



# WEST CHICAGO ELEMENTARY SCHOOLS

*Together for Excellence ★ ¡Juntos por la Excelencia!*

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## Board of Education

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**TO:** Board of Education  
**FROM:** Director of Human Resources, Mark Truckenbrod  
**DATE:** April 4, 2024  
**RE:** Administrative Position Reduction & Promotion

**This memo is:**

- ☐ Information only.  
☒ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: May 2, 2024

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated.  
☐ or attached to this memo

<b>Basic Information:</b>
This memo is to inform the Board of Education that plans are in place to reduce central office administration positions beginning with the 2024-2025 school year. The second reason for the memo is to highlight the district's plans to promote current Assistant Directors to positions as Directors.
<b>Background/Historical Context:</b>
As school districts across the nation wrestle with the reality of declining enrollments, West Chicago ESD33 is also seeing the need to reduce positions as a practical response to our declining enrollment. As our first consideration, we want to reduce administrative positions where there is the least amount of direct student contact. This naturally will occur at the District Office. To this end, beginning July 1, 2024, we will be eliminating the position of Assistant Director for Technology and Infrastructure. The current Director of Technology and Innovation will be leaving her position and it will be our recommendation to promote the current Assistant Director to be named the new Director for this department. This will result in a 1.0 FTE reduction of central office administrative positions.  It is also the district's intention to elevate the current Assistant Director of Partnerships to the role of Director based on this administrator's qualifications, work progress, and years of service to the district.
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
The board has approved the employment of Sarah Norton and Matt Ryan for continuous employment as Assistant Directors for the 24/25 school year as part of the continuous employment of administrative staff at the March 21, 2024 school board meeting.
<b>Recommendations:</b>
It is the recommendation of the district to approve the appointment of Sarah Norton to the position of Director of Partnerships and Matt Ryan to the position of Director of Technology.