



FREEDOM OF INFORMATION

May 22, 2014

Ralph Padron
2600 Gateshead Dr.
Naperville, IL 60564
ralphpadron@hotmail.com

Re: FOIA Request Received May 8, 2014 FOIA ID #14-13

Subject: Application and resume of employment for Melody Ellington for the recent advertised position of Director of Finance.

Dear Mr. Padron:

This letter will serve as Oswego Community Unit District No. 308's response to your May 8, 2014, request under the Freedom of Information Act (5ILCS 140/1 et seq.), in which you asked for the above referenced information. Per my communication dated May 15, 2014, District 308 extended the deadline for responding by an additional five (5) business days in accordance with Section 3(e) of the Freedom of Information Act. Attached are the documents responsive to your request.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.oswego308.org, and then select the FOIA Requests and Responses icon, then select District 308 Responses to FOIA Requests, then FOIA ID #14-13.

Please let me know if you have additional questions. Thank you.

A handwritten signature in black ink that reads "Victoria R. D'Aleo".

Victoria R. D'Aleo
Freedom of Information Officer

Oswego Community Unit School District No. 308 Online Application

Ellington, Melody - AppNo: 46645

Date Submitted: 3/19/2014

Personal Data

Name: Ms. Melody L Ellington
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Title) (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street: [REDACTED]
 City: [REDACTED]
 State: [REDACTED]
 Zip Code: [REDACTED]
 Home Phone: [REDACTED]
 Work Phone: [REDACTED]
 Cell Phone: [REDACTED]
 Other Phone: [REDACTED]
 Other Email: [REDACTED]

Present Address

Number & Street:
 City:
 State:
 Zip Code:
 Home Phone:
 Work Phone:
 Cell Phone:
 Other Phone:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 3555 Administration: Assistant Director of Finance at District Administration Center	Not Submitted	13 years

Please indicate your preference in full or part time positions. **Full**

Position Desired:	Experience in Similar Positions
Administration	
1. Assistant Director of Finance	13 years
2. Director of Finance	13 years

Experience

Position Title	School/Facility Held At	District/Organization Held At
Assistant Director of Business		Aurora East School District #131 417 5th Street, Aurora, IL 60505 (630)299-5574
Immediate Supervisor Contact Information		
Ernest Clark	[REDACTED]	
Additional Information		
Dates From - To:	7/2013 -	Full/Part Time: Full Annual Salary: Will share
Reason For Leaving:	Still employed	

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Experience Continued

Position Title		School/Facility Held At		District/Organization Held At	
Business Manager				Elementary School District 159 6202 Vollmer Road, Matteson, IL 60443 (708)720-1300	
Immediate Supervisor Contact Information					
Thea Perkins		[REDACTED]		[REDACTED]	
Additional Information					
Dates From - To:	6/2010 - 6/2012	Full/Part Time:	Full	Annual Salary:	Will share
Reason For Leaving:	Sought new opportunities				
Director of Finance & Operations				Golf School District 67 9401 Waukegan Road, Morton Grove, IL 60053 847-966-8200	
Immediate Supervisor Contact Information					
Gregory Buchanan		[REDACTED]			
Additional Information					
Dates From - To:	12/2008 - 6/2009	Full/Part Time:	Full	Annual Salary:	Will share
Reason For Leaving:	Sought new opportunities				
Director of Business & Support Services				Naperville Community Unit School District #203 203 W. Hillside Road, Naperville, IL 60540 630-420-6300	
Immediate Supervisor Contact Information					
Dave Zager		[REDACTED]			
Additional Information					
Dates From - To:	10/2006 - 12/2008	Full/Part Time:	Full	Annual Salary:	Will share
Reason For Leaving:	Sought new opportunities				
Assistant Business Manager/Business Manager				St. Charles Community Unit School District #303/Mid-Valley Sp. Ed. Cooperative 201 S. 7th Street, St. Charles, IL 60174 (630)513-3030	
Immediate Supervisor Contact Information					
Dave Zager					
Additional Information					
Dates From - To:	6/2006 - 10/2006	Full/Part Time:	Full	Annual Salary:	Will share
Reason For Leaving:	Recruited by supervisor				

