



**MINUTES FOR THE POLICY COMMITTEE MEETING
OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
THE 7TH DAY OF DECEMBER 2020**

The Policy Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 7th day of December 2020, at 8:01 a.m. via a Zoom Virtual Meeting. Policy Committee Members present included Mr. Andrew Stone, 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 and Mr. Nick Baumann from Illinois Association of School Boards (IASB).

PUBLIC COMMENT – There was no public comment.

Mr. Stone reviewed the agenda for the meeting. The Committee will review all of the suggested, edits for all of the policy series today with Mr. Nick Baumann from IASB. We will then be provided a final draft policy which the Committee will present for a first read at the regular December 14 Board meeting. The plan is to present the final draft manual for adoption at the February 8 regular Board meeting. Edits from the Press Issue 106 from IASB will be integrated into the final draft policy manual and will not need to be reviewed separately.

Discussion of Policy Series 100-800

The Committee discussed with Mr. Nick Baumann, all of the edits to the initial draft policy manual for all policy series 100-800, finalized by the Committee on 12/01/20.

Series 100 Instruction

The Committee reviewed the suggested policy edits for series 100. Policy 1:30 *School District Philosophy* was rewritten combining language from the current District policies and language from the new IASB draft policy manual. The Committee recommended adoption of this rewritten policy when presented in the final draft policy.

Series 200 Board of Education

The Committee reviewed the draft policies for series 200. The Committee recommended the adoption of all new policies to the District as written. They suggested the following edits to some of the 200 series draft policies.

- Policy 2:10 *School Board – School District Governance* – this policy had been listed in the table of contents of the draft manual, but not included in the draft manual. Mr. Baumann stated this policy will be added to the final draft policy



manual to be considered for adoption.

- Policy 2:20 *Powers and Duties of the Board of Education; Indemnification* – The Committee asked to have item #13 *Establishing attendance units within the District and assigning students to the schools*, removed as it does not apply to KSD38.
- While discussing Policy 2:70 *Vacancies on the Board of Education – Filling Vacancies*, the Committee determined they would not recommend adoption of the recommended exhibit 2:70 E as it did not reflect the process in place for KSD 38. The Policy Committee will not be considering any exhibits or administrative procedures unless legally mandated at this time. The administrative staff will review them separately to determine which are applicable and need to be put in place for the school district. Administrative procedures and exhibits do not require Board approval or adoption.
- 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 2:105 *Ethics and Gift Ban* – The Committee recommended a change under the section *Complaints of Sexual Harassment Made against Board Members by Elected Officials*. The Committee recommended changing the “Board President” to the “Superintendent” as the person to whom to report when a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official.
- Policy 2:110 *Qualifications, Term, and Duties of Board Officers* – The Committee will delete a sentence that does not apply to our District. 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. The Committee also removed a section under the heading, Secretary, regarding compensation.
- 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 removed item 2 under the Superintendent or Designee shall... pertaining to providing a full record of electronic communications and status of those responses to the communications through Listen at every meeting. They will maintain a file on the shared drive with this information for Board members to access instead. The associated Exhibit 2:14 E will not be utilized, as much does not apply to our District.
- 2:220 *Board of Education Meeting Procedure* – The Committee discussed possible edits to the policy pertaining to BOE member requests to review audio recordings but opted to leave in the suggested wording.
- 2:230 *Public Participation at Board of Education Meetings and Petitions to the Board* – The Committee members discussed the allotted time for those addressing



the Board and recommended leaving the suggested wording.

- 2:250 Access to District Public Records – The Committee members discussed the content pertaining to possible fee reductions for copies made per a FOIA request and recommended keeping the suggested wording from IASB.
- 2:260 *Uniform Grievance Procedure* – The Committee determined this policy be adopted as written in the IASB draft policy except the revision to the last sentence of the third paragraph under the “Investigation Process” heading to “The Complaint Manager may extend this timeframe as he or she deems appropriate.”

Series 300 General School Administration

The Committee reviewed the draft policies for series 300. The draft policies were acceptable as written. No changes were recommended.

Series 400 Operational Services

The Committee reviewed the edit recommendations for series 400. The draft policy edits were acceptable as suggested except for the following policies, which required some additional editing.

- 4:15 *Identity Protection* – The Committee recommended expanded wording pertaining to the Superintendent’s responsibility to protect personally identifiable information to ensure the District complies fully with the [Personal Information Protection Act 815 ILCS 530/](#).
- 4:30 *Revenue and Investments* – It was recommended Under the Controls and Report section, to add language indicating the Superintendent could appoint a designee with regard to making recommendations to the Board.
- 4:40 *Incurring Debt* – The Committee recommended additional language similar to policy 4:30 that the superintendent could appoint a designee to assist with recommendations to the Board. They decided to also recommend maintaining optional language regarding bond issuance.
- 4:45 *Insufficient Fund Checks and Debt Recovery* – The Committee recommended maintaining optional language about, “free and reduced-price food services” as it could apply later when the cafenadium is completed and food service is provided.

