

**Official Minutes of the  
Oak Park Board of Education District 97,  
970 Madison Street, Oak Park, Cook County, Illinois  
Meeting January 12, 2016**

President Gates called the meeting to order at 6:04 p.m.

Present: Brisben, Gates, Spurlock, O'Connor, Felton, Datta (6:07 p.m.), and Spatz  
Absent: None  
Also Present: Superintendent Dr. Carol Kelley, Assistant Superintendent for Finance and Operations  
Therese O'Neill, Senior Director of HR Steve Cummins, Senior Director of Special  
Services Mike Padavic, Senior Director of Policy, Procedures and Communication Chris  
Jasculca, Director of Technology Michael Arensdorff, Director of Curriculum and  
Instruction Carrie Kamm and Helen Wei, and Board Secretary Sheryl Marinier

ROLL CALL

**EXECUTIVE SESSION**

Spatz moved, seconded by Spurlock, that the Board of Education move into Executive Session at 6:04 p.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees or Legal Counsel for the District 5 ILCS 120/2(c)(1), Collective Negotiation 5 ILCS 12/2(c)(2), Discussion of Lawfully Closed Meeting Minutes 5 ILCS 120/2(c)(21)). Roll call vote.

EXECUTIVE SESSION

Ayes: Spatz, Spurlock, Felton, Brisben, O'Connor, and Gates  
Nays: None  
Absent: Datta (absent at time of vote)  
Motion passed.

**OPEN SESSION**

O'Connor moved, seconded by Felton, that the Board of Education move into Open Session at 6:57 p.m. All members of the Board in attendance were in agreement. The meeting reconvened at 7:04 p.m.

OPEN SESSION

**PUBLIC COMMENT**

Lynn Allen, an Oak Park resident and District 97 employee, shared her idea for the relocation of the Multicultural Center. She noted that due to increasing student enrollment, the department may need to move at the end of the 2016-17 school year. Allen recommended that the collaborative relationship between the Village of Oak Park and District 97 continue via support for the Multicultural Center by utilizing one of the village owned properties, specifically 970 Madison Street. The new location would offer access to the public without compromising the safety and security of the District 97 students and could be open evenings and weekends. She noted that the artifacts (valued at about \$300,000) could then be accessible as a museum; admission could be collected, and classes related to international art, music and dance could be offered at the facility. Allen noted that this recommendation supports the idea of making Madison Street the Village corridor.

PUBLIC COMMENT

**REPORTS**

**MID-YEAR CHECK-IN ON DISTRICT GOALS**

Dr. Kelley came to the table along with the Cabinet members. She reviewed the four goals areas, identified the indicators and noted the progress in each category.

REPORTS

**Goal 1 – Strengthen Teacher and School Leadership Capacity**

SMART Objective – By the end of the first trimester, we will establish and implement a strong monitoring tool that will offer a quantitative way of looking at professional practice.

*Interim Indicator 1*

Principals create schedule and mechanism for monitoring their visits to classrooms (visit every classroom at least once per week), and articulate progress of visit frequency to Ad Leadership Team.

## MID-YEAR CHECK-IN ON DISTRICT GOALS (Continued)

Results for Interim Indicator (by 9/21/2015)

- 100 percent of principals have schedule and tracking tool [MET]
- We provided opportunities for principals to share progress of frequency and quality of visits [IN PROGRESS]

### *Interim Indicator 2*

Create “look-fors” for classroom visits with school teams (Owners: Principals)

Results for Interim Indicator 2 (by 10/19/2015)

- Each principal has monitoring tool (with unique “look-fors”) for classroom visits [MET]

### *Interim Indicator 3*

Identify walkthrough team. (Owners: Principals)

Results for Interim Indicator 3 (by 2/8/2016)

- Principals are working on identifying school teams for informal classroom walkthrough [PENDING]
- Brooks has begun instructional rounds with teacher leader teams

### *Interim Indicator 4*

Create schedule for school teams (Owners: Principals and School Team)

Results for Interim Indicator 4 (by 4/30/2016)

- Looking ahead, we want all 10 of our school teams to have a schedule for conducting informal walkthroughs of every classroom in their buildings [PENDING]

