

*Oak Park and River Forest School Districts  
Boards of Education Articulation*

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**Special Joint Boards of Education Meeting  
Wednesday, May 13, 2009  
Oak Park and River Forest High School  
Board Room (Room 213) 7:00 – 9:00 p.m.**

<b>Time</b>	<b>Facilitator</b>	<b>Agenda</b>
7:00 p.m.	District 200	I. Boards' Roll Call A. District 200 B. District 97 C. District 90 II. Pledge of Allegiance
7:15 p.m.	District 97	III. Welcome and Introductions A. Names, office, years of service B. District 200 C. District 97 D. District 90 E. Visitor Comments
7:30 p.m.	District 90	IV. Superintendents' Remarks A. District 90 B. District 200 C. District 97
7:45 p.m.	District 200	V. Presidents' Remarks A. Districts' Goals B. District 200 C. District 97 D. District 90
8:30 p.m.	District 97	VI. Discussion
9:00 p.m.	District 90	VII. Closure and Adjournment A. District 200 B. District 97 C. District 90



## 2008-2009 Goal Planning Process

During the August 19, 2008, Board retreat, the River Forest Board of Directors met and developed tentative goals statements that incorporated on-going staff work, administrative team priorities, and Community Survey results. This meeting was followed by another Board meeting on September 2<sup>nd</sup>, when these initial goal statements were both expanded and refined with supporting objectives which would further clarify expected outcomes. The broad goals that were identified for long term, district-wide focus are as follows:

### ***Goal Area #1: Community Connections***

To continue to inform the River Forest community about district-wide programs and services and to engage stakeholders in meaningful dialogue regarding our continuous improvement efforts.

### ***Goal Area #2: Curriculum & Instruction***

To improve curriculum and instruction by focusing on assessment, curriculum adoption and implementation, and staff development.

### ***Goal Area #3: District Structure and Staffing***

To foster adherence to the established structure of line-staff relationships within the District and to maintain our commitment to the recruiting, hiring, developing and retaining of the highest quality staff.

### ***Goal Area #4: Facilities***

To evaluate current space utilization and life-safety issues district-wide to continue to foster an educational environment consistent with our District vision and mission.

### ***Goal Area #5: Finances***

To balance the District's educational goals and programs with the Board's commitment to continued fiscal responsibility.

### ***Goal Area #6: Strategic Planning***

To develop and adopt a strategic planning process that ensures the long-term of success of our high quality instruction, programs and services while demonstrating continued fiscal responsibility.

2009/2010 SCHOOL YEAR  
BOARD MEMBER DIRECTORY  
MEMBERS OF THE BOARD OF EDUCATION, SCHOOL DISTRICT 97

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Constance R. Collins 1226 N. Taylor Avenue Oak Park, IL 60302	386-0922	Superintendent
Sheryl Marinier 1232 Balmoral Avenue Westchester, IL 60514 <a href="mailto:sherylmarinier@op97.org">sherylmarinier@op97.org</a>	938-5635	Board Secretary

**BOARD GOALS 2008-2009**

(Goals should not include day to day work, and should not reference items already defined in the strategic plan.)

1. Support and promote Strategic Plan.

a. Present update/ results of annual review to constituent groups.

Unsatisfactory	Needs improvement (NI)	Achieved	Excelled
Not done	Presented to PTOs	Annual update/presentation to PTOs, SEA, PAGE97, African American community group	Board presents to other community and business groups.

b. All board discussion and action references strategic plan. Yes/No

2. Ensure that all students show continuous maximum improvement.

a. ISAT results meet AYP for all schools and all subgroups

b. Demonstrate consistent annual academic growth of students

c. Demonstrate a consistent annual reduction in discipline infractions

d. Increase the percentage of IEPs that have measurable goals

e. Develop a rubric that can be used to determine the overall quality of IEPs.

f. Develop a plan to address the disproportionality of special education enrollment as disaggregated by NCLB subgroups and disability categories.

3. Ensure financial solvency of the district, maximize the efficient use of resources, and take necessary steps to assure and communicate credible stewardship of the public's resources.

a. By October, 2008, adopt timeline for disposition of warehouse. Yes/No

b. Promote and participate in discussions to identify possible actions to respond to COG 5 year projections and to establish an annual calendar for such discussion.

Unsatisfactory	NI	Satisfactory	Excelled
No COG discussions regarding 5-year projections	Discussions but no 5-year projections established integrating financial projections of all jurisdictions	COG 5-year projections established integrating financial projections of all jurisdictions	COG 5-year integrated projections established and process in place for annual discussion and setting of projections/COG

			identifies actions to respond to the projections
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c. TIF Carve out reviewed and acted upon as necessary to maximize benefit to the District.

