

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

Purpose

The purpose of the Community Review Committee (CRC) is to advise the Board on specific strategies that help fulfill District 39's mission. The CRC generally will select and research one topic of focus each year among suggestions solicited from District 39's Board of Education, faculty, staff, community, and CRC members. The CRC will also periodically audit past reports to assess implementation of recommendations by the Board. The CRC will present a formal report of its work and recommendations annually to the Board.

Eligibility

The CRC is a committee composed of representatives sought from all parts of the community. Any resident who lives within the District 39 boundary or an employee of District 39 shall be eligible for membership in CRC. A standard term of service in CRC is two years.

Membership

CRC membership may consist of:

- A. Two representatives from each attendance area local PTA/O. CRC officers are not counted as PTA/PTO representatives.
- B. One representative from the Village-Wide PTO
- C. At least three faculty and/or staff representatives from District 39 to be selected by the Superintendent
- D. One representative from the Support Staff Council.
- E. At least one principal, chosen by the Superintendent.
- F. The immediate past-president of CRC
- G. The Superintendent of District 39
- H. At least six but no more than twelve persons in an at-large capacity who are recommended by the Superintendent and approved by the Board of Education.
- I. One representative from the St. Francis Xavier School HSO and one representative from the St. Joseph School PSO
- J. A designated visiting Board of Education member, it being understood that the BOE member attending CRC meetings may change on a monthly basis

Term of Service

The term of service on the CRC for representative and at-large members shall be for two years from June 1 to June 30 two years later. Upon completion of their term of service, CRC representatives will become eligible to serve as representatives again after a two-year hiatus. However, an individual who has served two years as a CRC representative may serve a contiguous term as a CRC at-large at the invitation of the Superintendent and subject to BOE approval.

Term of service requirements do not apply to District 39 staff and administration.

Voting

All CRC members are voting members with the exception of the CRC President, CRC Past President, Superintendent, and Board of Education member. In the event of a tie, the CRC President may cast a vote.

New CRC members may attend the May meeting to observe the proceedings, but may not vote on the submitted reports. New CRC members are expected to attend and may vote at the June meeting. CRC members completing their final year of their term of service are ineligible to vote for officers at the June election meeting.

Membership Requirements

Membership on CRC carries with it several requirements:

- A. Attend CRC monthly meetings. Failure to attend three meetings will result in the loss of voting privileges on CRC. All members are required to sign an attendance record at each regular meeting.
- B. Attend subcommittee meetings and participate fully in the development of a report according to the group's timeline.
- C. Attend at least one Board of Education meeting. All members will be assigned board observer responsibilities for a minimum of one regularly scheduled Board of Education Meeting.
- D. Comply with the CRC Code of Conduct below.

Member Restrictions

- 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 in their capacities 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. 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.

Membership Recruitment

- A. PTO/PTA members shall be recruited by the PTO/PTA Presidents prior to the May meeting, at the request of the CRC President.
- B. Members at large may be recruited by any CRC member.
- C. Eligible persons may request to become a CRC member by contacting the CRC President at any time. However, it is preferable that all members are appointed to the CRC prior to the November meeting.

Officers

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.
- B. 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 membership of CRC to 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 CRC prior to the June meeting. The vote for all officer positions will be done by written ballot. Officers will be elected by simple majority vote.

4. 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.
- C. 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 that apply to all CRC members.
 2. Act as a member ex officio of all subcommittees of CRC and may be a voting member of one subcommittee of choice.
 3. Coordinate the work of the committees in order that the objectives of the CRC may be promoted.
 4. Perform other duties and services as requested by the CRC, Board of Education, the Superintendent, or the community.
 5. Provide monthly updates to the Board of Education prior to each Board of Education meeting.
 6. Inform the St. Francis Xavier School HSO and the St. Joseph School PSO representatives about the topic selected for the year in September and request a representative.
- D. 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. This officer also will serve as parliamentarian.
- E. The Secretary shall keep attendance records and record and maintain official minutes of regular meetings and subcommittees meetings; maintain a membership list; and have current copy of the bylaws and procedures. The minutes shall be submitted to the CRC no later than 48 hours 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.
- F. The Past-President shall assist the President and may act as a member ex-officio of all subcommittees.
- G. The Superintendent shall serve in an advisory capacity. He or she will meet with the Executive Board as necessary.
- H. 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 set the monthly agenda, plan for presentations, and discuss other areas of interest and concern. 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. The Executive Board shall:

