

**HAMILTON COMMUNITY CONSOLIDATED SCHOOL DISTRICT 328**  
**SCHOOL BOARD POLICY MANUAL**  
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## The School Board

### School District Governance

The District is governed by a School Board consisting of 7 members. The Board's powers and duties include the broad authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

LEGAL REF.: 5 ILCS 120/1.02.  
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

ADOPTED: October 15, 2008

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## The School Board

### Powers and Duties of the School Board

The major powers and duties of the School Board include, but are not limited to:

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, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
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; and making available a statement of financial affairs as provided in State law.
5. Entering contracts using the public bidding procedure when required.
6. Indemnifying, protecting, and insuring against any loss or liability of the School District, Board members, employees, and agents as provided or authorized by State law.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Submitting to parents/guardians, District taxpayers, the Governor, the General Assembly, and the State Board of Education a school report card assessing the performance of its schools and students.
12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Visiting District facilities.
17. Providing student transportation services.
18. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.

19. 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.
20. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, and 5/27-1  
115 ILCS 5/1 et seq.  
325 ILCS 5/4

CROSS REF.: 1:10 (School District Legal Status), 1.20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2.140 (Communications To and From the Board), 2:240 (Board Policy Development), 4.60 (Purchases and Contracts), 4.70 (Resource Conservation), 4.100 (Insurance Management), 4.110 (Transportation), 4.150 (Facility Management and Building Programs), 5.10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6.10 (Educational Philosophy and Objectives), 6.15 (School Accountability), 6.20 (School Year Calendar and Day), 7.10 (Equal Educational Opportunities), 7.30 (Student Assignment and Intra-District Transfer), 7.190 (Student Discipline), 7.200 (Suspension Procedures), 7.210 (Expulsion Procedures), 8.10 (Connection with the Community), 8.30 (Visitors To and Conduct on School Property).

ADOPTED: January 20, 2010

## School Board

### School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in 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. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board's election duties are:

1. The Board, by proper resolution, may place public policy propositions on the ballot.
2. The Board President, Secretary, and the member with the longest continuous service, whose nominating petition is not being challenged, compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and voter petitions.
3. The Board Secretary or clerk serves as the local election official, assisted by designated representatives appointed by the Board.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A-1.1 et seq., 5/10-9, 5/22-17, 5/22-18, and 5/28-1 et seq.  
105 ILCS 5/9-1 et seq.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),  
2:210 (Organizational School Board Meeting)

ADOPTED: October 15, 2008

## School Board

### Board Member Qualifications

A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for Board membership.

LEGAL REF.: Ill. Constitution, Art. 2, 1; Art. 4, 2(e); Art. 6, 13(b).  
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School Board Elections), 2.70 (Vacancies on the School Board - Filling Vacancies)

ADOPTED: January 20, 2010

**School Board**

**Board Member Term of Office**

The term of office for a School Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18  
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member oath and Conduct),  
2:210 (Organizational School Board Meeting)

ADOPTED: October 15, 2008

**School Board****Board Member Removal From Office**

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5

CROSS REF.: 2:70 (Vacancies on the School Board

ADOPTED: October 15, 2008

## 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 School 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 resumes 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: October 15, 2008



School Board**Exhibit - Checklist for Filling Board Vacancy by Appointment**

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs Vacancies on the Board of Education*, published by a committee of the Illinois Council of School Attorneys, and available at: [www.iasb.com/law/JCSAFAQsonBoardVacancies.pdf](http://www.iasb.com/law/JCSAFAQsonBoardVacancies.pdf).

- Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2.70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee Serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10

- Notify the Regional Superintendent of the vacancy within 5 days of its occurrence (105 ILCS 5/10-10)**
- Develop list of qualifications for appointment of a person to fill vacancy.**

Guidelines	Explanation
At a minimum, the Board uses election qualifications, that is, a candidate must meet the following: <ul style="list-style-type: none"> <li>• Be a United States citizen</li> <li>• Be at least 18 years of age</li> <li>• Be a resident of Illinois and the District for at least one year immediately preceding the appointment</li> <li>• Be a registered voter</li> <li>• Not be a child sex offender</li> <li>• Not hold another incompatible public office</li> <li>• Not have a prohibited interest in any contract with the District</li> <li>• Not hold certain types of prohibited State or federal employment</li> </ul>	While <u>The School Code</u> does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.  For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i> , available at: <a href="http://www.iasb.com/elections/recruiting.pdf">www.iasb.com/elections/recruiting.pdf</a> .  For guidance regarding conflict of interest and incompatible offices, See <i>Answers to FAQs, Conflict of Interest and Incompatible Offices</i> , published by the Ill. Council of School Attorneys, available at: <a href="http://www.iasb.com/law/conflict.cfm">www.iasb.com/law/conflict.cfm</a> .

