

**CARTERVILLE CUSD #5  
BOARD OF EDUCATION POLICY MANUAL  
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## **Board of Education**

### **School District Governance**

The District is governed by a Board of Education consisting of 7 members. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools.

Official action by Board of Education members must occur at a duly called and legally conducted meeting. "Meeting" is defined as any gathering of the majority of a quorum of Board of Education members for the purpose of discussing School District business.

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

LEGAL REF.: 105 ILCS 5/10-1, 5/10-10, and 5/10-20.5.  
5 ILCS 120/1.01.

CROSS REF.: 1:10

ADOPTED: June 21, 2001

## Board of Education

### Powers and Duties of The Board of Education

The powers and duties of the Board of Education generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements;
2. Employing a superintendent and other personnel, determining their compensation, and dismissing personnel;
3. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
4. Letting contracts utilizing the public bidding procedure when required;
5. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
6. Approving the curriculum, textbooks, and educational services;
7. Evaluating the educational program;
8. Establishing student discipline policies and expelling students;
9. Establishing attendance units within the District and assigning students to the schools;
10. Establishing the school year;
11. Visiting and inspecting the District's schools on an annual basis to focus attention on matters of safety and maintenance;
12. Providing student transportation services;
13. Entering into joint agreements with other Boards of Education to establish cooperative educational programs or provide educational facilities; and
14. 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 5/10-1 et seq.  
 23 Ill. Admin. Code § 1.210(b).  
Mary Doyle et al. v. Holy Cross Hospital, (1999, Ill. S.Ct.)

CROSS REF.: 1:10, 2:10, 2:240

ADOPTED: June 21, 2001

## **Board of Education**

### **Board of Education Elections**

Elections conducted by the School District are non-partisan elections governed by the general election laws of the State and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years.

The Board of Education'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. Within 7 days after any election held in the District, the Board must canvass the votes and declare the results.
4. 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, 5/10-9, 5/22-17 and 10 ILCS 5/28-1 et seq.  
105 ILCS 5/9-1 et seq.

CROSS REF.: 2:40

ADOPTED: June 21, 2001

## **Board of Education**

### **Board Member Qualifications**

A Board of Education member must be, on the date of election, a United States citizen at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding election, a registered voter and be neither a school trustee nor a school treasurer. A Board of Education member must also have filed an economic interest statement as required by the Illinois Governmental Ethics Act.

The Board may be composed of members from both the incorporated areas and the unincorporated areas; however, not more than five (5) Board members shall be elected from any single city, village or incorporated town.

Some persons may be ineligible for Board of Education membership by reason of other public offices held or certain types of State or federal employment.

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

ADOPTED: June 21, 2001

## **Board of Education**

### **Board Member Term of Office**

The term of office for a Board of Education member begins within 7 days after the consolidated election held on the first Tuesday in April in the odd-numbered years and ends 4 years later when the successor assumes office. However, candidates elected in April of 2001 will not take office until November of 2001.

LEGAL REF.:       10 ILCS 5/2A-1.1.  
                       105 ILCS 5/10-10 and 5/10-16.

ADOPTED:         June 21, 2001

## **Board of Education**

### **Board Member Removal From Office**

If a majority of the 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

ADOPTED: June 21, 2001

**Board of Education**

**Vacancies on Board of Education - Filling Vacancies**

Vacancy

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

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
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 of Education 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 of Education 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 of Education, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

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

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal From Office)

ADOPTED: June 21, 2001

## **Board of Education**

### **Board Member Ethics**

The Carterville Community Unit School District Number 5 Board of Education adopts this Code of Conduct to guide its members.

