



**MINUTES FOR THE POLICY COMMITTEE MEETING
OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
THE 9TH DAY OF NOVEMBER 2020**

The Policy Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 9th day of November 2020, at 8:06 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, Mrs. Julie M. Campanaro, Secretary, Board of Education, Faculty members, Ms. Cathy Quigley, Mr. Scott Paeth, Ms. Jennifer Willis, Dr. Leslie Richmond, Mrs. Natalie McLemore, and Mrs. Justyna Hendry.

PUBLIC COMMENT – There was no public comment.

NEW BUSINESS

Review of Minutes from the 10/26/20 Board Policy Committee Meeting

The Committee tabled the discussion of these minutes until the end of the meeting.

Initial Editing Session for Board Policy Series 600-800 of Draft Policy Customization and Comprehensive Review Process

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 have all edits for the IASB draft manual policies to present to the full Board at the November 16 Board of Education Meeting. If the Board members have additional revisions after reviewing the draft policies at the November 16, 2020 Board meeting, they should alert a Committee member. The Committee will integrate them into the draft policies in time for the next Policy Committee meeting on December 4. This meeting will be the final one before 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 or the February 8 Regular Board meeting.

Discussion of Draft Policy Series 700 – Students

The Committee changed the agenda's order and agreed to review the series 700 policies first as Mr. Gottschall had another commitment within the hour. Mr. Gottschall reviewed the names of those who participated in the initial review of the series 700 policies, Ms. Kate Donegan, Mrs. Mia Casey-Sachs, Mr. Martin Heffner, Dr. Lisa Metzger-Mugg. He told the Policy Committee



that the working group discussed the IASB Draft policies and compared them to current policy. His group agreed the content and language as proposed by IASB should be adopted with some exceptions.

- Policy 7:20 *Harassment of Students Prohibited* – Recommended edits to this draft policy were made, including cyberbullying being added to the policy as actions prohibited. Mr. Gottschall acknowledged that additional revisions were suggested by legal counsel and considered by the full Board in September 2019 but did not adopt them at that time. The working group compared these edits to the IASB policy draft. The IASB draft version of the policy was more up-to-date and comprehensive than the policy reviewed in September 2019 and recommended that the Policy Committee approve the IASB draft policy as written.
- Policy 7:10 *Equal Educational Opportunities* – Mr. Stone asked to go back to this policy. Mr. Stone asked Ms. Donegan’s opinion regarding the language in the policy regarding the age eligibility for Kindergarten. He wondered if some could view this as discriminatory. Ms. Donegan did not have an answer and agreed to review this with legal counsel and possibly rephrase the language if deemed necessary.
- 7:40 *Nonpublic School Students including Parochial and Home-Schooled Students* – The Committee discussed parochial and home-schooled children's eligibility, participating in Sears School athletic teams and some social groups. Ms. Donegan informed the Committee that this is permissible. The Committee agreed to keep the draft language as is.
- 7:60 *Residence* – The committee members discussed this policy at some length. There had been many edits made to this policy in September 2019 and a new Exhibit approved. The Committee concluded that the bulk of the edits suggested by legal counsel at that time should remain in place. They concluded, however, that this would require a full Board discussion and asked Mrs. Campanaro to flag this particular policy for additional discussion.
- 7:130 *Student Rights and Responsibilities* – The committee members acknowledged this was a new policy for the District. They asked Ms. Donegan her thoughts. She referenced a reference in the footnotes a landmark case, Tinker v. Des Moines Independent School District 89. She commented that this policy is required to ensure students can express themselves as long as it is not disruptive to the learning environment. The Committee concluded the draft policy was acceptable as is.
- 7:160 *Student Appearance* – The committee members discussed this new policy briefly. They concluded that the school district does not have a formal dress code but found the language in this new draft policy broad enough to be acceptable.
- 7:190 *Student Behavior* – The committee members, asked Ms. Donegan the reasoning behind this policy. They wondered if these situations could be reviewed



on a case-by-case basis. Ms. Donegan responded that when the school suspends a student, it is for a grave reason. It would not be appropriate to have a suspended student participate in after-school or extracurricular activities. The Committee concluded the draft policy would stand as written.

