

**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
SPECIAL BOARD MEETING
MONDAY, JULY 12, 2021, 3:30 PM**

The Special Board Meeting will be held at the Academic Resource Center
301 South Wabena Avenue
Minooka, Illinois 60447

AGENDA

1. **Call to Order**
2. **Discussion** - Notice of quorum for new board member orientation. There will be no action taken at this meeting. **2**
3. **Adjourn**

New Board Member Orientation

July 12, 2021-3:30 PM

Central Campus ARC

1. Call to Order
2. Location of Board Policy Manual
 - a. Committee Structure
 - b. Triple I Conference
 - i. Reimbursement for Travel
 - c. Board Meetings
 - i. Robert's Rules of Order
 - ii. Board Agreement
 - iii. Board Spokesperson
 - iv. Location of Minutes
 - v. Board Packet Timeline
 - vi. Mandated Training
3. Facilities
 - i. Building and Grounds Updates
 - ii. 10 year HLS
4. Curriculum and Instruction/Athletics and Activities
 - i. Policy-Section 6
 - ii. Location of Report Cards
 - iii. Student Discipline
 - iv. Extra Curriculars
5. Current Contracts
 - i. Bargaining Units
 1. Transportation-not organized
 2. MEA-2 of 3 year agreement
 3. MSSU-2 of a 3 year agreement
 - ii. Administration
 1. Lee-2 of a 5 year agreement
 2. Troy-1 of a 4 year agreement
 3. Zwemke-2 of a 4 year agreement
 4. Pacetti-1 of a 4 year agreement
 5. Soliman-1 of a 2 year agreement
6. Finances
 1. Location of Budget
 2. Collective Bargaining Agreements
 3. Teacher and Administrative Salary Information
7. School Community Relations
 1. Brent Edwards
 - a. School Messenger
 - b. Website
 - c. Board Recognition

d. Local Organizations

- i. Rotary
- ii. Lions
- iii. GEDC

8. Questions from the group

9. Adjournment



*Lighting The Way
To Excellence In
School Governance*

May 25, 2021

Dr. Kenny Lee, Superintendent
Minooka
4100 Joliet Ave
Lyons, IL 60534

Dear Superintendent:

It was a pleasure working with your board on Monday, May 17, 2021. Enclosed are the notes from our meeting. I edited the language from our work. I hope that I maintained your intent and improved clarity. Please pass these notes along to your Board of Education. Reviewing and approving them at an upcoming meeting emphasizes the importance of this work.

Learning together is a great way to build an effective team. Our work on Monday was just the beginning and I encourage you to hold another session so that we may continue our work. Let me know when I can assist.

Working together will pay dividends in more effective governance and modeling leadership to your community.

Sincerely,

Nakia Hall

Nakia Hall, Ed.D.
Member Services

Enclosure

PLEASE REPLY TO:

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62703-5929
217/528-9688
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Executive Director

Minooka

Starting Right Summary

May 17, 2021

Expectations for the Workshop:

- To be on the same page as far as expectations and protocol
- To be transparent between all board members and have good communication
- Be open-minded and respectful of what all board members and admin have to say
- Being new to this, I would like to get comfortable in my new position
- I've already been welcomed to the board and like the clean slate in front of us
- Work together as a group and team with open communication
- Student-first
- Transparency
- Learning processes for open and closed sessions
- One unit
- Establish guidelines to assist the board of education in becoming a cohesive team
- To help our administrative team move our district in a positive direction
- Review expectations and procedures
- Update/change any procedures or expectations after review
- Greater understanding of board practices and procedures
- Forge deep connections with the community
- Greater understanding of board practices and procedures
- Forge deeper connections with the community
- An opportunity for the group to discuss BOE protocols and procedures so we are all on the same page
- A nice opportunity for those of us who have completed this training to "refresh" our practices, as well as an opportunity for our new members to provide input to our practices

Next Steps:

- Display public comment policy and procedures at board meetings
- Add a section on sign-in sheet for community members to indicate they would like a response to their public comment
- Discuss the board self-evaluation at upcoming board meeting to solidify the discussion and also inform the public about the board's commitment to learning
- Board protocols and agreements were viewed as efficient and kept as is.

Minooka CHSD 111
Board Self-Evaluation: Team Relations
Thursday, August 22, 2019

On Thursday, August 22, the Minooka CHSD 111 Board of Education held a working session focused on team relations. The meeting began at 5:30 p.m. and was facilitated by Reatha Owen of the Illinois Association of School Boards.

In our introductory work, Reatha asked the board to list characteristics of an effective board.

