

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting October 13, 2015**

President Gates called the meeting to order at 6:30 p.m.

Present: Brisben, Gates, Spurlock, Felton, Datta, and Spatz
Absent: O'Connor
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

EXECUTIVE
SESSION

EXECUTIVE SESSION

Felton moved, seconded by Spatz, that the Board of Education move into Executive Session at 6:30 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 Negotiations 5 ILCS 12/2(c)(2)). Roll call vote.

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

OPEN SESSION

OPEN SESSION

Spatz moved, seconded by Brisben, that the Board of Education move into Open Session at 6:55 p.m. All members of the Board in attendance were in agreement. The meeting reconvened at 7:00 p.m.

SPECIAL
REPORTS

SPECIAL REPORTS

SPECIAL EDUCATION ANNUAL REPORT

Mike Padavic, Regina MacAskill, Michele Suedabeck, Paula Andres, Donna Middleton and Tim McDonald came to the table.

Padavic shared the vision for the district, and reported that the goal of the department is to ensure that, regardless of a child's ability/disability, every child will become successful independent adults. He noted that the district teaches them the skills that they will need to live as full a life as possible.

The breakdown of students by disability was shared. Padavic noted that about 14.6 percent (862) of the District 97 children are serviced by the department, which is in line with the state average of 15 percent. Demographic information was shared in comparison to the last three school years.

The department goals for the 2015-2016 school year were reported as;

- Expand teacher and school leadership
- Improve/expand collaborative teaching – co-teaching at the middle school and now focus on the elementary schools
- Maintain Family and community engagement
- Sustain financial stewardship

It was reported that several support groups (early childhood, low instance, etc.) meet regularly, and Dominican and Resurrection are placing their student nurses with District 97.

Padavic expressed interest in returning to the Board in February to elaborate on the co-teaching efforts.

SPECIAL EDUCATION ANNUAL REPORT (Continued)

MacAskill reported that the team is using the ECRA data to determine the needs of the students, and reported that most of them are meeting their growth targets. The goal for this year will be to meet the needs of those who did not show significant growth. She reported that she will be meeting with the middle school staff tomorrow for a data chat. Data packets have been developed for each case manager that shows which students are not on target. The staff will learn how to read the data, how to interpret the data, and then analysis of the data. This skill will empower the teachers so they can create individual plans for each student, and the student’s performance will be monitored on a regular basis.

McDonald thanked the Jeffery Allen Gates Foundation for their financial support. He reported on the Special Olympics and how the special needs children are included in athletics. He noted that Soccer was introduced this year and a unified team has been created.

Padavic reported that there could be several reasons why the out of district placements are decreasing, noting that a behavior interventionist has been hired, PBIS is having a positive impact, some of the students may have graduated, and the teachers are receiving more training. Padavic shared that the district follows the belief that inclusion is a philosophy, not a place, and that instruction is grade level focused, not disability focused.

Suedbeck reported that the district is doing a good job of identifying the early childhood students at risk. She noted that there are currently 110 early childhood students receiving services, most of them receiving speech only services.

Board comments included interest in seeing a cohort of kids who came into the district five years ago and how they are doing in fifth grade. It was suggested that this Special Education report be shared with the Executive Director of the Collaboration for Early Childhood.

Dr. Kelley requested the Board’s permission to have the team return later in the year to share how they have expanded on the co-teaching model and how the district is moving closer to that vision.

PUBLIC COMMENT

None

PUBLIC COMMENT

ACTION ITEMS

ACTION ITEMS

2.1.1 APPROVAL OF MINUTES FROM THE SEPTEMBER 28, 2015 BOARD MEETING

Gates moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the minutes from the September 28, 2015 Board meeting. Roll call vote.

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

2.2 APPROVAL OF THE CONSENT AGENDA

Spatz moved, seconded by Gates, 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 as amended during executive session

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

2.3.1 APPROVAL OF SCHOOL RECOGNITION APPLICATIONS

Spatz moved, seconded by Gates, that the Board of Education of Oak Park District 97, approve the School Recognition Applications for all ten District 97 schools. The Applications, as completed by District 97 administrators, verify that all District 97 schools are in compliance with the School Code and State Board of Education Rules. Roll call vote.

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

2.3.2 ACCEPTANCE OF PRELIMINARY AUDIT

Brisben moved, seconded by Datta, that the Board of Education of Oak Park District 97, accept the Fiscal Year 2015 audit as prepared by its auditing firm, McGladrey, LLP and forward to ISBE (Illinois State Board of Education) by its identified due date of October 15, 2015. Roll call vote.

