

**Official Minutes of the  
Oak Park Board of Education District 97,  
260 Madison Street, Oak Park, Cook County, Illinois  
Special Meeting January 30, 2017**

President Gates called the meeting to order at 6:07 p.m.

Present: Gates, O’Connor, Spatz, Spurlock, Felton, Brisben, and Datta (by phone at 6:09 pm.)  
Absent: None  
Also Present: Superintendent Dr. Carol Kelley, Facilitator Dr. Allan Alson and Board Secretary Sheryl Marinier

ROLL CALL

**PUBLIC COMMENT**

None

PUBLIC COMMENT

**ACTION ITEMS**

**APPROVAL OF CHAPMAN AND CUTLER ENGAGEMENT LETTER**

Gates moved, seconded by Spurlock, That the Board of Education of Oak Park School District 97, approve the 2017 summer programs as defined during discussion at the January 10, 2017 Board meeting. Roll call vote.

ACTION ITEM

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

Datta joined the meeting via phone at 6:09 p.m.

**RETREAT**

Dr. Kelley introduced Dr. Allan Alson as the facilitator for this evening.

RETREAT DISCUSSION

**AGENDA REVIEW**

Dr. Alson explained that the item discussing the onboarding of new board members was removed from the agenda, as this topic will be included on the March 13, 2017 agenda. It was agreed that the March 13, 2017 meeting will begin at 6:00 p.m. and end at 9:00 p.m. It was noted that due to work related responsibilities, member Datta will need to call into the meeting until she arrives. It was suggested that the board candidates be invited to the next retreat and questions be solicited from them before and after the meeting.

It was suggested that an additional meeting with Dr. Alson be held after the election.

**BOARD NORMS**

The Board norms were read and reviewed.

**REVIEW AND AGREE ON TEMPLATE FOR BOARD WORK PLAN**

Dr. Alson introduced a work plan template for consideration. It was agreed that this tool could be used to track the Board’s progress related to their goals. Dr. Alson recommended reviewing the goal progress two to four times a year, and it was noted that the needed resources (time needed for discussion during Board meetings) for each goal should be included under the Timeline heading. It was noted that the Board currently performs a self-assessment bi-monthly, and that using the same tool over time gives the Board trend data. Additionally, it was noted that the Board participates in an IASB sponsored assessment annually which could be included in the goal assessment meetings or in addition to them.

The Board was reminded that the need for community engagement is overarching above the Board goals and should be considered when sharing the goals with the public.

**Norms, Protocols and Work Plans**

GOAL	ACTION TO BE TAKEN	TIMELINE	RESOURCES NEEDED	WHO’S RESPONSIBLE	MEASURES OF SUCCESS
Review and refine the norms, protocols and work plans needed for Board preparation	Review protocols and committees Parking Lot clean-up				

and meetings that will yield greater board and administration effectiveness and efficiency					
Policies related to action items					

### Referendum Discussion

GOAL	ACTION TO BE TAKEN	TIMELINE	RESOURCES NEEDED	WHO'S RESPONSIBLE	MEASURES OF SUCCESS
Develop strategies to further advance community awareness regarding the fiscal condition, needs of the district and the opportunities offered by the planned referendum	Review and comment on the Board's plan if the referendum fails  Communications Board members one on one board with community  Communications Reality(ies) – explicit / implications  Bargaining groups Realtors  Board member talking points (FAQ) Reference to slide deck	February 14, 2017	February 10, 2017 board packet	Administration and referendum work group	Approved at April 4, 2017 election

It was noted that on February 28, 2017, the Board will take action to endorse the failed referendum plan and begin to roll out that information to the community.

Brisben reported that there are two public events this week. He noted that a copy of the condensed 15 slide summary has been emailed to the Board, and he requested feedback. It was noted that Chris Jasculca now owns the leadership of the communication plan. President Gates requested a copy of the plan so he can provide input. It was noted that Jasculca previously shared a two page document with the Board, and that an advocacy group has been organized. Concern was expressed regarding the need for the community to understand what will happen if the referendum passes and if it does not. It was suggested that comments be sent to member Brisben who will share them with the referendum work group for consideration. The results will be shared with the Board during the next Board meeting.