- *7:220 Bus Conduct* – This is a new policy to the District. The Committee discussed this policy briefly and concluded it would be appropriate to have this policy.
- *7:260 Exemption from Physical Education* – The committee members, asked Ms. Donegan to explain this policy's rationale. The working group did not understand the context. Ms. Donegan explained that there are few instances where it would be applicable. She gave an example of a student who was training for an Olympic event and participated in training outside of school, which could take the place of the requirement that they participate in P.E. at school every day. She felt the policy was still necessary to avoid abuses.
- *7:270 Administering Medicine to Students* – Ms. Donegan reviewed the policy with the Committee. She stated that the Committee should strike sections regarding Opioid Antagonists and Glucagon from the policy. Her rationale for striking these sections was that only a physician could prescribe such medicines. She would review this with Mrs. Terry Oquendo, the school nurse, to ensure this was an accurate assessment.
- *7:275 Orders to Forgo Life-Sustaining Treatment* – The Committee discussed this new policy. They concluded that the second paragraph should be reworded. They recommended that the word “may” should be added to read, “Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that may include...” Ms. Donegan said that it was very rare to have a Do Not Resuscitate Order (DNR) in place in a school setting.
- *7:285A Facemasks* – This “policy” was not part of the IASB Draft Policy Manual. The Board of Education adopted this policy in August 2020 in response to the pandemic and the need to require protective face coverings. The Committee determined this unique policy should stand as-is since legal counsel vetted it at the time of adoption.
- *7:305 Student-Athlete Concussions and Head Injuries* – The Committee had comments and questions about this policy. Mainly, they wanted to know if the Board of Education should approve a suggested Committee from the Superintendent and not be responsible for appointing people to the Committee, as noted in item 1a. Ms. Donegan will review this condition with legal counsel. She shared she was examining what is currently in place for this oversight team with Mrs. Terry Oquendo, the school nurse. She agreed the implementation and creation of this team and plans were an administrative duty. Mrs. Campanaro alerted the committee members that the District currently has a concussion protocol where each student-athlete and their family must sign to participate in Sears athletics.



- *7:310 Restrictions on Publications; Elementary Schools* – Mr. Gottschall said his working group had questions regarding the need for this policy. Ms. Donegan explained that these are guidelines to restrict what type of information may be contained in publications distributed by the school, staff, or students. The Committee discussed the possibility of adding verbiage that might broaden the definition of “tolerance of differences of others.” It was agreed the full Board should discuss the addition of content to this policy.
- *7:325 Student Fundraising Activities* – The Committee discussed utilizing language from our current policy for bullet item number 4. They felt it should have a second sentence after, “Student safety must be paramount.” The second sentence would read, “Door-to-door solicitations are only allowed as related to the 8th Grade Play ticket sales with two or more students working in teams under adult supervision.” The committee members also discussed striking the bullet item 2 in the second section that discusses the "School Breakfast Program." It was agreed; however, though the District does not participate in this program now, it could come into play with new programs that might evolve from the upcoming renovations, and the draft language should remain.
- *7:345 Use of Educational Technologies; Student Data Privacy and Security* – The Committee was not certain changes were needed to this policy. Ms. Donegan recommended this draft policy be adopted as written. This will be addressed within the technology audit.

Mr. Gottschall departed the meeting at 9:03 a.m.

Discussion of Draft Policy Series 600 – Instruction

Mr. Bill Graham led the working group for series 600 policies. He reported his working group reviewed the draft policies and found only a few that required some changes. The draft policies were acceptable as written except for the following policies.

- *Policy 6:10 Educational Philosophy and Objectives* – Ms. Donegan noted one change in this policy. The working group recommended that the second paragraph should alter the language to read, "...the Superintendent will report annually." While Mr. Graham stated the language was not as detailed as he would like, he had deferred to Ms. Donegan, who stated that the content regarding the District Philosophy was more specific in the revised policy 1:30 *School District Philosophy*.
- *6:20 School Year Calendar and Day* – The language will be changed to reflect similar language from another policy that addresses that this calendar and Holiday schedule is determined through Collective Bargaining and to refer to the agreement for further information.



