

OFFICIAL MINUTES OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT 68, COOK COUNTY, ILLINOIS

Regular Board of Education Meeting –April 17, 2012

The Board of Education of School District 68, Cook County, Illinois, met on the 17<sup>th</sup> day of April, 2012, in regular session at the Educational Service Center, according to the rules of the Board.

The meeting was called to order at 7:30 p.m. by the president of the Board, David Beller, who presided. Members of the Board were present as follows:

Present: Amy Anson  
Katrina Bell-Jordan  
David Beller  
Richard Berk  
Una McGeough  
Hank Schneider  
Darius Zakeri

Absent: None

Administrative staff members were present as follows:

Frances McTague, Superintendent  
Leslie Gordon, Highland School Principal  
Robyn Hawley, Old Orchard Junior High School Principal  
Laurie Heinz, Assistant Superintendent for Instruction  
Jac McBride, Director of Special Services  
Rob McElligott, Old Orchard Junior High School Assistant Principal  
Beth Millard, Assistant Superintendent for Business  
Randy Needlman, Devonshire School Principal  
Susan O'Neil, Jane Stenson School Principal  
Irina Ziemann, Director of Information Technology

Absent: None

Visitors: Gail Bernero  
Ryan Berry  
Andy Carpenter  
Natalie Dandino  
Owen Douglas  
Joanne Fuller  
Kate Hanson  
Melissa Roter

1. INTRODUCTION OF BOARD MEMBERS AND VISITORS AND PUBLIC COMMENT

President Beller asked Board members and administrators at the head table to introduce themselves and invited comments from the audience. There were no comments.

2. CONSENT AGENDA

It was moved by Member Anson, seconded by Member McGeough, that the Board of Education approve the items on the Consent Agenda, which contained the following:

- a. Minutes  
Regular Board of Education Meeting – March 20, 2012  
Closed Board of Education Meeting – March 20, 2012
- b. Personnel: Certified Appointment: C. Kearns, L. Murphy, J. Reyes;  
Certified/Administrator Resignations: A. Khan, R. McElligott, C. Owens; Family Medical Leave: E. Nielsen; Personal Absence Leave: I. Borges; Classified Resignation: D. Cottini, L. Cottini
- c. Financial Reports
- d. March expenditures as follows: (a) accounts payable checks in March in the amount of \$295,728.29 and (b) March payroll checks in the amount of \$2,583,896.21; for a total of \$2,879,624.50 checks issued for March
- e. Review of Closed Meeting Minutes: Transfer to Open: 10/19/10, 12/14/10, 2/16/11, 6/21/11, 7/19/11, 8/23/11, 9/20/11, 10/18/11, 11/15/11, 12/20/11, 1/17/12; Retain as Closed Meeting Minutes: 2/20/07, 7/21/09, 11/17/09, 2/16/10, 9/21/10; Destruction of Verbatim Record of Closed Meeting Minutes: 8/17/10, 9/21/10, 10/19/10

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

3. 2012 GIFTED AND TALENTED LEARNING TEAM RECOMMENDATIONS

Assistant Superintendent Heinz presented a report on the work of the Gifted and Talented Learning Team. She also outlined the planned work of the Implementation Team. There was discussion about the screening process, identifying and serving highly gifted versus academically advanced students, and the planned model to be implemented. President Beller thanked Dr. Heinz for her report.

4. REVISION OF POLICIES AND NEW POLICY 4354

The Board discussed the revisions to policies 1118 Board Communications, 1150 Uniform Grievance Procedure, 1241 Convicted Child Sex Offender and Notification Laws, 1320 Access to Public Records, 4350 Drug and Alcohol Policy, 4353 Sexual Harassment, and new policy 4354 Employee Use of Personal Technology as follows:

**Board Communications**

**1118**

**The Board of Education welcomes communications from the community.** Staff members, parents and district community members may express opinions or bring any information to the Board as a

whole or to any individual Board member by attending a Board meeting and speaking during the public comment period; writing a letter to the Board as a whole or to any individual member and mailing it to the Board's office at the Educational Service Center; e-mailing the Board as a whole by accessing the electronic link from the District's web site; or by leaving a message for the Board President in his/her individual voice mailbox. Communications with the Board may be public records subject to disclosure under the Freedom of Information Act.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means. ~~If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.~~

### **Board Member Use of Electronic Communications Mail**

Email and other electronic communication among Board members may implicate the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "OMA"). For example, contemporaneous interactive email communications between a majority of a quorum of Board members discussing school district business would violate the OMA. Because consequences of violating the OMA are potentially significant, the Board has implemented this policy to establish parameters for Board members when engaging in electronic communications.

