

September 28, 2016

Board of Education
c/o Ms. Gloria Johnson, Board of Education President
Dr. Sonya Whitaker, Superintendent
Harvey SD 152
16001 Lincoln Avenue
Harvey, IL 60426

Dear Members of the Board of Education and Dr. Sonya Whitaker:

Thank you for your participation in a Board Self-Evaluation and open-session workshop entitled, "Governance and the Superintendent Evaluation Process" on Friday, September 23, 2016. I appreciated your attendance at a time other than your scheduled board meeting, your participation in the legacy exercise and governance presentation, along with your contributions in creating your Board Agreements and District Annual Planning/Evaluation Cycle.

The following are the "Next Steps" that you identified:

- Consider having each board member verbalize his/her consensus position.
- Consider Board President-notification if a consensus position occurs.
- Consider voting/verbalizing a consensus position on all matters that involve direction being given to the Superintendent.
- Consider verbiage inclusion on the "public participation sign-in form" that notes there will be no verbal exchange between the Board and a member of the public during the public participation section and the general board meeting.
- Consider scripting verbiage to be read by the Board President (during the introductory period of the public participation section) that there will be no verbal exchange between the Board and a member of the public during the public participation section and the general board meeting.
- Consider clarifying and documenting the "purpose," "duties," "composition," and other explanatory areas for each board committee.
- Application of the created, Board Agreements
- Submission of a model evaluation instrument by the Superintendent prior to the October 2016 board meeting (target date: Septemerb 30 ,2016).
- The Board will discuss/determine the final evaluation instrument at the October 2016 board meeting.

Enclosed with this letter are the Board Agreements created at the September 23, 2016 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 \$1,000.00 for the cost of a full-day workshop 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.

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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Phil Pritzker
President

Joanne Osmond
Vice President

Karen Fisher
Immediate Past President


Thomas Neeley
Treasurer

Roger L. Eddy
Executive Director



*Lighting The Way
To Excellence In
School Governance*

Sincerely,


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

Enc.: Board Process Agreements and the District Annual Planning/Evaluation Cycle

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Harvey SD 152 Essential Board Process Agreements 9/23/16

- **Placing items on the agenda**
 - The Board President and Superintendent meet to generate the agenda for the upcoming board agenda 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 via email 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 complaints**
 - 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

- ✓ **Communicating with the media**
 - The Board President serves as the spokesperson for the Board.
 - The Superintendent serves as the spokesperson of the district.

✓ **Communicating with the public**

- The Board President serves as the spokesperson for the Board.
- The Superintendent 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.

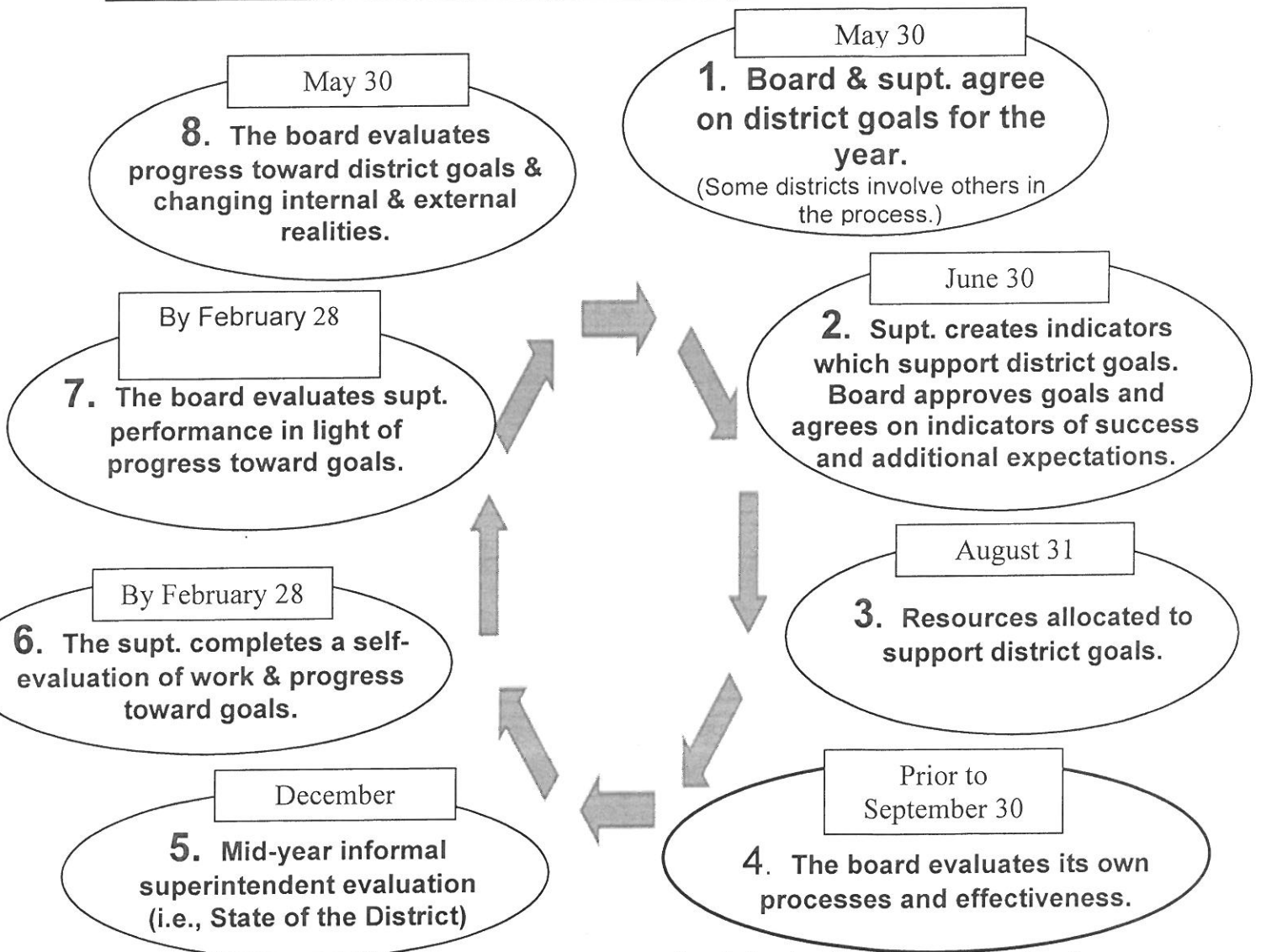
✓ **Conducting closed sessions**

- What is discussed/occurs in closed session stays in closed session.
 - If a member of the governance team leaves the room where the closed session meeting is conducted, the session discussion will halt until the return of the team member.
 - Departures without intent to return in a short timespan and/or departures from the meeting site are excluded from this agreement.

✓ **Participating during public forums**

- 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.
- The Board will not respond to individual points presented/expressed by a member of the public;
 - The sign-in form (used to identify those members of the public desiring to address the Board during the public participation) will include verbiage noting that no verbal exchange between the Board and a member of the public will occur during the public participation section of the board meeting and the general board meeting.
 - Scripted verbiage noting that no verbal exchange between the Board and a member of the public will occur during the public participation section of the board meeting and the general board meeting will be generated and read by the Board President during the introductory period of the public participation section.
- Each member of the public addressing the Board will receive a 3-minute time limit.

Harvey SD 152 District Annual Planning and Evaluation Cycle



*A unique set of circumstances prompted a delay in devising this calendar. The Board will comply with the identified timeframes and specified activities.

A Partnership

