

SCHOOL DISTRICT U-46  
ELGIN, ILLINOIS

January 11, 2010

CLOSED SESSION

A meeting of the Board of Education was called to order at 4:47 p.m. at the Educational Services Center, 355 East Chicago Street, Maria Bidelman, Karen Carney, Joyce Fountain, Amy Kerber, Dale Spencer, and Ken Kaczynski. Board Member Donna Smith was not present at roll call (arrived at 5:10 p.m.). Also in attendance were José Torres, Patrick Broncato, Ron Ally, Barbara Bonner, Jim Feuerborn, Karen Fox, Carmen Rodriguez, Greg Walker, and Tony Sanders.

1. Motion by Mrs. Carney, with a second by Mrs. Bidelman, to enter into Closed Session to discuss Individual Student Disciplinary Matters (Suspensions & Expulsions); Pending or Imminent Litigation/McFadden v. U-46; Acquisition or Sale of Real Property; Collective Negotiating Matters Between the School Board and Its Employees; Information Re the Discipline, Performance, Appointment, Employment or Reclassification of an Employee; and Review of Closed Session Minutes. Upon roll call, yes votes: Mrs. Bidelman, Mrs. Carney, Ms. Fountain, Mrs. Kerber, Mr. Spencer and Mr. Kaczynski. No Votes: 0. Motion carried by a vote of 6-0.
  
2. Information re the Discipline, Performance, Appointment, Employment or Reclassification of an Employee. Mr. Kaczynski indicated dates will need to be set for the Superintendent Performance Evaluation and suggested February 8. In addition, the Board will be setting dates for its self-evaluation.
  - A. Discussion/Superintendent's Evaluation. In preparation for the Superintendent's Evaluation, the Board was provided with a packet of information regarding the Superintendent's Performance Goals January 2009 - January 2010. Dr. Torres reviewed the documents included in the packet.

Goal 1: Coordinate the successful implementation and development of the District Improvement Plan.

Top Accomplishments of 2008-2009 were reviewed:

1. **Transitioning to the New Superintendent**
  - 90-day "listening and Learning Plan"
  - Priorities identified and publicized

**2. Community Engagement and Outreach & Two-way communication**

- Superintendent's visits to 800 classrooms; 116 meetings
- New venues for communication:
  - o Employees—new groups, forums, email
  - o Community—Conversations with Dr. Torres, Brown Bag lunches, events
- Board policy: Family & Community Engagement

**3. Academic Progress made**

- 10 schools recognized—State Honor Roll
- ACT scores improved
- Progress made in increasing the number of students in Advanced Placement and number receiving National Career Readiness Certificate

**4. Maintenance of Financial Stability**

- Moody's rating (A2) maintained; Standard & Poors' favorable rating for bond issuances
- Balanced operational budget (6 years)
- New budget model adopted and included greater opportunity for public feedback on the budget (employee forums, two public hearings outside the Board hearing, etc.)
- Board approval of modified accrual

**5. Continued focus on Secondary Reform**

- Raising the bar/rigor of courses
- Middle School Review/Enhancements
- Support for SIP; restructuring
- Two schools reorganized (Larkin High School and Canton Middle School)

**6. Increased Support for Teachers and Improving Instruction**

- Teacher Appraisal Plan
- Teacher Mentor Program
- National Board Certified Teachers

**7. Interventions and Support for Students**

- 10 Boys' Initiative
- Appeal to Drop-outs
- Plans for RtI, PBIS, and AVID
- More schools in Title I

**8. Ongoing Focus on Efficiency of Processes and Procedures**

- ISO 9001 - Continuous Improvement
- Implementations of changes due to audits: Human Resources, Gifted, Academies
- Position control; Payroll transitioned to Human Resources

**9. Refining Systems Approach to Ensure Safety/Security**

- Comprehensive Safety/Crisis Plan
- ConnectED fully implemented
- Response to H1N1 flu

**10. Planning and Preparation for 2009-2010**

- Annual Planning Cycle followed/revised
- Central office reorganization
- New staffing standards; lower class sizes
- Curriculum enhancements
- Capital planning study

**Significant Progress Made to Date 2009-2010**

- **Pillar I. Teaching, Learning, and Leadership**
  - Implementing preK-12 writing curriculum (priority)
  - Increasing access for students to take rigorous courses; increase in AP/Honors (priority)
  - Implementing middle school enhancements (AVID, World Languages, counseling, etc.)
  - Building capacity and coordinating teaching, learning, and leadership via new Teacher Effectiveness Initiatives department (NBCT's, Teacher Mentoring Program, etc.)
  - Developing a curriculum cycle (1.11.10 BOE report)
- **Pillar II. Recognition and Interventions**
  - Implementing targeted interventions/RtI/10 Boys (priority)
  - Supporting elementary schools with new "cluster" organization and oversight
  - Increasing opportunities for schools/principals to share successes and challenges (SIP reports)
  - Recognizing staff and students (i.e., AYP visits, BOE Accent on Achievement, Tefft national award)

