

**Board of Education Retreat  
Olympia Fields County Club  
The Governor's Room  
Friday, July 18, 2025  
AGENDA**

**Special Meeting  
9:00 a.m.**

**Call to Order/Roll Call: Ms. Jackson, Mr. Legardy, Dr. Leonard, Dr. O'Quin, Mr. Riedel,  
Dr. Smith, Mr. Pauling**

- I. Public Comments**
- II. Board Self-Evaluation, Discussion of the Employment and Performance of Specific Individuals and Presentation on [Effective Governance: Starting Right Workshop](#)**

**Recommendation: That the Board of Education move into Executive Session pursuant to 5 ILCS 120/2(c) of the *Open Meetings Act* for the purpose of Board Self-Evaluation, to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the School District, and to discuss a student matter.**

**III. Return to Open Session**

**IV. New Business:**

- a. [Student Grade Point Average Policy 6:282 Update](#)**
- b. Ratification of Non-Certified Employees**

**Recommendation: That the Board of Education ratify with accurate seniority dates for employment of all non-certified and non-administrative employees as listed in the report. (Roll Call)**

- c. [Department Lead for Career & Technical Education](#)**

**Recommendation: That the Board of Education approve the addition of the Department Lead position for the Career & Technical Education Department, as recommended by the Superintendent. (Roll Call)**

d. [Administrative Position Update](#)

**Recommendation:** That the Board of Education approve the additional responsibility of collegiate programming to the Director of Career Pathways and Workforce Development, with a position title change to Director of College and Career Pathways, as recommended by the Superintendent. (Roll Call)

e. [Special Education Suite Renovation Project](#)

**Recommendation:** That the Board of Education approve the Special Education Suite Renovation Project that incorporates B8, B10, and B12, with the assistance of Gorman Construction located in Chicago Heights, with a total cost not to exceed \$150,000, as recommended by the Director of Operations & Management, the Chief School Business Official, and former Superintendent Wakeley. (Roll Call)

f. [Instructional Resource](#)

**Recommendation:** That the Board of Education approve the CTE Instructional Resource for Introduction to Education, as recommended by the Planning Committee and former Superintendent Wakeley. (Roll Call)

g. Other

V. Adjournment

Next Regular Meeting: August 19, 2025  
The Viking Room, 7:00 p.m.

# Effective Governance: Starting Right Workshop

**Homewood Flossmoor CHSD 233**  
***Starting Right Self-Evaluation***  
**July 18, 2025**  
**Agenda**

*Closed Session*

*The Open Meetings Act requires transparency. The board is reminded to share any consensus around board improvement and/or next steps at a subsequent open session.*

**Objectives:**

- Building the Board/ Superintendent Team
- Consider and clarify roles and responsibilities
- Assess the board and its processes
- Identify next steps and board development efforts

**AGENDA**

**Introductions and Opening Activity**

*What is one thing you are most looking forward to in HF 233 next year?*

**Board Member Roles and Responsibilities**

**Board Protocols and Communication Expectations**

*Do we have sufficient agreement to move forward?*

**Identify areas for board improvement and next steps**

**Closing**

*What are your key takeaways from our time together?*

Facilitated by Lori Grant, Associate Executive Director of Outreach,  
Training & Events, lgrant@iasb.com

# **Student Grade Point Average Policy 6:282 Update**



# MEMO

**To:** Dr. Jennifer Norrell, Superintendent for Homewood-Flossmoor 233  
**From:** Dr. Lisa Dallacqua, Assistant Superintendent for Curriculum, Instruction & Professional Learning  
**Date:** July 15th, 2025  
**Subject:** Recommendation to Adopt a Unified, Weighted 4.0 Grading Scale

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It is recommended that Homewood-Flossmoor High School transition from two distinct grading scales to a single, unified weighted 4.0 grading scale.

Under this new scale, the following weights will apply for IB, AP, Dual Credit, and Honors courses:

- A = 5
- B = 4
- C = 3
- D = 2
- F = 0

This change is proposed to take effect beginning with the Class of 2028. Juniors and seniors will continue to have their GPAs calculated using the existing weighted 6.0 scale.

