

# **Meridian CUSD #223 School Board**

## **Agenda and Board Packet**

### **Regular Meeting**

**April 23, 2009**

**Meridian Junior High Board Room**

**7:00 p.m.**



*“Our mission is to educate students to be self-directed learners,  
collaborative workers, complex thinkers, quality producers and community  
contributors”*



## **Mission**

*Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.*

## **Long Range Vision**

**As an exemplary School District we continually strive to:**

- Engage in highly effective communication to Community, School Board, Administration, Faculty, Support Staff and Students.
- Achieve organizational trust through integrity, collaboration, reliability, accountability, transparency, fairness and loyalty.
- Utilize an aligned, well- rounded and comprehensive curriculum that focuses on life- long learning skills.
- Promote high learning expectations for all students.
- Practice visionary district leadership to create and implement district goals.
- Value and maintain a safe environment for Students, Staff and Community.
- Provide educational facilities that support and enhance the students' educational experience.
- Make decisions using research and best practice that incorporates fiscal responsibility, collaboration and impact on the Community, School Board, Staff and Students.

**MERIDIAN C.U.S.D. #223**  
**BOARD AGENDA**  
**Thursday, April 23, 2009**  
**Meridian Junior High Board Room**  
**7:00 P.M.**

- 1. Call to Order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. Review/approve consent agenda** *(Items listed under the consent agenda are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussion of the items unless a board member or citizen requests, in which event the item will be removed from the consent agenda and considered individually.)*
  - 4.1 Approve minutes of April 9, 2009 Regular Board Meeting
  - 4.2 Approve payroll of May 1, 2009
  - 4.3 Approve fees for 2009-2010 School Year
- 5. Presentation of plaques to Debra Bonne (12 years) and Tim Jagielski (8 years) for dedicated service to Meridian CUSD #223 Board of Education**
- 6. Adjourn**

**ORGANIZATION MEETING**

**Thursday, April 23, 2009**

- 1. Swearing in and oath of newly-elected board members** (Policy 2:210, #1, #2)
- 2. Appoint president *pro tem* - for election of officers** (Policy 2:110; 2:210, #3)
- 3. Call to Order (New Board)**
- 4. Roll call**
- 5. Elect President of the Board**
- 6. Elect Vice – President of the Board**
- 7. Secretary of the Board -- elect or hire for two year term (ending April, 2011)**
  - 7.1 If elected - Board must set salary or hire "recorder"
  - 7.2 If hired (present option), salary is established on the educational support personnel salary schedule and there is no fixed term. Position serves at the pleasure of the Board.
- 8. Confirm appointment of the Treasurer - currently Ms. Jennifer Porter**
- 9. Appoint Board representatives to:** (Policy 2:150; 2:110)
  - 9.1 Illinois Association of School Boards (currently Tim Jagielski)
  - 9.2 Ogle County Educational Cooperative - Special Ed. (currently Tim King)
  - 9.3 Hearing officer for free / reduced price lunch program (currently Kevin Glendenning)
  - 9.4 SVEA / Board Insurance Committee (currently Tim Jagielski)
  - 9.5 District Sick Leave Bank Committee (currently Debra Bonne)
  - 9.6 Intergovernmental Joint Library Committee (currently Ron Steenken, Barb Reeverts, and Bruce Larson)
  - 9.7 Interested Based Problem Solving Committee (currently Ron Steenken, Tim Jagielski, Bruce Larson)
  - 9.8 School Board Policy Committee (Currently Kevin Glendenning, Tim King)
  - 9.9 Budget Review Committee (Currently Ron Steenken, Bruce Larson, Kevin Glendenning)
- 10. Confirm dates/times/place of Board meetings** (Policy 2:110, #4)

**11. Report of the Superintendent**

**12. Notices and communications**

12.1 Available at the meeting

**13. Community Input:** *(This is the time when visitors may request to address the Board of Education on any item relating to the role and function of the Board of Education. When the Board President so directs, persons should stand, give their name and address and begin their statements. Persons are asked to refrain from making any personal comments regarding any individual. The Board President reserves the right to limit presentations to five minutes.)*

