

Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302
BOARD POLICY, EVALUATION, and GOALS COMMITTEE MEETING
Wednesday, November 12, 2008
Immediately following Finance Committee
Board Room
AGENDA

- I. Approval of Minutes (attachment)**
 - II. Policy Preview**
 - A. Policy 3551, District Property
 - III. Discussion of Superintendent Evaluation and Goals Process and Instrument**
 - IV. Policy Docket**
 - Code of Civil Discourse
 - Code of Conduct for Parents at School-sponsored Events
 - Expulsion Proposal
 - Fundraising
 - Gifts for Athletic Teams—Procedures
 - Homework
 - Incapacitation of Personnel
 - Legislative Committee
 - Policy 25, Reimbursement of Board of Education Expenses
 - Policy 1320, School Visitors
 - Policy 1325, Building Security
 - Policy 1400, Recognition Naming of District 200 Facilities or Events
 - Policy 1410, Rental of Facilities
 - Policy 1420, Citizens' Council
 - Policy 3555, Attendance at Conferences and Workshops
 - Policy 3510, Advertising and Solicitation
 - Policy 3600, Ethics
 - Policy 4110, Non Discrimination in Employment
 - Policy 5114, Student Discipline
 - Procedures for Acceptance of Gifts
 - Transportation Policy
 - Use of Credit Cards by District Personnel
 - Workers' Right Consortium's Code of Conduct
- C: Board Members, Ralph H. Lee, Chair

**Oak Park and River Forest High School
201 North Scoville Avenue
Oak Park, IL 60302**

**POLICY COMMITTEE MEETING
October 14, 2008**

A Policy Committee meeting was held on Tuesday, October 14, 2008, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 8:30 a.m. Committee members present were Jacques A. Conway, Dr. Ralph H. Lee, Valerie J. Fisher, Dr. Dietra D. Millard, Sharon Patchak-Layman, and John P. Rigas. Also, present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Community Relations and Communications Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair

Minutes of the September 2008 Policy Committee Meeting

The minutes of the September 16, 2008 Policy Committee Meeting were accepted as presented by the Committee members.

Consideration of Policies for Second Reading

Policy 5130, Interscholastic Athletics Program

It was the consensus of the Policy Committee members to recommend to the Board of Education that it amend Policy 5130, Interscholastic Athletics Program, at its regularly scheduled October Board of Education meeting, as presented.

Policy 5131, Intramural Athletics Program

It was the consensus of the Policy Committee members to recommend to the Board of Education that it amend Policy 5131, Intramural Athletics Program, at its regularly scheduled October Board of Education meeting, as presented

Ms. Patchak-Layman noted that her inquiry as to why the Athletic Director's responsibilities did not include supervision of this program had been satisfied as the change was made in the current version of the policy. Dr. Weninger stated that after further conversation among the DLT members, there was recognition that this had been decided in previous conversations and the policy now reflects that consensus.

Policy 5133, Student Smoking And Tobacco Use

It was the consensus of the Policy Committee members to recommend to the Board of Education that it amend Policy 5133, Student Smoking And Tobacco Use, at its regularly scheduled October Board of Education meeting.

5134, Student Attire

It was the consensus of the Policy Committee members to recommend to the Board of Education that it amend Policy 5134, Student Attire, at its regularly scheduled October Board of Education meeting.

Consideration of Policies for First reading

Policy 25, Board Member Travel

It was the consensus of the Policy Committee members to incorporate this information into Policy 3155, Policy 3555, Attendance at Conferences and Workshops and submit it at the next Policy Committee meeting.

Additional Policy Matters for Committee Information/Deliberation

Dr. Lee stated that he had sent a letter to concerned parents regarding the grading policy. He sent a personal letter to Ms. Rode in which he stated that it was inappropriate for him to continue in the present direction as it put him in the position of serving as the liaison between the parents and the Board of Education., The Board of Education had not appointed him as the liaison to this group. As a result, he did not feel it was healthy to continue with the group and he was withdrawing from the proceedings, except in his role as a Board of Education member. He would no longer serve as the point man for this discussion and further concerns should be addressed to the Board of Education President . Ms. Rode's response was that the Board of Education had given little attention to this matter.

Adjournment

At 8:54 a.m., the Policy Committee adjourned.

POLICY 3551, DISTRICT PROPERTY

NEW

District property includes items with a useful life greater than one year such as furniture, equipment, land, buildings and permanent fixtures, technology, and vehicles.

District and school property will not be available for disposal, removal, loan, or hire without specific approval of the Superintendent (or his/her designee).

