

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting August 9, 2016 (Board Retreat)**

President Gates called the meeting to order at 4:53 p.m.

Present: Brisben, Gates, Spurlock, Felton, O'Connor and Spatz
Absent: Datta
Also present: Superintendent Dr. Carol Kelley, CAAO Dr. Amy Warke, Director of Organizational Learning Dr. Carrie Kamm, Senior Director of Administrative Services Dr. Felicia Starks Turner (5:47 p.m.), and Board Secretary Sheryl Marinier

ROLL CALL

EXECUTIVE SESSION

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SESSION

Spatz moved, seconded by Brisben, that the Board of Education move into Executive Session at 4:54 p.m. to discuss (Possible Litigation 5 ILCS 120/2(c)(11)) Roll call vote.

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

OPEN SESSION

OPEN SESSION

Spatz moved, seconded by Felton, that the Board of Education move into Open Session at 5:02 p.m. All members of the Board in attendance were in agreement. The meeting reconvened at 5:10 p.m.

PUBLIC COMMENT

None

WELCOME, AGENDA REVIEW AND NORMS

Dr. Kelley introduced Dr. Allen Alson as the facilitator for this evening's meeting. She noted that Dr. Alson has worked with the D200 board, was one of the founders of MSAN, and was the superintendent in Evanston for 14 years.

Dr. Alson noted that he has never been a board member and has never worked with the District 97 Board before. He shared that he facilitates between 4 and 20 board retreats per year. His goal is to help the Board work together as a team, and with the superintendent to collectively support the vision of supporting each child and helping them learn.

DISCUSSION – 2015-2016 BOARD SUCCESSES AND CHALLENGES

Dr. Alson asked the Board members to think back on the 2015-2016 school year and list the successes and challenges that faced the district. Once they completed that task, Alson asked the Board to create a second list identifying the successes and challenges that faced the Board during the 2015-2016 school year. Dr. Kelley was asked to identify the successes and challenges that faced the District and the Superintendent. (see below)

Successes - District

Hiring Dr. Kelley
Listening Tour
Vision – dialog
Four district goals (concrete and strategic)
Buildout of the executive leadership team
Transition – book group
Successfully transitions board leadership and two new board members
Built on work of previous boards (time, talent continuum)
Developing different work teams – goals, superintendent's evaluation
Board committees (FAC, FORC, CLAIM)
Increase perception data
Clarity – board role versus superintendent's role

Challenges - District

Equity & Parity
Passage of referendum
Turnover – induction of new leaders
Staff buy-in- teachers (teamwork, new roles, vision, programs)

Keep community engaged
Curriculum implementation
Teacher qualification
Resources – fewer
Operational systems and structures
Challenging transition (death of a board member, hiring new superintendent)

Challenges - Board

Need deeper conversations
Balcony/dance floor (consider where the line is)
Adopting budget with \$10,000,000 deficit
Community engagement
Clear TOA, focus

MEETING NORMS

The Board's current Responsibilities, Procedures and Protocols were discussed and norms were suggested.

Suggested Norms

Honor time
No sidebars, technology
Start end on time
Check for understanding
Share diversion views
Share each other's successes
No personal attacks

Rules of Engagement

5 minute speaking limit
Cannot speak a second time until all have had an opportunity to speak
No mingling with the audience
Address comments to other board members
Focus on agenda items
Enforce the norms
Engage in quality behavior

It was suggested that the Board basically uses the IASB norms, and was asked to consider adding signage of their meeting norms to their blotters, and on the walls of the new board room. Everyone agreed to consider identifying norms in the future.

Concern was expressed about the need for new Board members to obtain all the information they need to make educated decision. The Board was asked to consider peer mentorships for new Board members.

Board Goals

Work plans were suggested to help define Board goals and identify policies that will help the Board achieve them. A calendar was suggested as a tool to identify items that support the goals. The calendar could be uploaded to the Website.

BOARD SELF- ASSESSMENT SURVEY

The Board Self-Assessment Survey results were shared (see below) and discussed. Also suggested that the Board might consider using the tool again in the future and compare the responses.

The Board unanimously agreed that they are fully present to questions 9, 10, 17, 19 and 20. They unanimously agreed that they are partly present to questions 3 and 12. Several questions had responses that were a majority partly present, 1, 2, 4(1), 5, 6(1), 7, 8, 13 and 14. Questions 15 and 16 were equal between fully present and partly present, and questions 11 and 18 were a majority fully present.

Discussion took place regarding the survey responses, noting that choosing between one answer and another was difficult. It was noted that several questions included additional comments that could have changed the response of the Board members.

