



Iowa City Community School District

Educational Services Center

Stephen F. Murley Superintendent of Schools

509 South Dubuque Street • Iowa City, IA 52240 • (319) 688-1000 • Fax (319) 688-1009 • www.iccsd.k12.ia.us

**MEETING OF THE GOVERNANCE COMMITTEE
IOWA CITY COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
509 S. DUBUQUE STREET, IOWA CITY, IA 52240
SECOND FLOOR CONFERENCE ROOM
THURSDAY, SEPTEMBER 8, 2011 8:15AM
AGENDA**

1. Approve February 28, 2011 minutes ([Enclosure 1](#))
2. Compliance Report for Ends Policies
3. Consultant's Suggested Changes to Committee Charter Language
4. Future Work of the Governance Committee
5. Agenda Setting



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

MINUTES

Present: Toni Cilek, Tuyet Dorau, Gayle Klouda and Steve Murley

Call to order: 10:43am

Approve January 28, 2001 Minutes

Minutes of the January 28, 2011 meeting were approved.

Process of Engaging Board Attorney

Klouda reported on a request from Board legal counsel, Kirsten Frey, to consider protocol of how the Board engages her services. Kirsten Frey expressed concern as her obligation is to the Board as a whole and not to each member individually. She cannot keep anything from an individual Board member confidential from the rest of the Board.

Murley reported this is a concern on both the Board and administrative level as there is no system in place as to who can and cannot make direct contract with the District attorney.

The committee discussed ideas for protocol for engaging the Board attorney. They expressed the need to clarify the process with an understanding of the Board once the protocol is set. The committee was in favor of separate representation for the Board and administration. The Board could maintain Kirsten Frey and the administration could find attorneys that represent their specific needs. The committee discussed who should be allowed to engage Board attorney services. The committee agreed there should be consensus by the Board before there is any attorney contact. Kirsten Frey should ask any individual Board member who contacts her if it is a request from the Board as a whole and if not she should not counsel. If an issue arises between Board meetings that cannot wait for the next Board meeting to get Board consensus, the Board president, vice president and/or superintendent can advise on whether it is ok to seek legal counsel. The committee discussed that most issues should be directed towards the superintendent who would go to legal counsel with concerns. In a situation where the issue involves the superintendent there should be a closed session to discuss. The committee will present the protocol to the Board for consideration.

Follow Up to Charney Associates Retreat

Next steps to ends policy development

At the last meeting the committee discussed next steps for engaging ownership for input on ends policy development. Murley suggested K-12 Insight as a service to use for surveying owners. The committee inquired of a timeline, mechanism for Board input, and of what input the Board will have to ensure the

information is appropriate for making ends policy decisions. Murley suggested a community engagement process of targeted focus groups to take place in the fall. Each group would be asked the same questions and an analysis of answers could be performed. The process would start in the fall and could take until January before the information is ready to be presented. Klouda stated that the process fits well with the Carver model. The process affords the opportunity to take work already done, bridge the gap on a long term basis, and shows the district is looking ahead. The committee discussed what the Board should do between now and fall and determined a work session would be beneficial to allow Murley to give background and explain the process. The committee will back Murley's plan for community engagement as a next step and present the process to the Board.

Next steps to monitoring reports and other reports to the Board

Murley outlined the process he will use to revise the MIS schedule. The intent will be to set reports on a quarterly basis so the Board will know what to expect and when. Different administrators will be responsible for different reports that pertain to their specific departments. The committee discussed what reports could be given in written format and what reports should be presentations. Murley stated the monitoring reports would be more detailed and areas would be highlighted in presentations. Klouda stressed that compliance data was not the only data needed but suggested that the Board continue to receive compliance reports at least in writing. She encouraged continued Board input in the Ends Policy Report, Safety & Climate Report, Capital Projects Status Report and the SFIP. The committee discussed that some reports could end up being appendices to other reports. Murley will work with administration to develop their interpretation of the areas and the committee will recommend to the Board that Board committees reserve space on their agendas to have Murley bring his interpretation to the committees for clarification.

Adjustments to Board meeting agendas to allow time for ends and monitoring discussions

The committee discussed ways to revise the Board agenda to allow more time for ends policy and superintendent limitations discussion. The committee discussed the possibility of setting the second Tuesday of the month for ends policies and the fourth Tuesday of the month for superintendent limitations and compliance. The committee also discussed changing the committee meetings to the second and fourth Mondays or Wednesdays of each month instead of having them on the same night as a Board meeting. The committee discussed having community liaison reports in writing only, moving the ICEA up on the agenda to report after student representatives, and adding the Foundation to give monthly reports. The recommendations will be presented to the Board.

Agenda Setting

- Appendix 9 changes
- Board Orientation/Handbook Review
- Approve minutes of February 28, 2011 meeting
- Agenda setting

Meeting adjourned.

