

GLENBROOK HIGH SCHOOL DISTRICT #225

BOARD POLICY: ONE-TIME VOLUNTARY TERMINATION BENEFIT PROGRAM 6433
FOR EDUCATIONAL SUPPORT PERSONNEL RETIRING UNDER IMRF
ON JUNE 30, 2011

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Section A

It shall be the policy of the Board of Education of District #225 to recognize services of its full-time educational support personnel who have provided long and effective service to the youth of our community through a one-time program of voluntary termination benefits for retirement under IMRF on June 30, 2011.

Section B

Educational support personnel who satisfy the following requirements, may apply for voluntary termination benefits under this policy as “Retirees”:

1. Have been (a) full-time employee of District 225 for a minimum of fifteen (15) years immediately preceding their voluntary termination, or (b) full-time employees of District 225 for an aggregate minimum of twenty (20) years, of which a minimum of five (5) years are immediately preceding their voluntary termination.
2. Will be at least fifty-five (55) years of age by the effective date of their voluntary termination and eligible to retire under IMRF.
3. Employees whose positions are covered by GESSA or GESPA shall be eligible to participate in this plan if participation is approved by a Memorandum of Understanding between the Board and the applicable employee representative.

Section C – Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B of This Policy

1. The Board of Education shall provide the Retirees with individual medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, at the Retiree’s election, for up to ten (10) years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the premium; the Retiree shall be responsible for the remaining premium.

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2. Retirees, who elect insurance allowance benefits contained in Paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under the District's High Deductible Health Care Plan or the District's Blue Advantage HMO, (provided they had family coverage on the effective date of their retirement). Retirees shall be responsible for the full premium, therefore, less the Board's contribution referred to in Paragraph 1 of this Section C.

Section D – Other Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B of This Policy

1. The Board of Education shall contribute \$3,500 annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five (5) years after retirement.
2. Retirees who elect to continue coverage past Medicare eligibility, must enroll in a health insurance policy coordinated with Medicare, if one exists. Such policy may also provide for a reduction in benefits and premiums. Retirees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Retirees to maintain the dental coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Retiree is eligible for Medicare, whichever occurs first. Retirees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Retirees with \$10,000 of term life insurance until the Retiree reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Retiree.
5. Retirees shall be allowed to convert any term life insurance, bought or provided for by the district and carried, on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed educational support personnel.

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7. Participants eligible for benefits under this Section D shall have their last year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra curricular activities. Salary payments shall be paid over the last six (6) paychecks.
8. In addition to the salary increase contained in Paragraph 7 of this Section D, an additional longevity increase shall be paid over the last six (6) paychecks as a percentage of the Retiree's annual base salary for the 2009-2010 school year, based upon years of Glenbrook High School District 225 service credit, according to the following table:

Years of Glenbrook Service Credit % Longevity Increase to 2009-2010 Annual Base Salary

15 – 19.99 years	1%
20 – 24.99 years	2%
25 – 29.99 years	3%
30 + years	4%

Section E – Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Assistant Superintendent for Human Resources prior to April 1, 2011. Retirement shall be effective June 30, 2011. The request shall include a copy of the educational support personnel's latest statement from the IMRF system indicating the educational support personnel's service credit information, if that information is necessary to qualify the educational support personnel for this plan.
2. Participation in the benefits of this plan is dependent upon the Retiree's unconditional and irrevocable resignation from employment by the Board of Education, effective June 30, 2011. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this policy.

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Section F – Special Incentive Programs

Retirees, who participate in any special incentive program, such as IMRF's Early Retirement Incentive program or any other retirement enhancement or incentive program not contained in this policy, shall be ineligible for the benefits contained in this policy.

Section G – Vacation

In addition to those benefits contained in Section D, Retirees who were employed by the district on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at their annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be taken or they will convert to sick leave on the Retiree's last day of work.

Section H – Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If changes occur, which result in an increase in the cost of this Policy to the Board, it shall be revised in such a manner so that the benefits to be provided shall result in no additional cost to the Board relative to the current Policy.
3. This Policy shall be effective January 1, 2011.

BOARD POLICY: SUMMER SCHOOL

7030

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Section A

The Board of Education of District #225 provides a Summer School program primarily for students of the Glenbrook district. Enrollment shall be open to all residents of the Glenbrook district who are eligible for enrollment as defined in Board policy Student Eligibility for Admission to the Glenbrook High Schools (~~JBC~~ Policy 8010), Part I). Nonresidents may be admitted on a non-resident tuition basis if instructional space and personnel are available. All students admitted as non-residents will be required to submit the required health examination and immunization records prior to the beginning of summer school.

