

August 9, 2019

Board of Education
C/o Ms. Blythe Cammy, Board President
Dr. Mary Henderson, Superintendent
Roselle SD 12
100 E Walnut St.
Roselle, IL 60172-2242

Dear Members of the Board of Education and Dr. Henderson:

Thank you for your recent participation in a Starting Right board self-evaluation workshop on August 8, 2019. I appreciated the Board's open and honest conversation. The team's willingness to discuss their effectiveness shows the board is willing to seek improvement for the governance team and ultimately the students of the district. Learning together develops great teams!

The team participated in a legacy exercise thinking about what board members and the superintendent would like the community to say about the board in two years. The document is attached for your records.

The following are the "Next Steps" identified:

- Begin discussions of vision, mission, strategic planning. (Foundational Principle #1)
- Superintendent evaluation tool and time line to be shared with board members and superintendent. (FP #3, 5)
- Determine policy review process. Will this include a committee? Review sections periodically? (FP #5)
- Determine monitoring data-questions to aid in the understanding of how the district/board desire to tell the 'story'. (FP #5)
- New board member orientation to include the development of a manual for new board members. (FP #6)

I encourage the Board to review the "Next Steps" for accuracy. Also, review the Board Protocols and Board/Superintendent Communication/Expectation documents for accuracy. All items should have any necessary wording changes to better capture the Board's consensus, and take action at a regularly scheduled board meeting. The board should also review written board policies to ensure alignment with these documents.

Your district will receive an invoice of \$400, the cost for the workshop.

PLEASE REPLY TO:

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Springfield, Illinois
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1 East 22nd Street
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It was a pleasurable evening working with you. I truly feel the passion you have for your district. You and in an exciting point for the district. I look forward to working with you again.

Sincerely,

Dee Molinare

Dee Molinare, Ed.D.
IASB Field Services, Director
630/629-3776 ext. 1263
dmolinare@iasb.com

Encl: Board Protocols, Board/Superintendent Communications Expectations, Legacy Statements

Roselle SD 12
Board/Superintendent Expectations
August 8, 2019

Board/ Superintendent Communications

This board expects:

1. To receive a weekly update from the superintendent every Friday.
2. To be notified by text to check email or phone call as soon as possible for:
 - a. School emergency (lock down, fire, etc.)
 - b. Bus accident
 - c. Student emergency (arrest, injury, death)
 - d. Staff emergency (arrest, injury, death)
 - e. Time-sensitive emails requiring a response
3. To receive board packets and supporting documentation Friday before the scheduled Tuesday board meeting. Those items that would be considered 'large' and need more time for thought, will be sent to the board members two weeks in advance.
4. To receive regular monthly expenditure reports.
5. That all board members will receive the same information.
 - a. One member's request for additional information results in all members receiving or having the same access to the information. ("One gets, all gets.")
6. That board members will treat each other and staff with respect.
7. That the superintendent and staff will treat all board members with respect.
8. That reasonable requests for additional information will be satisfied in a timely manner.
9. That there will be no surprises!

Roselle SD 12
Board/Superintendent Expectations
August 8, 2019

Board/ Superintendent Communications

This superintendent expects:

1. That requests for additions to the agenda will be emailed to the board president and superintendent will be received at least 7 days before the meeting. Agenda items may also be suggested at a board meeting to be placed on a future meeting agenda.
2. That a majority of the board will agree before putting an item on a future agenda before significant staff time is expended, when preparing the agenda item would impact meeting previously approved goals.
3. That direction is only given at board meetings when a majority of the board agrees to give direction.
4. That board members will be respectful toward staff and be respectful of staff's time.
5. That board members will read all board packets and supporting documentation before the board meeting.
6. That board members will contact the superintendent with questions about agenda items or supporting materials by Monday before the Tuesday board meeting. Board members having questions on Tuesday will contact the superintendent with their questions, understanding that there may not have time to research the answer in time for the board meeting.
7. That responses requested via a text to read their email or phone calls will be returned within 48 hours unless requested to respond earlier.
8. That there will be no surprises!

See additional Board Agreements, 8/8/2019

Roselle SD 12

Our Legacy to the Community

(Values, culture, programs, relationships?)

That kids always come first in our decisions.

Set district on path to excellence!

Bringing in and engaging the community in more unique ways.

Balanced the budget.

Committed to promoting quality education for students in D12.

The D12 Board always had the students of District 12 at the center of their decision making process.

The community would say that we are...

Future-focused: what will our kids need to be successful in a changing world?

Roselle SD 12
Board Protocols
August 8, 2019

Unity of purpose

We affirm the unique role of public education, whereby each community collectively pools its resources for the common good through the education of its students. Therefore, we seek to uphold and improve public education for our community.

- We want to build trust and move the district forward.
- We want to become an effective team.
- We want to understand our individual jobs and collective responsibilities.
- We want to be a team with a common, focused direction.
- We want to create a district culture that supports positive change.
- We want to perpetuate a positive district culture that survives in the face of board member and staff turnover.

Please refer to the IASB Policy Reference Manual:

2:20 Powers and Duties of the School Board

2:80-E Board member Code of Conduct

Roles and Responsibilities

The board will seek always to:

- govern with a focus on the future, on results, and on continuous improvement;
- encourage collective decision making and diversity in viewpoints;
- respect the distinction between board and superintendent/staff roles, and
- pursue rigorous and continual improvement in its ability to define community values and its vision of the future.

