

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

**Human Resources Committee
Tuesday, December 8, 2009
Minutes
Board Room**

A Human Resources Committee meeting was held on Tuesday, December 8, 2009 in the Board Room. Mr. Allen opened the meeting at 8:07 am. 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: 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.

Approval of November 12, 2009 Human Resources Committee Meeting Minutes

It was the consensus of the Human Resources Committee members to accept the minutes of the November 12, 2009 Human Resources Committee meeting, as presented.

Update on search Teams

Mr. Edgecombe provided written information regarding each of the hiring committees for the positions of Director of Human Resources, Director of Special Education, English Division Head, and Math Division Head. Discussion ensued.

Ms. Patchak-Layman reiterated a request for the following information relative to the hiring committees:

1. The names of the individuals on the teams;
2. The scheduled meetings; and
3. The characteristics that the teams have developed for use in candidate selection.

Special Education

In regards to the Special Education Hiring Committee, it was noted that Mr. Prale, Mr. Cariscio, two members of the interview team, and Dr. Weninger reviewed the candidate applications and developed the desired attributes and characteristics wanted in a person for this position. More than six individuals will be asked to interview. Ms. Patchak-Layman was disappointed that a member of SEA, who had been invited by the Board of Education to participate in this process, had not been invited to this meeting. She wanted to see more people involved in developing the attributes and characteristics. As Mr. Prale stated at the regular November Board of Education meeting, the entire special education division was asked to provide feedback. Only at that same

Board of Education meeting had a request been made by SEA to be part of this process and only after the meeting was that permission granted. SEA was contacted and it submitted three names to Mr. Prale. The District selected one and Mr. Prale was making an outreach to that individual. The intention was to include this person in the process.

Human Resources

The information was status quo from the update received earlier. Ms. Witham was having a difficult time filing some of spaces on the Human Resources Committee, especially the student position, as a student would miss three days of classes if he/she participated in this process. Dr. Weninger suggested that a graduate student be a committee member. Mr. Hunter added that the students on the Financial Advisory Task Force, too, are often absent because of their busy schedules.

General

As referenced by a Committee member, Dr. Weninger explained that the Financial Advisory Committee has had discussions about new responsibilities, work year, and compensation for division heads. This has not yet been discussed at the DLT level. While this sounded promising, Mr. Finnegan noted it would add another level of complexity. He wanted the Board of Education to discuss these items. He also felt the hiring committees should have that information as it may require the candidates to have additional experience. If they did not have this experience, they might fail in the position. Dr. Weninger stated that the District would provide the necessary training to any administrator who was given more fiscal responsibility. This will be discussed further at the January HR meeting.

Discussion ensued as to whether the District had a policy on Nepotism. The Administration was asked to bring a draft nepotism policy to the HR Committee in January which can then be forward to the PEG Committee that same week.

Division Head Compensation Issue

The administration has been tediously collecting data from 26 school districts regarding division head compensation, via online research and calling individual districts. The discussion at the All District Administrator (ADA) meeting in December will include information about the process followed by group discussions, and then a presentation made to the Board of Education. While several Board of Education members asked for regular updates about this process, they were cautioned about micromanaging. Mr. Allen reiterated that the Board of Education is a policy making body to provide oversight and consultation.

Ms. Patchak-Layman asked what kind of recruitment of candidates was made for these positions and if it were the same for every position, especially when there were only four applicants for the math position. Mr. Edgecombe stated each position was recruited in the same way, e.g., using the venues of Education Week, NWPA Schools, state universities & colleges, IASA Website, and notifying professional organizations in the area. Dr. Weninger reported that he had reached out to area superintendents and asked about their experiences with the math position. The superintendent informed Dr. Weninger that his experience was similar to that of OPRFHS. Mr. Edgecombe noted that while position postings were sent to Historically Black Colleges, they

would not be expected to necessarily have candidates for division heads or administrative positions, only teachers.

Ms. McCormack asked if there had ever been a practice of using a recruiter. Dr. Weninger stated that while it would be unusual to hire a recruiter and it could be costly, it was a possibility.

Recruitment Procedures for Teachers

Mr. Edgecombe reported that the procedures for recruiting teachers were reflective of those for administrative positions with the differences occurring at the end of the process. The Principal will make the final recommendation to the Board of Education and the Building Leadership Team will be involved in the vetting process and in the second round interviews. Each Division Head will serve as the Chair of the Search Committee when teachers are needed in their area. .

Mr. Allen responded to Ms. Patchak-Layman inquiry as to whether there was a timeline for docket items to be discussed. He noted that there was no timeline.

Adjournment

The Human Resources Committee adjourned at 8:50 a.m.