### *Interim Indicator 5*

Ground the team in a common professional text in order to create a common language. (Owners: Goal Area District Team)

Results for Interim Indicator 5 (by 4/30/2016)

- The book “Leverage Leadership” was distributed to each member of the Ad Leadership team in September [MET]
- The team discussed the book during its meetings on October 5, November 15 and December 14. More conversations are forthcoming [IN PROGRESS]

### *Ultimate Indicator (by 6/9/2016)*

School teams share trends with the school, which leads to action plan/next steps for the following school year. (Owners: Principals, School Teams)

## **Goal 2 – Building Collaborative Expertise**

SMART Objective – Analyze and discuss data (various forms) at administrative level, building level and grade level to inform teacher instruction and improve student achievement.

### *Interim Indicator 1*

Begin third Research For Better Teaching (RBT) cohort. (Owner: Senior Director of Academic and Administrative Services)

Results for Interim Indicator 1 (by 9/29/2015)

- 40 participants were selected [MET]
- To date, RBT training sessions have been held on September 29, October 27, November 17 and December 8 [IN PROGRESS]

## MID-YEAR CHECK-IN ON DISTRICT GOALS (Continued)

### *Interim Indicator 2*

Continue to support the first and second RBT cohort participants. (Owner: Sr. Director of Academic and Administrative Services)

Results for Interim Indicator 2 (by 9/29/2015)

- 40 participants were selected to receive full-day training on a quarterly basis [MET]
- Volunteer participants have begun to video tape lessons to reflect on practices [PENDING]
- Participants will collect data related to student achievement [PENDING]
- On January 21, administration and OPTA leadership will observe “training” aligned to RBT [PENDING]

### *Interim Indicator 3*

Create consistency around formative and summative assessments. (Owner: Directors of Curriculum and Instruction)

Results for Interim Indicator 3 (by 9/2016)

- Common math assessment calendars provided to staff in grades K-5 and middle school [IN PROGRESS]
- Common ELA assessment calendars and materials provided to staff in grades K-5 and middle school [IN PROGRESS]

### *Interim Indicator 4*

Reflect on performance of prior year and potential performance of upcoming year to select students to monitor for academic growth. (Owner: Ad Leadership)

Results for Interim Indicator 4 (by 10/2015)

- During the ECRA planning session on August 11, the principals identified the group of students their leadership team would monitor for academic growth [MET]
- ECRA growth data was also used to create principal-level and school-level goals [MET]

### *Interim Indicator 5*

Establish specific action plans to put support systems in place for identified students. (Owner: RtI Leaders, Data Coaches, Administration)

Results for Interim Indicator 5 (beginning mid-October 2015)

- Ad Leadership will review specific action plans developed by schools for each identified student group (completed on September 21 and January 11) [MET]
- Selected “Peel the Onion” protocol for data conversations [MET]
- RtI leaders will conduct “data chat” conversations with grade level teams, which will include analysis of benchmark academics (K-5) and behavioral (6-8) assessment data (e.g., MAP, PBIS data) from each trimester [IN PROGRESS]
- Beginning in November, RtI leaders will support the facilitation of grade level conversations related to student progress/monitoring [IN PROGRESS]

### *Interim Indicator 6*

Providing materials that teams can use to engage in discussion about student learning during identified collaborative time. (Owners: Ad leadership, Professional Learning Committee, RtI Leaders)

Results for Interim Indicator 6 (by 11/2015)

- Administrators selected “Peel the Onion” protocol for use by district SIT and other collaborative learning teams. This protocol promotes laser-like focus on the learning growth of students so that no child goes unnoticed [MET]
- Monthly “data chats” began to take place at school level by November 15 (supported by RtI leaders) [MET]
- Conversations have been used to inform the Professional Learning Committee’s planning PROGRESS (for district professional development topics) [At school level, IN PROGRESS]

## MID-YEAR CHECK-IN ON DISTRICT GOALS (Continued)

- Monthly “data chats” at school level will be used to identify supports/instructional strategies for students (use of Tier 1 instructional strategies in classroom setting) **[IN PROGRESS]**

Dr. Kelley shared that the team is not quite doing this at a district level and needs to roll up the results of those conversations to inform professional development. She shared that Dr. Carrie Kamm is looking at the framework to put together a professional development plan for next year and is using student data to inform the adult professional development.

