



**MINUTES FOR THE POLICY COMMITTEE MEETING
OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
THE 26TH DAY OF OCTOBER 2020**

The Policy Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 26th day of October 2020, at 8:00 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, and Mrs. Julie M. Campanaro, Secretary, Board of Education.

PUBLIC COMMENT – There was no public comment.

NEW BUSINESS

Review of Minutes from the 09/14/20, Board Policy Committee Meeting

The Committee discussed their review of the draft minutes of the 09/14/20, Board Policy Committee meeting and found only one minor edit to suggest. The number of working groups noted should be changed from 7 to 8. Mrs. Campanaro took note of the edit, which she would integrate into the minutes.

Mr. Stone asked for a voice vote to approve the minutes as amended.

All ayes.

Mr. Stone reviewed the plan for the next few Board Policy meetings to prepare for the Committee's first editing meeting with IASB on December 7. The Committee planned to meet on November 9 to review the edits derived from the individual policy series review meetings for series 600-800 policies. The Committee planned to have concrete language for any changes to the IASB draft manual policies to present to the full Board at the November 16 Board of Education Meeting. The Committee will meet again on December 4 to discuss additional feedback and edits of the draft policies just prior to the first editing meeting with IASB on December 7. The Committee hoped to provide the Board with all of the draft policies for a first read at the December 14 meeting and possible approval of the draft policy manual at a Special Board meeting in January 2021.

Discussion of Policy Series 100-500, Customization and Comprehensive Review

The Committee discussed the IASB Draft policies in comparison to current policy and agreed the content and language as proposed by IASB would be adopted with some exceptions.



Series 100 Instruction

The Committee reviewed the draft policies for series 100. The draft policies were acceptable as written except for the following policies.

- Policy 1:30 *School District Philosophy* - The content of IASB draft policy 1:30 had been addressed in current District policy 1:40 *Philosophy of Education* and the Mission statement in a previous Strategic Plan. The new draft policy 6:10 *Educational Philosophy and Objectives* also encompassed aspects of both current District policy 1:30 and 1:40. Ms. Donegan proposed a completely revised draft policy 1:30 combining language from the current District policies and language from the new IASB draft policy. The Committee agreed upon Ms. Donegan's revised policy to present for a first read. Two current Board policies 1:50 and 1:60 were not part of the IASB Draft Policy Manual and will be discarded from the Board Policies.

Series 200 Board of Education

The Committee reviewed the draft policies for series 200. The draft policies were acceptable as written except for the following policies.

- Policy 2:20 *Powers and Duties of the Board of Education; Indemnification*, item number 13 will be removed in this draft policy as it does not apply to our one school district.
- Policy 2:60 *Board Member Removal from Office* is a new policy for the District. The board members present considered adding a list of offenses that would require removal from office to provide guidance that is more specific. Ms. Donegan reviewed this inquiry with legal counsel and was advised a list of offenses was unnecessary. The only rare instances when a regional office would remove a Board member would be if they committed a felony or were no longer a resident of the District. The committee will recommend adoption of the draft policy as written.
- Policy 2:70 *Vacancies of the Board of Education – Filling Vacancies* the Committee agreed to restructure the last sentence. The process the Board follows to fill vacancies is different than what is in the draft policy. The last sentence will be reworded as follows, "The Board will publicize and determine the best process for filling the vacancy." The remainder of the sentence will be struck. Additionally, Exhibit 2:70-E would not be used, as it is not relevant to the District's practice.
- Policy 2:80 *Board Member Oath and Conduct* – The Committee will add the word, "growth" in the following statement from the draft policy, "I shall try strive



to insure a continuous assessment of student achievement, **growth** and all conditions affecting the education of our children, in compliance with State law.”

