

**Official Minutes of the  
Oak Park Board of Education District 97,  
970 Madison Street, Oak Park, Cook County, Illinois  
Meeting November 9, 2015**

President Gates called the meeting to order at 6:32 p.m.

Present: Brisben, Gates, Spurlock, O'Connor, Felton, Datta (6:34 p.m.), and Spatz  
Absent: None  
Also Present: Superintendent Dr. Carol Kelley, Assistant Superintendent for Finance and Operations Therese O'Neill, Senior Director of HR Steve Cummins, Senior Director of Special Services Mike Padavic, Senior Director of Policy, Procedures and Communication Chris Jasculca, Senior Director of Administrative Services Felicia Starks Turner, Director of Curriculum and Instruction Carrie Kamm and Helen Wei, and Board Secretary Sheryl Marinier

ROLL CALL

**EXECUTIVE SESSION**

EXECUTIVE SESSION

Felton moved, seconded by O'Connor, that the Board of Education move into Executive Session at 6:32 p.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees or Legal Counsel for the District 5 ILCS 120/2(c)(1), Purchase or Lease of Real Property 5 ILCS 12/2(c)(5), Collective Negotiations 5 ILCS 120/2(c)(2)). Roll call vote.

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

**OPEN SESSION**

OPEN SESSION

Felton moved, seconded by Spurlock, that the Board of Education move into Open Session at 7:00 p.m. All members of the Board were in agreement. The meeting reconvened at 7:02 p.m.

**PUBLIC COMMENT**

PUBLIC COMMENT

Marcus Croom, an Oak Park resident, expressed concern about racial stratification among Oak Park students who are each capable of academic success. He questioned how District 97 might respond to the challenge of ensuring that each child excel academically in the 21<sup>st</sup> century. He asked the Board to consider reading the book *The Academic Achievement Challenge*, by Jeanne S. Chall, and making it available to the administration and Superintendent. If the Board agrees to read the book, Croom requested that they answer the following question; As the vision casting body of Oak Park District 97, which research or recommendations, offered in Chall's book, align with the four-year priorities of this school governing body?

**ACTION ITEMS**

ACTION ITEMS

**2.1.1 APPROVAL OF MINUTES FROM THE OCTOBER 27, 2015 BOARD MEETING**

Gates moved, seconded by Datta, that the Board of Education of Oak Park District 97, approve the minutes from the October 27, 2015 Board meeting. Roll call vote.

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

**2.2 APPROVAL OF THE CONSENT AGENDA**

Gates moved, seconded by Brisben, that the Board of Education, District 97, approve the consent agenda as presented.

- 2.2.1 Approval of Bill List (as presented at the table)
- 2.2.2 Personnel Action

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

**2.3.1 APPROVAL OF ESTIMATE OF PROPERTY TAX LEVY**

Gates moved, seconded by Spatz, that the Board of Education of Oak Park District 97, approve the estimated 2015 levy as presented at the October 27, 2015 meeting, and as delineated on the Certificate of Levy. Roll call vote.

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

**2.4.1 APPROVAL TO HIRE A FULL-TIME NURSE**

Spurlock moved, seconded by Gates, that the Board of Education of Oak Park District 97, accept the recommendation from Superintendent Dr. Kelley to hire a full-time nurse at Beye or Mann for the 2015-2016 school year. Roll call vote.

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

**2.4.2 APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE OAK PARK TEACHERS' ASSOCIATION REGARDING NATIONAL BOARD CERTIFICATION FOR OTHER PROFESSIONALS**

O'Connor moved, seconded by Gates, that the Board of Education of Oak Park District 97, approve the Memorandum of Understanding with the Oak Park Teachers' Association (OPTA) regarding National Board Certification Equivalencies for Other Professionals, which now includes an Occupational Therapist equivalency. Roll call vote.

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

**SUPERINTENDENT'S UPDATE**

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UPDATE

**DISTRICT ACTIVITIES**

Dr. Kelley reported that Michael Arensdorff presented a video to key stakeholders (Professional Learning Committee, Ed Council, and PTO Council) about an evaluation tool called BrightBytes. During the next two weeks, the staff and students will participate in this survey collection; parents have also received an email with a link to this survey. This information will be used to gather baseline data that the district can use as a comparison during the end of year administration.

