Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, November 20, 2023
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

E. Employee Recognition

1) Compliment to Public Works Streetscape planning staff and construction crew from resident

F. Public Hearing and First Reading of the Proposed 2023 Property Tax Levy for the Village of Glen Ellyn and the Glen Ellyn Public Library

1) Motion to open the public hearing to receive comment on the proposed 2023 property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library

2) Motion to close a public hearing to receive comment on the proposed 2023 property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library

3) Motion to approve the first reading of Ordinance 7068 for the levy and assessment of taxes in the amount of $16,491,897 for the fiscal year beginning January 1, 2024

and ending December 31, 2024, of the Village of Glen Ellyn and the Glen Ellyn Public Library.

G. Review and Discussion of Board Conduct and Operational Agreements

1) Discussion of Board Conduct and Operational Agreements

H. Other Business

I. Reminders

1) Village Board Meeting Monday, November 27, 2023 at 7 pm

J. Closed Executive Session: Adjourn to closed executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, Section 2.06, ILCS 120/2 (c)(1) and to discuss the setting of a price for sale or lease of property owned by the public body, Section 2.06, ILCS 120/2 (c)(6) without returning to open session

Penni Cannova

From:	noreply@civicplus.com
Sent:	Sunday, November 12, 2023 7:06 AM
To:	Penni Cannova; Tina Page
Subject:	Online Form Submittal: Contact Us

[EXTERNAL EMAIL]

Contact Us

If you have a non-emergency request to report items such as potholes, parkway tree maintenance, signs, street lights or water issues, we invite you to use the SeeClickFix Reporting tool.

Name	Katy E[redacted]
Contact Email	[redacted]
Phone Number	[redacted]
Address	[redacted] Prairie Avenue
City	Glen Ellyn
State	IL
Zip Code	60137
Message	Great job on the sidewalk/curb/street repair north of town. Crews were efficient and very considerate of the residents. Super happy- thank you!!
File Upload	*Field not completed.*

Email not displaying correctly? View it in your browser.

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 11/20/2023 7:00 PM
Department: Finance
Department Head: Patrick Brankin
Category: Ordinance
Prepared By: Patrick Brankin

AGENDA ITEM (ID # 2023-1119)

DOC ID: 2023-1119

Motion to approve the first reading of Ordinance 7068 for the levy and assessment of taxes in the amount of $16,491,897 for the fiscal year beginning January 1, 2024 and ending December 31, 2024, of the Village of Glen Ellyn and the Glen Ellyn Public Library.

Statement of the Issue:
At the November 20, 2023 meeting, the Village Board is requested to consider the 2023 property tax levy. The meeting will include a public hearing and a first reading of the levy ordinance with a non-binding "straw vote" immediately following. For the levy, the board approves both the Village's levy as well as the Glen Ellyn Public Library levy.

Analysis:
The property tax ordinance adopted by the Village includes both the levy for the Village as well as the levy for the Glen Ellyn Public Library. The approval of the Library levy is an administrative function of the Village as the Library Board has the full authority to determine the Library's levy. The Library levy was approved by the Library Board at their September 18, 2023 meeting and the resolution from that meeting is attached.

The Village has historically held itself to the maximum of the "tax capped" levy that a non-home rule community or district would be limited to, even though the Village is a home rule community and is not bound by the "tax cap" laws. By holding itself to the "tax cap" laws, the Village is permitted to increase the levy for new growth plus CPI or 5%, whichever is less. The Village Board previously set forth a policy to use the prior year's actual new growth for the current levy year, such that new growth is levied in arrears. This eliminates any estimation error by using a prior year actual number. CPI is set each year following the requirements in state statute and is 6.5% for the 2023 levy year. As 6.5% is greater than the 5% allowed by the "tax cap" law, the permitted percentage increase is reduced to 5%.

The Village's property tax levy included in the truth in taxation notice included new growth of 0.5% plus 5.0%, which is equal to the "tax cap" permitted amount of new growth plus 5%. New growth results in a levy increase of $37,577, with $17,995 for the General Fund and $19,582 for the Capital Projects Fund. The additional 5.0% increases the levy by $416,188, including $199,303 to the General Fund and $216,885 to the Capital Projects Fund. The total proposed increase in the levy is $453,765, with $217,298 for the General Fund and $236,467 for the Capital Projects Fund. The proposed levy amount is included in the Village's 2024 draft budget. Attached to this item is a summary of the change in the levy from the prior year to the current proposed levy for both the Village and the Library.

The proposed levy for the Village is estimated to add $9.27 per $100,000 of a home's market value or $46.36 for a $500,000 home.

Following the public hearing and first reading on November 20, the Village Board is scheduled to consider approval of the levy at the November 27, 2023 meeting. This levy and the special service levies must be approved and filed with DuPage County in December.

In January, the Village Board will consider ordinances to abate the debt service levies for the Village Links, Police Station, and Capital Projects, as well as an additional abatement to both the operating and capital levies.

Budget Impact:
The property tax levy is included in the 2024 budget.

Contribution to Strategic Plan
Financial Sustainability

Action Requested:
Motion to approve a first reading of the property tax levy.

Attachments:

1. Proposed Levy
2. Property Tax Levy Ordinance 2023 - First Reading
3. Library levy 2023
4. CPI History
5. CPI Memo

VILLAGE OF GLEN ELLYN

2023 PROPERTY TAX LEVY

(to be collected in FY2024)

	2022 Levy	2022 Taxes Extended	2022 Taxes Abated	2022 Taxes Ext & Abat	2023 Proposed Levy	2023 Proposed Abatements[2]	2023 Proposed Levy & Abatements	Change from Taxes Extended & Abated $ Inc/(Dec)	Change from Taxes Extended & Abated % Inc/(Dec)	Change from Original Levy $ Inc/(Dec)	Change from Original Levy % Inc/(Dec)
VILLAGE LEVY:											
Operating - General Fund	$ 3,986,068	$ 3,822,856	$ 163,395	$ 3,986,251	$ 4,203,366	$ (64,375)	$ 4,138,991	$ 152,740	3.8%	$ 152,923	3.8%
Operating - Capital Fund	4,337,707	4,337,915	-	4,337,915	4,574,175	(64,375)	4,509,800	$ 171,885	4.0%	172,093	4.0%
Total	**$ 8,323,775**	**$ 8,160,771**	**$ 163,395**	**$ 8,324,166**	**$ 8,777,541**	**$ (128,750)**	**$ 8,648,791**	**$ 324,625**	**3.9%**	**$ 325,016**	**3.9%**
LIBRARY LEVY:											
Operating	$ 4,930,645	$ 4,934,721	$ -	$ 4,934,721	$ 5,177,177	$ -	$ 5,177,177	$ 242,456	4.9%	$ 246,532	5.0%
Total	**$ 4,930,645**	**$ 4,934,721**	**$ -**	**$ 4,934,721**	**$ 5,177,177**	**$ -**	**$ 5,177,177**	**$ 242,456**	**4.9%**	**$ 246,532**	**5.0%**
TOTAL, VILLAGE AND LIBRARY											
Operating	$ 8,916,713	$ 8,757,577	$ 163,395	$ 8,920,972	$ 9,380,543	$ (64,375)	$ 9,316,168	$ 395,196	4.4%	$ 399,455	4.5%
Operating - Capital	4,337,707	4,337,915	-	4,337,915	4,574,175	(64,375)	4,509,800	171,885	4.0%	172,093	4.0%
Total Operating[1]	**$ 13,254,420**	**$ 13,095,492**	**$ 163,395**	**$ 13,258,887**	**$ 13,954,718**	**$ (128,750)**	**$ 13,825,968**	**$ 567,081**	**4.3%**	**$ 571,548**	**4.3%**
Aggregate Refunds-Village	$ 10,160	$ 11,348	$ -	$ 11,348	$ -	$ -	$ -	$ (11,348)		$ (10,160)	
Aggregate Refunds-Library	5,947	6,485	-	6,485	-	-	-	(6,485)		(5,947)	
Total	**$ 13,270,527**	**$ 13,113,325**	**$ 163,395**	**$ 13,276,720**	**$ 13,954,718**	**$ (128,750)**	**$ 13,825,968**	**$ 549,248**	**4.1%**	**$ 555,441**	**4.2%**

Debt Service Abatements[2]

		2023 Proposed Levy	2023 Proposed Abatements	2023 Proposed Levy & Abatements
2015 General Obligation Bonds	Capital Projects Fund	$ 817,094	$ (817,094)	$ -
2018 General Obligation Bonds	Capital Projects Fund	681,219	(681,219)	-
2020 General Obligation Bonds	Capital Projects Fund	609,223	(609,223)	-
2021A General Obligation Refunding Bonds	Village Links	301,900	(301,900)	-
2021B General Obligation Refunding Bonds	Capital Projects Fund	127,743	(127,743)	-
		$ 2,537,179	**$ (2,537,179)**	**$ -**
	Total Amount	**$ 16,491,897**	**$ (2,665,929)**	**$ 13,825,968**

1. Total operating increase is subject to required public hearing under the Truth in Taxation Act if percentage increase, excluding debt, is greater than 5.0% of taxes extended in prior year.
2. Abatement ordinances will be considered at a future meeting.