**14. Old Business:**

14.1 Review April 13, 2009 Community Focus Group Session (Policy 8:10)

**15. New Business:**

15.1 Review New Board Member Orientation (Policy 2:120)

15.2 Review vacant Board seat (Policy 2:70)

15.3 Review preliminary 2009-2010 priority list for FY 10 budget (Policy 2:20, #4)

**16. Board Comments**

**17. Adjourn to Executive Session: Consider information regarding appointment, employment of specific employees of the District**

**18. Reconvene in open session**

**19. Approve the minutes of the April 9, 2009 Executive Session**

**20. Executive session motions**

**21. Adjourn**

## Meridian Community Board Minutes

### Minutes of a Regular Board Meeting of April 9, 2009

#### Call to Order

A regular meeting of the Board of Education of Meridian Community Unit School District #223 was called to order by President Ron Steenken at 7:00 p.m. in the Meridian District Board of Education Room located in the Meridian Junior High. Members present: Bonne, Glendenning and Jagielski. Superintendent Prusator and Director of Business/HR Porter were also present. The Pledge of Allegiance followed.

#### Consent Agenda

A motion was made by Steenken, seconded by Bonne, to approve the consent agenda including the minutes of the March 19, 2009 regular board meeting; payroll of April 17, 2009; accounts payable for April 2009 in the amount of \$243,210.76 per review by Steenken; and SVHS membership to IHSA for 2009-2010. Ayes: Bonne, Glendenning, Jagielski and Steenken. Motion carried unanimously.

#### Superintendent's Report

##### **5.1 Review 2009 School Board Election Results and reminder for Organizational Meeting to be held at the regular April 23, 2009 meeting**

Mr. Prusator reviewed that Kevin Glendenning, Bob Mellon, Steve Pierce and Ron Steenken were elected and will serve a four-year term. The Re-organizational Meeting will be held on April 23, 2009.

Mr. Steenken commented that Mr. Jagielski's work on the Board has been phenomenal. Mr. Steenken also thanked Mrs. Bonne for her 12 years of service and dedication as a member of the Board.

##### **5.2 Byron Pre-annexation hearing held on April 8, 2009 for property in Meridian CUSD #223 School District**

Mr. Prusator reviewed the Byron Pre-annexation hearing held on April 8, 2009. Mr. Glendenning also attended the meeting. Mr. Prusator spoke at the meeting reflecting the district's position and serious concerns about the implications of Byron annexing property in the Meridian School District.

Mr. Larson arrived at 7:14 p.m.

#### Notices and Communications

There were no Notices and Communications.

#### Community Input

There was no Community Input.

## **Old Business**

### **8.1 Review Community Focus Group Session to be held on April 13, 2009**

Mr. Prusator reviewed that this is the third Community Focus Group Session. As of tonight, there have been 43 community members who responded that they would be attending. The format for the Focus Group will be as in the past. The Board will be looking for feedback from community members on the following topics: transportation, discipline, scheduling, facilities, and safety/security.

Mrs. Reeverts arrived at 7:29 p.m.

### **8.2 Review/approve bid for drivers' education car**

Ms. Porter reviewed that the Administration did not expect to bid for a new drivers' education car. One of the 2008 Pontiac G6's was involved in an accident and deemed a total loss. Ms. Porter explained the bid process. Ms. Porter recommends awarding the bid to Brian Bemis Auto Mall for a 2008 Pontiac G6 in the amount of \$17,470.30.

#### **Motion:**

A motion was made by Bonne, seconded by Jagielski, to award the bid for one new drivers' education car to Brian Bemis Auto Mall for a total purchase price of \$17,470.30. Ayes: Glendenning, Jagielski, Larson, Reeverts, Bonne, and Steenken. Motion carried unanimously.

