

January 11, 2018

North Boone CUSD 200 Board of Education  
c/o Matt Ellingson, Board President  
Michael Greenlee, Superintendent  
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PLEASE REPLY TO:

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Dear Members of the Board of Education and Dr. Greenlee,

Thank you for your participation in a customized board self-evaluation workshop on January 9, 2018. I appreciated your willingness to meet on a night other than a regular board meeting night in order to discuss your effectiveness as a governance team.

These are the Next Steps that the board discussed:

- Review goal-setting process (Foundational Principle #1)
- Discuss monitoring process; address the question, "What evidence does the board need in order to monitor progress towards achievement of goals?" (Foundational Principle #5)

I have included the updated versions of the board agreements and board-superintendent communication expectations that were discussed. They are in Word format, and are able to be modified if necessary. I recommend that the board review the Next Steps, board agreements, and board-superintendent communication expectations, and approve them at a future regular board meeting.

I encourage you to consider participating in a Setting District Goals and Direction workshop. Now that you have a solid foundation of a positive board culture in place, it's a good time to focus on effective ends development by way of discussing core values and beliefs, mission, vision, and goals.

You will receive an invoice for \$400, the cost of a board self-evaluation.

I enjoyed working with you and I look forward to working with you again.

Sincerely,

  
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# **North Boone CUSD 200**

## **Board-Superintendent Communication Expectations**

Created September 3, 2015; updated January 9, 2018

### **This board expects:**

1. To receive regular communication from the superintendent every week via email.
2. To be notified by phone 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)
3. To be notified by email for information of a non-emergent nature.
4. To receive School Messenger messages sent by the district.
5. To receive board packets and supporting documentation on Thursdays before the scheduled board meeting on Tuesdays.
6. To receive regular monthly expenditure reports.
7. That all board members will receive the same information. That is, one member's request for additional information results in all members receiving or having the same access to the information.
8. That board members will treat each other and staff with respect.
9. That the superintendent and staff will treat all board members with respect.
10. That reasonable requests for additional information will be satisfied in a timely manner.
11. That there will be no surprises!

# **North Boone CUSD 200**

## **Board/ Superintendent Communication Expectations**

Created September 3, 2015; updated January 9, 2018

### **This superintendent expects:**

1. That requests for discussion items for the agenda will be received at least one week prior to the board meeting.
2. That the board of the whole will vote to put 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 votes 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 supporting documentation before the board meeting.
6. That board members will call the business manager with questions about agenda items or supporting materials relating to finances by noon on the Tuesday of the board meeting.
7. That board members will call the superintendent with all other questions about agenda items or supporting materials by noon on the Tuesday of the board meeting.
8. That there will be no surprises!

# **North Boone CUSD 200**

## **Board Agreements**

Created September 3, 2015; updated January 9, 2018

### **Agenda development**

- Board members who wish to have an item placed on the agenda will contact the superintendent and cc the board secretary.
- Prior to the meeting, the board president and superintendent will confer on the agenda.

### **Asking questions about items on upcoming meeting agendas**

- Whenever possible, board members will contact the superintendent or business manager with any questions on the agenda prior to the board meeting.

### **Visiting campuses**

- Board members who plan on visiting a school as a board member will contact (call or email) the superintendent prior to making arrangements.

### **“No Surprises”**

- No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.

### **Requesting information**

- One member’s request for additional information results in all members receiving or having the same access to the information. (“One gets, all gets.”)

### **New board member orientation**

- The superintendent will organize new board member orientation.
- The superintendent will organize a process for informing potential new candidates as well as newly elected members.

### **Meetings of the board**

- One board member per month will be assigned to review the bills.

### **Use of email**

- Board members may reply to the Superintendent but will not “reply all” to any group emails.
- Board members will not email other board members stating their thoughts or opinions.
- Board members will be judicious in their use of email and understand that most emails are subject to the Freedom of Information Act and can be made public.

### **Communication with other board members**

- Board members agree to communicate effectively within board rules and guidelines as outlined in the PRESS policies.

# North Boone CUSD 200

## Board Agreements

Created September 3, 2015; updated January 9, 2018

### **Communication with staff**

- Communication with the staff is an integral part of a board member's role but they should be careful not to overstep their role.
- Board members who are parents will remember not overstep their role when communicating with staff and administration about issues related to their children.

### **Dealing with concerns from the community and staff/Responding to complaints**

- Board members will not make individual promises but rather direct complaints through the proper chain of command.

### **Communication with the media**

- All communications with the media should be directed to the Superintendent, Board President or appropriate designee.
- When possible, communications with the media regarding a collective board stance will be approved by a majority.

### **Participation during public forums**

- Individual board members are free to share their stance on an issue during a public forum but they should be clear that they what they state is only their opinion.
- Board members are welcome to take part in public forums but they should remember that their role is to communicate and listen rather than to direct the conversation.

### **Behavior regarding closed session meetings**

- Board members will respect the confidentiality of closed session.

### **Speaking with one voice**

- 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.

### **Annual workshops/self-evaluation**

- The self-evaluation tool will be determined annually.

### **Board President**

- The board president will assume the role as outlined by the IASB.
- Decisions made on behalf of the board will include input from the board.

### **Behavioral Expectations**

- The board president will assume responsibility for facilitating all relationships surrounding the board.
- The board will listen to, seek to understand and respect all viewpoints and individuals.