

**Board of Education  
Worth School District 127**

Dr. Rosemary Lucas Administrative Center, Office of the Special Education Director  
11218 South Ridgeland Avenue, Worth, IL 60482

**Minutes of the February 21, 2018 Policy Committee Meeting**

**1. CALL TO ORDER**

Chairperson Dave Blanks called the meeting to order at 6:42 p.m.

**2. ROLL CALL**

Present: Dave Blanks, Michelle Egan, Meghan Sisk

Administrators: Dr. Wojtylewski, Cindy Dykas

Others Present: Danette Keeler, Brenda Miller (Recording Secretary)

**3. PLEDGE OF ALLEGIANCE**

Chairman Blanks led the Pledge of Allegiance.

**4. CITIZENS' REMARKS – AGENDA ITEMS**

There were no remarks made.

**5. NEW BUSINESS - REVIEW AND DISCUSSION OF EXISTING POLICIES**

The Committee agreed to adjourn at 8:30 p.m. Dr. Wojtylewski noted that current policies are printed on white paper and the PRESS policies are on blue paper.

- A. Policy 2:110                      Qualifications, Term, and Duties of Board Officers  
After discussion, the Committee agreed to update the current policy as recommended by the Superintendent. The revision eliminates language that the secretary pro tempore may or may not be a board member, and adds the word "secretary" which was omitted when the policy was last amended. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- B. Policy 2:120                      Board Member Development  
After discussion, it was the consensus that no changes were necessary. The policy will be marked as reviewed on this date and posted on the district website.
- C. Policy 2:130                      Board-Superintendent Relationship  
After discussion, it was the consensus that no changes were necessary. The policy will be marked as reviewed on this date and posted on the district website.
- D. Policy 2:150                      Committees  
After discussion, the Committee agreed to update the current policy as recommended by PRESS. The revisions allow that committee members may include both Board members and non-Board members, and makes committee appointments subject to Board approval. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.

- E. Policy 2:160 Board Attorney  
After discussion, the Committee agreed to update the current policy as recommended by PRESS. The revisions allow that School Boards may enter into agreements for legal services with one or more attorneys or law firms to be the Board Attorney(s). At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- F. Policy 2:170 Procurement of Architectural, Engineering, and Land Surveying Services  
After discussion, it was the consensus that no changes were necessary. The policy will be marked as reviewed on this date and posted on the district website.
- G. Policy 2:200 Types of School Board Meetings  
After discussion, the Committee agreed to update the current policy as recommended by PRESS. The revisions bring the policy current with the law and School Code with respect to types of School Board meetings. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- H. Policy 2:210 Organizational School Board Meeting  
After discussion, it was the consensus that no changes were necessary. The policy will be marked as reviewed on this date and posted on the district website.
- I. Policy 2:220 School Board Meeting Procedure  
After discussion, the Committee agreed to update the current policy as recommended by PRESS and revised by the Committee. The revisions bring the policy current with the law and School Code with respect to procedures for School Board meetings. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- J. Policy 2:220-E1 Exhibit – Board Treatment of Closed Meeting Verbatim Records and Minutes  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- K. Policy 2:220-E2 Exhibit – Motion to Adjourn to Closed Meeting  
After discussion, the Committee agreed with the Superintendent's recommendation to update the current policy as recommended by PRESS. This exhibit is an excellent resource for the public on appropriate matters for discussion during closed session. The revisions bring the policy current with the law and School Code. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- L. Policy 2:220-E3 Exhibit – Closed Meeting Minutes  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.

- M. Policy 2:240 Board Policy Development  
After discussion, the Committee agreed to update the current policy as recommended by PRESS. The revision adds language regarding the suspension of policies. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- N. Policy 2:250 Access to District Public Records  
After discussion, the Committee agreed to update the current policy as recommended by PRESS and revised by the Committee. The revisions bring the policy current with the Freedom of Information Act and School Code. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- O. Policy 2:250-AP1 Administrative Procedure – Access to and Copying of District Public Records  
The Committee agreed with the Superintendent's recommendation that this administrative procedure is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- P. Policy 2:250-AP2 Administrative Procedure – Protocols for Record Preservation and Development of Retention Schedules  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- Q. Policy 2:250-E1 Exhibit – Written Request for District Records  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- R. Policy 2:250-E2 Exhibit – Immediately Available Public Records  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- S. Policy 2:250-E3 Exhibit – Recurrent Requester Notification  
The Committee agreed with the Superintendent's recommendation that this exhibit is no longer necessary, as the administration has procedures in place. At the March Board meeting, the Committee will recommend that the Board rescind the exhibit.
- T. Policy 2:260 Uniform Grievance Procedure  
The Committee agreed with the Superintendent's recommendation that Tom Melody review Policy 2:260 and corresponding administrative procedures.
- U. Policy 2:260-AP1 Administrative Procedure – Guidelines for Investigating Complaints and Allegations of Misconduct  
To be reviewed by Tom Melody.

- V. Policy 2:260-AP2 Administrative Procedure – Nondiscrimination Coordinator and Complaint Manager  
To be reviewed by Tom Melody.
- W. Policy 3:10 Goals and Objectives  
After discussion, it was the consensus that no changes were necessary. The policy will be marked as reviewed on this date and posted on the district website.
- X. Policy 3:30 Chain of Command  
After discussion, it was the consensus to update the policy as recommended by PRESS. The revision adds a clarifying phase. At the March Board meeting, the Committee will present the revised policy to the Board for a first reading.
- Y. Policy 3:40 Superintendent  
After discussion, it was the consensus that this policy be discussed at the Board level. The PRESS update eliminates the inclusion of the Superintendent's job description. The Committee felt that the job description should remain within the policy, and that the Board should review the job description. At the March Board meeting, Chairman Blanks will seek input from the Board members.

**6. COMMITTEE MEMBER REPORTS AND REQUESTS**

The Committee agreed to meet at 6:30 p.m. on March 21, 2018. An agenda will be prepared for continued discussion of Policy 2:260 and its administrative procedures, Section 3 beginning with Policy 3:40, and continuing through Section 5.

**7. ADJOURNMENT**

Dave Blanks moved to adjourn the meeting at 8:34 p.m.

Megan Sisk seconded the motion.

Voice Vote – All Aye – Motion Carried

Respectfully submitted:



Dave Blanks  
Chairperson