- Policy 2:110 *Qualifications, Term, and Duties of Board Officers*– Remove a portion of the section regarding the Board Secretary, striking the content, “The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term”. The Board members also discussed the content under the Board Treasurer section that addressed the need to have qualifications as a certified public accountant but opted to keep the language as written.
- 2:125 *Board Member Compensation and Expenses* – The committee opted to strike language that referred to compensation to Board members. The new language will be in alignment with other policy language. They also edited the item pertaining to meals by adding the language, “Meals charged to the School District should represent mid-fare selections, **and tips and meal costs would be reimbursed up to \$50 per day.**”
- 2:140 *Communications to and from the Board* – The Committee members asked Ms. Donegan to obtain appropriate language from legal counsel regarding expectations of privacy for “Listen” emails. They wanted to know if all emails must be included in the Board documents. If it cannot be removed entirely, perhaps language suggesting a summary of emails might be sufficient. The associated Exhibit 2:14 E will not be utilized, as much does not apply to our District.
- 2:150 *Committees* – The committees named in the policy were adjusted to reflect the Committees our District actually has, the *Building and Finance; Behavioral Interventions* and *Board Policy* Committees. The language regarding committee assignments for the *Behavioral Interventions Committee* will be revised to reflect that appointments to this committee are made by the Superintendent and not assigned by the Board President.
- 2:230 *Public Participation at Board of Education Meetings and Petitions to the Board* – The Committee discussed that this policy had been previously reviewed and the revisions adopted. The Board will integrate our unique language into the draft policy.
- 2:240 *Board Policy Development* – The Committee asked Ms. Donegan if this policy were necessary. She had addressed it with legal counsel and the committee determined to keep this policy and its language as written.
- 2:260 *Uniform Grievance Procedure* – There had been many changes to this policy more recently and asked that we check with Mr. Baumann to find out why the edited language was not integrated into the draft policy. The committee would like to use the language developed previously unless there is some legal requirement not being met.



Series 300 General School Administration

The Committee reviewed the draft policies for series 300. The draft policies were acceptable as written. The Committee also recommended the current Board policy 3:55 be removed from the District policy manual. It is a job description and should not be considered policy.

Series 400 Operational Services

The Committee reviewed the draft policies for series 400. The draft policies were acceptable as written except for the following policies, which were edited or required more discussion.

- Policy 4:40 *Incurring Debt* – Mr. Gottschall noted that the section titled Bond Issuance had been added to the draft policy. He reviewed this with Dr. Bailey who confirmed it was necessary and important to have this language.
- Policy 4:55 *Use of Credit or Procurement Cards* – This is a new policy and will be necessary as the Building and Finance Committee plans to recommend the use of a Procurement Card program to help control and monitor expenses. The Committee discussed briefly the pros and cons of such a program.
- 4:80 *Accounting and Audits* – The Committee agreed to strike language in the last sentence under Annual Financial Report. The committee recommended removal of the last few words of the sentence, “...before it is submitted.” Ms. Donegan agreed that the timing of submittal and Board approval can be difficult and the document may always be modified. She felt the change in language was appropriate. This policy also generated some discussion regarding capitalization on equipment and Ms. Donegan recommended internal controls that would keep a focus on this. This would be key when reviewing technology needs and refreshes.
- 4:120 *Food Services* – It was determined that this policy will not be adopted as we do not provide a food service/cafeteria.
- 4:130 *Free and Reduced-Price Food Services* – The Committee determined this policy would not be adopted, as it does not pertain to the school district.
- 4:150 *Facility Management and Building Programs* – This policy elicited a little discussion in light of the Master Facilities Plan under way.
- 4:180 *Pandemic Preparedness* – The Committee inquired if this policy should be more detailed. Ms. Donegan recommended the broader language as it allowed more room for interpretation.

The Committee took a five-minute break.

Series 500 General Personnel



The Committee reviewed the draft policies for series 500. The draft policies were acceptable as written except for the following policies, which were edited or required more discussion.

