

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting December 1, 2015**

President Gates called the meeting to order at 6:43 p.m.

Present: Brisben, Gates, Spurlock, O'Connor, Felton, 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

EXECUTIVE SESSION

EXECUTIVE SESSION

Felton moved, seconded by O'Connor, that the Board of Education move into Executive Session at 6:43 p.m. to discuss (Contract Negotiations 5 ILCS 120/2(c)(2), Purchase or Lease of Real Property 5 ILCS 12/2(c)(5)). Roll call vote.

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

OPEN SESSION

O'Connor moved, seconded by Spurlock, that the Board of Education move into Open Session at 6:58 p.m. All members of the Board in attendance were in agreement. The meeting reconvened at 7:00 p.m.

PUBLIC COMMENT

PUBLIC COMMENT

None

REPORTS

REPORTS

C.L.A.I.M. UPDATE

Chairperson Rick Boltinghouse came to the table and reported that the committee has experienced 50 percent turnover in the last six months. He expressed appreciation to members of the Board and administration who work on the committee's behalf.

Boltinghouse reported that the committee recently hosted their third annual legislators' forum, and redefined five internal workgroups: Early Childhood, Equity and Excellence in Student Achievement, Events/Calendar, Finance, and Legislative Monitoring. The committee invited speaker Sarah Miller, Educational Policy Consultant for ED-RED to speak to the full committee on the legislative process and legislation that ED-RED is following advocating on behalf of their membership.

He reported that the goals for the committee are to;

- Maintain this work plan through the coming year and revise goals as necessary
- Continue to build the committee's relationships with key state legislators and encourage their perception that C.L.A.I.M. is an active advocate for District 97 and an important ally
- Keep the Board informed of important developments to its priority legislative issues, as well as new legislative issues that the Board might consider as additional priorities

These groups are crafting focus statements and legislative monitoring goals. The documents shared will continue to evolve over time to best serve the committee as a whole.

He noted that the Legislative Forum allows the committee to identify the trend of the public interest. He suggested that the committee may consider a different venue next year as the legislators would prefer to be

C.L.A.I.M. UPDATE (Continued)

closer to the constituents. He reported that Dan Haley was the moderator for the event. Boultinghouse reported that the committee is looking to replace two members. The hope is to have them seated before the December meeting. Additionally, he noted that the committee is considering one to one meetings with the legislators.

Boultinghouse noted that the committee is invested in ED-RED’s leadership. The committee pays close attention to the National Education Association, however, due to the district membership with ED-RED; ED-RED is the driver.

Board comments included recognition of the successful legislator forum, and noting that the committee is adding a development component to their meetings. It was noted that the legislator comments during the forum indicated that the event helped them to be informed and enhance their knowledge on education. Since none of the legislators have children in District 97, a fact sheet on the hot topics was suggested as a way to share factual education background with the legislators. It was noted that the language of the Data Equity Bill is still being drafted.

It was noted that there have been twelve phone calls between IASB and ISBE regarding the language of the Data Sharing bill.

It was noted that the next CLAIM meeting is scheduled for December 17, 2015. Therese O’Neill will be joining the meeting to discuss referendum planning and finance. Ralph Martire, Executive Director of the Center for Tax and Budget Accountability, is scheduled to attend the meeting on January 21, 2016.

President Gates spoke to Roger Eddy, president of the IASB, and noted that IASB is currently addressing anti-data sharing wording. It was noted that the Lieutenant Governor and the State Comptroller would be available to attend a future forum in Oak Park.

It was noted that the CLAIM committee is working on a letter to be sent to the Governor and other state officials to encourage them to move forward with the state budget.

ACTION ITEMS

**ACTION
ITEMS**

2.1.1 APPROVAL OF MINUTES FROM THE NOVEMBER 9, 2015 BOARD MEETING

Felton moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the minutes from the November 9, 2015 Board meeting. Roll call vote.

