



# SUNSET RIDGE SCHOOL DISTRICT 29

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*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

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**BOARD OF EDUCATION**

**School Board Legal Status**

The School Code provides that “all school districts having a population of not fewer than 1,000 and not more than 500,000 inhabitants shall be governed by a board of education consisting of seven members...”

In addition, The School Code prescribes the procedure for election of members and for operation of the School Board. It also defines the phrase “shall be governed” through a comprehensive description of the Board’s powers and duties, including the broad authority “to adopt and enforce all necessary rules for the management and government of the public schools of their district.”

School Board members, as individuals, have no authority over school affairs. The Board has the authority only when acting as a body duly called into session.

LEG. REF: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Powers and Duties of the School Board**

The powers and duties of the School Board are numerated in the School Code. The School Board also functions within the framework of laws, court decisions, standards and directives of the State Board of Education and similar mandates from the state and national levels of government.

The powers and duties of the School Board include:

1. Formulation, adoption, and modification of District policies, at its sole discretion, subject only to mandatory collective bargaining agreements, and state and federal law;
2. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination;
3. Directing through policy, the Superintendent, in his or her charge of the District's administration;
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation and making available a statement of financial affairs as provided in State law;
5. Indemnifying, protecting, and insuring against any loss or liability of the School District, Board members, employees, and agents as provided or authorized by State law.
6. Entering contracts using the public bidding procedure when required;
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy;
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approval of curriculum, textbooks, and educational services to be provided;
10. Evaluation of the effectiveness of the educational program through consideration of studies and reports and approving School Improvement and District Improvement Plans when they are required to be developed or revised;

**BOARD OF EDUCATION**

**Powers and Duties of the School Board**

11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance;
12. Establishment and support of student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it;
13. Establishing attendance units within the District and assigning students to the schools;
14. Establishing the school year;
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Approval to enter into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities;
17. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse;
18. Communication of the schools' activities and operations to the community and representing the needs and desires of the community in education matters; and
19. Visitation of schools and inspection of school buildings.

Official decisions of the School Board can be reached only at duly constituted School Board meetings. Individual School Board members or groups of School Board members do not have independent authority to speak for the Board unless authorized to do so.

Rules adopted by the School Board will be filed in the administrative office of the District and made available to the public for inspection during regular office hours.

**BOARD OF EDUCATION**

**School Board Responsibilities**

1. Members of the School Board should strive to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that members of the School Board be non-partisan in dealing with school matters and place the education of children and representation of financial interests of the entire community above any partisan principle, group interest, or personal ambition.
2. A School Board member may respond to queries from staff, students and community members as an individual only and not in a manner that would seem to reflect the opinion and consensus of the entire Board. An individual School Board member may not determine Board policy nor commit the Board to a position or promise.
3. School Board members shall participate in mandated training, as outlined in board policy 280.02 “Board Member Development and Training”.
4. The School Board should encourage members to participate in activities which will enhance their ability to be productive and thoughtful board members.
5. Individual Board members may participate in educational organizations.
6. The Board shall see that orientation is provided for newly elected Board members.

**BOARD OF EDUCATION**

**Board Member Qualifications**

A School Board member must be, at the time of his/her election and throughout his/her term on the Board, a United States citizen, at least eighteen (18) years of age, a resident of Illinois and the District for at least one (1) year immediately preceding the election, a registered voter, be neither a school trustee nor a school treasurer, and not be a child sex offender as defined in State law. A School Board member must also have filed an economic interest statement as required by the Illinois Governmental Ethics Act.

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

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**BOARD OF EDUCATION**

**Uniform Grievance Procedure**

Students, parent(s), guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, 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. Individuals With Disabilities Education Act, 20 U.S.C. 1400 et. seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs; or
10. Provision of services to homeless students.

The Complaint Manager (the Superintendent or his/her designee) will endeavor to respond to and 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 a complaint filed here under shall not be impaired by the person's pursuit of other remedies. 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/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.

**BOARD OF EDUCATION**2. **Investigation**

The Complaint Manger will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student, the Complaint Manager will notify his/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.

**Uniform Grievance Procedure**

Within a reasonable period of time after the complaint is filed, the Complaint Manager shall file a written report of his/her findings with the Superintendent. The Complaint Manager may request an extension of time. The Superintendent will keep the Board informed of all complaints filed pursuant to this section.

3. **Decision and Appeal**

Within a reasonable period of time after receiving the Complaint Manager's report, the Superintendent shall send by U.S. mail his/her written decision to the Complainant as well as the Complaint Manager.

Within a reasonable period of time after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within a reasonable period of time, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within a reasonable period of time after the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing.

**BOARD OF EDUCATION**

**Unexpired Term Fulfillment - Appointment by School Board**

When a vacancy occurs during the term of a Board member, the School Board shall comply with the requirements of The School Code to fill the vacancy.

The Board may make the appointment as follows:

Immediately following the establishment of a vacancy on the School Board, the Board shall publicize the vacancy in such manner as it deems fit and shall review the qualifications of District residents who are interested in being appointed to fill the vacancy and who meet the requirements as outlined in The School Code.

The School Board may invite the prospective candidates for a personal interview with the Board to be conducted during a closed session of a board meeting.

