

**Official Minutes of the  
Oak Park Board of Education District 97,  
970 Madison Street, Oak Park, Cook County, Illinois  
Meeting July 9, 2013**

President Spatz called the meeting to order at 6:01 p.m.

Present: Gates, Felton, Sacks, Traczyk, Spatz, O'Connor and Brisben (6:45 p.m.)  
Absent: None  
Also Present: Superintendent Dr. Al Roberts, Assistant Superintendent for Finance and Operations Therese O'Neill, Director of Special Education Mike Padavic, and Board Secretary Sheryl Marinier

ROLL CALL

**EXECUTIVE SESSION**

EXECUTIVE SESSION

Sacks moved, seconded by Felton, that the Board of Education move into executive session at 6:02 p.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees 5 ILCS 120/2(c)(1), Collective Negotiations, 5 ILCS 120/2(c)(2)). Roll call vote.

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

OPEN SESSION

**OPEN SESSION**

Sacks moved, seconded by Felton, that the Board of Education move into open session at 6:59 p.m. All members of the Board were in agreement.

The meeting was reconvened at 7:04 p.m. with all Board members in attendance.

**Personnel**

ACTION ITEM PERSONNEL

Gates moved, seconded by Sacks, that the Board of Education, District 97, accept the minutes from the June 22, 2013 special meeting. Roll call vote.

Ayes: Gates, Sacks, Traczyk, Felton, O'Connor, Spatz, and Brisben  
Nays: None  
Motion passed.

The new hires were introduced to the Board.

**SPECIAL REPORTS**

SPECIAL REPORTS

**STRATEGIC DIRECTION**

Dr. Roberts led a discussion on the districts strategic direction. He noted that the original strategic plan was a well-defined mission with a strong belief system, clear parameters and priorities.

He recommended that the district transition into strategic thinking. He suggested that the district needs to do more to advance its vision and develop its capacity to think strategically. He suggested that the district needs to achieve greater clarity by addressing ambiguities of terminology and the alphabet soup of education that often results in lost time and opportunities. He suggested that the district needs to utilize experience, expertise and the advice available to it. He asked the Board to address the, "perfect storm" that schools are facing by capitalizing on

## STRATEGIC DIRECTION (Continued)

opportunities. He suggested that the district needs to place greater emphasis on excellence with equity, and find ways to make the system work for all of the students. It needs to make its priorities actionable by using SMART goals and explicit action plans, and needs to stress the importance of frequent monitoring and feedback.

To transition to success, Dr. Roberts recommended embracing a systems approach to improvement. He noted that narrowing the focus to many goals at one time results in more superficial gains, and encourages a box score mentality. He recommended making the districts planning documents easy to understand and use; clearly defining the roles people have in the organization and the connectedness that is present in highly successful school systems. He also recommended that the district communicate its system-wide improvements.

Dr. Roberts noted that a transition for success also requires the district to organize areas of emphasis in a way that helps all to think about their own behaviors/actions as they contribute toward success in all areas. He suggested that the district transition and translate priorities into smart goals, which are specific, measurable, attainable, relevant and time-bound. He suggested the necessity to monitor, evaluate and adjust. Dr. Roberts noted the importance to clarify the roles of the Board and the administration.

His blueprint to success included a capacity to advance “systems” thinking and to maintain focus on student success. To do this, he recommended understanding of roles, high expectations for all students and staff, and a guaranteed and viable curriculum.

Dr. Roberts explained that the transition to a systems and thinking focused model will create a culture where thinking is valued as a skill that can be improved, thinking is done deliberately, not by chance, effective tools are put into place to enhance thinking and improvement and innovation are the by-products of a system that provides all employees with an opportunity to think deeply and act promptly to resolve problems.

Dr. Roberts noted that when every employee makes decisions that can be measured by their alignment to the district’s vision, mission, parameters and belief systems, our work will move beyond the checklist and become part of the school/district culture impacting all we do. Taking risks to become even more innovative, creative and effective requires thinking that goes beyond the typical safe harbor goals that many districts adopt.

Dr. Roberts noted that the strategic plan as it exists has some extremely important pieces that cannot be lost. He suggested that the district work on defining clearer, more focused goals.

President Spatz reminded the Board that they agreed that Dr. Roberts would return to the Board with comments on individual goals during the August 20, 2013 meeting.

Board comments included noting that this is a good time to be transitioning and Dr. Roberts’s recommendation demonstrates real commitment to what was recently discussed by the Board. Dr. Roberts was asked that when he reports back on August 20, 2013, to identify what responsibilities the Board will have on each goal.

