

# Welcome to Our Board of Education Meeting

*This handout contains information concerning Board meeting procedures. If you wish to address the Board, complete the form on the back of this handout, detach it prior to the meeting and present it to the Recording Secretary or Board President before the meeting is called to order.*

Dear Visitor:

We are happy that you can be with us at this meeting, and hope you will come frequently. Your presence assures us of continued community interest in our schools. The Board of Education has a scheduled order of business (the agenda) which it follows. Extensive background material has been prepared by the Superintendent and has been distributed to all members of the Board of Education prior to this meeting. This has given them an opportunity to call the Superintendent's office for clarification or additional information.

The minutes of prior meetings and a listing of all bills to be considered for payment at this meeting have also been available to members of the Board of Education for several days so they have been able to peruse and study these items. This procedure enables the Board to act more quickly on agenda items than would otherwise be possible.

If you wish to address the Board at this meeting, the meeting agenda includes an opportunity for comments from the audience. Guests addressing the Board need to complete the form contained in this brochure, detach it, and present it to the Recording Secretary or the Presiding Officer before the meeting is called to order. When recognized by the Presiding Officer, guests should come to the podium, use the microphone, and state their full name because the proceedings are video recorded for later broadcasting to the community. It is the prerogative of the Presiding Officer to recognize members of the audience who wish to address the Board during the time reserved for public comment. If you have a concern regarding an individual student or a personnel issue, you are asked to bring it to the attention of the Administration and are kindly asked not to address those matters during public comment.

Should you desire an audience with the Board during closed session after having brought the matter to the attention of the Administration, you may submit a request to address the Board in closed session by contacting the Superintendent or Board President. In the interest of providing all visitors an equal opportunity to address the Board, comments will be limited to five (5) minutes or less at the discretion of the presiding officer. Those individuals needing more time should submit their thoughts in writing to the Board's Recording Secretary or email them to the Board at the address provided on the cover of this brochure. The Board reserves the right to edit the video recording for the purpose of excluding any public comment regarding an individual student or a personnel issue.

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## Board Members:

Larry Cabeen, President  
Jacqueline Forbes, Vice-President  
Dr. Molly Ansari  
Stephanie Bellino  
Dan Choi  
Dr. Willard C. Hooks Jr.  
Paul Radlinski

Andrew J. Barrett, Ed.D.  
Superintendent



## Administrative Offices:

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www.geneva304.org  
board@geneva304.org  
genadmin@geneva304.org  
genfoia@geneva304.org

**What is the School Board?**

In Illinois, public education is the state’s constitutional responsibility. The state delegates the authority to govern school districts to local School Boards. So, although the Board is politically responsible to district voters, it is legally responsible to the state.

The seven members of the Board of Education are locally elected officials who serve without pay for a four-year term of office. They are responsible for the educational program in our community for grades pre-kindergarten through 12. They are required to conduct the schools in accordance with the Constitution of the State of Illinois, the Illinois School Code, rules and regulations set down by the Illinois State Board of Education, and the rules and regulations which have been developed and adopted by this Board of Education.

The Board of Education is a policy-making body. It has delegated the administration of the school district to the professional administrative staff under the leadership and direction of the Superintendent. The Superintendent is a professional educator hired by the Board to carry out its goals and oversee the day-to-day operation of the district. Individual Board members may not act alone or make decisions binding on the Board or the district.

**The Board’s job is to** adopt goals and policies that meet state requirements and reflect community needs; provide the resources necessary to pursue its goals according to its policies; and monitor district performance to see that results are consistent with goals and policies.

**Among the Board’s legal duties are** hiring necessary personnel and setting their salaries; providing and maintaining school buildings; letting all contracts and paying all bills; and arranging for the revenue necessary to operate the district.

**How are Board meetings conducted?** Meetings follow an agenda which establishes a sequence of events for the meetings. The meeting is conducted by the Board President based on a combination of Robert’s Rules of order, common sense, and common courtesy. Meetings can last up to several hours, depending on the contents of the agenda.

**Will the Board resolve my concern at this meeting?**

The Board rarely can be expected to act immediately on an issue brought before it for the first time. Even with more familiar issues, the Board takes action only after it thoroughly has examined all aspects of a matter. You may, however, expect the Board to act as promptly as circumstances allow and notify you when it arrives at a decision.

**May I speak at the Board meeting?**

Per Board of Education Policy 2:230, *Public Participation at Board of Education Meetings and Petitions to the Board*, there are specific times provided on the agenda when public comments are received. Guests may speak at those times specifically set aside during the meeting for Public Comments. Groups attending Board meetings are requested to appoint a spokesperson they wish to address the Board. The Presiding Officer has the responsibility to recognize guests for comments, to maintain calm and order during the meeting, and to call an end to comments when this seems appropriate.

**No interviews should be conducted in the meeting room while the Board is in session. If members of the press/audience want to conduct an interview, they should wait until the conclusion of the meeting, or go out in the hallway or to another room**

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**I wish to speak at the Board meeting:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (for follow-up purposes) \_\_\_\_\_

I wish to speak about: \_\_\_\_\_ Agenda Item Number OR \_\_\_\_\_ Non-agenda item

Description: \_\_\_\_\_

\_\_\_\_\_

I represent: \_\_\_\_\_ Myself OR \_\_\_\_\_ Organization: \_\_\_\_\_