



Board of Education – Board Officers Meeting

Friday, July 20, 2012

Board Room, District Administrative Offices

4:00 P.M.

MINUTES

Call to Order

Mrs. Cain, president of the board, called the meeting to order at 4:00 P.M.

Roll Call

Members Present: Donna Cain, Jay Irvin, Sharon Kucik

Members Absent: None

Others Present: Scott Helton

The meeting was called to order at 4:00 P.M.

Transition Plan/Superintendent Designee Goals Review

Review of documentation reflecting the transition activities for the 2011-2012 school year. The administration reviewed the attainment of the Superintendent Designee Goals associated with the transition.

2012-2013 Board Officers Calendar

A discussion was held regarding the Board Officers Meeting Calendar for the remainder of the first semester. In order to ensure constant and continuous communication, the meeting schedule will be more frequent than it has been in the past, especially for the first semester. We will meet in September, November, and January.

Personnel Updates

The administration shared an update regarding the status of the interview process for the positions of the Board/Superintendent Secretary, the Director of Technology Teaching and Learning and the .8 Instructional Technology Coach positions at each building. The administration also proposed supporting the position of School Communications Coordinator for the first semester of the 2012-2013 school year at one building.

Proposed Job Classification Study

The administration shared a pending proposal regarding the employment of a third party to conduct a Job Classification/Position Description Study for our classified staff positions. The goal of this study would allow us to determine the validity of current position descriptions and job classifications. We have not conducted any kind of work in this area for over a decade. This work will allow for the creation of updated job descriptions which would reflect changes in job responsibilities that have changed/evolved over several years. This work will drive future training programs to build capacity for our staff and the development of evaluation instruments associated with current job descriptions. The ultimate goal of this study would be to ensure that the placement of positions in classification categories is appropriate and reflects equity. The proposal will go to the full board in August.

Server Space Request

The administration discussed a request to upgrade our server that will add storage capacity and is part of the refresh cycle for technology equipment. The cost is expected to be around \$60,000 and is included in the 2012-2013 tentative budget, multiple quotes and /or the state purchasing contract will be considered for this purchase. It was agreed to take this to the full board in August.

Residency Verification Up-Date

The administration provided an update regarding the residency verification process at each building. Over 2,800 verifications have been conducted district wide.

Future Board Meeting Agenda Items

The administration shared a proposal for topics to be shared in the Educational Focus session of the Board of Education Meetings during the 2012-2013 school year. If you have any questions or thoughts on this, please let me know.

Educational Focus-Recommendations 2012-2013

August

Overview of plan for the year - school improvement
AYP analysis if we have it
Summer School report
(August Graduation –August 27, 2012)

September

English department showcase - writing rubric and follow up from RCD training
NCLB update - we should know at this point if we got the waiver and what the requirements will be

October

Math department showcase

November

ACHIEVE program update
New Course Proposals
Review of Joint Board Meeting from November 7, 2012

Educational Focus Recommendations - continued

December

Business Focus—One meeting in December

January

Instructional Technology and Coaching showcase
Registration update
Resource Period Review

February

Teacher Evaluation update - gearing up for SoHD list

March

Dropped courses and program changes

April

RCD update
Rising Star and progress monitoring update

May

PBIS/SEL intervention update
Behavior Interventions

June

TBD

Focus For the 2012-2013 School Year

We reviewed the administrative focus for the 2012-2013 school year as being centered around the three A's of **A**chievement (for all students) **A**ccountability (as per PERA/Senate Bill 7—Accountability for principals and teachers per the new principal and teacher evaluation processes) and **A**lignment (aligning every course that is taught in our district and every assessment that is given in our district to the Common Core Standards).

We are working with the Doug Reeves Group—"The Leadership and Learning Center" to provide support, training and capacity building for our leaders and our teachers. They will conduct their first leadership training session (Rigorous Curriculum Design) on August 7th and 8th with our Joint Leadership Team at the District Office. Five leaders from District 48 will join us as we work to align our curriculum to the Common Core Standards. We will be working with the Leadership and Learning Center throughout the year to align our curricula to the Common Core Standards. This work will be critical as we continue to develop and modify assessments that are aligned to the Common Core Standards and eventually play a role in the teacher evaluation process.

Facilities Update

The administration shared proposals or issues concerning facilities including: Proposed renovations of the baseball field at Willowbrook and the setting up of a meeting between Bovis, Wight, District 88 and our attorney regarding the request of Bovis to close out the BTF project. We feel that we are not ready to close out and worked on a plan with Wight and Bovis Lend Lease to complete work that is still not finished.

OTHER

The administration provided updates on a variety of topics including a recent student illness, parent complaints and the administration's response to a question that was raised regarding a youth sports program coach. The board officers also shared information that they had received from residents in Villa Park regarding inquiries and public statements about the possible interest of DuPage High School District 88 in collaborating on an indoor pool project in Villa Park.

Adjournment

The meeting was adjourned at 5:20 P.M.

President, Board of Education

Secretary, Board of Education

Attest: _____
Date