I. Removal - Loan of Property

In general, property is not to be removed from the school without the written approval of the Superintendent (or his/her designee). The Superintendent (or his/her designee) may make exceptions for general categories of equipment for use by staff during the summer, winter, and spring breaks, or on an after school basis.

Property may be loaned to Oak Park or River Forest taxing bodies or community non-profit organizations at the discretion of the Principal. Property may also be loaned as part of a Board of Education approved inter-governmental agreement.

II. Disposal of Public Property

The Superintendent (or his/her designee) shall notify the Board as necessary, of any District owned property no longer needed for school purposes, and school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient. The notification shall include recommendations for disposal of the property or equipment to obtain the best possible return to the District.

The Superintendent (or his/her designee) will establish procedures for disposal, removal or loan of surplus assets which will be in the best interest of the District.

Amended Date(s):	
Adopted Date:	
Review Date:	
Law Reference:	ILCS 5/10-22.8
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

OAK PARK AND RIVER FOREST HIGH SCHOOL

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Disposal of Surplus Assets

PROCEDURES

A. DLT, BLT, IC and department heads are authorized to request approval to dispose of surplus assets. Each request must be in writing using the District's Request for Approval to Dispose of Surplus Assets form. Requests are made to the supervisor and then to the Chief Financial Officer who is responsible, along with the Purchasing Coordinator, for assuring compliance with the District's policy and procedures.

1. Used for Parts

If there is no in-District need/interest in using the asset and an equivalent asset is in use in the District, a determination should be made as to whether it is "in the best interest of the District" to use the asset for parts to repair a similar District asset.

2. Sealed Bid Sale

- a. If the asset is not needed within the District, a sealed bid sale will be conducted by the Purchasing Coordinator.
- b. Requester should submit a Request for Approval to Dispose of Surplus Assets form to his/her supervisor and then to the Chief Financial Officer for approval.
- c. Upon approval, the Purchasing Coordinator will contact the requester to
 1. set the date, time and place of bid opening;
 2. determine lowest acceptable bid (usually this is a dealer trade-in price);
 3. identify location and time for prospective bidders to view the asset; and
 4. obtain a description of the item.
- d. The Purchasing Coordinator will post a notice of a sealed bid sale in all normal posting locations in the District and will advertise the sale in the school staff announcements, local newspaper, and IASBO used goods listings.
- e. All bids must be submitted on the District's Bid Form (attached) in a sealed envelope, stating items being bid, by the date and time stated in the bid notice.
- f. Acceptable payment method is cash, check, or credit card.

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- g. The item must be paid for and removed by successful bidder within seven days of bid opening.
 - h. Successful bidder must sign the Statement of Understanding on the Bid Form.
 - i. The Chief Financial Officer, Purchasing Coordinator, their secretaries, and any staff member involved in determining lowest acceptable bid are not eligible to submit bids on surplus assets.
 - j. If a large quantity of surplus items are available at one time, a public sale or auction will be considered.
 - k. Tie bids will be determined by a coin flip or by drawing straws, as appropriate.
4. Trade-in or sale to dealer
- a. If no one bids for an item in the sealed bid sale, the item will be traded-in or sold to a dealer.
 - b. Whenever possible, a trade-in price will be requested in a Request for Proposals for the replacement asset, if any. Otherwise, three price quotations will be solicited from dealers whenever possible.
5. Donation
- a. If the asset is not sold or traded-in, it will be offered as a donation to a not-for-profit organization approved by the Chief Financial Officer.
 - b. Other sources for donation will be considered depending on the type and value of the asset.
6. Junk
- a. If all other methods of disposal are unsuccessful, the surplus asset may be disposed of in the dumpster.
 - b. If Chief Financial Officer and Purchasing Coordinator deem that the fair market value of the product is not significant enough to warrant sale, the asset may be disposed of in the dumpster.

Loan of District Property

PROCEDURES

- A. At the discretion of the Principal, District property may be loaned to Oak Park or River Forest taxing bodies or non-profit organizations when it does not interfere with the operations or curriculum of the District in the community.
 1. A Request for Approval to Loan District Asset form must be completed and submitted to the Principal for approval.
 - a. Upon approval, the Purchasing Coordinator will contact party that wishes to loan property to arrange for transport of property (cost, if any, to be paid by borrowing party).
 - b. The Purchasing Coordinator will submit District Asset Loan Agreement form to borrowing party so that the “check out” portion may be completed.

