



STERLING PUBLIC SCHOOLS

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■ PCR COMMITTEE MEETING NOTES ■

TO: BOARD OF EDUCATION

FROM: TAD EVERETT, SUPERINTENDENT OF SCHOOLS

RE: DECEMBER 8, 2011, POLICY AND COMMUNITY RELATIONS COMMITTEE MEETING

Committee's Purpose Statement

The purpose of the Policy-Community Relations Committee is to continually improve the Board of Education's Policies so that students have the best opportunity at success. Additionally, this committee will determine the best and most effective ways to communicate decisions, processes, and information to students, parents, and the community.

Committee Members in Attendance:

Chair Bob Allen, Marc Geil, Jay Van Horn, Tad Everett, and Jeff Hippen. Also present were Jerry Binder, Tim Schwingle, and Jill Froeter.

Meeting Notes:

1. Call to order – 12:00 PM
2. Public comments – None
3. Edline – Jeff Hippen
 - Grade posting
 - Mr. Hippen explained that at SHS and CMS grades posted by teachers can be updated every hour into Edline. He has tested the process and it is working correctly. If a Committee member hears of a problem, please email Tech Support with the specific teacher and student information so it can be investigated.
 - He stated that at the 3-5 level updating does not occur as often, but is done regularly.
 - Principals have expressed their expectations for grade posting to teachers, and are encouraging teachers to be accountable to their students and parents.
 - Mr. Everett said this topic will most likely be discussed with the Labor Management Council.
 - He also suggested that when a teacher hands out a syllabus for a class it should include how often they will post grades to Edline.
 - 3-5 implementation
 - Mr. Hippen reported that third through fifth grade Edline user ID's and passwords were distributed at November's parent-teacher conferences. He stated that the Tech Department and the principals haven't heard much feedback from parents,
 - He reported that Washington has 81 open parent accounts and Lincoln has 75. He stated that he will talk with principals about promoting Edline to parents.
4. Volunteer background checks – Jerry Binder
 - Mr. Binder explained that at the Board's request the procedures for screening volunteers have been clarified and will formally be put into Board Policy Administrative Procedures:

- 6.250AP1, Procedures for Securing and Screening Volunteers – This administrative procedure describes how volunteers will be screened. It also states that if volunteers are determined by the principals to be a “regular” volunteer (meaning they will be volunteering in the building on a regular basis) they will be sent to the Sterling Police Department for fingerprinting for a background check. One-time volunteers will be screened through the Illinois Sex Offender Registration Website. Mr. Allen suggested that if a volunteer is from out of the area, the National Sex Offender Website should also be checked.
- 6.250E, Resource Person and Volunteer Information Form and Waiver of Liability – All volunteers will complete this form which contains contact information, criminal conviction history, and a Waiver of Liability. The second page of the form is to be filled out by the Principal and Human Resources describing the duties of the volunteer and acknowledgement the Sex Offender database has been checked. If required, a fingerprint background check will be documented
- The Committee was in consensus to use the new procedures and form. No changes will be necessary to Board Policy 6.250. The present policy language, *“The Superintendent or a designee shall establish procedures for securing and screening resource persons and volunteers”* will now be supported by the administrative procedures listed above.

5. Revision to Policy 4.60, Purchases and Contracts – Tim Schwingle

- Mr. Schwingle explained that we will be bidding out our lunch program services again this year and the Department of Agriculture has added a new requirement which must be in place before this bidding process begins.
- Language must be added to Policy 4.60 referring to a Procurement Plan and Code of Conduct regarding purchases for the Child Nutrition Program. The information will be contained in a new administrative procedure, 4.60AP, Procurement Plan and Code of Conduct
- The policy revision will be taken to the Board for first reading at the December Board meeting.

6. IASB Policy Service suggested revisions to Board Policies

- The Committee reviewed the following revisions to Board Policies and will present them for first reading at the December Board meeting.

2.250	Access to District’s Public Records	Updated regarding commercial requests in response to State legislation
3.60	Administrative Responsibility of the Building Principal	Updated in response to State legislation, adding “assistant principal” where appropriate
4.80	Operational Services	Updated in response to State legislation, replacing references to IPAM (Illinois Program Accounting Manual), and adding a sentence regarding GASB (Governmental Accounting Standards Board) rules
5.90	Abused and Neglected Child Reporting	Updated to reflect exact statutory language
5.200	Professional Personnel	Language added regarding proper accommodation of nursing mothers and to clarify legal school holidays
6.60	Curriculum Content	Updated in response to State legislation regarding reading, violence prevention/conflict resolution, and internet safety
6.150	Home and Hospital Instruction	Updated to reflect PA 97-123 regarding qualifications for home and/or hospital instruction
7.305	Student Athlete Concussions and Head Injuries	NEW POLICY- Added in response to new State legislation

7. Marquee signs
 - Mr. Everett researched updating or replacing school signs at the elementary buildings.
 - He collected two quotes, including lighted and unlighted styles, and signs in two sizes.
 - He reported the cost is more than anticipated and the nearly \$10,000 expense will be budgeted for next year.
 - We will choose the 4' x 6' signs with no lighting from the quote of Turnroth's Signs.
 - Mr. Everett said Lincoln has some donor/grant money for its sign so it potentially may be a more substantial sign. Lincoln's current sign will be removed during geothermal installation and relocated to the front of the building.

8. Committee goals for 2011-2012
 - Mr. Everett handed out proposed goals for the committee based on the Committee's review of the 2010-2011 goals and discussion in October.
 - Committee members discussed the following goals and was in consensus to present them for Board approval at the December 14, 2011, Board meeting:
 - The Superintendent and PCR Committee will continually monitor all current Board of Education policies, making any necessary revisions or additions by May 31, 2012.
 - By May 31, 2012, the Superintendent will complete a comprehensive Communication Plan for the District. (In the future the wording will be changed from "complete" to "implement and improve".)
 - In order to establish and maintain positive partnerships during the 2011-2012 school year, each District Office Administrator and Building principal will serve on at least one formal community organization.
 - Community Surveys
 - In the interest of communication, Mr. Everett said that a parent/community survey is being planned for later in the year to solicit stakeholder feedback.
 - This could be done through an online service or Mr. Geil suggested that we hand surveys out at events such as concerts, athletics, and conferences.

9. Board Member requests for information
 - None

10. Other
 - Weather information on District website
 - Mr. Everett presented the information that was shared with principals and administrators this morning, stating the web pages are up and active.
 - They provide information to parents on delaying and cancelling school, including how those decisions are made.
 - The information also contains "Frequently Asked Questions", a letter from the Superintendent, and late start/early out schedules.
 - It also contains a CDC cold weather guide, which will be available in schools in paper form.
 - eBackpack
 - Mr. Everett reported he is looking at a service that would eliminate sending home so many flyers with students. The flyers we send home for our community partners, such as Boys Scouts or the Park District, would be placed online where parents would have access.

11. Meeting dates - 12:00 PM
 - February 9th
 - April 12th

12. Adjournment: 12:46 PM