Characteristics of an effective board include: (verbatim)

- Synergy, Comradery, Communication
- Trust, Respect, Honesty
- Communication, Diversity of the mind, Respect
- Communication, Understanding, Looking at situations from all aspects and angles, Respect
- Leadership, Loyalty, Shared Commitment
- Communication, Work together/unity, Respect
- Selfless, Communicate, Encourage yet hold each other accountable

Top three common themes identified by the group:

- Communication
- Respect
- Diverse thought

Board Strengths

Based on the above list of characteristics, the board identified its strengths:

1. Communication
2. Open discussion
3. Board member engagement with the community

Review of Minooka CHSD 111 Essential Board Process Agreements.

The board reviewed the process agreements developed in October 2018. Two items were revised in the Board/Superintendent Communication Expectations.

1. In the Board/Superintendent Communication Expectations (board) – Item two, removed “by email”.
2. In the Board/Superintendent Communication Expectations (superintendent) – Added “when asking for additional information” to item three.

(Note: A revised document is included with this follow-up.)

Next Steps

Keeping in mind that every board of education should continuously improve and model learning for their district, the Minooka CHSD 111 Board of Education discussed the following:

- Inform the full board on concern/issue that the community may misconstrue.
- The full board receives information that is thorough and clear on board concerns within the board team or in the district.
- The superintendent will make the following changes to his verbal report:
 1. Highlight a few items from his weekly memos to the board
 2. Include highlights from the administrator reports

Minooka CHSD 111 Essential Board Process Agreements

October 15, 2018

Placing items on the agenda

- The Board President and the Superintendent will confer to generate an agenda for an upcoming board meeting one week prior to the scheduled board meeting (where this agenda will be utilized).
- Any board member desiring to have an item considered for an upcoming board agenda should determine if the item is an update request or if the item warrants being an agenda item;
 - If the requesting member believes the item warrants being classified as an agenda item, he/she should contact the Board President prior to the date of the "agenda setting meeting"(between the Board President and the Superintendent).
 - The requesting board member should be prepared to explain how the requested agenda item relates to "Board ends."
 - The Board President will communicate to the requesting board member if the agenda item is within the appropriate timeframe to be included within the upcoming meeting agenda, per the Open Meetings Act (OMA).
 - (If adding the request will not prompt a violation of OMA) The requested agenda item will be included on the meeting agenda under the agenda heading of "Board Discussion" (for discussion only) and the requesting board member must share the link between a specific "Board ends" and the requested agenda item topic to the full Board.
 - (Following Board discussion) The Board, via consensus of the majority, will determine if the requested agenda item will advance to the next board meeting (or a future, specified meeting) for board action.

Asking questions about upcoming agenda items

- A board member who has a question regarding an upcoming agenda item should contact the Superintendent or a Superintendent-approved designee who can accurately respond to the board member question.
- The Superintendent will be "cc"-ed on any communication between a board member and any Superintendent-approved designee.
- The Superintendent will relay each question posed by a board member along with any related response via the weekly update issued to the full Board;
 - The Superintendent will maintain the anonymity of each board member who posed a question regarding any upcoming agenda item within the weekly update communication to the full Board.

Communicating with members

- Compliance to the OMA and adherence to board policy

Communicating with staff

- A board member desiring to contact a staff member should contact the Superintendent and the Superintendent will respond appropriately.

Visiting the campus

- A board member should contact the Superintendent, in advance, prior to visiting a campus. The Superintendent will arrange the campus visit.
- Each visiting board member should follow district and school security measures/procedures.

Responding to concerns

GENERAL CONCERNS:

- Listen to the citizen.
- Acknowledge the concern(s) of the citizen.
- Refer the individual sharing a concern(s) to established board policy such as the Chain of Command.
- (Based on the severity of the concern) Inform the Superintendent of the citizen concern along with the response offered by the responding board member.

EMAILED CONCERNS:

GROUP EMAIL

- The Superintendent will reply to the sender with a response addressing the citizen concern.

INDIVIDUAL EMAIL

- Acknowledge the email with a reply to the sender.
- Forward the email to the Superintendent.
- The Superintendent will reply to the sender.
- (Based on the severity of the concern) The Superintendent will inform the Board of the citizen inquiry/concern along with the response relayed to the citizen.

Communicating with the media

- The Board President, in consultation with the Superintendent, serves as the spokesperson of the Board with the media.
- The Superintendent, in consultation with the Board President, serves as the spokesperson of the District with the media.

Communicating with the public

- The Board President, in consultation with the Superintendent, serves as the spokesperson of the Board with the public.
- The Superintendent, in consultation with the Board President, serves as the spokesperson of the District with the public.

Orienting new members

- Mandated board training sessions and deadlines will be shared with each new board member.
- A conference(s) will be conducted with the Superintendent (and the Board President, if available).

