

**ROCKFORD BOARD OF EDUCATION
ROCKFORD, ILLINOIS
Meeting Minutes**

**Swedish American Hospital
1401 East State Street
Fourth Floor Board Room
Rockford, IL 61104
Saturday, June 17, 2017**

1. Call to Order – President Kenneth Scrivano called the Strategic Planning meeting of the Rockford Board of Education to order at 8:15 a.m.

Roll Call

Board Members:

Present: President Kenneth Scrivano, Vice President Jude Makulec (arr. 8:15 a.m.), Secretary Michael Connor, Mr. Anthony Dixon, Mr. Tim Rollins, Mr. David Seigel, Mr. Jaime Escobedo (via phone 8:33 a.m.)

Absent:

Administration: Superintendent Dr. Ehren Jarrett, Deputy Superintendent Mr. Matt Vosberg, , Chief Communications Officer Mr. Earl Dotson, Jr., Interim Chief Human Resources Officer Mr. Matt Zediker, Chief Financial Officer Ms. Nicole Thorn, Chief of Continuous Improvement Dr. Kelly Monson, Chief Operations Officer Mr. Todd Schmidt, Executive Director of Academics Mrs. Heidi Dettman, Manager, Superintendent’s Office Mrs. Roberta Edwards, Board Coordinator Ms. Laura Fromm

Guests: Mr. Paul Goddard - REA

2. Petitions & Communications

There were no speakers.

3. **Bid Recommendation – Custodial

A. IFB 17-43 – Custodial Services

Motion by Mr. Connor seconded by Mr. Rollins to **approve** Bid Recommendation – Custodial 3A, IFB 17-43 Custodial Services.

Once the bid is approved, a letter of intent will be sent enabling Aramark to begin by July 1, 2017. The first review of custodial services will be presented at the September Operations Committee meeting.

Mr. Scrivano called for the vote.

Yeas: Mr. Dixon, Mr. Rollins, Mr. Scrivano, Mrs. Makulec, Mr. Seigel, Mr. Connor

Absent: Mr. Escobedo

Approved: 6-0-1

In an effort to stay on task and on schedule, Dr. Jarrett explained the “Parking Lot” for items that would come up during the retreat; but would be answered at another time i.e. committee meetings, Board updates, one-on-one meetings, etc. Board members were given Post-It Notes® and markers for these discussion points and Dr. Jarrett will place them in the “Parking Lot.”

Mr. Escobedo joined the meeting via telephone 8:33 a.m.

4. Strategic Plan Key Indicators Annual Review Progress Update

The complete presentation may be viewed by clicking on this link:

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGT5AF6D2/\\$file/Board%20Retreat%206-17-17%20\(2\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGT5AF6D2/$file/Board%20Retreat%206-17-17%20(2).pdf)

The dashboard may be viewed by clicking on this link:

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGE5AEA2D/\\$file/DISTRICT%20DASHBOARD%206-17-2017.xlsx%20-%20Sheet1%20\(1\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGE5AEA2D/$file/DISTRICT%20DASHBOARD%206-17-2017.xlsx%20-%20Sheet1%20(1).pdf)

A. District Dashboard

B. Annual Strategic Progress Update

Goal 1: Growth and Achievement

- Key performance indicators include K-9 MAP (Growth & Achievement) SAT

- 2016-17 was the first year implementation of K-9 MAP and redesign of SAT
- Illinois has not determined its benchmarks for SAT. The data presented is preliminary.
- MAP targets for reading and math were reviewed
- Current SAT benchmarks are: 45% students meet or exceed the Evidence-Based Reading & Writing (ERW), 22% of students meet or exceed the SAT math benchmark, and 20% of students meet or exceed the SAT ERW and math benchmark.
- Growth targets for reading and math were reviewed.

	Reading	Math
District	48%	47%
Elementary	43%	44%
Middle School	59%	53%
9 th Grade	46%	47%

- Reading Achievement (National Percentile)

Grade	Fall	Spring	Change
K	40	33	-7
1	23	17	-6
2	17	10	-7
3	17	11	-6
4	16	11	-5
5	17	18	+1
6	13	23	+8
7	23	32	+9
8	28	40	+12

- Math Achievement (National Percentile)

Grade	Fall	Spring	Change
K	33	30	-3
1	15	16	+1
2	13	8	-5
3	12	8	-4
4	10	9	-1
5	12	15	+3
6	7	8	+1
7	13	16	+3
8	25	29	+4

- Achievement is being approached by three fronts, system improvement, teacher growth and student growth. Three Curriculum Leadership teams remain to be populated. Eighty seven percent (87%) of the teams are on track, the remaining teams' work have slowed due to various circumstances. Ninety two percent (92%) of the membership have served their full terms. Fifteen percent (15%) of the REA membership are currently involved in collaborative committee work.

Goal 2: Engaging Partnerships

- Key performance indicators include volunteers (people, hours and staff equivalency).
- Volunteer hours are categorized by organization, affiliation and function. The information may be viewed by clicking on these links:
 - [http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7S50285B/\\$file/Volunteer%20Hours%20by%20Organization.pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7S50285B/$file/Volunteer%20Hours%20by%20Organization.pdf)
 - [http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7U502868/\\$file/Volunteer%20Hours%20by%20Affiliation.pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7U502868/$file/Volunteer%20Hours%20by%20Affiliation.pdf)
 - [http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7W502874/\\$file/Volunteer%20Hours%20by%20Function.pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANCL7W502874/$file/Volunteer%20Hours%20by%20Function.pdf)
- The total number of volunteer hours for 2016-2017 is 66,424.