Guidelines	Explanation
<p>When additional qualifications apply, the following items may be included in the Board’s list of qualifications:</p> <ul style="list-style-type: none"> <li>• Meet all qualifications based upon the distribution of population among congressional townships in the district.</li> <li>• Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.</li> </ul>	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district’s incorporated and unincorporated areas (105 ILCS 5/11A-8).</p>

**Decide who will receive completed vacancy applications.**

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board’s sole discretion. According to 2.110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent’s secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

**Create Board member vacancy announcement.**

Guidelines	Explanation
<p><b>School District _____ Board Member Vacancy</b></p> <p>School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former School Board member’s name].</p> <p>The appointment will be from the date of appointment to [date].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted, are at the Board’s sole discretion.</p> <p>The Board may want to consider announcing the vacancy and its intent to fill it by appointment during its meeting and post it on the District’s website and in the local newspaper(s).</p> <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2.70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p>

Guidelines	Explanation
School District is [School District's philosophy or mission statement].	See Board policy 1.30, <i>School District Philosophy</i> , for the District's mission statement that is specific to the community's goals.
Applicants for the School Board vacancy must be: [School Board's list of qualifications].	See checklist item titled <i>Develop List of Qualifications for Appointment of a Person to Fill Vacancy</i> above.
Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a School Board and a School Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].	Listing this along with the Board's list of qualifications assists candidates in understanding a School Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2.20, <i>Powers and Duties of the School Board</i> ; 2.80, <i>Board Member Oath and Conduct</i> ; 2.100, <i>Board Member Conflict of Interest</i> ; 2.105, <i>Ethics and Gift Ban</i> ; and 2.120, <i>Board Member Development</i> .
Applications may be obtained at [location and address and/or website] beginning on [date and time].	See action item titled <i>Decide who will receive completed vacancy applications</i> above.
Completed applications may be turned in by [time and date] to [name and title of person receiving applications].	
<input type="checkbox"/> <b>Publicize vacancy announcement including by placing it on the District's website.</b>	
<input type="checkbox"/> <b>Accept and review applications from prospective candidates (see <i>Decide who will receive completed vacancy applications</i> above).</b>	
<input type="checkbox"/> <b>Contact appropriate applicants for interviews (see <i>Decide who will receive completed vacancy applications</i> above).</b>	

**Develop interview questions.**

Guidelines	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a School Board member?</p> <p>What have you done to prepare yourself for the challenges of being a School Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments and other responsibilities required for School Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge.</p> <p>See IASB's <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/election/recruiting.pdf">www.iasb.com/election/recruiting.pdf</a></p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

**Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Guidelines	Explanation
<p>The Board President will discuss the following items with each candidate during the interview:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p>	

Guidelines	Explanation
<p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be conducted regarding the Board's decision.</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2.110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (105 ILCS 5/10-13).</p>
<p><input type="checkbox"/> <b>Fill vacancy by a vote during an open meeting of the Board before the 45<sup>th</sup> day or notify the Regional Superintendent that the vacancy still exists (105 ILCS 5/10-10).</b></p> <p><input type="checkbox"/> <b>Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).</b></p> <p><input type="checkbox"/> <b>Announce the appointment to District staff and community.</b></p>	

Guidelines	Explanation
<p>The announcement should include: The Board appointed [appointee's name] to fill the vacancy on the Board. The appointment will be from [date] to [date]. The Board previously established qualifications for the appointee in a careful and thoughtful manner.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement. See Board policy 8.10, <i>Connection with the Community</i>.</p>

Guidelines	Explanation
<p>[Appointee’s name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a School Board member. [Appointee’s name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	

**Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
<p>See Board policy 2.80, <i>Board Member Oath and Conflict</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2.120, <i>Board Member Development</i>, and 2.120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p>	<p><i>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a>.</i></p>

**Inform IASB of the newly appointed Board member’s name and directory information.**

DATED: January 20, 2010

## 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 of Hamilton Community Consolidated School District 328, 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: October 15, 2008

School BoardExhibit - 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 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 continuously learning and work to assure 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 performances.

DATED: April 15, 2009

**School Board****Board Member Conflict of Interest**

No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by The School Code and the Public Officer Prohibited Activities Act.