August 22, 2019

This board expects:

1. To receive regular communication from the superintendent every week via email.
2. To be notified as soon as possible for: **(Deleted by email)**
 - a. School emergency (lock down, fire, etc.)
 - b. Bus accident
 - c. Student emergency (arrest, injury, death)
 - The Board grants the Superintendent discretion in ascertaining what type of injuries warrant immediate communication with the full Board.
 - d. Staff emergency (arrest, injury, death)
 - The Board grants the Superintendent discretion in ascertaining what type of injuries warrant immediate communication with the full Board.
3. To receive board packets and supporting documentation three (3) calendar days before the scheduled board meeting.
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.
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. No one gets surprised at any time-in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.

This superintendent expects:

1. Requests for additions to the agenda will go to the **Board President**, and will be received **48 hours** before the meeting. The board of the whole will agree to put an item on a future agenda before significant staff time is expended.
2. That direction is only given at board meetings when a majority of the board gives direction.
3. That board members will be respectful toward staff and be respectful of staff's time **when asking for additional information.** **(Added language)**
4. **That board members will read all board packets and supporting documentation before the board meeting.**
5. That board members will call the **Superintendent or a Superintendent-approved designee** with questions about agenda items or supporting materials at least 24 hours before the scheduled board meeting.
6. That there will be no surprises. No one gets surprised at any time-in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.

- The New Board Member Orientation Packet will serve as one resource utilized in this conference.

Closed Session

- What is discussed/occurs in closed session stays in closed session.

Participating during public forums

- Adhere to board policy.

Mandatory Board Member Training

State-mandated training requirements for new school board members

Illinois requires mandatory school board member training. IASB offers resources and training to help school board members understand and meet the necessary requirements.

The **training chart** identifies the statute and effective date, the training requirements, who must receive the training, the timeline for that training, and the professional development opportunities offered by IASB to fulfill the training requirement.

The **sample policy exhibit** 2:120-E2, can be adopted by local school boards. It states how districts should publicly report those board members who have successfully completed mandatory board training requirements.

Local districts can use this **sample table** to report board member training activity. This list should be updated as board members complete and submit their training activities to the board secretary.

Two online courses are available to satisfy mandatory training requirements.

Professional Development Leadership Training (PDLT) and Performance

Evaluation Reform Act (PERA) Training for School Board Members includes instruction in education and labor law, financial oversight and accountability, and fiduciary responsibilities. In addition, it includes training on PERA evaluations for school board members who will participate in a vote on a dismissal based upon the Optional Alternative Evaluation Dismissal Process.

Open Meetings Act Training focuses specifically on the law as it applies to school board meetings and members.

IASB offers a New Board Member Online Training Bundle designed to meet the needs of recently elected school board members.

Available through IASB's Online Learning Center, the package includes Professional Development Leadership Training (with PERA), Open Meetings Act training, and the Basics of Governance. These comprehensive courses deliver everything a new board member needs to get started on the road to success.

Note: Completion of the New Board Member Online Training Bundle satisfies the state mandated training requirements outlined on this page.

Joint Annual Conference ▲

Attend

Exhibit

Past Conferences

Online Learning ▼

Training ▲

COVID-19 Crisis Outreach

Mandatory Board Member Training

Online Learning

In-District Workshops

Training Resources

Foundational Principles of Effective Governance

Education Topics of Interest

Events ▼

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Mandatory Board Member Training

Illinois General Assembly	Training Requirements	Who Must Receive Training	Timeline	Professional Development Opportunities
<p>Open Meetings Act 5 ILCS 120/1.05</p>	<p>Open Meetings Act's (OMA) general applicability, procedures, and legal requirements.</p> <p><i>Also requires board members who have completed the training requirement to file a copy of their certificate of completion with the school board.</i></p>	<p>Every school board member must receive training.</p> <p>A board member who has completed the training and filed a copy of the certificate of completion with the school board is not required to subsequently complete the training.</p>	<p>Board members must complete this training no later than 90 days after taking the oath of office.</p>	<p>IASB's Online Learning Center.</p>
<p>Professional Development Leadership Training 105 ILCS 5/10-16a</p>	<p>A minimum of four hours of Professional Development Leadership Training (PDLT), including education and labor law, financial oversight and accountability, and fiduciary responsibilities.</p> <p><i>Also requires school districts to post on their websites the names of all board members who have successfully completed the training.</i></p>	<p>Every school board member elected, or appointed to fill a vacancy of at least one year's duration.</p> <p>A board member who has completed the training is not required to take this training again.</p>	<p>Board members must complete the training within the first year of the board member's first term.</p>	<p>IASB's Online Learning Center.</p> <p>Pre-Conference Workshop at the Joint Annual Conference.</p>
<p>Performance Evaluation Reform Act 105 ILCS 5/24-16.5; 23 Ill. Admin. Code §51.235</p>	<p>A training program on Performance Evaluation Reform Act (PERA) evaluations.</p>	<p>School board members who participate in a vote on a dismissal based upon an "optional alternative evaluative dismissal process for PERA evaluations."</p>	<p>Prior to voting on a dismissal based upon an "optional alternative evaluative dismissal process for PERA evaluations."</p>	<p>IASB has included PERA content in all PDLT options.</p> <p>It is also a stand-alone course at IASB's Online Learning Center.</p>

