

**Official Minutes of the  
Oak Park Board of Education District 97,  
970 Madison Street, Oak Park, Cook County, Illinois  
Meeting January 26, 2016**

President Gates called the meeting to order at 6:03 p.m.

Present: Brisben, Gates, Spurlock, O'Connor, Felton, Datta, 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 Technology Michael Arensdorff, Director of Curriculum and Instruction Carrie Kamm and Helen Wei, and Board Secretary Sheryl Marinier

ROLL CALL

**EXECUTIVE SESSION**

Felton moved, seconded by Datta, that the Board of Education move into Executive Session at 6:03 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), Collective Negotiation 5 ILCS 12/2(c)(2), Student Discipline 5 ILCS 120/2(c)(9)). Roll call vote.

EXECUTIVE SESSION

Ayes: Felton, Datta, Spatz, Spurlock, Brisben, O'Connor, and Gates

Nays: None

Absent:

Motion passed.

**OPEN SESSION**

Felton moved, seconded by O'Connor, that the Board of Education move into Open Session at 6:59 p.m. All members of the Board were in agreement. The meeting reconvened at 7:02 p.m.

OPEN SESSION

**PUBLIC COMMENT**

Victor Ancieta, an Oak Park resident, and parent of a Brooks seventh grader, requested that policy 7:30 (Permissive Transfers) be the subject of revisions. He suggested that the current policy lacks clarity, and noted that on January 16, 2016, Dr. Kelley noted that a review of the policy is warranted and recognized. He asked that a timeline be identified for completion, and asked to be kept apprised of the progress.

PUBLIC COMMENT

**REPORTS**

**UPDATE ON ENROLLMENT / BUILDING CAPACITY**

Therese O'Neill came to the table with Steve Larson and Anthony Kalina from Ehlers. Larson reported that the district has grown by about 1,000 students in the last 10 years. He noted that Kindergarten enrollment has remained high since the district moved to full-day Kindergarten. He explained that the projections are for five years, due to limited birth data. Larson reported that the Holmes School community has new development in the area; however the anticipated growth from the development is minimal. Overall, Larson reported that Kindergarten levels are anticipated to decline in the next few years, and the district will see some growth due to 900 new apartments (59 percent are studio and one bedroom apartments), condos, and townhomes. He anticipates approximately 75 to 80 new students may come from those apartments.

REPORTS

Larson reported that the building capacity is stable, but the district should keep an eye on Longfellow School where the capacity is 775. He noted that student enrollment is currently at 714, and projected to reach 725. Additionally, Holmes School capacity is 625. Current enrollment is 529, with projected enrollment reaching 633. Larson noted that both Brooks and Julian Middle Schools are at enrollment number of 1,000 and the capacity for both schools is 1,125.

He explained that GIS data will be available for consideration for future data updates, and reported that over the next five years, the district will stay around 6,000 students.

UPDATE ON ENROLLMENT / BUILDING CAPACITY (Continued)

Larson noted that key factors in enrollment are positive; more families with school age children are attending District 97 than those families leaving district schools. The full-day kindergarten – full implementation, the economy and sound fiscal status also play a role.

Larson noted that his sources of information included; the district enrollment reports as of September 30<sup>th</sup>, district administration, John Tharp, Illinois Department of Public health, Village of Oak Park and Illinois State Board of Education.

Larson commented on the fact that St. Edmonds School will be closing. He noted that there are very few students at St. Edmonds who actually live in Oak Park and the district should see minimal change.

It was noted that most of the neighboring school districts are remaining the same size or declining. Larson noted that when looking at projections, he does not consider the trends of family movement within the district and/or family size.

Therese O’Neill reported that the architects have already reviewed this report and she will share her interpretation of the report with the Facilities Advisory Committee (FAC).

Board comments including questioning the Pre-K numbers, and noting that the report identifies 170 slots. The new growth in Oak Park was seen as an advantage to the district; adding revenue and little enrollment. It was noted that this report compared to the demographics study completed in 2011, indicates a 10 percent increase.

ACTION  
ITEMS

**ACTION ITEMS**

**2.1.1 APPROVAL OF MINUTES FROM THE JANUARY 12, 2016 BOARD MEETING**

Spatz moved, seconded by Felton, that the Board of Education of Oak Park District 97, approve the revised minutes from the January 12, 2016 Board meeting. Roll call vote.

