

March 23, 2018

Board of Education  
c/o Ms. Janet Rogers, Board of Education President  
Dr. Maragaret Longo and Dr. Lela Bridges-Webb, Co-Interim Superintendents  
Harvey SD 152  
16001 Lincoln Avenue  
Harvey, IL 60426-4916

Dear Members of the Board of Education, Dr. Maragaret Longo, and Dr. Lela Bridges-Webb:

I thank you for your participation in a “Team Relations” Board Self-Evaluation on Wednesday, March 21, 2018. I appreciated your attendance at a time other than your regularly-scheduled board meeting, your participation in the governance presentation, along with your dialogue regarding issues impacting the Board.

The following are the “Next Steps” that you identified:

- Consider having the co-interim superintendents or superintendent recommend to the Board data options that will allow the Board to, efficiently and effectively, ascertain the level of progress for each board goal.
- Consider revisiting the monitoring of board goals to select data the Board prefers to use in order to affirm progress for each board goal.
- Consider conducting a Goal Setting Session to enable the Board and stakeholders to generate goals for the district
  - Goals generated at this session would be prioritized and formalized by the Board.
- Consider directing the co-interim superintendents or superintendent to update the strategic plan (after the Board finalizes its goals).
- [Under the leadership of the co-interim superintendents] Consider granting any board member with finance questions pertaining to an item in the current board packet the option of directly contacting the district business manager.
  - This “Next Step” should be revisited with the next superintendent.
- Consider reviewing and/or acquiring a book summarizing Illinois school finance processes and terms entitled, Illinois Essentials of School Finance.
- Consider directing the co-interim superintendents to list all questions (excluding finance questions posed to the business manager and non-Board related details) asked of them by board members and the responses to each question via the weekly update communicate to each board member;
  - This “Next Step” should be revisited with the next superintendent.
- Consider posting the *Code of Conduct for Members of School Boards* in the board room.

PLEASE REPLY TO:

□ 2921 Baker Drive  
Springfield, Illinois  
62703-5929  
217/528-9688  
Fax: 217/528-2831

□ One Imperial Place  
1 East 22nd Street  
Suite 20  
Lombard, Illinois  
60148-6120  
630/629-3776  
Fax: 630/629-3940

OFFICERS

Joanne Osmond  
*President*

Thomas Neeley  
*Vice President*

Phil Pritzker  
*Immediate Past President*

Linda Eades  
*Treasurer*

Roger L. Eddy  
*Executive Director*

- Consider reviewing Board Policy 2:140 and 2:140E and expanding application of the “Do Not Reply...” verbiage to communication mediums used by board members for automatic inclusion.
- Consider reviewing board policy to verify that each updated Board Agreement aligns with the appropriate policy.
- Application of the refined/revised, Board Agreements

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Enclosed with this letter are the Board-agreed strategies toward an enhanced Board relationship identified at the March 21, 2018 workshop. I recommend the Board review the “Next Steps,” approve them at a regularly-scheduled board meeting, and codify them in your policy manual, if appropriate.

The cost for your board self-evaluation is \$400.00, however, a \$100.00 discount has been deducted from the cost (due to the representation of your district at pre-conference workshops conducted at the 2017 Joint Annual Conference). Your bill will reflect a board self-evaluation cost of \$300.00.

I enjoyed working with you and look forward to working with you again. If I may be of assistance in the near future on matters of governance, please contact me.

OFFICERS

Joanne Osmond  
*President*

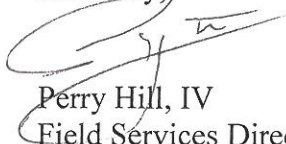
Thomas Neeley  
*Vice President*

Phil Pritzker  
*Immediate Past President*

Linda Eades  
*Treasurer*

Roger L. Eddy  
*Executive Director*

Sincerely,



Perry Hill, IV  
Field Services Director  
Illinois Association of School Boards  
630/629-3776, extension 1215 | [phill@iasb.com](mailto:phill@iasb.com)

Enc.: Refined Board Agreements

# **Harvey SD 152 Essential Board Process Agreements 3/21/18**

## **✓ Placing items on the agenda**

- The Board President and Superintendent meet to generate the agenda for the upcoming board meeting at least 1.5 weeks prior to the upcoming board meeting;
  - Any board member desiring to have an item considered for an upcoming board agenda should contact the Board President no later than 2 weeks prior to the date of the upcoming board meeting;
    - The item(s)-of-interest will be directed to the appropriate board committee to provide advisement relative to the recommendation request.

## **✓ Asking questions about upcoming agenda items**

- Questions regarding upcoming agenda items should be directed to the Superintendent no later than 10:00 am on the date of the board meeting;
  - Extensive questions (for non-file cabinet-ready items) may require a delayed response by the Superintendent.

## **✓ Communicating with members**

- Compliance to the Open Meetings Act (OMA) and adherence to board policy

## **✓ Visiting campus**

- Visit to observe and not to interfere.
- Adhere to district/building security procedures.

## **✓ Responding to concerns**

### ***GENERAL CONCERNS:***

- Listen.
- Reference the Chain of Command.
- Direct the member of the public to the appropriate level of the Chain of Command (i.e., Teacher → Principal → Superintendent).  
Provide a “heads-up” communication to the Superintendent sharing the issue and the suggestion offered by the board member.

### ***EMAILED CONCERNS:***

- Reply to acknowledge receipt.
- Forward the email of the citizen to the Superintendent for a reply.

- ✓ **Communicating with the media**
  - The Board President, in consultation with the Superintendent, serves as the spokesperson for the Board.
  - The Superintendent, in consultation with the Board President, serves as the spokesperson of the district.
  
- ✓ **Communicating with the public**
  - The Board President, in consultation with the Superintendent, serves as the spokesperson for the Board.
  - The Superintendent, in consultation with the Board President, serves as the spokesperson of the district.
  
- ✓ **Communicating with the Superintendent**
  - Board direction to the Superintendent is only given at board meetings when a majority of the Board agrees to give direction through a vote/verbal-consensus.
  
- ✓ **Conducting closed sessions**
  - What is discussed/occurs in closed session stays in closed session.
  
- ✓ **Participating during public forums**
  - Adhere to Board Policy.
  - The Board President (or another board member authorized to act in this role) is the, only, presiding member to address the public in the introductory period of the public participation section.
  - Each member of the public addressing the Board will receive a 3-minute time limit.