



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Board of Education

FROM: Dr. Adam Law
Assistant Superintendent - Human Resources

RE: 2017/2018 Staffing Recommendations

DATE: February 27, 2017

As a school district we want our students to become:

- self-directed, lifelong learners;
- effective communicators;
- complex, creative and adaptive thinkers;
- and collaborative and productive citizens

As an administrative team, we believe that there are various strategic “levers” that will help us realize this mission:

- An educational setting in which teacher and principal quality is expected, encouraged and rewarded;
- A technology program that transforms the learning process and prepares students for the future;
- School programming which is responsive to the evolving needs of students; and
- A school district which offers excellent customer service to its constituents.

Over the past four months, the Administration has been engaged in a process of identifying staffing priorities in each of these strategic goal areas that are responsive to the changes thrust upon us by the Federal government, Illinois General Assembly, Illinois State Board of Education and by societal and community expectations. Based on these deliberations, we are making the staffing recommendations listed below for the 2017/2018 school year.

1. Client Services Coordinator (Increase 0.4 FTE) – District K-12

The amount of technology and the expectation for teachers and students to use that technology for learning continues to grow. As the use of technology continues to evolve within the district, the staffing of key positions within the Technology Department must adapt and respond to changing needs. To this end, District administration is proposing to change the title and FTE of Web Application Specialist (.6 FTE) to Client Services Coordinator (1.0 FTE).

The responsibilities for this position will include:

- Standardize support and repair procedures and evaluate performance.

- Standardize and audit inventory practices.
- Identify and implement training for technical support staff.
- Device preparation process: imaging, management, and updates.
- Recommend new staff and student devices and cycles.
- Facilitate collaboration and knowledge sharing among technical support staff.
- Develop common metrics to monitor effectiveness and efficiency.
- Facilitate and develop student participation in technical support.
- Perform advanced levels of troubleshooting and support for District staff and students.
- Supervise and evaluate the performance of District and Building Technicians.

Rationale:

As the amount of technology equipment in the District increases, the Technical Support team must have an efficient and effective support process to ensure that reliable and functional equipment is available to staff and students. The Client Services Coordinator position will supervise the daily technical support operations and work to develop the standards and processes needed for the District.

The cost of increasing the 0.6 FTE Web Application Specialist to a 1.0 FTE Client Services Coordinator is estimated to be \$45,000 after offsets.

2. Building Technician (Increase to 10-month position) – District K-12

The amount of technology equipment that Technology Assistants support continues to increase as the district procures and sustains greater levels of technology in the learning environment. Therefore, District administration is proposing to change 9-month Building Technology Assistants to 10-month employees and change the job title to Building Technician. Technicians would report back to work two weeks prior the start of a school year and they would continue to work for two weeks after the end of a school year.

Advantages of a 10-month schedule over a 9-month schedule are as follows:

- Facilitates a more efficient start and end to school years.
- Creates scheduled summer work hours to prepare and deploy equipment.
- Allows for scheduled work time without students and staff in the building.

Rationale:

Increasing Building Technicians to 10-month employees will support the growth of technology in the District and allow for a more efficient start and end to school years. Additionally, this change will give technicians time throughout the year to perform their duties without students in the building, more optimally facilitating the completion of inventory, repair, and other maintenance work.

The cost of increasing Building Technicians to 10-month employees is estimated to be \$14,500 (no increase in benefits).

3. Human Resources Administrative Assistant (Increase 0.4 FTE) – District K-12

Over the last few years, the amount and extent of required work in the Human Resources Department has increased due to unfunded mandates from the state and federal government, shifting responsibilities between district departments, and increased requests for information due to a new union. Therefore, District administration is recommending increasing the part-time (0.6 FTE) 9-month HR Administrative Assistant to a full-time (1.0 FTE) 10-month position.