As a member of the Board of Education, I shall do my utmost to represent the public interest in education by adhering to the following commitments:

1. I shall represent all school district constituents honestly and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I shall avoid any conflict of interest or the appearance of impropriety, which could result from my position, and shall not use my board membership for personal gain or publicity.
3. I shall ensure that the interests of each board member is equal to that of every other board member, and that the interests of no individual board member is greater than that of the entire Board.
4. I shall make every attempt to attend all meetings of the Board of Education and the meetings of any committee to which I am assigned, and in the event I cannot attend a meeting, I shall make every attempt to notify the Superintendent in advance.
5. I shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a Board meeting.
6. I shall take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information and all discussion occurring in closed session.
7. I shall provide reasons in support or opposition to motions on the table prior to the call for a vote on matters of importance to the District and shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
8. I shall encourage and respect open and responsible dialogue of ideas and opinions by my fellow board members and actively listen to all positions.
9. I shall be involved and knowledgeable about local educational concerns, and be informed about state and national issues.
10. I shall support the decisions of the administration by approaching them with the belief that all Board policies and procedures are being appropriately applied and followed.
11. I shall recognize that it is the responsibility of the Board to have vision for the District, set goals, establish policy and provide oversight and governance, but it is the responsibility of the Superintendent and administrators to attain those goals, enforce policy, and provide day-to-day operations of the District.
12. I shall, whenever possible, advise and/or discuss concerns with stakeholders prior to meetings of the Board in order to allow them to prepare informed responses for public discussion.

CROSS REF.: 1:30 (district philosophy)

ADOPTED: June 21, 2001

## **Board of Education**

### **Annual Board of Education Retreat and Self Evaluation**

Every January the Board of Education shall conduct an annual retreat. At this retreat the Board of Education shall:

1. Conduct a self-evaluation assuring that once every two years a comprehensive self-evaluation is conducted.
2. Review the current District Mission and make any necessary revisions.
3. Review the current Board of Education goals and make any necessary revisions.
4. Review and reaffirm the Board of Education Code of Conduct (Policy 2:80)

LEGAL REF.: 5 ILCS 120/2.  
105 ILCS 5/23-6.

CROSS REF.: 2:200, 3:10, 6:10. 2:80

ADOPTED: June 21, 2001  
REVISED: May 16, 2002

## **Board of Education**

### **Board Member Conflict of Interest**

No Board of Education member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by The School Code.

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

No Board of Education member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position. The Board policy on *Limitations on Accepting Gifts*, 5:130, applies to Board members.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/4A-107, and 425/1 et seq.  
50 ILCS 105/3.  
105 ILCS 5/10-9.

CROSS REF.: 5:130

ADOPTED: June 21, 2001

## **Board of Education**

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

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected at the Board Organization meeting.

#### **President**

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

1. Preside at all meetings;
2. Make all Board committee appointments;
3. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board of Education candidate nominating petitions;
4. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Review appeals of record access requests that were denied; and
7. 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.

A vacancy in the Presidency is filled by the Vice President.

#### **Vice President**

The Board of Education elects a Vice President from its members for a 2-year term. The Vice-President shall preside over the Board in the absence of the President. The Vice-President shall have the same authority as the President to conduct Board meetings and Board of Education matters in his or her absence. The Vice-President shall be recording secretary for all executive sessions. The Vice-President shall also be parliamentarian for the Board.

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

#### **Secretary**

The Secretary shall be a non-board member who serves at the Board's pleasure. The Secretary may receive reasonable compensation, as fixed by the Board at least 180 days before the beginning of the term. The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the First Monday of April and October and on such other times as the Treasurer requests;

5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election authority for all school elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy, financial reports, publicity, and correspondence.

#### Treasurer

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

- be at least 21 years old;
- not be a member of the County Board of School Trustees; and
- 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 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, and 5/17-1.

CROSS REF.: 2:210 (organizational meeting)

ADOPTED: June 21, 2001

## **Board of Education**

### **Board Member Development**

Board members shall have an equal opportunity to attend local area, state, and national meetings designed to familiarize members with public school issues, governance, and legislation.

Pertinent educational materials, publications, and notices of training or development will be made available to Board members through Board packets, direct mail, or other distribution methods.

### **New Board Member Orientation**

The Superintendent shall provide a newly elected Board of Education member with a copy of The School Code, the Board of Education Policy Manual, and the minutes of the Board of Education meetings of the past 6 months. Additional materials explaining the powers and duties of the Board of Education and operation of the District will be provided.

A meeting of the Board President, the Superintendent, and the new member will be arranged by the Superintendent for the purpose of answering questions and acquainting the member with the District.

New members will be encouraged to attend workshops for new members conducted by Board of Education associations.

CROSS REF.: 2:80, 2:125

ADOPTED: June 21, 2001

## **Board of Education**

### **Membership in Professional Organizations**

The Carterville Community Unit School District #5 Board of Education shall maintain active membership in the Illinois Association of Board of Educations (IASB) or any other appropriate regional, state, and national organization that the Board feels would be beneficial to the District. Board members shall be entitled and encouraged to attend meetings of those organizations that seem appropriate to the needs of the District. The District shall bear all normal expenses for such participation.

ADOPTED:            June 21, 2001

## **Board of Education**

### **Board Member Expenses**

No 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 of Education 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 Board of Education association complying with Article 23 of The School Code; and
3. Meetings sponsored by an organization in the field of public school education.

The Board of Education may advance or reimburse a person elected in April of 2001, the actual expenses for training by a Board of Education association that complies with Article 23 of The School Code. The training must be on the powers, duties, and responsibilities of Board of Education membership and may occur during that time in which he or she is waiting to take office.

Members must submit to the Treasurer an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. The Treasurer shall include the voucher in the monthly list of bills that are presented to the Board of Education. If the member's actual and necessary expenses exceed any amount advanced, the member shall be reimbursed; if they are less than the amount advanced, the member shall refund the difference.

A Board member submitting a bill for a group function should record the names of members participating on the receipt.

Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board of Education member, or (2) the personal expenses of anyone.

### **Registration**

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

### **Transportation**

The least expensive transportation shall be used, providing that no hardship shall be caused to the Board member. Board of Education members will be reimbursed for:

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 of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Other expenses incurred by Board of Education members will be reimbursed when specifically related to School District business. The expense voucher or hotel bill must explain the types of expenses incurred.

Board of Education members shall pay personal expenses that are charged to hotel room bills 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 shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board of Education members may include any other costs related to Board activities on expense vouchers.

LEGAL REF.: 105 ILCS 5/10-22.32.

CROSS REF.: 2:120

ADOPTED: June 21, 2001

## **Board of Education**

### **Board-Superintendent Relationship**

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 hires, evaluates, and seeks the recommendations of the Superintendent as the District 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 day-to-day operations.

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

CROSS REF.: 3:40

ADOPTED: June 21, 2001

## **Board of Education**

### **Communications To and From the Board**

Staff members, parents, and community members should submit questions or communications to the Board of Education through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board Members will refer the person to the appropriate channel of authority, except in unusual situations. Board Members will not take private action that might compromise the Board or administration.

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

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

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

It may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.

A Board member sending an e-mail concerning the District shall copy the Superintendent or designee, who shall store the message. There is no expectation of privacy for any messages sent or received by e-mail.

LEGAL REF.: 23 Ill. Admin. Code § 1.220.

CROSS REF.: 2:220, 3:30, 8:50, 8:110

ADOPTED: June 21, 2001

## **Board of Education**

### **Committees**

#### **Board Committees**

The Board of Education may create Board committees as deemed necessary. The Board President makes all Board committee appointments unless specifically stated otherwise. Notice of Board committee meetings shall be given in the same manner as notice for special meetings, and Board committee meetings shall be open to the public. Board committees report directly to the Board.

#### 1. **Special Board Committees**

Special committees 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. A vote of a majority of the members of the Board shall be required to authorize the creation of each special committee. The appointment of members to serve on each such committee shall be approved by a vote of the majority of the members of the Board. The Superintendent or designee shall also be a member of all such committees. Citizen advisory committees may be used to interpret school needs to the community and to gather information from the community.