### *Interim Indicator 7*

Provide instructional leadership and monitoring function that will be used to determine if schools are implementing student supports and interventions. (Owner: Goal Area 2 District Work Team)

Results for Interim Indicator 7 (by 11/2015)

- Created a district calendar for data discussions at all levels (i.e. admin, building, teams, grade level/departments, etc.) **[MET]**
- Ad Leadership has conducted “data chats” of key “district” data to help monitor progress **[MET]**
- Monthly check-ins of meetings (along with professional development needs) will be shared during Ed Council meetings **[DID NOT MEET]**

### *Interim Indicator 8*

Building capacity of Ad Leadership team to lead student data conversations. (Owner; Goal Area 2 District Work Team)

Results for Indicator 8 (by 10/19/2015)

- Ad Leadership has received PD support from ECRA for goal setting and monitoring student growth (completed on August 11 and October 19; scheduled to occur on February 22) **[IN PROGRESS]**

## **Goal Area 3**

### **Engage with Families and Community**

SMART Objective – Build a stronger connection between home and school by identifying the top two challenges and developing a plan for effectively addressing them.

### *Interim Indicator 1*

Form a diverse stakeholder group to help define “what is parent engagement?” (Owner: Goal Area 3 District Work Team)

Dr. Felicia Starks Turner and Mike Padavic are leading this area. Community agencies have been invited to participate (Collaboration for Early Childhood, YMCA, Oak Park Youth Services, THRIVE, Hephzibah, Strive for Success and the Housing director).

Results for Interim Indicator 1 (by 6/8/2016)

- Schedule our first meeting with community agencies and OPRFHS (completed on December 4, 2015) **[MET]**
- Group will meet again on March 11 **[IN PROGRESS]**
- The ultimate goal for this year is to publish a shared definition of “what is parent engagement” and disseminate it to Ad Leadership **[IN PROGRESS]**

### *Interim Indicator 2*

Conduct a series (three one-hour sessions led by trained teachers and hosted by building principals) of parent workshops at each school that explore topics such as Growth Mindset Language, Effective Effort and Learning Strategies. (Owner: Goal Area 3 District Work Team)

Results for Interim Indicator 2 (by 6/8/2016)

- Sent out invitations to the RBT parent workshops being held at our schools; response to date has been very positive. The first session is scheduled to take place this month **[IN PROGRESS]**

## MID-YEAR CHECK-IN ON DISTRICT GOALS (Continued)

### **Goal Area 4 Resource Stewardship**

#### *Interim Indicator 1*

Identify what back office tasks need to be completed this year and share those with the Board. (Owner: Superintendent)

Results for Interim Indicator 1 (by 11/2015)

- Superintendent shared back office tasks that need to be completed this school year with the Board [MET]

#### *Interim Indicator 2*

Identify key non-instructional areas to address; reflect on a long-term plan, including the financial requirements. (Owner: Goal Area 4 District Work Team)

Results for Interim Indicator 2 (by 5/31/2016)

- Superintendent shared an update during the December 15 Board meeting, which included the following highlight:
  - During the Ad Leadership meeting on December 14, the committee (Goal Area 4 District Work Team) shared a 40-page PowerPoint presentation that was based on the completed survey of non-instructional needs [MET]
- Next Steps:
  - The committee is hoping to present the Board with recommendations from this report in February [IN PROGRESS]
  - The committee will communicate PROGRESS to achieve fund balance compliant with the State [IN PROGRESS]

#### *Interim Indicator 3*

Outline a clear plan for the strategic planning PROGRESS for the district. (Owner: Superintendent)

Results for Indicator 3 (by 4/17/2016)

- During Superintendent's Report on December 15, Dr. Kelley provided the Board with an outline for conducting the strategic planning PROGRESS. This outline included the following highlights: [IN PROGRESS]
  - Superintendent's 100-Day Report: December 1, 2015
  - Vision Retreat (invited participants): January 30, 2016
  - Let's Talk (online engagement PROGRESS): February 2016
  - Listen and Learn Community Session (open to public): March 2016
  - Strategic Goal Setting Sessions (Superintendent Advisory Panel): April 2016
  - Board, School, Department, Classroom Goal Setting: by June 8, 2016

Board comments included interest in identifying what outputs the Board will want to look at in the next year's evaluations and identifying a baseline. It was suggested that 5Essentials may be a good tool. It was suggested that WEST40 and the Regional Office of Education (ROE) have Administrative Academy classes on the walkthrough process.