District 200, District 90 and District 97's technology departments routinely hold articulation meetings to discuss ways in which the three districts can leverage their unique "tri-district" relationship. One idea that has come up is to create a consortium through the District 97 eRate consultant (who District 97 shares with District 200).

A few of the ways the district might benefit from the proposed consortium include:

- Leveraging the group to explore the possibility of running and operating its own fiber
- Finding efficiencies in purchasing/costs by combining the three contracts into one
- Leveraging the three districts for purchasing power (Category 1 and Category 2 equipment and services together to lower costs for all three organizations)
- By creating the consortium, it does not force the district to only file through the group, as the district will, and can continue to seek out options singularly as well

## **SUPERINTENDENT'S UPDATE** (Continued)

Dr. Kelley suggested that the Director of Technology draft an informational memo for the Board and include it in the December 1, 2015 Board packet.

Dr. Kelley reported that the 12 member Superintendent's Advisory Panel has been confirmed. The group will meet on Wednesday evening to help Dr. Kelley review the data/feedback that she has collected during her "Listen and Learn" sessions. This "panel" will help her identify key themes and next steps for her first-year, which will be presented to the Board and community in December.

Dr. Kelley suggested that this work might be used to lay the groundwork for the district's upcoming strategic planning process which she would like to present to Board leadership for their consideration at their next meeting. She suggested the following timeline:

- December 2015 – Superintendent's 100 Day Report
- January 2016 – Vision Retreat
- February 2016-March 2016 – Listen and Learn Community (3)
- April 2016 – May 2016 – Strategic Goal Setting Sessions
- June 2016 – Board Adoption

## **DISTRICT HIGHLIGHTS AND EVERYDAY HEROS**

Dr. Kelley asked the Board to acknowledge the following students for their recent participation at the CLAIM Forum which took place on November 2, 2015. She noted that these students used what they have learned in the district schools to claim their voice with our representatives and community members.

- Cecily Abbott
- Maximus (Max) Beach
- Julian Bradford
- Monica Bradford
- Janine (Jana) Casey
- Elizabeth (Lizzy) Larscheid
- Christopher Moore

## **UPDATE ON DISTRICT GOALS**

### **Goal 1**

During the Ad Leadership meeting on November 2, 2015, administrators participated in a professional development opportunity led by Dr. Carrie Kamm. She gave them an opportunity to discuss how to apply bite sized, actionable feedback to staff following an observation. They also discussed trends seen during their October classroom visits.

### **Goal 2**

The District Administrative Team conducted a district level data chat, which consisted of using a protocol called Peel the Onion to review students' Fall MAP scores. A copy of the data reviewed at that meeting was distributed to the Board for their review. Similar to the schools, the District Administrative Team formulated short-term and long-term goals based upon the student data.

### **Goal 3**

An invitation was sent out for the Diverse Stakeholder group meeting on Friday, December 4, 2015 from 11 a.m. – 12 p.m. The following organizations have been invited to collaborate with the district on this goal.

- Hephzibah
- Mental Health Board
- Township Youth Services
- Early Childhood Collaboration
- Oak Park River Forest High School
- Fellowship Christian Church

## **SUPERINTENDENT’S UPDATE** (Continued)

- District 97 School Administrator
- District 97 Member at large
- Oak Park Regional Housing Center

Additionally, during the Ad Leadership meeting on Monday, November 16, 2015, administration will be training the principals on the content for the three RBT parent workshops. The principals are also in the process of selecting the three days during the months of January, March and May that the parent workshops will be conducted in the school buildings.

### Goal 4

During the Board retreat on August 29, 2015, administration was requested to provide a list of the “Back Office Tasks” needed to be completed during this school year. Dr. Kelley asked the Board members to email her with any questions regarding this document.

## **BOARD ASSIGNMENTS**

**BOARD  
ASSIGNMENTS**

### **INTERGOVERNMENTAL AND LIAISON REPORT FOLLOW UP**

It was reported that the IGOV liaison report was sent to the Board on November 3, 2015. Additionally, IGOV is scheduled to hold their third forum on January 23, 2015. The focus of the forum will be debt and will be facilitated by Gil Herman. The next IGOV meeting is scheduled for December 2, 2015. It was noted that the mission of IGOV is to bring the taxing bodies together to discuss the finance, environmental and social issues of Oak Park.

