

Special Agenda

Date: Wednesday, April 28, 2021

Meeting: Special Meeting with Closed Session Agenda as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Following social distancing guidelines, there will be limited seating in the Board Room. Additional seating with remote viewing linkup will be available in the building.

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to Order the Special Meeting for Wednesday, April 28, 2021 at __ p.m. The purpose of this meeting is Reorganization of the Board. A quorum must be met.

Roll Call: Ayes / Absent / Motion ____

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 6:30 p.m.*

Resume the Regular meeting at __ p.m.

Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Quagliano)

Will come from the Board. **Roll Call: Ayes / Nays / Absent / Motion** _____

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

4. **Pledge of Allegiance** (Mr. Quagliano)

5. **Student Recognition by the Board of Education (R)** (Ms. Lombard)

The Board of Education will be honoring the Huntley High School Varsity Cheerleaders for placing 3rd in State.

Amanda Apmann, Matthew Breese, Kylie Brown, Dominic Calabrese, Elizabeth Case, Sarah Cross, Kailey Cubelo, Krista Eberhardt, Alli Engels, Abby Fiandalo, Brooklynn Garcia, Ava Garifo, Madi Guttke, Cayley Kennedy, Maddie Kowalski, Ellie O'Donnell, Riley O'Mara, Ella Olszewski, Reagan Overhage, Sydney Patel, Summer Pyra, Jessica Raff, Danielle Reyes, Lindsey Simmons, Sophie Thompson, Jayla Turner, Ashley Zolen.

6. **Public Comment** As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

7. **Results of Canvass from the April 6, 2021 Consolidated Election (A)** (Mr. Quagliano) **3**

The Canvass results from the McHenry County Clerk and Kane County Clerk will be shared, seeking

adoption of the results as presented (Policy 2:30). Motion and a 2nd required.

Roll Call: Ayes / Nays / Motion ____

8. **Oath of Office of New Board Members and Reaffirmation of Current Board Members (A)** (Mr. Quagliano) **7**

Quagliano)

As part of the Organizational Board of Education meeting (Policy 2:210), the school board members take an official oath according to P.A. 49-0881 and Policy 2:80 and adopt the Code of Conduct.

9. **Adjourn Sine Die (A)** (Mr. Quagliano)

The Board follows Roberts Rules and the tradition of *adjourn sine die* before reorganizing. Motion to adjourn this portion of the meeting.

Voice Call: Ayes / Nays / Motion ____

10. **Board of Education Reorganization (A)** (Mr. Quagliano) **12**

11. **Nominations of Board of Education Officers (A)** (President pro-tem)

Nominations are in order for the election of BOE Officers: President, Vice President, and Secretary, the Secretary naming Mrs. Stock to continue as the Recording Secretary of the Board. A motion and a second are required for election of officers.

Roll Call: Ayes / Nays / Motion ____

12. **Committee Structure 2021-2023 (D)** (President)

The Board President makes all Board committee appointments, subject to Board approval (Policy 2:150). Members are asked to submit three committee preferences to the President prior to the next regular meeting.

Roll Call: Ayes / Nays / Absent / Motion ____

13. **Establish Regular Meetings 2021-2022 (A)** (President) **19**

All school Boards are required to hold regular meetings, establish a schedule for them and provide a public notice as required by the Open Meetings Act. Administration is requested of the Board to continue with the 3rd Thursday of each month, except for November. Establish the meeting location at Administrative Building in the Board Room, beginning at 6:00 p.m. (Policy 2:210). Motion and 2nd required.

Roll Call: Ayes / Nays / Motion ____

14. **Adjournment (A)** (Mr. Quagliano)

Motion to adjourn the meeting at __ p.m. on April 28, 2021

Voice Call: Ayes / Nays / Motion ____



ABSTRACT OF VOTES
McHenry County, Illinois

I do hereby certify that on **April 26, 2021**, I canvassed the returns of the **Consolidated Election** held on **April 06, 2021**. I proclaim that a total of **22,639** ballots were cast in McHenry County and I further certify that the following list of candidates each received the number of votes recorded for him or her for the office listed below .

