

March 27, 2002

02-0327-RU01

**AMEND BOARD RULES 1-1, 2-8, AND 4-7**

**AMEND BOARD RULES:**

**THE GENERAL COUNSEL RECOMMENDS:**

The General Counsel recommends amending the following Board Rules:

**Sec. 1-1. Officers.** The sole officers of the Board of Education shall be the President, Vice President and Secretary. The President and Vice President shall be elected annually, as described in Sec. 2-4 President and Sec. 2-6 Vice President. The President may Board shall appoint a Secretary and an Assistant Secretary who shall have the powers and duties prescribed by these Rules. (Amended 10-25-95; 01-24-96; 03-27-02)

**Sec. 2-8. Secretary.** The Secretary shall cause to be developed and kept a record of all of the agendas and proceedings of the Board of Education; shall give notice to all members and the public of regular and recessed meetings of the Board of Education; shall have general supervision of all records of the agendas and proceedings of the Board of Education and of each committee and subcommittee thereof, and of such other records as the Board of Education may direct; shall sign all records of proceedings of the Board of Education; shall cause to be prepared expeditiously the agendas and proceedings of the Board of Education and such reports and other matters as the Board of Education may direct or are by law required, and shall send copies thereof to all members; shall publish and make available, at a minimum once a year, an up-to-date copy of these Board Rules; shall maintain an up-to-date file on policies approved by the Board; shall publish in May of each year a Calendar of Board Meetings for the upcoming fiscal year; shall publish in September a list of reports that require annual Board approval; shall accept all liens and summons served on the Board; shall sign all warrants drawn by order of the Board of Education and present the same to the Mayor and the City Comptroller for countersigning, shall sign all contracts and legal instruments approved by the Board of Education and shall perform such other duties as usually pertain to the Office of Secretary or such as may be directed by the Board of Education and by these Rules.

The Secretary shall be responsible for the administration of the Policies for all (including computer, electronic, paper and film) records retention, records management and records destruction for the Board of Education and the Chicago Public Schools. (Amended 11-20-85; 01-24-96; 01-24-01; 03-27-02)

**Sec. 4-7. Vacations.** (a) *Accrual Rates.* Statutory officers, the Board Secretary, and heads of departments shall be granted five weeks vacation with pay. Employees who are paid on a calendar month basis in positions set up in the budget for at least nine months; educational support personnel paid on a per diem basis in positions set up in the budget for at least 250 working days; educational support personnel paid on a weekly basis in positions set up in the budget for 52 weeks, and employees who are paid on a school month basis in positions set up in the budget for 13 school months a year, and Assistant Principals shall be granted basic vacations each year with pay, as follows:

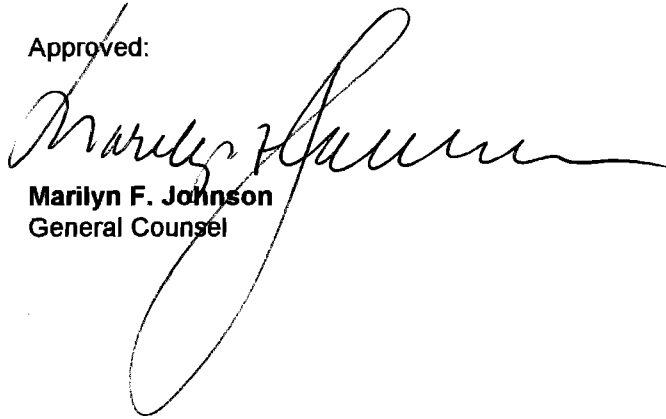
1. .058 vacation days per day paid, not to exceed three weeks per year of service up to and including ten years;
2. .077 vacation days per day paid, not to exceed four weeks per year for eleven years to twenty years of service inclusive;
3. .097 vacation days per day paid, not to exceed five weeks per year for twenty-one or more years of service (amended 03-24-82; 07-31-91; 10-25-95; 01-22-97)

The maximum accrual of unused vacation days shall be limited to the ~~maximum number of days the employee would accrue to two calendar years, as approved by the Board in "Resolution Regarding Accumulation of Vacation by Employees (82-90-2)," plus 20% extension, as set down in the following formula:~~

<u>Years of Service</u>	<u>Accrual</u>	<u>Maximum Accrual</u>
For service up to and including ten years	<del>15 days</del>	<u>40</u> <del>36</del> days
For service for eleven to twenty years, inclusive	<del>20 days</del>	<u>53</u> <del>48</del> days
For service for twenty-one or more years	<del>25 days</del>	<u>66</u> <del>60</del> days

Once this ~~two-year~~ maximum accrual has been reached, no additional vacation time will be accrued until the vacation balance falls below the above-indicated maximum of ~~36~~ 40, ~~48~~ 53, or ~~60~~ 66, vacation days. (Adopted 11-19-97; Amended 09-23-98; 06-23-99; 03-27-02)

Approved:



Marilyn F. Johnson  
General Counsel