



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

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Reduction in Force of Elementary Lunchroom Supervisors

DATE: July 22, 2019

As the result of PushCoin's discontinuation of the use of thumb-scanning technology, new point-of-sale processes will be implemented in Geneva District 304 cafeterias. In order to be consistent with the District 304 middle school and high school levels, District administration is recommending that each elementary school be provided with a designated cashier who will be employed and managed by Sodexo, the District's food service provider.

Given the addition of a cashier at each elementary school (a responsibility previously shared by Elementary Lunchroom Supervisors), and in order to not be overstaffed with the position of Elementary Lunchroom Supervisor, I am recommending a reduction in force at each District 304 elementary schools from seven (7) Lunchroom Supervisors to six (6) Lunchroom Supervisors.

I recommend that the Board adopt the attached resolution authorizing the reduction in force of the position of seventh Elementary Lunchroom Supervisor.

Should you or any Board member have questions about the dismissal process, please contact me.

**RESOLUTION FOR REDUCTION IN FORCE OF
ELEMENTARY LUNCHROOM SUPERVISORS**

WHEREAS, this Board of Education has received reports and recommendations from the Administration of this School District; and

WHEREAS, the reports and recommendations so received indicate that the School District does not need to employ seven (7) Elementary Lunchroom Supervisors at each school, but that six (6) Elementary Lunchroom Supervisors will be sufficient; and

WHEREAS, this Board of Education has determined that, effective immediately, the position of seventh Elementary Lunchroom Supervisor at each elementary school where that position currently exists shall be reduced and eliminated so that each elementary school has six (6) Elementary Lunchroom Supervisors for the 2019-20 school year;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Geneva Community Unit School District 304, as follows:

Section 1. That the preambles to this Resolution are hereby incorporated in this Section 1 as if fully restated and set forth herein verbatim.

Section 2. That, effective immediately, the position of seventh Elementary Lunchroom Supervisor at each elementary school where that position currently exists shall be reduced and eliminated so that each elementary school has six (6) Elementary Lunchroom Supervisors for the 2019-20 school year.

Section 3. That this Resolution shall be in full force and effect immediately upon its passage.

Member _____ moved adoption of the foregoing Resolution and Member _____ seconded it.

ADOPTED this 22nd day of July 2019, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

BOARD OF EDUCATION OF GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304

President, Board of Education

ATTEST:

Secretary, Board of Education