

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting August 23, 2016**

President Gates called the meeting to order at 4:49 p.m.

Present: Brisben, Gates, Spatz, O'Connor, Felton, Datta (4:51 p.m.), and Spurlock (5:01 p.m.)
Absent: None
Also Present: Superintendent Dr. Carol Kelley, Assistant Superintendent for Finance and Operations
Dr. Alicia Evans, Assistant Superintendent of HR Dr. Laurie Campbell, Chief Academic
and Accountability Officer Dr. Amy Warke, Senior Director of Special Services Mike
Padavic, Senior Director of Policy, Procedures and Communication Chris Jasculca, Sr.
Director of Administrative Services Dr. Felicia Starks Turner (5:46 p.m.), Senior Director
of Technology Michael Arensdorff, Director of Curriculum and Instruction Carrie
Kamm, and Board Secretary Sheryl Marinier

ROLL CALL

EXECUTIVE SESSION

EXECUTIVE
SESSION

Felton moved, seconded by O'Connor, that the Board of Education move into Executive Session at 4:49 p.m. to discuss (Collective Negotiation 5 ILCS 12/2(c)(2)). Roll call vote.

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

OPEN SESSION

OPEN SESSION

O'Connor moved, seconded by Gates, that the Board of Education move into Open Session at 5:00 p.m. All members of the Board in attendance were in agreement. The meeting reconvened at 5:00 p.m.

PUBLIC COMMENT

PUBLIC
COMMENT

None

BOARD RETREAT

BOARD RETREAT

BOARD VIDEO FOR DOMINICAN

The Board agreed to display a slide containing their pictures at the convocation and not a video as originally planned.

REFERENDUM DISCUSSION NEXT STEPS

Member Brisben shared a document regarding the referendum planning and an execution checklist that will serve as the timeline (work process flow) through December. Brisben highlighted the need to determine the size and type of the referendum, and noted that during the next few meetings, he will share data on comparable districts (cost per student, what it will mean to the community, tradeoffs, etc.).

The documents were reviews and it was suggested that the labels be very clear and explain how each section translates into the operating costs. It was noted that some inputs are the same for capital/facilities as with operations. Brisben explained that boxes on the form will be filled in and reviewed by all Board members, and that the Board will always weigh in on these topics in open session.

It was reported that communication to the community will start with the vision and noting that the referendum is about supporting the vision and student learning.

Board comments included the need to share enrollment data for five – 10 years out, and to compare the district to itself and to the peer groups. The need to include community input on the checklist was noted.

It was reported that the ballot question deadline is January 10, 2017, and will need to be completed by December in order to meet this deadline. The Board members were asked to send their ideas on community input to member Brisben.

REFERENDUM DISCUSSION NEXT STEPS (Continued)

Dr. Kelley shared that the district will continue to hold community conversations in the fall, noting that a meeting is already scheduled on September 14, 2016 with keynote speaker Kelly Young. She suggested that there are ways to educate the community even when the conversation is not about the referendum.

It was suggested that only two Board members attend the upcoming events so a Board meeting does not need to be held. The need to determine the right Board members for each event was suggested.

Member Brisben suggested that a weekly meeting with Dr. Kelley, Dr. Evans, Saad Bawany and Chris Jasculca, be held to ensure that the work is getting done in a timely manner.

It was noted that the Forecast 5 data and the DLS data can be used to support the process. Additionally, the resources from the Facilities Advisory Committee (FAC) and STR Partners are available. It was also suggested that the district reach out to the Village regarding the economic development to identify the new growth plan. It was suggested that with the expiration of the TIF, the development outside of the TIF could substantially change the estimates.

The Board agreed to ask the administration to start a work team to identify the planning needs (high, low and medium) and pursue another demographics study. It was noted that the FAC committee will also be assigned work related to this topic.

AUGUST 9, 2016 BOARD SELF-ASSESSMENT FOLLOW UP / NEXT STEPS

The four goal areas and the draft Board norms were shared and reviewed. Additionally, the August 9, 2016 Board retreat was reviewed.

2016-17 BOARD GOALS

The Board reviewed and modified the draft 2016-2017 Board Goals and Norms. After a brief discussion, the Board agreed to the following;

Board Goals

All goals should be viewed through the lens of the community

1. Build deeper knowledge and understanding of the four terms framing the District Goals - Equity, Inclusive, Whole Child Focus and Positive Learning Environment through community engagement.
2. Develop strategies to further advance community awareness regarding the fiscal condition, needs of the district and the opportunities offered by the planned referendum.
3. Review and refine the norms, protocols and work plans needed for Board preparation and meetings that will yield greater Board and administration effectiveness and efficiency. Update district policy to communicate and advance district priorities.
4. Review and refine the Superintendent's evaluation instrument.