1. Ensure the topic selected for the year is well defined. Create and designate subcommittees.
2. Create the meeting schedule and benchmarks for the year.
3. The CRC will develop by-laws that govern CRC's operations and must be reviewed and approved by the Board of Education every three years, or more frequently as warranted.
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 the first regular meeting shall send to each member:
 - a. Membership roster
 - b. Bylaws and Procedures
 - c. Prior year's final report

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. 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 monthly. The annual schedule shall be drafted by the Executive Board in June and posted on the District 39 website no later than June 15.
2. All meetings are open to the public and press and are subject to the provisions of the Illinois Open Meetings Act.
3. In addition to the meeting calendar, the Executive Board is responsible for developing a work plan for the year. Within that work plan, the following milestones listed must be attained. Other than the milestone listed below, the Executive Board has full discretion to create monthly milestones for the year.

August: Select topic for the year
September: Subcommittees formed and meet
April: Recruitment for new members
May: Report is complete and submitted to the Board of Education one week prior to their regularly scheduled May meeting. Present the report to the Board of Education at the May meeting.
June: Elections of the Executive Board members
Joint meeting with the Board of Education to discuss proposed topics

4. At least one meeting will include final approval of the CRC report.
5. A joint CRC/BOE meeting will be held in June to discuss possible topics for the coming year
6. 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.
7. 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, including approval of the final report.
8. 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.

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
 2. Advance twenty-four hour notice of a special meeting must be delivered to each member of CRC

Subcommittees of CRC

Subcommittees are formed to research and write a comprehensive report and recommendations 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 a vote of the whole CRC no later than the September meeting, and fall under the larger umbrella of the topic for the year.
- C. Each subcommittee will determine the specific areas it wishes to research within the topic assigned to it by the whole CRC, and devise the plan it will follow to research to the topic.
- D. Each subcommittee will appoint a chairperson who will:
 1. Be a parent or member of the community at large
 2. Inform the Executive Board in advance of each meeting date, time, and place.
 3. Report to the President and the CRC on the group's progress.
 4. Coordinate and complete the writing of the committee's final report.
- E. The President must receive a copy of all subcommittee written communication to be distributed beyond the individual subcommittee.

- F. It is the goal of any subcommittee to reach a consensus on methodology, content and presentation of its research and contribution to the final report. If a consensus cannot be reached, a spokesperson for the minority opinion to the subcommittee's report may be presented to the CRC no later than its April meeting. The opinion must be presented to the subcommittee at least one week prior to an oral and written presentation to the whole CRC at the regular scheduled meeting. The minority opinion shall be included in the minutes of the April meeting and the minutes may be included as an attachment to the CRC's final report at the sole discretion of the CRC Executive Board.
- G. Modifications of approved CRC final reports are subject to the approval of the CRC membership.

Amendments

Policy proposals or amendments to existing CRC bylaws are Board of Education policy and can only be amended by the Board of Education. Any CRC member may propose amendments to the bylaws by submitting them in writing to the Executive Board at least one month prior to regularly scheduled meeting. Amendments will then be distributed to the CRC membership in advance of the next regular meeting. A 2/3 majority vote is required for approval. If approved, the amendment will be sent to the Board of Education for consideration.

REVISED: April 2004, April 2002, March 1994, June 1993, September 1993, March 1989, April 1988, March 1985, September 2009, August 2014, June 2016

CRC Code of Conduct

Personal behavior

I commit to:

1. Arrive on time for scheduled meetings
2. Stick to the agenda
3. Having one person speak at a time, no sidebars
4. Put out-of-scope ideas into a parking lot for consideration at the next meeting
5. Act ethically and with integrity
6. Make decisions fairly, impartially and promptly, considering all available information, research, policies and procedures
7. Treat CRC members and guests with respect, courtesy, honesty and fairness
8. Not harass, bully or discriminate against colleagues, members of the public and District 39 employees
9. Learn about what happened at a meeting if I am absent

Communication and official information

I commit to:

- Not disclose information or documents acquired through my work, other than where proper authorization is given;
- Not misuse information for personal or commercial gain for myself or another;
- Respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest

I commit to:

- Ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- Manage and declare any conflict between my personal and public duty; and where conflicts of interest do arise, ensure they are managed in the public interest