

ESTABLISH GUIDELINES FOR MILITARY ACADEMY BOARDS OF GOVERNORS**The Chief Executive Officer Recommends:**

The Chief Executive Officer recommends that the Board adopt the attached Guidelines for Military Academy Boards of Governors (Guidelines).

Description:

Pursuant to section 34-2.4b of the Illinois School Code, the Board may designate some schools as alternative schools. Alternative schools are exempt from sections of the Illinois School Code which involve local school council governance. The law, however, encourages the Board to establish guidelines and involve parents, community members and school staff in the activities of the schools.

Military academies addressed in this Board Report are alternative schools and therefore these Guidelines are similar to the Guidelines for Alternative School Local School Councils which the Board has previously approved. These Guidelines set forth the composition, membership eligibility, powers and duties of military academy boards of governors. However, because military academies require a governing structure which is compatible with the academies' military nature, these Guidelines differ from the alternative school LSC guidelines in the following ways:

- In addition to the principal, 2 teachers, a student and 2-4 advocates, a military academy Board of Governors will include a commandant and a JROTC instructor – both of whom must have significant military experience. Where there is an existing academy superintendent, that individual will also serve on the Board of Governors.
- A Board of Governors will include 4-6 parents who will be appointed by the Board following a parent advisory poll.
- The student member of a Board of Governors must have a minimum grade point average of 2.5, an attendance rate of at least 90% and no history of incidents of misconduct or violations of the Uniform Discipline Code.
- The Guidelines indicate that the principal of a military academy should have military experience.
- A Board of Governors member may be removed by the Board for having any criminal conviction or failing to disclose any criminal conviction listed in the Local School Council Criminal Conviction Disclosure form, regardless of whether such criminal conviction would be grounds for removing an LSC member under Board Rule 6-30.

LSC REVIEW: Not applicable.

AFFIRMATIVE

ACTION STATUS: Not applicable.

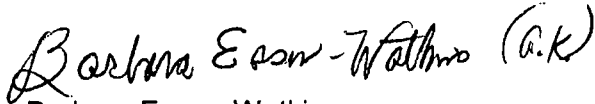
DEFERRED

03-0625-EX08

FINANCIAL: No additional cost to the Chicago Public Schools

**PERSONNEL
IMPLICATIONS:** None.


Approved for Consideration:


Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:


ARNE DUNCAN
Chief Executive Officer

Approved as to Legal Form:


Ruth M. Moscovitch
General Counsel

**CHICAGO PUBLIC SCHOOLS
GUIDELINES FOR MILITARY ACADEMY BOARDS OF GOVERNORS**

Introduction

Consistent with the Alternative Schools project, Chicago Public Schools Military Academies are unique attendance centers that serve special student populations. These schools embrace an extensive college preparatory curriculum that includes leadership training, character development and service learning through participation in the Junior Reserve Officers Training Corps program.

The Illinois General Assembly was aware of the uniqueness of alternative schools and limited the application of certain provisions of the School Code. Specifically, the Illinois School Code provides that the provisions in the law with respect to the composition, organization, operation and powers of Local School Councils do not apply to alternative schools. Instead, the Board of Education has developed appropriate methods for involving parents, community members and school staff to the maximum extent possible in all of the activities of alternative schools.

Consistent with this mandate and in consultation with staff, the Chicago Board of Education approved and published these Guidelines and Procedures for Military Academies, to be used at Chicago Military Academy at Bronzeville, Phoenix Military Academy and all future military academy high schools.

Composition of Military Academy Board of Governors

Each Military Academy Board of Governors shall consist of the principal, commandant, two teachers assigned to the school, a JROTC instructor assigned to the school, a senior cadet, 4 to 6 parents and 2 to 4 advocates who are not employees of the Board of Education. These advocates may include current or former senior military officers, business leaders, community residents, and members of corporations, service agencies, or community-based organizations. To the extent possible all appointments to the Board of Governors shall reflect the racial and ethnic diversity of the student body.

A commandant is a retired military officer or non-commissioned officer, certified as a JROTC instructor, and a CPS employee, who is in charge of the military program and instruction at the academy. The commandant is under the direct supervision of the principal and broad supervision of the Director of JROTC.