SCHOOL

HUNTLEY COMMUNITY Consolidated SCHOOL DISTRICT #158

Huntley Community Consolidated School District #158 For Member of the Board of Education

Vote for 4

	<u>Votes Received (McHenry / Kane)</u>	<u>Mark if Elected</u>
Katherine (Kate) Policheri	772 / 264	
Sean Cratty	1,256 / 266	<u>X</u>
Susan Hochmuth	811 / 285	
Laura Murray	770 / 271	
Lesli Melendy	1,170 / 234	<u>X</u>
Paul A. Troy	1,113 / 291	<u>X</u>
Dana Dalton-Wiley	701 / 234	
Anthony R. Quagliano	1,053 / 289	<u>X</u>
Tara Masino	548 / 160	
Jennifer Sargent (Write-in)	135	

I further certify that the above is a true and complete **Abstract of Votes** as recorded by the **McHenry County Clerk's Office** on **April 26, 2021**.



 Joseph J. Tirio
 McHenry County Clerk

MEMBER OF THE BOARD OF EDUCATION HUNTLEY COMMUNITY CONSOLIDATED DIST. #158
 4 TO BE ELECTED

	R V E O G T I E S R T S E R E D	B C A A L S L T O T S	T P U E R R N C O E U N T T A G E	K (P A K O T A L H T I E E C R) H I E N R E I (NP)	S C E R A A N T Y (NP)	S H U O S C A H N M U T H (NP)	L M A U U R R R A A Y (NP)	L M E E S L L E I N D Y (NP)	P A T A . R U O L Y (NP)	D D A A N L A T O N - W I L Y (NP)	A R Q N . U T A H G O L N I Y A N O (NP)	T M A A R S A I N O (NP)
23 PRECINCTS												
0080 CORAL COR 3	1025	64	6.24	14	35	25	23	28	29	16	30	10
0096 GRAFTON GRA 1	1291	184	14.25	52	88	45	45	81	74	34	72	44
0099 GRAFTON GRA 4	2866	236	8.23	69	132	82	79	114	99	84	95	48
0101 GRAFTON GRA 6	1190	339	28.49	4	4	2	2	4	3	1	5	4
0104 GRAFTON GRA 9	715	65	9.09	34	33	22	16	30	31	13	31	10
0107 GRAFTON GRA 12	1694	122	7.20	47	67	32	33	67	56	37	51	30
0109 GRAFTON GRA 14	1008	67	6.65	23	29	23	22	32	31	17	30	11
0110 GRAFTON GRA 15	1218	179	14.70	60	67	78	71	68	70	53	79	33
0111 GRAFTON GRA 16	2508	207	8.25	67	131	57	54	130	101	56	85	44
0112 GRAFTON GRA 17	1497	104	6.95	27	45	50	42	41	48	43	46	23
0113 GRAFTON GRA 18	1642	96	5.85	30	57	23	19	53	53	12	42	34
0114 GRAFTON GRA 19	1580	71	4.49	20	34	22	25	29	34	20	32	12
0115 GRAFTON GRA 20	2163	136	6.29	21	47	26	27	55	43	24	45	16
0116 GRAFTON GRA 21	1597	295	18.47	0	0	0	0	0	0	0	0	0
0117 GRAFTON GRA 22	1301	126	9.68	38	64	38	43	47	56	34	48	34
0118 GRAFTON GRA 23	1309	123	9.40	37	65	34	37	56	57	41	51	31
0119 GRAFTON GRA 24	1230	104	8.46	23	67	17	22	74	57	19	58	16
0120 GRAFTON GRA 25	1524	58	3.81	22	25	29	24	23	21	28	21	12
0121 GRAFTON GRA 26	1288	157	12.19	52	61	68	60	52	66	49	55	33
0122 GRAFTON GRA 27	1256	188	14.97	60	80	66	61	69	74	53	82	55
0123 GRAFTON GRA 28	1120	66	5.89	20	34	18	19	38	29	16	25	16
0124 GRAFTON GRA 29	1173	124	10.57	42	76	30	28	62	70	33	59	27
0125 GRAFTON GRA 30	984	49	4.98	10	15	24	18	17	11	18	11	5
GRAND TOTALS	33179	3160	9.52	772	1256	811	770	1170	1113	701	1053	548

Canvass Report — Total Voters — Official
Kane County, Illinois — 2021 Consolidated Election — April 06, 2021

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Total Number of Voters : 35,770 of 318,299 = 11.24%