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

**2.2 APPROVAL OF THE CONSENT AGENDA**

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

- 2.2.1 Approval of Bill List
- 2.2.2 Personnel Action
- 2.2.3 Adoption of Policies
  - Policy 2:125 (Board Member Expenses)

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

**2.3.1 MOTION TO TERMINATE TEACHER ASSISTANT**

O’Connor moved, seconded by Felton, that the Board of Education of Oak Park District 97, terminate the employment of Teacher Assistant Barbara Gondela, effective immediately. Roll call vote.

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

#### 2.4.1 2016-17 DISTRICT CALENDAR APPROVAL

This item was tabled so that further discussion could occur later in the meeting.

Dr. Kelley suggested that the Board think about the parents with school age children who are trying to make plans for the summer of 2016, noting that the recommended change in the school start date would impact other summer offerings.

It was suggested that the Calendar Committee meet sooner than January in the future and noted the importance of including the draft calendar in the Board packet.

#### 2.5.1 APPROVAL OF BUDGET RESOLUTION

Spatz moved, seconded by O'Connor, that the Board of Education of Oak Park District 97, authorize the Superintendent of Schools to commence preparation of the 2016-17 budget. Roll call vote.

Ayes: Spatz, O'Connor, Felton, Brisben, Gates, Spurlock, and Datta

Nays: None

Absent: None

Motion passed.

#### SUPERINTENDENT'S UPDATE

##### 2015-2016 DISTRICT GOALS

Dr. Kelley reported that in her 100-Day report that she presented to the Board on December 1, 2015, she highlighted several "potential areas" for the district that included:

- Trust and Communication
- Clear Vision with a Sustainable Focus
- System of Operations (Human Resources, Transportation, PowerSchool, Gradebook)
- Structures of Support (Equity in Student Learning Opportunities and Professional Collaboration)
- Demonstrate Our Value to the Community (Investors)
- Improve Quality of Resources in Schools
- Written Curriculum

SUPERINTENDENT'S  
UPDATE

She suggested that the district maximize the opportunities that exist within these "potential areas" by making changes to the district's existing organizational structure and system of support. She suggested that the changes occur in several phases, starting with a reorganization of the central office staff. She noted that the proposed reorganization will improve teaching and learning and lead to increased student achievement.

In the first phase of the process, the district's central office would be restructured to provide the leaders in the schools with more hands-on support and guidance. The primary goal of this restructuring would be to "empower educators to transform instruction so that ALL students succeed."

Dr. Kelley asked the Board to approve the first phase of the district's reorganization, which includes reclassifying key positions and functions, creating new positions and reorganizing structures. Below are the specific changes that correspond with this phase.

##### Reclassification of Existing Positions

1. Instructional Coaches (formerly Data Instructional Technology Coaches)
2. Director of Organizational Learning (formerly Director of Curriculum and Instruction)
3. Director of Curriculum, Instruction and Assessment (formerly Director of Curriculum and Instruction)

##### Creation of New Positions

1. Chief Academic and Accountability Officer
2. Academic Curriculum Specialists

\*this additional support would be phased in as follows:

- a. SY17: Use of External Consultants (UIC Partnership, Dr. Carry, Science)
- b. SY18: Full Position in Math, ELA and Science (recommend replacing PreK-5 Grade-Level chair positions)
- c. SY19: Full position in Arts, PE and Social Studies

### Realignment of Existing Positions

1. Direct report of (10) Principals to the Chief Academic and Accountability Officer
2. Direct report of Director of Organizational Learning to the Chief Academic and Accountability Officer
3. Direct report of the Director of Curriculum, Instruction and Assessment to the Chief Academic and Accountability Officer
4. Direct report of the Instructional Coaches to the Director of Organizational Learning
5. Direct report of the (2) Mentor Teachers to the Director of Curriculum, Instruction and Assessment
6. Direct report of the Department Chairs (stipend teacher leadership role) to the Director of Curriculum, Instruction and Assessment

Dr. Kelley also recommended new leadership training for the principals and additional training for the tenure, non-tenure teachers, and teacher leadership.