Board members must annually file a "Statement of Economic Interests" as required by the Illinois Government Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107  
50 ILCS 105/3  
105 ILCS 5/10-9

CROSS REF.: 2:105 (Ethics and Gift Ban)

ADOPTED: October 15, 2008

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## GOVERNING BOARD

### Ethics and Gift Ban

#### Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any Apolitical activity@ during any Acompensated time,@ as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member=s or employee=s duties, (b) as a condition of employment, or ( c) during any compensated time off, such as , holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

#### Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any gift@ from any prohibited source,@ as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother, or grandmother of the individual=s spouse and the individual=s fiancé or fiancée=.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and ( c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. “Catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. “Intra-governmental gift” means any gift given to a Board member or employee from another Board member or employee, and “inter-governmental gift” means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501( c)(3) of the Internal Revenue Code.

#### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board Policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

#### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fund raiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in a effort to get voters to the polls.

8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternative, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

LEGAL REF.: 5 ILCS 430/1-1 et seq.  
10 ILCS 5/9-25.1

CROSS REF.: 5:120 (Ethics)

ADOPTED: October 15, 2008

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**School Board****Qualifications, Term, and Duties of Board Officers**

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

**President**

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

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board candidate nominating petitions;
3. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
4. Call special meetings of the Board;
5. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
6. Ensure that a quorum of the Board is physically present at all Board meetings;
7. Administer the oath of office to new Board members; and
8. 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 Board elects a Secretary for a 2-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. 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;

4. 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;
  5. Act as the local election authority for all Board elections;
  6. Arrange public inspection of the budget before adoption;
  7. Publish required notices;
  8. Sign official District documents requiring the Secretary's signature; and
  9. Maintain Board policy, financial reports; publicity, and correspondence.
- The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

### **Recording Secretary**

The Recording Secretary shall

1. Assist the Secretary by taking the minutes for all open Board meetings;
  2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
  3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.
- In addition, the Recording Secretary or superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

### **Treasurer**

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a 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. The 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: January 20, 2010

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## The 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: October 15, 2008

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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:        October 15, 2008

## School Board

### Board Member Expenses

No School Board member may receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

The Board may advance or reimburse members the actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of The School Code; and
3. Meetings sponsored by an organization in the field of public school education.

Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. A Board member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board member, or (2) anyone's personal expenses.

The Superintendent shall review the submitted vouchers for compliance with this policy. If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President, or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. The Superintendent shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection.

### Registration

When possible, registration fees will be paid by the District in advance.

### Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for: (See Board policy 2.110, *Qualifications, Term, and Duties of Board Officers.*)

1. Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense voucher. Copies of airline tickets must be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
5. Taxis, airport limousines, or other local transportation costs.

### **Hotel/Motel Charges**

Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

### **Meal Charges**

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

### **Miscellaneous Expenses**

Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense voucher, attaching receipts if possible.

LEGAL REF.: 105 ILCS 5/10-22.32

CROSS REF.: 2.100 (Board Member Conflict of Interest), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.120 (Board Member Development), 4.50 (Payment Procedures)

ADOPTED: October 15, 2008

## The School Board

### Board-Superintendent Relationship

The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4

CROSS REF.: 3.40 (Superintendent)

ADOPTED: October 15, 2008

## The School Board

### Communications To and From the Board

Staff members, parents, and community members should submit questions or communications for the School Board's consideration to the Superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board member's 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.

### Board Member Use of Electronic Mail

E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Email among Board members shall be limited to : (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making.

Email may contain:

- Agenda item suggestions;
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual responses to questions posed by community members, subject to the other limitations in this policy

LEGAL REF.: 5 ILCS 120/1 et seq.

CROSS REF.: 2.220 (School Board Meeting Procedure), 3.30 (Chain of Command), 8.110 (Public Suggestions and Complaints)

ADOPTED: October 15, 2008

## School Board

### Exhibit - Guidance for Board Member Communications, Including Email Use

The School Board is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/1 et seq.). Other than during a Board meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* a Board has seven members and covers issues arising from Board policy 2.140, *Communications To and From the Board*.

### Communications Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a "do not reply/forward" alert when emailing a message concerning **District** business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not reply to or forward email received from another Board member.

## **When Must Email Be Retained**

Email, including attachments, that were “prepared, or having been or being used, received, possessed, or under the control of any public body,” may be, depending on the content, subject to disclosure as a public record (Freedom of Information Act, 5 ILCS 140/2). Most email sent or received by individual Board members do not satisfy this definition of “public record” even when the content concerns District business. This is because individual Board members generally have no authority other than during a properly called Board meeting. However, there may be exceptions. Accordingly, Board members must be able to distinguish between official record and non-record messages.