### **8.3 Review 2009-2010 Fee Schedule**

Mr. Prusator reviewed the Fee Schedule for 2009-2010. The current recommendation is to maintain the current fee schedule. Suggestions were made by board members to increase the parking sticker to \$5 and for student's to provide proof of insurance at the beginning of each semester. The final fee recommendation will be made at the April 23, 2009 board meeting.

## **New Business**

There was no New Business.

## **Board Comments**

Mr. Jagielski commented that the SVHS students who went on the French trip were superb representatives of this district and our country. Mr. Glendenning agreed and commented that Mrs. Lorbinenko is a great French teacher.

## **Adjourn to Closed Session**

A motion was made by Larson, seconded by Reeverts, to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the district and the selection of a person to fill a public office, including a vacancy in public office, when the District is given power to appoint, under law or ordinance. Ayes:

Jagielski, Larson, Reeverts, Bonne, Glendenning and Steenken. Motion carried unanimously. Time: 7:55 p.m.

### **Reconvene in Open Session**

A motion was made by Bonne, seconded by Reeverts, to return to open session. Motion carried unanimously. Time: 9:35 p.m.

### **Board Action from Executive Session**

#### **Approve the minutes of the March 19, 2009 closed session**

A motion was made by Reeverts, seconded by Jagielski, to approve the minutes of the March 19, 2009 executive session. Motion carried unanimously.

#### **Personnel Report**

A motion was made by Bonne, seconded by Glendenning, to approve the Personnel Report including the **medical leave** of Leta Woolbright, effective February 26, 2009 until approximately April 6, 2009 (Julia Hull-library aide) and **resignations** of Thomas Kowalewski, effective the end of the 2008-2009 school year (SVHS-business teacher); Bran-Dea Metzler, effective the end of the 2008-2009 school year (SVHS-English teacher); and Yolanda Torres, effective March 13, 2009 (SVHS-head cook). The Personnel Report also included for continued employment for tenured certified teachers; to move fourth year teachers to tenured status per list; to approve employment of third year teachers for fourth year probationary status for 2009-2010 per list; to approve employment of second year teachers for third year probationary status for 2009-2010 per list; to approve employment of first year teachers for second year probationary status for 2009-2010 per list; to approve employment of part-time (non-tenure track) teachers for 2009-2010 per list; and to adopt resolution for non-reemployment of four first-year probationary teachers, one second-year probationary teacher, and one third-year probationary teacher. Ayes: Bonne, Glendenning, Jagielski, Larson, Reeverts and Steenken. Motion carried unanimously.

#### **Adjourn**

A motion was made by Larson, seconded by Bonne, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,  
Donna Fruin, Secretary

**Consent Agenda Items: 4.1; 4.2 and 4.3**

Consent agenda items 4.1, 4.2 and 4.3, include approving the minutes of the regularly scheduled April 9, 2009 board meeting; the payroll for May 1, 2009 and student fees for 2009-2010.

**Consent Agenda Item 4.3: Approve Student Fees for 2009-2010**

This consent agenda item was reviewed and discussed at the April 9, 2009 regularly scheduled Board meeting. The recommendation is to leave 2009-2010 fees the same as the current year, with the exception on increasing SVHS parking fees from \$3.00 to \$5.00 and requesting students to provide proof of insurance.

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT 223  
2009-2010 Student Fee Schedule

<b>KINDERGARTEN</b>	
Registration Fee	\$ 35.00
<b>GRADES 1 - 5</b>	
Registration Fee	\$ 40.00
Student Planner	\$ 5.00
<b>GRADES 6 - 8</b>	
Registration Fee	\$ 45.00
Student Planner	\$ 8.00
<b>GRADES 9 - 12</b>	
<b><u>Registration Fee</u></b>	
Freshman	\$ 50.00
Sophomore	\$ 55.00
Junior & Senior	\$ 60.00
<b><u>Special Fees:</u></b>	
Art Kit	\$ 20.00
Principles of Technology Kit	\$ 15.00
Driver Education	\$ 50.00
Participation Fee per year	\$ 25.00
Student Parking Sticker*	\$ 5.00
Student Planner	\$ 8.00