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

STANDING BOARD COMMITTEES

STANDING
BOARD
COMMITTEES

FINANCIAL OVERSIGHT AND REVIEW COMMITTEE (FORC)

This committee will not be meeting until November. The audit documents have been shared with the FORC members, requesting that they share any comments regarding these documents prior to the November meeting.

COMMITTEE FOR LEGISLATIVE ACTION, INTERVENTION, AND MONITORING (CLAIM)

This committee will be meeting on Thursday, October 15, 2015 at 7 p.m.

The CLAIM Forum has been scheduled for November 2, 2015 at Julian Middle School at 7:30 p.m. The CLAIM will be presenting to the Board during the December meeting, and an announcement has been posted seeking a new member for this committee.

The information for the legal contact who reviewed the IASB resolution on the Data Equity bill has been shared with member Datta.

FACILITIES ADVISORY COMMITTEE (FAC)

This committee will be meeting next week. The STR Building Capacity Report from 2013 has been shared with the committee members and will be discussed at that meeting.

ADMINISTRATIVE ITEMS

ADMINISTRATIVE
ITEMS

SALARY SCHEDULE FOR LUNCHROOM, PLAYGROUND PERSONNEL

This item was discussed in Executive Session and will return for action during the October 27, 2015 Board meeting.

DONATION – FUN RUN

The Lincoln PTO would like to organize a fundraiser with the profits to be used to enhance and upgrade (sound system, speakers, lights, recording device and replace broken seats) the Lincoln School auditorium. This item will return to the Board for action on October 27, 2015.

FOLLOW UP FROM THE SEPTEMBER 28, 2015 MEETING AND THE SPECIAL MEETING HELD ON OCTOBER 6, 2015

The weighting of the Superintendent's Evaluation tool was discussed. Members Brisben and Spurlock met with Dr. Kelley today and recommended combining the current ISSLC 2014 draft with the 2013 Learner Center Institute form. Dr. Kelley was asked to merge the two documents together, creating a third column.

It was agreed that Dr. Kelley's smart goals and her meetings with the goal liaisons will be criteria for her incentive compensation. A memo will be sent to the Board to summarize this information and the recommendation of Brisben and Spurlock, with further discussion on October 27, 2015.

It was agreed that a five week process that would include a self-evaluation for Dr. Kelley, the Board evaluation, the compiling of results and a closed session to discuss the evaluation would begin in late April and conclude during the first week after school finishes.

Board comments included noting that depending on the timing of the assessments that are available, some school districts are using student achievement/growth with a six month to a year lag.

Interest was expressed in knowing if the Board can ever actually assign ratings to the rubric, or if the task to find input that would speak to these? Dr. Kelley explained that it helps the person being evaluated to give some self-reflection and guide the feedback from the Board. Additionally, the rubric allows the superintendent to provide artifacts that support each area. It was noted that the rubric will emerge with a rating. The need for all Board members to be present for the final summative evaluation was expressed, and the evaluation team was asked to plan on completing this task during the May 24, 2016 or June 14, 2016 Board meetings. It was noted that a special Board meeting could be considered for this purpose.

REFLECTIONS

Five documents were shared with the Board for consideration. Member Spatz was acknowledged for editing these documents, and the Board Liaison Report template along with Chris Jасulca. President Gates asked the Board to review these documents and share their feedback with Vice President Felton by October 16, 2015. A brief review of the documents will occur on October 27, 2015 and adopted on November 9, 2015.

PARKING LOT

Member Spatz noted that item 6.1 on the draft agenda has been expanded to include parking lot items, long-term calendar, parking lot review, new items and agenda recap.

A draft of a Parking Lot Table was shared. It was suggested that items approved or declined will stay in the spreadsheet, but not be printed for the meeting. It was also suggested that this process be incorporated into the Board policy/procedures. Board members were asked to send their feedback regarding this tool to President Gates and Vice President Felton by October 16, 2015.

Members Brisben and Spatz will work on putting this information into a flowchart format. It was noted that all items should be discussed at the Board table prior to being added to this list.

CONCLUDING ITEMS

SUPERINTENDENT'S REPORT

Celebrating our Everyday Heroes

Longfellow staff has started to open up the educational experience for our students by Skyping different professionals. On October 1, 2015, the fourth-grade students Skyped with Christopher Brochu, a professor and director of Undergraduate Studies in the Department of Earth and Environmental Sciences at the University of Iowa, and on October 2, 2015, they Skyped with Sherry Shahan. Shahan is the author of Frozen Stiff, a novel the fourth-grade students are reading for Trimester 1. This novel is also part of the ELA Calendar Summative Assessments.

District Activities

Dr. Kelley reported that she is completing her entry plan and shared a timeline in preparation for her 100 Day Report.

