

**HAMILTON COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO.328**  
**MINUTES OF SPECIAL BOARD RETREAT MEETING**  
**NOVEMBER 3, 2011**

The Hamilton Board of Education held a Special Board Retreat Meeting, for goal setting and planning, on Thursday, November 3, 2011 at 5:30 p.m. in the old Jr./Sr. High School library area.

**CALL TO ORDER**

On roll call the following Board members answered present: Bliss, Dorethy, Gregory, Huls, Schilson, Starr, and Summers. Seven members were present. None were absent.

Others present were: Mr. Joe Yurko, Larry Dirks (ISBE Field Representative), Eric Bryan, Ron Gilbert, and Carol Mullens.

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

Larry Dirks, ISBE Field Representative, presented information and led the meeting.

**NOURISHMENT, INTRODUCTIONS, OVERVIEW & EXPECTATIONS**

- Who is around the table?
- What do you hope will happen tonight?
- What are district ends?
- What work have you done? Why?

The meeting began with pizza and introductions around the table. The board members talked briefly about what they hope will happen tonight.

Mr. Dirks asked them to think about district vision, focus and planning. What is goal setting? It is a process, not an event. What does a school board do? It governs. He discussed the Principles of Effective Governance.

1. The board clarifies the district purpose.
2. The board connects with the community.
3. The board employs a Superintendent.
4. The board delegates authority. No one person has the authority to act alone. They need a consensus of the board to delegate authority.
5. The Board Policy Manual is delegation of authority.
6. The board monitors performance and sets goals.
7. The board takes responsibility for itself.

What are district ends? Boards focus on ends. Means vs. ends. Graduation is an end. Detecting ends. What do we value?

Core values and beliefs – Mission – Vision - Goals

What is important to us? What benefits are we trying to provide? What do we have to do to make our goals come true?

**UNDERLYING VALUES AND BELIEFS**

Small group work to uncover & articulate the underlying values and beliefs that will guide goal setting and decision making:

- What do we value and believe about:
  - Students and learning?
  - Teachers and teaching?
  - About the responsibility of the school to the community and vice-versa?

Mr. Dirks conducted a small group workshop to uncover and articulate the underlying values and beliefs that will guide goal setting and decision making.

Students and learning:

We are preparing our students for a successful future. We are to provide educational, extracurricular, and vocational choices. All students and learning should occur in a safe, positive environment. We should continue to improve learning with available resources.

Teachers and teaching:

We believe teachers are motivated to teach and perform to the best of their ability and continue to grow and develop professionally. Teaching should meet the needs of every student within a respectful, creative and innovative environment.

About the responsibility of the school to the community and vice versa:

District and community relations:

We believe there should be an open line of communication between the schools and members of the community. Schools should reflect the needs of the community. Collaboration with the community to provide a safe, positive learning environment. Any structural changes in our district need to be managed with communication between the board, administration and community.

## **REVISITING MISSION**

- Clarifying the meaning of the district's mission statement. Does the mission statement accurately reflect our unique purpose? Does it answer, in the broadest sense, the question "What benefits will be provided for our students?"

Mr. Dirks stated that we need to set goals and find results. Define what success is. What are the ends we are after? This should be a yearly process and needs to be reviewed.

## **IDENTIFYING & DISCUSSING "WHAT IS"**

S.W.O.T. activity (Strengths, Weaknesses, Opportunities, Threats) – Come prepared with whatever data is available – as well as impressions and opinions – about these areas:

- Student achievement
- Programs/services/curriculum
- Facilities & physical plant
- District financial condition
- Community/district relations

Student achievement:

Positive: We are preparing our students for college and the workplace. Student achievement is high. Culture of respect.

Negative: Average and below average students struggle with the curriculum.

Programs/services/curriculum:

Positive: Strong program offerings. Dual credit courses. Co-teaching curriculum. Vo-tech opportunities. Quality staff/development. IT. Fine Arts. Science program opportunity.

Negative: Co-op arrangement; Athletics and Macomb Special Education. Declining enrollment. Math offerings. Extracurricular opportunities.

Facilities & physical plant:

Positive: Nicely sized & well maintained facility.