Note: There may be slight differences due to rounding

Village of Glen Ellyn

Ordinance No. _____

An Ordinance for the Levy and Assessment of Taxes in the Amount of $16,491,897

for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024,

of the Village of Glen Ellyn, DuPage County, Illinois

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois

This _______ Day of __________, 20__.

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _______ day of _____________, 20____.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN
ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. _______

An Ordinance for the Levy and Assessment of Taxes in the Amount of $16,491,897 for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024, of the Village of Glen Ellyn, DuPage County, Illinois

Whereas, the Board of Trustees of the Village of Glen Ellyn, County of DuPage and the State of Illinois did on the 27th day of November, 2023, pass the Annual Budget for the Village of Glen Ellyn, the amount of which is ascertained to be the aggregate of $52,295,889 for operational purposes of the Village and $32,571,569 for capital and debt expenditures, which said Budget was duly considered and heard by public hearing on the 13th day of November, 2023, in accordance with the provisions of Chapter 65, 5/8-2-9, Illinois Compiled Statutes; and

Whereas, the Board of Directors of the Glen Ellyn Public Library determined on September 18, 2023, the financial requirements of the Library for the fiscal year beginning January 1, 2024, and ending December 31, 2024, the amount of which, in the judgment of the Board of Library Directors, would be necessary to levy for Library purposes in this annual Tax Levy Ordinance, in the amount of $5,177,177 for general operational purposes; and

Whereas, the Board of Trustees of the Village of Glen Ellyn at an open meeting held on November 20, 2023, and adoption of the annual budget on November 27, 2023, considered the request of the Board of Directors of the Glen Ellyn Public Library, and all sources of revenue available to the Village of Glen Ellyn and determined the amounts of money, exclusive of any cost of conducting an election required by the general election law and any debt service levies, estimated to be necessary to be raised by taxation for operating expenses for the fiscal year ending December 31, 2024 upon the taxable property in the Village of Glen Ellyn to be $13,954,718 ($8,777,541 Village, $5,177,177 Library), which is an increase from the amount of property taxes extended or abated upon the levy of the preceding year, exclusive of debt service levies and levies for required election costs, by $677,998 or 5.1%, and

Whereas, the Village of Glen Ellyn has financed the construction of significant capital projects through the issuance of General Obligation Bonds, debt service payments for which have been determined to be $2,537,179 for the fiscal year 2024, which includes possible abatements totaling $2,537,179 which will be considered by the Village Board prior to the extension of 2023 property taxes by DuPage County next spring; and

Whereas, a public hearing on the proposed tax levy was held on November 20, 2023 as required by the Truth in Taxation Law (35 ILCS 200/18-55);

Now, therefore be it ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: That the amount of appropriations for all corporate purposes legally made, except debt service expenditures, to be collected from the tax levy of the current fiscal year is hereby ascertained to be $13,954,718 and the total amount of debt service expenditures to be collected from the tax levy of the current fiscal year is hereby ascertained to be $2,537,179 thereby resulting in the total amount of all appropriations, including debt service expenditures, to be collected from the tax levy of the current fiscal year to be $16,491,897.

Section Two: That the sum of $16,491,897, being the total amounts budgeted heretofore in accordance with law and which are to be collected from the tax levy of the current fiscal year of the Village of Glen Ellyn for all corporate purposes of said Village of Glen Ellyn and for purposes of funding the General Corporate Fund, Capital Projects Fund, Bond and Interest Funds, and Public Library Fund, as heretofore legally budgeted for the current fiscal year by an Annual Budget Ordinance of the Village of Glen Ellyn for the 2024 fiscal year, passed and approved by the President and Board of Trustees of said Village at a legally convened meeting of November 27, 2023, and the same is hereby levied upon all the taxable real property in the Village of Glen Ellyn subject to taxation for the current year; the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To Be Raised By Tax Levy" which appears over the same, the tax so levied being for the current fiscal year of said Village, and for said amounts budgeted to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

SPECIAL PURPOSES TAX FUNDS

LEVY	AMOUNT BUDGETED	TO BE RAISED BY TAX LEVY
GENERAL PURPOSE: (Police)	\$11,738,306	\$4,203,366
GENERAL PURPOSE: (Capital Projects)	\$16,691,654	\$4,574,175
G.O. BONDS, 2021A: General Obligation Refunding Bonds, 2021A Principal of \$220,000 and Interest of \$81,900 (Per Ordinance No. 6904, passed 9/13/2021). (Village Links - \$2.56 million, to be abated from Village Links/Reserve 22 Fund revenues by separate Ordinance)	\$301,900	\$301,900
G.O. BONDS, 2021B: Taxable General Obligation Refunding Bonds, 2021B Principal of \$35,000 and Interest of \$92,743 (Per Ordinance No. 6904, passed 9/13/2021). (Capital Projects - \$3.935 million, to be abated from Capital Projects Fund revenues by separate Ordinance)	\$127,743	\$127,743
G.O. BONDS, 2020: General Obligation Bonds, 2020 Principal of \$430,000 and Interest of \$179,223 (Per Ordinance No. 6802, passed 8/24/2020). (Capital Projects - \$9.475 million, to be abated from Capital Projects Fund revenues by separate Ordinance)	\$609,223	\$609,223

G.O. BONDS, 2018: General Obligation Bonds, 2018 Principal of $425,000 and Interest of $256,219 (Per Ordinance No. 6642, passed 11/12/2018). (Capital Projects - $9.9 million, to be abated from Capital Projects Fund revenues by separate Ordinance)	$681,219	$681,219
G.O. BONDS, 2015: General Obligation Bonds, 2015 Principal of $635,000 and Interest of $182,094 (Per Ordinance No. 6332, passed 07/13/15). (Police Station - $13.435 million, to be abated from Capital Projects Fund revenues by separate Ordinance)	$817,094	$817,094
TOTAL VILLAGE, ALL LEVIES	$30,967,139	$11,314,720

ESTABLISHMENT AND MAINTENANCE OF
FREE PUBLIC LIBRARY

Library General Purpose Levy	$5,052,200	$4,477,777
Library Social Security Contribution	$240,000	$225,500
Library IMRF Contribution	$135,000	$121,000
Library Audit Fund	$7,200	$6,900
Building & Maintenance	$1,550,000	$324,000
Liability Insurance, Workers Compensation, Unemployment Compensation	$28,000	$22,000
TOTAL LIBRARY, ALL LEVIES	$7,012,400	$5,177,177

SUMMARY OF TAX FUND LEVIES

General Purpose Levy (Police)	$11,738,306	$4,203,366
General Purpose Levy (Capital Projects)	$16,691,654	$4,574,175
2021A G.O. Refunding Bonds (Village Links Clubhouse Renovation)	$301,900	$301,900

2021B Taxable G.O. Refunding Bonds (Capital Projects)	$127,743	$127,743
2020 G.O. Bonds (Capital Projects)	$609,223	$609,223
2018 G.O. Bonds (Capital Projects)	$681,219	$681,219
2015 G.O. Bonds (Police Station)	$817,094	$817,094
Library General Purpose Levy	$5,052,200	$4,477,777
Library Social Security Contribution	$240,000	$225,500
Library IMRF Contribution	$135,000	$121,000
Library Audit Fund	$7,200	$6,900
Building & Maintenance	$1,550,000	$324,000
Liability Insurance, Workers Compensation, Unemployment Compensation	$28,000	$22,000
TOTAL	$37,979,539	$16,491,897

RECAP OF TAX LEVIES	
Village of Glen Ellyn General Levy	$8,777,541
Village of Glen Ellyn Debt Service Levy	$2,537,179
Glen Ellyn Public Library General Levy	$4,477,777
Glen Ellyn Public Library Special Funds and Levies	$699,400
TOTAL	$16,491,897

Section Three: That the amounts budgeted and not expressly itemized and carried forward in this Tax Levy Ordinance will be paid out of monies from sources other than the tax levy.

