

Durand Community Unit School District #322
200 West South Street
Durand, IL 61024
815-248-2717
<http://www.durandbulldogs.com>

WELCOME TO YOUR BOARD OF EDUCATION MEETING

BOARD OF EDUCATION MEETING PROCEDURES

The Durand Community Unit School District #322 Board of Education welcomes public participation to its monthly meetings. As your elected representatives to this policy-making Board, the Board of Education appreciates the community's interest and attendance. Attending Board meetings is an important way to learn about the accomplishments, concerns, and needs of your public schools. This brochure explains how the Board functions and how you can be a part of the proceedings.

The Board generally meets for its regular Board meetings on the second Monday of every month at 6:00 p.m. in the Board Room, in the front office, located at 200 West South St., Durand, Illinois. However, because of holidays or for special purposes (such as curriculum review), the Board occasionally meets on other days or times. Please check the school calendar or the District website (<http://www.durandbulldogs.com> and follow the link to calendars) for the time and place of each meeting. The Illinois School Code, Board Policies, and Robert's Rules of Order, Newly Revised, are the parliamentary authorities for conduct of the meetings. The Board conducts all of its business in public except for closed sessions as permitted under State statutes.

All Board meetings are open to the public except for closed sessions which the Board may call to discuss collective bargaining, negotiations, acquisition or sale of real estate, personnel matters, pending court proceedings involving the District or student discipline matters. Voting on all issues, including those discussed in closed session, is done in public. No action is taken in closed session. The agenda for each meeting is prepared by the Board President, Board Secretary, Superintendent, and Board Administrative Assistant. Items on the agenda are grouped by individual actions, information items, old and new business. These items are considered by motions, which require voice votes or, if the commitment of funds is involved, roll call votes of the Board.

Extensive board packets are sent to Board members prior to each meeting. After examining these materials, Board members may obtain answers to questions and be prepared to efficiently and expeditiously reach decisions concerning the many items that come before them during the meeting.

ADDRESSING THE BOARD OF EDUCATION

A Board meeting is a meeting in the public and not a public hearing; therefore, participation by persons in the audience is designated at specific place on the agenda. When addressing the Board, individuals are requested to fill out a Visitors Card with your name and address and, if representing a group, indicate the group represented. The usual time limitation to speak is five minutes for each individual or delegation.

The Board of Education encourages public participation during its regular meetings during "Comments to Agenda Items and Other". When recognized by the Board President, please stand and approach the

podium and state your name. If there is no podium present please stand where you are seated and address the Board. We ask that you limit your comments to five (5) minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. 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. Personnel matters will not be discussed in open session. The Board will attempt to answer questions at that time to the best of its ability, but may need to refer questions to appropriate individuals for answers. Every attempt to obtain answers will be made within a reasonable period of time after the meeting date. No immediate action will be taken on an item introduced during this portion of the meeting. Personnel issues will be in executive session and scheduled ahead of time.

Members of the public may propose items for the Board's agenda by submitting them in writing to the Superintendent at least seven working days preceding regularly scheduled meetings including items that are held in executive session. The Board reserves the right to determine the appropriateness of any proposed agenda item.

Please note that although the Board welcomes participation at its regular meetings, issues or inquiries that relate to specific situations should be dealt with by contacting the teacher or staff member directly involved. If a situation is not satisfactorily resolved at that level, the principal should be contacted. If still unresolved, the Superintendent should be contacted. If still unresolved, the issue may be brought to the Board for review. Depending on the nature of the situation that review may be conducted in executive session to protect a person's rights.

If you have specific questions regarding Board policy or actions, please feel free to call any Board member or the Superintendent at the District Office at (815) 248-2171. You may also communicate in writing by addressing your letter to the Board of Education, Durand Community Unit School District #322, 200 West South Street, Durand, Illinois 61024 or directly mailing each board member.

COMMUNICATIONS TO AND FROM THE BOARD

The School Board welcomes communications from the community. 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.

ROLE OF SUPERINTENDENT

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board policies and directives, and State and federal law. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed by Board policies or vote. The Superintendent is the professional advisor to the Board and makes recommendations to the Board for changes in Board policies and the educational program. The Superintendent makes recommendations to the Board concerning the budget, building plans, employment of staff, selection of instructional materials, and curricular offerings. The Superintendent keeps the records and reports required of the Board, and performs such other duties as the Board may delegate.

