

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting October 6, 2015**

President Gates called the meeting to order at 6:09 p.m.

Present: Brisben, Gates, O'Connor, Felton, Spurlock, Datta, 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, Senior Director of Administrative Services Felicia Starks Turner, Director of Technology Michael Arensdorff, Director of Curriculum and Instruction Carrie Kamm and Helen Wei, and Board Secretary Sheryl Marinier

ROLL CALL

PUBLIC COMMENT

None

PUBLIC COMMENT

DISTRICT GOALS' DISCUSSION

President Gates noted that the purpose of this meeting is to;

- Maximize the use of Board meeting time
- To stay on focus, and reach expected outcomes
- Reflect Board commitment to IASB
- Safeguard administration's time and productivity

DISTRICT GOALS' DISCUSSION

He reminded the Board that they (as a board) delegate authority, and asked the member to keep the established protocols in mind when making requests of the administration. After a brief discussion, it was agreed that all requests should go through the Board president and requests / communications that anticipate the commitment of administrative time must first have the consent of the majority of the Board (limit to 15 minutes). Additionally, it was agreed that the sharing of information with administration does not require a response from them.

Dr. Kelley requested that the Board speak as one. She noted that it is sometimes difficult to get the regular work done when administration is being asked for additional information.

Board comments included a request for understanding as to when and how items raised at the Board table will be addressed.

RECONFIRM FOUR DISTRICT GOALS' TITLES

The Board reviewed the four district goals for the 2015-16 school year and agreed that the titles reflect an accurate understanding of their interests. It was suggested that the definition of strategy five from the 2014-15 school year be used as the rationale for Goal four – Resource Stewardship.

DEFINE BALCONY LEVEL (BOARD LIAISON) AND DANCE FLOOR (SUPERINTENDENT / ADMINISTRATION) ROLES/WORK

Dr. Kelley reported that she will be meeting with the liaisons for each goal on a monthly basis. The role of the liaison is to understand from month to month where administration stands with meeting the goal, and because the goals are a piece of the superintendent's evaluation process, the liaison will gather artifacts that will be used for this purpose. To summarize, the liaisons will monitor, assure accountability and collect artifacts.

Board comments included interest in hearing from Dr. Kelley about how the Board members can be ambassadors within the community and report out on the success of the goals.

CLARIFY THE ADMINISTRATION'S PATH FORWARD ON GOAL AREA 4 – RESOURCE STEWARDSHIP

It was agreed that this goal will monitor and report on items such as; OPTA contract follow up, summer projects, the administration building construction, ensuring that they are owned by administration, but are reported to the Board in the appropriate timeline.

NEXT STEPS

It was reported that the next steps will begin with Dr. Kelley meeting with the Board liaisons.

SUPERINTENDENT EVALUATION

Dr. Kelley presented an evaluation tool that mirrors the ECRA plan for principal evaluations. She noted that the plan rates on leadership standards, professional and organizational goals (each at 35 percent), and student achievement goals (30 percent). She noted that the leadership standards mirror the 2014 ISLLC standards, using ratings of unsatisfactory, in progress, proficient and distinguished. Additionally, she recommended using the district goals and action plans.

For the student achievement goals, Dr. Kelley recommended following the 8-year old students to ensure that they will read on grade-level. Additional baseline data would be needed to identify the percentage of students attending 90 percent or more of instructional days, students with zero out-of-school suspensions and middle school students completing algebra.

Dr. Kelley suggested looking at the fall to winter scores to see if students are on track for reading on grade-level, and suggested using team leaders and department chairs around data chats and RBT. She reported that Ed Council is planning on looking at the various committees to determine who is on the committees and how the committees intersect with each other.

Dr. Kelley noted that the budget for this year does not include special training for the teacher leaders. The district will be offering the teacher leaders mentoring by the principals to meet this need.

Board comments included a recommendation to consider a different rubrics and to consider changing the percentage allocations for each rating. It was suggested that the number of smart goals accomplished could be used to determine the incentive raise percentage given to the superintendent. It was suggested that a mechanism be identified for ways that the liaison can escalate items to the Board. It was suggested that the growth goals be renamed to student academic goals. The setting of thresholds was suggested for the smart goals. Concern was expressed about rating individual items and creating a method that could be unstable.

THE ADVISABILITY OF SUPERINTENDENT EVALUATION PROCESS MANAGERS

President Gates suggested that the Board agree to have two Board members act as evaluation process managers, suggesting that they would be the liaisons and conduit between the Board and Dr. Kelley. The Board members agreed to this process. Members Brisben and Spurlock were nominated for this role.

It was noted that the evaluation process may need to change from year to year. It was agreed that the goal system and measurement system will be finished by October 31, 2015. It was noted that a special meeting or adjusted agendas may be necessary to complete this task. The Board agreed to discuss this topic during the October 13, 2015 board meeting and in executive session on October 27, 2015, with approval on November 9, 2015.

BOARD MEETING DISCUSSION / DECISION

The sample agenda format was discussed. It was agreed that the District vision and mission will not appear on future agendas until they have been reviewed. It was agreed that quantitative goals will not be included along with the district goals for this school year, as they are community based.

It was agreed that the Public Comment will be moved to the first item on the agenda, prior to reports. It was suggested that the Board consider more and different ways to collect public comment. President Gates and Vice President Felton will compile data on this topic and report to the Board.

It was suggested that the Board protocols be reviewed and modified to align with the new changes to the Board agenda. It was noted that once they have been modified, they will require approval by the Board.

It was agreed that the Superintendent's Update will be listed as a separate item.

BOARD MEETING DISCUSSION / DECISION (Continued)

It was suggested that the Board consider including evidence that relates to student achievement during every meeting. Additionally, it was noted that time will be needed for liaisons to report/comment on their assigned goals.

A common template for use when creating Board reports was suggested. President Gates and Vice President Felton will draft a document with the help of Chris Jasculca. It was agreed that liaison Board Committee reports will be added to the Board packets as information only.

It was agreed that the Board Comments / Announcement heading will be changed to Board Remarks, and that the Board Meeting Assessment will be moved to the information only section of the agenda.

The Board considered including a parking lot heading to include all outstanding requests made by the Board. President Gates and member Spatz will discuss the possibilities and update the Board on October 13, 2015.

The Board agreed to allot 30 minutes for special reports. It was agreed that a bit of historical background is helpful when introducing a topic. It was suggested that the Board identify what it chooses to advocate for and make it clear, so that reports can address those topics. Topics suggested included; equity, communication with key stakeholders, evaluation and on-going improvement and resource requirements. It was suggested that a list of questions be created for the Board to determine if they are doing a good job, and not stepping into the weeds.

BOARD MEETING REFLECTIONS

A survey was suggested for use at the end of every Board meeting to ensure that the agenda items met the needs of the Board. Questions for the survey were reviewed and revised. Simple, open ended questions were recommended for the survey. Two sample questions were discussed and added to the survey.

PUBLIC COMMENT POSTCARD

It was noted that the Board can request the name and address of people wishing to address the Board, but may not require it. President Gates will verify that with the Illinois Association of School Boards. It was agreed that if it is optional, documentation must clearly state that fact.

ANNOUNCEMENTS

It was noted that member O'Connor will not be in attendance during the October 13, 2015 Board meeting.

Member O'Connor interviewed the intern candidates and will make an offer to one of them tomorrow. He will also send the candidates resume to the Board. Member Spurllock reported that she has read the contract and shared her feedback.

Member O'Connor shared a professional development report called *The Mirage*.

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:38 p.m.

Board President

Board Secretary