It was reported that Jasculca is working on talking points for the Board members. It was recommended that this document be limited to six – eight items. A written cheat sheet was also requested. It was suggested that the Board consider reaching out to priests and parish board members, the Montessori schools and the people who voted against the high school pool referendum. Additionally, it was suggested that the Board reach out to the senior citizens population. Concern was expressed about equity within the community.

### Superintendent's Evaluation

GOAL	ACTION TO BE TAKEN	TIMELINE	RESOURCES NEEDED	WHO'S RESPONSIBLE	MEASURES OF SUCCESS
Review and refine the Superintendent's evaluation instrument	Reflect on the goals  Vetting and evaluation  Work Session	?  ?  March 14, 2017	February 14, 2017	Jim O'Connor Holy Spurlock	

Member Spurlock reported that the Board will be using the same evaluation tool as last year; however, the tool will be customized to address Dr. Kelley's specific goals.

Dr. Alson emphasized the importance of meeting deadlines identified in Dr. Kelley’s contract and as outlined by the IASB.

The need to onboard the new board members and plan a summer retreat was suggested. Dr. Alson recommended that the Board reevaluate their committee structure every two years. He also asked them to consider if they are making too much work for themselves, and is that work distracting them from the focus on the district goals. He questioned if there is tight alignment between the committees and the administrations work.

It was agreed that the norms are in place. Dr. Alson suggested reviewing the Board protocols and committees before and after the new Board members are seated. The need to make sure that the policies support the vision plan was expressed.

New policies were suggested that would support the district goals (equity and bullying). It was suggested that the policy number that represents each action item be identified on the board agenda. Additionally, it was suggested that the administration be asked to supply the Board with an implementation plan (training staff, cost, etc.)

**Deeper understanding of key terms**

GOAL	ACTION TO BE TAKEN	TIMELINE	RESOURCES NEEDED	WHO’S RESPONSIBLE	MEASURES OF SUCCESS
Building deeper knowledge and understanding of the four terms framing the District Goals – Equity, Inclusive, Whole child focus and Positive Learning Environment through community engagement.	Classroom implications		Allocation?		

The Board discussed the meaning of equity. It was suggested that the Board goals could be linked to the action items that appear on the board agenda. It was noted that the IGOV assembly in May will focus on equity.

Discussion took place regarding the need for policies relating to the terms. Dr. Kelley explained that part of the frustration is that there is a desire for the Board and staff to be coherent and aligned. She explained that the staff has spent many hours identifying the terms and working together to align their actions. She shared that approximately 600 people spent many hours to create the universal goals by examining the elements of the vision plan. Dr. Kelley suggested that it would be helpful for the Board to have a deeper understanding and think about the work administration is doing. She explained that there is not a need to start from scratch, because the administration has been working on telling their stories, and they share the stories on what that looks like every day as it relates to the four key terms. The administration needs to collect qualitative data to see how it is doing at achieving the goals, and consider ways they can partner with the Board to help them achieve. Dr. Kelley explained that the fear is that staff feels that there is a momentum, and she does not want them to be operating in a silo. She suggested that to help the Board deepen their understanding, she could supply more reports or the Board could consider additional work sessions prior to a retreat or before business meetings of the Board. Dr. Kelly suggested that the Board consider using some of the community meetings as a special Board meeting for this purpose.

The Board expressed interest in additional professional development on the four terms. It was suggested that the Board continue this work as a group so they are all exposed to the same information. A Board retreat once the new board members have been seated was suggested. It was noted that the process is a journey, not a destination. Parents want to know what it looks like and what is different from the past. A dialog with Cabinet and the Board about the key drivers of the district’s work was suggested, as well as periodic study sessions throughout the year. Dr. Alson suggested a full day retreat with administration in the morning and review of the Board goals in the afternoon. Dr. Kelley invited the Board members to a special meeting that she is hosting on February 27, 2017 from 4:00 p.m. to 6:00 pm. The meeting will include members of the CAB-VAAT team and the Superintendent’s Advisory Panel.

**Eight Characteristics of Effective School Boards**

This item was tabled. The Board Secretary was asked to create a survey containing the questions on page 2 and 3 of the report, with rankings of 1 – 5. The Board was asked to rank these items as they apply to the current work of the Board. Additionally, they were asked to consider if these are the right characteristic for this Board as it transitions to new members. If not, what would they want to consider.

**ADJOURNMENT**

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:03 p.m.

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Board President

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Board Secretary