

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

CLOSED MEETING MINUTES – January 12, 2019 TIME: 9:04 AM

The Board convened in closed session at 9:04 AM. Answering present and attending in person were President Spurlock, Vice President O’Connor, Members Spatz, Datta, Broy, Breymaier, and Liebl.

Also Present: Superintendent Dr. Carol Kelley, IASB Representative Perry Hill, and Board Secretary Sheryl Marinier

Summary discussion of the Board on all matters:

1) Self-Evaluation

IASB representative, Perry Hill, facilitated this session. He shared a folder of documents that would be used during this meeting and additional handouts that can be used at a later time.

Hill identified the following objectives for today’s session.

- Analyze processes to refine the work of the governance team
- Consider and clarify board/superintendent roles and responsibilities
- Discuss working relationships and expectations of the team
- Reflect and respond to proactive steps that may aid the subsequent governance team
- Identify next steps and board development efforts

Hill asked the board to consider two questions when considering board work;

- Do we have a policy on this topic?
- Is the topic in question board work or staff work?

Hill ask the board members to explain their role as a school board member, and the following list was compiled.

- Set policy
- employ superintendent
- Set budget
- Functionality of the district
- Due process

Hill shared the following definitions and quotes;

- B.O.E. – Business-oriented, Objective and Ends-focused (outcomes)
- John Carver quote – “The board exists to be accountable that its organization works.”
- “As the board goes, so goes the district”

The Foundational Principals of Effective Governance was reviewed.

- The board clarifies the district’s purpose (goals, ends)
- The board connects with the community (be available for feedback, being engaged in knowing what else is going on in the community, giving them feedback on issues. (presence, participating and partnership with the community)
- The board employs a superintendent (hire, evaluate, support, give clear direction)

- The board delegate's authority to the superintendent
- The board monitors performance
- The board takes responsibility for itself

How does the role of a school board differ from the role of the superintendent?

- The superintendent deals with the means and the board deals with the ends

Dr. Kelley explained the process that led to the current vision statement and a discussion about how visions are created took place. She explained that the board and community will know that the pillars meet their goals by information shared by Teaching and Learning, professional development, community relations and continual improvement. She noted that indicators and metrics will be posted on the district's website.

The different types of policies were defined as PRESS policies, district specific policies and those governed by state law.

The board's approval process was discussed. One board member shared that sometimes more data is requested and not available prior to the need for board approval. The board members noted that they are currently following a two meeting process. They hear about a request during one meeting and take action on the request during the next meeting. Hill indicated the need for trust and communication, so the conversation shifted to ways that might occur. A summer retreat was suggested. It was noted that the prior board participated in the IASB Data First training.

One board members expressed concern that sometimes programs are implemented and an evaluation of the program never comes to the board, and that the board often hears about the successes, but not the challenges. Concern was expressed about implementation dips. Dr. Kelley told the board that they need to be clear on their expectations when receiving reports. They need to ask questions ahead of time so they can be answered clearly. She noted that this board operates like a committee of the whole and suggested that they could consider running their meetings using a different format.

NEXT STEPS

- Consider identifying board priorities as to when the pillar metrics are presented (data retreat)
- Consider reflecting on how each question from a board member links to accomplish each pillar
- Consider board development training on data to achieve common understanding
- Consider promoting and evaluation of data in each pillar. The board would need to clearly articulate what that would look like
- Program evaluation, everything about transparency
- Consider compiling a binder (reference tool) of report history and processes for new board members
- Convey that any elected board member can be elected to an office and that will occur during the first meeting of the new board
- Should the board participate in a discussion in 2020 about the idea of temporary board officers (interim roles)?
 - Members O'Connor and Spatz did not support this recommendation
- Member Liebl suggested that it might be worthwhile in a year or so to chat about the idea. She suggested making it very clear that these are not predetermined seats. She suggested that the board secretary invite the candidates to attend a meeting where the decision making process would be explained. Members Broy and Breymaier agreed with member Liebl's suggestion.

- The board secretary should share dates for board training with candidates, and coordinate with current members. Board members will share input on the top five things the board should share with candidates by January 25
- Use plain English when administration meets with board members
- The April board meeting should include a discussion on board priorities.

Preparations for the Subsequent Boards

It was noted that most of the past board transitions were uncontested and easier transitions. This year the board has five candidates running for four seats. It was suggested that the right side of the retreat handout packet be shared with the candidates, and emails be sent to them when the current board packets are posted. The current board members and candidates should be polled regarding dates for the “starting right” retreat, data summer retreat, and the Data First workshop.

Board Officers Election Process (Need clear cut leadership)

President Spurlock reported that she has spoken to the candidates and told them that she is interested in remaining as president of the board, and that one of the current members has expressed interest in the vice president position. She suggested that a plan be put in place ahead of time and that the candidates be informed of the officer positions and their responsibilities.

Self-Reflection

Interest was expressed in knowing how the work from this meeting will be continued, and who will take the leadership role in assuring its completion. President Spurlock offered to create a public statement explaining what was covered in this meeting.

CONCLUSION OF CLOSED MEETING

Breymaier moved, seconded by Datta that the Board of Education move into Open Session at 11:58 AM. All members of the Board were in agreement. The Board concluded the closed meeting and reconvened in Open Session at 11:58 AM.

Board President