

TO: Dr. Mike Riggle  
FROM: Rosanne Williamson  
RE: FOIA Requests  
DATE: December 11, 2013

Attached you will find a FOIA request received by the district and our response.

Received From	Request	Received Request	Date Replied	Responded within required deadline	How response was sent
Herguth, Bob (Better Government Association)	1) Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. 2) Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents. 3) The most recent approved operating and capital budgets. 4) Any and all confidentiality agreements adopted, approved or signed in calendar years 2011, 2012 and 2013. 5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.)	12.03.13	12.10.13	Yes	email
<p style="text-align: center;">Please find our response attached.            The documents above have been made available online.            These items were not copied for the Board packet.</p>					



Elaine Geallis <egeallis@glenbrook225.org>

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## FOIA request from BGA

1 message

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**Bob Herguth** <rherguth@bettergov.org>  
Reply-To: rherguth@bettergov.org  
To: foia@glenbrook225.org

Tue, Dec 3, 2013 at 9:24 AM



Dear FOIA officer,

This is Bob Herguth at the Better Government Association with a request for documents under the Illinois Freedom of Information Act.

Specifically, under FOIA, I am requesting copies of:

- 1) Any and all current collective bargaining agreements, including but not limited to union contracts with teachers.
- 2) Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents.
- 3) The most recent approved operating and capital budgets.
- 4) Any and all confidentiality agreements adopted, approved or signed in calendar years 2011, 2012 and 2013.
- 5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.)

I am making this request on behalf of the Better Government Association (BGA). The BGA is a registered non-profit organization in the State of Illinois.

The principal purpose of this request is to access and disseminate information concerning news and current or passing events and for articles of opinion or features of interest to the public regarding the health, safety and welfare or the legal rights of the general public. The information sought will not be used for sale, resale, or solicitation or advertisement for sales or services.

This request is not made for commercial or personal purposes. More information about the BGA is available on the BGA website, [www.bettergov.org](http://www.bettergov.org), and on file with the Illinois Secretary of State. I ask that you waive fees as the law allows. I ask that you convey this information electronically via email, to this address: [rherguth@bettergov.org](mailto:rherguth@bettergov.org).

Please call or email with any questions. I look forward to your response within five business days as required by law.

I appreciate your consideration.

Sincerely,

Bob Herguth  
Editor of Investigations  
Better Government Association  
(312) 821-9030 office  
(773) 706-3207 cell  
[rherguth@bettergov.org](mailto:rherguth@bettergov.org)

The **Better Government Association** promotes reform through investigative journalism, civic engagement and advocacy. We're a watchdog, shining a light on government and holding public officials accountable. [Learn More.](#)





Elaine Geallis <egeallis@glenbrook225.org>

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## 12.03.13 Herguth FOIA Response

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Dec 10, 2013 at 3:06 PM

To: rherguth@bettergov.org

Bcc: egeallis@glenbrook225.org

Dear Mr. Herguth,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. on 12/3/13 you requested the following information:

1) Any and all current collective bargaining agreements, including but not limited to union contracts with teachers.

Please find response documents attached.

2) Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents.

Please find response documents attached.

3) The most recent approved operating and capital budgets.

Please find response documents attached.

4) Any and all confidentiality agreements adopted, approved or signed in calendar years 2011, 2012 and 2013.

Your request is granted in part and denied in part as follows:

The district is releasing all documents but with redaction of names of personnel. Exemption 7(1) (c) of FOIA (5 ILCS 140/7(1) (c) allows a public body to withhold personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

**Detailed summary of the basis for asserting the exemption, 7(1)(c):**

Confidentiality Agreements contain personal information contained within the public record that would constitute a clearly unwarranted invasion of personal privacy in that the agreements identify personnel by name and/or by using unique identifiers.

To the extent you interpret this response as a denial of your request, you have the right to have the denial reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 South 2nd Street Springfield, Illinois 62706, Fax: [217-782-1396](tel:217-782-1396), E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us), Phone: [312-814-5526](tel:312-814-5526). If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days after the date of the denial letter. 5 ILCS 140/9.5 (a). Please note that you must include a copy of your original request for documents and the denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.)

Please find response documents attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

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#### 7 attachments

 **GEA Agreement-13-16.pdf**  
1629K

 **GESPAagreement (2).PDF**  
3068K

 **GESPAagreement.PDF**  
3068K

 **GESSA-Agreement-2012-2015.pdf**  
12727K

 **SDB2014FORMPOST.pdf**  
139K

 **EE Job Title & Salary Info for FOIA.xml**  
625K



**Q 2 and 4.pdf**  
2329K



# Negotiated Agreement

2013-2016

**between**

The Board of Education  
Northfield Township High School District #225

**And**

The Glenbrook Education Association  
(For the period July 1, 2013 through June 30, 2016)

*The Glenbrook High Schools are learning communities  
dedicated to students and committed to  
quality of thought, word, and deed.*

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# **NEGOTIATED AGREEMENT 2013-2016**

This Agreement, entered into June 10, 2013 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective July 1, 2013.

WHEREAS, the Board and the Association both agree that providing quality education for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

## **ARTICLE I. RECOGNITION**

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such, (4) instructional supervisors unless they are teaching and seek representation in their role as a teacher.

## **ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES**

A. The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be

provided upon request so long as it does not create additional work for the administrative staff.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section.

C. **Association Leave.** Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time. The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board of Education is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent may, at his/her sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

D. The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment. The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the building Principals by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

E. The Association shall have the right to make use of school equipment, such as copiers, calculators, computers, telephones, e-mail, and audio-visual equipment when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

F. The Association and its representatives may be permitted to use school buildings for meetings at times that do not conflict with instructional responsibilities. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

H. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

1. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the GEA executive board.

### **ARTICLE III. BOARD RIGHTS AND RESPONSIBILITIES**

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

### **ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS**

A. Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

B. Teachers of the Northfield Township High School district shall be assigned to teach or supervise educational activities 275 minutes of each 465-minute teaching day. The 465-minute teaching day shall include the fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes at the end of the school day.

C. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

D. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal.

The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

E. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

F. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

G. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

H. The Board and the Administration believe in the tenets of progressive discipline, which include: verbal reprimand, written reprimand, suspension and dismissal. However, nothing herein will require the exhaustion of all of the above disciplinary steps when a decision is made that an incident requires a more severe disciplinary outcome.

When a Teacher is required to appear before the Board or the Administration concerning any matter which the Teacher believes could result in discipline, the Teacher is entitled to have a representative of the Association present. Furthermore, the Teacher directed to appear at such investigatory meetings will receive reasonable advance written notice of the meeting, except where an emergency or extraordinary situation exists which prohibits the provision of such written notice. The Teacher's right to Association representation shall not apply to evaluation conferences or impromptu meetings relative to the Teacher's regular daily performance.

At any such investigatory meeting, the Teacher will be presented with a factual explanation of any evidence gathered to date and will be offered a reasonable amount of time to review and an opportunity to respond to the evidence.

Prior to the time disciplinary action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. The Teacher, and if represented, the Association shall be provided an opportunity to respond both to the basis for the discipline and the possible disciplinary consequences.

#### **Article V: Voluntary Transfers and Involuntary Assignment**

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent or his/her designee within ten (10) business days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix C of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Assistant Superintendent of Human Resources in writing by February 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Assistant Superintendent of Human Resources as soon as possible but no later than June 1.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Assistant Superintendent of Human Resources or the principal under whom the employee was assigned prior to the re-assignment.

Involuntary transfers to new or vacant positions for teachers will be based on the consideration of the following factors: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that seniority must not be considered as a factor, unless all other factors are determined by the Board to be equal.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the principal under whom the employee was assigned prior to the re-assignment to discuss reasons for the re-assignment.

Within five (5) business days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Assistant Superintendent of Human Resources has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Assistant Superintendent of Human Resources confer with the employee in the Superintendent's place.

An Off-campus employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Director of Special Education and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

## **Article VI: Seniority**

A. The Board shall develop District-wide seniority lists of teachers by service areas to be determined and as defined by the State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.

B. To be included on a seniority list, teachers must have been legally certified and legally qualified in Illinois for employment in that service area and have been employed in that service area in District #225.

C. Placement on a seniority list for teachers with equal number of years of service to the District shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable.

D. If an administrator is assigned exclusively to the classroom, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience. The administrator will be placed on the seniority list on the step which correlates to his/her years of service in District #225.

## **Article VII: Staff Reduction / Honorable Dismissal Process**

1. When the Board determines that a decrease in the number of teachers or a discontinuance of some teaching service is necessary, such reductions in force will be accomplished in accordance with Section 24-12 of the School Code and other applicable sections of the School Code.

### **2. Honorable Dismissal List**

Annually, the District will establish an Honorable Dismissal List based on a categorization of each Teacher into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications, certifications, endorsements, and any other qualification established in a District job description. Job descriptions must be established on or before May 10 prior to the school year during which the sequence of dismissal is determined. Copies of the list shall be distributed to the Association at least seventy-five (75) calendar days before the end of the school term.

### **3. Grouping of Teachers Within the Honorable Dismissal List**

Group One will consist of each non-tenured Teacher who has not received a summative performance evaluation rating;

Group Two will consist of Teachers with a "Needs Improvement" or "Unsatisfactory" summative performance evaluation rating on either of the Teacher's last two summative performance ratings;

Group Three will consist of each Teacher with a summative performance evaluation rating of at least "Proficient" on both of the Teacher's last two summative performance ratings, if two ratings are available, or on the Teacher's last summative performance evaluation, if only one evaluation is available, unless the Teacher qualifies for placement into Group 4;

Group Four will consist of each Teacher whose last two summative performance evaluation ratings are "Excellent" as well as each Teacher with two "Excellent" summative performance evaluation ratings out of the Teacher's last three summative performance evaluation ratings with a third rating of "Proficient."

4. Order of Dismissal

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last.

a. Within Group 1, the sequence of dismissal is at the sole discretion of the district.

b. Within Group 2, the sequence of dismissal is based on the average of the last two summative performance evaluation ratings, if two ratings are available, or the teacher's last summative performance rating if only one rating is available. The average is calculated using the following numeric values: 4 for "excellent"; 3 for "Proficient" or "Satisfactory"; 2 for "Needs Improvement"; and 1 for "Unsatisfactory". Teachers with the lowest average summative performance evaluation rating shall be dismissed based on seniority, with teachers that have shorter length of continuing service with the District dismissed first.

c. Within Groups 3 and 4, the sequence of dismissal is based on certification qualifications, and seniority, with teachers that have shorter length of continuing service with the District dismissed first.

This article is not evidence that the Board waives any rights it may have to determine the qualifications of a Teacher to perform the duties of a specific position.

## **ARTICLE VIII. RECALL**

With respect to any Teacher who has been honorably dismissed, in the event the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Teachers who were in Group 4 and Group 3 and based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the date of the position becoming available. Teachers from Group 3 or 4 shall be eligible for recall in reverse order of dismissal.

Teachers are responsible for informing the Office of the Superintendent of any changes in their qualifications and/or contact information after the date of their dismissal. The Board is responsible for sending notice to Teachers eligible for recall. A copy of this Article will be enclosed with the notice. Notice will be sent by registered mail to the last address on file with the Board. The Teacher must give a

written response postmarked within seven (7) days of receipt of the notice of vacancy, or within fourteen (14) days of the mailing of the notice of the vacancy, whichever occurs first.

Any Teacher who fails to respond to a proper notice of a vacancy or who declines to accept the position offered shall be placed at the bottom of the recall list as it then exists, and shall be eligible for one more recall opportunity.

**ARTICLE IX. TEACHING LOAD**

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. the background and experience of the teacher,
2. the capabilities of the students enrolled,
3. the content of the course,
4. the techniques of teaching required, and
5. other considerations as mutually agreed upon by the Administration and Association on a case by case basis.

B. The following will serve as maximums for class size and load:

	<b>Max. Teacher Load</b>	<b>Max. Class Size</b>
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Family and Consumer Science	120	24/30
Applied Technology	120	24/28
Mathematics	140	34
Science	112	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code
Special Education	Max Case Load*	15 *Unless required by law

C. **Class Schedules.** The Board shall have the right to conduct either 8-period class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. **8-period class schedule.** Teachers shall be assigned to instructional assignments for five (5) of the eight (8)-period class day. Teachers are expected to be in the building at least 15 minutes prior to the start of the first period of each teaching day, or 15 minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and 15 minutes at the end of the school day. Teachers are expected to be at their respective period #1 assignment at least five (5) minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least five minutes prior to the start of the school day.

An example of a teacher schedule in an 8-period schedule is shown below:

Period 1	Class
Period 2	Class
Period 3	Lunch
Period 4	30-min.conf./20 min. for available resource time
Period 5	Class
Period 6	Class
Period 7	Class
Period 8	Class

E. **Block Class Schedule.**

Teachers shall be assigned to instructional assignments for five (5) ninety (90)-minute blocks plus one (1) Ninety (90)-Minute Resource period over two (2) days. The ninety-minute resource period referenced above constitutes a sixth assignment. Teachers are not expected to take attendance during the Ninety (90) Minute Resource period.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of teaching day, or fifteen (15) minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and fifteen (15) minutes at the end of the school day. Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the total teacher loads over the (2) days, quarters, semesters. Each teacher shall have at least one (1) unscheduled block each day.

Block and a Half Class Assignments: Classes which meet one hundred thirty five (135) minutes every two days are the equivalent of one and a half (1.5) block classes. For example, a teacher assigned to two (2) block and a half classes and two (2) block classes would be considered as teaching five (5) block classes and therefore could be assigned a sixth assignment. A teacher who teaches one (1) block and a half class and four (4) block classes would not be given an additional assignment.

An example of a teacher schedule in the block schedule is shown below:

	(A) day	(B) day
Block 2-3	Class	Class
Block 4-5	Unscheduled	30 min. conf Unscheduled
Block 6-7	Class with 45 Min. embedded lunch	6 <sup>th</sup> assignment with 45-min. embedded lunch
Block 8-9	Class	Class

Special Assignments: If a teaching assignment does not fulfill the five (5)-blocks over two (2)-day instructional assignment referenced above, a teacher may be assigned to any of the following Special Assignments to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. A period assignment, such as Advocacy
6. Other educational activities assigned by the principal

Teachers who are assigned to a Special Assignment shall be expected to teach educational activities during the resource period as mutually agreed upon by the Association and the Administration. Teachers assigned to any of the above Special Assignments shall be expected to record student attendance. These Special Assignment periods shall not exceed an average of 25 minutes per day.

For example a teacher who teaches four (4) blocks over two days may be assigned a 25 (twenty-five) minute Advocacy period in addition to a Ninety (90) Minute Resource period. Or a teacher who teaches four (4) could be assigned two (2) Ninety (90) Minute Resource periods.

Teachers assigned to a Special Assignment must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept Special Assignment or
- (2) The teacher has fewer than three preparations in his/her regular teaching assignment or
- (3) The part-time teacher has an F.T.E. of 0.75 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #(1) through #(3) above, if the pool of teachers provided by Items #(1) through #(3) fails to satisfy the full complement of Special Assignment needs for not more than two grade levels during any one school year. If a teacher with five blocks is assigned or volunteers for a Special Assignment, this will constitute that teacher's sixth assignment. The overall average class size shall be maintained in a range of from 20 to 25 students whenever teachers outside of Items #(1) through #(3) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. The teacher's unscheduled time shall be used for tasks directly related related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor.

J. Teachers not engaged in classroom teaching shall have two (2) fifteen (15)-break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise one student social activity per school year. Supervision of a student social activity may not include an activity for which the teacher receives compensation.

M. All teachers as part of their regular school responsibilities shall be required to attend up to three (3) Parent Conference Nights per school year. Teachers will not receive compensatory release time for participating in the first two Parent Conference Nights; however, if a third Parent Conference Night is scheduled teachers will be provided with a two- (2) hour late arrival on the morning following the third conference night.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five (5) days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three (3) Glenbrook days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the 2015-2016 school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one (1) special staff development activity of up to four (4) hours per year outside the regular school day if the activity cannot reasonably be conducted during a

regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

Q. The Board and the Association agree that a committee shall be established in each building to enhance the partnership in the creation, execution, evaluation, and revision of building and district improvement initiatives.

Each building school improvement committee shall include a representative from each department and selected members of the administrative staff. The Board and GEA may add to the committee membership by mutual agreement.

The operation of the committees, including regular meeting times and agendas, shall be determined within each building.

## **ARTICLE X. EVALUATION**

The Board and the Association have developed a Teacher Evaluation Plan for all certified staff covered by this agreement. Future modifications to the Plan will be collaboratively developed by the Board and the Association, consistent with the Illinois School Code. Evaluations will be conducted pursuant to the procedures in the Teacher Evaluation Plan.

### **A. Observations:**

Non-Tenured teachers shall be formally observed at least two (2) times, and informally observed at least one (1) time, by March 1 of each school year. At least one formal observation will occur by November 1. Tenured teachers shall be formally observed at least once, and informally observed at least once, by March 1 every other school year.

### **B. Evaluations:**

Non-Tenured teachers shall be evaluated at least once each school year by March 1st. Tenured teachers shall be evaluated at least once every other school year by March 1.

The written evaluation will include reflection on the teacher's goals and include evaluative comments relative to all four teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy shall be sent to the principal, one (1) copy shall be given to the teacher, and one (1) copy shall be sent to the Assistant Superintendent of Human Resources for placement in the teacher's personnel file.

C. On or before the first day of school or the first day of employment and before the evaluation process begins, the building principal or immediate supervisor shall provide each teacher with a copy of, and training on, the Teacher Evaluation Plan.

D. Within ten (10) school days of a formal teacher observation, the evaluator shall meet with the teacher to discuss the observation and provide a written summary of the observation. The teacher shall acknowledge receipt of such written summary.

E. The Administrators shall use such procedures, instruments(s), or form(s) as are set forth in the District's Teacher Evaluation Plan. All teacher evaluations will be completed no later than March 1.

F. Right to Respond

The teacher shall have the right to attach written comments regarding the evaluation within ten (10) school days after the meeting with the evaluator. Receipt of such attachment shall be acknowledged by the Administrator's signature.

G. District Evaluation Committee

A Joint Board-Association committee composed of administrators and teachers will annually review the District's Teacher Evaluation Plan and recommend changes, if any, to the Board for approval.

## ARTICLE XI. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of fifteen (15) days per school year. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the District's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the District provide payment for a teacher's unused sick days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, as well as, birth, adoption or placement of adoption. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Human Resources Office under the guidelines of Board Policy: Certificated Personnel Sick Leave Bank.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the

sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

**B. Professional Leave.** Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration considers the impact on the department and determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (2) the administration determines that funds are available (3) the teacher granted such permission is encouraged to share new knowledge of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and varied expenses without the prior written approval of the administration; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

**C. Leave for Legal Purposes.** Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

**D. Jury Duty.** The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

**E. Sabbatical Leaves.** The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.

2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3 It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.

4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.

5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24- 8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.

7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.

9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

Please see Section F on Page 17a.

~~F. --- **Personal Leave.** --- Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days~~

F. **Personal Leave.** Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

**G. Special Leaves of Absence.** The Board of Education of District #225 may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district, the building, and the staff member.

In order for the Board of Education to approve any request for a special leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

All requests for special leaves of absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.

Special leaves of absence shall be determined between the teacher and Assistant Superintendent of Human Resources to establish the starting and ending time.

All staff members granted special leaves of absence must notify the Human Resources Office in writing by February 1 in the year of their leave of their intent to return or resign from District #225.

Failure to notify the Human Resources Office in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each leave of absence is specifically predicted upon this resignation condition.

No salary or other remuneration will be paid to the staff member on a full-time special leave. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time special leave. Life insurance and disability insurance are not provided for staff members on a full-time special leave of absence.

Upon the completion of the special leave of absence, the staff member shall be returned to a position for which she/he is professionally trained and certified. The tenure status of the staff member shall not be affected by the terms of the leave of absence.

Teachers applying for a partial special leave of absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured staff members on a partial special leave of absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial special leave FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made. Teachers on a partial special leave shall receive the same benefits as listed in Article XIII, Section T, "Benefits/Compensation for Part-Time Teachers".

H. Family & Medical Leave of Absence. Teachers employed by District #225 for at least twelve (12) months shall be eligible for leave under the Family & Medical Leave of Absence Act (FMLA) as outlined in Board Policy: Family & Medical Leave of Absence. FMLA leave shall run concurrently with the teacher's other applicable leaves of absence.

## **ARTICLE XII. GRIEVANCE PROCEDURE**

### **A. General Policy.**

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.

3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.

4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.

5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.

7. A grievance may be withdrawn at any level without establishing precedent.

8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time.

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.

10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

13. Section F of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

14. Procedure for Grievance. It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

**Step 1-** A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

**Step 2-** If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the

principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

**Step 3-** If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the Grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the Principal, and the Board.

**Step 4-** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

### **ARTICLE XIII. COMPENSATION POLICY**

**A. Intent and Purpose.** It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

**B. General Policies.**

1. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the

Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One (1) step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one (1) step on the salary schedule may be granted in any one (1) year.

2. Experience outside the District may be counted at Board discretion.

**C. Academic Attainment.**

1. A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.
2. Coursework submitted for Academic Attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.
- ~~3. Courses submitted for academic attainment must meet the minimum standards as outlined in Board Policy: Academic Attainment.~~ (Omitted by MOA Agreement on 11/6/2013.)
4. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Assistant Superintendent of Human Resources at least ten (10) business days in advance of the start of the course. Application will be made using the appropriate form provided by the Human Resources office. Courses not approved in advance by the Assistant Superintendent of Human Resources shall not be considered for approval at a later date.
5. Denials of academic attainment requests shall be accompanied by a written rationale from the administrator issuing the decision. In the event of an appeal, written rationales will be provided to the Academic Attainment Committee.
6. The Academic Attainment committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of the Assistant Superintendent of Human Resources, the Assistant Principals for Curriculum and a GEA representative from Glenbrook North and Glenbrook South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member from Off-Campus will be seated.
7. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources office no later than September 15th. An official transcript must be on file in the Human Resources office no later than October 15th.

**D. Salary Schedule.**

The 2013-14 professional salary schedule and the 2013-14 differential responsibility salary schedule are contained in Appendix A and Appendix D of this Agreement.

The 2014-15 professional salary schedule and the 2014-15 differential responsibility salary schedule are contained in Appendix B and Appendix E of this Agreement.

Effective July 1, 2013 each step of the 2013-14 Professional Salary Schedule and the 2013-14 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.2 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section 0 of Article IX of this Agreement expire as of June 30, 2014, and renegotiating Article XIII and Section 0 of Article IX with the Association for the 2014-15 and 2015-16 school years. If the Board desires to renegotiate Article XIII and Section 0 of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2014. Such a negotiation shall be limited to Article XIII and Section 0 of Article IX of this Agreement.

Effective July 1, 2014 each step of the 2014-15 Professional Salary Schedule and the 2014-15 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.4 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section 0 of Article IX of this Agreement expire as of June 30, 2015, and renegotiating Article XIII and Section 0 of Article IX with the Association for the 2015-16 school years. If the Board desires to renegotiate Article XIII and Section 0 of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2015. Such a negotiation shall be limited to Article XIII and Section 0 of Article IX of this Agreement.

Effective July 1, 2015 each step of the 2015-16 Professional Salary Schedule and the 2015-16 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.6 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%.

**E. Differential Responsibilities Schedule.**

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix C.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Assistant Superintendent of Human Resources through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.

This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, and submitted to the Assistant Superintendent of Human Resources for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above. Whenever possible, payment for differential responsibilities will be made throughout the length of the season/activity.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories IA through IX of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

**F. Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

Teacher pay for July and August will be received in separate direct deposits at the same time the June payment is made.

The paydates for each school year, shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for June.

**G. Board Payment of Required Medical Examinations.**

The Board shall pay the costs examinations of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

**H. Individual Medical Insurance Coverage.** Board shall provide individual medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO plans, and HMO Illinois plans, the Board shall pay an amount equal to 95% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

**I. Family Medical Insurance Coverage.** The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. For the District's PPO Plans, and HMO Illinois Plans, the Board shall pay an amount equal to 88% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

**J. Medical Insurance Premiums for Part-Time/Special Leave Teachers.**

For all part-time teachers or teachers on a special leave of absence (less than 1.0 full-time equivalency) the Board shall pay a prorated amount of the percentages of the health insurance premiums stated in Section H and Section I in direct proportion to the contractual instructional assignment carried by the teacher.

**K. Term Life Insurance Coverage.** An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

**L. Additional Fringe Benefits.** The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for the duration of the contract. The flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

**M. Section 125 Flexible Benefit Plan.** The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the District and other benefits mutually agreed to by the Board and Association.

**N. Tax-Sheltered Annuities.** The Board shall maintain a tax-sheltered annuity program.

**O. Professional Dues.** The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

**P. Registration of Teaching Certificates/Licenses.** The Board shall pay the cost of teacher certificate/license renewal up to \$100 for a 5 year renewal period. In the event the cost exceeds \$100, the Administration and GEA will meet to resolve the additional cost.

**Q. Compensation for Short-Term Substituting.** The compensation for a teacher substituting for an absent colleague as described in Section E of Article IV of this Agreement, shall be based on the hourly rate of pay of a teacher salaried at the MA Column, step 5, of the Professional Salary Schedule contained in Appendix A of this Agreement, rounded to the nearest dollar amount.

**R. Compensation for a Sixth Class Assignment.** A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

**S. Compensation for Summer School Employment.** The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Professional Salary Schedule contained in Appendix A of this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

**T. Salary Schedule Advancement/Compensation for Part-Time Teachers.** Part-time teachers or teachers on a special leave of absence will advance on the salary schedules when the sum of their partial instructional assignments equals or exceeds a 1.0 FTE.

**U. Individual Disability Insurance Coverage.** The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

V. **Domestic/Civil Partner Coverage.** Eligible same sex domestic partners and partners in a legally certified civil union shall be entitled to the same health and dental insurance coverage as provided to the other bargaining unit members.

To be eligible for coverage as partners in a civil union, the District employee must produce proof of registration as a civil union from the county of residency.

To be eligible for coverage as same-sex domestic partners, the District employee must meet the eligibility criteria and complete the required affidavit (including providing required supporting documentation) found on the District website.

Criteria for insurance coverages under this provision will be governed by the District Insurance Plan Document.

W. **Longevity Pay.** Teachers who would be on the equivalent of Step 25 of the salary schedule will receive an annual longevity stipend of \$500 subject to the requirements of Board Policy 6110.

#### **ARTICLE XIV. NEGOTIATIONS PROCEDURES**

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. **Impasse procedures.**

1. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and

Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.

3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.

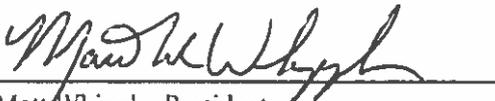
4. The mediator shall have no authority to make recommendations to either party or the public.

5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XV. TERM OF THE AGREEMENT**

This official Agreement shall become effective July 1, 2013 and remain in effect until June 30, 2016. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed the day and year first above written.

  
\_\_\_\_\_  
Matt Whipple, President  
Glenbrook Education Association

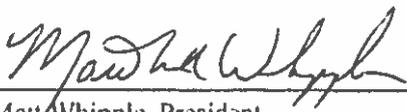
  
\_\_\_\_\_  
Mike Riggle, Superintendent  
Glenbrook High School District #225

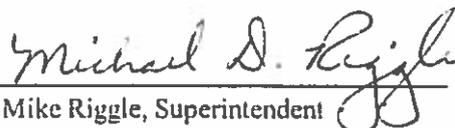
**MEMORANDUM OF UNDERSTANDING: Compensation**

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement regarding compensation as set forth in this Memorandum as follows:

1. All teachers employed through the 2013-2014 school year will remain on the 21-step schedule (teacher 1) with the exception of those noted in "2" below.
2. Any teacher who is currently on the "grand-fathered" old 20-step schedule (teacher 2) shall remain on that schedule until the year after the teacher reaches Step 20. The teacher will then be placed on Step 21 of the 21-step schedule (teacher 1).
3. During the 2013-2014 school year, the GEA and Board team will meet to discuss the creation of a new salary schedule (teacher 3) for teachers hired for the 2014-2015 and 2015-2016 school years. All teachers hired for the 2014-2015 and 2015-2016 school years will be placed on the new salary schedule (teacher 3).
4. The same base salary percentage increases applied to the 21-step schedule (teacher 1) shall be applied to the "grandfathered" 20-step schedule (teacher 2) and the new schedule (teacher 3).

This Memorandum of Understanding shall expire upon the expiration of this Agreement: June 30, 2016.