To support this transition, the following next steps will take place beginning with the Class of 2028:

- There will be a recalculation of GPAs for students in the Classes of 2028 and 2029 each semester over the next two academic years.

- Beginning with the Class of 2028, class rank will no longer be reported on transcripts or report cards, as we transition to a new system of Diploma Distinctions.

This change is designed to provide greater consistency, reduce confusion for colleges and families, and align more closely with our emphasis on building student love for learning and exploratory learning while continuing to recognize academic excellence.

Please let me know if you would like to discuss this recommendation further or need additional details.

This recommendation will guide the revision to Board of Education Policy 6:282 Weighting of Grades.

**INSTRUCTION**

**6:282 Weighting of Grades**

Beginning at the start of the 2025-2026 school year, the District shall implement and utilize the following weighted Grade Point Average (“GPA”) scale:

<b>Grade</b>	<b>Unweighted Credit</b>	<b>Weighted Credit (Honors/AP/IB/Dual Credit Courses)</b>
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0

In addition, at the start of the 2025-2026 school year, all returning Sophomores’, Juniors’, and Seniors’ GPAs shall be recalculated based on the above scale.

This scale shall be used to calculate a student's weighted GPA. A student's class rank shall be determined based upon a rank-order list of weighted GPAs developed by the Administration, with the highest GPA ranking first in the class. In the event of a tie, the student who has the greater number of completed semester units of credit shall rank ahead of the other student(s).

The Superintendent or his/her designee shall make appropriate arrangements, adjustments, and/or recalculations with respect to a transfer student's GPA to ensure alignment with the above scale.

Adopted: June 17, 2025

**Homewood-Flossmoor CHSD 233**

# Department Lead for Career & Technical Education



# MEMO

**To:** Board of Education

**From:** Dr. Jennifer Norrell, Superintendent for Homewood-Flossmoor 233

**Date:** July 15th, 2025

**Subject:** Department Lead for Career and Technical Education

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It is recommended that Homewood-Flossmoor High Community High School District add a position of Department Lead for the Career and Technical (CTE) department beginning FY26. This position will operate as all DL positions serving as the leader for the effective support and instruction of all CTE teachers and programming.

The addition of this position will provide the needed day-to-day communication and support for the 19 member department. This individual will also serve in a critical capacity of advocating for and managing grant funded expenditures with equity and efficiency. This will also be an important role in connecting the curriculum goals to the department functions.

The full position description is attached. This position will work directly with the Director for College and Career Pathways as well as under the supervision of the Principal/Director of High School Programs.



# DEPARTMENT OF HUMAN RESOURCES

HOMWOOD-FLOSSMOOR HIGH SCHOOL • 800 GOVERNORS HWY, FLOSSMOOR, IL 60422  
OFFICE: (708)335-5550 • FAX: (708) 799-8552

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**To:** STAFF  
**FROM:** JALITZA MARTINEZ, ASSISTANT SUPERINTENDENT FOR STAFF SERVICES  
**SUBJECT:** OPEN POSITION: DEPARTMENT LEAD FOR CAREER AND TECHNICAL EDUCATION  
**DATE:** 07/21/2025

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**POSITION:** Department Lead for Career and Technical Education

**START DATE:** August 1, 2025

**LENGTH:** 12-month position (administrative contract)

**SALARY:** \$104,000 - \$130,000 (based on experience)

## DESCRIPTION:

The Department Lead reports directly to the Principal and or designee. The Department Lead provides leadership and direction for all departmental instructional programs including professional development. The Department Lead serves as an advisor to the Principal and Director of Curriculum, Instruction, and Professional Development.

## MAJOR POLICY RESPONSIBILITY:

The Department Lead is responsible for ensuring that all instructional programs are administered in concert with the policies established by the Board of Education and the state and federal governments. The Lead is also expected to make recommendations to the Principal for policy creation, revision, and deletion as related to his/her department.

## KEY FUNCTIONS:

### Curriculum and Instruction:

Authority/Responsibility - Supervise the development, implementation, and evaluation of equity-centered and culturally responsive curriculum and instructional programs.

