



## **Informational Memo: 2019-2020 Final Staffing Plan**

TO: School Board  
Trisha Kocanda, *Superintendent*

FROM: Daniel Ryan, *Assistant Superintendent, Professional Learning and Human Resources*

March 19, 2019

### **Overview**

The staffing plan this year responds to the enrollment projections for the 2019-2020 school year and are based upon information that is known at this time in order to provide a conservative estimate of staffing levels. The District may add staff after March 19, 2019, yet we are unable to reduce staff after this time, per legislated timelines.

Using class size guidelines, we have made adjustments to align enrollment with Board goals. The projected enrollment decrease for the 2019-2020 school year is 2.5%. In keeping with the School Board directive to align staffing and student enrollment, we propose decreasing staffing by 1.8% to align to projected enrollment. Attached you will find the staffing sheets for the 2019-2020 school year with faculty/staff names listed next to each position. There were some further reductions/adjustments to the projected staffing sheets that were originally included in the February Board Memo, as noted below:

- Crow Island Reading Resource FTE reduced by 0.2 FTE
- Crow Island Social Work reduced by 0.1 FTE
- Crow Island Spanish reduced by 0.2 FTE
- District Certified reduced by 0.5 FTE
- Washburne Social Work reduced by 0.2 FTE
- Skokie French reduced by 0.2 FTE

**TOTAL updated reduction of 1.5 FTE since 2/26/19**

**TOTAL reduction of 6.0 FTE from 18-19 to 19-20**

	18-19 Certified	18-19 Classified	18-19 TOTAL	19-20 Certified	19-20 Classified	19-20 TOTAL	Diff.
CI	39.1	21.0	60.1	37.7	20.0	57.7	(4.2%)
GR	33.5	19.0	52.5	34	20.0	54	2.8%
HW	36.5	19.5	56.0	37	18.5	55.5	(0.9%)
SK	48.8	14.5	63.3	48.6	15.5	64.1	1.2%
CW	48.3	21.0	69.3	48.1	17.0	65.1	(6.5%)
Dist	11.2	21.2	32.4	10.7	20.5	31.2	(3.9%)
<b>Total</b>	<b>218.1</b>	<b>116.5</b>	<b>333.6</b>	<b>216.1</b>	<b>111.5</b>	<b>327.6</b>	<b>(1.8%)</b>

Enrollment decline of (2.5%) from 2018-2019 to 2019-2020 (as of 3/2019)

### **Staff Communication**

Since the February Board meeting we have met with several faculty members who will be impacted by these reductions or will be transferred from one position and/or building to another. The communication between the affected faculty member, administration with building staff has been productive, as we continue to align staff FTE with student enrollment

In addition, there are several open positions due to retirements and leaves. 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 20, 2019, 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.

## **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 2019-2020 staffing plan and the associated resolutions.

## **Attachments:**

2019-2020 Staffing Sheets