

**Oak Park River Forest High School  
201 N. Scoville  
Oak Park, IL 60302**

**Strategic Plan Steering Committee Minutes**

Dr. Isoye opened the Strategic Plan Steering Committee meeting at 7:00 p.m., on October 1, 2012 in the Staff Café of the OPRFHS, 201 N. Scoville, Oak Park, Illinois.

Members:

Nina Allen, Thrive Counseling Center	Dana Limberg, OPRFHS
Dr. Allan Alson, Facilitator	Sophia Lloyd, OPRF Community Foundation
Jan Arnold, Park District of Oak Park	Pat Maunsell, Facilitator
Marge Balchunas, OPRFHS	Melanie McQueen, Parent
Dee Brennan, Oak Park Public Library	John Messina, APPLAUSE
Mary Jo Burns, Ascension School	Kerry Nelson, PTO/P4SS
Leah Carlin, OPRFHS	Carolyn Newberry-Schwartz, Collaboration for Early Childhood
Dick Chappell, River Forest Community Center	Sharon Patchak-Layman, OPRFHS
Aleta Clardy, Community Member	Jan Pate, YMCA
Anthony Clark, Community Member	Regina Peterson, OPRF Scholarship Foundation.
Dr. Edward Condon, River Forest Elementary Schools	Phil Prale, OPRFHS
JP Coughlin, OPRFHS	Janice Pyrcce, Citizens' Council
John Duffy, Community Member	Bobbie Raymond, Alumni Association
Valerie Fisher, OPRFHS	Dr. Albert Roberts, OP Elementary Schools
Joyce Gajda, OPRFHS	Latroy Robinson, Student
Kathryn Gargiulo, OPRFHS	Nathaniel Rouse, OPRFHS
Nancy Guarino, Community Member	Anna Schaidler, Roosevelt PTO
Dr. Tina Halliman, OPRFHS	Steve Schwartz, OPRFHS
Sheila Hardin, OPRFHS	Carollina Song, Gwendolyn Brooks PTO
Nancy Heezen, OPRFHS	John Stelzer, OPRFHS
Burcy Hines, APPLE	Jessica Stovall, OPRFHS
Maria Hoyer, Community Member	Karin Sullivan, OPRFHS
James Paul Hunter, OPRFHS	Drew Swope, Student
Dr. Steve Isoye, OPRFHS	Rick Tanksley, Oak Park Police Department
Stephanie Jackson, Community Member	Jane Townsley, Parent
Mary Johnson, Student	Mark Trinkka, Hephzibah
Kris Johnson, OPRFHS	Alysa Wallace, OPRFHS
Grace Kavinsky, Student	Brenda Jones Watkins, Triton College
Ray Kennelly, Dominican University	Kimberly Werner, Supported Education Association
Kathy Kern, Parenthesis	Cathy Yen, BOOSTERS
Larry Landfair, Community Member	

Members not present: John Duffy, Aleta Clardy, and Stephanie Jackson, community members; Burcy Hines, APPLE; Jan Arnold, Park District of Oak Park; Sheila Hardin, OPRFHS, Dr. Albert Roberts, Oak Park Elementary Schools; John Landfair, Community Member; Carolyn Newberry-Schwartz, Collaboration of Early Childhood Care and Education; Kerry Nelson of P4SS; and Brian Reilly, OPRFHS.

Visitors included Ronald Clark; Diana Rosenbrock of the Collaboration of Early Childhood Care and Education; and Laura Hardwick of P4SS.

Dr. Isoye welcomed all, acknowledging their commitment to this process. He then reported that the Board of Education had hired Dr. Allan Alson to facilitate the Strategic Plan process. Dr. Alson was a former high-school teacher and principal, the superintendent of Evanston Township High School from 1992 to 2006, the founder of the Minority Student Achievement Network, of which OPRF is a founding member. Currently, he is a consultant for the Panasonic Foundation, where he works with school districts on strategic reform, and working as a consultant with District 200 for the past two years, facilitating Board of Education retreats.

Dr. Alson then asked the members to think out of the box (visionary thinking), be honest, share each other views, learn from one another, and adhere to the following norms.

- |   |                             |
|---|-----------------------------|
| 1) Be actively involved                     | 5) Do not interrupt         |
| 2) Be full present – No cellphones or email | 6) No sidebar conversations |
| 3) Respect one another’s opinion            | 7) Immediate future         |
| 4) Monitor Your Own Air Time                | 8) Act as a collective body |
|   | 9) Keep an open mind        |

The Board of Education will be asked to approve a report in May. Dr. Alson welcomed and acknowledged the members’ volunteerism, e.g., their time, their energy, their thoughts and passion for the current and future students of OPRFHS, specifically acknowledging the student participants. Dr. Alson introduced Pat Maunsell, who will work with him on this process, and spoke about her background.

After the spokesperson at each of the tables introduced his/her tablemates, they shared comments about what they hoped the strategic plan could accomplish, what they wanted to address, etc.

- Keep students in class/no suspensions
- Provider smoother 8 to 9 transition
- Seek K-12 curriculum
- Address safety issues
- How can the high school serve students? How can it prepare for shifts in dynamics? What will education look like in the future, i.e., technology, etc.? How can OPRFHS be the best high school in the state?  
Allow everyone, both internally and externally, to have a voice in guiding the future
- Allow a connection with the community
- Develop a good plan to lead the organization
- Develop a roadmap that will 1) allow all students develop their full human potential and have the experience of wellbeing; 2) eliminate racial predictability in test scores, 3) allow conflicting voices a way to work together; 4) be a reference when difficult decisions need to be made; and 6) a plan for the future

- Recognize the importance of the continuum of resources in both communities and the link between the strategic plan to both the villages and to the associate districts; place the resources where they need to go
- Provide stability and focus
- Reconnect with some of the great OPRFHS traditions
- Ensure the connection of the high school with the library
- Education of the Steering Committee members as to what is occurring at the high school

Dr. Alson shared the slides that he had presented to the faculty in August 2012 about the strategic planning process, the goals, and the challenges, etc. The slides will be posted on the website for review as well.

