

MINUTES OF PERSONNEL COMMITTEE MEETING  
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL  
September 19, 2024

In attendance for all of the meeting were Mr. Legardy, Ms. Turnquest, Ms. Jackson, and Dr. Wakeley. Dr. Kilrea and Dr. Gay were also in attendance. No members of the public were in attendance.

The meeting was called to order at 3:35 p.m.

Approval of Minutes. The April 4, 2024 meeting minutes stand approved as presented.

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

Executive Session. The committee moved into Executive Session at 3:36 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 4:37 p.m.

#### HR Update

Drs. Gay and Kilrea reported that all open teaching positions within the district have been filled with qualified and quality teachers. They noted that unlike HF, many school districts are experiencing difficulty in filling teaching positions. Regarding current staff openings, due to recent resignations, there is a Bookkeeper position and also an Instructional Assistant position that are both currently open. Two retirements will occur at the end of this school year. They also spoke on a small and manageable number of staff who are on leave of absence due to various reasons. Drs. Gay and Kilrea are working on retention and recruitment of staff and stated that the district does not have a lot of turnover because HF is a destination school. However, they feel an opportunity does exist to create a full spectrum and a systemized approach of training for certified and non-certified staff and they will continue their focus in this area. Drs. Gay and Kilrea commented that the transition to Department Leads has gone very well and the Leads have been great to work with. They stated they have been impressed with what they have seen and added that the Leads are really in touch with their staff. Drs. Gay and Kilrea will be attending some of the division lead meetings and will continue to build relationships moving forward. Dr. Wakeley stated one of the things that will be put into place whenever possible, will be to conduct a mini audit of the department prior to making staffing decisions that are not just enrollment driven. Moving forward Drs. Gay and Kilrea will be looking at enrollment patterns and sectioning to prepare for recruitment efforts in the spring. Student teaching is also an area that they will look at as an additional way to recruit. In addition, they are also working closely with the business office and are looking at how to digitalize timesheets and eliminate paper. They are also investigating implementing AESOP as a resource for managing substitute teaching. The district's sub caller still calls manually. Using AESOP, they believe will increase the district's sub pool because subs will have the ability to plan their schedules in advance through the AESOP system. AESOP also works well with payroll. AESOP would not eliminate the need for a sub caller inhouse. They will also be looking at substitute teacher pay rates in comparison with other local districts. Drs. Gay and Kilrea noted that the Treasurer's Office is moving to Skyward. It is a huge implementation for getting systems and processes in place. Skyward is driven by the Treasurer's Office. Moving forward, Drs. Gay and Kilrea plan on looking at other local HR offices for efficiencies in their systems that may also prove to be beneficial to HF. They will report back to the committee on their findings.

#### HR Staffing

Drs. Gay and Kilrea spoke on the need for adding an HR assistant who would primarily perform clerical duties in the HR office. They explained that the much-needed additional clerical support would provide the Human Resources Specialist the ability to perform her job responsibilities without the many clerical things that she currently is spending a lot of her time on. After a fulsome discussion, support from the committee was given for the addition of an HR assistant position as requested.

Executive Session. The committee moved into Executive Session at 5:17 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 5:27 p.m.

Adjournment. The meeting adjourned at 5:28 p.m.