Negative: Need updated heating system. Gym floor. Restrooms. Parking lot. Energy efficiency.

District financial condition:

Positive: Good district website. Majority of community seems happy. Communication between administration and city are great.

Negative: Communication can be a struggle. Declining enrollment. Trust in consolidation decisions?

Community/district relations:

Positive: District is financially stable. Our current tax base supports our needs.

Negative: Family eco. Reduced students. Higher wages. All threaten our secure future.

Mr. Dirks talked about organizing our goals. We need to prioritize goals. What is most important to us?

He will put together a plan to condense last years goals into an organized brochure for our school district.

The community will be able to see what we do. Monthly decisions should be linked to our ends.

### **SET DATE FOR NEXT MEETING**

A motion was made by Summers and seconded by Schilson to set the next goal setting meeting date for Wednesday, November 9, 2011 at 6:30 pm in the old Jr./Sr. High library area. Roll call: Bliss, yes; Dorethy, yes; Gregory, yes; Huls, yes; Schilson, yes; Starr, yes; Summers, yes. Motion carried: 7-0

### **ADJOURNMENT**

A motion was made by Summers and seconded by Schilson to adjourn the meeting. Roll call: Bliss, yes; Dorethy, yes; Gregory, yes; Huls, yes; Schilson, yes; Starr, yes; Summers, yes. Motion carried: 7-0

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Craig Huls, Board President

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Matthew Starr, Board Secretary

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Carol Mullens, Recording Secretary

**HAMILTON COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO.328**  
**MINUTES OF SPECIAL BOARD RETREAT MEETING**  
**NOVEMBER 9, 2011**

The Hamilton Board of Education held a Special Board Retreat Meeting, to continue goal setting and planning, on Wednesday, November 9, 2011 at 6:30 p.m. in the old Jr./Sr. High School library area.

**CALL TO ORDER**

On roll call the following Board members answered present: Dorethy, Gregory, Huls, Schilson, Starr, and Summers. Six members were present. Bliss was absent at the beginning of the meeting. Others present were: Mr. Joe Yurko, and Carol Mullens.

**SETTING THE DISTRICT'S DIRECTION – DEFINING VISION**

- Vision statements should be a word picture of what you want to look like in the future. Start with , “Our district will...”. Think “end results” rather than activities. To get at results keep asking the question, “Why? Why do we want to do that activity?”
- Review and/or organize current goals.

**CORE VALUES AND BELIEFS**

Mr. Yurko reviewed the Core Values and Beliefs of the last meeting notes regarding students and learning, district/community relations, and teachers/teaching process. The entire discussion should be distilled into a few core values that are reflective of all groups and adopted into policy.

Rebecca Bliss entered the meeting at 6:37 pm.

**MISSION REVIEW**

Based on our beliefs, our mission clarifies our unique purpose by trying to answer the question: “What benefits do we want to provide and to whom are we trying to provide those benefits? And at what cost?” Mission tells us why we need to make this journey.

The Board members worked on redefining the Hamilton School District #328 Mission Statement.

**WHAT ARE OUR PRIOTITIES?**

- Prioritize goals by considering the question, “At what cost?”
- Double Weight Priority Exercise

**S.W.O.T. ANALYSIS**

Mr. reviewed the S.W.O.T. Analysis from the last meeting and the board discussed the positives and negatives of Community/District Relations, Financial Condition, Programs/Curriculum/Services, Facilities/Physical Plant, and Student Achievement.

**WHAT NEXT?**

- Agree on next steps
- Action teams?

The Board worked on goal areas, vision and indicators for Student Achievement/Programs, Finances, Organizational Culture/Effectiveness, Facilities, Community Engagement.

**ADJOURN**

A motion was made by Schilson and seconded by Summers to adjourn the meeting. Roll call: Bliss, yes; Dorethy, yes; Gregory, yes; Huls, yes; Schilson, yes; Starr, yes; Summers, yes. Motion carried: 7-0

President Huls declared the meeting adjourned at 10:20 pm.

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Craig Huls, Board President

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Matthew Starr, Board Secretary

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Carol Mullens, Recording Secretary