### Representative Activities

1. Leads the development, implementation and monitoring of curriculum in department
2. Build the capacity of department faculty to implement recommended instructional practices that promote high learning outcomes for all students in a culturally responsive and inclusive learning environment.
3. Monitors the departmental data and assessments to help ascertain the quality of the instructional program through common assessments
4. Articulates curriculum with elementary districts and post-secondary institutions.
5. Research and stay up to date on recommended practices in subject area content, grading and reporting practices, social-emotional learning standards, and standards-based learning.

6. Selects and recommends instructional resources for adoption to the Director of Curriculum and Instruction.
7. Promote continuous improvement of student learning through effective PLC structures.

### **Departmental Leadership:**

Authority/Responsibility – Provide instructional leadership that promotes the district’s vision, mission, and strategic priorities.

#### **Representative Activities:**

1. Leads an equity-centered vision for teaching and learning in the department
2. Leads regular meetings to improve the instructional program.
3. Fosters a sense of community and belonging to increase the psychological safety of faculty and staff
4. Serves as the department liaison in the areas of complaint management, conflict resolution, and academic inquiries
5. Participates in local, state and national organizations related to the academic area and curriculum and instruction
6. Develops PLC/Collaborative Team Leads within the department based on school PLC practices

### **Personnel:**

Authority/Responsibility - Supervise all personnel activities within the department.

#### **Representative Activities:**

1. Evaluates, supervises and makes departmental employment recommendations.
2. Recruit, hire, and retain staff using processes that promote equity, diversity, inclusion and transparency.
3. Proactively manage workload assignments for faculty and staff members,
4. Recommends, implements and evaluates professional learning programs for departmental faculty and staff.
5. Coordinates the placement of student teachers and clinical observations within the department.
6. Provides staff with multiple opportunities for growth.

### **Operational Management:**

Authority/Responsibility – Coordinate the development of day to day operational tasks and departmental resources.

#### **Representative Activities:**

1. Works with department faculty to identify departmental budget needs and recommends budget requests to the Principal, Director for College and Careers and CSBO.
2. Manage departmental budget, resources, and facilities effectively, ensuring fiscal responsibility and compliance with institutional policies and procedures.
3. Provide two way communication that fosters continuity among departments, department Leads, and administration.

4. Facilitate solution-oriented strategies to address the day-to-day operations of the department
5. Manage procedural operations of the department to ensure compliance with institutional policies, procedures, deadlines, and record keeping.

**QUALIFICATIONS:**

- Illinois Professional Education License with General Administrative or Principal endorsement required.
- Qualified evaluator certification required.
- Extensive knowledge of a variety of CTE programs and best practices.
- Knowledge of federal, state and local laws and policies related to grants, CTE, pathways, and dual-credit.
- Excellent interpersonal and communication skills.

**SUPERVISOR(S):** Dr. Clinton Alexander, Principal/Director of High School Programs

**DEADLINE:** 7/31/2025

Interested candidates should apply online at [hfhighschool.org](http://hfhighschool.org)

+ 0 FTE (RS)

*Homewood-Flossmoor High School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, release, leaves of absence, compensation and training.*

# Administrative Position Update



# MEMO

**To:** Board of Education

**From:** Dr. Jennifer Norrell, Superintendent for Homewood-Flossmoor 233

**Date:** July 15th, 2025

**Subject:** Director for College and Career Pathways

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It is recommended that Homewood-Flossmoor Community High School District update the position previously titled Director of Career Pathways and Workforce Development. Updates would include the addition of College Readiness programming inclusive of Early College programming with 2-year and 4-year institutions, college pathways inclusive of career certificate programs and stackable credentials to establish post-secondary opportunities for all students. Updates will also include the transfer of day-to-day Career and Technical Education Department support to the CTE Department Lead position.

This position will provide leadership among all educational staff, counselors, and administrators toward the design and implementation of pathways for both college or post-secondary education and career pathways for all students within HF High School. Focused efforts will include engagement with parents, higher education leadership and workforce partners in advisory capacity and support in successful implementation of pathways and external educational and/or internship experiences for every student.

The Director for College and Career Pathways will facilitate the CTE grant funding and the Pathways Grants through collaboration with the Department Lead for CTE and the Curriculum Department.

The full position description is attached. This position will work directly with the Assistant Superintendent for Curriculum, Instruction and Professional Development and the Principal/Director of High School Programs.



