
**OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL
SERVICES**

TO: DR. RIGGLE

FROM: BARB DILL-VARGA

SUBJECT: BOARD POLICY 2030 REVISIONS

DATE: 2/4/2009

CC: BOARD OF EDUCATION MEMBERS

After our recent compliance review, we find it necessary to modify the district's board policy 2010: Organization of the Board to correlate with Illinois School Code (105 ILCS 5/10-16.5; 105 ILCS 5/10-16.7).

Public Act 94-0881 was enacted into law in 2006. The new law requires that school board members, before taking their seats on the board, take an official oath.

The following revised board policy includes the addition of a new section - "Organizing the New Board",-which highlights the new law and the official oath.

Section A - Internal Organization

The Board of Education of District #225 shall consist of seven members selected under the provisions of the School Code of Illinois. Board officials shall consist of a president, vice president and a secretary. The president and vice president shall be elected from the members of the Board for a one-year term, at the organizational meeting of the Board in April of each year. The secretary shall be appointed by the members of the Board for a one-year term, at the organizational meeting of the Board.

Section B - Duties of Officers and Members

1. The president of the Board of Education shall perform such duties and assume such responsibilities as are required by the School Code and as prescribed by action of the Board. These duties and responsibilities shall include, among others:
 - 1) presiding at all meetings of the Board of Education
 - 2) appointing or providing for the election of members to all Board committees
 - 3) endorsing documents and directives issued by order of the Board, as required by law
 - 4) encourage the orientation of all new board members through attendance at district and Illinois Association of School Boards (IASB) workshops
 - 5) providing representation for the Board at various public functions, especially major school-related activities
 - 6) approving travel plans for Board members desiring to travel outside the metropolitan area on Board related business.

2. The vice president of the Board of Education shall assume the following responsibilities and duties:
 - 1) perform the duties of the president if there is a vacancy in the office of the president or in the case of the president's absence.
 - 2) perform other duties as specified by the Board.

Section B - Duties of Officers and Members (continued)

3. The secretary of the Board of Education shall assume the following responsibilities and duties:
 - 1) sign all contracts on behalf of the Board of Education
 - 2) arrange for and supervise election petitions
 - 3) record and maintain all Board actions in the form of formal Board minutes
 - 4) maintain all Board records
 - 5) receive and process all Board communications
 - 6) execute such other duties and responsibilities as are specified by the Board.

Section C - ~~New Member Orientation~~ Organizing the New Board

State law requires that the school board reorganize within 28 days after each school board election by seating new members, electing officers, and setting a time and place for regular meetings. The meeting can be held any time following the election but should not be held before the election authority canvasses election returns and determines winners.

Public Act 94-0881 requires that school board members, before taking their seats on the board, take an official oath as presented below:

President: "I will now swear in the newly-elected members of the school board."

President: (to new board members): "Please repeat after me: "I, (name of member) , do solemnly swear that I will faithfully discharge the duties of the office of member of the Board of Education of (Northfield Township High School District 225), 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 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."

*President: "Inasmuch as there is no further business to come before this board, a motion for adjournment *sine die* is needed."*

*Board Member: "Mr. President, I move we adjourn *sine die*."*

Another Board Member: "Second."

*President: "All in favor of the motion to adjourn *sine die* signify same by saying 'aye'."*

To launch the process of organizing the new school board, the Superintendent or designee must be selected to serve as president pro tempore until the board elects a permanent president. The president of the board is then the first officer to be elected and immediately assumes duties of the chair to preside over the election of other officers.

The president *pro tem* opens the floor for nominations as follows:

President pro tem: "Nominations are now in order for the office of president."

Any member of the board may nominate any other member, and nominations do not require a second.

Member: "I nominate Helen Smith."

President pro tem: "Helen Smith is nominated. Are there any other nominations for the office of president?"

When it is obvious that no further nominations are forthcoming:

President pro tem: "If there are no further nominations..... [pause]nominations for the office of president are closed."

The number of votes required to elect an officer is the same as the vote required to carry other motions—namely, "more than half the votes cast, excluding abstentions."

The Board Secretary should conduct a roll call vote in whatever order the school board normally follows and record each member's vote in the minutes.

The newly-elected president thereupon assumes the duties of the presiding officer and conducts the election of a vice president and a secretary following the same procedures.

Section € D - New Member Orientation

The Board of Education shall be responsible for the proper orientation of newly elected Board members.

1. It shall be the responsibility of the Board president and the superintendent, to familiarize the newly elected Board members with their duties and responsibilities. Special emphasis shall be given to the legal and ethical responsibilities of members, the role of the Board as a policymaking body, and the chief functions of the superintendent and the superintendent's staff.

2. New members are encouraged to discuss educational concerns with the superintendent. Orientation meetings with the superintendent, administrative personnel, Assistant Superintendent for Education Services, and building principals shall be held not later than formal election to the Board as practicable. Orientation for all candidates appearing on the ballot for election to the Board may commence after the ballot has been set by the Cook County Clerk.
3. The Board shall direct its secretary to make available to new members full information on all school issues with which it deals except for closed-session matters which shall not be provided to newly-elected members until they commence their respective terms.
4. New members shall be provided with materials and documents as the President shall designate

Section ~~D~~ E- Board Member Development Opportunities

School board members are encouraged to attend workshops and other appropriate meetings of area, county, state and national school boards associations. They are expected to keep abreast of major educational concerns through studying both general and specific educational literature; by tapping the expertise of the district's professional staff; and by having prepared special reports on particular issues.

Section ~~E~~ F- Memberships

All members of the Board are encouraged to actively participate in local, state and national school board associations and to utilize their services for the improvement of local board functions. The Board shall maintain membership in appropriate local, state and national school board associations, and such other organizations which provide services of value to the district.

Section ~~F~~ G- Board Member Travel Plans

Board members who desire to travel on Board related business outside the metropolitan area shall inform the Board president of their plans. The president shall approve or disapprove the travel plans and shall inform all Board members of the travel plans and the president's decision. Should any Board member disagree with the president's decision, the Board member may, if the member wishes, place the president's decision on the agenda of the next Board meeting. If the Board president desires to travel, the president shall inform the Board's vice president who shall follow the same procedure.

Section ~~G~~ H- Compensation and Reimbursement of Board Members

No member of the Board of Education shall receive compensation for the Board member's services. The Board secretary, if not a Board member, shall receive compensation for the secretary's services as determined by the Board. The members of the Board shall be reimbursed for expenses incurred in performance of Board functions.

Section H I - Board Committees

All committees of the Board of Education shall be ad hoc, and shall be appointed by the president unless otherwise specified by action of the Board. Assignments shall be based on an equitable distribution of workload and member interests and expertise. The purpose of the committee structure is to:

1. foster positive communication and collaboration between the school board, administration, staff, parents, and the community.
2. provide a broad perspective of opinions and ideas on major issues.
3. keep the entire board informed of the progress on major issues that will come before them through regular reporting and dialog from board member committee representatives.
4. facilitate approval of major recommendations by ensuring board input during the planning and discussion process.

Section I J - Attorney

District #225 shall employ an attorney or attorneys on a fee basis for the purpose of providing legal counsel for the Board and superintendent.

Leg. Ref.: 105 ILCS 5/10-16.5 Oath of Office

Approved: August 20, 1973 (Item #4904)

Revised: January 14, 1985 (Item #8641)

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Revised: