

ATTACHMENT XI-E: Review of Board Workshop

Suggested Motion: Hear the information.

Recommended Action: Hear the information.

Dr. Greenlee and the members of the Board of Education met with Laura Martinez, Director-Field Services from the Illinois Association of School Boards on September 3, 2015 for the self-evaluation workshop titled Starting Right: Creating the New Board Governance Team.

Attached please find the Follow-Up Letter, Board Agreements, Board / Superintendent Communication Expectations, and Legacy statements.

September 10, 2015

North Boone CUSD 200 Board of Education  
c/o Mr. Matt Ellingson, Board President  
Dr. Michael Greenlee, Superintendent  
6248 N. Boone School Road  
Poplar Grove, IL 61065

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

Thank you for your participation in a Starting Right: Creating the New Governance Team board self-evaluation workshop on September 3, 2015. I appreciated your willingness to meet on a night other than a regular board meeting and your honest and thoughtful discussion as you strive to become a highly effective board with the new board governance team.

The following are the Next Steps that you identified:

- Explore ways to connect with community (Foundational Principle #2)
- Examine and discuss current mission/vision/goals (Foundational Principle #1)
- Adopt or change mission/vision/goals (Foundational Principle #1)
- Review previous strategic plan (Foundational Principle #1, #5)
- Create new strategic plan (Foundational Principle #1, #4, #5)
- Investigate all board members using district email (Foundational Principle #6)
- Create a policy wherein audience to visitors has a three-minute time limit per person (Foundational Principle #6)

I have enclosed the Board Agreements that were discussed. Please note they are in a Word document; you may make any necessary changes. I encourage the board to review the Next Steps and Board Agreements at a future regular board meeting and approve them. Board Agreements may be codified in your policy, if appropriate, as the last Next Step may be.

This workshop was free due to your using IASB for your superintendent search.

I look forward to working with you again.

Sincerely,



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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Karen Fisher  
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Phil Pritzker  
Vice President

Carolyn Brooks  
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Dale Hansen  
Treasurer

Roger L. Eddy  
Executive Director



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*Lighting The Way To  
Excellence In School  
Governance*

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Laura Martinez  
Director, Field Services  
Illinois Association of School Boards  
630/629-3776  
[lmartinez@iasb.com](mailto:lmartinez@iasb.com)

Enc: Board Agreements, Board/Superintendent Communication Expectations, Legacy Statements

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□ 2921 Baker Drive  
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# **North Boone CUSD 200**

## **Board Agreements**

**September 3, 2015**

### **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 (that their children do not attend) will contact (call or email) the superintendent prior to their visit.

### **“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.

### **Meetings of the board**

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

**North Boone CUSD 200**  
**Board/ Superintendent Communication Expectations**  
September 3, 2015

**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**  
September 3, 2015

**This superintendent expects:**

1. That requests for additions to the agenda will be received at least by close of business on Fridays before the Tuesday board meetings.
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**

## **Our Legacy for the 2017 Board**

What do we want the community to say about this board in 2017?

1. We did the best for the students and taxpayers that we could.
2. Cared about the district and all of the stakeholders.
3. They changed the culture!
4. They made North Boone a great place to learn.
5. Helped to improve staff turnover.
6. This board worked diligently to involve all stakeholders in developing a curriculum and facilities plan that was clear, well-communicated and thoughtful (and amazing).
7. Student achievement and performance grew.