Unsatisfactory	NI	Achieved	Excelled
TIF Carve out not reviewed by board by December 1, 2008	TIF Carve out projections reviewed by board by December 1, 2008	TIF Carve out projections reviewed by and acted upon by March 31, 2009	

d. 5-year financial targets set by October, 2008, and plan by June, 2009 and will consider all cost reductions and revenue enhancements including a referendum.

Unsatisfactory	NI	Achieved	Excelled
No district targets set	Targets set but without 5 year financial plan for district.	5-year financial targets and financial plan completed	Targets and plan completed and shared with all stakeholders

e. Solicit bids and retain a new firm for the independent audit of financial statements. Yes/No

f. Complete all policies related to the procurement of goods and services, as well as those related to Human Resources and Business operations that were found deficient in the Crow Chizek Report on operations and internal controls.

Unsatisfactory	NI	Achieved	Excelled
Policies not completed by Sept. 08.		Policies completed by Sept., 2008	

g. Perform an independent operational review to determine the strength of internal controls and their implementation. Engage the Finance Oversight and Review Committee in this review. Yes/No

h. Broadly communicate to Oak Park residents District 97 financial stewardship over the last several years.

Unsatisfactory	NI	Achieved	Excelled
Specific tools for broad communication have not been utilized in cohesive way.	School communities have been informed of evidence of financial stewardship over last several years.	Financial stewardship has been shared with broad community through the press, letters to all residents, and through school based	In addition, forums and/or other avenues allowing for two-way communication regarding financial stewardship have been undertaken

		communication (listserv, etc.)	
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4. Improve board governance

a. Develop and implement plan to decrease board staff workload that is driven by board demands.

Unsatisfactory	NI	Satisfactory	Excelled
No plan or protocols developed.	Plan and protocols developed but not implemented	Plan and protocols developed and implemented with some improvement in board driven staff workload.	Plan developed and implemented that causes significant decrease in staff workload and agreement from staff that work demanded is necessary for reaching district goals.

b. Establish specific board calendar with agenda items at beginning of year.

Unsatisfactory	NI	Satisfactory	Excelled
Board Calendar not ready as draft by Aug. 26 <sup>th</sup> or adopted by Sept. 9 <sup>th</sup> .	Board calendar draft presented by Aug. 26 <sup>th</sup> and adopted by Sept. 9 <sup>th</sup> , but incomplete with known, predictable work not included.	Board calendar presented as draft by Aug. 26 and adopted by Sept. 9 <sup>th</sup> but subsequently items frequently added that were predictable or do not further district goals.	Board calendar presented as draft Aug. 26 <sup>th</sup> and adopted by Sept. 9 <sup>th</sup> . New items added are truly unpredictable and necessary for the achievement of district goals.

c. Board agendas reflect realistic time required and discussion is kept within the time set.

Unsatisfactory	NI	Satisfactory	
Board agendas do not reflect realistic time frames.	Board agendas do reflect realistic time frames but the board does not limit their discussion to these time frames.	Board agendas do reflect realistic time frames and the board discussion occurs within these time frames.	

c. Improve meeting structure for greater efficiency

Unsatisfactory	NI	Satisfactory	Excelled
No board review of meeting structure.	Meeting structure reviewed but changes do not improve efficiency of meetings or	Meeting structure is changed that improves efficiency of meetings and the board work	Meeting structure is changed to maximize the efficiency of board and work relevancy

	board work relevancy to district goals.	relevancy to district goals.	to district goals.
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e. Review and improve committee structure

Unsatisfactory	NI	Satisfactory	Excelled
Committee structure not reviewed.	Committee structure reviewed but lack of agreement on role of committees.	Committee work is well defined in order to utilize the expertise of community members for furthering district goals.	Committee work is well defined, maximizing the use of expertise in our community, increasing the efficiency of staff and board with the board holding itself accountable for final decisions.

f. Develop and implement new board member orientation and training program.

Unsatisfactory	NI	Satisfactory	
New board member orientation and training not developed.	New board member orientation and training is developed but not implemented.	New board member orientation and training is developed and effectively implemented to help new board members constructively and effectively further district goals.	

g. Improve relationships with administration

Unsatisfactory	NI	Satisfactory	Excelled
No effort made to recognize achievements of staff or understand their workload.	Staff recognized for some work and workload communicated to board but not impacting board directives.	Staff recognized regularly for contributions to district goals and understanding of staff workload impacts board directives	All of staff contributions well-recognized and clear understanding of staff workload is major factor in driving board directives.

Board goals to be reviewed quarterly.



