

Taylorville Community Unit School District #3

Board of Education Meeting Information

512 W. Spresser St.
Taylorville, IL 62568
Phone: 217-824-4951

2017-2019

BOARD MEETING PROCEDURES AND GUIDELINES

Welcome to a meeting of the Board of Education of Taylorville Community Unit School District #3. To help you take a more active part in its deliberations and operation, the Board has prepared this brochure to explain how you can bring matters of concern to the attention of the Board. It is the purpose of this brochure is to explain how the Board of Education is structured and how it operates.

Board of Education meetings are conducted for the purpose of carrying on the business of the public schools and, therefore, are not public meetings, but meetings held in public.

Local control of public education is one of the cornerstones of a free society. The citizens exercise that control through their Board of Education.

BOARD MEMBERS

The Taylorville Community Unit School District #3 Board of Education is composed of seven citizens elected to serve overlapping terms of four years each. At the end of a term, a Board Member wishing to continue in office must be reelected to an additional four-year term. State law does not limit the number of terms a member may serve. Voting for school board positions takes places in the Regular Election held in April of odd-numbered years. Board members receive no payment for their service to the community.

BOARD MEETING SCHEDULE

Board of Education meetings follow an agenda prepared jointly by the Board President and the Superintendent of Schools. Following the roll call of members, the Board proceeds to the agenda items.

The Board of Education meets on the second Monday of every month*. Most Board of Education meetings are conducted in the Board Room of the Administration Office located at 512 West Spresser Street in Taylorville. Meetings are called to order at 7:00 p.m. In accordance with the *Illinois School Code*, when it is necessary to hold a meeting at a time other than the regular time, the nature of the meeting shall be stated in the minutes.

The Open Meetings Act requires that the Board agenda be posted at least 48 hours prior to a scheduled meeting. Topics not included on the agenda may be added only if good cause exists to require expeditious discussion or action on such matters. The Taylorville School Board Agenda is available at the Administration Office, located at 512 West Spresser Street, Taylorville, Illinois, during the office hours of 8:00 a.m. to 4:00 p.m.,

BOARD MEETING SCHEDULE (Cont.)

beginning on the Friday immediately preceding each Board meeting. The Agenda may also be viewed on the District website, <http://www.tcusd3.org>.

*If the second Monday of the month is a legal holiday, the Board will meet on the following Tuesday.

BOARD MEETING ORGANIZATION

Following the “Visitors” portion of the meeting, the Board proceeds to the other items on the agenda. These items may include:

Routine Business: Communications, Claims, and the Treasurer’s Report are dealt with at this time.

Old Business: Includes updated information on items discussed at previous meetings.

New Business: New agenda items brought before the Board.

Reports: From members of the Board, the Superintendent of Schools, or staff.

PUBLIC COMMENTS

One of the first items on the agenda is the recognition of any visitors and representatives who may wish to address the Board. Citizens who wish to address the Board may contact the Superintendent and request to be listed under the Visitors section of the Agenda.

When a visitor has been granted permission to speak, they may make a brief statement (not longer than five minutes) to express a viewpoint or ask a question regarding matters related to the school system. Each visitor is asked to state their name before speaking to the Board.

An additional note: The Board’s function is to make decisions. Time spent answering routine questions or criticisms take time from other important Board business. If a resident has a question about the operation of the schools, the resident is encouraged to contact the teacher or administrator closest to the situation. Experience has shown that this is the best procedure. The questioner gets the response directly, and the Board is freed to consider other substantive matters.

CHARGES, COMPLAINTS OR CHALLENGES

At a public meeting of the Board of Education, no person shall vocally initiate charges or complaints against individual employees of the District. All such charges, complaints, or challenges shall be presented to the Superintendent of Schools in accordance with written Board Policy. The Board may then discuss these issues in closed session.

CONDUCT AND REMARKS OUT OF ORDER

Undue interruptions or other interference with the orderly conduct of the Board of Education business cannot be allowed. The Board President or his designee may terminate the speaker's privilege to speak if, after being called to order, the speaker persists with improper conduct or remarks.

BOARD ACTION

No one person or group of persons acts in the name of the Board. When an item of business comes before the Board in the form of a motion, it is necessary that a majority of votes in favor of the motion be cast for the Board to act. The Board has complete and final control over local school matters, subject only to limitations imposed by state law, regulation of the state, and the will of local residents as expressed in district elections.

CLOSED SESSIONS

The law provides that all meetings of governmental bodies (including school boards and multimember bodies created by the boards) shall be open sessions unless law expressly permits a closed session. Further, **final action by any governmental body on any matter (whether discussed in open or closed session) must be taken in open session.** A governmental body may hold a closed session only to the extent a closed session meets the guidelines established by law. Illinois law provides closed sessions to allow boards to discuss employees, individual students, land acquisitions, and pending litigation.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is appointed by the Board of Education to act as its Chief Executive Officer in administering the Board's policies in the operation of the schools. The Superintendent of Schools also acts as advisor in keeping the Board informed of the needs and progress of the schools. The advice of the Superintendent of Schools is available to the Board, and the Superintendent's recommendations precede Board action on questions relating to recruitment and supervision of professional staff, selection of textbooks and instructional materials, and development of curriculum.

**Taylorville Community Unit
School District #3
Board of Education
2017-2019**

Mr. Jim Andruch, President
Buckhart Twp.

Mr. Dennis Atteberry, Vice President
Taylorville Twp.

Ms. Pamela McConnell, Secretary
Taylorville Twp.

Mrs. Tricia Marburger
May Twp.

Mr. Steve Curtin
Stonington Twp.

Mr. Stephen Milling
Johnson Twp.

Mr. Stephen Turner
Taylorville Twp.

Dr. Gregory Fuerstenau
Superintendent of Schools

Mrs. Colene German
Business Manager