

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 5:30 p.m.
July 11, 2014
Emerson Middle School – LRC
8101 N. Cumberland Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 5:38 p.m. He called upon Board member John Heyde to act as secretary *pro tempore* until the election of a new secretary, which was agreed by consensus. Other Board members in attendance were Dathan Paterno, Dan Collins and Vicki Lee. Board member Scott Zimmerman was not in attendance. Also present were Superintendent Laurie Heinz, Public Information Coordinator Bernadette Tramm, and two 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/boe/board-of-education-meetings.cfm>

PUBLIC COMMENTS

Board President Borrelli invited public comments; none were received.

Public
Comments

APPOINTMENT OF NEW BOARD MEMBER

Board President Borrelli reviewed the steps the Board had taken to fill the vacancy created by the resignation of Board member Terry Cameron on June 30. He noted that the Board had interviewed eight candidates during a public meeting on Monday, July 7, before selecting Robert Johnson.

Appointment of
New Board
Member

ACTION ITEM 14-07-1

Action Item
14-07-1

It was moved by Board member Heyde and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the appointment of Robert Johnson to fill the open Board position vacated by Terry Cameron effective immediately until a new Board Member is elected in April 2015 and seated.

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

ADMINISTRATION OF THE OATH OF OFFICE FOR NEWLY APPOINTED BOARD MEMBER

Administration of
the Oath of Office
for Newly
Appointed Board
Member

Board President Borrelli administered the oath to Robert Johnson, who was then congratulated and welcomed by the Board. Board President Borrelli shared details about Board member Johnson's background and expertise, noting that his perspective as a parent of older children, his community volunteer work as a youth coach, his familiarity with current issues facing the Board, and his deep financial services professional background will be assets to the Board. He thanked him for his willingness to volunteer for Board service on short notice.

ELECTION OF BOARD SECRETARY

Election of
Board
Secretary

Board President Borrelli noted that since Board member Cameron had also served as Board secretary, an election for this officer position was needed to fill the role until the Board's reorganizational meeting following the next election in April 2015. He described the responsibilities of the Board secretary, and asked for nominations.

ACTION ITEM 14-07-2

Action Item
14-07-2

It was moved by Board member Paterno and seconded by Board member Heyde to nominate Board member Lee to serve as Secretary of the Board of Education of Community Consolidated School District 64, Cook County, Illinois beginning effective immediately-2015.

AYES: Collins, Paterno, Borrelli, Heyde, Lee, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

At 5:45 p.m., Board President Borrelli called for a brief recess, which was approved by voice vote. At 6:23 p.m., the Board resumed the meeting. There was one additional member of the public present.

CEC SYSTEM ASSESSMENT OVERVIEW

CEC System
Assessment
Overview

As the District's new superintendent, Dr. Heinz suggested that it would be extremely helpful to undertake an organization self-assessment led by an outside group to audit the District's and school operations. The goal would be to identify areas of relative strength and opportunities for improvement, and would provide valuable information toward the development of a multi-year strategic

plan later this school year. She introduced Perry Soldwedel from the Consortium for Educational Change (CEC) to review the proposed process. Mr. Soldwedel provided background about CEC and noted that District 64 had been a member for many years, although with varying degrees of participation. He described its founding and current focus areas. He then described a system assessment on a district level as an opportunity to benchmark District 64 against effective practices of other high performing districts. He noted that the effective practices are grounded in the Baldrige Performance Excellence criteria and translated into the Professional Learning Community criteria as defined by the work of Richard and Rebecca DuFour. He reviewed the parts of a system assessment and the timeline for each, including: self-study that includes responding to key questions aligned to effective practices and self-assessment of the implementation of those practices at the District and school level; an external team review and site visit; and oral and written reports. He discussed the time requirements for each step, and indicated that the site visit is usually conducted over three days. Mr. Soldwedel also noted that the criteria for performance excellence: provide a framework for improvement without being prescriptive; are inclusive; focus on common requirements, rather than procedures, tools or techniques; are adaptable; and are on the leading edge of validated management practices.

In response to Board member questions, Mr. Soldwedel described in more detail the logistics of a site visit and how it is staffed by CEC. He noted that the CEC group interviews students, teachers/staff and parents during its school visits during the day, and has the option to conduct a public forum on one of the evenings. An oral report is provided immediately, with written reports following promptly. He described the uses and audiences for the various reports that CEC provides. Dr. Heinz offered additional insights on system assessment based on her past experience with the Baldrige model and as a Lincoln examiner, and how it can provide rich data for a strategic planning group. During the discussion, Mr. Soldwedel also shared the detailed frameworks for the three focus areas: learning, collaboration, and results. He also introduced the specific criteria that are used to measure the indicators in each of the focus areas, and responded to Board member questions to clarify their understanding of each area. In closing, he reaffirmed that data from a system assessment is particularly beneficial at times of leadership change and provides a logical lead-in to strategic planning.