The Strategic Plan will address equity/disparities, academic achievement, school climate, adult and student interactions, attendance, discipline, social emotional learning, organizational health, operations, such as Finance, Human Resources, Buildings and Grounds, communications, etc.

The District already has standing committees on various items, including facilities, so the Steering Committee members will have more time to consider other things.

Transparency of the Committee's work will include the taking of minutes and reporting to the Board of Education. Dr. Alson will present a progress report to the Board of Education five times during this process and he welcomed the members to attend those presentations. The October 16 report will include structure and planning. The second report is scheduled for Thursday, November 15. Stakeholder involvement will include the Steering Committee, survey and focus groups, task forces and subcommittees. The Steering Committee will meet almost every other week until February and then the goal will be to meet once per month. It will define broad-based goals to shape the plan. The members are the emissaries for their representative groups and two-way communication with their groups is important. Ms. Maunsell and Dr. Alson will facilitate focus groups in October and November for students, faculty, staff, and the administration. They will facilitate focus groups with the community in November and December, either prior to this meeting, and on Saturdays.

The purpose of the broad-based Steering Committee is to give oversight to the process by helping to defining the current state through data collection and study, focus groups, and surveys, defining the preferred state, building the mission, vision, core values, theory of action, determining the goals and action plans through task forces, assembling the plan, and implementing the plan through various committees.

A List Serve of email addresses will be created. Members were asked to complete the blue cards so that the District had the most current and complete contact information. Agendas will be forwarded to them. Dr. Alson and Pat Maunsell will provide their email addresses.

Future Committee Dates Are October 17, 29, November 5, 19, December 3, 17, 2012, and January 7 and 14, 2013.

A question and answer session ensued.

Q. Will the plan address what is believed to be the institution's role is in the community?

- A. Yes, as OPRFHS is touched by everything and everyone, from parents to economic health.
- Q. What will education look like in 2020? What steps does the District need to take to be au currant? If this plan is to connect with the Board goals, what can it accomplish? What are the trends in secondary education?
- A. Having an understanding that the current state of the District is important, as it shapes the work of the Board of Education and the administration. In order to go into the future, one needs to know the present. What are the connections with the community or lack thereof that shape the current state? This purpose of this process is to expand one's thoughts as to what the world could look like. Conversation must occur as to where the trends are and how they would affect students, teachers, and communities in the future. Based on that knowledge, the Committee will be able to say what is best for the bests.
- Q. What types of literature relative to educational innovation will be shared?
- A. Trend information such as the National Common Core Standards, etc., teacher best practices and evaluations, the ISAT expiration. How can the District administer to 3200 students with the goal of being equitable and yet feel personalized? What does the community need to provide? Dr. Alson will suggest study group possibilities and he challenged the group to consider what information they feel would be helpful, as well as to think about their own experiences, be it their own and/or that of their children, and to suggest topics about which they would like to learn.
- Q. What about the accountability for the plan? Who will carry it out and how will it be measured?
- A. The community ultimately needs to own the plan. The Board of Education will approve it, set a direction, and charge the continuous roll out of it. The plan should include periodic reviews as to the measurements, and action plans should include timelines, persons responsible, finances, etc. What will the deliverables look like at 3 years, 1 year, etc.? If this community embraces the plan, the Board of Education will be expected to review. Some goals will be 5-year goals, some will be 3-year goals, and some may be too ambitious and will need revision.
- Q. Will the Committee be informed of previous strategic plans? Could something be included in the plan that would address timespan, year-to-year progress, etc.?
- A. The Committee members should attend Board of Education meetings to share that concern, as the meetings are public forums to voice those concerns.

### **District Overview and Profile**

Mr. Prale reviewed the information in the folders: The 2011-12 School Profile and the District overview. He stated that educational articles on learning, technology, etc. that may be of interest to the Committee will be posted on SharePoint and the names of the Steering Committee members will be posted on the website. The District overview included:

- Number of students housed on and off campus (RFCC, HARBOR, Ombudsman)
- Demographics
- Enrollment projections (projected to increase in the future)
- Annual Budget (the bulk of the expenses are in the Education Fund), Operations, Capital Expenditures, Debt, Projected Fund Balance

- 231 certified faculty, 250 staff in Safety & Security, Buildings & Grounds, CPA, Non-Affiliated
- Average class size is 19, but the range is from 4 to 5 to 31/32
- 29 sports with 80 different levels
- Technology (A tablet for every teacher)
- Average Yearly Progress, as defined by the state. Only eight Illinois high schools made AYP last year and only five this year. OPRFHS has not made AYP in six years.
- The latest ACT Composite Score was 24.5

Ms. Sullivan reviewed housekeeping information. Information will be posted on a Strategic Planning site on the website. Members were asked to keep their folders, name tags, etc., and that they would return to the same table number each meeting. The District would keep the nameplates.

### **Board Goals**

The Committee was presented with the Board of Education current goals, which address equity, student achievement, school climate and environment, governance, finance and fiscal affairs. The Committee was asked to become familiar with the goals.

### **Preview of future meetings and next steps**

Amy Hill, Director of Research and Assessment, Mike Carioscio, Chief Information Officer and Cheryl Witham will be bringing forth data sets in October.

### **Adjournment**

The meeting adjourned at 8:54 pm