

**Official Minutes of the  
Oak Park Board of Education District 97,  
970 Madison Street, Oak Park, Cook County, Illinois  
Meeting August 29, 2015**

**This meeting was held at the Brookdale Assisted Living Center located at 1111 Ontario Street, Oak Park, IL**

ROLL CALL

President Gates called the meeting to order at 8:39 a.m.

Present: Spatz, Brisben, O'Connor, Spurlock, Datta, Gates, and Felton  
Absent: None  
Also Present: Superintendent Dr. Carol Kelley, IASB Facilitator Barbary Toney, IASB Representative Perry Hill, Managing Horizons Gil Herman (Facilitator p.m. session) and Board Secretary Sheryl Marinier

PUBLIC COMMENT

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None

EXECUTIVE SESSION

**EXECUTIVE SESSION**

O'Connor moved, seconded by Brisben, that the Board of Education move into Executive Session at 8:39 p.m. to discuss (Board Self Evaluation 5 ILCS 12/2(c)(16)). Roll call vote.

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

**OPEN SESSION**

OPEN SESSION

Datta moved, seconded by Brisben, that the Board of Education move into Open Session at 12:15 p.m. All members of the Board were in agreement.

**BOARD AGENDA INTEREST – SURVEY REVIEW AND DISCUSSION**

President Gates led a discussion reviewing the Board agenda format. He suggested adding the IASB Six Principles of Effective Governance, the district mission, the district vision, and district goals to the beginning of all Board packets. It was agreed that the Board will discuss this in detail during a future Board meeting.

It was recommended that the Board establish the following Board meeting protocol: Establish a protocol of starting executive sessions at 6 p.m. when a longer session is needed to avoid the need to return to executive session after the adjournment of the open session. Concern was expressed about Board members not being able to arrive by 6 p.m. It was agreed that the Board will follow past practice (beginning at 6:30 p.m. on a regular basis, starting at 6 p.m. if necessary, and holding additional executive sessions after the open session as needed.)

A time allotment of 20 minutes for reports or presentations by external groups (BRAVO, etc.) was recommended, and it was suggested that full written reports be published in the Board packet. On a case by case basis, the superintendent may request additional time for a special report by an external group. The need to identify why the report is being presented (mission related, vision related, related to goals, supported by policy) was expressed, and procedures for presentations were suggested. Interest was expressed regarding having the slide deck included in the Board packet. The Board expressed interest in discussing this option in more detail.

It was recommended that FAC, FORC and CLAIM be changed to administrative committees and co-chaired by an administrative representative as determined by the superintendent. The policy committee was discussed, noting that it reports to the Board, but is an administrative committee. Toney encouraged the Board to think this through clearly. She asked the Board to determine what the Board's role is in these

## BOARD AGENDA INTEREST – SURVEY REVIEW AND DISCUSSION (Continued)

committees and determine how Dr. Kelley envisions the operation of these committees. All agreed that more discussion on this topic is necessary.

A brief Board meeting evaluation was recommended on a regular basis. Interest was expressed in making sure that the needs of the Board are being met. The Board agreed to move forward with this idea. Toney supported this process, but reminded the Board that an occasional survey does not replace self-evaluation.

Barb Toney and Perry Hill left the meeting at 1:45 p.m.

## DISCUSSION OF TENTATIVE DISTRICT GOALS, SUPERINTENDENT GOALS AND COMMUNICATION STRATEGY

Gil Herman from Managing Horizons facilitated this portion of the meeting.

Identifying the purpose of presentations was discussed, and several identifiers were suggested.

- Is this a proposal
- Identify the kind of action that will be needed
- Special report – consider format with high level topic name
- What it is the report related to
- Include a statement about why this is important or significant
- Supply background, what has been done or considered and what is the recommendation
- What, why, cost and return on investment by when

Herman referred to the Consolidated Top Goals Concepts as Ranked by the Board, and shared the concept of GOSPA – Goals, Objectives, Strategy, Plans and Actions. He noted the importance of identifying who will do what, and by when to accomplish what goals. He recommended using the traffic light method to report out on goals during Board meetings.

Dr. Kelley shared a presentation identifying administrations suggestions for goals, noting the process that led to this recommendation. Additionally, she reported on how the recommended goals compare to the goal concepts identified by the Board.

Dr. Kelley explained that the administration would like to strengthen its capacity as leaders to consistently and equitably implement programs that support student learning, and improve the quality and consistency of the feedback administrators give to the staff. Dr. Kelley identified several steps that would lead to success of this goal.

Suggested goals for the 2015-2016 school year:

### **Teacher and School Leadership Capacity**

- By September 21, 2015, 100 percent of principals will have schedule and tracking tool for visiting every classroom at least once per week
- By October 5, 2015, each school (with help from SIT) will have a unique monitoring tool (look-fors) for classroom visits
- Beginning October 5, 2015, each building/district administrator will report frequency of classroom visits (for prior month)
- Before October 5, 2015, monthly book study (Leverage Leadership) will commence
- By February 8, 2016, identify school teams for informal classroom walkthroughs
- By May 6, 2016, school teams share trends with schools; leading to action plans/next steps for 2016-2017 school year

## DISCUSSION OF TENTATIVE DISTRICT GOALS, SUPERINTENDENT GOALS AND COMMUNICATION STRATEGY (Continued)

**Collaborative Expertise** – We (D97 Staff) will collaborate on the promotion of our professional growth and will share the responsibility for the achievement for all.