## **Non-Record Messages**

Email messages are “non-record messages” when individual Board members are acting in their individual capacities. This may occur, for example, when an individual Board member’s email describes his or her personal opinions concerning the District or is a response to a community member. **Warning:** these “personal opinions” or “responses” may constitute an illegal Board meeting under the Open Meetings Act if a majority or more of a quorum of the Board discusses District business using email. See the first section of this *Guidance*.

Other examples of non-record messages include:

1. Information from the Superintendent concerning meeting dates, agenda topics, or materials to prepare for or be discussed during a meeting.
2. Personal correspondence, such as, “Do you want to ride with me to the IASB workshop?”
3. Publications or promotional material from vendors, the IASB, or publicly available materials.
4. Correspondence from parents, staff, or community members.

Non-record messages are not “public records” under the Freedom of Information Act and do not need to be stored.

## **Official Record Messages**

Email messages are “public records” under the Freedom of Information Act (FOIA) when they are “prepared, used, received, or possessed by, or under the control of” the District. Email that qualifies under FOIA as a “public record” will need to be stored only if it is evidence of the District’s organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/1 et seq.). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. A Board member must copy this type of email, herein called “official record messages,” to the appropriate District office where it will be stored on the Board member’s behalf. The District will delete these official record messages as provided in an applicable, approved retention schedule.

**Important:** Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see 2.250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

Dated:           October 15, 2008

## 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. 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 shall be 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. 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.
2. The Behavioral Interventions Committee, coordinated by the Executive Director of the Special Education Cooperative, develops, implements, and monitors procedures for using behavioral interventions in accordance with Board Policy 7.230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board as requested by the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions 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.

LEGAL REF.: 5 ILCS 120/1 et seq.; 105 ILCS 5/10-20.14 and 10/1 et seq.; 23 Ill.Admin.Code Part 226

CROSS REF.: 2.110 (Qualifications, Term, and Duties of Board Officers), 2.200 (Types of School Board Meetings), 2.240 (Board Policy Development), 7.190 (Student Discipline), 7.230 (Misconduct by Students with Disabilities)

ADOPTED: October 15, 2008

**School Board****Board Attorney**

The School Board may enter into an agreement for legal services with a specific attorney or law firm. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, or Board President, are authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may authorize a specific member to confer with legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to consider the matter. The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

ADOPTED:           October 15, 2008

**School Board****Procurement of Architectural, Engineering, and Land Surveying Services**

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill.App.5, 2002), *appeal denied.*; 40 U.S.C. 541; 50 ILCS 510/1 et seq., Local Government Professional Services Selection Act; 105 ILCS 5/10-20.21

ADOPTED: October 15, 2008

## The School Board

### Mailing Lists For Receiving Board Material

The Superintendent shall maintain a mailing list of the people who have filed a written request to receive any of the items listed below. Those persons shall be mailed copies of the following, provided they have prepaid the subscription fee, pro-rated if subscribing less than one year:

1. Board Agenda
2. Budgets
3. Audits
4. Official Board Minutes which will be mailed within 10 days after approval.

The Superintendent shall annually set the subscription fee in an amount sufficient to cover reproduction and mailing costs. The subscription period shall be the same as the District's fiscal year.

LEGAL REF.: 105 ILCS 5/10-21.6

CROSS REF.: 2.220 (School Board Meeting Procedure)

ADOPTED: October 15, 2008

## School Board

### Types of School Board Meetings

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the Junior-Senior High Library. Board policy 2.220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is administered by the Illinois Attorney General's Public Access Counselor. The Superintendent may identify other employees to receive the training. Each Board member is encouraged to take the training once during his or her term.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items may be added to the agenda at the beginning of a regular meeting; no action will be taken on such items.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/29 ( c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2( c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 51LCS 120/2 ( c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5ILCS 120/2( c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5ILCS 120/2(c)(6).
7. The sale or purchases of securities, investments, or investment contracts. 5ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5ILCS 120/2( c)(8).
9. Student disciplinary cases. 5ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5ILCS 120/2( c)(11)
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5ILCS 120/2( c)(12).
13. Self evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5ILCS 120/2 ( c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 5ILCS 120/2( c)(21).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

### **Reconvened or Rescheduled Meetings**

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

### **Special Meetings**

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

### **Emergency Meetings**

Notice of emergency meetings shall be given as soon as practicable, but in any event, before the meeting to news media that have filed a written request for notice.

### **Posting on the District Website**

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF: 5 ILCS 120/Open Meeting Act; 5 ILCS 140/, Freedom of Information Act; 105 ILCS 5/10-6 and 5/10-16

CROSS REF: 2.210 (Organizational School Board Meetings), 2.220 (School Board Meeting Procedure), 2.230 (Public Participation at School Board Meetings and Petitions to the Board), 6.235 (Access to Electronic Networks)

ADOPTION DATE: March 17, 2010

## The 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.

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.

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing 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: October 15, 2008

## The School Board

### School Board Meeting Procedure

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Any Board member may submit suggested agenda items to the Board President for his or her consideration. District residents may suggest inclusions for the agenda. Items may be added to the agenda at the beginning of a regular meeting; no action will be taken on such items.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present" or a vote other than "yea" or "nay", or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

Any Board member may request that his or her vote be changed before the President announces the result.

Any Board member may request that his or her vote be recorded and may append a statement explaining it.

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**Minutes**

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and date of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meetings' minutes are available for inspection during regular office hours within 7 days after the Board's approval, they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

**Verbatim Record of Closed Meetings**

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board president or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that : (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

### **Quorum and Participation by Audio or Video Means**

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

### **Rules of Order**

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10<sup>th</sup> Edition), as a guide when a question arises concerning procedure.

### **Broadcasting and Recording Board Meetings**

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16  
Prosser v. Village of Fox lake, 438 N.E.2d 134 (1982)

CROSS REF.: 2:200 (Types of School Board Meetings), 2.210 (Organizational School Board meeting), 2.230 (Public participation at School Board Meetings and Petitions to the Board)

ADOPTED: April 15, 2009

School Board**Exhibit - Board Treatment of Closed Meeting Verbatim Records and Minutes**

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

<b>Actor</b>	<b>Action</b>
<i>Before any Board meeting:</i> Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
<i>Before a closed meeting:</i> Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
<i>Before a closed meeting:</i> Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
<i>During a closed meeting:</i> Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purpose included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure.

Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

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*After a closed meeting:*  
Superintendent or Board  
Secretary

Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.  
Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.  
As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.  
Prepares written closed meeting minutes that include:  
The date, time, and place of the closed meeting  
The Board members present and absent  
A summary of discussion on all matters proposed or discussed  
The time the closed meeting was adjourned

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*After a closed meeting:*  
School Board

Approves the previous closed meeting minutes at the next open meeting.

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*In preparation for the semi-annual review: Superintendent or designee*

Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.

This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.

If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda.

Places "result of Board's review of unreleased closed meeting minutes" on a subsequent open meeting agenda.

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*In preparation for the semi-annual review:*  
Individual Board members

Before the meetings in which the Board will conduct its semi-annual review, examine the material supplied by the Superintendent.  
Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the attorney representing the District, (3) other Board member's opinions, (4) the minutes themselves, and /or (5) whether the minutes would be exempted from public

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disclosure under the Illinois Freedom of Information Act.

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*During the semi-annual review:*  
School Board

During an open meeting, decides whether the need for confidential treatment of specific closed meeting minutes continues to exist.

The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.

During the semi-annual review, the Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

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*After the semi-annual review:*  
Superintendent or designee

Re-labels and re-files closed meeting minutes as appropriate.

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*Monthly, beginning July 2005:*  
Board President

Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.

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*Monthly, beginning July 2005:*  
School Board

Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

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LEGAL REF.: 5 ILCS 120/1 et seq.

DATED: October 15, 2008

School Board

**Exhibit - Motion to Adjourn to Closed Meeting**

**Motion to Adjourn to Closed Meeting**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2 ( c)(1).
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2 ( c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2 ( c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2 ( c)(4).
- The purpose or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2 ( c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2 ( c)(6).
- The sale or purchase of securities securities, investment contracts. 5 ILCS 120/2( c)(7).
- Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2( c)(8).
- Student disciplinary cases. 5 ILCS 120/2( c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2( c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS ( c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self-insurance pool of which the District is a member. 5 ILCS 120/2( c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2 ( c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2( c)(21)

**Closed Meeting Roll Call:**

"Yeas"	"Nays"
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<b>Motion:</b>	_____ Carried	_____ Failed	
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Dated: October 15, 2008

School Board

**Exhibit - Closed Meeting Minutes**

**Closed Meeting Minutes**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of person(s) taking and recording the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

**Summary of the discussion on all matters:**

**Time of adjournment or return to open meeting:**

\_\_\_\_\_

*The School Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.*

**These minutes are available for public inspection as of:** \_\_\_\_\_  
Date

DATED: October 15, 2008

## School Board

### Exhibit - Open Meeting Minutes

#### **Meeting Minutes Protocol**

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2.220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individual's names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes...