## PRESENTATION OF TENTATIVE BUDGET

Therese O’Neill came to the table. She reported that overall, the districts operating revenues were under received by \$1,362,640 which is due to state revenues vouchered (\$1,159,816.50), but not received and both the last Downtown TIF and Madison Street TIF monies being received prior to June 30, 2013. She noted that the referendum expectation for 2012-13 revenues was \$73,074,264, the 2012-13 budget was set at \$73,269,218 and the actual, unaudited receipts were \$71,906,578 or 98.14 percent of the budget.

## PRESENTATION OF TENTATIVE BUDGET

She reported that the operating expenditures were under spent by \$3,334,297 or approximately 4.6 percent less than budgeted, while overall salary and benefits in the Education Fund are extremely close to budget at 98.8 percent. The other categories of Purchased Services, Supplies and Materials, Capital Outlay, and Tuition are significantly lower than budgeted.

O'Neill reported that the proposed operating revenues for 2013-14 are \$73,776,809, in line with the PMA projections of \$73,449,807. She noted that the district continues to conservatively build its state revenues and see a decline in the federal revenues due to special education funding. Overall, the operating revenues for 2013-14 are somewhat constant to last year (comparing budget to budget) and are about 2.6 percent greater than the actual amount received for this year (due to 2012-13 state revenues of \$1,159,816 and expected TIF receipts added in).

She noted that the proposed operating expenditures for 2013-14 are \$73,605,861, in line with the PMA projections of \$73,954,812 (inclusive of 1.25 percent reduction in expenditure growth commitment of \$1,001,047). Overall, the operating expenditures for 2013-14 are 2.72 percent greater than those budgeted for 2012-13 and 7.74 percent greater than dollars actually expended for 2012-13.

O'Neill reported that the updated budget will return to the Board on August 20, 2013. At that time, the Board will have the opportunity to discuss items that have not yet been brought to the Board for consideration. At the September 10, 2013 meeting, a Public Hearing will be held for the 2013-14 budget, with final adoption on September 24, 2013.

Board comments included praises to the maintenance crew for coming in under budget every year and to the team for reductions in expenditures. The underpayment from the state was expressed as a concern. It was suggested that FORC and O'Neill consider ways to better present any carry over money.

### **PUBLIC COMMENT**

None

PUBLIC COMMENT

### **ACTION ITEMS**

ACTION ITEMS

#### **2.1.1 Approval of Minutes of June 22, 2013 Special Board Meeting**

Felton moved, seconded by Sacks, that the Board of Education, District 97, accept the minutes from the June 22, 2013 special meeting. Roll call vote.

Ayes: Felton, Sacks, Traczyk, Connor, Spatz, Gates, and Brisben

Nays: None

Motion passed.

#### **2.1.2 Approval of Minutes of June 25, 2013 Meeting**

Traczyk moved, seconded by Felton, that the Board of Education, District 97, accept the minutes from the June 25, 2013 meeting. Roll call vote.

Ayes: Traczyk, Felton, Sacks, O'Connor, Spatz, Gates, and Brisben

Nays: None

Motion passed.

**2.2.1 Approval of Bill List**

Felton moved, seconded by Sacks that the Board approve the Bill List as presented. Roll call vote.

Ayes: Felton, Sacks, Traczyk, O'Connor, Spatz, Gates, and Brisben  
Nays: None  
Motion passed.

**2.4.1 Approval of Administrative Contracts**

O'Connor moved, seconded by Sacks, that the Board of Education, District 97, approve the administrative employment contracts as presented. Roll call vote.

Dr. Roberts noted that one year contracts were given this year, allowing time to work with the administrators to prepare more detailed, comprehensive contracts for the future.

Ayes: O'Connor, Sacks, Felton, Gates, Traczyk, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.4.2 Approval of Administrative Support Contracts**

O'Connor moved, seconded by Sacks, that the Board of Education, District 97, approve the administrative support employment contracts as presented. Roll call vote.

Ayes: O'Connor, Sacks, Felton, Traczyk, Gates, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.4.3 Approval of Administrative and Administrative Support Staff Salaries**

Traczyk moved, seconded by O'Connor, that the Board of Education, District 97, approve the salaries for the administrative and administrative support staff for the 2013-14 school year as detailed on the list provided to the Board. Roll call vote.

The Board extended gratitude to the principals for the time and effort extended toward the education of the evaluation process.

