



# WEST CHICAGO ELEMENTARY SCHOOLS

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

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## Board of Education

**TO:** Board of Education  
**FROM:** Sarah Burnett, Director of Human Resources  
**DATE:** November 21, 2024  
**RE:** Birth Through Three Family Liaison Update

**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: January 23, 2025

Previous memos on this topic can be found:

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

<b>Basic Information:</b>
West Chicago Elementary School District 33 employs family liaisons at the preschool through 8th grade level, and Family Engagement Specialists who support our families in the Birth to Three program. These positions are difficult to fill, and the market has continued to become more competitive.
<b>Background/Historical Context:</b>
Vacancies in the position of Family Liaison and Family Engagement Specialist are difficult to fill due to the competitive market for the position. This school year we have seen an increase in resignations due to compensation. Additionally, staff in these positions require extensive training, with the goal being for them to continue to support our families for years to come.  In collaboration with the Support Staff Association leadership, a <a href="#">Memorandum of Agreement</a> was created, as both parties agreed to increase the starting rate for the position of Family Liaison and Family Engagement Specialist. Additionally, it was agreed that any current Family Liaison and Family Engagement Specialist who makes less than \$35.00 per hour would increase to \$35.50 per hour, retroactive to January 1, 2025.
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
N/A
<b>Recommendations:</b>
The District Administration recommends to approve the Memorandum of Agreement that states: <ul style="list-style-type: none"> <li>a. Effective January 1, 2025, newly employed Family Liaisons and Family Engagement Specialists will be paid a starting salary of \$35 per hour.</li> <li>b. Effective January 1, 2025, no current Family Liaison or Family Engagement Specialist will be paid less than \$35.50 per hour. Those Family Liaisons and Family Engagement Specialists currently making less than \$35.50 per hour will be paid starting January 1, 2025, at the rate of \$35.50 per hour.</li> </ul>