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**POSITION:** Director for College and Career Pathways

**START DATE:** July 1, 2025

**LENGTH:** 12-month position (administrative contract)

**DESCRIPTION:**

This position is responsible for providing direction in the successful implementation of college and career pathways consistent with the District's strategic vision, mission and plan. This position is also responsible for developing and continually growing a robust network of college, industry and workforce partnerships (e.g. colleges/universities, local employers, trade unions/associations, economic development regions, businesses, and workforce development agencies). The Director of Career Pathways and Workforce Development will lead the development and implementation of programs and activities in partnership with both internal and external stakeholders. This position is a key resource in supporting the development and alignment of college and career pathways and the CCPE (College and Career Pathway Endorsement) framework for all students to ensure quality programming that meets the technical requirements for certification and successful program development.

**FUNCTIONS**

Authority/Responsibility: Provide leadership for implementation of College Readiness and Career Pathways for all students.

1. Develop, plan and implement innovative College and Career Pathways and work-based learning; provide leadership and support to staff in the implementation of College and Career Pathways to ensure that projects are aligned with district, regional, state, and federal goals and objectives.
2. Establish, maintain, and monitor career advisory councils consistent with ISBE and Federal requirements for the purposes of informing Career and Technical Education program and curriculum development.
3. Collaborate in the development of curriculum connecting courses within pathways and leading to higher education / post-secondary education.
4. Develop a comprehensive career experiences program identifying and promoting career exploration and experiences for all students; Collaborate with Director of Curriculum and Instruction, Director of Student Services and Associate Principals to assist in managing those career experiences both in and out of the building.
5. Develop partnerships to secure opportunities for dual credit, work-based learning, virtual and in-person internships, workforce development agencies, and workforce development boards with a focus on equity and serving underrepresented, underserved student populations.
6. Partner with local and national workforce agencies and employers to assess the job market as well as learning and training needs to assist the team in the development of WBL experiences across a continuum, increasing in-depth and time in a career pathway.
7. Partner with higher education institutions for college/university program participation, early college programming for all students prior to graduation.
8. Develop and manage program budgets in alignment with district policies, procedures, and expectations.
9. Develop and manage all federal and state grants in compliance with regulations for Career and Technical Education and Illinois Pathway funding.

10. Ensure completion of all annual reporting and auditing (internal and external) to maintain compliance with industry requirements and funding sources (Perkins Grant, CTEI Grant, and other funding sources). Search out and apply for federal, state, and other external sources of funds for career pathways and work-based learning activities.
11. Collaborate with School Counselors to develop and implement a 9th-12th Grade aligned college and career readiness counseling program.
12. Assist in the yearly College Fair / Post-Secondary Fair for students.
13. Facilitate a yearly Mock Interview for graduating senior class.
14. Maintain a data dashboard to monitor College and Career Readiness status of all high school students.
15. Monitor elements of the College and Career Readiness Program.
16. Facilitate various post-secondary visits for students.
17. Facilitate various career tours/visits for students.
18. Monitors the employment needs of Cook County and surrounding regions.
19. Contact and recruit area employers for the purpose of securing commitments for internships and/or jobs for students.
20. Serve as a lead liaison with colleges and post-secondary institutions.
21. Lead counselors in assisting students with preparation activities for job placement.
22. Collaborate with community-based organizations and community colleges to compliment, supplement, deepen, and enhance the District's college and career education programs.
23. Lead Early College implementation with both 2-year and 4-year higher education institutions.
24. Work with community colleges in their efforts to offer an array of courses that reflect a range of skills and knowledge levels as well as reflecting a wide range of college and career opportunities to enhance Dual Credit programming.
25. Recruit college and career coaches/contacts and community volunteers.
26. Work with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other local educational entities.
27. Facilitate mechanisms to constantly evaluate programs, identify community needs, and develop new programs when needed.
28. Monitor philanthropic websites, reviews trade publications, and maintains contact with state and federal agencies that offer funding opportunities.
29. Perform other duties consistent with the position as may be requested by the Superintendent or Designee.

