

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Board of Education Special Meeting held at 6:00 p.m.  
May 6, 2019  
Franklin School - LRC  
2401 Manor Lane, Park Ridge, IL 60068**

Board President Rick Biagi called the meeting to order at 6:01 p.m. Other Board members present were: Dr. Denise Pearl, Larry Ryles, Carol Sales, Fred Sanchez, and Tom Sotos. Board member Rebecca Little arrived at approximately 6:07 p.m. Also present were: Superintendent Laurie Heinz; Public Information Coordinator Bernadette Tramm; and two members of the public. Incoming Superintendent Eric Olson was also present.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at <http://www.d64.org>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

**IASB BOARD MEMBERS WORKSHOP**

Dr. Heinz introduced IASB Field Services Director Dee Molinare to lead the workshop. Director Molinare asked the Board members to introduce themselves and what contributions they hope to make by serving on the Board. She noted that this is a relatively young Board, explaining that it takes about two years to become a seasoned member. She noted that the expectation tonight would be for the Board to learn what to expect of their new Superintendent and in turn, what he should expect of the Board. Dr. Olson then took a moment to introduce himself and noted the importance of working as a team with the Board.

**BOARD PRESIDENT OPENING REMARKS**

Noting that this was Teacher Appreciation Week, Board President Biagi took a moment to recognize the impact of teachers on students' lives and encouraged Board members to take this opportunity to thank teachers who do such a wonderful job for the District.

**PLEDGE OF ALLEGIANCE**

Board member Ryles led the Pledge.

**PUBLIC COMMENTS**

Board president Biagi invited comments from the public; none were received.

**IASB WORKSHOP RESUMES**

Director Molinare noted this workshop usually runs about three hours and is an opportunity for the Board members to ask any questions they might have, stating that the discussion needed to happen openly and freely and she would invite everyone to participate without monopolizing the conversation. She first talked

about the community and its view of the Board and invited the members to brainstorm about what they would like their legacy to be. Following a short session and each member stating their choice, she noticed some commonalities: working together, collaborating, and cohesiveness as a team. Director Molinare clarified that although dissension can happen, it is important to respect each other and prevent any discord to permeate further throughout the District. She stated the importance of dialogue over debate and clarified that the Board is not a legislative body, but a governing body which works as a team for the District as a whole. She noted it is best practice for the Board to have unanimous votes in two important instances: when hiring a new Superintendent and when going out for a referendum. She stressed the importance of abiding by the rule of the majority, which is part of the Board member's Oath of Office.

#### *Consideration of the Six Foundational Principles*

Director Molinare noted the role of the IASB is to support quality education through Board work. She asked the Board what the District's vision is. She talked about the six foundational principles, based on John Carver's Policy Governance model, which parallels the Iowa Association of School Board's longitudinal studies of effective governance. She talked about the importance for the Board to have a vision which represents the community. It is also important to be transparent and build trust within the different groups that comprise the community. The Board then had a dialogue about closed session and how it fits within the idea of transparency. Director Molinare stated that citing the reasons for going into closed is one way to be transparent. Dr. Heinz stressed that most of the Board work is done in open, closed session happens only when absolutely necessary typically for student or personnel issues. She noted that she provides the Board with information prior to the meeting, allowing for members to decide whether the discussion should happen in closed.

Director Molinare stated the work of the Board happens at the table while following the mission and the vision. The Superintendent handles the managing of the District, with the Board's direction. He brings recommendations to the Board and then implements the Board's decisions. Everything should be built upon communication and trust. Director Molinare clarified that a member should not get involved in individual conversations with community members, but should point them to the Superintendent or through the Board President, as the spokesperson for the Board. Board members discussed on how to handle communication with the community when members reach out to them personally. Dr. Heinz also stressed that best practice is for communication to flow through the Superintendent's office, as opposed to Board members reaching out to every member of the administrative team. The Board agreed to reach out to the Superintendent with any questions.

#### *Goal Alignment*

Director Molinare resumed and talked about the importance of goal alignment at every level. The discussion moved to the handling of social media and use of Facebook. Following discussion, Board members agreed that they should refrain from social media presence with regards to any Board-related business. District communication should flow through the Superintendent's office and the Public Information Coordinator. The Board stressed the need to be notified promptly, however, especially in cases of emergencies at schools.

They explored the need for a communication philosophy. Dr. Olson added that all communities are dealing with this issue, some more than others. He noted the need for a plan going forward to address misinformation appearing on social media, without potentially having a staff member monitoring social sites constantly. He suggested that one means would be to request a meeting with an individual who is persistently posting erroneous information. Public Information Coordinator Tramm reported that she and her professional colleagues would not recommend posting directly to social media sites controlled by others, but would provide clarifying information by posting on the District's own social media channels.