Mr. John Gottschall arrived at 8:42 a.m.

- 4:55 – *Use of Credit and Procurement Cards* - The Committee discussed changing the discretionary amounts under item 3 if they did not match what the district approved earlier this year. Mrs. Campanaro will research this and advise



Mr. Nick Baumann if any changes are needed.

- 4:80 *Accounting and Audits* – The Committee recommended removal of the language in the last sentence under “Annual Financial Report”. The Committee also recommended additional language stating the Board will annually determine who the district auditor will be, the scope of the audit and oversee the audit process. The Building & Finance Committee will be responsible for this annual review. The Board will have this on its annual Board Business Calendar for May or June.
- 4:120 *Food Services* – The Committee recommended this new policy would not be adopted, as it does not apply to our district.
- 4:130 *Free and Reduced-Price Food Services* – The Committee recommended not adopting this policy as it does not apply to our district.

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 discussed and edited further.

- Policy 5:10 *Equal Employment Opportunity and Minority Recruitment* – The Committee agreed to strike text regarding arrest records with legal counsel approval. Additional sections were discussed regarding possible edits to the list of qualities that may not be discriminated against. The Committee was divided, and agreed to bring the discussion to the full Board.
- Policy 5:20 *Work Place Harassment Prohibited* – The Committee considered similar changes to the list of qualities which may not be discriminated against as discussed for 5:10. The majority recommended not adding additional language and Ms. Donegan will get legal counsel. The Committee decided a discussion with the full Board is necessary, as there was not full agreement among the Committee members. It was noted Exhibit 5:20 E will also need to be discussed for similar edits.
- 5:30 *Hiring Process and Criteria* – The Committee members discussed additional language outlining the Superintendent’s responsibilities as it pertains to all personnel decisions, but recommended no changes be made to the language.
- 5:35 *Compliance with the Fair Labor Standards Act* – The Committee discussed some suggested edits to the policy under the Overtime section and recommended the addition of the sentence, “The School Board discourages overtime by non-exempt employees.”
- 5:50 *Drug and Alcohol Free Work Place; E-Cigarette, Tobacco, and Cannabis Prohibition* – The Committee recommended striking the words; “on call” in the first paragraph under All District Workplaces are Drug-and-Alcohol-Free Workplaces.



- 5:60 *Expenses* – The Committee recommended edits to the language regarding reimbursements and meal expenses. They agreed to insert language defining deadlines for reimbursement submittals and language on limits to reimbursements of meal costs, including tips, per day.
- 5:70 *Court Duty* – The Committee recommended adding language directing employees covered by a collective bargaining agreement to refer to the current KEA contract and the addition of another sentence clarifying the policy is intended for employees not covered by a collective bargaining agreement.
- 5:162 *Video Cameras* – The Committee agreed to the adoption of a new policy pertaining to the use of surveillance video cameras and their locations on school property.
- 5:170 *Copyright* – The Committee agreed with the recommendation to add the language, “Superintendent **or their designee**” in the policy and assigning Dr. Helfand as the DMCA agent.
- 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 will not recommend a policy for adoption at this time and will discuss this with the full Board. The Committee hoped this could be resolved in time for the December meeting for a first read. They agreed to add this to the Closed Session Topics on December 14 for this discussion.
- 5:240 *Suspension* – The Committee members agreed to the inclusion of revisions suggested by legal counsel in September 2019 in place of the draft policy language except for new language required for legal purposes.
- 5:280 *Duties and Qualifications* –The Committee recommended adopting the policy as written.
- 5:285 *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers* - The Committee recommended not adopting the policy as it did not apply to the District.
- 5:310 - *Educational Support Personnel – Compensatory Time-Off* – The Committee recommended not adopting this policy at this time.
- 5:330 - *Educational Support Personnel – Sick Days, Vacation, Holidays and Leaves* – The Policy Committee learned the Board had not adopted this policy previously per legal counsel and recommended waiting until the start of collective bargaining.



Series 600 Instruction

The Committee reviewed the draft policies for series 600. The suggested edits to draft policies previously considered were acceptable as written except for the following policies, which were new, edited further or required more discussion.

- 6:10 *Educational Philosophy and Objectives* – The Committee agreed to a minor addition of the word “annually” at the end of the last sentence of the second paragraph.
- 6:20 *School Year Calendar and Day* – The Committee agreed to add language directing employees covered by a collective bargaining agreement to refer to the current KEA contract and the addition of another sentence clarifying the policy is intended for employees not covered by a collective bargaining agreement.
- 6:50 *School Wellness* – The Committee recommended adoption of the draft policy as written.
- 6:60 *Curriculum Content* – The Committee agreed to a minor edit referencing one school, versus multiple schools in the District, as it did not apply. The Committee inquired about the item pertaining to gang violence and learned it was required.
- 6:180 *Extended Instructional Programs* – The members of the Policy Committee recommended removal of item number five, “Tutorial Program” as this will be addressed in a separate policy.
- 6:210 *Instructional Materials* – The Committee agreed to adopt option one rather than option two under “Instructional Materials, Selection and Adoption”. The members agreed to insert additional language at the end of the last sentence as follows, "...using a curriculum review cycle of five years."

