

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Special Meeting June 22, 2013**

Annual Board retreat held at Holley Court Terrace, 1111 Ontario Street, Oak Park, Illinois

President Spatz called the meeting to order at 8:59 a.m.

ROLL CALL

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

Absent: None

Also Present: Superintendent Dr. Al Roberts, Illinois Association of School Boards representative Jeff Cohn, Gil Herman from Managing Horizons and Board Secretary Sheryl Marinier

EXECUTIVE
SESSION

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Traczyk moved, seconded by Sacks, that the Board of Education move into executive session at 9:00 a.m. to discuss (Self Evaluation, Practices and Procedures or Professional Ethics, when meeting with a representative of a statewide association of which the public body is a member 5 ILCS 120/2(c)(16)). Roll call vote.

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

Nays: None

Absent: None

Motion passed.

OPEN SESSION

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Traczyk moved, seconded by O'Connor, that the Board of Education move into open session at 1:33 p.m. All members of the Board were in agreement.

"HOMEWORK" REVIEW

Gil Herman from Managing Horizons facilitated this portion of the meeting. He shared input on what he heard during the executive session and suggested that when creating agenda items, the Board give thought to the need for each item and identify an outcome.

Herman introduced a four quadrant matrix and recommended that the Board consider this approach when setting priorities. In this example, each quadrant is identified a priority. Items are placed in the quadrants according to importance and dealt with accordingly. Items can be moved from one quadrant to another as needed. He recommended that each quadrant be limited to five items at a time.

Herman introduced the concept of a decision tree where the team would identify who owns the decision and with what level of authority. He explained that the root level would be items so critical that the Board owns the decision. The trunk level, would require superintendent review and bring decision to the Board. If they agree, the item would move forward. At the branch level, committees, etc. would have the ability to make decisions and simply inform the Board. At the branch level, items are taken care of and the Board does not need to hear about them at all.

The expectations of reports brought to the Board were discussed. Herman expressed the importance of making sure the Board's expectations of the report are clear.

Interest was expressed in finding a way for the Board to express their appreciation for a presentation without each Board member speaking. Concern was expressed about making sure that the presenter understands that their report was appreciated.

Herman suggested a quick self-evaluation from time-to-time to assess how the meeting protocols are working. He suggested that after each presentation, the Board determine who will do what, by when and for what reason.

REVIEW MATRIX FOR MULTI-YEAR INITIATIVES (1-3 AND 4-8 YEARS)

Herman led a discussion on the multi-year initiatives.

The usefulness of the Systems Audit was acknowledged. It was suggested that the Board seek input from the stakeholders regarding their interpretation of the results.

The need for a long-term plan was discussed and the need to address the misalignment at the roots was expressed.

President Spatz shared the summary of the retreat homework and the need for an alignment of strategies.

Initiatives

- Data, both student and financial shared benchmarks with the high school
- IB early year program, set a timeline to consider
- Name of school boundary changes
- A full strategic plan
- 5essentials survey
- What is the purpose of schools and how is it evolving
- Trends in homeschooling and its impact
- Trends to online learning
- Crafting an innovated teachers contract
- Restating and clarifying our goals and objectives

ART WALL ACTIVITY

Herman led the team in an activity to identify outstanding initiatives.

- IB Accreditation (6-8)
- Local Growth Model (K-8)
- PARCC / Common Core (K-8)
- Kids Pilot Implementation (K)
- Project Lead the Way (6-8)
- FLES (K-5)
- Fast ForWord (3+1)
- 1:1 Technology Initiative (K-8)
- Tech Equipment
- Tech Software
- Tech Infrastructure
- Tech Professional Development
- Finance and Operations - Structural Deficit
- Finance and Operations - Financial Enhancement
- Finance and Operations - Equipment

- Finance and Operations - Faculties Management
- Collaboration for Early Childhood
- Administration Building
- PERA 9/2016
- PT3: Parent and teacher talking together
- Modernization of HR Department (integration of technology and use of data)
- Webcasting
- Data/benchmarking with High School (student and financial)
- Interactive dashboard
- Innovative teacher contract
- IB Early Years Program
- Neighborhood schools – boundaries changes
- 5essentials survey of students and teachers
- Response to trends in home schooling and online learning (outside school day/building)

The Board reviewed the list and determined that long-term planning is essential. The Board was asked to individually post recommendations for each of the initiatives and identify if each task was a policy or operational one. Finally, the Board was asked to rank the initiatives that they identified as policy tasks and place them in a four quadrant grid.

Box 1 (highest priority)

- Teacher Contract
- Dashboard
- Budget
- Administration Building direction
 - July 9th – work team created

Box 2 (second priority)

- This box remained empty

Box 3 (third priority)

- PARA
- Facilities Environment
- Benchmarking with High school
- Collaboration/ IGA

Box 4 (least priority)

- IB Early Years

It was suggested that the initiatives identified as operational in nature be reviewed to identify which ones are trunk (superintendent level) or branch (committee, etc.) level tasks. Dr. Roberts was asked to report back to the Board during the August Board meeting, identifying which of the quadrants the individual initiatives will fall into.

Herman asked the Board to revisit the list above and ensure that each has a clear end result and directives for the superintendent.

The strategic plan was discussed. Interest was expressed in creating a new document that would fill in the gap between now and when the strategic plan is reviewed and revised. It was suggested that a current

comprehensive long-range plan be created that consists of the current strategies/objectives in the Strategic Plan and the referendum promise.

It was noted that the teacher contract needs to be written and signed in a timely manner. It was determined that a work team will be created to clearly define the term “innovative”. It was noted that the revised timeline for the signed contract needs to be defined.

Discussion took place regarding an interactive dashboard. It was suggested that a work team be organized to create a charge for an ad hoc committee for this purpose.

The budget initiative was discussed. It was agreed that the Board will direct the FORC committee to review the need to reduce the budget by 1.25 percent and share their ideas with the Board by December, 2013.

It was agreed that identifying the direction for the administration building needs should be in quadrant one. The actual relocation/ remodeling of the administration building should be in quadrant four.

President Spatz will define the needed work teams and which Board members will participate on them during the meeting on June 25, 2013.

COMMUNICATION PLAN

The Board agreed that a work team will be created including Chris Jасulca to determine the method in which this information will be shared with the public. Dr. Roberts, member Gates and member Felton volunteered to assist in this process. This item will be discussed during the June 25, 2013 Board meeting.

Herman noted the importance of keeping in mind how the Board can communicate its priorities for the year and in a way that encourages input. Member Brisben, Vice President Gates, Dr. Roberts and Chris Jасulca were charged with this task.

Member Brisben will talk to Jасulca about updating the Board Webpage to include the vision, mission and additional information that the community might find helpful.

President Spatz will send an email to the Board members identifying the workgroups and asked all to share their input.

ADJOURNMENT

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There being no further business to conduct, President Spatz declared the meeting adjourned at 4:55 p.m.

The next regularly scheduled meeting of the Board will be held on Tuesday, June 25, 2013 beginning at 7 p.m. at the administration building located at 970 Madison Street.

Board President

Board Secretary