Question results that show concern

(4, 5, 6, 8, 11, 12, 15, 16 and 18)

Discussion continued around these responses. It was suggested that in order for the Board to improve certain practices, they should identify goals that improve their performance, support learning, and be in sync with the superintendent's goals.

The Board members were asked if they feel stretched in their roles. One member expressed concern, another shared that time management has gotten much better. The need to focus time on the truly necessary items was suggested and the need to provide high leverage to get more things done was shared. Additionally, it was suggested that the Board formally adopt goals during a Board meeting.

BOARD / SUPERINTENDENT COMMUNICATIONS

The Board and Dr. Kelley were asked to read the Board/Superintendent Communications document and identify those items that are/are not working.

The Board expects:

WORKING	NOT WORKING	BOARD MEMBER
1, 2, 4, 6, 7, 8 and 9	3, 5	Felton
	3	Spatz
	3, 5, and 9	Brisben
	3	Gates
6, 7, and 8	1, 2 need clarity	Kelley
	3 is unrealistic	Kelley
	5 can also be a concern	Kelley

One Board member shared that she sometimes does not get a chance to study the board packet until the day before the meetings.

The reasoning behind posting of the board packets on Thursday was shared. After a brief discussion, it was agreed that moving forward the board packets will be posted by 5 p.m. on Friday's.

A work plan, or calendar that identifies six months of reporting was recommended. It was noted that norms for reporting to the Board have been created and will be sent to Dr. Alson.

The reporting process was discussed, as well as consideration of changing the meeting nights. It was suggested that the administration read through the Board Responsibilities, Procedures and Protocol documents and suggest modification to the document.

The Superintendent expects:

WORKING	NOT WORKING	BOARD MEMBER
6 (opportunity to clarify)		Kelley
3 (trying to find clarity)		Kelley

It was suggested that Dr. Kelley meet with the senior staff and make suggestions that could improve communication and preparation for meetings.

The following items were suggested as topics for future consideration.

Parking Lot

- Goals topics / statements
- Norms
- New board member orientations
- Work plans / calendar
- Policies
- Goal monitoring
- Reports
- Board meetings – packets / dates
- Question and Answer time

The need for Board goals, opposed to District goals, was discussed. It was suggested that having Board specific goals would allow the Board the ability to discuss some items in more detail because they would be defining how they align with the District goals.

Alson suggested that the Board as a team needs to identify what they need to do in their own goals/procedures to improve their performance. He suggested that work/study sessions on specific topics might be helpful. It was noted that the Board participated in work/study sessions in the past (Data First, referendum).

VISION AND GOALS

Dr. Kelley's Vision and Goals were shared (see below) and the Board discussed the items listed in the parking lot (above) and how they relate to the Vision and Goals.

- 1) Align D97 systems, structures and processes to reflect our stated value of educating the whole child (e.g., we act in ways that reflect our understanding of supporting the successful development of each and every student).
- 2) Establish a comprehensive system of support for all District 97 staff.

COMMUNITY ENGAGEMENT ALIGNS WITH ALL THE GOALS

- Own our own engagement with the community
- Own the referendum

MAKING BOARD MEETINGS MORE FUNCTIONAL

- Review and possibly revise protocols and preparation for Board meetings with the administration team
 - Norms

EVALUATION TEAMS

- Work plan

BUILDING DEEPER UNDERSTANDING OF FOUR TERMS

Build deeper understanding of vision terms (equity, inclusive, whole child focus and positive learning environment)

GOALS

Four goals were identified;

1. Build deeper understanding of four terms
2. Referendum
3. Review, prep protocols, norms and work plans for Board meetings with administration
4. Refine the Superintendent's evaluation Tool

It was suggested that the Board completed this work with a community lens

AGENDA FOR AUGUST 23, 2016 WORK SESSION

The draft agenda for the August 23, 2016 work session was discussed. It was agreed that the agenda will include the following;

Referendum Discussion (1 or 2 items on the ballot)
Deficit reduction plan
Goal Planning

It was agreed that Dr. Kelley and Dr. Alson will work together to draft the wording of the goals and draft a work plan to be reviewed during the August 23, 2016 meeting.

RETREAT REVIEW (What worked, what did not?)

Interest was expressed in the following

- Interest was expressed in hearing more about Dr. Alson's recommendations
- This retreat further clarified where the Board goals are and ended with examples being shared
- This retreat responded to administrative needs

Delta's were identified as;

Mired in details of Board/Superintendent expectations

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:10 p.m.

Board President

Board Secretary