#### *The Board Employs a Superintendent*

Director Molinare noted that the Board employs the Superintendent and commented that the District and the Board had done an excellent job in how they proceeded in their search for Dr. Olson to include community input. She then talked about the "balcony perspective," reminding the members that they need to delegate authority to the Superintendent. The Board is accountable to the community, but they communicate their decisions and direction to the Superintendent who then implements the decisions by also delegating to his cabinet. She stressed the importance of referring to Board policies in place when making decisions, and the need to frequently review those policies. The Board also monitors budget and money, student performance, and themselves as a Board. She confirmed that it is not the Board's role to tell the Superintendent how to do their job, only to monitor the results.

#### *Board Monitors Themselves*

Director Molinare pointed out that part of good governance is for members to monitor themselves and hold themselves responsible for their decisions, and noted that Board members should not let the community direct them on how to conduct themselves. Director Molinare stated the Board has more information than the public and its decisions are informed on objective facts that community members may not have reviewed as thoroughly. She stressed the importance of having established operating principles which provide a foundation for how to work together, in addition to the oath of office and the code of conduct. The Board then discussed how to request more information from the administration prior to a Board meeting if they need it, and how to address last-minute issues. Director Molinare emphasized the need to avoid surprises at the meeting by allowing staff time to research questions, which will in turn make the meeting more efficient for all.

#### *Communication Expectations*

Director Molinare stressed the importance of respect, before moving on to communication expectations between the Board and the Superintendent. She noted this was a starting point and the Board could add to the provided resource materials. The Board then discussed how communication occurred between the Superintendent and the Board members. Dr. Heinz mentioned she shares a memo every Friday with the Board to update them on administrative as well as student issues. Dr. Olson stated that he would follow past practice and continue this memo, with modifications if necessary. The Board noted they would like to continue receiving FOIA request information. The discussion moved to the need to inform the Board of discipline issues. Dr. Heinz stressed that it is a fine line due to the need to protect student privacy, as well as

preserve the neutrality of the Board in case of expulsion hearings. The Board expressed a desire to be informed of any event that disrupts the students' day significantly. Director Molinare noted it would not be standard practice for the Board to have a high level of detailed communication of the daily District operations. She moved on to the Board report, received on the Thursday prior to a Board meeting, and confirmed it will remain the same. She reiterated that all communication should flow through the Superintendent's office. She also stressed that all Board members should receive the same information. She stated that all parties should treat each other with respect. Dr. Olson emphasized the importance of having all Board member requests for information flow through his office, so that he may stay informed and determine the best staff member to provide that information in a timely manner.

Director Molinare then asked how the Board and this Superintendent would like to handle additions to the agenda. She explained that standard practice if a Board member wants to add an item to the agenda, is for the request to go through the Board President no less than 48 hours prior to the agenda being posted. The Board noted they would like the opportunity to change or move items on the agenda during a meeting, and wanted a line item added to every agenda to allow for it. Director Molinare noted that not every Board member should weigh in on the agenda items or order, but rather just the Board President. Agreement was reached that requests for additions to the agenda would be routed to the Board President no less than 72 hours before posting time. The discussion then moved into Robert's Rules of Order with regards to votes on calling the question. Director Molinare clarified that a Board does not have to follow Robert's Rules. Board President Biagi said he would like to allow for public comments before a vote on an agenda item. Director Molinare advised that she never had a Board invite public comment in the middle of an agenda item, only at the beginning or end of a meeting during a formal public comment period. The Board discussed the need to run more efficient meetings by not allowing for public comments outside of the allotted time. Director Molinare then moved to the next item which is for the Superintendent to receive direction from the Board only when the majority agrees at the Board meeting table. The discussion moved to the order and the process of voting. Following discussion, the Board agreed to use a randomized voting system. The Board then touched briefly on confidentiality and the need to keep shared information in closed session absolutely confidential. The timing of the closed session was also discussed and the current practice of having closed session before the meeting, due to the presence of legal counsel or additional individuals and the need to allow them to leave in a timely manner. Board members noted that decisions made in closed session typically are best served with a fresh mind at the beginning of the meeting. They agreed by consensus to keep the closed session at the beginning of the meeting.

Director Molinare stressed the importance of implementing the changes discussed tonight and the need to streamline the meetings to shorten the time. She distributed resources to the Board members, including the operating principles which she noted the Board can work on at another time. The members agreed to review the resources and assess at a later time how they have progressed with their goals.

Director Molinare thanked everyone for attending. President Biagi informed everyone of the next regular meeting on May 20.

**ADJOURNMENT**

At 10:49 p.m., it was moved by Board member Sotos and seconded by Board member Sanchez to adjourn, which was approved unanimously by voice vote.

Signed Date: June 20, 2019

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President

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Secretary