The Board shall make the appointment to fill the vacancy within forty-five (45) days of the vacancy at a scheduled meeting.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School Board Code of Conduct**

School members shall:

1. Take no private action that might compromise the Board or administration and shall not attempt to exercise individual authority over the District, and shall respect the confidentiality of privileged information;
2. Represent all School District constituents honestly and equally and refuse to surrender his responsibilities to special interest or partisan political groups;
3. Avoid any conflict of interest or any appearance of impropriety which could result from his/her position, shall not use School Board membership for personal gain or publicity, and shall govern all interaction with the Superintendent and/or staff accordingly;
4. Recognize that a School Board member has no legal authority as an individual and that decisions can be made only by a necessary majority vote of those present at a School Board meeting;
5. Abide by majority decisions of the School Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;
6. Encourage and respect the free expression of opinion by fellow School Board members and others who seek a hearing before the School Board;
7. Disclose to the full Board, on an annual basis during the Board self-evaluation session, all regular activities the member is involved in regarding the District. Any additional activities between Board self-evaluations shall be disclosed at monthly regular board meetings.
8. Be involved and knowledgeable about not only local educational concerns, but also about state and national issues.

In addition, School Board members shall pursue the following:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed or social standing;

**BOARD OF EDUCATION**

2. The development of procedures for the regular and systematic evaluation of programs, staff performance and School Board operations;
3. The development of effective School Board policies;
4. The development of systematic communications with staff, students and community; and
5. The development of sound business practices.

**BOARD OF EDUCATION**

**Board Member Communications**

When a Board member gives an individual opinion, he/she shall explain that he/she is not speaking for the entire Board but rather as an individual.

Board members acknowledge their obligation to protect the confidentiality of students and employees.

The Board President, the Superintendent and committee chairmen shall be responsible for issuing news releases regarding the District to the area medium representatives.

The Board President may designate an additional Board member to represent the District with the area news medium. Committee chairmen may represent only the actions of their committees to the community and the media.

**BOARD OF EDUCATION**

**Board Self-Evaluation**

An effective program of School Board self-evaluation shall be conducted annually in open session during the summer.

The School Board may hold a Board self-evaluation in a closed meeting only if a representative of the Illinois Association of School Boards is present for the purpose of discussing a School Board's self-evaluation practices and procedures, and/or professional ethics.

If the Board identifies opportunities for improving effectiveness, upon completion of the self-evaluation, the School Board may change/adjust the Board's priorities for the ensuing school year.

LEG. REF.: A

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**BOARD OF EDUCATION**

**Board Member Conflict of Interest**

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

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

LEG. REF.: 5ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.  
50 ILCS 105/3  
105 ILCS 5/10-9.

CROSS REF: 241.05 (Ethics and Gift Ban)

**APPROVED: MAY 2007**



**BOARD OF EDUCATION**

**Ethics and Gift Ban**

**Definitions**

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his/her official duties, regardless of location.

**Prohibited Political Activity**

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

**BOARD OF EDUCATION**

10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

No employee shall intentionally perform any prohibited political activity during any compensated time. No Board Member or employee shall intentionally use any property or resources of the District in connection with any prohibited political activity. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any prohibited political activity: (a) as part of that Board Member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, i.e., as holidays, vacation or personal time off. No Board Member or employee shall be required at any time to participate in any prohibited political activity in consideration for that Board Member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Board Member or employee be awarded additional compensation or any benefit in consideration for his/her participation in any prohibited political activity.

A Board Member or employee may engage in activities that: (1) are otherwise appropriate as part of his/her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

**Limitations on Receiving Gifts**

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board Member, or (b) with an employee, or with the Board Member or another employee directing that employee;
3. Conducts activities regulated by: (a) the Board Member, or (b) by an employee or by the Board Member or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board Member or employee.

**BOARD OF EDUCATION**

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board Member or employee.

Except as permitted by this policy, no Board Member or District employee, and no spouse of or immediate family member living with any Board Member or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board Member or employee, or his/her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his/her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or

**BOARD OF EDUCATION**

sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board Member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board Member or employee from another Board Member or employee, and "inter-governmental gift" means any gift given to a Board Member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item(s) from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board Member or employee, his/her spouse or an immediate family member living with the Board Member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code.

**Ethics Advisor**

The Superintendent shall appoint an Ethics Advisor for the School District. The Ethics Advisor shall provide guidance to the Board Members and School District employees concerning the interpretation of and compliance with this policy and State ethics laws.

**Filing Complaints**

Written complaints alleging a violation of this policy shall be filed with the Superintendent or School Board President.

**BOARD OF EDUCATION**

**Ethics Commission**

In order to effectively manage the receipt of complaints concerning violations of this policy, as soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethic Commission. If the Superintendent is the subject of the complaint, the School Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint.