#### **Open Meeting Minutes**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Type of meeting: \_\_\_\_\_ Regular \_\_\_\_\_ Special \_\_\_\_\_ Reconvened or rescheduled \_\_\_\_\_ Emergency

Name of person taking the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

**Approval of Agenda**

List any items removed from the consent agenda:

Motion made by: \_\_\_\_\_

Motion:         To approve  
                  To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: \_\_\_\_\_

Action:         Passed     Failed

**Approval of Previous Meeting Minutes** *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion:         To approve  
                  To approve subject to incorporation of the following amendment(s):

Motion seconded by: \_\_\_\_\_

Action:         Passed     Failed

**Approval of Items on Consent Agenda** *(Delete if the Board does not use a consent agenda.)*

Summary of discussion:

Motion to approve the consent agenda made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”

“Nays”

Action:         Passed     Failed

**Public Comments** *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: \_\_\_\_\_

Topic: \_\_\_\_\_

**Remaining Agenda Items** *(Reproduce this section for each agenda item.)*

Agenda item: \_\_\_\_\_

Summary of discussion: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion to: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

*(If a roll call vote occurred, record the vote of individual Board members.)*

“Yeas”

“Nays”

**If Applicable, Approval of Motion to Adjourn to Closed Meeting** *(Insert 2.220-E2, Motion to Adjourn to Closed Meeting.)*

**Approval of Motion to Adjourn**

Motion made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

Time of adjournment: \_\_\_\_\_

**Post-Meeting Action**

Date minutes approved: \_\_\_\_\_

Date minutes were available for public inspection: \_\_\_\_\_

Date minutes were posted on District website: \_\_\_\_\_

DATED:        October 15, 2008

**School Board**

**Exhibit - Semi-Annual Review of Closed Meeting Minutes**

**Logging and Review Process**

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2.220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; and (3) continues to log new closed meeting minutes that the Board has not released for public inspection. 2.220-E6, *Log of Closed Meeting Minutes*.

**Report Following the Board's Semi-Annual Review of Closed Meeting Minutes**

The School met on \_\_\_\_\_ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)* \_\_\_\_\_

\_\_\_\_\_ The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

**Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes**

Open meeting date: \_\_\_\_\_

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:      \_\_\_ Passed      \_\_\_ Failed

DATED:      October 15, 2008

**School Board**

**Exhibit - Log of closed Meeting Minutes**

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. See 2.220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

<b>Closed Session Held to Discuss</b>	<b>Dates of Closed Session</b>
Specific employee(s) or District legal counsel. 5 ILCS 120/2( c)(1)	
Collective negotiating matters or deliberations concerning salary schedules for one of more classes of employees. 5 ILCS 120/2( c)(2).	
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2( c)(3).	
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2( c)(4).	
Purchase or lease of real property. 5 ILCS 120/2( c)(5)	
Setting of a price for sale or lease of District property. 5 ILCS 120/2( c)(6)	
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 102/2( c)(7).	
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2( c)(8).	

<b>Closed Session Held to Discuss:</b>	<b>Dates of Closed Sessions</b>
Student disciplinary cases. 5 ILCS 120/2( c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>	<hr/> <hr/> <hr/>
Any matter involving an individual student. 5 ILCS 120/2( c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>	<hr/> <hr/> <hr/>
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2( c)(11).	<hr/> <hr/> <hr/>
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2( c)(12).	<hr/> <hr/> <hr/>
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2( c)(16).	<hr/> <hr/> <hr/>
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/0( c)(21).	<hr/> <hr/> <hr/>

DATED: October 15, 2008

**School Board****Public Participation at School Board Meetings and Petitions to the Board**

At each regular and special open meeting, the members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. The Board President may shorten or lengthen an individual's opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past 2 months.
4. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8.30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF. : 105 ILCS 5/10-6 and 5/10-16

CROSS REF.: 2.220 (School Board Meeting Procedure), 8.10 (Connection with the Community),  
8.30 (Visitors to and Conduct on School Property)

ADOPTED: October 15, 2008

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## The School Board

### **Board Policy Development**

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

### **Policy Development**

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

### **Policy Adoption and Dissemination**

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2.250, *Access to District's Public Records*.