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

2.1.2 APPROVAL OF MINUTES FROM THE NOVEMBER 18, 2015 SPECIAL BOARD MEETING

Spatz moved, seconded by Brisben, that the Board of Education of Oak Park District 97, approve the revised minutes from the November 18, 2015 special Board meeting. Roll call vote.

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

2.2 APPROVAL OF THE CONSENT AGENDA

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

- 2.2.1 Approval of Bill List (as presented at the table)
- 2.2.2 Personnel Action
- 2.2.3 Approval of Out of State Field Trip – Brooks Theatre Festival
- 2.2.4 Approval of Policies
 - Policy 2:160 (Board Attorney)
 - Exhibit for Policy 2:160 (Board Attorney)

Policy 2:260 (Uniform Grievance Procedure)
 Policy 4:50 (Payment Procedures)
 Policy 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition)
 Policy 5:270 (Employment At-Will, Compensation, and Assignment)
 Policy 5:290 (Employment Termination and Suspensions)
 Policy 6:140 (Education of Homeless Children)
 Policy 7:10 (Equal Educational Opportunities)
 Policy 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students)
 Policy 7:260 (Exemption from Physical Activity)
 Policy 7:310 (Restriction of Publications)
 Policy 7:325 (Student Fundraising Activities)
 Policy 8:10 (Connection with the Community)

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

It was noted that some exhibits need to be approved by the Board.

2.3.1 ADOPTION OF REVISED BOARD PROTOCOLS AND MEETING DOCUMENTS

Spatz moved, seconded by Felton, that the Board of Education of Oak Park District 97, approve the revised Board Protocols and Meeting Documents as reviewed and discussed at the November 9, 2015 Board meeting. Roll call vote.

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

SUPERINTENDENT'S UPDATE

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UPDATE

SUPERINTENDENT'S 100 DAY REPORT

Dr. Kelley shared her Path to Excellence 100-Day Report. She reported that she has held listen and learn tours, attended events/meetings and created an advisory panel that themed all the data that she collected during her entry plan. She met with over 54 community member and attended over 45 events. She asked each individual/group the same five questions and compiled the data to produce this report.

She shared that the process helped her to get to know the community and district quickly and helped her to define her agenda for the year and set priorities. She shared that the data identified that there is a commitment to diversity and that the district appreciates the collaborative partnerships with the Village, District 200, the Library and the Park District. She noted that the district maintains program to educate the whole child (arts, PLTW, CEC, IB and iLearn); it has begun to use data to inform instruction, and has established teacher leadership roles to support the effort.

Dr. Kelley identified opportunities as;

- A concept or need for cohesive educational environment
- A concept of organizational coherence that seemed to be at the center of the data

Dr. Kelley identified the elements of the framework, noting the importance of;

- Instructional Core
- Strategy
- Culture – The predominate norms, values, and attitudes that define and drive behavior in the district.
- Structure - Help define how the work of the district gets done. It includes how people are organized, who has responsibility and accountability for results, and who makes or influences decisions.
- Systems – The processes and procedures through which work gets done

SUPERINTENDENT'S 100 DAY REPORT (Continued)

- Resources – Human resources, materials, physical assets, technology and data, safety/security and financial
- Stakeholder relationships
- Environment

She identified the district's strengths as –

- Commitment to educate the whole child
- Community willingness to invest in the district
- IB program at the middle school level
- Integration of arts, PE World Language, and Library
- Staff, student diversity is celebrated
- Strategic use of resources, shared services
- Strong community partnerships
- Value diversity of community

Dr. Kelley noted that the key themes that were identified in the data were;

- Trust and communication – internal
- Clear vision with a sustainable focus
- Develop a system of operations
- Structures of support (equity and excellence)
- Demonstrate our value to community (investors)
- Improve quality of resources in schools
- Written curriculum

Dr. Kelley identified the priorities as;

