

August 22, 2018

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 Board Self-Evaluation on Monday, August 20, 2018. I appreciated your attendance at a time other than your scheduled board meeting, your participation in the board governance presentation, your honesty in sharing your thoughts on the governance survey, and your work toward refining your Board Operating Procedures.

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

- Consider encouraging each school board member to enhance his/her school board knowledge through Board Development opportunities addressing state and federal legal issues impacting education;
 - Opportunities for individual Board Development should occur outside the timespan reserved for a board meeting.
- Consider instituting a “Policy Education Section” during certain board meeting cycles/rotations (focusing on the Board and the public learning about the content as well as the purpose, for a set number of policies [2-3 suggested] each cycle/rotation.
- Consider reflecting on the legal origins of the policies noted in the Policy Manual of the Board;
 - This reflection may be considered during the board meeting timespan addressing policy review/education (i.e., the “Policy Education Section” of certain board meeting cycles/rotations).
- Consider using footnotes in PRESS Services updates as a resource to connect a specific Board policy to its applicable law.
- Consider including select-Board members as recipients of the PRESS Services updates, in addition to the Superintendent.
- Consider developing a new board member mentor initiative;
 - Establish specific expectations for the mentor and the mentee.
- Consider linking Superintendent recommendations for board action items to Board policy, generally, within the agenda content of the Board packet.
- Consider upholding that each board member should listen to the position(s) of every board member to ensure all perspectives are presented.
- Consider completing a Board Self-Evaluation, biennially, starting April or May 2020.
- Consider requesting that each school board member bring his/her *Illinois School Code* book to each board meeting in order to re-emphasize the connection between the law, Board policy, and Board roles.
- Consider applying the refined, Board Operating Procedures.

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

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Linda Eades
Treasurer

Thomas E. Bertrand, Ph.D.
Executive Director



*Lighting The Way
To Excellence In
School Governance*

Enclosed with this letter are the Board Operating Procedures that were revised at the August 20, 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.

An invoice for \$400.00, covering 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

Enc.: Board Operating Procedures

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Pleasantdale SD 107
Board Operating Procedures
(Drafted 7/23/15; Revised 5/31/17 + 8/20/18)

Belief Statement: The goal of the governance team (Board of Education and Superintendent) is to ensure that the district is focused on enhancing the lives of the students and families of Pleasantdale SD 107. This sentiment is echoed in the Board members' Legacy statements below.

- The Board will make decisions in the best interest of students, community, and staff.
- The Board evaluates the long-term strategic plan for how the district will look in the future - (i.e. clear vision).
- The Board values high-quality education and strives to be better every day.

Further, the Board and the Superintendent realize that they are a team and to work together effectively, they must demand 100% honesty from one another, depend on the wisdom of the team, and function in a respectful and honorable manner at all times.

In an effort to adhere to this belief statement, the Board and the Superintendent will strictly observe a set of operating procedures. These procedures will allow all parties to have timely information and ensure that the Board can focus on Board work (the what) and the Superintendent can focus on administrative work (the how).

1. The Board will receive a weekly update every Friday via email.
2. Individual Board members will receive a phone call prior to each Board meeting to answer any questions about the meeting or the packet.
3. Board members will be notified by email, phone, and/or text in the event of an emergency.
 - The text will reference the emergency, generally, and mention a need to check one's email for additional information.
4. Board members will receive the Board packet the Thursday 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 door of each board member.
 - The Board/District will not place information in the mailbox of board members. Only items mailed via the United States Postal Service are authorized for placement in the mailboxes.
5. When a question is asked by an individual Board member, the answer will be included in the next Friday Update.
6. Board members will follow the chain of command. When a "customer" or an "owner" expresses a question or concern, that individual will be routed to the teacher, principal, or superintendent for an answer.
7. The superintendent and Board agree that a philosophy of "no surprises" will allow for everyone to do their best work.

8. Direction is only given at Board meetings when a majority of the Board agrees to give direction.
9. The Board President is the Board spokesperson for Board-related questions.
10. The Superintendent is the District spokesperson for district-related questions.
11. A board member desiring to communicate with the staff (in the capacity of a board member) should contact the Superintendent regarding the request.
12. A board member desiring to visit a campus (in the capacity of a board member) should contact the Superintendent prior to the visit.

In addition to the above operating procedures, the Board identified four specific behaviors that will ensure that the Governance Team works well together and is most productive. These have been arranged by category and include specific behaviors that support that category. Finally,

¹ This is a representation of the Legacy Statements and does not include all Board members' individual statements.

Each category is accompanied by a narrative that outlines the conversations that occurred at our Board/Superintendent Retreat.

Concept	Behavior	Narrative
Respect	<p>Active Listening to all members</p> <p>Value other's point of view</p> <p>Board gives the superintendent the freedom to do his job</p> <p>Superintendent gives the Board the information they need to do their job</p> <p>Always observe 100% honesty</p>	<p>Part of being respectful to one another means that it is okay to make mistakes. When a mistake is made we need to own it and forge ahead. Likewise we need to understand that the ultimate goal is a better school district and that can't happen without some missteps.</p>
Open	<p>Information shared freely to help build a community of learners</p> <p>All Board members will have the same information (no silos)</p> <p>Open to change (new and fresh ideas)</p>	<p>As a governance team we need to be open to new ideas and not be afraid to experiment with new ways of doing things. Our goal is to create a community of learners and leaders and that can't be done by maintaining the status quo.</p>
Appropriate	<p>Conversations are focused on solutions</p> <p>Superintendent will seek advice from Board members</p> <p>Board will seek advice from Superintendent</p> <p>Governance Team will rely on the wisdom of the group</p>	<p>We recognize that the collective group is always wiser than the individuals. As we focus on solutions we will seek others' opinions and always look for ways to bring all voices into the conversation. This means seeking feedback from one another.</p>
Direct	<p>Problems are an opportunity for success</p> <p>We can solve anything if we are respectful, open, honest, and solution focused</p> <p>Provide members of the Governance Team the time they need to express their opinion</p>	<p>We respect one another enough to tell the truth. We prefer conversations to be direct, honest, and solution focused.</p>