



## Memo

To: Board of Education  
 Dr. Ben Collins, Superintendent

From: Dr. Joel Martin, Assistant Superintendent for Human Resources

Date: December 21, 2023

Re: Enrollment and Staffing Requests/Updates

Once the calendar moves into January, the District administration will be presenting information regarding enrollment and staffing needs for the 2024-25 school year. We have already begun to look at future enrollment and staffing needs so that we can plan appropriately and hire in a timely manner. Since October, the District administration has been working with our building administrators to identify critical needs for the 2024-25 school year. The administration is looking for Board of Education approval for the following positions so that we can post and interview candidates in early spring.

### ***Staffing Request for the 2024-25 School Year:***

#### **School Psychologists:**

Based on the ever increasing social/emotional, behavioral and academic needs of students in District 64, the administration is recommending the addition of 2.5 school psychologists for the 2024-2025 school year. Currently, the district employs a total of 6.7 psychologists for the eight buildings in the District. As a result of our current staffing model, each elementary building receives a part-time school psychologist each week. By adding 2.5 school psychologists, each elementary building would significantly increase its access to the supports that these staff members provide, including behavior and emotional support for students, greater involvement in the MTSS process that identifies and targets academic and behavior interventions for general education students, and the ability to proactively support the presenting needs of the building. Additionally, elementary school psychologists would be better equipped to support the increasing number of requests for evaluations to determine eligibility for 504 plans and special education services.

Furthermore, this request would complete a recommendation of a special education audit completed in May 2022 by Atlantic Research Partners. The audit recommends that the District hire enough school psychologists to support the increasing needs of behavior and mental health support of students, an increase in the demand for evaluations for services, and the identification and implementation of academic and behavior interventions at each building within the District.

The following chart provides information regarding the surrounding school districts' 2023-2024 student enrollment, certified staff numbers, and whether they employ one school psychologist per building.

<b>District</b>	<b>2023-24 Enrollment</b>	<b>2023-24 FTE</b>	<b>School Psychologist Per Building</b>
<b>Sunset Ridge (Northfield) 29</b>	480	64.8	No
<b>Gavin 37</b>	800	64	No
<b>Diamond Lake 76</b>	854	100	No
<b>Lake Bluff 65</b>	886	104	Yes
<b>Millburn 24</b>	1100	113	Yes
<b>Northbrook 27</b>	1343	153	Yes
<b>Winnetka 36</b>	1673	221	Yes
<b>Big Hollow 38</b>	1729	146	Yes
<b>Lincolnshire 103</b>	1922	189.5	Yes
<b>Libertyville 70</b>	2100	211	Yes
<b>Mt. Prospect 57</b>	2200	183	No
<b>Lake Villa 41</b>	2458	194	Yes
<b>Wilmette 39</b>	3211	356	Yes
<b>Kildeer 96</b>	3500	326	Yes
<b>Hawthorn 73</b>	3500	326	Yes
<b>East Maine 63</b>	3521	348	Yes
<b>Glenview 34</b>	4298	452	Yes
<b>D64</b>	4,465	428	No
<b>A.H. D25</b>	5112	511	Yes
<b>Elk Grove 59</b>	5600	1010	Yes
<b>Lake Zurich 95</b>	5686	553	Yes
<b>Palatine 15</b>	10,000 plus	900	No

## **Technology Department:**

The administration is requesting approval to add an additional staff member to the Technology Department. This individual would be responsible for supporting cybersecurity, hardware installation, and technology maintenance and support.

The Technology Department manages, maintains, and supports a plethora of technology devices for all of our staff and students. In 2014, the District rolled out our 1:1 Digital Learning Program, introducing Chromebooks to grades 3-8. In 2015, the District hired a District Device Technologist to help manage and support all of our devices. With the expansion of the District's 1:1 Digital Learning Program, the amount of technology hardware in the District has greatly increased over the past several years. In terms of student devices, we are currently 1:1 in grades K-8. Furthermore, all District 64 staff members receive a laptop upon onboarding, and most of our instructional spaces have a projector or interactive whiteboard that is connected to a desktop computer. We also support other devices in our schools' learning spaces, such as TV displays, 3D printers, codable robots, carts of iPads, broadcasting equipment, audiovisual devices, etc. While we do have a full-time District Device Technologist, due to the sheer increase in the number of devices and their ongoing maintenance, it is becoming increasingly difficult to effectively manage and support all of our devices.

