



# Oak Park Elementary School District 97

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**TO:** Members, Board of Education  
**FROM:** Dr. Carol Kelley, Superintendent  
**SUBJECT:** Organizational Excellence – Central Office Audit  
**DATE:** May 24, 2016

**Type of Report:** Proposal

**Preview of purpose and content of report:**

The Board of Education is being asked to approve an external review of the central office.

**Budgetary Impact:** \$30,000

**District goals aligned with report:** Goal Area 4 (Resource Stewardship)

By the beginning of the 2016-2017 school year (July 1, 2016), District 97 will experience a transition of leadership due to retirements, departures, and/or additions of (6) key personnel. In our effort to continually seek organizational excellence in the overall functionality of the central office, I am seeking Board of Education support to conduct an organizational audit of the central office. Specifically, I am seeking support to have an external review of the systems, roles and responsibilities and overall functionality of the central office staffing.

Recently, we conducted a survey of central office personnel to see where we stand in supporting the evolving role of principals as instructional leaders. Based upon the results of this survey (attached), there is strong evidence to support the rationale for conducting this external audit.

By conducting this organizational audit process, we will enable our district to:

- Understand strengths and weaknesses of our current organizational structure;
- Identify areas of strength and opportunities for improvement as suggested by cabinet- and site-level leadership in the district; and,
- Compare and contrast Oak Park's organizational structure with other districts of similar size and complexity.

Not only will we have an opportunity to further reshape and redefine roles and responsibilities, by clarifying each function as the new leadership team emerges, we will also improve efficiencies. Finally, we will be able to integrate performance measurement and objectives into our evaluation processes for central office staff because each individual will have a clearer idea of the interdependency of his/her role and how the entire central office works together for shared outcomes.

A full description of the written proposal is attached for your review. The item is included on the agenda for anticipated action on June 14, 2016. However, because of the expected timing in completing the audit, I am asking for the Board's approval to proceed with the project as soon as possible.