\* Proof of insurance also required

**Agenda Item 5: Presentation of Plaques and to Debra Bonne (12 years) and Tim Jagielski (8 years) for dedicated service to the Meridian CUSD #223 Board of Education and School District.**

***Following the presentation of plaques, the board will adjourn and the Organization Meeting will take place which will include newly elected board members being sworn in and the election of officers for the School Board.***

**Agenda Item 6: Adjourn**

# **REORGANIZATION MEETING**

**Thursday, April 23, 2009**

**Agenda Item 1: Swearing in and oath for newly elected board members (Policy 2:80; 2:210, #1, #2)**

Four board members will be sworn in and take an oath of office for four year terms ending in 2013. They are: Ron Steenken (Marion North Township); Kevin Glendenning (Scott Township); Bob Mellon (Monroe Township) and Steven Pierce (Marion North Township). Bruce Larson (Marion South Township) and Barb Reeverts (Monroe Township) are currently seated for terms ending in 2011. The Board currently has a seat recently vacated by Tim King (Marion South Township), which expires in 2010.

**Agenda Items 5 – 8: Election of Board Officers (Policy 2:110; 2:210, #3)**

These agenda item address the Board selecting officers. The first office to fill is the Board President, which is a two year term. Following the selection of President, the Board will select the Vice-President, which is also a two year term. The Secretary of the Board can be either or Board member or hired “recorder” The Board currently hires a “recorder” The Board Secretary hired as a “recorder” serves at the pleasure of the Board and does not have term. Likewise, the Board Treasurer position can be assigned and also serves at the pleasure of the Board with no specific term.

**Agenda Item 9: Appoint Board Representatives to committees/assignments (Policy 2:150; 2:110)**

This agenda item provides for determining assignments to various committees or agencies. The following assignments will be open for assignment:

- |  |                               |
|--|-------------------------------|
| Illinois Association of School Boards (IASB)   | School Board Policy Committee |
| Ogle County Education Cooperative (OCEC)       | Budget Review Committee       |
| Hearing Officer for Free/Reduced Lunch Program |                               |
| SVEA/Board Insurance Committee                 |                               |
| District Sick Leave Bank Committee             |                               |
| Intergovernmental Joint Library Committee      |                               |
| Interest Based Problem Solving Committee       |                               |

**Agenda Item 10: Confirm dates/times/place of Board meetings (Policy 2:210, #4)**

This item is on the agenda for the board to confirm the remaining dates/times/location for board meetings through June. In June a Board meeting schedule for the 2009-2010 school year will be developed and approved. The following is the schedule approved in June of 2008.

**Recommendation**

Approve the board meeting schedule as presented.

# MERIDIAN C.U.S.D. #223

## BOARD MEETING SCHEDULE

2008-2009

### 7:00 PM Meridian Junior High Board Room (unless otherwise noted)

If you wish to have an item placed on a School Board meeting agenda, the request must be made in writing with specific details as to any requested action of the Board and received in the Superintendent's office no later than **Wednesday of the week prior to the School Board meeting.** If you fail to meet the above deadline, you may still present your idea/position to the Board of Education at any meeting during the "Community Input" agenda item.