Dr. Kelley noted the importance of a written curriculum and the resources needed for the faculty and administration to use their new skills. She noted that during Phase I, administration will try to find materials to help teachers find rigor in the materials they are using.

Dr. Kelley reported that Phase II will include additional district structures and roles using a Multi-Tiered System of Support (MTSS) when the district makes a concerted effort to ensure that ALL students receive “on-demand” interventions in their core classes. She noted that the term Multi-Tiered System of Support will replace RtI, which emphasizes a focus on strengthening the core level of instruction. Dr. Kelley reported that she shared her plan with the OPTA leadership and will share it with Ed Council on February 1, 2016.

Board comments included interest in knowing if the Data Technology Coaches will remain in the bargaining unit and if the current people in those positions will be offered the jobs or need to reapply. It was noted that the position of Chief Academic and Accountability Officer has already been approved for this year’s budget; however, any additional new positions would rely on the referendum decisions. It was noted that there is now a State Teacher Leader license. In the context of change, it was suggested that administration keep in mind the additional layers of chaos and change that will need to be managed when the current CFO retires. It was noted that the reorganization leaves Dr. Kelley with a large quantity of direct reports, and it was suggested that Dr. Kelley reorganize that area as well.

### OTHER DISTRICT UPDATES

Dr. Kelley reported that the district currently has the Chief Academic and Accountability Officer and the Chief Financial Officer positions open. Both positions are posted on the district Web site. Dr. Kelley shared that she met with HYA last week and is planning to move forward with their help. She is scheduled to meet with them again this week.

### **BOARD ASSIGNMENTS**

#### STANDING BOARD COMMITTEE LIAISON REPORT FOLLOW UP FAC

The liaison report was emailed to Board members.

#### CLAIM

The CLAIM committee met last week. Ralph Matire presented during the meeting. An electronic copy of document from that meeting were shared with the Board members. It was reported that Representative Camile Lilly also attended the meeting, and shared comments on the report.

#### FORC

The next meeting scheduled for FORC is February 29, 2016.

#### COG

The next meeting scheduled for COG is February 3, 2016.

#### OPEF

The liaison report was emailed to Board members.

BOARD  
ASSIGNMENTS

## CALENDAR COMMITTEE

Member Brisben walked the Board through the recommended changes to the 2016-17 calendar. He shared that the draft agenda has a start date of August 24, 2016 to better align with District 200. Additionally, several holiday changes were recommended to align with the high school. This calendar reflects that the District will be closed on election days and an extra no attendance day has been added after winter break.

After a detailed discussion, the Board agreed to commit to a start date and revisit the holidays and institute days.

### 2.3 Calendar Adoption

Spatz moved, seconded by Gates, that the Board of Education of Oak Park District 97, reaffirm the start date of August 29, 2016 and ending date of June 9, 2017 as adopted in the draft Calendar from March, 2015, with other institute days and holidays to be approved at subsequent meetings. Roll call vote.

Ayes: Spatz, Gates, O'Connor, Felton, Brisben, Spurlock, and Datta

Nays: None

Absent: None

Motion passed.

It was suggested that future planning should take place in the summer or no later than September. It was noted that District 200 is on a semester schedule and therefore it might be difficult to totally sync the District 97 calendar with the high school's schedule. It was suggested that the action taken this evening be shared via social media as quickly as possible. Member Brisben will share a District 97/District 200 calendar comparison spreadsheet with the Board members. The Board members were asked to share date concerns they have with member Brisben by January 28, 2016 for consideration during a future meeting.

## REFERENDUM DISCUSSION

It was reported that a referendum discussion will occur during the February 23, 2016 Board meeting. Data will be shared with the Board prior to that date. At that time, the Board will review the characteristics of the proposed dates. They will determine if there are any dates that can be eliminated due to timing issues, with financial issues being considered at a later time. Dates were shared for consideration. The November, 2016 and November, 2018 options were recommended for removal from the list because planning would need to occur during the prior summer, and all agreed. It was agreed that a Referendum Discussion would be added to the February 8, 2016 agenda.

