

**Oak Park and River Forest High School  
201 N. Scoville  
Oak Park, IL 60302**

**Policy, Evaluation and Goals (PEG) Committee  
Thursday, August 18, 2011  
Minutes  
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Thursday, August 18, 2011, in the Board Room. Co-chair Finnegan opened the meeting 8:45 a.m. Committee members present were Terry Finnegan, Valerie J. Fisher, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were: Dr. Steven T. Isoye, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel L. Rouse, Principal; Lauren M. Smith, Director of Human Resources; and Cheryl L. Witham, Chief Financial Officer; Gail Kalmerton, Executive Assistant/Clerk of the Board. Dr. Tina Halliman, Director of Special Education

Visitors: Kay Foran, Communications and Community Relations Coordinator; Chala Holland, Assistant Principal for Instructional; James Paul Hunter, Chair of Faculty Senate Executive Committee (departed at 12:00 p.m.); Wyanetta Johnson of APPLE; and Laurel DiPrima of IASB's Policy Services.

**Review of Policy Manual**

The intent was to review Sections I, II, III, of the draft policy manual prepared by the IASB. The edits will be part of the new policy manual with the new numbering system. Discussion ensued about the approach to use in reviewing the manual. Should it be just substituting polices that IASB has prepared or should this be a full update of the policies, reaching consensus on every word. Ms. DiPrima explained that Section 2 is about legal compliance and the discussions should not be lengthy as it is about the power and duties of the school board which are from The School Code of Illinois. She reiterated her commitment to working with the District until this process was complete. It is her responsibility to see that the Board of Education's polices are aligned with the District's Collective Bargaining Agreements. She agreed to include the adopted/amended notations on the policies.

Comments/amendments included the following:

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| Section 1:20, Page 1, Para 3, Line 1:             | Add "includes without limitation." In addition, Ms. Witham will provide a list of cooperative agreements.   |
| Section 1:30, Page 1, Bullet Point 5:             | Delete the words "an awareness of"  |
| Section 1:30, Page 1, Bullet Point 10:            | Delete the words "an appreciation of:"  |
| Section 2:105, Page 2, Para 3, Line 2:            | Delete "The Board may, as necessary or prudent, appoint an Ethics Advisor for this task," as this is no longer legally necessary  |
| Section 2:110, Page 1, Secretary Section, Line 2: | Delete the sentences: "the Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term." |
| Section 2:110, Page 2, Para 2, Line 1:            | Replace "the Board may appoint a Recording Secretary" with "The Clerk of the Board"   |
| Section 2:110, Page 2, Para 2, Line 1:            | Delete "The Recording Secretary"  |

Section 2:120, Page 1, Item 2:	Replace with the following: “The Board of Education president and superintendent shall conduct an orientation meeting for new board members to become acquainted and to review Board of Education processes and procedures.”
Section 2:120, Page 1, Item 3:	Delete.
Section 2:120, Page 1, Exhibit:	Delete
Section 2:40, Page 1, Para 1:	Alter this to explain chain of command. Dr. Isoye, Ms. Smith, Mr. Finnegan, and Mr. Phelan will add their expertise.
Section 2:140, Para 2:	Ms. DiPrima will reword “Board Member Use of Electronic Communications” and the Exhibit to reflect how Board of Education members are able to legally communicate with each other.
Section 2:40, Page 1, Para 3, Line 1:	Replace the word “appoint” with “include”
Section 2:140-E, Item 6:	Reword as Board of Education members may reply to the Board of Education member who sent the email.
Section 2:150, Items 1, 4, 5:	Status Quo
Section 2:150, Items 2 and 3:	Separate out as the memberships are to be approved by the Board of Education. Add a sentence that specifies that task forces are special committees. Both Parent-Teacher advisory Committee and the Behavior Interventions Committee memberships are to be appointed by the Board of Education.
Section 2:60:	Ms. DiPrima will send the Board of Education the reference in the School Code relative to removing a Board of Education member from office. This is standing operating procedures.
Section 2:80. Page 1, Para 3, Line 2:	Delete “A copy of the <i>Code</i> shall be displayed in the regular Board meeting room. Discussion ensued about the Oath itself and it was suggested that if there were suggestions for change to submit them to Ms. DiPrima, Mr. Finnegan and Mr. Phelan.
Section 2:80-E, Title:	Change the title of the exhibit to match the old Policy. The change was suggested because of the objection to automatically agreeing to adopt anything the IASB wants to adopt. Ms. DiPrima assured the Committee that it would have a chance to review any changes via PRESS.

