

Community Review Committee (CRC) – Wilmette Public Schools District 39, Wilmette, Illinois

Procedures

Article I - Purpose

The purpose of CRC shall be to:

- A. Study and discuss topics under consideration by the Board of Education and/or of interest to the community. Subcommittee written reports should be researched, written and presented to the whole CRC for approval prior to presentation to the Board of Education.
- B. Educate the CRC membership about educational issues the membership deems appropriate. CRC members should be informed about community educational issues.

Article II – Basic Policies

The CRC is a citizens' committee composed of representatives from all parts of the community.

- A. Neither the CRC organization nor any CRC members may represent the CRC in any official capacity without the majority approval of the entire CRC.
- B. The CRC organization and its individual members shall not participate as CRC representatives in any political campaign on behalf of or in opposition to any candidate for public office or on the behalf of or in opposition to any question of public policy subject to general voter approval.
- C. No member of CRC shall make commitments that bind the group to the individual the member represents.

Members of the CRC represent the community rather than the organization that selected them for CRC membership. The organization that supports individual CRC membership shall not dictate decisions.

Article III - Membership

Any District 39 citizen shall be eligible for membership in CRC. An administrative representative will also be appointed to the committee. A term of service in CRC shall be considered a two-year term.

- A. CRC membership shall consist of:
 - 1.) Two representatives from each attendance area local PTA/O, one representative from the Village-Wide PTO, one representative from the St. Francis Xavier School HSO, and one representative from the St. Joseph School PSO.

- 2.) Three faculty and/or staff representatives from District 39 to be selected by the Wilmette Education Association (WEA).
 - 3.) One representative from the Support Staff Council.
 - 4.) One principal, chosen by the District 39 principals.
 - 5.) The immediate past-president of CRC shall service as a non-voting member.
 - 6.) The Superintendent of the District 39 schools shall serve as a non-voting member.
 - 7.) Six persons in an at-large capacity who are selected by the Board of Education. In April the Board of Education will select three (or as many as is necessary to total six) at-large members. At-large members should be selected from candidates submitting letters of application to the Superintendent with a resume, including a summary of community service.
 - 8.) Designated visiting Board of Education member shall attend each regular meeting as a non-voting member of CRC.
- B. The term of service on the CRC shall be for two years from June 1 to June 30 two years later. No individual except the immediate past-president may serve more than one complete term. Individuals are eligible for CRC membership again after two years.
- C. New CRC members may attend the joint May meeting to observe the proceedings, but may not vote on the submitted reports. At the May meeting they all actively participate in discussions about future study topics. New CRC members vote for officers at the June election meeting.
- D. Membership on CRC carries with it several requirements:
- 1.) Any member of CRC who misses three meetings the first year will be ineligible to serve on CRC for the second year of the term, and the sponsoring organization shall replace said member.
 - 2.) All subcommittee members have the responsibility to attend their subcommittee meetings and participate fully in the development of a report according to the group's timeline.
 - 3.) Members should make every effort to attend Board of Education meetings. All non-officer members will be assigned board observer responsibilities for a minimum of one regularly-scheduled Board of Education Meeting.

Article IV – Officers and Their Election

The officers of CRC shall be President, Vice-President and Secretary who will be elected for a one year term by the membership.

- A. Election of officers will occur at the annual June meeting. Newly elected officers will assume office at the conclusion of the June meeting.
- 1.) Officers will serve in the same position for one term.