At the Commission's first meeting, the Commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any two (2) Commissioners. A quorum shall consist of two (2) Commissioners, and official action by the Commission shall require the affirmative vote of two (2) members. The Commission shall have the following powers and/or duties:

1. To adopt procedures and timelines to manage a complaint and determine the complaint's disposition.
2. To investigate a complaint and receive information pertaining to it.
3. To hold a meeting, upon not less than forty-eight (48) hours' public notice, with the complaining party and the person accused of violating the policy for the purpose of determining the complaint's disposition. Both parties shall be given the opportunity to provide information concerning the complaint. The meeting may be closed to the public to the extent authorized by the Open Meetings Act.
4. To request the assistance of an attorney.
5. To issue recommendations for disciplinary actions and/or refer violations to the appropriate State's Attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this policy and not upon its own prerogative.
6. The powers and duties of the Commission are limited to matters clearly within the purview of this policy.

If the Commission finds it more likely than not that the allegations in a complaint charging a Board Member or employee with violating this policy are true, it shall notify the appropriate State's Attorney and/or recommend disciplinary action for an employee. If the complaint is deemed not sufficient, the Commission shall send by certified mail, return receipt requested notice to the parties of the decision to dismiss the complaint.

**BOARD OF EDUCATION**

**Board Officers**

The officers of the School Board shall be a President, Vice-President and Secretary. The President and Vice-President shall be elected by the members of the School Board.

A Recording Secretary may be appointed by the School Board.

The term of each office shall be for two (2) years, unless the School Board by resolution establishes a term as statute provides.

If the President is absent from any meeting or refuses to perform his duties, the Vice-President shall assume the duties. If both the President and Vice-President are absent, a president pro tempore shall be appointed.

If the Secretary is absent from any meeting or refuses to perform the duties, a secretary pro tempore shall be appointed.

Vacancies occurring in an office during the year shall be filled by the School Board.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Duties of the President**

The President of the School Board shall preside at all meetings and shall perform such other duties as usually pertain to the office or as imposed by law or by action of the School Board.

The President shall appoint or provide for the appointment of all committees, committee chairpersons, and committee members unless otherwise directed by the School Board and shall be an ex-officio member of such committees.

The President shall represent the School Board in deliberation with other Boards or agencies unless another member is so designated.

The President or any three members of the School Board may call special meetings of the School Board.

LEG. REF.: A  
CROSS REF.: 245

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**BOARD OF EDUCATION**

**Duties of the Vice-President**

The Vice-President of the School Board shall assume the duties of the President whenever the President is unable or refuses to perform such duties. The Vice-President shall also help coordinate and organize the annual Board events with the administration, PTO and faculty. Board annual events may include, but are not limited to, the following:

- new staff member orientation day
- teacher(s) service recognition(s)
- back to school Board/faculty event
- teacher appreciation day
- retirement reception(s)

CROSS REF.: 245

**APPROVED: MAY 2007**



**BOARD OF EDUCATION****Duties of the Secretary**

The Secretary shall perform all duties usually pertaining to the office, as well as those required of him by law or by action of the School Board. If a member of the School Board, the Secretary may vote on all questions which come before the School Board. The responsibilities of the Secretary shall include:

1.           Notice of Meetings  
Provide notification of all regular and special School Board meeting.
2.           Minutes and Records  
Keep records in bound books of all transactions of the School Board in regular and special meetings. Each School Board member and the Superintendent shall receive a copy of the minutes of a meeting prior to the next regular School Board meeting.
3.           Elections  
Act as the local election authority of all school elections. The Secretary shall receive petitions, determine the order of the candidates on the ballot and certify candidates to the County Clerk.
4.           Notices, Reports, and Records  
See that notices are published and prepare all required reports and records. The Secretary shall sign all official documents as required by law.
5.           Preparation for School Board Meetings  
Prepare regular and special meeting agendas in conjunction with the Board President and Superintendent. Draft policy motions upon the President's and/or Superintendent's request and advice.
6.           Files and References  
Maintain up-to-date files on School Board policies, financial reports, publicity, correspondence and all School Board actions.
7.           Budget  
Arrange for public inspection of and hearing on the tentative budget no less than thirty (30) days prior to budget adoption.

LEG. REF.: A  
CROSS REF.: 245

**BOARD OF EDUCATION**

**Duties of the Treasurer**

Sunset Ridge School District 29 is located in a Class II county in Illinois. By state law, the township school trustees shall appoint a treasurer who shall be ex-officio clerk of the Board. The Treasurer shall be a resident of the township but shall not be a trustee or a School Board member. The Treasurer shall perform such duties as are imposed by law or as usually pertain to the office.

The term of office shall be two (2) years, beginning and ending on July 1.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Recording Secretary**

The primary responsibility of the Recording Secretary shall be the keeping of records in a bound book of all transactions of the School Board at regular and special open meetings. All minutes recorded in closed meetings of the School Board shall be recorded by the Superintendent.

CROSS REF.: 245

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Board Representatives/Liaisons**

**North Suburban Special Education District (NSSED)**

The School Board shall designate a member to serve as a voting representative/delegate to the NSSED Governing Board.

The NSSED delegate is authorized to speak on the Board's behalf and is directed to consider official positions taken by the Sunset Ridge District 29 School Board during deliberations of the NSSED Governing Board.

**IASB ( North Cook Division Governing Board)**

The School Board shall designate a Board member to be a representative/delegate at the Division Governing Board meetings.

The IASB representative/delegate is authorized to speak on the Board's behalf and is directed to consider official positions taken by the Sunset Ridge District 29 School Board during deliberations of the Governing Board.

The IASB delegate shall report Governing Board activities to the School Board on a regular basis.

