

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

**BOARD HUMAN RESOURCES COMMITTEE MEETING
Tuesday, January 19, 2010
Immediately following the Finance Committee Meeting
Board Room**

AGENDA

- I. Approval of Minutes (attachment)**
- II. Administrative Search Committees Update (attachment)**
- III. Superintendent Search Process Update (verbal)**
- IV. Division Head/Administrative Compensation Update (verbal)**
- V. Review of Proposed Nepotism Policy (attachments)**
- VI. Educational Technology Restructuring Proposal (attachment)**
- VII. Employee Assistance Program Utilization Report (attachment)**

Human Resources Committee Docket

- A. Division Head Compensation and Length of Work Year**
- B. Employee Retention**
- C. Race and Ethnicity Statistics**
- D. Sabbaticals and Lane Changes**
- E. Structure for Non-Affiliate Salaries**
- F. Workers' Compensation Policy and Procedures**

C: John Allen, Chair, Jacques Conway and Amy McCormack, Board Members

**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 filling 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.

***Oak Park and River Forest High School
District 200***

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

TO: Board of Education

FROM: Jason Edgecombe

DATE: January 19, 2010

RE: Administrative Search Teams Update

BACKGROUND

The purpose of this memorandum is to provide the Board with information on the status of the administrative searches currently underway.

SUMMARY OF FINDINGS

1. Director of Human Resources

The First Round Interview Team interviewed 14 candidates and recommended four (4) to DLT as finalists. DLT has interviewed three (3) of the candidates with the final candidate scheduled for an interview on Wednesday, January 20, 2010. It is expected that DLT will select a final candidate to recommend to the Board of Education on the evening of January 20th.

2. English Division Head

The First Round Interview Team has identified three candidates to invite to Division-wide forums. It is expected that all three (3) of these candidates will advance to the second round of interviews with the DLT as finalists.

3. Fine and Applied Arts Division Head

The vetting process identified four (4) candidates for first round interviews. Interviews questions and a writing prompt have been developed. Interviews are scheduled for Tuesday, February 2, 2010.

4. Mathematics Division Head (4 applicants-one internal applicant)

The vetting process identified three (3) candidates for first round interviews. The interviews were held on Friday, January 15, 2010.

5. Special Education Division Head (19 applicants-one internal applicant)

During the week of January 11, 2010, the First Round Interview Team interviewed three (3) candidates who the Team determined merited a second meeting. These candidates completed a response to a writing prompt, and met with the Special Education Division in a forum setting. Division members have been sending feedback to Mr. Prale's office and the feedback is being compiled for review by the First Round Team. The Team will meet at least two more times to determine which candidates will be sent to the DLT as finalists.

RECOMMENDATIONS

This is an information item only.

TEL: (708) 383-0700

WEB: www.oprfhs.org

TTY/TDD: (708) 524-5500

FAX: (708) 434-3910

Personnel**Nepotism**

The District's standards for employment decisions such as hiring, promoting, transferring, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based on qualifications for the position, ability, and performance. The District strives to avoid favoritism, the appearance of favoritism and potential conflicts of interest in employment decisions.

Accordingly, no person shall be employed, promoted, or transferred to a position in the District which would create a direct supervisor-subordinate relationship with a relative. District administrators, supervisors and managers are expected to avoid hiring or transferring individuals to a position which would create a direct supervisor-subordinate relationship with a relative. While the District may hire persons who are related to a current District employee, to avoid favoritism, the appearance of favoritism, and any potential conflicts of interest, the District shall only hire such "relative-applicants" where there are no other applicants for the position sought by the relative-applicant, or where the qualifications of the relative-applicant are clearly superior to those of other applicants.

Applicants for any position as a new hire, any position as a transfer and/or promotion are expected to notify, in writing, the Board and the District Administration of any relatives employed by the District. Employees that become related to each other during the course of employment must notify, in writing, the Board, the Superintendent, and District Administration within ten days of the commencement of the relationship.

Failure to disclose relative status may be cause for disciplinary action up to and including termination.

Persons who are employees of the Board on the date that this policy becomes effective shall not be discharged because of this policy. Nor shall they be denied reemployment in succeeding years because of this policy. However, if any person who is a member of the immediate family of a board member or an administrator resigns or is not re-employed for other reasons (except reduction in force), this policy would apply for such period as the individual has such a family relationship under the "relative" definition herein.

In cases where a Board member or District Administrator has a relative being considered for employment or a relative already employed by the District, the Board member or District Administrator shall publicly and in writing disclose the nature and extent of the relationship prior to any deliberations regarding the relative. Such deliberations may include but not be limited to recommendations and/or voting on any matter related to the relative's hiring, promotion, reappointment, evaluation, transfer, discipline, termination,

wages, benefits, hours, and terms or conditions of employment, including a collective bargaining agreement which applies to the relative.

A “supervisor” directly or indirectly assigns, directs or oversees the work product, or recommends or has the authority to discipline, promote, assign salary or review the performance of a “subordinate.”

For the purpose of this policy, the definition of the term “relative” apply both to the applicant for employment in the District and, if legally married at the time of prospective employment, the spouse of such applicant. A “relative” includes the following individuals:

- Spouse
- Domestic Partner
- Mother; step or foster mother
- Father; step or foster father
- Sister; step or half-sister
- Brother; step or half-brother
- Child; step or foster child
- Guardian or Ward
- Grandmother; step or foster grandmother
- Grandfather; step or foster grandfather
- Grandchild; step or foster grandchild
- Aunt or Uncle
- Niece or nephew
- Member of the same household

LEGAL REF.: 775 ILCS 5/1-102, 5/1-103
Boaden v. Dept. of Law Enforcement, 171 Ill. 2d 230, 664 N.E.2d 61 (Ill. 1996)
Hollister v. North, 50 Ill. App. 3d 56, 365 N.E.2d 258 (4th Dist. 1977).

Adopted:

TO: Board of Education – HR Committee

FROM: Michael Carioscio

DATE: January 19, 2010

RE: Educational Technology Organization and Hiring

BACKGROUND

The Educational Technology group was reorganized in the spring of 2009. As part of this organization, a number of groups were brought together under the Educational Technology Department. Evaluating the organization since July 1, we have determined that we need to alter the original design in order to increase our effectiveness in delivering our mission to enable instruction through technology to a larger degree.

SUMMARY OF FINDINGS

Currently, there are two open positions in the Educational Technology Division: Infrastructure Systems Manager and Webmaster (part time). Through our experience and evaluation, we have determined that we do not need a manager for the Infrastructure Systems Group. We are confident that the group can effectively function without an addition layer of management.

We also believe that we can outsource the Webmaster function. We need to redesign and restructure the current web site, and we believe we could outsource the technical management of the site to the group that helps us redesign it. In the redesign, we will ensure that the appropriate cross-training takes place so that we can adequately support the site internally.

Finally, we have determined that we have a need for a Data Systems Analyst. This position would be responsible for determining the appropriate data environment to support all of the reporting needs of the District. This person would work closely with Amy Hill to make sure we have the appropriate data and assessment reporting in place and also serve as a resource to the rest of the District. The funding for this resource would come from the unfilled Institutional Researcher position that was already in the budget.

The budget for these changes will be cost neutral to the District (see below)