For purposes of this section, *electronic communications* include, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Board members should avoid discussion in the form of deliberations, debate, or decision-making when utilizing electronic communications with other Board members. "Discussion" in this context means the contemporaneous exchange between Board members of written or oral communications regarding substantive information, statements, or opinions on a topic of school district business.

For purposes of this section, "discussion" does not include the following:

- Reminders regarding meeting times, dates, and places;
- Board meeting agendas or agenda item suggestions;
- Individual Board member responses to administrator inquiries, subject to the limitations provided above; and
- A one-way electronic communication from a Board member regarding a topic of public business, so long as no more than one other Board member responds to the initial electronic communication; provided, however, that if the electronic communication refers to a subcommittee matter and the subcommittee has three or less members, no member of that subcommittee shall respond to the initial electronic communication.

~~E-mail to, by and between Board members, in their capacity as Board members, shall not be used to conduct Board business. It shall be limited to:~~

- ~~▪ Disseminating information; and~~
- ~~▪ Messages not involving deliberation, debate or decision making.~~

~~It may contain:~~

- ~~▪ Agenda item suggestions;~~

- ~~Reminders regarding meeting times, dates and places;~~
  - ~~Board meeting agenda or public record information concerning agenda items; or~~
  - ~~Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.~~
- ~~Board member sending an e-mail concerning the District shall copy the Superintendent or designee, who shall store the message. There is no expectation of privacy for any messages sent or received by e-mail.~~

Legal Ref.: 23 Ill. Admin. Code § 1.220  
 Policy adopted by the Board of Education on 2/27/62  
 Revised 8/15/2006  
 Revised 5/15/12

## UNIFORM GRIEVANCE PROCEDURE

1150

Students, **students'** ~~or their~~ parent(s)/guardian(s), employees, ~~or~~ **and** community members should notify one of the District's ~~designated~~ Complaint Managers; if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy **such as including:**

1. Title II of the Americans with Disabilities Act ;
2. Title IX of the Education Amendments;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act,
5. Title VII of the Civil Rights Act of 1964.

The Complaint Manager(s) will **attempt** ~~endeavor~~ to respond to and resolve **the issue** ~~complaints~~ without resorting to this grievance procedure. ~~and,~~ If a complaint is filed, **the Complaint Manager** ~~will to~~ address the complaint promptly and equitably. **Pursuing other remedies shall not impair a person's right** ~~The right of a person to a prompt and equitable resolution of a~~ **the** complaint filed **under** hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure. **Use of this grievance procedure** does not extend any filing deadline related to the pursuit of other remedies.

### Filing a Complaint

A person (~~hereinafter Complainant~~) who wishes to use ~~avail himself or herself of~~ this grievance procedure (**Complainant**) may do so by filing a complaint with a ~~designated~~ Complaint Manager. **The names and contact information of the District's Complainant Managers are published annually in the student, parent, and employee handbooks or similar publications.** The Complainant is ~~shall~~ not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same **gender** sex. The Complaint Manager may request **that** the Complainant to complete a Grievance Form regarding the nature of the complaint ~~or~~ **and may** require a meeting with the **student's** parent(s)/guardian(s) ~~of a student~~. The Complaint Manager may assist the Complainant in completing the Grievance Form ~~filing a grievance.~~ ~~The names and contact information of the District's Complaint Managers shall be published annually in the PTA/Handbook Calendar.~~

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written

report of his or her findings with the Superintendent **within a reasonable time of receiving the complaint, generally 15 school days.** If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education ~~which shall render a decision in regard to the resolution of the complaint.~~ The Superintendent will keep the Board informed of all complaints.

#### Decision and Appeal

~~After~~ **Within a reasonable time of** receipt of the Complaint Manager's report, **generally 5 school days,** the Superintendent (or the Board of Education in cases with allegations of sexual harassment involving the Superintendent) shall render a written decision **and provide it** ~~which shall be provided~~ to the Complainant **and Complaint Manager.** If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager **within a reasonable time of receipt of the decision, generally 10 school days.** The Complaint Manager ~~will~~ ~~shall be responsible for~~ promptly forwarding all materials relative to the complaint and appeal to the Board of Education. ~~Thereafter,~~ The Board of Education ~~will~~ ~~shall~~ render a written decision **within a reasonable time, generally 15 school days, and** ~~which shall be provided~~ **it** to the Complainant **and Complaint Manager.** The grievance procedure **does** ~~shall~~ not be ~~construed to~~ create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