The Board President shall appoint Board members to serve as liaisons to the following organizations:

- Northfield Foundation Fund
- Northfield Park District
- PTO
- Village of Northfield

The School Board liaisons are authorized to speak on the Board's behalf and are asked to relay pertinent information to both the School Board and the designated organization(s).

**BOARD OF EDUCATION**

**Board/Superintendent Relationship**

Although the promulgation of policies is the function of the School Board, the execution of these policies is the responsibility of the Superintendent.

The Superintendent shall keep the School Board informed about school operations. School Board members, individually or collectively, shall refer any criticism, complaint, or suggestions to the Superintendent for study and recommendation.

The Superintendent and a designated Board member shall assist the School Board in reaching decisions and in revising/establishing policies. The Superintendent and designated Board member shall bring to the School Board, as needed, information or reports concerning the welfare and progress of the schools.

LEG. REF.: A  
CROSS REF.: 315, 315.02

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School Board/Suburban Cook County Regional Office of Education**

The School Board directs the Superintendent to place on file in the Suburban Cook County Regional Office of Education copies of the current collective bargaining agreement between the School Board and the Sunset Ridge Education Association.

LEG.REF.: A  
CROSS REF.: 315.02, 645.02

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Board/Staff Communications**

The Board of Education should strive to facilitate an honest, open dialogue with the District's staff through such vehicles as regular and special board meetings, Education Committee meetings, Finance/Facilities Committee meetings, Professional Growth Development Committee meetings, special Board sponsored events, open houses, informal visitations, etc.

**BOARD OF EDUCATION**

**Standing Committees**

Standing committees may be appointed by the School Board President subject to approval by the School Board. Such committees shall make regular reports to the School Board.

Standing committees shall have the power to research, investigate and make suggestions to the full School Board. The ultimate authority to make decisions will continue to reside with the Board.

Board members shall be appointed by the School Board President, with one designated as chairman, to each of the following committees:

- Education
- Finance/Facilities
- Internal Relations
- External Relations
- Other committees as may be deemed appropriate by the School Board President

Notice of the committee meetings shall be given in the same manner as notice for special meetings, and committee meetings shall be open to the public and minutes kept in accordance with the Open Meeting Act.



**BOARD OF EDUCATION**

**Ad Hoc Committees**

The School Board President, with the consent of the School Board, shall appoint ad hoc committees for the consideration or investigation of special issues.

Ad hoc committees shall be dissolved after their reports have been presented to the School Board or when their special functions, in the judgment of the School Board, have been served.

Ad hoc committees may be directed to make interim reports to the School Board, but it is not the intention of the School Board to interfere in the function of an ad hoc committee while performing its assignment. The ad hoc committee recommendations shall be advisory only.

Notice of committee meetings shall be given in the same manner as notice for special meetings, and committee meetings shall be open to the public in accordance with the Open Meetings Act.

**BOARD OF EDUCATION**

**Advisory Committees to the Board**

The School Board may authorize citizen advisory committees for assistance and counsel. Such groups shall function within the guidelines furnished to them by the School Board and in accordance with all applicable state statutes. They shall be appointed by the School Board President and their recommendations shall be advisory only.

LEG. REF.: 5 ILCS 120/1 et seq.  
CROSS REF.: 810

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Interdistrict Relationship**

The School Board may enter into joint agreements with other School Boards as provided in The School Code, the Constitution and the Intergovernmental Cooperation Act. Such interdistrict relationships may include but are not limited to coordinate educational programs, joint facilities usage, purchasing supplies or materials, shared employment of personnel, participation in group insurance and employee benefit programs.

Such agreements may provide for the employment of professional personnel for a cooperative program conducted in one or more districts.

LEG. REF.: A  
CROSS REF.: 882

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School District Chief School Business Official**

The School Board shall employ a Chief School Business Official.

The School Board shall provide additional personnel as shall be deemed necessary to conduct school business and financial matters.

LEG. REF.: A  
CROSS REF.: 320.09

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School Attorneys**

Attorneys may be selected by the School Board to serve as legal advisors to the Board and the Superintendent.

Such attorneys shall be employed under such arrangements as the School Board and the attorneys deem appropriate.

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**BOARD OF EDUCATION**

**School District Architect**

An architect may be selected by the School Board to provide professional services to the District as needed.

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**BOARD OF EDUCATION**

**Petitions to the Board**

Any petition directed to the School Board shall be delivered to the School Board Secretary, who shall inform all School Board members by the next regularly scheduled School Board meeting.

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**BOARD OF EDUCATION**

**Consultants to the Board**

The School Board may utilize the services of professional consultants when the School Board deems it necessary.



**BOARD OF EDUCATION**

**Types of School Board Meetings**

**General**

For all meetings of the School Board 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 School Board. Unless otherwise specified, all meetings are held in the Library/Learning Center at Sunset Ridge School. Board members may attend whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, does not contribute to the legal requirements for a quorum.

**Regular Meetings**

The School Board shall hold at least one (1) regular meeting every month according to a calendar of dates adopted at the biennial organizational meeting.

The School Board establishes the time and place for its regular meetings before the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings in accordance with The School Code. Meeting dates may be changed with ten days' notice in accordance with state law. A meeting agenda shall be posted at the District's main administrative office at least forty-eight (48) hours before the meeting.