CONCLUDING
ITEMS

Update on District Goals

Goal 1 –

Dr. Kelley reported that 100 percent of the principals have a schedule and tracking tool to monitor their classroom visits/informal observations. On October 5, 2015, the assigned readings from the text leverage leadership and discussion questions were designed to connect the reflection back to the principal's tool.

Work Team for Goal 1 will have a follow up meeting after the October 9, 2015 Institute Day. Some potential next steps will be drilled down a little bit on what the feedback is focused on. The work team will also discuss how to create a culture where feedback is not only given to teachers by the principals. The group asked the Ad Leadership team to share any professional readings that goes beyond our study text.

Goal 2 –

This cohort is not having their first meeting until tomorrow. Everyone has been notified, there are 36 participants, including the administration. Common calendars have been shared. Common assessments are available K-8; but for ELA common assessments is only K-5. When ECRA was here in August, the principals had an opportunity to look at data and identify students they would work with over the school year. Dr. Kelley asked all principals to bring their action plans for the students to the October 19, 2015 session with ECRA. We will introduce the Atlas protocol and the RtI leaders are conducting the chats at the schools. We will need to normalize who is involved in the data chats and whether we should put together a universal way of who is involved in these meetings. The principals all feel well informed and up to date with the plans made during RtI meetings. They are all sitting in the grade level data chats taking place in their buildings.

Goal 3 –

Goal 3 Work Team has talked about the representatives who should be invited to the “diverse stakeholder” advisory group. The group also talked about the need to do some research, on their own, prior to these meetings to help frame the discussion.

RBT parent workshop topics have been identified. Thinking that January would be the first month to have the workshops. The group decided that the way to advertise is to invite all parents; however principals would send special invitations to key parents. The parents will all have an opportunity to share what they want to learn about the topics. Via school leadership, this work team will contact the PTOs to assist in babysitting. In between the workshops, this work team tentatively discussed creating an online forum for the parents who are involved in the training.

Goal 4 –

The Resource Stewardship committee shared a survey with key district stakeholders on October 7, 2015 to solicit honest and confidential feedback regarding the district's operational needs. The survey will be closed on October 16, 2015. We are soliciting input to cull common themes of opportunity across the District. The team has solicited input from Cabinet, Principals, Tech Specialists, Lunch Mangers, Buildings and Grounds supervisors, Business Office Staff, and Human Resources staff. After October 16, 2015, the committee will need time to review and summarize responses.

BOARD CONCERNS / ANNOUNCEMENTS

It was noted that during the September 28, 2015 Board meeting, members Spatz and Datta agreed to prepare a document that would identify the years that were used as a baseline by the Data/Benchmark committee and if the data includes demographics. This task will be completed before the next Board meeting.

The IASB annual report was distributed. It was noted that the annual delegate's assembly will be held in November. President Gates will represent the Board at that meeting, but will require guidance from the District 97 Board in order to vote on their behalf. President Gates will create a document to be used for each board member to voice their opinion. The documents will be tabulated, and the total will be reported at the next meeting.

It was reported that Dr. Kelley will share her 100 day report on December 1, 2015.

Member Spurlock joined the Superintendent's Book Club on Twitter.

BOARD CONCERNS / ANNOUNCEMENTS (Continued)

Sheryl Marinier was acknowledged for her efforts to coordinate the reception held on October 5, 2015, and President Gates and member Spatz were acknowledged for their efforts to coordinate the Farmers' Market event held on October 3, 2015.

Interest was expressed in learning about the families who are not participating in the summer offerings and those who are invited, but choose not to participate.

DISCUSSION ON PROJECTS FOR INTERN

It was reported that out of the two finalists, Kelsey Connor was selected to work under member O'Connor's guidance as an intern to the Board of Education. It was suggested that member Datta also work with the intern, and all agreed.

It was suggested that the intern look at what school boards do to engage the non-parent community, and consider what MSAN districts and Forecast5 districts do to engage this group. It was also suggested that the intern look at the NASB Clearing House for information.

It was suggested that it would be useful to discuss what the plan or vision is for the district profile and how it feeds into everything that is happening. Interest was expressed in placing the profile and plan on an upcoming agenda for discussion. It was suggested that the intern might focus more on things that the Board wants to communicate to the community, suggesting that there might be a way to share with the community without undertaking the entire profile.

It was agreed that the intern reports to the Board will be submitted electronically; suggesting that a formal report might be of interest if the topic supports the district goals.

The Board was asked to submit any topic ideas for the Tri-board Collaboration Intergovernmental Agreement Board meeting to member Datta.

BOARD RESPONSE TO PUBLIC COMMENT

None

PREVIEW AGENDAS

The draft agendas for October 27, 2015 was reviewed and modifications were suggested.

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:06 p.m.

Board President

Board Secretary