

Illini Central CUSD #189

Board Protocols 2025

Agenda

The board's agenda expresses what the board understands its work to be and how it intends to pursue that work. Typically, the agenda is a cooperative effort of the board president and superintendent.

We agree to the following:

1. Any board member may request that an item be placed on the agenda. The request should be emailed to the board president and superintendent ten days before the meeting. If the request is inappropriate, the requestor will be notified, and an explanation will be provided.
2. The superintendent will discuss the agenda with the board president by Thursday, before the board packet is released on Friday for the board meeting on the following Thursday.
3. A consent agenda will be used for items not requiring discussion, and it will not be read aloud during the meeting.
4. Any board member may ask to have an item removed from the consent agenda to allow for discussion or individual consideration. A board member may request that the superintendent remove an item from the consent agenda at least three days before the meeting. Pulled consent items will be placed in the new business section.
5. Board members will give the superintendent time to research clarifying questions about agenda items and not spring surprises at the board meeting.

Meeting Preparation

We agree to the following:

1. Use of email
 - All board members will use his/her district email account for all district emails.
 - Board members will be judicious in their use of email and understand that most emails are subject to the Freedom of Information Act and can be made public.
 - In compliance with the Open Meetings Act, Board members will not "reply to all" to any district email. Put "Do not reply" in the subject line of the email.
 - Board members will not email or text other board members stating their thoughts or opinions. This discussion should be held at the board table.
2. Board members will come to the meeting prepared to discuss items on the agenda.
3. Board members will notify the superintendent, when possible, before the board meeting about positive and negative comments received from the community about the district or specific agenda items.

During the Board Meeting

We agree to the following:

1. Meeting agendas are available to the public by:
 - Posting the agenda at the meeting site
 - Posting the agenda on the district website
2. Public Comment—We understand that board meetings are public meetings of the board held in public, not open-forum town hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted on the agenda to ensure that multiple voices of the community are heard.
 - The public has a right to participate in the meeting only during the designated public comment time.
 - Procedures for public comment are transparent and available at the meeting site.
 - The board president will welcome any guests and review the public comment procedures.
 - The board president may recognize the superintendent for factual information.

During a meeting, we will abide by the following:

1. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
2. Board members will model the behaviors expected of students, staff, and community members.
3. Members will listen respectfully to each other and staff (no side conversations!).
4. Monitor for compliance with law (OMA) and policy.
 - Superintendent and all board members have a responsibility to abide by the law.
 - Use “point of order” to interrupt and get the meeting back on track. All conversations will be directly related to the agenda item being discussed.
5. Refrain from taking a position on an issue until all relevant information is presented.
6. The focus of board meetings will be board work and not administrative/staff work.

After the Board Meeting

We agree to the following:

1. Board members and staff will support and not undermine the majority's decisions of the board.
2. Board members and staff will abide by the confidentiality laws of closed sessions.
3. Board members will refrain from inappropriate conduct in making public statements on Facebook and social networking sites, from disparaging fellow board members, and from undermining/criticizing board decisions.

Site Visit

We agree to the following:

1. Board members are encouraged to attend school events (sporting, fine arts, community events) *as spectators*, as their time permits.
2. Board members wishing to visit a school shall:
 - Check with the superintendent about the best time to visit.
 - Check in with the principal upon arrival.
 - Follow campus guidelines for visitors (sign-in, guest badge, escort, etc.)
 - Respect staff time and allow staff to perform their duties.
 - Do not evaluate staff.
 - Do not give directions to any staff or students.
 - Do not accept gifts (other than nominal tokens) or favors from district employees.
3. When visiting with their children's teachers and coaches, board members will clarify that they act as parents rather than board members.
4. If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.

Board/Community Communication

We agree to the following:

1. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
2. Community meetings should be organized by staff and properly noticed so all board members can attend.
3. The superintendent will serve as the district's spokesperson to the media.
4. The superintendent and board president will serve as the spokesperson for the board with the media.
5. Complaints from staff or the community will be directed through the appropriate chain of command.
 - The board is the last stop in the complaint process.
 - Board members have no authority to solve problems.
 - Board members can ensure that complaints are addressed.
 - Anonymous complaints, including those made to the board, staff, or superintendent, will not be heard or recognized. If a complaint needs to be made confidentially, the complainant should follow board policy and contact the complaint manager.

Emergency Information

1. In an emergency when the superintendent is not on site, the principal(s) will have the authority to act in his/her absence.
2. The superintendent shall notify each board member of the following reasons:
 - Safety concern or severe injury
 - Potential legal issue
 - Death of a student or staff member

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As an Illini Central Board of Education member, I agree to abide by the Board Protocols and hold my fellow board members accountable.

Board President

Date

Vice President

Date

Secretary

Date

Board Member

Date

Board Member

Date

Board Member

Date

Board Member

Date