- **Pillar III. Operational Excellence**
  - Aligning resources to support student learning (Superintendent's Goal 4)
  - Continuing efforts to maintain financial stability; involving stakeholders in budget reductions
  - Implementing new Teacher Appraisal Plant (TAP) system (priority)
  - Developing strategies in response to the capital planning study recommendations (priority)
  - Exploring performance-based systems and evaluation tools; changing cycle for administrators
  - Continuing focus on school safety; providing more training for staff; PBIS
  - Assessing current status of technology systems
  
- **Pillar IV. Accountability**
  - Establishing benchmarks and targets (priority & Goal 3)
  - Maintaining ISO 9001: 2008 certification; developing operational targets (Goal 3)
  - Developing annual audit cycle to be presented to Board
  
- **Pillar V. Family & Community Engagement**
  - Developing administrative procedures for new comprehensive family/community engagement strategy; working collaboratively with CAC (priority)
  - Continuing community outreach by Superintendent; expanding opportunities for community involvement and input, parental engagement, and input of stakeholders
  - Involving stakeholders in resource development: supporting the foundation; working with staff and partners in grant-seeking
  - Implementing district-wide communications plan; preparing community survey
  - Promoting internally the new Customer Service Standards and strategies

Goal 2: Implement, monitor, evaluate and refine the implementation of the District's Annual Planning Cycle.

Top Accomplishments of 2008-2009 were reviewed:

- Some activities were removed from the Annual Planning Cycle (as they had become either institutionalized or obsolete)
- Some activities were added due to new or changed state deadlines and due to the new priorities
- The target dates presented in to the Board in February 2009 as the "Budget Timeline" (February - October, 2009) were better aligned with the Annual Planning Cycle
- Many activities were moved to an earlier date to ensure more planning time.

#### **Significant Progress Made to Date 2009-2010**

- Annual evaluation scheduled aligned with Board evaluation
- Principals and ESC administrators to expedite the setting of annual goals and documentation
- Annual Planning Cycle has been public - presented to key stakeholders

Goal 3: Establish educational and operational benchmarks and targets.

Top Accomplishments of 2008-2009 were reviewed:

- Development of benchmarks and targets
- Extensive spreadsheet of academic and operational data points for administrative access

#### **Significant Progress Made to Date 2009-2010**

- Academic targets - classroom instruction and student performance set
- Operational targets - increase National Board Certified teachers, increase energy efficiency, increase employee retention
- Assessment - compiling data to align with SIP

Goal 4: Align district resources to support student learning.

Top Accomplishments of 2008-2009 were reviewed:

- Reorganizing of administration, LHS and Canton
- Lowering of class size K-6
- Expansion of Title I funds to more schools
- Middle school enhancements: counselors, AVID, World Language, SWAS
- High school enhancements: focus on increased rigor/AP and honors, academies and AVID

- Increased efficiencies and staffing at state standards
- Focus on teacher support via coaching, leadership at ESC and schools

**Significant Progress Made to Date 2009-2010**

- Establishment of values to be used as budget cuts are considered
- Mid-year budget cuts to reduce the expenditures by \$4.9M
- Hiring of PMA Financial to perform revenue and expenditure projections
- Use of consultant to review staffing process and make recommendations on how to ensure accurate staffing
- Creation of Budget Advisory Task Force to provide feedback to the CFO
- Ongoing opportunities for employees and other stakeholders to contribute suggestions
- Updates provided by Superintendent's messages and weekly emails
- Examination of each vacancy prior to determining the need to hire
- Extensive work with ISBE for the GSA adjustment
- Focus on unfunded mandates with legislators, via website, and emails to community

Discussion followed.

3. Individual Student Disciplinary Matters (Suspensions & Expulsions).
4. Pending or Imminent Litigation.
4. Acquisition or Sale of Real Property.
5. Collective Negotiating Matters Between the School Board and Its Employees.
7. Review of Closed Session Minutes.
8. Motion by Mrs. Bidelman, with a second by Mr. Spencer, to adjourn at 6:35 p.m. Upon roll call, yes votes: Mrs. Bidelman, Mrs. Carney, Ms. Fountain, Mrs. Kerber, Mrs. Smith, Mr. Spencer, and Mr. Kaczynski. No votes: 0. Motion carried by a vote of 7-0.

Approved this 3<sup>rd</sup> day of May, 2010

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President

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Secretary