

**City of Lake Forest  
School District 67  
Policy Committee Minutes  
April 23, 2015**

**Mike Borkowski, Policy Committee Chair  
Jeff Folker, Policy Committee Member**

Present: Mike Borkowski, Jeff Folker, Mike Simeck, Lauren Fagel, Lori Wilcox,  
Cornelius DuBose, Judi Epke, Eileen Faller

The District 67 Board Policy Committee met on April 23, 2015 at 8:00 a.m.

**Approval of Minutes:**

Mr. Folker moved, seconded by Mr. Borkowski that the minutes of the January 15, 2015 meeting be approved.

**Discussion:**

Employee Social Media policy

Mr. DuBose and Mrs. Epke provided an in-depth review of a draft Employee Social Media policy. The Policy will be updated to contain clearer and more specific guidelines regarding professional vs. personal use of social media and will articulate what is/is not allowed by the District regarding use of social media. Discussion centered around the process for setting up a professional social media account and it was agreed that Mrs. Epke or the Director of Instructional Technology should be the “gate-keeper” for District 67. Further discussion centered on who owns the brand of District 67 and how should that be monitored/controlled relative to social media. It was agreed that an Employee Social Media policy is different from the Employee Acceptable Use Agreement for IT Systems that teachers and staff sign when they begin their employment.

It was agreed that Mr. DuBose and Mrs. Epke should incorporate these discussions into the policy and provide the District’s legal counsel with the updated draft for review. A further Policy Committee meeting will be scheduled in order to further review the policy before bringing to the Board for approval.

Permissive Transfers

The Policy Committee sought to insure that there is a clear and formal process in place for considering and approving intra-district transfers and then determine how that process should be articulated in policy. Dr. Wilcox presented the “Permissive Transfer Request & Approval Process” that is in place and can be found on the District’s website. It was agreed that this is sufficient for parents who wish to request an intra-district transfer. The final approval of an intra-district transfer lies with the Superintendent. It was also agreed that Policy 7:30 need not get into the

details of the process, but merely reflect the fact that there is a process in place and how parents can access it. Final verbiage on a revised policy will be discussed at the next Policy Committee meeting.

#### Community Relations – Parental Involvement

Community Relations policy 8:95, that deals with Parental Involvement in the schools, currently contains a section titled “Bring Your Parent to School Day” inviting parents to attend classes with their child on the first Monday of October. Since this is not something that is consistently done, the Committee felt it should be removed from policy. As information, this language was adopted last year based on a PRESS recommendation/update. The 1<sup>st</sup> reading of the revised Policy 8:95 will be brought to the Board at the May Board 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 Board approval is not required 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. Mrs. Fagel confirmed that curriculum is made up of four distinct parts: 1) Standards, 2) Assessment, 3) Instructional Strategies, and 4) Materials. The Committee agreed that some of these parts can be affected and approved by the Board (e.g., Materials and Instructional Strategies) and some cannot (e.g., Standards, Assessments). Mrs. Fagel agreed to draft a revised Policy 6:40 that will include a section on curriculum approval and will outline where the Board should have approval authority and the scope/depth of that approval.

Lastly, the Committee briefly discussed the “Administrative Procedures Repository” that is being developed. This is a central location where all administrative procedures, practices, processes and forms are stored once they are developed (e.g., Permissive Transfer Request Procedure/Process). Eileen has created a Google Docs that is accessible by staff and all staff should get their specific practices and procedures to her.

#### **Adjourn:**

Mr. Borkowski moved, seconded by Mr. Folker that the meeting be adjourned at 9:30 a.m.