The Collaboration for Early Childhood IGA Governing Board Joint meeting will be held at the Oak Park River Forest High School on Wednesday, November 18, 2015. The Board members were reminded that this is the annual meeting where the Board receives an update on the IGA board and collaboration. All Board members were asked to attend if possible.

It was reported that the CLAIM Forum was well attended by legislators. It was reported that the CLAIM committee is considering inviting the governor to attend a future forum. The committee will compile a list of topics discussed at the forum and continue dialog with our legislators, community partners and the community in general.

It was reported that the November Council Of Governments (COG) meeting was cancelled. Their next meeting will be held on December 2, 2015 at 7:30 a.m.

### **MEET L.E.E. FELLOW AND DISCUSS PROJECTS**

Kelsey Conner, the L.E.E intern came to the table. After sharing a bit of her qualification with the Board, she updated the Board on her progress with her assigned task of researching the components of successful community engagement, what role the Board’s would play, and if there are case studies that she could develop that are being implemented in other school boards nationally that District 97 could consider. She reported that she has been in contact with IASB, MSAN, the Illinois chapter of the National School Public Relations Association, the National Association of Community Engagement, the Harvard Family Research Project, and has reached out to districts that are doing a good job in this area. She has completed a case study and shared it with members O’Connor and Datta.

Board comments included the hope that Conner will be able to share a list of choices that might be different paths that the Board can consider. Interest was expressed in knowing how the district would go about engaging those who do not know how to be engaged, or do not have the time to be engaged.

It was suggested that the Board consider defining the different forms of engagement, noting that there is a difference between completing a survey and participating on a committee. It was suggested that this topic be discussed in a targeted way.

Dr. Kelley suggested that Goal Area 1 could be folded into this topic. She reminded the Board that the goal is for excellence and equity for all students, and suggested that the district’s actions must be intentional and purposeful.

## WORK TEAM REPORT: ECRA

It was reported that members Datta and Spatz were asked to review the ECRA data and identify what the district hoped to learn when it entered into the agreement with ECRA. They identified four major buckets where there are remaining questions.

- 1) Transparency – not enough data from ECRA yet on how they generate their data to allow them to be comfortable making decision. How do they handle missing data? Questions that we would request to help us better understand what they are doing.
- 2) Understanding our district – say in English what some of their tabulations tell us. How can they translate the data as it relates to other things? Variations across the district, etc.
- 3) Longitudinal data – data sharing with the high school. We have nine years of data and we have not learned much yet. We need to use the data to track the children through school.
- 4) Comparisons - What kinds of comparisons can we make outside of our district? State? How do we know if we are pushing ourselves enough? The local growth model does not compare to other district.

The Board members agreed to the four proposed areas, noting that part of the reason the district hired ECRA was because they have the capacity to answer them. It was noted that submitting these questions to ECRA is to see if they can answer them, not if they will answer them. If they cannot answer them, what do they recommend we do to get the answers? It was agreed that the administration will move forward with ECRA.

## DISTRICT PROFILE

Member Datta updated the Board on the history of the Ad Hoc Dashboard/Benchmark Committee. The profile document was shared, and discussion took place about next steps. It was suggested that the informational areas of the profile be completed prior to the strategic plan. The creation of capsule summaries as each report is being created was suggested, but it was agreed that this task, although important, does not qualify as urgent. Additionally, it was agreed that President Gates and Dr. Kelley will address this task during a future planning meeting.

## SUPERINTENDENT EVALUATION TOOL

It was reported that the draft superintendent's evaluation plan was sent to the Board for review. It was noted that there is a state requirement regarding retention of the superintendent that should be included in the timeline.

## REVIEW OF THE REVISED BOARD PROTOCOLS AND MEETINGS DOCUMENTS

It was reported that the Board Procedures and Protocols have been updated to reflect the current practices. The Board members were asked to review the revised documents and send their comments to Vice President Felton, who will share with Chris Jасulca for review. Because this is a living document, a preamble was suggested. Vice President Felton will draft the preamble.