The student representative on the Military Academy Board of Governors shall be the Cadet Battalion Commander. Student members of high school boards shall not be eligible to vote on personnel matters that include, but are not limited to, principal evaluations, principal selection or the principal's contract.

Candidate Eligibility Requirements

Each candidate shall submit the following forms to the Principal: (1) Nomination Form (2) Statement of Economic Interests (3) Candidate's Statement and (4) Criminal Conviction Disclosure Form. In addition, each teacher candidate and JROTC instructor candidate must submit a Teacher Statement Form. Each candidate for an Advocate position must also submit a resume. Corporation/Service Agency/Community-Based Organization candidates must also submit a statement of support from their Board of Directors or Chief Executive Officer and documentation of the corporation/agency/organization's for-profit or non-profit status.

Please carefully review the Criminal Conviction Disclosure Form and Statement of Economic Interests that delineate additional eligibility requirements.

Teacher Eligibility

NOTE: The term "teacher" does not refer to an assistant principal. Assistant principals are ineligible to serve on the Board of Governors.

Each Teacher Candidate:

- Must be employed and assigned as a teacher or in a position for which teacher qualifications are required.
- Must be employed to perform the majority of his/her employment duties at the school where he/she is a teacher candidate.

JROTC Instructor Eligibility

A JROTC instructor is a retired military officer or non-commissioned officer who is certified by one of the U.S. armed services as qualified to teach and train cadets participating in the JROTC Program. Each JROTC Instructor Candidate:

- Must be employed and assigned as a JROTC Instructor
- Must be employed to perform the majority of his/her employment duties at the school where he/she is a JROTC instructor candidate.

Student Eligibility

- The Cadet Battalion Commander must be a full-time student with a minimum high school grade point average of 2.5, a high school attendance rate of at least 90% and no history of incidents of misconduct or violations of the Uniform Discipline Code while enrolled at the military academy. If the Battalion Commander does not meet these criteria, the next highest ranking student who meets these criteria shall be appointed to the Board of Governors.

Parent Eligibility

- Each Parent Candidate must be a parent/legal guardian of a current student.
- Parents cannot be employees of the Board of Education.

Advocate Eligibility

Advocate candidates may include current or former senior military officers, business leaders, community residents, and members of corporations, service agencies, or community-based organizations.

NOTE: Advocate Candidates cannot be employees of the Board of Education.

Each Community Resident Candidate:

- Must live within the attendance area of the school.
- Must be 18 years of age or older.
- Must not be the parent/legal guardian of a student at the school.

Each Corporation, Service Agency, or Community-Based Organization Candidate:

- Must be 18 years of age or older.
- Must not be the parent/legal guardian of a student at the school.

Each Corporation or Service Agency:

- Must be registered as a for-profit or not-for-profit entity with the Illinois Secretary of State.
- Must have a similar mission as and/or a demonstrated interest in the Military Academy and its local community.

Each Community-Based Organization:

- Must be registered as a not-for-profit entity with the Illinois Secretary of State.
- Must have offices located in the school community.
- Must show a strong interest in supporting the student population.
- Must advise and/or provide direct services to the community.

Appointment to the Board of Governors

<u>Category</u>	<u>Appointments Process</u>
4 to 6 Parents	Appointed by the Board on recommendation of the Chief Executive Officer (“CEO”) following a non-binding parent advisory poll.
2 to 4 Advocates	Appointed by the Board of Education on recommendation of the CEO.
Principal	Automatic appointment by virtue of position.
Commandant	Automatic appointment by virtue of position.
2 Teachers	Appointed by the Board of Education following a non-binding advisory poll of the school staff.
1 JROTC Instructor	Appointed by the Board of Education following a non-binding advisory poll of the school staff.
Cadet Battalion Commander	Appointed by the Board of Education.
Academy Superintendent ¹	Position filled at discretion of the CEO.

Parent Advisory Poll

The parent non-binding advisory poll shall be conducted under the auspices of the Office of School and Community Relations. The names of the candidates and the number of votes that each received shall be submitted to the Board, with a recommendation by the CEO, for appointment of the specified number of candidates.