#### 2. **Standing Board Committees**

Standing committees are created for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Required standing committees are:

- **Parent-Teacher Advisory Committee**

This committee, which assists the development of student discipline policy and procedure, is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

- **Behavioral Interventions Committee**

This committee 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 of Education as requested by the Board.

#### **Superintendent Committees**

The Superintendent creates Superintendent committees as deemed necessary and makes all appointments. Superintendent committees report to the Superintendent.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.  
 Elementary and Secondary Education Act of 1965, as reauthorized by P.L.  
 103-382.  
 Educational Consolidation and Improvement Act, Chapter I, General  
 Administrative Requirements, § 200.53(b)(1).  
 Rules and Regulations for the Control of Communicable Diseases, issued by the  
 Illinois Department of Public Health.  
 5 ILCS 120/1 et seq.  
 105 ILCS 5/10-20.14 and 10/1 et seq.  
 23 Ill. Admin. Code § 226.115 and § 226.350 et seq.

CROSS REF.: 2:240, 5:40, 6:170, 7:190, 7:230, 7:280

ADOPTED: June 21, 2001

## **Board of Education**

### **School Attorney**

The Board of Education may annually select an attorney to serve as legal advisor to the Board and the Superintendent.

The school attorney serves on a retainer or other fee arrangement as the Board of Education and attorney determine in advance.

The attorney will:

1. Serve as counselor to the Board of Education at all regular meetings and at special meetings when requested by the Superintendent, designee, or Board President;
2. Represent the District in any legal matter as requested by the Board of Education;
3. Provide written opinions on legal questions as requested by the Superintendent, his or her designee, or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board of Education may request;
5. Be available for telephone consultation; and
6. Represent the District in any legal matter as authorized by the Superintendent, until the Board has an opportunity to consider the matter.

The Board of Education shall retain the right to consult or employ other attorneys on matters of special concern and to terminate the service of any attorney.

ADOPTED:            June 21, 2001

## **Board of Education**

### **Procurement of Architectural, Engineering, and Land Surveying Services**

The Board of Education 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.

The person or representative from the firm selected shall meet with the Superintendent and the Board of Education to discuss responsibilities and scope of services.

LEGAL REF.:        50 ILCS 510/0.01 et seq.  
                          105 ILCS 5/10-20.21.  
                          40 U.S.C. § 541.

ADOPTED:         June 21, 2001

## **Board of Education**

### **Mailing Lists For Receiving Board Material**

The Superintendent shall maintain a mailing list of the names and addresses each year of persons who file a written request to be on such a list. Those persons shall be mailed copies of the following, provided they have pre-paid 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 subscription fee will be set annually 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

ADOPTED: June 21, 2001

## **Board of Education**

### **Types of Board of Education Meetings**

#### **General**

For all meetings of the Board of Education 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 of Education. Unless otherwise specified, all meetings are held in the Carterville High School Auditorium. Board members may attend meetings via a telephone conference call and speaker telephone.

#### **Regular Meetings**

The Board of Education shall hold its regular meetings at times and on dates designated on a calendar adopted at the organizational meeting in November. Meeting dates may be changed with 10 days' notice in accordance with State law. A meeting agenda shall be posted at the District administrative office and the Board meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items not specifically on the agenda may still be considered during the meeting.

#### **Closed Meetings**

The Board of Education and Board of Education 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, including hearing testimony on a complaint lodged against an employee to determine its validity. 5 ILCS 120/2(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. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in this 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. 5 ILCS 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 this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 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. 5 ILCS 120/2(c)(5).

6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 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 or public property. 5 ILCS 120/2 ©(8) as amended by P.A. 91-730.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 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. 5 ILCS 120/2(c)(11).
12. 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 public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 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. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under this 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. 5 ILCS 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 of Education member present, and the reason for the closed meeting, shall 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 by a Board of Education quorum when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

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

Emergency Meetings

Public 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.

LEGAL REF.: 5 ILCS 120/1 et seq.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and petitions to the board)

ADOPTED: June 21, 2001

## **Board of Education**

### **Organizational Board of Education Meeting**

During an October meeting, the Board of Education shall establish a date within 7 days after the first Tuesday after the first Monday of November for its organizational meeting.