  
\_\_\_\_\_  
Matt Whipple, President  
Glenbrook Education Association

  
\_\_\_\_\_  
Mike Riggle, Superintendent  
Glenbrook High School District #225

**APPENDIX A**  
**GLENBROOK HIGH SCHOOLS**  
**OFFICE OF HUMAN RESOURCES**  
**Teacher Salary Schedule**  
**2013-2014**

180 Day Schedule for 2014							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	53,716	56,438	59,911	62,220	64,536	66,855	69,174
2	55,324	58,692	62,307	64,708	67,116	69,525	71,941
3	57,736	61,097	64,955	67,355	69,760	72,168	74,567
4	60,033	63,401	67,481	69,882	72,286	74,701	77,111
5	63,155	66,522	70,847	73,249	75,647	78,055	80,465
6	65,558	68,921	73,491	75,892	78,301	80,701	83,098
7	67,956	71,325	76,138	78,547	80,950	83,348	85,741
8		74,332	79,385	81,787	84,195	86,597	89,001
9			82,025	84,434	86,840	89,246	91,649
10			84,679	87,082	89,488	91,895	94,290
11			87,316	89,725	92,135	94,540	96,945
12			90,021	92,380	94,901	97,193	99,607
13			92,722	95,023	97,652	99,835	102,250
14			95,412	97,780	100,387	102,530	105,012
15			98,179	100,516	103,198	105,298	107,742
16			100,927	103,331	105,982	108,141	110,543
17			103,753	106,122	108,846	110,953	113,416
18			106,555	108,988	111,675	113,837	116,253
19			109,432	111,821	114,578	116,685	119,158
20			112,278	114,727	117,443	119,602	122,019
21			115,195	117,596	120,261	122,582	125,077

**APPENDIX B**  
**GLENBROOK HIGH SCHOOLS**  
**OFFICE OF HUMAN RESOURCES**  
**Teacher Grandfathered Salary Schedule**  
**2013-2014**

180 Day Grandfathered Schedule for 2014							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
15			99,446	101,904	104,359	106,807	109,254
16			102,139	104,604	107,046	109,499	111,949
17			104,833	107,301	109,733	112,203	114,670
18			107,537	109,986	112,440	114,890	117,338
19			110,227	112,684	115,139	117,592	120,051
20			115,089	117,571	120,079	122,582	125,077

## APPENDIX C

### COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES

#### GLENBROOK HIGH SCHOOLS

2013-2014

Activity	Activity
<p>Category IA: Head Debate Coach</p> <p>Category I: Head Varsity Basketball – B Head Varsity Basketball – G Head Varsity Football Head Varsity Track – B Head Varsity Track – G</p> <p>Category II: Head Varsity Baseball Head Varsity Soccer – B Head Varsity Soccer – G Head Varsity Softball Head Varsity Swimming – B Head Varsity Swimming – G Head Varsity Wrestling Marching Band Director</p> <p>Category III: Assistant Coaches: Basketball – B (4) Basketball – G (4) Football – Head Freshman Football – Head Sophomore Football – Varsity (4) Track – B &amp; G Combined (7)</p> <p>Cheerleader Sponsor Pompon Sponsor - Competitive Head Glenbrook United - District Head Individual Events Coach Head Math Team Sponsor Head Varsity Cross Country - B Head Varsity Cross Country - G Head Varsity Gymnastics – B Head Varsity Gymnastics - G Head Varsity Lacrosse – B Head Varsity Lacrosse – G Head Varsity Volleyball – B Head Varsity Volleyball – G Music Show Director</p> <p>Category IV: Assistant Coaches: Baseball (4) Debate (3) Football (5) Soccer – B (5) Soccer – G (4) Softball (4) Swimming – B (3) Swimming – G (3) Wrestling (3)</p> <p>Assistant Marching Band Director Head Varsity Badminton Head Varsity Bowling Head Varsity Golf – B Head Varsity Golf - G</p>	<p>Category IV (continued) Head Varsity Tennis – B Head Varsity Tennis – G Head Varsity Water Polo – B Head Varsity Water Polo – G Modern Dance Show Director Newspaper Sponsor Pompon Sponsor -Non-Competitive Radio T/V Director (2) Variety Show Director Yearbook Sponsor</p> <p>Category V: Assistant Coaches: Cross Country - B (1) Cross Country - G(1) Glenbrook United - District Gymnastics – B (2) Gymnastics – G (2) Individual Events (4) Lacrosse – B (3) Lacrosse – G (3) Math Team (4) Volleyball – B (3) Volleyball – G (3)</p> <p>Assistant Director of Musical Show Assistant Cheerleader Sponsor (2) Assistant Pompon Sponsor - Competitive</p> <p>Category VI: Assistant Coaches: Badminton (2) Bowling (1) Golf – B (1) Golf – G (1) Tennis – B (2) Tennis – G (2) Water Polo – B (1) Water Polo – G (1)</p> <p>Assistant Director of Modern Dance Show Assistant Director of Variety Show Assistant Pompon Sponsor - Non-Competitive Play Director (3) Senior Class Coordinator</p> <p>Category VII: Advanced Choral director Assistant Director of Play (4) Concessions Head DECA/BPA Sponsor Junior Class Coordinator</p> <p>Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (Required 2 Issues)</p> <p>Category IX: Assistant DECA/BPA Sponsor FCC Radio Responsibilities (1/2 position) Life Saving Director</p>

**APPENDIX D**

COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES					
2013-2014					
	CATEGORY				
Step	IA	I	II	III	IV
1	\$ 9,411	\$ 7,714	\$ 6,927	\$ 6,148	\$ 5,538
2	\$ 9,936	\$ 8,238	\$ 7,446	\$ 6,669	\$ 6,066
3	\$ 10,733	\$ 8,899	\$ 8,040	\$ 7,201	\$ 6,549
4	\$ 11,484	\$ 9,523	\$ 8,603	\$ 7,706	\$ 7,006
5	\$ 12,286	\$ 10,192	\$ 9,201	\$ 8,245	\$ 7,499
6	\$ 13,148	\$ 10,902	\$ 9,848	\$ 8,820	\$ 8,024
7	\$ 14,066	\$ 11,667	\$ 10,539	\$ 9,439	\$ 8,585
8	\$ 15,052	\$ 12,484	\$ 11,280	\$ 10,100	\$ 9,188
Step	V	VI	VII	VIII	IX
1	\$ 4,706	\$ 3,921	\$ 3,399	\$ 2,873	\$ 1,954
2	\$ 5,226	\$ 4,445	\$ 3,921	\$ 3,399	\$ 2,225
3	\$ 5,643	\$ 4,790	\$ 4,236	\$ 3,668	\$ 2,398
4	\$ 6,040	\$ 5,129	\$ 4,536	\$ 3,921	\$ 2,564
5	\$ 6,461	\$ 5,486	\$ 4,854	\$ 4,197	\$ 2,745
6	\$ 6,916	\$ 5,873	\$ 5,192	\$ 4,497	\$ 2,938
7	\$ 7,398	\$ 6,285	\$ 5,555	\$ 4,811	\$ 3,140
8	\$ 7,914	\$ 6,726	\$ 5,944	\$ 5,143	\$ 3,358

## APPENDIX E

### GUIDELINES FOR ACADEMIC ATTAINMENT COURSEWORK

#### 1. Rationale:

Coursework submitted for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.

All applications must include a written rationale that explains how the course(s) or degree program is within the teacher's current professional assignment, general area of instruction, or otherwise of value to the district.

#### 2. Requirements:

Submissions for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district and can be made in three ways:

- A. A graduate degree program; OR
- B. A non-degree licensure/endorsement program or a focused grouping of classes; OR
- C. A single course

**3. Standards:** Courses submitted for academic attainment must meet the following minimum standards:

- A. A course must meet the standards as outlined in Article XIII, Section C of the Negotiations Agreement between the District #225 Board of Education and the Glenbrook Education Association (GEA). In addition the credits must be earned at an approved College or University as described below.
- B. College and University course credit will be composed of graduate courses, but credit for undergraduate work may be granted based on the rationale provided by the teacher.
- C. College and University Coursework. The coursework may be completed on campus or by distance learning. The credits hereunder must be earned at institutions which are accredited by at least one of the bodies noted below:
  - 1. National Council of Accreditation of Teacher Education
  - 2. North Central Association of Schools and Colleges

3. Middle States, Association of Colleges and Schools
4. New England Association of Colleges and Schools
5. Northwest Association of School and Colleges
6. Southern Association of Colleges and Schools
7. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

\*Note: A course that meets the above requirements is subject to pre-approval.

- D. The teacher must earn a minimum grade of “B” if the course is to be applied toward Academic Attainment. (Upon appeal, a grade of “C” may be accepted for credit by the Academic Attainment Committee. A pass/fail grade can only be credited toward a teacher’s advancement on the salary schedule if part of an approved degree program.
- E. Courses taken for Academic Attainment must meet the Carnegie unit requirement of 15/16 hours of instruction for each academic credit earned.
- F. Online courses or degreed programs must:
- meet the standards of academic attainment that are applied to traditional course offerings,
  - be recognized on the approved university’s official transcript,
  - be interactive through e-mail, audio/video conferencing, and/or face-to-face interaction with the instructor and class members.
- G. Audio or video courses cannot be accepted for Academic Attainment.
- H. Graduate or undergraduate courses focused on supportive topics (i.e. stress management, gang awareness, classroom management, coaching, learning styles, behavioral issues, etc.) are limited to six (6) semester hours per lane change. Typically these courses are not part of a degreed program.
- I. Credits that may be offered in conjunction with an approved professional leave may not be applied to advancement on the salary schedule unless the teacher bears the full cost of the professional development activity. Any professional leave activity approved by and paid for by the district is not eligible for Academic Attainment credit. Any credit offered through a professional leave activity which occurs during the regular school day, even if paid for separately by the teacher, is not eligible for Academic Attainment.

#### **4. Academic Attainment Committee**

The committee will be comprised of the Administrator of Human Resources; the Associate Principals for Curriculum; and a GEA representative from North and South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member for Off-Campus will be seated.

In the event that a request for academic attainment is denied, a written rationale shall be provided to the teacher. The Academic Attainment Committee will provide an appeal option for teachers whose requests for Academic Attainment course approval have been denied. In the event of an appeal, the aforementioned rationale will be provided to the Academic Attainment Committee.

## APPENDIX F

### MEMORANDUM OF UNDERSTANDING: Medical Insurance Cost Containment Committee

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the GEA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the President of the GEA. The committee shall be chaired by the Assistant Superintendent for Business Affairs.

The committee shall convene at least twice during the school year. The committee shall have its first meeting in the winter and its second meeting in the spring.

The committee shall seek representation from the Glenbrook Educational Support Staff Association (GESSA), the Glenbrook Educational Support Paraprofessional Association (GESPA) and representatives from non-unionized support groups.

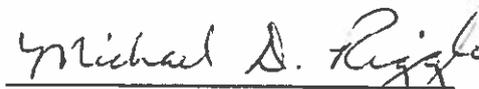
The committee shall examine such topics as those contained in the following list:

- 1) a review of the prescription drug plans,
- 2) a review of the procedures for setting insurance premiums,
- 3) benefit costs and utilization rates,
- 4) potential savings and enhancements, and
- 5) deductibles and co-pays.

Implementation of the committee recommendations shall require the approval of the Board and the GEA.

It is understood that the Board retains the sole right to determine premiums.

  
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Matt Whipple, President  
Glenbrook Education Association

  
\_\_\_\_\_  
Mike Riggle, Superintendent  
Glenbrook High School District #225

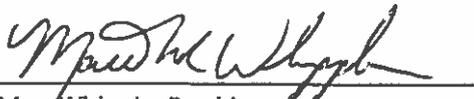
## APPENDIX G

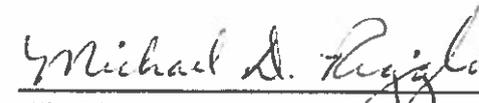
### Special Education / Off-Campus / Transition

#### MEMORANDUM OF UNDERSTANDING: Special Education

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

1. Caseloads will be determined through resource classes when possible;
2. Case management is the 6<sup>th</sup> assignment for special education teachers;
3. Teachers and related service providers in special education will be granted one full day of release for legal paperwork;
4. Teachers will not be required to administer medication to students;
5. Teachers will not be required to go to students' homes for supportive aggressive attendance.

  
Matt Whipple, President  
Glenbrook Education Association

  
Mike Riggle, Superintendent  
Glenbrook High School District #225

## APPENDIX H

### Parent Conference Night:

#### MEMORANDUM OF UNDERSTANDING: GBS Parent Conference Nights

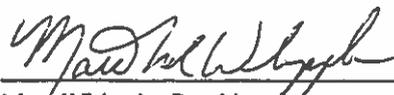
The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

Whereas there is a desire to explore alternatives for Glenbrook South's Individual Parent Conference nights, the Board and the GEA agree to establish a committee to examine such alternatives.

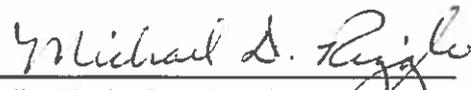
The committee shall be composed of five (5) members appointed by the Building Principal and five (5) members appointed by the President of the GEA.

The number of conference nights shall not be reduced, nor shall additional conference nights be added to the current contractual requirement. The provision of a late arrival morning after a third parent conference night shall be maintained.

Any modification to the current conference night approach would be implemented in the 2014-2015 school year based on mutual agreement between the Board and the Association.



Max Whipple, President  
Glenbrook Education Association



Mike Riggle, Superintendent  
Glenbrook High School District #225

## APPENDIX I

### Fair Share

The following provisions shall apply to all Glenbrook teachers within the bargaining unit defined by this Agreement whose first teaching position within the Glenbrooks commences after July 1, 1999.

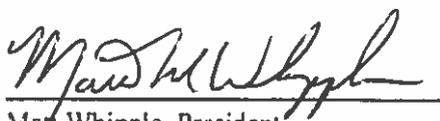
1. Teachers who are not members of the Association, and whose first teaching position within the District commences after July 1, 1999, shall, commencing sixty (60) days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
  - a) Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
  - b) Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
  - c) Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teaching or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board of Education for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

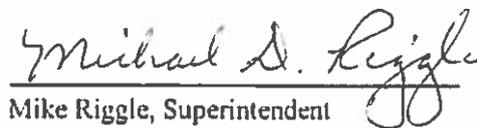
## APPENDIX J

### MEMORANDUM OF UNDERSTANDING: Pension or Legislative Change

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

If, during the life of this agreement, legislation is enacted which affects Teacher pensions or other wages, hours or terms and conditions of employment, the Board and the GEA negotiations teams will meet to discuss the impact of any such changes. The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and the GEA membership.

  
Matt Whipple, President  
Glenbrook Education Association

  
Mike Riggle, Superintendent  
Glenbrook High School District #225

## MEMORANDUM OF AGREEMENT

The District 225 Board of Education and Administration and the Glenbrook Education Association agree that Article XI, Section F entitled "Personal Leave" in the collective bargaining agreement for the period of July 1, 2013 to June 30, 2016 is incomplete due to language that was inadvertently omitted during the process to review and publish the agreement. The language below is the full and correct language for Article XI, Section F.

The parties agree that the language listed below is the full and complete language for Article XI, Section F for the term of the current collective bargaining agreement.

**F. Personal Leave. Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.**

**Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.**

**In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.**

**All such applications shall be subject to the approval of the principal.**

**It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.**

**Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.**

**Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.**

**Personal leave may be accumulated from year to year up to a maximum of three (3) days.**

**When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.**

In addition, the District 225 Board of Education, Administration and the Glenbrook Education Association agree that the following language contained in Article XIII, Section C, Paragraph 3 of the collective bargaining agreement between the GEA and the Board of Education should be omitted from the agreement. See below.

**Courses submitted for academic attainment must meet the minimum standards as outlined in Board Policy: Academic Attainment.**

  
\_\_\_\_\_  
Matt Whipple, President  
Glenbrook Education Association

11/6/2013  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mike Riggle, Superintendent  
Glenbrook High Schools, District #225

11/6/2013  
\_\_\_\_\_  
Date

**NEGOTIATED AGREEMENT**

**2012-2014**

**between**

**BOARD OF EDUCATION**

**GLENBROOK HIGH SCHOOL DISTRICT #225**

**and**

**GLENBROOK EDUCATIONAL SUPPORT PARAPROFESSIONAL  
ASSOCIATION  
(GESPA)**

**For the period July 1, 2012 to June 30, 2014**

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**GESPA  
NEGOTIATIONS AGREEMENT  
2012 2014**

**PREAMBLE**

This Agreement, entered into on the dates hereinafter set forth by and between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Educational Support Paraprofessional Association (IEA-NEA), hereinafter called the "Association," becomes effective July 1, 2009.

WHEREAS, the Board and the Association both agree that providing a quality education and a positive learning environment for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

**ARTICLE I. RECOGNITION**

A. **Recognition/Exclusions.** The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all of the employees in the unit set forth below, pursuant to a Certification of Representative issued by the Illinois Educational Labor Relations Board dated June 14, 2002:

Included: All regularly employed paraprofessional employees.

Excluded: All supervisory managerial and confidential employees as defined in the Illinois Educational Labor Relations Act.

B. **GESPA Employees.** Unless otherwise expressly provided or clearly indicated by the context, the phrase "GESPA employee" when used in this Agreement shall mean all employees in the bargaining unit as described in Article I, Section A.

## ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. **Board of Education Provisions.** The Board agrees to furnish the board liaison of the GESPA executive board of the Association with the following:

1. A copy of the tentative school district annual budget at least thirty (30) days prior to adoption.
2. Other data relating to the financial resources of the district which will assist the Association in developing intelligent, accurate, and constructive recommendations. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. A copy of the approved minutes of regular Board meetings shall be provided directly to the Association at the time of normal distribution.
4. One copy of the Board agenda provided to the Association upon request.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once per pay period for eighteen (18) pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the credit union or other agency designated by the Association. An itemized statement will also be furnished to the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the Board. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section.

C. **Association Activities During Working Hours.** Whenever a representative of the Association or a GESPA employee is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the GESPA employee shall suffer no loss in pay nor shall such participation be charged to the GESPA employee's leave time.

D. **Association Use of School Equipment.** The Association shall have the right to make use of school equipment, such as typewriters, duplicating equipment, calculators, computers, telecommunications supplies and equipment, and audio-visual equipment outside of the regularly scheduled GESPA employee's workday and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. **Notice of Association Meetings.** The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the

Superintendent not less than two (2) weeks prior to a proposed meeting date. Notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. **Association Use of School Buildings.** The Association and its representatives may be permitted to use school buildings for meetings outside of the regularly scheduled GESPA employee's work day and when such building space is not otherwise in use. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. **Distribution of Contract.** Within a reasonable time after the Agreement is signed, copies of this Agreement shall be printed at the expense of the Board and presented to the Association for distribution to each GESPA employee. Newly hired GESPA employees shall receive a copy of the Agreement at the time of employment as part of their new employee information packet.

H. **No Strike Provision.** The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the school district.

I. **Professional Conduct.** The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a GESPA employee reflect adversely upon the GESPA employee's performance. The Association shall use its best efforts to encourage proper professional conduct on the part of its members.

J. **Association-Administration Building Team.** The Association and Board agree to each appoint two (2) representatives to the Association-Administration Building Team ("AAT") for the Glenbrook North and Glenbrook South, respectively. The Association and Board representatives shall each select co-chairpersons of the teams. The teams will meet up to five (5) times per school year, at mutually agreed dates and times, to discuss implementation of the Agreement and such other issues that the parties may agree to discuss. The co-chairpersons may prepare an agenda in advance of each meeting.

K. **Association Leave.** The Association shall be granted up to four (4) paid days per school year of this Agreement for purposes of attending the annual state Association convention or further training in collective bargaining. No more than two (2) GESPA employees may utilize Association leave on any workday. The Association shall be responsible for all costs relative to attendance at such meetings. If the Administration obtains a substitute for a GESPA employee who uses Association leave, the Association will reimburse the Board for the cost of the substitute.

### ARTICLE III. BOARD RIGHTS

A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.

B. All terms and conditions of employment not covered nor abridged by the Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

### ARTICLE IV. EMPLOYEE RIGHTS

A. **Board Regulations.** GESPA employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. **Personnel Files.**

1. Each GESPA employee shall have the right upon advanced request to review the content of his/her personnel file maintained at the district administrative office. A local representative of the Association may accompany the GESPA employee in the review.
2. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review as well as any other records to which access is not required by law.
3. Only one official file shall be maintained. A copy of all communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the GESPA employee which are included in the GESPA employee's official file shall be given to the GESPA employee at the time of inclusion. No evaluative materials (including disciplinary, commendation, complaint or other such information which may be considered for discipline, promotion, demotion, or dismissal) shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The GESPA employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.
4. The GESPA employee will be permitted to file a response to any item placed in the file. The response shall be prepared in triplicate, one for the supervisor,

one for the principal, and one forwarded to the Human Resources Director to be placed in the GESPA employee's personnel file.

5. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the GESPA employee's file as so ordered.

6. GESPA employees will be covered by the provisions of the Illinois Personnel Records Review Act. The employees will be notified when a document is to be placed in their personnel files. In the event the employee wishes to discuss any document to be placed in the personnel file, the employee may request a meeting with the appropriate administrator. At the meeting the GESPA employee is entitled to GESPA representation.

C. **Internal Substitution.** GESPA employees shall not be required to substitute for an absent GESPA employee on a regular basis. A GESPA employee planning to be absent will not be permitted to or be held responsible for obtaining a substitute. The supervisor shall make a reasonable effort to obtain a substitute for any absence. When a GESPA employee is absent and a substitute is not available, other GESPA employees in the department shall comply with the request to substitute in the best interest of the students and the school.

D. **Subcontracting.** The Board will notify the GESPA president, in writing, by February 1 of its intent to subcontract bargaining unit work for the following school term. If GESPA wishes to enter into negotiations regarding the Board's decision to subcontract, GESPA will provide written notice to the Director of Human Resources by not later than February 15.

## ARTICLE V. WORKING CONDITIONS

A. **Safe Working Conditions.** The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through compliance with applicable standards required by law. GESPA employees shall promptly report unsafe or hazardous conditions to an appropriate school authority, or, in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department).

B. **Equipment/Materials.** A GESPA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.

C. **Outdoor Clothing.** The Board will have available appropriate outdoor clothing and footwear for GESPA employees assigned to outdoor duties.

D. **Custodial Duties.** GESPA employees are not required to perform custodial duties while supervising the cafeteria.

E. **Student Resource Time (“SRT”)/Study Hall.** GESPA employees, who are qualified, may be assigned to an SRT/Study Hall. Beginning with the 2008-09 school year, GESPA employees will not be assigned to SRT/study hall supervision for more than ninety (90) minutes per day.

F. **Office Duties.** GESPA employees may be required to assist with clerical duties in the dean’s office, up to ninety (90) minutes per day.

G. **Communication of Information.** Communication that is specific to GESPA work duties will be communicated via information board, hard copy and/or radio. Communication that is applicable to all employee groups will be communicated to GESPA employees through hard copy and/or electronically.

H. **Impact of Technology.** In the event that the District determines that all of its employees shall use a specific technology in the performance of their work duties, the Board and GESPA agree to bargain the impact of that decision.

## ARTICLE VI. EMPLOYEE DISCIPLINE

A. **Right to Representation.** A GESPA employee shall be entitled to have a representative of the Association present, upon request, during any investigatory meeting which could lead to disciplinary action, including any meeting with the Human Resources Director regarding suspension without pay or recommendation for dismissal.

B. **Warnings.**

1. A GESPA employee may receive either a written or verbal warning for a work infraction that could result in a recommendation for dismissal.
2. A copy of the written warning shall be submitted to the Human Resources director after the GESPA employee has had the opportunity to review and sign the document. The employee’s signature indicates that he/she has received the document, not that he/she is in agreement with the substance of the document.
3. A GESPA employee may request a meeting with his/her supervisor to discuss a verbal or written warning. Such a meeting shall be scheduled to occur within ten (10) days of the GESPA employee’s request for a meeting.

C. **Suspension Without Pay / Dismissal.** If an infraction is so serious that a recommendation for suspension without pay or dismissal is indicated, the Administration reserves the right to suspend the GESPA employee without pay or recommend the

GESPA employee's dismissal to the Board of Education. Prior to a suspension without pay or a recommendation to the Board of Education for dismissal, the GESPA employee will be afforded the opportunity to meet with the Human Resources director regarding the suspension or recommendation for dismissal.

D. **Just Cause.** A GESPA employee who has completed his/her probationary period shall not be suspended without pay or dismissed without just cause.

## **ARTICLE VII. VACANCIES AND TRANSFERS**

### **A. Vacancies and Transfers.**

1. When a permanent vacancy occurs within the bargaining unit or a new position within the bargaining unit is created, such vacancy shall be posted in each building with a copy sent to the Association president. Such vacancy shall be posted for a minimum of ten (10) calendar days.
2. A GESPA employee who wishes to transfer to a vacant position shall apply, in writing or on the district's website, to the Human Resources office. A GESPA employee who applies for a vacancy in the bargaining unit will be given the same consideration as any other applicant.
3. The District will notify a GESPA employee who applies for a transfer or vacancy of the decision with respect to the filling of the vacancy or transfer.

B. **Involuntary Transfers.** Should an involuntary transfer of a GESPA employee be necessary, the involved GESPA employee shall be notified as soon as practicable and shall have an opportunity to meet with the appropriate administrator and discuss the reason for the transfer. The GESPA employee may request and have an Association representative at this meeting if the GESPA employee so chooses.

## **ARTICLE VIII. LEAVES**

### **A. Emergency Leave**

1. Non-probationary, full-time GESPA employees are eligible for two days of emergency leave each fiscal year. Probationary, full-time GESPA employees who successfully complete their probationary period by January 1 shall be entitled to one emergency day at the completion of their probationary period. The GESPA employee shall receive his/her daily compensation for emergency leave.
2. Emergency leave shall be used for urgent personal or family matters that require the GESPA employee's presence during the school day and are of

such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during times when school is not in session.

3. Emergency leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESPA employee's leave without pay. The Human Resources director may make exceptions to this stipulation in unusual circumstances.
4. All requests for emergency leave shall conform to the procedures established by the district.
5. Any unused emergency days at the end of a fiscal year shall be added to the individual GESPA employee's accumulated sick leave.

**B. Sick Leave.**

1. At the beginning of each work year, each GESPA employee shall be credited eleven (11) days, two (2) days of which will be put into the district's Educational Support Personnel Sick Leave Bank each year until he/she has contributed a maximum of twenty (20) days. Any GESPA employee hired after the beginning of the work year shall be credited sick days on a pro-rated basis.
2. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as a GESPA employee's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either the GESPA employee or spouse, or any other person who is at the time of such illness a member of the same household as the GESPA employee.
3. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a GESPA employee is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Human Resources director may require the GESPA employee to provide the Human Resources director with a physician's certificate; or if the Human Resources director believes there may have been an abuse of the sick leave policy, the Human Resources director may require an examination by a physician selected by the district. An examination by a physician selected by the district shall be at the Board's expense.
4. The associate principal or appropriate building administrator may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the GESPA employee's immediate family.

5. Any GESPA employee who is absent from school for reasons ordinarily associated with sick leave, who has not accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for a GESPA employee shall be interpreted as an amount equal to the GESPA employee's salary divided by the required number of days in the GESPA employee's work calendar.
6. Sick leave may only be taken in half or full-day increments. A GESPA employee, when ill, must call his/her immediate supervisor prior to his/her starting time each day until such time as he/she is capable of returning to work. Failure of a GESPA employee to notify his/her supervisor each day of his/her illness may result in a pay deduction.

**C. Sick Leave Bank.**

1. The Board shall establish a sick leave bank. A GESPA employee must have exhausted all other leave in order to use days from the sick bank. GESPA employees who receive compensation under Workers' Compensation leave may not use the sick leave bank.
2. The sick leave bank shall be administered by the Human Resources office.

**D. Leave Without Pay.**

1. GESPA employees may not be granted leave without pay until they have used all of their accrued sick leave and emergency days.
2. The Human Resources director is authorized to grant leaves without pay to GESPA employees when extenuating circumstances dictate that it is in the best interest of the GESPA employee and the district. The request for a leave without pay must receive the endorsement of the GESPA employee's immediate supervisor. The Human Resources director, in his/her sole discretion, will make the final determination as to what constitutes extenuating circumstances.
3. Leave without pay will be limited to three (3) days during a GESPA employee's school year calendar. GESPA employees who exceed three (3) days of leave without pay must provide documentation regarding that absence to the District #225 Board of Education without which may result in the GESPA employee's discipline or dismissal.

**ARTICLE IX. SENIORITY**

A. **Definition.** Seniority shall be defined as a GESPA employee's length of service within the GESPA bargaining unit. Accumulation of seniority shall begin from the GESPA employee's first working day within the bargaining unit.

B. **Seniority in Multiple District Positions.** A GESPA employee who accepts a district position outside of the bargaining unit shall retain his/her seniority within the bargaining unit. A GESPA employee shall only accrue additional seniority within the bargaining unit when he/she returns to a bargaining unit position.

C. **Same Start Dates.** In the event that more than one GESPA employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.

D. **Probationary GESPA Employees.** A probationary GESPA employee shall have no seniority until the completion of the probationary period at which time his/her seniority shall revert to his/her first day of work.

E. **Posting of Seniority.**

1. The Board of Education shall prepare, maintain, and post the seniority list. An updated seniority list shall be prepared and posted conspicuously in all buildings of the district annually by February 1.
2. A copy of the seniority list and subsequent revisions shall be furnished to the Association liaison. Any GESPA employee disagreeing with his/her seniority placement shall respond, in writing, to the Human Resources director within thirty (30) workdays after the effective date of the posting.

F. **Loss of Seniority.** Loss of seniority shall be determined by the following: resignation, dismissal for cause, or retirement.

**ARTICLE X. REDUCTION IN FORCE**

A. **Definition.** A reduction in force ("RIF") is defined as a decision of the Board of Education to decrease the number of nonprobationary GESPA employees or to discontinue some particular type of educational support service provided by nonprobationary GESPA employees. Probationary GESPA employees will be dismissed prior to the RIF of GESPA nonprobationary employees.

B. **RIF Procedure.** In the event of the elimination of a position due to a RIF the least senior nonprobationary GESPA employee shall be honorably dismissed.

C. **Notice.** If a GESPA employee is dismissed as the result of a RIF, a notice of honorable dismissal shall be given to such GESPA employee as provided by law. At the same time that the GESPA employee is notified of a RIF, the Board will also notify the Association.

D. **Recall.**

1. GESPA employees that have been RIF'd shall be recalled for a period of one (1) calendar year from the beginning of the following school term, in order of GESPA seniority, with the most senior GESPA employee being recalled first. Notices of recall shall be sent by certified mail to the last known address as shown on the Board's records. A recalled employee must accept or decline the position within five (5) days of receipt of the recall notice. Recalled GESPA employees that accept the position shall report to work no later than ten (10) working days from the receipt of notice. A GESPA employee that declines recall to full-time work, fails to report, or does not reply in writing to decline recall will forfeit his/her seniority rights and has no further right of recall.
2. A RIF'd GESPA employee shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority.

**ARTICLE XI. PROFESSIONAL DEVELOPMENT AND JOB DESCRIPTION COMMITTEE**

A Joint Steering Committee will be convened to make recommendations to the Superintendent or designee regarding professional development opportunities for members of the GESPA bargaining unit. The Committee will be comprised of three (3) members appointed by the Superintendent and the three (3) members appointed by the GESPA President. The Committee will meet at least semi-annually and will be co-chaired by a representative from each group. The Committee will operate under a consensus decisional model and will receive training in the consensus process.

The Committee will be charged with the following responsibilities:

1. Assist in identification of core competencies
2. Identify training needs of the GESPA members
3. Recommend the professional development content and delivery model reflecting identified training needs
4. Annually assess the implementation of the training
5. Review and recommend revisions to job descriptions based on the identified core competencies when necessary

**ARTICLE XII.      PROFESSIONAL DEVELOPMENT**

- A.      GESPA may provide suggestions for the professional development of GESPA employees to the appropriate site administrator. An Association representative may request to meet with the appropriate site administrator for such purpose.
  
- B.      Professional development must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.
  
- C.      GESPA employees will be reimbursed by the Board for expenses incurred at conferences/workshops as per current Board policy.
  
- D.      GESPA employees will not be paid for attendance at professional development activities unless they are mandated by the Superintendent or designee. GESPA employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.
  
- E.      With the approval of his/her supervisor and for good cause, a GESPA employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the activity may be rescheduled within sixty (60) calendar days of the activity that the GESPA employee cannot attend.

**ARTICLE XIII.      JOB DESCRIPTIONS**

- A.      **Maintenance.** A job description shall be maintained by the Human Resources director and shall be available for inspection and copying by the Association upon request. A copy of any job description that is revised shall be given to the employee and the Association.
  
- B.      **Content and Distribution of Job Descriptions.** Job descriptions shall be distributed to all current GESPA employees when they become available and to all new GESPA employees when hired by the district. The descriptions will include:

1. Job title and description
  2. Minimum competencies
  3. A statement of required tasks and responsibilities
- C. **Job Descriptions for New Positions/Job Description Modification.** In the event that a new position is required as a vacancy or an existing vacated position is modified, a job description shall be developed and filed in the Human Resources office. The Association will be notified of the new job description before implementation.

#### **ARTICLE XIV. WORK DAY / WORK WEEK / WORK YEAR**

A. **Calendar.** Human Resources annually publishes work calendars listing the days for which GESPA employees are paid and/or granted time off (i.e., granted and legal holidays, non-work days, etc.).

B. **Work Year** The standard work year for all GESPA employees shall be 180.5 workdays. GESPA employees with an effective start date prior to 7/1/07 shall receive 8 paid holidays. GESPA employees with an effective start date after 6/30/07 shall receive 6 paid holidays. In the event that the District seeks and obtains a waiver of a legal holiday from the Illinois State Board of Education, GESPA employees will receive an alternative paid non-work day.

C. **Changes to Work Hours.** Building administrators will set the GESPA employee's starting and ending times based upon the previous year's schedule, not to exceed a change in the member's starting and ending times of more than one (1) hour. If there is such a change, the member will be notified in writing two (2) weeks prior to the change. If the member's schedule needs to change more than one (1) hour he/she shall be given written notice three (3) weeks prior to the change. If the building schedule is changed and affects the GESPA employee's schedule he/she shall be notified at the same time all staff is notified with a minimum of three (3) week's notice.

D. **Lunches / Breaks.** Each GESPA employee is entitled to an unpaid one-half hour duty-free lunch break. A GESPA employee working more than four (4) hours but less than eight (8) hours per day is entitled to a 15-minute break in addition to his/her lunch period. A GESPA employee working eight (8) hours per day is entitled to two (2) 15-minute breaks in addition to his/her lunch period. Breaks may not be taken at the beginning or end of the day. A GESPA employee may request to combine one (1) or both breaks with lunch if approved by and coordinated with the GESPA employee's immediate supervisor. If a 45 minute lunch break request is denied, the GESPA employee can request an alternative 45 minute lunch break during a non-student lunch period. If that request is denied the supervisor must provide a reason for that denial.

E. **Overtime.** A GESPA employee will be paid time-and-one-half for hours worked over forty (40) in a workweek.

**ARTICLE XV. EMPLOYEE EVALUATION**

A. Upon initial employment, GESPA employees shall be advised of the District's evaluation procedures by the Human Resource office. No formal evaluation shall take place until this has been done. Each GESPA employee shall have a conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. Every reasonable effort will be made to complete the formal evaluation by April 1, for ten (10) month GESPA employees any year in which the GESPA employee is formally evaluated. Each GESPA employee shall have the opportunity to respond in writing to the evaluation. Each evaluation will become a part of the GESPA employee's personnel file.