Policy adopted by the Board of Education on 2/17/04

~~Readopted 3/15/05~~

**Revised 5/15/12**

#### **Convicted Child Sex Offender ~~and Notification~~ Laws**

**1241**

State law prohibits a child sex offender from being present on school property or loitering **(currently within 500 feet)** ~~of school property~~ when persons under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and, **with prior notification to and approval of the building principal and in compliance with any conditions set by the building principal,** ~~the parent/guardian~~ is: (i) attending a conference ~~at the school~~ with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in **a** child review conferences **where** ~~in which~~ evaluation and placement decisions may be made with respect to ~~his or her child regarding~~ special education services **for his or her child,** or (iii) attending **a** conferences to discuss other student issues concerning his or her child such as retention and promotion ~~and notifies the building principal of his or her presence at the school,~~ or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details **and conditions** of the offender's upcoming visit to the building principal.

In all cases, the Superintendent, or designee who is a **school official** ~~certified employee,~~ shall supervise a child sex offender whenever the offender is on school grounds ~~in a child's vicinity.~~

Policy adopted by the Board of Education on 11/15/05

**Revised 5/15/12**

The District's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act ("FOIA"), and the District's FOIA Administrative Procedures. The District shall maintain and make available for inspection a reasonably current list of the types and categories of records under its control, as well as those documents that are immediately available upon request.

The District shall respond to all written requests for public records as set forth in this Policy and the District's FOIA Administrative Procedures. The Superintendent or designee shall serve as the District's Freedom of Information Officer ("FOIA Officer") and be assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the

Superintendent of the responsibility for the action that was delegated. Each FOIA Officer shall successfully complete the required training through the Public Access Counselor's office of the Attorney General on a timely basis. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Requests to inspect and/or copy the District's public records must be submitted in writing by personal delivery, mail, telefax, email or any other means, and are expected to be directed to the District's FOIA Officer. Individuals making a request are not required to state a reason for the request unless the request is for a commercial purpose or the requester seeks a fee waiver. If a request is for a commercial purpose, as defined in FOIA and the District's FOIA Administrative Procedures, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.

Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied.

The District shall approve the written FOIA request, unless: (1) the requested document is not a "public record" as defined in FOIA and the District's FOIA Administrative Procedures; (2) the public record is exempt by law from inspection and copying; or (3) complying with the request would be unduly burdensome. If an otherwise non-exempt responsive record contains information that is exempt from disclosure, the District will redact the information that is exempt and make the remaining information available for inspection and copying.

The Board periodically shall set fees for reproducing public records in accordance with FOIA. Such fees shall be set forth in the FOIA Administrative Procedures.

In the event that a written request for access to District public records is denied, in whole or in part, the FOIA Officer shall provide the individual making the request with a written statement of the reasons for the denial and notice of the right to appeal the decision to the Public Access Counselor's office of the Attorney General and the right to judicial review.

The School Board President, FOIA Officer, Superintendent or designee shall report to the Board of Education at each regular meeting any FOIA requests as well as the status of the response(s).

The Superintendent is authorized to develop Administrative Procedures to implement this Policy. The Superintendent and FOIA Officers shall implement this Policy in accordance with the District's FOIA Administrative Procedures and all applicable law.

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

The Superintendent or designee shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver.

All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

#### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer

shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.



~~When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.~~

#### Copying Fees

~~Persons making a request for copies of public records must pay any applicable copying fee. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records.~~

~~No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.~~

#### Access

~~The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.~~

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.

105 ILCS 5/10-16.

820 ILCS 130/5.

Policy adopted by the Board of Education on 6/29/84

Renumbered from 3601

Revised 2/16/10 5/15/12

### **Drug and Alcohol Policy**

**4350**

~~In accordance with the Federal Drug Free Schools and Communities Act, the District 68 workplace shall be free from drugs and alcohol.~~

Accordingly, the unlawful manufacture, distribution, dispensing, possession, or use, or **being under the influence** of a controlled substance by an employee while on District 68 premises, or while supervising District 68 students, **or while at a school-related activity** is prohibited.

The distribution, consumption, or possession, **or being under the influence** of alcohol by an employee while on the District 68, or while supervising District 68 students, **or while at a school-related activity** is prohibited.

~~Being under the influence of alcohol or any controlled substance while on District 68 premises or while supervising District 68 students is prohibited.~~

As a condition of his or her employment, each employee shall:

- a. ~~Agree to~~ abide by the terms **of contained in** this policy; and
- b. ~~Agree to~~ notify the Board of Education of any criminal drug ~~statute~~ conviction for a violation occurring on District 68 premises, **while supervising District students, or while at a school-related activity** no later than five (5) days after such conviction.

The District shall provide a copy of this policy to each employee.

