

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
SPECIAL-Board of Education Retreat Minutes

Held at The Administration Center
2123 S. Arlington Heights Road, Arlington Heights, IL 60005
Monday July 23, 2014

The meeting was called to order at 7:05pm by President Mrs. Roberts.

Roll call: Members present – Brian Kiel, Ms. Krinsky, Mrs. McPherson, Mrs. Osmanski, Mrs. Roberts, Mrs. Schumacher, Mrs. Somogy, Dr. Fessler

1. Review of the June 20, 2014 BOE Retreat agenda items:

Discussion took place regarding the protocol for discussing and then voting on Action Items. The protocol will be:

- Discussion
- Motion
- Second
- Discussion
- Vote/Roll Call

Dr. Fessler will have SLT members verbally provide background info prior to the 1st discussion. This will “kick off” the 1st discussion. It was noted that background information is already provided via the Resolution so giving a verbal update will not cause additional work for SLT members.

Public Comment: The Board protocol states that Board members do not respond to questions/comments from community members during Public Comments at Board Meetings. The President will thank the community member when the resident is finished speaking. The Superintendent can respond with information he deems important. Dr. Fessler will provide standard wording that the Board President can read prior to each public comment. Mrs. Roberts said she would also get a copy of what NSSEO uses.

Committee Work: Will be discussed at a general Board meeting.

2. Strategic Plan:

Dr. Fessler highlighted a few edits in the draft of the Plan. He provided an explanation of the additions which included definitions of practices and an increased emphasis on developing trusting relationships between all stakeholders.

Dr. Fessler reviewed the Work Map aligned to the Strategic Plan and explained how this work will define part of Mr. Luedloff's new role. Mr. Luedloff will monitor the work via weekly Department meetings. These conversations with the Department Head will include a check-in and reflection about progress. The scope of Mr. Luedloff's role is developing.

Next steps:

- Dr. Fessler will send the Plan to a designer who will formalize the lay-out of two documents: Plan at a Glance and Full Plan
- BOE presentation of the Plan
- BOE action to accept the Plan
- Annual Board review and reporting: the Board and Superintendent discussed the shared desire to formally review the plan annually in the Spring. With the addition of the Work Plan and the annual review, the Board felt very confident that the Strategic Plan would be a strong, on-going working document that will guide District 59.

3. Superintendent Performance Goals:

The Board reviewed the existing Superintendent Performance Goals and minor changes were suggested to align Goals to the updated Strategic Plan. Dr. Fessler will update the goals. Alan Sraga will be consulted to best determine how to include the updated goals as part of the superintendent's contract. Conversation took place regarding measures that the Board will use to evaluate Dr. Fessler's performance.

Superintendent Evaluation Tool and Process

Board members had a discussion regarding how to formalize the process. Members asked Dr. Fessler to provide the Board with a reflection on the Strategic Plan prior to informal conversations around progress, celebrations and opportunities for improvement. Dr. Fessler would appreciate feedback on his performance.

Revised evaluation approach: Dr. Fessler will prepare a bulleted list of his accomplishments to guide the informal conversation centered on his performance. These will occur three times per year. (August, January and April), The summative evaluation will be completed by April 1.

Summative evaluation will be based on evidence from the 3 check points. It will be narrative in nature and will not include a performance rating scale. Each BOE member will come to the evaluation meeting with our own personal thoughts/comments and they will be compiled into the final document.

It was also discussed to rate the superintendent on leadership skills. This would be for discussion only, not to be included as part of the formal evaluation.

Dates to work on the summative evaluation: February 16th, March 2nd, and March 16th (if needed) from 7:00-9:00pm.

Mrs. Roberts suggested we postpone the Board Governance discussion to a regular board meeting.

Public Forum: Mrs. McPherson suggested that whenever a public forum is held that the issue being discussed not be an Action Item on a Board agenda until at least the second meeting after the public forum. This would allow residents to attend the forum and then attend a school board meeting to hear discussion on the issue before the issue is voted on.

Closed Session Policy: The current closed session protocol and policy for recording minutes was reviewed. Dr. Fessler talked to the Board attorney who recommended minor additions/changes to the current language. The Board discussed that any board member wanting to listen to closed session tapes should email the superintendent and copy the board president.

Motion to adjourn @ 9:34pm
Moved by Seana McPherson
Seconded by Mardell Schumacher
Motion carries: 7-0

Sharon Roberts, President

ATTEST:

Karen Osmanski, Secretary