

MINUTES OF PERSONNEL COMMITTEE MEETING
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL
November 11, 2025

The meeting was called to order at 9:07 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. Chief School Business Official Cook and Director of Career Pathways and Workforce Development Gordon were also present in the audience.

Approval of Minutes. The September 2, 2025 meeting minutes stand approved as presented.

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

Old Business: None

New Business:

Pre-Service Educator Southern Illinois University Partnership Agreement

Ms. Martinez informed the committee that HF has long partnered with universities to host student teachers and interns across various content areas. She announced a new partnership with Southern Illinois University (SIU), which is requesting to place a student teacher at HF beginning in the second semester. This item will be on the November 18, 2025 board agenda for approval.

Tuition for Pathways Teaching Endorsement Program Agreement

Ms. Martinez explained that Curriculum and Instruction identified a need for one teacher to earn an early childhood education endorsement, with tuition costs not to exceed \$5,000. The district will cover the tuition under a three-year commitment agreement, requiring reimbursement if the teacher leaves early. Ms. Jackson asked if others would need similar endorsements and Ms. Martinez confirmed this is the only case. Dr. Norrell added that of the 14–15 teachers in the pathways program, all others already have the necessary credentials. Mr. Gordon confirmed this is the only CTE teacher lacking the endorsement. Following a question from Mr. Legardy regarding why commitment agreements are currently in place for teachers but not administrators, a brief discussion took place. Dr. Norrell explained that the agreements are tied to specific program requirements and help ensure staff retention after specialized training. Mr. Legardy suggested that they may wish to review this approach in the future for consistency. The item will appear on the November 18, 2025 board agenda for approval.

Review of the Following Revisions to IASB PRESS Board Policies ISSUE 120- 1st Read

Ms. Martinez 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 November 18th. She pointed out that the majority of the

policies listed are for initial review and contain only minor language changes; however, she wanted to point out the following for the committee's attention and consideration:

- Policy 6:60 (Curriculum Content): The board will review and approve minor changes to curriculum content, including adding language about the Irish Famine, which is already taught in the curriculum.
- Policy 6:210 (Instructional Materials): The board will review and approve giving the superintendent the authority to approve supplementary instructional materials with the board retaining approval for primary textbooks and instructional materials. Dr. Norrell clarified that the instructional materials she will be approving consist of smaller purchases, under \$20,000.
- Policy 7:290 (Suicide Prevention): The policy will require the addition of contact information for suicide prevention to staff IDs, in line with legislative changes.

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

- Policy 5:240 (Suspension): Change to revise policy language to allow the Superintendent ability to suspend without pay for a period of up to ten school days instead of three as listed currently in Board policy.
- Policy 7:200 (Suspension): Change to revise hearing with the Superintendent, or designee, instead of the Board.

Ms. Martinez added that the goal this year is to ensure everyone is informed about district policies. To support this, they have begun meeting weekly with department leaders to review policies and address any questions that arise.

Memorandum of Understanding – IA Vocational Driver Stipend Increase

Ms. Martinez noted there is a small discrepancy regarding the IA Vocational Driver stipend and she is requesting approval to adjust the vocational driver's stipend from \$400 to \$450, following a previously negotiated (some time last year) but unexecuted change. The committee agreed with the recommendation and this item will be on the November 18, 2025 board agenda for approval.

Assistant Superintendent/CSBO Job Posting

Dr. Norrell shared that her efforts to encourage the retiring CSBO to remain have been unsuccessful, so the position will need to be posted. She noted that the cost of using an executive search firm would be about \$64,000. After discussion, the committee agreed to first post the position internally and publicly, review the applicants, and then determine if a search firm will be needed. The posting will go live today.

Executive Session. The committee moved into Executive Session at 9:42 a.m. into a new location in G7, 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 10:32 a.m.

Adjournment. The meeting adjourned at 10:32 a.m.