Section Four: That the total amount of $16,491,897 ascertained as aforesaid, be hereby levied and assessed on all property subject to taxation within the Village of Glen Ellyn according to the value of said property as the same is assessed and equalized for state and county purposes for the current year.

Section Five: That it is hereby certified to the County Clerk of DuPage County, Illinois, the total amount of $16,491,897 which the Village of Glen Ellyn requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk of the Village is hereby ordered and directed to file with the County Clerk of said county on or before the time required by law a certified copy of this ordinance.

Section Six: That it is hereby certified to the County Clerk of DuPage County, Illinois, that the President and Board of Trustees, acting as the corporate authorities of the Village of Glen Ellyn, DuPage County, Illinois, have complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statues, Chapter 35, Sections 200/18-55 et seq.), where required, and the President of said Village is hereby ordered and directed to file with the County Clerk of said county, together with the certified copy of this ordinance as provided hereinabove, a certification that said Village complied with all requirements of the Truth in Taxation Act, if required by law or by the said County Clerk.

Section Seven: This ordinance shall take effect and be in full force and effect from and after its passage and approval, as provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this _____ day of _____________________.

Ayes		Mark Senak		Kelli Christiansen		Gary Fasules
		Anne Gould		Kelley Kalinich		Donna Jean Simon
		Steve Thompson				
Nays		Mark Senak		Kelli Christiansen		Gary Fasules
		Anne Gould		Kelley Kalinich		Donna Jean Simon
		Steve Thompson				

Absent		Mark Senak		Kelli Christiansen		Gary Fasules
		Anne Gould		Kelley Kalinich		Donna Jean Simon
		Steve Thompson				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ______ day of ___________________.

____

Village President

Attest:

____

Village Clerk

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the _____ day of ________________, 20____.)

STATE OF ILLINOIS)

COUNTY OF DU PAGE)

I, Mark Senak, do hereby certify that I am the duly qualified and acting Village President of the Village of Glen Ellyn, DuPage County, Illinois.

I do further certify that the Village of Glen Ellyn, DuPage County, Illinois, has complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statues, Chapter 35, Sections 200/18-55 et seq.), in connection with its 2023 Tax Levy Ordinance (Ordinance No.______________).

IN WITNESS WHEREOF, I hereunto affix my official signature at Glen Ellyn, Illinois, this _____________ day of ______________________, 2023.

____

Village President

(SEAL)

C E R T I F I C A T I O N

I, Carin Cosby, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is the true original copy of Ordinance No. ____________, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the ________________ Meeting of said Board held on the _______ day of _________________________, and that the same was signed and approved by the President of said Village on the _______ day of _________________________.

I do further certify that the original is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this ________ day of _________________________ .

____

Village Clerk

CORPORATE SEAL

County of DuPage)

)

State of Illinois)

Glen Ellyn Public Library Board of Trustees

Resolution 2023-1

RESOLVED that pursuant to Paragraph 6, Section 5/4-10, Chapter 75 Illinois Compiled Statutes, the Board of Library Trustees of the Village of Glen Ellyn at its meeting held September 18, 2023 determined that the amount of money which in its judgment it will be necessary to levy for all library purposes for its fiscal year January 1, 2024 to December 31, 2024 is:

$5,177,177

of which the sum of the total for corporate purposes is **$4,477,777** and the total for special levies is **$699,400**. It is requested that such amount be included in the tax levy ordinance to be adopted by the Trustees of the Village of Glen Ellyn for tax year 2023, said levy to be made pursuant to Section 5/3-5 of said Chapter 75 and pursuant to the provisions of the Illinois Municipal Code, such amount to be received by the Library during fiscal year January 1, 2024 to December 31, 2024.

RESOLVED that pursuant to Paragraph 6, Section 5/4-10, Chapter 75, Illinois Compiled Statutes, the Board of Library Trustees of the Village of Glen Ellyn, at its meeting held September 18, 2023, determined that the fiscal requirements of the Library for its fiscal year January 1, 2024 to December 31, 2024 for corporate purposes are:

	FY 2024 Operating Fund Appropriation	Corporate Tax Levy Tax Year 2023	Other Revenue Sources
Salaries-Regular	$2,950,000	$2,888,677	$61,323
Salaries-Overtime	$10,000	$3,000	$7,000
Employee Insurance	$375,000	$345,000	$30,000
Recruiting & Testing	$500	$300	$200
Dues & Memberships	$5,100	$3,000	$2,100
Employee Education	$70,000	$55,000	$15,000
Travel	$600	$300	$300
Marketing	$15,000	$7,000	$8,000
Sales & Use Tax	$9,000	$0	$9,000
Professional Services - Village	$5,500	$3,000	$2,500
Professional Services - Legal	$8,000	$5,000	$3,000
Professional Services - Other	$58,000	$38,000	$20,000
Property & Casualty Insurance	$50,000	$38,000	$12,000
SUI Payments	$10,000	$5,000	$5,000
Maintenance Services - Contracts	$205,000	$178,000	$27,000
Maintenance Services -Capital R & R	$170,000	$105,000	$65,000
Software Maintenance & Licensing	$100,000	$85,000	$15,000
Telecommunications	$45,000	$35,000	$10,000
Utilities	$16,000	$8,000	$8,000
Postage	$24,000	$15,000	$9,000
Printing	$38,000	$28,000	$10,000
Programs	$70,000	$35,000	$35,000
Adult Materials	$370,000	$290,000	$80,000
Youth Materials	$105,000	$85,000	$20,000
Cancellation Refunds	$2,500	$500	$2,000
Lost Materials	$2,500	$1,000	$1,500
Office Supplies	$90,000	$70,000	$20,000
Food and Beverage	$55,000	$15,000	$40,000
Maintenance Supplies	$26,000	$17,000	$9,000
Equipment	$100,000	$65,000	$35,000
Outreach Van	$3,500	$1,000	$2,500

Automation Services	$63,000	$53,000	$10,000
Total Corporate Fund Levy:	$5,052,200	$4,477,777	$574,423

And request that such amounts be included in the 2023 Levy Ordinance to be adopted by the Trustees of the Village of Glen Ellyn, such money to be received during its fiscal year January 1, 2024 through December 31, 2024.

RESOLVED that pursuant to Section 5-5/8, Chapter 75, Illinois Compiled Statutes, the Library Board specifies that the unexpended balance of the proceeds from taxes levied for the purpose herein above received shall be accumulated and set aside, as a specific reserve fund, for any of the purposes set forth in Section 5/5-8, and it is further resolved that the Board will adopt a plan or plans for this fund, which may be amended as circumstances require.

RESOLVED that in addition to the request for levy for corporate library purposes, as approved September 18, 2023 the Library Board requests the following special levies be included in the 2023 Levy Ordinance of the Village of Glen Ellyn, pursuant to Paragraph 6, section 5-4-10, Chapter 75, Illinois Compiled Statutes, and Paragraph 6, Section 5-4-14, Chapter 75, and Paragraph 10/9-107, Chapter 745 and Paragraphs 5/7-169 and 5/21-110 of Chapter 401, of the same statutes, such money to be received during its fiscal year January 1, 2024 through December 31, 2024.

	FY 2024 Corporate Operating Fund Appropriation	Tax Levy Tax Year 2023	Other Revenue Sources
Social Security (FICA)	$240,000	$225,500	$14,500
IMRF	$135,000	$121,000	$14,000
Audit Services	$7,200	$6,900	$300
Building, Equipment, and Maintenance	$1,550,000	$324,000	$1,226,000
Liability Insurance, Workers Compensation, Unemployment Compensation	$28,000	$22,000	$6,000
Total Special Levies:	$1,960,200	$699,400	$1,260,800
Total ALL Revenue Sources	$7,012,400	$5,177,177	$1,835,223

The Library Board specifies that the unexpended balance of the proceeds received from each special levy indicated above shall be retained for use only as permitted for each levy.