At the organizational meeting the following shall occur:

1. The new Board of Education members shall be immediately seated.
2. The Board of Education shall elect its officers who assume office immediately upon their election.
3. The Board of Education shall fix the times and places for its regular meetings. The Superintendent shall have the responsibility of preparing and making available the calendar of regular Board of Education meetings in accordance with The School Code.

LEGAL REF.: 5 ILCS 120/2.03.  
105 ILCS 5/9-18, 5/10-5, and 5/10-16.

CROSS REF.: 2:200, 2:220, 2:230

ADOPTED: June 21, 2001

## **Board of Education**

### **Board of Education Meeting Procedure**

#### Agenda

The Board President is responsible for focusing the Board meetings' 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 of Education action. Any board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by Board of Education members to the Superintendent or the President shall be placed on the agenda. Items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present.

Agenda items may be submitted by District employees and community members. See Administrative Procedure 2:220-R, Placement of Items on Agenda.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

The Board President shall determine the order of business at regular Board of Education 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 of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present" is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," however, is not counted as a "yea" or "nay" in determining whether a measure has been passed by the Board.

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.

#### Minutes

The Secretary shall keep written minutes of all Board of Education meetings, which shall be signed by the President and the Secretary.

The minutes include:

1. The meeting's date, time, and place;
2. Board of Education 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 place 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;
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 of Education at its next regularly-scheduled Board meeting for approval or modification. The Board of Education shall, at least semi-annually, meet in closed session to review the closed session minutes. The Board shall determine and report in an open meeting whether: (1) there continues to be a need for confidentiality as to all or part of the closed session minutes, or (2) the minutes, or portion thereof no longer require confidential treatment and shall be available for public inspection.

The Board of Education's 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 Secretary. Open meetings' minutes are available for inspection during regular office hours within 7 days after the Board's approval, in the office of the Superintendent, in the presence of the Secretary, the Superintendent, or any Board of Education member. Minutes of closed meetings are likewise available if the Board of Education determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. Only official minutes are available. The official record shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

#### Quorum

A majority of the full membership of the Board of Education shall constitute a quorum whether individuals are present physically or via a speaker telephone.

#### Rules of Order

The Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent as least 2 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, 5/10-16, and 5/120/2.05.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings)

ADOPTED: June 21, 2001

**Board of Education**

**Public Participation at Board of Education Meetings and Petitions to the Board**

At each regular and special open meeting, the members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints. For placement on a meeting agenda, see Policy 2:220.

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

1. Sign in prior to the meeting, expressing an intent to address the Board and indicate the subject to be addressed.
2. Address the Board only at the time designated on the agenda for visitor participation and when recognized by the Board President.
3. Identify him or herself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
4. The Board President may shorten or lengthen a person’s opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
5. A group of individuals wishing to address the Board on the same subject will appoint a spokesperson to address the Board on their behalf.
6. The Board or administration may not act upon or respond to information presented at this time. After careful study by the appropriate person(s) the item may be placed on the agenda and action may be taken at a later Board meeting.
7. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board of Education policy.

All petitions requesting public hearings before the Board shall be presented in writing and filed with the Secretary of the Board at least ten (10) days before the regular meeting, setting forth fully the matter to be brought before the Board.

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

CROSS REF.: 2:220

ADOPTED: June 21, 2001

## **Board of Education**

### **Board Policy Development**

Board of Education governance requires written policies. Written policies ensure legal compliance, establish board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the process 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 may be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will be affected by 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 school 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 appropriate for a consent agenda because no Board discussion is required, or to meet emergency conditions or special events. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input.

The Board of Education policies are available for public inspection in the administrative office during regular office hours. Copy requests should be made under the District's Access to Public Records Policy.

The Superintendent shall designate one person who shall be responsible for disseminating and updating all copies of the Board Policy Manual.

#### **Board Policy Review and Evaluation**

The Board of Education will monitor its policies and consider whether any modifications are required. The Board may use an annual policy review calendar.