Meetings of the Board

- We understand that board meetings are meetings of the board held in public, not open-forum town-hall meetings.
- We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted on the agenda to ensure the multiple voices of the community inform board deliberations.
- However, when the board deliberates, it will be a time for the board to listen and learn from each other, taking the public input into consideration; not a time to re-engage with the public.
- We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally.
- We will review our policies relating to board meeting management (e.g., time limits on input from members of the public), revising or re-affirming them as appropriate.

2:200 Types of School Board Meetings

2:220 School Board Meeting Procedure

Board Meeting Agenda

- The board's agenda is an expression of what the board understands its work to be and how it intends to pursue that work.
- Typically, the agenda is a cooperative effort of the board president and superintendent.
- All board members are invited to submit suggestions for agenda items.
- Periodically, the entire board will consider important topics or agenda items for consideration in the following months.

Roselle SD 12
Board Protocols
August 8, 2019

Engaging the Community

- Because the board sits in trust for the whole community, the board will make continuing efforts to hear and engage the whole community.
- We will seek venues beyond the board meeting where we can effectively engage community members and listen to their concerns.
- We will attempt to be in touch with all stakeholders and all segments of the community, not just those who seek us out.
- We will monitor our efforts in this area, asking the question “which community voices are not part of board considerations, and how can we allow these voices to be heard?”

2:230 *Public Participation at School Board Meetings and Petitions to the Board*

8:10 *Connection with the Community*

No Surprises!

- Meaning, no one (superintendent, board member) gets surprised at any time – in the meeting, or between meetings.
- The truth of no surprises is respect. Each board member and superintendent must respect all the other participants, and the processes the board team shares.

New Board Member Orientation

- The board desires to be a team where all members contribute to effective board leadership. The board takes initiative in helping new members learn, understand and practice effective governance.
- The board president shall arrange a meeting of the whole board to review board processes and procedures.
- The superintendent and relevant cabinet members shall meet with new board members to answer questions and acquaint the member with the district.
- If desired by the new board member, a veteran member will be identified as a mentor.

2:120 *Board Member Development*

Concerns from the community and staff (“Customer” concerns)

- Board members will listen carefully, remembering they are only hearing one side of the story.
- Board members will then direct that person to the person in the district most appropriate (Chain of Command) who is able to help them resolve their concern.
- Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
- Board members will call the superintendent if they think this is an issue of concern.

Speaking with one voice

- Board members have an obligation to express their opinions and respect others’ opinions.
- Board members understand the importance of speaking with one clear voice to the superintendent.
- The superintendent is accountable only to the full board of education.
- Board members have the right to disagree with the decision of the board, but will support the board in its decision by abiding by the will of the majority.
- No individual board member, other than the board president, has the authority to act or speak on behalf of the board without the consent of the board.

Roselle SD 12
Board Protocols
August 8, 2019

Board member requests for information/questions

- When an individual board member requests information, it will be provided to all board members.
- An individual board member will - insofar as possible - work to let the superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer.
- Board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.
- When asking for information, board members will consider if the requested information is "nice" to know, or if they "need" to know in order to make an informed decision.

Voting Method

- When a vote is taken upon any measure before the board with a quorum being present, a majority of the votes cast determines the outcome.
- Each board member respects the right of the other members to vote "no" on an issue.
- On important matters, board members are encouraged to explain the reasons for a "no" vote either during deliberation or before casting the vote.

2:220 *School Board Meeting Procedure*

Board Member Requests for Action

- The only authority to direct action rests with the full board sitting at the board table during a duly called open meeting. A majority vote sets such direction.
- The board president is responsible for focusing board agendas on appropriate content (board work).
- Board members and district residents may suggest items for inclusion on the agenda. Such items may be added to the agenda upon approval of the board.
- When a majority of the board, sitting in a formal meeting, requests action, it should be made relative to the intended results, not the methods used to achieve those results.

2:220 *School Board Meeting Procedure*

The Board President

- The board is a group of seven equals and the board president is the first in the line of equals. Each board member takes full responsibility for board activity and behavior.
- The task of the board president is the facilitation of the work of the board and its ability to comply with its working agreements and mutual expectations.
- The board president will also assume some responsibility for facilitating the relationship between the superintendent and the board.
- The board will elect a member for this important position who is well suited to the responsibilities.
- In accord with the School Code, the board president will be elected every two years at the board organizational meeting following the April school board election.

2:110 *Qualification, Terms and Duties of Board Officers*

Roselle SD 12
Board Protocols
August 8, 2019

The Board Takes Responsibility for Itself

- The board will schedule an annual workshop to complete a board self-evaluation and review governance team agreements and processes.

2:120 *Board Member Development*

Behavioral Expectations

- Start with the common belief that everyone has good intentions.
- Create a safe environment for the productive exchange of ideas.
- Sincerely listen and seek to understand the viewpoints of others.
- Solve problems through a collaborative process where all participants support the decision and actively work toward its implementation.

See additional agreements in Board/Superintendent Communication Expectations, 8/8/2019