- The total number of volunteers for 2016-2017 is 7,942.
- A kiosk was piloted at Montessori for volunteers to check in. This minimizes interrupting the office professional in the building and captures the data.

Goal 3: Optimal Climate

- Key performance indicators include: student involvement-extracurricular & fine arts, technology-device to student ratio, facilities-deferred maintenance, Facilities Master Plan (FMP) life cycle maintenance, keyless entry, secure vestibules, maintenance and cleanliness.
- Fifty-three percent (53%) of students are involved in extracurricular sports or activities and 51.5% of students are involved in fine arts classes. Targets for both are sixty percent.
- Technology updates include:

Device to student ratio (District average)	.89 (1)
Device to student ratio (elementary)	.94 (1)
Device to student ratio (middle school)	.92 (1)
Device to student ratio (high school)	.55 (1)
Average wait time for technology repairs (days)	7 (<2)
Professional Development	550 (1,900)
- Facilities updates include:

Percent of deferred maintenance projects completed District Wide	20% (77%)
Percent of Facilities Master Plan completion	69% (95%)
Percent of Life Cycle completion maintenance, repair and replacement	23% (100%)
Percent of schools with external keyless access	100% (100%)
Percent of schools with secure vestibules	54% (76%)

Completion of projects is based on final payments. The summer is a busy construction season and the completion ratios will greatly improve during the upcoming fiscal year.

Goal 4: Quality Staff

- Key performance indicators include: internal trust and relationships-principal development, recruit and develop- HR satisfaction, education pathway, onboarding, professional development monitor, track and report-SMART (specific, measurable, attainable, realistic, timely), quality peer reviews (QPR), and process improvements.
- The District continues to support the principal leadership and development. Consistent interview questions and protocols have been created.
- Professional development includes principal PD steering committee and evidence-based leadership.
- Currently the District is building a one year (1) training, with the emphasis around SMART systems.
- Human Resource Department survey results had a twenty-nine percent response. Specific feedback was received on “Let’s Talk!”
- Twenty graduate students have enrolled in the District sponsored master’s program. Twenty more will be selected in the fall.
- Ten students are participating in the District-supported teacher pathway cohort.
- Annual retreats and onboarding are held for employees.
- Schools that met their SMART goals were reviewed. Goals have been met or exceeded.
- Decision making is being aligned on the Change Process; PDSA (Plan, Do, Study, Act).
- Documents regarding these processes were reviewed. All three components need to be followed. The Data Warehouse software package was fully vetted through this process.

To view the Change Process Overview and Change PDSA documents please click on these links:

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGC5AEA18/\\$file/ChangeProcessOVERVIEW%20\(2\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGC5AEA18/$file/ChangeProcessOVERVIEW%20(2).pdf)

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGG5AEA3A/\\$file/PDSACHangeProcessTEMPLATE%20\(2\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGG5AEA3A/$file/PDSACHangeProcessTEMPLATE%20(2).pdf)

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGA5AEA0A/\\$file/Change%20Process-New%20initiatives%20\(4\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGA5AEA0A/$file/Change%20Process-New%20initiatives%20(4).pdf)

Goal 5: Fiscal and Operational Stewardship

- Key performance indicator is resource allocation.

- Updates were provided including: reorganization and reconvening the finance team, team building efforts, implementation of workflow and policy changes, and implementation of solutions for audit comments.
- Balanced budget presented for FY2018.
- Additional talent has been brought to the team.
- Implementation of month-end hard close.

5. **2017-2018 Balanced Scorecard Key Indicators**

A. Strategic Focus for 2017-2018 School Year

Evidence Based Leadership was presented to Board members. This consists of:

- Increase organizational health through values, practices and purpose.
- Establish organizational habits through systems and communication.
- Align leadership performance to organizational progress and results.
- Progress monitor actions plans by focusing on the greatest areas of immediate impact.
- Annual SMART goals were created for each of the District’s strategic goals. Each will have monitoring measures and strategic actions. These were reviewed with Board members. These may be viewed by following this link, beginning on page 47.

[http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGT5AF6D2/\\$file/Board%20Retreat%206-17-17%20\(2\).pdf](http://www.boarddocs.com/il/rps205/Board.nsf/files/ANBQGT5AF6D2/$file/Board%20Retreat%206-17-17%20(2).pdf)

6. **RPS Values**

- Each value was presented to Board members. For each value, the following was listed: definition, behaviors, and competencies that include living the value, and learning the value.
- The values are Continuous Improvement, Collaboration, Communication, and Character.
- Definitions include:

Continuous Improvement: “I am continuously evaluating the effectiveness of my work, my team's work, the quality of RPS205 systems and I seek out new opportunities to make improvements in my practice in order to achieve results aligned with district-wide priorities.”

Collaboration: “I am committed to include and communicate the ideas, voice, and resolutions of relevant stakeholders in order to make improvements and problem-solve for myself, my team and RPS205 to achieve results and advance collective responsibility.”

Communication: “I communicate with clarity to ensure that the district message is transparent and delivered in a timely manner. I connect with others and follow up to listen and clarify the message in order to collaboratively achieve results.”

Character: “I demonstrate strong character as an individual team member and as a representative of RPS205 and maintain professional and respectful relationships with all students, parents, staff and community members.”

7. **Other Comments**

Parking lot questions/comments will be documented, answered and distributed.

More discussion is needed for what the District is doing to improve red and yellow areas. Additional follow-up is needed for those.

Communicate to the community what the District is doing; there is a plan in place and it is being executed.

Adjournment: 12:07 p.m.

Approved:

President: _____

Secretary: _____

/lf