- Beginning July 1, 2015, create greater consistency around formative and summative assessments
- By August 15, 2015, each principal will identify which group of students will be monitored for academic growth
- By September 21, 2015, Ad Leadership will review specific action plans principals developed (with SIT) for each group identified
- Superintendent will clearly communicate to staff what we are doing and why (e.g., how analysis and discussions about student work, sharing instructional practices can support student achievement)
- By October 5, 2015 (maybe October 19, 2015), administration will establish specific protocols for use by district SIT and grade level teams
- Set calendar for “data chats” that will be used at all levels (e.g., admin, building, teams, grade levels). For example:
  - By September 21, 2015 (KRT assessment data)
  - By October 19, 2015 (MAP assessment data)
- Beginning October 19, 2015, Ad Leadership team will receive quarterly professional development (PD) support from ECRA (goal setting and monitoring student growth)
- By November, 2015, SIT and grade level teams will have monthly “data chats”
- By November, 2015, monthly “data chats” at school level will be used to inform professional learning (PD) for staff and identify supports/instructional strategies for students (use of Tier 1 instructional strategies in classroom setting)
- Beginning in November, 2015, administration will conduct monthly “data chats” of key “district” data to monitor progress of identified groups
- Beginning in November, 2015, monthly check-ins of meetings (along with PD needs) will be shared during Ed Council meetings
- By June, 2016, group of students would grow at higher than expected rates by spring

### Begin third cohort

- Participants will be required to submit an application
- Looking to accept 40 participants, including teachers and administrators from each school and district office
- Beginning September 29, 2015, participants will receive monthly, full day training (except for January and April)
- Learn RBT strategies
- Collaborative work time to create materials for classroom use based on RBT strategies

### Cohort one and two

- Open to 40 participants
- Beginning October 6, 2015, participants will receive quarterly, full day training
- Open to videotaping of lessons for sharing
- Complete assignments
- Collect data related to student achievement
- Good attendance in prior year

**Family and Community Engagement** – We will improve upon our “lack of diversity in parent engagement” and we will engage/develop collaborative partnerships.

- We will conduct a series of parent workshops at each school (three one-hour sessions led by trained teachers and hosted by building principals) exploring topics such as; language, effective effort, and learning strategies
- We will form a diverse stakeholder group to co-define “What is parent engagement?” This group will include D97, D200 (alum), students and representatives from community agencies (e.g., Hephzibah, Success for All Youth, Collaboration for Early Childhood, and Oak Park Mental Health)

## DISCUSSION OF TENTATIVE DISTRICT GOALS, SUPERINTENDENT GOALS AND COMMUNICATION STRATEGY (Continued)

Dr. Kelley noted that the following Board goals were not addressed by administration and shared the rationale as to why.

- Financial Stewardship
- Instructional Leadership
- Strategic Plan
- Build an Effective Organization

The Board compared their notes on goal setting to Dr. Kelley's recommendation and discussion occurred. Interest was expressed in addressing the four items not defined in Dr. Kelley's recommendation. A fourth goal was suggested to cover Organizational Effectiveness – Resource Stewardship that would cover items that were not academic or related to the classroom. A list of items were compiled that could fall under this umbrella.

- Structure, staffing, capacity and general development
- Management, delegation, communications
- HR systems – job descriptions
- Committee structures – board and admin
- Financial Management
- Clear mission, clear goals
- Culture
- Operations – facilities, IT infrastructure, customers
- Utilize measurement data for evaluation and planning and makes resources available accordingly
- Contract maintenance
- Responsive to external regulations
- Work force
- Interactions beyond D97 specific – village other entities
- Strategic Plan

The process for a strategic plan was discussed and the following statements was suggested;

By May 2017, ensure we have an effective organization as evidenced by  
Appropriate Stewardship of –

- Financial resources sufficient for operations and student equity and excellence
- Organizational structure – with sufficient people in every position by January 16, 2015
  - Retirement, attrition
- Have clear, and communicated strategic plan in place by April 17, 2016. By May 16, 2016 select process.
- Contracts in place
- Communication
  - Collecting database for potential referendum discussion

Financial Stewardship

- By May 16, 2016 we need to have a defined process to achieve fund balance compliant with the state

It was suggested that Dr. Kelley complete (within six months) the same process with this goal as she did with the other goals, and consider where funding might come from. Additionally, Dr. Kelley was asked to identify what the back office tasks are that need to be completed this year and share those with the Board within the next 45 days (i.e., two contract negotiations, OPTA and PERA, admin building, Therese O'Neill's replacement, Cabinet changes for the 2016-2017 school year). The Board expressed interest in reflecting on a long-term plan, and gaining a sense of financial requirements in one, two and three years. Dr. Kelley was asked to update the Board in December, 2015, and deliver a plan by February 23, 2016.

DISCUSSION OF TENTATIVE DISTRICT GOALS, SUPERINTENDENT GOALS AND COMMUNICATION STRATEGY (Continued)

Dr. Kelley will identify the smart goals. An “Accomplish sheet” for SMART Goals was recommended that would identify the items as outstanding,

The superintendent’s evaluation process was discussed. It was reported that February 1, 2016 is the superintendent’s retention/non-retention review (as defined in her contract). Additionally, it was recommended that a mid-term and summative review be considered, and that goals be identified by November.

WRAP UP AND PLAN NEXT STEPS

The Board members shared what they got out of the day. It was agreed that a post-mortem for today will be included on the September 8, 2015 Board agenda.

Vice President Felton and Member O’Connor left the meeting at 5:20 p.m.

Dissatisfaction was shared regarding the usefulness of the morning training.

**ADJOURNMENT**

There being no further business to conduct, President Gates declared the meeting adjourned at 5:26 p.m.

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Board President

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Board Secretary