

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Committee-of-the-Whole: IASB Starting Right
Workshop held at 5:30 p.m. September 25, 2017
Field School - North Gym
707 N. Wisner, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 5:41 p.m. Other Board members in attendance were Eastman Tiu, Rick Biagi, Larry Ryles, and Fred Sanchez. Board members Tom Sotos and Mark Eggemann arrived during the meeting. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Joel T. Martin and Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and several members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

Board President Borrelli said the purpose of the meeting was to conduct the Starting Right Workshop offered by the Illinois Association of School Boards (IASB) as part of the orientation process for new boards, which had been rescheduled from May so that all members could be present. He noted that although the Open Meetings Act allowed such IASB-led workshops to be held in closed session, the Board would continue its practice of conducting the workshop as an open meeting.

Reatha Owen, IASB Field Services Director, introduced herself and noted that the workshop is specifically designed as a step in the process of creating a new leadership team consisting of the Board and Superintendent, and will help the Board to consider and clarify Board/Superintendent roles and responsibilities, discuss working relationships and expectations for the team, and to identify next steps and Board development efforts. She invited Board members to introduce themselves and describe why they had chosen Board work, and then asked each Board member and Dr. Heinz what they would want the community to say about this board in April 2019. Summarizing these legacy statements, she noted several common threads, including transparency and being good stewards of tax dollars, which the team may work on together.

Ms. Owen then led the Board through a review of the IASB's six foundational principles of effective school governance, with discussion and conversation around each of the six, which include to: clarify the District purpose, including a review of the Board's roles and responsibilities in contrast to the Superintendent's, noting that trust and communication are the

bedrock for this relationship; connect with the community, noting the differences between “owner” concerns of the Board in contrast to “customer” concerns of parents and others that are directed to the Superintendent; employ a Superintendent, noting the clear understanding of roles, responsibilities and expectations; delegate authority, noting that the Superintendent manages the District within the written Board Policies that focus on the District ends and provide operating parameters; monitor performance, based on clear indicators established for the data to be monitored; and take responsibility for itself, its processes, contributions and continuity of leadership. The workshop was conducted informally, with Ms. Owen, Board members and Dr. Heinz engaging in dialogue as each principle was examined. Returning to the vision of the 8-person governance team of the Board and Superintendent together, Ms. Owen pointed out that creating an effective governance team depends on strong, ongoing communication; respect for diverse opinions; and agreed upon operating procedures/agreements. She offered a quote from IASB that strong communication ensures that Board members and superintendents are never caught off guard, put on the defensive, or are embarrassed because they are unaware of big issues.

Following a short break, Ms. Owen then initiated a discussion of Board agreements that together would create a set of operating procedures by which Board members and superintendents agree to communicate and handle their duties; provide a framework for interaction and are used to handle difficult situations; provide clear direction and a sense of confidence in District leadership; and provide structure so discussions can be about Board work and not rumor, personalities and emotion. Ms. Owen then facilitated group discussion around how the Board conducts its business by moving through a checklist of topics and sample Board agreements to frame the conversation, which focused on seeking agreements regarding: meeting agendas; meeting preparation including use of email in conformance with the Open Meetings Act; procedures during the Board meeting, including handling of public comment; procedures after the Board meeting; site visits; Board/community communication; and emergency information. The Board’s legal counsel Tony Loizzi of Hodges, Loizzi provided additional clarifying information about several points during the workshop, such as what constitutes a quorum under the Open Meetings Act related to email communications among Board members and consecutive postings on social media; the mechanism for removal of items from the consent agenda for separate consideration; opportunities for public comment at Board meetings; and legal privacy rights of student and staff when notifying Board members about disciplinary matters.

Concluding the workshop, Ms. Owen summarized that in addition to reaching Board agreements/protocols on the seven areas previously noted, the Board also had identified the following areas for further exploration: community engagement - considering how the Superintendent’s Community Relations Council could serve as an advisory role for the Board

team, and considering how the Board can connect with the community to provide opportunities for two-way conversation on “balcony” level interests; evaluating the use of committees - who would be on the committee and the role of the Board; and incorporating the language within the Board meeting agreements section into District 64 Board Policy if not already included in the Board’s Code of Conduct. As part of her follow-up, Ms. Owen will provide write-ups of the agreements reached during the workshop and will also include information on the pros and cons of standing subcommittees and additional background on Board structure and committees from IASB to assist in possible future consideration of these matters.

Board members thanked Ms. Owen for her time working with them to build understanding of their important roles and responsibilities as stewards of public education on behalf of the community. At 8:35 p.m., Board President Borrelli adjourned the Committee-of-the-Whole by Board consensus, and after a brief break, resumed the regular Board of Education meeting.

President

Secretary