**Closed Meetings**

The School Board and School Board 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.
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.

**BOARD OF EDUCATION**

**Closed Meetings**

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.
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. 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.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
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.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
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.

**BOARD OF EDUCATION****Closed Meetings**

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.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.
14. 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.
15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

The reason for the closed meeting must be clearly stated in the resolution with respect to such meeting and recorded in the minutes of the meeting at which such resolution is adopted. Closed session meetings shall be recorded verbatim and maintained for a period of eighteen (18) months unless otherwise notified by order of court.

Closed meetings may be held as an entire regularly scheduled meeting or any part thereof, an adjourned meeting or a special meeting as long as a meeting notice has been given in accordance with the Open Meetings Act and the desire for a closed meeting receives a majority vote of a quorum present. Nothing in this section shall be construed to require any meeting to be closed to the public.

A single resolution calling for a series of closed meetings may be adopted by a School Board quorum when such meetings will involve the same concerns. The vote of each School Board member present shall be recorded in the School Board minutes. The series of closed meetings shall be scheduled within a period no longer than three (3) months from the original closed meeting date.

**BOARD OF EDUCATION**

All final School Board action shall be taken only at an open 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 twenty-four (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 School Board Meetings**

Special meetings of the School Board may be called by the President or by any three members of the School Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail forty-eight (48) hours before such meeting, except emergency meetings.

Public notice of a special meeting must also be given in accordance with the provisions of the Open Meetings Act: by posting a notice at the Administration office of the School District where notices of meetings are regularly posted and at the place where the meeting will be held at least forty-eight (48) hours before the meeting is to begin; and by notifying local news medium, which have filed a written request for notice, provided such news medium has given the Board an address or telephone number within the territorial jurisdiction of the District, in the same manner as provided for the notification of School Board members.

No matters shall be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purposes of the meeting.

**Emergency Meetings**

Public notice of emergency meetings shall be given as soon as possible, but in any event, before the meeting to news medium that have filed a written request for notice.

**BOARD OF EDUCATION**

**Open Meetings Act**

A “meeting” is defined as any prearranged discussion of public business of a board by a majority of its members.

It is the public policy of the state that boards, committees, councils and public commissions conduct public business openly. Every meeting of the Board shall be open to the public unless a closed meeting is held in accordance with State law.

**School Board Meetings**

The mechanism for official action by School Board members is a duly called and legally conducted meeting as defined by law. All meetings of the School Board shall comply with the requirements of the Illinois Open Meetings Act. Every meeting of the School Board must be public unless the subject matter of the meeting falls within the exceptions provided by the Act for closed sessions. In these cases an entire meeting or a portion thereof may be held in closed meeting, but no final action may be taken in such meeting.

The requirement of open meetings applies not only to the School Board itself, but to any subsidiary bodies including, but not limited to, committees and sub-committees, with specific reference to the School Board meeting(s) as a Committee of the Whole.

LEG. REF.: 5 ILCS 120/1 et seq.

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Organization of the School Board**

The School Board shall organize biennially in odd-numbered years within 28 days after the Non-partisan election is held on the first Tuesday in April. To facilitate the organization of the new School Board which includes the election of the President and Vice-President of the Board of Education, the following actions shall be taken:

1. The Board of Education shall hold an April board meeting 21 days after the biennial election. The purpose of this meeting shall be to:
  - A. Seat the newly elected board members, designate a President pro tempore who shall convene the meeting, appoint a temporary Secretary and administer the Board Member Oath of Office (see attached).
  - B. Review and discuss the process for the election of the President and Vice-President of the Board of Education to be held within 28 days of the recently conducted biennial election.
  - C. Request a statement of qualifications to be submitted to the Board of Education from any board member interested in seeking the office of President or Vice-President of the Board of Education.
2. It is recommended the School Board may establish a date for a Special Board meeting to elect the President and Vice-President of the Board of Education within 28 days after the biennial election. It is at the discretion of the School Board to combine the two board meetings into one meeting providing the required time limits have been met. The President pro tempore will preside over the election of officers. Any candidate seeking office must be nominated by him/her self or another member of the Board and the nomination must be seconded. A roll call voice vote of the election shall be conducted in open session. The candidate who receives a majority of votes cast shall be declared the winner. All votes including abstentions are counted as being cast.

3. The School Board 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 School Board meetings.

NOTE: If the election does not occur on the first Tuesday in April, the provisions herein shall be adjusted accordingly.

**BOARD OF EDUCATION**

**Adjournment of School Board Meetings**

Any regular or special meeting may be adjourned by passing a motion to that effect, stating the date, time and place at which the meeting will be reconvened. The reconvened meeting may be similarly adjourned and reconvened as often as desired, except that no adjournment should be made to a date beyond the date of the next scheduled regular meeting.

Public notice of an adjourned meeting shall be given in the same manner as that prescribed for a special meeting. Exceptions to this rule are that no public notice is required when the adjourned meeting is to reconvene within twenty-four (24) hours of the original meeting or when an announcement of the time and place of the adjourned meeting was made at the original meeting and there is no change in the agenda.

