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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 has expressed two potential problems with individual board members engaging her services. One is that she is the boards' attorney so her confidentiality obligations run to the board as a whole. She is concerned about the requirement that she keep something secret or confidential from other Board members who are all representatives of her client. Second, she doesn't want one board member to feel that she is being used as a weapon against them personally. Her job is to represent the Board as a whole and while that may necessarily entail being critical of the actions of an individual board member on occasion, she does not want to be perceived as taking sides between individual board members. Klouda added that another concern for directors should be the cost of legal services and the ability of any director to incur expenses for the district.

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.

Klouda suggested the board could instruct Kirsten to use her judgment when contacted by individual directors. She would be at liberty to provide a legal opinion directly to the director individually if she deemed this in the best interest of the district and board or she could instruct the director to work through the board or the administration first. The committee decided to recommend to the board that there should be consensus by the Board before the attorney is contacted. 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. However, if an issue arises between Board meetings that cannot wait for the next Board meeting, the Board president, in consultation with the vice president and superintendent should be authorized to seek legal counsel without the input of the board.

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 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 and for the board to give input to the information needed to develop ends policies. The committee will recommend the board follow these next steps for community engagement.

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. She suggested that the Board continue to receive reports intended to provide background information regarding district operations but that these might be given in writing. She noted also that some current monitoring reports were developed with considerable input from the board (e.g. Safety & Climate Report, Capital Projects Status Report and the SFIP). The data collected for these reports is used to create trend lines. Klouda requested that changes in the data collected be approved by the board to avoid inadvertent disruption in trend line information. The committee discussed that some reports could end up being appendices to other reports. Murley will work with administration to develop their interpretation of policy requirements. The committee will recommend to the Board that Board committees reserve space on their agendas to have Murley bring his administrative interpretations of board policy to the committees for clarification. In other words, the first tennis match, in Jim Hyatt's terminology, would be played out in committee.

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 and committee reports in writing except for items that require board action or discussion. It was also discussed that the board might consider moving the ICEA back up on the agenda to report after student representatives, and adding the Foundation to give monthly reports in lieu of having the board rep present a report. 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