\*) Curriculum Content** (In response to Mr. Carter's inquiry regarding "Block Scheduling", and utilization of E-Rate funding, Ms. Donegan noted block scheduling was not used at Sears, and would like for the District to take advantage of E-Rate funding for very specific needs. The Committee wanted to understand which areas of study are required subject areas mandated by the State of Illinois and if there is latitude for some. Mr. Carter stated that all required areas of study outlined in the policy are mandated and required but would not restrict the district from offering other areas of study. Ms. Donegan noted that the District does have latitude in how the subject areas are presented and covered and has discretion in the content chosen to present the topics at age appropriate levels.

Mr. Carter had questions regarding if dissection is offered (policy 6:100 and if the District wants to apply for Gifted State funding, policy 6:130. Dissection is done in science at some grade levels and if the district were able to take advantage of gifted funding Ms. Donegan and the BOE would like to take advantage of it.

**6:180 (\*) Extended Instructional Programs** (The district does not have this policy currently. The committee discussed this policy and noted the policy is necessary due to the District's Junior Kindergarten program that is tuition-based. Ms. Donegan asked to have it included in the draft manual. The BOE will have the ability to determine what should be fee-based.

**6:185 (\*) Remote Educational Program** (The District does not have this policy currently and Ms. Donegan requested that it be included in the draft policy manual and could be a policy reviewed by faculty.

**6:210 (\*) Instructional Materials** (This policy pertains to approval of instructional materials and textbooks. Currently the Superintendent has authority to approve. Would like the BOE to have a say in some of the curricular decisions. Difficult to do this as it could delay curricular decisions. Some members of the Committee felt that the District should utilize the first wording option, which limits the need for BOE approval in curricular areas but agreed to look at both options for wording as a Board before deciding, both options will be given in the draft policy manual.)

**6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct** (The District does not have this policy. The Committee agreed this was not a necessary policy.)

**6:235 Access to Electronic Networks** – (The discussion on this policy was regarding if the Board would want a designated individual to remove filtering on computer networks to allow temporary access to needed sites for research. Currently our IT department has that ability and authority to do so. This should remain.)

**6:240 Fieldtrips** (The Committee determined the default IASB language for this Recreational



Field Trips subheading will not be necessary.)

6:250 *Community Volunteers* – (The superintendent felt that it is necessary to have language stating we will not have volunteers with a felony conviction. It seems unlikely that this would be a problem but it would give teachers and parents comfort to know this is the policy.)

6:315 *High School Credit for Students Grades 7-8* (The District does not have this policy as we do not have a program. There are students who attend the freshman math at New trier High School but not for high school credit. Ms. Donegan felt that this policy was not necessary.)

### **Series 700 Students**

**7:40 (\*)** *Nonpublic School Students, Including Parochial and Home-Schooled Students* (The discussion centered on the need for socialization for home schooled students. This policy will require full Board discussion.)

7:50 *School Admissions and Student Transfers to and from Non-district Schools* (The district does not have all year school. Typically, districts do not have this in their policy. Ms. Donegan explained further, what it means and recommended this was not in the interests of the District and its students in the event they would have to accept a student not in good standing (suspended or expelled) and responsible for payment for any special school or accommodations this student would need.

7:60 *Residence* (This policy was recently updated in 2019. The district does not want to allow a student who does not live in district to be able to enroll and pay tuition under any circumstance. We should remain with our current policy.)

7:100 *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students* (The District uses October 15 as the due date for health exams and choose to continue to do so.)

7:165 *School Uniforms* (The District does not have this policy and chooses to address appropriate student attire in the Parent/Student Handbook with guidelines on appropriate dress. This policy will not be included in the draft policy manual.)

**7:190 (\*)** *Student Behavior* (The Committee discussed the merits of language allowing a suspended student to attend extracurricular events during the suspension. The Committee agreed with Ms. Donegan that a suspended student should not be allowed on school grounds. Sections of this policy, regarding physical restraint are reviewed annually the Behavior Intervention Committee (formerly the Discipline and Ethics Committee). Any suggested changes should be discussed by the full Board and reviewed by the Behavioral Interventions Committee. Ms. Donegan recommended there should be no block policy on physical restraint or isolated time out.