**The District shall establish a drug free awareness program to inform employees about:**

1. **The dangers of drug and alcohol abuse in the workplace;**
2. **The District's policy of maintaining a drug and alcohol-free workplace;**
3. **Any available drug and alcohol counseling, rehabilitation, and employee assistance programs;**



4. The penalties that may be imposed on employees for drug and alcohol violations.

### Disciplinary and Other Employer Action

1. Violation of these prohibitions may result in disciplinary action, up to and including termination.
2. The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. The Superintendent of Schools shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of the such-a conviction.
3. The Board of Education may also require an employee who violates this policy any of these policies to successfully complete an appropriate drug or alcohol abuse employee assistance or rehabilitation program.

### Definitions

For the purposes of this policy, the following definitions apply:

1. A "controlled substance" is one:
  - a) which is not legally obtainable;
  - b) which is being used in a manner different from that prescribed; or
  - c) which is legally obtainable but has not been legally obtained.
2. A "conviction" is a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

Legal Reference: Controlled Substances Act, 21 U.S.C. § 812.

Drug-Free Workplace Act, 41 U.S.C. § 701 et seq.

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. § 7101 et seq.

Drug-Free Workplace Act, 30 ILCS 580/.

Policy adopted by the Board of Education on 12/18/90

Revised 2/17/04 5/15/12

### Sexual Harassment

4353

The District 68 shall endeavors to provide employees an employment environment free of sexual harassment.

~~Sexual Harassment~~ Employees shall not engage in sexual harassment, which includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, or any other unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The harassment prohibited by this policy includes both verbal and physical conduct.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation of sexual harassment will likewise be subject to discipline, up to and including discharge.

Employees should report complaints of sexual harassment to one of the District's ~~Nondiscrimination Coordinators~~ **Compliant Managers** as soon as possible after the harassment occurs. Complaints shall be handled in accordance with the District's Uniform Grievance Procedure, (1150). Employees may choose to report to a person of the employee's same sex.

Initiating a complaint of sexual harassment **in good faith** shall not adversely affect the complainant's employment, compensation or work assignment.

Formerly Policy 4353.1

Policy adopted by the Board of Education on 4/19/88

Revised and renumbered 2/17/04 **5/15/12** agenda Item 4b Page 10

### **New Policy:**

### **Employee Use of Personal Technology and Communication With Technology 4354**

This policy governs various aspects relating to employee use of technology. Specifically, this policy addresses: (1) staff use of personal technology on District property; and (2) staff communication with students, parents, other staff, and community members through technology for school-related purposes.

#### **1. Use of Personal Technology on District Property**

##### Expected Conduct

District employees may bring personal technology on District property and may keep such technology powered on during the work day. Employees may only use or access personal technology for personal use, however, during non-work times or hours. Personal use is any use that is not directly related to the employee's District employment functions, and includes, but is not limited to, accessing personal email and personal social media websites such as Twitter, Facebook, and others for purposes not specifically approved in writing by District or building administration. Any duty-free use must occur during times and at places that will not lead to a disruption of the school environment or operations, as reasonably defined by the District.

##### Expectation of Privacy/Indemnification

**District employees do not have an expectation of privacy in materials accessed on the District's internet network or using other District technology (e.g., other technology owned by the District), even if accessed or used through personal technology.**

When using personal technology at school, school-related, or school sponsored events, District employees assume all risks associated with such use, including students viewing inappropriate Internet material through the personal technology. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and for indemnifying the employee for any risks associated with such use. **Employees who use personal technology on or at any District, District-related, or District-sponsored property or event agree by such use to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to, or arising out of such use.**

### Potential Discipline

Violations of this policy may result in disciplinary action, including but not limited to a prohibition from possessing and/or using personal technology at school, discipline, and/or termination.

## **2. Communication Through Technology**

This policy governs employee use of electronic forms of communication to communicate with students, parents, other staff, and community members for school-related purposes both during and outside of school hours. Electronic forms of communication are technological means of communicating, including email, web sites, blogs, text messaging, and social media web sites such as Twitter, Facebook, and others. This policy applies equally to electronic communication that occurs on District technology (*e.g.*, computers and other technology owned by the District) and on an employee's personal technology.

### Expected Conduct

All District employees who use electronic forms of communication to communicate with students, parents, other staff, or community members must adhere to the same high standards as required for face-to-face communication with those same individuals, including all relevant policies and procedures of the District.

### Methods of Communication

All District employees shall use District email to communicate with students, parents, other staff, and community members regarding District business whenever possible. District employees may use District approved electronic forms of communication where available as an alternative method of communication with students, parents, other staff, and community members (*e.g.*, the District website).