- 2.) A vacancy in any office shall be filled for the unexpired term by a person elected by majority vote of the membership at the next regular meeting. Nomination will be taken from the floor.
 - 3.) Nomination for the position of president will be submitted in writing from the present and succeeding membership of CRC to the Executive Board through the President. An individual member may nominate himself or herself. A member may nominate one or more person for the position. The President will verify that those persons nominated accept the nomination. A list of those nominated will be sent to each member for consideration before the June election. At the election meeting additional nominations from the floor will be accepted. All ballots will be done by written ballot. 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.
- B. The President shall preside at all meetings of the general membership and the CRC Executive Board. The President shall:
- 1.) Be subject to all rules to all CRC members.
 - 2.) Not be entitled to vote in regular CRC meetings except in the case of tie votes in which event the President may cast the deciding vote.
 - 3.) Act as a member ex officio of all subcommittee of CRC and may be a voting member of one subcommittee of choice.
 - 4.) Coordinate the work of the committees in order that the objectives of the CRC may be promoted.
 - 5.) Perform other duties and services as requested by the CRC, Board of Education, the Superintendent or the community.
- C. The Vice-President shall assist the President and perform the duties of the President in the absence or inability of that officer to serve. The Vice-President also functions as President when the chair is yielded. He or she may serve on subcommittees but may not be appointed as subcommittee chair. The Vice-President shall be a voting member. This officer also will serve as parliamentarian.
- D. The Secretary shall record the minutes and attendance of all general meetings. Such minutes shall be submitted to the CRC no later than seven (7) calendar days prior to the next regularly scheduled CRC meeting. In the event of a special CRC meeting the Secretary will submit the minutes to the CRC as soon as is practicable. The Secretary shall be a voting member of CRC. The responsibilities of the Secretary include keeping attendance

records and making timely reports to the Chair of feeder organizations regarding attendance of their respective representatives to CRC; record and maintain official minutes of regular meetings and subcommittees meetings; maintain a membership list; and have current copy of the bylaws and procedures.

- E. The Past-President shall assist the President and may act as a member ex-officio of all subcommittees of CRC and may be a voting member of one subcommittee of choice.
- F. The Superintendent shall be a non-voting member of the CRC and shall serve in an advisory capacity. He or she will meet with the Executive Board to plan the agenda for the CRC.
- G. The Executive Board of CRC shall consist of the President, Vice-President, Secretary, Superintendent, and Past-President. The Executive Board is responsible for the business and management of CRC as it plans and directs its work. The Executive Board should meet at least one week prior to each regular meeting to set the monthly agenda, plan for presentations, and discuss other areas of interest and concern. The Executive Board shall:
 - 1.) Create and designate subcommittees subject to individual approval
 - 2.) Review the bylaws and procedures and suggest changes as necessary.
 - 3.) Meet within two weeks of election with the new Executive Board
 - 4.) Transact necessary business that may be referred to it in the intervals between regular meetings.
 - 5.) Determine the date, place, and agenda of all regularly scheduled meetings.
 - 6.) Assist the subcommittees with the coordination of final report completion and presentation.
 - 7.) Invite such persons as are deemed helpful and appropriate to present information to CRC membership at regular meetings.
 - 8.) In April, assist the Administration in the solicitation of names for membership in the succeeding CRC.
 - 9.) Prior to first regular September meeting shall mail to each member:
 - a.) Membership roster
 - b.) Suggested list of topics and preference sheet
 - c.) Bylaws and Procedures
 - d.) Prior year's final report
 - 10.) A simple majority of the members of the Executive Board shall constitute a quorum. A majority of members present is required on action taken in Executive Board.

Article V – Meetings

There shall be regularly scheduled monthly meetings of the general membership each year, and the time and place will be determined by the Executive Board after polling the membership. Generally all meetings shall be held at 7:30 p.m. on the third Thursday of each month in the Board Room at the MEC. Meeting Notices and agendas will be publicly posted at the MEC at least 48 hours prior to the meeting.

