



BOARD MEETING MEMORANDUM

Board Meeting Date: August 12, 2025

From: Amy Mahr, Director of Human Resources

Re: Request to Increase FTE

Agenda Location: Consideration to Approve: Action items

Rationale:

At the April 15, 2025, Board of Education meeting, the staffing report for the 2025–2026 school year was approved. On July 15, 2025, Antioch CCSD 34 entered into an Intergovernmental Agreement with Community High School District 117, Lake Villa CCSD 41, Grass Lake SD 36, Millburn CCSD 24, and Emmons SD 33 to employ a shared McKinney-Vento Homeless Liaison.

To align with this agreement and operational needs, the following changes are proposed to the approved staffing plan:

Certified Staff: 234.3 FTE - remain unchanged
Administration: 23.2 FTE - remain unchanged
Educational Support Personnel: **Increase** from 215 FTE to 215.75 FTE

Additions:

Bus Monitor: 0.5 FTE (176 student attendance days)

McKinney-Vento Liaison: 0.25 FTE (capped at 220 hours/year)

These adjustments result in a 0.75 FTE increase to the 2025–2026 Educational Support Personnel staffing plan.

Position Explanations

- **Bus Monitor** (0.5 FTE): Supports student safety and supervision during transport to and from school. Responsibilities include assisting students as they board and exit the bus, securing safety devices when needed, monitoring student behavior in accordance with the district's transportation code of conduct, and assisting bus drivers with seating charts, evacuations, and first aid when appropriate.



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

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- **McKinney-Vento Homeless Liaison** (0.25 FTE): Ensures that homeless children and youth have access to a free and appropriate public education as required by the McKinney-Vento Act. Duties include identifying and enrolling eligible students, coordinating access to educational and community services, advocating for student rights, providing staff training, monitoring attendance, and assisting with dispute resolution.

Recommendation/Motion:

The administration recommends Board approval of a 0.75 FTE increase to the 2025–2026 Educational Support Personnel Staffing Plan.