**ARTICLE XVI. PROBATIONARY PERIOD**

A. A new GESPA employee shall be considered a probationary employee. For a GESPA employee whose first day of work is the first day of the work year for GESPA employees, the probationary period shall end on the last day of the school term. For a GESPA employee whose first day of work is other than the first day of the work year for GESPA employees, the probationary period shall begin on his/her first day of work and shall end one hundred eighty (180) workdays following his/her first workday.

B. If the GESPA employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal before the expiration of the probationary period. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period notwithstanding the provision of a written notice of dismissal to the GESPA employee.

**ARTICLE XVII. SCHOOL CLOSINGS DUE TO WEATHER CONDITIONS OR EMERGENCIES**

A. In the event of a full-day school closing, GESPA employees will be required to work on the designated "make-up" day at their regular rate of pay.

B. In the event of an early dismissal/late arrival due to weather conditions or emergency, which still allows for a recognized full attendance day for students, GESPA employees shall be paid their full day rate of pay.

## ARTICLE XVIII. GRIEVANCE PROCEDURE

### A. General Policy

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby GESPA employees can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all GESPA employees, and no action of any kind shall be taken against any GESPA employee for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this agreement.
4. A grievance is defined to be a complaint by any GESPA employee or a group of GESPA employees within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of one or more provisions of this agreement.
5. Nothing contained herein shall be construed as limiting the right of any GESPA employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement. If requested by the GESPA employee, the Association representative may accompany the GESPA employee to assist in the resolution of the grievance.
6. Re-employment of probationary GESPA employees is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this agreement are subject to the grievance procedures.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the GESPA employee's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out at a time agreed upon by the Administration and the Association.
9. The parties hereto acknowledge that it is usually most desirable for a GESPA employee and the GESPA employee's immediately involved supervisor to resolve problems through free and informal communications. When requested

by the GESPA employee, the Association representative may accompany the GESPA employee to assist in the resolution of the grievance.

10. If the grievant and the Human Resources director agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no GESPA employee shall be required to discuss any grievance if the Association's representative is not present.
12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

**B. Procedure for Grievance.** It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean GESPA employee employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

**Step 1** A GESPA employee with a grievance shall first discuss the GESPA employee's alleged complaint with GESPA employee's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

**Step 2** If the grievance cannot be resolved informally, the GESPA employee may file the grievance with the associate principal. The grievance must be filed in writing within fifteen (15) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the associate principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the associate principal shall make a decision on the grievance and shall communicate it in writing to the GESPA employee and the Human Resources director.

**Step 3** If the grievance has not been satisfactorily resolved at the second step, the GESPA employee may file the grievance with the Human Resources director. The grievance must be filed with the Human Resources director within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Human Resources director shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Human Resources director shall make a decision on the grievance and shall communicate it in writing to the GESPA employee, the associate principal, and the Board.

**Step 4** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving GESPA employee, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Human Resources director within ten (10) working days from the receipt of the decision by the GESPA employee rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this agreement. The arbitrator's authority will be strictly limited to the issue presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement.

## **ARTICLE XIX. COMPENSATION AND BENEFITS**

### **A. General Policy.**

1. **New Hires.** Newly hired GESPA employees will be placed on salary schedules based upon their experience and skills. The Human Resources director determines initial placement on the salary schedule. Newly hired GESPA employees are eligible for an annual salary increase on July 1 provided they were hired and began work on or before the first workday in January of the same year.
2. **Payroll Procedures.** GESPA employees must submit to the district office, a timesheet signed by their immediate supervisor. The Associate Principal or his/her designee must approve, in advance, any overtime hours. Timesheets are due in the district office by the published cut-off date.

**B. Salary.**

1. **Salary.** The salary schedules for each school year under the term of this Agreement shall be calculated as follows:
  - a. For the 2012-2013 school year, GESPA employees will receive a 2.3% increase which includes the Step increase from the 2011-12 GESPA Salary Schedule. GESPA employees who do not step for the 2012-13 school year will receive a 2% salary adjustment.
2. **Salary Schedule.** The 2012-13 salary schedule is attached. (Exhibit A.)
3. **Salary Payments.** GESPA employees will be paid via direct deposit. All GESPA employees shall be paid over twenty (20) bi-monthly installments beginning September 15<sup>th</sup>. Payments shall be on the 15<sup>th</sup> and last day of the month, or on the last school day prior to the 15<sup>th</sup> or last day of the month, if it should fall on a weekend or a holiday.
4. **Stipend.** All GESPA employees who received a \$2,400.00 stipend in the 2008-09 school year shall continue to be paid a non-cumulative annual stipend of \$2,400.00 until such time that the employee voluntarily takes another position in the District.

**C. Employee Benefits.** GESPA employees who regularly work at least thirty (30) hours per week, ten (10) months per year shall be considered full-time employees and are eligible for benefits. GESPA employees not on district paid leave or FMLA (Family Medical Leave Act) shall not be eligible for board paid benefits.

1. **Life Insurance Coverage.** The Board shall provide a full-time GESPA employee with a \$50,000 group term life insurance policy. Effective September 1, 2009 full-time GESPA employees may purchase either an additional \$50,000 or \$100,000 in life insurance coverage, provided they qualify.
2. **Individual Disability Insurance Coverage.** The Board shall provide each full-time GESPA employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee. The premium paid by the Board shall cover the period beginning September 1, 2009 and ending August 31, 2013 ~~2~~. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.
3. **Medical Insurance Coverage.**

a. **Individual Medical Insurance Coverage.**

- 1) The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.
- 2) In all cases the GESPA employee shall be responsible for the payment of the remaining cost of the premium.

b. **Family Medical Insurance Coverage.**

- 1) The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan to full-time employees. For the District's PPO Plan and the District's HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium for the 2012-13 Plan year.
- 2) In all cases the GESPA employee shall be responsible for the payment of the remaining cost of the premium.

4. **Dental Insurance Coverage.** The Board shall provide GESPA employees with the opportunity to purchase either individual or family dental insurance. The Board shall contribute 90% of the individual dental insurance premium for each GESPA employee who does not select family medical insurance.

5. **Section 125 Flexible Spending Account Allowance per Plan Year.**

- a. For a full-time GESPA employee who was hired before July 1, 2000, and does not select family medical insurance, the Board shall provide a flexible spending account allowance in the following amounts per plan year (September 1<sup>st</sup> through August 31<sup>st</sup>) of this Agreement:

Ten (10) month employee	\$500.00
Twelve (12) month employee	\$750.00

- b. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESPA employee shall be responsible for premium costs that exceed the amount of his/her allowance. A GESPA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.

**6. Tuition Reimbursement.**

- a. A full-time, non-probationary GESPA employee may be reimbursed for courses successfully completed, subject to the following provisions.
- b. A GESPA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
- c. A GESPA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hour, up to a maximum of twelve (12) semester hours per year. For such GESPA employee, tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than twelve (12) semester hours per year.
- d. In order to receive reimbursement, the GESPA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Human Resources director, as follows:
  - 1) Application forms for tuition reimbursement shall be completed by the GESPA employee and provided to his/her supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
  - 2) If the supervisor endorses the application, the application shall be forwarded to the Human Resources director for consideration. The Human Resources director may approve or reject the application. If the application is rejected, the Human Resources director will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
  - 3) A copy of the application form specifying the action taken by the Human Resources director will be returned to the supervisor and the GESPA employee. The original application form will be placed in the GESPA employee's personnel file.
  - 4) In order to receive the tuition reimbursement, the GESPA employee shall present the Human Resources office with a paid receipt showing the amount of the tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.

7. **Voluntary Termination Benefits.**

Voluntary termination benefits for GESPA employees, retiring under IMRF, are contained in Exhibit C of this agreement.

8. **Other.** Duration of contract through June 30, 2014

## ARTICLE XX. NEGOTIATION PROCEDURES

A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and counterproposals in the course of negotiating, and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a GESPA employee, as herein defined, as its representative.

B. Unless both parties agree to an alternate date, the parties shall commence negotiations by meeting no later than February 1 of the last year of the Agreement. Meetings shall be held as necessary at times and places agreed to by both parties.

C. The parties may mutually agree to enlist the assistance of a third party to assist in the negotiation process.

D. During negotiations agreed-upon materials shall be prepared for the Board and the Association and, unless otherwise agreed by the parties at the time, initialed prior to the adjournment of the meeting at which such agreement was reached.

E. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

### F. **Impasse Procedures.**

1. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XXI. TERM OF AGREEMENT**

This official Agreement shall become effective July 1, 2012 and remain in effect until June 30, 2014. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

The Board and GESPA agree to begin negotiating salary for the 2013-14 school year during the 2012-13 school year. Additionally and issues relating to Article XIX, Section C ("Employee Benefits") for the 2013-14 school year shall be the subject of coordinated negotiations involving representatives of the GESPA, GESSA, and GEA bargaining units. These coordinated negotiations will begin during the 2012-13 school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education District #225

By *Skip Steen*

President, Glenbrook Educational Support Paraprofessional Association

By *Kimberly Dischamps*

**EXHIBIT A**  
**VOLUNTARY TERMINATION BENEFITS FOR GESPA EMPLOYEES RETIRING**  
**UNDER IMRF**

**Section A**

It is the desire of the Board of Education of District #225 to recognize services of its full time GESPA employees who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

**Section B**

GESPA employees, who satisfy the following requirements, may apply for voluntary termination benefits as “Retirees”:

1. Have been full time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five years are immediately preceding their voluntary termination.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF.

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

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 for up to five 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.
2. Retirees who elect those 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, less the Board’s contribution referred to in Paragraph 1 of this Section C.

**VOLUNTARY TERMINATION BENEFITS FOR GESPA EMPLOYEES**  
**RETIRING UNDER IMRF**

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

1. The Board of Education shall contribute \$2,500, annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five 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. Retiree 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 GESPA employees.
7. Participants eligible for benefits under this Section D shall have each of their last two 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 a GESPA employee. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the GESPA employee's remaining paychecks. For the second year, payments will be added to the GESPA employee's base salary and paid throughout the year.

**VOLUNTARY TERMINATION BENEFITS FOR GESPA EMPLOYEES**  
**RETIRING UNDER IMRF**

**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 of the GESPA employee's next-to-last year of employment. The request shall include a copy of the GESPA employee's latest statement from the IMRF system indicating the GESPA employee's service credit information, if that information is necessary to qualify the GESPA employee for this plan.
2. Participation in the benefits of this plan are dependent upon unconditional and irrevocable resignation from employment by the Board of Education of the Retiree, effective at the end of the school year identified in the GESPA employee's notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this plan.

**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 plan, shall be ineligible for the benefits contained in Section D.

**Section G – Miscellaneous Provisions**

1. For purposes of this plan, the school year shall begin on July 1 and end on June 30.
2. If changes occur in the operation of IMRF, which results in an increase in the cost of this plan, the Board and the Association representing GESPA employees shall negotiate a revision to this plan.
  1. These benefits shall be effective July 1, 2012.

**Paraprofessional  
Salary Schedule  
FY2012/13**

<b>Step</b>	<b>FY2013</b>	<b>Hourly</b>
1	28,995	13.94
2	29,663	14.26
3	30,346	14.59
4	31,044	14.92
5	31,758	15.27
6	32,488	15.62
7	33,235	15.98
8	34,000	16.35
9	34,783	16.72
10	35,583	17.11
11	36,401	17.50
12	37,238	17.90
13	38,095	18.32
14	38,971	18.74
15	39,867	19.17

All annual salary amounts are based on a 2080 hour work year.

All GESPA employees who receive a \$2,400 stipend in 2011-12 shall continue to be paid a non-cumulative annual stipend of \$2,400 until such time as the employee voluntarily takes another position in the District.

GESPA employees who do not receive a longevity step on the salary schedule will receive a 2% salary increase for the 2012-13 school year.



**NEGOTIATED AGREEMENT**

**2012- 2015**

**between**

**BOARD OF EDUCATION**

**GLENBROOK HIGH SCHOOL DISTRICT #225**

**and**

**GLENBROOK EDUCATIONAL SUPPORT STAFF ASSOCIATION  
(GESSA)**

**For the period July 1, 2012 to June 30, 2015**

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## NEGOTIATED AGREEMENT

2012-2015

### PREAMBLE

This Agreement is, entered into on the dates hereinafter set forth by each party's signature, between the Glenbrook Board of Education, District #225 ("Board") and the Glenbrook Educational Support Staff Association, IEA-NEA, ("Association").

WHEREAS, the Board and the Association both agree that providing a quality education and a positive learning environment for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

### ARTICLE I. RECOGNITION

A. **Recognition/Exclusions.** The Board recognizes the Association as the exclusive representative of all the employees in the unit set forth below, pursuant to Certification of Representative, issued by the Illinois Educational Labor Relations Board, dated June 6, 2002.

Included: All regularly employed secretarial, clerical, and technology employees of Glenbrook High School 225.

Excluded: Executive Assistant to the Superintendent, Assistant Superintendent, Assistant Superintendent – Business Affairs, Chief Technology Officer, Lead Information System Technician, Senior Information System Technician, Senior Network Technician, Network Technician, and all supervisory managerial, and confidential employees as defined in the Illinois Educational Labor Relations Act.

B. **GESSA Employee.** Unless otherwise expressly provided or clearly indicated by the context, the phrase "GESSA employee" when used in this Agreement shall mean all employees included in the bargaining unit as described in Article I, Section A.

### ARTICLE II FAIR SHARE AGREEMENT

A. Effective July 1, 2014, each Bargaining Unit member, as a condition of his/her employment, shall join the GESSA or pay a fair share fee to GESSA

equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

1. In the event that the Bargaining Unit member does not pay his/her fair share fee directly to the GESSA by a certain date as established by the GESSA, the Board shall deduct the fair share fee from the wages of the non-member.

2. Such fee shall be paid to the GESSA by the Board no later than ten (10) days following deduction.

3. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the GESSA. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

4. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

(a) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires,

And

(b) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

5. The GESSA agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Employer or the Employer's imperfect execution of the obligations imposed upon it by this Article.

6. The provisions of this Fair Share Section (Article I, Section D) shall not apply to any Employee who was a member of the Bargaining Unit and who was not a dues-paying member of the GESSA as of June 30, 2014.

### **ARTICLE III. ASSOCIATION RIGHTS AND RESPONSIBILITIES**

**A. Board of Education Provisions.** The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative school district annual budget at least 30 days prior to adoption.
2. Other data relating to the financial resources of the district which will assist the Association in developing intelligent, accurate, and constructive recommendations. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. The approved minutes of regular Board meetings will be provided directly to the Association president or designee at the time of normal distribution.
4. One copy of the Board agenda provided to the Association president upon request.

**B. Dues Deduction.** The Board agrees to deduct Association membership dues, once per pay period for 18 pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the credit union or other agency designated by the association. An itemized statement will also be furnished to the Association president or his/her designee. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the Board. Revocation shall become effective within 30 days after such notice is given. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section. Effective July, 2012, the School District's Administration will annually provide GESSA leadership with an opportunity to meet with all members of the bargaining unit to discuss the work of the GESSA and benefits of GESSA membership. This meeting will be scheduled with the cooperation of the Administration.

**C. Association Activities During Working Hours.** Whenever a representative of the Association or a GESSA employee is scheduled by the Board, or by the superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or

meetings, the bargaining unit member shall suffer no loss in pay nor shall such participation be charged to the GESSA employee's leave time.

D. **Association Use of School Equipment.** The Association shall have the right to make use of school equipment, such as typewriters, duplicating equipment, calculators, computers, telecommunications supplies and equipment and audio-visual equipment outside the GESSA employee's work day and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. **Notice of Association Meetings.** The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent. The Association's scheduling of use of buildings will be subject to usual and customary building procedures for reservation of space. If possible, notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. **Association Use of School Buildings.** The Association and its representatives may be permitted to use school buildings for meetings outside of GESSA employees' workdays. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. **No Strike Provision.** The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the Board during the term of this Agreement.

H. **Professional Conduct.** The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a GESSA employee reflect adversely upon the GESSA employee's performance. The Association shall use its best efforts to encourage proper professional conduct on the part of its members.

I. **Printing and Distributing of Contract.** Within a reasonable time after the Agreement is signed, copies of this Agreement shall be printed at the expense of the Board and presented to the Association for distribution to each current employee. New GESSA employees will receive a contract from Human Resources at the time of hire.

J. **Association Leave.** The Association shall be granted up to four (4) days per school year of this Agreement for purposes of attending the annual state Association convention or further training in collective bargaining. No more than two (2) GESSA employees may utilize Association leave on any workday. The Association shall be responsible for all costs relative to attendance at such meetings. Such leave will not be considered "other paid leave" for purposes of overtime.

#### **ARTICLE IV. BOARD RIGHTS**

A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.

B. All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

#### **ARTICLE V. EMPLOYEE RIGHTS**

A. **Board Regulations.** GESSA employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. **Personnel Files.**

1. Each GESSA employee shall have the right upon advanced request to review the content of his/her personnel file maintained at the district administrative office. A local representative of the Association may accompany the GESSA employee in the review.
2. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review as well as any other records to which access is not required by law.
3. Only one official file shall be maintained. A copy of all communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the GESSA employee which are included in the GESSA employee's official file shall be given to the GESSA employee at the time of inclusion. No evaluative materials shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The GESSA employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.
4. The GESSA employee will be permitted to file a response to any item placed in the file. The response shall be prepared in triplicate, one for the supervisor, one for the principal, and one forwarded to the Human Resources director to be placed in the GESSA employee's personnel file.
5. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the GESSA employee's file as so ordered.

## ARTICLE VI. WORKING CONDITIONS

- A. **Safe Working Conditions.** The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through compliance with applicable standards required by law.

When one or more construction projects are scheduled in a District 225 building, the administration will notify GESSA leadership and GESSA employees impacted by the project prior to the start of construction. GESSA members will be provided information of any need and amount of time to relocate their work areas. Administration will review and communicate relevant safety and security procedures. A GESSA representative may attend the section of regularly scheduled construction meetings relevant to GESSA issues.

GESSA employees shall promptly report unsafe or hazardous conditions to an appropriate school authority, or, in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department). Additionally GESSA employees are encouraged to notify GESSA leadership of the same.

- B. **Equipment / Materials.** A GESSA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.
- C. **Scope of Work.** Upon hire (or modification in Job Description) GESSA employees shall be given a Job Description pursuant to Article XVI Section B of this contract. In the event that a GESSA employee's job responsibilities change significantly or the GESSA member cannot reasonably complete all regularly assigned responsibilities during a 40 hour work week, the GESSA employee shall contact a GESSA representative to schedule a meeting to include their immediate supervisor and GESSA representation. If a satisfactory resolution is not found, the matter can be addressed through any other relevant provision in this contract.

## ARTICLE VII. EMPLOYEE DISCIPLINE

- A. **Right to Representation.** A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any investigatory meeting which could lead to disciplinary action, including any meeting with the Human Resources director regarding suspension without pay or recommendation for dismissal.
- B. **Warnings.**

1. A GESSA employee may receive either a written or verbal warning for a work infraction that could result in a recommendation for dismissal.
2. A copy of the written warning shall be submitted to the Human Resources director after the GESSA employee has had the opportunity to review and sign the document. The employee's signature indicates that he/she has received the document, not that he/she is in agreement with the substance of the document.
3. A GESSA employee may request a meeting with his/her supervisor to discuss a verbal or written warning. Such a meeting shall be scheduled to occur within ten (10) days of the GESSA employee's request for a meeting.

C. **Suspension Without Pay / Dismissal.** If an infraction is so serious that a recommendation for suspension without pay or dismissal is indicated, the Administration reserves the right to suspend the GESSA employee without pay or recommend the GESSA employee's dismissal to the Board of Education. Prior to a suspension without pay or a recommendation to the Board of Education for dismissal, the GESSA employee will be afforded the opportunity to meet with the Human Resources director regarding the suspension or recommendation for dismissal.

D. **Just Cause.** GESSA employees who have completed their probationary period shall not be suspended without pay or dismissed without just cause.

#### **ARTICLE VIII. VACANCIES**

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. Absent extenuating circumstances, a notice of vacancy in the bargaining unit will be posted on the District website at least ten (10) calendar days prior to filling of the position. The Association president shall be notified, on the date of posting, that the vacancy has been posted on the District website. The notice of vacancy shall include the job title, location, hours of work, work year, salary, level, and start date.

#### **ARTICLE IX. ASSIGNMENTS / INVOLUNTARY TRANSFERS**

A. **Definition of Assignment.** Assignment shall be defined as the position to which a GESSA employee is assigned for employment.

B. **Involuntary Change of Assignment.** A GESSA employee shall be given written notice of a change in his/her assignment for the forthcoming school year, if known, no later than the end of the school term. Such notice shall include location(s), name(s) of supervisors(s) (if known), and job description. If an assignment needs to

be changed following the end of the school term, notification will be given as soon as practicable.

- C. **Involuntary Change of Assignment to Another Building.** In the event that an involuntary change in assignment involves a change to a position in another building for the forthcoming school term, the Human Resources director will solicit volunteers for the change. However, after such solicitation, the Human Resources director shall make the final determination as to the employee whose assignment will be changed. This section shall be inapplicable if the need for a change in assignment follows the close of the school term preceding the necessary change.
- D. **Certifications / Temporary Assignments.**
1. A GESSA employee without certification shall not be required to cover a position that requires certification. If a GESSA employee is certified and requested to work a position that requires certification, that GESSA employee will be paid the certified substitute rate.
  2. In the event that a GESSA employee is temporarily assigned to another position at a higher level in his/her category for more than fifteen (15) workdays, the GESSA employee will be compensated at his/her step in the higher level for the duration of the temporary assignment.

## **ARTICLE X. LEAVES**

### **A. Sick Leave.**

1. A twelve (12) month GESSA employee shall be eligible for fifteen (15) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
2. A nine (9) and a ten (10) month GESSA employee shall be eligible for eleven (11) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
3. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household.
4. Sick leave days shall be credited to the individual GESSA employee's sick leave account at the beginning of the GESSA employee's work year. Sick leave may be accumulated up to a maximum of 240 days at the end of the fiscal year. The Board will provide each GESSA employee with a written statement of

accumulated sick leave days at least twice per year until such time this information is available to the employee through the personnel computer system.

5. The Human Resources director may require the GESSA employee to provide the Human Resources director with a physician's certificate. If the Human Resources director believes there may have been an abuse of the sick leave policy, the Human Resources director may require an examination by a physician selected by the District. An examination by a physician selected by the District shall be at the Board's expense.
6. Sick leave may only be taken in half or full-day increments. A GESSA employee, when ill, must call his/her immediate supervisor prior to his/her start time each day, unless reported by the employee that he/she will be absent for an extended period of time or is on approved leave for other medical circumstances. Failure of a GESSA employee to notify his/her supervisor or designee of his/her illness may result in a pay deduction.
7. A GESSA employee who is absent from school for reasons ordinarily associated with sick leave, who has exhausted his/her sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for a GESSA employee shall be interpreted as an amount equal to the GESSA employee's ten (10) or twelve (12) month salary divided by the required number of days in the GESSA employee's work calendar.
8. When the Superintendent officially closes schools, GESSA employees shall not be charged for sick leave.

**B. Sick Leave Bank.** The Board shall establish a paid sick leave bank. A GESSA employee must exhaust all other leave including vacation in order to use days from the sick bank. A GESSA employee who receives compensation under Workers' Compensation may not use the sick leave bank. The Human Resources office shall administer the sick leave bank.

**C. Emergency / Personal Days.**

1. A non-probationary, full-time GESSA employee is eligible for two (2) days of paid emergency/personal leave each fiscal year. A probationary, full-time GESSA employee who successfully completes his/her probationary period by June 30 shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the school year. A probationary, full-time GESSA employee who successfully completes his/her probationary period on July 1 or after shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the current school year. The GESSA employee shall receive his/her daily compensation for emergency/personal leave.

2. Emergency/personal leave days may be accumulated from year to year up to a maximum of four (4) days. Accumulated emergency/personal leave days in excess of four (4) days at the end of a fiscal year shall be added to the GESSA employee's accumulated sick leave.
3. Emergency/personal leave shall be used for urgent personal or family matters that require the GESSA employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods. Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESSA employee's vacation or leave without pay. The Human Resources director may make exceptions to this stipulation in unusual circumstances.
4. Application for emergency/personal leave shall be made in writing by the GESSA employee through the GESSA employee's immediate supervisor. Requests for emergency/personal leave are subject to approval by the GESSA employee's supervisor, associate principal, and/or appropriate building administrator. The application shall be made at least one week before taking said leave, if possible. In the event of an emergency, the GESSA employee shall provide notice as soon as possible to the GESSA employee's immediate supervisor. GESSA employees are not required to disclose the reason for emergency/personal leaves unless the leave requested is directly before or after any legal or granted school holiday or the employee's vacation time.
5. When the Superintendent officially closes schools, twelve (12) month GESSA members shall not be charged for emergency/personal leave; and nine (9) and ten (10) month GESSA members shall not be charged for emergency/personal leave days nor be compensated.

D. **Jury Duty.** A GESSA employee who is required to be absent from work for jury duty shall receive his/her normal pay for each day of absence if he/she reimburses the district compensation received for performing jury duty minus monies expended for mileage (not to exceed the IRS rate), train fare, parking and tolls, meals (not to exceed the per diem rate authorized by the district) and miscellaneous expenses that are itemized.

E. **Vacation.**

1. A full-time twelve (12) month GESSA employee, with an effective start date prior to July 1, 2007, with a 260 paid day work year, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.84 days' vacation per month worked. A GESSA employee who has worked 49 months to 108 months will accrue vacation at the rate of 1.25 days per month worked. A GESSA employee who has worked

more than 109 months will accrue vacation on the basis of 1.67 days per month worked.

A full-time twelve (12) month GESSA employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.42 days' vacation per month worked. A GESSA employee who has worked more than 49 months, but less than 120 months, will accrue vacation on the basis of 0.84 days per month worked. A GESSA employee who has worked 120 months or more will accrue vacation on the basis of 1.25 days per month worked.

2. Vacation time may only be taken in half or full-day increments. Prior to using vacation, the GESSA employee will obtain the pre-approval of his/her immediate supervisor and the Associate Principal, or other appropriate building administrator. A GESSA employee eligible for vacation time must use such time prior to being granted leave without pay or accessing the sick bank.
3. A GESSA employee, with a 260 paid day work year, may carry over from one fiscal year to the next fifteen (15) days of accumulated vacation time. Vacation days in excess of fifteen (15) days at the end of any fiscal year will be added to the GESSA employee's accumulated sick leave subject to the provisions in Section A of this Article.

A GESSA employee, with a 239 paid day work year, may carry over from one fiscal year to the next fifteen (15) days of accumulated vacation time. Vacation days in excess of fifteen (15) days at the end of any fiscal year will be added to the GESSA employee's accumulated sick leave subject to the provisions in Section A of this Article.

4. A GESSA employee changing from a ten (10) month to a twelve (12) month position will receive vacation credit equal to the seniority they have accumulated on the seniority list. Credit does not result in extra vacation days, but does expedite the date from which a GESSA employee will earn vacation days at a higher monthly rate.

**F. Leave Without Pay.**

1. GESSA employees may not be granted leave without pay until they have used all of their accrued personal leave and vacation days. If the reason for the request for leave without pay is due to illness of the GESSA employee or the employee's immediate family, the GESSA employee may not be granted leave without pay until he/she used all of his/her sick days.

2. The Human Resources director is authorized to grant leaves without pay to GESSA employees when extenuating circumstances dictate that it is in the best interest of the GESSA employee and the district. The request for a leave without pay must have the prior approval of the GESSA employee's immediate supervisor(s) and building supervisor. The Human Resources director shall make the final determination as to what constitutes extenuating circumstances.
  3. Leave without pay shall be limited to five (5) days during a GESSA employee's school year calendar. The Human Resources director may grant additional days, exceeding five (5) days of leave without pay in a school year. However, exceeding five (5) days of leave without pay in one school year may be considered cause for discipline up to and including dismissal.
  4. If a GESSA employee has not received prior approval from the Human Resources director for leave without pay, the Human Resources director may request a statement from the GESSA employee's physician verifying the inability of the employee to work. However, the GESSA employee's failure to receive prior approval from the Human Resources director for leave without pay, or failure to provide the requested statement from his/her physician, may be considered cause for discipline up to and including dismissal.
- G. **FMLA.** Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 6370 of the same name.
- H. **Military Leaves.** Military leaves shall be in accordance with Board Policy 6190.

## **ARTICLE XI. HOLIDAYS / CALAMITY DAYS**

- A. The fiscal year for all GESSA employees shall be from July 1 to June 30.
- B. Paid holidays are days designated on the calendar when the GESSA employee is not required to work but for which they receive work credit and are paid their regular rate of pay. In order to be paid for a legal or granted holiday, an employee must be paid for his/her last scheduled workday prior to the holiday and his/her first scheduled workday after the holiday.
- C. GESSA employees, with an effective start date prior to July 1, 2007 shall be paid for holidays as follows:
1. A GESSA employee, with a 260 paid day work year, shall be paid for no less than eight (8) granted and those legal holidays indicated on the school district's official school calendar which fall within their work year. Legal holidays that fall on a Saturday or Sunday shall be added to the GESSA employee's accrued vacation time.

2. Nine (9) and ten (10) month GESSA employees shall be paid for all legal holidays that fall within their work year.
- D. GESSA employees, with an effective start date after June 30, 2007, shall be paid for holidays as follows:
1. Twelve (12) month employees with a 239 paid day work year shall be paid for legal and granted holidays, which fall on a workday within their work year.
  2. Nine (9) month and/or ten (10) month employees shall be paid for legal holidays that fall on a workday within their work year.
  3. Any holiday that falls on a weekend or within winter or spring recess is unpaid.
- E. Notification of said holidays shall be distributed to all GESSA employees in writing annually no later than two (2) weeks after Board approval.
- F. In the event of a school emergency or district closure, including but not limited to natural disaster, quarantine or governmental order, twelve (12) month GESSA employees shall receive their daily rate of pay and benefits. If make-up days are required, nine (9) and ten (10) month employees shall be notified of said make-up day(s). GESSA employees, who have applied for a leave day on the day when the district is closed, shall not be charged for said leave day.

## **ARTICLE XII. SENIORITY**

A. **Types of Seniority / Definition.** There shall be three (3) types of seniority: (1) seniority in district employment; (2) seniority in a bargaining unit category; and (3) seniority in a level within a bargaining unit category. The bargaining unit shall be divided into two (2) categories: secretarial/clerical and technology. The technical category shall have those levels as reflected in Exhibit A. Seniority shall be defined as a GESSA employee's length of service in district employment, in a bargaining unit category, and in a level or levels within a bargaining unit category. However, all district employees retain seniority accrued in categories and levels prior to the certification of GESSA as an exclusive representative.

B. **Seniority Accumulation.**

1. Accumulation of seniority shall begin from the GESSA employee's first working day in the district (for district seniority), in a bargaining unit category (for seniority within the bargaining unit category), and in a level (for seniority in a level within a bargaining unit category).
2. A GESSA employee shall accrue seniority based upon days of service (prorated for less than 1.0 F.T.E.) in district employment, within a bargaining unit category,

and within the level(s) in a bargaining unit category wherein the GESSA employee currently holds or has previously held a position. Seniority shall not accrue during unpaid leave, except during unpaid FMLA leave.

3. A probationary GESSA employee shall have no seniority until the completion of the probationary period at which time his/her seniority shall revert to his/her first day of work.

C. **Loss of Seniority.** Loss of seniority occurs with resignation, dismissal (unless the GESSA employee is recalled during the recall period), or retirement.

D. **Tiebreaker.** In the event of a tie in seniority within a level or category, district seniority shall break the tie. If more than one employee has the same date of district seniority, then seniority shall be determined by lottery.

