

MINUTES OF PERSONNEL COMMITTEE MEETING  
Homewood-Flossmoor High School, 999 Kedzie, Flossmoor, IL  
March 3, 2026

The meeting was called to order at 9:02 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 conference.

Dr. Lawrence Cook, Ms. Shaily Baranwal and Ms. Katie House, Representatives from heyC.AI were in attendance. Ms. Beth Larocca, community member, was also in attendance .

Approval of Minutes. The January 16, 2026 meeting minutes stand approved as presented.

Comments. Ms. Larocca inquired about the Staffing 2026–2027 agenda item and asked when staffing for the upcoming school year would be finalized. Dr. Norrell stated that hiring for the next school year is still in progress and that additional positions will be posted. Ms. Larocca further asked whether data exists to justify the six additional teachers and four dean assistant positions referenced at the previous meeting. Dr. Norrell explained that the four dean assistant positions are connected to discussions regarding the district's safety and security plan, which was addressed in closed session earlier in the January meeting. Dr. Norrell also noted that the term police liaisons will be replaced with safety and security officers moving forward. Regarding the six teaching positions, Dr. Norrell confirmed that, as discussed at the last meeting, these positions will be added next year to support advanced coursework.

Old Business: None

New Business:

Tuition for Pathways Teaching Endorsement Program Agreement

Ms. Martinez requested authorization to fund staff tuition, as needed, to ensure Homewood-Flossmoor Community High School has certified instructors qualified to teach specialized, dual-credit, and career-related coursework. An example noted was supporting a staff member pursuing the credentials required to teach dual credit in early childhood education, which supports the district's expansion of college and career pathways. To meet requirements set by the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC), instructors must complete at least 18 graduate hours in the discipline. The district will fund tuition for necessary coursework and will establish a two-year service agreement for retention with the participating staff member. Costs vary by program; for early childhood education, tuition is estimated at approximately \$5,000, with the district covering tuition, books, and the first attempt at required licensure exams. This item will be on the March 17, 2026 board agenda for approval.

AP/IB Proctor Recruitment

Ms. Martinez reported that Homewood-Flossmoor Community High School is in need of ten (10) proctors for AP and IB exams due to limited substitute teacher availability. Qualified candidates must hold a short-term substitute certificate, and the District will cover the application cost for prospective proctors. Proctors will assist with administering AP and IB exams in accordance with College Board guidelines and the International Baccalaureate (IB) program. Proctors will be needed for 15 exam days from April 28 to May 20. Dr. Norrell noted the District is exploring external testing sites due to space constraints on campus, driven by rising enrollment in rigorous coursework and increased test participation. Ms. Martinez stated the estimated cost includes up to \$50 per proctor for the substitute teacher application, and a daily rate of \$160 for proctoring, prorated based on days worked. There are 15 potential days of employment. This item will be on the March 17, 2026 board agenda for approval.

AllOne Health Renewal

Ms. Martinez reported that this item is an annual renewal. The District continues to utilize AllOne Health, an employee benefit program that offers whole-health support to staff. Services include Employee Assistance Programs, organizational consulting, wellness programs, crisis management, and related resources. Continued use of this service is intended to improve efficiency, reduce staff burnout, support retention, and enhance overall staff performance. The renewal will take effect on July 1, 2026 with a total approximate cost of \$15,020 (\$37.55 per employee). Ms. Jackson asked whether the cost had increased. Ms. Martinez confirmed that the price has increased over the past several years. This item will be on the March 17, 2026 board agenda for approval.

Request for the following sixth assignments

Ms. Martinez requested approval for sixth assignments in the following areas: 0.1 FTE for Engine Repair: This is being requested for the second semester due to staffing needs. Engine Performance/Automotive Electrical: These are classes taught simultaneously also being requested due to staffing needs. Scriptwriting and Directing: This is due to a staff resignation. AP English Literature and Composition: Requested due to staffing/leave needs. Ms. Martinez noted that each position is (1) 0.1 FTE. This item will be on the March 17, 2026 board agenda for approval.

Request for four (4) 1.0 FTE Dean Assistant Position

Ms. Martinez stated that Homewood-Flossmoor Community High School, given its size and student density, requires four (4) Dean's Assistant positions to support ongoing safety and security operations. She noted that the school's unique layout and large student population necessitate additional staffing to maintain comprehensive supervision. Dr. Norrell added that the specific building locations to be staffed were presented to the board during the board's previous closed session. This item will be on the March 17, 2026 board agenda for approval.

Non-School Sanctioned Student Trips

Dr. Norrell reported that she recently became aware of two long-standing student trips: a World Language trip planned for this summer to Beijing and a Fine Arts (FA) trip to New Orleans. The Fine Arts trip to New Orleans has existed for approximately 30 years. She noted that while these trips offer valuable experiences, they have historically been treated as non-school-sanctioned activities, leaving the District with liability but without oversight or formal approval. Dr. Norrell stated her intent to ensure appropriate District oversight moving forward. For trips currently underway, she recommended

assigning a leadership team member to accompany them and adding an international travel rider for overseas trips, necessary for China, but not required for New Orleans. She emphasized the need to protect the District's liability. Ms. Jackson expressed discomfort with international travel due to the state of world affairs and supported increasing oversight and control. She also raised concerns about unclear planning processes, insurance coverage, and procedures for changes or cancellations. Mr. Legardy acknowledged the transformative value of such trips having participated in one himself as a junior student in Germany, but agreed that current global conditions and liability concerns require tighter controls. He requested information on how these trips may affect District liability costs and noted that organizations exist that manage such trips. Ms. Jackson reiterated her support for the travel opportunities but emphasized concerns about travel safety and the lack of clarity around logistics and insurance. Dr. Norrell stated that she does not yet have answers to those questions and asked whether the committee would like her to proceed by gathering detailed information from the teachers leading the trips. She will also consult with legal counsel and provide a liability report to the board in March. She noted that the New Orleans trip is likely covered and that an administrator would accompany both trips at this time. In response to questions, Dr. Norrell clarified that administrators do not typically attend athletic field trips; however, those trips are formally approved by the Board with full details. Dr. O'Quin asked whether an administrator would accompany future trips long-term; Dr. Norrell stated that, for now, yes, and that this process may be refined as more information becomes available. Dr. O'Quin also confirmed her support of an international travel rider being required for all overseas trips. Dr. Norrell will bring the information and the proposed rider to the full Board in the near future, likely through the Finance Committee first.

#### heyC AI Modern Staff Development

Dr. Norrell introduced Shaily Baranwal, who demonstrated the new HeyC AI platform. The tool centralizes all district training materials, board policies, and documents so staff can easily access information and reduce overwhelm from systems like ParentSquare. HeyC can answer staff questions, reference past training, access pathways, locate policies, and even access meeting minutes. It can also create role-play scenarios for teachers to practice. Ms. Baranwal explained that heyC is built to sync only with district-approved documents and that data does not leave the district. Linking all materials takes about six weeks, with onboarding possible by summer. The platform can incorporate both internal and optional external documents, such as Illinois State Standards. The estimated cost is \$7 per staff member per month, approximately \$4,000 for 385 employees. Dr. Norrell added that a formal proposal would be required to review before any formal action is taken. This item will be on the March 17, 2026 board agenda for approval.

Executive Session. The committee moved into Executive Session at 10:05 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 10:54 a.m.

Adjournment. The meeting adjourned at 10:54 a.m.