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**MEETING OF THE GOVERNANCE COMMITTEE
IOWA CITY COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
509 S. DUBUQUE STREET, IOWA CITY, IA 52240
FRONT OF BOARD ROOM
MONDAY, FEBRUARY 28, 2011 10:30AM**

1. Approve January 28, 2011 minutes ([Enclosure 1](#))
2. Process of Engaging Board Attorney
3. Follow up to Charney Associates Retreat
 - a. Next steps to ends policy development
 - b. Next steps to monitoring reports and other reports to the board
 - c. Adjustments to board meeting agendas to allow time for ends and monitoring discussions
4. Agenda Setting



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**MEETING OF THE GOVERNANCE COMMITTEE
IOWA CITY COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS
FRIDAY, JANUARY 28, 2011 @ 9:00AM**

MINUTES

Present: Gayle Klouda, Toni Cilek, Tuyet Dorau, Becky Furlong, Ann Feldmann

Approve Minutes of the November 23, 2010 Minutes

The minutes of the November 23, 2010 meeting were approved.

Review Committee Charter Language

The committee reviewed all committee charter language. It was decided to recommend several changes to each charter. These will be put on the agenda at the next February Board meeting. (Enclosure 1)

Discuss Option of Board Orientation Committee

The Board charge was for the governance committee to discuss the possible addition of a Board Orientation Committee. Tasks to be performed by such a committee could include conducting forums to inform potential Board candidates of the nature of board work and board governance principles, more in-depth orientation of new directors following board elections and maintenance of the board orientation handbook. The committee will recommend instead that orientation of board candidates be included in the Communications Committee charter and orientation of newly elected directors and maintenance of the handbook be in the charter of the Governance Committee. This is reflected in the changes to charter language noted in Enclosure 1.

Participation by the Public at Board Meetings

The committee reviewed the language used at Board meetings during the public comment section and compared it to the requirements of the Board's policy regarding participation by the public. Recently, Board agendas have carried the following language to be addressed to the audience by the President: "If more than 5 people request to speak on the same topic the Board reserves the right to choose 2 delegates to speak on your behalf." The committee noted that this is not stipulated in board policy and questions if it would be preferable to use language that is more consistent with the Board policy requirement stating: "The time for community comment is limited and set by the Board President." Additionally, it was noted that our current practice is to limit public comment to verbal comment and to not allow multimedia presentations. The committee will recommend that the policy be modified to reflect this practice. A change in policy will be presented for first reading at the next February Board Meeting. (Enclosure 2).

Review of Charney Associates Retreat

The committee discussed follow up to the Board retreat. Klouda noted three areas to look at:

1. Ends Policy Development next steps
2. Monitoring Reports next steps – including a review of current MIS Reports –The committee discussed concern for staff time in preparation of reports.
3. Agenda modifications to allow sufficient time to focus on Ends Policies and monitoring which are the primary functions of the board. The committee discussed the time spent on reports by directors on board committee meetings and on outside district and community meetings. In the future such reports might be submitted in writing with agenda time limited to items that require Board discussion or action.

No decisions were made regarding recommendations to the board. This agenda topic will be placed on the next agenda for further discussion.

Agenda Setting

The following items will be placed on the next agenda

- Retreat follow up
- Attorney contact

The committee discussed the possible need for a workshop on Superintendent Evaluation. Several directors have had little or no experience with the board's evaluation process. It was decided that there is not sufficient time to hold a separate meeting. The Governance Committee has developed documents that will assist the board during the process. Klouda volunteered to edit/review these guidelines and distribute and review them with directors in an introductory portion of the evaluation session.

The meeting adjourned at 11:01am.

Enclosure 1

Appendix 8

Charter for ICCSD Governance Committee

PURPOSE:

The purpose of the ICCSD Governance Committee is to insure that the district governance policies remain current and relevant for providing direction to the Board and Superintendent in achieving the mission of the Iowa City Community School District.

ACCOUNTABILITY:

The committee will be accountable to the Board of Directors. Although the committee will be expected to identify changes needed as outlined in the responsibilities, all changes must be reviewed in regularly scheduled Board meetings and approved by the Board.

RESPONSIBILITIES:

- 1 To lead the process for continuously reviewing and renewing the district governance policies.
- 2 To assure that the Board and Superintendent 1) are adequately trained on the policies and their intent; and 2) follow the policies.
- 3 To assure that information is readily available to the public that explains the policies and their intent.
- 4 Orientation of newly elected directors and maintenance of a director orientation manual.