E. **Preparation and Maintenance of Seniority List.** The Board of Education shall prepare, maintain, and post the seniority list. An updated seniority list shall be prepared and posted conspicuously in all buildings of the district no later than February 1. A copy of the seniority list shall be furnished to the Association president. Any GESSA employee who disagrees with his/her seniority placement shall respond, in writing, to the Human Resources director within thirty (30) workdays after the effective date of the posting. A copy of a GESSA employee's objection with his/her seniority placement shall be provided to the Association president within ten (10) days of receipt.

### **ARTICLE XIII. RESIGNATIONS**

A. When a GESSA employee decides to resign his/her position, he/she must notify the district, in writing, at least two (2) weeks prior to the resignation date. A resigning twelve (12) month GESSA employee who has followed this procedure will be paid for up to 10 unused accrued vacation days.

B. A bargaining unit member who fails to report to work for five (5) workdays without notifying his/her supervisor shall be considered to have abandoned his/her position. His/her employment will be considered terminated. No pay for accrued vacation will be provided the former bargaining unit member.

### **ARTICLE XIV. REDUCTION IN FORCE**

A. **Definition.** A reduction in force ("RIF") is defined as a decision of the Board of Education to decrease the number of non-probationary GESSA employees or to discontinue some particular type of educational support service provided by non-probationary GESSA

employees. Probationary GESSA employees within a category will be dismissed prior to the RIF of GESSA non-probationary employees within the category.

**B. RIF Procedure.** In the event of the elimination of a position within a level due to a RIF in a bargaining unit category, the least senior non-probationary GESSA employee within the affected level may be honorably dismissed, subject to the following.

1. If such GESSA employee has retained seniority in another level within the category due to previous service within the level, the GESSA employee shall be reassigned to a position held by the least senior GESSA employee within the level.
2. If the affected GESSA employee does not have such seniority in another level within the category, he/she may be reassigned to either a vacant position or the position in a lesser level within the category that is held by the GESSA employee with the least district seniority; however, the GESSA employee will be reassigned only if the GESSA employee is qualified and can currently perform all of the duties and responsibilities of the position as determined by the Human Resources director.
3. The GESSA employee displaced by a reassignment under subsection B.1. may be reassigned to another position within his/her category pursuant to subsection B.2.

**C.** The hourly rate of pay for a GESSA employee who is reassigned to a position in a lesser level as a result of a RIF will not be reduced for a period of twelve (12) months following the effective date of the reassignment. Thereafter, without further action by the Board, the reassigned GESSA employee's rate of pay shall be determined on the salary schedule for the lesser level based on the GESSA employee's step placement in his/her previous level, plus one (1) step.

**D. Notice.** If a GESSA employee is dismissed as the result of a RIF, a notice of honorable dismissal shall be given to such GESSA employee as provided by law. At the same time that the GESSA employee is notified of a RIF, the Board will also notify the Association.

**E. Recall.** GESSA employees that have been RIF'd shall be recalled for a period of one (1) calendar year from the beginning of the following school term, in order of seniority, with the most senior GESSA employee being recalled first to any GESSA position in a category and level in which the employee holds seniority. Notices of recall shall be sent by certified mail to the last known address as shown on the Board's records. A recalled employee must accept or decline the position within five (5) days of receipt of the recall notice. Recalled GESSA employees that accept the position shall report to work no later than ten (10) working days from the receipt of notice. A GESSA employee that declines recall to full-time work, fails to report, or does not reply in writing to decline recall will forfeit his/her seniority rights and has no further right of recall.

**ARTICLE XV. PROFESSIONAL DEVELOPMENT COMMITTEE**

A Joint Steering Committee will be convened to make recommendations to the Superintendent or designee regarding professional development opportunities for the members of GESSA bargaining unit. The Committee will be comprised of five (5) members appointed by the Superintendent and five (5) members appointed by the GESSA. The Committee will meet at least quarterly, unless otherwise agreed, and will be co-chaired by a representative from each group. The Committee will operate under a consensus decision model and will receive training in the consensus process.

The Committee will be charged with the following responsibilities:

1. Assist in identification of core competencies
2. Identify training needs of the GESSA members
3. Review curriculum reflecting identified training needs
4. Recommend the delivery model(s) necessary to implement the training
5. Annually assess the implementation of the training
6. Consider and explore the need for a mentoring program

**ARTICLE XVI. EXTERNAL PROFESSIONAL DEVELOPMENT WORKSHOPS**

A. GESSA may provide suggestions for the professional development of GESSA employees to the appropriate site administrator. An Association representative may request to meet with the appropriate site administrator for such purpose.

B. Professional development outside of the district must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.

C. GESSA employees will be reimbursed by the Board for expenses incurred at conferences/workshops as per current Board policy.

D. GESSA employees will not be paid for attendance at professional development activities unless they are mandated by the Superintendent or designee. GESSA employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.

E. With the approval of his/her supervisor and for good cause, a GESSA employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the activity may be rescheduled within sixty (60) calendar days of the activity that the GESSA employee cannot attend.

## **ARTICLE XVII. RECLASSIFICATION**

The Reclassification Committee will meet annually, in February, to consider whether any adjustment should be made to the placement (level) of a GESSA position on the salary schedule. The committee will be comprised of four (4) GESSA members and four (4) district members. The committee may utilize additional district employees as a resource to provide the committee with information it needs to accomplish its mission. Each team will be allowed to bring no more than five (5) positions to the table, unless otherwise agreed, to either increase or lower their respective positions on the salary schedule. A simple majority of all Reclassification Committee members will be required for any salary adjustment to take place.

## **ARTICLE XVIII. JOB DESCRIPTION COMMITTEE**

A Job Description Committee will be convened by October 1<sup>st</sup> of each year, if necessary, to review and revise job descriptions. The Committee will be comprised of three (3) GESSA members and three (3) Administrative members. The core competencies to be developed by the Professional Development Committee will be used in the revision of Job descriptions. Through a majority vote, the committee holds the authority to write and revise job descriptions. In the event the committee cannot reach a decision on a specific job description(s), the Superintendent or designee will make the decision.

## **ARTICLE XIX. JOB DESCRIPTIONS**

A. **Maintenance.** A job description for each position shall be maintained by the Human Resources director and shall be available for inspection and copying by the Association upon request. A copy of any job description that is revised shall be given to the employee and the Association.

B. **Content and Distribution of Job Descriptions.** Descriptions shall be distributed to all current employees when they become available and to all new employees when hired by the District. The descriptions will include:

1. Job title and description
2. Minimum requirements
3. A statement of required tasks and responsibilities

C. **Job Descriptions for New Positions / Job Description Modification.** In the event that a new position is posted as a vacancy or an existing vacated position is modified, a job description shall be developed and filed in the Human Resources office.

**ARTICLE XX. WORK DAY/WORK WEEK/WORK YEAR**

**A. Workday**

The standard workday for full-time GESSA employees is determined as follows:

<b>Start Date</b>	<b>Standard Workday</b>
Prior to July 1, 2012	8 hours per day
After July 1, 2012	7.5 or 8 hours per day as specified by the job description

In the event that a GESSA employee hired prior to July 1, 2012 moves to a position in the bargaining unit where they will earn a higher wage, the standard work day for the employee may be either 7.5 or 8 hours per day as determined by job description,

The GESSA employee's supervisor will set the GESSA employee's starting and ending times upon hire or based upon the previous year's work schedule. In the event that a change in a GESSA employee's starting or ending times does not exceed one (1) hour (e.g. the GESSA employee will start and/or end his/her day one (1) hour earlier or later), the GESSA employee will be given at least two (2) weeks written notice of the change. In the event that the GESSA employee's supervisor changes the GESSA employee's starting or ending time(s) by more than one (1) hour, the GESSA employee will be given three (3) weeks written notice and given the opportunity to meet with his/her supervisor and the building administrator (or department supervisor if the GESSA employee works in the central office) to discuss the change.

If a change in the building's schedule affects a GESSA employee's work day schedule (but not the schedule of certified staff), the GESSA employee will be given three (3) weeks' notice of the change. When certified staff are also subject to a building schedule change, affected GESSA employees will be notified of the change at the same time that notice is provided to certified staff.

**B. Workweek**

The standard workweek for full-time GESSA employees is determined as follows:

<b>Start Date</b>	<b>Standard Workweek</b>
Prior to July 1 2012	40 hours per week
After July 1, 2012	37.5 or 40 hours per week

**C. Workyear**

The standard workyear for full-time 12 month GESSA employees is determined as follows:

<b>Start Date</b>	<b>Standard WorkYear</b>
Prior to July 1, 2007	260 days
After July1, 2007	239 Days

The standard workyear for full-time 10 month GESSA employees is determined as follows:

<b>Start Date</b>	<b>Standard WorkYear</b>
Prior to July 1, 2007	209 Days
After July 1, 2007 but prior to July 1 2012	203 days
After July 1, 2012	209, 203, 197,193, or187 days as specified by the job description

#### D. Published Calendar

Human Resources annually publishes work calendars listing the days for which GESSA employees are paid and/or granted time off (i.e. granted and legal holidays, non-work days, etc.).

In the event that the supervisor and GESSA employee determine that work is best completed on a work day that is otherwise unassigned, the supervisor may alter the work calendar in order to complete the work and maintain the employee's total contractual paid days.

E. Each GESSA employee is entitled to an unpaid one-half (1/2) hour duty-free lunch break. GESSA employees working more than four (4) hours but less than eight (8) hours per day are entitled to a fifteen (15) minute break in addition to their lunch period. GESSA employees working eight (8) hours per day are entitled to two (2) fifteen (15) minute breaks in addition to their lunch period. Breaks may not be taken at the beginning or end of the day. GESSA employees may request to combine one (1) or both breaks with lunch if approved by and coordinated with the GESSA employee's immediate supervisor.

F. GESSA employees who are asked to return to work for emergency situations after the GESSA employee's normal workday shall be guaranteed a minimum payment for two (2) hours worked at the appropriate rate.

## **ARTICLE XXI. OVERTIME**

All overtime work by a GESSA employee must be approved by the Associate Principal for Administrative Services, or designee, or the Assistant Superintendent for Human Resources, whichever is appropriate. When overtime is granted, a GESSA employee will be paid at time and one half (1.5) their normal rate of pay for hours worked over forty (40) hours in a given work week (Sunday through Saturday). Where an employee does not work and receives paid sick leave, vacation, jury duty, or emergency/personal leave, or other paid leave, except for approved professional development, this time shall not count in calculating the GESSA employee's work hours for purposes of paying overtime. Paid legal holidays shall count in said calculation.

## **ARTICLE XXII. EMPLOYEE EVALUATION**

A. **Initial Employment** Upon initial employment, GESSA employees shall be advised of the district's evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.

B. **Non Probationary** Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee's performance during any year; such conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.

C. **Probationary** Each GESSA probationary employee shall be evaluated at least sixty (60) days prior to the end of the probationary period.

D. **Remediation** If a non-probationary GESSA employee is found to be deficient in the skills required to complete assigned job duties, or if the employee receives an unsatisfactory evaluation, a remediation plan will be put in place.

1. A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any remediation plan meeting.
2. A remediation plan shall consist of:
  - a. Statement of Problem
  - b. Objectives of Remediation\Evidence of Improvement
  - c. Schedule\Timetable\Evaluation
  - d. Further action\failure to remedy
3. Upon completion of the remediation process, the evaluation procedures will be followed to determine if the employee has successfully remedied the deficient areas.

4. Unsuccessful completion of remediation may lead to involuntary transfer or disciplinary action up to and including dismissal.

E. **Documentation** A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.

F. **Rebuttal** A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

### **ARTICLE XXIII. PERFORMANCE EVALUATION COMMITTEE**

- A. A committee of three (3) GESSA members and three (3) administrative members will convene at least twice a year, unless otherwise agreed, to review the current evaluation system. The committee may utilize additional district employees as a resource to provide the committee with information it needs to accomplish its mission.

The committees work shall include (but not be limited to):

1. Evaluation Process
  2. Goal Setting
  3. Performance Indicators
  4. Performance Rating Scale
  5. Procedure
  6. Documentation
- B. This committee, by consensus, will make recommendations to the Superintendent for any changes in the instrument, procedure, and/or practice. The Office of the Superintendent will communicate to the committee whether or not the recommendations are approved or rejected. GESSA employees will receive training on any changes in the evaluation process.
  - C. The Administration will be responsible for training all supervisory employees on appropriate implementation of the approved evaluation system.

### **ARTICLE XXIV. EMPLOYEE EVALUATION**

- A. Upon initial employment, GESSA employees shall be advised of the district's evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.

B. Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee's performance during any year; such conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.

C. Each GESSA probationary employee shall be evaluated at least sixty (60) days prior to the end of the probationary period.

D. A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.

E. A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

#### **ARTICLE XXV. PROBATIONARY PERIOD**

A. A new GESSA employee shall be considered a probationary employee. A GESSA employee's probationary period shall begin on his/her first day of work and shall end one hundred eighty (180) workdays following his/her first workday. The new GESSA employee shall be evaluated at least twice during his/her probationary period. Assuming the probationary GESSA employee is then employed, the first evaluation shall occur at least sixty (60) workdays following his/her first workday, and at least twenty (20) workdays prior to the expiration of the probationary period.

B. A GESSA employee's probationary period may be extended for an additional sixty (60) workdays at the discretion of the Administration.

C. If the GESSA employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal, or the extension of the probationary period, before the expiration of the probationary period or extension thereof. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period notwithstanding the provision of a written notice of dismissal to the GESSA employee.

D. If a probationary GESSA employee voluntarily assumes another GESSA position during his/her probationary period, the probationary period will begin anew.

E. If a nonprobationary GESSA employee voluntarily assumes another GESSA position at the same or a higher level, he/she will be designated a semi-probationary employee. However, this semi-probationary period may be waived by the supervisor after consultation with the Human Resources director if the position is at the same level. A GESSA employee's semi-probationary period shall begin on his/her first day of work in the new position and shall end sixty (60) workdays following his/her first workday in the new position. The GESSA employee shall be evaluated at least fifteen (15) days prior to the expiration of the semi-probationary period. During such period, the GESSA employee shall not lose any current benefits or accumulated leave days.

F. A GESSA employee's semi-probationary period may be extended for an additional sixty (60) workdays at the discretion of the Administration.

G. If the GESSA employee does not successfully complete the semi-probationary period, or the extension of the semi-probationary period, the GESSA employee will be placed in his/her previous position, if available, or another available position either in his/her previous level or any level in which he/she holds seniority. In the event that such positions are unavailable, he/she shall be provided with a written notice of his/her dismissal before the expiration of such period or extension thereof. At the discretion of the Administration, a semi-probationary employee may complete the school term beyond the end of his/her new probationary period notwithstanding the provision of a written notice of dismissal to the GESSA employee.

## **ARTICLE XXVI. COMMUNICATIONS COMMITTEE**

The Communication Committee will meet no less than four times per school year in order to discuss issues involving both the Association and Administration/Board of Education. The Committee will be comprised of up to four (4) GESSA members and up to four (4) members of the Administration. By June 1 of each, year the Association and the Administration will agree to a minimum of four meeting dates to be scheduled during the upcoming school year. Both the Association and the Administration agree that the spirit of the committee is to foster ongoing communications. The Assistant Superintendent for Human Resources and a President of GESSA will be responsible for the meeting agenda.

## **ARTICLE XXVII. GRIEVANCE PROCEDURE**

### **A. General Policy**

1. The Board recognizes that in the interests of effective personnel management, a procedure is necessary whereby GESSA employees can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all GESSA employees, and no action of any kind shall be taken against any GESSA employee for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this agreement.
4. A grievance is defined to be a complaint by any GESSA employee or a group of GESSA employees within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of one or more provisions of this agreement.
5. Nothing contained herein shall be construed as limiting the right of any GESSA employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement. If requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
6. Re-employment of probationary GESSA employees is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this agreement are subject to the grievance procedures.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the GESSA employee's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out at a time agreed upon by the Association president or grievance chair and the appropriate building administrator (i.e. associate principal, Human Resources director).
9. The parties hereto acknowledge that it is usually most desirable for a GESSA employee and the GESSA employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
10. If the grievant and the Human Resources director agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step. If the grievant and the Human Resources director agree, in writing, the timelines may be extended for either party at any step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no GESSA employee

shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

**B. Procedure for Grievance.** It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean the GESSA employee's employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

**Step 1** A GESSA employee with a grievance shall first discuss the alleged complaint with the GESSA employee's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

**Step 2** If the grievance cannot be resolved informally, the GESSA employee may file the grievance with the associate principal or appropriate building administrator. The grievance must be filed in writing within fifteen (15) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the associate principal or appropriate building administrator shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the associate principal or appropriate building administrator shall make a decision on the grievance and shall communicate it in writing to the GESSA employee and the Human Resources director.

**Step 3** If the grievance has not been satisfactorily resolved at the second step, the GESSA employee may file the grievance with the Human Resources director. The grievance must be filed with the Human Resources director within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Human Resources director shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Human Resources director shall make a decision on the

grievance and shall communicate it in writing to the GESSA employee, the associate principal or appropriate building administrator, and the Board.

- Step 4** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving GESSA employee, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Human Resources director within ten (10) working days from the receipt of the decision by the GESSA employee rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement.

## **ARTICLE XXVIII. COMPENSATION / BENEFITS**

### **A. General Policy.**

1. Newly hired GESSA employees will be placed on the appropriate salary schedule based upon their skills and experience. The Human Resources director will determine initial placement on the salary schedule. Newly hired GESSA employees are eligible for an annual salary increase on July 1 provided they were hired and began work on or before the first workday in January of the same year.
2. Newly promoted GESSA employees will be placed on the salary schedule based on their skills and experience. Upon promotion, the Human Resources director will determine placement on the salary schedule. Newly promoted GESSA employees are eligible for an annual salary increase on July 1 provided they began work on or before the first workday in January of the same year.
3. All ten (10) month GESSA employees are required to submit to the district office a time sheet signed by their immediate supervisor. Time sheets are due to the payroll office by the published cut-off date.
4. All twelve (12) month GESSA employees are required to submit an exception time sheet report to the district office if their work hours vary, in any way, from the work hours outlined in their respective salary letters.

**B. Salary.**

1. Salary Schedule.

- a. The 2007/08 and 2008/09 salary schedules for clerical and technology staff are attached, (Exhibit A).
- b. Effective July 1, 2009 each step of the 2009/10 Salary Schedules shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2007 to December 31, 2007. In no case, however, shall the adjustment be less than 1% nor greater than 5%.

2. Salary Payments.

- a. GESSA employees shall be paid via direct deposit.
- b. Twelve (12) month GESSA employees shall be paid over twenty-four (24) semi-monthly installments beginning July 15<sup>th</sup>. All other GESSA employees shall be paid over twenty (20) semi-monthly installments beginning September 15<sup>th</sup>, except for ten (10) month employees who begin work prior to August 15<sup>th</sup> of each year, who shall be paid over twenty-one (21) semi-monthly installments beginning August 31<sup>st</sup>. Payments shall be on the 15<sup>th</sup> and last day of the month, or on the last school day prior to the 15<sup>th</sup> or the last day of the month, if it should fall on a weekend or holiday.

**C. Employee Benefits.**

GESSA employees who regularly work at least thirty (30) hours per week, ten (10) months per year shall be considered full-time GESSA employees and are eligible for benefits. GESSA employees not on district paid leave or FMLA (Family Medical Leave Act) shall not be eligible for board paid benefits.

1. Life Insurance Coverage.

The Board shall provide a full-time GESSA employee with a \$50,000 group term life insurance policy. Full-time GESSA employees may purchase either an additional \$50,000 or \$100,000 in life insurance coverage, provided they qualify.

2. Individual Disability Insurance Coverage.

The Board shall provide each full-time GESSA employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee. The premium paid by the Board shall cover the period beginning September 1, 2007 and ending August 31, 2012. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2006, or as mutually agreed to by the Board and the Association.

3. Individual Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2012 and ending August 31, 2013. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2011, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

4. Family Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2012 and ending August 31, 2013. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2011, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

5. Dental Insurance Coverage.

- a. The Board shall provide GESSA employees with the opportunity to purchase either individual or family dental insurance.
- b. The Board shall contribute 90% of the individual dental insurance premiums for each GESSA employee who does not select family medical insurance.

6. Flexible Spending Account Allowance Per Plan Year.

- a. The Board shall provide a flexible spending account allowance equal to \$500 for each 10-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
  - b. The Board shall provide a flexible spending account allowance of \$750 for each 12-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
  - c. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESSA employee shall be responsible for premium costs that exceed the amount of his/her allowance. A GESSA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.
7. Tuition Reimbursement.
- a. A full-time, non-probationary GESSA employee may be reimbursed for courses successfully completed, subject to the following provisions.
  - b. A GESSA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
  - c. A GESSA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hour, up to a maximum of twelve (12) semester hours per year. For such GESSA employee, tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than twelve (12) semester hours per year.
  - d. In order to receive reimbursement, the GESSA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Human Resources director, as follows:
    - 1) Application forms for tuition reimbursement shall be completed by the GESSA employee and provided to his/her supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
    - 2) If the supervisor endorses the application, the application shall be forwarded to the Human Resources director for consideration. The Human Resources director may approve or reject the application. If the application is rejected, the Human Resources director will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.

- 3) A copy of the application form specifying the action taken by the Human Resources director will be returned to the supervisor and the GESSA employee. The original application form will be placed in the GESSA employee's personnel file.
  - 4) In order to receive the tuition reimbursement, the GESSA employee shall present the human resources office with a paid receipt showing the amount of the tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.
8. Voluntary Termination. Voluntary termination benefits for GESSA employees, retiring under IMRF, are contained in Exhibit B of this agreement.

## **ARTICLE XXIX. NEGOTIATION PROCEDURES**

A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and counterproposals in the course of negotiating, and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a GESSA employee, as herein defined, as its representative.

B. Unless both parties agree to an alternate date, the parties shall commence negotiations by meeting no later than February 1 of the last year of the Agreement. Meetings shall be held as necessary at times and places agreed to by both parties.

C. The parties may mutually agree to enlist the assistance of a third party to assist in the negotiation process.

D. During negotiations, agreed-upon materials shall be prepared for the Board and the Association and, unless otherwise agreed by the parties at the time, initialed prior to the adjournment of the meeting at which such agreement was reached.

E. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

### **F. Impasse Procedures.**

1. An impasse occurs after both parties have considered the proposals and counterproposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course

of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XXX. TERM OF AGREEMENT**

This official Agreement shall become effective July 1, 2012 and remain in effect until June 30, 2015.

The Board and GESSA agree to begin negotiating salary for the 2013-14 and 2014-15 school years during the 2012-13 school year. Additionally, any issues relating to Article XXVIII, Section C ("Employee Benefits") for the 2013-14 and 2014-15 school years shall be the subject of coordinated negotiations involving representatives of the GESSA, GESPA, and GEA bargaining units. These coordinated negotiations will begin during the 2012-13 school year.

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education District #225

By: Skip Stein

President, Glenbrook Educational Support Staff Association

By: [Signature]

## EXHIBIT A

### GLENBROOK HIGH SCHOOLS GESSA TECHNICAL SALARY SCHEDULE 2010 – 2011

#### Technology Staff Career Paths

<b>Technical Support</b>	<b>Level I</b>	<b>Level II</b>		
<b>Technology Trainer</b>		<b>Level II</b>	<b>Level III</b>	
<b>Service Desk/ Imaging/Software Deployment</b>			<b>Level III</b>	<b>Level IV</b>
<b>Senior Apple/Windows Deskside Support</b>				<b>Level IV</b>
<b>Information Systems Network/Server Support</b>			<b>Level III</b>	<b>Level IV</b>
<b>Web Programmer</b>			<b>Level III</b>	<b>Level IV</b>

**Clarifications**

1. Individuals in Level I may progress to Level II, provided they meet the qualifications for that level.
2. Level III & IV positions will be allocated by the district and filled based on qualifications.
3. Employees are responsible for submitting proof of qualifications to HR for advancement.
4. Advancement to Level II will take place, on the first day of the employee's work year, provided that qualifications are met and documentation is submitted to HR, by that date.
5. Unless required and approved by the supervisor and Assistant Superintendent for HR, classes needed for advancement must be taken outside of the workday at the expense of the employee and reimbursed through tuition reimbursement.
6. Academic Attainment, or movement to a higher salary band, will occur with the accumulation of skills and knowledge, as well as technical certifications. Each certification takes different amounts of time and study. Accomplishing additional coursework equivalent to 15 semester credit hours would qualify for a higher salary band. Employees need approval from the Assistant Superintendent for Human Resources before beginning a certification path in order to qualify for movement to a higher salary band.

## **EXHIBIT B**

### **VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESSA EMPLOYEES RETIRING UNDER IMRF**

#### **Section A**

It is the desire of the Board of Education of District #225 to recognize services of its full time GESSA employees who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

#### **Section B**

GESSA employees who satisfy the following requirements, may apply for voluntary termination benefits as "Retirees":

1. Have been full time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five years are immediately preceding their voluntary termination.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF.

#### **Section C – Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B**

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 for up to five 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.
2. Retirees who elect those 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, less the Board's contribution referred to in Paragraph 1 of this Section C.

**VOLUNTARY TERMINATION BENEFITS FOR GESSA EMPLOYEES**  
**RETIRING UNDER IMRF**

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

1. The Board of Education shall contribute \$2,500, annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five 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. Retiree 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 GESSA employees.
7. Participants eligible for benefits under this Section D shall have each of their last two year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall 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 a GESSA employee. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the GESSA employee's remaining paychecks. For the second year, payments will be added to the GESSA employee's base salary and paid throughout the year.

**VOLUNTARY TERMINATION BENEFITS FOR GESSA EMPLOYEES**  
**RETIRING UNDER IMRF**

**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 Director of Human Resources prior to April 1 of the GESSA employee's next-to-last year of employment. The request shall include a copy of the GESSA employee's latest statement from the IMRF system indicating the GESSA employee's service credit information, if that information is necessary to qualify the GESSA employee for this plan.
2. Participation in the benefits of this plan are dependent upon unconditional and irrevocable resignation from employment by the Board of Education of the Retiree, effective at the end of the school year identified in the GESSA employee's notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this plan.

**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 plan, shall be ineligible for the benefits contained in Section D.

**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 Plans, 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 plan, the school year shall begin on July 1 and end on June 30.
2. If changes occur in the operation of IMRF, which results in an increase in the cost of this plan, the Board and the Associations representing GESSA employees shall negotiate a revision to this plan, pursuant to Article XXIII of the Agreement.
3. These benefits shall be effective July 1, 2007.

**Business / Human Resources Salary Ladder  
FY2012/13**

Hrs/Day	8.0		8.0	8.0	8.0	8.0	8.0	8.0	7.5	7.5	7.5		
Total Hrs	2080		1912	1672	1624	1576	1544	1496	1478	1448	1403		
Calendar	260	Hourly	239	209	203	197	193	187	197	193	187	Hourly	Positions
1	31,762	15.27	29,196	25,531	24,798	24,066	23,577	22,844	22,569	22,111	21,424	15.27	Business 1
2	32,380	15.57	29,765	26,029	25,281	24,534	24,036	23,289	23,008	22,541	21,841	15.57	HR 1
3	33,028	15.88	30,360	26,549	25,787	25,025	24,517	23,754	23,469	22,992	22,278	15.88	
4	33,689	16.20	30,968	27,081	26,304	25,526	25,008	24,230	23,939	23,453	22,724	16.20	
5	34,362	16.52	31,586	27,621	26,828	26,035	25,507	24,714	24,417	23,921	23,178	16.52	
6	35,048	16.85	32,217	28,173	27,364	26,556	26,016	25,208	24,904	24,399	23,641	16.85	
7	35,750	17.19	32,862	28,737	27,912	27,087	26,537	25,712	25,403	24,887	24,114	17.19	
8	36,466	17.53	33,521	29,313	28,471	27,630	27,069	26,227	25,912	25,386	24,597	17.53	
9	37,195	17.88	34,191	29,899	29,041	28,183	27,610	26,752	26,430	25,894	25,089	17.88	
10	37,938	18.24	34,874	30,496	29,621	28,745	28,162	27,286	26,958	26,411	25,590	18.24	
11	38,697	18.60	35,571	31,106	30,213	29,320	28,725	27,832	27,497	26,939	26,102	18.60	Business 2
12	39,471	18.98	36,283	31,729	30,818	29,907	29,300	28,389	28,047	27,478	26,624	18.98	HR 2
13	40,261	19.36	37,009	32,364	31,435	30,506	29,886	28,957	28,609	28,028	27,157	19.36	Accounting 1
14	41,065	19.74	37,748	33,010	32,062	31,115	30,483	29,535	29,180	28,588	27,699	19.74	Payroll 1
15	41,888	20.14	38,505	33,671	32,705	31,738	31,094	30,127	29,764	29,160	28,254	20.14	
16	42,725	20.54	39,274	34,344	33,358	32,372	31,715	30,729	30,359	29,743	28,819	20.54	
17	43,575	20.92	40,001	34,980	33,975	32,971	32,302	31,298	30,921	30,293	29,352	20.92	
18	44,320	21.31	40,741	35,627	34,604	33,581	32,899	31,877	31,493	30,854	29,895	21.31	
19	45,141	21.70	41,495	36,286	35,245	34,203	33,508	32,467	32,076	31,425	30,448	21.70	
20	45,975	22.10	42,261	36,957	35,896	34,835	34,127	33,066	32,669	32,005	31,011	22.10	
21	46,825	22.51	43,043	37,640	36,559	35,479	34,758	33,678	33,273	32,597	31,584	22.51	Business 3
22	47,622	22.90	43,775	38,280	37,182	36,083	35,350	34,251	33,839	33,152	32,122	22.90	HR 3
23	48,432	23.28	44,520	38,932	37,814	36,696	35,951	34,834	34,415	33,716	32,668	23.28	Accounting 2
24	49,255	23.68	45,277	39,594	38,457	37,320	36,563	35,426	35,000	34,289	33,224	23.68	Payroll 2
25	50,092	24.08	46,046	40,266	39,110	37,954	37,184	36,028	35,594	34,872	33,788	24.08	
26	50,943	24.49	46,829	40,951	39,775	38,599	37,816	36,640	36,199	35,464	34,362	24.49	
27	51,709	24.86	47,532	41,566	40,372	39,179	38,384	37,190	36,743	35,997	34,878	24.86	
28	52,483	25.23	48,244	42,188	40,977	39,766	38,959	37,747	37,293	36,536	35,401	25.23	
29	53,271	25.61	48,968	42,821	41,592	40,363	39,543	38,314	37,853	37,085	35,932	25.61	
30	54,070	26.00	49,702	43,464	42,216	40,968	40,136	38,889	38,421	37,641	36,471	26.00	
31	54,881	26.39	50,448	44,116	42,849	41,583	40,739	39,472	38,997	38,206	37,018	26.39	Accounting 3
32	55,623	26.74	51,130	44,712	43,428	42,145	41,289	40,005	39,524	38,722	37,518	26.74	Payroll 3
33	56,372	27.10	51,819	45,315	44,014	42,713	41,846	40,545	40,057	39,244	38,024	27.10	
34	57,135	27.47	52,520	45,927	44,609	43,290	42,411	41,093	40,598	39,774	38,538	27.47	
35	57,905	27.84	53,228	46,547	45,210	43,874	42,983	41,647	41,146	40,311	39,058	27.84	
36	58,686	28.21	53,946	47,175	45,821	44,466	43,563	42,209	41,701	40,855	39,585	28.21	
37	59,479	28.60	54,675	47,812	46,440	45,067	44,152	42,779	42,265	41,407	40,120	28.60	
38	60,281	28.98	55,412	48,457	47,066	45,675	44,747	43,356	42,834	41,965	40,661	28.98	
39	61,096	29.37	56,161	49,111	47,702	46,292	45,352	43,942	43,413	42,532	41,210	29.37	
40	61,920	29.77	56,919	49,774	48,345	46,916	45,964	44,535	43,999	43,106	41,766	29.77	