- Trust and Communication
 - She noted the need to use two-way communication and exercise active listening
 - Provide opportunities for giving input and feedback about critical decisions that impact teaching and learning
 - Communicate how input and feedback will be used
 - Community book read: *Speed of Trust*
- Co-create shared vision, sustainable focus
 - Host the District's leadership vision retreat in January
 - Venturing into the future: What will it look like for our students?
 - Interactive discussion: "Equity and Excellence in D97"
 - Sharing our thoughts
 - Inside our classrooms: SAMR in action
 - Our leadership imperative: How do we lead this?
 - Now where do we go? The start of our journey
 - Community listen and learn discussions (Most likely to succeed)
 - Conduct community engagement process via ThoughtExchange
 - Develop strategic priorities and accountability system (to monitor and report progress)
- Advocate for structure of supports (equity and excellence)
 - Organizational and professional learning opportunity (recommended changes would increase the budget by \$600,000, which is an increase of less than one percent)
 - How the district could reorganize to give more direct support to the principals
 - Recommended hiring a Chief Academic Officer who possesses principal and curriculum experience
 - Recommended reviewing the Director of Curriculum, Data Coaches and IB Coordinator positions and consider reshaping them
 - Student learning opportunity

SUPERINTENDENT'S 100 DAY REPORT (Continued)

- Facilitate Improvement in system of operations
 - Assign a person to lead the conversation from paper Report Card to paperless reporting initiative, as well as help us maximize use of PowerSchool, which could create other efficiencies
 - The Senior Director of Human Resources has been charged with developing a “written plan” that outlines how the HR department can enhance “client” services to “clients”. The plan will be presented to the Superintendent by January 15, 2016.
 - Goal Area 4 Work Team has been charged with identifying key non-instructional areas to address and provide recommendations to the Board by February 8, 2016, including the financial requirements (in one, two and three years)
- Assist in demonstrating our value to the community
 - Use a tool like ThoughtExchange to gather input from stakeholders
 - Use a tool like BrightBytes to measure improvements in use of technology
 - Use Focus on Finances insert in community mailing (Spring 2016)
- Facilitate process to enhance quality of resources
 - By January, make sure all schools have emergency plans up to date
 - Invite police representatives to attend meetings with principals (beginning in January, one time every quarter)
 - Request that PBIS coordinators research and recommend student-centered, conflict resolution training program
 - Request analysis of tech support (staffing, salary)
- Facilitate adoption of written curriculum
 - Must happen by school year 2017 and cannot be summer work
 - We need a framework that has interdisciplinary connections across all content, and is culturally responsive, relevant, and authentic
 - Scope and sequence should build upon concepts or a theme across grades K-8
 - Add formative assessments aligned to the standards
 - Professional development plan must be written around the new framework
 - Master schedules should be coordinated to fit the designed framework
 - Use of collaborative time to make the “framework” district specific

Dr. Kelley shared a detailed timeline for this plan and noted that District 97 is a diverse high performing school district that has pockets of children who can do better.

Board comments included noting that some of the positions that Dr. Kelley is recommending were part of the staff cuts made in the early 2000s, and it was suggested that more creative ways might be found to afford them. It was noted that curriculum planning (not in the summer) has been a sensitive subject over the years. Interest was expressed in knowing if the plan also includes assuring that the best teachers are matched with the children with the most need. It was noted that the district also has pockets of excellence. It was suggested that the administration focus on short-term items that could remedy the gap and look at the long-term. It was suggested that by taking these steps, student growth will follow.

President Gates used the words intellect, vision and gratitude to describe Dr. Kelley. He suggested adding a bullet to call out volunteers (FAC, FORC, etc.). He reminded the Board that the January 23, 2016 IGOV assembly will include a detailed update on the return on investment in the community.

Member Brisben left the meeting at 8:35 p.m.

BOARD ASSIGNMENTS

STANDING BOARD COMMITTEE LIAISON REPORT FOLLOW UP

The FORC report had feedback for the Board, recommending that the Board and administration investigate the process for referendum sizing and timing. It was noted that this ties in with recommendations for additional staffing. The new PMA projections will be presented in February, 2016.

The FAC committee held an update meeting and will be getting an update from STR during their December 8, 2015 meeting.