Ayes: ______________ Nays: ______________ Absent: ______________

ADOPTED by the Board of Library Trustees, September 18, 2023

Karen Volk

Karen Volk, President

Maryanne Deaton

Maryanne Deaton, Treasurer

Susan Stott

ATTEST:

Susan Stott, Secretary

Glen Ellyn Public Library Board of Trustees

Resolution No. 2023-2

A Resolution Establishing the Revenue Budget of the Glen Ellyn Public Library for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024

IT IS HEREBY RESOLVED by the Board of Trustees of the Glen Ellyn Public Library, Glen Ellyn, Illinois that the following shall be adopted as the revenue budgets for the Glen Ellyn Public Library for the fiscal year commencing January 1, 2024, and concluding December 31, 2024.

REVENUE ACCOUNT#	ACCOUNT DESCRIPTION	FY 2024 BUDGET
	OPERATING FUNDS-10	
10-4010	Property Tax-Corporate Fund	$4,478,277
10-4016	Property Tax-FICA Fund	$225,000
10-4017	Property Tax-IMRF Fund	$121,000
10-4018	Property Tax-TORT Insurance Fund	$22,000
10-4020	Property Tax-Audit Fund	$6,900
10-4040	Corporate Replacement Tax	$50,000
10-4230	Interest Income-Investments	$50,000
10-4240	Impact Fees	$5,000
10-4245	Nonresident Library Cards	$26,000
10-4250	Meeting Room Rental Fees	$3,000
10-4254	Charging Station	$600
10-4255	Passports	$80,000
10-4264	Lost Materials Fees	$7,000
10-4270	Copier/Printing Fees	$5,400
10-4274	Café	$100,000
10-4289	Miscellaneous	$0
TOTAL OPERATING FUNDS:		**$5,180,177**

	MISCELLANEOUS GRANTS FUND-21	
21-4130	Miscellaneous Grant Revenue	$2,000
21-4230	Per Capita Grant Revenue	$42,000
	TOTAL MISCELLANEOUS GRANTS FUND:	**$44,000**
	GIFT FUND-30	
30-4170	Gifts Income	$140,000
	TOTAL GIFT FUND:	**$140,000**
	BUILDING EQUIPMENT & MAINTENANCE FUND-50	
50-4019	.02% Maintenance Levy	$324,000
	TOTAL BUILDING EQUIPMENT & MAINTENANCE FUND:	**$324,000**
	NONRESIDENT CARD SUBSIDY FUND-60	
60-4180	Donation Nonresident Card	$0
	TOTAL NONRESIDENT CARD SUBSIDY FUND	**$0**
TOTAL OTHER FUNDS:		**$508,000**
TOTAL ALL FUNDS:		**$5,688,177**

ADOPTED by the President and Board of Trustees of the Glen Ellyn Public Library, Glen Ellyn, Illinois, this 18th day of September.

AYES:

NAYS:

ABSENT:

Karen Volk

Karen Volk, President

Glen Ellyn Public Library Board of Trustees

ATTEST: Susan Stott

Susan Stott, Secretary

Glen Ellyn Public Library Board of Trustees

Glen Ellyn Public Library Board of Trustees

Resolution No. 2023-3

A Resolution Establishing the Expenditures Budget of the Glen Ellyn Public Library for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024

IT IS HEREBY RESOLVED by the Board of Trustees of the Glen Ellyn Public Library, Glen Ellyn, Illinois that the following shall be adopted as the expenditure budgets for the Glen Ellyn Public Library for the fiscal year commencing January 1, 2024 and concluding December 31, 2024.

EXPENDITURE ACCOUNT #	ACCOUNT DESCRIPTION	FY 2024 BUDGET
	OPERATING FUNDS – 10	
101-5110	Salaries-Regular	$2,917,800
101-5120	Salaries-Overtime	$3,000
101-5140	FICA Taxes	$225,500
101-5145	IMRF Employer Contributions	$121,985
101-5160	Employee Insurance	$360,000
101-5165	Dues & Memberships	$3,850
101-5170	Recruiting & Testing	$500
101-5173	Tuition Reimbursement	$10,000
5175	Employee Education	$59,450
101-5180	Travel	$500
101- 5185	Marketing	$8,170
101-5215	Professional Services – Village	$3,700
101-5218	Professional Services – Audit	$6,900
101-5220	Professional Services – Legal	$5,000
101-5222	Sales & Use Tax	$6,050
101-5235	Professional Services – Other	$48,100

101-5240	Property & Casualty Insurance	$40,200
101-5242	Tort Insurance	$22,500
101-5244	SUI Payments	$5,000
101-5310	Maintenance - Contractual	$184,280
101-5320	Maintenance – Repair and Replacement	$110,000
106-5325	Software Maintenance and Licensing	$87,940
5330	Telecommunications	$39,520
101-5335	Utilities	$9,000
101-5350	Postage	$20,100
101-5352	Printing	$34,000
5460	Programs	$40,100
102-5513	Adult Materials	$296,000
105-5515	Youth Materials	$89,525
101-5590	Refunds	$500
101-5599	Lost Materials	$1,000
5610	Office Supplies	$80,390
101-5615	Food & Beverage	$42,500
101-5645	Maintenance Supplies	$21,000
5725	Equipment	$79,700
101-5730	Outreach Van	$1,000
101-5735	Automation Services	$58,000

TOTAL OPERATING FUNDS: **$5,042,760**

MISCELLANEOUS GRANT FUND-21

212-5513	Adult Materials – Per Capita	$42,000
215-5460	Youth Programs	$2,000

TOTAL MISCELLANEOUS GRANT FUND: **$44,000**

GIFT FUND-30

301-5310	Building, Equipment & Maintenance	$100,000
30( )-5640	Programs	$18,000
302-5513	Adult Materials	$10,000
305-5515	Youth Materials	$10,000
TOTAL GIFT FUND:		**$138,000**

BEM FUND-50

50-5310	Building, Equipment and Maintenance	$1,305,000
TOTAL BEM FUND		**$1,305,000**

NON-RESIDENT CARD SUBSIDY FUND-60

60-5955	NR Card Subsidy	$2,000
TOTAL NON-RESIDENT CARD SUBSIDY FUND		**$2,000**
TOTAL OTHER FUNDS:		**$1,489,000**
TOTAL ALL FUNDS:		**$6,531,760**

ADOPTED by the President and Board of Trustees of the Glen Ellyn Public Library, Glen Ellyn, Illinois, this 18th day of September.

AYES:

NAYS:

ABSENT:

Karen Volk

Karen Volk, President
Glen Ellyn Public Library Board of Trustees

ATTEST: Susan Stott

Susan Stott, Secretary

Glen Ellyn Public Library Board of Trustees

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/12/2023

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023
2022	296.797	6.5%	5.0%		2023	2024

CPI History (R-01/23) Printed by the authority of the State of Illinois – web only, 1 copy

Illinois Department of Revenue
Property Tax Division
101 West Jefferson Street, MC 3-450
Springfield, Illinois 62702
Telephone: (217) 782-3016
Facsimile: (217) 782-9932

PTELL – CPI for 2023 Extensions - Property Taxes Payable 2024

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener
Property Tax Division

DATE: 1/12/23

SUBJECT: CPI Change for 2023 Extensions (for property taxes payable in 2024) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2023 extensions (taxes payable in 2024) under PTELL is 5.0%

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2023 extensions (taxes payable in 2024), the CPI to be used for computing the extension limitation and debt service extension base is 5.0%. The CPI is measured from December 2021 to December 2022. The U.S. City Average CPI for December 2021 was 278.802 and 296.797 for December 2022. The CPI change is calculated by subtracting the 2021 CPI from the 2022 CPI. The amount is then divided by the 2021 CPI which results in 6.5% CPI. (296.797 – 278.802)/278.802 = 6.5%. The Statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount.

Information on PTELL may be accessed through the department's web site at www.tax.illinois.gov under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information and Resources" heading.

If you have any questions concerning the change in the consumer price index (CPI), please contact me at (217) 782-3016.

Memo to: Village President Senak and Village Trustees

From: Kelley M. Kalinich, Village Trustee

Date: November 16, 2023

Re: Discussion of Board Conduct and Operational Agreements

This memo is intended to provide some context and outline of documents for the Board to review ahead of our November 20, 2023, Board meeting.