### **Board Policy Review and Monitoring**

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

### **Superintendent Implementation**

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

**Suspension of Policies**

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5

CROSS REF.: 2.150 (Committees), 2.250 (Access to District's Public Records), 3.40  
(Superintendent)

ADOPTED: October 15, 2008

The School BoardExhibit - PRESS Issue Updates

Actor	Action
Superintendent	Receives <b>PRESS</b> issue. Directs designated support staff to distribute a copy of the following to each member of the Policy Committee: (1) blue memo describing the current <b>PRESS</b> issue that is mailed to the District, (2) committee worksheets that may be downloaded from <b>PRESS</b> Online, <a href="http://www.IASB.com/policy">www.IASB.com/policy</a> , and (3) current District policy in relevant areas. In the case of clean-up language (no content change), directs designated support staff to make changes to the District's policy manual electronic file.
Policy Committee (or committee of the Whole)	Meets and considers recommended updates. Decides which changes require School Board discussion and which do not (consent agenda items.) Policies recommended for revision are submitted to the District's legal counsel for review.
Superintendent	Directs designated support staff to include copies of recommended changes and copies of the blue memo sheets from PRESS in the monthly Board packets.
Policy Committee (or committee of the Whole) Full Board	Presents changes to the Board at a regularly scheduled meeting.  Discusses changes which require discussion and announces first reading of the policy updates. All interested parties, the Board, staff, parents, students, and community members have a month to consider the recommended changes. At the next regular meeting, votes to revise existing policy, delete existing policy, or add new policy.
Superintendent	Makes needed changes to existing administrative procedures or creates new ones to implement policy changes. Directs designated support staff to update District's policy manual electronic file, add revision date or adoption date for new policies, make copies of new policy for each manual copy, prepare update sheet with return form, and send packet to those responsible for keeping a manual updated.
Persons responsible for keeping copies of manual updated	Follow the directions on the update sheet - adding the new, replacing the revised, and removing any deleted policies. Date, sign, and send the return forms to the support staff designated to receive them.
Superintendent	Directs designated support staff to follow up on any return forms not received within a set time frame (e.g. 2 weeks).

DATED: October 15, 2008

## The School Board

### Exhibit - Developing Local Policy

<b>Actor</b>	<b>Action</b>
Anyone (Superintendent, School Board member, staff, parent, student, community member, District's legal counsel)	May bring a concern to the attention of the School Board that may necessitate a change in or an addition to current Board policy.
Policy Committee	<p>First, answers these questions to decide whether new policy language is needed: (1) Does the IASB Policy Reference Manual provide guidance? (2) Is the request something that should be covered in policy (i.e., Board Work) or is it something that should be handled by the staff? If it is a staff matter (i.e., staff work), the committee's deliberations end here, and the matter is referred to the Superintendent, and (3) If it is a policy matter, is it already covered in policy? The committee consults the alphabetical index and checks cross-references in policies that cover similar or connected topics.</p> <p>Second, uses a 5-step process to draft new policy language: (1) frames the question and discusses the topic, (2) requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy, (3) assesses existing policy and decides what the committee wants, and (4) either drafts, or requests the Superintendent or legal counsel to draft, language that addresses the concern and aligns with the District's mission, vision, goals, and objectives.</p> <p>Third, decides whether the new policy language should be included in an existing policy or added to the manual as a separate policy. If adding as a new policy, decides where in the manual it most logically belongs and assigns a code number to the policy.</p>
Superintendent	Sends the language to the District's attorney for review unless he or she prepared it.
Full Board	Considers the draft recommended by the policy committee and announces the first reading. The Board may request the committee to change the draft.
Superintendent	Includes the draft, with any requested revisions, in the Board packet and on the agenda for action at the next regular meeting.
Full Board	Adopts policy.

Actor	Action
Superintendent	Directs designated support staff to: (1) make the necessary changes to the District policy manual on the computer file - adding the necessary adoption date, (2) maintain an archive of former or suspended policies, (3) copy of revised or added policies for each manual copy, (4) prepare update sheet with return form, and (5) send packet to all those responsible for keeping a manual updated.
Persons responsible for keeping copies of manual updated	Follow the directions on the update sheet-adding the new or replacing the revised policy. Date, sign, and send the return forms to the support staff designated to receive them.
Superintendent	Directs designated support staff to follow up on any return forms not received within a set time frame (e.g. 2 weeks).

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DATED: October 15, 2008

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The School BoardAccess To District's Public Records

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.

Freedom of Information Officer

The Superintendent 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.

Definition

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.

