

**BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 2 - BOARD OF EDUCATION**

Governance

- 2:10 School District Governance
- 2:20 Powers and Duties of the Board of Education

Board Member

- 2:30 Board of Education Elections
- 2:40 Board Member Qualifications
- 2:50 Board Member Term of Office
- 2:60 Board Member Removal from Office
- 2:70 Vacancies on Board of Education - Filling Vacancies
- 2:80 Board Member Oath and Conduct
 - 2:80-E Exhibit – Board Member Code of Conduct
- 2:90 **OPEN**
- 2:100 Board Member Conflict of Interest
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
 - 2:120-E Exhibit – Guidelines for Serving as a Mentor to a New School Board Member
- 2:125 Board Member Expenses

Board Relationships

- 2:130 Board-Superintendent Relationship
- 2:140 Communications to and from the Board
 - 2:140-E Exhibit – Guidance for Board Member Communications, Including Email Use
- 2:150 Committees
- 2:160 Board Attorney
- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
- 2:180 **OPEN**

Board Meetings

- 2:190 **RESERVED**
- 2:200 Types of Board of Education Meetings
- 2:210 Organizational Board of Education Meeting

2:210-E Exhibit - Reorganization Agenda

2:220 Operation and Procedures

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

Board Policy

2:240 Board Policy Development

2:240-E1 Exhibit - PRESS Issue Updates

2:240-E2 Exhibit - Developing Local Policy

2:240-E3 Exhibit – Policy Manual Updates

Board Records

2:250 Access to District's Public Records

Uniform Grievance Procedure

2:260 Uniform Grievance Procedure

2:260-E Exhibit - Complaint Managers

Board of Education

School District Governance

The District is governed by a School Board consisting of 7 members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the School Board may only occur at a duly called and legally conducted meeting at which a quorum is physically present. The Open Meetings Act prohibits any gathering of a majority of a quorum for discussion of School District business without posting.

Board of Education members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

LEGAL REF.: 5 ILCS 120/1.02.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board, 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure

ADOPTED: February 4, 2003

REVISED: January 2, 2007

Board of Education

Powers and Duties of the Board of Education

The powers and duties of the Board of Education generally include:

1. Formulating, adopting, and modifying Board of Education 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 and dismissing personnel.
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.
5. Entering contracts using the public bidding procedure when required.
6. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities.
7. Approving the curriculum, textbooks, and educational services.
8. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
9. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
10. Establishing attendance units within the District and assigning students to the schools.
11. Establishing the school year.
12. Visiting District facilities.
13. Providing student transportation services.
14. Entering into joint agreements with other Boards of Education to establish cooperative educational programs or provide educational facilities.
15. 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.
16. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Functions and Responsibilities

1. The Board of Education has three functional activities in respect to the administration of public secondary education within the District:

- a. Policy Making - Policy making is that function which interprets the needs and will of the citizens of the District, determines what shall be done, establishes direction for accomplishing these tasks, and provides the means for their achievement.
 - b. Management - Management is that function which is concerned with placing into operation the plans and policies of the Board of Education. This function is delegated to the Superintendent.
 - c. Appraisal - Appraisal is that function which evaluates the efficiency and effectiveness of operations.
2. The Board of Education shall be responsible for all activities and matters within the jurisdiction of the District, and specifically for:
- a. Interpreting the needs of the community and setting up requirements of the professional staff in response to these needs.
 - b. Developing policies in accordance with the law and in concert with the educational needs and wishes of the people.
 - c. Approving means by which Professional agents and agencies may render the policies effective.
 - d. Determining and supervising the financial policies and procedures to the optimum for the operation of the educational program.
 - e. Appraising the efficiency and effectiveness of the certificated and non-certificated staff, other agents and agencies and programs, and their value to the community.
 - f. Keeping the people continuously informed on the purpose, value, conditions, and needs of public education within the District.
 - g. Establishing and maintaining a sound comprehensive personnel program in order to attain the desired goals of the District.

