

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

June 20, 2011

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: IASB Training Session

IASB conducted a training session with the Board of Education on Tuesday, June 1st, 2011. Lisa Scanio will be giving the update regarding what took place during the training. Attached are the documents that Barb Toney sent us.

June 2, 2011

Board of Education
c/o Mr. Bob Reding, Board of Education President
Dr. Ellen Mauer, Superintendent
Mr. Jason Lind, Principal
Millburn CCSD 24
18550 Millburn Road
Wadsworth, IL 60083

Dear Members of the Board of Education and Dr. Mauer:

Thank you for your participation in the "Starting Right" workshop on June 1, 2011. I appreciated you taking the time on another night other than your regular board meeting night to learn about the roles and responsibilities of board members and begin to create the new governance leadership team.

I have enclosed the Board Agreements upon which you came to consensus. I recommend the board formally approve them at a regularly-scheduled board meeting and if appropriate, codify them in your policy manual.

The following are the areas that you identified as next steps:

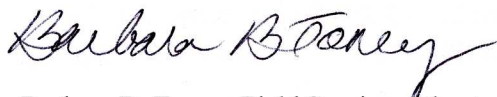
- Dr. Mauer and Mr. Lind will draft a suggested response to emails received by board members from the public.
- At a Committee of the Whole meeting, Board members will prioritize a list of topics they wish to address prior to the next meeting with Barbara Toney.
- Board members will review the Sample Board Agreements document and identify any that they wish to discuss at the next meeting with Barbara Toney.

I enjoyed working with you and look forward to working with you again. We have tentatively identified July 6, 2011, as the date for our next meeting.

In addition, I encourage you to consider participating in a more formal board self-evaluation process called a Board Governance Review after your new members have been on the board for six – twelve months. In this self-evaluation, the board members and superintendent complete an online survey prior to our meeting; I then facilitate a discussion based on the data from your survey. My experience has been that boards that participate in this evaluation process find it extremely beneficial.

You will receive an invoice for \$400 for the cost of the workshop.

Sincerely,



Barbara B. Toney, Field Services Director
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**Board Agreements
Millburn CCSD 24
June 1, 2011**

Concerns from the community and staff (“Customer” concerns)

- Board members will listen carefully, remembering they are only hearing one side of the story.
- Board members will then direct that person to the person in the district most appropriate (Chain of Command) who is able to help them resolve their concern.
- Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
- Board members will call the superintendent if they think this is an issue of concern.

Social media

- Board members will not respond with school or district status updates or comments on Facebook or other social media.
- Board members will remember that every response posted by them may be perceived as a response from the board or district.

Placing items on the agenda

- Board members will email the board president and superintendent with suggested agenda items.

Committee of the Whole meetings

- Whenever possible, items requiring board action will be placed on the agenda to be discussed at at least one Committee of the Whole meeting preceding the board meeting requiring board action.

Board of Education meetings

- Board members understand that meetings of the board are held in public, not open-forum town-hall meetings.
- Board meetings are a time for the board to listen and learn from each other, taking the public input into consideration; not a time to re-engage with the public.

Public Comment agenda item

- There will be one Public Comment section at the beginning of each meeting, rather than the current practice of one at the beginning and one at the end.
- Members of the public wishing to address the board will sign in.
- Comments from members of the public wishing to address the board will be limited to three minutes. A timekeeper will be designated to help the board president adhere to the time limit.