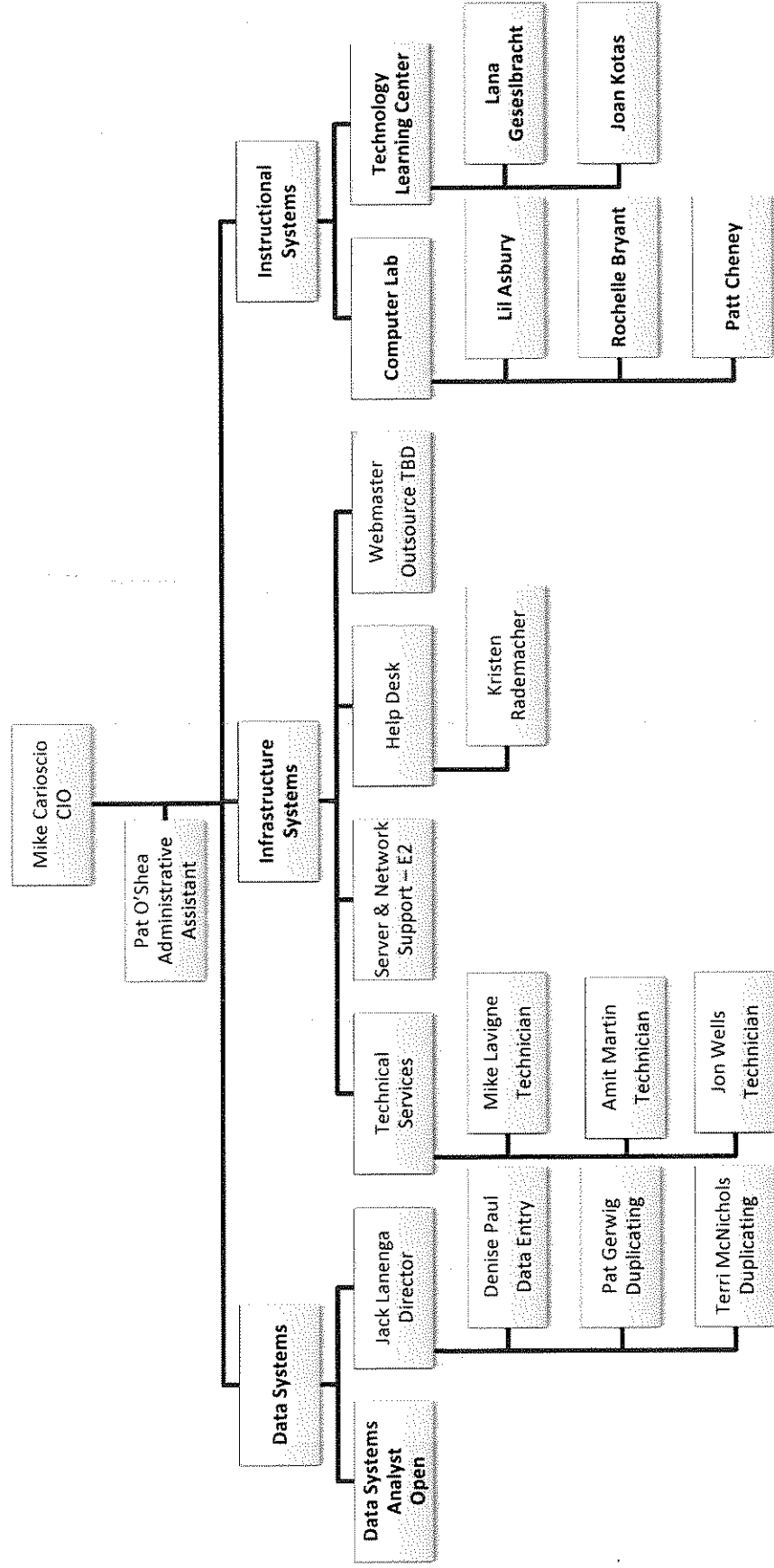
Current Salary Budget		Proposed Positions	
Technician Manager	\$ 88,111	Technician	\$ 44,000
Institutional Researcher	\$ 45,000	Systems Analyst	\$ 90,000
Web Master	\$ 8,000	Outsourcing Web	\$ 20,000
CIO	\$ (11,000)		
Institutional Researcher Initiatives	\$ 24,000		
	\$ 154,111		\$ 154,000

RECOMMENDATION

Information only

Oak Park and River Forest High School

Educational Technology





Program Utilization Report

November 1, 2008 – October 31, 2009

Presented by Rebecca Litz, LCSW, CADC, SAP
 Account Manager/Senior Counselor
 Direct: 224-353-2713
 Rebecca.Litz@wseap.com





Utilization Rates

Based on Employee Count of 425



	<u>08/09</u>	<u>07/08</u>
IMPACT Utilization Rate	6.8%	8.0%
<i>Based on 29 program participants in 08/09</i>		
Individual Consultations, Counseling, Organizational Consultations, Organizational Development & On-Site Services		
Clinical Utilization Rate	2.1%	1.4%
<i>Based on 9 Counseling Cases in 08/09</i>		
Work-Life & Legal-Financial Utilization Rate	NA	NA

Overall Participation in EAP Services, Based on 29 Program Participants			
	<u>08/09</u>	<u>07/08</u>	
Individual Consultations Information, Referrals, Work-Life, Legal-Financial	7 (24%)	9 (26%)	
Counseling Cases New Assessments Completed In-Person or By Phone	9 (31%)	6 (18%)	
Webinar Attendance	0 (0%)	NA	
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Overall Participation in EAP Services, Based on 29 Program Participants			
	<u>08/09</u>	<u>07/08</u>	
Organizational Consultations Regarding Performance, Productivity, EAP Promotion & Organizational Needs	3 (11%)	1 (3%)	
Organizational Development Coaching, Team Development, Organizational Assessment	0 (0%)	0 (0%)	
On-Site Attendance Orientations, Management Trainings, Learning Institute, Trauma Response	10 (34%)	18 (53%)	
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Counseling Services Based on 9 Counseling Cases



	<u>08/09</u>	<u>07/08</u>
Assessment Visits	9	6
Face to Face	9 (100%)	6 (100%)
Telephonic	0 (0%)	0 (0%)
Follow-Up Visits	25	15
Contacts with Organization	1	1
Regarding Clients Referred by Management/HR		
Case Coordination	48	43
Contacts with Insurance Carriers, Providers, Community Resources		