04/20/2021 11:40 AM
 Precincts Reporting 291 of 291 = 100.00%

CONSOLIDATED SCHOOL DISTRICT 158 FOR MEMBERS OF THE BOARD OF ED. TO SERVE A FULL 4-YEAR TERM

Precinct	Vote By Mail Ballots Cast	Early/Grac e Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	Katherine (Kate) Policheri	Sean Cratty	Susan Hochmuth	Laura Murray	Lesli Melendy	Paul A. Troy	Dana Dalton-Wiley
RU0001	0	0	0	0	14	00.00%	0	0	0	0	0	0	0
RU0002	3	2	10	15	418	3.59%	7	6	4	7	9	7	8
RU0003	19	70	43	132	695	18.99%	49	49	45	42	50	53	30
RU0004	35	119	99	253	1899	13.32%	97	83	95	87	61	93	78
RU0007	17	74	74	165	1194	13.82%	54	55	64	60	57	60	59
RU0008	0	0	1	1	85	1.18%	1	0	0	0	0	0	0
RU0009	29	90	69	188	1030	18.25%	56	73	77	75	57	78	59
Totals	103	355	296	754	5335		264	266	285	271	234	291	234

Continued

Canvass Report — Total Voters — Official
Kane County, Illinois — 2021 Consolidated Election — April 06, 2021

Total Number of Voters : 35,770 of 318,299 = 11.24%

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04/20/2021 11:40 AM
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CONSOLIDATED SCHOOL DISTRICT 158 FOR MEMBERS OF THE BOARD OF ED. TO SERVE A FULL 4-YEAR TERM

Precinct	Vote By Mail Ballots Cast	Early/Grac e Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	Anthony R. Quagliano	Tara Masino	Totals
RU0001	0	0	0	0	14	00.00%	0	0	0
RU0002	3	2	10	15	418	3.59%	5	4	57
RU0003	19	70	43	132	695	18.99%	50	28	396
RU0004	35	119	99	253	1899	13.32%	98	55	747
RU0007	17	74	74	165	1194	13.82%	57	31	497
RU0008	0	0	1	1	85	1.18%	0	0	1
RU0009	29	90	69	188	1030	18.25%	79	42	596
Totals	103	355	296	754	5335		289	160	2294

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** (or *affirm*) that I will faithfully discharge the duties of the office of member of the Board of Education of *(name of School District)*, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or *affirm*) that:

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

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

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

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

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the school district;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for *(name of school district)*;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school *(or schools)* to advance the vision for *(name of school district)*; and

I shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

105 ILCS 5/10-16.5



Appendix

October/November 2018

2:120

School Board

Board Member Development ¹

The School Board desires that its individual members learn, understand, and practice effective governance principles.² The Board is responsible for Board 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 education materials, publications, and notices of training or development.

Mandatory Board Member Training ³

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. ⁴
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once. ⁵
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. ⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law governs the mandatory board member training provisions in this sample policy.

² The IASB *Foundational Principles of Effective Governance* is available online at: www.iasb.com/principles.cfm.

³ A board may omit the description of mandatory training requirements by deleting "that are described below" and deleting the numbered list.

⁴ 105 ILCS 5/10-16a.

⁵ 5 ILCS 120/1.05(b) and (c). IASB is an authorized provider of this training.

⁶ 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts must implement PERA evaluations. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. IASB is an authorized provider of this training. For more information about PERA, see *PERA Overview for School Board Members*, iasb.com/law/pera.cfm.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. ⁷

Professional Development; Adverse Consequences of School Exclusion; Student Behavior ⁸

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. ⁹

New Board Member Orientation ¹⁰

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall 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. ¹¹
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ 105 ILCS 5/10-16a requires each school district to post on its website, if any, the names of all board members who have completed the minimum of four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

⁸ Optional. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

⁹ Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics. 5 ILCS 120/2(B)(6).

¹⁰ New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning *new team*. The first paragraph should be customized to add references to the IASB policy services that the district receives, e.g., **PRESS**, **PRESS Online**, **School Board Policies Online**, and **PRESS Plus**.

¹¹ See 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.

Candidates

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

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

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

School Board

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

On District letterhead

Date

Dear School Board Member:

Thank you for agreeing to serve as a mentor to a new 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 provided the new Board member with a web link or paper 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 in becoming an effective member of the Board and ensuring 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.

