

MINUTES OF PERSONNEL COMMITTEE MEETING
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL
February 6, 2025

In attendance for all or part of the meeting were Ms. Jackson, Dr. Wakeley and Dr. Kilrea. Mr. Legardy and Ms. Turnquest attended the meeting via Zoom Video Conference. Dr. Norrell, incoming Superintendent, was also in attendance.

The meeting was called to order at 9:32 a.m.

Approval of Minutes. The November 21, 2024 meeting minutes stand approved as presented.

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

HR Update

Dr. Kilrea provided a detailed HR update. He thanked the committee for the addition of an HR Assistant that has resulted in balancing out the HR workload and expanding service capabilities to staff. He reported the following:

- Verifent - Verifent, specializing in providing employment verification, has been added to help streamline the hiring verification process and it is going very well. The service can also be used by staff members, through the HR office, to access public loan forgiveness documentation as well as loan verification.
- Frontline Education - The substitute teacher assignment tool offered through Frontline Education will be launched soon. Teachers will have the ability to enter their absence(s) in the Frontline system and a qualified substitute teacher will be able to plan in advance to fill the vacancy. Department Leads will also have the opportunity to monitor teacher absences with this tool. An internal team has been developed and they are currently participating in three training sessions. A March date is anticipated for the launch of this new tool with training for faculty to follow.
- Digitalized Processes - Within the HR Department, digitalized lane changes with a ready sign document has been implemented. In addition, course approvals will also follow a digitalized process. Next, they are moving forward with looking at implementing digitalized time sheets in the near future. Dr. Wakeley added they have been working on moving in the direction of getting as much digitalized as possible prior to the start of Dr. Norrell and the new HR Director.
- Sectioning - Dr. Kilrea noted that sectioning is currently in process. They are in the process of looking at enrollment numbers, FTEs and meeting with Dr. Alexander and Department Leads in determining numbers for next year. Those numbers will be provided to Dr. Wakeley and Dr. Kilrea anticipates that those numbers will remain flat. Dr. Wakeley added that it has been discussed with administrators that any new position, not due to enrollment, must go through Dr. Norrell.
- Recruitment - Dr. Kilrea stated that regarding staff recruitment and in an effort to build relationships with colleges, a team including Dr. Alexander will be attending a Job Fair on March 1st hosted by Crete-Monee. On Tuesday, March 4th, they will be heading to Illinois State University to attend the university's Education Career Fair.
- Other HR Happenings - Dr. Kilrea indicated that the HR Director job posting will occur on February 19. He noted negotiations with the HFSSA are going very well and they have a very positive relationship with the negotiating team. As negotiated in the current HFEO Agreement,

they have moved from a contractual rate to daily rate for summer school that applies to only the days teachers work. If a teacher is absent, the pay will go to the substitute teacher. The HR office continues to work toward moving away from Infinite Visions to Skyward. The bulk of the transition is taking place in the Business Office right now. He noted it is no small undertaking. It is a different software package than Infinite Visions and initially there may be some frustration by some with the transition. A team that includes Dr. Wakeley along with HR and Business Office staff, have visited several districts currently using Skyward. Dr. Kilrea noted PowerSchool will still be used for students but the Business Office and HR will use Skyward.

Executive Session. The committee moved into Executive Session at 9:53 a.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 10:29 a.m.

Adjournment. The meeting adjourned at 10:30 a.m.