

HOMEWOOD-FLOSSMOOR HIGH SCHOOL
PERSONNEL COMMITTEE AGENDA
Thursday, February 6, 2025
9:30 a.m.
South District Conference Room

AGENDA

1. Call to Order
2. [Approval of regular meeting minutes of November 21, 2024](#)
3. Comments
4. HR Update
5. Move into Executive Session pursuant to 5 ILCS 120/2(c) of the *Open Meetings Act* to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the School District.
6. Approval of closed meeting minutes of November 21, 2024
7. Return to Open Session
8. Adjournment

Approval of regular meeting minutes of November 21, 2024

MINUTES OF PERSONNEL COMMITTEE MEETING
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL
November 21, 2024

In attendance for all or part of the meeting were Mr. Legardy, Ms. Turnquest, Ms. Jackson, and Dr. Wakeley. Dr. Kilrea, Interim Director of Human Resources and Mr. David Dore, Director of Special Education, were also in attendance.

The meeting was called to order at 3:32 p.m.

Approval of Minutes. The September 19, 2024 meeting minutes stand approved as presented.

Comments. No members of the public were in attendance. No comments were received.

Human Resource Update

Dr. Kilrea provided an update in regards to the Human Resources Department. He began by noting the job fair season is nearing and they are getting ready for that. He stated they are placing one student teacher from Illinois State University this winter and are reaching out to other colleges to start a dialogue on partnering. Dr. Kilrea also reported they have increased teacher sub rates based on Dr. Cook's recommendations, which will take effect with the December 13, 2024 payroll. The rates are more competitive and the hope is this will allow them to increase the sub pool. Further, Dr. Kilrea stated they have executed an agreement with Frontline, for digital sub management software, which will be more convenient for subs as well as the teaching staff, as it allows subs to select days they are available in advance. The software also allows teachers to upload lesson plans. He indicated they expect an 8-10 week turnaround time to roll out the new software. They have assembled an internal team to help with the rollout. There is a one-time cost of \$6,300 with a yearly cost of between \$9,200-\$11,400. Frontline also has electronic timesheets, but it was determined the business office is not ready for that yet. The Business Office is also considering using Skyward for digital timesheets, which has an interface with Frontline. Dr. Kilrea reported that the Treasurer's Office is transitioning to Skyward from Infinite Visions as the new HR/business software, which directly impacts the Business and Human Resources Offices. They are also building a team to assist with the transition, as it will be a big job. Members of the team attended the Skyward conference in Tinley. The timeline for the rollout is being dictated by the Treasurer's Office, which will most likely happen in October of 2025. Dr. Kilrea reiterated this is a big job and there are still some unanswered questions which will require more follow up. He also mentioned his department is scheduled for a demo with Verifent, a service that helps with employment verification as well as compliance with Erin's Law. Regarding the Human Resources Director job posting, Dr. Kilrea stated he wants Dr. Norrell's involvement, to have her look at the job description and make adjustments as she sees fit. Ms. Jackson suggested they circle back with Alma Group, as she feels they are very helpful in finding the best candidates. Dr. Wakeley stated Alma seemed amenable to providing some assistance which would be helpful for Dr. Norrell. Continuing with the Human Resource update, Dr. Kilrea stated they are fully staffed in classrooms with a few on FMLA. He mentioned the staff holiday celebration is December 19 at Idlewild Country Club. Ms. Jackson asked about headcount and open positions. Dr. Kilrea reported briefly about open positions and said he feels they are in solid shape. Ms. Jackson encouraged administration to be intentional when looking at headcount in the future.

New Position FY25-26

Mr. Dore, Director of Special Education, proposed a new position for his department for FY25-26, a Transition Specialist. He explained that by law, they have to have a transition plan in every student's IEP, and currently one of the school counselors is the transition plan provider. The Transition Specialist would assist students with an IEP who spend a majority of their day in general education classes with outcomes and finding work-based employment opportunities. They will work with students to develop

transition plans as well as handle STEP grant management and compliance. They will open up referrals with the Department of Human Services (DHS), which can reimburse the school for the services that are provided. He noted if students are able to maintain competitive employment while in school, the school can receive \$4500 per student. Mr. Dore feels this position requires a lot of specialized expertise. Dr. Kilrea asked where do the duties lie now and how is this position different from what is being done currently? Mr. Dore responded that they have used the current structure for transition services for nearly 20 years. The counselor that currently works with the students feels there is so much more they could be doing to enhance the quality of the students' experience. He feels they could provide potential life changing opportunities. Ms. Jackson asked how the success of this role would be measured, and what is the cost associated with it? Mr. Dore responded that he would prefer someone with an LBS 2 Endorsement in Transition Planning, who would likely be at MA Step 7, for which the salary is \$74,217, plus benefits. Regarding the measurements of success, he said one would be financial. Another would be that they see more connections with outside agencies. And finally, another metric of success would be individual outcomes - are they seeing more students going to college, trade schools, unions, etc. Ms. Jackson asked if this new position is a result of any concerns Mr. Dore has had from parents or if this more of an internal need he is seeing? Mr. Dore responded that it is more his years of experience in Special Education and he is seeing the need, as he feels there is more they could be doing to help these students and it really requires someone with specialized knowledge. He added that this is a common position in other similar school districts. He thanked the committee for considering his proposal.

Executive Session. The committee moved into Executive Session at 4:28 p.m., pursuant to 5 ILCS 120/2(c) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the School District.

Return to Open Meeting. The committee returned to open session at 5:07 p.m.

Adjournment. The meeting adjourned at 5:07 p.m.