A. Regular Meetings

- 1.) Regularly scheduled CRC meetings shall be held from May 1 to June 30 of the following year. Meetings will be publicized in a timely manner throughout the community.
- 2.) All meetings are open to the public and press and are subject to the provisions of the Illinois Open Meetings Act.
- 3.) The schedule for regular meetings of CRC is:
May – Combined meeting of current and succeeding membership. Final draft of reports. Develop lists of topics to be studied for the next year. Nominations for President.
June – Combined meeting. Final presentation to Board of Education. Elections.
September – Select topics to study. Review Board of Education response to the CRC report.
October – Finalize topic selection and begin subcommittee assignment.
November, December, January – Monthly detailed oral plan presented by the subcommittees to the CRC.
February, March – First draft written and presented.
April – Second draft written and presented
- 4.) The May meeting will include final approval of all written reports plus the insertion of any minority reports. CRC members' suggested topics for study. In September, requests for additional topics will be solicited from the Board of Education, the PTAs/PTOs, the Administrative Council, the Wilmette Education Association, the Support Staff Council and the community.
- 5.) Robert's Rules of Order shall govern all meetings. A recent edition of this volume shall be retained by the Vice-President for use by CRC. These rules may be amended by a 2/3 majority vote.
- 6.) A simple majority of the members of CRC shall constitute a quorum. An affirmative vote of a majority of those members present at any regular meeting having a quorum shall be considered sufficient for transaction of business.
- 7.) The President, in cooperation with the Executive Board, shall prepare an agenda for each regular meeting. The agenda and any additional necessary materials will be delivered to

- each CRC member at least 48 hours prior to each regular meeting.
- 8.) All members are required to sign an attendance record at each regular meeting.
- 9.) Minutes of each regular meeting shall include date and place of meeting, call to order and person presiding, attendance, a record of corrections to the minutes of the previous meeting, and a record of reports, communications, motions, and notes.
- B. Special meetings may be called for emergent matters within the scope and purposes of the CRC.
 - 1.) A special meeting may be called by the President, a majority of the Executive Board or any three members of the CRC.
 - 2.) Advance twenty-four hour notice of a special meeting must be sent to each member of CRC.

Article VI – Subcommittees of CRC

Subcommittees are formed in September to research and write a comprehensive report to be submitted to the Board of Education. Subcommittee membership requires full participation of each member.

- A. The Executive Board, based on individual member preferences, will determine initial subcommittee membership that is subject to individual approval.
- B. Subcommittee topics will be decided by the CRC no later than the October meeting.
- C. Each subcommittee will determine the specific areas it wishes to research and devise the plan it will follow to research to the topic.
- D. No later than the November meeting, each subcommittee will appoint a chairperson who will:
 - 1.) Inform the Executive Board in advance of each meeting date, time and place.
 - 2.) Report to the President and the CRC on the group's progress.
 - 3.) Coordinate and complete the writing of the committee's final report.
- E. The following schedule should be used as a guideline for subcommittees:
 - 1.) **November** – Elect chairperson, set next meeting date prior to December meeting. Plan work for the year, including a proposed outline and timeline.
 - 2.) **December** – Detailed oral plan reported to CRC membership.
 - 3.) **March** – First draft distributed to CRC
 - 4.) **April** – Second draft distributed to CRC
 - 5.) **May** – Final written report to be presented to CRC with consensus of subcommittee for majority approval of full CRC.
 - 6.) **June** – Final oral report made to the Board of Education

- F. The President must receive a copy of all subcommittee written communication to be distributed beyond the individual subcommittee.
- G. It is the goal of any subcommittee to reach a consensus on methodology, content and presentation of its research. If a consensus cannot be reached, a minority opinion to the subcommittee's report may be presented to the CRC no later than its April meeting but only if such opinion has been presented to such subcommittee at least one week prior to its presentation to the whole CRC. In such event, the CRC may require a portion or all of the minority opinion to be incorporated into the subcommittee's report as a condition of CRC approval. The minority opinion shall be included as an attachment to the subcommittee's report when it is submitted to the Board of Education without prior approval of the CRC.
- H. Although reports may not be submitted to the Board of Education without prior approval of the whole CRC (Article II, Section A) reports may present differences of opinions between the individual subcommittee and the full membership (See Article VI, Section G).
- I. Modifications of approved CRC final reports are subject to the approval of the CRC membership.

