

# Community Handbook

## Glen Ellyn School District 41 Board of Education



The Glen Ellyn School District 41 Board of Education consists of seven members who are elected at large and serve without pay for staggered four-year terms. In addition, District 41 selects three 8th grade students to also serve as non-voting members of the Board. The Board is accountable to the public and makes decisions as a unit based on what is best for the District consistent with approved school policy.

### Code of Conduct



Board members follow the Board Code of Conduct and strive to adhere to their agreed upon Board of Education Meeting Norms. The Board hires the Superintendent, sets instructional policy, approves the budget and ongoing expenditures, and is ultimately responsible for the performance of the District. The Board and Superintendent work together to set priorities for the District.



## When are meetings?

The Board meeting calendar is approved by the Board prior to each school year. The agenda is posted a minimum of 48 hours in advance of the meeting. Regular business meetings occur once every month, except for July. Meetings are typically on the third Monday evening of the month and begin at 6:30. The public is always welcome to attend board meetings and time is set aside for public participation. Meetings can be viewed live online. Recordings of every Regular Board meeting are available on the District 41 website. The recordings are usually posted within 24-48 hours after the meeting.

## What happens at meetings?

Board meetings are public working sessions and the Board's primary obligation is to conduct its business so that the District can fulfill its educational mission.

Every meeting follows a published agenda which includes, among other standard items, District presentations/reports, discussions, and recommendations for actions. Board members will take votes on items where discussions have closed, and action is needed to move the District's work forward.

The Board follows a procedure derived from Robert's Rules of Order. Meetings will regularly involve the use of "motions" and votes to meet the requirements of the agenda. The Board's meeting agenda is facilitated by the Board President.

## Closed sessions

The agenda for some meetings may include a closed, or executive, session, during which the Board may consider certain topics such as employment of personnel and student disciplinary cases. Any official action on these matters must be taken in a public meeting.

## Public Participation

In accordance with Board Policy 2:230, members of the public are welcome to address the Board during board meetings. Comments are limited to three minutes or less. Members of the public who wish to provide public comment should indicate their intention on the meeting sign-in sheet.



They will be called during the Public Participation portion of the meeting by the Board Recording Secretary. Written material may also be presented and will become part of the public record of the meeting.

Personal complaints and criticism about staff members, students or other members of the District 41 community should be initiated privately with the appropriate district representative respecting the personal nature of the issue. Profanity, interruption and/or other interference with the orderly and civil conduct of the meeting are not permitted.

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## Public Participation (continued)

Please be aware that the Public Participation period of regular or special board meetings is not a time for board members to engage in Q&A with the speaker or community members in attendance. The Board welcomes community members to attend meetings and speak on any issues relevant to the District's operations. Public comments help to inform the Board on how community members are thinking about District activity. However, business meetings are not efficient settings for conversations with attendees.



[d41.org/board](https://d41.org/board)