

BOARD COMMITTEE OF THE WHOLE MEETING MINUTES
May 7, 2007

1. CALL TO ORDER

A Committee of the Whole meeting of the Board of Education of Community Consolidated School District 62 was held in the Forest School Board Room, 1375 Fifth Avenue, Des Plaines, Illinois, on May 7, 2007.

President Brenda Murphy called the meeting to order at 7:20 p.m. Physically Present Board Members: Adams, Duckmann, Imig, Lynch, Murphy, Piskiewicz, and Suriano. Also present: Superintendent Westerhold, Assistant Superintendent for Business Services Shepard, Assistant Superintendent for Instructional Services Nguyen, Assistant to the Superintendent Goodchild, Director of Human Resources Hertel, Director of Information and Instructional Technology Fuller, Director of Community Relations Ward, and James Poskozim.

Absent: None

2. Public Comment

None

3. Board Orientation

- a. Introductions - The board and administrative staff introduced themselves. President Murphy stated that there is governance training available for board members through the Illinois Association of School Boards. She noted that our district adopted a Governance Compact in September 2000 as a method to focus the board's efforts and to separate the roles of the board and administrative staff. Murphy stated that board packets containing the meeting agenda and other pertinent information are delivered to members on the Wednesday prior to the board meeting. Board members should be prepared to participate at the board meeting and if they have any questions on agenda items, they should feel free to contact Dr. Westerhold, or her staff, prior to the meeting. Murphy cautioned members against using email communication to discuss board business because it would be a violation of the Open Meetings Act.
- b. Meet the Cabinet - Dr. Westerhold stated that she, Susan Shepard, Assistant Superintendent for Business Services, Dr. Diep Nguyen, Assistant Superintendent for Instructional Services, Paul Hertel, Director of Human Resources, Matt Fuller, Director of Information and Instructional Technology, and Mindy Ward, Director of Community Relations meet every Monday morning to discuss administrative issues. The Leadership Council, which consists of administrative staff, department heads, and principals, meets once a month primarily about professional development topics.
- c. Instructional Services - Dr. Nguyen highlighted the curriculum and school report card areas of the website. She reviewed the curriculum review process that is performed every two years and the annual School Improvement Plans. She also briefly reviewed the English Language Learners and Special Education programs.
- d. Business Services - Ms. Shepard stated that business services supports our main goal of providing instruction to the district's children and showed the business services areas of the website, particularly highlighting the 2006/2007 budget.
- e. Human Resources - Mr. Hertel demonstrated the online employment application system from both the applicant and reviewer's viewpoint. All applicants are required to submit an application for employment through the district's website.
- f. Information and Instructional Technology - Mr. Fuller provided information on the updated website and called attention to the recently added school board policies, which features a searchable database.

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- g. Community Relations - Ms. Ward provided a brief review of basic public relations rules that reminded the board of their public role within the community.

4. Questions

Dr. Westerhold stated that she welcomes questions from board members at any time. President Murphy noted references to the Maine Township Special Education Program (MTSEP) and Low Incidence Cooperative Agreement (LICA) and provided a brief explanation of both programs. Board members thanked the staff for providing such a comprehensive overview of district operations.

5. ADJOURNMENT

President Murphy adjourned the meeting at 9:06 p.m.

Brenda Murphy, Board President

Margaret Goodchild, Secretary to the Board