The Technology Department also manages, maintains, and supports various network and security systems in order to provide our staff and students with secure and reliable access. In 2012, the District hired a Technology Network Manager. Over the years, in tandem with the increase in technology hardware and software, there has been a demand to increase our network infrastructure, access, and security. In order to keep up with these increased demands, the Technology Department continues to deploy new network switches and access points that will support increased bandwidth and usage. Furthermore, to combat the increase in cybersecurity threats and prevention requirements, the Technology Department must continue to maintain and improve our cybersecurity posture through the implementation of various solutions and products.

While we do have a full-time Technology Network Manager, it is becoming increasingly difficult to meet the increasing network demands and cybersecurity requirements. Districts of a similar size with a comparable number of technology devices typically have a district office technology department that is larger than that of District 64.

The following chart shows how other districts' technology departments compare to our department.

<b>District</b>	<b>2023-24 Enrollment</b>	<b>2023-24 FTE</b>	<b>District Tech Department Staff</b>
<b>Diamond Lake 76</b>	854	100	3
<b>Lake Bluff 65</b>	886	104	2
<b>Millburn 24</b>	1100	113	2
<b>Northbrook 27</b>	1343	153	4
<b>Winnetka 36</b>	1673	221	4
<b>Big Hollow 38</b>	1729	146	3
<b>Lincolnshire 103</b>	1922	189.5	4
<b>Libertyville 70</b>	2100	211	3
<b>Mt. Prospect 57</b>	2200	183	3
<b>Lake Villa 41</b>	2458	194	4
<b>Wilmette 39</b>	3211	356	4
<b>Kildeer 96</b>	3500	326	5
<b>Hawthorn 73</b>	3500	326	5
<b>East Maine 63</b>	3521	348	4
<b>Highland Park 112</b>	3756	333	7
<b>Glenview 34</b>	4298	452	7
<b>D64</b>	4465	428	6
<b>Des Plaines 62</b>	4562	498	9
<b>Arlington Heights 25</b>	5112	511	7
<b>Elk Grove 59</b>	5600	1010	8
<b>Lake Zurich 95</b>	5686	553	8
<b>Wheeling 21</b>	6200	600	10
<b>Palatine 15</b>	10,000 plus	900	14

## **Student Learning Department:**

The administration is looking to potentially add several administrative positions to the Student Learning Department in the future. These changes would be over time, depending on budgetary restraints to ensure that we do not overstaff the department and keep our overall budget balanced. For the 2024-25 school year, the administration is seeking the addition of 1 full-time Student Learning administrator. As you know, this department is one of, if not the biggest, in District 64. Yet, it only staffed with one administrator.

The Department of Student Learning manages all K-8 curriculum for all core and special (elective) departments within the District. It handles a number of items, such as curriculum reviews, K-8 assessment, data analysis, and professional development, as well as multiple items within the Strategic Plan, such as standards-based grading and reporting, MTSS, differentiation, and content programming. This department also oversees the following programs: intervention/MTSS, Channels of Challenge, and English Learners.

We have certified teachers who currently handle a number of these responsibilities. These include a full-time curriculum specialist in the areas of Intervention, Channels of Challenge, K-5 ELA, K-5 Mathematics, and K-5 Science/Social Studies/K-8 Health. One drawback to these positions is the fact that these employees work under a teacher work calendar. A substantial amount of preparation and planning for the upcoming school year happens during the summer months when the administrative staff is scheduled to work.

The Student Learning Department proposes to hire a Director of Student Learning for the 2024-25 school year. This administrator could oversee some components of the Channels of Challenge programming, assessment/data procedures/management, MTSS, and the English Learners program. If approved, the administrative team would work to finalize the job duties of this position. Districts of a similar size typically have administrative departments larger than that of District 64. Below is a list of comparable districts, their enrollment, and the number of administrators employed in their student learning departments. Please note that these districts also employ teacher leaders in addition to their administrative team.

Below you can find examples of staffing, enrollment, and department titles for surrounding district administrative structures.