If public notice of an adjourned regular meeting has been given, all business may be transacted which would have been proper in the meeting from which adjournment was taken, including additions to the agenda. If public notice of an adjourned regular meeting was not given, only items of business which were included in the original agenda may be transacted.

LEG.REF.: 5 ILCS 120/1 et seq.

**APPROVED: MAY 2007**



**BOARD OF EDUCATION**

**Time and Place of School Board Meetings**

The School Board shall hold its regular meetings at times and on dates which are designated on a calendar adopted at the biennial Organizational Meeting.

Unless otherwise specified in the notice of a special meeting or by the School Board, all regular, special or adjourned meetings shall be held at Sunset Ridge School, 525 Sunset Ridge Road, Northfield, Illinois.

**BOARD OF EDUCATION**

**Notification to Board Members**

Notice of each meeting and a copy of the agenda will be either mailed or delivered by personal service to each School Board member at least forty-eight (48) hours prior to the meeting.

Notification for Special and Adjourned Meetings shall follow the provisions of the Open Meetings Act, and The School Code.

LEG. REF.: A  
5 ILCS 120/1 et seq.

CROSS REF.: 270.03, 270.04

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Agenda of School Board Meetings**

The agenda for School Board meetings shall be prepared by the Board Secretary in consultation with the President. Items submitted by School Board members to the Superintendent or the President shall be placed on the agenda. District residents may convey suggestions for the possible inclusion on the agenda. Such suggestions must be received by the Superintendent at least one (1) week prior to the School Board meeting.

Items for discussion or action may be added to the agenda at the start of the meeting at the request of the Superintendent or any School Board member upon majority approval of those members present.

Copies of the agenda shall be delivered, with adequate supporting data and background information to each School Board member, be posted and sent to those requesting copies at least forty-eight (48) hours prior to each regular meeting.

School Board members shall be expected to read the information provided to them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision making responsibilities.

Copies of the agenda shall be available at the meeting for the convenience of visitors or mailed to those persons who file a written request with the Superintendent.

The order of business at regular School Board meetings shall be:

1. Roll Call
2. Consent Agenda
3. Communications
4. Old Business
5. New Business
6. Reports:
  - a. Finance/Facilities
  - b. Education Committee
  - c. Internal Relations
  - d. External Relations
  - e. Administrative Report
7. Delegations and Petitions
8. Closed Session (if necessary)
9. Recommendations
10. Adjournment
11. Next Meeting

**BOARD OF EDUCATION**

**Agenda of School Board Meetings**

Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.

The Open Meetings Act prohibits a board from voting on a matter at a Regular meeting that is not on the agenda.

**Page 2 of 2**

LEG.REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Consent Agenda of School Board Meetings**

A portion of the meeting agenda may be designated as Consent Agenda items. The Consent grouping on the agenda may be designated as Consent Agenda items. The Consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for School Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration contingent upon approval by majority of a quorum of the Board.

**BOARD OF EDUCATION**

**Voting Method**

The School Board shall establish a sequence for voting. Unless otherwise provided by statutory exceptions, when a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes of the Board members voting on the measure shall determine the outcome thereof. On a tie vote the motion is lost.

On all questions which involve the expenditure of money and on all questions which involve the closing of a meeting to the public, a roll call vote of the yeas and nays shall be taken and entered in the records of the School Board.

Any School Board member may request that his vote be recorded and, with the approval of the other School Board members, he may append at that time a statement indicating the reason for his vote.

Any School Board member may request that his vote be changed prior to the result of the vote being announced by the President.

**BOARD OF EDUCATION**

**Minutes - Open Meeting**

The Secretary shall keep in a punctual, orderly and reliable manner a record of the official acts of the School Board, which shall be signed by the President and the Secretary.

The Board Secretary shall keep written minutes of all School Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. School Board 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 with a citation to the specific exception contained in the Open Meetings Act authorizing 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 distributed in advance and submitted to the School Board for approval or modification at its next regularly scheduled open meeting.

The official minutes shall be in the custody of the Secretary. They shall be available to any person for inspection during regular office hours, in the office of the Superintendent, in the presence of the Secretary, the Superintendent or any member of the School Board. Only approved, official minutes shall be made available. The official record shall not be removed from the Superintendent's office except by vote of the School Board.

LEG.REF.: A

CROSS REF.: 288

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Minutes - Closed Meeting**

The Secretary shall keep in a punctual, orderly and reliable manner a general description of all issues presented and discussed and a record of any procedural votes taken. No final action votes may be taken during the closed meeting.

Closed meeting minutes should be read for possible edits and corrections prior to acceptance and approval by School Board members.

Minutes of closed meetings shall be distributed in advance and approved at the next regularly scheduled School Board meeting.

The School Board shall meet on a regular basis, but no less than once every six (6) months, to review minutes of all closed meetings. The purpose of the review is to determine:

1. if the need for confidentiality still exists to all or part of the minutes, or;
2. if the minutes or parts of the minutes no longer need to be confidential and, therefore, are available for public inspection.

Minutes of a closed meeting may also be made public pursuant to a court order.

Once the School Board has determined the minutes of a closed meeting are no longer confidential, they shall become available for inspection at the office of the Superintendent during regular business hours in the presence of either the School Board Secretary or the Superintendent or any School Board member.

