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970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

**District 97 board member Liaison Report**

This report was created and submitted by board members who serve as liaisons to board committees, administrative committees or community organizations. It is a brief summary of the committee or organization’s most recent meeting. It does not serve as or represent official minutes of that meeting.

**Name of the committee/organization:**  Community Engagement Core Planning Team (CPT)

**Date of the meeting:** 4/21/16

**Names of the District 97 board liaisons:** Rupa Datta and Jim O’Connor

**Names of the District 97 administrative representatives (if applicable):**  Superintendent Carol Kelley

**Brief summary/key outcomes of the meeting:**

1. Update on community conversations :
   * Turnout:
     1. Great turnout in first community conversation
     2. Over 20 students at Julian student conversation
     3. 15 staff came to conversation today
     4. Planning to talk with D97 grads at D200 during lunchtime
   * Diversity: With the exception of the student group that was mostly African American, the groups seem to be diverse.
   * Review how background document is used
2. Project timeline (see updated version below)
3. Reviewed group norms for the meetings
4. Next steps:
   * Rupa and Jim will talk with board about how this work intersects with two board committees working on community engagement. The board could discuss this in May / June.
   * Pat will follow-up with how other boards have interacted with the report from the community conversations in other places and send some thoughts about this and related documents in other districts.
   * Group will present the results of the Community Conversations at the 6/14 board meeting.
   * No CPT call/meeting next week

**District 97 – Revised Timeline – as of 4/21/16**

|  |  |
| --- | --- |
| **MARCH** | |
| 3/7-3/25 | Superintendent’s Advisory Panel recruitment underway  - deadline for aps 3/18; selection process week of 3/21 notify all 3/25 |
| Date? | Process for developing District 97 vision is completed (M2 will assist with this needed) – *what are the steps remaining? Are they scheduled? When will they be completed?* |
| Wk of 3/13 | Finalize District 97/M2 contract |
|  | Core planning team meet: Discuss general process, begin planning for community conversations and interviews(e.g. develop promotion/recruitment plan) |
|  | Complete detailed task/timeline of activities and deliverables |
|  | Continue recruitment of Superintendent’s Advisory Panel   1. Send follow up email to get detailed info on applicants (need to include race and if possible a proxy for income (e.g. free and reduced lunch) 2. Review the list of applicants – *do we need to do any targeted outreach/recruitment to ensure we get the diversity of people we are looking for?* |
| Wks of 3/21 & 3/28 | Implement community conversations promotion/recruitment plan |
| **APRIL** | |
| **Wk of 4/4** | Implement community conversations promotion/recruitment plan  4/6 - **CPT meeting**  4/6 - 1st meeting of Superintendent’s Advisory Panel: establish guidelines/expectations for working together; outline goals, work plan and begin framing community conversations |
| **Wk of 4/11** | Continue to implement community conversations promotion/recruitment plan  4/13 **CPT meeting**  Conduct community conversations and interviews with stakeholders  **Sat 4/16 – parent & community** |
| **Wk of 4/18** | Conduct community conversations and interviews with stakeholders  **Wed 4/20 – students**  **Thurs 4/21 – teachers & staff**  **Sat 4/23 – parent & community**  4/21 - **CPT meeting** |
| **Wk of 4/25** | Conduct community conversations and interviews with stakeholders  **Mon 4/25 – administrators**  **Wed 4/27 – students (afterschool); parent & community (evening)**  **Thurs 4/28 – D97 alums/OPRFHS students (3 sessions over school lunch periods); teachers & staff (afterschool)**  **Sat 4/30 – parent & community (2 sessions – am & pm)** |
| **MAY** | |
| **Wk of 5/2** | Analyze and organize findings from community conversations  5/4 - **CPT meeting** |
| **Wk of 5/9** | 5/11 - 2nd meeting of Superintendent’s Advisory Panel: Present findings from community conversations  5/12 - **CPT meeting** |
| **Wk of 5/16** | 5/18 - **CPT meeting**  5/18 – 3rd Superintendent’s Advisory Panel meet to flesh out top priorities |
| **Wk of 5/23** | 5/25 - **CPT meeting**  5/25 - 4th meeting Superintendent’s Advisory Panel: outline draft document |
| **Wk of 5/30** | 6/1 - **CPT meeting** - Draft action plan share/review with Core Planning Team  6/2 - 5th meeting Superintendent’s Advisory Panel: review draft document |
| **JUNE** | |
| **Wk of 6/6** | 6/8 - **CPT meeting**  6/10 - Post draft document online for public comment |
| **Wk of 6/13** | Monitor public comments  6/14 - Present draft document to D97 Board of Education  6/15 - **CPT meeting** - discuss public/board comments on draft document |
| **Wk of 6/20** | 6/20 - Close public comment period for draft document - integrate all edits (including BOE’s) after 6/20 and before 6/23 meeting  6/23 - **CPT meeting** - review edited version of draft document  6/23 – 6th meeting Superintendent’s Advisory Panel: review public comments draft document; final celebration of group |
| 6/24 | Send final draft of document to D97 Board of Education and Superintendent’s Advisory Panel |
| **Wk of 6/27** | 6/28 - Board of Education meeting  - is this a vote?  - can we record edits and vote as “as amended”  - would be better we BOE had time to review and add comments sooner – maybe present at 6/14 for discussion and feedback (simultaneous to public comment period) and  - encourage Superintendent’s Advisory Panel members to attend board meeting as this is their work |
| **JULY/AUGUST** | |
|  | District BOE, Superintendent, Cabinet and school level educators begin planning to operationalize initial priorities in 2016-17 school year |