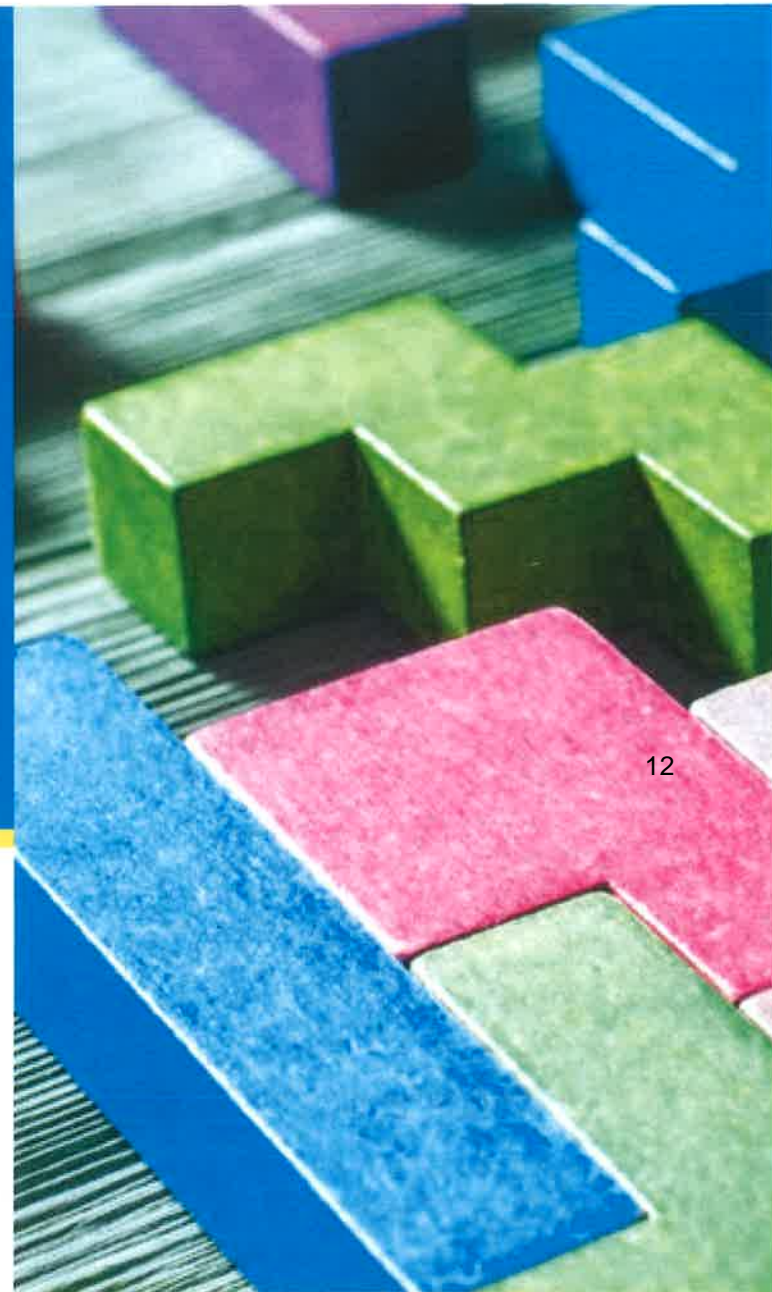
Sincerely,

School Board President



Organizing the Board

Your Guide to Seating New
Members, Electing Officers, and
Administering the Oath of Office



Introduction

State law requires each school board to hold an organizational meeting following the consolidated election held in odd-numbered years. This document describes those legal requirements and provides a process for smoothly and efficiently seating new board members and organizing the school board.

The board should have a policy in place to address the organizational meeting and will want to ensure the processes used in the organizational meeting are aligned with that policy. In addition to the legally required process, board members may weigh other considerations, including a show of respect for the traditions of the board and expressions of gratitude for retiring members.

The organizational meeting must be held in open session, and the board must:

-  Administer the oath of office
-  Elect officers
-  Seat new members
-  Set a time and place for regular meetings.

If officers are elected to one-year terms, the board must hold an organizational meeting every year primarily for the purpose of electing officers.

Even though its members change, a school board is a continuing entity. The board does not need to re-hire district staff, re-approve contracts, or re-adopt the board policy manual. These unnecessary actions may cause confusion and could create legal issues for the district.





Election of Board Officers

The law does not establish a method for electing officers. Each board must establish its own policy regarding the organizational meeting, including terms of office, selection of officers, and nominating and voting processes. The Open Meetings Act requires the election of officers by open vote, not by secret ballot.

To launch the process of electing officers, someone should be selected to serve as the president pro tempore (temporary president) until the board elects a permanent president. The president of the board is the first officer to be elected and immediately assumes duties of the chair to preside over the election of other officers.

