

A special meeting of the Board of Education of the Oak Park and River Forest High School was held on May 15, 2018, in the Board Room of the high school.

Call to Order

Vice President Dixon Spivy called the meeting to order at 9:07 p.m. A roll call indicated the following Board of Education members were present: Fred Arkin, Matt Baron, Jennifer Cassell, Thomas F. Cofsky, Craig Iseli, and Sara Dixon Spivy. Also, Dr. Joylynn Pruitt-Adams, Superintendent, and Gail Kalmerton, Executive Assistant/Clerk of the Board of Education and FOIA Officer attended.

Also present were Greg Johnson, Assistant Superintendent for Curriculum and Instruction; Tod Altenburg, Chief School Business Officer and Michael Carioscio, Chief Information Officer.

Visitors

None

Public Comments

None

Closed Session

At 9:09 p.m., Ms. Dixon Spivy moved to enter Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity; Collective negotiating matters between the District and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees; and Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the meeting minutes; seconded by Mr. Iseli. A roll call vote resulted in all ayes. Motion carried.

The Board of Education resumed its open session at 9:50 p.m.

Personnel Recommendations

Mr. Arkin moved to approve the Personnel Recommendations, including New Hires, Lateral Hires, Resignation, and Terminations, and Leave of absence; seconded by Ms. Cassell. A roll call vote resulted in all ayes. Motion carried.

Mr. Arkin appreciated the administration's effort to hire people within the financial forecasts.

Board of Education Budget

Ms. Cassell moved to approve the Board of Education Budget for the 2018-19 school year, as presented; seconded by Mr. Cofsky. A roll call vote resulted in all ayes. Motion carried.

Chief Operations Officer

Mr. Cofsky moved to approve the position of Chief Operations Officer, as presented; seconded by Ms. Cassell. A roll call vote resulted in all ayes. Motion carried.

The Board of Education goals direct the Superintendent to: improve leadership capacity of the District through accountability, create succession plans for the administrative teams to ensure smooth transition and sustainability, and update the organizational structure to include job descriptions and areas of responsibility. Additionally, strategic plan Goal 5, Strategy 3 directs the administration to develop a system of accountability for all levels of leadership.

A key strategy to deliver on the goal of improved leadership capacity and greater accountability was to examine the existing organizational structure of the district and to realign functions, roles, and responsibilities to improve administrative efficiency and effectiveness.

The Chief Operations Officer position has been identified as a need that has the overall focus on the key operational functions of the District. This position will allow coordinated delivery of District policies and procedures and implementation of a culture of continuous improvement. The creation of this position is in anticipation of the realignment of District administrative roles and responsibilities as well as bringing in line with similar organizational structures at other school districts and organizations in the private sector.

The Chief Operations Officer is responsible for all aspects of administration, planning, directing, and supervising the operational activities of the District. The operations under the direct supervision of this position are Human Resources, Educational Technology, Buildings and Grounds, and Safety and Support.

This position must also provide leadership assistance to the Superintendent in all facets of the District's development, promotion, and implementation of the District's priorities, objectives and improvement efforts. This position assists in the recruitment and conducts an annual evaluation of the Director of Educational Technology, Director of Human Resources, Director of Buildings and Grounds, and the Director of Campus Safety and Support. This position will not replace the CSBO/CFO position.

Adding this position will be cost neutral. The organizational realignment which will be taking place for the 2018-19 school year will allow a redistribution of roles and responsibilities to allow an existing employee on the retirement track to fill this position.

Adjournment

At 9:59 p.m., on Tuesday, May 15, 2018, Mr. Baron moved to adjourn the Special Board Meeting; seconded by Ms. Dixon Spivy. A voice vote resulted in all ayes. Motion carried.

Sara Dixon Spivy
Vice President

Jennifer Cassell
Secretary