



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

TO: Board of Education
Dr. Kent Mutchler, Superintendent

FROM: Dr. Adam Law, Assistant Superintendent of Human Resources

RE: 2022/2023 Staffing Recommendations

DATE: April 11, 2022

Over the past four months, the Administration has been engaged in a process of identifying staffing priorities that are responsive to the changing needs of the school district. The proposed staffing changes were reviewed at the Board of Education meeting on March 14, 2022. District Administration requests that the Board approve the staffing changes listed below, effective for the 2022/2023 school year.

1. Change of Title: “Student Services Coordinator” changed to “Assistant Director of Student Services”

This title change will align with the title of the other Assistant Director of Student Services since the two positions both complete district-level tasks. The two Student Service Coordinators are responsible for building-level tasks.

The current Student Services Coordinator completes the following assignments at the district level:

- Oversees CPI
- Compliance/oversight of threat assessment processes
- Compliance/oversight of student bullying investigations
- Member of the District Safety Committee
- Assists principals with hiring and evaluation of Student Services staff
- Assists the Director of Student Services and building administrators with due process hearing requests, mediation requests, etc.

Salary = No change

2. HVAC Certified Position (1.0 FTE)

There is currently only one HVAC certified position in District 304 to maintain all of the heating, ventilation and air conditioning (HVAC) needs at Geneva High School and

Geneva Middle School South. Johnson Controls, Inc. has a contract in place to service and maintain the rest of the buildings throughout the district. With the increased age of HVAC equipment and more frequent failures, the district HVAC mechanic is unable to keep up with all of the billable, non-covered repair items. Mechanical contractors have been hired for these repairs and costs continue to escalate each year.

An additional HVAC certified staff member with electrical and refrigerant certifications will reduce the cost of outsourced repairs to the district's HVAC systems and will also help expedite repairs.

Salary = \$95,000

Offsets from bringing repairs back in-house = \$80,000

Total = \$15,000

Cost of potential benefits = \$12,000

3. Lead HVAC Stipend

It has become more difficult for the Day Shift Building Services Coordinator, who is currently in charge of the lead HVAC responsibilities, to devote the necessary time and expertise needed to oversee all of the processes, standards, repairs, and projects related to the district's HVAC. If the additional HVAC certified position is approved, then Administration recommends adding a Lead HVAC stipend. The employee with the Lead HVAC stipend would be responsible for overseeing the HVAC staff and working with mechanical contractors to ensure that all District 304 HVAC equipment is maintained and operated to proper ASHRAE codes and standards.

Stipend = \$5,000

4. Change two (2) of the 10-month Building Technician positions to 12-month positions and increase the hours per week for these two positions from 35 hours to 40 hours

Over the past several years, the district has added thousands of devices as the move to a full 1:1 learning environment became a reality. On average, the district acquires just over 1,300 student devices each year. During the summer months, these devices are received, prepared, and distributed to schools to ensure students have access to the new devices on the first day of school. Additionally, roughly the same number of devices per year reach the end of their planned life. These devices must be collected, evaluated, sorted, and prepared for storage, returns, and/or future disposal. This work, along with other capital plan projects, maintenance, equipment changes and relocation, and other routine tasks must be completed to ensure the district's technology is ready for a new year of learning and teaching.

To meet the summer work demand, the district has relied on 10-month employees willing and able to pick up extra time, as well as temporary summer staff. Two years ago, a summer work stipend was approved to support increased interest in summer work. This has helped but is prone to the same issue – a willingness to work over the summer. Each year there is uncertainty regarding summer support. Given the critical nature and volume of this work, it is important that the district build in full-time capacity to ensure the demand is always met. The technical nature of the work being completed also warrants staff who are knowledgeable of the district’s equipment and practices, possess the skills to complete the required tasks, and can operate efficiently and effectively.

Salary differential increase of \$3 per hour and increase in hours for 12-month employment = \$35,000

Offset = \$8,000 from the elimination of the stipends for summer work

Total = \$27,000

Cost of potential benefits increase = \$1,600

A cost summary of each of these positions is provided below:

Position	Projected Cost
Change of Title: “Student Services Coordinator” changed to “Assistant Director of Student Services”	\$0
HVAC Certified Position	\$95,000
Lead HVAC Stipend	\$5,000
Two 10-month Building Technician positions changed to 12-month positions	\$35,000
Initial Total	\$135,000
Minimum Offsets	-\$88,000
TOTAL	\$47,000 <i>+benefits TBD</i>

The Administration recommends the approval of these positions as presented.