<b>District</b>	<b>2023-24 Enrollment</b>	<b>2023-24 FTE</b>	<b>Student Learning Administrators</b>
<b>Northbrook 27</b>	1343	153	1

<b>Winnetka 36</b>	1673	221	4
<b>Big Hollow 38</b>	1729	146	2
<b>Lincolnshire 103</b>	1922	189	2
<b>Libertyville 70</b>	2100	211	2
<b>Mt. Prospect 57</b>	2200	183	2
<b>Wilmette 39</b>	3297	356	5
<b>Buffalo Grove 96</b>	3500	326	3
<b>East Maine 63</b>	3521	348	5
<b>Highland Park 112</b>	3756	333	4
<b>Glenview 34</b>	4298	452	3
<b>D64</b>	4465	428	1
<b>A.H. D25</b>	5112	511	7
<b>Elk Grove 59</b>	5619	1010	10
<b>Lake Zurich 95</b>	5686	553	5
<b>Wheeling 21</b>	6,971	600	8

<b>District</b>	<b>Titles/Departments</b>
<b>D34 Glenview</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent for Teaching &amp; Learning</li> <li>● Assistant Superintendent for Multilingual Services</li> <li>● Hispanic Community Coordinator</li> </ul>
<b>D39 Wilmette</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent</li> <li>● Administrator for Curriculum &amp; Instruction</li> <li>● Curriculum Coordinator of Curriculum &amp; Instruction</li> <li>● Curriculum Coordinator</li> <li>● MTSS Coordinator</li> </ul>
<b>D36 Winnetka</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Innovation, Teaching and Learning</li> <li>● Director of Instruction, Technology, and Learning</li> </ul>

	<ul style="list-style-type: none"> <li>● Teacher on Special Assignment</li> <li>● MTSS Coordinator</li> </ul>
<b>D25 Arlington Heights</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Student Learning</li> <li>● 6 Curriculum Coordinators</li> </ul>
<b>D59 Elk Grove Village</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Instruction</li> <li>● Executive Director for Curriculum/ AVID Traditional Director</li> <li>● Director of Multilingual Programming/ AVID Excel Director</li> <li>● Multilingual Programming Facilitator and Language Screener</li> <li>● Literacy Coordinator</li> <li>● Math Coordinator</li> <li>● Science and Social Science Facilitator</li> <li>● Associate Superintendent</li> <li>● Assessment coordinator</li> <li>● Data Coordinator</li> </ul>
<b>D63 Maine Township</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Teaching &amp; Learning</li> <li>● Assistant Director of Teaching &amp; Learning</li> <li>● Director of Multilingual Services</li> <li>● Director of Family Services</li> <li>● Family &amp; Parent Liaison</li> </ul>
<b>D112 North Shore</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Teaching &amp; Learning</li> <li>● Director of Curriculum &amp; Instruction</li> <li>● 2 Coordinators for Teaching &amp; Learning</li> </ul>
<b>D21 Wheeling</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Student Learning</li> <li>● Director of Literacy</li> <li>● Director of Math</li> <li>● Director of Science/SS</li> <li>● Director of Language Services</li> <li>● Director of Student Enrichment and Support</li> <li>● Director of Professional and Community Learning</li> <li>● Manager of Assessment and Data</li> </ul>
<b>D64 Park Ridge-Niles</b>	<ul style="list-style-type: none"> <li>● Assistant Superintendent of Student Learning</li> </ul>

**Financial Impact:**

<b>Staff</b>	<b>Potential Cost</b>
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<b>2.5 School Psychologist</b>	\$220,000
<b>1.0 Technology Position</b>	\$50,000
<b>1.0 Student Learning Administrator</b>	\$110,000

The administration remains focused on providing the resources needed to deliver a quality educational program that meets the needs of all District 64 students. The addition of 2.5 school psychologists would add \$220,000 in salary to the budget. Additionally, the new technology position and the new Student Learning Administrator would create an increase in salaries of \$50,000 and \$110,000, respectively. However, it should be noted that based on potential changes in positions, enrollment, etc. that have yet to be finalized, this may not be the exact amount of additional money added to the 2024-25 budget. For example, the District has twelve certified teachers retiring at the end of the 2023-24 school year. **Should enrollment decrease for the 2024-25 school year, the District may not need to hire new staff to replace these retirees and would be able to better absorb the cost of the new positions. Our current projections are that this change would be cost neutral or a slight addition to the budget.**

**Approval of 2024-25 Staffing Requests**

ACTION ITEM 23-12-3

I move that the Board of Education of Community School District 64, Park Ridge - Niles, Illinois, approve the recommended Staffing Requests for the 2024-25 school year as presented and discussed by the District 64 administration.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

The votes were casts were cas as follows:

- AYES:
- NAYS:
- PRESENT:
- ABSENT: