

School Board

Board Member Development 1

The School Board desires that its individual members learn, understand, and practice effective governance principles. ² The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training 3

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member taking office after June 13, 2011 must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term that begins after that date. ⁴
2. Each Board member who was in office on January 1, 2012 must complete training on the Open Meetings Act within one year of that date. Each Board member taking office after January 1, 2012 must complete this training no later than 90 days after taking the oath of office. After completing the training, each Board member must file a copy of his or her certificate of completion with his or her Board. ⁵
3. After the District's implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member must complete a training program on PERA evaluations before participating in a vote on a dismissal based on an optional alternative evaluative dismissal process. ⁶

¹ State law governs the mandatory board member training provisions in this sample policy.

² The IASB *Foundational Principles of Effective Governance* is available online at www.iasb.com.

³ A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list.

⁴ 105 ILCS 5/10-16a, added by P.A. 97-8. The statute provides two deadlines for compliance but only the most applicable is used in the policy. To include the second deadline, substitute the following sentence for #1:

Any board member who takes office after June 13, 2011 must complete at least 4 hours of training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within a year after June 13, 2011 or within the first year of his or her first term that begins after that date.

IASB is an authorized provider of this training.

⁵ 5 ILCS 120/1.05(b) and (c), amended by P.A. 97-504. IASB is an authorized provider of this training.

⁶ 105 ILCS 5/24-16.5, added by P.A. 97-8. This mandatory training requirement will be phased-in as districts phase-in teacher evaluations that incorporate student growth, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varies from district to district but will be one of the following: (a) the date in an applicable grant agreement; (b) beginning Sept. 1, 2015 for those districts whose student performance ranks in the lowest 20% among all districts of their type; and (c) beginning Sept. 1, 2016 for all remaining districts. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. ⁷

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. ⁸

New Board Member Orientation ⁹

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. ¹⁰
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Expenses),
2:200 (Types of School Board Meetings)

Policy Adopted: December 13, 1977
Revised Policy December 13, 1982 --ADOPTED POLICY: May 24, 1994
Reviewed January 2002--Policy Adopted February 2002
Reviewed January 2012--Policy Adopted February 2012

⁷ 105 ILCS 5/10-16a, added by P.A. 97-8, requires each school district to post on its website, if any, the names of all board members who have completed the minimum of 4 hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

⁸ Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics (5 ILCS 120/2(B)(6)).

⁹ New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning *new team*. The first paragraph should be customized to add references to the IASB policy services that the district receives (e.g., **PRESS**, **PRESS Online**, **School Board Policies Online**, and **PRESS Plus**).

¹⁰ See 2:120-E, *Guidelines for Serving as a Mentor to a New School Board Member*.