**BOARD
ASSIGNMENTS**

INTERGOVERNMENTAL AND LIAISON REPORT FOLLOW UP
SUPERINTENDENT EVALUATION TOOL

It was agreed that the Board will take action on the Superintendent's Evaluation Tool on December 15, 2015.

ADMINISTRATIVE ITEMS

PRESENTATION OF THE FINAL 2015 LEVY

O'Neill came to the table. She reported that this is the third time that the Board is looking at the proposed levy. An announcement will be placed in the Wednesday Journal this week, and the Board will be asked to take action on the Final 2015 Levy on December 15, 2015.

REVISED HEPHZIBAH CONTRACT

O'Neill reported that the Hephzibah contract has been revised to note the current SEIU salaries and has been reviewed by the Hephzibah financial department. This item will return to the Board for action on December 15, 2015. O'Neill noted that the contract could easily be extended to a multi-year document as the wording indicates that the annual rate of pay will be in concert with the annual SEIU contract.

Board comments include noting that the Demographics Report might have an impact on the available space for this program. The Board was reminded that there was an issue a few years ago where the district paid for a radon test because it was a compliance requirement for Hephzibah.

CONCLUDING ITEMS

BOARD REMARKS

CONCLUDING
ITEMS

It was suggested that the Board graphic that appeared on page 90 of the Board packet be reproduced for distribution and that it be posted on the Website. The Board was in agreement.

President Gates asked the Board to look for an email related to the Non-binding Zero Cost to District 97, Park District Community Recreation Center Feasibility Study Taskforce, where President Gates will act as the Board representative unless another Board member expresses interest. IGOV asked that all six governing bodies send representation to interview the firms that are being considered for this feasibility study.

It was noted that the Board's support of the proposed resolutions matched those approved by the delegates' assembly.

Members O'Connor and Datta are meeting weekly with the intern. They reported that she is making a lot of connections and will be ready to share a 7-10 page report that identifies three to five findings during the December 15, 2015 Board meeting. The need to identify subsequent work for the intern was expressed.

Interest was expressed in how other districts use the Forecast5 data to benchmark against other districts. The need to hire a Chief Financial Officer who can use information when making decisions for the district was expressed.

The Board members should be receiving invitations to the ED-RED legislative annual dinner scheduled for January 25, 2016. ED-RED will be hosting three pre-dinner sessions (collective bargaining, restorative justice and property tax freezes).

Member Spatz attended the Triple I Workshop on Early Learning and the IASB Ounce of Prevention, and shared the electronic handout. He reported that District 97 is way ahead of most of the districts in the state. He reported that the District plans to submit a presentation proposal on Early Childhood with the Collaboration for the 2017 conference. Additionally, he noted that district's Title I funds can be made available for early learning.

The Collaboration for Early Childhood joint meeting was held last week.

Dr. Kelley was acknowledged for hosting a book reading last night.

BOARD RESPONSE TO PUBLIC COMMENT

None

AGENDA MAINTENANCE

Preview Agenda for future board meetings

The draft agenda for the December 15, 2015 Board meeting was reviewed and modifications were recommended.

Discussion took place about when to hear from the intern. A two hour report on a future agenda (January or February) was suggested. It was agreed that an item will be added to the December 15, 2015 Board agenda to advise on the communication piece, determine a date for a full report, and for direction on future projects for the intern. Member O’Connor will discuss potential future projects with Dr. Kelley on Friday and topics will also be discussed during the agenda planning meeting on December 9, 2015.

The Board Secretary was asked to send the current electronic Board agenda to the Board members.

Long-term Calendar

Discussion on referendum sizing and timing
Negotiations (ESP and OPTAA)
Consider possible January retreat

Parking Lot Review

It was noted that the flow chart will be sent to the Board members for review prior to the next Board meeting.

Parking Lot – New Items

None

Agenda Recap

None

BOARD MEETING ASSESSMENT

It was agreed that the results of the November 9, 2015 Board Meeting Assessment should Post in the December 15, 2015 board packet.

ADJOURNMENT

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:26 p.m.

Board President

Board Secretary