Ayes: Traczyk, O'Connor, Felton, Gates, Sacks, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.4.4 Approval of Administrative Benefit Plan**

Felton moved, seconded by O'Connor, that the Board of Education, District 97, approve the Administrative Benefit Plan as presented. Roll call vote.

Ayes: Felton, O'Connor, Traczyk, Gates, Sacks, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.5.1 Approval of SELF – Workers Compensation Renewal**

Traczyk moved, seconded by Sacks, that the Board of Education, District 97, approve the 2013-14 renewal with SELF for District 97's Worker's Compensation services at an annual premium of \$309,960 as outlined in the memorandum to the superintendent dated June 25, 2013. Roll call vote.

Ayes: Traczyk, Sacks, Gates, O'Connor, Felton, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.5.2 Recertification of Hazardous Crossings**

O'Connor moved, seconded by Felton, that the Board of Education, District 97, recertify the Hazardous Routes as outlined in the memorandum to the superintendent dated June 25, 2013. Roll call vote.

Ayes: O'Connor, Felton, Gates, Traczyk, Spatz, Sacks, and Brisben  
Nays: None  
Motion passed.

**2.5.3 Approval of Stage Curtain Flame Proofing**

Gates moved, seconded by Sacks, that the Board of Education, District 97, award a contract to Jose's Drapery for the cleaning and flame proofing of the District's stage curtains in the total amount of \$33,600 as outlined in the memorandum to the superintendent dated June 25, 2013. Roll call vote.

Ayes: Gates, Sacks, O'Connor, Traczyk, Felton, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.5.4 Adoption of Tentative Budget**

Traczyk moved, seconded by O'Connor, that the Board of Education, District 97, adopt its tentative 2013-14 budget in the total amount of \$87,117,126 as delineated in the memorandum to the superintendent dated July 9, 2013. Roll call vote.

Ayes: Traczyk, O'Connor, Gates, Felton, Spatz, Sacks, and Brisben  
Nays: None  
Motion passed.

**2.5.5 Employment of STR Partners, LLC as District Architect**

Sacks moved, seconded by Felton, that the Board of Education, District 97, employ STR Partners LLC as the district's architect and approve the attached contract between STR Partners LLC and District 97 as reviewed and recommended by the district's legal counsel. Roll call vote.

Ayes: Sacks, Felton, Gates, O'Connor, Traczyk, Spatz, and Brisben  
Nays: None  
Motion passed.

**2.5.6 Approval of Food Service Salary Increase**

Sacks moved, seconded by Felton, that the Board of Education, District 97, approve the Food Service staff salary increase of three percent for the 2013-14 school year as outlined in the memorandum to the superintendent dated June 25, 2013. Roll call vote.

Ayes: Sacks, Felton, Gates, O'Connor, Traczyk, Spatz, and Brisben  
Nays: None  
Motion passed.

### **2.5.7 Approval of Policy 8:20 (Community Use of Facilities)**

Felton moved, seconded by Sacks, that the Board of Education, District 97, adopt policy 8:20 (Community Use of School Facilities). Roll call vote.

Ayes: Felton, Sacks, Gates, O'Connor, Traczyk, Spatz, and Brisben

Nays: None

Motion passed.

### **TOPIC REPORTS**

#### **Administrative Items Expected for Approval in September**

##### **OUTDOOR VIDEO SECURITY CAMERAS – ELEMENTARY SCHOOLS**

Dr. Roberts noted that a written report recommending outdoor video security cameras at the elementary schools was supplied to the Board. Therese O'Neill reported on specific incidents that initiated this request. It was noted that video cameras are installed both inside and outside of the middle school and the police department is granted access as needed. Dr. Roberts recommended that this item return to the Board for approval on August 20, 2013.

Board questions and comments included interest in knowing if the current policy related to security cameras would cover the elementary schools or if the policy would need to be revised. O'Neill was asked to check if the fee includes ongoing costs. It was requested that the video camera policy be included in the Board packet on August 20, 2013.

President Spatz reported that the fifth grade overnight/out-of-state field trips will return to the Board in September for review and approval. It was suggested that the middle schools be added to this list before approval. Dr. Roberts recommended that the trips be presented to the Board in two waves this year.

### **BOARD COMMITTEE REPORTS**

#### **POLICY REVIEW**

The committee will be meeting on Thursday to review some PRESS updates.

#### **FACILITIES UPDATE (FAC)**

This committee is on hiatus for the summer. The demographics study will be shared with the architects and their input will be requested. FAC will help with this effort. An estimate on how much the study would cost was requested for the July 16, 2013 meeting.

