

# **LAKE FOREST SCHOOL DISTRICT 67 COMPENSATION COMMITTEE**

## **COMMITTEE CHARTER**

**July 2019**

### **Purpose**

The purpose of the Compensation Committee is to develop a recommendation to the District 67 School Board (and, eventually, the District 115 School Board) regarding a compensation philosophy for Shared Service employees. Such a recommendation should take into account the following:

- That there is a “win-win-win” reality surrounding where taxpayers, District 67/115 families & students, and Shared Service employees are positively affected financially, professionally, and educationally.
- That it be aligned with both the District 67 & 115 Mission, Vision & Milestones, especially as it relates to Milestone #4 - Attracting and Retaining Talent.
- That both District 67 & 115 Boards and Administrators will have clarity with regards to Board “ownership” of Shared Service positions that do not serve both Districts equally (i.e., the role is not shared 50/50).

Like all Board Committees, the Compensation Committee does not have the authority to approve or change District policies, organizational structure, or roles & responsibilities. Only the District 67 School Board as a whole can approve changes in these areas.

### **Committee Activities/Areas of Focus**

Specific activities of the Compensation Committee may include (but are not limited to):

- Documentation of all Shared Service & non-union District 67 job descriptions and role expectations;
- Process mapping all Shared Service roles and compare them to similar/identical roles in other peer Districts;
- Identifying data needed to support annual compensation recommendations;
- Ensuring alignment of philosophy and practice across all different types of employees (contracted, exempt, Shared Service, etc.);
- Establishing salary bands for each Shared Service (and non-union District 67) position.

### **Current Committee Members**

The current members of District 67 Compensation Committee are

- Jeff Folker – Chair, Board Member
- Justin Engelland – Board Member
- Suzanne Sands – Board Member
- Mike Simeck – Superintendent, Districts 67 & 115
- Jennifer Hermes – Chief Business Officer, Districts 67 & 115
- Rebecca Jenkins – Deputy Superintendent, Districts 67 & 115

### **Permanent Invitees**

- All other District 67 Board Members
- All District 115 Board Members
- Director of Business Services, Districts 67 & 115
- Allison Stempien – Director of HR, District 67 & 115

### **Meeting Timing/Completion Expectation**

The Compensation Committee meets monthly with the expectation of presenting a recommendation to the District 67 School Board at its March 2020 meeting.

### **Communication/Alignment with District 115 School Board**

The Compensation Committee will keep the District 115 School Board abreast of progress via the JSSC. Special Joint Board meetings may be necessary as the committee finalizes its recommendation. There is also an open invitation for District 115 Board members to attend D67 Compensation Committee meetings.

### **Compliance to Open Meetings Act**

The Compensation Committee operates under the Open Meetings Act and is, therefore, open to the public to attend. All meeting dates/times and agendas must be posted on the District 67 website at least 48 hours prior to the meeting.