## ADMINISTRATIVE ITEMS

### TECHNOLOGY PLAN – YEAR 2 / BRIGHT BYTES

Michael Arensdorff came to the table. He reminded the Board that the vision is to improve and enhance instruction and learning by providing technology tools and professional development to teachers and students; preparing them for today and tomorrow. He reminded the Board that the Year-1 plan included;

- Wiring projects at Beye, Holmes and Lincoln
- Server refresh and cluster
- iMac lab transition
- Continuation of admin. lease
- VoIP as well as infrastructure enhancements

(Total investment \$281,047)

Arensdorff reported that the Year-2 plan will cost about \$406,755 (previous anticipated total \$678,255) and will include:

- Infrastructure enhancements \$188,000 – (pre-eRate)
- Disaster recovery site at Julian – (\$38,000 – Firewall and NAS/SAN storage)
- Admin. Lease – \$26,255 (Last payment)
- Kindergarten / PE Teacher iPad Refresh - \$134,000 with \$16,000 recycle revenue to offset cost of cases and apps
- Fiber move to new administration building - \$10,500 (originally planned for 2015-2016 budget)
- Oak Park Fiber design planning – estimated \$10,000

ADMINISTRATIVE  
ITEMS

Arensdorff reported that he will begin to review Year-3 and make sure that it aligns with the vision.

Arensdorff reported that the district received a score of 1088 on their first BrightBytes survey, noting that the score is slightly higher than the state and national scores. The survey indicated that the district's strengths are;

- Access to device and network
- Strong in student foundational skills, teacher and student multimedia skills
- Exemplar level for teacher foundational skills
- Within environment
- Access at home

Areas of improvement

- Teacher and student use of the 4C's (communication and collaboration)
- Assessment
- Professional learning effectiveness (centered on time and quality)
- Digital citizenship
- Identified Areas of focus for remainder of 2016

Board comments included noting that the Technology Plan also calls for the district to move forward with security and data audits. This item will return to the Board for action on February 8, 2016.

### **CONCLUDING ITEMS**

CONCLUDING  
ITEMS

#### **BOARD REMARKS**

Interest was expressed in knowing that the administration will be seeking critical support for the CFO position. It was suggested that administration consider finding someone with experience in benchmarking to fill the CFO position.

President Gates, Vice President Felton, members Spurlock, and Spatz were in attendance at the ED-RED dinner/workshops last night. The main presentation was facilitated by the ISBE and was on assessments and accountability, and member Spatz led one of the workshops. Kimberly Lightford was also in attendance and shared that Senate Bill 100 is moving along nicely. It was noted that the district is under obligation until September, 2016, but interest was expressed in knowing if there is any data that can be compiled in the meantime.

It was reported that the Board of Education was in full attendance during the last IGOV meeting. The table comments are being collated and will be distributed in the near future. It was noted that nine citizen questions were received. One question was specific to District 97, asking if the District would be interested in collaborating with District 200 and the Park District to build a community indoor swimming pool that the middle schools could use. President Gates will draft a response.

On Wednesday, February 24, 2016, Dr. Kelley, administrative representatives, and FAC representatives will be meeting with the Community Center Feasibility team, and President Gates asked for two Board members to participate in this study. President Gates and Vice President Felton volunteered for this one-time commitment.

During the December 2, 2015 Council of Governments (COG) meeting, the Mayor reported that the development projects on Lake Street are moving slower than anticipated and asked the other agencies to support a short-term solution. President Gates and Vice President Felton asked the Board for support to direct Dr. Kelley to ask Therese O'Neill to participate in this non-binding information meeting, and the Board agreed. Clarification as to if the request is for abatement or deferment was requested.

#### **BOARD RESPONSE TO PUBLIC COMMENT**

Dr. Kelley will respond regarding Mr. Ancieta's request.

#### **AGENDA MAINTENANCE**

[Preview Agenda for future Board meeting](#)

The draft agenda for the February 8, 2016 Board meeting was reviewed and modifications were recommended.

Long-term Calendar

Discussion regarding the changes to student discipline law

Parking Lot – New Items

Policy review of the Permissive Transfer Policy 7:30

**BOARD MEETING ASSESSMENT**

The Board Meeting Assessment survey results from the January 26, 2016 Board meeting were distributed.

**ADJOURNMENT**

ADJOURNMENT

There being no further business to conduct, President Gates declared the meeting adjourned at 10:34 p.m.

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Board President

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Board Secretary