

# OAK PARK AND RIVER FOREST HIGH SCHOOL

201 NORTH SCOVILLE AVENUE • OAK PARK, IL 60302-2296

**Special Board Meeting**  
**Tuesday, November 23, 2010**  
**8:00 a.m. to 12:00 p.m.**  
**Board Room**

## AGENDA

1. Call to Order and Roll Call Dr. Dietra D. Millard
2. Visitor Comments
3. Recap of Last Meeting: Board Meeting Norms
4. Outcomes for Today  
Participants will:
  - Gain a deeper understanding of policy development and its implications for Board and superintendent roles
  - Gain an appreciation for the importance of a yearly work plan and the commitments necessary to efficiently and effectively accomplish the work plan
  - Agree to alter current committee practices in order to maximize efficient and effective Board operations
  - Define the next steps necessary for building a strategic planning process
5. Working Observations of Board Work
6. Review Policy Development Cycle
7. Policy Matrix – Discussion Related to *Food Service Salaries Policy*
8. *Leading for Equity*, by Stacey Childress and others  
Book Discussion
9. Summarize Agreements for Committee Work and Board Work
10. Adjournment

## GENERAL POLICY GUIDELINES

### POLICIES:

- Policies are the rules or principles that guide decisions and achieve rational outcomes.
- Policies are rules or principles that are political, financial, managerial, administrative and/or legal to reach explicit goals.
- Policies are not laws. They guide actions that are most likely to result in a desired outcome.
- A policy contains the “what” and the “why.”
- A policy not usually not written by the Board of Education, but is always adopted by the Board of Education.

### POLICIES:

- Have intended consequences and implications
- Have unintended consequences and implications
- Should involve or consider affected people
- Can be bottom up or top down (open to all)
- Should follow a clear, delineated process from inception to Board approval (transparent)

### ADVISORY POLICY COMMITTEE:

- Designated people who oversee the development of policy recommendations for the District. The job of the Advisory Policy Committee is:
  - To assure that policies are updated, revised and created as needed for the alignment and smooth operation of the District.
  - To determine the status of the policy recommendation need:
    - Urgent, immediate need
    - Needed, place on timeline
    - Revision need
    - Legal requirement need
    - Further research needed
    - Recommendation not needed
  - To assure that appropriate voices have been included in the discussions
  - To research needed information for decision-making
  - To create a draft policy
  - To anticipate the unintended consequences
  - To consider if the policy will have the intended consequence
  - To determine other implications of the policy
  - To prepare the draft for the first reading
  - To recommend to the Board Policy Committee or full Board of Education

### PROCEDURES:

- Procedures do not denote what is actually done.
- Procedures contain the “what, how, where and when.”
- Procedures are developed by the superintendent and cabinet level administration.

## GENERAL POLICY DEVELOPMENT CYCLE

1. A prospective policy issue may be identified by anyone associated with the District. A clear process needs to exist for people to recommend policies to guide decision-making in a given area.
2. An Advisory Policy Committee is a committee that is the pre-planning committee for the board. It may be fluid, drawing in those people with knowledge specific to work on a particular subject, with a core base of people who do not change. Board members are typically not a member of the Advisory Policy Committee.
3. A Policy Proposal Template is used when a person/group would like to submit an idea for a district policy. This template is used to assure all areas are considered before a policy is submitted to an Advisory Policy Committee.
4. The Policy Proposal Template is reviewed by administration and possibly by legal council. The Proposal is forwarded to the Advisory Policy Committee. This committee will make a decision to:
  - Deal with it immediately
  - Put the Proposal on an annual plan of work
  - Postpone the Proposal review for a later date
  - Not act upon this Proposal
5. If the Advisory Policy Committee chooses to move forward with the Proposal, they will design a Draft Policy. A Draft Policy allows for affected people to respond to a specific body of work rather than have general conversations about the topic.
6. Administration may be asked to conduct research before or after designing a Draft Policy. Research may include consultation with others, fact finding, or historical perspectives. This is time consuming and must be placed within the framework of other work expectations.
7. When final, the Draft Policy is brought forward to a Board of Education Policy Committee for their discussion and perspectives. The Draft may do back to the Advisory Committee for review or may be placed on the agenda for a First Reading. (In some districts, the draft may go straight from the Advisory Committee to the First Reading at the Board Level).
8. The Second Reading of the Draft Policy is the result of all input from various constituents which summarizes the best direction for the District.
9. The final Policy is a draft policy that has been adopted by the Board of Education, ideally with the support of the administration.
10. Implementation of the policy follows with procedures, a timeline and tasks being assigned by the administration.
11. Evaluation of the policy occurs at a reasonable time after its implementation.