### DAY, DATE ..... PLACE, TIME

*Thursday, July 17, 2008 .....	MJH Board Room, 7:00 PM
Thursday, August 14, 2008.....	MJH Board Room, 7:00 PM
*Wednesday, August 27, 2008 .....	MJH Board Room, 7:00 PM
Thursday, September 11, 2008 .....	<u>MONROE CENTER Gym, 7:00 PM</u>
*Wednesday, September 24, 2008. ....	MJH Board Room, 7:00 PM
Thursday, October 9, 2008.....	MJH Board Room, 7:00 PM
Thursday, October 23, 2008 .....	MJH Board Room, 7:00 PM
*Thursday, November 13, 2008 .....	MJH Board Room, 7:00 PM
*Thursday, December 18, 2008.....	<u>Highland School, (6:45 p.m. tax levy hearing)</u>
Thursday, January 8, 2009 .....	MJH Board Room, 7:00 PM
Thursday, January 22, 2009 .....	MJH Board Room, 7:00 PM
Thursday, February 12, 2009 .....	MJH Board Room, 7:00 PM
Thursday, February 26, 2009 .....	MJH Board Room, 7:00 PM
*Thursday, March 19, 2009.....	MJH Board Room, 7:00 PM
Thursday, April 9, 2009.....	MJH Board Room, 7:00 PM
Thursday, April 23, 2009.....	<i>MJH Board Room, 7:00 PM</i>
Thursday, May 14, 2009 .....	<u>MONROE CENTER GYM, 7:00 PM</u>
Thursday, May 28, 2009 .....	Retirement dinner....TBA
Thursday, June 11, 2009 .....	MJH Board Room, 7:00 PM
Thursday, June 25, 2009.....	MJH Board Room, 7:00 PM

\*= Months with only one meeting; not scheduled for 2<sup>nd</sup> or 4<sup>th</sup> Thursday due to holiday; or time change due to conflict.

## **Agenda Item 11: Report of the Superintendent**

### **Agenda Item 14.1 : Review April 13, 2009 Community Focus Group Session (Policy 8:10)**

#### **Background**

This item is on the agenda for Board members to review feedback from the Community Focus Group Session held on Monday, April 13<sup>th</sup> at Stillman Valley High School. At the session, over 40 community members participated and provided feedback to the School Board on topics including: Facilities; Transportation; Safety/Security/Student Discipline; and Scheduling (8 block). The School Board will utilize feedback in the development of the 2009-2010 District Improvement Plan.

#### **Recommendation**

This is a discussion topic only. No Board action is required.

### **Agenda Item 15.1: Review New Board Member Orientations/Board Member Development (Policy 2:120)**

#### **Background**

This item is on the agenda for the Board to review policy regarding new Board Member orientation and Board Member development. The Board has participated in extensive development activity over the past couple of years and this agenda item will provide an opportunity for preliminary discussion for future participation.

#### **Recommendation**

This is a discussion topic only. No formal Board action is required.

### **Agenda Item 15.2 : Review Vacant Board Seat and Potential Timeline (Policy 2.70)**

#### **Background**

This item is on the agenda to give the Board the opportunity to review the process and timeline for filling the board seat vacated by Mr. Tim King (Marion South Township) whose term expires in 2011. The vacancy has been published once in the Tempo and Ogle County Life. The deadline for applications is April 30<sup>th</sup>.

#### **Recommendation**

This is a discussion topic only. No Board action is required.

**Agenda Item 15.3: Preliminary 2009-2010 Priority List for FY 10 Budget (Policy 2: 20, #4)**

**Background**

The item is on the agenda to begin the process of identifying priorities for the 2009-2010 school year. This is the first opportunity to review the list. The priorities are expected to be in line with the District's Long Range Vision and assist in meeting the objectives of the District Improvement Plan. The priority list will be reviewed over the next few meetings and be brought for a recommendation in either May or June. The priorities will be built, as finances allow, into the Fiscal Year 2010 budget.

**Recommendation**

This is a discussion topic only. No Board action is required.

**Recommendation**

Superintendent recommends that the School Board approve building emergency plans as presented.