#### **QUALIFICATIONS:**

- Illinois Professional Education License with General Administrative or Principal endorsement required.
- Qualified evaluator certification required.
- Knowledge of a variety of College and CTE programs and best practices.
- Knowledge of federal, state and local laws and policies related to grants, CTE, pathways, and dual-credit.<sup>1</sup>
- Excellent interpersonal and communication skills.

+ 0 FTE (RS)

*Homewood-Flossmoor High School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, release, leaves of absence, compensation and training.*

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<sup>1</sup> Updated July 2025

# Special Education Suite Renovation Project

## MEMORANDUM

To: Dr. Jennifer Norrell, Superintendent  
From: Dr. Lawrence Cook, Chief School Business Official  
Date: July 15, 2025  
Subject: Special Education Suite Renovation: B8, B10, and B12 Project

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With multiple summer projects progressing well — A-Building roof replacement, exterior completion of the Science Building, and the Natatorium boiler and bottom grate system—I want to provide an update on the renovation of Rooms B8, B10, and B12 to support the Special Education (SPED) program.

Based on these conversations and growing departmental requirements, a plan was designed to expand the suite to incorporate Rooms B10 and B12 (formerly science classrooms). This expansion will finally give the SPED team the space it needs—space that has been long overdue for improvement.

This renovation is self-designed and is being executed in-house, with support from Gorman Construction, allowing us to keep costs down while delivering a high-quality, functional space. The upgraded suite will serve multiple purposes and support a variety of departmental needs.

The current configuration consists of a small kitchenette (to remain), four offices (one non-functional), a small conference room, and an open file storage area.

The planned renovation features will consist of five additional offices for social workers, 504, and IEP services, a secure and locked file storage area, an open work space for assistants, three group rooms, one large conference room, and upgraded LED flat panel lighting.

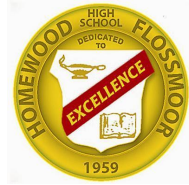
The Budget and Timeline include:

- Budgeted costs, not to exceed \$150,000, included in the 2025–2026 O&M Budget
- Cost savings, including repurposing approximately 80% of existing furniture, and using in-house project management, reducing labor costs
- Project Phases:
  - Phase 1 (B10 and B12):
    - Demo is currently 50% complete; full demo to be completed by July 9, 2025
    - Construction to begin immediately afterward
  - Phase 2 (B8 Suite):
    - Temporary relocation of B8 staff following Phase 1
    - Renovation of B8 to begin directly afterward

***Recommendation: That the Board of Education approve the Special Education Suite Renovation Project that incorporates B8, B10, and B12 with the assistance of Gorman Construction located in Chicago Heights, with a total cost not to exceed \$150,000, as recommended by the Director of Operations & Management, the Chief School Business Official, and former Superintendent Wakeley. (Roll Call)***

If you have any questions or would like to discuss the project in more detail, I'm happy to meet at your convenience.

# Instructional Resource



## Homewood-Flossmoor Community High School District 233



Homewood-Flossmoor High School  
999 Kedzie, Flossmoor · 708-799-3000 · hfhighschool.org



To: Dr. Scott Wakeley, Superintendent of Schools  
From: Dr. Jennifer Hester Schalk, Director of Curriculum and Instruction  
Cc: Dr. Clinton Alexander, Suzette Diaz, Opal Ray  
Re: Introduction to Education (Dual Credit) Instructional Resource Recommendation  
Date: June 17, 2025

Dear Board Members and Dr. Wakeley,

Administration is seeking approval of an instructional resource for the Introduction to Education Course for the 2025-2026 school year. Introduction to Education is offered for dual credit with Lewis University. The text being recommended is also being used by the students at Lewis University. Detailed information regarding the resource is located in the document entitled *Introduction to Education Core Resource*. The text will be available for review upon request.

Sincerely,

Dr. Jennifer Hester Schalk  
Director of Curriculum and Instruction

Homewood-Flossmoor High School  
 Instructional Resource Proposal  
 2025-2026

Course	Instructional Resource	Publisher	ISBN	Format	Qty	Price Each	Estimated Shipping	Total Cost of Resource
Introduction to Education	Welcome to Teaching	Corwin	9781071904138	Textbook	15	\$35.95	\$0.00	\$539.25
<b>CTE</b>								