

GENESEO CUSD 228 BOARD OF EDUCATION CITIZENS GUIDE TO BOARD OF EDUCATION MEETINGS

Welcome to tonight's meeting of the Geneseo Community Unit School District #228 Board of Education. I invite you to regularly attend meetings and to get involved with our schools. I hope that this brief guide assists you with understanding the functions of the school board and the manner in which meetings are conducted.

If you have questions regarding the meeting agenda or if you wish to address the Board, please contact the Board Recording Secretary immediately upon your arrival. Because our meeting minutes are a public record, all visitors are required to sign in with the Secretary of the Board. Please keep in mind that a school board meeting is not a "public meeting" in the sense that there exists continual dialogue between the members of the Board and the audience, but rather it is a business/governing meeting of the Board of Education that occurs in public. Thank you for your support to improve our governance and work to improve student achievement.

Doug Ford, President, Geneseo CUSD 228 Board of Education

MEETING AGENDA

All meetings follow a similar agenda to ensure that meetings are conducted in an efficient and orderly manner. Only items listed on the agenda are typically discussed by the Board of Education, and normally, action will not be taken on any non-agenda item.

Recognition of Visitors

A portion of each meeting is set aside for "Recognition of Visitors", which is a time allotted for citizens to address the Board. If you wish to address the Board, first sign in with the Board Secretary or Superintendent of Schools. Any comments pertaining to personnel employed by the Board or matters related to individual students will be reserved for Closed Session. If you wish to address the Board in Closed Session, inform the Superintendent of Schools immediately upon your arrival.

Public Suggestions and Complaints

The Board of Education is interested in receiving valid suggestions and complaints from members of the community. Public suggestions and/or complaints shall be referred to the appropriate level staff member or district administrator who is most able to respond in a timely manner. Each suggestion or complaint shall be considered on its merit. Although no person shall be denied the right to present a complaint about school personnel to the Board, resolution of such complaints will first be referred to the building administration for study and solution. If the issue is not resolved by involvement of the immediate supervisor/administrator, the complainant can refer the issue to the Superintendent for his/her review and decision. This policy shall not be considered an override to the negotiated contract between Board of Education and Geneseo Education Association. An individual, who is not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

Consent Agenda

Routine items that are typically approved unanimously and without discussion by the Board are part of the Consent Agenda. This includes previous meeting minutes and other routine items. You will also find items on the Consent Agenda that have been listed as Information Items previously.

Personnel Consent Agenda

Personnel matters such as employing new staff, accepting resignations and approving leaves are considered and approved here.

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Financial Reports

Each month the Board reviews various financial reports of the district and also authorizes the payment of bills. Reports may relate to investments, updates regarding the district's budget, and other pertinent information. If you have specific questions related to the financial operations of the district or if you would like to request information, please contact the Chief School Business Official.

Action Items

Items listed under this heading may have been discussed previously by the Board or may be items that are renewed annually. Any Board policy changes for finalization are considered/approved in Action Items. As much as possible, the Board likes to introduce resolutions as information one month and then vote for approval at a subsequent meeting.

Information Items

Items listed under this heading are being reported upon or introduced for the first time. Typically, only items listed on the agenda are considered for discussion or action.

Closed Session

The reasons that a Board of Education may convene in closed or executive session are governed by the Open Meetings Act. These include the appointment, employment, or dismissal of personnel; complaints against individual employees; collective bargaining; student discipline, purchase of property, and potential litigation. The Board cannot publicly discuss any of these issues. Twice annually, the Board reviews the minutes from Closed Session to determine whether they should be opened to the public.

Motions From Closed Session

While the Board is required to discuss certain issues in closed session, any action must be taken publicly (by vote). These items must appear on the agenda before they can be voted upon publicly.

Miscellaneous

At each meeting, certain informational items or comments are provided to the Board by the administration or by individual members of the Board. Often, the Board requests special presentations by faculty, administrators and perhaps even students. Typically, these presentations occur early in the meeting.

Schoolboard.net

The Board of Education is proud of its efforts to be open and transparent in the way it conducts business. The Board strives to be thorough in doing its "homework" and takes seriously its mission to maximize student achievement. Board information is available on the school district website where all meeting agendas and minutes, both regular and special, can be accessed.

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Board Response to Complainants at Meeting