**Executive Assistant Salary Schedule  
FY2012/13**

Hrs/Day	8.0		8.0	8.0	8.0	8.0	8.0	8.0	8.0	7.5	7.5	7.5		
Total Hrs	2080		1912	1672	1624	1576	1544	1496	1478	1448	1403			
Calendar	260	Hourly	239	209	203	197	193	187	197	193	187	Hourly	Positions	
1	38,709	18.61	35,582	31,116	30,223	29,329	28,734	27,841	27,506	26,947	26,110	18.61	Executive Asst 1	
2	39,476	18.98	36,287	31,732	30,821	29,910	29,303	28,392	28,050	27,481	26,627	18.98		
3	40,264	19.36	37,012	32,366	31,437	30,508	29,888	28,959	28,611	28,030	27,159	19.36		
4	41,069	19.74	37,752	33,013	32,066	31,118	30,486	29,538	29,183	28,591	27,702	19.74		
5	41,892	20.14	38,508	33,675	32,708	31,741	31,097	30,130	29,767	29,163	28,257	20.14		
6	42,729	20.54	39,278	34,347	33,361	32,375	31,718	30,732	30,362	29,746	28,821	20.54		
7	43,519	20.92	40,004	34,983	33,979	32,974	32,305	31,301	30,924	30,296	29,355	20.92		
8	44,325	21.31	40,744	35,630	34,607	33,584	32,902	31,880	31,496	30,857	29,898	21.31		
9	45,145	21.70	41,499	36,290	35,248	34,206	33,511	32,470	32,079	31,428	30,451	21.70		
10	45,979	22.11	42,265	36,960	35,899	34,838	34,130	33,069	32,671	32,008	31,014	22.11		
11	46,831	22.51	43,048	37,645	36,564	35,483	34,763	33,682	33,277	32,602	31,588	22.51	Executive Asst 2	
12	47,627	22.90	43,780	38,285	37,186	36,086	35,354	34,255	33,842	33,156	32,125	22.90		
13	48,436	23.29	44,524	38,935	37,817	36,700	35,954	34,837	34,417	33,719	32,671	23.29		
14	49,259	23.68	45,281	39,597	38,460	37,324	36,566	35,429	35,003	34,292	33,226	23.68		
15	50,097	24.09	46,051	40,271	39,114	37,958	37,188	36,032	35,598	34,875	33,792	24.09		
16	50,948	24.49	46,833	40,955	39,779	38,603	37,819	36,644	36,203	35,468	34,366	24.49		
17	51,713	24.86	47,536	41,569	40,376	39,182	38,387	37,193	36,746	36,000	34,881	24.86		
18	52,488	25.23	48,249	42,192	40,981	39,770	38,962	37,751	37,297	36,540	35,404	25.23		
19	53,276	25.61	48,973	42,826	41,596	40,367	39,547	38,318	37,857	37,088	35,936	25.61		
20	54,075	26.00	49,707	43,468	42,220	40,972	40,140	38,892	38,424	37,644	36,474	26.00		
21	54,886	26.39	50,453	44,120	42,853	41,587	40,742	39,476	39,001	38,209	37,022	26.39	Executive Asst 3	
22	55,628	26.74	51,135	44,716	43,432	42,149	41,293	40,009	39,528	38,725	37,522	26.74		
23	56,378	27.10	51,824	45,319	44,018	42,717	41,849	40,548	40,061	39,247	38,028	27.10		
24	57,140	27.47	52,525	45,931	44,613	43,294	42,415	41,097	40,602	39,778	38,542	27.47		
25	57,911	27.84	53,234	46,552	45,215	43,879	42,988	41,651	41,150	40,315	39,062	27.84		
26	58,692	28.22	53,951	47,179	45,825	44,470	43,567	42,213	41,705	40,858	39,589	28.22		
27	59,484	28.60	54,680	47,816	46,444	45,071	44,156	42,783	42,268	41,410	40,123	28.60		
28	60,288	28.98	55,419	48,463	47,071	45,680	44,753	43,361	42,840	41,970	40,666	28.98		
29	61,101	29.38	56,166	49,116	47,706	46,296	45,356	43,946	43,417	42,536	41,214	29.38		
30	61,925	29.77	56,924	49,778	48,349	46,920	45,968	44,539	44,003	43,110	41,770	29.77		

## EXHIBIT C

**Information / Data Management Secretary Salary Schedule  
FY2012/13**

Hrs/Day	8.0		8.0	8.0	8.0	8.0	8.0	8.0	7.5	7.5	7.5		
Total Hrs	2080		1912	1672	1624	1576	1544	1496	1478	1448	1403		
Calendar	260	Hourly	239	209	203	197	193	187	197	193	187	Hourly	Positions
1	29,328	14.10	26,959	23,575	22,898	22,222	21,770	21,094	20,840	20,417	19,782	14.10	Receptionist 1
2	29,917	14.38	27,500	24,048	23,358	22,668	22,207	21,517	21,258	20,827	20,179	14.38	Attendance 1
3	30,516	14.67	28,051	24,530	23,826	23,122	22,652	21,948	21,684	21,244	20,584	14.67	Guidance 1
4	31,126	14.96	28,612	25,020	24,302	23,584	23,105	22,387	22,117	21,668	20,995	14.96	Library 1
5	31,748	15.26	29,184	25,520	24,788	24,055	23,567	22,834	22,559	22,101	21,414	15.26	
6	32,383	15.57	29,768	26,031	25,284	24,536	24,038	23,291	23,011	22,544	21,843	15.57	
7	33,031	15.88	30,363	26,552	25,789	25,027	24,519	23,757	23,471	22,994	22,280	15.88	
8	33,691	16.20	30,970	27,083	26,305	25,528	25,009	24,232	23,940	23,454	22,726	16.20	
9	34,366	16.52	31,590	27,625	26,832	26,039	25,510	24,717	24,419	23,924	23,180	16.52	
10	35,051	16.85	32,220	28,176	27,367	26,558	26,019	25,210	24,906	24,401	23,643	16.85	
11	35,753	17.19	32,865	28,740	27,915	27,090	26,540	25,715	25,405	24,889	24,116	17.19	Receptionist 2
12	36,468	17.53	33,522	29,315	28,473	27,631	27,070	26,229	25,913	25,387	24,598	17.53	Attendance 2
13	37,198	17.88	34,194	29,902	29,043	28,185	27,613	26,754	26,432	25,896	25,091	17.88	Guidance 2
14	37,941	18.24	34,877	30,499	29,623	28,748	28,164	27,288	26,960	26,413	25,592	18.24	Library 2
15	38,699	18.61	35,573	31,108	30,215	29,322	28,727	27,834	27,499	26,941	26,103	18.61	Secretary 1
16	39,475	18.98	36,286	31,731	30,820	29,910	29,302	28,391	28,050	27,480	26,626	18.98	
17	40,264	19.36	37,012	32,366	31,437	30,508	29,888	28,959	28,611	28,030	27,159	19.36	
18	41,068	19.74	37,751	33,013	32,065	31,117	30,485	29,538	29,182	28,590	27,701	19.74	
19	41,891	20.14	38,507	33,674	32,707	31,740	31,096	30,129	29,767	29,162	28,256	20.14	
20	42,728	20.54	39,277	34,346	33,360	32,374	31,717	30,731	30,361	29,745	28,821	20.54	
21	43,583	20.95	40,063	35,034	34,028	33,022	32,352	31,346	30,969	30,340	29,397	20.95	Guidance 3
22	44,454	21.37	40,864	35,735	34,709	33,683	32,999	31,973	31,588	30,947	29,985	21.37	Secretary 2
23	45,343	21.80	41,681	36,449	35,403	34,356	33,659	32,612	32,220	31,566	30,585	21.80	Library 3
24	46,251	22.24	42,515	37,179	36,111	35,044	34,332	33,265	32,865	32,198	31,197	22.24	
25	47,176	22.68	43,365	37,922	36,833	35,745	35,019	33,930	33,522	32,842	31,821	22.68	
26	48,119	23.13	44,232	38,680	37,570	36,459	35,719	34,609	34,192	33,498	32,457	23.13	
27	49,080	23.60	45,116	39,453	38,321	37,188	36,433	35,300	34,875	34,168	33,106	23.60	
28	50,063	24.07	46,019	40,243	39,087	37,932	37,162	36,007	35,573	34,851	33,768	24.07	
29	51,064	24.55	46,940	41,048	39,869	38,691	37,905	36,727	36,285	35,548	34,444	24.55	
30	52,086	25.04	47,879	41,869	40,667	39,465	38,664	37,462	37,011	36,260	35,133	25.04	

**Technical Salary Schedule  
FY2012/13**

<b>Calendar</b>	<b>260</b>	<b>239</b>	<b>Hourly</b>	<b>Positions</b>
1	39,229	36,060	18.86	Level I Technician
2	40,007	36,776	19.23	Tech Support
3	40,807	37,511	19.62	
4	41,623	38,261	20.01	
5	42,457	39,027	20.41	
6	43,305	39,807	20.82	
7	44,171	40,603	21.24	
8	45,055	41,416	21.66	
9	45,956	42,244	22.09	
10	46,875	43,089	22.54	
11	47,813	43,951	22.99	Level II Technician
12	49,275	45,295	23.69	Tech Support
13	50,259	46,200	24.16	Technology Trainer I
14	51,266	47,125	24.65	
15	52,291	48,067	25.14	
16	53,337	49,029	25.64	
17	54,403	50,009	26.16	
18	55,491	51,009	26.68	
19	56,601	52,029	27.21	
20	57,733	53,070	27.76	
21	58,887	54,131	28.31	
22	60,064	55,213	28.88	
23	61,267	56,319	29.46	
24	62,492	57,445	30.04	
25	63,742	58,594	30.65	
26	65,016	59,764	31.26	Level III Technician
27	66,316	60,960	31.88	Technology Trainer II
28	67,642	62,178	32.52	Service Desk
29	68,996	63,423	33.17	Senior Information Technician
30	70,375	64,691	33.83	Network/Server Support Technician
31	71,783	65,985	34.51	
32	73,218	67,304	35.20	
33	74,683	68,651	35.91	
34	76,177	70,024	36.62	
35	77,701	71,425	37.36	
36	79,255	72,854	38.10	Level IV Technician
37	80,443	73,945	38.67	Senior Info Systems Technician
38	81,650	75,055	39.25	Senior Network Server Technician
39	82,875	76,182	39.84	Web Application Programmer
40	84,118	77,324	40.44	Senior Apple Deskside Support Tech
41	85,381	78,484	41.05	Senior Windows Deskside Support Tech
42	86,660	79,661	41.66	
43	87,961	80,856	42.29	
44	89,279	82,068	42.92	
45	90,619	83,300	43.57	

## Business / Human Resources Salary Ladder FY2013/14

Step	260	Hourly	239	209	203	197	193	187	197	193	187	197	193	187	Positions
1	32,270	15.51	29,664	25,940	25,196	24,451	23,954	23,210	22,930	22,465	21,767	22,930	22,465	21,767	Business 1 HR 1
2	32,898	15.82	30,241	26,445	25,686	24,927	24,420	23,661	23,377	22,902	22,190	23,377	22,902	22,190	
3	33,556	16.13	30,846	26,974	26,200	25,425	24,909	24,135	23,844	23,360	22,634	23,844	23,360	22,634	
4	34,228	16.46	31,463	27,514	26,724	25,934	25,408	24,618	24,322	23,828	23,087	24,322	23,828	23,087	
5	34,912	16.78	32,092	28,064	27,258	26,452	25,915	25,110	24,808	24,304	23,549	24,808	24,304	23,549	
6	35,609	17.12	32,733	28,624	27,802	26,980	26,433	25,611	25,303	24,789	24,019	25,303	24,789	24,019	
7	36,322	17.46	33,388	29,197	28,359	27,521	26,962	26,124	25,810	25,286	24,500	25,810	25,286	24,500	
8	37,049	17.81	34,057	29,782	28,927	28,072	27,502	26,647	26,326	25,792	24,991	26,326	25,792	24,991	
9	37,790	18.17	34,738	30,377	29,505	28,633	28,052	27,180	26,853	26,308	25,490	26,853	26,308	25,490	
10	38,545	18.53	35,432	30,984	30,095	29,205	28,612	27,723	27,389	26,833	25,999	27,389	26,833	25,999	
11	39,316	18.90	36,141	31,604	30,697	29,790	29,185	28,277	27,937	27,370	26,520	27,937	27,370	26,520	
12	40,103	19.28	36,863	32,236	31,311	30,385	29,768	28,843	28,496	27,918	27,050	28,496	27,918	27,050	
13	40,905	19.67	37,601	32,881	31,938	30,994	30,364	29,420	29,066	28,476	27,591	29,066	28,476	27,591	
14	41,722	20.06	38,352	33,538	32,575	31,612	30,971	30,008	29,647	29,045	28,142	29,647	29,045	28,142	
15	42,558	20.46	39,121	34,210	33,228	32,246	31,591	30,609	30,241	29,627	28,706	30,241	29,627	28,706	
16	43,409	20.87	39,903	34,894	33,892	32,890	32,223	31,221	30,845	30,219	29,280	30,845	30,219	29,280	
17	44,271	21.26	40,640	35,539	34,519	33,499	32,818	31,798	31,415	30,778	29,821	31,415	30,778	29,821	
18	45,029	21.65	41,392	36,196	35,157	34,118	33,425	32,386	31,997	31,347	30,373	31,997	31,347	30,373	
19	45,863	22.05	42,159	36,867	35,809	34,750	34,045	32,986	32,589	31,928	30,936	32,589	31,928	30,936	Business 3 HR 3
20	46,711	22.46	42,938	37,548	36,470	35,392	34,674	33,596	33,191	32,518	31,507	33,191	32,518	31,507	
21	47,574	22.87	43,732	38,242	37,144	36,047	35,315	34,217	33,805	33,119	32,090	33,805	33,119	32,090	
22	48,384	23.26	44,476	38,893	37,777	36,660	35,916	34,799	34,381	33,683	32,636	34,381	33,683	32,636	
23	49,207	23.66	45,233	39,555	38,419	37,284	36,527	35,391	34,965	34,256	33,191	34,965	34,256	33,191	
24	50,043	24.06	46,001	40,227	39,072	37,917	37,147	35,993	35,559	34,838	33,755	35,559	34,838	33,755	
25	50,893	24.47	46,783	40,911	39,736	38,562	37,779	36,604	36,164	35,430	34,329	36,164	35,430	34,329	
26	51,758	24.88	47,578	41,606	40,411	39,217	38,420	37,226	36,778	36,032	34,912	36,778	36,032	34,912	
27	52,536	25.26	48,293	42,231	41,019	39,806	38,998	37,786	37,331	36,573	35,437	37,331	36,573	35,437	
28	53,323	25.64	49,016	42,863	41,633	40,402	39,582	38,351	37,890	37,121	35,967	37,890	37,121	35,967	
29	54,123	26.02	49,752	43,507	42,258	41,009	40,176	38,927	38,459	37,678	36,507	38,459	37,678	36,507	Accounting 3 Payroll 3
30	54,935	26.41	50,498	44,159	42,892	41,624	40,779	39,511	39,036	38,243	37,055	39,036	38,243	37,055	
31	55,759	26.81	51,255	44,822	43,535	42,248	41,390	40,104	39,621	38,817	37,611	39,621	38,817	37,611	
32	56,513	27.17	51,948	45,428	44,124	42,819	41,950	40,646	40,157	39,342	38,119	40,157	39,342	38,119	
33	57,274	27.54	52,648	46,039	44,718	43,396	42,515	41,193	40,698	39,871	38,632	40,698	39,871	38,632	
34	58,049	27.91	53,361	46,663	45,323	43,983	43,090	41,751	41,248	40,411	39,155	41,248	40,411	39,155	
35	58,831	28.28	54,080	47,291	45,934	44,576	43,671	42,313	41,804	40,956	39,683	41,804	40,956	39,683	
36	59,625	28.67	54,809	47,929	46,553	45,177	44,260	42,884	42,368	41,508	40,218	42,368	41,508	40,218	
37	60,431	29.05	55,550	48,577	47,182	45,788	44,858	43,464	42,941	42,069	40,762	42,941	42,069	40,762	
38	61,245	29.44	56,299	49,232	47,819	46,405	45,463	44,050	43,520	42,636	41,311	43,520	42,636	41,311	
39	62,074	29.84	57,060	49,898	48,465	47,033	46,078	44,645	44,108	43,213	41,870	44,108	43,213	41,870	
40	62,911	30.25	57,829	50,571	49,119	47,667	46,699	45,247	44,703	43,796	42,434	44,703	43,796	42,434	

## Executive Assistant Salary Schedule FY2013/14

Hrs/Day	8	8	8	8	8	8	8	8	8	7.5	7.5	7.5	7.5	
Total Hrs	2080	1912	1672	1624	1576	1544	1496	1478	1448	1403				
Step	260	239	209	203	197	193	187	197	193	187	Positions			
1	39,328	18.91	36,152	31,614	30,706	29,799	29,194	28,286	27,946	27,379	26,528	Executive Asst 1		
2	40,108	19.28	36,868	32,240	31,315	30,389	29,772	28,847	28,500	27,921	27,053			
3	40,908	19.67	37,604	32,884	31,940	30,996	30,366	29,422	29,068	28,478	27,593			
4	41,726	20.06	38,356	33,541	32,578	31,616	30,974	30,011	29,650	29,048	28,145			
5	42,562	20.46	39,125	34,214	33,231	32,249	31,594	30,612	30,244	29,630	28,709			
6	43,413	20.87	39,906	34,897	33,895	32,893	32,226	31,224	30,848	30,222	29,283			
7	44,215	21.26	40,644	35,542	34,522	33,502	32,821	31,801	31,418	30,781	29,824			
8	45,034	21.65	41,397	36,201	35,161	34,122	33,429	32,390	32,000	31,351	30,376			
9	45,867	22.05	42,163	36,870	35,812	34,753	34,048	32,989	32,592	31,931	30,938			
10	46,715	22.46	42,942	37,551	36,473	35,395	34,677	33,599	33,194	32,521	31,510			
11	47,580	22.88	43,737	38,247	37,149	36,051	35,319	34,221	33,809	33,123	32,094	Executive Asst 2		
12	48,389	23.26	44,481	38,897	37,781	36,664	35,920	34,803	34,384	33,686	32,639			
13	49,211	23.66	45,236	39,558	38,422	37,287	36,530	35,394	34,968	34,258	33,194			
14	50,047	24.06	46,005	40,230	39,075	37,920	37,150	35,995	35,562	34,841	33,758			
15	50,899	24.47	46,788	40,915	39,740	38,565	37,782	36,608	36,167	35,433	34,332			
16	51,763	24.89	47,582	41,610	40,415	39,221	38,424	37,230	36,782	36,035	34,915			
17	52,540	25.26	48,297	42,234	41,022	39,809	39,001	37,789	37,334	36,576	35,440			
18	53,328	25.64	49,021	42,867	41,637	40,406	39,586	38,355	37,894	37,124	35,971			
19	54,128	26.02	49,757	43,511	42,262	41,013	40,180	38,931	38,462	37,682	36,511			
20	54,940	26.41	50,503	44,163	42,896	41,628	40,783	39,515	39,039	38,247	37,058			
21	55,764	26.81	51,260	44,826	43,539	42,252	41,394	40,107	39,625	38,820	37,614	Executive Asst 3		
22	56,518	27.17	51,953	45,432	44,128	42,823	41,954	40,650	40,160	39,345	38,123			
23	57,280	27.54	52,654	46,044	44,722	43,401	42,519	41,198	40,702	39,876	38,636			
24	58,054	27.91	53,365	46,667	45,327	43,987	43,094	41,754	41,252	40,415	39,159			
25	58,838	28.29	54,085	47,296	45,939	44,581	43,676	42,318	41,809	40,960	39,687			
26	59,631	28.67	54,815	47,934	46,558	45,182	44,265	42,889	42,372	41,512	40,222			
27	60,436	29.06	55,554	48,581	47,186	45,792	44,862	43,467	42,944	42,073	40,765			
28	61,253	29.45	56,305	49,238	47,824	46,411	45,468	44,055	43,525	42,641	41,316			
29	62,079	29.85	57,065	49,902	48,469	47,036	46,081	44,649	44,112	43,216	41,873			
30	62,916	30.25	57,834	50,575	49,123	47,671	46,703	45,251	44,707	43,799	42,438			

**Information / Data Management / Secretary Salary Schedule  
FY2013/14**

Hrs/Day	8	8	8	8	8	8	8	8	7.5	7.5	7.5	7.5
Total Hrs	2080	1912	1672	1624	1576	1544	1496	1478	1448	1403		
Step	260	Hourly	239	209	203	197	193	187	197	193	187	Positions
1	29,797	14.33	27,391	23,952	23,265	22,577	22,119	21,431	21,173	20,743	20,099	Receptionist 1
2	30,396	14.61	27,941	24,433	23,732	23,031	22,563	21,862	21,598	21,160	20,502	Attendance 1
3	31,004	14.91	28,500	24,923	24,207	23,492	23,015	22,299	22,031	21,584	20,913	Guidance 1
4	31,624	15.20	29,070	25,421	24,691	23,961	23,475	22,745	22,471	22,015	21,331	Library 1
5	32,256	15.51	29,651	25,929	25,184	24,440	23,944	23,199	22,920	22,455	21,757	
6	32,901	15.82	30,244	26,447	25,688	24,929	24,423	23,664	23,379	22,904	22,192	
7	33,559	16.13	30,849	26,977	26,202	25,428	24,911	24,137	23,847	23,363	22,637	
8	34,230	16.46	31,465	27,516	26,726	25,936	25,409	24,619	24,323	23,829	23,089	
9	34,916	16.79	32,096	28,067	27,261	26,455	25,918	25,113	24,810	24,307	23,551	
10	35,612	17.12	32,735	28,626	27,805	26,983	26,435	25,613	25,305	24,791	24,021	
11	36,325	17.46	33,391	29,200	28,361	27,523	26,964	26,126	25,812	25,288	24,502	Receptionist 2
12	37,051	17.81	34,059	29,784	28,929	28,074	27,504	26,649	26,328	25,794	24,992	Attendance 2
13	37,793	18.17	34,741	30,380	29,508	28,636	28,054	27,182	26,855	26,310	25,492	Guidance 2
14	38,548	18.53	35,435	30,987	30,097	29,208	28,615	27,725	27,391	26,835	26,001	Library 2
15	39,318	18.9	36,142	31,606	30,698	29,791	29,186	28,279	27,939	27,372	26,521	Secretary 1
16	40,107	19.28	36,867	32,240	31,314	30,388	29,771	28,846	28,499	27,920	27,053	
17	40,908	19.67	37,604	32,884	31,940	30,996	30,366	29,422	29,068	28,478	27,593	
18	41,725	20.06	38,355	33,541	32,578	31,615	30,973	30,010	29,649	29,047	28,144	
19	42,561	20.46	39,124	34,213	33,231	32,248	31,594	30,611	30,243	29,629	28,708	
20	43,412	20.87	39,905	34,896	33,894	32,893	32,225	31,223	30,847	30,221	29,282	
21	44,280	21.29	40,704	35,595	34,573	33,551	32,870	31,848	31,465	30,826	29,868	Guidance 3
22	45,165	21.71	41,517	36,306	35,264	34,221	33,527	32,484	32,093	31,442	30,465	Secretary 2
23	46,068	22.15	42,348	37,032	35,969	34,906	34,197	33,134	32,735	32,071	31,074	
24	46,991	22.59	43,196	37,774	36,689	35,605	34,882	33,797	33,391	32,713	31,696	
25	47,931	23.04	44,059	38,529	37,423	36,317	35,579	34,473	34,059	33,367	32,330	
26	48,889	23.5	44,940	39,299	38,171	37,043	36,291	35,162	34,739	34,034	32,977	
27	49,865	23.97	45,838	40,084	38,933	37,783	37,015	35,865	35,433	34,714	33,635	
28	50,864	24.45	46,756	40,887	39,713	38,539	37,757	36,583	36,143	35,409	34,309	
29	51,881	24.94	47,691	41,704	40,507	39,310	38,512	37,314	36,865	36,117	34,995	
30	52,919	25.44	48,645	42,539	41,318	40,097	39,282	38,061	37,603	36,840	35,695	
SP	44,280	21.29	40,704	35,595	34,573	33,551	32,870	31,848	31,465	30,826	29,868	

## Technical Salary Schedule 2013-2014

Step	260	239	Hourly	Positions
1	39,857	36,637	19.16	Level 1 Technician
2	40,647	37,364	19.54	Tech Support
3	41,460	38,111	19.93	
4	42,289	38,873	20.33	
5	43,136	39,651	20.74	
6	43,998	40,444	21.15	
7	44,878	41,253	21.58	
8	45,776	42,079	22.01	
9	46,691	42,920	22.45	
10	47,625	43,778	22.90	
11	49,082	44,654	23.60	Level 2 Technician
12	50,063	46,020	24.07	Tech Support
13	51,063	46,939	24.55	Technology Trainer 1
14	52,086	47,879	25.04	
15	53,128	48,836	25.54	
16	54,190	49,813	26.05	
17	55,273	50,809	26.57	
18	56,379	51,825	27.11	
19	57,507	52,861	27.65	
20	58,657	53,919	28.20	
21	59,829	54,997	28.76	
22	61,025	56,096	29.34	
23	62,247	57,220	29.93	
24	63,492	58,364	30.52	
25	64,762	59,532	31.14	
26	66,056	60,720	31.76	Level 3 Technician
27	67,377	61,935	32.39	Tech Trainer
28	68,724	63,173	33.04	Service Desk
29	70,100	64,438	33.70	Senior Information Technician
30	71,501	65,726	34.38	Network/Server Support Technician
31	72,932	67,041	35.06	
32	74,389	68,381	35.76	
33	75,878	69,749	36.48	
34	77,396	71,144	37.21	
35	78,944	72,568	37.95	
36	80,523	74,020	38.71	Level 4 Technician
37	81,730	75,128	39.29	Senior Info Systems Technician
38	82,956	76,256	39.88	Senior Network Server Technician
39	84,201	77,401	40.48	Web Application Programmer
40	85,464	78,561	41.09	Senior Apple Deskside Support Tech
41	86,747	79,740	41.71	Senior Windows Deskside Support Tech
42	88,047	80,936	42.33	
43	89,368	82,150	42.97	
44	90,707	83,381	43.61	
45	92,069	84,633	44.26	

**ClerTech 3-4 Salary Schedule  
2013/2014**

<b>Step</b>	<b>260</b>	<b>239</b>	<b>Hourly</b>
1	54,190	49,813	26.05
2	55,273	50,809	26.57
3	56,379	51,825	27.11
4	57,507	52,862	27.65
5	58,657	53,919	28.20
6	59,829	54,997	28.76
7	61,025	56,096	29.34
8	62,247	57,219	29.93
9	63,492	58,364	30.53
10	64,762	59,531	31.14
11	66,056	60,721	31.76
12	67,377	61,935	32.39
13	68,724	63,173	33.04
14	70,100	64,438	33.70
15	71,501	65,726	34.38
16	72,932	67,041	35.06
17	74,389	68,381	35.76
18	75,878	69,749	36.48
19	77,396	71,145	37.21
20	78,944	72,568	37.95

<p><b>Scheduler</b> <b>Payroll</b> <b>Technology Trainer</b></p>
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**SEPARATION AGREEMENT AND GENERAL RELEASE**

THIS SEPARATION AGREEMENT AND GENERAL RELEASE ("Agreement") is made and entered into on the dates set forth by and between the Board of Education of Northfield Township High School District 225 ("Board") and

**RECITALS:**

**WHEREAS,** employed by the Board as a support staff employee; and

**WHEREAS,** the Glenbrook Educational Support Staff Association (hereinafter referred to as "GESSA") is the exclusive representative for selected groups of support staff employees, including and has entered into a Memorandum of Understanding with the Board regarding this Agreement; and

**WHEREAS,** it is the express intention and desire of the Board and hereto to compromise all outstanding employment claims and to resolve any and all outstanding employment issues between them that have arisen or may have arisen up to and through the date of this Agreement in all matters pertaining to employment by the Board.

**NOW, THEREFORE,** in consideration of the promises and consideration each to the other made as hereinafter set forth, it is hereby understood and agreed by the parties as follows:

**1. No Admission.**

A. The Board acknowledges and agrees that this Agreement does not constitute and shall not be deemed an admission by of any wrongdoing, insubordination, misconduct, violation of any Board policy or rule, liability, error or violation of any federal, State or municipal law, statute, regulation or order through the date of this Agreement.

B. acknowledges and agrees that this Agreement does not constitute and shall not be deemed an admission by the Board of any wrongdoing, violation of any provision of an applicable collective bargaining agreement, Board policy or rule, liability, error or violation of any federal, State or municipal law, statute, regulation or order through the date of this Agreement.

**2. Consideration to be provided by the BOARD. The Board agrees to:**

A. Maintain health insurance coverage benefit (i.e., family coverage) through the month of October 2011. Thereafter, shall be responsible for future premiums, pursuant to her rights under COBRA.

B. The Board agrees that it will not protest or contest at any time a claim for unemployment compensation filed by nor will it challenge right to continued employment compensation at any time should she be found eligible for the same.

C. The Board agrees that \_\_\_\_\_ will be placed on unpaid administrative leave following receipt of this Agreement for her consideration with her attorney(s) and representative(s) for a period of twenty-one (21) calendar days.

**3. Consideration to be provided by \_\_\_\_\_**

A. Resignation. \_\_\_\_\_ execution of this Agreement shall be deemed her resignation from all employment by the Board.

B. Full Release and Discharge. In further consideration of the payment set forth in the Section above, \_\_\_\_\_ hereby fully and forever releases and discharges the Board and its members, agents and employees from any and all claims, demands, causes of action, obligation, debts, costs, damages, judgments, and liabilities, of whatever kind or nature, including attorneys' fees, at law, equity, or otherwise, which she may now have or subsequently have, and which may be related to or arise out of any employment occurrence between \_\_\_\_\_ and the Board and its agents, servants or employees, or which has arisen or may arise out of employment relationship with the Board. This release and discharge includes but is not limited to all claims, including personal injury claims, arising under common law, contract, implied contract, public policy, tort, the *Illinois School Code*, the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, as amended, Title VII of the *Civil Rights Act of 1964*, as amended, 29 U.S.C. Section 2000e, et seq., the *Civil Rights Act of 1866*, 42 U.S.C. Section 1981, et seq., the *Age Discrimination in Employment Act of 1967*, as amended, 29 U.S.C. Section 621, et seq., the *Rehabilitation Act of 1973*, 29 U.S.C. Sections 793 and 794, the *Americans with Disabilities Act*, 42 U.S.C. Section 12101, et seq., the Illinois Constitution, the United States Constitution, or any other federal, State or local statute, law, ordinance, regulation or order. \_\_\_\_\_ further covenants and agrees never to institute or cause to be instituted any suit or action, at law, equity, or otherwise, in any federal or State court, before any federal, State, or local administrative agency or before any tribunal, public or private, against the other, relating to or arising from her employment relationship with the Board except as may be related to the Board's failure to discharge its obligations under this Agreement. In agreeing to the above, \_\_\_\_\_ does not waive any rights under 105 ILCS 5/10-20.20, Protection from Suit.

**4. Confidentiality of Agreement/Nondisclosure of Information.** \_\_\_\_\_ the Board, and their respective agents, employees, consultants, and/or attorneys, agree that the terms and conditions of this Agreement shall not be disclosed, except as may be necessary to implement this Agreement, and for the following additional purposes:

A. To the extent required by the provisions of the *Illinois Open Meetings Act* and the *Illinois Freedom of Information Act*;

B. As necessary for accounting and tax purposes; or

C. As required for future litigation between the parties, if any.

D. \_\_\_\_\_ only may disclose the terms of this Agreement to her immediate family members, her legal counsel, agents of the (i) Illinois Education Association; (ii) Illinois Municipal Retirement Fund; (iii) Illinois Department of Employment Security; (iv) the State of Illinois.

5. **Voluntary Agreement.** acknowledges and agrees that she has read and understands the terms of this Agreement and enters into it knowingly and voluntarily, with the opportunity for advice of legal counsel, and without any duress or undue influence on the part of or on behalf of any person or party. By her signature to this Agreement, further acknowledges and agrees as follows:

A. The Board or its Administration has advised in writing to consult with an attorney prior to executing this Agreement and has consulted with her attorney regarding same.