*Oak Park and River Forest High School*  
*District 200*  
*201 North Scoville Avenue • Oak Park, IL 60302-2296*

**BOARD OF EDUCATION**  
**May 2009**

	<u>Home Phone</u>	<u>Term Expires</u>
Dr. Dietra D. Millard, President 609 Linden, Oak Park, IL 60302 <a href="mailto:dmillard@oprfs.org">dmillard@oprfs.org</a>	708-445-0233	2nd Term April 2013
Dr. Ralph H. Lee, Vice President 333 North Cuyler, Oak Park 60302 <a href="mailto:rlee@oprfs.org">rlee@oprfs.org</a>	708-848-2847	1 <sup>st</sup> Term April 2011
John C. Allen IV, Secretary 515 River Oaks Drive, River Forest 60305 <a href="mailto:jallen@oprfs.org">jallen@oprfs.org</a>	708-366-9249	1 <sup>st</sup> Term April 2011
Jacques A. Conway, President 735 Franklin, River Forest 60305 <a href="mailto:jconway@oprfs.org">jconway@oprfs.org</a>	708-771-5107	2 <sup>nd</sup> Term April 2013
Sharon Patchak-Layman 612 Lyman, Oak Park 60304 <a href="mailto:spatchak-layman@oprfs.org">spatchak-layman@oprfs.org</a>	708-848-6562	1 <sup>st</sup> Term April 2011
Amy Leafe McCormack 1422 William, River Forest, IL 60305 <a href="mailto:amccormack@oprfs.org">amccormack@oprfs.org</a>	708-488-1645	1 <sup>st</sup> Term April 2013
Terry Finnegan 819 Fair Oaks, Oak Park, IL 60302 <a href="mailto:tfinnegan@oprfs.org">tfinnegan@oprfs.org</a>	708-214-6800	1 <sup>st</sup> Term April 2013

# *Oak Park and River Forest High School*

## *District 200*

201 North Scoville Avenue • Oak Park, IL 60302-2296

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### **Goals**

District, Board, and Superintendent Performance Goals are developed and evaluated collegially and mutually by the Board of Education and the Superintendent. Goals establish targets for the year, and they direct and focus the work of the Board and the Superintendent. Upon completion of the previous year's Superintendent's evaluation and the Board's self-evaluation, Performance Goals for the following year are developed.

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### **2008-2009 District Goals**

#### **Goal 1: Student Achievement**

The District will develop a multi-year plan to raise student academic achievement for all students, with special emphasis/focus on underachieving African American students, utilizing indices of achievement; identifying and implementing effective instructional strategies by teachers through professional development; incorporating the Board approved six (6) Fall 2008 initiatives; increasing and tracking student co-curricular participation; and conducting separate Board, Administration, and Faculty professional development strands on race and student achievement.

#### **Indicator(s)/Measures of Success**

1. By June 1, develop the multi-year plan. Incorporate the six (6) Fall 2008 initiatives.
    - a. African American Leadership Round Table
    - b. Communications Advisory Committee
    - c. Define Institutional Excellence
    - d. Review/Evaluate Current Initiatives
    - e. Freshmen Programs
    - f. Habits of Achievement
  2. Identify and implement effective instructional strategies by teachers through a professional development program to be developed by June 1 and implemented in fall 2009-2010.
  3. Track student co-curricular participation, identify non-participation by students, and develop a plan for each OPRFHS student to participate in at least one co-curricular program per year.
  4. Develop and conduct professional development strands on race and student achievement throughout the 2008-2009 school year for the Board of Education, Administration, and Faculty.
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#### **Goal 2: Quantitative Mass Measures of Achievement**

The District will describe, as precisely as possible, what it means by "student academic achievement" and "racial academic achievement gap;" define quantitative mass indicators of student academic achievement and the racial academic achievement gap; describe the specific limitations of the quantitative mass indicators regarding the validity of their use; and describe the specific formal processes by which we will use and improve these definitions over time.

#### **Indicator(s) Measures of Success**

1. By June 1, develop a written description of "student academic achievement" and "racial academic achievement gap." and develop a written description of their limitations regarding their validity of use.
2. By June 1, develop a written description of the specific formal processes by which we will use and improve those definitions over time.

# ***Oak Park and River Forest High School***

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### **Goal 3: Recruitment and Retention of Minority Administrative and Certified Staff**

- A. The District will complete the development and implementation of a formal program for the recruitment of Administrators and Faculty with an emphasis on the recruitment of minority candidates. With its implementation, the District will establish an annual goal of employing minority candidates as 35% of all Administrators and Faculty employees.
- B. The District will develop and implement a plan for the retention of minority Administrators and Faculty.

#### **Indicator(s)/Measures of Success**

- 1. Complete development and implementation of Recruitment Handbook by December 1.
  - 2. Recruit and employ 35% of new Administrative and Certified employees as minority candidates for 2009-2010 school year.
  - 3. By August 1, develop and implement an Administrative and Certified employee retention program.
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### **Goal 4: Green School Initiative**

The District will develop and begin to implement a comprehensive “Green School” plan encompassing the following areas: indoor cleaning chemicals and supplies; Food Service; outdoor grounds chemicals and supplies; Integrated Pest Management (IPM); paper recycling; paper consumption; and energy.