Board members reached consensus that the CEC assessment would be beneficial at this time, and asked for a copy of a sample report to see the final format that could be expected. Mr. Soldwedel reviewed the fee proposal of \$9,000 plus expenses, which does not require specific Board approval. Dr. Heinz confirmed that she would work with CEC to determine a mutually agreeable date to schedule the study; Mr. Soldwedel noted that the fall is heavily scheduled already. She thanked the Board for the opportunity as a new Superintendent to have a clear understanding of where District 64 is now and what needs to be done to help lead District 64 to higher levels of achievement.

DISCUSSION; SUPERINTENDENT TRANSITION

Discussion;
Superintendent
Transition

Board President Borrelli invited Dr. Heinz to report on her transition time prior to officially assuming the responsibilities of Superintendent on July 1. Dr. Heinz noted that although her contract called for 10 transition days, she had actually scheduled 20 days in the District through the spring. She reported on the key activities she had undertaken, including participation in critical hiring decisions, school visits, attendance at Board meetings, and outreach with as many stakeholder groups as possible to listen and learn to find out where District 64 has been and aspirations for the future. She shared a wordle document to visualize the most common themes, including communications, education, students, learning targets, involvement, strategic plan and other key themes. Dr. Heinz reported that she had been very impressed by the willingness of all stakeholders to share, the pride that staff have in the work they do, and the parents' level of investment in the schools. In response to Board member questions, she provided general areas of strength and opportunities for growth, and noted that the proposed one-year goals would help to clearly identify these areas.

STRATEGIC PLANNING – 1 YEAR ROAD MAP AND BOARD CONSENSUS GOALS

Strategic Planning – 1
Year Road Map and Board
Consensus Goals

Dr. Heinz reported that she had reviewed the District's Strategic Plan, the Board's Consensus Goals 2013-15 and the Board Operating Plan in preparing a one-year road map. She noted that the document was a draft, and that following Board review she would share the document further with all District administrators at a planning session on July 14-15. She then reviewed the strategic objectives, strategic challenges, related key goals and key action plans for six areas: outstanding student growth; 21st Century learning for all students; highly qualified staff; safe learning environments; stable financial position; and, effective partnerships and processes. She responded to many Board member questions as she conducted an item-by-item review, and noted several suggested changes, including monitoring the outcome of the Carpenter HVAC project study as a key action plan in the facility area and adding a related key goal in the financial area of maintaining a financial projection that will show the District will meet its fund balance policy to 2020-21. She also confirmed that the District would bring an NWEA consultant to work with administrators and the Board in August to provide training and build understanding about MAP growth targets.

Dr. Heinz reaffirmed this is a one-year road map and that the new Strategic Plan to be developed this year would then move toward the future with clarity and action plans to move forward. Dr. Heinz noted that she would revise the plan, share with the administrative team, and then reshare with the Board, and that this plan would be the focus of her work this year.

SUPERINTENDENT EVALUATION TOOL DEVELOPMENT

Superintendent
Evaluation Tool
Development

Board President Borrelli noted that the Board has the responsibility to monitor the superintendent's performance and that Dr. Heinz had brought forward a new format for the Board's consideration. Based on her research, Dr. Heinz recommended

that the Board consider utilizing a framework from IASB that aligns well with tools used for the professional evaluation of teachers and for principals.

Board President Borrelli announced that the Board would have an extended review of the recommended tool when the meeting reconvened on Saturday.

RECESS MEETING

Recess
Meeting

At 9:50 p.m., it was moved by Board President Borrelli to recess and reconvene at 8:30 a.m. on Saturday, July 12 at the same location, which was approved by voice vote.

RECONVENE MEETING

Reconvene
Meeting

Board President Anthony Borrelli called the reconvened meeting to order at 8:30 a.m. on Saturday, July 12, at the same location. Other Board members in attendance were Dan Collins, Dathan Paterno, Vicki Lee, John Heyde, and Robert Johnson. Board member Scott Zimmerman was not in attendance. Superintendent Laurie Heinz also was present, along with Illinois Association of School Boards (IASB) representative Barb Toney and one member of the public.

PUBLIC COMMENTS

Board President Borrelli invited public comment; none were received.