Discussion ensued about whether the Board of Education was bound to exhibits or procedures not included in the Policy Manual. Ms. Fisher and Dr. Isoye will work to create a legal question on the weight procedures might hold in litigation. OPRFHS has many policies in which the Board of Education high school given the administration the responsibility of creating procedures. The Board of Education is working with the IASB to review its policy manual and the general statements and to insure that it meets state and federal requirements. In the future, the District may work with IASB about developing a procedure manual. Ms. Patchak-Layman stated that there would be no opportunity for the Board of Education to interact with the students, the parents, and the community if procedures were not included in the Policy Manual. Their implementation has the most bearing on the community. Ms. DiPrima stated that the Board of Education starts with polices, then the procedures and, then, ultimately student and employee handbooks. A multi-school district could have different procedures for different schools. Ms. Patchak-Layman wanted the public to have the opportunity to talk about the handbooks and procedures, etc. The Board of Education approves the policies before the procedures are put in place. If the Board approved the administrative procedures, it would prohibit the administration from making any changes.

If the Superintendent appointed task force/committee, a Board of Education member may attend as an observer, but would not be counted in the quorum. The question to ask relative to the Open Meetings Act is whether the committee/task force is there to advise the superintendent or the Board of Education. If the committee's purpose is to advise the Board of Education, it is subject to the Open Meetings Act. Some superintendent committee meetings are not subject to Open Meetings Act and Board of Education members would be cognizant of not having three members in the same room. On Board of Education appointed committees, Board members are not to participate. While advised to check with legal counsel, Ms. DiPrima stated that Board of Education members may be prohibited from attending meetings where the Board of Education would take action in the future, e.g., discipline or grievances, etc. Dr. Isoye reminded the Board of Education members that their participation in various committees does impact the work of the committees.

Discussion ensued about the creation of the Advisory Leadership Team (ALT) and whether it was subject to the Open Meetings Act. The Board of Education was reminded that the Facilities Advisory Committee presented a model to the Board of Education on cost containment measures. In January the Board of Education voted to have the Superintendent select the community members. In previous documents presented to the Board of Education and in several lengthy Board of Education conversations, the topic was whether ALT membership should be a Board-appointed or superintendent-appointed committee. Community members have been asked to volunteer. If this committee is a board-appointed committee, it might change the intent of the committee.

Ms. DiPrima reported that the policies being recommended were written to protect the Board. The statements in Board of Education Policy 101, Human Dignity, "There shall be no discrimination" and 2) OPRFHS is committed to providing an inclusive ...that are eliminated in student achievement and success" are philosophical statements, not Board of Education policy. They could be incorporated into new policies 5:10 and or 7:10. Ms. DiPrima agreed to include the old policy.

Ms. DiPrima stated that she would make changes and the next meeting will start with the review of Policy 2:160. Ms. DiPrima and Ms. Kalmerton will work on future Policy Committee dates. Mr. Phelan, Mr. Finnegan, Ms. Smith, Dr. Isoye and Ms. DiPrima will discuss how to go about this review in a more expeditious manner.

### **Goals**

The Committee was provided with the Draft Statements, the Draft Steps to Achieve Statements and the Draft Action Steps. The Committee was asked to finalize these so that the Board of Education could approve them at the regular August 25 Board of Education meeting. Dr. Isoye reminded the Board of Education that it had received and reviewed the original statements that were created by Dr. Alson, Dr. Millard, and himself. He then coordinated the suggestions of Board of Education members. He asked if these statements had the desired flavor. The actions must be upheld by the administration. The statements are the long-term projections and the actions steps are the measurable goals.

