

GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
Office of the President of the Board of Education

TO: Board of Education Members
FROM: Dr. Kent Mutchler
SUBJECT: Board Reorganization Activities
DATE: May 2, 2013

At the May 6, 2013, special meeting of the Board of Education, a number of activities are necessary to reorganize the new Board. Matters that should be addressed include:

- 1) Accept Kane County Clerk's Abstract of Votes for the April 9, 2013, Election of Members for the Board of Education
- 2) Administration of the Board Member Oath of Office and Seating of New Members
- 3) Election of Officers
IASB brochure: "Seating New Members and Organizing the New Board."

Election of Board Officers
President and Vice-president -- *These two offices are held by Board members.*
Secretary -- *It has been customary to elect the Superintendent as the Board Secretary in order to facilitate procedural matters.*
Treasurer -- *It has been customary to elect the Assistant Superintendent of Business Services as Treasurer in order to facilitate procedural matters.*
- 4) Adopt Board Meeting Calendar
The board meeting calendar is adopted annually. Attached is a copy a draft of the proposed 2013-2014 meeting calendar.
- 5) Board Member Committee/Liaison Assignments
A draft of Committee/Liaison Assignments is provided as information for the Board's review.

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