Dr. Kelley shared that all the goals point back to culture and the shaping of culture. She has met with the presidents of each of the bargaining units and has scheduled to meet with them again in March, 2016.

### **ACTION ITEMS**

#### **2.1.1 APPROVAL OF MINUTES FROM THE DECEMBER 15, 2015 BOARD MEETING**

Felton moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the minutes from the December 15, 2015 Board meeting. Roll call vote.

Ayes: Felton, Spatz, Gates, Brisben, Datta, O'Connor, and Spurlock  
Nays: None  
Absent: None  
Motion passed.

**2.1.2 ADOPTION OF CLOSED EXECUTIVE MINUTES FROM JANUARY 13, 2015 – JUNE 23, 2015**

Spatz moved, seconded by Felton, that the Board of Education of Oak Park District 97, approve the closed meeting minutes from January 13, 2015 through June 23, 2015. Roll call vote.

Ayes: Spatz, Felton, Gates, Brisben, Datta, O'Connor, and Spurlock  
Nays: None  
Absent: None  
Motion passed.

**2.1.3 RELEASE OF NON-CONFIDENTIAL CLOSED MEETING MINUTES**

Spatz moved, seconded by Felton, that the Board of Education of Oak Park District 97, having this date conducted the semi-annual review of its closed meeting minutes required by the Open Meetings Act, determine to make available for public inspection those minutes or parts of closed meeting minutes as listed below; and further, that the Board determine that for reasons of personal privacy or protection of the public interest, the need for confidentiality still exists as to those closed meeting minutes or parts thereof not listed below.

January 13, 2015, except as to summaries of discussion under Items 1 and Items 2 of first executive session, and summary of discussion under item 1 of second executive session.

January 27, 2015, except as to summary of discussion under Item 1.

April 17, 2015  
April 20, 2015  
April 21, 2015  
April 23, 2015  
April 24, 2015

Roll call vote.

Ayes: Spatz, Felton, Gates, Datta, Brisben, O'Connor, and Spurlock  
Nays: None  
Absent: None  
Motion passed.

**2.2 APPROVAL OF THE CONSENT AGENDA**

Felton moved, seconded by Spatz, that the Board of Education, District 97, approve the consent agenda as presented.

2.2.1 Approval of Bill List

2.2.2 Personnel Action

2.2.3 Adoption of Policies

Policy 2:150 (Committees)

Policy 2:200 (Type of School Board Meetings)

Policy 2:240 (Board Policy Development)

Policy 4:170 (Safety)

Policy 5:90 (Abused and Neglected Child Reporting)

Policy 5:100 (Staff Development Program)

Policy 6:15 (School Accountability)

Policy 6:160 (English Language Learners)

Policy 6:270 (Guidance and Counseling Program)

Policy 6:315 (High School Credit for Students in Grade 7 or 8)

Policy 6:320 (High School Credit for Proficiency)

Policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Policy 7:130 (Student Rights and Responsibilities)

Policy 7:140 (Search and Seizure)

Policy 7:290 (Suicide and Depression Awareness and Prevention)  
Policy 7:300 (Extracurricular Athletics)  
Policy 7:305 (Student Athlete Concussion and Head Injuries)  
Policy 7:340 (Student Records)  
Policy 8:30 (Visitors to and Conduct on School Property)

Ayes: Felton, Spatz, Gates, Datta, Brisben, O'Connor, and Spurlock  
Nays: None  
Absent: None  
Motion passed.

### 2.3.1 **APPROVAL OF BID PACKAGE #4**

Felton moved, seconded by Brisben, that the Board of Education of Oak Park District 97, approve the award of a contract to Kace Communications, for Bid Package number 4, in the total amount of \$49,400 as outlined in the memorandum to the Superintendent dated December 15, 2015. Roll call vote.

