

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

Regular Board of Education Meeting –May 15, 2012

The Board of Education of School District 68, Cook County, Illinois, met on the 15th day of May, 2012, in regular session at the Educational Service Center, according to the rules of the Board.

The meeting was called to order at 7:32 p.m. by the vice president of the Board, Una McGeough, who presided. Members of the Board were present as follows:

Present: Amy Anson
Katrina Bell-Jordan
David Beller (entered at 8:28 p.m.)
Richard Berk
Una McGeough
Hank Schneider
Darius Zakeri

Absent: Richard Berk

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: | Karen Arnold | Linda Hunsicker |
| | Lila Ardell | Karen Arnold |
| | Ryan Berry | Norma Moreno |
| | Natalie Dandino | Melinda Russo |
| | Mike Flood | Rose Schreier |

1. INTRODUCTION OF BOARD MEMBERS AND VISITORS AND PUBLIC COMMENT

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

2. CONSENT AGENDA

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

- a. Minutes
Regular Board of Education Meeting – April 17, 2012
Closed Board of Education Meeting – April 17, 2012
- b. Personnel: Certified Appointment: M. Flood, L. Talbert; Psychologist Appointment: I. Jordan; Certified Resignation/Retirement: L. Hunsicker, E. Mocogni; Personal Absence Leave: S. Woleben; Classified Resignation: J. Johnson, T. Larsen
- c. Financial Reports
- d. Superintendent as Board's Agent in Matters Pertaining to Grants

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

3. K-5 MATH CURRICULUM

Assistant Superintendent for Instruction Heinz presented an overview of the *Math In Focus* curriculum which is in the first year of implementation. She noted that the program is well aligned to common core standards. Students in grades 1, 2, and 5 demonstrated the program in action. Member McGeough thanked Dr. Heinz and the students for their presentation.

4. NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION #807

No report.

5. REVIEW OF POLICIES: 5118: *Determination of Residency*; 5125: *Student Records*; 5130: *Student Conduct and Discipline*; 5139: *Management of Life-Threatening Food Allergies*; 5140: *Administration of Medication to Students/Self-Administration of Asthma and/or Allergy Medications*; 5143: *Use of Lockers*; and 5145: *Abused and Neglected Child Reporting*

Superintendent McTague reviewed the proposed changes to a series of policies. There was discussion about several of the policies.

6. EXPANDED FINANCIAL REPORTS AND PROCUREMENT CARD INFORMATION

Assistant Superintendent for Business Millard reviewed some additional information that will be included in the monthly financial reports. She also described the Procurement Card program which is offered through the Illinois Association of School Business Officials. The Board agreed with her recommendation to expand the use of the program to include ongoing payments such as utilities and larger purchases such as computers that have already been approved by the Board.

7. FOOD SERVICE PROGRAM

It was moved by Member Anson, seconded by Member McGeough, to award a contract for management of the operation of the District 68 food service program to Arbor Management Inc. according to the terms of its low bid, for the period of August 1, 2012, through July 31, 2013, with the understanding that the contract may be renewed for up to four additional years as provided by law.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

8. MEAL PRICES FOR 2012-13

It was moved by Member Schneider, seconded by Member McGeough, to increase the basic lunch price from \$2.55 to \$2.60 and maintain the price of breakfast at \$1.50.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

9. APPOINTMENT OF ASSISTANT PRINCIPAL

It was moved by Member Zakeri, seconded by Member Anson, to appoint Andrew Carpenter as Assistant Principal at Old Orchard Junior High School.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

10. REVISION OF POLICIES

It was moved by Member Anson, seconded by Member McGeough, to revise the policies 1118 – Board Communications; 1150 – Uniform Grievance Procedure; 1241 – Convicted Child Sex Offender Law; 1320 – Public Access To Records; 4350 – Drug And Alcohol Policy; 4353 – Sexual Harassment; 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.

~~Email 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 the ~~District Superintendent or designee~~ 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 ~~Superintendent or designee~~ will attempt endeavor to respond to and resolve the issue ~~complaints~~ without resorting to this grievance procedure. ~~and~~, If a complaint is filed, the ~~Superintendent or designee~~ will 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 the ~~Superintendent or designee~~. The name and contact information of the District Superintendent is published annually in the student, parent, and employee handbooks or similar publications. The Complainant is ~~shall~~ not be required to file a complaint with the ~~Superintendent or designee~~ and may request an administrator of the same ~~gender~~ sex. The ~~Superintendent or designee~~ 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 ~~Superintendent or designee~~ 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 ~~Superintendent or designee~~ will investigate the complaint. 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 ~~Superintendent or designee~~ 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 ~~investigation and~~ written report shall be conducted by another administrator and 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 Superintendent's or designee'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. 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 Superintendent or designee within a reasonable time of receipt of the decision, generally 10 school days. The Superintendent ~~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 the Superintendent. 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

Public Access to Records 1320

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

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 premises 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;
 - a. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs;
3. 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~~ attempt 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 termination 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 the District **Superintendent or designee** ~~Non-discrimination Coordinators~~ 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**

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 through 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 adopted by the Board of Education on 5/15/12

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

11. 2011-2012 CALENDAR REVISIONS

It was moved by Member McGeough, seconded by Member Schneider, to designate March 5 and June 1, 2012, as non-attendance days; designate June 5, 2012, as the closing day of the 2011-12 school year; declare June 6, 7, and 8, 2012, as school holidays, instead of being used as emergency attendance days.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

12. RESOLUTION TO RATIFY CHANGES TO THE NTDSE ARTICLES OF JOINT AGREEMENT

It was moved by Member Anson, seconded by Member Schneider, to approve a resolution to ratify the required changes to the NTDSE Joint Articles as follows:

RESOLUTION

WHEREAS, the Niles Township District for Special Education ("NTDSE") has been involved in a Cooperative Study over the past two years which has resulted in recommended changes to the Articles of Joint Agreement of the Niles Township District for Special Education; and

WHEREAS, as part of the Cooperative Study, it was anticipated that the Articles of Joint Agreement would need to be further amended to incorporate changes to the funding structure of NTDSE starting with the 2012/2013 school year; and

WHEREAS, the recommendations from the Cooperative Study include suggested changes to Articles II, III, VI and VII of the Articles of Joint Agreement of the Niles Township District for Special Education; and

WHEREAS, proposed amendments to the Articles of Joint Agreement of the Niles Township District for Special Education have been considered at two meetings and approved by the Governing Board;

WHEREAS, for the amendments to the Articles of Joint Agreement to be effective, they must be ratified by $\frac{3}{4}$ of the Boards of Education of the member districts;

WHEREAS, the amended Articles of Agreement have been presented to and reviewed by this Board of Education;

NOW, THEREFORE, Be It Resolved by the Board of Education of Skokie School District 68, Cook County, Illinois, as follows:

Section 1. The Board of Education hereby approves and ratifies the amended Articles of Joint Agreement attached hereto as Exhibit A and incorporated herein.

Section 2. The Superintendent is directed to provide a copy of this resolution ratifying the amended Articles of Joint Agreement to the Executive Director of the Niles Township District for Special Education as evidence of ratification and the date of same.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

13. COMMUNICATIONS

The Board reviewed several Communication items.

14. ADJOURNMENT TO CLOSED SESSION

It was moved by Member Bell-Jordan, seconded by Member Schneider, to adjourn to closed session at 9:10 p.m.

Upon roll call, the members voted as follows:

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

NAY: None.

Motion carried.

Beth Millard, Board Secretary

David Beller, President