Education

High School Attended: Deerfield Academy, Deerfield MA
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree / GPA	Date Conferred or Expected

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Education Continued

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred
Northern Illinois University, DeKalb Illinois	01/2004 12/2005	Education - School Business Mgmt. Hrs:	N/A Hrs:	M.S.Ed.	12/2005
DePauw University, Greencastle, Indiana	08/1997 05/2001	History Hrs:	Hrs:	BA	05/2001

Highest Degree Attained

MA/MS

Grad Hrs Beyond Highest Degree

0 hrs.

Grad Program Of Study

Education/School Business Management

List honors, awards or distinctions you have:

- 1) Recipient of the Illinois Association of School Business Officials (IASBO) Southwest Regional Organization School Business Management Scholarship
- 2) Daniel Murphy Scholarship Recipient

Licensure

Do you hold a National Board for Professional Teaching Standards licensure? **No**

Do you hold or anticipate an Illinois license?

License is held

Illinois Educator Identification Number (IEIN):



Type	License Number	Expiration Date	Status
Administrative Certificate (Type 75 - Standard, Chief School Business Official)		07/01/2015	Current

Please list any other endorsements and/or verifications documented on your license(s):

Do you hold a current out-of-state license? No

State	Type	License Number	Expiration Date	Current?
			mm/dd/yyyy	

List your out-of-state certified teaching/administration fields:

Statement

ADM1. What personal characteristics define an excellent administrator?

The personal characteristics that define an excellent administrator are the abilities to make strong decisions, successfully implement initiatives, and effectively communicate with stakeholders. It is imperative that administrators make decisions to further advance the educational agency. By avoiding or failing to make decisions, educational organizations will remain stagnant and may fail to meet the demands in a changing educational environment. In addition, administrators must also be able to successfully implement initiatives and projects. Administrators must become project managers who are able to successfully manage and ensure the timely completion of a project or initiative from start to finish. Through successful implementation of initiatives and projects, an educational agency will enhance its practices, procedures, and policies. Lastly, it is essential that an administrator is able to communicate to its stakeholders regarding decisions, changes, and new initiatives. An excellent administrator develops strong working relationships with his/her staff and other stakeholders by communicating regularly and providing adequate information that will contribute to the overall growth and success of the staff members and the organization. Administrators should determine the best methods to communicate with their stakeholders such as through meetings, email correspondences, memorandums, and telephone conversations. Overall, the personal characteristics of an excellent administrator are the abilities to work as a member of the leadership team to ensure that there is effective

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Question Continued

decision-making, initiatives and projects are implemented well, and information is thoroughly communicated throughout the organization to key stakeholders to ensure that organizational objectives and goals are accomplished.

ADM2. From your point of view, how important is technology in education. What technology-related skills can you contribute to a school district?

Technology is essential to education. Technology has made it possible for all members of a school community to communicate effectively and regularly regarding various initiatives and issues. Students use technology in the classrooms to communicate and complete work assignments. Administrators use technology to share important information with staff, students, parents, and the community. Various departments require the use of technology to maintain business practices and policies. School districts may use technology to avoid duplication of data entry resulting in more time spent focusing on student achievement.

I can personally contribute skills that I have acquired from working with various financial software packages such as DCR, Oracle, Lawson, M.Y.O.B., Infinite Visions, and the Microsoft Office packages. By using these software packages, I am able to provide accurate data to district staff and local and external agencies. My technological skills allow me to coordinate activities and combine information that can be useful for providing both financial and human resources related information. I can also provide my expertise during the administration, management, and support necessary for the implementation of new HR/Financial software.

ADM3. Oswego Community Unit School District 308 is a growing Diverse Community. What cultural knowledge or past experiences might assist you in working with students?