Requesting Records

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 inspections 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 Files

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. 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.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by state or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LOCAL REF.: 5 ILCS 140/; Illinois Freedom of Information Act; 105 ILCS 5/10-16; 820 ILCS 130/5

CROSS REF.: 2.140 (Communications To and From the Board), 5.150 (Personnel Records), 7.340 (Student Records)

ADOPTION DATE: March 17, 2010

## Immediately Available Public Records

The following public records are designated by the District's Freedom of Information Officer as being immediately available on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked public record is immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
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\*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar of fiscal year

5 ILCS 120/2.02

\*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded

\*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded

\*Official open meeting minutes that are posted within 7 days of the Board's approval and remain posted for at least 60 days

5 ILCS 120/2.06(b)

\*Description of the District and its records including:

Summary of the District's purpose

Functional subdivisions

Total amount of operating budget

Number and location of all of its separate offices

Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)

5 ILCS 140/4, amended by P.A. 96-542. The District may prominently post the list at each administrative office and make it available for inspection and copying.

Identification and membership of the Board

Brief description of the methods whereby the public may request information and public records

Directory for the Freedom of Information Officer

Address where requests for public records should be directed

Fees

Annual budget for current fiscal year, itemized by receipts and expenditures

105 ILCS 5/17-1.2. This may be accomplished using ISBE's School District Budget Form 50-36 or the summary pages from it.

The budget must be submitted to ISBE no later than Oct. 30, 2009.

The District must notify the parents or guardians of its students that the budget has been web-posted and what the website's address is.

\*District's current report card (ISBE School Report Card Data Form 86-43)

105 ILCS 5/10-17a

Administrator Salary Compensation Report (itemized salary compensation report for every employee holding an administrative certificate and working in that capacity, including the

105 ILCS 5/10-20.46, added by P.A. 96-434

Superintendent). For each District administrator:

The Report must also be presented at a regular Board meeting and provided to the Regional Superintendent on or before October 1 of each year.

Base salary

Bonuses

Pension contributions

Retirement increases

Cost of health insurance

Cost of life insurance

Paid sick and vacation day payouts

Annuities

Other forms of compensation or income paid on behalf of the employee; e.g., travel and business expense reimbursements, non-base compensation such as use of a District vehicle, wellness incentives, gym memberships, etc.

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Current contracts with an exclusive bargaining representative(s)

105 ILCS 5/10-20.46, added by P.A. 96-434.

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A listing of all contracts over \$25,000 for the current fiscal year

105 ILCS 5/10-20.44, as added by P.A. 95-707.

After the initial web-posting, contracts should be added to the list as they are awarded by the Board.

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ADOPTED: December 16, 2009

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The School BoardUniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. 1400 et. seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et. seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et. seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victim's Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act; 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic information Privacy Act (GIPA), 410 ILCS 513/ and Titles I & II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. 2000ff et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### 1. Filing a Complaint

A person (hereinafter, Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the student's parent(s)/ guardian(s). The Complaint Manager shall assist the Complainant as needed.

### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. 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 identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the complaint manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

**Appointing Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District’s efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Complaint Managers:**

Dr. James Jackson  
Name  
270 North 10<sup>th</sup> Street  
Address  
Hamilton, IL. 62341

217-847-3315  
Telephone

Kelly Celania  
Name  
270 North 10<sup>th</sup> Street  
Address  
Hamilton, IL. 62341

217-847-3315  
Telephone

LEGAL REF: Age Discrimination in Employment Act, 29 U.S.C. 621 et seq.; Americans With Disabilities Act, 42 U.S.C. 12101 et seq.; Equal Employment Opportunities Act (Title VII of the civil Rights Act), 42 U.S.C. 2000E ET SEQ. Equal Pay Act, 29 U.S.C. 206(d); Genetic Information Nondiscrimination Act, 42 U.S.C. 2000ff et seq. Immigration Reform and Control Act, 8 U.S.C. 1324a et seq.; Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq.; McKinney Homeless Assistance Act, 42 U.S.C. 11431 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 791 et seq.; Title VI of the Civil Rights Act, 42 U.S.C.2000d et seq.; Equal Employment Opportunities Act(Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.; Title IX of the Education Amendments, 20 U.S.C. 1681 et seq.; 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1, and 45/1-15; Illinois Genetic Information privacy Act, 410 ILCS 513/. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.; 775 ILCS 5/1-101; Victims’ Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280; Equal Pay Act of 2003, 820 ILCS 112; 23 Ill.Admin.Code 1.240 and 200-40;

CROSS REF.: 5.10 (Equal Employment Opportunity and Minority Recruitment), 5.20 (Sexual Harassment), 6.140 (Education of Homeless Children), 6.170 (Title I Programs), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.10 (Equal Educational Opportunities), 7.20 (Harassment of Students Prohibited), 7.180 (Preventing Bullying, Intimidation, and Harassment), 8.70 (Accommodating Individuals with Disabilities), 8.110 (Public Suggestions and Complaints)

ADOPTED: October 21, 2009