

Glenbrook High School District #225**BOARD POLICY: ORGANIZATION OF THE BOARD OF EDUCATION****2010**

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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, ~~at the organizational meeting of the Board in April of each year.~~ The 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 ~~within 28 days after each school board election~~ 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:

**BOARD POLICY: EMPLOYMENT OF CERTIFICATED STAFF**

**6060**

Section A - Recruitment

It shall be the policy of the Board of Education of District #225 that the primary purpose of the district's recruitment program shall be to obtain ~~the most~~ highly qualified, properly certificated staff to meet the special needs of the district.

Section B - Hiring

The employment of all certificated staff members shall require the recommendation of the superintendent and the approval of the Board of Education. The superintendent shall recommend to the Board only those persons who meet all qualifications established by law and by Board policy.

Section C - Contracts

All contracts with certificated personnel employed by the district, except substitute teachers, shall be in writing and shall require the signature of the ~~director of~~ assistant superintendent for human resources, as authorized and directed by the Board of Education.

Section D - Orientation

It shall be the policy of the Board of Education that orientation sessions be provided annually for all new staff members.

Approved: June 18, 1973; Item #4851  
Revised: October 6, 1986  
Revised: August 21, 2000  
Revised:

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **EMPLOYMENT OF CERTIFICATED STAFF** **6060**

1. A completed and executed criminal background investigation form shall be required as a part of the application for employment process.
2. Prior to the beginning of employment, each new certificated employee shall be required to submit signed copies of the following information or documents to the ~~director of personnel~~ assistant superintendent for human resources:
  - 1) An official transcript of all undergraduate and graduate work for which credit has been granted.
  - 2) A State of Illinois teaching certificate appropriate to the position for which the individual has contracted and registered for the current school year.
  - 3) Evidence of physical fitness to perform the duties assigned and freedom from communicable disease, including tuberculosis, to be effected by supplying a report of a physical examination and a tuberculin test in accordance with the provisions of Section 24-5 of The School Code.
  - 4) The Board of Education shall reimburse individuals for the expenses incurred for the pre-employment physical examination up to \$50.00, upon receiving a paid receipt from the physician. The district will not make direct payments to the physician.
  - 5) An Illinois Abuse and Neglected Child Reporting acknowledgment.
  - 6) A U.S. Department of Justice Employment Eligibility Verification (I-9)
  - 7) The employee's exact social security number.
  - 8) Appropriate state and federal tax forms.
  - 9) A completed ~~Teachers'~~ Retirement System (TRS) form.
  - 10) ~~A completed emergency card form.~~ Compliance form for Policy 7220 – Glenbrook High Schools Computer and Network Use Employee Rights and Responsibilities.

Adopted: June 18, 1973; Item #4851  
Revised: October 6, 1986  
Revised: August 21, 2000  
Revised:

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL OVERTIME PAYMENTS** 6310

Section A

It is the policy of the Board of Education of District #225 to grant overtime pay at time and one-half remuneration to any educational support employee for approved time worked which exceeds forty hours in any seven day work period. Where an employee does not work and receives paid sick leave, vacation, emergency/personal leave, jury duty leave or other paid leave, this time shall not count in calculating the employee's work hours for purposes of paying overtime. Hours comprised in paid ~~Paid~~ legal and district observed granted holidays, as outlined in Board Policy 6420, shall count in said calculation. No compensatory time shall be given in lieu of overtime pay.

Section B

~~Persons charged with supervisory responsibility~~ All overtime work by Educational Support Personnel must ~~receive prior be approved approval for overtime work by their supervisees from the~~ assistant principal/administrative services, or the ~~director of~~ assistant superintendent for human resources, whichever is appropriate.

Section C

Educational support employees who are asked to return to work for emergency situations after the employee's normal work day shall be guaranteed a minimum payment for two hours worked at the appropriate rate.

Section D

In computing overtime pay, no work shall be considered that is performed by educational support personnel in certified positions for which certification is required.

Approved: November 4, 1974  
Revised: November 27, 1995  
Revised: September 25, 2000  
Revised: November 28, 2005  
Revised:

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL BASIS OF EMPLOYMENT** 6320

Section A

Educational support personnel who normally work at least 30 hours per week on a ~~12-month~~ 11 month (239 days) or 12 month (260 days) basis shall be considered full time employees and shall be eligible for ~~12-month~~ 260 day educational support personnel benefits provided by the district.

Section B

Educational support personnel who normally work at least 30 hours per week on a 10-month basis shall be considered full time employees and shall be eligible for 10-month educational support personnel benefits provided by the district.

Section C

The ~~director of~~ assistant superintendent for human resources shall make the final determination regarding questions of an educational support staff member's eligibility for benefits provided by the district.

Approved: January 23, 1995  
Revised: September 25, 2000  
Revised:



**BOARD POLICY: LEAVES WITHOUT PAY - EDUCATIONAL  
SUPPORT PERSONNEL**

**6400**

Section A

The ~~director of~~ assistant superintendent for human resources shall not grant leave without pay to educational support personnel except in extenuating circumstances. The determination as to what constitutes "extenuating circumstances" will be made by the ~~director of~~ assistant superintendent for human resources.

Section B

This policy shall be subject to the administrative procedures as set forth by the ~~director of~~ assistant superintendent for human resources.

Approved: January 8, 1973  
Revised: September 25, 2000  
Revised:

PROCEDURES FOR IMPLEMENTING BOARD POLICY: LEAVES WITHOUT PAY -- EDUCATIONAL SUPPORT PERSONNEL **6400**

1. Educational support personnel may make application for a leave without pay by:
  - 1) Obtaining an application for Leave Without Pay from their supervisor or the human resources office.
  - 2) Completing the application for a leave without pay at least ten (10) working days prior to the requested date(s) and submitting the application to the immediate supervisor.
2. Approval of application for leave without pay shall be made in the following manner:
  - 1) The supervisor will submit the request to the ~~director of~~ assistant superintendent for human resources.
  - 2) The ~~director of~~ assistant superintendent for human resources will review the request and meet with the employee if necessary.
  - 3) Written notification of action taken will be forwarded to all concerned parties within five (5) days.

NOTE: Exceptions to the aforementioned procedures may be made in unusual cases by the ~~director of~~ assistant superintendent for human resources.

Adopted: November 7, 1974  
Revised: September 25, 2000  
Revised: