

**Official Minutes of the Oak Park Board of Education
Elementary District 97, Cook County, Oak Park, Illinois
June 27, 2007**

President Harton called the meeting to order at 7:00 p.m.

Present: Blankemeier (7:03 p.m.), Barber (8:04 p.m.), Traczyk, Clouser,
Schwartz, Spatz, and Harton
Absent: None
Also Present: Superintendent Constance R. Collins, Assistant Superintendent
Don Robinson, Human Resources Director Trish Carlson, and
Judith M. Reed, Board Secretary

ROLL CALL

Clouser moved, seconded by Schwartz to go into Executive Session at 7:03 p.m. to discuss Appointment / Employment / Compensation / Discipline / Performance or Dismissal of Specific Employees of the Public Body or Legal Counsel. 5 ILCS 120/2(c)(1), Deliberations Concerning Salary Schedules for One or More Classes of Employees, 5 ILCS 120/2(c)(2), Collective Negotiation Matters, 5 ILCS 120/2(c)(2) and Probable Litigation, 5 ILCS 120/2(c)(11). Roll call vote.

EXECUTIVE
SESSION

Ayes: Clouser, Schwartz, Traczyk, Blankemeier, Spatz, and Harton
Absent: Barber
Nays: None
Motion passed.

Schwartz moved, seconded by Traczyk to reconvene in Open Session at 7:43 p.m. Roll call vote.

Ayes: Schwartz, Traczyk, Blankemeier, Clouser, Spatz, and Harton
Absent: Barber
Nays: None
Motion passed.

OPEN SESSION

President Harton called the Open Session to order at 7:45 p.m.

Present: Traczyk, Spatz, Clouser, Schwartz, Blankemeier, and Harton
Absent: Barber
Also Present: Superintendent Constance R. Collins, and Judith M. Reed, Board Secretary

RECONVENE

1.1.0 Approval of Minutes of June 13, 2007 Meeting

Schwartz moved, seconded by Blankemeier that the Board of Education, District 97, approve the minutes of the June 13, 2007 meeting with corrections. Roll call vote.

APPROVAL OF
MINUTES OF JUNE
13, 2007 MEETING

Ayes: Schwartz, Blankemeier, Clouser, Spatz, Traczyk, and Harton
Absent: Barber
Nays: None
Motion passed.

Public Comment – None

PUBLIC COMMENT –
NONE

Special Reports – Oak Park Education Foundation Presentation

SPECIAL REPORTS – O
PARK EDUCATION
FOUNDATION
PRESENTATION

The following representatives for the Oak Park Education Foundation, Ms. Judy Greffin, President, Ms. Sally Wallace, Past President, and Ms. Debra Abrahamson, Executive

Director, presented a report to the Board on the work and accomplishments of the Foundation over the 2006 – 2007 year. They included:

- Reaching more than 2,000 students in the school year – 25% increase over last year
- Launched the Architecture Adventure Program
- Expanded Vex Robotics
- Secured funding for Global Village expansion into 10 additional classrooms each year
- Continued Art Start

The Foundation has an increased visibility in the community, has strengthened their board and has increased their fund-raising by 50% through increased contributions, grants, and District 97's Employee Giving Campaign. They asked to have continuing access to classrooms, participation by the Board of Education on their Board, opportunities for relationship building with teachers/ administrators, dialogue on effective programs, visible support, and being a part of the fabric of the District. The Board expressed great appreciation for the work of the Foundation in the District.

Consent Agenda

President Harton read the items on the consent agenda. Blankemeier moved, seconded by Schwartz that the following items be approved on the consent agenda. Roll call vote.

- 4.1.1 Bill Lists and Related Reports
- 4.2.1 Personnel Action as presented
- 4.5.1 Acceptance of a Gift to Whittier School

Ayes: Blankemeier, Schwartz, Spatz, Barber, Traczyk, Clouser, and Harton

Nays: None

Motion passed.

4.1.2 Appointment of Assistant Treasurer

Barber moved, seconded by Vice President Schwartz that the Board of Education, District 97, approves the following positions as Assistant Treasurers:

- Assistant Superintendent for Finance and Operations
- Fiscal Services Administrator

Roll call vote.

Ayes: Barber, Schwartz, Blankemeier, Traczyk, Spatz, Clouser, and Harton

Nays: None

Motion passed.

4.1.3 Approval of Investment Policy

Blankemeier moved, seconded by Clouser that the Board of Education, District 97, approves Investment Policy No. 6144. Roll call vote.

Ayes: Blankemeier, Clouser, Barber, Schwartz, Traczyk, Spatz, and Harton

Nays: None

Motion passed.

4.1.4 Approval of Finance Oversight and Review Committee Charge

APPROVAL OF
INVESTMENT POLICY

APPROVAL OF
FINANCE OVERSIGHT
AND REVIEW
COMMITTEE CHARGE

Vice President Schwartz moved, seconded by Traczyk that the Board of Education, District 97, approves the following Finance and Oversight Review Committee Charge.

**Finance Oversight and Review Committee (FORC)
District 97 Board of Education**

Overview: District 97 has historically managed its finances with input from community members. Previous advisory committees were established in 2002 (Finance Task Force) and in 2005-06 (Finance Advisory Committee). These committee assignments have previously been established with specifically limited time commitments and reporting dates.

In fiscal years 2006-07 District 97 experienced numerous changes in staff and responsibilities within the Finance Department, including the assumption of cash and investment management responsibilities formerly handled by the Township Treasurer's office. In accordance with requests by the Board and the Assistant Superintendent for Finance & Operations the Board of Education will establish a standing Finance Oversight and Review Committee with a majority of members drawn from the community.

Purpose: To provide on-going expert oversight and guidance to the Board and Administration regarding District fiscal operations. Review the District's financial performance, including monitoring budget projections in comparison to actual experience, examining rolling five year projections, reviewing and commenting on investments, budget development, and annual audit. The committee may take up additional activities upon authorization of the Board. The committee's actions will be governed by the Board's finance and investment policies.

Charge:

The FORC will:

1. Review budget to actual reports and budget variance reports.
2. Review investment portfolio, strategy and performance on a quarterly basis. Identify and compare appropriate investment benchmarks against performance.
3. Examine specific issues in budget development at the Board's request.
4. Review periodic selection of audit firm and scope of audit. Read and note salient issues in the audit report; provide guidance to the Administration and Board when necessary.
5. Examine rolling five-year financial projections semi-annually. Vet projection model assumptions annually. Notify Board of significant changes.
6. Provide guidance on improving communication of the District's finances and budget to the Board and community at large.
7. Reports to the Board:
 - a. Provide a brief quarterly report of any material issues or trends.
 - b. Provide an annual report summarizing the FORC's activities, noting any significant issues or trends, including bond ratings and Illinois Financial Profile Scores, over the preceding and succeeding fiscal years.

Authority: The FORC shall be a standing committee of the Board of Education.

Composition: The FORC will consist of two Board members, the Treasurer, the Asst. Supt. for Finance & Operations, and five Board-appointed community members who possess relevant experience and knowledge. The Board will ascertain that the community members do not have any conflicts of interest in serving on the committee. One of the community members will serve as Chair of the FORC. For the first two year term the Board will appoint the chair after which the Committee will select its chair. Board and community members will be asked to serve for two years with the exception of fiscal year 2007-08 when two of the community members will be asked to serve one year. A term limit of four terms will apply to Board and community members. The FORC will meet at least quarterly.

Open Meetings: As a Board committee, all meetings will be subject to the Illinois Open Meetings Act.

Roll call vote.

Ayes: Schwartz, Traczyk, Blankemeier, Clouser, Barber, Spatz, and Harton
Nays: None

APPROVAL OF
FINANCE OVERSIGHT
AND REVIEW
COMMITTEE CHARGE
(CONT'D.)

Motion passed.

Members were asked to forward names/ addresses to the Board Secretary so that they may be contacted for possible participation in the FORC. Recruiting participants will begin in August with the first meeting of the committee at the end of September and a follow up in October.

4.1.5 Approval of Amendment to Food Service Inter-governmental Agreement with District 200

Vice President Schwartz moved, seconded by Clouser that the Board of Education, District 97 approves an amendment to the Food Service Inter-governmental Agreement with District 200 in Section 2 "Acquisition of Food Service Equipment," by adding thereto the following paragraph (f).

f. In the event that 1,027,273 meals are served prior to the termination of this agreement, the \$0.11 allocation will be eliminated by District 200; provided, however, that if any fees or costs are then due to District 200 from District 97, or if District 200's costs of providing the services called for in this agreement have increased in excess of the Cost of Living as determined by the U.S. Government, the parties agree to meet and confer regarding any amount then due to either party or an adjustment in the prices paid by District 97.

Roll call vote.

Ayes: Schwartz, Clouser, Traczyk, Blankemeier, Barber, Spatz, and Harton

Nays: None

Motion passed.

4.2.2 Exception to Administrative Classification

Vice President Schwartz moved, seconded by Blankemeier, that the Board of Education, District 97, approves the exception to the Administrative Benefit Plan by affording Gail Crantz, Public Relations Coordinator, movement to the Administrative 1 classification for the duration of her tenure. In the future, Public Relations Coordinators will be placed in the Support 1 category.

Roll call vote.

Ayes: Schwartz, Blankemeier, Clouser, Traczyk, Barber, Spatz, and Harton

Nays: None

Motion passed.

EXCEPTION TO
ADMINISTRATIVE
CLASSIFICATION
(CONT'D.)

4.2.3 Superintendent Evaluation Authority

Blankemeier moved, seconded by Barber that the Board of Education, District 97, approves the delegation of discretionary authority to the Superintendent to award performance bonuses to those employees in the Administrative 1 classification based on their performance evaluation. The Board further authorizes a pool of \$12,000 for this purpose noting that the cap for each individual employee is \$3,000.

SUPERINTENDENT
EVALUATION
AUTHORITY

Barber amended, seconded by Blankemeier that the authorization of the pool will be **up to \$12,000 for this purpose noting that the cap for each individual employee is \$3,000.**

Roll call vote.

Ayes: Schwartz, Blankemeier, Traczyk, Barber, Spatz, and Harton

Abstain: Clouser

Nays: None

Motion passed.

Member Clouser stated the decision for this compensation model was made under the previous board; he will look forward to acting on these evaluations and compensation models next year; and endorsing the idea of performance-based compensation models.

District Activity

5.1.0 Preliminary Budget for 2007-2008

The Assistant Superintendent for Finance and Operations presented a preview of the budget for 2007-2008. He stated the legal requirements and proposed timelines with next steps in the budget process including an early estimate of the 2007 – 2008 budget. He explained the revenue and expenditure growth and the conservative and very preliminary budget amounts for the Operating Funds which consist of the Education Fund, Operations & Maintenance Fund, and Transportation Fund. The actual projections will be provided in August and are expected to be more favorable. The Board requested to receive a competent document if possible, to be determined by Dr. Collins and Mr. Robinson, for availability to the Board prior to the August 6 date for their questions. If this is not possible this year, they ask for it in future years prior to the Public Hearing date.

- August 6 – tentative budget available for viewing at Administration Center
- August 15 – budget presentation and Public Hearing
- September 11 – follow-up budget review, if necessary
- September 25 – final budget adoption

Board of Education Priorities - None

Superintendent's Report

Dr. Collins reported the District has received the preliminary ISAT scores. Corrections are still necessary and the plan is to bring the report to the Board at the August meeting unless the state does not allow the dissemination of the results. Dr. Collins also reported that the Food Waiver was approved by the state.

Dr. Collins reported that President Harton, twelve teachers and administrators have returned from the MSAN Conference. The focus is on minority student achievement and the achievement gap, best practices, and research that are being performed by the member districts and universities. She will be asking the district attendees to share the information learned at the conference during the course of the year with the staff in the schools, at the board table, at Education Council, and at the Achievement Gap Round Table. She also hopes some of those who attended the conference join the Achievement Gap Round Table as a sign of a greater level of involvement in the District of MSAN members.

Board Concerns

Member Blankemeier requested that the Board set their goals earlier rather than later. President Harton stated that the Steering Committee for the Strategic Plan meets from Noon to 5:00 p.m. on July 10, 2007 and the Board meets with Dr. Bill Cook at 5:00 p.m. for Strategic Plan discussion followed at 7:00 p.m. with a Board/Cabinet retreat. Some discussion will be around goals that will reflect the Strategic Plan. After that a goal setting meeting can be determined. She asked the Board to bring their calendars to set this future meeting date.

SUPERINTENDENT'S
REPORT

BOARD CONCERNS

Member Blankemeier also asked if the link-up was active on the website for people to contribute to District not-for-profit organizations such as BRAVO, CAST, PING, Education Foundation, etc. Dr. Collins will speak with Mr. Robinson and Gary Sawtelle and respond to the Board in the weekly update on July 6, 2007. Member Blankemeier said if this link-up cannot be accomplished, the PTO Council should be notified.