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, and 5/27-1.
115 ILCS 5/1 et seq.
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:80 (Board Member Ethics), 2:240 (Board Policy Development), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: February 4, 2003

REVISED: January 2, 2007

Board of Education

Board of Education Elections

School District elections are non-partisan, governed by the general election laws of the State and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board of Education's election duties are:

1. The Board, by proper resolution, may place public policy propositions on the ballot.
2. The Board President, Secretary, and the member with the longest continuous service whose nominating petitions are not being challenged, compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and voter petitions.
3. The Board Secretary or designee serves as the local election official, assisted by designated representatives appointed by the Board.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A-1.1 et seq., 5/10-9, 5/22-17, 5/22-18, and 5/28-1 et seq.
105 ILCS 5/9-1 et seq.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office, 2:210 (Organizational School Board Meeting)

ADOPTED: February 4, 2003

REVISED: May 3, 2005
March 7, 2006

Board of Education

Board Member Qualifications

A Board of Education member must be, on the date of election, a United States citizen at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, a registered voter, neither a school trustee nor a school treasurer, and not be a child sex offender as defined in State law. A Board of Education member must also have filed an economic interest statement during the calendar year of the election as required by the Illinois Governmental Ethics Act.

Some persons may be ineligible for Board of Education membership by reason of other public offices held or certain types of State or federal employment. For example, a school Board member may not serve simultaneously as a school trustee, Cook County school treasurer, regional superintendent of schools, or member of the State Board of Education. A school board member elected to the Board of a community college district may serve only the remainder of the unexpired school board term while serving on the community college board. Many other elective offices may be incompatible with school board membership.

LEGAL REF.: Ill. Constitution, Art. 2, ¶ 1; Art 4, ¶ 2(e); Art 6, ¶ 13(b).
105 ILCS 5/5-3, 5/8-1
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (Board of Education Elections)

ADOPTED: February 4, 2003

REVISED: February 17, 2004
December 6, 2005

Board of Education

Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: February 4, 2003

REVISED: May 3, 2005
March 7, 2006
January 2, 2007

Board of Education

Board Member Removal from Office

If a majority of the Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED: February 4, 2003

Board of Education

Vacancies on the Board of Education - Filling Vacancies

Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board of Education,
3. Legal disability of the incumbent,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular Board of Education election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board. If the School Board fails to act within 45 days after the vacancy occurs, the Regional Superintendent, under whose supervision and control the District is operating, must fill the vacancy within 30 days. Any school district that elects its board member according to area of residence and that has one or more expired terms to be filled at election, the winner(s) of the unexpired term(s) shall be determined first and independently of those running for full terms.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10, 5/10-11, and 9/11.2.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED: February 4, 2003

Board of Education

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear that I will faithfully discharge the duties of the office of member of the Board of Education of Bremen High School District 228, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice-President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the Administration Center.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board), 2:50 (Board Member Term of Office, 2:210 (Organizational School Board Meeting.

ADOPTED: February 4, 2003

REVISED: May 18, 2004
January 2, 2007

Board of Education

Exhibit – Board Member Code of Conduct

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my Board membership for personal gain or publicity.
3. I will 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 School Board meeting.
4. I will take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respect the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED: February 4, 2003

REVISED: December 5, 2006
March 3, 2009

Board of Education

Board Member Conflict of Interest

No Board of Education 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.

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban)

ADOPTED: February 4, 2003

REVISED: May 18, 2004
January 5, 2005

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any prohibited political activity during any compensated time, as those terms are defined herein.
2. No Board Member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any 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, such as holidays, vacation or personal time off.
4. No Board Member or employee shall be required at any time to participate in any 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 or her participation in any political activity.

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

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, shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are 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 or 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 or 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 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 or items 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 or 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.

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member 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, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

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.

"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.
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.

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 or her official duties, regardless of location.

"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) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) 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.

"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.