Draft Board Norms

- Be prepared and present
- Respect different opinions
- Easy on people, hard on ideas
- Be as concise as possible
- Enable all opinions to be heard
- Assume best intentions
- Seek to understand and then be understood

BUDGET DEFICIT DISCUSSION

Alicia Evans explained that the Deficit Reduction plan is based on estimates and assumptions. The actual information could be different from the estimates based upon funding (revenues) and inflation and other factors (expenditures).

Evans explained that a successful referendum campaign will generate additional revenues of \$7,000,000 beginning in FY18. In the subsequent years local property tax revenue will increase by another \$6,000,000. Property tax revenues will grow at an average rate of .07 percent in the Education and Operation and Maintenance Funds, and the General State Aid will be impacted by legislative changes in FY19 and be reduced by \$5,000,000 overall.

BUDGET DEFICIT DISCUSSION (Continued)

Regarding expenditures, Evans explained that instruction will be reduced by \$2,400,000 in FY18, support services will be reduced by \$314,000 in FY19, and payments to other entities will be reduced by \$500,000 beginning in FY18. She noted that the budget balances in FY18 if the referendum passes and cost cutting measures are put in place.

Historical and current recommended budgets were shared, noting a current deficit of \$9,600,000. Evans expressed the need to balance the budget in the next three years. She noted that this does not include the current year, as most of the programs and people are in place.

Evans reported that the revenue added from a successful referendum would help with the 2017-2018 budget. She reported that Federal grants are currently listed at \$3,300,000, noting that additional work toward grant management should be considered to ensure that the district is reimbursed in a timely manner.

During the 2017-2018 school year, expenditures would see a decrease in positions (support staff and instructional staff) and through attrition. Additionally, software licenses would need to be reduced. Evans reported that with all of the recommended changes and the passing of the referendum, the bottom line for the 2017-2018 school year would see a surplus of \$807,000.

This item will return to the Board for action on September 13, 2016 and will be submitted to the Illinois State Board of Education along with the budget.

SHARE SURVEY FEEDBACK ON ADMINISTRATION BUILDING OPENING

The Board reviewed the survey results on ways to recognize the opening of the new administration building. It was agreed that no budget would be allocated to celebrate the opening of the new administration building. It was suggested that press, the district’s village partners, past board members and FAC members should be invited to tour the facility. Additionally, a press release should be prepared noting the district’s focus is to benefit the children and that this building has meeting rooms that can benefit the community. A short video tour of the building was suggested that can be posted on the district’s website.

Member Brisben left the meeting at 7:00 p.m.

The Board asked administration to make the decisions on the opening of the new Administration building, suggesting that a proclamation should include an explanation as to why the district made the decision to build a new facility and how it best serves the children.

3.1 PERSONNEL ACTION

ACTION ITEMS

Spatz moved, seconded by Spurlock, that the Board of Education of Oak Park District 97, approve the Personnel Action Report as amended at the table. Roll call vote.

Ayes: Spatz, Spurlock, Gates, Datta, O’Connor, and Felton

Nays: None

Absent: Brisben

Motion passed.

3.2 APPROVAL OF GARFIELD CONDO PTAB

Gates moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the Garfield Condo PTAB settlement in the amount of \$7,480. Roll call vote.

Ayes: Gates, Spatz, O’Connor, Datta, Spurlock, and Felton

Nays: None

Absent: Brisben

Motion passed.

3.3 APPROVAL TO HIRE BROKER FOR SALE OF 541 MADISON STREET (WAREHOUSE)

Datta moved, seconded by Felton, that the Board of Education of Oak Park District 97, approve the resolution as presented which, directs the Assistant Superintendent of Finance and Operations to engage the services of a licensed real estate broker for the sale of the 541 W. Madison property and authorizes her to sign such documents on behalf of the Board as are necessary to engage the services of a licensed real estate broker consistent to the resolution after the Board reviews such documents.