Section B

Summer School at Glenbrook has many purposes, including providing students with the opportunity to earn additional credits, to successfully complete courses previously taken, and to enroll in enrichment courses, remediation courses, experimental courses, driver education, and special athletic programs.

Section C

Summer School shall be financially self-supporting and shall be on a tuition fee basis. A flexible tuition and fee schedule may be established which reflects the differences in the duration of courses; differences in the time necessary for students to complete courses; laboratory and registration fees; ~~and~~ state reimbursement in some areas, and resident and non-resident tuition differentials. The director of Summer School is authorized to ~~waive tuition~~ provide financial assistance for children from ~~indigent~~ families identified as meeting free or reduced income levels in accordance with the Procedures for Board Policy #8230. ~~if the educational needs of the student require the student's attendance in summer school.~~ The director of Summer School will work directly with the assistant superintendent for business affairs to properly identify resident students from District 225 who qualify for financial assistance.

Section D

A director of the Summer School shall be appointed in each school offering a summer program by the superintendent or designee. The director shall be responsible to the assistant superintendent for education services through the respective building principal for all matters pertaining to the Summer School. The director shall work in conjunction with the assistant superintendent for business affairs to make a full report outlining enrollment and financial statistics deemed important to the overall administration of summer school to the superintendent, principals and assistant superintendent for education services at the conclusion of the summer session.

Section E

Teachers shall be selected from the regular teaching staff on the basis of professional qualifications and experience as evaluated by the director of the Summer School. If the director determines that a satisfactory teacher cannot be secured from the regular teaching staff, a teacher from outside the district may be selected. The number of teachers selected shall be determined by the anticipated course registration of students, and may be adjusted upon determination of final registration.

Section F

Summer School may be conducted on one or both campuses as determined by the superintendent. For educational and financial reasons, certain courses may be offered at only one school. Students may enroll in the school which best meets the needs of the student and the convenience of the district.

Section G

The director of Summer School at each school is authorized to provide special athletic programs for elementary students of the district, if in the superintendent's ~~judgement~~ judgment, the function of the program can best be performed by the Glenbrook High Schools rather than some other agency, public or private. Athletic programs for elementary students of the district will be determined at each school through a collaborative effort among the principal, athletic director, the local park district (if necessary) and the superintendent.

Section H

All courses new to ~~Glenbrook the district~~ and all books and materials new to ~~Glenbrook the district~~ must be approved by the Board of Education as recommended by the superintendent as part of the new course approval process.

Section I

All Board of Education and school regulations regarding student conduct apply for students enrolled in the Summer School.

Approved: April 24, 1973; Item #4761
Revised: May 21, 1973
Revised: October 27, 1986
Revised: November 27, 2000
Revised:

**BOARD POLICY: FOOD SERVICE AND SCHOOL AID FOR CHILDREN OF 8230
LOW INCOME FAMILIES**

Section A

Student eligibility for student aid, including free and reduced price lunches will be determined on the basis of family income and exceptional family expenditures criteria established by the state and/or federal agencies administering the school lunch program.

Section B

No physical segregation or any other form of segregation will occur for any student because of the student's receipt of student aid. Further, the names of eligible students receiving student aid will not be published, posted, or announced in any manner, and there will be no overt identification of any such students by use of special tokens or tickets or by any other means.

Section C

Students eligible for free or reduced price lunches will not be required to:

1. Work for their meals
2. Use a separate lunchroom
3. Go through a separate serving line
4. Enter the lunchroom through a separate entrance
5. Eat meals at a different time
6. Eat a different meal from the meal sold to students paying the full price of such meal

Section D

No student will be discriminated against because of race, color, national origin, age, sex, handicap or any other legally protected class.

Section E

The administration will develop a procedure for collecting payments from students receiving partial student aid and/or who pay for a portion of those expenses, which will account for the total number of paid and full or partial student aid.

Section F

A collection procedure will be designed so that no student will be made consciously aware of the identity of students receiving student aid.

Section G

To assist students who are found eligible for full or partial student aid, the Board of Education will establish a student aid account in the educational fund budget. At the beginning of each fiscal year, the director of business affairs will budget in the account a sufficient amount of funds to pay for the anticipated student aid account expenses.

Section H

Whenever appropriate, recipients of these funds are encouraged to repay the funds received.

Section I

Items, which are loaned to students, will be properly cared for by the student and returned to the bookstore at the end of the school year. Any items not returned in good condition, ordinary wear and tear excepted, may be charged to the student, at the discretion of the superintendent or his designee.

Section J

The Director of Business Affairs will be responsible for the administration of the Student Aid Fund expenses for each school.