LEGAL REF.: 5 ILCS 430/1-1, et seq.
10 ILCS 5/9-25.1.

CROSS REF.: 5:120 (Ethics)

ADOPTED: January 4, 2005

REVISED: December 2, 2008

2:105

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, and Secretary. These officers are elected at the Board's organizational meeting.

President

The Board of Education elects a President from its members for a 2-year term. The duties of the President are:

1. Assist with the Superintendent in the preparation of the regular board meeting agendas.
2. Preside at all meetings;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Be permitted to attend and observe any meeting of a Board committee;
5. Represent the Board on other boards or agencies;
6. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board of Education candidate nominating petitions;
7. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
8. Call special meetings of the Board;
9. Review appeals of record access requests that were denied;
10. Ensure that a quorum of the Board is physically present at all Board meetings;
11. Administer the oath of office to new Board members; and
12. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

A permanent vacancy in the Presidency is filled by special Board election.

Vice President

The Board of Education elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A permanent vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a member of the Board who serves a 2-year term. The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;

4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election authority for all School Board elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy, financial reports, publicity, and correspondence.

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board of Education in regular and special open meetings. All closed meeting minutes shall be recorded by the Recording Secretary or designee of the President.

Treasurer

The duties of the Treasurer for the School District are performed by the Bremen Township Treasurer.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the Township Trustees;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board;
5. Receive, hold, and expend District funds only upon the order of the Board; and
6. Perform those duties in Section 8-17 of The School Code.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: February 4, 2003

REVISED: January 2, 2007

Board of Education

Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent educational materials, publications, and notices of training or development.

Board Self-Evaluation

The School Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed School Board members includes:

1. The Superintendent or designee shall give each new School Board member a copy of online access to the Board of Education Policy Manual, the Board of Education regular meetings minutes for the past year, and other helpful information including material describing the District and explaining the Board of Education's roles and responsibilities.
2. The Board President or designee may schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend: (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/2.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Expenses);
2:200 (Types of School Board Meetings)

ADOPTED: February 4, 2003

REVISED: December 5, 2006
November 4, 2008

Board of Education

Exhibit – Guidelines for Serving as a Mentor to a New School Board Member

On District letterhead

Date

Dear Board Member:

Congratulations on being asked to serve as a mentor to a new School Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help him or her be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.
2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
3. During your first contact with the new Board member, introduce yourself and explain that you will serve as his or her mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already sent the new Board member a copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until he or she becomes a familiar face.
5. Be available and maintain a helpful attitude. You will assist the new Board member become an effective member of the Board and ensure skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

School Board President

ADOPTED: December 5, 2006

Board of Education

Board Member Expenses

No School Board member may receive compensation for services.

The Board of Education may advance or reimburse members the actual and necessary 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 Board of Education association complying with Article 23 of The School Code; (IASB), (NSBA) and
3. Meetings sponsored by Board-approved organizations in the field of public school education.

Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. A Board member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board member, or (2) anyone's personal expenses.

The Superintendent shall review the submitted vouchers for compliance with this policy. If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President, or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. The Superintendent shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection.

Registration

When possible, registration fees will be paid by the District in advance.

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense voucher. Copies of airline tickets must be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
5. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges

Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense vouchers, attaching receipts if possible.

LEGAL REF.: 105 ILCS 5/10-22.32.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110, (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 4:50 (Payment Procedures)

ADOPTED: February 4, 2003

REVISED: February 17, 2004
February 5, 2008

Board of Education

Board-Superintendent Relationship

The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/1016.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

ADOPTED: February 4, 2003

REVISED: January 2, 2007

Board of Education

Communications to and from the Board

Staff members, parents, and community members should submit questions or communications for the School Board's consideration to the Superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

Board Member Use of Electronic Mail

E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Email among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate or decision-making. Email may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agendas or information concerning agenda items; or
4. Individual responses to questions posed by community members, subject to the other limitations in this policy.