**RESOLUTION OF THE
BOARD OF EDUCATION OF
OAK PARK ELEMENTARY SCHOOL DISTRICT NO. 97,
COOK COUNTY, ILLINOIS
AUTHORIZING THE ENGAGEMENT OF A LICENSED REAL ESTATE BROKER TO
SELL REAL PROPERTY**

WHEREAS, the Board of Education of Oak Park Elementary School District No. 97, Cook County, Illinois (“Board”), is the owner of certain real property located at 541 Madison Street, Oak Park, Cook County, Illinois (“Real Estate”) and

WHEREAS, at its regular meeting on June 28, 2016, the Board adopted a resolution by at least a two-third vote of its members authorizing the sale of the Real Estate in accordance with Section 5-22 of the *School Code* (105 ILCS 5/5-22); and

WHEREAS, the Board has followed the proper public sale procedures for the sale of the Real Estate in accordance with Section 5-22 of the *School Code*; and

WHEREAS, the Board specified a reasonable minimum selling price for the Real Estate, but received no public bids on the Real Estate by July 20, 2016, at 10:00 a.m., the deadline for submission of all bids; and

WHEREAS, pursuant to Section 5-22 of the *School Code*, in the event no bids are received, the Board is authorized to direct that the services of a licensed real estate broker be engaged to sell the Real Estate for a commission not to exceed seven percent (7%), and contingent upon the sale of the Real Estate within 120 days; and

WHEREAS, the Board desires to engage a licensed real estate broker to sell the Real Estate on the terms and conditions required by Section 5-22 of the *School Code* and such other terms and conditions the Board deems necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Oak Park Elementary School District No. 97, Cook County, Illinois, as follows:

Section 1: The Board hereby finds and declares it specified a reasonable minimum selling price for the Real Estate, and that it received no bids on the Real Estate by July 20, 2016, at 10:00 a.m., the bid submission deadline set by the Board.

Section 2: The Board hereby directs the Assistant Superintendent of Finance and Operations to engage the services of a licensed real estate broker to sell the Real Estate for a selling price equal to or greater than \$800,000.00, for a commission not to exceed seven percent (7%), and contingent upon the sale of the Real Estate within 120 days, and upon such other terms and conditions the Board deems necessary and are not inconsistent with the law.

Section 3: The Assistant Superintendent of Finance and Operations is hereby authorized to sign such documents on behalf of the Board as are necessary to engage the services of a licensed real estate broker consistent with the terms outlined in this Resolution.

Section 4: This Resolution shall be in full force and effect forthwith upon its passage and any and all resolutions in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED this 23rd day of August, 2016, by at least a majority of its members, in the following roll call vote:

Roll call vote.

Ayes: Datta, Felton, Spatz, O’Connor, Spurlock, and Gates

Nays: None

Absent: Brisben

Motion passed.

Vice President Felton left the meeting at 7:07 p.m.

3.4 **EXTREME HEAT PROTOCOL**

O'Connor moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the purchase of stand-alone air conditioning units to be placed in classrooms in seven of the 10 district schools at a cost not to exceed \$25,000. These units are intended to improve physical wellbeing and the quality of learning during extreme heat days.

It was reported that concern has been expressed about the higher temperatures in the classrooms during extreme heat days. A protocol that includes; water breaks, monitoring the classrooms and moving students to a cooling center is in place, but can be disruptive to the learning environment. It was reported that several teachers have supplied doctor's notes stating that they require an air conditioned classroom. It was suggested that the protocols be reviewed and a few temporary fixes be considered.

It was reported that administration looked at the buildings with three floors, noting 72 classrooms on the third floors, 26 of which already have air conditioning units. Three quotes were requested for 14,000 BTU stand-alone (portable) units. The estimated cost would be \$24,900. The units could be installed when the weather is hot and removed in the fall and winter. The life expectancy of the units is three to four years and because they are mobile, can be relocated as necessary. It was noted that installation could occur in about two weeks.

Board concern was expressed that this item did not follow the normal Board protocols, and electrical concerns were expressed. It was noted that this was the first time that teachers presented employment issues.

Evans explained that a test will be performed before school begins to ensure that there are no electrical issues and that the placement of the units will be effective. Additionally, it was noted that the cost of the units is within Dr. Kelley's limit for approval, and does not require Board approval.

It was suggested that this solution bridges the district to the resolution outlined in the Capital Plan. Concern was expressed about the assumptions in the 10-year plan and about the communication concerns around this decision.

After discussion, the Board agreed to support this request. No vote was taken because it was determined that this item does not require Board action.

EXECUTIVE SESSION

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O'Connor moved, seconded by Spatz, that the Board of Education move into Executive Session at 7:29 p.m. to discuss (Collective Negotiation 5 ILCS 12/2(c)(2)). Roll call vote.

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

OPEN SESSION

OPEN SESSION

O'Connor moved, seconded by Gates, that the Board of Education move into Open Session at 8:10 p.m. All members of the Board in attendance were in agreement.

ADJOURNMENT

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There being no further business to conduct, President Gates declared the meeting adjourned at 8:10 p.m.

Board President

Board Secretary