Section K

Assistance provided through the Student Aid Fund may be provided for education-related expenses.

Section L

The district administration will develop appropriate procedures and forms for the effective implementation of this policy. The District will maintain and use a fair hearing procedure to handle any parent appeal to decisions of the school relative to student eligibility or correctness of information contained in the application.

Approved: February 2, 1976
Revised: October 30, 1989
Revised: January 14, 2002
Revised: September 22, 2008

Section A - Application Procedure

1. Parents who believe they may be entitled to student aid, including but not limited to, lunches shall fill out a student aid application accompanying the letter mailed to parents annually. The district will send a letter to the parent or guardian of each child in school outlining the student aid policy and the procedures to follow in making application. This letter will be mailed to all parents annually and at other times when there is a change in the eligibility criteria. The letter will also include an application form.

Parents whose students enroll after the start of the school year and who believe they may be entitled to student aid, including but not limited to, lunches should pick up the Student Aid Application from the District Registrar at the district office.

2. Parents should complete the application and return it to the District Registrar.
3. The District Registrar will evaluate the application and determine the eligibility of the student for free or reduced student aid.
4. The District Registrar will notify the student or parent of the approval or denial of the application and maintain a record of all applications approved or denied for a period of three years after the student has graduated or left school, after which time the documents will be destroyed.
5. Eligibility for student aid will be based on criteria as provided annually by the state and/or federal agencies.

Section B - Hearing Procedure

The hearing procedure will provide:

1. Any parent who has made application for student aid for their student and whose application has been denied may appeal this decision by writing the Superintendent or Designee, and the following procedure will ensue.

Section B - Hearing Procedure (continued)

Initiator	Action
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May request a conference with the District Registrar, prior to or in lieu of a hearing.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	Within 10 days after A determination is made, may request in writing a hearing with the Superintendent or Designee, to review the determination.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	<i>If a hearing is requested to review the determination:</i> The district administration will develop and use a fair hearing procedure to handle any parent appeal to decisions of the school relative to student eligibility or correctness of information contained in the application. During an appeal, students previously receiving student aid will not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.
Superintendent or Designee	Shall notify the person requesting the hearing of its time and place within ten days after receiving the hearing request. The notification shall be sent by U.S. mail.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
Designated Administrative Hearing Officer	Conducts the hearing.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	At the hearing (1) the Parent, Guardian or Custodian of Student may present oral or documentary evidence and arguments supporting their position. (2) the Parent, Guardian or Custodian of Student may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.
Designated Administrative Hearing Officer	Will prepare a written record of the hearing, which will include the decision under appeal; any documentary evidence and summary of any oral testimony presented at the hearing.

Section B - Hearing Procedure (continued)

Initiator	Action
Designated Administrative Hearing Officer	Within 5 days after the conclusion of the hearing a written decision will be made, including the reasons therefore, to determine whether benefits will continue or be terminated. If the decision is to terminate benefits, termination will occur within 10 days. The decision of the Designated Administrative Hearing Officer is final.
Designated Administrative Hearing Officer	Will maintain written records of all appeals and their disposition for a period of three years after the student has graduated or left school, after which time the documents will be destroyed. Will make this information available for examination by the family or its representative at any reasonable time and place during such period.

Section C

Students who are eligible for Reduced-Price Meal Program Student Aid, will qualify for the following assistance:

1. Class A-type lunch at a reduced price
2. Loaned textbooks
3. Gym wear
4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel Fee
7. Course fees
8. AP examination fees
9. Field trip fees

Section C (continued)

10. Student transportation bus pass at 50% of the board approved fee for not more than one student attending Glenbrook High School District 225, without charge for any additional students from any household attending district schools.
11. Driver Education fees

No other items will be provided at Board of Education expense.

Section D

Students who are eligible for Free Meal Program Student Aid, will qualify for the following assistance without charge:

1. Class A-type lunch
2. Loaned textbooks
3. Gym wear
4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel fee
7. Course fees
8. AP examination fees
9. Field trip fees
10. Transportation bus pass
11. Driver Education fee
12. Activity ticket fee
13. Summer school tuition
14. Yearbook

Section D (Continued)

The following items will not be provided at Board of Education expense:

1. Fines and charges for damaged or lost materials or equipment
2. General school supplies
3. Class rings
4. Student directories
5. Village library fees

The Superintendent or Designee will have the authority to decide on providing of student aid for any additional school related expenses, which are not listed in Section D above, on a case-by case non-precedential basis.

Adopted: August 11, 1977
Revised: October 30, 1989
Revised: January 14 2002
Revised: September 22, 2008