B. receiving compensation, pay and/or benefits under this Agreement which are greater than those to which entitled as of the date of this Agreement.

C. been given a period of at least twenty-one (21) days within which to consider this Agreement before its execution. Further, agrees that any changes made to this Agreement within said twenty-one (21) day period, whether material or immaterial, will not restart the running of the aforementioned twenty-one (21) day period.

D. acknowledges and agrees that for a period of at least seven (7) days following her execution of this Agreement, may revoke the Agreement and that this Agreement shall not become effective or enforceable until said seven (7) days has expired.

6. **Additional Documents to Effect Agreement.** All of the parties hereto agree to execute any and all additional documents necessary to effectuate the intent and purposes of this Agreement.

7. **Inquiries.** All inquiries from prospective employers shall be forwarded to the District's Human Resource Department for response.

8. **Internal Communication.** Administrators employed by the Board will not discuss their opinion of job performance with any third party including other Board personnel. Additionally, they shall refrain from disparaging her reputation for honesty and integrity.

9. **Miscellaneous.**

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois, irrespective of the fact that may later become a resident or domiciliary of another State.

B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.

C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of her successors,

assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.

F. Both parties have had the opportunity to seek the advice of counsel.

G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

H. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Settlement Agreement and Release to be executed on the date(s) written below.

Board of Education, Northfield Township  
High-School District 225  
By:

Date: November 4, 2011

Attest:

Date: 11/28/11

## RESIGNATION AGREEMENT AND GENERAL RELEASE

THIS RESIGNATION AGREEMENT AND GENERAL RELEASE (hereinafter referred to as "the Agreement") is made and entered into on the dates hereinafter set forth by and between the Board of Education of Northfield Township High School District 225 (hereinafter referred to as "the Board"), and

### **RECITALS:**

**WHEREAS,**                    employed by the Board as a support staff employee; and

**WHEREAS,** the Glenbrook Educational Support Staff Association (hereinafter referred to as "GESSA") is the exclusive representative for selected groups of support staff employees, including                    and has entered into a Memorandum of Understanding with the Board regarding this Agreement; and

**WHEREAS,** it is the express intention and desire of the Board, and                    hereto to compromise all claims and to resolve any and all differences between them that have arisen or may have arisen up to and through the date of this Agreement in all matters pertaining to employment by the Board.

NOW, THEREFORE, in consideration of the promises and consideration each to the other made as hereinafter set forth, it is hereby understood and agreed by the parties as follows:

1.     No Admission.                    and the Board acknowledge and agree that this Agreement does not constitute and shall not be deemed an admission by either                    the Board of any wrongdoing, liability, error or violation of any federal, State or municipal law, statute, regulation or order through the date of this Agreement.

2.     Consideration to be provided by the BOARD. The Board agrees to make the following retirement benefits available to                    for retirement effective September 30, 2011:

**A.**     The Board shall provide                    individual medical insurance coverage under the District's High Deductible Health Care Plan or the District's Blue Advantage HMO, at                    election, until                    reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The Board shall pay an amount equal to 95% of the individual premium;                    shall be responsible for the remaining premium.

**B.**                        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.                    shall be responsible for the full premium therefor, less the Board's contribution referred to in subsection A of this Section 2.

C. The Board shall contribute \$3,500 annually to the Glenbrook VEBA Health Savings Plan (a health reimbursement account) on behalf of each of five (5) years after retirement as in the case of educational support personnel who retired under Board Policy 6433 on or before June 30, 2011.

D. If elects to continue insurance coverage under the District's High Deductible Health Care Plan or the District's Blue Advantage HMO past Medicare eligibility, she 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. shall be responsible for the full premiums for such plans and policies.

E. The Board shall provide with \$10,000 of term life insurance until 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

F. shall be allowed to convert any term life insurance, bought or provided for by the district and carried, on her last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, shall be responsible for full payment of any premium.

G. shall be allowed to continue to participate in the Employee Assistance Program provided by the Board to educational support personnel who retired under Board Policy 6433 on or before June 30, 2011.

H. Until the effective date of her retirement, shall have her salary increased by an amount equal to 6% of her previous year's annual base salary, prorated based on the effective date of her retirement. The 6% increase shall be in lieu of any salary increase which would otherwise receive for the 2011-2012 school year. 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 extracurricular activities.

I. In addition to the salary increase referred to in subsection H of this Section 2, an additional longevity increase of four percent (4%) shall be paid as a percentage of annual base salary for the 2010-2011 school year. Such payment shall be made to the last paycheck.

J. may choose to have the Board directly contribute to the Glenbrook

VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at her annual base salary per diem rate for the year of retirement. Any other vacation days accrued and earned, must be taken or they will convert to sick leave on \_\_\_\_\_ last day of work.

K. All inquiries from prospective employers will be forwarded to the District's Human Resources Department for response.

3. Consideration to be provided by

A. Resignation. execution of this Agreement shall be deemed her resignation from all employment by the Board for purposes of retirement under the Illinois Municipal Retirement System, effective September 30, 2011.

B. Full Release and Discharge. In further consideration of the payment set forth in the Section above, \_\_\_\_\_ hereby fully and forever releases and discharges the Board and its members, agents and employees from any and all claims, demands, causes of action, obligation, debts, costs, damages, judgments, and liabilities, of whatever kind or nature, including attorneys' fees, at law, equity, or otherwise, which she may now have or subsequently have, and which may be related to or arise out of any occurrence between \_\_\_\_\_ and the Board and its agents, servants or employees, which has arisen or may arise out of \_\_\_\_\_ employment relationship with the Board. This release and discharge includes but is not limited to all claims, including personal injury claims, arising under common law, contract, implied contract, public policy, tort, the *Illinois School Code*, the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, as amended, Title VII of the *Civil Rights Act of 1964*, as amended, 29 U.S.C. Section 2000e, *et seq.*, the *Civil Rights Act of 1866*, 42 U.S.C. Section 1981, *et seq.*, the *Age Discrimination in Employment Act of 1967*, as amended, 29 U.S.C. Section 621, *et seq.*, the *Rehabilitation Act of 1973*, 29 U.S.C. Sections 793 and 794, the *Americans with Disabilities Act*, 42 U.S.C. Section 12101, *et seq.*, the Illinois Constitution, the United States Constitution, or any other federal, State or local statute, law, ordinance, regulation or order \_\_\_\_\_ further covenants and agrees never to institute or cause to be instituted any suit or action, at law, equity, or otherwise, in any federal or State court, before any federal, State, or local administrative agency or before any tribunal, public or private, against the other, relating to or arising from her employment relationship with the Board except as may be related to the Board's failure to discharge its obligations under this

Agreement. In agreeing to the above full release and discharge, however, it is agreed that does not waive any rights she may have under 105 ILCS 5/10-20.20 Protection from suit.

4. Future Application for Employment or to Volunteer. agrees that she shall not apply for employment with the Board at any time in the future. further agrees that she shall not seek to volunteer in any program operated by the Board at any time in the future.

5. Removal of Personal Effects. The Board shall designate a time for pick up her personal effects from Glenbrook South High School within thirty (30) days of the effective date of this Agreement.

6. Confidentiality of Agreement/Nondisclosure of Information. and the Board, and their respective agents, employees, consultants, and/or attorneys, agree that the terms and conditions of this Agreement shall not be disclosed, except as may be necessary to implement this Agreement, and for the following additional purposes:

- A. To the extent required by the provisions of the *Illinois Open Meetings Act* and the *Illinois Freedom of Information Act*;
- B. As necessary for accounting and tax purposes; or
- C. As required for future litigation between the parties, if any.

7. Voluntary Agreement. acknowledges and agrees that she has read and understands the terms of this Agreement and enters into it knowingly and voluntarily, with the opportunity for advice of legal counsel, and without any duress or undue influence on the part of or on behalf of any person or party. By her signature to this Agreement, further acknowledges and agrees as follows:

A. The Board or its Administration has advised writing to consult with an attorney prior to executing this Agreement and has consulted with her attorney regarding same.

B. is receiving compensation, pay and/or benefits under this Agreement which are greater than those to which entitled as of the date of this Agreement.

C. has been given a period of at least twenty-one (21) days within which to consider this Agreement before its execution. Further, agrees that any changes made to this Agreement within said twenty-one (21) day period, whether material or

immaterial, will not restart the running of the aforementioned twenty-one (21) day period.

**D.**                 acknowledges and agrees that for a period of at least seven (7) days following her execution of this Agreement,                 may revoke the Agreement and that this Agreement shall not become effective or enforceable until said seven (7) days has expired.

**8.**         Additional Documents to Effect Agreement. All of the parties hereto agree to execute any and all additional documents necessary to effectuate the intent and purposes of this Agreement.

**9.**         Miscellaneous.

**A.**         This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois, irrespective of the fact that                 may later become a resident or domiciliary of another State.

**B.**         Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the test of this Agreement, the text shall control.

**C.**         This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

**D.**         This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

**E.**         This Agreement shall be binding upon and inure to the benefit of                 her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.

**F.**         Both parties have had the opportunity to seek the advice of counsel.

**G.**         Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

H. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Settlement Agreement and Release to be executed on the date(s) written below.

Board of Education, Northfield Township  
High School District 225

By: \_\_\_\_\_

Date: 9-21-2011

Attest:

Secretary

Date: 9/24/11

**SUPERINTENDENT’S EMPLOYMENT CONTRACT (2013-2018)**

**THIS EMPLOYMENT AGREEMENT** is made and entered into on the date hereinafter set forth by and between the BOARD OF EDUCATION, NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, COOK COUNTY, ILLINOIS (the “BOARD”), and MICHAEL D. RIGGLE (the “SUPERINTENDENT”).

**IT IS AGREED:**

1. **EMPLOYMENT** - The SUPERINTENDENT is hereby hired and retained from July 1, 2013 through and including June 30, 2018, as Superintendent of Schools and Chief Executive Officer of the School District.

2. **DUTIES** - The duties and responsibilities of the SUPERINTENDENT shall be those incidental to the office of the Superintendent of Schools, those set forth in the job description (contained in Board Policy, as adopted, and which may be amended from time to time), those obligations imposed by the laws of the State of Illinois upon the SUPERINTENDENT, and to perform other professional duties customarily performed by a Superintendent of Schools as from time to time may be assigned to the SUPERINTENDENT by the BOARD. The SUPERINTENDENT shall have charge of the administration of the School District under the policies of the BOARD. He shall direct and assign, place and transfer all employees, and shall organize and administer the affairs of the School District as best serves the School District consistent with Board Policy and BOARD directives. He shall from time to time

suggest regulations, rules and procedures deemed necessary for the well-ordering of the School District. The BOARD reserves the right to reassign the SUPERINTENDENT to different duties customarily performed by other executive officers of high school district from time to time, during the life of this Agreement, without a loss of pay.

**3. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS**

- In accordance with the requirements of the *Illinois School Code*, the parties have jointly developed performance goals for the SUPERINTENDENT with respect to student performance and academic improvement, and have appended the goals to become a part of this Agreement as Exhibit A.

The BOARD shall determine whether the SUPERINTENDENT has met the performance goals after an evaluation of the SUPERINTENDENT. The BOARD shall issue its determination in writing and present it to the SUPERINTENDENT during the annual evaluation required under this Agreement.

The BOARD and the SUPERINTENDENT were parties to a certain Employment Agreement for the 2008-2013 school years, which contained certain performance goals and objectives for the SUPERINTENDENT to attain. By execution of this new Agreement, the BOARD and the SUPERINTENDENT acknowledge and agree his goals have been met, which allow this BOARD to extend or renew the SUPERINTENDENT's Agreement.

**4. COMPENSATION** - For the term of this Contract, the Superintendent's annual base salary will be increased over 2012-2013 base salary in each year by the GREATER of the

following;

- a. The prior 10-year rolling average of the Consumer Price Index (CPI) for All Urban Consumers-Chicago used for purposes of computing new revenue under the Illinois Property Tax Extension Limitation Law:

Or

- b. The same percentage as the average, aggregate percentage salary increase negotiated and approved by the BOARD with employee union groups for each of the years of this contract. That is to say that the BOARD will use the average, aggregate salary increase negotiated for all three bargaining units (GEA, GESSA, AND GESPA) for each of the years in question.

In consideration of such compensation for each school year of this Agreement, the SUPERINTENDENT hereby agrees to devote his entire time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of Superintendent of Schools, subject to the provisions of Sections 9 and 12 of this contract. Compensation shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the professional administrative staff, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD retains the right to adjust the annual compensation, salary, and/or fringe benefits of the SUPERINTENDENT during the life of this Agreement, provided that any such compensation, salary, and/or fringe benefits adjustment(s) shall not be lower than the annual compensation, salary, and fringe benefits paid by the BOARD as stated in this Agreement. Any

such adjustment in compensation, salary and/or fringe benefits made during the life of this Agreement shall be or presently is in the form of an amendment and shall become a part of this Agreement; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the SUPERINTENDENT nor that the termination date of this Agreement has been in any way extended. The BOARD and the SUPERINTENDENT, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if both parties should agree, and said agreement is reduced to writing.

**5. DEFERRED COMPENSATION** - The SUPERINTENDENT may elect that a portion of his annual compensation be used to purchase a tax-sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Section 457. The SUPERINTENDENT may also, at his option, elect to forego a portion of any increase to the annual compensation paid to him under this Agreement and have that amount contributed to such a tax-sheltered annuity and/or deferred compensation plan. It is understood and agreed that the cost of the purchase of said annuity, and contributions to said annuity and/or deferred compensation plan, shall be deducted from the SUPERINTENDENT'S annual compensation and shall not require an expenditure of funds by the BOARD above the amount paid to the SUPERINTENDENT in the form of annual compensation. The amounts so contributed shall not exceed an amount equal to the maximum allowable contributions under the *Internal Revenue Code*. This provision is intended to be a salary reduction agreement.

**6. EXCLUSIVE BENEFIT GOVERNMENTAL SECTION 401(a)**

**NONTRUSTEED RETIREMENT PLAN** - In addition to the annual compensation set forth in Section 4 of this Agreement, or any deferred compensation provided to the SUPERINTENDENT under Section 5 of this Agreement, the BOARD shall maintain an Exclusive Benefit Governmental Section 401(A) Non-trusted Retirement Plan (hereinafter "Plan") for the position of Superintendent of Schools. During the term of this Agreement, the BOARD shall make contributions to said Plan for each school year of this Agreement in the amount of Eleven Thousand Two Hundred Fifty Dollars (\$11,250.00 for purpose of allowing the SUPERINTENDENT to purchase the SUPERINTENDENT'S prior employment credit from the State of Indiana for transfer thereof to the Illinois Downstate Teacher Retirement Fund. In the event said purchase of the State of Indiana employment credit is completed, prior to the end of this Agreement, the BOARD will then continue to make the annual payments of Eleven Thousand Two Hundred Fifty Dollars (\$11,250.00) to the SUPERINTENDENT as part of his total annual compensation.

**7. EVALUATION** - The BOARD and SUPERINTENDENT agree that during the life of this Agreement there shall be an evaluation of the SUPERINTENDENT'S job performance. The BOARD shall endeavor to complete an evaluation of the SUPERINTENDENT'S performance by July 1, of each year of this Agreement. The evaluation shall consider, but not be limited to, an examination of the establishment and maintenance of educational goals, administration of personnel, rapport with the BOARD and such other factors

of appraisal that may be established by the parties. The BOARD will consult and collaborate with Dr. Ron Barnes, or another mutually-agreeable education consultant, in completing the annual evaluation. A written summary of the performance evaluation shall be prepared by the BOARD, or its designee, and given to the SUPERINTENDENT. The parties may elect to meet and confer on the evaluation prior to the preparation of the written summary. Failure by the BOARD to complete an evaluation does not preclude the SUPERINTENDENT'S dismissal or the nonrenewal of this Agreement.

**8. CERTIFICATE** - The SUPERINTENDENT shall furnish to the BOARD, a valid, appropriate and properly registered certificate to act as Superintendent of Schools, in accordance with the laws of the State of Illinois and as directed by the BOARD. At all times during the term of this Agreement, the SUPERINTENDENT shall maintain and register his certificate to act as Superintendent of Schools in accordance with the laws of the State of Illinois and as directed by the BOARD.

**9. OTHER WORK** - With the prior agreement of the BOARD, the SUPERINTENDENT may undertake speaking engagements, writing, or other professional duties and obligations. Such other work shall not interfere with the SUPERINTENDENT'S obligations set forth in this Agreement.

**10. TERMINATION OF AGREEMENT** - This Employment Agreement may be terminated by:

A. Mutual agreement of the parties.

B. Retirement.

C. Resignation, provided, however, the SUPERINTENDENT gives the BOARD at least one hundred eighty (180) days written notice of the proposed resignation.

D. Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the SUPERINTENDENT, which is detrimental to the best interests of the School District, as determined by the BOARD. Reasons for discharge for cause shall be given in writing to the SUPERINTENDENT, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the SUPERINTENDENT chooses to be accompanied by legal counsel, the SUPERINTENDENT shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session. The BOARD will not arbitrarily or capriciously call for the dismissal of the SUPERINTENDENT.

E. Failure to comply with the terms and conditions of this Agreement. Nothing shall prohibit the BOARD from suspending the SUPERINTENDENT without pay pending final adjudication by the BOARD. After the effective date of termination of this Agreement, including dismissal, the SUPERINTENDENT shall not be entitled to any further payments of compensation of any kind under this Agreement, except that the SUPERINTENDENT shall be entitled to any vested benefits then due and payable under the terms and provisions of the Illinois Teachers' Retirement System. The SUPERINTENDENT's dismissal pursuant to this Agreement shall render all other agreements between the BOARD and the SUPERINTENDENT which would otherwise accrue after the date of termination (including, but not limited to, all other SUPERINTENDENT's agreements occurring from and after the date

of termination) null and void.

11. **PROFESSIONAL ACTIVITIES** - The SUPERINTENDENT shall be allowed to attend appropriate professional meetings, community service organizations, and continuing education at the local, state and national levels, as determined by the BOARD. Within budget constraints, and with the prior approval of the BOARD, the BOARD shall pay the costs of attendance.

12. **CONSULTATION ACTIVITIES** - The SUPERINTENDENT shall receive five (5) work days annually to perform consultation services, exclusive of vacation days, legal holidays, and personal leave days.

13. **COMPENSATORY TIME** - The SUPERINTENDENT shall receive compensatory time for work performed on legal holidays and granted holidays. Compensatory time earned and used shall be scheduled in increments of no less than one-half ( $\frac{1}{2}$ ) day. No accrual of compensatory time shall occur for work performed in less than one-half ( $\frac{1}{2}$ ) day increments.

14. **VACATION** - The SUPERINTENDENT shall receive twenty-five (25) work days of vacation annually (which amount shall be earned monthly on a pro-rata basis at a rate of 2.08 days per month worked), exclusive of legal holidays, and two (2) work days of personal leave annually. The scheduling of more than ten (10) consecutive work days for vacation shall be with prior BOARD approval. Vacation days shall be cumulative to the extent that unused

vacation days earned during a given year may be carried over for use during the next year to a maximum of twenty-five (25) days. Any accumulated vacation days, up to twenty-five (25) days, remaining upon termination of the SUPERINTENDENT's employment shall be paid on a per diem basis, said per diem rate determined by the fraction  $1/260$  multiplied by the annual compensation then paid to the SUPERINTENDENT.

**15. SICK LEAVE AND DISABILITY** - The SUPERINTENDENT shall be entitled to fifteen (15) work days of sick leave annually. However, if the SUPERINTENDENT becomes disabled (as defined by the group disability insurance policy then maintained by the BOARD), he shall be allowed to use all of his then accumulated and unused sick and personal leave prior to receiving the benefits of said disability policy as amended from time to time. Unused sick leave shall accumulate in accordance with BOARD Policy 3020 for Administrative Personnel on the accumulation of sick leave. As of the date of execution of this Agreement, the SUPERINTENDENT had accumulated and may continue to accumulate a maximum of 360 days of sick leave.

The SUPERINTENDENT shall have the right, upon his resignation or retirement, to receive credit for accumulated sick leave with the Illinois Teachers' Retirement System as permitted by Illinois Teachers' Retirement System rules and regulations.

Should the SUPERINTENDENT be incapable of performing the duties and obligations covenanted herein by reason of illness, accident, or other disability, and such disability continues for more than four (4) consecutive months, next following the exhaustion of all paid benefits (sick, personal and vacation leave) due the SUPERINTENDENT, or if said disability is

permanent, irreparable, or of such nature as to render the SUPERINTENDENT unable to perform the essential functions of the positions of Superintendent of Schools, the BOARD may, at its option, terminate this Agreement, whereupon all respective duties, rights, and obligations as set forth herein or related hereto shall terminate, provided, however, the SUPERINTENDENT may, at such time, elect to retire and in such case shall be entitled to any retirement benefits afforded members of the administrative staff.

**16. HOSPITALIZATION/MAJOR MEDICAL INSURANCE** - The BOARD shall provide and pay the premiums for hospitalization, major medical and dental insurance for the SUPERINTENDENT, his spouse and the dependent members (as defined by the contract of insurance then in effect) of his immediate family during the life of this Agreement, in accordance with the basic insurance coverage provided to certificated members of the professional administrative staff. In this regard, the SUPERINTENDENT may elect, in his discretion, whichever plan is then being offered to all employees of the District, and shall not be required to make any contributory payment for premiums in excess of the least expensive plan then being offered to employees of the District.

**17. TERM LIFE INSURANCE** - The BOARD shall provide and pay the premiums for a term life insurance policy for the SUPERINTENDENT during the life of this Agreement in the amount of two times (2x) the SUPERINTENDENT's annual salary as defined in Section 4 of this contract, but excluding deferred compensation and other fringe benefits being paid under this contract, which is in accordance with BOARD policy for Administrative personnel on the

provision of such insurance. The BOARD shall assign the ownership of the term life insurance to a person or trust designated by the SUPERINTENDENT, and upon termination of this Agreement shall allow that owner to continue that life insurance policy at its (or his) own expense.

**18. TRANSPORTATION ALLOWANCE** - As a condition of employment, the SUPERINTENDENT is required to have a personally owned automobile or other vehicle for use in his duties. The SUPERINTENDENT shall bear all costs associated with the upkeep and maintenance of said vehicle including, but not limited to, license, sticker fees, fuel, repairs and insurance. The BOARD shall provide the SUPERINTENDENT with a transportation allowance of Five Hundred and no/100 Dollars (\$500.00) per month, for necessary business use of said vehicle. The SUPERINTENDENT shall submit appropriate substantiation of all such expenses incurred. To the extent, if any, that this allowance is unsubstantiated, the unsubstantiated remainder shall be included in the SUPERINTENDENT's taxable income.

In addition, the BOARD shall reimburse the SUPERINTENDENT for necessary business use of such automobile to travel outside the six county Chicago Metropolitan area at the standard mileage rate established by BOARD policy.

**19. MEDICAL EXAMINATION** - At least-annually, the SUPERINTENDENT shall obtain a comprehensive medical examination, the actual cost of which shall be paid by the BOARD. A copy of the examination or certificate of the physician certifying the physical ability of the SUPERINTENDENT to perform the essential functions of the position of Superintendent

of Schools shall be given to the President of the BOARD. The physician performing the medical examination shall be one licensed to practice medicine in all of its branches and shall be chosen by the BOARD, or by mutual agreement of the BOARD and SUPERINTENDENT.

**20. MEMBERSHIP DUES** - The SUPERINTENDENT, upon proper substantiation, shall be reimbursed for all dues and membership fees for those professional and community organizations to which he belongs, within budget constraints and with prior BOARD approval.

**21. NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of personal delivery, on the next business day after sending by commercial overnight courier, or on the second business day after the mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:	BOARD OF EDUCATION Northfield Township School District No. 225 3801 W. Lake Avenue Glenview, Illinois 60025
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If to the SUPERINTENDENT, to:	Dr. Michael D. Riggle 1838 Kiest Avenue Northbrook, Illinois 60062
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(or at the last address of the SUPERINTENDENT contained in official Business Office records of the BOARD).

22. **BUSINESS EXPENSES** - It is anticipated and agreed that the SUPERINTENDENT shall be required to incur certain expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the SUPERINTENDENT for such reasonable and necessary expenses incurred by him on behalf of the BOARD, subject, however, to substantiation, budget constraints and the BOARD'S approval of such expenses.

23. **OTHER BENEFITS AND LEAVE** - The SUPERINTENDENT shall be allowed such other privileges, leaves and/or fringe benefits, including tuition reimbursement, not specifically enumerated as were extended to all other certificated administrative personnel as contained in Board policy 3020 (Administrative Personnel) and adopted on April 27, 2009, as amended from time to time, except as set forth herein. The amounts or levels of such privileges, leaves and/or fringe benefits, including tuition reimbursement, shall not be reduced as to the SUPERINTENDENT for the duration of this Agreement. However, in consideration of the compensation and other benefits provided by the BOARD in this Agreement, the SUPERINTENDENT agrees to waive his rights under Board Policy: Voluntary Termination Benefits For Administrators and Supervisors (6100), revised August 31, 2009, and as amended from time to time.

24. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the compensation to be paid to the SUPERINTENDENT by the BOARD pursuant to this Agreement, the BOARD will pick-up and pay on the SUPERINTENDENT'S behalf, the entire required retirement contribution to TRS pursuant to the *Illinois Pension Code*. The

SUPERINTENDENT shall have no right or claim to the funds so remitted except as they may subsequently become available from the Illinois Teachers' Retirement System upon retirement or resignation.

**25. PROFESSIONAL LIABILITY** - The BOARD agrees that it shall defend, hold harmless, and indemnify the SUPERINTENDENT from any and all demands, claims, suits, actions and legal proceedings brought against the SUPERINTENDENT in his individual capacity, or in his official capacity as agent and employee of the BOARD or the School District, provided the incident arose while the SUPERINTENDENT was acting within the scope of his employment and excluding criminal litigation, and except to the extent such liability coverage as is beyond the authority of the BOARD to provide under state law. In no case will individual Board members be considered personally liable for indemnifying the SUPERINTENDENT against such demands, claims, suits, actions and legal proceedings.

**26. WAIVER OF TENURE** - By accepting the terms of this Agreement, the SUPERINTENDENT waives all rights of tenure granted under Section 24-11 through 24-16 of the *Illinois School Code* during the term of this Agreement.

**27. LIQUIDATED DAMAGES** - The SUPERINTENDENT in further consideration of the compensation, salary and fringe benefits paid by the BOARD as stated in this Agreement, agrees to devote his entire time, attention and energies to the performance of his duties under this Agreement; not to seek and/or obtain employment with any other person or entity for the entire

term of this Agreement without the prior written consent of the BOARD. The SUPERINTENDENT shall not resign or otherwise voluntarily terminate his employment with the BOARD prior to the expiration of this Agreement, except in accordance with the notice provisions set forth in Section 11.C and which notice shall be accompanied by a payment to the BOARD of the sum of Twenty-Five Thousand and no/100 Dollars (\$25,000.00), said sum not constituting a penalty, but solely paid as liquidated damages for the SUPERINTENDENT's breach of this Section in order to compensate the BOARD for the costs of seeking a replacement.

**28. PREVAILING PARTIES** – In the event of a dispute pertaining to this contract which results in litigation, the losing party to that litigation shall pay the costs, expenses and reasonable attorneys' fees incurred by the prevailing party in said litigation.

**29. MISCELLANEOUS -**

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect. Venue for any dispute pertaining to this Agreement shall be in Cook County, Illinois.

B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.

C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the SUPERINTENDENT, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

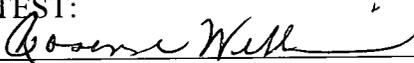
F. Both parties have had the opportunity to seek the advice of counsel. The BOARD and the SUPERINTENDENT have each relied upon the advice and representation of their respective counsel respecting the legal liabilities of the parties, if any.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 10<sup>TH</sup> day of June, 2013.

  
DR. MICHAEL D. RIGGLE

BOARD OF EDUCATION OF NORTHFIELD  
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,  
COOK COUNTY, ILLINOIS

By:   
President

ATTEST:  
  
Secretary

## EXHIBIT A

### SUPERINTENDENT PERFORMANCE PLAN

#### ANNUAL STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS AND OBJECTIVES<sup>a</sup>

In accordance with the requirements of *The School Code*, the parties agree that the following performance goals for the Superintendent have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Board to measure the Superintendent's performance:

1. The Superintendent shall seek to promote academic improvement in the District by the following methods, but not limited to:
  - a. directing the Assistant Superintendents and Principals to involve the staff in developing district and school improvement plans;
  - b. implementing Board of Education goals;
  - c. implementing school goals;
  - d. directing the administrators and staff toward the improvement of instruction and student engagement in all academic areas.
  
2. The Superintendent shall seek to promote improvement in student performance in the District by the following methods, including but not limited to:
  - a. implementing improved methods to assess and evaluate student performance in accordance with district and school improvement plans;
  - b. directing the Assistant Superintendent and Principals to analyze student performance on standardized assessments; and
  - c. providing leadership to ensure that the schools have effective procedures regarding student conduct.

The Board and Superintendent will review and assess the Superintendent's overall performance based upon the above-listed student performance and academic improvement goals. The Board shall make a determination whether the Superintendent has met the above performance goals after an evaluation of the Superintendent and shall continue its determination in writing.

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<sup>aa</sup> These objectives are to be applied to the Superintendent's performance since the commencement of the Agreement and through its conclusion. The results of the continuing evaluation of the Superintendent indicate that he has met (2012) these goals and activities, and more specifically will hone these goals and activities as set forth herein as follows.

## GOALS

1. Accomplish 2013-2014 Board of Education Goals.

### Action Plan:

- Assign administrators to specific goals to serve as facilitators
- Meet regularly to monitor status
- Meet formally quarterly with administrators to monitor progress
- Prepare three written reports on goals status for Board of Education
- Seek input from Board of Education

2. Assist administrators in accomplishing their individual 2013-2014 goals.

### Action Plan:

- Meet regularly to monitor status
- Meet formally quarterly to monitor progress
- Prepare three written reports on goals status for Board of Education

3. Attempt to increase the number of registrations in advance placement courses and honors courses offered by the Board of Education.
4. Investigate and provide reasons for the Board, with educational consequences for the same, to explain the phenomenon why students and parents seek a greater admission to advance placement courses but sometimes object to taking the test for the advance placement itself. What role will this play in District curricular development as well as the ranking of the School District?
5. Evaluate the equity of educational opportunities with grade distributions, participation and high status intellectual school curricular activities and the like with socio-economic status, including drop-out rates, suspension rates, expulsion rates, discipline rates and grade distributions.
6. Using a cohort analysis, compare the student's tests and ACT scores, student achievement tests and other tests of achievement bases, and the progress students at District 225 make on these tests, with established college entrance standards, including drop-out rates, suspension rates, expulsion rates, discipline rates and grade distributions.
7. Analyze the attendance and participation in high status cognitive ability extra-curricular activities of the School District with the achievement of the students so participating. Identify how participation can be increased in these activities that will eventually affect student's achievement.

