



**Meeting of the Board of Education
Park Ridge – Niles CCSD 64**

**Special Board Meeting Agenda
Friday, July 28, 2023
Jefferson School - Hendee Rooms
8200 W Greendale Ave, Niles**

On some occasions, the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of sessions, breaks, and other needs.

4 p.m. Meeting of the Board Convenes
Roll Call

**Pledge of Allegiance
Opening Remarks from the President of the Board
Public Comments**

This is the point of the meeting where we welcome public comments. Each speaker is given three minutes to address the Board. Comments may be made on almost any matter related to the operation of schools, but we ask that you refrain from making comments concerning individual students or staff members. The Board uses this time to listen to community questions and concerns but will not respond immediately to requests for information. Additionally, the Board cannot take formal action on non-agenda items. Contact the Board president by email if you wish to discuss your topic further. Please come forward to the microphone and state your name and, if comfortable, your address for the minutes.

A-1 IASB Board Members Workshop
--IASB Representative

Board Recesses & Adjourns to Closed Meeting

--Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association (IASB) of which the public body is a member. [5 ILCS 120/2(c)(16)]

A-2 Board Adjourns from Closed Meeting and returns to Open Session

A-3 Board Summarizes Special Meeting

Adjournment

Next Meeting: **Thursday, August 17, 2023**
Regular Meeting - 7 p.m.
Jefferson School - Hendee Rooms
8200 W Greendale Ave, Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting so we can make every effort to accommodate you or provide for any special needs.

Park Ridge/Niles School District 64
Starting Right Board Self-Evaluation
Friday, July 28, 2023
4:00 pm to 8:00 pm
Agenda

Closed Session

The Open Meetings Act requires transparency. The board is reminded to share any consensus around board improvement and/or next steps at a subsequent open session.

Objectives:

- Understand board roles and responsibilities
- Evaluate the board and its processes
- Identify ideas for board development

Session agenda items:

Introductions

What makes you most proud when you think of Park Ridge/Niles School District 64?

Identify areas for board development related to practices, procedures, and professional ethics

- Review IASB's Foundational Principles of Effective Governance
- Engage in School Board Scenarios related to decision-making
- Review Board Protocols and customize if needed

Closing

- Identify next steps

Sample Board Protocols

1. Board member expectations

- a. Board members will assume positive intent.
- b. Board members will treat each other with respect and be open and honest with each other and with the superintendent.
- c. Board members will speak professionally and keep discussions at board meetings relevant and focused.

2. Concerns from the community and staff

- a. Board members will listen carefully, remembering they are only hearing one side of the story.
- b. 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.
- c. Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
- d. Board members will call the superintendent if they think there is an issue of concern.

3. Speaking with one voice

- a. No individual board member other than the board president, per board policy, has the authority to act or speak on behalf of the board without the consent of the board.
- b. Board members have an obligation to express their opinions and respect others' opinions at the board table.
- c. Board members understand the importance of speaking with one clear voice to the superintendent.
- d. 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.

4. Communicating with the media

- a. The board president (or designee) is the spokesperson for the board to the media.
- b. The superintendent (or designee) is the spokesperson for the district to the media.

5. Closed session meetings

- a. Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.
- b. Board members understand that to divulge closed session information not only damages the relationship of the team, but has the potential for far reaching consequences which may impact future district operations.

6. Use of electronic communication

- a. Board members will be judicious in their use of electronic communication with respect to district business and understand that most electronic communication is subject to the Freedom of Information Act and as such can be made public.
- b. In compliance with the Open Meetings Act, Board members will not "reply to all" to any district email.
- c. A board member may discuss district business in person or by telephone or email with only one other board member at a time.

7. Social Media

- a. Board members recognize that while we may be giving our individual opinion or stating a fact on social media, it has the potential to impact the entire board.
- b. When promoting official district business and activities, personal use of social media should be limited to directly sharing links from the district media platforms, without personal editorial or opinion.
- c. Board members will not post rebuttals/responses/corrections to district-related social media posts.

8. Request for information

- a. When an individual board member requests information, it will be provided to all board members. (“One gets, all get.”)
- b. Individual board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.

9. Board meetings

- a. Public Comment - We understand that board meetings are meeting of the board held in public, not open-forum town-hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted on the agenda to ensure that multiple voices of the community are heard.
 - The public has a right to participate in the meeting only during the designated public comment time.
 - Individuals that would like to can address the board with a 3 minute time limit.
 - Procedures for public comment are clear and available at the meeting site.
 - The board president will welcome any guests and review the public comment procedures.
 - Only the board president will respond to public comment during the meeting.
 - The board president may recognize the superintendent for factual information.

