

MINUTES OF PERSONNEL COMMITTEE MEETING
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL
September 2, 2025

The meeting was called to order at 9:09 a.m.

In attendance for all or part of the meeting were:

Members

Dr. Jennifer Norrell, Superintendent
Ms. Pam Jackson, Board Member
Mr. Nathan Legardy, Board Chair
Dr. Camille O'Quin, Board Member

Participants

Dr. Jennifer Norrell, Superintendent
Ms. Jalitza Martinez, Assistant Superintendent for Staff
Services

Mr. Legardy attended the meeting via Zoom video conferencing.

Approval of Minutes. The April 30, 2025 meeting minutes stand approved as presented.

Comments. No members of the public were in attendance. Chief School Business Official Cook was present in the audience. No comments were received.

Old Business: None

New Business:

Staffing Update

Ms. Martinez provided a staffing update to the committee. She reported that there are currently 377 staff members with the majority being 226 certified staff members. In addition, there are 76 support staff, 31 Instructional Assistants, 11 maintenance employees and 5 permanent subs. There are also 11 department leads and 17 administrators. Currently, open positions include a full-time Instructional Aid, a permanent sub position and a full-time CTE Business teacher position. Ms. Jackson requested an indicator to be included on posted open positions indicating if the posting is a new position or a replacement. Dr. Norrell stated that no new job posting will go up without coming first to this committee. Ms. Martinez projected a Google sheet and reviewed a current staffing list which includes any vacancies along with any new positions. The Google sheet will be shared with the board members via the Google Drive. This is an information item and no formal action is required from the board.

Pre-Service Educator Agreements

Ms. Martinez provided information on Pre-Service Educator Agreements and shared that the district partners with local universities to host student teachers/interns across various content areas each year. She added that hosting student teachers and interns benefits our district by fostering professional collaboration, introducing innovative instructional practices, and creating opportunities to identify and recruit talented future educators. Ms. Martinez is requesting support from the board for the current practice of Pre-Service Educator programming and continuing the partnerships with local universities into the future. No formal action is required from the board.

Administrative Update on Absence Requests

Dr. Norrell spoke on absence requests and they will be clarifying attendance expectations with all staff.

She shared that it has come to her attention that in past years, some employees have taken unpaid “dock” days with approval of prior administration. This practice has been addressed and corrected with the Unions. Moving forward, all absences must be supported by available benefit days. Unapproved or unexcused absences will not be permitted, except in cases of extenuating circumstances reviewed by Human Resources. This clarification ensures consistent application of policy across the district and reinforces the importance of staff attendance in supporting student success. She noted that violations regarding absence requests may result in disciplinary action. With the board’s approval, a letter that has been vetted by the district’s attorney and also vetted and tweaked by the Unions, will be sent to all staff to inform them of the end of this practice of using unpaid “dock” days. The committee supports Dr. Norrell and Ms. Martinez’s request on this update on absence requests. No formal action is required from the board.

InFormed K-12 Services

Dr. Norrell explained that the district currently has a contract with Informed K-12 Services that supports the digitalizing of different HR and Business functions in the district. This tool streamlines processes such as timesheet submissions and activity/athletic position requests, reducing paperwork and improving accuracy. She is bringing it to the board’s attention now because this agreement was not previously brought to the board for approval. The original proposal was submitted in April of 2025, and the contract was executed in May 2025. It is over \$35,000.00 and as per Board Policy 4:60 Purchases and Contracts, work involving an expenditure in excess of \$35,000.00 must comply with Illinois School Code requirements. Dr. Norrell is recommending that the board approve the Informed K-12 Service Agreement in the amount of \$37,666.67. This item will be on the September 16, 2025 board agenda for approval.

Process for Service Contracts for Activities (Draft)

Dr. Norrell spoke to the process for hiring service contractors. Currently, service contractors are required to sign a letter of understanding and agreed compensation with a final sign-off by the Activities Director. Moving forward, all contractors will be required to complete an application for the position; submit references; and, comply with Faith’s Law, fingerprinting and background screenings and related Illinois School Code requirements. The activity sponsor will interview the candidate and following the sponsor’s recommendation, the Activities Director will review the contractor’s proposed services and then provide a final recommendation to the principal who will sign off with final approval. The committee supports Dr. Norrell and Ms. Martinez’s request to implement this updated process for Service Contracts for Activities. No formal action is required from the board.

Review of the Following Revisions to IASB PRESS Board Policies ISSUE 113- 1st Read

Dr. Norrell noted that this is a 1st Read of IASB PRESS Board Policies by the Personnel Committee which will go as a 1st Read to the full board on September 16th. She added this item will most likely be provided to the board linked to the agenda as an addendum. Dr. Norrell pointed out that the majority of the policies listed are for initial review and contain only minor changes, however, she wanted to point out the following for the committee’s attention which Ms. Martinez spoke to:

2:80 Adoption of optional language regarding Board Member Oath and Conduct. *With guidance from the district’s attorney, it is recommended to select “no” (default) to not add optional language to have this policy express potential consequences for violating the oath of office or the Code of Conduct for Members of School Boards.*

Review of the Following District Unique Edits to IASB PRESS Board Policies -1st Read:

2:230 Public Participation at Board of Education Meetings and Petitions to the Board. - *Change to public comments from 5 minutes to 3 minutes for a combined total of up to 21 minutes total*

and members of the public who would like to address the board must be signed up. Sign up will be limited to 7 people and will be available until the "Public Comment" section of the board's agenda begins.

3:40 Superintendent - alignment to school code, removal of language regarding superintendent having authority to hire/terminate non-certified staff.

5:30 Hiring Process and Criteria - alignment to school code, removal of language regarding superintendent having authority to hire/terminate non-certified staff.

6:282 Weighting of Grades - change in grading scales to a single, unified weighted 4.0 grading scale beginning with the class of 2028. no questions.

Request for one (1) 1.0 FTE Security Liaison/(1) 1.0 FTE Dean's Assistant for the Science Building

Ms. Martinez explained that due to the need for additional security in the new Science Building with the opening of school, the need to hire a full-time Security Liaison and a full-time Dean's Assistant is being requested for official board approval. Both positions have been filled in preparation for the opening of school. This item will be on the September 16, 2025 board agenda for approval.

Request for one (1) hourly Student Textbook Center Worker

Ms. Martinez stated this position is held by a student who will work mornings during the school year. This is the only position that a student holds during the school year. The Student Textbook Center Assistant will assist the district with morning building support tasks that include processing incoming shipments of books, re-shelving and inventorying books, packaging and moving full boxes of books for shipment, delivering sets of textbooks to classrooms, delivery of newspaper to offices and classrooms daily, and filing as needed. This role includes arriving one hour to one and a half hours before the school day begins. This position was in place in last year and in previous years, and Ms. Martinez is requesting to continue this student position in future years as well. This item will be on the September 16, 2025 board agenda for approval.

Request for the following sixth assignments

Ms. Martinez reviewed the first semester 6th assignment being requested due to enrollment increases. One (1) 0.1 FTE for Accounting Honors/CP and One (1) 0.1 FTE IB Visual Art. This item will be on the September 16, 2025 board agenda for approval.

Executive Session. The committee moved into Executive Session at 9:48 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 10:28 a.m.

Adjournment. The meeting adjourned at 10:28 a.m.