In case of a vacancy, the Board of Governors shall recommend a candidate for consideration by the Board for appointment to fill the vacancy for the unexpired portion of the term.

¹ Where an academy superintendent, or some other person with administrative authority over the school, such as, in the case of a small school or multiplex, a building principal, chancellor or senior advisor, is in place, such person may also be a member of the Board of Governors.

Teacher and JROTC Instructor Appointments

All school staff members who perform a majority of their duties at that school are eligible to vote in a non-binding advisory poll for the selection of teacher and JROTC representatives to the Board of Governors. The names of the teachers and instructor candidates and the number of votes that each received in a non-binding advisory poll shall be submitted to the Board with a recommendation by the CEO. In addition to the poll results, the Board will consider additional criteria, including, but not limited to, professional development, membership in professional organizations, and other related experience. The Board of Education will exercise absolute discretion in appointing the teacher and instructor representatives.

Student Appointment

The Board shall appoint the Cadet Battalion Commander, or, if the Battalion Commander does not meet the eligibility criteria, the next highest ranking cadet.

Advocate Appointments

The principal shall submit a list of Advocate Candidates to the CEO's designee. The designee shall then submit to the Chief Executive Officer: (1) the Board of Governors list of candidates submitted by the school/ Board of Governors; (2) a list of any additional candidates, if desired; and (3) nomination materials for each candidate, including Nomination Forms, Statements of Economic Interests, Criminal Conviction Disclosure Forms, Candidate Statements, resumes, and statements of support, where necessary. The Chief Executive Officer may submit those names for appointment by the Board of Education, or may submit other names. The Board will exercise absolute discretion in the appointment of advocates.

Commandant and Academy Superintendent Appointment

The Commandant is appointed by the principal following the recommendation and referral of the Director of JROTC and serves at the pleasure of the Chief Executive Officer.

An Academy Superintendent may be appointed by the Chief Executive Officer at the discretion of the Chief Executive Officer and if appointed, serves at the pleasure of the Chief Executive Officer.

Term of Office

The term of office for Military Academy Board of Governors Members shall be for two (2) years ending on June 30 of even numbered years. Student members shall serve for one (1) year.

At the end of the two- year term the principal will submit to the CEO's designee a list of Board of Governors members for reappointment or recommendations for new appointments taking into account the results of the non-binding advisory polls for parents, teachers, and the JROTC instructor.

Removal of Military Academy Board of Governors Members

The Board of Education may remove Board of Governors members ("members") from serving on the Board of Governors for the reasons stated below.

Failing or Refusing to Complete the Mandatory Training

Members may be removed by the Board of Education for failing or refusing to complete the mandatory training.

Violation of the Board of Education's Rules and Policies:

Members may be removed by the Board of Education for violating Board of Education Rules and Policies, including, but not limited to, the Code of Ethics. In particular, members and their corporations, service agencies, or community-based organizations shall not engage in any contract, work, business, or sale of any article with their school. There are other issues related to the Code of Ethics which can affect Board of Governor members. Members are urged to review the Code of Ethics carefully.

Failure to Attend Meetings

Members may be removed by the Board of Education for missing 3 consecutive regular Board of Governors meetings or 5 regular meetings within a 12-month period.

Criminal Convictions:

Members may be removed by the Board of Education, for any criminal convictions or failure to disclose any criminal convictions listed in the Local School Council Criminal Conviction Disclosure Form. The obligation to disclose any criminal conviction is ongoing throughout the member's term.

Unbecoming Conduct:

The Board of Education shall have the authority to suspend or remove a member for unbecoming conduct. This includes, but is not limited to, the following:

- Member's refusal to attend Board of Governors meetings or member's departure before a vote is taken, without reasonable justification.
- Member's refusal to resolve disputes with the principal or other members in the interest of the military academy.
- Member's improper use or attempted use of his/her office to inappropriately influence disciplinary actions against school personnel or students or the improper closing of school staff positions or programs.
- Member's refusal to remain in attendance for the duration of meetings with the intent to terminate quorum.

Removal of a member for unbecoming conduct is subject to a hearing. The challenged member shall have the opportunity to present statements and evidence on his/her behalf.

