

## Office of the Assistant Superintendent for Educational Services

To: Dr. Mike Riggle  
From: Rosanne Williamson  
Re: Organization of the Board of Education  
Date: March 5, 2014

**Board Policy: Organization of the Board of Education Policy 2010** requires that each year, during a March meeting that the organizational meeting of the Board be established. Consistent with state law, at this meeting the Board will elect officers and set a time and place for regular meetings.

**I am recommending that the organizational meeting of the board be held on May 12, 2014 at the regularly scheduled board meeting.**

Organization of the Board of Education Policy 2010 is included in the packet so that Board members who wish to review this policy may do so.

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. During a March meeting in each year, the Board of Education will establish a date for its organizational meeting to be held sometime during the months of April or May. On odd-numbered years, this meeting is to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The president and vice president shall be elected from the members of the Board for a one-year term, and 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 – Organizing the New Board

Consistent with state law, the school board shall reorganize at the organizational meeting by seating new members, electing officers, and setting a time and place for regular meetings. The meeting shall be held, consistent with the provisions of Board Policy 2030, any time following the election but not before the election authority canvasses election returns and determines winners; except that the meeting for reorganization of the board may be held prior to the canvass of election returns if all candidates ran unopposed.

Before taking their respective seats on the board, each newly elected board member, and each re-elected board member shall sign a document prepared by the district, in the form presented below, and shall have it notarized under oath. This document shall be kept on file at the district office.

“I, (name of member), do solemnly swear (or affirm) 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 (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.”

To begin the process of organizing the new school board, the Superintendent or designee shall serve as president pro tempore until the board elects a president. The president of the board, upon being elected shall immediately assume the duties of the chair to preside over the election of other officers.

**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 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 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 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 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 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 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.

Approved: August 20, 1973 (Item #4904)  
Revised: January 14, 1985 (Item #8641)  
Revised: February 28, 1994  
Revised: March 13, 1995  
Revised: February 28, 2000  
Revised: February 27, 2006  
Revised: March 13, 2006  
Revised: February 23, 2009  
Revised: December 13, 2010