

**Board of Education
Worth School District 127**

Dr. Rosemary Lucas Administrative Center, Conference Room
11218 South Ridgeland Avenue, Worth, IL 60482

Minutes of the October 25, 2017 Policy Committee Meeting

1. CALL TO ORDER

Chairperson Dave Blanks called the meeting to order at 6:37 p.m.

2. ROLL CALL

Present: Dave Blanks, Michelle Egan, Meghan Sisk

Administrators: Dr. Wojtylewski, Cindy Dykas

Others Present: Drew Sernus, 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 2:125 Board Member Expenses

The Local Government Travel Expense Control Act changed the law regarding Board member travel expenses. The revised policy requires that all Board member requests for travel, meals, and /or lodging be approved by roll call vote at an open meeting of the Board. After discussion, it was the consensus to update the policy as recommended by PRESS and revised by the Committee. The revised policy will be presented to the Board as a first reading at the November Board meeting.

B. Policy 5:60 Expenses

Similar to Board member expenses, the Local Government Travel Expense Control Act changed the law regarding employee travel expenses. Dr. Wojtylewski also distributed a resolution recommended by PRESS regulating Board member and staff expense reimbursement. After discussion, it was the consensus to update the policy as recommended by PRESS. A maximum allowable reimbursement amount for Board members and district staff will be set at \$2,000.00. The revised policy will be presented to the Board as a first reading at the November Board meeting. A resolution to regulate expense reimbursements will be presented for approval at the November Board meeting. The administration will include in its administrative procedures to notify the Board of all conferences that exceed \$500.00 and, if requested, require the individual to share information from the conference that may of benefit to other staff members. The

information shared can be presented in written form or shared at a Board or Committee meeting.

- C. Policy 5:60-AP Administrative Procedure – Expenses
After discussion, it was the consensus to rescind Policy 5:60-AP as it is no longer relevant in light of the Local Government Travel Expense Control Act. Action to rescind the administrative procedure will be presented at the November meeting.
- D. Policy 2:140 Communications To and From the Board
The legislature requires that School Boards make available an email address by which individuals can submit questions or communications to the Board for consideration. The Committee discussed several options. Options included providing individual email addresses for Board members with a hyperlink that will simultaneously send the email to the other Board members and the superintendent; or providing one email address, which is retrieved by the recording secretary and then copied and distributed to all Board members and the superintendent. The Committee felt that having one email retrieved by the recording secretary would likely be the most favorable option. The Committee felt that prior to submitting an email, individuals should acknowledge that by doing so they agree to terms set forth by the Board of Education. The terms included knowledge that all Board members and the superintendent will receive a copy of the email; Board members will not respond individually or as a group via a return email; and information and/or comments made by the individual may or may not be addressed at a future Board meeting. The Committee also discussed the importance of Board members being aware of appropriate and inappropriate communications to, by, and among Board members in their capacity as Board members. There is no expectation of privacy for any communication sent to the Board or its members.
- After discussion, it was the consensus to update the policy as recommended by PRESS and revised by the Committee. The revised policy will be presented to the Board as a first reading at the November Board meeting.
- E. Policy 2:140-E Exhibit – Guidance for Board Member Communications, Including Email Use
After discussion, it was the consensus to update the exhibit as recommended by PRESS. The revised policy will be presented to the Board as a first reading at the November Board meeting.
- F. Policy 2:230 Public Participation at School Board Meetings and Petitions to the Board
The Committee discussed at length the audience comments portion of a meeting and the violation of this policy that occurred during the October 2017 meeting. Neither the current policy nor the PRESS policy require that Boards provide audience comments during two separate occasions of a meeting. Dr. Wojtylewski suggested, and the Committee agreed, that a packet containing guidelines for addressing the Board be distributed to audience members at every Board and or Committee meeting. After discussion, it was the consensus to update the policy as recommended by PRESS and revised by the Committee. The agenda for Board meetings will continue to provide two opportunities for audience comments. Dr. Wojtylewski will prepare a sample packet

containing guidelines for the addressing the Board for review by the Board prior to its distribution.

- G. Policy 1:10 School District Legal Status
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.
- H. Policy 1:30 School District Philosophy
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 2:10 School District Governance
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.
- J. Policy 2:20 Powers and Duties of the School Board
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.
- K. Policy 2:30 School District Elections
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.
- L. Policy 2:40 Board Member Qualifications
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.
- M. Policy 2:50 Board Member Term of Office
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.
- N. Policy 2:60 Board Member Removal from Office
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.
- O. Policy 2:70 Vacancies on the School Board – Filling Vacancies
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.
- P. Policy 2:80 Board Member Oath and Conduct
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.
- Q. Policy 2:80-E Exhibit – Board Member Code of Conduct
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.

- R. Policy 2:100 Board Member Conflict of Interest
After discussion, it was the consensus to update the policy as recommended by PRESS. The PRESS Policy provides language based on federal law. The revised policy will be presented to the Board for a first reading at the November Board meeting.
- S. Policy 2:105 Ethics and Gift Ban
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.

6. COMMITTEE MEMBER REPORTS AND REQUESTS

The Committee agreed to meet at 6:30 p.m. on December 4, 2017. An agenda will be prepared for continued discussion of Section 2 beginning with Policy 2:110 - Qualifications, Term, and Duties of Board Officers and through Section 3 General School Administration.

7. ADJOURNMENT

Meghan Sisk moved to adjourn the meeting at 8:34 p.m.

Michelle Egan seconded the motion.

Voice Vote – All Aye – Motion Carried

Respectfully submitted:



Dave Blanks
Chairperson