Article VII – Amendments

Policy proposals or amendments to existing CRC bylaws (Articles IV through VII. Articles I through III are Board of Education policy and can only be amended by the Board of Education) shall be submitted in writing to the Executive Board at least one month prior to regularly scheduled meeting. Amendments will then be distributed to the membership in advance of the next regular meeting. A 2/3 majority vote is required for approval. If approved, the amendment will be incorporated into the bylaws.

REVISED: April 2002, March 1994, September 1993, June 1993, March 1989, April 1988, March 1985.

Review of Procedures and By-Laws of the District 39 Community Review Committee (CRC) – April 18, 2002

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 2001/2002 Executive Board took those suggestions and presented changes below to the full membership for ratification in April 2002. These procedures were ratified at the April 2002 CRC meeting. Of note, Board of Education Policy regarding CRC is now Articles I through III in the new CRC procedures.

1. Article I A 3 now Article IV A 3 (1st part)

Article I A 3 now Article IV 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

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.

Change

Members are 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 underscored that any revisions to this provision be consistent with any relevant adequate notice requirements imposed by the Open Meetings Act.

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

2. Article I A 3 now Article IV A 3 (2nd part)

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

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.

Change

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.

3. Article I A 3 now Article IV A 3 (3rd part)

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

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

Change

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

4. Article I D now Article IV D (1st part)

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

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.

Change

Minutes shall be submitted to the general membership no later than 7 (seven) calendar days prior to the next scheduled meeting of the general membership. Language was 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.

5. Article I D now Article IV D (2nd part)

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

Executive Board Comments

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

Change

Changed wording from "keep" to "record and maintain" to reflect more specificity.

6. Article I G now Article IV G

The Executive Board shall meet at least one week prior to each regular meeting to set the monthly agenda

Executive Board Comments

Due to the extreme difficulties of getting four busy people together in the same place at the same time, more flexibility needs stated to allow the Executive Board to meet when possible prior to the monthly CRC meeting.

Change

Changed the word "shall" to the word "should."

7. Article I G 5 now Article IV G 5

Determine the date and place of all regularly scheduled meetings.

Executive Board Comments

The Executive Committee also establishes the agenda in addition to the date and time of all meetings

Change

Added the word agenda into this section to reflect that duty.

8. Article II now Article V

There shall be at least ten regularly scheduled meetings of the general membership each year, and the time and place will be determined by the Executive Board after polling the membership. Generally all meetings shall be held at 7:30 p.m. on the third Thursday of each month in the Board Room at the ESC.

Executive Board Comments

While the CRC meets at minimum 10 times per year, the executive board feels that regularity of meetings is more important than a specific number. It should also be specifically noted here that all groups subject to the Open Meetings Act must post meeting notices and agendas at least 48 hours prior to any meeting at the meeting location.

Change

Eliminated requirement for 10 meetings but add monthly requirement. Also changed reference from ESC to MEC to reflect current name of building where meetings are held. Added explicit language that is compliant with the Open Meetings Act requirement for the posting of meeting notices and agendas.

9. Article II A 2 now Article V A 2

All meetings are open to the public and press

Executive Board Comments

All meetings of the CRC are subject to the provisions of the Illinois Open Meetings Act and therefore should contain that language to reflect that reality and to ensure that future CRCs are acutely aware of that fact.

Change

Added language to reflect this requirement

10. Article II A 3 now Article V A 3

This paragraph makes reference to a CRC requirement governing the "Submission of Program Plan to Illinois Office of Education..."

Executive Board Comments

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.

Change

All references to the Local District Program Plan were deleted.

11. Article II A 3 and 4 now Article V A 3 & 4

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

Executive Board Comments

Broadly stated, this timetable needs to be revised to, again, to reflect current reality. Also removal of all references to the program plan needs to be made. Also the PTA/PTO groups were added to the last paragraph of groups to solicit for suggested topics of study. This also reflects current reality.

