**Official Minutes of the Oak Park Board of Education**

**Elementary District 97, Cook County, Illinois**

**CLOSED MEETING MINUTES – NOVEMBER 26, 2019 TIME: 6:00 PM**

The Board convened in closed session at 6:00 PM. Answering present and attending in person were President Broy, Members Spurlock, Kearney, and Moore. Members Breymaier, Liebl and Vice President Kim were not in attendance.

Also Present: Superintendent Dr. Carol Kelley, Senior Director of Human Resources Gina Herrmann and Board Secretary Sheryl Marinier

Summary discussion of the Board on all matters:

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**4) Employment – Business Office/HR Reorganization**

Dr. Kelley told the Board that the district advertised for a Chief School Business Official (CSBO) after the departure of Paul Stark-King and only received interest from two candidates. The district hired one of those candidates, but he resigned before he actually started working. The position has not been posted again since Gina Herrmann joined the district as the Senior Director of Human Resources. Dr. Kelley and Gina Herrmann made the following recommendation to the Board for support.

They recommended an organizational restructure;

* Appointing an Associate Superintendent of Education - Felicia Starks Turner
  + Oversee her current department and the business office
  + Elevate payroll with another part-time position
  + Starks Turner has strong administrative skills
  + Currently, Jeanne Keane, Pat King and Jim Hackett do not have anyone to bring their work together
  + Starks Turner would receive about a $6,000 salary increase
* Patrick King would hold the title of Chief School Business Official (CSBO)

This plan would save about $100,000 in salaries that could be used toward the new financial software (Skyward, Infinite Vision or PowerSchool). That recommendation might be presented to the Board in January or February.

Other changes in the business office would be to review the back taxes and late fees. More business audits were recommended due to the lack of proper staffing.

One Board member shared that FORC agreed that the business office needed an overhaul.

Concern was expressed about taking Starks Turner away from her liaison role. The Board was assured that the directors who will be under Starks Turner are strong leaders who will not require much guidance from Starks Turner.

Herrmann shared that the district is considering new registration software that would open up some capacity for the community person. She noted that there are other changes that will occur due to retirement, noting the June retirement of Cathy Hamilton and Ellen McKay.

**CONCLUSION OF CLOSED MEETING**

Kearney moved, seconded by Spurlock that the Board of Education move into Open Session at 6:21 PM. All members of the Board were in agreement. The Board concluded the closed meeting and reconvened in Open Session at 6:21 PM.

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Board President