

**FINAL REPORT ON**  
**PROPOSED REVISIONS TO THE**  
**DISTRICT 39 COMMUNITY REVIEW COMMITTEE**  
**PROCEDURES AND BYLAWS**

**DISTRICT 39**  
**COMMUNITY REVIEW COMMITTEE**

**June 2001**

**EXECUTIVE BOARD MEMBERS:**

**Victor Rojas, President**

**Dell Kennedy, Vice President**

**James Hinkler, Secretary**

**Dr. Joan Hochschild, Superintendent**



**Review of Procedures and By-Laws of the District 39 Community Review  
Committee (CRC) – May 11, 2001**

The 2000/2001 Executive Board of the District 39 Community Review Committee (consisting of the President, the Vice President, the Secretary and the Superintendent) undertook to review the procedures and bylaws under which the CRC operates. It was the view of the Executive Board - with the support of the full membership of the CRC - that these procedures and bylaws were somewhat dated and thus merited analysis for possible revision.

The Executive Board concluded that the following provisions of the procedures and bylaws of the District 39 CRC merit further review. The 2000-2001 Executive Board recommends that this analysis be submitted to the 2001/2002 Executive Board for their further review and, potentially, their ultimate revision.

**Procedures of the Community Review Committee (March, 1994)**

**1. Article I (A)(3)**

**1 (a) (b). Current Language**

Article I (A)(3) of the CRC Procedures governs the process by which the CRC nominates and elects its President.

The provision states that the "Nomination for the position of President will be submitted in writing from the present and succeeding membership of the CRC to the Executive Board through the President. These forms will be distributed to the membership at the May meeting and returned to the President within two weeks...An individual member may nominate himself or herself. A member may nominate one or more persons for the position. The President will verify that those persons nominated accept the nomination..."

***Executive Board Comments to Current Language***

So long as there is some process by which every member – whether or not that member attends the nominating meeting – has the opportunity to nominate someone and is fully aware of who has been nominated for president, this written nominating requirement may not be necessary. Since the president does direct the work of the CRC rather significantly, any revisions to this provision must not short change the process. If we eliminate this "written" requirement, we also eliminate the need for forms and the process for submission of these forms.

The ability of a person to effectively serve as President of the CRC would very likely be impaired if that person had not been through the CRC process before.

### *Recommendation*

The Executive Board recommends that members be allowed to nominate themselves or other members for the position of President either verbally or in writing up to ten calendar days prior to the May meeting. Such a verbal or written nomination will be delivered to the current President. The President will verify within seven calendar days of such nominating deadline that those persons nominated accept the nomination. The agenda circulated for the May meeting will include the list of members having accepted such nomination. Such information may be communicated in writing. The Executive Board underscores that any revisions to this provision be consistent with any relevant adequate notice requirements imposed by the Open Meetings Act.

The Executive Board recommends that eligibility for the office of President be limited to second year members. The Executive Board further recommends that eligibility for the office of President should also be extended to first year members who have previously served on the CRC.

#### 1 (c). Current Language

The provision further states that "A list of those nominated will be mailed to each member for consideration before the June election."

### *Executive Board Comments to Current Language*

Neither the current procedures nor bylaws make adequate allowance for committee communication via e-mail. Once again, so long as there is some process by which every member – whether or not that member attends the nominating meeting – is fully aware of who has been nominated for president, it would appear that the intent of this provision would have been met.

### *Recommendation*

The Executive Board recommends that, consistent with other proposed revisions to this section, any list of members nominated to serve as President may be transmitted to the full membership of the CRC in writing.

#### 1 (d). Current Language

The provision further states that "At the election meeting, additional nominations from the floor will be accepted. All ballots will be by voice if there is but one nominee for each office, by written ballot if more. Officers will be elected by simple majority vote. Absentee proxy voting is not permitted. Election ballots will be counted by the outgoing President and the Superintendent. After the President has been elected, open nominations will be taken from the membership for the election of Vice President and Secretary."

### *Executive Board Comments to Current Language*

Members of the committee should have the option of abstaining from a vote for President, even if there is only one nominee.

### *Recommendation*

In order to maintain privacy and allow members to abstain from such votes, the Executive Board recommends that all votes for President shall be cast by ballot in writing, whether there is only one nominee or multiple nominees.

## **2. Article I (D)**

### **2 (a). Current Language**

The provision states that "Such minutes shall be submitted to the President within ten days of the meeting at which the minutes were recorded.

### *Executive Board Comments to Current Language*

This provision is silent and thus unclear regarding the definition of ten days, specifically working days vs. calendar days. It is also silent on the requirements for distribution of said minutes to the full committee.

### *Recommendation*

The Executive Board recommends that the minutes shall be submitted to the President within ten (WORKING) days of the last meeting. The Executive Board also recommends that new language be added stating that the Secretary shall submit such minutes to the general membership no later than 7 (seven) calendar days prior to the next scheduled meeting of the general membership. The Executive Board further recommends that language be inserted mandating the distribution of minutes to the President and subsequently to the full membership "as soon as is practicable" in the event of a special meeting.

### **2 (b). Current Language**

The provision further states that "The responsibilities of the Secretary include...keep official minutes of regular meetings ..."

### *Executive Board Comments to Current Language*

Is "keeping" minutes the same as "taking" or recording the minutes or is "keeping" merely an administrative function?

### *Recommendation*

The Executive Board recommends that the requirement of “keeping” minutes needs to be clarified, clearly charging the Secretary with the responsibility of not only recording the minutes of regular meetings, but also of keeping a historical record of the minutes for future reference.

