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WINNETKA PUBLIC SCHOOLS
SPECIAL BOARD OF EDUCATION MEETING

DATE: September 27, 2011

TIME: 5:00 p.m.

PLACE: Carleton Washburne Resource Center

PRESENT: Board of Education: Ms. Dana Crumley
Ms. Beth Moritz Filip
Ms. Susan Whitcomb
Mr. Matt Hulsizer
Mr. Tom Shannon
Mr. Bill Meuer

ABSENT: Board of Education: Mr. Jon Kaplan

PRESENT: Administration: Dr. Thomas Hagerman, Superintendent
Ms. Trisha Kocanda, Assistant Superintendent of
Curriculum, Instruction and Assessment
Dr. Susan Pingitore, CFO/COO
Mr. Matt Fuller, Director, Technology
Ms. Marcia Sutter, Communications
Dr. Maureen Cheever, Director, Human Resources

Visitors: Ms. Sue Connaughton, Parent
Mr. Robert Daniels, Parent/Resident
Ms. Beth Ann Papoutsis, Parent
Ms. Kristen Hesby, Crow Island PTO
Ms. Jenn Greenow, Resident
Ms. Susan Harris, Resident
Mr. Jeff Hoch, Resident
Ms. Penny Lanphier, Resident
Ms. Beth Loehr, Winnetka Caucus
Mr. David Wartik, WEA Co President

Ms. Cathy Koller, District 36
Ms. Linda Wehrheim, District 36

MEETING CONVENED BY THE BOARD PRESIDENT

I. CALL TO ORDER

Board President Ms. Dana Crumley called the meeting to order at 5:06 p.m. in the Carleton Washburne Resource Center and welcomed everyone to the meeting.

II. ROLL CALL

Ms. Susan Pershing took the roll call as follows:

Present: Ms. Crumley, Ms. Moritz Filip, Ms. Whitcomb, Mr. Hulsizer
Mr. Shannon, Mr. Meuer
Absent: Mr. Kaplan

III. PUBLIC COMMENT

Dana Crumley introduced a new process for public comment. A sign-up sheet will be used for those wishing to speak. The sign-up sheet requests speaker's name, street address, and response requested.

No public comment.

IV. DISCUSSION OF GOAL-SETTING

The School Board Goals for 2011-2012 were reviewed as part of the document prepared by Dr. Hagerman. The Goals identified include: Curriculum, Instruction and Assessment, Metrics & Reporting, Communication, Human Resources, Strategic Planning, and Board Goals. At the September meeting, Curriculum, Instruction and Assessment as well as Metrics and Reporting were reviewed and the Goal document incorporates all edits agreed upon at that meeting. Tonight's meeting begins with Goal 3, Communications. The Communication goal is to develop a comprehensive Communication Plan that shares information with key stakeholders, including parents, community members and the press, at a District, school and classroom level.

Discussion on Communication Goal and Supporting Objectives: Ms. Whitcomb asked for clarification on scope of Communications Goal. Dr. Hagerman responded that the Communications Goals are focused only on District communications. Ms. Moritz-Filip asked for an update on the accuracy of student/parent data maintained by the District and the timeliness of responses. Mr. Fuller, Director of Technology responded that District responds at a building

site level to requests for information and District has been successful in providing timely and accurate information as needed. Parent information is collected at the building level and is as accurate as the information being provided. Families with more than one child attending schools within District 36 have the youngest child designated as the “family rep” in order to control multiple mailings of the same information.

Recommendation from Tom Shannon that communications goal be to enrich the content of District communications and maintain authenticity. Discussion on how to find balance between providing too much information or not enough information. Dr. Hagerman responded that communication vehicles are in place that will respond to requests for brief, summative information as well as detailed in-depth analysis. Mr. Hulsizer emphasized that communications should reflect prompt, concrete information to parents that is accurate. Mr. Hulsizer questioned the quantity of FOIA requests and if there could be addressed through District communications. Ms. Crumley recommended a review of FOIA requests to determine if repeat requests for similar information is occurring. If so, District could look to make sure that the Communication Plan incorporated the type of information that is repeatedly asked for through FOIA.

Dr. Hagerman introduced Goal 4 – Human Resources. The Human Resource Goal is to continue efforts to recruit, hire, develop and retain the highest quality staff while attending to outstanding compliance issues and new evaluation mandates related to Senate Bill 7 (SB7).