Ayes: Felton, Brisben, Gates, Spatz, O'Connor, Spurlock, and Datta  
Nays: None  
Absent: None  
Motion passed.

### **SUPERINTENDENT'S UPDATE**

SUPERINTENDENT'S  
UPDATE

#### **OTHER DISTRICT UPDATES**

Dr. Kelley reported that this Friday will be an institute day offering a variety of learning experiences. As follow up to the recent Danielson training for the Administrators, Dr. Voltz will conduct observation skill training on January 21 and 22, 2016. He will visit five schools each day and work one on one with the principals. Additionally, he will meet with the administrators on Friday afternoon to share his impression of the school visits.

Dr. Kelley reminded the Board that her long-term goal is to establish strategic actions. The first step of this process is to host a Vision Retreat on January 30, 2016 from 8:30 a.m. – 2:00 p.m. at the Brooks Middle School. 50 people have been invited to the event where they will be asked to create five to eight vision statements that will be shared online with the community. Listen and Learn sessions will then be conducted to determine strategic priorities. Dr. Kelley noted that to stay in compliance with the Open Meetings Act, only two Board members were invited to attend.

Dr. Kelley expressed interest in moving forward with the hiring of a Chief Academic Officer (CAO). She reminded the Board that attracting and recruiting top talent will be key. She shared a sample posting for the position and explained that the budget already included the Deputy Superintendent position that will cover the expense of the CAO position. Dr. Kelley explained that her formal recommendation for reorganization will be shared during the month of February, but she would like to move forward with the CAO position prior to that report. The Board expressed support for her request and suggested that she consider using a search firm for the process.

#### **DISTRICT HIGHLIGHTS AND EVERYDAY HEROES**

Dr. Kelley noted that the job of building principal was one of the most difficult positions that she has had, and recognized the efforts made by the district's ten principals. She reported that administration has been stretching them this year; they have maintained their relationships with their parents, and have over 200 parents signed up for the parent workshops scheduled in January.

### **BOARD ASSIGNMENTS**

BOARD  
ASSIGNMENTS

#### **STANDING BOARD COMMITTEE LIAISON REPORT FOLLOW UP**

##### **FAC**

The FAC committee will be meeting on January 19, 2016.  
Member Spatz will not be able to attend this meeting.

##### **CLAIM**

The CLAIM committee will be meeting on January 21, 2016. A draft letter was sent to the Board that other community partners will sign off on to encourage legislators to move forward with the budget.

## FORC

The FORC committee met last night to provide input on the job description for the Chief Financial Officer position.

## INTERGOVERNMENTAL COMMITTEE MEETINGS

### IGOV

The Board was invited to the assembly that will be held at Julian Middle School on January 23, 2016.

### COG

The next COG meeting will be held on February 3, 2016.

## CITIZENS COUNCIL

During the last Citizens Council meeting, Ron Orzel shared a report on IMPACT from the Roosevelt University and it was noted that Oak Park has a higher rate of youth drug and alcohol use than the surrounding communities. It was noted that intervention at the high school level is too late. It was noted that Mike Padavic works closely with IMPACT. Interest was expressed in hearing the perspective of the administration on the strategies of IMPACT and if the district would benefit by using the program more. It was recommended that this item be added to the Board Parking Lot.

## CALENDAR COMMITTEE

Member Brisben reported that the Calendar committee led by Steve Cummins and includes Helen Wei, Carrie Kamm and staff members, met yesterday. They reviewed the tentative 2016-17 calendar and compared it to the approved 2016-17 Oak Park River Forest High School calendar. Cummins noted that more concerns were shared this year than in the past regarding the need to sync the elementary and high school calendars. The committee reviewed the two calendars with that goal in mind and recommended moving the start date to Wednesday, August 24, 2016 and closing on June 6, 2017. Member Brisben explained that an institute day would be scheduled on September 9, 2016, and two institute days would be held on election days (November and April), however, the high school would be open on those dates. He noted that only a few dates would not align with the high school calendar. Cummins explained that the high school holds a professional development day immediately following winter break. It was recommended that District 97 also hold professional development on this date which would force the school year to end on a Tuesday and not an awkward Monday.

