

POLICY COMMITTEE MINUTES
SEPTEMBER 19, 2017

The Policy Committee met on Tuesday, September 19, 2017, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:03 a.m.

Present: Chair Gregory Harris, Christine Clavenna, Kari Cremascoli, Elizabeth Sigale, Mark Stange, Alison Van Bergen, Jayne Yudzentis, and Melissa Jerves (non-member/secretary)

Absent: Kristen Avery, Liz Davis, Melissa Bocker Ellis

Open Meetings Act Review

The Committee reviewed a summary of the requirements of the Open Meetings Act (5 ILCS 120/1 *et seq.*).

Approval of Minutes

Elizabeth Sigale moved and Christine Clavenna seconded the motion to approve the minutes from the April 18, 2017 meeting. Elizabeth Sigale abstained. Motion carried.

Policy 8255 – Internal Board Operations – Board Communications

The Committee discussed Policy #8255 – Internal Board Operations – Board Communications. Greg Harris stated that review of this policy was prompted by the Board’s desire to streamline and encourage open communication among the board and staff, especially regarding the exchange of routine administrative information such as meeting times and agenda item suggestions. The Board would like guidance whether there are circumstances in which board members may email each other or staff without forwarding such communication to the entire board without violating the current policy.

Superintendent Kari Cremascoli shared input from the District’s attorneys, who noted that the model PRESS policy is, in part, geared toward record retention. He suggested that the Board continue to conduct board business through board email accounts (not personal email accounts); that personal devices and accounts not be used during board meetings; and that all communications involving 4 or more board members be copied to the board as a whole.

The Committee discussed its concern that any revision of the policy does not give the impression of reducing transparency of the Board. The Committee agreed that a revision of the policy was not necessarily required, but the addition of an Administrative Regulation that clarifies the implementation of the policy would be helpful to both Board and staff.

Policy Review Discussion

The Committee discussed initiating a systematic review of the Policy Manual. Currently, revisions are prompted by suggested revisions in the PRESS service or if brought by a board member or administrator. However, some policies have not been reviewed in a long time. Melissa Jerves is in the process of creating a spreadsheet that reflects when each policy was last reviewed and revised, and its corresponding PRESS policy. Upon completion, the Committee will review the spreadsheet and consider how to approach a review of the Policy Manual as a whole.

Reception of Visitors

Marla Gilbert, DGEEA representative, noted that there is currently a perception of good communication between teachers and the Board. She stated that the Committee should be mindful of maintaining transparency when thinking about revising Policy #8255.

Mark White, DGEEA representative, noted that sharing communications with all board members avoids ensures that all have the same access to information and avoids the forming of factions within the Board or the appearance of private dealings.

To do:

- Review Policy #8255 and make suggestions for an Administrative Regulation clarifying its implementation.

Mark Stange moved and Jayne Yudzentis seconded his motion to adjourn the meeting.

The meeting was adjourned at 7:33 a.m.