



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: FTE Increase Request:

1. Second Grade Section (1.0 FTE) - Mill Creek Elementary School
2. Mathematics (.20 FTE) - Geneva High School

DATE: July 18, 2012

I am recommending the addition of an additional section of Grade 2 at Mill Creek Elementary School. As of July 16, 2012, the enrollment in this grade is as follows:

	Mill Creek (two sections)	Mill Creek (three sections)
Section 1 - # of Students	29	19
Section 2 - # of Students	28	19
Section 3 - # of Students		19

It is possible that enrollment in this grade may rise prior to the beginning of the 2012/2013 school year. It is not likely that enrollment will decrease prior to August 20, 2012.

The actual hiring recommendation would not come until the August 13 Board meeting and only then if these enrollment numbers continue at high levels.

I am also recommending the addition of .20 FTE in Mathematics at the high school level to accommodate large class sizes in Algebra II Honors. As of July 16, 2012, enrollment in this particular class is as follows:

	Algebra II H(two sections)	Algebra II H (three sections)
Section 1 - # of Students	35	24
Section 2 - # of Students	35	23
Section 3 - # of Students		23

While it is difficult to predict what enrollment in this class will be on August 20, 2012, it is possible that enrollment will increase between now and the beginning of the school year due to new students choosing this class.

The additional cost of these FTE increases will be charged to the 2012/2013 Education Fund staff contingency account.

Should any Board member have questions regarding this recommendation, they are welcome to contact me.