It was suggested that the two districts work on their calendars together in the future. Dr. Kelley was asked to talk to Dr. Isoye about future planning. Additionally, it was suggested that the Calendar committee begin this process earlier in the year. Member Brisben noted that working two years in advance on calendar planning is still a valid option to consider.

## SUCCESS FOR ALL YOUTH (SAY)

Member O'Connor reported that SAY held a meeting and is moving ahead. They have great matrix and the 5Essentials came up a few times. He expressed gratitude to Dr. Kamm for attending the meeting.

## DECISIONS ON REFERENDUM TASKS AND TIMELINES

Member Spatz noted that this portion of the meeting is intended to be a discussion on the timeline to determine if we should have a referendum. An outline was shared and discussed. The need to consider if any other referenda will be requested within the community was suggested. This topic will be added to a future agenda for further discussion.

## **ADMINISTRATIVE ITEMS**

### **POLICY REVIEW**

Chris Jasculca came to the table and reported that the quarterly policy review identified four policies needing review. He recommended modifications to Policy 2:125 (Board Member Expenses). He reported that the attorney was consulted and the revisions reflect their recommendations. This item will return for action on January 26, 2016.

Jasculca reported that President Gates was asked to express his support in merging the Parent/teacher Advisory Committee and the Behavioral Intervention committee. President Gates verbally expressed his support.

ADMINISTRATIVE  
ITEMS



## BUDGET AUTHORITY ADOPTION

Therese O'Neill came to the table and reported that the Budget Authority Adoption is a standard item that is presented to the Board every January and will return to the Board for action on January 26, 2016. O'Neill explained the budget process, and noted that the need to decrease the budget by over \$3,000,000 will be the focus as the budget is created.

Interest was expressed in highlighting strategic investments and support growth for all students in future reports.

## OVERNIGHT FIELD TRIP REQUEST - HOLMES

Dr. Kelley reported that it has been past practice for the Holmes School fifth graders, as a rite of passage to sixth grade to celebrate with an overnight lock-in at the school. In accordance with Policy 6:240 (Overnight and Out-of-State Fieldtrips), Dr. Kelley submitted the request for the event to the Board for consideration. This item will return to the Board for action on January 26, 2016.

## CONCLUDING ITEMS

### BOARD REMARKS

Interest was expressed in the strategic planning process. Dr. Kelley shared that administration is currently identifying the gaps and what needs to be done to close them.

The Multicultural Center was acknowledged for the sharing of instruments for the Irving holiday program.

Member Datta spoke to Robbins Schwartz about the data sharing legislation language and reported that after a few revisions, they suggested language that they think might have a chance of passing. They recommended going through the reserved research exemption within the Illinois School Records Act as the broader change would be harder to get through legislation. She noted that the edit will incorporate other districts that we share students with, not necessarily just feeder districts. She noted that districts would need to sign a data sharing agreement with the partnering district.

It was noted that the CPI numbers will be released on January 20, 2016 at 7:30 a.m.

Board members will be receiving invitation to the Collaboration for Early Childhood's 13<sup>th</sup> annual Symposium on February 27, 2016 at Julian Middle School.

ED-RED will be hosting their winter dinner/workshop meeting on January 25, 2016. Member Spatz will be leading one of the pre-dinner workshops on the topic of negotiations.

### BOARD RESPONSE TO PUBLIC COMMENT

None

### AGENDA MAINTENANCE

#### Preview Agenda for future Board meeting

The draft agenda for the January 26, 2016 Board meeting was reviewed and modifications were recommended.

#### Long-term Calendar

Referendum – February 23, 2016 (PMA Report) (45 minutes)

Special meeting – community engagement discussion and finish referendum discussion (excluding PMA) (Saturday, February 27, 2016 from 9 am – noon)

#### Parking Lot – New Items

None

#### Long Term Planning

### IMPACT

Dr. Kelley announced that her second community book read selection will be The Leader In Me by Stephen Covey and will begin on January 18, 2016. The book is about ownership in every individual regarding of their role; noting that in our leadership we can aspire for greatness.

**BOARD MEETING ASSESSMENT**

The Board Meeting Assessment survey was distributed to the Board members. Results will be shared during the January 26, 2016 Board meeting.

**ADJOURNMENT**

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:34 p.m.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary