

Proposal
District 97 Board Retreat
Provided for Bob Spatz and Peter Traczyk
District 97 Board Representatives

May 2, 2013

Background

The Oak Park Board of Education adopted a Strategic Plan document August 22, 2007. District Administration, Staff and community representatives further identified specific end results for each of the seven strategies. Over time, tremendous progress was made and documented on much of the original plan. Further, the passage of the referendum in April 2011 created a set of Promises that are blended in with other initiatives. Still further, other initiatives, such as International Baccalaureate and Common Core, have been implemented. Currently, the intent is to further review progress on the previous plan and the above referenced newer promises and initiatives to determine what to continue, what to consider completed or stop (if any), and what to start based on changing requirements or preferences.

A view of the next steps can be summarized as:

- 1) Board (and others) review of current plan and indications of if/what needs to be changed from a high-level strategic perspective (before June 22, 2013)
- 2) Board retreat on June 22, 2013 to identify and document specific initiatives and priorities. Concurrently, to define what/when/how the Board will track progress against each initiative
- 3) Administrative Staff (with additional input as appropriate) will specify measurable end results and the process for progress checks and accountability
- 4) Appropriate publication of the updated initiatives, priorities, and targeted end results to be shared with staff, community, and government.

Outcomes

Gil Herman, President of Managing Horizons, will work with the Board and Administrative Staff of District 97 to facilitate a retreat on June 22, 2013 to address #2 above. Some specific deliverables the Board will develop:

- 1) A glossary of terms to enable more accurate communication (e.g. – what does “goal” mean)
- 2) A descriptive list of specific initiatives supporting each strategy
- 3) A process for clarifying priorities – including budget implications – and identifying those priorities at the present time
- 4) A process for the Board to track progress of each initiative

Depending on the documents created during the retreat, either Gil Herman will transcribe them or, preferably, district staff can do the clerical work.

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Statement of Work

To achieve the above outcomes requires the following work in four (4) phases:

- Phase 1: Data Gathering: Gil Herman will meet with designated Board members and staff to learn their perspective of what's working, not working, and/or new directions. Further he will review relevant documents on the district site or otherwise provided.
- Phase 2: Planning and Preparation: Gil Herman will plan and prepare to facilitate a 3-hour retreat.
- Phase 3: Meeting facilitation: Gil Herman will facilitate the retreat to be held on June 22, 2013.
- Phase 4: Follow Up: Gil Herman will be check in with designated personnel at three months and six months to check progress.

Time and Fees

- Phase 1: 3 hours
- Phase 2: 1 hour
- Phase 3: 3 hours
- Phase 4: 1 hour

Agreed upon fee for all the above: \$1500

Any materials purchased or copied will be billed on a pass-through basis.