PROCESS:

Membership:

The committee will be renewed in the fall of each year. ~~The committee will be renewed each year during the Board retreat that follows the September board election.~~ The committee will consist of three Board members. Ideally, the committee will include both experienced and new Board members. The membership intent is to 1) provide Board continuity; and 2) to educate new Board members about the governance process. The Superintendent will appoint from the administrative staff an ex officio member of the committee.

Meetings:

The committee will establish its meeting schedule.

Duration:

The committee will be a standing board committee.

Charter for ICCSD Communication Committee

PURPOSE:

The purpose of the ICCSD Communication Committee is to facilitate the dissemination of information to the stakeholders of the school district and allow for feedback from the community. foster board communication to and from the community.

ACCOUNTABILITY:

The committee will be accountable to the Board of Directors. Although the committee will be expected to make recommendations to the board concerning items outlined in the responsibilities, all actions must be reviewed in regularly scheduled Board meetings and approved by the Board.

RESPONSIBILITIES:

1. To facilitate discussions and public forums as needed
2. To facilitate the provision of news releases to the media regarding the board's focus
3. To organize new board members' orientation. To educate the community regarding Board function and responsibility including but not limited to a formal information session for potential Board candidates.
4. To provide input to the district's web site as needed

PROCESS:

Membership:

The committee will be renewed in the fall of each year. The committee will be renewed each year during after the Board retreat that follows the September board election. The committee will consist of three Board members. Ideally, the committee will include both experienced and new Board members. The Superintendent will appoint from the administrative staff an ex officio member of the committee.

Meetings:

The committee will establish its meeting schedule.

Duration:

The committee will be an ongoing standing board committee.

Charter for ICCSD Legislative Committee

PURPOSE:

The purpose of the ICCSD Legislative Committee is to advocate the interests of the board with legislative bodies and provide opportunities for communication between the board and legislators.

ACCOUNTABILITY:

The committee will be accountable to the Board of Directors. Although the committee will be expected to make recommendations to the board concerning items outlined in the responsibilities, all actions must be reviewed in regularly scheduled Board meetings and approved by the Board.

RESPONSIBILITIES:

1. To stay informed of current and upcoming legislation that affects the work of the board.
2. To have regular contact with legislators and schedule contact opportunities for the board as a whole.
3. To advocate the interests of the board with legislative bodies.
4. To provide updates to the board regarding Iowa Association of School Boards (IASB) and Urban Education Network (UEN) legislative priorities.
5. ~~To coordinate the lobbying activities of the board.~~
6. To provide a complete report of the legislative outcomes at the board meeting following the close of the legislative session.
7. **Develop legislative priority recommendations.**

PROCESS:

Membership:

~~The committee will be renewed in the fall of each year. The committee will be renewed each year during the Board retreat that follows the September board election. The committee will consist of two to three Board members or more Board members. The committee is encouraged to have a member of district administration involved with its work. The Superintendent will appoint from the administrative staff an ex officio member of the committee.~~

Meetings:

The committee will establish its meeting schedule.

Duration:

The committee will be ~~a an ongoing~~ **standing** board committee.

Charter for ICCSD Finance Committee

PURPOSE:

The purpose of the ICCSD Finance Committee is to provide the Board with pertinent information and recommendations regarding district finances and the Board's role in oversight of budgetary issues.

ACCOUNTABILITY:

The committee will be accountable to the Board of Directors. Although the committee will be expected to perform the duties as outlined in the responsibilities, all Board financial decisions must be reviewed in regularly scheduled Board meetings and approved by the Board. The committee will not act to help or advise the staff or to conflict with authority delegated to the Superintendent by the Board.

RESPONSIBILITIES:

1. To lead the process for continuously reviewing the district's financial condition and processes.
2. To assist the Board in becoming adequately trained and informed regarding district financial issues.
3. To assist the Board in its role of providing financial oversight.
4. To assist the Board in providing information to the public regarding the district's financial condition and financial decisions.

PROCESS:

Membership:

The committee will be renewed in the fall of each year. The committee will be renewed each year during the fall Board retreat. The committee will consist of two to three Board members. The Superintendent will appoint from the administrative staff an ex officio member of the committee.

Meetings:

The committee will establish its meeting schedule.

Duration:

The committee will be an ongoing standing Board committee.

Enclosure 2

PARTICIPATION BY THE PUBLIC AT BOARD MEETINGS (LEVEL 1):

It shall be the policy of the Board to provide opportunities for public participation in open meetings of the Board. It is generally expected that public participation is a time for community input and not a discussion with the board. It is also expected that members of the public and the Board will address each other with civility and respect. **Input is limited to verbal comment. Multi-media presentations, placards or signs are not allowed.**