

**MINUTES OF SPECIAL MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, AUGUST 8, 2012**

A special meeting of the Board of Education, School District No. 225 was held on Wednesday, August 8, 2012, at approximately 6:32 p.m. at Glenbrook South High School Student Center, pursuant to due notice of all members and the public.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Boron, Martin, Shein, Taub

Absent: Hammer, Regalbuto

Also present: Caliendo, Riggle, Williamson

**APPROVAL OF AGENDA FOR THIS MEETING**

Motion by Mr. Boron, seconded by Mr. Martin to approve the agenda for this meeting.

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub

nay: none

Motion carried 4-0.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**DISCUSSION/ACTION: PROCEDURE FOR FILLING BOARD VACANCY**

Mr. Boron asked about the number of days required to fill the open Board position.

Dr. Riggle stated that the deadline is 45 days from Mr. Wolfson's resignation which gives a September 13<sup>th</sup> deadline for filling the position.

Dr. Riggle stated that he informed the Regional Superintendent of the vacancy which was required. The Regional Superintendent confirmed the September 13 date as the deadline to fill the position.

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Dr. Riggle stated that reviewing the procedures for filling the vacancy is the purpose of the special meeting.

Mr. Martin asked if filling the position would be done through a vote of the Board. He asked what the protocol would be if there were an abundance of candidates.

Dr. Riggle stated that there must be a quorum to vote on filling the position.

President Shein suggested targeting the regular meeting on September 10 for filling the vacancy.

President Shein mentioned several options for advertising the vacancy.

Mr. Martin asked what would happen if the position is not filled within the required time frame.

Dr. Riggle stated that if the Board does not fill the position by the deadline then the Regional Superintendent will appoint an individual.

Mr. Martin stated that this opening should be well advertised such as in the newspaper.

Dr. Riggle stated that there was a recent article in the Northbrook Tower and the district can also advertise on the website.

Dr. Riggle asked the Board how they would want candidates to express their interest.

Mr. Shein suggested working backwards from the deadline relative to when information would be due.

Mr. Martin asked if the Board would want to meet the finalists.

Mr. Taub stated that the new Board member has to go through an orientation process.

Dr. Riggle stated at the point the Board votes on a new member, they are an active Board member who can vote.

Mr. Boron suggested an August 24 deadline for applications. He suggested reviewing candidates during the closed session on August 27. At that time the Board could decide which candidates to talk to. He suggested interviewing candidates in the window of September 4-7.

Mr. Martin stated that he would like to meet with the finalists.

Mr. Shein stated that depending upon the number of candidates, he suggested limiting the amount of time they spend with the Board.

Dr. Riggle asked the Board what the application would consist of for the August 24 deadline.

President Shein suggested using the caucus application and requiring candidates to submit a resume.

Following Board discussion, consensus was that the resume would be optional as part of the application.

Dr. Riggle asked the Board if they planned to screen applications and who would be involved in that process.

Mr. Martin asked if applications could be sent to all Board members.

Mr. Boron suggested that applications be sent to Board members electronically on the weekend and then discussed in closed session on August 27.

Mr. Martin asked if it would be communicated that the opening is to be filled through April.

Mr. Taub emphasized the importance of selecting an individual who wants to run for office with the April election.

President Shein stated that this would be part of the Board's decision process, not necessarily part of the application.

Mr. Shein concurred that it should be made clear that the individual would be expected to stand for election.

Mr. Boron asked if this could be advertised at book sale.

Dr. Riggle stated that with book sale beginning the following morning, this would be difficult to accomplish. Dr. Riggle stated that parent e-mail addresses are collected at book sale and a newsletter could be sent advertising the opening.

Mr. Shein asked about a press release for the next day along with making the application available on the website. He suggested using the parent list-serve to advertise. There will be an August 24 deadline. The caucus questionnaire and optionally a resume would be submitted as components of the application process. The district will post a Pdf and a Word version of the application.

Dr. Riggle reviewed the parameters discussed by the Board for actively advertising the vacancy. Applications would close on August 24. The caucus questionnaire with an optional resume would be collected from applicants. The Board will review applications in closed session on August 27. There will be a press release and the position will be advertised on the website and via newsletter. The application will consist of both a Pdf and Word version. Candidates will return their application by e-mail to the Board of Education e-mail address.

Dr. Riggle confirmed that candidates have to be a registered voter and a resident of the district. Candidates have to have lived in the district for one year.

The Board discussed and debated advertising the September 10 deadline for filling the position and determined not to declare this date.

The Board briefly discussed book sale, the cost of books and calculators.

**ADJOURNMENT**

Motion by Mr. Boron, seconded by Mr. Taub to adjourn the meeting at approximately 7:02 p.m.

Upon call for a vote on the motion, all present voted aye.\*

Motion carried 4-0.

\* Boron, Martin, Shein, Taub

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION