



# CENTRAL SCHOOL DISTRICT 51

*Encourage Excellence Every Day with Compassion, Commitment, and Community*

## **Board of Education**

Amy Johnson-President \* Sarah Tellefson-Vice President \* Matt Gorman-Secretary  
Julie Diers \* Jessica Harvey \* Matt Rampenthal \* Michelle Unes

## **CITIZENS GUIDE TO BOARD OF EDUCATION MEETINGS**

Welcome to tonight's meeting of the Central School District 51 Board of Education. We hope this brief guide assists you in understanding the functions of the School Board and the manner in which meetings are conducted. If you have questions regarding the attached meeting agenda or if you wish to address the Board, please contact the Board Recording Secretary or the Superintendent immediately upon your arrival. Because our meeting minutes are a public record, all visitors are required to sign in. Please keep in mind that a School Board meeting is not a "public meeting" in the sense that a regular dialogue exists between the members of the Board and the audience; rather it is a business/governing meeting of the Board of Education that occurs in public. Thank you, again, for attending tonight's meeting and we appreciate your support of our school district.

*~ Central School District 51 Board of Education*

### **Meeting Agenda**

A formal agenda is utilized to ensure that meetings are conducted in an efficient and orderly manner. Board members typically discuss and/or take action only on items listed on the agenda. Board information is available under the Board of Education link on the District's website, where you may access agendas and minutes for regular, special and committee meetings.

### **Public Comments**

A portion of each meeting is set aside for "Public Comments." If you wish to address the Board, you must first sign in with the Board Recording Secretary or Superintendent before the meeting begins. You may address the Board during Public Comments and when recognized by the Board President. Please identify yourself and state your address. Ordinarily, comments are limited to 5 minutes. A group of individuals wishing to address the Board on the same subject may be required to appoint a spokesperson on their behalf. The Board or Administration will not act upon or respond to information presented. Concerns that require follow-up will typically be referred to appropriate District personnel, keeping in mind the applicable chain of command. We ask all visitors to conduct themselves with respect and civility towards others. Any matters pertaining to personnel employed by the District or matters related to individual students will be reserved for Closed Session. If you wish to address the Board in Closed Session, please inform the Superintendent of Schools immediately upon your arrival.

### **Closed Session**

A public body may convene in Closed Session to discuss specific topics exempt from the Open Meetings Act. Those topics include but are not limited to appointment, employment, or dismissal of personnel, complaints against individual employees, collective bargaining, student discipline, purchase of property, and potential litigation. Board members are not permitted to discuss with the public any item reviewed in Closed Session. The Board reviews Closed Session minutes two times each year to determine whether they should be opened to the public.

While the Board may discuss certain items in Closed Session, no action may be taken in Closed Session. Action items must appear on the agenda that is posted prior to a meeting and must be voted upon in the open portion of a meeting.

### **Miscellaneous**

Information items and reports are routinely shared by Administration and/or Board members at each meeting. Special presentations may be given by students, faculty, and Administrators. These presentations usually occur early in the meeting.