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

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Line and Staff Relations), 8:110 (Public Complaints)

ADOPTED: February 4, 2003

REVISED: January 2, 2007

School Board

Exhibit - Guidance for Board Member Communications, Including Email Use

The School Board is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/1 et seq.). Other than during a Board meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Communications Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a "do not reply/forward" alert when emailing a message concerning **District** business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must Email Be Retained?

Email, including attachments, that were “prepared, or having been or being used, received, possessed, or under the control of any public body,” may be, depending on the content, subject to disclosure as a public record (Freedom of Information Act, 5 ILCS 140/2). Most email sent or received by individual Board members do not satisfy this definition of “public record” even when the content concerns District business. This is because individual Board members generally have no authority other than during a properly called Board meeting. However, there may be exceptions. Accordingly, Board members must be able to distinguish between official record and non-record messages.

Non-Record Messages

Email messages are “non-record messages” when individual Board members are acting in their individual capacities. This may occur, for example, when an individual Board member’s email describes his or her personal opinions concerning the District or is a response to a community member. **Warning:** these “personal opinions” or “responses” may constitute an illegal Board meeting under the Open Meetings Act if a majority or more of a quorum of the Board discusses District business using email. See the first section of this *Guidance*.

Other examples of non-record messages include:

1. Information from the Superintendent concerning meeting dates, agenda topics, or materials to prepare for or be discussed during a meeting.
2. Personal correspondence, such as, “Do you want to ride with me to the IASB workshop?”
3. Publications or promotional material from vendors, the IASB, or publicly available materials.
4. Correspondence from parents, staff, or community members.

Non-record messages are not “public records” under the Freedom of Information Act and do not need to be stored.

Official Record Messages

Email messages are “public records” under the Freedom of Information Act (FOIA) when they are “prepared, used, received, or possessed by, or under the control of the District. Email that qualifies under FOIA as a “public record” will need to be stored only if it is evidence of the District’s organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/1 *et seq.*). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. A Board member must copy this type of email, herein called “official record messages,” to the appropriate District office where it will be stored on the Board member’s behalf. The District will delete these official record messages as provided in an applicable, approved retention schedule.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney’s direction. In federal lawsuits there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be

relevant. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

ADOPTED: February 5, 2008

Board of Education

Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Committees shall operate under the following guidelines:

1. **Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

2. **Standing Board Committees**

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

- **Teaching & Learning Committee**

This committee meets to review class sizes and to plan and set goals for curriculum. This committee will:

- Review and discuss all class size limits in terms of the number of students allowed in classes with administration and staff.
- Examine the curriculum and determine whether it is being kept current and students' needs are being met. Attention is given to local, state and national changes. Governmental mandates are also included. Curriculum rewrites are undertaken when needed.

- **Educational Support Services Committee**

This committee meets to discuss life/safety, buildings and grounds items and to review insurance coverage. This committee will:

- Be sure the District accommodates the physically handicapped and has state-directed safety features throughout the physical plants.
- Eliminate existing buildings and grounds problems and replace with current healthy, aesthetically and architecturally efficient solutions.
- Review each insurance contract (i.e. health, dental, life, student, liability, and workers' compensation), and make recommendations to the full Board regarding approval of contracts and/or insurance carriers.

- Finance Committee

This committee sees that the District does not overspend money, and saves and makes money where and whenever possible. This committee will:

- Review monthly bills and note any irregularities or sources of excess for Board awareness.
- Examine and discuss budget line items and make recommendations to the Board.

- Negotiations & Labor/Management Committee

This committee meets with the teachers association or the support staff association to consider/negotiate wishes for inclusion in or exclusion from the next teacher or support staff contract. Money is a major factor and each item is discussed in detail.

A federal mediator suggested this committee to assure open dialogue between staff (teachers or support staff association), administration, and the Board of Education. As concerns are aired and the possible solutions suggested, agreements are made and, thus, strike potentials are lessened. This committee meets as needed, prior to each Board meeting.