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Ronald Bean**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, Dean of Students

Academic Level and Step: MA Step 20  
Administrative Increment: 25%

Base Salary: \$129,120

TRS: \$ 11,228

Total TRS Creditable Earnings: \$140,348

Total TRS Creditable Earnings: \$10,759.98  
(12 monthly payments commencing on July 15, 2013)

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Signature Ronald E Bean Date 11/15/13  
Ronald Bean

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Ryan Bretag**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Director of Instructional Technology, Technology

Academic Level and Step: MA+60 Step 20  
Administrative Increment: 30%

Base Salary: \$149,592

TRS: \$ 13,008

Total TRS Creditable Earnings: \$162,600

Total TRS Creditable Earnings: \$12,466.01  
(12 monthly payments commencing on July 15, 2013)

---

Signature

  
Ryan Bretag

Date



GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Steve Caliendo**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Superintendent, Human Resources

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 35%

Base Salary: \$155,346

TRS: \$ 13,508

Total TRS Creditable Earnings: \$168,854

Total TRS Creditable Earnings: \$12,945.47  
(12 monthly payments commencing on July 15, 2013)

---

Signature

  
Steve Caliendo

Date 7-22-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**John Catalano**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Athletic Director, Athletics

Academic Level and Step: MA Step 21  
Administrative Increment: 25%

Base Salary: \$132,474

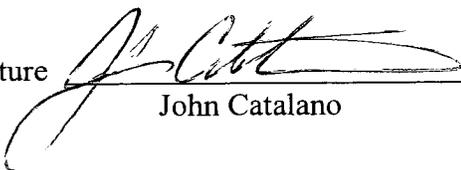
TRS: \$ 11,520

Total TRS Creditable Earnings: \$143,994

Total TRS Creditable Earnings: \$11,039.52  
(12 monthly payments commencing on July 15, 2013)

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Signature



John Catalano

Date

7-25-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Lara Cummings**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, PPS

Academic Level and Step: MA+60 Step 19  
Administrative Increment: 25%

Base Salary: \$137,032

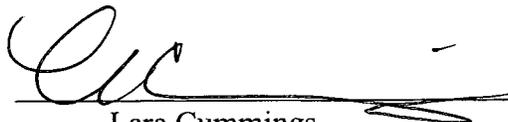
TRS: \$ 11,916

Total TRS Creditable Earnings: \$148,948

Total TRS Creditable Earnings: \$11,419.31  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Lara Cummings

Date

7/22/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Chad Davidson**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Fine Arts

Academic Level and Step: MA+30 Step 19  
Administrative Increment: 203 days + 2%

Base Salary: \$121,259

TRS: \$ 10,544

Total TRS Creditable Earnings: \$131,803

Monthly Base Salary: \$10,104.89  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature



Chad Davidson

Date

7/23/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**William Eike**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, Dean of Students

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$143,839

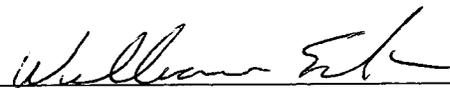
TRS: \$ 12,508

Total TRS Creditable Earnings: \$156,346

Total TRS Creditable Earnings: \$11,986.55  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
William Eike

Date

7-22-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Eric Etherton**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, PPS

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$143,839

TRS: \$ 12,508

Total TRS Creditable Earnings: \$156,346

Total TRS Creditable Earnings: \$11,986.55  
(12 monthly payments commencing on July 15, 2013)

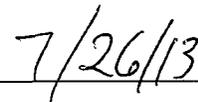
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Signature



Eric Etherton

Date



GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**John Finan**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Principal, Administrative Services

Academic Level and Step: MA+60 Step 19  
Administrative Increment: 30%

Base Salary: \$142,513

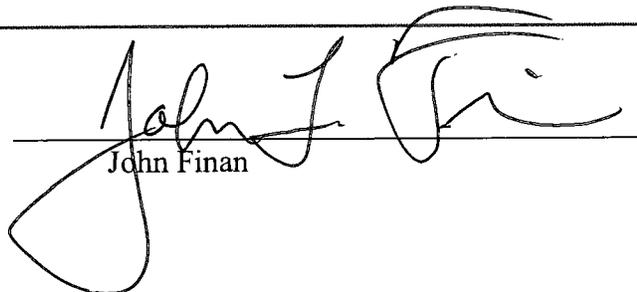
TRS: \$ 12,392

Total TRS Creditable Earnings: \$154,905

Total TRS Creditable Earnings: \$11,876.08  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
John Finan

Date

7/22/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Danita Fitch**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Foreign Language

Academic Level and Step: MA+45 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$129,729

TRS: \$ 11,281

Total TRS Creditable Earnings: \$141,010

Monthly Base Salary: \$10,810.78  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

---

Signature

  
Danita Fitch

Date

7-22-2013

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Kris Frandson**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Principal, Curriculum & Instruction

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 30%

Base Salary: \$149,592

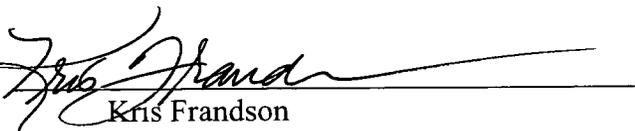
TRS: \$ 13,008

Total TRS Creditable Earnings: \$162,600

Total TRS Creditable Earnings: \$12,466.01  
(12 monthly payments commencing on July 15, 2013)

---

Signature

  
Kris Frandson

Date

*July 29<sup>th</sup>, 2013*

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Kathryn French**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Special Education

Academic Level and Step: MA+60 Step 16  
Administrative Increment: 203 days + 2%

Base Salary: \$116,988

TRS: \$ 10,173

Total TRS Creditable Earnings: \$127,161

Monthly Base Salary: \$ 9,749.03  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Kathryn French

Date

7-25-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Gary Freund**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Principal, Administrative Services

Academic Level and Step: MA+45 Step 21  
Administrative Increment: 30%

Base Salary: \$146,608

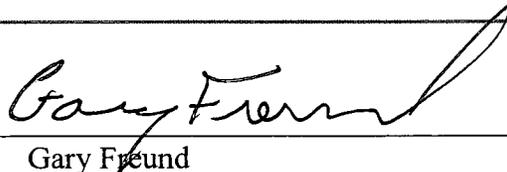
TRS: \$ 12,749

Total TRS Creditable Earnings: \$159,357

Total TRS Creditable Earnings: \$12,217.34  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Gary Freund

Date

7/23/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Sean Garrison**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Dean, Dean's Office

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Sean Garrison

Date

7/1/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Phillip Gartner**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Mathematics

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

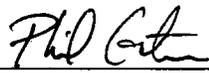
Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature



Phillip Gartner

Date 7/22/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Kellye Guzik**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, World Language

Academic Level and Step: MA Step 10  
Administrative Increment: 203 days + 2%

Base Salary: \$89,616

TRS: \$ 7,793

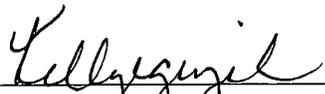
Total TRS Creditable Earnings: \$97,409

Monthly Base Salary: \$ 8,146.91 <sup>August</sup>  
(11 monthly payments commencing on ~~July~~ 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Kellye McKay-Guzik

Date

7/25/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

---

ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Dawn Hall**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Applied Technology

Academic Level and Step: MA+30 Step 15  
Administrative Increment: 203 days + 2%

Base Salary: \$109,215

TRS: \$ 9,497

Total TRS Creditable Earnings: \$118,712

Monthly Base Salary: \$ 9,101.26  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

---

Signature

  
Dawn Hall

Date



GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Terry Jozwik**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Social Studies

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$135,004

TRS: \$11,739

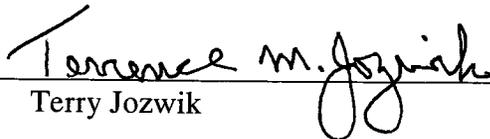
Total TRS Creditable Earnings: \$146,743

Monthly Base Salary: \$11,250.31  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Terry Jozwik

Date

8/5/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Mary Kosirog**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Career & Life Skills

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

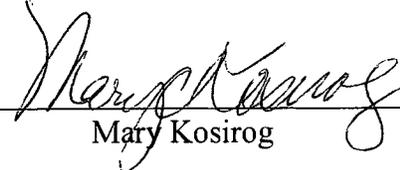
Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

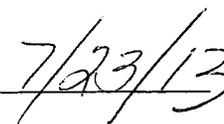
The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Mary Kosirog

Date



GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**John Leonard**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Dean, Dean's Office

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$148,528

TRS: \$12,915

Total TRS Creditable Earnings: \$161,443

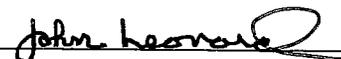
Monthly Base Salary: \$12,377.32

(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
John Leonard

Date 8-5-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

---

ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Sue Levine-Kelley**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, English

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$142,292

TRS: \$12,373

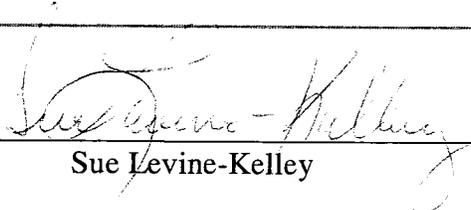
Total TRS Creditable Earnings: \$154,666

Monthly Base Salary: \$11,857.70  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

---

Signature

  
Sue Levine-Kelley

Date

15 August 2013

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

---

ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Robin Levine-Wissing**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Math

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$147,989

TRS: \$12,869

Total TRS Creditable Earnings: \$160,857

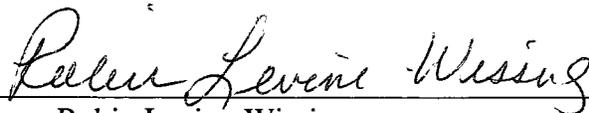
Monthly Base Salary: \$12,332.38

(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Robin Levine-Wissing

Date

8/9/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Cameron Muir**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Associate Principal, Curriculum & Instruction

Academic Level and Step: MA+45 Step 21  
Administrative Increment: 30%

Base Salary: \$146,608

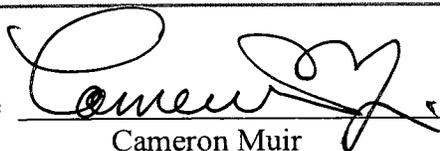
TRS: \$ 12,749

Total TRS Creditable Earnings: \$159,357

Total TRS Creditable Earnings: \$12,217.34  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Cameron Muir

Date



GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

---

ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Jennifer Pearson**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Director of Spec Ed, Special Education

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 30%

Base Salary: \$149,592

TRS: \$ 13,008

Total TRS Creditable Earnings: \$162,600

Total TRS Creditable Earnings: \$12,466.01  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Jennifer Pearson

Date

7/30/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Robert Pieper**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, PE/HE/DE

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

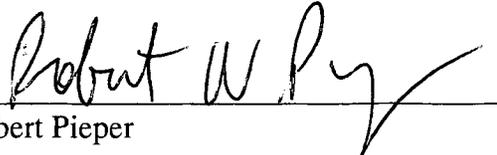
Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Robert Pieper

Date

7/24/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Paul Pryma**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Principal, Principal's Office

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$182,820

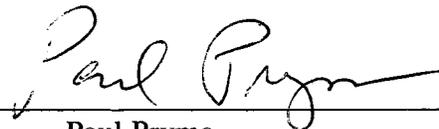
TRS: \$ 15,897

Total TRS Creditable Earnings: \$198,717

Monthly Base Salary: \$15,234.98  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Paul Pryma

Date

11/19/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Kimberly Ptak**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

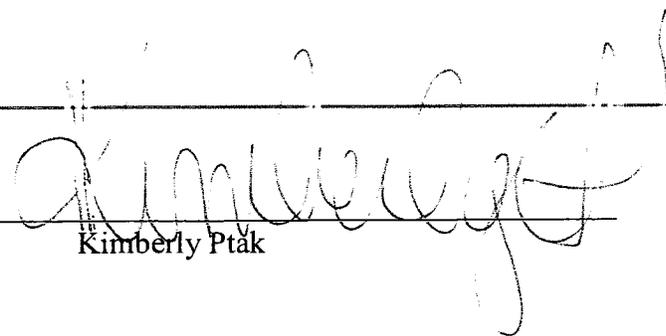
Director of Pur & Ops (.75 FTE), Business Office

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$107,879  
TRS: \$ 9,381  
Total TRS Creditable Earnings: \$117,260

Total TRS Creditable Earnings: \$ 8,989.93  
(12 monthly payments commencing on July 15, 2013)

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Signature  Date 7/20/13

Kimberly Ptak

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Mary Rockrohr**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Science

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Mary Rockrohr

Date

7/24/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Steven Rockrohr**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Athletic Director, Athletics

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$143,839

TRS: \$ 12,508

Total TRS Creditable Earnings: \$156,346

Total TRS Creditable Earnings: \$11,986.55  
(12 monthly payments commencing on July 15, 2013)

---

Signature St Rock  
Steven Rockrohr

Date 7-19-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Jeffrey Rylander**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Science

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

TRS: \$ 11,510

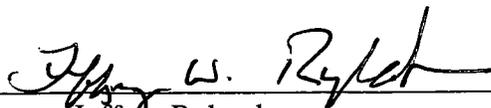
Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

---

Signature

  
Jeffrey Rylander

Date

7/25/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Francisco Santa**  
**GBE**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Principal, Glenbrook Evening School

Academic Level and Step: MA+60 Step 18  
Administrative Increment: 213 days + 2%

Base Salary: \$129,092

TRS: \$ 11,225

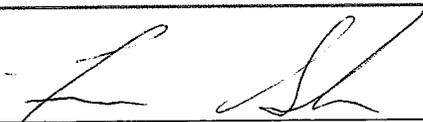
Total TRS Creditable Earnings: \$140,317

Monthly Base Salary: \$10,757.67  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 213 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

---

Signature

  
Francisco Santa

Date

7/22/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**James Shellard**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, Student Activities

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$143,839

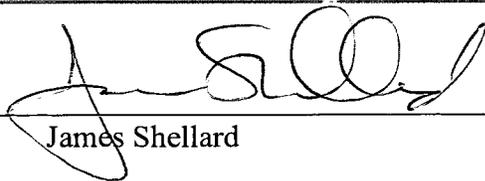
TRS: \$ 12,508

Total TRS Creditable Earnings: \$156,346

Total TRS Creditable Earnings: \$11,986.55  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
James Shellard

Date

7/25/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Robin Sheperd**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Suprv (0.8), Social Studies

Academic Level and Step: MA+30 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$101,818

TRS: \$ 8,854

Total TRS Creditable Earnings: \$110,672

Monthly Base Salary: \$ 8,484.87  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

  
Robin Sheperd

Date

8/5/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Hillarie Siena**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Asst. Supt, Business

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$168,515

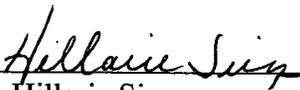
TRS: \$ 14,653

Total TRS Creditable Earnings: \$183,168

Monthly Base Salary: \$14,042.88  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Hillarie Siena

Date 11-14-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Marty Sirvatka**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Fine Arts

(According to Board of Education Policy 6100, Voluntary Termination Benefits for Administrators and Supervisors):

Base Salary: \$138,067

TRS: \$12,006

Total TRS Creditable Earnings: \$150,073

Monthly Base Salary: \$11,505.57  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature

*Marty Sirvatka*

Marty Sirvatka

Date

8-5-13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Edward Solis**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, English

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370  
TRS: \$ 11,510  
Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature \_\_\_\_\_  
Edward Solis

Date \_\_\_\_\_

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Steve Stanicek**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, PE/DE/HE

Academic Level and Step: MA+30 Step 20  
Administrative Increment: 203 days + 2%

Base Salary: \$124,291

TRS: \$ 10,808

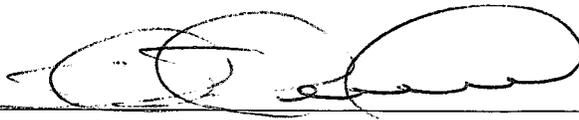
Total TRS Creditable Earnings: \$135,099

Monthly Base Salary: \$10,357.56  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature



Steve Stanicek

Date

7/25/13

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Douglas Strong**  
**OCC**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Instructional Supervisor, Special Education

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 203 days + 2%

Base Salary: \$132,370

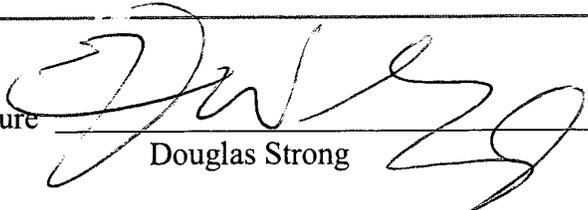
TRS: \$ 11,510

Total TRS Creditable Earnings: \$143,880

Monthly Base Salary: \$11,030.82  
(12 monthly payments commencing on July 15, 2013)

The length of your work year will be a total of 203 days including the tentative period from Monday, August 5, 2013 to Friday, June 20, 2014. Regular school holidays and release days granted to the instructional staff are also excluded from your work year.

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Signature  Date 7-21-13  
Douglas Strong

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Michael Tarjan**  
**GBN**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Principal, Student Activities

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 25%

Base Salary: \$143,839

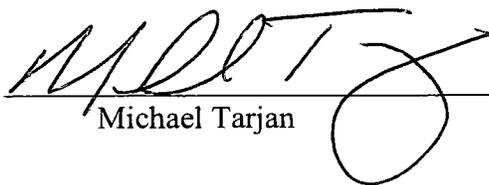
TRS: \$ 12,508

Total TRS Creditable Earnings: \$156,346

Total TRS Creditable Earnings: \$11,986.55  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Michael Tarjan

Date



**GLENBROOK HIGH SCHOOLS**  
**Office of Human Resources**  
**3801 West Lake Avenue**  
**Suite 200**  
**Glenview, IL 60026**

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**ADMINISTRATOR CONTRACT INFORMATION**  
**2013-2014**

**Vicki Tarver**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

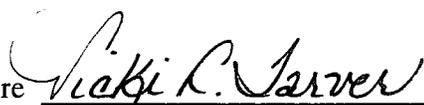
Please sign one copy of the contract and return it to Human Resources upon receipt.

**Position:** Director, Business Affairs  
**Salary:** \$ 96,851

Base Salary: \$ 8,070.92  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Vicki Tarver

Date

11-20-12

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Brian Wegley**  
**GBS**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Principal, Glenbrook South HS

Academic Level and Step: MA+60 Step 21

Administrative Increment: 45%

Base Salary: \$166,853

TRS: \$14,509

Total TRS Creditable Earnings: \$181,362

Total TRS Creditable Earnings: \$13,904.39  
(12 monthly payments commencing on July 15, 2013)

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Signature

  
Brian Wegley

Date

7/19/2013

GLENBROOK HIGH SCHOOLS  
Office of Human Resources  
3801 West Lake Avenue, Suite 200  
Glenview, IL 60026

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ADMINISTRATOR CONTRACT INFORMATION  
2013-2014

**Rosanne Williamson**  
**ADM**

The Board of Education, Northfield Township District 225, has approved the issuance of your contract for the 2013-2014 school year. Your assignment is listed below. This contract includes all the conditions as contained in your prior written contract. Please refer to Board of Education Policy 3020, Administrative Personnel for a complete list of administrative benefits.

Please sign one copy of the contract and return it to Human Resources upon receipt.

Assistant Superintendent, Educational Services

Academic Level and Step: MA+60 Step 21  
Administrative Increment: 35%

Base Salary: \$155,346

TRS: \$ 13,508

Total TRS Creditable Earnings: \$168,854

Total TRS Creditable Earnings: \$12,945.47  
(12 monthly payments commencing on July 15, 2013)

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Signature   
Rosanne Williamson

Date 7/22/2013



<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	<b>Position</b>	<b>Assignment</b>
Abbott	Nicole		Teacher/Counselor	Glenbrook Days
Abbott	Nicole		Teacher/Counselor	Language Instruction
Abbott	Nicole		Teacher/Counselor	Retirement Increase
Adam	Razzouk		Maintenance	Custodian
Adlon	Kyle		Maintenance	Custodian
Agins	Joan	A	Secretarial/Clerical	Accountant
Ahmed	Zia	K	Support Staff	Technology
Ainscough	Erik	D	Maintenance	Custodian
Albeker	Laura	M	Secretarial/Clerical	Department Assistant
Albert	Susan	E	Teacher/Counselor	English Instruction
Albert	Susan	E	Teacher/Counselor	Glenbrook Days
Allen	John	E	Teacher/Counselor	Academy
Allen	John	E	Teacher/Counselor	English Instruction
Allen	John	E	Teacher/Counselor	Glenbrook Days
Allen	John	E	Teacher/Counselor	Glenbrook Days
Allen	Patrick	J	Maintenance	Custodian
Aloy	Nicolette		Secretarial/Clerical	Department Assistant
Alpert	Amelia	G	Secretarial/Clerical	Executive Assistant
Anderson	Amanda	L	Support Staff	Athletic Trainer
Anderson	Lars	D	Instructional Assistant	1:1 Aide
Anderson	Stefanie	M	Teacher/Counselor	Family/Consumer Science
Anderson	Stefanie	M	Teacher/Counselor	Glenbrook Days
Anderson Jr	Walter	L	Instructional Assistant	1:1 Aide
Andrews	Chiara		Teacher/Counselor	Glenbrook Days
Andrews	Chiara		Teacher/Counselor	Science Instruction
Antolovic	Halina	M	Instructional Assistant	Transition Program
Arechar	Miguel	R	Maintenance	Custodian
Argyros	Erin	L	Teacher/Counselor	Glenbrook Days
Argyros	Erin	L	Teacher/Counselor	Math Instruction
Argyros	Erin	L	Teacher/Counselor	Team
Arko	Janez	M	Teacher/Counselor	Glenbrook Days
Arko	Janez	M	Teacher/Counselor	Longevity
Arko	Janez	M	Teacher/Counselor	Math Instruction
Asquini	Michael	T	Maintenance	Maintenance
Avila	Geovanny		Maintenance	Custodian
Bachmann	James	M	Teacher/Counselor	Cross Categorical
Bachmann	James	M	Teacher/Counselor	Glenbrook Days
Bachmann	James	M	Teacher/Counselor	Learning Disabilities
Bachula	Chester	Daniel	Maintenance	Plant Operations Supervisor
Baerson	Edith		Secretarial/Clerical	Executive Assistant
Baig	Tariq		Support Staff	Technology
Bailey	Claudia	J	Secretarial/Clerical	Executive Assistant
Bailey	Stephanie	E	Teacher/Counselor	English Instruction
Bailey	Stephanie	E	Teacher/Counselor	Glenbrook Days
Balabanos-Bank	Margaret		Paraprofessional	Safety/Security
Balabanos-Bank	Margaret		Paraprofessional	Safety/Security
Barber	Beth Ann		Teacher/Counselor	English Instruction
Barber	Beth Ann		Teacher/Counselor	Glenbrook Days

Barber	Kyle	P	Instructional Assistant	Classroom Aide
Bargar	Meghan	M	Teacher/Counselor	Associate Dean
Bargar	Meghan	M	Teacher/Counselor	Glenbrook Days
Barham	Hirms	Y	Maintenance	Custodian
Barkho	Sahar		Maintenance	Custodian
Bauer	Christina		Teacher/Counselor	Glenbrook Days
Bauer	Christina		Teacher/Counselor	Science Instruction
Bauman	Mark		Teacher/Counselor	Glenbrook Days
Bauman	Mark		Teacher/Counselor	Language Instruction
Baxter	Brian	C	Teacher/Counselor	Cross Categorical
Baxter	Brian	C	Teacher/Counselor	Glenbrook Days
Baxter	Brian	C	Teacher/Counselor	Learning Disabilities
Baxter	Brian	C	Teacher/Counselor	Longevity
Baxter	Susan	K	Teacher/Counselor	Glenbrook Days
Baxter	Susan	K	Teacher/Counselor	Special Instruction
Bean	Ronald	E	Administrator	Assistant Principal
Benedetto	Carie	Lynn	Teacher/Counselor	English Instruction
Benedetto	Carie	Lynn	Teacher/Counselor	Glenbrook Days
Benedetto	Carie	Lynn	Teacher/Counselor	Team
Benitez	Javier		Maintenance	Custodian
Benjamin	Terry	J	Teacher/Counselor	Glenbrook Days
Benjamin	Terry	J	Teacher/Counselor	Retirement Increase
Benjamin	Terry	J	Teacher/Counselor	Social Studies Instruction
Bennett	Juliet	D	Paraprofessional	Safety/Security
Benson	Bradley		Teacher/Counselor	Glenbrook Days
Benson	Bradley		Teacher/Counselor	Math Instruction
Benvenuti	Jack	C	Instructional Assistant	Student Instruction Aide
Benvenuti	Joy	A	Instructional Assistant	Student Instruction Aide
Beranek	Cynthia	J	Instructional Assistant	Lab Manager
Berg	Jason	D	Teacher/Counselor	Applied Technology
Berg	Jason	D	Teacher/Counselor	Glenbrook Days
Berg	Jason	D	Teacher/Counselor	Guided Studies
Berg	Robert	J	Teacher/Counselor	Glenbrook Days
Berg	Robert	J	Teacher/Counselor	Social Studies Instruction
Berg	Robert	J	Teacher/Counselor	Team
Berger	Louise		Secretarial/Clerical	Executive Assistant
Berk	Lauren		Teacher/Counselor	Evening HS Sem 1
Berk	Lauren		Instructional Assistant	Student Instruction Aide
Berkson	David	A	Teacher/Counselor	Classroom Aide
Berkson	David	A	Teacher/Counselor	Glenbrook Days
Berkson	David	A	Teacher/Counselor	Social Studies Instruction
Berlin	Deborah	A	Teacher/Counselor	Glenbrook Days
Berlin	Deborah	A	Teacher/Counselor	Science Instruction
Berman	Lindsey	I	Teacher/Counselor	Glenbrook Days
Berman	Lindsey	I	Teacher/Counselor	Science Instruction
Bertke	Matthew	I	Teacher/Counselor	Glenbrook Days
Bertke	Matthew	I	Teacher/Counselor	Language Instruction
Bialk	Rachel	W	Teacher/Counselor	Glenbrook Days
Bialk	Rachel	W	Teacher/Counselor	Math Instruction
Bish	Scott	M	Maintenance	Maintenance

Bitter	Stephanie	L	Support Staff	Technology
Blair	Anne		Teacher/Counselor	Glenbrook Days
Blair	Anne		Teacher/Counselor	Guided Studies
Block	Bradley	S	Instructional Assistant	Transition Program
Block	Leanne Kuhlman		Teacher/Counselor	Art Instruction
Block	Leanne Kuhlman		Teacher/Counselor	Glenbrook Days
Block	Leanne Kuhlman		Teacher/Counselor	Longevity
Block	Leanne Kuhlman		Teacher/Counselor	Peer Counseling
Boarini	Matthew	G	Maintenance	Custodian
Boehmer	Dana	K	Teacher/Counselor	Glenbrook Days
Boehmer	Dana	K	Teacher/Counselor	Physical Education
Boklewski	Jean	M	Secretarial/Clerical	Executive Assistant
Bolf	Kara		Teacher/Counselor	Cross Categorical
Bolf	Kara		Teacher/Counselor	Glenbrook Days
Bolf	Kara		Teacher/Counselor	Learning Disabilities
Bolf	Steven		Teacher/Counselor	English Instruction
Bolf	Steven		Teacher/Counselor	Glenbrook Days
Bolf	Steven		Teacher/Counselor	Team
Bond	Robert	M	Head Swim Coach	Swim Club
Bosack	Erin		Teacher/Counselor	English Instruction
Bosack	Erin		Teacher/Counselor	Glenbrook Days
Bourne	Eileen	S	Secretarial/Clerical	Department Assistant
Bowen	Esther	E	Teacher/Counselor	Classroom Aide
Bowen	Esther	E	Teacher/Counselor	Glenbrook Days
Bowen	Esther	E	Teacher/Counselor	Math Instruction
Boyle	David		Teacher/Counselor	College Counselor
Boyle	Michael		Instructional Assistant	Lab Manager
Bozacki-Rae	Joyce		Teacher/Counselor	Glenbrook Days
Bozacki-Rae	Joyce		Teacher/Counselor	Guidance Counselor
Braude	Damien	Benjamin	Teacher/Counselor	Asst Instructional Supervisor
Braude	Damien	Benjamin	Teacher/Counselor	Glenbrook Days
Braude	Damien	Benjamin	Teacher/Counselor	Learning Disabilities
Braude	Damien	Benjamin	Teacher/Counselor	Special Ed Coord
Braun	Kevin	M	Instructional Assistant	Lab Manager
Breman	Richard	F	Maintenance	Custodian
Brescia	Meghan	A	Teacher/Counselor	Glenbrook Days
Brescia	Meghan	A	Teacher/Counselor	Math Instruction
Brescia	Meghan	A	Teacher/Counselor	Team
Bretag	Ryan	S	Administrator	Dir of Instruc Tech
Bretag	Ryan	S	Administrator	Dir of Instruc Tech
Brosnan	Kathleen	C	Teacher/Counselor	Glenbrook Days
Brosnan	Kathleen	C	Teacher/Counselor	Math Instruction
Brosnan	Renee		Teacher/Counselor	Glenbrook Days
Brosnan	Renee		Teacher/Counselor	Physical Education
Brown	Aaron	L	Teacher/Counselor	Glenbrook Days
Brown	Aaron	L	Teacher/Counselor	Science Instruction
Brown	Kelly	A	Head Swim Coach	Swim Club
Brown-Harris	Melissa	A	Paraprofessional	Safety/Security
Budny	Kaitlin	F	Teacher/Counselor	Glenbrook Days
Budny	Kaitlin	F	Teacher/Counselor	Social Studies Instruction

Buresh	Carol	A	Teacher/Counselor	Cross Categorical
Buresh	Carol	A	Teacher/Counselor	Glenbrook Days
Buresh	Carol	A	Teacher/Counselor	Learning Disabilities
Buresh	Carol	A	Teacher/Counselor	Longevity
Bushek	Elizabeth		Teacher/Counselor	Asst Instructional Supervisor
Bushek	Elizabeth		Teacher/Counselor	Glenbrook Days
Bushek	Elizabeth		Teacher/Counselor	Math Instruction
Byrne	John	T	Teacher/Counselor	Glenbrook Days
Byrne	John	T	Teacher/Counselor	Math Instruction
Byrne	John	T	Teacher/Counselor	Retirement Increase
Calabrese	Randy	L	Maintenance	Grounds
Caliendo	Steve	Anthony	Administrator	Assistant Superintendent
Calucci	Susan	M	Maintenance	Locker Room Attendant
Camacho	Lindsey	S	Teacher/Counselor	Glenbrook Days
Camacho	Lindsey	S	Teacher/Counselor	Language Instruction
Campbell	Michael	A	Teacher/Counselor	Glenbrook Days
Campbell	Michael	A	Teacher/Counselor	Math Instruction
Carabez	Hector		Instructional Assistant	Cross Categorical
Carello	Phil		Instructional Assistant	Cross Categorical
Carlson	Paul	L	Support Staff	Technology
Carsello	Rosemarie		Teacher/Counselor	Glenbrook Days
Carsello	Rosemarie		Teacher/Counselor	Language Instruction
Cartagena	Hector	A	Maintenance	Custodian
Casey	Barbara	I	Paraprofessional	Safety/Security
Casey	John	F	Instructional Assistant	Lab Manager
Castillo	Patrick	T	Teacher/Counselor	Glenbrook Days
Castillo	Patrick	T	Teacher/Counselor	Physical Education
Catalano	John		Administrator	Director
Catsaros	Anthony	C	Support Staff	Athletic Trainer
Catsaros	Helen	C	Paraprofessional	Safety/Security
Chacheva	Asya	K	Instructional Assistant	Classroom Aide
Chapman	Richard	F	Teacher/Counselor	Glenbrook Days
Chapman	Richard	F	Teacher/Counselor	Longevity
Chapman	Richard	F	Teacher/Counselor	Music Instruction
Chernyavsky	Michael		Maintenance	Custodian
Choldin	Mary		Teacher/Counselor	Behavior Disorders
Choldin	Mary		Teacher/Counselor	Cross Categorical
Choldin	Mary		Teacher/Counselor	Glenbrook Days
Choldin	Mary		Teacher/Counselor	Learning Disabilities
Chou	Wanyin		Teacher/Counselor	Glenbrook Days
Chou	Wanyin		Teacher/Counselor	Language Instruction
Chowdhury	Rubel	AQ	Maintenance	Maintenance
Cicciu	Jennifer	H	Teacher/Counselor	Glenbrook Days
Cicciu	Jennifer	H	Teacher/Counselor	Longevity
Cicciu	Jennifer	H	Teacher/Counselor	Social Worker
Cichowski	Timothy		Teacher/Counselor	Glenbrook Days
Cichowski	Timothy		Teacher/Counselor	Physical Education
Clavey	Meaghan	T	Teacher/Counselor	Classroom Aide
Clavey	Meaghan	T	Teacher/Counselor	Glenbrook Days
Clavey	Meaghan	T	Teacher/Counselor	Physical Education

