

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

**Strategic Plan Operations Committee (SPOC)**  
**January 19, 2016**

A Strategic Plan Operations Committee meeting was held on January 19, 2016. Chair Dr. Moore called the meeting to order at 6:50 p.m. in the Board Room. Committee members present were Dr. Jackie Moore, and Jennifer Cassell. Also present were Dr. Steven T. Isoye, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum & Instruction; Tod Altenburg, Chief School Business Officer; David Ruhland, Director of Human Relations; Sheila Hardin, Executive Committee Faculty Senate Chair; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Board of Education members Fred Arkin, Sara Spivy; faculty members Jason Dennis and Melinda Novotny; student Grace Fox; and consultant Lincoln Chandler.

**Public Comments**

None

**Minutes**

The SPOC unanimously approved the minutes of the December 8, 2015, meeting, as presented.

**Presentation of Pilot Projects**

Leadership & Launch

Ms. Novotny introduced student Grace Fox, a participant of the leadership class and she was chosen to be part of the Global Leadership Summit experience. Both Ms. Novotny and Ron Johnson are working on how to use different kinds of furniture in classrooms in order to create a student-centered, integrated, and active learning space using flexible design and innovative construction techniques. It is called the Active Learning Space Pilot Program (ALS). Surveys were developed with the help of the University of Minnesota for students and faculty before and after the implementation of the furniture. Approximately 652 students and 11 teachers were initially surveyed. The results will be evaluated by a professional team.

Ms. Fox reported that Global Leadership had encouraged the 29 students who participated in its program, as a part of the design/thinking process, to find a problem/challenge, interview constituents about it, and determine a solution. As such, they focused on how the space in Room 293 could be used in the future. Students would also be asked for their ideas on how to use this space. Ms. Fox had shadowed graphic designers at Gensler Design, who helped her generate a list of credible uses for the space. Because this space did not have much natural light and people do not like fluorescent lights, it was suggested that glass or sliding walls be incorporated, i.e. glass cubicles, or use the space for rest areas. Ms. Novotny noted that students were conducting their own research as to why this space was underutilized. They understand that this is a project and no promises have been as to the implementation of their recommendations. Students had thought about a concept and delved deep into it. This is the project for the year.

Leadership and Launch

Mr. Dennis provided an update on the Leadership and Launch Program.

Leadership

- Students (junior/senior mentors) are currently reading *The 7 Habits of Highly Effective Teens* and presenting the information to each other in a group presentation method. They are utilizing the 7 Habits

as a way of better explaining and understanding their interactions with each other and their POD (freshmen).

- With their LAUNCH classes, the mentors decided on a community service project. They collected donation money from the students to either Adopt-a-Family or participate in a Blanket Drive. As a POD (1 mentor to 4 students), they made fleece blankets or collected blankets for a homeless shelter.
- Mentors are working with the freshmen to establish a finals study schedule. They are laying out all days prior to finals, and asking the students to fill in their commitments and study techniques into the chart. The mentors are quizzing, assisting, tutoring, and helping the freshmen establish healthy finals study habits.

#### Launch

- Freshman students are preparing for their finals by attending the tutoring center, huskie hub, library, or staying in study hall to continue studying on Mondays and Tuesdays.
- On Wednesdays, Thursdays, and Fridays they are practicing study skills (flashcards, quizzing self, being quizzed, accessing resources, and note-taking techniques) with their mentors.
- They all participated in the cutting and tying of the fleece blankets for the Blanket Drive. They also wrapped and labeled all the gifts for the Adopt-a-Families as well.

#### Data Gathering

In an effort to gauge the effectiveness of Leadership and Launch, identify areas in need of improvement, and to make recommendations for the future of the program, we are in the midst of conducting a thorough program evaluation. As part of this program evaluation we are engaged in the following:

- Surveying Launch, Extended Algebra, and Leadership students
- Conducting focus groups of Leadership/Launch/Extended Algebra students
- Soliciting written reviews from all involved parties (Leadership teachers, Launch teachers, all students, and all parents)
- Interviewing all teachers
- Conducting site visits of other peer mentoring programs.

The leaders are being trained in the Google environment. They will do extensive training and mimic that training with Chromebooks in the classroom as needed.

Mr. Dennis had worked with Ms. Hardin and was thankful for the Memorandum of Understanding that allowed teachers to participate in this program. Approximately 120 students participate in the program. Mr. Chandler will be a resource for this program. A committee member asked for a brief description of the pilot's goals, surveys, training, etc. Students in study halls are generally high achieving and while the original idea was to provide academic support, these students may not need that support. Beyond academics, other activities that involve students is Global Ninja, as the staff in the TLC designed a way to create a series of skills teachers would need. Subsequent tasks became more and more difficult with the students being able to achieve additional "Ninja belts". This helped faculty to navigate the Google sphere.

#### **Contract with Lincoln Chandler**

A proposal from Dr. Chandler was included in the packet. His responsibilities will include assessing data collection and reporting on practices at the high school. The goal will be to 1) develop a common understanding of how available data align to the Board strategic goals; 2) review data sharing practices within and outside of the school; determine the metrics currently tracked by the school best suited to be indicators of success for active pilot programs (i.e., Freshman Learning and Launch, Active Learning Space, SEL training, as well as others; and identify additional relevant metrics and benchmarks that can be captured.

Dr. Chandler will also be working with Cathy Gustafson as a co-facilitator of PTAC. Ms. Gustafson will bring background and research and Dr. Chandler will bring a knowledge base with regard to assessments. This is an opportunity to bring two great minds together.

Dr. Moore read a statement from Mr. Cofsky in his absence. “While I think it is valuable to walk through the data as outlined, I strongly believe that as a starting point we need to identify where we want to end up. I see this as overarching educational goals, school cultural goals (as well as financial). These need to be specific. (Example: Raise graduation rate to XX across all sectors). Without knowing where we want to land, any path will get us there! I believe all detailed metrics then must aim us to the end results desired. This holds for the pilots. With that said, I do think it is worthwhile to sort through the data as outlined, but only once we have clarity on our strategic plan outcomes.”

Dr. Moore stated that the charge of the committee as it moves through the work of the pilots and with the assistance of Mr. Chandler is to bring definition to the committee’s role and growth.

### **Adjournment**

The meeting adjourned at 7:25 p.m.