10. School Visits

- a. Board members are encouraged to attend school events (sporting events, fine arts events, community events) *as a spectator* as their time permits.
- b. Board members wishing to visit a school in official Board capacity shall:
 - Discuss with the superintendent purpose (official capacity) and the best time to visit
 - As a courtesy, notify the building principal of your visit
 - Check in with the office staff upon arrival
 - Follow campus guidelines for visitors (sign in, guest badge, escort, etc.)
 - Respect staff time and allow staff to perform their duties
 - Not evaluate staff
 - Not give direction to any staff or students
 - Not accept gifts (other than nominal tokens) or favors from any district employee
- c. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.
- d. If a board member observes an issue on a campus, the concern will be communicated to the superintendent.

11. No Surprises

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

Park Ridge-Niles School District 64
Board of Education Operating Principles
Adopted May 18, 2015

Operating Principle 1: Positive Relationships

We recognize it is essential to remain positive in working together. ▪ We will look for and recognize the positive contributions of each individual and shall refrain from speaking negatively about others.

- We will seek ways to turn obstacles into opportunities.
- We will maintain a sense of hope, optimism and humor in working together.

Operating Principle 2: Open Communication

We are committed to communication that promotes openness and understanding. ▪ We believe the most effective communication requires high levels of trust. ▪ We will establish and maintain open channels of formal and informal communication.

- We will be honest and direct with each other.
- Information required by statute to be discussed in closed session and so discussed will remain confidential.
- Information pertinent to Board business should be shared with all Board members in a timely manner.
- We will use social media in a positive way only to express individual (not entire Board) citizen views.

Operating Principle 3: Quality Interaction

We are responsible for quality interaction with each other as team members. Conflict is a natural and inevitable feature of working together. The management of conflict is an opportunity to improve the quality of our interactions and relationships. ▪ We are each accountable to the team for our own actions.

- We will encourage and remain receptive to divergent views of other members. ▪ When conflict occurs, the focus will be on the issue, not the person. ▪ We will work to influence one another directly and in supportive ways. ▪ Should concerns about another team member arise, the person with the concern will share privately his/her views with the individual.

Operating Principle 4: Collaborative Decision-Making

The team is committed to using a collaborative decision-making process. ▪ We will define the objective, i.e., what is being decided.

- We will provide opportunity for input from persons affected by the decision. ▪ We will gather all pertinent facts concerning the situation.
- We will allow time for reflection throughout the process.
- We will organize and analyze the collected data.
- We will encourage the consideration of multiple solutions and their implications. ▪ We will encourage compromise and seek consensus.
- We will make a timely decision.
- We will provide a plan to implement the decision.
- We will communicate the decision to those affected.

- We will support the decision and its effective implementation.
- We will evaluate the decision in terms of its effectiveness.

Operating Principle 5: Handling Public Concerns

We – as a Board and as individual Board members – will handle public concerns of both individuals and groups in tactful, orderly and effective ways.

- We will listen to the concern, and, if appropriate, ask questions or summarize the concern to check and confirm understanding.
- We will ask if the issue has been discussed with the person immediately responsible or the immediate supervisor.
- We will express appreciation to the individual for presenting the concern. ▪ We will affirm the desire to reach a satisfactory solution through the appropriate channels.
- We will ask the person to report back on the progress or resolution of the concern when appropriate.
- We will outline the next step(s) that the Board or Board member will take and assure the person that someone will contact him or her to address the concern. ▪ We will inform the Superintendent of the concern when appropriate.

Operating Principle 6: Board and Committee Meetings

We choose to conduct our meetings in an open and orderly fashion and in a manner consistent with our operating principles.

- Board meeting agendas are developed cooperatively between the Board President, Vice President and Superintendent with input from other administrators and Board members as appropriate. (Committee meeting agendas are similarly developed between the committee members and the respective administrators.)
- Board and committee agendas and support materials/documents (including minutes of past meetings) are distributed in advance to encourage informed discussion.
- Surprises at meetings from Board members and/or administrators are counterproductive.
- Any changes in the prepared agenda for Board meetings will be mutually determined by the Board President and Superintendent prior to the meeting. (All Board members and/or committee members shall have an opportunity to accept or reject those changes.)
- The Board values citizen input and will provide a forum for such input at each meeting.
- At the end of the discussion, the Board will summarize issues and articulate next steps as well as clarify understandings of the discussion.

Operating Principle 7: Continuous Improvement

We are committed to an ethic of continuous improvement.

- We will regularly examine our progress towards meeting established goals. ▪ We will biennially review, evaluate and establish new goals.

Operating Principle 8: Accountability

The Board recognizes that it is accountable to the community and other stakeholders.

- We will communicate the State of the District on an annual basis.
- We will conduct open, transparent and frequent communications with the community.
- We will encourage public engagement.