RETURN OF PROPERTY

1. The Purchasing Coordinator will be contacted by the borrowing party or original District loan requestor that property is to be returned to District and arrange for transport back to District (cost, if any, to be paid by borrowing party).
 - a. Once the Purchasing Coordinator verifies that property has been returned to District in a condition comparable to that of when it was loaned from the District, District Asset Loan Agreement form “check in” portion will be completed.
2. Any loss or damage to property will be remunerated to District by borrowing party per the District Asset Loan Agreement.

DISTRICT ASSET LOAN AGREEMENT

I _____ representing _____ understand that property loaned from
(Full Name) (Name of Firm)

Oak Park-River Forest District 200 shall be maintained properly for the duration of agreed loan period. Any and all loss or damages to loaned property will be at my own expense. District 200 is not liable for any injuries or damage incurred during the loan period.

Signed,

Name: _____

Firm Name: _____

Address: _____

Phone: _____

Property Released from District on this Date: _____

Released to: _____ Signature: _____

Purchasing Coordinator Signature: _____ Date: _____

Property Returned to District on this Date: _____

Returned by: _____ Signature: _____

Purchasing Coordinator Signature: _____ Date: _____

White: Remains with Purchasing Coordinator
Pink: Given to loaning party at time of check out
White: Given to loaning party at time of return

REQUEST FOR APPROVAL
TO
DISPOSE OF SURPLUS ASSETS

Disposal of surplus assets must be approved by the Chief Financial Officer. Please complete this form in its entirety, acquire supervisor's approval/signature, and forward to the Business Office. Do not dispose of the equipment until the request is approved and the white copy is returned.

A. Description of Assets

Description of Assets	
Estimated Current Value	
Method of Establishing Value	
Reason for Disposal	

B. Proposed Method of Disposal

<input type="checkbox"/> Sell or Trade-In	
<input type="checkbox"/> Use for parts described as	
<input type="checkbox"/> Donate to	
<input type="checkbox"/> Junk	

C. Approval

As requested by _____

(Print or Type Name)

Requestor's Signature _____ Date _____

Supervisor's Approval _____ Date _____

CFO Approval _____ Date _____

<i>Purchasing Department Only</i>	
Trade-In or Sale Information	
If sold, amount and account no.	\$ _____ Account No. _____
Purchasing Department Authorization	Asset Sale Unsuccessful <input type="checkbox"/>

White & Yellow: Submit to Chief Financial Officer
 Pink: Requester Retain
 White: To be returned to Requester after approval

**REQUEST FOR APPROVAL
TO
LOAN DISTRICT ASSET**

Loan of surplus assets must be approved by the Principal. Please complete this form in its entirety and forward to the Business Office. Do not loan equipment until the request is approved and the white copy is returned.

A. Description of Asset

Description of Asset:	
Estimated Current Value:	
Method of Establishing Value:	
Reason for Loan:	
Loan Dates:	Beginning Ending

B. Person/Entity Receiving Loaned Asset

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

C. Approval

As requested by: _____
(Print or Type Names)

Requestor's Signature: _____ Date: _____

Approved by: _____ Date: _____
(Principal)

White & Yellow: Submit to Principal
Pink: To be returned to Purchasing Coordinator after approval
White: To be returned to Originator after approve

Oak Park and River Forest High School

District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Attila J. Weninger
DATE: November 7, 2008
RE: Superintendent Goals and Evaluation Process and Instrument

BACKGROUND

At the regular October Board of Education meeting, the Board decided to devote time in the November and March Policy Committee meetings for discussion and decision regarding the evaluation process and instrument for the Superintendent. Since then, I have developed a draft process and instruments for your consideration.

In addition, I gathered sample instruments and processes from superintendents around IL, as well as other states (GA, TN); reviewed my position description; gathered information from the IASA and IASB; and utilized some of the process and format that the DLT developed for all District administrators' evaluations during the past six months. Below and attached, please find the draft process and instruments for your review.

SUMMARY

The proposed evaluation process and instruments are divided into two main parts: 1. Performance Goals; and 2. Performance Evaluation. There are separate processes and documents for each; however, the process of evaluating the Superintendent is conducted at the same time and in the same way. As a result, you will notice some repetition. I did this so that each process would be clearly outlined. Together, they are one evaluation process.

The attached documents are divided per the following:

1. Philosophy and Guidelines;
2. Performance Goals (step-by-step process for developing and evaluating goals);
3. Performance Goals form;
4. Performance Evaluation (step-by-step process for the performance evaluation);
5. Performance Domains (with sample objectives for one domain only);
6. Performance Domain Summary Data and Sample Rating;
7. Sample Rating Scales; and
8. Summaries and Signatures.