My perspective is that all members of our Board have the shared goal of wishing to conduct our business in the most professional and respectful manner possible. That being said, in my opinion, we have fallen short from time to time and this discussion is initiated with the goal of not only getting us back on track, but also ensuring that we have a consistency of conduct that not only fosters trust and respect, but allows us to responsibility conduct the important work for the Village that we have been entrusted to do from our community.

Included for your review are the following:

- Glen Ellyn Village Ordinance 5921 Establishing Standards of Conduct by Civil Servants;
- Resolution Establishing the General Policy of the Village of Glen Ellyn Regarding the Ethics Standards Expected From Its Civil Servants;
- Village Ethics Ordinance Acknowledgement;
- Illinois Municipal League Civility Pledge; and
- Community Consolidated School District (CCSD) 89 Board of Education Agreements (Sample of potential policy to be developed for the Glen Ellyn Village Board)

In addition, below is a bullet point summary (not in any particular order) of common agreements we discuss and informally endorsed at our April 3, 2023, Board Self-Evaluation with Greg Kuhn.

Board Governance

- Develop a set of Operational Agreements, perhaps similar to that of CCSD 89.

Communication

- Board Members may bring up a topic for informational, inquiry, or future agenda request purposes during the "Other Business" portion of a Village Meeting. Whenever possible, such communication should be share with the Village President and Village Manager in advance.

- Avoid surprises and attacks with the Board and Employees. Whenever possible, questions or requests should be submitted to the Village Manager, prior to a meeting, allowing the Staff to be prepared, as well as alerting fellow Board members.
- Serve as an authentic communicator, listening to different perspectives, asking clarifying questions, as well as ensuring accurate information is shared.

Goal Setting

- Identify our "North Star" in prioritizing goals.
- Develop effective policy which guides the Board in terms of "what we do and what we do not do".

Guidance to Commissions

- Give clear direction and goals to each Commission.
- Examine our current Commissions and determine if any modifications can be made for increased efficiency and clarity of purpose.

Guidance to Staff

- Prioritize projects, initiatives and in general, "how time is spent" in a given year.
- Identify "Levels of Service" for the community and make those clearly known to staff, as well as the community.
- Identify Criterion for Information to be included in Board Packets

My suggestion for our discussion on November 20, 2023, is that we focus on Board Governance and Communication. We can also discuss a plan and timeline for addressing the other topics, perhaps assigning tasks to pairs of two Trustees to "lighten the load".

These are all suggestions, and I am open to alternate ideas on how to proceed. I simply provide this information as a "jumping off point"!

I want to thank Anne Gould for reminding me about the ethics documents we reviewed during Board orientation, as well as Penni Cannova and Mark Franz for assisting me in retrieving documents I knew we had reviewed but could not locate as quickly as they were able to do so.

I look forward to our discussion.

FRED BUCHOLZ
DUPAGE COUNTY RECORDER
JUN.24,2011 2:02 PM
OTHER
012 PAGES R2011-075330

Village of Glen Ellyn

ORDINANCE NO. 5921 -VC

**AN ORDINANCE ESTABLISHING STANDARDS
FOR ETHICAL CONDUCT BY CIVIL SERVANTS
PROVIDING FOR A PROCESS TO REVIEW
AND ACT UPON ALLEGED VIOLATIONS AND ADDING
CHAPTER 12 TO TITLE 1, OF THE GLEN ELLYN VILLAGE CODE**

**Adopted by the
President and the Board of Trustees
Of the
Village of Glen Ellyn
DuPage County, Illinois
This 28th day of February, 20 11**

Published in pamphlet form by the authority of the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, this 1st day of March, 20 11.

RETURN TO:
VILLAGE CLERK
VILLAGE OF GLEN ELLYN
535 DUANE STREET
GLEN ELLYN, IL 60137

ORDINANCE NO. 5921 -VC

AN ORDINANCE ESTABLISHING STANDARDS FOR ETHICAL CONDUCT BY CIVIL SERVANTS PROVIDING FOR A PROCESS TO REVIEW AND ACT UPON ALLEGED VIOLATIONS AND ADDING CHAPTER 12 TO TITLE 1, OF THE GLEN ELLYN VILLAGE CODE.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: That there shall be added to the Village Code of the Village of Glen Ellyn, in Title I, Administrative, a new Section 12, to be entitled "Ethics."

CHAPTER 12

ETHICS

SECTION:

1-12-1: Purpose of the Glen Ellyn Ethics Policy

It is the policy of the Village of Glen Ellyn to uphold, promote, and demand the highest standards of ethical behavior from all elected and appointed civil servants. Accordingly, all elected officials, advisory commissioners and board members, appointed volunteers, employees, and others regulated in this Chapter, shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties. All shall comply with all applicable laws, ordinances and policies, and never use their Village position or powers improperly, or for personal or private gain. Undisclosed and unmanaged conflicts of interest are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.

The Village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this ethics policy is to ensure that all persons associated with the Village as civil servants or others regulated in this Chapter, have clear guidance for carrying out their roles and responsibilities.

1-12-2: Application of Laws and Policies

All civil servants of the Village of Glen Ellyn, as defined herein, are subject to the provisions of this ethics policy and applicable state law addressing ethics. In addition, the actions of civil servants, to the extent applicable, shall be subject to the provisions of the Village of Glen Ellyn Personnel Manual and any other rules of operation and performance, including written contracts, applicable to the performance of their duties.

1-12-3: Definitions

For purposes of this policy, the following definitions shall apply:

CIVIL SERVANT: Any individual who serves the Village of Glen Ellyn in an official capacity as an elected or appointed official, member of advisory commissions and boards, appointed volunteer or employee.

FAMILY RELATIONSHIP or FAMILY MEMBER: Any relationship defined as follows: spouse, domestic partner, parents, parents of spouse or domestic partner, siblings, siblings of spouse or domestic partner, children (including adopted), and children of spouse or domestic partner, (including adopted).

FINANCIAL INTEREST: Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise; whether present, promised or reasonably expected; whether direct or indirect, including interests as consultant, representative or other person receiving (or who may be receiving) remuneration, either directly or indirectly, as a result of a transaction; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent; whether such interest is held directly or indirectly by the civil servant , the spouse or minor child of such civil servant , or any other person with a family relationship with such civil servant owning or sharing the same household as the civil servant. Interest shall not include: 1) interest in a mutual fund or managed account; 2) an ownership interest of less than five percent (5%) in any business entity; or 3) an interest of general applicability affecting others in similar situations.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government civil servants or the official position of a civil servant.

NON-FINANCIAL INTEREST: Any non-financial consideration that is substantial enough to affect a civil servant's judgment or that could lead to the appearance that the civil servant's judgment has been affected. Such interests may be direct or indirect, through business, investments, family or personal relationships.

PERSONAL RELATIONSHIP: Any personal relationship that would prevent an individual from acting with impartiality.

RECUSE: To refrain from participation in any official discussion, meeting or deliberation regarding a transaction and, where permitted to vote, to cast a vote of recusal when any vote is taken on such transaction.

TRANSACTION: Any matter, including, without limitation, contracts, work or business with the village, the sale or purchase of real estate by the village and any requests for zoning, development or subdivision approvals, including, without limitation, rezonings, variations and special use permits, licenses or other requests, pending before the Village, with respect to which a civil servant performs an official act or action.

1-12-4: Ethics Officer

a. The position of Ethics Officer is hereby established for the Village. The Ethics Officer shall be appointed by the Village President subject to the confirmation by the Village Board. The Ethics Officer must have training in the establishment and performance of ethical standards. The Ethics Officer shall receive the salary that is established by motion at the time of appointment or set from time-to-time.

Should an ethics complaint be filed, the Ethics Officer will…

- Determine whether or not the complaint presents a basis for investigation
- If the complaint is determined to not present a basis for investigation, no further action will be taken
- If the complaint is determined to present a basis for investigation, the Ethics Officer will conduct an investigation
- Upon the completion of the investigation, based on its findings, the Ethics Officer will either…
    - ° Take no further action
    - ° Make a recommendation to the Village President and Village Board for consideration of one of the following courses of action…
        - ▪Referral of the matter to the Village Prosecutor for prosecution of violation(s) of local ordinances
        - ▪some lesser action deemed appropriate

The Village Board shall determine whether the matter should be referred to the Village Prosecutor, or whether some lesser action is appropriate.

