



WEST CHICAGO ELEMENTARY SCHOOLS

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Board of Education

TO: Board of Education
FROM: Kristina Davis, Superintendent
DATE: June 5, 2025
RE: Human Resources Department Restructuring

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: June 26, 2025

Previous memos on this topic can be found:

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

Basic Information:
<p>This is a request for Board approval to make the following staffing changes in the Department of Human Resources.</p> <ul style="list-style-type: none">Reducing the department by 1.0 FTE administratorPromoting the current 1.0 FTE Director of Human Resources, Sarah Burnett to Assistant Superintendent of Human ResourcesPromoting the current Human Resources Information Specialist to Human Resources Generalist (not an administrative position)
Background/Historical Context:
<p>The Department of Human Resources has two administrators and two classified staff members: a Human Resources Information Specialist and an Executive Secretary for Human Resources. Mark Truckenbrod was the Human Resources administrator and is retiring, effective June 30th. This position will not be filled, eliminating 1.0 FTE administrator from the Human Resources department. Sarah Burnett will be the sole administrator in the Human Resources department as of July 1, 2025. Sarah has a doctorate in Education with her Superintendent endorsement from Aurora University. The Human Resources Information Specialist, Monica Roth, recently earned her Bachelor's degree in Human Resources from Grand Canyon University. This qualifies her to take on the responsibilities of a Human Resource Generalist.</p> <p>The Department of Human Resources will be dividing the responsibilities of the department among Monica, who now has a degree in Human Resources, and Sarah.</p>
Previous decisions, actions, or parameters that relate to this topic or issue:
N/A
Recommendations:
<p>It is the recommendation for the Board of Education to approve:</p> <ol style="list-style-type: none">Reducing the HR department by 1.0 FTE administratorPromoting the current 1.0 FTE Director of Human Resources, Sarah Burnett to Assistant Superintendent of Human Resources, effective July 1, 2025Promoting the current Human Resources Information Specialist to Human Resources Generalist (not an administrative position), effective July 1, 2025