Finally, you will note in the Performance Goals Form a reference to a Board self-evaluation. It is critical that the Board conduct a self-evaluation annually, as well as one of the Superintendent.

RECOMMENDATION

I recommend that the Board review the proposed evaluation of the Superintendent process and instruments and provide direction for revision.

Superintendent Evaluation

I. Philosophy and Guidelines

The mission of Oak Park and River Forest High School District 200 is to provide opportunities for all students to achieve their full human potential. Performance Goals and the Performance Evaluation of the Superintendent seek to fulfill this mission by ensuring that the Superintendent as chief officer of the District maintains a vision of continuous improvement for himself and the District and at a high level of performance. Its purpose is to recognize performance and identify areas in need of improvement. Finally, the evaluation process is one of accountability, reflection, and feedback by both the Board of Education and the Superintendent.

The evaluation of the Superintendent is conducted annually by the Board of Education. It includes an evaluation of the Performance Goals established for the year, as well as a Performance Evaluation of domains as identified below.

The evaluation process utilizes the following Performance Domains: Relationships (Board, Staff, Student, Parent, and Community), Finance and Budget, Facilities, Professionalism (including professional development), Personal Qualities, Administrative Qualities, Academic Program (curricular, instructional, assessment, etc.), Co-Curricular Program, Policy, Leadership.

These Domains incorporate elements of the Superintendent's position description, as well as areas in which a Superintendent is expected to perform at a high level. Each Performance Domain contains specific objectives and that are rated. A cumulative rating for each Domain is calculated, and an overall Performance Domain Evaluation rating is calculated. Finally, an overall rating is given using the Domain calculations.

II. Process

A. Performance Goals

- a. The Superintendent develops Performance Goals and indicators of success annually and submits them to the Board for its review, revision, and approval. Through this process, Board and Superintendent annually and mutually develop Performance Goals for the District and the Superintendent.
- b. Performance Goals are developed after the previous year's Performance Goals and indicators of success have been evaluated.
- c. Performance Goals are developed in a timeframe so that the Board approves them no later than the regular August Board meeting; however, it would be preferable to have them developed and approved in June. The reason for this is so that the Superintendent can begin to work on them during the summer, and so that Administrators (DLT, BLT, and IC) can identify those performance goals for which they may have responsibility, begin work, and to incorporate them into their own goals. (The Board may remember that each administrator must select at least one Board/Superintendent goal to work on during the year.)
- d. The Performance Goals are documented using the attached Goals form.
- e. At the end of the school year, the Superintendent completes a self-evaluation of the Performance Goals in a narrative summary, addressing each one. He/she submits this to the President of the Board. The President of the Board then distributes it to the entire Board of Education.
- f. At the end of the school year, each Board member completes an evaluation of the Performance Goals in a narrative summary, addressing each one. The President of the Board collects the Performance Goal evaluations and summarizes them into one document. He/she provides a copy to the Superintendent for his/her review.
- g. The Board and the Superintendent mutually review the Performance Goals and indicators of success at a joint meeting.
- h. The Board then meets separately to discuss and reach consensus on the evaluation of the Performance Goals.
- i. The President of the Board then prepares a final evaluation of the Performance Goals, presents it to the Superintendent, and meets with the Superintendent to review it.
- j. The Goals form is signed and dated by the President of the Board and the Superintendent.
- k. A copy of the final Goals form and evaluation are placed in the Superintendent's personnel file.

Annual Performance Goals Form

A. Year:

B. Name:

C. Goals

District, Board, and Superintendent Performance Goals are developed and evaluated collegially and mutually by the Board of Education and the Superintendent. Goals establish targets for the year, and they direct and focus the work of the Board and the Superintendent. Upon completion of the previous year's Superintendent's evaluation and the Board's self-evaluation, Performance Goals for the following year are developed.

Goal 1:

Indicator of Success:

Goal 2:

Indicator of Success:

Goal 3:

Indicator of Success:

Goal 4:

Indicator of Success:

D. Summative Performance Goal Statements

To be completed by the Board President on behalf of the Board, summarizing individual Board member's evaluations, and by the Superintendent as his/her summarizing self-evaluation.

1. Board of Education

2. Superintendent

E. Signatures

The Superintendent's signature indicates that the Board of Education, through its President, has reviewed and conducted the evaluation in a personal, confidential meeting with the Superintendent. It does not necessarily indicate agreement with it.