- Policy 5:10 *Equal Employment Opportunity and Minority Recruitment* – The Committee discussed aspects of this policy in reference to possible edits to the list of qualities that may not be discriminated against. Ms. Donegan will review this with legal counsel regarding the addition of “gender identity” and the deletion of “an arrest record”.
- Policy 5:20 *Work Place Harassment Prohibited* – The Committee considered the addition of “gender identity” to the list of qualities which may not be discriminated against. Ms. Donegan will review this with legal counsel.
- 5:35 *Compliance with the Fair Labor Standards Act* – The Committee discussed some edits to the policy under the Overtime section. Ms. Donegan will rework the language to tighten up the language around compensatory time off and controls on overtime.
- 5:50 *Drug-and-Alcohol Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition* – This policy elicited some discussion around medical cannabis and its use at school. There was also a discussion on medications but the Committee will recommend adoption of the policy as written.
- 5:60 Expenses – Ms. Donegan reminded the Committee that this policy needs to be edited to reflect the same expense limitations as in Board policy 2:125 *Board Member Compensation and Expenses*. The Meals section in the policy should have added language, “Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. **Tips and meal costs will be reimbursed up to \$50 per day.**”
- 5:110 *Recognition for Service* – The Committee will not recommend this policy for adoption.
- 5:160 (*No Title*) - A policy with this number, pertaining to the use of surveillance video cameras and their locations on a school campus was part of Ms. Donegan’s previous district’s policies. She noted the District does not have a policy like this currently and she recommended this would be a necessary policy with the renovations planned. Ms. Donegan will provide a draft policy for possible adoption.
- 5:170 *Copyright* – The Committee recommended the addition of the language, “Superintendent **or their designee**...) in the policy. Dr. Stephanie Helfand will be the DMCA Agent for the District.
- 5:185 *Family and Medical Leave* – Ms. Donegan reviewed added language she felt was needed regarding a rolling 12-month leave. (**see bold font**) “An eligible employee may take FMLA leave for up to a combined total of 12 weeks each year, **on a rolling 12-month period measured backward from the date the employee uses any FMLA** so that the remaining leave entitlement...”



- *5:186 Private Professional Services* – This policy elicited much discussion regarding tutoring practices in the District. The discussion pertained to finding a balance between a more restrictive policy, and providing adequate student assistance. The committee discussed possible abuses, and the effect of a more restrictive policy. It was anticipated that it might not be well received by some families and teachers. Ms. Donegan stated she discussed this with the KEA but promised to revisit the topic with them. Ms. Donegan felt that an instructional program should be able to provide the necessary curriculum and instructional support for most students to achieve. The Committee was divided on the best course of action and will need to discuss this more with the full Board.

The internet in the school building at this time came down and Ms. Donegan and Mrs. Campanaro could not participate further.

The Committee continued review of the 500 series policies without Ms. Donegan or Mrs. Campanaro. The draft policies were acceptable as written except for the following policies, which will be edited or required more discussion.

- *5:240 Suspension* – The committee members noted that this policy had been revised in September 2019 based on legal counsel recommendations. They would like to use this language rather than the draft policy manual language unless there is new language recommended since September 2019 for legal reasons.
- *5:250 Leaves of Absence* – The committee members noted this was a new policy for the District and it would require review by our legal counsel. Additionally, the committee noted there is a section in this policy regarding military leave that may not be necessary. They recalled there was a policy in place already for military leave. (*5:52 Military Leave*) The committee will seek direction from Ms. Donegan whether the Board should adopt the draft policy as presented and remove 5:52 from the District policies or strike the section in the draft policy and let 5:52 stand.
- *5:280 Duties and Qualifications* – The committee will strike the last section with content regarding bus drivers, as it does not pertain to our school district.
- *5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers* - The Committee recommended that references to bus drivers be struck from the policy, as we do not employ bus drivers. This will be reviewed with Ms. Donegan.
- *5:290 – Educational Support Personnel - Employment Terminations and Suspensions* - The committee recommended that our legal counsel review the new language in the IASB draft policy different from our current policy.
- *5:310 - Educational Support Personnel – Compensatory Time-Off* – The committee members recommended legal counsel review this draft policy before



adopting.

- 5:330 - *Educational Support Personnel – Sick Days, Vacation, Holidays and Leaves* – The committee members recommended the Superintendent review the Holidays listed in the draft policy for accuracy.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, *Mr. John Gottschall* made a motion to adjourn the meeting at 11:00 a.m. *Mr. Bill Graham* seconded the motion.

All Ayes.

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 Attest for Distribution: *Julie M. Campanaro* Date: 11/18/2020
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 Julie M. Campanaro, Board Secretary

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 Approved: *J. Andrew P. Stone* Date: 11/18/2020
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 Andrew Stone, Committee Chairperson

DocuSigned by:
 ATTEST: *Julie M. Campanaro* Date: 11/18/2020
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 Julie Campanaro, Board Secretary