- Personnel Committee

Vacancies, job postings, personnel folders, time lines, salaries, etc. are all discussed and disclosed to this committee. This committee meets to:

- Discuss staffing needs and requirements without excess.
- Suggest approval of the District staffing sheet.
- Assure fairness to applicants.
- See that the best qualified applicant for the job is selected.

- Policy Review Committee

This committee meets to keep Board Policy current. Deletions, changes, and additions must be made as required by law or as changes occur within the District. The entire District is governed by Policy.

- Student Services Committee

This committee assists in the development of student discipline policy and will consider input from parents, teachers, and students. It will also consider input from persons whose expertise or experience is needed. The committee reviews such issues as administration of medication in the schools, reciprocal reporting between the school district and local law enforcement agencies regarding criminal offenses

committed by students, student discipline, disruptive classroom behavior, school bus safety, and the dissemination of student conduct information.

This committee also meets to develop and monitor procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*.

Superintendent Committees

The Superintendent creates Superintendent committees as deemed necessary and makes all appointments. Superintendent committees report to the Superintendent.

LEGAL REF.: 5 ILCS 120/1 et seq.
105 ILCS 5/10-20.14 and 10/1 et seq.
23 Ill. Admin. Code §226.115 and §226.350 et seq.

CROSS REF.: 2:110 (Qualifications, Terms, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: February 4, 2003

REVISED: February 17, 2004
March 7, 2006
January 2, 2007
July 17, 2007
November 4, 2008

Board of Education

Board Attorney

The Board of Education selects an attorney to serve as legal advisor to the Board and the Superintendent.

The school attorney serves on a retainer or other fee arrangement as the Board of Education and attorney determine in advance.

The attorney will:

1. Serve as counselor to the Board of Education at all regular meetings and at special meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board of Education;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board of Education may request;
5. Be available for telephone consultation by the Board President, Superintendent or designee;
6. Represent the District in any legal matter as authorized by the Superintendent until the Board and has an opportunity to consider the matter.

The Board of Education shall retain the right to consult or employ other attorneys on matters of special concern and to terminate the service of any attorney.

ADOPTED: February 4, 2003

REVISED: July 19, 2005

Board of Education

Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill.App.5, 2002), *appeal denied*.
40 U.S.C. §541.
50 ILCS 510 et seq., Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.

ADOPTED: February 4, 2003

REVISED: August 21, 2007

Board of Education

Types of Board of Education 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 in the Open Meetings Act. This shall include forwarding 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 District administrative offices. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

Regular Meetings

The School Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District administrative office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items not specifically on the agenda may still be considered during the meeting.

The regular meetings shall be held on the first Tuesday of the months of September through May, and the third Tuesday in July, August and June of each year. All meetings shall begin at 7:00 p.m. at sites designated by the Board of Education yearly. Exceptions to the above will be announced at least 48 hours prior to the rescheduled 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 or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
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. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings 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. 5 ILCS 120/2(c)(3).
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 the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

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. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
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, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
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. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental 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. 5 ILCS 120/2(c)(12).
13. 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. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each School Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final School Board action will be taken at a closed 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 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 Meetings

Special meetings may be called by the President or by any 3 members of the School Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's administration office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

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

Emergency Meetings

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

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting, which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/1 et seq.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: February 4, 2003

REVISED: January 4, 2005
December 6, 2005
January 2, 2007
July 17, 2007

Board of Education

Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board of Education members shall be seated.
3. The Board of Education shall elect its officers who assume office immediately upon their election.
4. The School Board shall fix a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/9-18, 5/10-5, 5/10-16, and ILCS 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: February 4, 2003