The Ethics Officer shall also reply to requests seeking an opinion as to whether a matter may represent a potential conflict of interest, or an actual conflict or other questions regarding this Chapter. The Ethics Officer shall also carry out such other duties within the scope of this Chapter as shall be specifically directed in writing by the Village President or action of the Village Board.

b. Any complaint that a violation of Chapter 12 has taken place shall be in writing, shall be signed and shall be filed with the Ethics Officer. If any other civil servant should receive a written and signed complaint, which has been mistakenly given or sent, it shall be promptly filed with the Ethics Officer.

1-12-5: Conflicts of Interest.

All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the Village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

a. ***Prohibited Transactions***: No civil servant shall participate in any transaction in which: 1) a financial interest as defined in this Chapter would present a conflict of interest or a potential conflict of interest, 2) a non-financial interest as defined in this Chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.

b. ***Recusal:*** Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.

c. ***Notification***: Upon becoming aware of any conflict of interest as described in subsection "a" of this section, any civil servant shall promptly provide written notification, within forty-eight (48) hours, to the appropriate authority of such conflict and the civil servant's recusal from any official action with respect to the transaction, as follows:

1. Employees, appointed officers or appointed volunteers shall notify the director of the department and the village manager;

2. The village manager shall notify the village president and the board of trustees;

3. Members of boards and commissions shall notify the chairperson of such board or commission;

4. Chairpersons of boards and commissions shall notify the village manager, village president and the board of trustees;

5. The village president shall notify the village manager and the board of trustees;

6. Any person serving in an elected position shall notify the village president, village manager and the other members of the board of trustees.

d. ***Nonappearance Before Same Board or Commission:*** No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.

e. ***Nonparticipation and Disclosure Before Other Board or Commission***: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other Board or Commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.

f. ***Potential conflict of interest***. The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the Ethics Officer. When such advice is sought, the Ethics Officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action.

1-12-6: Gift Ban:

No civil servant or family member shall accept any prohibited gift, favor or consideration from any person or entity directly or indirectly involved in business dealings with the village. Nor shall any civil servant accept any prohibited gift, favor or consideration of value that may influence, or has the appearance of influencing a civil servant in the performance of their public duties.

a. ***Prohibited gifts.*** Except as otherwise provided in this Section, no civil servant shall intentionally solicit or accept any gift from any prohibited source or in violation of any Federal or State statute, rule, or regulation. A prohibited source shall be any person or entity who is seeking an action or inaction from the Village, is doing business or seeks to do business with the Village, conducts activities regulated by the Village or has interests that may be substantially affected by the performance or non-performance of the civil servant. This ban applies to and includes the spouse of and immediate family living with the civil servant. No individual shall intentionally offer or make a gift that violates this Section.

b. ***Exceptions***. The restrictions do not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the civil servant pays the market value.
3. Any contribution that is lawfully made under the Election Code or under this Chapter or activities associated with a fundraising event in support of a political organization or candidate.
4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
5. Anything provided by an individual based on a personal friendship unless the civil servant has reason to believe that, under the circumstances, the gift was provided because of the civil servant's position and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship the civil servant shall consider the circumstances under which the gift was offered, such as:

   (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

   (ii) whether to the actual knowledge of the civil servant the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

   (iii) whether to the actual knowledge of the civil servant the individual who gave the gift also at the same time gave the same or similar gifts to other civil servants.

6. Intra-governmental and inter-governmental gifts. For the purpose of this section, "intra-governmental gift" means any gift given to a civil servant from another civil servant of the village, and "inter-governmental gift" means any gift given to a civil servant by an official of any other governmental entity.
7. If provided for in the Village's budget, the recognition of a civil servant's life event such as birth, death, marriage, illness, or retirement such as flowers or a donation.
8. Bequests, inheritances, and other transfers at death.
9. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purpose of this section,

"catered" means food or refreshments that are purchased ready to eat and delivered by any means.

10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.
11. Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

c. ***Gift ban; disposition of gifts***. A civil servant does not violate this section if the civil servant promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

1-12-7: Political Activity

a. ***Political activities***. Employees shall not intentionally perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any Village property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization.

b. ***Coerced political activity***. At no time shall any elected civil servant or supervisory employee intentionally misappropriate the services of any employee by requiring that employee to perform any political activity as part of that employee's duties, as a condition of village employment, or during any time off that is compensated by the village (such as vacation, personal, or compensatory time off).

c. ***Compensated political activity***. A village employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.

d. ***Rewarded political activity***. A village employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any political activity, which is prohibited under Subsections a, b or c.

e. ***Exceptions***. Nothing in this Section prohibits activities that are otherwise appropriate for a village employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.

1-12-8: Treatment of Confidential and Sensitive Information

No civil servant or former civil servant shall disclose or improperly utilize any confidential information learned during employment with the Village without prior authorization. Authorization for disclosure by elected civil servants and the Village Manager shall be provided by the Village President in writing. Authorization for disclosure by employees shall be provided by the Village Manager in writing.

Confidential information shall mean any non-public information, written or otherwise, including information exempt from disclosure pursuant to the Open Meetings Act, the Freedom of Information Act, or information exempt from disclosure pursuant to written agreement.

1-12-9: Use of Authority/Influence

a. ***Use of Position to Influence Employment for Others.*** No elected civil servant shall directly or indirectly communicate with staff seeking to influence the hiring or termination of an employee or contractor. Such discussions shall be conducted with the Village President or Village Manager, or in accordance with the requirements of the Open Meetings Act, with members of the village board.

b. ***Use of Position to Seek Favors for Self or Others.*** No civil servant shall directly or indirectly obtain or seek to obtain preferential treatment for himself or herself or any other individual or entity. Civil servants shall follow the same rules, regulations and processes that are applicable to the general public. Village staff shall maintain a record of all written or oral communications from all elected officials and department heads in which the requester appears to be directly or indirectly seeking to obtain preferential treatment for himself or herself or any other individual or entity. The communications from department heads should always be reported when they involve requests unrelated to that individual's duties in the Village. All such requests should be reported to the Village President and to the Village Manager, who may choose to inquire from the Ethics Officer or the Prosecutor whether the communication constitutes a violation of this Chapter. Village staff may also transmit communications from other Civil Servants which they believe may violate this code.

c. ***Use of Position to Misrepresent Official Policy.*** No civil servant shall utilize his or her role to intentionally misrepresent the policy or position of the Village of Glen Ellyn.

d. ***Discrimination.*** No civil servant shall engage in discriminatory behavior based upon race, age, sex, sexual orientation, gender identity, religious affiliation, marital status or any other protected status under applicable law.

1-12-10: Statement of Economic Interest

In accordance with State statutes, the Village Clerk annually prepares a list of civil servants who are required to file a statement of economic interest. All civil servants subject to the law are required to complete and file the statement in accordance with the deadlines established by the DuPage County Clerk.

1-12-11: Vendors.

To the extent that vendors such as the supplier of goods or services to the Village perform tasks as representatives or agents of the Village, they shall be subject to the provisions of this Chapter, as if they were civil servants. Their exposure as persons whose actions would subject them to violations of this Chapter shall be limited to the actual times when they supply goods, or perform services for the Village and interact with persons or entities who are seeking or resisting municipal actions.

1-12-12: General Penalty

Any Civil Servant, excluding appointed volunteers, convicted of a violation of any section contained within this Chapter shall be fined a sum of not more than Seven Hundred Fifty Dollars ($750.00) for each violation. A violation committed shall be considered a separate offense each day. In addition, violations of the provisions of this Chapter may be utilized to take disciplinary action up to and including discharge for civil servants who are employees, serve in appointed offices, or are appointed volunteers. Elected officials who violate any provisions of this Chapter, may, upon conviction, be fined as provided for in this section, and such violations may be utilized by the corporate authorities to determine whether that person's actions should be censured.

SECTION 2: This Ordinance establishing standards for civil servants shall be approved and published in pamphlet form as provided by law, but it shall only come into effect ninety(90) days after its date of passage or thirty (30) days after the date upon which an Ethics Officer shall be appointed and confirmed, whichever event should occur sooner.

PASSED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 28th day of February, 2011.

AYES: Henninger, Thorsell, Comerford, Cooper

NAYS: - 0 -

ABSENT: Hartweg (Excused)

PRESENT: Ladesic

APPROVED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 28th day of February, 2011.