#### **Superintendent Implementation**

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

In the absence of Board of Education 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 not established 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, 3:40

ADOPTED: June 21, 2001

**Board of Education**

**Exhibit - PRESS Issue Updates**

<b>Actor</b>	<b>Action</b>
Superintendent	Receives PRESS issue. Replaces current sample policies in the Policy Reference Manual with revised versions. Directs designated support staff to copy memo (blue sheets), working sheets (yellow sheets), and current district policy in those areas, and distribute them to policy committee. In the case of clean-up language (no content change), directs designated support staff to make changes to district policy manual on computer file.
Policy Committee (or Committee of the Whole)	Meets and considers recommended updates. Decides which changes require 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)	Presents changes to the Board at a regularly scheduled meeting.
Full Board	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 per the committee’s recommendation.
Superintendent	May need to change existing administrative procedures or create new ones to implement policy changes.
Superintendent	Directs designated support staff to update district policy manual on computer 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: June 21, 2001

## Board of Education

### Exhibit - Developing Local Policy

Actor	Action
Anyone (Superintendent, Board member, staff, parent, student, community member, district’s legal counsel)	Brings a concern to the attention of the district which may necessitate a change in or an addition to current Board policy
Policy Committee (or Committee of the Whole)	<p>Considers:</p> <ul style="list-style-type: none"> <li>• Does the IASB Policy Reference Manual provide guidance?</li> <li>• 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?</li> <li>• If it is a staff matter (i.e. staff work), the committee’s deliberations end here, and the matter is referred to the Superintendent.</li> <li>• If it is a policy matter, is it already covered in policy? Committee consults the alphabetical index and checks cross references in policies that cover similar or connected topics.</li> </ul>
Policy Committee (or Committee of the Whole)	Frames the question and requests the Superintendent to research it. Then drafts, or requests the Superintendent or legal counsel to draft, language that addresses the concern and is in alignment with the District’s mission, vision, goals, and objectives.
Policy Committee (or Committee of the Whole)	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.
Superintendent	Sends the language to the District’s attorney for review unless he or she prepared it.
Superintendent	Includes the draft in the Board packet and puts the policy on the agenda as a discussion item for the next regular meeting.
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.

<b>Actor</b>	<b>Action</b>
Superintendent	Directs designated support staff to make the necessary changes to the District policy manual on the computer file – adding the necessary adoption date. Also, to make copies of revised or added policies for each manual copy, prepare update sheet with return form, and 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).

DATED: June 21, 2001

## **Board of Education**

### **Access To District's Public Records**

The District will respond to all requests under the Illinois Freedom of Information Act from all persons desiring access to and copying of the District's public records. Electronically stored public records, including E-mail messages containing material that a school official or employee made or received as part of his or her official responsibilities and that contains informational data appropriate for preservation, shall be preserved and cataloged separately from non-public electronic communications. The Board President or Superintendent shall report to the Board at each regular meeting any requests made under the Freedom of Information Act and will also report the status of the response.

The Superintendent shall implement this policy with administrative procedures. Copy fees are set periodically by the Board.

LEGAL REF.: 5 ILCS 140/1 et seq.  
105 ILCS 5/10-16.

CROSS REF.: 5:150 (Personnel Records), 7:350 (Student Records)

ADOPTED: June 21, 2001

## **Board of Education**

### **Uniform Grievance Procedure**

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

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. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. curriculum, instructional materials, programs.

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 the 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.

#### **1. Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail himself 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 sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. 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 Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in

accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	_____	_____
Address	_____	_____
Telephone No.	_____	_____

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 Pay Act, 29 U.S.C. § 206(d).  
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
 Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
 Title VII of Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
 Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.  
 775 ILCS 5/1-101 et seq.  
 105 ILCS 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, and 5/27.1.  
 23 Ill. Admin. Code §§ 1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Sexual Harassment), 8:70 (Accommodating Individuals With Disabilities), 8:110 (Public Complaints).

ADOPTED: June 21, 2001