If an employee wishes to use other types of electronic forms of communication (including but not limited to personal email, personal social networking websites, or text messaging) to communicate with students, parents, or members of the community about District business, the employee must have prior written approval from building administration before doing so. **Any employee who communicates with students, parents, other staff, or community members about District business through such electronic forms of communication (regardless of whether it occurs on District technology or personal technology) has no expectation of privacy from the District regarding that communication. Use of electronic forms of communication to communicate with students, parents, and members of the community regarding District business is an agreement by the District employee that the District, at its discretion, may require the employee to relinquish control over personal electronic forms of communication and/or personal technology for the District to review such communications.**

### Confidentiality of Student Information and School Student Records

District employees shall comply with all policies and procedures that govern confidentiality of student information when using electronic forms of communication on both District and personal time, including posting images and private information about students on electronic forms of communication. It is the District employee's responsibility to maintain school student records as required by the *Illinois School Student Records Act*, even if those records are stored on personal electronic forms of communication or personal technology.

### Potential Discipline

District employees can be subject to discipline for misconduct relating to communication with though technology, even if that misconduct takes place outside of normal school/business hours and/or on an employee's personal technology, if there is a sufficient connection between the misconduct and the employee's job functions. This includes District employees posting images or

private information about themselves or others in a manner readily accessible to students, parents, and other staff that is inappropriate as defined by District policy and procedures to the extent allowed by applicable law.

Policy to be adopted by the Board of Education on 5/15/12

Revisions were made to several of the policies which will be reflected in the final version to be adopted by the Board of Education at the May, 2012 meeting.

5. 2011-12 SALARY AND STAFF INFORMATION

Assistant Superintendent Millard presented summary information about the current District 68 certificated staff including salary statistics, experience, and education.

6. NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION #807

Member Berk reported on the March 22, 2012, meeting of the NTDSE #807 Governing Board. Superintendent McTague highlighted the planned changes to the Articles of Joint Agreement and Memorandum of Understanding.

7. RECIPROCAL REPORTING INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF SKOKIE AND THE SKOKIE BOARDS OF EDUCATION

It was moved by Member Schneider, seconded by Member McGeough, to approve the resolution to ratify the Reciprocal Reporting Intergovernmental Agreement between the Village of Skokie and the Board of Education (Exhibit A).

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

8. BOARD OF EDUCATION MEETING AGENDA FORMAT

Assistant Superintendent Millard proposed a change in the structure of the agenda which was supported by the Board. There was discussion about the pros and cons of an electronic Board packet.

9. 2012-2013 LONG-RANGE STRATEGIC PLANNING – SELECTION OF FACILITATOR

Superintendent McTague reviewed the proposals for facilitation of the Strategic Planning process planned for 2012-2013. There was discussion about the scope of the process and support for moving forward with Donald Kachur.

10. APPOINTMENT OF AUDITOR OF 2011-12 FINANCIAL RECORDS

Assistant Superintendent for Business Millard summarized the selection process for a new auditor for district records beginning with the fiscal year 2012 financial statements. She highlighted the credentials of the finalists and results of reference checks on each.

It was moved by Member Beller, seconded by Member Schneider, to appoint Eder, Casella & Company, as auditor of 2011-12 financial records at a cost not to exceed \$24,000.

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

11. PROPOSALS FOR INDOOR WIRELESS SOLUTION

IT Director Ziemann presented the rationale for the selection of the vendor and equipment for the wireless network project. She laid out the plan for implementation of wireless service across the district. She provided the rationale for selection of MNJ Technologies and Cisco equipment even though they were not the lowest cost solution. Key issues included the reputation of the manufacturer and installer as well as the long range cost of support and expansion.

It was moved by Member Anson, seconded by Member Berk, to award a contract to MNJ Technologies in the amount of \$155,482 for installation of wireless and maintenance of equipment.

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

12. BUILDING RENOVATION PROJECTS

Assistant Superintendent for Business Millard reviewed the details of the planned upgrades this summer and noted that money has been allocated to the Capital Improvements fund for the past couple of years to provide funding for this project and next year's planned work.

It was moved by Member McGeough, seconded by Member Anson, to award a contract to Henry Brothers Construction for the base bid amount of \$1,176,400, rejecting the alternates, for summer renovation projects at Highland Elementary School, Old Orchard Junior High School, and the Early Childhood Center.

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

13. COMMUNICATIONS

The Board reviewed a student disciplinary action.

14. ADJOURNMENT TO CLOSED SESSION

It was moved by Member Schneider, seconded by Member McGeough, to adjourn to closed session at 9:30 p.m.

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

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Beth Millard, Board Secretary

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David Beller, President

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