

**Official Minutes of the
Oak Park Board of Education District 97,
260 Madison Street, Oak Park, Cook County, Illinois
Special Meeting May 15, 2017**

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

Present: Broy, Spatz, Spurlock, Liebl, O'Connor, Breymaier, and Datta
Absent: None
Also Present: Superintendent, Dr. Carol Kelley, Assistant Superintendent for Finance and Operations
Dr. Alicia Evans, Assistant Superintendent of HR 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, Director of Curriculum
and Instruction Carrie Kamm, facilitator, Dr. Allan Alson and Board Secretary Sheryl
Marinier

ROLL CALL

PUBLIC COMMENT

None

PUBLIC
COMMENT

WELCOME, REVIEW AGENDA, NORMS

President Spurlock welcomed everyone in attendance and introduced Dr. Allan Alson who will be facilitating the retreat this evening. Spurlock read and explained the meeting norms.

WELCOME,
REVIEW AGENDA,
NORMS

Dr. Alson explained that the norms were created during an earlier retreat and asked the new board members if they would like to add anything to them. He shared a little about his background and expertise.

REVIEW 2016-2017 BOARD AND DISTRICT GOALS

Dr. Alson led a discussion about the difference between Board goals and district goals, and reviewed the four Board goals for the 2016-2017 school year.

REVIEW OF 2016-
2017 GOALS

Dr. Alson led a discussion on work plans. He explained that each goal should have a work plan, measurements, progress dates and a definition of completion. Additionally, policies that support each goal should be identified and/or written if there is a need. He suggested that the Board engage in retreats and work sessions to allow them to dig deeper into specific topics, allowing about 45 minutes to an hour as they see necessary for informal conversations, and two – three hours for formal meetings that begin with administration providing an overview on a specific issue.

Additionally he suggested identifying committees and community engagement events that will support the goals and a calendar of when each will take place.

Dr. Kelley explained that the 2016-2017 goals were based on the vision statement and the universal goals, and introduced the “handy dandy cheat sheet”. She explained that the administrators are experts on the nine universal goals, and explained that the goals, key terms and targets will remain the same for the 2017-2018 school year. She introduced the draft strategic plan document and explained how this document aligns with the existing goals. Dr. Kelley explained that the next step will be to move close to our excellence targets by meeting the universal goals. A snapshot of the Let’s Talk page was shared. It was noted that it specifically aligns with the four buckets and she is currently seeking input from the community as to where they think the district is as far as meeting the goals.

Dr. Kelley reported that the vision plan is a long-term process, and expressed the need to help people understand what the four key terms are and to have the goals simply stated.

The Board members were asked to break into teams and take a few minutes to review the Board comment documented shared at the table. While reviewing, they were asked to identify similar comments or patterns.

Role of Board

Feedback – how to and receipt
Communication

REVIEW 2016-2017 BOARD AND DISTRICT GOALS (Continued)

More information – “what is the ask”

Proactive – the how of the goals

Public Comment

Able to answer questions

Communication

Rethinking how to respond to public comment

Two-way dialog (town hall / forum)

Direct comments and questions (individual to individual)

Teacher, staff and parents and administration

Improvement of communication

Social media

Committee for Community Engagement

How to solicit information from staff

School versus District

Goals – multi-year

Noticed similarity between goals of old board members

Differences new and existing

Contracts

Equity

Restorative Justice

Social, Emotional Climate

Discipline

Align and support district work

Financial Stewardship

Hiring Diversity

Input prior to decisions

Set reasonable community expectations

Communication

Board comments included interest in determining how the Board will improve what they are doing.

Additionally, it was noted that the Board may want to change what they are doing opposed to improving an existing behavior.

IDENTIFY CHARACTERISTICS OF A HIGH-PERFORMING SCHOOL BOARD

The Board participated in an activity to define the characteristics of a high-performing school board.

**IDENTIFY
CHARACTERISTICS
OF A HIGH-
PERFORMING
SCHOOL BOARD**

High Performing Board

- Results – work forward
- One voice
- Stay out of the micro
 - Details versus micro managing
- Goals that can be realized
- Self-assessment
- Engagement
- Current state of assessment
- Risk – reward priorities
- Finding balance
- Strong communication
- Treating staff well
- Teamwork
- Cardinal rule
- No surprises
- Self-assessment
- Consistency
- Distinction between Board work and superintendent’s work

INTERNAL AND EXTERNAL COMMUNICATION PROTOCOLS

The Board reviewed a previously created document on Board and Superintendent expectations and discussed internal and external communication protocols. It was agreed that;

- The Board would send all communication to the superintendent with a copy to the appropriate administrator
- The full Board would weigh in on questions that will take more than 15 minutes to answer
- The Board will follow the work plan and only add items to the Parking Lot that support the vision work
- The Board will consider modifying the Board protocols
- The Board will consider a new Parking Lot procedure

Regarding Board / staff communication, it was noted that the staff is expressing interest in hearing from the Board more often. It was suggested that the Board consider inviting staff to address the Board for ten minutes at every Board meeting. The need for consistency was expressed. Due to time limitations during this meeting, the Board agreed to assign two Board members to each topic and ask them to prepare a draft protocol for consideration. Board teams were asked to circulate their draft documents to the administration first and have the documents ready to share with the Board members by May 25, 2017. This topic will be continued during the June 13, 2017 regular Board meeting.

Communication Protocols

- Superintendent / Board – Spatz and Breymaier
- Board / Board – Spatz and Breymaier
- Public Comment – Spurlock
- Fielding and Responding – Datta and Broy
- Board / Staff – O’Connor and Liebl

CREATE 2017-2018 BOARD GOALS

The Board participated in a discussion regarding the 2017-2018 Board goals. It was agreed that actions around the goals will be reported on regularly and baseline data will be available that includes metrics and timelines. It was noted that the targets may not be available until the beginning of the next school year; therefore, metrics may be presented without targets.

It was agreed that an accountability mechanism (timeline) will be created that includes;

- A high level preview of strategies that will be used, and when the data dives will occur
- Identifies which measures are the same, which are new and which are dropped, and why

Each Board member was asked to jot down their top three goal choices and a tally was done.

- Equity – 2
- Communication Engagement, Hiring / Restorative Justice 5
- Contract – 3
- Align and Support District Financial and Equity - 4

Board comments included interest in rewriting the job descriptions in a way that lead to an equitable hiring system. Interest was expressed in aligning the Board goals with the district goals. Interest was expressed in creating the goals to somehow align with District 200 to build a partnership.

Dr. Alson offered to work with Dr. Kelley and the Board leadership to draft goals and bring them back to the full Board for consideration in June or if necessary, the Board could hold another retreat to complete this process.

ADJOURNMENT

There being no further business to conduct, President Spurlock declared the meeting adjourned at 10:07 p.m.

Board President

Board Secretary