I have worked as an administrator in both urban and suburban school districts. In each position, I learned about the diverse communities and the various cultures that make up the student population, teaching staff, administration, and surrounding community. While working at Naperville C.U.S.D. 203, I served on a diversity task force that provided diversity awareness, initiated discussions about a more diverse curriculum, and addressed diversity concerns involving students. I also participated in a committee facilitated by the DuPage Regional Office of Education that aimed to attract more administrators from diverse backgrounds. The cultural knowledge and my past experiences gained from serving on these committees mentioned above helped me to better understand the diverse student population and identify methods to help find ways to provide resources to enhance the learning environment for all students in the community.

Language Skills

Do you know any language other than English? Yes

Language(s): Spanish
Oral Level: Polite
Written Level: Polite

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	[REDACTED]	[REDACTED]
School/Org:	[REDACTED]	[REDACTED]
Current Position:	[REDACTED]	[REDACTED]
Home Phone:		
Cell Phone:	[REDACTED]	[REDACTED]
Work Phone:		
Mailing Address:		
Email:		[REDACTED]
Relationship to Candidate:	Supervisor	Supervisor
Years Known:	5	4

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Professional References cont.

	Reference 3 of 3	
Name:	[REDACTED]	
School/Org:	[REDACTED]	
Current Position:	[REDACTED]	
Home Phone:		
Cell Phone:	[REDACTED]	
Work Phone:		
Mailing Address:	[REDACTED]	
Email:	[REDACTED]	
Relationship to Candidate:	Supervisor/Manager	
Years Known:	12	

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Additionally, I completed a Continuing Education program in Project Management at DePaul University. While taking these courses, I was introduced to the core concepts of project management. These concepts broadened my knowledge of project management while providing useful tools to create schedules and timelines, manage resources, and produce key deliverables. Overall, these experiences will be a valuable asset to me in any position.

Referrals

How did you hear about employment with us?

District 308 Website	District Employee	Other: www.iasbo.org
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General Information

Contract Status

* Are you currently under contract?

Yes

If Yes, which district?

East Aurora SD #131

If Yes, when does it expire?

6/30/214

When may your present employer be contacted?

3/2014

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

N/A

When?

N/A

* Have you ever been denied tenure?

No

If Yes, where?

N/A

When?

N/A

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

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General Information continued

N/A

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

N/A

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

N/A

Position:

N/A

Relationship:

N/A

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

N/A

* Have you ever been employed by Oswego District 308?

No

If yes, in what capacity, if no please enter N/A?

N/A

Equal Opportunity Employer

District 308 is an Equal Opportunity Employer and provides employment opportunities on a nondiscriminatory basis. The District prohibits discrimination in employment on the basis of race, sex, color, national origin, religion, age, disability, ancestry, marital status, military service or unfavorable discharge from military service. The District has a policy of active recruitment of qualified minority teachers, administrators and non-certified employees.

Any individual needing assistance in making application for any District opening should contact the Personnel Department at (phone) 630-636-3080.

Legal Information

Please Note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

*If hired, can you submit immediate verification of your legal right to work in the United States? Yes

*Have you been convicted or plead guilty to any felony in Illinois or a crime in any other state or county which would be considered a felony in Illinois? Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. No

If yes, explain, giving dates:

*Have you ever had any indicated finding of child abuse filed in your name? No

If yes, explain, giving dates:

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Confirmation

The Illinois School Code requires that all applicants for employment with an Illinois public school district submit to a fingerprint based criminal history records check as a condition of employment. By submitting this application I authorize Oswego Community Unit School District 308 to conduct such records check. I understand that I cannot be employed unless such criminal background check has been initiated.

I further certify that the information provided by me in this application is true and accurate and agree that if any information is found to be false or constitute a willful misrepresentation or omission, it will be considered cause to deny my employment or authorize my discharge from employment. Additionally individuals applying for employment as a teacher, administrator or other certificated employee and determined to have willfully made a false statement on his/her application, material to his/her qualifications, or knowingly omits or fails to include information which is material to his/her qualifications, may be guilty of a Class A misdemeanor pursuant to Section 5/22-6.5 of the Illinois School Code.