Appointment of President Pro Tem and Secretary Pro Tem

The board may establish its own process for selecting a president pro tem. Any seated board member can serve as a president pro tem. Best practice would indicate choosing a board member who

has been through an organizational meeting in the past. Some boards appoint the current president or vice president as the president pro tem if he or she is still on the board.

If a board does not use a recording secretary (superintendent's secretary or other district employee), the board should appoint a secretary pro tem to keep a record of the board's actions until a new board secretary is elected.

Nominations and Voting

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Board President

The board's local process determines how nominations and voting are done; a simple process works best. The first order of business is nominations. Anyone can make a nomination, including self-nominations. Nominations do not require a second. Election of an officer requires a majority of those voting. This entire process must occur during an open meeting, and voting must not be by secret ballot.

- If only one member is nominated for president, the president pro tem may 1) cast a unanimous ballot and declare that can-

candidate elected, or 2) ask for a show of hands or a voice vote in which each member has an opportunity to vote “yes” or “no” for the nominated candidate.

- If two or more members are nominated for president, a show of hands or roll call voice vote is necessary. The member receiving a majority of the votes cast is elected. If there is a tie or no one receives a majority of votes cast, a second vote must be taken. Additional votes must be taken as necessary to elect one candidate. If no candidate is elected, the president pro tem continues to serve until a president is elected.

Vice President, Secretary, and Treasurer

Once elected, the board president presides over the meeting as the board proceeds to elect its vice president, secretary, and treasurer (if the board elects a secretary and/or treasurer from among its members), using the same nomination and voting process that the board used to elect the president.

State law assigns specific duties to board officers; however, each school board may require its officers to perform other duties. Board policy should be consulted for officer duties.



Choosing Officers

Choosing the best individuals to lead the board is important. Some things to consider when choosing board officers include:

President

The board president presides at all meetings and calls special meetings, in addition to many other duties. Because the president becomes the public face of the board, members may want to select someone with recognized leadership skills and the abilities to effectively speak for the board and to work together with the superintendent to plan and conduct successful meetings. Basing the choice on these considerations is generally more effective than either basing the choice upon longevity or rotating the office so that each board member takes a turn serving as president. The individual chosen for the post should possess the qualities to do the job well and be prepared to satisfy the major time commitment required.

Vice President

The vice president performs the duties of the president in the event of a vacancy or if the president is absent or unable to perform his or her duties. A board is well advised to select a vice president who has many of the same skills and qualities of the president.

Secretary

The secretary may be a board member or non-member at the discretion of the board. The secretary is the only officer who may receive compensation. Compensation of a board member chosen as secretary is limited, however, to a maximum set by statute, and the amount must be established at least 180 days before the term of office begins. Compensation of a non-member board secretary is not subject to a statutory maximum. Even when a board member is elected board secretary, best practice dictates that a recording secretary be used to keep the minutes, freeing all elected board members to take an active role in board discussion and deliberation.

Treasurer

The School Code specifies the qualifications and term lengths for treasurer. In some districts, but not all, a school board member may be elected treasurer. An appointed treasurer (non-member of the board) serves at the pleasure of the board rather than for a fixed term.

The following sample scripts illustrate several of the concepts in this publication.

Taking the oath of office

Continuing president or president pro tem: "I will now administer the oath of office to the newly elected members of the board of education."

Continuing president or president pro tem (to new board members):
"Please repeat after me: ..."

Nominations

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

Member: "I nominate Helen Smith."

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President pro tem: "Helen Smith is nominated."

Are there any other nominations for the office of president?"

President pro tem: "Hearing no further nominations, the nominations for the office of president are closed."

Electing the president (if there is only one nomination, the president pro tem may recognize the election without asking for votes.)

President pro tem: "Helen Smith being the only candidate nominated for the office of president, the chair hereby declares her elected by acclamation and directs the secretary to so record in the minutes."

(continued next page)

Electing the president (if there are several nominations, the candidate receiving the majority of votes cast wins. Abstentions should be counted with the majority of votes cast.)

President pro tem: "All in favor of Helen Smith for the office of president raise their hands."

Then: "All in favor of Paul Jones for the office of president raise their hands."

Then: "The secretary (or secretary pro tem) reports the vote is 5-2 in favor of Helen Smith. By receiving a majority of the votes cast, Helen Smith is elected president of this board of education."

