

June 25, 2019

Board of Education  
c/o Mr. Mark Mirabile, Board of Education President  
Dr. Dave Palzet, Superintendent  
Pleasantdale SD 107  
7450 Wolf Road  
Burr Ridge, IL 60527

Dear Members of the Board of Education and Dr. Dave Palzet:

Thank you for your participation in a “Starting Right: Creating the New Governance Team” Board Self-Evaluation on Wednesday, June 19, 2019. I appreciated your attendance at a time immediately preceding your scheduled board meeting, your participation in the legacy exercise and governance presentation, along with your contributions in refining your Board Operating Procedures.

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

- Consider the statutory timeline and significance of completion for the Illinois-mandated, Performance Evaluation Reform Act (PERA) training for new school board members;
  - Timeline for completion: Completion prior to voting on a dismissal based upon an “optional alternative evaluative dismissal process for PERA evaluations (105 ILCS 5/24-16.5)”
  - Illinois Administrative Code, Title 23, Chapter 1, Sub-Chapter b, Part 51, Section 51.235: “In accordance with Section 24-16.5(f) of the School Code, only members of the Board who have successfully completed a training program regarding performance evaluations administered or approved by the State Board shall consider the findings of fact and recommendation and make a determination as to whether the affected tenured teacher should be retained or dismissed...”
- Consider inquiring with IASB if it will verify that the Superintendent received all information related to New Board Member Workshops (i.e., training dates, locations, mandated training descriptors).
- Application of the refined, Board Operating Procedures

Enclosed with this letter are the revised, Board Operating Procedures that were established at the June 19, 2019 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.

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*

Thomas E. Bertrand, Ph.D.  
*Executive Director*



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*Lighting The Way  
To Excellence In  
School Governance*

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An invoice for \$400 for the cost of a board self-evaluation will be issued to the district.

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.

Sincerely,

A handwritten signature in black ink, appearing to read 'Perry Hill, IV', is written over a horizontal line.

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

Enc.: Board Operating Procedures (including related table)

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Pleasantdale SD 107

Board Operating Procedures

**I** = ADDENDUM for Draft-Incorporation

1. No modifications from the current text
2. No modifications from the current text
3. No modifications from the current text
4. Board members will receive the Board packet the Friday before a Board meeting. Additionally, as components of the Board packet become available, they will be released to the Board for timely review.
  - The Board will receive confidential information prior to the Board meeting, with the information left at the most secure location on the property of each board member;
    - When the Board packet is available, the Superintendent will oversee the communication to Board members that the packet is available for delivery or collection (if a member opts for collection from the district office).
  - DELETE the entire content of the second bulleted statement.
5. No modifications from the current text
6. No modifications from the current text
7. No modifications from the current text
8. No modifications from the current text
9. The Board President is the “Board-Spokesperson” for district-related questions.
  - In the event the Board President or Board-designee is unavailable, the Board Vice President or an alternate Board-designee will fulfill the role of “Board-Spokesperson.”
10. The Superintendent is the “District-Spokesperson” for district-related questions.
  - In the event the Superintendent is unavailable to serve as spokesperson, the Board President or a Board-designee and the Assistant Superintendent or Superintendent-designee will fulfill the role of “District-Spokesperson.”
11. } MERGE #11 + #12: Renumber to reflect #11.
12. } (In the capacity of a Board member) A Board member assigned to a committee, visiting a campus, or desiring to communicate with staff must contact the Superintendent.

Closing Paragraph: DELETE the full paragraph following item # 12

\*\*The full-content within the table consists of all revisions agreed upon by the Pleasantdale SD 107 Governance Team at the 6.19.19 Board Self-Evaluation.

<b>Concept</b>	<b>Behavior</b>	<b>Narrative</b>
<b>Respect</b>	Active Listening to all members	Part of being respectful to one another means that it is okay to make multiple attempts to improve the district. When an attempt does not yield the desired results, we need to own it and forge ahead. Likewise we need to understand that the ultimate goal is a better school districts and that cannot happen without following a process
	Value other’s point of view	
	Board gives the superintendent the freedom to do his job	
	Superintendent gives the Board the information they need to do their job	
<b>Open</b>	Information shared freely to help build a community of learners	As a governance team we need to be open to new ideas and experiment With new ways of doing things. Our goal is to create a community of learners and leaders and that requires us to move beyond the status quo.
	All Board members have or receive the same information (no silos).	
	Open to change (new and fresh ideas)	
<b>Appropriate</b>	Conversations are focused on solutions	We recognize that the collective group is always wiser than the individuals. As we focus on solutions we seek others’ opinions and always look for ways to bring all voices into the conversation. This means seeking feedback from one another.
	Superintendent seeks advice from Board members	
	Board seeks advice from Superintendent	
	Governance Team relies on the wisdom of the group	
<b>Direct</b>	Challenges are an opportunity for success.	We respect one another enough to tell the truth. If you have something to say, just say it. We prefer conversations to be direct, honest, and solution-focused.
	Don’t worry about being “PC”.	
	We can solve district challenges if we are open, honest, and solution-focused.	
	Provide members of the Governance Team the time they need to express their opinion.	