



*A Community of Learners*

## **Information and Action: 2017-2018 Staffing Plan**

TO: School Board  
Superintendent Kocanda

FROM: Daniel Ryan  
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March 21, 2017

### **Background**

At the February 21, 2017, School Board meeting, a draft 2017-18 personnel report was provided, with staffing sheets for each school building. The projections for the 2017-18 school year are based upon information that is known at this time in order to provide a conservative estimate of necessary staffing levels. The District may add staff after March 21, 2017, yet we are unable to reduce certified staff after this time, per legislated timelines.

In keeping with the School Board directive to align staffing and student enrollment, we have made sure that our 2017-18 staffing levels are aligned with projected enrollment, with a grade 1-8 staff decrease of 5.42% and a grade 1-8 enrollment decrease of 2.31 %. Attached you will find the staffing sheets for the 2017-18 school year with faculty/staff names listed next to each position. There have been no FTE changes from the projected staffing sheets that were included with the February 21, 2017 Board memo.

### **Staff Transfers**

Since the February Board meeting we have met with several faculty members who will be moved from one position and/or building to another. The communication between the affected faculty member, administration with

building staff has been positive. These transfers benefit our students in supporting curricular program outcomes.

In addition there are several open positions due to retirements or the Extended Day Kindergarten program. We have posted these positions in anticipation of interviewing candidates within the next month to maximize the talent pool.

### **Reduction in Force (RIF)**

Positions to be RIFed have been identified in compliance with Illinois law, Senate Bill 7. Each building administrator has met with all faculty/staff who are to be RIFed to communicate the RIF procedure. On March 22, 2017, each faculty/staff member who is receiving a RIF will receive a hand-delivered letter from his/her principal and will be sent a certified copy of this letter to his/her home address.

### **Kindergarten**

Our Certified kindergarten Teacher FTE is now at 7.0 after staffing three additional kindergarten teachers (internal candidates) who will be assigned to either Greeley or Hubbard Woods School. As of March 9, 2017, the confirmed kindergarten enrollment is 122 students, 71 for Greeley and 51 for Hubbard Woods. We are holding off on hiring an 8<sup>th</sup> kindergarten teacher until enrollment numbers justify the additional FTE.

Annual & Program Adjustment (1-8) (aligned to student enrollment/needs)
Classroom/Core Teacher (-1.5 FTE) Certified Special Education (+0.05 FTE) Specials and Related Studies ( +0.7 FTE) Classroom Associates (-1.0 FTE) Special Education Program Associates (-10.25 FTE) Special Education IEP Associates ( <del>-5.5 FTE</del> ) -4.5 FTE Resource Center/Technology Associate (-0.5 FTE)
Extended Day Kindergarten Implementation*
Classroom/Core Teacher (+5.0 FTE) Certified Special Education & SP/L (+1.5 FTE) Specials and Related Studies (+0.6 FTE) Classroom Associates (+5.0 FTE)

TOTAL	
Certified (+6.35 FTE)	
Non-certified Support Staff ( <del>-12.25 FTE</del> ) -11.25 FTE	
Combined ( <del>-5.9 FTE</del> ) -4.9 FTE	

\*assuming 9 sections of kindergarten

### Next Steps

We will continue to monitor enrollment and staffing. In addition we will follow the Reduction in Force (RIF) guidelines and conduct recalls as needed.

### Recommendation

It is recommended that the Board approve the 2017-2018 staffing plan and the associated resolutions.

Attachments:

[2017-2018 Staffing Sheets](#)