

**New Board Member Orientation
Superintendent's Office
May 18, 2011 9:00 a.m.**

Attendance: Ann Lopez-Caneva (arrived at 9:20 a.m.), Debbie Jerrick, Gloria Gory, Superintendent Donna Gray, and Lynn Krumlinde (recording secretary)

Meeting started at 9:08 a.m.

Mrs. Gray led the meeting. All participants received a binder which included all the information covered.

Staff bio booklets and grade level objective booklets were included. Donna explained the new core curriculum standards.

Gloria asked if Donna could find out if a conflict of interest would occur if she worked at Milne as a substitute lunch/recess supervisor. Donna said she will check.

The district mission statement and goals were reviewed. District Goals are due to be updated this summer. Board agreements are also due for review soon.

Gloria would like the board president to encourage audience members to stay following the student recognition portion of the meetings, rather than encouraging all to leave.

Reviewed Board Policies regarding Power/Duty of the Board. Mrs. Gray warned of board micro-managing. The Board hires the superintendent to conduct the day to day business of the district.

Reviewed DCFS mandated reporter. Debbie and Gloria completed their forms.

Reviewed conflict of interest and reminded members to make sure they file their statement of economic interest with the Will County Clerk's Office as soon as possible. Reviewed Ethics and Gift ban, and Communication to/from the Board of Education. Reviewed chain of command.

Reviewed the different types of board meetings, reasons for closed sessions, and the Open Meetings Act. Talked about closed minutes, Robert's Rules of Order, voting on action items, and policy updates. Discussed FOIA and what is FOIA-able.

Reviewed Board and Superintendent roles and responsibilities.

The financial portion is the most complicated aspect of the job. Donna encouraged the members to contact her or the board president with any questions at any time. Donna explained that 77% of the district's revenue comes from property taxes. Reviewed some of the obstacles faced by our district, such as TIF and tax caps. Explained how the budget works, fund limitations, and fiscal responsibility. Reviewed the tax levy. Reviewed the financial profile.

Reviewed ROE audits. Advised all minutes are posted online once approved.

Reviewed the new common core standards and our plan to implement them. Talked about the district school report cards. General school administration was discussed. Donna provided seniority lists for certified and non-certified staff.

Donna encouraged board members to attend events in the district and be visible.

Meeting concluded at 11:50