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APPROVED
January 24, 2012

WINNETKA PUBLIC SCHOOLS
SPECIAL BOARD OF EDUCATION MEETING

DATE: January 5, 2012

TIME: 8:30 a.m.

PLACE: Winnetka Park District Conference Room

PRESENT: Board of Education:

Ms. Susan Whitcomb
Mr. John Kaplan
Mr. Tom Shannon
Mr. William Meuer
Ms. Dana Crumley
Mr. Matt Hulsizer
Ms. Beth Moritz Filip

PRESENT: Administration:

Dr. Thomas Hagerman, Superintendent
Dr. Susan Pingitore, CFO
Ms. Trisha Kocanda, Assistant Superintendent
of Curriculum, Instruction, Assessment Mr.
Matt Fuller, Director Technology
Ms. Karin Sullivan, Communications
Ms. Marcia Sutter, Communications
Dr. Maureen Cheever, Director Human Resources

Visitors:

Ms. Carrie Porter, PATCH.com

MEETING CONVENED BY THE BOARD PRESIDENT

I. CALL TO ORDER

Board President, Ms. Dana Crumley, called the meeting to order at 8:30 a.m. in the Winnetka Park District Conference Room and welcomed everyone to the meeting.

II. ROLL CALL

Ms. Linda Wehrheim took the roll call as follows:

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

III. PUBLIC COMMENT

None.

IV. SUPERINTENDENT'S REPORT

A. Informational Items

1. Roles and Responsibilities of the Strategic Planning Subcommittees.

Superintendent, Dr. Thomas Hagerman, reviewed the Calendar from the Strategic Planning Process Document presented at the December 13, 2011, Board meeting. Additionally the Committee-of-the-whole roster was reviewed and a Sub-committee District Contact (SDC) was identified. The SDC's responsibilities include taking the lead on coordinating inter-committee and intra-committee communications. Dr. Hagerman reviewed additional protocols, expectations and subcommittee responsibilities including:

- Budgeting and expenses
 - No formal budget.
 - Approval process for expenses.
- Meetings
 - Open meeting act.
 - Template for minutes.

An initial draft of responsibilities for Committees-of-the-whole were created and reviewed with the Committee-as-a-whole. A table, including detailed responsibilities within sub-committees, the point person, and timeline, should be identified. These details are available through the following link:
<http://www.winnetka36.org/strategicplanning>.

The School Board discussed whether an outside consultant should be retained to help manage the strategic planning project. Dr. Hagerman identified himself as project manager. Determined method of collecting information would be organic, but focused on

specific silos. Discussed method of collecting data and types of frequency analysis.

2. Committees-of-the-whole Work Sessions

At 9:30 a.m. sub-committees gathered to further define responsibilities, timeliness, and resources needed to complete assignments. At 10:25 a.m. sub-committees reported to the Committee-of-the-whole summarizing next steps. Communication team will focus on promoting and communicating expectations of focus groups. Focus groups will include individual SWOT (strengths, weaknesses, opportunities and threats) free writing exercise, small table group affinity activity, and full room forced prioritization activity based on identified silos. The survey sub-committee discussed what is going to be asked about and what isn't and how to ask the questions. Interest in asking questions helped to identify trade-off's based on financial implications for changes. Survey Sub-committee asked for District website and constant contact analytics. Survey Sub- committee identified data that they know will be captured that includes the results from survey's, focus groups, and teacher institute day. The Data Synthesis and Reporting Sub-committee discussed the need to be mindful of how data is collected so that it is more manageable when compiling a report.

Additionally, there was discussion on how the level of participation (i.e., % of Staff, Students, Parents) among stakeholders will be weighed.

V. PUBLIC COMMENT

No public comment.

VI. MOTION TO ADJOURN

At 10:45 a.m. Mr. Hulsizer moved and Mr. Kaplan seconded that the School Board adjourn the meeting.

Ayes: 7

Nays: 0