Change

The schedule for regular meetings of CRC is:

May – Combined meeting of current and succeeding membership. Final draft of reports. Develop lists of topics to be studied for the next year. Nominations for President.

June – Combined meeting. Final presentation to Board of Education. Elections.

September – Select topics to study. Review Board of Education response to the CRC report.

October – Finalize topic selection and begin subcommittee assignment.

November, December, January – Monthly detailed oral plan presented by the subcommittees to the CRC.

February, March – First draft written and presented.

April – Second draft written and presented

The May meeting will include final approval of all written reports plus the insertion of any minority reports. CRC members' suggested topics for study. In September, requests for additional topics will be solicited from the Board of Education, the PTAs/PTOs, the Administrative Council, the Wilmette Education Association, the Support Staff Council and the community.

12. Article II B 1 now Article V B 1

The requirements to call a special meeting are detailed in this section.

Executive Board Comments

While this provision is fairly clear-cut in the matter in which a special meeting of the CRC may be called, further clarity is needed. To that end, more specific language needs to be added in regards to the executive board calling a special meeting.

Change

Added the words "a majority of the" in front of the words Executive Board. This means that three out of four of the Executive Board must agree to call a special meeting rather than any one member of the executive board.

13. Article III B now Article VI B

Based on CRC suggestions, the Executive Board will recommend for CRC approval general subject areas to be researched in addition to the Program Plan revision

Executive Board Comments

Remove all references to Program plan. Insert language about selection of topics by October meeting

Change

Section now reads – Subcommittee topics will be decided by the CRC no later than the October meeting.

14. Article III D now Article VI D (1st part)

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

Executive Board Comments

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

Change

The Executive Board recommended that this provision should be amended to allow for the selection of chairs "no later than the November meeting, each subcommittee will appoint a chairperson..."

15. Article III D now Article VI D

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

Executive Board Comments

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. Also the September requirement is unrealistic in that most subcommittee chairs are not appointed until after topic and subcommittee selections. Chairs are typically not chosen until the November meeting.

This section also requires the chair of each subcommittee report to the president but that should also include the CRC at large as well. They must also be responsible for both coordinating and completing the subcommittee report.

Change

Changed wording to read "No later than the November meeting, each subcommittee will appoint a chairperson who will:

- Inform the Executive Board in advance of each meeting date, time, and place.
- Report to the President and the CRC on the group's progress.
- Coordinate and complete the writing of the committee's final report.

16. Article III E now Article VI E

This paragraph states the approximate time guidelines for subcommittee activity.

Executive Board Comments

Changed time lines to more accurately reflect reality.

Change

The following schedule will be used as a guideline for subcommittees:

- 1.) **November** – Elect chairperson, set next meeting date prior to December meeting. Plan work for the year, including a proposed outline and timeline.
- 2.) **December** – Detailed oral plan reported to CRC membership.
- 3.) **March** – First draft distributed to CRC

- 4.) **April** – Second draft distributed to CRC
- 5.) **May** – Final written report to be presented to CRC with consensus of subcommittee for majority approval of full CRC.
- 6.) **June** – Final oral report made to the Board of Education

17. Article III F now Article VI F

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

Executive Board Comments

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

Change

All references to the Local District Program Plan were deleted. Eliminated Article VI, Section F (formerly Article III, Section F). Re-lettered all subsequent sections in Article III now Article VI.

18. Article III K now Article VI K

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

Executive Board Comments

Most subcommittees don't meet at the MEC.

Change

Meetings will be held at a mutually agreed location as determined by a majority of the subcommittee.

19. Article IV now Article VII

This section deals with amending the by-laws of the CRC.

Executive Board Comments

Since the BOE policy has been attached to the document as new Articles I through III, it must be made clear that amendments to the bylaws by the CRC can only be made to Articles IV through VII. Amendments to new Articles I through III can only be made by the Board of Education and are placed in this document for completeness.

Change

Clarified which sections of the by-laws can and cannot be amended by the CRC.

