



# Community Unit School District 303

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## **School Board**

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October 1, 2019

Dear Citizen Advisory Committee Applicant,

When the members of the St. Charles Community Unit School District 303 School Board made the decision to create a Citizen Advisory Committee, it was not clear how many people would show an interest in serving. Today, we are excited to report that 69 people took the time to not only complete the application, but also provide thoughtful feedback about the reasons they want to participate. On behalf of the School Board, we would like to thank you for reaching out to us and volunteering to help promote two-way conversations between the School Board and the community.

The purpose of this letter is to inform you about the process we will be using to choose the five members of the steering committee, as well as the remaining committee members.

Short, preliminary interviews will be conducted in closed session on October 10 between 4:30 and 9:00 p.m. in the Board Room at the Administrative Center located at 201 S. 7<sup>th</sup> Street. If you are chosen to participate in these interviews, you will be contacted the evening of October 7 and asked to choose your 10-minute time slot.

A second round of interviews will be held in closed session on Saturday, October 19 between 10:00 a.m. and 1:00 p.m. in the Board Room at the Administrative Center. These will be 30-minute group sessions.

The five members of the steering committee will work with the School Board liaisons to establish group norms, create structure, write by-laws, and develop a meeting calendar. The first two meetings of the steering committee are scheduled for October 21 and 29 from 7:00 - 8:30 p.m. also in the Board Room.

Interviews will be conducted in closed session, however going forward, all other meetings will be subject to the Open Meetings Act and open to the public.

In order to meet the requirements of the State of Illinois, all members of the Citizen Advisory Committee will be required to participate in a 45-minute online Open Meetings Act Training that may be accessed on the Illinois Attorney General's website at [http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx).

"Empowering and Inspiring ALL"

CAC Applicant  
October 1, 2019  
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Again, thank you for your interest in serving on the Citizen Advisory Committee. If you have any questions, please contact Carol Smith, Director of Communication and Community Relations, at [carol.smith@d303.org](mailto:carol.smith@d303.org).

Sincerely,

A handwritten signature in black ink, appearing to read "J. Barker", with a large, stylized initial "J" and a horizontal line extending to the right.

Jillian Barker  
School Board Secretary

A handwritten signature in black ink, reading "Becky M. McCabe", written in a cursive style.

Becky McCabe  
School Board Member

"Empowering and Inspiring ALL"