Rationale:

An increase in the FTE of the Human Resources support staff will help to alleviate the work associated with unfunded mandates including RIF data file maintenance due to Senate Bill 7; tracking and reporting teacher ratings required by the Performance Evaluation Reform Act; compiling information in response to FOIA requests; tracking employee work hours to comply with the Affordable Care Act; and extensive data entry into the ISBE Employee Information System (EIS). Additionally, the increase in FTE will allow the HR support staff to better manage responsibilities that have shifted from the Payroll Department, including organizing and managing professional records, employment verifications, and benefits payroll data entry. Lastly, an increase in FTE will better equip the HR Department to respond in a timely manner to union requests for information and reports on salary, benefits, FTE, evaluation, etc.

The cost of increasing the part-time (0.6 FTE) 9-month HR Administrative Assistant to a full-time (1.0 FTE) 10-month position is estimated to be \$4,600 after offsets.

4. Math Tutor (Add 1.0 FTE) – High School

The Geneva High School PLC tutoring centers and after-school math tutoring centers are in high demand to help students with math. The GHS administration has analyzed the need for increased math intervention and is proposing the addition of a 1.0 FTE Math Tutor in a math intervention center to address students' needs more quickly and more fully. Similar to reading tutors at the elementary and middle school levels, the math tutor's employment classification would be as educational support staff.

Rationale:

Increasing math intervention by adding a 1.0 FTE Math Tutor would allow students to receive math support in a timely manner and make a positive impact on their college and career readiness.

The cost of adding a Math Tutor at Geneva High School is estimated to be \$22,000.

5. Per Diem Days: School Counselors – High School

During the summer months, the Geneva High School Counseling & Advising Office receives many requests to make changes in students' schedules for the upcoming school year. Feedback from parents reflects some frustration when they attempt to make scheduling changes for their GHS student during the summer months. In order to offer GHS students and parents better customer service during the summer in returning voicemail messages and making scheduling changes in a timely manner, the GHS administration proposes adding five (5) per diem days for school counselors.

Rationale:

These five (5) proposed per diem days, in addition to the per diem days that have already been approved in previous years, would allow GHS to staff the Counseling & Advising Office two days per week during the summer months.

The cost of adding five (5) per diem days for GHS school counselors is estimated to cost \$2,000.

6. Per Diem Days: Department Chairs – High School

The Geneva High School Department Chairs play an integral role in the hiring process of new high school teachers. The Department Chairs will typically review and cull applications for a vacancy, and then participate in the interview process with GHS administration. The Department Chairs' feedback on candidate selection is vital, since they are the content specialists and since they are knowledgeable of the personality dynamics in their respective departments. Additionally, Department Chairs take the lead on proctoring placement testing for students.

There are times when the hiring process and placement testing must occur during a break period (such as spring break or summer break). Geneva High School administration is recommending that each Department Chair be allotted up to five (5) per diem days each year. These per diem days would be used on an "as needed" basis when a Department Chair needs to complete work of this nature during a break period.

Rationale:

While Department Chairs do receive a stipend for the daily work that they do in managing their department, evaluating teachers within their department, and working with teachers on curriculum, adding per diem days would allow the GHS administration to compensate Department Chairs when critical work must be completed during a break period.

The cost of adding up to five (5) per diem days for each GHS Department Chair is estimated to cost between \$0 - \$18,000 depending on need.

A cost summary of each of these positions is provided below:

Cost Summary – Staffing Plan – 2017/2018				
Position	Projected Cost	Minimum Offsets	Net Cost	Fund
Client Services Coordinator	\$70,000	-\$25,000	\$45,000	Education
Building Technicians	\$14,500		\$14,500	Education
Human Resources Administrative Assistant	\$8,700	-\$4,100	\$4,600	Education
Math Tutor	\$22,000		\$22,000	Education
Per Diem Days: School Counselors	\$2,000		\$2,000	Education
Per Diem Days: Department Chairs	<i>\$0 - \$18,000 TBD</i>		<i>\$0 - \$18,000 TBD</i>	Education
TOTAL			\$88,100 <i>+/- Per diem days TBD</i> <i>+Benefits TBD</i>	

The Administration recommends the approval of these positions as presented.