7:240 *Conduct Code for Participants in Extracurricular Activities* (The Committee discussed language in the suggested policy regarding assigning responsibility for creating and implementing an Athletic Code of Conduct and opted to retain that language. Additionally, the Committee also opted not to include the subsection in the suggested policy pertaining to Drug and Alcohol testing.)

7:250 *Student Support Services* (Mr. Carter noted that the District has four out five requirements met, needs to assign a Liaison for Foster Care Students in this policy. Left this requirement out.)



Mr. John Gottschall departed the meeting at 10:40 a.m.

**7:270 (\*) *Administering Medicine to Students*** (Ms. Donegan was very familiar with the policy but does not know which medications the district supplies. We will use the default language and review it by the full Board.)

**7:325 (\*) *Student Fundraising Activities*** (The Committee agreed to use our current language for this policy and compare it to the suggested IASB language provided in the draft manual.)

**7:340 *Student Records*** (Ms. Donegan responded regarding the subsection titled *Student Biometric Information Collection* that the district does not use biometrics for identification of students in any way and this subsection does not apply to the district.)

### Series 800

**8:20 *Community Use of School Facilities*** (The District does allow community use of facilities with specific requirements so the policy is necessary.)

**8:25 *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*** (The district only allows not for profit organizations or organizations that benefit students in some way to distribute fliers. The Committee will look at the default language compared to current language.)

**8:90 (\*) *Parent Organizations and Booster Clubs*** (The Committee discussed if the District policy should have the requirement that these organizations have a 501(c)(3) status. The default language from IASB will be reviewed to see if current District policy aligns with the recommended policy and make changes as necessary.)

Mr. Nick Baumann inquired if the District under Title IX is required to have a Title IX coordinator. Recommended the district use the Non-Discriminator Coordinator for this designation.

Mr. Bill Graham departed the meeting at 10:55 a.m.

The meeting concluded with a brief discussion regarding how the changes being recommended will be affected by collective bargaining negotiations. It was suggested that the new collective bargaining agreement, once finalized, would be sent to IASB for review. Ms. Donegan recommended specific language be used with policies that would affect collective bargaining. She provided language from legal counsel as follows: "Please refer to the following current agreement: "*Collective Bargaining Agreement between the Board of Education School District Number 38 and the Kenilworth Education Association.*""

The committee also discussed the policies that need to be present in the Parent/Student Handbook as required by school code. Ms. Donegan will insure the necessary policies are represented in the handbook. Some of the policies are mandatory but others that are not required



may be included as discretionary by the administration.

The Committee inquired when it would be appropriate to review the accompanying Administrative Procedures and Exhibits to the Board Policy Manual. Mr. Carter recommended that be a second phase once the new policy manual is approved.

The next meeting will be determined by how soon the draft policy manual is delivered. There will be a 60-day editing period and then the final version will be reviewed again with IASB to finalize the manual. During the editing period, a work sheet will be used to notate the necessary edits. The Committee anticipated that the final meeting would be in November after the next Press Issue is issued.

The Committee discussed the next steps. The series of policies will be distributed between appropriate sub-committees for review. Mrs. Campanaro will create a possible distribution list for this purpose. Mr. Stone suggested these sub-committees will review and suggest edits for their policy series and then the Policy Committee will present the full Board with the draft policy manual outlining and discussing any policies that may require full Board review due to key issues. The final draft will be sent to IASB for final edits and formatting, and then returned to the Board for adoption.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

There being no further business, *Mr. Evan Lukasik made a motion to adjourn the meeting at 11:10 a.m. Mr. Andrew Stone seconded the motion.*

All Ayes.

Attest for Distribution: DocuSigned by: Julie M. Campanaro Date: 9/15/2020  
Julie M. Campanaro, Board Secretary

Approved: DocuSigned by: J. Andrew P. Stone Date: 9/15/2020  
Andrew Stone, Committee Chairperson

ATTEST: DocuSigned by: Julie M. Campanaro Date: 9/15/2020  
Julie Campanaro, Board Secretary



**THE JOSEPH SEARS SCHOOL**

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • [kenilworth38.org](http://kenilworth38.org)

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