Vacancies on Board of Governors

All vacancies on the Board of Governors due to resignation or removal shall be filled through the appointment process described in the Section entitled "Appointment to Board of Governors" above.

In the event that a teacher representative or JROTC Instructor is unable to perform his/her employment duties at the school due to illness, disability, leave of absence, or any other reason, the Board of Education shall declare a vacancy and appoint a replacement representative, after considering the preferences of the school staff as ascertained through a non-binding advisory poll. This new teacher representative shall serve on the Board of Governors until the end of the original two-year term.

Authority & Responsibilities of the Board of Governors

Principal Selection and Evaluation

The selection of all principals and the academy superintendent, as well as the renewal and non-renewal decisions for these positions, shall be under the sole authority of the CEO and the Board of Education. However, the Board of Governors shall have the following advisory powers and duties with respect to principal selection and evaluation.

- 1.) Submit to the CEO a list of three candidates for principal in order of preference. The CEO may then recommend one of these candidates to the Board of Education for employment as principal under a four-year contract. Candidates for principal of a military academy should have military experience. If none of these candidates is acceptable, the CEO may request a new list of names from the Board of Governors or select a candidate outside of the list provided by Board of Governors.
- 2.) Recommend to the CEO the renewal or non-renewal of the principal's contract by no later than February 1 of the year in which the contract expires. If the contract in question does not expire on June 30, then the principal must be informed at least 150 days before the contract's expiration as to whether the Board of Governors will recommend that the contract be renewed. Renewal will be solely at the discretion of the CEO.
- 3.) Evaluate the principal using the Board approved principal evaluation form.
- 4.) The Board of Governors may establish additional evaluation criteria provided such criteria are consistent with provisions of the Uniform principal's contract, the Illinois School Code, and Board Rules and Policies. Additional criteria must be ultimately approved by the Board of Education's General Counsel.

Powers and Duties

- Approve a School Improvement Plan and Expenditure Plan developed by the principal.
- Transfer allocations within funds via a super majority vote, provided that such transfer is approved by the principal and is consistent with applicable law and collective bargaining agreements. A supermajority is 50% of the full membership plus 2.
- Convene at least two well-publicized meetings annually to present the proposed Expenditure Plan and School Improvement Plan to the school, community and the public. At these meetings, the Board of Governors shall provide an opportunity for public comment.
- Ratify, in accordance with Board Rules and Policies, receipts and expenditures for the internal accounts of the school.
- Make advisory recommendations to the principal for appointments to fill vacant, additional, or newly created teacher positions at the school.
- Make advisory recommendations to the principal concerning textbook selection and curriculum development consistent with the system-wide curriculum objectives contained in the School Improvement Plan.

- Evaluate the allocation of teaching resources and the assignment of certified and uncertified staff that is consistent the instructional objectives listed in the School Improvement Plan. Make advisory recommendations to the principal for reallocation of teaching and non-teaching staff resources based on this evaluation.
- Advise the principal regarding attendance and disciplinary policies for the school, consistent with the Board of Education's Uniform Discipline Code.
- Comply with the Illinois Open Meetings Act and Illinois Freedom of Information Act, other state and federal laws, as well as all applicable collective bargaining agreements, court orders, and Board of Education Rules and Policies.
- Make public the names and addresses of Board of Governors members.
- Provide language interpreters when needed at Board of Governors meetings, in order to maximize participation of parents and the community.
- To the extent possible, if asked, provide a sign language interpreter at Board of Governors meetings for people who are hearing impaired.
- Advise the principal regarding the granting of school facilities such as assembly halls and classrooms for social and educational activities.

Manner of Operation

1. No action by the Board of Governors is valid unless made by a vote of a majority of the serving membership, a quorum of the full membership being present, except a transfer of allocations within funds which requires a supermajority. A quorum of the full membership is 50% plus one. A supermajority is 50% plus two.
2. The Principal and the Cadet Battalion Commander may not vote, nor be counted toward a quorum on the following issues: principal selection; renewing the principal's contract; evaluating the principal; and approving additional criteria to the principal's contract.
3. The Board of Governors may adopt rules, bylaws and policies necessary to conduct its business in an efficient manner.
4. The Board of Governors shall annually adopt a calendar of meetings.