River Forest
Public Schools

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MEMO

Date: November 2, 2026
To: Board of Education
From: Janice Pavelonis, Superintendent
RE: HR Systems Update

During the November COW, I will provide a brief update on Goal 3, Strategy 4: Deploy an integrated human resource system districtwide. During my update, I will share information regarding the collaborative committees in place leading and providing feedback on past HR systems and currently assisting with the prioritization of integrated HR needs moving forward. I will also provide a brief update on the current areas of work in progress so far this year.

D90 Committees informing HR Systems Shifts:

- Ongoing meetings with our internal district staff:
  - Pam Jenkins, HR Specialist
  - Kevin Martin, Director of Technology
  - Marcia Kehoe, Payroll and Benefits Specialist
  - Anthony Cozzi, Chief Operations Officer
- HR Committee
  - New committee formulated in collaboration with our RFEA Co-Presidents. The new committee is a one-year committee comprised of teachers from all schools. This committee's purpose is to review possible shifts in processes and provide feedback and leadership toward effective implementation.
- Superintendent Leadership Council
  - The SLC meets monthly and has been repurposed this year as a committee of teachers from each school with Dr. Trendel and Christine Gerges. In each meeting I provide updates on various areas of the strategic plan and solicit feedback toward progress.
- Administrator Meetings
  - ADCO, PAM, and Cabinet meetings serve as an opportunity for our leadership teams to provide feedback, set direction, develop procedures and implementation planning for HR systems integration.

HR Systems Integration: Early Work

- Made some early systemic shifts to optimize our workflows within Frontline Absence Management. This work has focused on streamlining the approval and communication of absences of staff within our district throughout our administration team. This work will continue and be ongoing throughout the year.
- Planning our expansion of the use of Frontline Central, particularly around onboarding, employee forms, workflows, digital signatures, and other processes that are currently being handled manually. The goal of this work is to create a more consistent and automated experience for HR, administrators, and new employees. This integration will be a multi-year project.
- Planning with Frontline Education representatives to maximize the use of the recruiting and hiring component to improve functionality while ensuring recruiting and hiring workflows connect most effectively with the use of Frontline Central. These shifts will be layered throughout the coming years.

Frontline Education: River Forest D90 Portal

- Click **THIS LINK** for further information on the connected services of Frontline Education