- 6:50 *School Wellness* – The committee members, after discussing, decided to recommend keeping the language as presented under the “Monitoring” section. There was discussion that reporting every three years might be burdensome to the administrative team.
- 6:60 *Curriculum Content* – The Committee discussed the specificity of the proposed draft policy. The list of required subject matter was extensive. Mr. Stone had questions regarding if the District covered everything listed in bullet item 8 pertaining to health education. Ms. Donegan assured Mr. Stone that it was. She further noted that while the curriculum is reviewed in a particular cycle in the District, she plans to review each curriculum item to be sure the District is presenting instruction in all areas as required. Mr. Lukasik commented that bullet item 11 contains multiple ethnic groups and their history. He inquired if all of these topics are covered in the school’s curriculum. Ms. Donegan explained that these topics are mandated for the curriculum. Still, the District has great latitude in how and when these topics are presented. The idea is to present history from multiple points of view. In response to teacher comments regarding the proposed policy, Ms. Donegan noted that an actual health curriculum is not necessary for every grade, but some grades are satisfied through school nurse visits to classrooms. The concern raised regarding the LTC director as being responsible for the internet safety curriculum will be addressed in the technology audit being conducted, which might offer some different ideas on how to fulfill that requirement.
- 6:130 *program for the Gifted* – Ms. Donegan noted that this policy had no changes. It had been reviewed recently, and our current policy was very similar to the new draft policy. She added that 6:135 *Accelerated Placement Program* – was the policy that the Board had extensive edits from a previous review. The group had agreed to keep the edited version instead of the one in the draft manual.
- 6:160 *English Learners* – Mr. Graham noted that this policy had been reviewed in fall 2019. Those suggested edits were integrated into this draft policy.
- 6:170 – *Title I Programs* – This draft policy was acceptable as is. Ms. Donegan pointed out that the District had not been applying for Title I grant funding as the amount of funding awarded to the District under Title I was minimal. Her intent, however, was to have the District apply for these funds going forward.
- 6:180 *Extended Instructional Programs* – This was a new policy that Ms. Donegan explained was necessary. The working group recommended striking bullet item number 5 regarding a Tutorial Program. Ms. Donegan will provide an update on feedback received from the KEA and faculty to date on a tutoring policy. The Committee asked Ms. Donegan to share this update with the full Board at the next Board meeting on November 16, as the issue was controversial. The Committee discussed aspects of a possible Tutoring policy. The stated hope was to find a middle ground that all Board members would be comfortable. Mr. Lukasik asked Ms. Donegan what sort of feedback she had been given from the



KEA. She reported that the KEA had concerns about the possibility of changing the tutoring practices. They felt that changes would be met with some community push back, that some teachers rely on the extra income, and there is an advantage to utilizing a Sears teacher in a lower grade, tutoring a student in an upper grade. They could easily reach out to teachers in an upper grade to obtain subject matter and curriculum materials from their teachers to assist them in those areas in which they are struggling. Ms. Donegan had advised the KEA of the reports to the Board of the perception of some families that there were occurrences of favoritism due to tutoring relationships. The KEA had responded they were unaware of this happening. They acknowledged that this had occurred at one time, but the offending teacher was no longer in the District. The KEA provided copies of a *Board Brief* referencing a Committee report from the Education Committee on March 24, 2014, at which time the Committee members were reviewing the policy. They also provided a copy of a document included in a Board packet for a meeting held March 20, 2017, again addressing the tutoring policy and offering observations that the teachers' role in supporting a student by tutoring was important to the success of the student. Mr. Lukasik requested copies and asked Mrs. Campanaro to research this further for any additional meetings when this was discussed. Mr. Stone asked if we might receive a proposed tutoring policy from the KEA. He supported reporting tutoring relationships and rates of pay. Ms. Donegan was clear that she felt that parents should never feel that the only way a student can get help is to hire a tutor. It was felt by some Committee members that the District should not have an official tutoring program. It was thought that perhaps we could provide peer tutoring. Ms. Donegan will circle back with the KEA to request some of the information the Board members wanted regarding the tutoring policy.

- 6:185 *Remote Educational Program* – It was that this was a new policy. There were no recommended changes, and the policy was acceptable as written.
- 6:210 *Instructional Materials* – The Committee discussed this policy. The Committee recommended the adoption of Option 1 but asked to add language that defines a 5-year curriculum review cycle in Option 1. Ms. Donegan said this would ensure that the District is reviewing curriculum and curriculum materials regularly. She would like to see the curriculum, textbooks, and required reading materials posted on the website for the community and parents to review. The Committee agreed to discuss this with the full Board.
- 6:230 *Library Media Program* – Ms. Donegan responded to a question raised by a faculty member regarding who is responsible for the library program. To date, this is the responsibility of the Library Technology Director. She noted that it would be addressed through the recommendations of the technology audit underway, who is responsible for the program in the District. In response to a question from Committee members about not having a full-time director. She noted that it is required that we only have a qualified librarian, not that the individual be full-



time.