Series 700 Students

The Committee reviewed the new policies and suggested edits to the draft policies, and found them acceptable as written, except for the following policies, which required more discussion or further editing.

- 7:10 *Equal Educational Opportunities* – The Committee discussed the implications of the language pertaining to “gender identity” as it pertains to athletic teams. The committee members recommended the adoption of the draft policy as written.
- 7:20 *Harassment of Students Prohibited* – The Committee recommended changing all references to “bullying” with the addition of “cyberbullying”.
- 7:60 *Residence* – The Committee discussed the significant suggested edits for this policy. They recommended the integration of several revisions recommended by legal counsel in May 2019 not adopted at that time. The word “legal” vs.,



“custodial” in reference to a child’s parent was discussed, but the members recommended retaining the use of the word “legal”. Other revisions entailed new language and included additional sections.

- 7:130 *Students Rights and Responsibilities* – This is a new policy and the Committee recommended to adopt it as written.
- 7:160 *Student Appearance* – This is a new policy and the Committee recommended its adoption as written.
- 7:220 *Bus Conduct* – The Committee recommended to adopt this new policy as written.
- 7:260 *Exemption from Physical Education* – Ms. Donegan recommended the Committee adopt the policy as written. It represents a situation that rarely arises. The committee members recommended adopting the policy as written.
- 7:270 *Administering Medicines to Students* – The Committee members recommended striking the section titled, "School District Supply of Undesignated Opioid Antagonists" and the section titled, "School District Supply of “Undesignated Glucagon" as the District does not store these prescription medications. The Committee similarly recommended the removal of the sections referencing “Undesignated Opioid Antagonists” and “Undesignated Glucogen” under the Void Policy section.
- 7:275 *Orders to Forgo Life-Sustaining Treatment* – The Committee recommended a minor addition of the words, ”may include” in place of the words “that includes” before numbered list.
- 7:310 *Restrictions on Publications; Elementary Schools* – This policy provides 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." The Committee deferred consideration of the addition of new language to this policy for discussion with the full Board.
- 7:325 *Student Fundraising Activities* – The Committee discussed the suggested edits to insert similar language to that of policy 7:310, regarding intolerance of differences. As with policy 7:310, the Committee deferred consideration of incorporating similar new content in this policy for discussion with the full Board or potentially creating a separate policy or resolution demonstrating the District’s dedication, to tolerance, equity and diversity.
- 7:345 *Use of Educational Technologies: Student Data Privacy and Security* – This is a new policy to the District. The Committee recommended additional language stating that the Superintendent or designee shall serve as a privacy officer.

Series 800 Community Relations



The Committee discussed edits to policy series 800. The Committee reviewed the suggested edits to the draft policies and found them acceptable as written, except for the following policies, which required further editing or more discussion.

- 8:10 *Connection with the Community* – The Committee members discussed some changes but recommended the adoption of the policy as written.
- 8:25 *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities* – The Committee discussed proposed additional language that sought to add definition to what is permissible in publications distributed at the school. The Committee recommended adopting the policy as written.
- 8:80 *Gifts to the District* – The Committee recommended the deletion of the last two sentences in item three. They discussed and agreed to leave the reference to the \$500 value as a threshold for when the Board can accept a gift.
- 8:90 *Parent Organizations and Booster Clubs* – The Policy Committee members recommended the deletion of the first sentence in item seven. The Board is careful to allocate funds donated to the intended program. The draft policy language did not fully reflect the practice in the District.

The Committee concluded their review of the policy series 100-800 with Mr. Nick Bauman. Mr. Baumann requested that Mrs. Campanaro provide him with a list later today of the policies the Policy Committee wants to defer for further discussion and word crafting before considering for adoption. These will not be part of the initial policy manual to be presented for a first read due to this delay. They will need to be considered separately for adoption after the Board has an opportunity to fully discuss them. Mr. Baumann stated he was impressed with how well the committee had prepared for the review today and that he would have the policy manual to Ms. Donegan by December 10, in time for the December 14 regular Board meeting for their first read.

Mr. John Gottschall and Mr. Evan Lukasik departed the meeting at 10:00 a.m.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, *Mr. Bill Graham made a motion to adjourn the meeting at 10:02 a.m. Mr. Andrew Stone seconded the motion.*

All Ayes.



THE JOSEPH SEARS SCHOOL

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Andrew Stone, Committee Chairperson

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