Dr. Isoye stated that he had asked the administration to develop a "smart" of goal for Statements 2, 3, and 4. He asked the Board of Education to develop one for Statement 5, having to do with governance. Discussion ensued about whether every goal had to include student involvement. Ms. Patchak-Layman suggested that it could be an action to take such as communication and could be quantified as part of the goal, i.e., students involved in MSAN and their outreach with other students in the building, a student fair, stronger relationships with the Township, etc. At this point only adults in the building are involved in the CCAR conversations and PEG training.

The Board of Education reviewed each statement and action goal together. The changes are as follows:

### **Statement 1: Racial Equity**

The Board of Education will provide an inclusive education for all students and take action to eliminate racial predictability, ~~and~~ disproportionality in student achievement, and ~~reduce~~ systemic inhibitors to success for students and staff of color.

Action Steps:

- CCAR and PEG leadership training for systemic wide discussions about race multiple stakeholders;
- Review of Policy Manual with CCAR participants for racial equity; and
- Drill deep into the data to determine patterns of experience for students starting with course placements and E-PAS data based on race.

### **Statement 2: Student Engagement and achievement**

The Board of Education will increase student engagement and achievement, through quality classroom instruction, co-curricular and ~~extra-curricular activities~~ other enhanced learning opportunities, ~~as a strategy for raising student achievement in the district.~~

Action Steps:

- Implement District scorecard to report on student achievement trends;
- Obtain and review longitudinal data on post-secondary activities and success of students; and
- Prepare advisory and student mentor programs for review and adaptation in 2011-2012 school year.
- Using fall SRI data as a baseline, increase the proportion of freshman students reading at grade level by 10%.
- Articulate a plan moving forward that addresses the work necessary to close the achievement gap.
- Enhance cocurricular participation by \_\_\_\_ percent or establish a database.

### **Statement 3: Learning Environment and School Culture**

The Board of Education will continue to build and sustain a positive school culture, respecting and embracing all members of the school community, while providing for a safe learning environment.

Action Steps:

- Support and increase participation and programming available to parents and revive PTO as a parent participation option;
- Identify and implement specific discipline and positive behavior intervention through PBIS to reduce total ISS and OSS infractions and days spent in ISS and OSS for target areas by 10% compared with the 2010-2011 outcomes;
- To implement a climate survey to identify within the school culture the interactions between students to students, adults to adults and student to adults; and
- Develop a lunch period task force to develop on campus lunch period options for students.

#### Statement 4: Finance and Operations

The Board of Education will oversee the financial and operational conditions of the District to preserve prudent fund balances and equitable operational practices while continually striving to upgrade educational programs, hiring practices and facilities.

##### Action Steps

- Implement FAC Model for efficient and effective management outcomes;
- Identify appropriate recruiting and hiring practices to attract quality candidates for all staff and student positions including methods of retention for staff;
- Increase recruitment activities to targeted minority teaching candidates by 20% compared with 2009/2010 recruitment efforts.
- Successful completion of negotiations; and
- Work with Districts 90 and 97 and private school (s) for increased shared services.

#### Statement 5: Governance

The Board of Education will ensure that accountability frameworks for policy and data are established and utilized.

##### Action Steps

- ~~Initiate~~ ~~ive~~ ~~D~~discussion and establish framework for Strategic Plan for District, to start in earnest in fall 2012 (included here but overlaps all five statements);
- Continue with Board retreats to refine Board governance and efficiency, including methods of assessing additional activities for Board to learn to streamline its role in District operations; and
- ~~Convene Board task force (perhaps 2 members with~~ Superintendent) to identify appropriate instrument for annual Superintendent evaluation

Dr. Millard and Mr. Finnegan will develop a smart goal for the Board of Education relative to time management or interview and selection of strategic planning firm

Ms. Patchak-Layman suggested increasing the amount of time students assigned to an OSS and/or an ISS, specifically with teachers. She suggested 20 hours per week per student. Dr. Isoye was directed to study this process for consideration later as to cost, FTE, etc.

#### Adjournment

The Policy Evaluation and Goals Committee adjourned at 1:35 p.m.