**Verbatim Record of Closed Meeting**

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location. After eighteen months (18) have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed



**BOARD OF EDUCATION****Verbatim Record of Closed Meeting (continued)**

meeting. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

**Quorum**

A majority of the full membership of the School Board shall constitute a quorum. Individuals present by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, does not contribute to the legal requirements for a quorum.

**Rules of Order**

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

**BOARD OF EDUCATION**

**Placement on Board Agenda**

The School Board shall designate a portion to each regular School Board meeting to recognize visitors and to provide them with an opportunity to address the School Board. An individual who seeks this opportunity shall be expected to follow these guidelines:

1. Such a person shall submit a request, in order to maintain order, in writing to the School Board Secretary to address the School Board. Such a request shall be made at least two (2) days prior to the School Board meeting;
2. At the meeting, a person who has complied with the written request above shall inform the School Board Secretary of his presence at the meeting;
3. At the appropriate time as indicated on the agenda and when recognized by the School Board President, such person shall be provided an opportunity to address the School Board;
4. Such person shall identify himself and shall address the School Board as briefly as possible. Ordinarily, such comments shall be limited to five (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 five minutes;
5. The School Board President shall decide questions of order such as: denying a person the opportunity to speak for more than five (5) minutes; denying the privilege to address the Board to a person who has previously addressed the Board on the same subject; denying continued attendance at the meeting to a person(s) whose actions are disruptive to the meeting's procedures; and
6. The School Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in School Board policy.

LEG. REF.: A

CROSS REF.: 296

**APPROVED: MAY 2007**

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**BOARD OF EDUCATION**

**Rules of Order**

The School Board shall use Robert's Rules of Order Newly Revised as a guide when a question arises concerning procedure.

**BOARD OF EDUCATION**

**Board Policy Development**

The School Board is solely responsible for the development and adoption of policies which provide the framework for District operation. The administration shall operate the District within the framework of these policies.

In cases where action must be taken within the school system and where the School Board has provided no guides for administrative action, the Superintendent shall have the power to act. His decisions, however, shall be subject to review by the School Board. The Superintendent shall inform the School Board promptly of such action and of the need for policy.

The Superintendent or his designee shall be responsible for transcribing verbal policy recommendations into acceptable written form for further deliberation and/or action by the School Board.

The Superintendent shall seek legal counsel when there may be a question of legality or of proper legal procedure in the development of a proposed School Board policy.

Policies or policy revisions considered by the School Board shall not be adopted at the meeting at which they are introduced. Further consideration shall be given at one or more subsequent meetings before action is taken. Temporary approval, however, may be granted by the School Board in lieu of formal action to meet emergency conditions or special events which may occur before formal action can be taken.

Within thirty (30) days after adoption, the School Board shall file its policies with the Superintendent. The School Board shall provide that its policies be made available for public inspection in the Administrative Office during regular office hours. Upon request, members of the public shall be entitled to copy one or more policies. The School Board shall charge the standard fee for such duplication service.

The operation of any section or sections of School Board policies not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

The Board shall strive to keep its policies up-to-date. To achieve this end, the Superintendent or any member of the Board shall call the Board's attention to policies that are in need of revision. The Board may add, delete or revise policies as needed.

The Board shall evaluate periodically the execution and results of its policies and consider whether any modifications are required.

**BOARD OF EDUCATION**

**Board Policy Development**

The formal adoption of policies shall be recorded in the minutes of the School Board. Only those written statements duly adopted and recorded shall be regarded as official Board policy. The Board Secretary shall distribute newly adopted School Board policies on or before the next regularly scheduled School Board meeting.

LEG. REF.: A

**Page 2 of 2**

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Preliminary Board Policy Development**

Adoption of new policies or changing of existing policies is solely the responsibility of the School Board.

Proposals for new policies or changes to existing policies may be initiated by any School Board member, by the Superintendent or by any citizen of the District. Members of the staff or organizations may initiate consideration of policies which shall be processed through regular administrative channels. The proposals shall be made in writing to the Superintendent and shall be placed on the agenda of a regular or special meeting for consideration.

The Superintendent or his designee shall be responsible for transcribing group consensus about policy recommendations into acceptable written form for further deliberation and/or action by the School Board.

The Superintendent shall seek the counsel of the school attorney when there may be a question of legality or of proper legal procedure in the development of a proposed School Board policy.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Board Policy Dissemination**

The School Board may charge a fee for supplying copies of policies, providing such fee does not exceed fifty (50) cents per page.

CROSS REF.: 288

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School Board Policy Review, Evaluation, and Revision**

School Board policies are statements which guide the District's administrators in the management of the District. Therefore it is necessary for the Board to periodically review the intent of its policies and to monitor the results of policy implementation. Based on the findings of the Board's policy review, the Board may expand, delete or modify the District's existing policy statements.

The School Board's policy review and evaluation process shall adhere to the following schedule:

1. The Board President shall appoint a Policy Committee to review and evaluate the policy manual. The Committee shall review Board minutes of the past year to determine if policy decisions were made but not included in the manual as such;
2. The Board Policy Committee may submit to the Board its policy report. The Committee may request that new or revised policy statements be included on the Board's meeting agenda for first reading;
3. New or revised policy statements shall be placed on the Board's agenda for second reading and adoption by the Board; and
4. The School Board's Secretary shall distribute copies of all new or revised policy statements adopted by the Board.