REVISED: May 3, 2005
March 7, 2006
January 2, 2007

Board of Education

Exhibit - Reorganization Agenda

- I. Order for Board Reorganization
 - A. Call to Order
 - B. Roll Call
 - C. Election of Secretary Pro-Tem (Recording Secretary)
 - D. Oath of Office
 - E. Election of President Pro-Tem (if needed)
 - F. Nominations for President
 - G. Voting for President
 - H. New President Assumes Duties
 - I. Nominations for Vice-President
 - J. Voting for Vice-President
 - K. New Vice-President Assumes Duties
 - L. Nominations for Secretary
 - M. Voting for Secretary
 - N. New Secretary Assumes Duties
 - O. Fix Time and Place for Regular Meetings
- II. Adjournment

DATED: February 4, 2003

REVISED: July 17, 2007

Board of Education

Operation and Procedures

Order of Business

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes of Previous Meetings
- V. Communications
- VI. Reports:
 - A. Superintendent
 1. FOIA
 2. Other
 - B. Board Member
- VII. Committee Reports
- VIII. Old Business
- IX. New Business
- X. Announcements*
- XI. Adjournment

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before School Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by School Board members to the Superintendent or the President shall be placed on the agenda.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of School Board Meetings*.

Voting Method

The Secretary shall make a roll call of the vote of each motion when so ordered by the President. The author of the motion shall be called first, followed by the member seconding the motion and all other members of the Board of Education present in alphabetical order. The President shall vote last.

Unless otherwise provided by law, when a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the

purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes.

Minutes

The Board Recording 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 submitted to the School Board for approval or modification at its next regularly scheduled open meeting.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The School Board’s meeting minutes must be submitted to the Board’s Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Board Recording Secretary. Open meetings minutes are available for inspection during regular office hours within 7 days after the Board’s approval; they may be inspected in the Administration Office, in the presence of the Secretary, the Superintendent or designee, or any School Board member. Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection. The original minutes shall not be removed from the Superintendent’s office except by vote of the School Board or by court order.

The Board’s open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

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 closed to the Board's regular meeting location.

After 18 months 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 meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. 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 and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open School Board meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 48 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

Citizen Participation

Persons present at board meetings shall be invited to discuss informally with the Board of Education matters of interest during the communication portion of the agenda. At the discretion of the Board of Education, public discussion may be invited during other portions of the meeting.

Communications

Communications from citizens of the District should be addressed as rapidly and judiciously as possible. To accomplish this goal, the issue should be referred to the administrator or Board

committee that is closest to the subject. If resolution is not achieved administratively through the level of the Superintendent, the citizen may be invited to discuss the matter with the Board of Education.

Revision and Review of Policies

The Board of Education Policy Committee shall meet at least once a year, to review and appraise existing policies. Revisions, additions to, or amendments to the Policy may be proposed through the Policy Committee at any regular meeting of the Board of Education.

Proposed revisions, additions, and amendments may be voted upon at a regular meeting subsequent to their original presentation.

LEGAL REF: 5 ILCS 120/2a, 120/2.02, 120/2.05, AND 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.
Prosser v. Village of Fox Lake, 438 N.E. 2d 134 (1982).

CROSS REF.: 2:240 (Board Policy Development, 2:200 (Types of School Board Meetings),
2:210 (Organizational School Board Meetings), 2:230 (Public Participation at
School Board Meetings and Petitions to the Board)

ADOPTED: February 4, 2003

REVISED: February 17, 2004
January 4, 2005
May 3, 2005
December 6, 2005
January 2, 2007
July 17, 2007

Board of Education

Public Participation at Board of Education Meetings and Petitions to the Board

At each regular and special open meeting, the members of the public and District employees can comment to or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. The Board President may shorten or lengthen an individual's opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past 2 months.
4. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board of Education policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitor to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

LEGAL REF.: 105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 4, 2003

REVISED: December 5, 2006

Board of Education

Board Policy Development

Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board of Education policies are available for public inspection in the Administrative office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board of Education will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board of Education policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board of Education policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 3:40 (Superintendent)

ADOPTED: February 4, 2003

REVISED: January 2, 2007

Board of Education

Exhibit - PRESS Issue Updates

| Actor | Action |
|--|---|
| Superintendent | Receives PRESS issue. Directs designated support staff to distribute a copy of the following to each member of the Policy Committee: (1) blue memo describing the current PRESS issue that is mailed to the District, (2) committee worksheets that may be downloaded from PRESS Online, www.IASB.com/policy , and (3) current District policy in relevant areas. In the case of clean-up language (no content change), directs designated support staff to make changes to the District's policy manual electronic file |
| Policy Committee (or Committee of the Whole) | Meets and considers recommended updates. Decides which changes require Board discussion and which do not (consent agenda items.) Policies recommended for revision are submitted to the district's legal counsel for review. |
| Superintendent | Directs designated support staff to include copies of recommended changes and copies of the blue memo sheets from PRESS in the monthly Board packets. |
| Policy Committee (or Committee of the Whole) | Presents changes to the Board at a regularly scheduled meeting. |
| Full Board | Discusses changes that require discussion and announces first reading of the policy updates. All interested parties, the Board, staff, parents, students, and community members have a month to consider the recommended changes. At the next regular meeting, votes to revise existing policy, delete existing policy, or add new policy per the committee's recommendation. |
| Superintendent | Makes needed changes to existing administrative procedures or creates new ones to implement policy changes. Directs designated support staff to update District's policy manual electronic file, add revision date or adoption date for new policies, make copies of new policy for each manual copy, and send packet to those responsible for keeping a manual updated. |
| Persons responsible for keeping copies of manual updated | Follow the directions on the update memo – adding the new, replacing the revised, and removing any deleted policies. . |
| Superintendent | Directs designated support staff to follow up on any received forms not returned within a set time frame (e.g., 2 weeks). |

DATED: February 4, 2003

REVISED: December 5, 2006

Board of Education

Exhibit - Developing Local Policy

| Actor | Action |
|---|---|
| Anyone (Superintendent, Board member, staff, parent, student, community member, District's legal counsel) | May bring a concern to the attention of the Board that may necessitate a change in or an addition to current Board policy. |
| Policy Committee (or Committee of the Whole) | <p>First, answers these questions to decide whether new policy language is needed: (1) Does the IASB Policy Reference Manual provide guidance? (2) Is the request something that should be covered in policy (i.e., Board work) or is it something that should be handled by the staff? If it is a staff member (i.e., staff work), the committee's deliberations end here, and the matter is referred to the Superintendent, and (3) If it is a policy matter, is it already covered in policy?</p> <p>The committee consults the alphabetical index and checks cross-references in policies that cover similar or connected topics.</p> <p>Second, uses a 5-step process to draft new policy language: (1) frames the question and discusses the topic, (2) requests the Superintendent to provide research, include appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy, (3) assesses existing policy and decides what the committee wants, and (4) either drafts, or requests the Superintendent or legal counsel to draft language that addresses the concern and aligns with the District's mission, vision, goals, and objectives.</p> <p>Third, decides whether the new policy language should be included in an existing policy or added to the manual as a separate policy. If adding as a new policy, decides where in the manual it most logically belongs and assigns a code number to the policy.</p> |
| <u>Superintendent</u> | Sends the language to the District's attorney for review unless he or she prepared it. Includes the draft in the Board packet and puts the policy on the agenda as a discussion item for the next regular meeting. |
| Full Board | Considers the draft recommended by the policy committee and announces the first reading. The Board may request the committee to change the draft. |
| Superintendent | Includes the draft, with any requested revisions, in the board packet and on the agenda for action at the next regular meeting. |

| Actor | Action |
|--|--|
| Full Board | Adopts policy. |
| Superintendent | Directs designated support staff to: (1) make the necessary changes to the District policy manual on the computer file adding the necessary adoption date. (2) maintain an archive of former or superseded policies, (3) copy of revised or added policies for each manual copy, (4) prepare update sheet with return form, and (5) send packet to all those responsible for keeping a manual updated. |
| Persons responsible for keeping copies of manual updated | Follow the directions on the update sheet – adding the new or replacing the revised policy. Date, sign, and send the return forms to the support staff designated to receive them. |
| Superintendent | Directs designated support staff to follow up on any received forms not returned within a set time frame (e.g., 2 weeks). |

