



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Request to Hire Classroom Assistants – Heartland and Mill Creek

DATE: September 7, 2011

At the present time both sections of first grade at Mill Creek Elementary School have an enrollment of 26 students. Two sections at Heartland Elementary School have an enrollment of 28 students.

The current Agreement between the Board of Education and the Geneva Education Association requires the building principal to meet with a teacher when enrollment in a K-2 classroom reaches 26 and when enrollment in a Grade 3-5 classroom reaches 28 to determine if additional support is needed for that classroom.

Based on these discussions, it is the recommendation of Mr. Petmezas at Mill Creek and Mr. Law at Heartland to add a classroom assistant at each school to provide instructional support to those classrooms with large class sizes. **I concur with these recommendations and ask that the Board authorize the hiring of a classroom assistant at Mill Creek Elementary School and a classroom assistant at Heartland Elementary School for the remainder of the 2011/2012 school year.** If approved, Principals at each school will try to fill these positions as soon as possible.

Each classroom assistant would work 5.75 hours a day. The position would end at the conclusion of the 2011/2012 school year. The major responsibilities of the classroom assistant would be to work with individual students and small groups of students in the major content areas of reading, mathematics, science, and social studies. The cost of each classroom assistant would be approximately \$10,700. This cost would be charged to the Staff Contingency line item in the 2011/2012 Education Fund.

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