#### **FINANCIAL UPDATE (FORC)**

This committee is beginning a transition process. President Spatz, member Traczyk and Therese O'Neill will meet tomorrow evening. There will be a two hour presentation on the Forecast5 product tomorrow evening as well. The Board was asked to send their requests to member Traczyk by 5 p.m. tomorrow evening regarding potential topics for the future.

#### **LEGISLATIVE COMMITTEE UPDATE (CLAIM)**

Vice President Gates shared a few possible dates for the legislative forum. He reported that the committee is working on their presentation for the joint conference scheduled in November.

#### **SUPERINTENDENT EVALUATION TIMELINE**

President Spatz reported that the Board will be completing the 2012-2013 Superintendent's evaluation during executive session following this meeting. He noted that the Board will discuss ways to improve the process for next year during the July 16, 2013 meeting.

## **BOARD BUSINESS**

### **UPDATE ON 2013-14 TIMELINE PROCESS**

It was reported that the negotiations timeline and the superintendent's evaluation will be discussed on July 16, 2013.

### **MADISON STREET PROPERTIES – UPDAT ON STATUS**

President Spatz will be meeting with the Village management next week regarding the possibility of building behind the Village Hall. He noted that the Madison Highlands permits were extended, allowing it to remain a viable option.

It was suggested that the architects walk through the administration building and evaluate its needs.

## **SUPERINTENDENT'S REPORT**

SUPERINTENDENT'S  
REPORT

Dr. Roberts reported that the Board's questions regarding the technology initiatives will be answered during an iBook presentation on July 16, 2013. He noted that an iBook would be delivered to each Board members home. They were asked to use the iBook and get to know what it has to offer. An abbreviated presentation will be shared on July 16, 2013.

Dr. Roberts reported that 59 applications were received for the HR Director position. Eight will be brought in for interviews. He noted that Dr. Isoye will be included in the interview process.

Dr. Roberts reported that the Harvard trip had three school teams and central office representation. The Township was also involved. Mary Jo Schuler attended and helped finance some of the trip. The team came back with lots of great ideas and will be looking for strategies that they will want to initiate. An electronic version of the Harvard documents will be shared with the Board.

## **BOARD CONCERNS / ANNOUNCEMENTS**

BOARD CONCERNS  
ANNOUNCEMENTS

President Spatz and member Traczyk have been asked to serve on the D200 Finance Committee. It was noted that they will be representing members of the community and not specifically District 97.

Board members were reminded to take their mandatory training and record their activities with WEST40.

An IGOV document was shared with the Board.

Congratulations were extended to Oak Park for being named the eighteenth most educated community in the United States.

A flyer for the joint conference in November was shared with the Board. They were asked to let the board secretary know as soon as possible if they will be attending.

Dr. Roberts and President Spatz attended a Council of Governments (COG) meeting this morning. They received a presentation from the Township about the Youth Intervention Program. The presentation will be distributed to the Board members.

Chris Jasculca was acknowledged for including Website links to the theatre programs and making it possible to purchase tickets online. It was noted that additional performances have been added.

Dr. Roberts was thanked for the report on the Harvard program.

Dr. Roberts will be taking a couple vacation days this week so there will be no weekly report.

**RESPONSE TO PUBLIC COMMENT**

None

**PREVIEW AGENDA FOR THE JULY 16, 2013 MEETING**

The draft agenda for July 16, 2013 was reviewed and revised.

Dr. Roberts asked for direction on how to proceed with the hiring of a new HR Director, and expressed concern about the large period of time between summer meetings.

**EXECUTIVE SESSION**

Sacks moved, seconded by O'Connor, that the Board of Education move into executive session at 9:16 p.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees 5 ILCS 120/2(c)(1), Collective Negotiations, 5 ILCS 120/2(c)(2)). Roll call vote.

Ayes: Sacks, O'Connor, Brisben, Traczyk, Felton, Gates, and Spatz

Nays: None

Motion passed.

**OPEN SESSION**

Gates moved, seconded by Traczyk, that the Board of Education move into open session at 9:52 p.m. All members of the Board were in agreement.

**ADJOURNMENT**

There being no further business to conduct, President Spatz declared the meeting adjourned at 9:52 p.m.

The next regularly scheduled meeting of the Board will be held on Tuesday, August 20, 2013 beginning at 7 p.m. at the Administration Building located at 970 Madison Street, Oak Park, Illinois.

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Board President

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Board Secretary