By submitting the application, the applicant authorizes the above-referenced background check and certifies the truth and accuracy of the submitted information.

Melody L. Ellington
(agreed online)

MELODY L. ELLINGTON

KEY CAREER ACHIEVEMENTS

- A responsible finance director that develops methods to improve an entity's financial position and profile through long-range financial planning and budget development, elimination of short-term and long-term borrowing, cost reductions, initiating internal practices and controls, and audit management.
- Resourceful leader in implementing Human Resources and Financial software, employment benefits software, and attendance tracking software.
- A human resource strategist and project manager that enjoys the challenge of acquisitions and integrations, organizational restructuring and turnaround, product development or expansion, and taking project from concept through to completion.
- Proven track record of managing individuals, departments, and worksites in diverse professional environments.
- Demonstrated success as an operations manager in areas related to school facilities, food service, transportation, business, and purchasing to sustain organizational objectives and new initiatives.

KEY COMPETENCIES

Compensation & Benefits • Administrative Management • Employee Development • Union Relations
Business Partnering • Compliance • Program Development & Implementation • Account Expansions
Project Management • Staff Acquisition & Retention • Revenue Generation & Budget Control
Performance Management • Conceptual and Analytical Thinking • Achievement/Results Orientation
Risk Management

EMPLOYMENT EXPERIENCE

Aurora East School District #131

Aurora, Illinois

Assistant Director of Business

(July 2013 – present)

- Assist with budget development and budget management processes of all local, state, and federal funding for \$170 million budget.
- Assist in tax levy preparation and presentation, and review of tax appeals, tax objections, and issues related to Tax Incremental Financing (TIF) districts.
- Assist with the annual independent audit and all other financial audits.
- Coordinate activities related to Infinite Visions HR/Financial software to improve employee knowledge, usage, and reporting.
- Manage all procurement activities including approval of all purchases, vendor contracts, and development of Requests for Proposals, Invitations for Bids, and specifications.
- Coordinate all local, state, and federal grants including grant account setup, monitoring, and expenditure reporting.
- Directly supervise Accounts Payable, Grant Managers, and Payroll staff that provides support for workforce of 1500+ employees.
- Act a liaison between the administration and district staff regarding all business and financial matters.
- Recommend and implement financial and operational policies and procedures to align with Board policies and collective bargaining agreements.

Elementary School District 159

Matteson, Illinois

Business Manager

(June 2010 – June 2012)

- Facilitated long-range financial planning, budget development, and budget management processes for \$30 million budget.
- Coordinated implementation of new HR/Financial software to improve best business practices, strengthen internal controls, reporting, access, and record keeping.
- Initiated processes and systems to streamline responsibilities between the HR and Finance Departments.
- Supervised Payroll, Accounts Payable, Accounting, and HR staff.
- Supported diverse workforces of 300+ in multiple locations including union/non-union, exempt/non-exempt, temporary/substitutes, and mid-level and senior administrators.
- Coordinated all independent, internal, state, and federal audits and reduced audit findings.
- Monitored all purchasing processes including purchase approvals, vendor contracts, and prepared all Requests for Proposals, Invitation for Bids, and specifications.

- Managed all insurance and risk management programs including medical, dental, life, workers' compensation, and property/casualty.
- Coordinated enrollment processes for medical, dental, life, long-term disability, and COBRA insurances.
- Served on the District's interest-based bargaining and traditional negotiation teams.
- Lead insurance committees to facilitate decisions among the Board, administration, and collective bargaining units.
- Acted as liaison for employee pension and annuity programs for all current employees and retirees including: TRS, IMRF, Social Security, Medicare, and 403(b) plans.

