

**THE CITY OF LAKE FOREST
SCHOOL DISTRICT 67**

Title: Policy Committee Meeting

Date: Tuesday, June 2, 2015

Time: 8:00 a.m.

Location: West Campus, Seminar A

Participants: Jeff Folker, Committee Chair, Suzanne Sands, Board Member, Kent Novit, Board Member,

Administration Present: Michael Simeck, Lauren Fagel, Lori Wilcox, Cornelius DuBose, Judi Epcke, Susan Milsk, Allen Albus, Anne Whipple

Staff Present: Eileen Faller

Approval of Minutes: Mr. Novit moved seconded by Mrs. Sands that the minutes be approved.

Agenda topics:

- Review of an approved/final draft of amended Employee Social Media policy 5:125
- Discuss Board's role relative to curriculum adoption and potential changes to Policies 2:20, 6:40
- Review final "Permissive Transfer" language within Policy 7:30 – Student Assignment & Intra-District Transfers
- Discuss potential change/update to Student Residence policy (7:60)
- Review PRESS Issues 88 recommendations
- Update Policy Committee Charter

Employee Social Media policy (5:125)

- The committee agreed with the revised/red-lined version of Policy 5:125 that had been approved by the Board's legal counsel with only the following changes:
 - It was suggested that the verbiage in the policy be changed from "employees must maintain their personal social media accounts at the highest privacy setting" to "employees are strongly advised to maintain their personal social media accounts at the highest privacy setting." Committee members felt that the District cannot mandate how an employee manages their personal social media account. It was also felt that such a change in the language does not require further legal review (plus, similar language is already in the policy).

Next steps:

- Amended Policy 5:125 (inclusive of the suggested language change) will be brought before the full Board for a 1st reading at the June 23, 2015 meeting.

Curriculum Approval

- Policy 2:20 – Powers & Duties of the Board of Education specifically states that one of the Board’s responsibilities is to “approve the curriculum, textbooks, and educational services” of the District.
- Policy 6:40 – Curriculum Development states that the Administration develops the curriculum and provides updates to the Board, but is not required to seek Board approval except for the implementation of pilot programs that affect multiple buildings or require students to travel outside their normal attendance area.
- The Policy Committee feels there is a need to clarify the Board’s role relative to approving or adopting curriculum and determine the depth of that involvement.
- Lauren Fagel confirmed that “curriculum” is made up of four distinct parts: 1) Standards, 2) Assessment, 3) Instructional Strategies, and 4) Materials.
- The committee asked if they are even allowed to amend/edit Policy 2.20 as its wording appears to be taken directly from the Illinois School Code. Jeff Folker agreed to work with the Board’s legal counsel (Franczek Radelet) to determine if the Board could amend this policy or should leave it “as is” and incorporate further definition of the Board’s role relative to curriculum into Policy 6.40
- The committee tentatively agreed to add a heading/paragraph to Policy 6.40 called “Approval” and use that space to further define and delineate the Board’s role relative to approving curriculum from that of the Administration’s. Policy 6.40 would potentially have three (3) sub-headings under the overall heading of “Curriculum Development” called “Development”, “Approval”, and “Innovative Educational Programs and Pilot Projects.”
- This topic will be discussed further at the next Policy Committee meeting.

Permissive Transfers

- The Policy Committee added a section called “Permissive Transfer Requests” within Policy 7.30 – Student Assignment and Intra-District Transfer and added the following language:

“For families seeking to have their student(s) attend a District 67 school outside their assigned attendance area, they must submit a “Permissive Transfer Request” to the Superintendent. The administration is responsible for creating, maintaining, and administering procedures for permissive transfers and making it available. If a permissive transfer request is approved, parents assume responsibility for transporting their children to and from school.”

- Policy 7.30 with this new section/language will be brought before the Board for a 1st reading at the June 2015 meeting.

Student Residence (Policy 7.60)

- Policy 7.60 addresses student residency requirements and stipulates, “Only students who are residents of the District may attend a District school, except as provided below or in State law.” The policy then describes several scenarios or exceptions where a non-resident of the District may be allowed to attend a District school.
- One potential scenario that is NOT addressed in Policy 7.60 deals with incoming residents who have agreed to purchase a home within the District, but will not close or finalize the transaction prior to the start of the school year. The committee was asked if children affected by this scenario should be considered residents if their guardians can produce documentation confirming such a transaction and if Policy 7.60 should be amended to incorporate this potential situation?
- The committee agreed that Policy 7.60 does NOT need to be amended to reflect this potential scenario, but that the District’s procedures manual and website should be updated to provide incoming families and area realtors with appropriate direction as to how this situation should be addressed when it arises. Essentially, a student would be required to pay a tuition to attend a District school that would be refunded upon confirmation of permanent residency.
- Anne Whipple agreed to update the District 67 website with this direction.

PRESS

- The committee reviewed PRESS Issues 88.
- Recommendations for policy updates/amendments were agreed upon and will be presented for approval at the June 2015 Board meeting.

Policy Committee Charter

- The committee agreed to amend the Policy Committee Charter to reflect the addition of a third Board member to the committee.
- The revised Charter will be brought before the Board for approval at the June 2015 meeting.

Future Meetings

- The committee tentatively agreed to meet at least quarterly, but realizes that it may need to meet more often depending upon PRESS Issue releases or urgent policy matters.
- The committee also agreed to target Wednesdays as the meeting date with 8:00 am as the starting time.
- No specific schedule has been agreed upon, but the first meeting of the 2015-16 school year will take place in September. Mr. Folker will get a list of tentative dates out to the committee and Administration for their approval.

Motion to Adjourn: Mr. Folker moved seconded by Mrs. Sands that the meeting be adjourned.

The meeting adjourned at 9:30 a.m.