

2024-2025 Class Board



| Freshman Class Sponsor | |
|--------------------------------|---------------------|
| Mrs. Ashley-Levy-Durdan | durdana@unit5.org |
| Sophomore Class Sponsor | |
| Ms. Amber Marzec | marzeeaa@unit5.org |
| Junior Class Sponsor | |
| Mrs. Karrin Hawkins | hawkinsk@unit5.org |
| Senior Class Sponsors | |
| Mrs. Megan Freymann | freymannm@unit5.org |
| Mrs. Jennifer Kelly | kellyjl@unit5.org |

Class Board Procedures

| | |
|--|---|
| **Parents should attend an informational meeting in order for their student to apply for class board – this is optional but strongly encouraged.** | Monday, April 15th at 7:30pm In Normal Community IMC |
| Students submit applications. | Friday, April 19th Google Form |
| Students submit 3 <i>current</i> teacher evaluations. Share this Google Form link with the teachers you request to complete the evaluation. | Friday, April 19th Google Form |
| Students participate in the interview process. | Monday, April 22nd to Friday, May 10th (You will be notified of the date & time via email) |
| Students will be notified of their board position. | Friday, May 17th (You will be notified via email) |
| Parent and student must sign the board contract & turn in to teacher/sponsor. | Tuesday, May 21st |

Class Board Events

| Freshmen | Sophomore | Junior | Senior |
|--|---|---|---|
| Design & sale of class t-shirts Freshmen Orientation Homecoming hallway decorations Iron Volleyball Concession stands Additional fundraising events | Sale of class t-shirts Homecoming hallway decorations Battle of the Bands Nelsons Dinner fundraiser Red Out Game Concession stand Additional fundraising events | Work Registration Sale t-shirts/apparel Homecoming hallway decorations Homecoming event Iron's Got Talent Work Concessions Prom (Parents Plan After Prom) Graduation Marshals Additional fundraising events ** Junior Board Parents are responsible for all of After Prom, including fundraising for and running the event. Commitment is a MUST** | Sale of class t-shirts Homecoming hallway decorations Homecoming Dance Graduation Rehearsal Senior Mock Awards Senior Picnic Senior Video Graduation Senior of the Week Senior Bricks/Ceiling Tiles Class gift Reunion |

Normal Community High School



Officer Duties

The Class Board is responsible for important duties during the school year pertaining to the class they represent. The Class Board will represent the class as a whole in decision making and also act as a direct liaison with the administration, alumni and community. The amount of time and effort contributed by the Class Board will determine the success of the year.

The duties of the various officers are specified below. The Head Class Sponsor(s) may add or delete duties at any time throughout the year depending upon needs of the specific class, duties that may not be originally outlined and the responsibility of the officers.

The officer's positions will be determined by the Head Class Sponsor(s) via interviews and teacher references. All officers should consider their appointment as a representative of the class, NCHS and Unit 5 and act in all situations with the utmost respect.

PRESIDENT

The president shall preside at all meetings and will be a member of all committees. At his/her discretion, he/she will delegate committee assignments but ultimately be held responsible. In addition, the president will work closely with the Head Class Sponsor(s) to successfully fulfill the duties of the Class Board.

VICE PRESIDENT

The vice president shall serve the president and perform duties of that office in the absence of the president. In addition, he/she will be responsible for 2-3 specific activities throughout the year.

SECRETARY

The secretary shall keep a detailed record of proceedings of each meeting, take charge of all official papers, keep a record of all those in attendance and handle correspondence. In addition, he/she will be responsible for 1-2 specific activities throughout the year.

SOCIAL MEDIA COORDINATOR

The social media coordinator shall create and maintain a social media presence for the class. The purpose is to keep all members of the class informed and engaged.

REPRESENTATIVE

The board members will assist as needed while ensuring a successful year.

Normal Community High School



Class Board Contract

In order to provide for a successful and productive Class Board, I agree to meet the following conditions of membership:

EXPECTATIONS

Student

- Attend class board meetings
- Assist in planning events sponsored by your class
- Attend events sponsored by your class
- Be on time to meeting/events and come with the necessary materials
- Fulfill your duties for which you are responsible

Parent/Guardian

- Provide transportation for your student to and from meetings
- Provide transportation for your student to and from events sponsored by their class
- Assist in planning and/or chaperone events that are sponsored by your students class
- Encourage your student to be responsible and follow through with their assigned duties

GUIDELINES

I understand that the following acts may result in suspension or dismissal from the Class Board:

- 1) more than three unexcused absences from meetings
- 2) suspension from school
- 3) behavior that is specifically prohibited as explained in the McLean County Unit #5 Student Parent handbook

Students who accumulate three absences from class meetings and class sponsored events, which are not approved by the class sponsor, will be considered unexcused and result in the student's dismissal from the class board.

Any suspension for violation of the NCHS student handbook or arrest/ticket for a misdemeanor or felony violation will result in removal from the Board.

A commitment to any other extracurricular activity may not necessarily excuse a Board member from their class board obligations. If an absence from a scheduled function is necessary, prior notification to the Head Sponsor(s) will be required.

I agree that failure to meet these conditions during my term as a Class Board member will indicate my decision to terminate that membership.

Student Signature

Date

Parent Signature

Date