Village President of the
Village of Glen Ellyn, Illinois

ATTEST:

Suzanne R. Connors
Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the 1st day of March, 20 11 .)

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<u>CERTIFICATION</u>

I, Suzanne R. Connors, duly appointed/elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is the true original copy of Ordinance No. 5921, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Regular Meeting of said Board held on the 28th day of February 2011, and that the same was signed and approved by the President of said Village on the 28th day of February 2011.

I do further certify that the original is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 3rd day of May 2011.

Suzanne R. Connors
Village Clerk

CORPORATE SEAL

CIVIC CENTER 535 DUANE STREET GLEN ELLYN, ILLINOIS 60137 630.469.5000 FAX 630.469.8849

RESOLUTION NO. 11-06

A RESOLUTION ESTABLISHING THE GENERAL POLICY OF THE VILLAGE OF GLEN ELLYN REGARDING THE ETHICS STANDARDS EXPECTED FROM ITS CIVIL SERVANTS.

WHEREAS, the Village of Glen Ellyn ("Village") has benefited from the recognition of its civil servants that the citizens of the Village require the local governmental body and its offices, employees, members of committees and commissions and appointed volunteers to carry out their operations using the highest ethical standards; and

WHEREAS, there have been many statements made at Village Board meetings and on other occasions outlining the general principles which have allowed the municipality to operate in this way; and

WHEREAS, the Corporate Authorities wish to memorialize these concepts in a resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: The Village of Glen Ellyn is a special place, and desires to uphold and promote standards of ethical behavior from all hired, appointed or elected holders of a government position in the Village, including all Village elected and appointed officers, employees, commissioners, appointed volunteers and vendors representing the Village when they are in direct contact with the Village's customers or in the performance of the duties of their position. These groups will be referred to collectively as civil servants in this resolution.

The Village embraces the following characteristics in its operations and functions:

- Trustworthiness

- Respect
- Responsibility
- Fairness
- Caring
- Citizenship
- Leading by example.

SECTION 2: THE Village believes that promoting an ethical culture helps Glen Ellyn by enhancing its reputation as a respected and superior employer, and enhancing its ability to execute, innovate and deliver high quality service. The Village believes an ethical culture attracts and retains valuable civil servants in all positions and ultimately leads to better financial results and morale. Accordingly, all civil servants shall maintain honorable standards of ethical behavior.

SECTION 3: The Village of Glen Ellyn has a commitment to provide ethical conduct in the service to the community. The purpose of this resolution is to require that all civil servants associated with the Village have clear guidelines for carrying out their roles and responsibilities. Guidelines for ethical behavior include:

- Maintain personal integrity, truthfulness, honesty, sincerity, and fairness in carrying out public duties.
- Hold oneself and others accountable for ethical behavior.
- Do not condone, justify or ignore inappropriate business behavior or illegal acts by others.
- Be a role model in using words and actions that align with ethical behavior.
- Use a clear and effective communication style when delivering the intended message and be respectful of others in the process.
- Listen carefully and be open to other ideas and opinions.
- Follow-up on commitments made.
- Keep the customer and the Village's reputation in mind in all matters.
- Avoid the spreading of rumor, innuendo and gossip.
- Accept responsibility for failures as well as successes.
- Maintain an environment of trust and openness at all times.
- Evaluate one's own ethical work practices as they relate to the Village regularly and look for opportunities to improve.

SECTION 4: The Village of Glen Ellyn recognizes that civil servants operate in a fast-paced, customer service based environment that consistently challenges them to make effective and timely decisions. The pressure to perform can lead to situations where doing the right thing may not be expedient or easy. When making decisions in their work for the Village, civil servants should consider the following:

- The facts and issues.
- The needs of the Village of Glen Ellyn and the individuals involved.
- Others who could be affected by the decision and their input.
- Village of Glen Ellyn ordinances, policies, legal obligations and regulations that apply.
- Input from experts on the subject matter being considered.

SECTION 5: In addition, Glen Ellyn civil servants shall:

- Perform their duties and responsibilities in compliance with this resolution, the Village ethics ordinance and any personnel manual or handbook that governs their assignments.
- Identify all conflicts of interest to the Village that may arise in performing the duties.
- Keep confidential information as such.
- File statements of economic interest annually if required by Village ordinance or policy.
- Report concerns of unethical behavior or violations to the Village Ethics Officer.
- Commit to ethical conduct in service to the community.
- Avoid any improprieties in their roles as public servants.
- Not accept any gifts, favors or any other service/item from an individual or company in order to influence the civil servant in their duties to the Village.

SECTION 6: This Resolution shall be in full force and effect from and after its passage and approval, as provided by law.

PASSED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 28th day of February, 2011.

AYES: Henninger, Comerford, Thorsell, Ladesic, Cooper

NAYS: — 0 —

ABSENT: Hartweg (Excused)

APPROVED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 28th day of February, 2011.

Village President of the
Village of Glen Ellyn, Illinois

ATTEST:

Suzanne R. Connors
Village Clerk of the
Village of Glen Ellyn, Illinois

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VILLAGE ETHICS ORDINANCE ACKNOWLEDGEMENT

I acknowledge having received a copy of the Village of Glen Ellyn's Ethics Ordinance and Resolution approved by the Village Board on February 28, 2011, and I agree to read and become familiar with its contents.

I understand that the Ethics Ordinance and Resolution may be changed from time to time, with or without notice. I furthermore understand that I may consult the Village Ethics Officer if I have any questions or concerns regarding this ordinance.

____

Print Name

____

Signature

____

Date

ILLINOIS MUNICIPAL LEAGUE

News Release

FOR IMMEDIATE RELEASE
April 20, 2023

Contact:
Brad Cole, Executive Director
(217) 525-1220
BCole@iml.org

Local Officials Pledge to Foster Respect Throughout Illinois

Building Better Communities by Advocating for Civil Engagement

SPRINGFIELD – The Illinois Municipal League (IML) announced a Civility Pledge at its Spring Board of Directors meeting. The pledge seeks to restore civility in local governments, encourage productive dialogue and build public trust in all of Illinois' 1,295 cities, villages and towns.

A growing need for civility has become more relevant and significant at all levels of government, but especially at the local level. Residents and elected officials are often faced with challenging and complex issues that can spark strong emotions and create conflict. Adopting the pledge and putting civility at the forefront provides a foundation for effective community conversations.

The pledge reads, ***"In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective."***

"Even in these times of political disagreement, we believe in finding common ground and engaging in civil discussions about community issues that are important to everyone," **said IML President, Village President Catherine M. Adduci, Village of River Forest**. "The Civility Pledge is a reminder for all municipal officials and constituents to work together in the pursuit of understanding the points of view of others."

"The Civility Pledge reminds local officials that they can listen to competing views and respect each other," said **IML First Vice President, Mayor Mark T. Kupsky. City of Fairview Heights**. "If everyone is willing to follow the pledge, it will lead to a greater dialogue and the betterment of each of our communities."

All officials in Illinois municipalities are encouraged to incorporate the Civility Pledge wherever possible throughout their respective communities. The pledge can be stated before meetings, signed by each member of the city council or posted at city hall to remind everyone of the value of civil behavior. More information and resources are provided at iml.org/civility.

ABOUT THE ILLINOIS MUNICIPAL LEAGUE
The Illinois Municipal League is the statewide association representing local communities throughout Illinois. Founded in 1913, IML has worked continuously for the benefit of all 1,295 municipalities in Illinois to provide a formal voice on matters involving common interests.

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Community Consolidated School District 89
Board of Education Agreements

The following Board of Education Agreements frame the working relationship of the Board as well as the relationship of the Board and superintendent. The Agreements represent best practice and commitments to a productive outcome in the best interests of the community, students, and staff.

Unity of Purpose

We affirm the unique role of public education, whereby each community collectively pools its resources for the common good through the education of its students. Therefore, we seek to uphold and improve public education for our community.

- We intend to build trust and move the district forward.
- We intend to become an effective team.
- We intend to understand our individual jobs and collective responsibilities.
- We intend to be a team with a common, focused direction.
- We intend to create a district culture that supports positive change.
- We intend to perpetuate a positive district culture that survives in the face of board member and staff turnover.

CCSD89 1:30	School District Philosophy
CCSD89 2:20	Powers and Duties of the Board of Education
CCSD89 2:80	Board Member Oath and Conduct

Roles & Responsibilities

The board will seek to:

- govern with a focus on the future, on results, and on continuous improvement;
- encourage collective decision making and diversity in viewpoints;
- respect the distinction between board and superintendent/staff roles, and
- pursue rigorous and continual improvement in its ability to define community values and its vision of the future.

CCSD89 2:20	Powers and Duties of the Board of Education

Meetings of the Board

We understand that board meetings are meetings of the board held in public, not open-forum town-hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted on the agenda to ensure the multiple voices of the community inform board deliberations. However, when the board deliberates, it will be a time for the board to listen and learn from each other, taking the public input into consideration, not a time to re-engage with the public. We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally. We will review our policies relating to board meeting management (e.g., time limits on input from members of the public), revising or re-affirming them as appropriate.

CCSD89 2:200	Types of Board of Education Meetings
CCSD89 2:220	Board of Education Meeting Procedure

Board Meeting Agenda

The board's agenda is an expression of what the board understands its work to be and how it intends to pursue that work. Typically, the agenda is a cooperative effort of the board president and superintendent. Board members have the opportunity for scheduling agenda items by contacting the Board President and superintendent. Additionally, other avenues exist, including through the annual Board Agenda Planner (12 months of anticipated or routine meeting agendas) as well as at the end of each board meeting with Next Agenda Planning. An annual listing of Board – Superintendent Follow-up Reports is developed by the superintendent and Board. All board members are invited to submit suggestions for future agenda items. Periodically, the entire board will consider important topics or agenda items for consideration in the following months. Should Board members have questions, comments, or concerns about information contained in a board packet, it is best to contact the superintendent in advance of the Board meeting.

CCSD89 2:220	Board of Education Meeting Procedure

Board – Superintendent Communication

No one (superintendent, board member) gets surprised at any time – in the meeting or between meetings. The truth of no surprises is respect, transparency, and openness to all participants and the process. Board members are expected to ask questions before and/or during meetings, but they will not "blind-side" the superintendent or staff by waiting until the board meeting to ask detailed questions.

CCSD89 2:130	Board-Superintendent Relationship
CCSD89 3:30	Chain of Command
CCSD89 3:40	Superintendent

Engaging the Community

Because the board sits in trust for the entire community, the board will make continuing efforts to hear and engage the whole community. We will seek venues beyond the board meeting where we can effectively engage community members and listen to their concerns. We will attempt to be in touch with all stakeholders and all segments of the community, not just those who seek us out. We will monitor our efforts in this area, asking the question "Which community voices are not part of board considerations, and how can we allow these voices to be heard?"

CCSD89 2:230	Public Participation at Board of Education Meetings and Petitions to the Board
CCSD89 8:10	Connection with the Community

New Board Member Orientation

The board desires to be a team where all members contribute to effective board leadership. The board takes initiative in helping new members learn, understand and practice effective governance. A New Board Member Orientation manual will be maintained by the superintendent and reviewed periodically for updates. The board president may arrange a meeting of the whole board to review board processes and procedures. The superintendent shall meet with new board members to review the New Board Member Orientation manual, answer questions, and acquaint the member with the district. If desired by the new board member, a veteran member may be identified as a mentor. The board president assists in setting direction and orienting the new board member to the board.

CCSD89 2:120	Board Member Development

Concerns from the Community and Staff

When someone complains to us, we will listen carefully, remembering we are only hearing one side of the story. We will then direct that person to the person in the district most appropriate and able to help them resolve their concern. We will make sure they understand the appropriate order of whom to contact (teacher, then principal, then district staff) and are aware of any formal forms or policies that might assist them (e.g., written complaint form). We will call the superintendent if we think this is an issue of concern. This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the district are upheld. It will also clarify that one board member has no individual authority to fix a problem.

CCSD89 2:140-E	Guidance for Board Member Communication
CCSD89 2:260	Universal Grievance Procedure
CCSD89 8:110	Public Suggestions and Concerns

Voting Method

When a vote is taken upon any measure before the board with a quorum being present, a majority of the votes cast determines the outcome. Each board member respects the right of the other members to vote "no" on an issue. On important matters, board members are encouraged to explain the reasons for a "no" vote either during deliberation or before casting the vote. Voting order is mixed so as to ensure individual respect for board member votes.

CCSD89 2:220	Board of Education Meeting Procedure

Board Member Request for Information

When an individual board member requests information, it will be provided to all board members. An individual board member will, insofar as possible, work to let the superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer. Individual board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. An annual listing of Board – Superintendent Follow-up Reports is developed by the superintendent and Board as another avenue for requested or follow-up information. Should Board members have questions, comments, or concerns about information contained in a board packet, it is best to contact the superintendent in advance of the Board meeting.

CCSD89 2:130	Board-Superintendent Relationship

Board Member Requests for Action

The only authority to direct action rests with the full board sitting at the board table during a duly called open meeting. A majority vote sets such direction. The board president is responsible for focusing board agendas on appropriate content (board work). Board members and district residents may suggest items for inclusion on the agenda. Such items may be added to the agenda upon approval of the board. Since action items must be posted in the meeting notice, such items will typically be scheduled for a subsequent meeting. When a majority of the board, sitting in a formal meeting, requests action, it should be made relative to the intended results, not the methods used to achieve those results.

CCSD89 2:220	Board of Education Meeting Procedure

The Board Takes Responsibility for Itself

The board will schedule an annual workshop to complete a board self-evaluation and review governance team agreements and processes.

CCSD89 2:120	Board Member Development

The Board President

The board is a group of seven equals and the board president is the first in the line of equals. Each board member takes full responsibility for board activity and behavior. The task of the board president is the facilitation of the work of the board and its ability to comply with its working agreements and mutual expectations. The board president will also assume some responsibility for facilitating the relationship between the superintendent and the board. The board will elect a member for this important position who is well suited to the responsibilities. The board president serves as the spokesperson of the Board.

In accordance with the School Code and board policy, the board president will be elected every two years at the board organizational meeting following the April school board election. The president pro-tempore will accept nominations for the position, including self-nominations. A second is not necessary for the nomination. Roll call voting will continue until one candidate receives a majority of the votes cast. A run-off of the top vote-getters may be necessary to achieve the required majority.

CCSD89 2:20	Powers and Duties of the Board of Education
CCSD89 2:110	Qualifications, Term, and Duties of Board Officers

Speaking with One Voice

- No board member or subset of the board of education has the authority to act or speak on behalf of the board without the consent of the board.
- The relationship between the superintendent and any individual board members is collegial not hierarchical, based on mutual respect for their complementary roles.
- The superintendent is accountable only to the full Board of Education.
- The board and the superintendent have the right to expect performance, candor, and honesty from one another.
- Board members have the right to disagree with the decision of the board, but will support the board in its decision by abiding by the will of the majority.

CCSD89 2:140	Communication To and From the Board
CCSD89 2:80	Board Member Oath and Conduct

Behavioral Expectations

- Start with the common belief that everyone has good intentions.
- Create a safe environment for the productive exchange of ideas.
- Sincerely listen and seek to understand the viewpoints of others.
- Solve problems through a collaborative process where all participants support the decision and actively work toward its implementation.
- Board members are expected to be prepared for the Board meeting by reading the board packet and supporting documents prior to the Board of Education meeting.

CCSD89 2:80	Board Member Oath and Conduct

Visiting School Facilities

Board members are encouraged to be informed about our schools, and school visits can be part of that process. Periodic visits to the schools can be scheduled with Board members and the superintendent at mutually agreed upon times. Board members are provided an opportunity to tour school facilities with the Superintendent and building principal during the New Board Member Orientation. Periodically, the entire Board may wish to tour facilities as part of a prearranged meeting schedule. Individual Board members should prearrange school visits through the superintendent rather than show up at a building unannounced. When visiting schools in their role as a Board member, Board members are reminded that they do not serve in an administrative capacity and should be mindful of interactions with students and staff.

CCSD89 2:140	Communication To and From the Board

Communicating with Staff

Board member communications, questions, queries for information, etc. to district staff members should be directed through the superintendent.

CCSD89 2:130	Board-Superintendent Relationship
CCSD89 2:140	Communication To and From the Board

Adopted: 03/18/13

Revised: 08/15/16, 09/25/17, 7/20/2020, 5/22/2021