

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF SPECIAL MEETING
October 15, 2007

A special meeting of the Evansville Community School District was held on Monday, October 15, 2007, in the Evansville School District Office Conference Room, at 6:00 p.m.

The meeting was called to order by Board President Michael Pierick. Roll call was taken of those present.

Members present: Pierick, Hatfield, Larson, Herbers, Hammann, and Rossmiller arrived at 6:15.

Members absent: Phillips.

Others in attendance: Consultant Judy Whalen.

The Board worked with Consultant, Judy Whalen on board development.

Mr. Larson left the meeting at 7:40 p.m.

Motion by Mr. Hatfield, seconded by Ms. Hammann, to adjourn the meeting. Motion carried, 5-0 (voice vote).

Meeting adjourned at 7:58 p.m.

Respectfully submitted, Melissa Hammann, Clerk

Approved: _____, Clerk
Melissa Hammann

Dated: _____

Approved: 11/12/07



**Evansville School District
Board of Education
Board Development Session
October 15, 2007**

Attendees: Michael Pierick, Dennis Hatfield, Melissa Hammann, Jeff Herbers, Mike Larson, Tina Rossmiller, Judy Whalen - facilitator

Purpose: The purpose of the meeting was to identify and discuss topics the Board desires to pursue for their own board growth and development

Process:

1. The Board brainstormed topics to explore.
2. Topics from the list were selected for in-depth discussion.
3. For each topic selected, a set of next steps and board members to lead the effort was determined.

Topics Identified: The Board members identified the following topics as areas for discussion:

- Efficient use of Board meeting time
- Discussion/review of Administrative Reports
- Formalize the structure for Committee Reports
- Board self-evaluation of:
 1. Process used to conduct its business
 2. Progress in reaching the goals established by the Board for the district.
- Integrating new Board members into the ongoing work of the Board
 1. Recruitment
 2. Orientation
 3. Exit interviews
- Structured evaluation and communication with the Superintendent including working relationships with the:
 1. Board
 2. Administration
 3. Community
- The process for requesting information from the administrators
- Review of and understanding of the information in the Board packets
- School email system
 1. Too hard to use
 2. Too slow

Discussion of Selected Topics:

The Board selected topics to discuss from the brainstorming list. Each topic was examined from a variety of factors and perspectives. A set of next steps was determined for each topic. A Board member(s) was selected to lead the follow-up activity.

Topic	Highlights of Discussion	Next Steps	Assigned to:
Review of and understanding the information in the Board packet	<ul style="list-style-type: none"> ▪ Need more time to review the board packets and ask questions ▪ Want to receive the packets by 5 p.m. on the Tuesday before a meeting. ▪ Advantages of moving the delivery date to Tuesday: <ol style="list-style-type: none"> 1. Ask questions on Wednesday and Thursday 2. Administrators can respond to questions on Friday 3. Board members and Administrators do not have to deal with the questions over the weekend. 4. Allows more time for administrators to respond. 5. Having more time to review the responses to the questions benefits all board members. 6. It will make better use of Board meeting time. 	<ol style="list-style-type: none"> 1. Talk with Heidi and Kelly to determine the pros and cons. 2. Develop the best process to achieve the best results for both the Board members and administrators. 	Michael Pierick Melissa Hammann
Board Self-Evaluation related to the <u>process</u> of conducting its business	<ul style="list-style-type: none"> ▪ Desire a process that offers feedback for the board to improve its performance <ul style="list-style-type: none"> - Change the seating arrangement for board meetings so board members can see each other. Consider using a <u>U shape</u>. ▪ Need a formal board orientation process ▪ Desire formal training in techniques for communicating in a professional manner. <ul style="list-style-type: none"> - Treat each other with respect - Disagree respectfully - Support the final board decision once the vote has been taken - Recognize that few issues are black and white. 	Look at several samples of board self-evaluation	Michael Pierick Judy Whalen

Board Self-Evaluation related to the goals set for the school district

- One of the Board’s jobs is to set the goals for the school district.
- The Administration is developing the action steps and outcome measurements
- Need to formalize the process to review progress towards district goals
- Request administrative team report on progress at Board meetings

Talk to Heidi about the Administrative team reporting on progress during Board meetings

Michael Pierick

Structured Evaluation with Superintendent

- Requests highlights from principals during Board meetings to maximize impact with media and visitors
- The formal evaluation process with Heidi should be a closed meeting.
 - It is an opportunity for develop ongoing open communication.
 - Post the meeting notice as “formal evaluation with the superintendent.”
 - Conduct these evaluations at regular intervals – January, May and September
 - Make it a standard operating procedure
 - Research the need to change the current policy.

1. Talk to WASB attorney.
2. Talk to Heidi.
3. Change the policy if needed.
4. Meet with the Superintendent three times per year for formal evaluation.

Michael Pierick

Discussion of Remaining Items

The Board decided that several of the remaining items on the list relate to efficient use of Board meeting time. They felt that topic is critically important and needs the involvement of all board members. It was decided to schedule another session when all members are able to attend to explore that topic.

Approved: _____, Clerk Dated _____
Melissa Hammann

Approved: 11/12/07