DATED: February 4, 2003

REVISED: December 5, 2006

Board of Education

Access to District's Public Records

The District's "public records" are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristic, that were prepared, used, received, or possessed by, or under the control of, the District, a school, a school official, or an employee. Public records, including email messages, shall be preserved and cataloged if they: (1) are evidence of the District's organization, function, policies, procedures, or activities, or (2) contain informational data appropriate for preservation. Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

The Superintendent or designee shall respond to requests made under the Illinois Freedom of Information Act from anyone desiring to inspect and/or copy of a District's public record. The Superintendent or designee shall approve the request, unless the requested material is:

- a. not a "public record" as defined in this policy;
 - b. exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or
 - c. not required to be preserved or cataloged; or
2. Complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and non-exempt material, the Superintendent or designee shall delete exempt material from the record before complying with the request. The Board President or Superintendent shall report to the Board at each regular meeting any Freedom of Information Act requests as well as the status of the response.

The Superintendent shall implement this policy with administrative procedures. Copying fees are 30 cents per page.

LEGAL REF.: Chicago Tribune Company v. Bd. Of Ed. Of the City of Chicago, 773 N.E.2d 674 (Ill.App. 1 Dist. 2002).
5 ILCS 140/1 et seq. (Illinois Freedom of Information Act).
105 ILCS 5/10-16.

CROSS REF.: 2:140 (Communications To and From the Board, 5:150 (Personnel Records),
7:340 (Student Records)

ADOPTED: February 4, 2003

REVISED: January 4, 2005
April 4, 2006
December 5, 2006

Board of Education

Uniform Grievance Procedure

A student, parent/guardian, employee, or community members should notify any District Complaint Manager if he or she believes that the Board of Education, 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. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; *or*
13. Illinois Whistleblower Act, 740 ILCS 174/1 *et seq.*

The Complaint Manager will attempt to 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 hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or 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 gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

2. **Investigation**

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

Complaint Manager will notify his or 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, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education 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 Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers. Please refer to Board exhibit, 2:260-E, *Complaint Managers*.

- LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Equal Pay Act, 29 U.S.C. § 206(d).
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq. [only if the District receives Title I funds]
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1, and 45/1-15.
Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
775 ILCS 5/1-101
Victim's Economic Security and Safety Act, 826 ILCS 180, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112.
23 Ill. Admin. Code §§ 1.240 and 200-40.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Complaints)
- ADOPTED: February 4, 2003
- REVISED: February 17, 2004
December 5, 2006
January 22, 2008

Board of Education

Exhibit - Complaint Managers

Complaint Managers:

| | | |
|-----------|--|---|
| Name | Dr. David Kibelkis, Principal Ms. Michele Jurgens, Dean | Mrs. Renee Simms, Principal Mr. David Staden, Assoc. Principal |
| Address | Bremen High School 15203 Pulaski Rd., Midlothian, 60445 | Hillcrest High School 17401 Pulaski Rd., Country Club Hills, 60478 |
| Telephone | (708) 371-3600 | (708) 799-7000 |

| | | |
|-----------|---|---|
| Name | Dr. David Wilson, Principal Dr. Savka Mladenovich, Asst. Principal | Dr. Theresa Zielinski, Principal Mr. Randy Couwenhoven, Assoc. Principal |
| Address | Oak Forest High School 15201 Central Ave., Oak Forest, 60452 | Tinley Park High School 6111 W 175 th St., Tinley Park, 60477 |
| Telephone | (708) 687-0500 | (708) 532-1900 |

DATED: September 2, 2003

REVISED: February 17, 2004
August 15, 2006
July 17, 2007