



To: Dr. Charles Johns
Board of Education

From: Ms. Angelica Romano
Dr. R.J. Gravel

Date: Monday, April 10, 2023

Re: Educational Support Personnel Staffing Plan for the 2023-24 School Year

Recommendation

It is recommended that the Board of Education approve the educational support personnel plan for the 2023-24 school year as presented.

Background

As part of the budget development process, the Board of Education is presented with a series of recommendations that serve as building blocks for the overall staffing plan. Below is a summary of these recommendations:

- General Education Licensed Personnel Staffing Plan for the 2023-24 School Year
 - Presented on Monday, March 13, 2023
- Special Education Licensed Personnel Staffing Plan for the 2023-24 School Year
 - Presented on Monday, April 10, 2023
- Educational Support Personnel Staffing Plan for the 2023-24 School Year
 - Presented on Monday, April 10, 2023

Educational Support Personnel (ESPs) are essential staff members that support the day-to-day operation of our schools and provide support to students, parents, and community members. ESP are assigned full-time (e.g., 1.0 FTE) or part-time (e.g., 0.9 FTE or less) duties based on the district's needs. Staff members filling these positions include instructional assistants that support individual students (one-on-one aides) and groups of students in both general education and special education settings. They also include clerical, specialist (e.g., business, human resources, student services, technology departments), security, and buildings and grounds staff members specializing in the school district's operational functions.

As identified in Table 1, the administration recommends an increase of 11.30 FTE to account for four (4) operational areas during the 2023-24 school year. Most of these positions are student-focused, addressing required instructional program needs.

Special Education Instructional Assistants (6.0 FTE)

Instructional assistant needs are determined based on goals and services outlined in a student's Individualized Education Program (IEP). The FTE presented represents the needs identified through articulation meetings with our feeder schools and discussions with case managers for current Glenbrook students. Should additional needs be identified later that require additional FTE, the Board will be presented with a request.

Guided Study/SRT Support Needs (1.0 FTE)

The Guided Study and SRT support team members are needed to continue improving the safety, supervision, and intervention support for Glenbrook South. This is a continuation of the restructuring of the school's SRT program to ensure all students are supervised and receive additional intervention. This need is based on the increased number of students requiring supervision and intervention support for the upcoming school year.

English Learner Program (4.0 FTE)

Instructional assistants provide instructional support services to students in our bilingual, sheltered, and push-in/out instructional settings for the English Learner (EL) programs at Glenbrook North and Glenbrook South. This need is based on the significant increase in students requiring EL programming and services.

Human Resources (1.0 FTE)

This increase will provide for an additional Human Resources Specialist due to several district initiatives and the State's new requirements. These include:

1. New statutory requirement to conduct an extensive sexual misconduct background check on every hire effective July 1, 2023, and responding to background checks submitted by former employees as required under Faith's Law.
2. The necessity to increase recruitment efforts because of known and anticipated attrition in educational support personnel, teaching, and administrative positions over the next 4-6 years.
3. The necessity to continue developing efficiencies in the department by implementing software, programs, and processes.

Table 1
Educational Support Personnel Staffing Plan for the 2023-2024 School Year

		Glenbrook North			Glenbrook South			Glenbrook Off-Campus			Glenbrook District			
		2022-23	2023-24	Diff.	2022-23	2023-24	Diff.	2022-23	2023-24	Diff.	2022-23	2023-24	Diff.	
Clerical	Clerk	3.00	3.00		3.00	3.00								
	Administrative Assistant	11.00	11.00		11.00	11.00		1.00	1.00					
	Executive Assistant	9.00	9.00		9.00	9.00					7.00	7.00		
	Library Cataloger	0.50	0.50		0.50	0.50								
Specialists	Building Supervised	11.00	11.00		12.00	12.00		1.00	1.00					
	District Supervised	2.00	2.00		5.00	5.00					14.00	15.00	+1.00	
Instructional Assistants	General Education	25.60	26.60	+1.00	36.25	39.55	+3.30	1.00	1.00					
	Special Education	14.00	16.00	+2.00	24.00	28.00	+4.00	9.00	9.00					
	Job Coach	1.00	1.00		1.00	1.00		1.00	1.00					
	Permanent Substitute	5.00	5.00		5.00	5.00								
Buildings and Grounds	Custodian Locker Attendant (203)	2.00	2.00		2.00	2.00								
	Custodian Day (260)	4.00	4.00		4.00	4.00								
	Custodian Evening (203)	9.00	9.00		7.00	7.00								
	Custodian Evening (260)	15.00	15.00		18.00	18.00								
	Maintenance Day (260)	6.00	6.00		7.00	7.00								
	Maintenance Grounds (260)	2.00	2.00		3.00	3.00								
Security	Security Personnel	16.00	16.00		22.00	22.00		1.00	1.00					Assigned Staff from GBS
Glenbrook Aquatics	GSC Head Coach										1.00	1.00		
	GSC Head Age Group Coach										1.00	1.00		
	Program Director										1.00	1.00		
Total Building FTE		136.10	139.10	+3.00	169.75	177.05	+7.30	14.00	14.00		24.00	25.00	+1.00	+11.30