

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

**Human Resources Committee
Tuesday, May 18, 2010
Minutes
Board Room**

A Human Resources Committee meeting was held on Tuesday, May 18, 2010, in the Board Room. Mr. Allen opened the meeting at 10:10 a.m. Committee members present were John C. Allen, IV, Jacques A. Conway, 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; Cheryl Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: James Paul Hunter, Faculty Senate Executive Committee Chair.

Minutes

It was the consensus of the Human Resources Committee members to accept the Minutes of the April 20, 2010 meeting, as presented.

Appointment of Managers, Deans and Counselors

Mr. Edgecombe brought the names of the above forward for approval of the appointment and the recommended stipend amount. The recommended stipend amount is in keeping with the Collective Bargaining Agreement with Faculty Senate. It was the consensus of the Human Resources Committee to recommend to the Board of Education that it approve the appointment of the Managers, Deans, and Counselors and the stipend amounts at its regular May 27, 2010 Board of Education meeting.

In response to a question from a committee member, Mr. Edgecombe indicated that he anticipated the hiring of a department head for the Library next year and that more information would be provided at the Board of Education meeting. The qualifications of the candidate for Fine and Applied Arts will determine which department head positions will be available in the Division.

Ms. Patchak-Layman asked to have information about whether all of the evaluations had been completed available for the May 27 meeting.

Appointment of Non-Affiliated Employees

It was the consensus of the Human Resources Committee members to recommend to the Board of Education that it approve the appointment of the Non-Affiliated Employees at its regular May Board of Education meeting.

It was explained that the placement of administrators into certified and non-affiliated categories is based on what is reported to the state. Some administrators listed in the non-affiliated

category do have administrative contracts. Ms. Patchak-Layman saw this list as being only employees with non-union affiliation, and no administrative category.

After further discussion, it was the consensus of the Committee to discuss the classification of individuals at the PEG Committee in the fall in order to gain further clarification as to the composition of the list.

Ms. Patchak-Layman was concerned about a lack of coverage for the processing of payroll. Ms. Witham reported that the Accounts Payable person will learn how to do payroll beginning July 1. A lower level position will be added in the Business Office to help with filing, etc. Mr. Edgecombe added that 25 individuals responded to the posting for the Administrative Assistant position in Human Resources and nine were judged to be viable. Lauren Smith, the new Director of Human Resources, will schedule interviews with those nine individuals once she begins on July 1st.

Of note, the data analyst position is a 12-month position in the Educational Technology Department and that person will work closely with Ms. Hill.

Ms. McCormack offered that at the elementary level, the PTO has a very organized effort for bringing parents into the school to do some of the more lower-level clerical work. It saved employees and money and integrated parents into the school. She asked if that were a possibility in this size of an institution. Mr. Edgecombe noted that practice would be unusual at the high school level as many of the records have to do with confidential issues such as money, student records, and personnel records, etc. However, some high school PTO's are active in directly helping teachers. Mr. Hunter added that high schools have been sued because of confidential records not being protected. Dr. Lee was concerned about the standards for volunteers, etc.

Dr. Weninger noted that the due date for evaluations of this group was June 30. If an employee was in jeopardy of losing his/her job, his/her name would not appear on this list.

Appointment of Food Service Employees

It was the consensus of the Human Resources Committee to recommend that the Board of Education approve the appointment of the Food Service Employees at its regular May Board of Education meeting. This will be on the consent agenda.

Certified/Non-Certified FTE Summary for Fall 2010-2011

Mr. Edgecombe explained that there is still some flux in staffing. The FTE staff for certified personnel is 229.8 FTE, 1.46 FTE more than the current school year and 2.4 over the five-year budget projections. There was a 1.8 increase in non-certified and administrative personnel. The increase in FTE is due to increased registrations.

Dr. Lee asked for a discussion of the hiring of student/substitute teachers at next month's meeting.

Recognition of Teachers Recommended for Tenure

It was the consensus of the Human Resources Committee to recommend that the Board of Education approve the recognition of tenure for twenty-one (21) teachers at its regular May Board of Education meeting.

Mr. Edgecombe reported that two of these teachers were African-Americans and one was Latino. All of these individuals have had satisfactory evaluations completed or they would not be included on the list. During the first three years of a teacher's service, he/she may be dismissed with no reason given. Once a teacher is in his/her fourth year of service a written reason must be given for the denial of tenure status. Ideally any such reason(s) denying tenure would be supported by concerns noted in writing as a part of the performance review process. The School Code requires that non-tenured teachers whose contracts are not continued to be notified in writing at least 45 days prior to the end of the school term. However, the CBA with Faculty notice requires such notice be given by April 1. If the Board of Education were not to approve this list, it could be litigious. Tenure is a statutory requirement of the *School Code of Illinois*.

Discussions ensued about the reasons for a teacher not to receive tenure. A teacher might not receive tenure if they had an 1) an unsatisfactory evaluation; or 2) if given the opportunity for remediation and it was successful during the allotted time period. If a teacher fails remediation, he/she could be dismissed immediately.

Mr. Hunter stated that if Board of Education felt some teachers were are not being evaluated correctly, then it should find out how to help them. Comments had been made that when parents speak out against teachers, the school will not support them. Mr. Allen felt significant work needed to be done on the evaluations.

Mr. Conway asked how many teachers had not received tenure in Mr. Edgecombe's tenure. Mr. Hunter responded saying that teachers are encouraged to leave on their own volition. OPRFHS teachers face a vigorous and difficult evaluation process. Mr. Conway believed that the "clientele" should have a say as to what their experience was for their students. A parent spending money on help outside of the classroom because the necessary instruction was not being provided is an issue.

Ms. Patchak-Layman was informed that the District may not provide the ethnicity or gender of District personnel, per the attorney's advice. Employees also self report their ethnicity.

Administrative Search Committee Updates

Mr. Edgecombe reported that all of the searches for the administrative positions have been completed with the exception of the Fine & Applied Arts Division. While the Board of Education had agreed to hiring an interim, DLT continued its search and now has both internal and external candidates to consider for a full time position. He hoped to have a name to bring forward at the June Board of Education meeting.

Adjournment

The Human Resources Committee adjourned at 11:11 a.m.