## **ADMINISTRATIVE ITEMS**

### **POLICY REVIEW**

Jасulca came to the table. He shared the updates on policies;

2:160 (Board Attorney) with an exhibit

2:260 (Uniform Grievance Procedure)

4:50 (Payment Procedures)

5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition)

5:170 (Copyright)

5:270 (Employment Termination and Suspensions)

5:290 (Employment Termination and Suspensions)

6:140 (Education of Homeless Children)

7:10 (Equal Educational Opportunities)

7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students)

7:260 (Exemption from Physical Activity)

7:310 (Restrictions of Publications)

7:325 (Student Fundraising Activities)

8:10 (Connection with the Community)

ADMINISTRATIVE  
ITEMS

## POLICY REVIEW (Continued)

It was noted that the school fundraising procedures have been questioned over the years, and the food waiver is in effect until the end of the 2016-2017 school year. The FDA has created strict guidelines that the schools will be required to follow.

It was noted that the public relations piece was worded generally in order to accommodate the work being done by the intern.

The Policy Committee is still working on the guidelines for the Gift Policy. Jасulca noted that the old policy required Board approval of all gifts. The new policy will set a dollar amount which is still to be determined. This policy will return to the Board for review in December.

Jасulca reported that the policy review team began looking at sections 1 and 2. Most of the policies were identified as review only; some were review and revise, and some were simply a spot check. The Policy Committee will review in detail and report their findings to the Board.

It was agreed that most of the policies above will return for action on December 1, 2015, and the remainder on December 15, 2015. The Board members were asked to share their concerns/comments on the Board review of policies by Friday, November 13, 2015.

## OUT OF STATE FIELD TRIP – BROOKS THEATRE FESTIVAL

The annual BRAVO Junior Theatre trip was presented to the Board for consideration. This item will return to the Board for action on December 1, 2015.

## CONCLUDING ITEMS

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ITEMS

### BOARD REMARKS

The CLAIM committee was acknowledged for the successful Legislator Forum which was well attended and substantive.

The administration and Mike Padavic were acknowledged for extending an invitation to the Board to attend the Hephzibah Home Open House. It was noted that Mary Anne Brown took time to give Board members in attendance a briefing and answer questions. She invited the entire Board to tour the facility as a group.

The Oak Park Education Foundation Legopalooza was well-attended and successful.

President Gates attended an event for the Clark Street building. He noted that parking will increase in the area. The building will include 270 apartments and retail.

Vice President Felton attended the Women Officials' Tea where they discussed the sound barriers along the Eisenhower and an update from the Park District regarding their recent awards.

The Park District was acknowledged for hosting the Elected Officials BBQ.

Concern was expressed about the inconsistency in the school calendars. Interest was expressed in a dialog about the concern or at least an explanation to the community explaining why the calendars need to be different. It was noted that Members Brisben and O'Connor are on the Calendar Committee.

It was noted that the BRAVO performance of Beauty and the Beast was outstanding.

It was noted that everyone who has met the new Superintendent is impressed, and the Beye School Student Council is excited to meeting with Dr. Kelley in the near future.

Member Spurlock is reading the book *Building School 2.0: How to Create the Schools We Need* by Chris Lehmann and Zac Chase and found it to be useful at home and at work as well.

### BOARD RESPONSE TO PUBLIC COMMENT

The book recommended by Mr. Croom was discussed. President Gates and Dr. Kelley were both asked to respond to Mr. Croom.

AGENDA MAINTENANCE

Preview Agenda for future board meetings

The draft agendas for the November 18, 2015 special tri-board meeting, and the regularly scheduled December 1, 2015 Board meeting were reviewed and modifications were recommended.

It was agreed that an eRate Consultants – Potential Efficiencies Informational reported would be added to the December 1, 2015 Board agenda. The Board also agreed that an Intergovernmental Agreement would be necessary and would require Board approval.

Long-term Calendar

It was noted that Dr. Kelley will be sharing a summer school report in February.

Parking Lot – New Items

Members Spatz and Brisben were acknowledged for the creation of a Parking Lot Flowchart. The document was reviewed and the process discussed. Board members were asked to send their comments on the document to member Spatz by November 16, 2015. This item will be reviewed by the Board again on December 1, 2015.

Agenda Recap

None

BOARD MEETING ASSESSMENT

The Board Secretary sent the first Board Meeting Assessment survey to the Board. The Board members were asked to complete the survey. The results will be shared with the Board during the Board meeting Assessment item of the next Board meeting.

**ADJOURNMENT**

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 9:35 p.m.

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Board President

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Board Secretary