

**OAK PARK AND RIVER FOREST HIGH SCHOOL**  
**201 N. Scoville**  
**Oak Park, IL 60302**

**Strategic Plan Operations Committee (SPOC)**  
**June 14, 2016**

A Strategic Plan Operations Committee meeting was held on June 14, 2016. Chair Dr. Moore called the meeting to order at p.m. in the Board Room. Committee members present were Dr. Jackie Moore, Tom Cofsky, and Jennifer Cassell. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief School Business Officer; Sheila Hardin, Faculty Senate Executive Committee Chair; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Lincoln Chandler, consultant, Jason Dennis, OPRFHS Assistant Principal of Instruction, Steve Miller of PMA.

**Public Comments**

None

**Work Flow**

Earlier in the spring, the committee had asked for a description of the decision-making process within the District: the mechanism behind how ideas get processed, implemented and then evaluated. A flow chart was developed in response to this request. The first chart was a view of where ideas enter and how they get processed through the organization. The second chart explained the use of committees within the organization. The third diagram explained how to use the chart and how the workflow is processed. The fourth chart is a proposed workflow chart that would allow for new work to be aligned with the Strategic Plan, Board of Education goals, and the administrative work necessary to support those goals. The last page described the inputs, implementation process, and considerations for the transition.

Discussion ensued. Comments/concerns from the committee members were about the need to have correct input at the beginning of any decision-making process and the monitoring, reporting and knowledge as to who in the organization would be responsible for the monitoring and reporting. The monitoring criteria to be used should be determine on the front-end of any project as well as during the approval process. The Committee wanted to standardize monitoring requirements, understanding that exceptions would occur, in order to be able to determine conclusively whether the goals of the program or process were being met, what needed to be refined, should the program be expanded, etc.

A request was made to have a more detailed list of who is responsible for what areas using examples. The decision-making chart is a draft.

**Lincoln Chandler**

The discussion has occurred with Mr. Chandler, Ms. Hill, and the District's attorney on how to move the data that Mr. Chandler has requested forward to support the Culture, Climate, and Behavior Committee (CCB) and to work with Ms. Hill. The objective was to protect both Mr.

Chandler and the District. When asked about the status of the different pillars of the Strategic Plan that Mr. Chandler had provided, it was reported that the emphasis to this point has been on securing the agreement with Mr. Chandler. However, both Mr. Chandler and Ms. Hill have been working on the overlay. It was requested that this Committee meet before the Special Board meeting on July 14 to continue the discussion of metrics.

Dr. Isoye reported that examples of smart goals had been provided by Mr. Cofsky and Ms. Cassell previously, and the Committee asked that the administration develop some as well. The Finance Committee is working on financial metrics.

### **Adjournment**

At 6:39 p.m., Dr. Moore moved to adjourn the meeting; seconded by Mr. Cofsky. A voice vote resulted in motion carried.

Submitted by Gail Kalmerton  
Clerk of the Board