

**ADOPT 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 Schools Local School Councils that the Board has previously approved (Board Report 00-1025-EX2). The portion of those previously adopted Guidelines for Alternative Schools Local School Councils that relate solely to military academies, specifically the Chicago Military Academy at Bronzeville, is hereby rescinded by the adoption these Guidelines.

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/ academy superintendent, 2 teachers, a student and 2 to 4 advocates, a military academy Board of Governors will include a commandant and a JROTC instructor – both of whom must have military experience. Where there is an existing academy superintendent, that individual may also serve on the Board of Governors.
- The principal/ academy superintendent candidate selected by the Board of Governors must have military experience.
- A Board of Governors will include 4 to 6 parents who will be appointed by the Board following a non-binding 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 student member will be appointed by the Board, with preference given to the Cadet Battalion Commander or the next highest ranking cadet.

- A Board of Governors member may be removed by the Board for a number of specifically enumerated reasons, including for having any criminal conviction or failing to disclose any criminal conviction to the Board.
- The number of representatives will vary between Boards of Governors and will ultimately be determined by the Board.

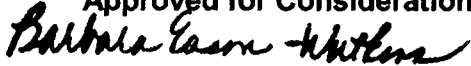
**LSC REVIEW:** Not applicable.

**AFFIRMATIVE ACTION STATUS:** Not applicable.

**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

**Noted:**



Peggy A. Davis  
Chief of Staff

**Approved as to Legal Form:**



Ruth M. Moscovitch  
General Counsel

## **Chicago Public Schools**

### **GUIDELINES FOR MILITARY ACADEMY BOARDS OF GOVERNORS**

#### **Introduction**

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 published these Guidelines and Procedures for Military Academy Boards of Governors, 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/ academy superintendent, 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/ academy superintendent 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/ academy superintendent evaluations, principal/ academy superintendent selection or the principal's/ academy superintendent's contract.

#### **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.

#### **Candidate Eligibility Requirements**

Each candidate shall submit the following forms to the principal/ academy superintendent: (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.

Candidates should 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 meet the definition of a Parent, Stepparent or Legal Guardian as defined by Board Rule 6-28.
- Each Parent Candidate must be a parent/legal guardian of a currently enrolled student.
- Parent/legal guardian Candidates 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.

**Community Resident Candidates:**

- 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 as defined above
- Must not be an employee of the Board of Education

**Corporation, Service Agency, or Community-Based Organization Candidates:**

- Must be 18 years of age or older
- Must not be the parent/legal guardian of a student at the school as defined above
- Must not be an employee of the Board of Education

**Corporations, Service Agencies and Community –Based Organizations:**

- Must be registered as a for-profit or not-for-profit corporation with the Illinois Secretary of State
- Must have a similar mission as the Military Academy and/or a demonstrated interest in the Military Academy and its local 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 of Education following a non-binding advisory poll of the parents as defined herein.
2 to 4 Advocates	Appointed by the Board of Education on recommendation of the CEO.
Principal/ Academy Superintendent	Appointed by the Board of Education
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.

**Parent Advisory Poll**

All parents/legal guardians of children enrolled in the military academy are eligible to vote in a non-binding advisory poll for the selection of parent representatives to the Board of Governors. The parent non-binding advisory poll shall be conducted under the supervision of the Office of the Chief Executive Officer. The names of the candidates and the number of votes that each received shall be submitted to the Board, which shall then appoint the specified number of candidates who received the highest number of votes, barring any grounds for disqualification. The Board of Education will exercise absolute discretion in appointing the parent representatives.

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

### **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/ academy superintendent or Board of Governors may submit a list of Advocate Candidates to the Area Instruction Officer. The Area Instruction Officer shall then submit to the Chief Executive Officer: (1) the 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.

### **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

Incoming Board of Governors members shall be required to attend a training program within six months of taking office. This training may be the same as is mandated by the Illinois School Code for Local School Councils. 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:

Board of Governors members are bound by all Board of Education Rules and Policies, and 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 that can affect Board of Governor members. Members are urged to annually 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 to the Board of Education. 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 departure before a vote is taken without reasonable justification or refusal to remain in attendance for the duration of meetings with the intent to terminate quorum.
- Member's refusal to resolve disputes with the principal/ academy superintendent 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 serious disruption to the orderly functioning of the Board of Governors by engaging in harassment of other Board of Governors members or military academy staff or students.

Removal of a member for unbecoming conduct is subject to a hearing before the Chief Executive Officer or his designee.

### **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/Academy Superintendent Selection and Evaluation**

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

- 1.) Submit to the CEO a list of three candidates for principal/academy superintendent in order of preference. The CEO may then recommend one of these candidates to the Board of Education for employment as principal/ academy superintendent under a four-year contract. Candidates for principal/ academy superintendent of a military academy must 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 not on the list provided by Board of Governors to recommend for appointment by the Board of Education.

- 2.) Recommend to the CEO the renewal or non-renewal of the principal's/academy superintendent's contract by no later than 150 days prior to the contract's expiration. The principal/academy superintendent 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 and the Board of Education.
- 3.) Evaluate the principal/academy superintendent 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. The Board of Education's General Counsel must ultimately approve additional criteria.

### **Powers and Duties**

- Approve a School Improvement Plan and Expenditure Plan developed by the principal/ academy superintendent.
- Transfer allocations within funds via a super majority vote, provided that such transfer is approved by the principal/ academy superintendent 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/ academy superintendent for appointments to fill vacant, additional, or newly created teacher positions at the school.
- Make advisory recommendations to the principal/ academy superintendent 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/ academy superintendent for reallocation of teaching and non-teaching staff resources based on this evaluation.
- Advise the principal/ academy superintendent 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/ academy superintendent regarding the granting of school facilities such as assembly halls and classrooms for social and educational activities pursuant to Board Rules.

### **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/ academy superintendent and the Cadet Battalion Commander may not vote, nor be counted toward a quorum on the following issues: principal/ academy superintendent selection; renewing the principal's/ academy superintendent's contract; evaluating the principal/ academy superintendent; and approving additional criteria to the principal's/ academy superintendent'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.