



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

TO: Board of Education
Dr. Kent Mutchler, Superintendent

FROM: Dr. Adam Law, Assistant Superintendent of Human Resources

RE: 2023/2024 Staffing Recommendations

DATE: April 10, 2023

Over the past four months, the Administration has been engaged in a process of identifying staffing priorities that are responsive to the changing needs of the school district. The proposed staffing changes were reviewed at the Board of Education meeting on March 13, 2023. District Administration requests that the Board approve the staffing changes listed below, effective for the 2023/2024 school year.

1. Change of Title: “Building Technician” to “Technology Support Technician”

The current Building Technician position is the first line of support in the District. This role performs hardware and software troubleshooting, repair, and maintenance activities. Technicians are certified in the areas of hardware repair and conduct much of the break/fix work onsite. The requested title change more accurately reflects the nature of work that is performed in this role and clearly identifies the role as a technology support provider. Today's title, Building Technician, can often be confused with facility maintenance roles. From a recruiting perspective, District Administration believes this change will help potential applicants to more readily recognize the type of work the role performs.

Salary = No change

2. Change of Title: “District Technician” to “Technology Support Specialist”

Over the past few years, District Administration has worked to reshape the District Technician position to better meet the support needs of the district. This traditionally hardware-oriented role has now shifted to include advanced knowledge of the District's core software and services. As the use of and reliance on these non-hardware resources has grown over the past several years, the responsibility areas for this position have been expanded and in-depth training has occurred to allow these staff members to be successful when supporting staff and students. The requested title change better reflects this shift and identifies the role as one which requires an elevated level of product

knowledge, skills, and abilities, while also identifying the role as a technology support provider.

Salary = No change

3. Human Resources Administrative Assistant (1.0 FTE)

The part-time, grant-funded Human Resources Administrative Assistant provides a wide range of complex and confidential administrative support in all phases of personnel management, including new hire onboarding, labor relations, compensation, employee services, staffing, and compliance with district, state, and federal guidelines. The part-time, grant-funded Human Resource Administrative Assistant assists the Office of Human Resources in the day-to-day operations, planning, organization, and control of efficient processes that provides the maximum benefit to teachers, administrators, and support staff.

With the grant funds sunseting soon, the proposal is to increase the part-time Human Resource Administrative Assistant to full-time and fund the position through the district budget. Furthermore, the two HR Administrative Assistants' job descriptions will be restructured to have one assistant oversee all HR responsibilities related to certified staff and one assistant oversee all HR responsibilities related to noncertified staff. This restructuring will provide one point of contact for certified staff and one point of contact for noncertified staff which will provide enhanced customer service to District 304 employees.

Salary = \$37,125

Cost of potential benefits increase = \$12,000

4. World Language Teacher (0.20 FTE) to support Seal of Biliteracy program

The Seal of Biliteracy is an honor that can be earned by high school graduates in Illinois who demonstrate a high level of proficiency in English and another world language. To achieve this distinction students must earn a minimum qualifying score on a state-approved language assessment.

In Geneva District 304, the number of students participating in the Seal of Biliteracy Program has expanded significantly in recent years. As recently as 2019, there were approximately 80 students participating in the program and this year there will be approximately 230. While this is a great opportunity for District 304 students, the amount of work required to facilitate administration of these cumbersome assessments (that require complicated scheduling, management of students and testing materials, and unique technological supports) has also increased significantly. When the Seal of Biliteracy program began in District 304, management of this program was absorbed by

the Chair of the World Language Department. This system was sustainable with the original participation numbers but has become increasingly unsustainable with the increase in participation.

The proposed solution calls for an increase of 0.20 FTE in the World Language Department to be devoted to management and facilitation of the Seal of Biliteracy Program at Geneva High School. This additional FTE would allow for the Department Chair to devote more time to important curricular and instructional duties while still ensuring a dedicated and ongoing management and facilitation process for the Seal of Biliteracy program. District Administration believes that the proposed additional allocation of 0.20 FTE World Language Teacher would make the best sense given the District's structures and needs.

Salary = \$13,000

5. English Language Learning Teacher (2.0 FTE)

The District has need to increase its English Language Learning teaching staff. This is due to the increase of new students qualifying for EL services and the need for staff to serve students in all District 304 schools and in non-public schools within District 304 boundaries.

The number of students eligible for EL services for the 2023/2024 school year is as follows:

GELP = 10
FES = 6
HES = 9
MCS = 9
WAS = 9
WES = 5
HSS = 46
GMSN = 20
GMSS = 9
GHS = 30
St. Peter = 3
Mansio Montessori = 1
TOTAL = 157

Salary = \$109,415

Cost of potential benefits = \$24,000

6. Change of Title: “Coordinator of Business Services” to “Assistant Director of Business Services”

The proposed title change will align with titles of other Assistant Director level department positions in District 304. The position completes district level tasks and provides expertise to other departments. This position has increased in the administration of 12 grants across all areas: accountability, compliance, and reporting. This position conducts the annual audit which has increased in culpability, compliance, and reporting, with post onsite audit work that continues to increase. This position contributes expertise resulting in the effective management of business operations, with an emphasis on financial, technology, facility, transportation, food service, general operations, contracts, payroll, and personnel-related matters.

The current title is obsolete in the field and is not recognized among Illinois Association of School Business Officials peers as an administrator.

Salary = No Change

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

| Position | Projected Cost |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Change of Title: “Building Technician” to “Technology Support Technician” | \$0 |
| Change of Title: “District Technician” to “Technology Support Specialist” | \$0 |
| Human Resources Administrative Assistant (1.0 FTE) | \$37,125 |
| World Language Teacher (0.20 FTE) to support Seal of Biliteracy program | \$13,000 |
| English Language Learning Teacher (2.0 FTE) | \$109,415 |
| Change of Title: “Coordinator of Business Services” to “Assistant Director of Business Services” | \$0 |
| TOTAL | \$159,540 <i>+benefits</i> <i>TBD</i> |

The Administration recommends the approval of these positions as presented.