

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

**Human Resources Committee
Tuesday, October 13, 2009
Minutes
Board Room**

A Human Resources Committee meeting was held on Tuesday, October 13, 2009 in the Board Room. Mr. Allen opened the meeting at 11:55 a.m. Committee members present were John C. Allen, IV, Ralph H. Lee, and Amy McCormack. Board members present were Terry Finnegan, Dr. Dietra D. Millard, and Ms. Patchak-Layman. Also present were: Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Nathaniel L. Rouse, Principal; Cheryl Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Communications and Community Relations Coordinator and James Paul Hunter, FSEC Chair, Donna Sebestyen, Coordinator of Benefits; and Terry Dean of the Wednesday Journal.

Acceptance of September 2009 Human Resources Committee Meeting Minutes

The minutes of the September 2009 Human Resources Committee meeting were accepted by acclamation, as presented.

Sabbatical Reports

The sabbatical reports were delayed until the following month.

Employee Salary Compensation Report

Mr. Edgecombe reported that the law now requires that the salaries of the superintendent and certified administrators to be presented to the Board of Education and posted on the website. He asked if the Board of Education wanted to add teachers to this list. Dr. Weninger stated that another law requires all certified employee salaries to be given to the ISBE.

There was a consensus of the Committee members that the names, titles, total compensation, and years of service of all personnel be posted on the website, even though names were not a legal requirement. Years of services will be connected to the teachers' salary schedule.

Mr. Hunter concurred with publishing the names and compensation of the teachers; previously both the local newspapers published that information.

Recruitment and Employment of Administrative Employees

The Committee continued its discussion of the District Recruitment and Employment Procedures document.

Dr. Lee expressed concern about the size of the committees in terms of scheduling meetings. The fewer the members, the easier it would be to find time to meet.

Ms. Patchak-Layman continued to feel that there were not enough people at the table giving input as to the characteristics and qualities desired in order to guide the Committee. Mr. Allen felt that was covered in Number 1, “Each of the groups below will participate in the review of the goals and objectives...” This included DLT, BLT, IC and ADA. Mr. Edgecombe stated that characteristics and qualities would be relevant to board and recruitment goals—they are all encompassing. Ms. Patchak-Layman wanted feedback from parents and students as well. She suggested that if the District were able to collect information in another way for it to be part of the discussions, then others would not need to be included on the teams. Mr. Edgecombe did not feel student participation was an impediment but there have been cases where students were comfortable and at other times, they were reticent. Not all participated at the same level. Interview Teams have generally enjoyed having students in this process.

The administration previously had the ability to adjust a procedure such as in the case of the Director of Special Education. It could have adjusted the procedures to have more parent and/or student input, if necessary.

Regarding Number 10, Dr. Lee stated that he had been give one-seventh of the power to approve the hirings of all employees in the District. In Number 10, he was giving his power away to the first round interviewers. He found that completely eliminating a candidate before he/she got to the Board of Education was unacceptable. There should be recommendations and all the applications should be passed up the line. This is about a hiring process in a collective bargaining unit environment. He felt that caution was needed in giving the absolute right to veto. The procedures now give absolute right of veto to various bodies. He reiterated that he was not willing to delegate his power to make hiring decisions. It gives each person in the process, including the Superintendent and the Board of Education, the ability to see all the applications and question why a candidate rated as he/she did. He believed the Superintendent should have the ability to see who has been excluded from the group of people recommended. Mr. Allen felt that was implicit. If he/she asked for the applications, Mr. Allen did not believe he/she would be refused? Mr. Finnegan stated that while the Board of Education has the ability to not approve everyone brought before it, it also has to honor the work done by the committee and he was more concerned about the times when the process is circumvented, i.e., the eventual choice was turned down at a previous level. He was comfortable with what was presented. Dr. Lee felt that when hiring administrators by a committee that is composed primarily of faculty members because only two administrators are allowed on the committee, gives the faculty union the ability to exercise veto power on the Division Head. He did not believe that was wise. Dr. Lee believed all of the people in the decision-making process should have the authority that he used for himself. The Superintendent should be able to know who the people were in the group. The Superintendent should know if there were seven candidates why only six were recommended if the seventh candidate had qualifications as least as great as the other six. If the decision was made by a majority of faculty members, members of the bargaining unit would have veto power over those who would be ultimately making the decision.

Discussion ensued regarding the formation of committees and their purposes and how one related to another. Ms. Patchak-Layman recommended talking about this again on Thursday in order to reflect on the conversation and to make sure the Board of Education was moving in the direction desired. She did ask if the District expected those sitting on the teams to seek out their constituencies' desires relative to qualities and characteristics or were the individuals sitting on the team just giving their own opinions. What is HR's responsibility in this process? To her, HR's responsibility is to list the number of years of experience, etc. Mr. Allen's stated that HR's role was recruitment, the Board of Education goals, the position descriptions, and to ensure that there is a process; it does have a role. Ms. Patchak-Layman suggested that HR develop an initial framework to start the discussion, e.g., the minimum numbers of years experience, etc., to be used as a guide. Mr. Allen felt that had been included in Numbers 1 and 2.

Mr. Edgecombe will provide the Committee members with copies of the job descriptions which include the duties and responsibilities but exclude the characteristics and qualities desired. Dr. Weninger noted that this same process was used in the hiring of the Principal and the Assistant Principals.

Ms. Patchak-Layman noted that one other thing needed further clarification. Who had the final authority to make the hiring decision. Mr. Allen asked for additional language to be included in Number 10 on this issue.

Adjournment

The Human Resources Committee adjourned at 2:00 p.m. and will reconvene on Thursday, October 15, 2009, after the Policy, Evaluation, and Goals Committee meeting.