**2009-2010 Budget Priorities  
Draft**

Priority	Approximate Cost	Comments
2 mobile computer labs	\$60,000	Labs for English/Math Departments
Elementary Counselor	\$50,000	1 counselor in each elementary building (1 paid by grant)
K-8 Reading intervention program	\$20,000	Research based intervention program to bring all students to proficient reading level
Highland Special Education teacher	\$45,000	Reach appropriate staffing level based IEP needs
6-12 ALEKS web based mathematics diagnostic and instructional program	\$20,000	Research based tool to meet the individual needs of students whether on the high or low end.
Create 10 additional "tech savvy classroom"	\$35,000	Continuation of Tech Grant (we currently have 40 tech savvy rooms)
Additional Special Education Aid	\$17,000	Finish 3 year phase in at MC for inclusion model
Facility upgrades/improvements	\$60,000	For projects to better utilize space for student learning (might include leasing space or remodeling or restructuring existing space)
SVHS main gym sound system	\$20,000	Current system does not project sound adequately for events
Skyward "True Time" payroll module and 5 new time clocks.	\$18,000	Upgrade the current payroll module to allow a paperless system while increasing accuracy, reducing the redundancy of data entry, automating approval processes and meeting the requirements of the Fair Labor Standards Act. This module also provides real-time information and integrates with our other Skyward financial modules. Reoccurring cost each year, approximately \$3,000.
Skyward "School Based Activity Accounting" Module	\$4,800	Adding this module will allow centralized management of activity accounting, allow a simple and secure process for printing checks from multiple locations, integrate with the district's chart of accounts and vendor master and provide audit reports for district oversight of the Activity Funds. Reoccurring cost each year, approximately \$900.

## 2009-2010 Budget Priorities

### Draft

Priority	Approximate Cost	Comments
Skyward "Fee Tracking" Module plus RevTrak	\$9,850	Adding this module to the Student Management Suite will allow the district to track fees by student or family, increase the tracking of fees and use payment plans to work with each family's situation. In addition, when used with Family Access, parents can check any fees that are due, pay balances, and maintain their accounts. Using RevTrak with the Fee Tracking Module will allow payment processing directly through Family Access using credit cards. This software module will create continuity with the Online Registration process. Reoccurring cost each year, approximately \$1,700 for Skyward and \$2,000 using RevTrak.
Skid Loader	\$38,000	Replace the district's current skid loader.
1 FTE Technology Technician	\$32,000	Add an additional technician. We have been using 2 substitutes due to the increase of work, due to the added training and equipment from the Technology Grant. The need for technology assistance will remain due to the increasing utilization of technology being used in the district. We would like to make this a permanent position. This addition would increase the Technology Staff from 1 Director and 3 FTE technicians to 1 Director and 4 FTE technicians.

Education Fund Cost	\$331,650
Food Service Fund Cost	
Building & Ground Fund Cost	\$98,000
Transportation Fund Cost	
<b>Total Fiscal Impact</b>	<b>\$429,650</b>

NUMBERED KEY CANVASS

OGLE COUNTY, ILLINOIS  
CONSOLIDATED ELECTION  
APRIL 7, 2009

RUN DATE:04/09/09 10:58 AM

REPORT-EL52 PAGE 0176

MEMBERS OF THE BOARD OF EDUCATION MERIDIAN COMMUNITY UNIT	VOTES PERCENT		VOTES PERCENT				
	VOTES	PERCENT	VOTES	PERCENT			
VOTE FOR NOT MORE THAN 4							
* 01 = Ronald Steenken	989	19.36					
02 = Timothy Jagielski	851	16.66	* 05 = Kevin Glendenning	1,162 22.55			
* 03 = Steven Pierce	1,044	20.43	06 = OVER VOTES	3			
* 04 = Robert Mellon	1,073	21.00	07 = UNDER VOTES	1,975			
-----							
	01	02	03	04	05	06	07
-----							
0030 MARION 1	139	124	137	118	152	0	258
0031 MARION 2	193	168	193	173	218	0	343
0032 MARION 3	161	128	163	146	175	1	207
0034 MONROE	202	179	192	276	216	1	427
0046 PINE ROCK	10	8	12	11	14	0	21
0049 SCOTT	276	238	340	340	366	1	712
0051 WHITE ROCK	8	6	7	9	11	0	7

I, Rebecca Huntley, County Clerk in and for said County in the State aforesaid, do hereby certify that the foregoing is a true and correct copy of the abstract of votes for Ogle County, Illinois.