Public
Comments

ADJOURNMENT TO CLOSED SESSION

Adjournment to
Closed Session

At 8:31 a.m., it was moved by Board member Heyde and seconded by Board member Paterno to adjourn to closed session to discuss self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member [5 ILCS 120/2 (c)16)].

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman.

The motion carried.

The Board adjourned from closed session at about 12:30 p.m. and resumed the special Board meeting.

BOARD OF EDUCATION OPERATING PRINCIPLES

Board of Education
Operating Principles

IASB Representative Toney led the Board through a review of its Operating Principles adopted in 2013. The principles cover eight areas,

including: positive relationships, open communication, quality interaction, collaborative decision-making, handling public concerns, Board and committee meetings, continuous improvement, and accountability. Board members reviewed each area in turn and offered suggestions for modifying several items, which were noted by Ms. Toney and Dr. Heinz. The document will be revised and distributed to the Board.

CONTINUE SUPERINTENDENT EVALUATION TOOL DEVELOPMENT

Continue
Superintendent
Evaluation Tool
Development

Building on an introductory discussion on July 11, Dr. Heinz noted that she had provided the Board with the evaluation tools utilized by the Board for her two immediate predecessors; an article from IASB on “Strengthening the Board-Superintendent Relationship;” and a suggested evaluation tool based on six standards: vision; learning and instruction; organization, finance and facilities; ethics; social and political environments; and policy and governance. Board members then engaged in a lengthy discussion about the tool and considered whether weighting of one standard over another would be beneficial and what metrics would be helpful. Ms. Toney provided insights from IASB on best practices and noted that the process should include a self-assessment from the Superintendent that incorporates evidence of success in each of the standards areas. She noted that the intent is to identify what the Superintendent is doing well and how she can become more effective. Dr. Heinz noted that she would intend to complete a mid-year evaluation in January 2015, and then an annual review conference after Spring Break in April 2015.

It was agreed that the one-year road map that Dr. Heinz presented on July 11 would be a critical component to the evaluation tool. Ms. Toney noted that the first-year evaluation process follows a different course than in the second year, when contract renewal would be a consideration. The Board then further reviewed with Dr. Heinz the one-year road map discussed on July 11, and identified that the categories of Outstanding Student Growth, 21st Century Learning and Highly Qualified Staff could be used as documentation for Standard 2 – Learning and Instruction; Safe Learning Environments and Stable Financial Position could be slotted into Standard 3 – Organization, Finance & Facilities; Effective Partnerships and Processes would be divided into Standard 1 – Vision for items related to the CEC Study and a new Strategic Plan, and communications could fit into Standard 7 – Communication and Community Relations. Dr. Heinz noted further suggestions to key action plans on her road map during the discussion. It was agreed that the upcoming MAP goal-setting presentation scheduled for the August 11 Board meeting would be extremely helpful in setting growth goals in reading and math.

The Board reached consensus that the evaluation tool presented a good framework for the first year with the one-year road map providing the specific goals to be fulfilled. The Board requested that the updated version incorporating the suggestions discussed on July 11 and 12 be reviewed at the August 25 meeting.

BOARD OF EDUCATION TOPICS FOR DISCUSSION

Board of Education
Topics for Discussion

Board President Borrelli introduced a discussion of the role of Board committees, but determined that the topic merited further time than available. The Board then moved to a discussion of its meeting structure and calendar. Ms. Toney discussed alternate formats available to divide the work between a Committee-of-the-Whole for discussion of items in advance of a regular Board meeting where action is then taken. This structure focuses discussion into a COW with several topics, leading up to a Board meeting reserved for business. She pointed out that this would require a paradigm shift to build understanding in the community that presentation and discussion is reserved for the COW; unless something new arises, the Board would take action at the business meeting. Alternately, the material could be presented two months ahead if it is likely to require two meetings to discuss it before action is scheduled. This would also provide two opportunities for community input prior to decision-making. The Board then discussed the length of presentations and ways to make the meeting time more efficient. Ms. Toney also offered to share resource material on how to make presentations more effective. She also encouraged the Board to limit its time and attention to Board-level work rather than administrative functions, which might help to reduce overall meeting time. The Board determined it would be beneficial to allow Dr. Heinz to work with her administrative team to make upcoming presentations more focused, and to revisit this area if needed later in the year.

The Board then turned to a discussion of its monthly schedule, location, and meeting day of the week. It was suggested to consider a more central location instead of Jefferson for a “home” base, and to consider alternating with City Council meeting dates if possible.

ADJOURNMENT

Adjournment

At approximately 3:30 p.m., it was moved by Board member Paterno and seconded by Board member Johnson to adjourn, which was approved by voice vote.

President

Secretary