Golf School District 67

Morton Grove, Illinois

Director of Finance & Operations

(December 2008 – June 2009)

- Coordinated and developed schedules and tasks to re-establish timelines related to business management, human resources, operations, facilities, and transportation.
- Managed and responded to all risk-related issues regarding employee benefits, workers' compensation, facilities, and transportation.
- Ensured compliance with local, State and Federal agencies regarding employee pensions, the annual budget of \$11 million, tax levy, and grant funding.
- Supervised 8 District staff including: the Bookkeeper/Payroll Clerk, Transportation Director, and bus drivers/custodial maintenance staff.
- Prepared projections and recommendations for staff and program reductions in excess of \$500,000 to ensure a balanced budget and provide information to key stakeholders.

Naperville C.U.S.D. #203

Naperville, Illinois

Director of Business & Support Services

(October 2006 – December 2008)

- Supervised, hired, and trained 10 department staff in areas related to payroll, benefits coordination, position control, bookkeeping, accounts payable, and purchasing.
- Reduced workers' compensation claims by 50% and supported OSHA compliant-work environment.
- Served as direct lead for the facilitation and implementation of new HR/Financial software.
- Administered of the District's 403(b) and 457(b) annuity programs and ensured compliance.
- Developed departmental and site budgets of over \$200 million, and monitored financial policies and procedures.
- Complied with independent and governmental agencies during audit reviews.

St. Charles C.U.S.D. #303/Mid-Valley Special Education Cooperative

St. Charles, Illinois

Assistant Business Manager/Business Manager

(June 2006 – October 2006)

- Oversaw the daily operations and business processes of the District and Special Education Cooperative.
- Monitored District and Special Education Cooperative budgets of over \$200 million, grant funds, and tuition billing.
- Prepared spreadsheets, claims, and reports to maintain and secure grant funds.
- Supervised 10 department staff in areas related to payroll, benefits coordination, position control, finance, accounts payable, and grant management.
- Approved all purchases, vendor contracts, and the enrollment of 200 procurement cardholders.

Chicago Public Schools #299

Chicago, Illinois

School Business Manager/Financial Specialist

(November 2001- May 2006)

- Advised school principals and school personnel on policies and practices related to budget, payroll, and position control.
- Managed budgets, internal accounts, grant funds, and prepared monthly financial reports.
- Conducted trainings for over 200 school staff regarding financial systems and software.
- Prepared purchase requisitions, purchase orders, and initiated vendor contracts.

EDUCATION

DePaul University – Project Management Core Concepts I & II *(Sept. 2011 – March 2012)*

Administrative Certificate (Type 75), Chief School Business Officials Endorsement *(March 2006)*

Northern Illinois University - M.S. Ed., School Business Management *(December 2005)*

DePauw University - Bachelor of Arts *(May 2001)*

Deerfield Academy, Deerfield, MA – High School Diploma

SPECIAL SKILLS

Microsoft Office Suite: Word, Excel, PowerPoint, Publisher, Microsoft Outlook, Microsoft Ad-Ins, SharePoint, MS Project; Infinite Visions Software; Lawson Financial/Procurement Software; Oracle Financial Software; Data Control (DCR) Financial/Human Resources; Polite Spanish Proficiency

PROFESSIONAL AFFILIATIONS

Delta Sigma Theta Sorority, Inc., Vice President, Treasurer, Financial Secretary, Committee Chair, *Indianapolis, Indiana; Chicago, Illinois; Joliet, Illinois (April 1999 – present)*

Illinois Association of School Business Officials (IASBO), *DeKalb, Illinois (January 2004 – June 2012)*

Association of School Business Official (ASBO), International, *United States (July 2007 – June 2012)*

Naperville Chamber of Commerce, Young Professionals of Naperville (YPN), *Naperville, Illinois (February 2008 – June 2009)*

Daniel Murphy Scholarship Foundation (DMSF), Associate Board, *Chicago, Illinois (July 2006 – 2009)*

HONORS AND AWARDS

IASBO Southwest Regional Organization School Management Scholarship Recipient (2004)

Daniel Murphy Scholarship Foundation (DMSF) Recipient (1993 – 1997)

References available upon request