At a Consolidated Election held in said County on the 7th day of April, A.D., 2009, which abstract was made by the County canvassing board of said County and is now on file in my office. In testimony whereof, I have hereunto set my hand and seal of said County this 21st day of April A.D., 2009.

*Rebecca Huntley*  
County Clerk



\* denotes winner

Statement of Votes Cast  
 Winnebago County, IL  
 April 7, 2009  
 Consolidated Election

Date:04/08/09  
 Time:08:13:37  
 Page:124 of 151

SOVC For Jurisdiction Wide, All Counters, All Races

Meridian CUSD 223

	Reg. Voters	Vote For	Times Counted	Total Votes	Times Over Voted	Number Of Under Votes	Ronald Steenken	Timothy Jagielski	Steven Pierce	Robert Mellon	Kevin Glendenning
Jurisdiction Wide											
ROCKFORD 28	452	4	99	267	0	129	59 22.10%	41 15.36%	51 19.10%	47 17.60%	69 25.84%
Total	452	4	99	267	0	129	59 22.10%	41 15.36%	51 19.10%	47 17.60%	69 25.84%

## **School Board**

### **Powers and Duties of the School Board**

The powers and duties of the School Board generally include:

1. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
2. Employing a Superintendent and other personnel, making employment decisions, and dismissing personnel.
3. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation.
5. Entering contracts using the public bidding procedure when required.
6. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities.
7. Approving the curriculum, textbooks, and educational services.
8. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
9. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
10. Establishing attendance units within the District and assigning students to the schools.
11. Establishing the school year.
12. Visiting District facilities.
13. Providing student transportation services.
14. Entering into joint agreements with other boards of education to establish cooperative educational programs or provide educational facilities.
15. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
16. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

## School Board

### Vacancies on the School Board - Filling Vacancies

#### Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability of the incumbent,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED:

## School Board

### Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

**I, (name), do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors, as the case may be) of (*name of School District*), in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear** (or affirm) that:

**I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;

**I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the regular Board meeting room.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board), 2:50 (Board Member Term of Office), 2:210 (Organizational School Board Meeting)

ADOPTED:

## **School Board**

### **Exhibit - Board Member Code of Conduct**

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED:

## School Board

### Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected at the Board's organizational meeting.

#### President

The Board elects a President from its members for a 2-year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments, subject to Board approval;
3. Be permitted to attend and observe any meeting of a Board committee;
4. Designates a representative of the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Review appeals of record access requests that were denied;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Secretary shall be a non-board member who serves at the Board's pleasure. The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;

6. Act as the local election authority for all Board elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy, financial reports, publicity, and correspondence.

Treasurer

The Treasurer of the Board shall be either an elected member of the Board who serves a 1-year term or an appointed non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. An appointed Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

ADOPTED:

## School Board

### Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

### Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

### New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

### Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/2.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Expenses),  
2:200 (Types of School Board Meetings)

ADOPTED:

## School Board

### Exhibit - Guidelines for Serving as a Mentor to a New School Board Member

*On District letterhead*

Date

Dear School Board Member:

Congratulations on being asked to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help him or her be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.
2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
3. During your first contact with the new Board member, introduce yourself and explain that you will serve as his or her mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already sent the new Board member a copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until he or she becomes a familiar face.
5. Be available and maintain a helpful attitude. You will assist the new Board member become an effective member of the Board and ensure skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

School Board President

DATED:

## School Board

### Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments subject to Board approval. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

#### Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

#### Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.
4. Joint Library Committee. Budget Review. Interest-Based Problem Solving Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

## **School Board**

### **Organizational School Board Meeting**

During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.  
105 ILCS 5/10-5, 5/10-16, and 105 ILCS 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure), (2:230 Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: