



A Community of Learners

Informational Memo: 2018-2019 Final Staffing Plan

TO: School Board
Superintendent Kocanda

FROM: Daniel Ryan
Assistant Superintendent of Professional Learning & Human Resources

March 20, 2018

The staffing plan this year incorporates two areas of focus; Program Enhancement and Enrollment Adjustments. The enrollment projections for the 2018-19 school year 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 20, 2018, 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. In keeping with the School Board directive to align staffing and student enrollment, we propose decreasing staffing by ~5% to align to projected enrollment. Attached you will find the staffing sheets for the 2018-19 school year with faculty/staff names listed next to each position. There was a minor adjustment to the projected staffing sheets included in the February Board Memo, as noted below:

- Crow Island went up 1.0 FTE Classified SPED to attend to IEP

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 and new programming. 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 21, 2018, 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 2018-2019 staffing plan and the associated resolutions.

Attachments:

[2018-2019 Staffing Sheets](#)