LEG. REF.: A

**APPROVED: MAY 2007**



**BOARD OF EDUCATION**

**New Board Member Orientation**

It shall be the responsibility of the Superintendent to provide to School Board candidates materials which will acquaint them with the powers and duties of the School Board and the operation of the school system.

The President and the Superintendent may arrange for School Board candidates and Board members to meet for discussion and visits with the Superintendent, with other members of the staff and with other School Board members.

New Board members shall be encouraged to attend workshops for new School Board members conducted by School Board associations, as well as meetings for such organizations.

Such orientation shall be a continuing process for all School Board members.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Board Member Development and Training**

Attendance and participation in local, state and national meetings designed to acquaint School Board members with issues in public education, with new or proposed legislation, with policy development and administration of a school system and with efficient Board operation shall be encouraged.

School Board members also shall be encouraged to read current journals and other pertinent educational materials.

**BOARD OF EDUCATION**

**Board Member Expenses**

Pursuant to The School Code, the School Board may advance members the anticipated reasonable 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 School Board association complying with Article 23 of The School Code; and
3. Meetings sponsored by state or national organizations in the field of public school education.

Members shall submit an itemized verified voucher showing the amount of his/her actual expenses. Receipts shall be attached to the voucher where possible. When the bill pertains to a group function, the names of participating members shall be noted on the receipt.

If the member's expenses exceed the amount advanced, the member shall be reimbursed. If actual expenses are less than the amount advanced, the member shall refund the difference.

No money shall be advanced for the expenses of any person except the School Board member. No member is entitled to reimbursement for expenses incurred by any person other than a School Board member.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Visitation to the Schools**

The School Board encourages its members to visit District schools in order to become acquainted with school programs, personnel, operation and facilities. In order to direct the procedures for school visitations by Board members, such visits shall be made in accordance with the following guidelines:

1. School visits shall be scheduled in advance with the Building Principal;
2. The Building Principal may accompany the Board member during any school visit;
3. The Board member shall not give direction or make evaluations of personnel and operating procedures during their visit; and
4. The Board member's observations, comments and/or complaints which result from a school visit shall be directed to the Superintendent.

**BOARD OF EDUCATION**

**School Board Membership**

The School Board, at its discretion, may elect to join any associations or organizations that it deems relevant and helpful to the conduct of the business of the District.

Renewals of all memberships are subject to annual review. Nothing in this policy shall obligate the School Board to maintain any membership which it wishes to discontinue.

LEG. REF.: A

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**The Illinois Freedom of Information Act - Access to District's Public Records**

The School Board is obligated under the Illinois Freedom of Information Act to respond to written requests from all persons desiring access to and copying of the District's public records.

Requests for access to the District's public records shall be in writing. The request shall be made to the Superintendent or his designee. The Superintendent shall respond to each written request within seven (7) working days unless the time period for response is validly extended in accordance with the administrative procedures for disclosure of public records.

If the Superintendent complies with the written request, the individual making the request shall be given access to the designated requested District public records at the District's central office, during regular working hours, in the presence of the Superintendent or the Superintendent's designee.

Upon request, copies of the designated requested District public records shall be produced at the time of inspection. A fee, which is reasonable calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged.

In the event that a written request for access to public records is denied, in whole or in part, the Superintendent shall provide the individual making the request with a written denial and notice of the right to appeal in accordance with the applicable law and District's administrative procedures for disclosure of public records.

The Board President and/or Superintendent shall report to the Board at each regular meeting any requests made under The Freedom of Information Act and shall also report the status of the response.

LEG. REF.: 5 ILCS 140/1 et seq.  
CROSS REF.: 347, 805.01

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**School Board Records**

All records of the School Board shall be in the custody of the Superintendent or the Superintendent's designee. Care shall be taken to protect the records from damage or loss. Important and historical records shall be preserved permanently. In all cases records shall be retained for a period of at least three years or as provided by law.

Records relating to the Business affairs of the District and the proceedings of the School Board shall be made available for public inspection. Access to those records shall be granted in accordance with applicable law.

LEG. REF.: A  
CROSS REF.: 288

**APPROVED: MAY 2007**

**BOARD OF EDUCATION**

**Board Member Protection**

District 29 has the duty to indemnify and protect the School District, members of the School Board, employees, volunteer personnel, and student teachers against liability arising from all suits, including but not limited to civil rights damage claims and suits, constitutional rights damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the School Board. To this end the School Board shall purchase and maintain insurance with a company licensed to write such coverage in this State.

LEG. REF.: A

**APPROVED: MAY 2007**



**BOARD OF EDUCATION**

**Public Complaints**

Public complaints regarding school issues shall be referred to the appropriate level staff member or District administrator.

In those cases where the chain of command procedure does not result in a satisfactory adjustment of the situation, the Superintendent, or his designee, shall refer the complaint to the School Board.

The School Board, at its next regular or special meeting, shall review the complaint and act accordingly.

CROSS REF.: 270.05, 500.17, 645.03, 645.15

**APPROVED: MAY 2007**