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Demographic Summary Based on 9 Counseling Cases



	<u>08/09</u>	<u>07/08</u>		<u>08/09</u>	<u>07/08</u>
Employee	8 (89%)	4 (67%)	Caucasian	5 (56%)	5 (83%)
Family Member	1 (11%)	0 (0%)	African American	3 (33%)	1 (17%)
Employee & Family Member	0 (0%)	2 (33%)	Hispanic	1 (11%)	0 (0%)
			Asian	0 (0%)	0 (0%)
			Other	0 (0%)	0 (0%)
Male	5 (56%)	3 (50%)	Married	4 (44%)	6 (100%)
Female	4 (44%)	3 (50%)	Single	5 (56%)	0 (0%)
19 years of age & under	1 (11%)	0 (0%)	Grade School	1 (11%)	0 (0%)
20 - 29	0 (0%)	0 (0%)	HS Graduate	0 (0%)	0 (0%)
30 - 39	2 (22%)	0 (0%)	College Courses/Graduate	3 (33%)	3 (50%)
40 - 49	2 (22%)	3 (50%)	Higher Education	5 (56%)	3 (50%)
50 years of age & older	4 (44%)	3 (50%)			

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Demographic Summary Based on 9 Counseling Cases



	<u>08/09</u>	<u>07/08</u>		<u>08/09</u>	<u>07/08</u>
Full Time	8 (89%)	6 (100%)	Previous EAP Contact	1 (11%)	2 (33%)
Part Time	0 (0%)	0 (0%)	No Previous EAP Contact	8 (89%)	4 (67%)
NA Family Member	1 (11%)	0 (0%)			
			Self-Referral	7 (78%)	5 (83%)
Employed under 1 year	0 (0%)	0 (0%)	Management Referral	1 (11%)	1 (17%)
1 - 6 years of employment	1 (11%)	2 (33%)	HR Referral	1 (11%)	0 (0%)
7 - 15 years of employment	4 (44%)	1 (17%)			
Over 15 years of employment	3 (33%)	3 (50%)			
NA Family Member	1 (11%)	0 (0%)			
Manager	1 (11%)	0 (0%)			
Professional	5 (56%)	6 (100%)			
Sales/Marketing	0 (0%)	0 (0%)			
Administrative	1 (11%)	0 (0%)			
Other	2 (22%)	0 (0%)			

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EAP Awareness



	<u>08/09</u>	<u>07/08</u>
Prior use of services	1 (11%)	2 (33%)
Printed material e.g. Posters, Brochures, Flyers	5 (56%)	3 (50%)
Onsite activity e.g. Seminar, Training, Orientation, Fair	0 (0%)	0 (0%)
Recommendation from other	3 (33%)	1 (17%)
Electronic material e.g. Website, Monthly newsletter	0 (0%)	0 (0%)
Other	0 (0%)	0 (0%)

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Clinical Assessment Summary Based on 11 Closed Cases



Presenting Concerns

	<u>08/09</u>	<u>07/08</u>
Substance Abuse		
Self	1 (9%)	0 (0%)
Others	0 (0%)	0 (0%)
Other Addiction	0 (0%)	0 (0%)
Medical/Physical Illness	0 (0%)	0 (0%)
Emotional Health	2 (18%)	1 (14%)
Family Matters	3 (28%)	1 (14%)
Relationship	3 (28%)	3 (44%)
Work-Related	2 (18%)	1 (14%)
Stress	0 (0%)	1 (14%)
Other	0 (0%)	0 (0%)

Assessed Concerns

	<u>08/09</u>	<u>07/08</u>
Substance Abuse		
Self	1 (9%)	0 (0%)
Others	0 (0%)	0 (0%)
Other Addiction	0 (0%)	0 (0%)
Medical/Physical Illness	0 (0%)	0 (0%)
Emotional Health	1 (9%)	0 (0%)
Family Matters	2 (18%)	1 (14%)
Relationship	2 (18%)	4 (58%)
Work-Related	2 (18%)	1 (14%)
Stress	3 (28%)	1 (14%)
Other	0 (0%)	0 (0%)

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Impact on Work Performance Based on 9 Employees' Self Report



In what ways was work performance affected?

	<u>08/09</u>	<u>07/08</u>
Absenteeism/Tardiness	1 (11%)	1 (17%)
Safety	0 (0%)	0 (0%)
Interpersonal Interactions	1 (11%)	0 (0%)
Quality/Quantity of Work	0 (0%)	0 (0%)
Not Affected	6 (67%)	5 (83%)
NA Family Member	1 (11%)	0 (0%)

What personnel action was taken?

