

MINUTES OF PERSONNEL COMMITTEE MEETING  
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL  
April 30, 2025

In attendance for all or part of the meeting were Ms. Turnquest, Ms. Jackson, Dr. Wakeley, Dr. Kilrea and Dr. Gay. Mr. Legardy attended the meeting via Zoom Video Conference.

The meeting was called to order at 3:33 p.m.

Approval of Minutes. The February 6, 2025 meeting minutes stand approved as presented.

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

#### HR Update

Dr. Gay and Dr. Kilrea provided updates on staffing that included:

- Interviews for collaborative lead team positions are underway and recommendations will be brought to the board in August.
- A small engines teacher has been hired for the upcoming school year. They expressed he will be a great addition to the automotive department and is passionate about dual credit and career pathways. He has worked at Ivy Tech, Joliet Community College, Chicago Public Schools (CPS) and Moraine Valley.
- There is a Math Department Lead position opening. Currently they are interviewing an internal staff member for that position. They shared that the current Math Department Lead has decided to return to the classroom.
- A Spanish position that was held by someone who has been out on leave, will not be posted but through attrition within the department it will not be filled with a hire.
- A social science position will be posted due to a resignation.
- They commented that two great hires for the positions of Assistant Superintendent of Staff Services and the Director of Career Pathways & Workforce Development were approved at the April 15, 2025 board meeting. They offered their assistance to help with the transitioning of the new Assistant Superintendent of Staff Services. They noted that there was great quality and quantity of candidates for both of these positions which speaks to the reputation of HF.
- Summer school positions – they noted that all are filled except for one position.
- They shared that they are confident where they are staffing-wise. They noted there may be some last minute resignations at the end of the traditional school year. Staffing will be complete and over the summer and they will react to whatever staffing needs may trickle in.

The following HR initiatives were also highlighted:

- Frontline Education - The substitute teacher assignment tool offered through Frontline Education is ready to launch. Staff will be completing their profiles and will be ready to start using Frontline at the start of the upcoming school year. A soft lunch has started with the science and special education departments.
- Skyward - the HR office continues to work toward moving away from Infinite Visions to Skyward. The bulk of the transition with the Treasurer's Office 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. They noted PowerSchool will still be used for students but the Business Office and HR will use Skyward. As of July 1, both Infinite Visions and Skyward will be used. However, Skyward will be launched on October 1 and

as of October 2, Infinite Visions will no longer be used. They commented that they feel the launch in October will go well.

- Electronic approval forms – they shared that graduate course and lane change electronic forms are currently being used throughout the building. They are hopeful to transition to electronic forms for time sheets and other processes.
- Completion of the Master schedule for staffing is in process.
- End of Year Check out Process – this process that is now being handled electronically started last year and they continue to tweak it to make the process even more efficient for staff use.
- Reduction in Force (RIF) – By May 10 they will have a list of every teacher and what they are eligible to teach. The list will be shared with the HFEO and then the seniority list, which is due 74 days before the end of the year, will be ready. They expressed that it is not their intention to RIF any employee but in the event that they would need to release next year due to lack of enrollment, they now have the seniority list that was not previously in existence.
- An end of year review summary will be provided to the committee.

Executive Session. The committee moved into Executive Session at 3:57 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 4:38 p.m.

Adjournment. The meeting adjourned at 4:38 p.m.