

MINUTES OF THE
COMMITTEE of the WHOLE MEETING
of the Board of Education
Riverside School District No.96
held on Tuesday, March 16, 2010
at Hollywood Elementary School
Riverside, Illinois

Board President Nancy Jensen called the meeting to order at 4:03 p.m.

Present: Mrs. Jensen, Mrs. Leimberer, Mr. McCarthy, Mrs. Meindl, Mrs. Stimming,
Mrs. Wakely

Absent: Mr. Schraidt

Also Present: Supt. Jonathan Lamberson and District 96 Technology Director Vern Bettis.

The purpose of this meeting was to discuss:

- a. Review Board Policy Revisions as per IASB *PRESS* Plus Issues 68, 69, 70, 71.
- b. School Board Administrative Procedure – Board Member Ethics.
- c. FAQ and Public Comment note on Regular Board Meeting Agenda.
- d. School Fee Policy.

Mrs. Jensen opened the meeting by providing an opportunity for public comment.

There were no comments from members of the public.

a. Review Board Policy Revisions as per IASB *PRESS* Plus Issues 68, 69, 70, 71.

Mrs. Jensen noted that District 96 receives recommended policy updates from the Illinois Association of School Boards based on changes in state legislation via *PRESS* Plus.

Discussion transpired regarding the recommended policy updates as presented in *PRESS* Plus Issue 68.

2:20: Board of Education - Powers and Duties of Board of Education

A question arose regarding whether District 96 schools observe item #15 in this rewritten policy that “requires a moment of silence to recognize veterans during any type of school event held at a District school on November 11”.

Supt. Lamberson stated that if they haven’t done so in the past, all District 96 schools will comply with this state mandated requirement.

By consensus the Committee approved the updates for the following policies as presented in *PRESS* Plus Issue 68:

- 2:40: Board of Education - Board Member Qualifications
- 3:40: General School Administration – Superintendent
- 4:40: Operational Services – Incurring Debt
- 4:100: Operational Services – Insurance Management
- 4:140: Operational Services – Waiver of Student Fees
- 5:30: General Personnel – Hiring Process and Criteria

- 5:90: General Personnel – Abused and Neglected Child Reporting
- 5:100: General Personnel – Staff Development Program
- 5:120: General Personnel – Ethics
- 5:250: Professional Personnel – Leaves of Absence
- 5:330: Educational Support Personnel – Sick Days, Vacation, Holidays, & Leaves
- 7:190: Students – Student Discipline
- 7:240: Students – Conduct Code for Participants in Co-curricular Activities

Additional amendments were made to the following policies included in Issue 68 as noted below:

2:70-E: Exhibit – Checklist for Filling Board Vacancy by Appointment

By consensus the Committee agreed to add this new exhibit to the District 96 Policy Manual with the following amendment to the first sentence under “Guidelines” in the “Decide who will receive completed vacancy applications” section on page 2 of 5:

“The Board Secretary or Superintendent’s Secretary will accept applications.”

2:110: Qualifications – Term and Duties of Board Officers

By consensus the Committee agreed to amend the first sentence under the “Secretary” section on page 1 of 2 as follows:

“The Secretary shall be a non-board member who serves at the Board’s pleasure.”

6:110: Instruction – Programs for Students At Risk

By consensus the Committee did not approve the changes to Policy 6:110 as presented in PRESS Plus Issue 68.

By consensus the Committee approved the removal of the following phrase from the District’s current Policy 6:110:

“High School Graduation incentives program”

6:320 Instruction – High School Credit for Proficiency

By consensus the Committee agreed not to add this new high school policy to the District 96 Policy Manual because it is not applicable.

6:340: Instruction – Student Testing and Assessment Program

By consensus the Committee agreed to replace the District’s current policy with the rewritten policy included in PRESS Plus Issue 68.

Discussion transpired regarding the recommended policy updates as presented in PRESS Plus Issues 69 and 70.

By consensus the Committee approved the updates for the following policies as presented in PRESS Plus Issues 69 and 70

- 2:200: Board of Education - Types of Board of Education Meetings
- 2:250: Board of Education - Access to District Public Records
- 4:150: Operational Services – Facility Management and Building Programs

- 4:160: Operational Services – Environmental Quality of Buildings and Grounds
- 5:10: General Personnel – EEO and Minority Recruitment
- 6:20: Instruction – School Year Calendar and Day
- 6:50: Instruction – School Wellness
- 7:10: Students – Equal Educational Opportunities
- 7:20: Students – Harassment of Students Prohibited
- 7:180: Students – Preventing Bullying, Intimidation and Harassment
- 8:70: Community Relations – Accommodating Individuals with Disabilities

4:110: Operational Services – Transportation

By consensus the Committee agreed to approve the recommended updates to this policy as presented in *PRESS* Plus Issue 71.

In addition to the updates made to Policy 6:60 as presented in Issue 70, by consensus, the Committee amended this policy as noted below:

6:60: Instruction – Curriculum Content

The following phrase from item #12 on page 2 of 2 will be removed:

“and all high school”

6:185 Instruction – Remote Educational Program

By consensus, the Committee agreed that because District 96 does not have a Remote Educational Program this new policy should not be added to the District 96 Policy Manual.

Discussion transpired regarding the recommended policy updates as presented in *PRESS* Plus Issue 71.

By consensus the Committee approved the updates for the following policies as presented in *PRESS* Plus Issues 71:

- 4:110: Operational Services – Transportation
- 4:170: Operational Services – Safety
Discussion transpired regarding a provision on page 2 of 3 of this policy that stipulates certain provisions that must be included in all contracts with District 96 that may involve an employee or agent of a contractor having any contact, direct or indirect, with a student. To promote students’ safety, Supt. Lamberson noted that it is the District’s current practice not to schedule contractor work during school hours if possible. He further remarked that he will work with the District’s attorney to develop contractor agreements that include the required student safety provisions.
- 5:20: General Personnel – Workplace Harassment Prohibited
- 7:50: Students – School Admissions and Student Transfers To and From Non-District Schools
- 8:30: Community Relations – Visitors to and Conduct on School Property

Additional amendments were made to the following policies included in Issue 71 as noted below:

4:60: Operational Services - Purchases and Contracts

By consensus, the Committee agreed to replace the last paragraph on page 1 of 2 with the following Optional policy language as provided by IASB:

"The Superintendent or designee shall execute the reporting and website posting mandates in State law concerning District contracts, including, but not limited to: (a) listing expenditures as required in the Annual Statement of Affairs; (b) listing on the District's website all contracts in excess of \$25,000; (c) posting on the District's website, on or before October 1 of each year, an itemized salary compensation report for administrators and any contract with an exclusive bargaining representative; and (d) annually reporting to ISBE, on or before July 1, the salaries and benefits for administrators and teachers."

4:90: Operational Services - Activity Funds

By consensus, the Committee agreed to add the following ***bold italicized*** phrase to the 2nd sentence in the second paragraph on page 1 of 1:

*"The Board will appoint **the Superintendent as** treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with The School Code."*

Following this discussion a motion was made by Mrs. Meindl, supported by Mrs. Stimming, that the Committee adopt the policy updates as recommended by IASB in PRESS Plus Issues 68, 69, 70, 71 and as further amended by the Committee this afternoon. The motion carried by the following voice vote:

Ayes:	Six
Nays	None
Absent	Mr. Schraidt

b. School Board Administrative Procedure – Board Member Ethics.

The Committee reviewed a draft list of "Board Member Ethics" compiled following discussion at a Board workshop with the Illinois Association of School Boards in December 2009. It was noted that some of the items on the draft list are already stated in existing Board policy. It was also mentioned that some of the items on the list appeared to be procedures rather than ethics. It was suggested that the items on the list could be divided into Board policy statements and statements that might appear in a "Board Member Handbook". Mrs. Stimming and Mrs. Wakely offered to refine and reorganize the list for future consideration by the Board. The Committee was agreeable to their offer.

c. FAQ and Public Comment note on Regular Board Meeting Agenda.

A revised Board Meeting FAQ was presented to the Committee. By consensus the Committee agreed to print the FAQ on the back of any future one-page meeting agendas with the following amendment to the first sentence in the eighth paragraph regarding Public Comment. The phrase:

*"There is an opportunity for Public Comment at the beginning of every Board Meeting."
will be changed to*

*"There is an opportunity for Public Comment **during** every Board Meeting."*

By consensus the Committee also agreed to add the following footnote regarding public comments to future meeting agendas:

"Public comments are subject to the following provisions: Identify oneself by name and address and be brief. Ordinarily, comments shall be limited to 5 minutes. The

Board President may shorten or lengthen an individual's opportunity to speak. If a number of individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson."

d. School Fee Policy.

The Committee reviewed the District's former *School Fee Policy* and *Rules and Regulations for Implementing the Student Fee Policy (Policy 5151 and 5151a)*. In the past, this policy was updated annually to reflect student fees for the new school year. Policies 5151 and 5151a are not part of the current on-line Board Policy Manual. Discussion transpired regarding whether these policies should be added to the manual or, in lieu of a Student Fee Policy, whether school fees should simply be re-established by the Board on an annual basis.

By consensus Committee members agreed that school fees should be re-established annually and that former Policies 5151 and 5151a will not be added to current Board Policy. At a future meeting Dr. Lamberson will present a revised "*Definition of School Fees*" to be added to **Board Policy 4:140: Waiver of Student Fees** for the Board's consideration.

Following these remarks a motion was made by Mrs. Wakely, supported by Mrs. Stimming, that the Committee of the Whole meeting be adjourned.

The time was 5:45 p.m.

Susan Moorhead, Board Secretary

Nancy Jensen, Committee Chair