#### **Indicator(s)/Measures of Success**

By July 1,

- 1. form and empower a committee comprised of stakeholder representatives to oversee implementation of the initiative;
- 2. increase purchase and use of green cleaners, soaps, and degreasers by 25% over current usage;
- 3. increase recycling by 25% over current usage;
- 4. post notices of outdoor chemical use on website;
- 5. compare OPRFHS IPM to benchmarked industry IPM standards. Eliminate food in classrooms and offices;
- 6. implement a paper recycling pick-up system, and increase paper recycling cubic yardage by 25% over current usage;
- 7. reduce paper purchase and consumption by 10% over current usage; and
- 8. compare 2008-2009 use of energy per Heating Degree Day (HDD) over a 3-5 year time period.

*Oak Park and River Forest  
School and District Articulation Council*

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**Guidelines**

**Member Schools and Districts**

**Oak Park Elementary District 97  
River Forest Elementary District 90  
Oak Park and River Forest High School District 200  
(Private/Parochial Schools TBA)**

*Oak Park and River Forest  
School and District Articulation Council*

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**A. Purpose**

*The Oak Park and River Forest School and District Articulation Council serves as the official representative for member schools and districts to the Council concerning curricular, instructional, and staff development programs so that both vertical and horizontal articulation may be fostered and strengthened among member schools and districts.*

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**B. Goals**

The major goals of the OPRF School and District Articulation Council are

1. to foster curricular, instructional, assessment, and staff development articulation;
2. to assess instructional program effectiveness;
3. to identify major needs of the curricular, instructional, and staff development programs;
4. to make recommendations for program improvement; and
5. to provide students in schools and districts with academic and social experiences for success at all grade levels.

These goals will be accomplished by maintaining articulation and communication among Council members through its Articulation Committees and programs, which with the exception of the Superintendents' Committee and the Principals' Committee, operate under the direction of the Council. In addition, the Council will initiate and/or coordinate matters of scope and sequence with regard to specific curricula and instructional materials being utilized by member schools and districts.

**C. Council Organization**

1. Each public and private school/district within the boundaries of Oak Park and River Forest shall be represented by its Curriculum Director/Coordinator/Assistant Superintendent for Curriculum and Instruction, by the middle/K-8 school Principals, by the high school Principal, and by one elementary school Principal from each public elementary district. It is recommended that the representative be in an administrative or supervisory position dealing with the curricular, instructional, and/or staff development programs.
2. Member school and district Superintendents (or their equivalent) shall be ex-officio members of the Council and shall maintain their own Committee.
3. Each year, the Council shall select co-chairpersons, one of which shall be the high school Assistant Superintendent for Curriculum and Instruction.
4. The Council will meet six – eight times per year, and at other times when the co-chairpersons, Council, and/or Superintendents deem it necessary.
5. The Council will assess an annual fee to member schools/districts, as needed.
6. Each member school and district agrees to participate fully in the Council
  - a. by attending Council meetings;
  - b. by representatives attending Articulation Committee meetings;
  - c. by contributing materials and artifacts at Articulation Committee meetings; and
  - d. by attending, participating, and financially supporting joint staff development programs.

## 7. Committees

7A. The Council shall have the following standing committees:

- Data Analysis and Research
- English/Language Arts/Reading
- History/Social Studies
- Mathematics
- Science
- Special Education
- Superintendents

7B. The Council may also establish committees including but not limited to the following:

- Applied Arts
- Foreign/World Languages
- Health
- Library/Learning/Media Centers
- Music
- Physical Education
- Social/Emotional
- Technology

## D. Council Functions

The functions of the Council are

1. to identify and evaluate needs in curriculum, instruction, assessment, and staff development;
2. to direct tasks to be accomplished based upon mutually identified and agreed upon needs;
3. to be responsible for and to coordinate the activities of the Committees, and to determine priorities regarding annual content/subject area reviews;
4. to establish or eliminate such standing and/or ad hoc committees needed to pursue the goals outlined above;
5. to consider and act upon recommendations from standing and/or ad hoc Committees whose primary functions relate to curricular, instructional, assessment, and/or staff development matters and, when appropriate, make recommendations to the member schools and/or district Superintendents;
6. to request information from and make recommendations for study and action to the various Committees;
7. to establish or cause to be established staff development activities such as seminars, workshops, conferences, study groups, and/or courses for credit as may be deemed appropriate to serve the staffs of the schools and districts; and
8. to provide the Superintendents' Committee with its minutes.

## E. Committees

1. Co-facilitators for Committees shall be comprised of the appropriate Oak Park and River Forest High School Division Head and one Associate School representative.
2. Committees shall meet as determined by the Council.
3. Co-facilitators shall rotate meeting sites at member schools and districts.