#### 2 (c). Current Language

The provision further states that “The responsibilities of the Secretary include...keep official minutes of regular meetings ...”

#### *Executive Board Comments to Current Language*

This provision is silent on the recording of minutes for any special meetings.

### *Recommendation*

The Executive Board recommends that new language be drafted and inserted to make clear that it is also the Secretary’s responsibility to record the minutes of special meetings.

#### 2 (d). Current Language

The provision further states that “The responsibilities of the Secretary include...keep official minutes of ...subcommittee meetings;”

#### *Executive Board Comments to Current Language*

Clearly, the requirement that the Secretary “keep” – if keeping is synonymous with “recording” - the minutes of all subcommittee meetings is impossible. Requiring that each subcommittee appoint a Secretary whose responsibility it is to record the minutes of all subcommittee meetings is likely to prove cumbersome. Similarly, requiring the Secretary (of the full committee) to “keep” a historical record of all subcommittee minutes for future reference is equally cumbersome.

### *Recommendation*

The Executive Board recommends deletion of this requirement.

### **3. Article I (G)**

#### 3 (a). Current Language

The provision states that “The Executive Board of CRC shall consist of the President, Vice President, Secretary and Superintendent.”

### *Executive Board Comments to Current Language*

Recent CRCs have included the Past President as an unwritten, unofficial member of the Executive Board. Given the Past President's experience in managing the Committee, the Past President can often serve as an invaluable resource to the current President and Executive Board and, thus, provide important institutional guidance and counsel.

### *Recommendation*

The Executive Board recommends that the Past President of the CRC be formally included as a non-voting, ex officio member of the Executive Board.

### 3 (b). Current Language

The provision governs the manner in which the Executive Board assists in the management of the committee.

### *Executive Board Comments to Current Language*

Broadly stated, this provision does not reflect the reality of members' schedules and that which can be done realistically through the Executive Board mechanism.

### *Recommendation*

Time constraints did not permit the Executive Board with the opportunity to fully detail its concerns with this provision. Nevertheless, this provision seems ripe for significant revision.

## **4. Article II**

### 4 (a) Current Language

Paragraph II (A)(3) makes reference to a CRC requirement governing the "Submission of Program Plan to Illinois Office of Education..."

### *Executive Board Comments to Current Language*

References to the Local District Program Plan are an anachronism and relic of old legislation creating community advisory bodies like the CRC. This language is no longer operative.

### *Recommendation*

The Executive Board recommends that references to the Plan need to be deleted.

### 4 (b). Current Language

The provision governs the timetable for CRC action throughout the year.

*Executive Board Comments to Current Language*

Broadly stated, this timetable needs to be revised to, again, reflect reality.

*Recommendation*

Once again, time constraints did not permit the Executive Board with the opportunity to fully detail its concerns with this provision. Without specifics, the Executive Board support the need to inject some flexibility with some "no later than" qualifiers surrounding some of these dates for required action.

**5. Article III**

**5 (a). Current Language**

Article III governs the operations of CRC subcommittees. The provision states "At the September meeting, each subcommittee will appoint a chairperson..."

*Executive Board Comments to Current Language*

Topics are often not fully debated, discussed and selected until after the September meeting.

*Recommendation*

The Executive Board recommends that this provision should be amended to allow for the selection of chairs "at the first meeting of the Subcommittee."

**5 (b). Current Language**

The provision states "At the September meeting, each subcommittee will appoint a chairperson who will: 1. Write minutes of each meeting..."

*Executive Board Comments to Current Language*

As a practical matter, it is difficult to run a meeting and take minutes. Requiring the chair of each subcommittee to record the minutes of all subcommittee meetings is cumbersome.

*Recommendation*

The Executive Board is uncertain the extent to which – if at all – the any relevant record keeping requirements under the Open Meetings Act extend to the proceedings of the



subcommittees of the CRC. The Executive Board recommends that clarification be sought and obtained regarding the extent to which – if at all – any relevant record keeping requirements under the Open Meetings Act might extend to the proceedings of CRC subcommittees. If it is determined that any relevant record keeping requirements under the Open Meetings Act do not extend to the proceedings of the subcommittees of the CRC, the Executive Board recommends that current requirement be deleted.

5 (c). Current Language

Paragraph K states that “All meetings will be held at the ESC...

*Executive Board Comments to Current Language*

Most subcommittees don't meet at the MEC.

*Recommendation*

The Executive Board recommends that this language should be revised to allow that meetings will be held at a mutually agreed location as determined by a majority of the subcommittee.

5 (d). Current Language

There are references throughout this section to Administrative Council, the Local District Program Plan and Systems Goals.

*Executive Board Comments to Current Language*

References to the Local District Program Plan are an anachronism and relic of old legislation creating community advisory bodies like the CRC.

*Recommendation*

The Executive Board recommends that references to the Plan need to be deleted.

**Bylaws of the Community Review Committee – September 16, 1999**

**1. Article II, Paragraph (B)**

1 (a) Current Language

The provision states that “The purpose of CRC shall be to: Review the Local District Program Plan...”

*Executive Board Comments to Current Language*

References to the Local District Program Plan are an anachronism and relic of old legislation creating community advisory bodies like the CRC.

*Recommendation*

The Executive Board recommends that references to the Plan need to be deleted.

**2. Article IV, Paragraph A, Section 2**

**2 (a). Current Language**

The provision states that “CRC membership shall consist of: One person from the Wilmette District 39 School Board Caucus.”

*Executive Board Comments to Current Language*

The Wilmette District 39 School Board Caucus no longer exists.

*Recommendation*

The Executive Board recommends that since the Caucus no longer exists, this provision should be formally deleted.