



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

TO: Board of Education
Dr. Andy Barrett, Superintendent

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

RE: 2024/2025 Staffing Recommendations

DATE: April 22, 2024

Over the past five 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 April 8, 2024. District Administration requests that the Board approve the staffing changes listed below, effective for the 2024/2025 school year.

1. Adjust the lane placement on the salary schedule of nine (9) Speech Language Pathologists

Speech Language Pathologists (SLP) are required to hold a master's degree in communication sciences and disorders specializing in Speech Language Pathology to gain employment. The SLPs in Geneva have completed master's programs ranging between 47-75 graduate-level credits of focused study in the field of Communication Disorders, which includes a 375-hour clinical practicum. They have also passed a state required exam and completed 36 weeks of post-graduate experience through a clinical fellowship program.

Past practice in Geneva District 304 is to hire SLPs at the MA+0 lane (Lane 5), not giving any additional graduate hour credit beyond their master's. There are professionals in the Geneva Student Services Department who complete similar graduate coursework and are compensated at a higher rate. For example, a social worker in Geneva District 304 completes graduate coursework ranging between 48-60 credit hours and is hired at the MA+30 lane (Lane 7). Master's degree programs for teachers are typically around 30 credit hours.

In order to provide better equity between similar master's programs and to better recruit and retain SLPs, the recommendation is to adjust the lane placement of nine (9) SLPs to better reflect their graduate coursework. Given that the SLPs are under the GEA collective bargaining agreement, the GEA is aware of this staffing proposal and gives its approval of the change.

Salary Adjustments = \$56,132

2. Create a Human Resources Coordinator (1.0 FTE)

Human Resources is the only Geneva 304 district-level department without a director or coordinator position. Not having a mid-level administrator is a structural problem which causes

some functions of department to misalign with task and title. Additionally, without the “in the weeds” oversight of day-to-day responsibilities and timelines, the department is more reactive than proactive in supporting employees’ needs. If approved, the Human Resources Coordinator’s job responsibilities would include the following:

- Provide oversight, supervision, and job performance evaluation for the support staff employees in the HR Department
- Respond to support staff inquiries regarding employment, compensation, leave requests, district policies/procedures/practices, and collective bargaining agreements
- Maintain working partnership with district administrators to ensure alignment with board policies, union agreements, and district policies, and assist with problem resolution
- Create and generate reports of employee data for reporting requirements, including but not limited to annual ISBE, EIS, and ELIS reports, IMRF, LUDA, and FOIA reports
- Review terms and conditions of employment with all support staff candidates
- Create and update procedure manuals for all HR processes and update job descriptions
- Maintain and update office calendar of upcoming HR deadlines, projects, tasks, and dates
- General administrative support of the Assistant Superintendent of Human Resources and the HR Department

The addition of a HR Coordinator will provide an appropriate restructuring of the HR Department to correctly align HR tasks and titles and better ensure department stability for meeting the needs of District 304 employees.

Salary = \$82,000

Cost of potential benefits increase = \$15,000

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

Position	Projected Cost
Adjust the lane placement on the salary schedule of nine (9) Speech Language Pathologists	\$56,132
Create a Human Resources Coordinator	\$82,000
TOTAL	\$138,132
	<i>+benefits TBD</i>

The Administration recommends the approval of these positions as presented.