Please see **PRESS** policy 2:120, *Board Member Development*, for further information.

For more information about training dates and registration processes, please contact: Peggy Goone, Board Development, (217) 528-9688, ext. 1103. For other questions, please contact: Bridget Trojan, Office of General Counsel, (630) 629-3776, ext. 1236.

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Professional Development Leadership Training (PDLT) and Performance Evaluation Reform Act (PERA) Training for School Board Members

Date(s):

April 1, 2021

Venue:**Website:**

Not available

Description:

This four-hour professional development leadership course fulfills the training requirement contained in the school code.

Learning Objectives

This course provides an introduction to the topics covered.

1. Education law. This is a broad area of the law. In fact, school lawyers often feel like general practitioners as they handle many areas of law but for only one type of client.
2. Labor law. This covers personnel law, professional employees, administrators, education reform, collective bargaining, and more.
3. Financial oversight and accountability. This covers budget, revenue sources, expenditures, and more.
4. Fiduciary responsibility. This covers the individual responsibilities of a board member to his or her district, including conflict of interest and acting as a trustee.


Also covered in this course is PERA training, required for board members prior to voting on a dismissal based on an "optional alternative evaluation dismissal process for PERA evaluations."

Upon successful completion of this course, the participant will be prompted to print course certificate. The certificate should be signed and submitted to the school district in order to verify compliance with the statutory training requirement.

Every new school board member elected or appointed MUST complete this training within the first year of the first term.

Member Price \$100

Non-member Price \$200

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Open Meetings Act (OMA) Training for School Board Members

Date(s):

April 1, 2021

Venue:**Website:**

Not available

Description:

By completing this course, a school board member satisfies the requirement to receive training on the Open Meetings Act. A newly-elected board member must complete the training within 90 days of taking the oath.


Upon successful completion of this course, the participant will be prompted to print course certificate. The certificate should be signed and submitted to the school district in order to verify compliance with the statutory training requirement.

Successful completion of this course will count as one-quarter LeaderShop Academy credit.

The Open Meetings Act (5 ILCS 120/) requires school boards to discuss district business only at properly noticed board meetings. Other than during a properly noticed board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication during any event, whether in person or electronically, to discuss district business.

Member Price: \$50

Non-Member Price: \$100

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New Board Member Online Training Bundle

Date(s):

March 22, 2021

Venue:

On-Demand, Online Course

Website:

Not available

Description:

Click on "Detailed Event Information" on the right side of this screen for complete information.


This offering sets you on the road to success and includes three courses produced by IASB for new board members:

1. The Basics of Governance — Get up to speed with this essential course on board and board member roles and responsibilities and learn how high-functioning boards make a positive impact on student learning in their districts. It is recommended that every newly-elected or appointed school board complete this training within 90 days of taking the oath of office.

2. Open Meetings Act (OMA) — Learn the law as it applies to school board meetings and members. Per 105 ILCS 120/1.05, every newly-elected or appointed school board member MUST complete this training within 90 days of taking the oath of office. Successful completion of the Open Meetings Act (OMA) training requires board members to file a copy of their certificate of completion with the school board.

3. Professional Development Leadership Training (PDLT) and Performance Evaluation Reform Act (PERA) Training for School Board Members — Review education and labor law, financial oversight and accountability, and fiduciary responsibilities, plus PERA evaluations for school board members who will participate in a vote on a dismissal based upon the Optional Alternative Evaluation Dismissal Process. Per 105 ILCS 5/10-16a, every new school board member elected or appointed MUST complete this training within the first year of the first term. Successful completion of the PDLT/PERA training requires school districts to post on their websites the names of all board members who have completed the training.

Member Price: \$125

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On-Demand, Online Course

 [View All Sessions \(DynamicPage.aspx?webcode=EventSessions&Reg_evt_key=03157c23-c585-49ec-a48e-8f663f583c9b\)](#) 

 [Sessions](#)

Sessions information is not available at this time.

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