

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

BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Thursday, October 14, 2010
Immediately Following Instruction Committee Meeting
Board Room
AGENDA

I. Approval of Minutes Dr. Dietra D. Millard/Sharon Patchak-Layman

II. Consideration of Policies for First Reading

- A. Policy 3535, Cafeteria and Bookstore
- B. Curriculum/Instruction Policy Discussion

III. Additional Matters for PEG Committee Information/Deliberation

Planning of November Board of Education Retreat

- Docket:**
- 1. Classification of Non-Affiliated Employees
 - 2. Food Allergies Policy
 - 3. Identify Protection Policy
 - 4. Board Policy Manual Evaluation

C: Board Members, Dr. Dietra D. Millard and Sharon Patchak-Layman, Co-Chairs, DLT & BLT

**Oak Park and River Forest High School
201 N. Scoville
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**Policy, Evaluation and Goals (PEG) Committee
Thursday, September 16, 2010
Minutes
Board Room**

A Policy, Evaluation and Goals Committee meeting was held on Thursday, September 16, 2010, in the Board Room. Co-chair Ms. Patchak-Layman opened the meeting at 9:37 a.m. Committee members present were John C. Allen, IV, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were: Steven T. Isoye, Superintendent; Nathaniel L. Rouse, Principal; Cheryl L. Witham, CFO; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Community Relations and Communications Coordinator and James Paul Hunter, Faculty Senate Executive Committee Chair.

Minutes

It was the consensus of the Policy Committee members to accept the minutes of the August 19, 2010 meeting, as presented.

Policy Manual Evaluation

A memo had been provided to the Committee about whether it should consider a systematic review of the Policy Manual. Ms. Patchak-Layman felt a review could allow the Board of Education to feel confident that 1) all of the necessary policies were in place, 2) the administration had enough guidance to carry out a policy, and 3) the policy was not open to interpretation by the community. District 90 uses the IASB as its source for policies and District 97 uses NEOLA. It was noted that the IASB made a presentation to the Board of Education many years ago and the sitting Board of Education at that time decided not to do so because of the expense and time involved.

Because the Committee felt that there were many issues currently that would command the administration's attention, it was its consensus to discuss this again at the January PEG meeting relative to Board of Education goals. Ms. Patchak-Layman suggested that the Committee members compare the OPRFHS policy manual to others and decide for themselves if a review by an outside organization would be beneficial. She felt more direction was needed for the administration regarding personnel, finance, and Dr. Lee offered academics. Dr. Lee noted that OPRFHS does have a base of worthy, fundamental operating policies. In addition, in the absence of a specific policy, the Superintendent would have the authority to make decisions. Mr. Isoye offered that some policies would need in-depth discussions, e.g., grading, etc. Other committee members wanted to know more about the Board of Education's role with regard to procedures.

The Committee members were presented with additional information regarding the cost and the estimated time commitment from both the IASB and NEOLA, which they will review at a later time.

Dr. Millard suggested that the Committee members keep a list of policies that may be lacking in either instruction or direction and bring the list forward in January.

Retreat Evaluation

Ms. Patchak-Layman reminded all to send their evaluations of the September 20 retreat to Ms. Kalmerton. The Committee was asked to respond to two questions: 1) should the Board of Education have a second retreat? 2) is an outside facilitator necessary?

Committee members responded. Some of the comments included:

- A second retreat should be more goal-oriented and point toward an accountable range of tasks.
- The first retreat was beneficial; the facilitators did an excellent job, and next time more focus should be placed on specific, current items/issues.
- More time should be spent on Board of Education governance and legal requirements;
- More time should have been spent on problem-solving at the Board level.
- The homework was disappointing.
- While a facilitator was necessary, a more neutral position on boards and administrations might have been more beneficial or without the overlay of governance and education, as the information came from a superintendent's perspective.
- The retreat should focus on the superintendent and how to help him accomplish his job.
- Full Board discussions are desired more than smaller group discussions.

Dr. Millard explained that the content of the retreat was suggested to School EXEC Connect by Mr. Isoye and herself. She felt they Drs. Hanson and Allson were effective.

It was the consensus of the Committee members to support a second half-day retreat in November focusing on governance, using School EXEC Connect as the facilitator. It was suggested that homework be given prior to the retreat. In preparation for the retreat, School EXEC Connect will be invited to the PEG Committee to talk about the direction of a November retreat. The Committee members felt that including a discussion on Courageous Conversations About Race would be untimely at this point.