Electing the president (if more than two candidates are nominated, one candidate must receive a majority of the votes cast to declare a winner.)

President pro tem: "[The secretary reports that] Three candidates have split the vote [3-2-2 or 3-3-1]. No one candidate has received a majority of the votes cast. Voting will continue until one candidate receives a majority of the votes cast. At this time, does any candidate choose to drop out of the contest for the office of president before we vote again?"

Establishing Regular Meetings



All school boards are required to hold regular meetings, establish a schedule for them, and provide public notice as required by the Open Meetings Act. Once the newly elected members have been seated and the permanent board officers are elected, the board sets the dates and location(s) for its regular meet-

ings.

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After new board members have taken the oath, officers have been elected, and the meeting dates and locations have been set, the board goes on to any items of business remaining on the agenda.

Board Traditions

Some school boards have established the tradition of adjourning sine die before reorganizing, as detailed in Roberts Rules of Order. "Sine die" is a Latin expression meaning "indefinitely or without a date set for a future meeting." This procedure is not required by law and has no legal significance. The implication

is that an “old board” is permanently adjourned and that a “new board” is convened. However, in regard to contracts, formally adopted board policy, and other agreements, the board is seen as a corporate body that continues regardless of changes in its membership.

Another tradition in many districts is that once the new board members have been seated, members retiring from the board who are present are recognized for their service to the district. Boards provide this recognition in a small ceremony after the new board members have been seated. This can take the form of a presentation of a plaque, framed certificate, or other memento acknowledging board service. The specifics of the ceremony are a matter of local tradition or preference.

Some districts host a social function for both the incoming and outgoing board members, either before or after the organizational meeting. The reception, which does not need to be elaborate, is an opportunity to recognize the contributions of the outgoing board member(s) as well as to welcome the new member(s) of the board and introduce them to the public and district employees.

Sources

Illinois Election Code

- Article 17, Conduct of Elections and Making Returns (10 ILCS 5/17-22)
- Article 22, Canvassing Votes, (10 ILCS 5/22-17 and 5/22-18)

Illinois School Code

- Article 10, School Boards (105 ILCS 5/10-1 et seq.)

Illinois School Law Survey

- Chapter 4, School Election Procedures
- Chapter 5, School Board Officers 18
- Chapter 6, School Board Meetings

Coming to Order: A Guide to Successful School Board Meetings

- Chapter 10, The New Team: Reorganizing the School Board



Huntley Community School District 158

650 Dr. John Burkey Drive
 Algonquin, Illinois 60102
 (847) 659-6158 • www.district158.org

Notice of Board Meetings

2021-2022 Board of Education Meeting Calendar

Location: Huntley Community School District 158 of McHenry and Kane Counties, Illinois
 Square Barn Road Campus
 Administrative Building | Board Room | Door #2
 650 Dr. John Burkey Drive
 Algonquin, Illinois 60102

Time: The Committee of the Whole Meetings begin at 6:00 p.m. on the 1st Thursday of every month except as noted. Regular Meetings begin at 6:00 p.m. on the 3rd Thursday of every month except as noted. (Typically, the Closed Session portion of the Regular Meeting begins at approximately 6:05 p.m., resuming in Open Session at approximately 7:00 p.m.)

***2nd Thursday – changed to allow time for attendance at the LUDA Conference**

****2nd Thursday – changed to allow time for attendance at the IASA/IASB/IASBO Annual Conference**

Committee of the Whole Meeting	Regular Meeting
No Meeting	July 15, 2021
August 5, 2021	August 19, 2021
September 2, 2021	September 16, 2021
October 14, 2021*	October 21, 2021
November 4, 2021	November 11, 2021**
December 2, 2021	December 16, 2021
No Meeting	January 20, 2022
February 3, 2022	February 17, 2022
March 5, 2022	March 17, 2022
April 7, 2022	April 21, 2022
May 5, 2022	May 19, 2022
June 2, 2022	June 16, 2022

Policy 2:200 School Board – Types of School Board Meetings - Regular Meetings

Regular Meetings - The Board of Education 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 Board of Education meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law. A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Posting on the District's 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 posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded; (4) minutes, once approved by the Board of Education, shall be posted for 30 days.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act. 5 ILCS 140/, Freedom of Information Act. 105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers); 2:120 (Board Member Development); 2:210 (Organizational Board of Education Meeting); 2:220 (Board of Education Meeting Procedure); 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board); 6:235 (Access to Electronic Networks)