	<u>08/09</u>	<u>07/08</u>
Verbal/Written Warning	2 (22%)	1 (17%)
Suspension	0 (0%)	0 (0%)
Termination/Resignation	0 (0%)	0 (0%)
No Action Taken	6 (67%)	5 (83%)
NA Family Member	1 (11%)	0 (0%)

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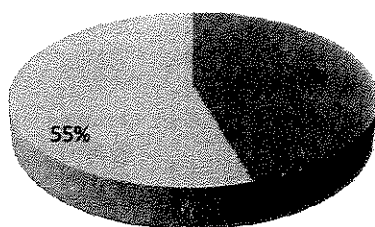
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Summary of Clinical Disposition Based on 11 Closed Cases



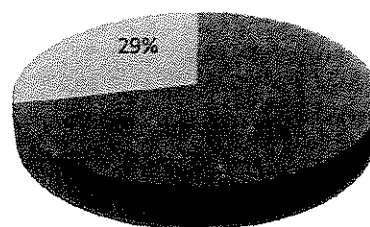
08/09

- Short Term Counseling (5 cases)
- Assessment/Referral (6 cases)



07/08

- Short Term Counseling (5 cases)
- Assessment/Referral (2 cases)



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Summary of Clinical Disposition Based on 11 Closed Cases *continued*



Types of Referrals Received

	<u>08/09</u>	<u>07/08</u>
Outpatient Treatment		
Substance Abuse	0 (0%)	0 (0%)
Emotional Health	0 (0%)	0 (0%)
Inpatient Treatment		
Substance Abuse	1 (17%)	0 (0%)
Emotional Health	0 (0%)	0 (0%)
Outpatient Counseling Services	3 (50%)	2 (67%)
Self-Help/Support Group	1 (17%)	0 (0%)
Community Resources	1 (17%)	0 (0%)
Work-Life/Legal-Financial Solutions	0 (0%)	1 (33%)
Other	0 (0%)	0 (0%)

Total # of referrals 6

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Summary of Clinical Disposition Based on 11 Closed Cases *continued*



Case disposition according to EAP counselor:

	<u>08/09</u>	<u>07/08</u>
Successful resolution	2 (18%)	3 (44%)
Improvement	4 (37%)	2 (28%)
No Improvement	3 (27%)	1 (14%)
Discontinuation of EAP Services	2 (18%)	1 (14%)

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Consultations with Organization Based on 3 Participants



	<u>08/09</u>	<u>07/08</u>
Organizational Needs	0 (0%)	0 (0%)
HR/Management Referrals	1 (33%)	1 (100%)
Formal	1 (100%)	1 (100%)
Informal	0 (0%)	0 (0%)
HR/Management Consultations	0 (0%)	0 (0%)
Trauma Response	0 (0%)	0 (0%)
Coordination of Workplace Services	2 (67%)	0 (0%)

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Organizational Development Based on 0 Participants



	<u>08/09</u>	<u>07/08</u>
Coaching	0 (0%)	0 (0%)
Staff/Team Development	0 (0%)	0 (0%)
Organizational Assessment	0 (0%)	0 (0%)
Other	0 (0%)	0 (0%)

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On-Site Services



	<u>08/09</u>	<u>07/08</u>
Total Time Spent Onsite	0.5 hours	0.5 hours
Total Number of Onsite Events	2 events	1 event

Type of Event	Date	Location	# of Sessions	Total Time	# of Attendees
Visibility Table	04/14/09	Oak Park, IL	1	NA	NA
New Employee Orientation	08/18/09	Oak Park, IL	1	.5 hours	10

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Webinars@Work

Participant Total: 0



Month	Topic	# of Participants
January	Embracing Change	0
February	Staying Motivated and Productive	0
March	General Differences in the Workplace	0
April	Resolving Conflict at Work	0
May	New Beginnings for Expectant Families	0
June	Parenting Young Children	0
July	Living with Adult Children	0
August	Work-Life Balance	0
September	High Impact Time Management	0
October	Managing Difficult People	0
November	Wellness and Healthy Eating	
December	Financial Planning for the Coming Year	

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EAP Promotional Materials



Publications

Frontline Supervisor ~ Emailed Monthly
Steps to Wellness ~ Emailed Monthly

New for 2009

Organizational Solutions ~ Management & HR Newsletter Emailed Monthly
Productivity Solutions ~ Employee & Family Member Newsletter Emailed Monthly

Other Printed Materials

05/07/09 – Sent New EAP Posters

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Recommendations



- Begin promotion of work/life and legal/financial services
- Continue with visibility tables
- Consider using wellness seminars during in-service days