Adjournment

The Policy Evaluation and Goals Committee adjourned at 10:35 a.m.

POLICY 3535, CAFETERIA AND BOOKSTORE

The cafeteria and bookstore are expected to be self-sustaining in all areas of operation including but not limited to personnel, and/or inventory and equipment.

Amended:	March 25, 2004; November 18, 1982, March 15, 1979
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

Oak Park and River Forest High School District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

Date: October 14, 2010
 To: Oak Park and River Forest District 200 BOE
 From: Lauren Smith, Director of Human Resources
 Cc: Steven Isoye, Superintendent and Cheryl Witham, Chief Financial Officer
 Re: Food Service Employee Compensation

At the September 23, 2010 regular Board of Education meeting, the District was asked to review the salaries for the Food Service employees.

Currently, a newly hired cashier is paid at the State's minimum wage of \$8.25 per hour. Since the 2006/2007 school year, the annual average Food Service increase has been \$.96. Last year the majority of the employees received a \$.75 increase, which is equal to a 6% average increase.

For Oak Park and River Forest Food Service employees we also reviewed the average salary from 2008/2009 to see the annual salary increase based upon the actual dollar amount given to employees:

Average Hour Rate 2008/2009	Average Hours Worked	Average Days Worked	Annual Salary	Annual Increase
\$12.50	5.5	179	\$ 12,306.25	
\$13.53	5.5	179	\$ 13,320.29	\$ 1,014.04 (8%)
\$14.28	5.5	179	\$ 14,058.66	\$ 738.38 (6%)

There was also a look at a specific Food Service employee to view starting salary compared to current salary to analyze how the salary movement over time.

Employee X hired 03/07/2000	Average Hours Worked	Average Days Worked	Annual Salary	Total Increase
Starting rate \$ 7.00	5.5	179	\$ 6,891.50	
Current rate \$14.25	5.5	179	\$ 13,320.29	\$7,137.63 (104%)

Additionally, a review of the District's salary and total compensation for our Food Service staff was compared to those of the NWPA Districts. Areas included in the review include:

- ❖ Low and High Hourly Rates
- ❖ Sick Pay
- ❖ Vacation Pay
- ❖ Personal Pay
- ❖ Holiday Pay
- ❖ Insurance

Oak Park and River Forest High School District 200

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The following Districts currently outsource their Food Services:

Barrington 220	Hinsdale 86
CSD 99	LPHS
D 113	Lyons Township
D 219	Maine 207
Glenbard	New Tier
Glenbrook 255	PTHS 209

There were five Districts that provided the requested information. Below is a breakdown of the requested information and Districts (pay is based upon 177 days at average of 4 hours per day):

	Low Hourly Rate	High Hourly Rate	Sick Days	Personal Days	Vacation Days	Vac Paid Annually	Holiday Days	Hourly w/benefits Low Rate	Hourly w/benefits High Rate
OPRFHS 200	\$ 8.25	\$ 17.00	10.00	0.00	5.00	Y	5.00	\$ 9.18	\$ 18.92
Leyden 212	\$ 10.84	\$ 13.08	6.00	0.00	0.00	N	6.00	\$ 11.57	\$ 13.97
Lake Forest	\$ 9.62	\$ 12.34	8.00	2.00	0.00	N	10.00	\$ 10.71	\$ 13.73
D214	\$ 10.50	\$ 19.97	15.00	0.00	0.00	N	10.00	\$ 11.98	\$ 22.79
D211	\$ 11.56	\$ 21.28	12.00	0.00	0.00	N	14.00	\$ 13.26	\$ 24.41
ETHS	\$ 13.24	\$ 14.11	10.00	0.00	0.00	N	13.00	\$ 14.96	\$ 15.94

Surveyed Districts have rates determined either through union negotiations or BOE District increases. District rates are usually a flat rate. For instance, District 212 issued a 2.3% increase district wide. Based upon the starting rate of \$10.84, a 2.3% increase would result in an annual increase of \$176.52, compared to an average of \$600.00 that would be given to our employees with a 6% increase.

Again, this information is being provided to show the review of our current Food Service employee compensation compared to like Districts. While the District does start at a lower rate, our employees receive increases and total compensation packages that appear to be higher than some of the other Districts that have their own Food Service Departments.