- 6:240 *Field Trips* – There was a discussion regarding the District’s liability regarding students on field trips. The Committee asked Ms. Donegan to gather more information on this topic.
- 6:260 *Complaints about Curriculum, Instructional Materials, and Programs* – This is a new policy for the District. The Committee determined the policy was fine as written. Ms. Donegan noted that a new form would be created for this as part of the administrative procedures associated with this policy.
- 6:280 *Grading and Promotion* – The committee members found this policy was acceptable as written. In response to a teacher's feedback regarding this draft policy, she will look into what defines "inappropriate grading."

Mr. Stone requested a 5-minute break at 9:46 a.m. The Committee agreed to adjourn for a five-minute break with all ayes.

The Committee meeting reconvened at 9:53 a.m.

Discussion of Draft Policy Series 800 – Community Relations

Mr. Lukasik led the working group for series 800 policies. He reported his working group reviewed the draft policies and found only a few that required some changes. The draft policies were acceptable as written except for the following policies.

- 8:25 *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities* – The Committee discussed the possible addition of the phrase "or intolerant of people's differences" at the end of item 4) in the first paragraph. There were questions about what defines "inflammatory materials." The Committee determined to have a discussion on this draft policy with the full Board at the next Board meeting before recommending final language.
- 8:80 *Gifts to the District* – The Committee will strike the last two sentences in the number 3 bullet item. They felt these last two sentences were confusing and unnecessary.
- 8:90 *Parent Organizations and Booster Clubs* – The committee members discussed the language of the draft policy and agreed to recommend striking the first sentence in bullet item 7. Ms. Donegan advised the Committee that she was attending a webinar on Title IX and expected to get additional information to inform the wording of the policy.

Mr. Stone outlined the next steps with the draft policy manual review. The full Board will discuss those draft policies the Policy Committee has deemed as requiring additional full Board discussion. Mrs. Campanaro will integrate all suggested changes into the spreadsheet provided



by IASB after the November 16 Board meeting. The Committee wanted to be sure that, at a minimum, any changes to draft policy that must be discussed by the full Board be included in the November 16 Board packet with the recommended edits. Ms. Donegan recommended that this be a part of the Committee Reports section of the agenda. Mr. Lukasik inquired about the status of a proposed Non-Nepotism policy discussed at a prior meeting. Mr. Stone requested that these suggested policies are included in the November 16 Board packet. Ms. Donegan received some language for this purpose and will create sample policies from these for consideration. Mr. Stone also was hopeful the feedback and proposal by the KEA on a tutoring policy would be available for the November meeting. Ms. Donegan was doubtful there was enough time. In order to have the full Board have a policy to consider at the December Board meeting, the proposed tutoring policy from the KEA would be needed by November 22. This is the deadline for all comments regarding the initial draft policy manual. Mr. Stone would like to have any data collected in support of their proposal by the 22nd as well. Ms. Donegan would address this with the KEA leadership. The Policy Committee will meet on December 4 to review all of the sample policies with their edits in preparation for the December 7 Policy Committee editing meeting with the IASB representative. The draft policy manual with all edits will be included in the December 14 regular Board meeting for a first read. Following the 30-day comment period, the Board will consider the draft policy manual for adoption at their next Board meeting, in either January or February.

Mr. Stone asked that he and Mrs. Campanaro have a call later this afternoon to discuss any changes to the minutes from the October 26, 2020, Board Policy Meeting.

The Committee discussed the role of the DEB committee, which is not an official Board Committee but will be instrumental in the District's efforts toward equity. Ms. Donegan will meet with them and review the policies that are of interest to that Committee over the 30-day comment period. Mr. Stone inquired if the communications from the DEB Committee should be coming from the school, as they are not an official Board committee. Ms. Donegan noted that this had been communicated. The Committee asked if that understanding might be reinforced.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, *Mr. Bill Graham made a motion to adjourn the meeting at 10:19 a.m. Mr. Evan Lukasik seconded the motion.*

All Ayes.

The meeting adjourned at 10:19 a.m.



THE JOSEPH SEARS SCHOOL

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