



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: FTE Increase - English Language Learner & Preschool Teacher

DATE: November 9, 2011

I am recommending the addition of .50 FTE at this time in the school year in response to an enrollment increase among English Language Learner students and Friendship Station Preschool students (see letter below from Dawn George). This enrollment increase was not anticipated, but it must be addressed.

If the Board approves this recommendation, the part-time position will be posted on Tuesday, November 15. We can either hire a part-time teacher or increase the FTE of a current teacher. We hope to fill this position prior to Thanksgiving and have the new person begin work on November 28, 2011.

The cost of adding this part-time position would be approximately \$17,500. This cost would be charged to the Staff Contingency line item in the 2011/2012 Education Fund. This would be a temporary increase in FTE for the 2011/2012 school year only.

To date, assuming this hiring recommendation is approved, we will have added the following positions since the beginning of the school year:

HES Classroom Assistant (2011/2012 only)	\$10,700
MCS Classroom Assistant (2011/2012 only)	\$10,700
GMSN Special Education Assistant	\$19,000
HSS Bilingual Classroom Assistant	\$14,500
ELL/Preschool Teacher (2011/2012 only)	\$17,500

Should Board members have any questions regarding this matter, they are welcome to contact me.



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF STUDENT SERVICES

TO: Craig Collins
Donna Oberg

FROM: Dawn George

RE: Increase .5 FTE: ELL & Friendship Station

DATE: November 9, 2011

I am requesting an additional .5 FTE for ELL and Preschool due to an increase in enrollment. At this time Fran Anderson and Christina Gattas, ELL teachers, are travelling between three schools using valuable instructional time as well as depriving them of a daily plan and a duty free lunch. Although attempting to make it work, the addition of new students renders the schedule unworkable.

The recent preschool screening generated 11 full case studies, adding 8 new students. Self-contained preschool classes are limited to 10 students before we are required to add another teacher and split the section. The preschool is researching ways of reassigning students to alleviate the need for another full time teacher.

This increase in FTE will allow us to cover ELL services at Fabyan and Mill Creek Elementary schools and provide additional afternoon programming at Friendship Station, eliminating the need to split the self-contained classroom.