Discussion on Human Resources Goal and Supporting Objectives: Ms. Whitcomb asked for clarification on changes to the teacher evaluation document based on SB7, and if the form itself is mandated. Dr. Hagerman responded that content in the evaluation form is mandated but the vehicle itself is not. Discussions that District 36 evaluation forms are based on the Charlotte Danielson model. Mr. Shannon questioned the timeline for the evaluation system that needs to be implemented based on SB7. He questioned whether the District plans to incorporate the changes to teacher evaluation mandated by SB7 before the required date of 2016. Dr. Hagerman responded that he anticipates the District will have an instrument in place that complies with SB7 prior to the mandated date.

Dr. Hagerman introduced Goal 5 – Strategic Planning. The Strategic Planning goal is to develop, adopt and initiate a strategic planning process that ensures the long-term success of our high quality instruction, programs and services.

Discussion on Strategic Planning Goal and Supporting Objectives: Dr. Hagerman noted this goal is generic by intention to keep the process as open as possible as Board discussion has not yet begun. The Goal identifies the decisions that need to be made. Ms. Whitcomb questioned the timing of the Strategic Planning Process. Dr. Hagerman explained strategic planning is a vision for the

future. He emphasized that many initiatives are actively being worked on in the District and should be given time for completion. The anticipated start date for broader community involvement (i.e., focus groups) would be mid-January. The Board work would likely begin in October following adoption of the Board Goals.

Dr. Hagerman provided an overview of Board Goal #6. The Board Goal is to focus on student achievement, clear and targeted outcomes, policy development, and broad governance through improved Board interactions, and informed decision making. The Board acknowledges that in order to achieve this goal, it must commit to respectful, substantive conversations on significant school issues; make decisions that are always in the best interest of students; and adhere to group consensus on action items.

Discussion on Board Goal #6 and Supporting Objectives: Ms. Moritz-Filip asked whether Board policy should be under Board goals vs. priorities. Policy will move out of priorities into Board goal. Ms. Whitcomb asked whether philosophy of financial management should be moved to Board goals from finance. Board agreed to move philosophy of financial management to board goal. Discussion on how Board Goals will be measured. Ms. Crumley suggested possibilities including self evaluation, rate each other, rubrics, possibly outside consultants.

Discussion on School Board Goals: Mr. Meuer asked whether the Strategic Planning Process would incorporate information gathered in the past. Dr. Hagerman indicated that a Strategic Plan should be a vision for the future. It is his hope that many of the concerns of the past are no longer concerns, and that many of the issues have been addressed. He did indicate, however, that information gathered during the last strategic planning process is useful and does have a place.

Mr. Hulsizer commented that his experience with successful strategic plans depends on leadership. Dr. Hagerman responded that leadership involves incorporating the Board's vision of the future of District 36 along with all District stakeholders.

As a follow-up to a request from last meeting, Dr. Hagerman distributed an example of a method to monitor the progress of the goals visually. The specific action steps to achieve the areas of focus for each goal will be incorporated in a table including start/end date and evidence/measure. The Board reviewed this table and asked that this be incorporated in the next draft of the Board Goal document. The intent would be for these tables to be updated monthly and presented to the Board.

Discussion on priority to update Board policy. Discussion of using IASB consultant to assist Board to review and update all policies. This process would

include Board review of 20-30 policies per meeting. Policies would be brought to Board twice (1) for reading, and (2) for action.

Ms. Crumley initiated discussion on additional board meetings. Identification of need for additional Board meetings to review policy, adopt board goals, and begin discussion of strategic planning vision and process. Decision made to hold a Special Board Meeting at 5:00 p.m. for the next 3 months, prior to the Regular Board Meeting at 7:15 p.m..

V. PUBLIC COMMENT

Mr. Jeff Hoch commented on FOIA discussion. Ms. Crumley clarified that FOIA requests have increased in general based on changes in law, and that most of the FOIA requests to District are from contractors requesting names of vendors/contractors District is using for services.

VI. MOTION TO ADJOURN

At 5:56 p.m, the Board of Education adjourned the meeting by mutual consent.

Yes: Ms. Crumley, Ms. Moritz Filip, Mr. Meuer
Ms. Whitcomb, Mr. Hulsizer, Mr. Shannon

No: None