

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

**Minutes of the Special Meeting held at 7:00 p.m.
September 18, 2014
Hendee Educational Service Center
164 South Prospect Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 7:03 p.m. Other Board members present were Dathan Paterno, Scott Zimmerman, Vicki Lee, John Heyde, and Bob Johnson. Board member Dan Collins 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>

SUPERINTENDENT EVALUATION TOOL DEVELOPMENT

Superintendent
Evaluation Tool
Development

Board President Borrelli welcomed Barb Toney of the Illinois Association of School Boards (IASB), who had previously worked with the Board on various governance topics at its July study session. He invited Ms. Toney to briefly review for the Board the typical process followed in developing a superintendent evaluation tool. Ms. Toney noted that building on the job description and contract, the evaluation tool is the last component to be added. She reported that Dr. Heinz had utilized the standards developed by the Interstate School Leaders Licensure Consortium (ISLIC), as recommended by IASB. Dr. Heinz noted that she had then utilized the one-year roadmap of District goals developed in cooperation with the Board and administrators earlier in the summer to identify the evidence that would be used to illustrate growth in each goal area. Ms. Toney then reported that she had reviewed the job description and contract with the proposed evaluation tool, and found them to be aligned with the evaluation tool, and that the roadmap had been captured effectively; she noted that the area of student growth would be an area for discussion this evening.

Moving to the rating language, Dr. Heinz noted that the four levels (distinguished, proficient, needs improvement, unsatisfactory) are aligned with the evaluation tools used for the other District 64 administrators. She noted that the principal evaluation tool had been revised two years ago in compliance with the Performance Evaluation Reform Act (PERA). The consensus of the Board was that this alignment was optimal and should be carried from the Superintendent's tool through the other administrators and eventually to teachers.

Ms. Toney and Dr. Heinz then led the Board through a systematic review of each of the seven standard areas, including: vision; learning and instruction; organization, finance and facilities; ethics; social and political environments; policy and governance; and communication and community relations. For each standard area, Dr. Heinz reviewed

each goal individually, and then indicated the evidence she would provide to demonstrate growth in the goal area such as specific metrics or reports. During the Board member discussion of each goal area, with Dr. Heinz making modifications to the draft to reflect the consensus of the Board.

Following this in-depth review, the Board and Dr. Heinz confirmed that the timeline for the evaluation this year would include a mid-year self-assessment in January 2015, an end of year self-assessment in early June 2015, and an annual evaluation conference in late June 2015. Ms. Toney provided guidance on how the Board could structure its use of the tool in evaluating Dr. Heinz and the process often followed by boards to share that review with a superintendent. Ms. Toney also shared ways that boards can link compensation to achievement of specific goal areas; the Board tabled that for fuller discussion at a future meeting. Ms. Toney confirmed that discussion of the evaluation instrument is held during a public meeting, but the evaluation of the superintendent is conducted in a closed session.

Board President Borrelli noted that the revised evaluation tool would be presented for final approval at the Board's next regular meeting on September 22.

DISCUSSION ON COMMITTEE AND MEETING STRUCTURES

Discussion on
Committee and
Meeting Structures

Due to the lateness of the hour, the Board agreed by consensus to defer discussion until a future meeting.

OTHER ITEMS

Other Items

The Board agreed by consensus that Board President Borrelli and Board Vice President Zimmerman would be the two current members to participate at the A-B-C's of School Board Service community outreach event on October 28. Dr. Heinz reviewed the computer needs of Board members as the District prepares to move toward electronic Board packets later this fall.

ADJOURNMENT

At 9:33 p.m., it was moved by Board member Heyde and seconded by Board member Zimmerman to adjourn, which was approved by voice vote.

Adjournment

President

Secretary