Vice President Schwartz asked that regarding the Food Waiver, the District should be sure of the parameters on who will be notified (Middle School PTOs, CAST, and BRAVO) and the details of the Waiver. Member Traczyk asked if the limitations on the food sales had been set. Dr. Collins said conversations had been held on this matter. Using the OPRF High School as the food source for these fund raising sales, healthy eating items, had been discussed. Mr. Robinson said the discussed frequency was once a week for CAST, BRAVO, and the Middle School PTOs; twice a month for each organization. Dr. Collins said all the information will be gathered and shared with the PTO Presidents, CAST Council President, BRAVO Council President, and Middle School Principals first, prior to broadcasting it further.

Member Spatz said while on the Finance Advisory Committee in 2006, he spent much time looking at the District financial numbers. If the Board would like him to, he would be interested in looking at the PMA report from March 2006, the 2006 actuals, the 2007 actuals (when available) and fill in the gap, creating a narrative. The Board agreed that Dr. Collins, President Harton, and Mr. Robinson will talk about this and get back to Member Spatz. President Harton asked him to send her exactly what he was planning on doing before she speaks with Dr. Collins and Mr. Robinson.

President Harton held up two books, "Can We Talk About Race" and "Code Switching – Teaching Standard English in Urban Classifications" she acquired at the recent MSAN Conference. She will be providing a formal report from discussions that took place at the Conference with the other districts' board members. She will send our Board information on the Achievement Gap Initiative and MSAN over the next few weeks.

BOARD CONCERN:
(CONT'D.)

Announcements – President Harton said there is Retreat homework which Mr. Cohn, IASB facilitator, will be e-mailing to the Board. She asked that the Board send her by Friday, June 29, 2007, and no later than July 5, 2007 ideas for next year's annual calendar of agenda topics – their burning questions/issues. Mr. Cohn will send them another question directly. She noted the Board legacy will be presented at the Retreat. She also thanked Members Spatz and Traczyk for looking at the Facilities Committee scope. They will then speak with Dr. Collins and Mr. Robinson after which a presentation will come to the Board Table. She also thanked Members Clouser and Spatz and said the Board would narrowly look at public comment research as it relates to comments regarding staff. She also thanked Vice President Schwartz for providing information on the public comment subject that had previously been addressed by the Board. It will be brought forth when ready. Dr. Collins said Ms. Carlson also had some information on the subject from Hodges and Loizzi.

ANNOUNCEMENT:

President Harton said regarding committee reports, some would like to make these types of reports at every meeting but that would take up much time. She asks instead that a written committee reports be prepared and placed in a board packet or at the table. In the future they may be able to be provided electronically. Instead of reports being read aloud at the table, only questions/ concerns should be posed at the meetings.

Members Clouser, Spatz, and Traczyk will be attending new member workshops offered by the Illinois Association of School Boards on June 28-30, 2007. President Harton will also be attending a workshops for Board Presidents.

The Board Secretary asked the members to complete the Master School Board Member Activities Summary for 2006-2007, and return it to the IASB by July 27, 2007.

Executive Session

Vice President Schwartz moved, seconded by Clouser to move into Executive Session at 10:35 p.m. to discuss Appointment / Employment / Compensation / Discipline / Performance or Dismissal of Specific Employees of the Public Body or Legal Counsel. 5 ILCS 120/2(c)(1), Deliberations Concerning Salary Schedules for One or More Classes of Employees, 5 ILCS 120/2(c)(2), and Collective Negotiation Matters, 5 ILCS 120/2(c)(2), and Probable Litigation, 5 ILCS 120/2(c)(11). Roll call vote.

Ayes: Schwartz, Clouser, Barber, Blankemeier, Traczyk, Spatz, and Harton

Nays: None

Motion passed.

Schwartz moved, seconded by Clouser to reconvene in Open Session at 11:40 p.m. on June 14, 2007. Roll call vote.

Ayes: Schwartz, Clouser, Blankemeier, Barber, Traczyk, Spatz, and Harton

Nays: None

Motion passed.

There being no further business to conduct, President Harton declared the meeting adjourned at 11:41 p.m.

ADJOURN

Board President

Board Secretary