Board President Signature _____

Date _____

Superintendent Signature _____

Date _____

D. Performance Evaluation

- a. At the end of the school year, the Superintendent completes the Performance Evaluation. He/she submits it to the President of the Board. The President of the Board then distributes it to the entire Board of Education.
- b. At the end of the school year, each Board member completes the Performance Evaluation. The President of the Board collects the Performance Evaluations, compiles them, and summarizes them into one document. He/she provides a copy to the Superintendent for his/her review.
- c. The Board and the Superintendent mutually review the Performance Evaluation at a joint meeting.
- d. The Board meets separately to discuss and reach consensus on the Performance Evaluation.
- e. The President of the Board then prepares a final Performance Evaluation, presents it to the Superintendent, and meets with the Superintendent to review it.
- f. The Performance Evaluation is signed and dated by the President of the Board and the Superintendent.
- g. A copy of the final Performance Evaluation is placed in the Superintendent's personnel file.

Annual Performance Evaluation Form

III. Performance Domains

Each Board member and the Superintendent individually reflect upon and identify areas of accomplishment and improvement within the following Performance Domains. Each objective within each Performance Domain is rated, and a summary average rating for each Domain is then calculated. Board members and the Superintendent have the option of providing written comments for each Performance Domain; however, in instances where improvement is needed or desired, a written justification must be provided. A summary rating is then calculated for all the Performance Domains using the formula provided, and an overall rating is assigned using the criteria noted.

A. Academic Program (curriculum, instruction, assessment) (1 – low; 5 – high)

Objectives		1	2	3	4	5	Total	Avg.
1.	Understands and keeps informed regarding all aspects of the curricular, instructional, and assessment programs.							
2.	Provides for a system of measurement and goals for students and faculty.							
3.	Takes an active leadership role in the development and improvement of the curricular, instructional, and assessment programs.							
4.	Provides educational leadership to the Board, school, and community.							
5.	Implements the District's philosophy of education.							
Total and Average								

B. Administrative Qualities

1.

C. Co-Curricular Program

1.

D. Facilities

1.

E. Finance and Budget

1.

F. Leadership

1.

G. Policy

1.

H. Personal Qualities

1.

I. Professionalism (including professional development)

1.

J. Relationships (Board, Staff, Student, Parent, and Community)

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IV. Performance Domain Data Summary (1 – low; 5 – high)

Domains		Objectives	1	2	3	4	5	Total	Average
A.	Academic Program								
B.	Administrative Qualities								
C.	Co-Curricular Program								
D.	Facilities								
E.	Finance and Budget								
F.	Leadership								
G.	Policy								
H.	Personal Qualities								
I.	Professionalism								
J.	Relationships								
Total and Average									

Sample Rating

_____ Excellent (at least X, with no Xs and Xs)

_____ Satisfactory (other than Excellent or Unsatisfactory)

_____ Unsatisfactory (X or less, X of Xs)

*Oak Park and River Forest High School
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Sample Rating Scales

-
- | | |
|---|----------------------------|
| 4 | Exceeds Expectations |
| 3 | Meets Expectations |
| 2 | Needs Improvement |
| 1 | Does not Meet Expectations |
-

- | | |
|------|------------------------------|
| 1 | Area for Improvement |
| 2 | Meets Expectations |
| 3 | Performance is Exemplary |
| I.D. | Insufficient Data for Rating |
-

- | | |
|----|--------------|
| E | Excellent |
| S | Satisfactory |
| C | Concern |
| DK | Don't Know |
-

- | | |
|---|-------------------|
| 5 | Outstanding |
| 4 | Very Competent |
| 3 | Satisfactory |
| 2 | Needs Improvement |
| 1 | Unsatisfactory |
-

Demonstrates a Superior Level of Competence
Demonstrates an Effective Level of Competence
Demonstrates an Adequate Level of Competence
Demonstrates an unacceptable Level of Competence
NA

- | | |
|---|-------------------|
| 5 | Strongly Agree |
| 4 | Agree |
| 3 | Disagree |
| 2 | Strongly Disagree |
| 1 | No Opinion |
-

- | | |
|---|----------------|
| 3 | Commendable |
| 2 | Satisfactory |
| 1 | No Improvement |
-

Below expectations: The activities/outcomes demonstrate insufficient progress with the goal
Meets expectations: The activities demonstrate satisfactory progress with the goal
Exceeds expectations: The activities/outcomes demonstrate proficient progress with the goal

V. Summaries

A. Board of Education Summary (prepared by the Board of Education President)

B. Superintendent Summary (prepared by the Superintendent)

VI. Signatures

The Superintendent's signature indicates that the Board of Education, through its President, has reviewed and conducted the evaluation in a personal, confidential meeting with the Superintendent. It does not necessarily indicate agreement with it.

Superintendent

Date

President of the Board of Education

Date