

**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 appointment and approval of the stipend amount. 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 at its regular May 27, 2010 Board of Education meeting.

Mr. Edgecombe anticipated hiring 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 what department head positions will be open in that department.

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 these groupings of individuals as non-certified and non-affiliated is based on what is reported to the state. Some individuals 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 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 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 to help with filing, etc. Mr. Edgecombe added that the 25 applications responded to the posting and nine were viable. Lauren Smith, the new Director of Human Resources, will review those nine applicants when she begins July 1.

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 had a very organized effort to bring 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 be 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 tenure of 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 his/her satisfactory evaluations completed or they would not be

included on the list. During the first three years of someone's tenure, he/she may be dismissed with no reason given. If they were not to receive tenure, both the law and the contract dictate that they must be notified by April 1. If the Board of Education would not approve this list, it could be litigious. **Tenure is a statutory requirement which has nothing to do with the School Code of Illinois or the CBA.**

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 and interim, DLT continued its search and now has both internal and external candidates for a full time position. He hoped to have a name to bring for at the next Board of Education meeting.

#### **Adjournment**

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