Cless	Martin		Teacher/Counselor	Business Education
Cless	Martin		Teacher/Counselor	Glenbrook Days
Coady	Angela	D	Instructional Assistant	1:1 Aide
Cohen	Deborah Ann	Hammersley	Teacher/Counselor	English Instruction
Cohen	Deborah Ann	Hammersley	Teacher/Counselor	Glenbrook Days
Cohen	Kelli		Teacher/Counselor	Cross Categorical
Cohen	Kelli		Teacher/Counselor	Glenbrook Days
Cohen	Kelli		Teacher/Counselor	Learning Disabilities
Cohen	Kelli		Teacher/Counselor	Physically Handicapped
Cohen	Kelli		Teacher/Counselor	Transition Program
Collazo	Antonio		Maintenance	Custodian
Collazo	Egrain		Maintenance	Maintenance
Collins	Steven	M	Instructional Assistant	Classroom Aide
Collins	Susan	A	Paraprofessional	Safety/Security
Condra	Laurie	B	Intern	Psychologist
Coombs	Katherine	G	Secretarial/Clerical	Assistant Scheduler
Cooper	Christopher	J	Teacher/Counselor	Glenbrook Days
Cooper	Christopher	J	Teacher/Counselor	Science Instruction
Cooper	Joy		Teacher/Counselor	English Instruction
Cooper	Joy		Teacher/Counselor	Glenbrook Days
Cooper	Joy		Teacher/Counselor	Peer Counseling
Cooper	Joy		Teacher/Counselor	Peer Counseling
Cope	Bryan	M	Teacher/Counselor	Glenbrook Days
Cope	Bryan	M	Teacher/Counselor	Math Instruction
Corfield	Susan	K	Teacher/Counselor	Glenbrook Days
Corfield	Susan	K	Teacher/Counselor	Social Studies Instruction
Corfield	Susan	K	Teacher/Counselor	Team
Cosgrove	Christina	Marie	Teacher/Counselor	Academy
Cosgrove	Christina	Marie	Teacher/Counselor	Glenbrook Days
Cosgrove	Christina	Marie	Teacher/Counselor	Glenbrook Days
Cosgrove	Christina	Marie	Teacher/Counselor	Language Instruction
Coskey	Kathy	A	Teacher/Counselor	Glenbrook Days
Coskey	Kathy	A	Teacher/Counselor	Math Instruction
Cowell	Robert	R	Instructional Assistant	Classroom Aide
Cowin	Angela		Secretarial/Clerical	Attendance Specialist
Cowlin	John	L	Teacher/Counselor	English Instruction
Cowlin	John	L	Teacher/Counselor	Glenbrook Days
Crandus	Yitzchak	Hillel	Teacher/Counselor	English Instruction
Crandus	Yitzchak	Hillel	Teacher/Counselor	Glenbrook Days
Crews	Evelyn		Instructional Assistant	Lab Manager
Cummings	Lara	E	Administrator	Assistant Principal
Cunningham	Karen	M	Teacher/Counselor	Asst Instructional Supervisor
Cunningham	Karen	M	Teacher/Counselor	English Instruction
Cunningham	Karen	M	Teacher/Counselor	Glenbrook Days
Cunningham	Karen	M	Teacher/Counselor	Guided Studies
Cunningham	Karen	M	Teacher/Counselor	Peer Counseling
Curington	Allen		Maintenance	Custodian
Czaplewski	Mary	E	Instructional Assistant	1:1 Aide
Daniels	Darlene	J	Paraprofessional	Safety/Security
Dankha	Adam	W	Maintenance	Custodian

Daubenspeck	Brianne	N	Instructional Assistant	Transition Program
Daugherty	Elizabeth	A	Teacher/Counselor	Glenbrook Days
Daugherty	Elizabeth	A	Teacher/Counselor	Math Instruction
Davidson	Chad		Administrator	Instructional Supervisor
Davidson	Chad		Administrator	Music Instruction
Davito	Jeanne	A	Secretarial/Clerical	Executive Assistant
De La Paz	Angel	B	Secretarial/Clerical	Accountant
Dean	Debbie	L	Secretarial/Clerical	Department Assistant
Dec	Mark	E	Teacher/Counselor	Glenbrook Days
Dec	Mark	E	Teacher/Counselor	Learning Disabilities
Dec	Mark	E	Teacher/Counselor	Team
DeFrenza-Israel	Melissa		Teacher/Counselor	Glenbrook Days
DeFrenza-Israel	Melissa		Teacher/Counselor	Guidance Counselor
DeKuiper	Christopher	C	Teacher/Counselor	English Instruction
DeKuiper	Christopher	C	Teacher/Counselor	Glenbrook Days
DeMaio	Robert	M	Maintenance	Maintenance
Demeas	Daisy	M	Maintenance	Custodian
Deschamps	Kimberly	D	Paraprofessional	Safety/Security
Dillon	Diane	K	Teacher/Counselor	Glenbrook Days
Dillon	Diane	K	Teacher/Counselor	Longevity
Dillon	Diane	K	Teacher/Counselor	Science Instruction
Dobin	Mikhail		Maintenance	Custodian
Dobrin	Marlene	K	Secretarial/Clerical	Department Assistant
Doebler	Christopher	M	Support Staff	Technology
Doyle	Robin	R	Teacher/Counselor	Glenbrook Days
Doyle	Robin	R	Teacher/Counselor	Longevity
Doyle	Robin	R	Teacher/Counselor	Physical Education
Drevline	Timothy		Teacher/Counselor	Business Education
Drevline	Timothy		Teacher/Counselor	Glenbrook Days
Drone	Matthew	E	Teacher/Counselor	Glenbrook Days
Drone	Matthew	E	Teacher/Counselor	Guidance Counselor
Drucker	Christine	C	Teacher/Counselor	Glenbrook Days
Drucker	Christine	C	Teacher/Counselor	Math Instruction
Duerig	Joan	A	Secretarial/Clerical	Department Assistant
Duffy	Laura		Teacher/Counselor	Glenbrook Days
Duffy	Laura		Teacher/Counselor	Health Education
Duffy	Laura		Teacher/Counselor	Physical Education
Dul	Ryan	S	Teacher/Counselor	Glenbrook Days
Dul	Ryan	S	Teacher/Counselor	Physical Education
Duran	Mario		Maintenance	Custodian
Duran	Mario		Maintenance	Locker Room Attendant
Durchslag	Dorothy	L	Secretarial/Clerical	Department Assistant
Dusza	Christopher	J	Support Staff	Technology
Eddington	Susan		Teacher/Counselor	Glenbrook Days
Eddington	Susan		Teacher/Counselor	Library/Media Specialist
Eddington	Susan		Teacher/Counselor	Retirement Increase
Edison	William	F	Teacher/Counselor	Behavior Disorders
Edison	William	F	Teacher/Counselor	Cross Categorical
Edison	William	F	Teacher/Counselor	Glenbrook Days
Edison	William	F	Teacher/Counselor	Learning Disabilities

Edler	Kay	N	Secretarial/Clerical	Payroll
Egebrecht	Diane	L	Paraprofessional	Safety/Security
Egebrecht	Patricia	J	Instructional Assistant	1:1 Aide
Eichler	Ellen	E	Teacher/Counselor	Glenbrook Days
Eichler	Ellen	E	Teacher/Counselor	Guidance Counselor
Eichler	Ellen	E	Teacher/Counselor	Retirement Increase
Eike	William	R	Administrator	Assistant Principal
Ekner	Amy	R	Instructional Assistant	1:1 Aide
Ekstrand	Emily	J	Teacher/Counselor	Glenbrook Days
Ekstrand	Emily	J	Teacher/Counselor	Language Instruction
Ekstrand	Emily	J	Teacher/Counselor	Social Studies Instruction
Eller	Emily	Caryl	Teacher/Counselor	English Instruction
Eller	Emily	Caryl	Teacher/Counselor	Glenbrook Days
Ellinger-Macon	Jamie	E	Teacher/Counselor	Debate
Ellinger-Macon	Jamie	E	Teacher/Counselor	Glenbrook Days
Ellinger-Macon	Jamie	E	Teacher/Counselor	Social Studies Instruction
Elliott	Amie		Teacher/Counselor	Art Instruction
Elliott	Amie		Teacher/Counselor	Glenbrook Days
Elliott	Amie		Teacher/Counselor	Industrial Arts
English	Michael		Teacher/Counselor	Asst Instructional Supervisor
English	Michael		Teacher/Counselor	Glenbrook Days
English	Michael		Teacher/Counselor	Health Education
English	Michael		Teacher/Counselor	Physical Education
Ericksen	Mary Ann		Teacher/Counselor	Glenbrook Days
Ericksen	Mary Ann		Teacher/Counselor	Science Instruction
Ericksen	Mary Ann		Teacher/Counselor	Team
Erwinski	Jason	T	Teacher/Counselor	English Instruction
Erwinski	Jason	T	Teacher/Counselor	Glenbrook Days
Etherton	Eric	T	Administrator	Assistant Principal
Ewen	Robert	E	Maintenance	Custodian
Farber	Stephen	M	Teacher/Counselor	Glenbrook Days
Farber	Stephen	M	Teacher/Counselor	Math Instruction
Fastert	Matthew	J	Support Staff	Physical Education
Feeney	Julie	Ann	Teacher/Counselor	Glenbrook Days
Feeney	Julie	Ann	Teacher/Counselor	Learning Disabilities
Fendt	Dawn		Teacher/Counselor	Glenbrook Days
Fendt	Dawn		Teacher/Counselor	Physical Education
Fendt	Dawn		Teacher/Counselor	Retirement Increase
Ferguson	William Mark		Teacher/Counselor	Broadcasting
Ferguson	William Mark		Teacher/Counselor	Glenbrook Days
Ferguson	William Mark		Teacher/Counselor	Retirement Increase
Ferrer	Joel	F	Maintenance	Custodian
Fiala	Frank	Anthony	Teacher/Counselor	Glenbrook Days
Fiala	Frank	Anthony	Teacher/Counselor	Science Instruction
Field	Brenda		Teacher/Counselor	English Instruction
Field	Brenda		Teacher/Counselor	Glenbrook Days
Field	Scott		Teacher/Counselor	Academy
Field	Scott		Teacher/Counselor	Academy
Field	Scott		Teacher/Counselor	Glenbrook Days
Field	Scott		Teacher/Counselor	Glenbrook Days

Field	Scott		Teacher/Counselor	Language Instruction
Figaro	Beth	Ann	Teacher/Counselor	Glenbrook Days
Figaro	Beth	Ann	Teacher/Counselor	Physical Education
Finan	John	Leo	Administrator	Associate Principal
Fischer	Carol	S	Instructional Assistant	School Nurse
Fitch	Danita	M	Administrator	Instructional Supervisor
Fitch	Danita	M	Administrator	Language Instruction
Fitzsimons	Karen	A	Teacher/Counselor	Glenbrook Days
Fitzsimons	Karen	A	Teacher/Counselor	Longevity
Fitzsimons	Karen	A	Teacher/Counselor	Math Instruction
Flannery	Stacy		Teacher/Counselor	Asst Instructional Supervisor
Flannery	Stacy		Teacher/Counselor	Glenbrook Days
Flannery	Stacy		Teacher/Counselor	Social Studies Instruction
Flannery-Day	Mary		Secretarial/Clerical	Department Assistant
Flannery-Day	Mary		Secretarial/Clerical	Department Assistant
Fleischauer	Scott	L	Maintenance	Maintenance
Flener	JoEllen		Teacher/Counselor	Glenbrook Days
Flener	JoEllen		Teacher/Counselor	Math Instruction
Flickinger	Susan	K	Teacher/Counselor	Glenbrook Days
Flickinger	Susan	K	Teacher/Counselor	Social Studies Instruction
Florczak	Alexander	V	Maintenance	Custodian
Fluegge	Danielle	K	Teacher/Counselor	English Instruction
Fluegge	Danielle	K	Teacher/Counselor	Glenbrook Days
Fluegge	Danielle	K	Teacher/Counselor	Guided Studies
Fogarty	Gerald		Teacher/Counselor	Glenbrook Days
Fogarty	Gerald		Teacher/Counselor	Social Studies Instruction
Fogarty	Gerald		Teacher/Counselor	Team
Foster	Bonnie	J	Teacher/Counselor	Glenbrook Days
Foster	Bonnie	J	Teacher/Counselor	Learning Disabilities
Fournier	John	M	Teacher/Counselor	Glenbrook Days
Fournier	John	M	Teacher/Counselor	Physical Education
Franck	Theodora	M	Teacher/Counselor	Evening HS Sem 1
Franck	Theodora	M	Teacher/Counselor	Glenbrook Days
Franck	Theodora	M	Teacher/Counselor	Retirement Increase
Franck	Theodora	M	Teacher/Counselor	Social Studies Instruction
Frandsen	Kris	A	Administrator	Associate Principal
Frankel	Susan	M	Teacher/Counselor	Glenbrook Days
Frankel	Susan	M	Teacher/Counselor	Psychologist
Franson	David	C	Teacher/Counselor	Glenbrook Days
Franson	David	C	Teacher/Counselor	Language Instruction
Frantell	Richard	P	Maintenance	Maintenance
Fraser	Lauren		Teacher/Counselor	Academy
Fraser	Lauren		Teacher/Counselor	Glenbrook Days
Fraser	Lauren		Teacher/Counselor	Glenbrook Days
Fraser	Lauren		Teacher/Counselor	Language Instruction
Fraser	Verlin		Teacher/Counselor	English Instruction
Fraser	Verlin		Teacher/Counselor	Glenbrook Days
French	Kathryn	S	Administrator	Instructional Supervisor
Freund	Gary	J	Administrator	Associate Principal
Frid	Roman		Maintenance	Custodian

Friedmann	Jennifer	G	Teacher/Counselor	Glenbrook Days
Friedmann	Jennifer	G	Teacher/Counselor	Science Instruction
Friske	David	M	Maintenance	Custodian
Froehlich	Robert	J	Teacher/Counselor	Glenbrook Days
Froehlich	Robert	J	Teacher/Counselor	Science Instruction
Frydman	Cecile		Teacher/Counselor	Glenbrook Days
Frydman	Cecile		Teacher/Counselor	Retirement Increase
Frydman	Cecile		Teacher/Counselor	Social Worker
Fuja	Stephanie	R	Teacher/Counselor	Art Instruction
Fuja	Stephanie	R	Teacher/Counselor	Glenbrook Days
Fuja	Stephanie	R	Teacher/Counselor	Guided Studies
Fuja	Stephanie	R	Teacher/Counselor	Peer Counseling
Furse	Catherine	F	Paraprofessional	Safety/Security
Gabler	Susan	R	Secretarial/Clerical	Library Assistant
Gale	Sue Ramstack		Teacher/Counselor	Evening HS Sem 1
Gallagher	Mark	P	Teacher/Counselor	Glenbrook Days
Gallagher	Mark	P	Teacher/Counselor	Math Instruction
Gallagher-Bolos	Joan		Teacher/Counselor	Glenbrook Days
Gallagher-Bolos	Joan		Teacher/Counselor	Science Instruction
Gallivan	Robert	M	Teacher/Counselor	Glenbrook Days
Gallivan	Robert	M	Teacher/Counselor	Social Studies Instruction
Gallivan	Robert	M	Teacher/Counselor	Team
Galson	Kerry	K	Teacher/Counselor	Academy
Galson	Kerry	K	Teacher/Counselor	English Instruction
Galson	Kerry	K	Teacher/Counselor	Glenbrook Days
Galson	Kerry	K	Teacher/Counselor	Glenbrook Days
Gambill	Gayle	M	Secretarial/Clerical	Payroll
Gan	Alexandra		Secretarial/Clerical	Accountant
Garbe	David	W	Instructional Assistant	Classroom Aide
Garbe	David	W	Teacher/Counselor	English Instruction
Garbe	David	W	Teacher/Counselor	Glenbrook Days
Garrison	Sean	W	Administrator	Associate Dean
Gartner	Phillip		Administrator	Instructional Supervisor
Gartner	Phillip		Administrator	Math Instruction
Gatchalian	Ronald	D	Teacher/Counselor	Glenbrook Days
Gatchalian	Ronald	D	Teacher/Counselor	Glenbrook Days
Gatchalian	Ronald	D	Teacher/Counselor	Learning Disabilities
Gatchalian	Ronald	D	Teacher/Counselor	Transition Program
Geallis	Elaine	M	Secretarial/Clerical	Executive Assistant
Geanconteri	Mary Lou	A	Secretarial/Clerical	Executive Assistant
Gebhardt	Ann		Teacher/Counselor	Glenbrook Days
Gebhardt	Ann		Teacher/Counselor	Guidance Counselor
Geddeis	Karen	B	Support Staff	Public Relations
Georgacakis	Justin	S	Teacher/Counselor	Glenbrook Days
Georgacakis	Justin	S	Teacher/Counselor	Physical Education
Gerbich	Justin		Teacher/Counselor	Art Instruction
Gerbich	Justin		Teacher/Counselor	Glenbrook Days
Gerbich	Justin		Teacher/Counselor	Guided Studies
Gerencser	Joseph	D	Teacher/Counselor	Glenbrook Days
Gerencser	Joseph	D	Teacher/Counselor	Language Instruction

Giebel	Nancy	A	Teacher/Counselor	Glenbrook Days
Giebel	Nancy	A	Teacher/Counselor	Physical Education
Giebel	Nancy	A	Teacher/Counselor	Retirement Increase
Giorgas	Pat	T	Support Staff	Technology
Glass	Scott		Teacher/Counselor	English Instruction
Glass	Scott		Teacher/Counselor	Glenbrook Days
Gleason	William	D	Paraprofessional	Safety/Security
Glynn Jr	James	C	Teacher/Counselor	Glenbrook Days
Glynn Jr	James	C	Teacher/Counselor	Science Instruction
Goering	Karen		Teacher/Counselor	Glenbrook Days
Goering	Karen		Teacher/Counselor	Language Instruction
Golding	Ann	M B	Teacher/Counselor	Glenbrook Days
Golding	Ann	M B	Teacher/Counselor	Language Instruction
Goldsmith	Amy	B	Teacher/Counselor	English Instruction
Goldsmith	Amy	B	Teacher/Counselor	Glenbrook Days
Goldsmith	Amy	B	Teacher/Counselor	Reading Improvement
Goldstein	Ellen	D	Paraprofessional	Safety/Security
Gomez	Lilian	Matheson	Teacher/Counselor	Cross Categorical
Gomez	Lilian	Matheson	Teacher/Counselor	Glenbrook Days
Gomez	Lilian	Matheson	Teacher/Counselor	Learning Disabilities
Gonzalez	Lori	L	Teacher/Counselor	Cross Categorical
Gonzalez	Lori	L	Teacher/Counselor	Glenbrook Days
Gonzalez	Lori	L	Teacher/Counselor	Learning Disabilities
Goodman	Stephen	Edmond	Teacher/Counselor	Glenbrook Days
Goodman	Stephen	Edmond	Teacher/Counselor	Math Instruction
Goodrich	Michelle	A	Instructional Assistant	Classroom Aide
Goodrich	Rosanne		Secretarial/Clerical	Department Assistant
Grdinic	Marcel	A	Teacher/Counselor	Glenbrook Days
Grdinic	Marcel	A	Teacher/Counselor	Science Instruction
Green	Janet	K	Secretarial/Clerical	Library Assistant
Green	Janet	K	Secretarial/Clerical	Library Assistant
Greenberg	Alan	D	Teacher/Counselor	Glenbrook Days
Greenberg	Alan	D	Teacher/Counselor	Guided Studies
Greenberg	Alan	D	Teacher/Counselor	Physical Education
Greenspan	Scott		Teacher/Counselor	Glenbrook Days
Greenspan	Scott		Teacher/Counselor	Math Instruction
Greenstein	Michael	B	Teacher/Counselor	Debate
Greenstein	Michael	B	Teacher/Counselor	Glenbrook Days
Greenstein	Michael	B	Teacher/Counselor	Social Studies Instruction
Griffin	Peter	D	Instructional Assistant	1:1 Aide
Grosland	Steven		Teacher/Counselor	Glenbrook Days
Grosland	Steven		Teacher/Counselor	Retirement Increase
Grosland	Steven		Teacher/Counselor	Science Instruction
Gudmundsson	Marianne		Teacher/Counselor	Glenbrook Days
Gudmundsson	Marianne		Teacher/Counselor	Science Instruction
Guertin	Marianne		Paraprofessional	Safety/Security
Gulde	Andrew	R	Instructional Assistant	Classroom Aide
Gutierrez	Katherine	E	Teacher/Counselor	Glenbrook Days
Gutierrez	Katherine	E	Teacher/Counselor	Science Instruction
Gutierrez	Roberto		Maintenance	Custodian

Guzik	Kellye	L	Administrator	Instructional Supervisor
Guzik	Kellye	L	Administrator	Language Instruction
Guzman	Rommel	A	Teacher/Counselor	Glenbrook Days
Guzman	Rommel	A	Teacher/Counselor	Language Instruction
Guzman	Rommel	A	Teacher/Counselor	Retirement Increase
Ha	Seong Bong		Teacher/Counselor	Business Education
Ha	Seong Bong		Teacher/Counselor	Glenbrook Days
Haban	Patricia	Marie	Teacher/Counselor	Glenbrook Days
Haban	Patricia	Marie	Teacher/Counselor	Language Instruction
Haggis	Matthew	G	Instructional Assistant	Classroom Aide
Hague	Amy	T	Teacher/Counselor	Glenbrook Days
Hague	Amy	T	Teacher/Counselor	Glenbrook Days
Hague	Amy	T	Teacher/Counselor	Speech Pathologist
Hague	Amy	T	Teacher/Counselor	Transition Program
Hahn	Susan	S	Instructional Assistant	Job Coach
Hajost	Edward	E	Teacher/Counselor	Applied Technology
Hajost	Edward	E	Teacher/Counselor	Glenbrook Days
Haley	Charles	E	Maintenance	Custodian
Hall	Dawn	R	Administrator	Business Education
Hall	Dawn	R	Administrator	Instructional Supervisor
Halm	Alison	E	Instructional Assistant	Student Instruction Aide
Halm	Steven	V	Instructional Assistant	Student Instruction Aide
Halpern	Bryan		Teacher/Counselor	English Instruction
Halpern	Bryan		Teacher/Counselor	Glenbrook Days
Halpern	Bryan		Teacher/Counselor	Peer Counseling
Halpern	Margot	E	Secretarial/Clerical	Attendance Specialist
Hammer	Linda	S	Instructional Assistant	1:1 Aide
Hansen	Todd		Teacher/Counselor	Cross Categorical
Hansen	Todd		Teacher/Counselor	Glenbrook Days
Hansen	Todd		Teacher/Counselor	Learning Disabilities
Hansen	Todd		Teacher/Counselor	Retirement Increase
Hardin	Theresa		Teacher/Counselor	Evening HS Sem 1
Hargesheimer	Kathleen		Secretarial/Clerical	Test Coordinator
Harper	Lisa	E	Teacher/Counselor	Glenbrook Days
Harper	Lisa	E	Teacher/Counselor	Psychologist
Harris	Marshall	J	Teacher/Counselor	English Instruction
Harris	Marshall	J	Teacher/Counselor	Glenbrook Days
Harris	Terry		Teacher/Counselor	Cross Categorical
Harris	Terry		Teacher/Counselor	Glenbrook Days
Harris	Terry		Teacher/Counselor	Learning Disabilities
Hart	Annahi		Teacher/Counselor	Glenbrook Days
Hart	Annahi		Teacher/Counselor	Language Instruction
Hart	Jennifer	Aran	Teacher/Counselor	Glenbrook Days
Hart	Jennifer	Aran	Teacher/Counselor	Glenbrook Days
Hart	Jennifer	Aran	Teacher/Counselor	Language Instruction
Hart	Jennifer	Aran	Teacher/Counselor	Language Instruction
Hartman	David	P	Teacher/Counselor	Glenbrook Days
Hartman	David	P	Teacher/Counselor	Social Worker
Hasenstein	Kurt	W	Teacher/Counselor	Glenbrook Days
Hasenstein	Kurt	W	Teacher/Counselor	Physical Education

Hasnas	Kimberly	R	Instructional Assistant	Student Instruction Aide
Hawke	Anita	M	Instructional Assistant	Classroom Aide
Hayner	Jennifer		Teacher/Counselor	Glenbrook Days
Hayner	Jennifer		Teacher/Counselor	Science Instruction
Hemesath	Christy		Teacher/Counselor	Glenbrook Days
Hemesath	Christy		Teacher/Counselor	Psychologist
Henderson	Thomas	J	Teacher/Counselor	Glenbrook Days
Henderson	Thomas	J	Teacher/Counselor	Longevity
Henderson	Thomas	J	Teacher/Counselor	Science Instruction
Henrich	Erica	A	Teacher/Counselor	English Instruction
Henrich	Erica	A	Teacher/Counselor	Glenbrook Days
Henrichs	Stephanie	L	Teacher/Counselor	Glenbrook Days
Henrichs	Stephanie	L	Teacher/Counselor	Transition Program
Henriot	Jean-Louis	G	Maintenance	Maintenance
Hessler	Ross	F	Maintenance	Custodian
Hessler	Ross	F	Maintenance	Maintenance
Hickman	Patrick	W	Maintenance	Grounds
Hicks	Daniel		Teacher/Counselor	Glenbrook Days
Hicks	Daniel		Teacher/Counselor	Social Studies Instruction
Higgins	Heather		Teacher/Counselor	Glenbrook Days
Higgins	Heather		Teacher/Counselor	Guidance Counselor
Hilvert	Christopher	M	Teacher/Counselor	Asst Instructional Supervisor
Hilvert	Christopher	M	Teacher/Counselor	Glenbrook Days
Hilvert	Christopher	M	Teacher/Counselor	Longevity
Hilvert	Christopher	M	Teacher/Counselor	Science Instruction
Hoefft	Pantra		Teacher/Counselor	Glenbrook Days
Hoefft	Pantra		Teacher/Counselor	Social Worker
Hoefft-Runde	Tara		Teacher/Counselor	Cross Categorical
Hoefft-Runde	Tara		Teacher/Counselor	Glenbrook Days
Hoefft-Runde	Tara		Teacher/Counselor	Learning Disabilities
Hoisington	Molly	Ansel	Instructional Assistant	Classroom Aide
Holden	Danielle		Teacher/Counselor	Glenbrook Days
Holden	Danielle		Teacher/Counselor	Language Instruction
Holecek	Marketa		Teacher/Counselor	Broadcasting
Holecek	Marketa		Teacher/Counselor	Glenbrook Days
Holecek	Marketa		Teacher/Counselor	Peer Counseling
Holmbeck	Jennifer	L	Instructional Assistant	1:1 Aide
Holmbeck	Jennifer	L	Instructional Assistant	Classroom Aide
Holmblad	Jonathan	A	Maintenance	Custodian
Hoover	Katie		Teacher/Counselor	English Instruction
Hoover	Katie		Teacher/Counselor	Glenbrook Days
Hoover Jr	James	B	Teacher/Counselor	Glenbrook Days
Hoover Jr	James	B	Teacher/Counselor	Social Studies Instruction
Hoover Jr	James	B	Teacher/Counselor	Team
Hope	Cheryl	J	Teacher/Counselor	English Instruction
Hope	Cheryl	J	Teacher/Counselor	ESL Instruction
Hope	Cheryl	J	Teacher/Counselor	Glenbrook Days
Hope	Cheryl	J	Teacher/Counselor	Retirement Increase
Hopkins	Robert		Teacher/Counselor	Glenbrook Days
Hopkins	Robert		Teacher/Counselor	Special Instruction

Hopkins	Robert		Teacher/Counselor	Special Instruction
Horine	William	J	Teacher/Counselor	Evening HS Sem 1
Horine	William	J	Teacher/Counselor	Glenbrook Days
Horine	William	J	Teacher/Counselor	Retirement Increase
Horine	William	J	Teacher/Counselor	Social Studies Instruction
Horvath	Emily		Teacher/Counselor	Glenbrook Days
Horvath	Emily		Teacher/Counselor	Social Studies Instruction
Horvath	Emily		Teacher/Counselor	Team
Hotton	LeaAnne		Teacher/Counselor	Glenbrook Days
Hotton	LeaAnne		Teacher/Counselor	Math Instruction
Hotton	LeaAnne		Teacher/Counselor	Retirement Increase
Howie	Jim		Teacher/Counselor	Applied Technology
Howie	Jim		Teacher/Counselor	Glenbrook Days
Howie	Jim		Teacher/Counselor	Longevity
Hoynes	Jerome	P	Teacher/Counselor	Glenbrook Days
Hoynes	Jerome	P	Teacher/Counselor	Social Studies Instruction
Hudson	Daniel		Teacher/Counselor	Behavior Disorders
Hudson	Daniel		Teacher/Counselor	Cross Categorical
Hudson	Daniel		Teacher/Counselor	Glenbrook Days
Huebner	Lynette	M	Secretarial/Clerical	Department Assistant
Huesmann-Delaney	Kimberly		Teacher/Counselor	Glenbrook Days
Huesmann-Delaney	Kimberly		Teacher/Counselor	Psychologist
Huguelet	Lorena	Sue	Teacher/Counselor	English Instruction
Huguelet	Lorena	Sue	Teacher/Counselor	Glenbrook Days
Huguelet	Lorena	Sue	Teacher/Counselor	Team
Hussmann	Benedict		Teacher/Counselor	GEA
Hussmann	Benedict		Teacher/Counselor	Glenbrook Days
Hussmann	Benedict		Teacher/Counselor	Social Studies Instruction
Ibarra	Angelica		Secretarial/Clerical	Library Assistant
Ijaz	Imran		Paraprofessional	Safety/Security
Ilie	Sarah	H	Teacher/Counselor	Glenbrook Days
Ilie	Sarah	H	Teacher/Counselor	Social Studies Instruction
Imbo	Ralph	T	Maintenance	Maintenance
Ingaunis	Natalie	Ann	Teacher/Counselor	Art Instruction
Ingaunis	Natalie	Ann	Teacher/Counselor	Glenbrook Days
Ingersoll	Mindy	B	Teacher/Counselor	Business Education
Ingersoll	Mindy	B	Teacher/Counselor	Glenbrook Days
Iriarte	Miguel	A	Maintenance	Custodian
Iriarte	Rafael	B	Support Staff	Technology
Izenstark	Matthew		Teacher/Counselor	Behavior Disorders
Izenstark	Matthew		Teacher/Counselor	Cross Categorical
Izenstark	Matthew		Teacher/Counselor	Glenbrook Days
Izenstark	Matthew		Teacher/Counselor	Learning Disabilities
Jacobson	Kristen	K	Teacher/Counselor	Glenbrook Days
Jacobson	Kristen	K	Teacher/Counselor	Library/Media Specialist
Jaeger	Mary	Z	Teacher/Counselor	Cross Categorical
Jaeger	Mary	Z	Teacher/Counselor	Glenbrook Days
Jaeger	Mary	Z	Teacher/Counselor	Learning Disabilities
Jaeger	Mary	Z	Teacher/Counselor	Retirement Increase
Jakucyn	Natalie		Teacher/Counselor	Glenbrook Days

Jakucyn	Natalie		Teacher/Counselor	Math Instruction
Jakucyn	Natalie		Teacher/Counselor	Retirement Increase
Johlie	Matthew		Teacher/Counselor	Glenbrook Days
Johlie	Matthew		Teacher/Counselor	Language Instruction
Johnson	Gregory		Maintenance	Custodian
Johnston	Traci	A	Secretarial/Clerical	Department Assistant
Johnston	Traci	A	Secretarial/Clerical	Department Assistant
Jones	Katie	E	Teacher/Counselor	Business Education
Jones	Katie	E	Teacher/Counselor	Family/Consumer Science
Jones	Katie	E	Teacher/Counselor	Glenbrook Days
Jordan	Jeanette	L	Teacher/Counselor	Associate Dean
Jordan	Jeanette	L	Teacher/Counselor	English Instruction
Jordan	Jeanette	L	Teacher/Counselor	Glenbrook Days
Jordan	Jeanette	L	Teacher/Counselor	Longevity
Jordan	Jeff	K	Teacher/Counselor	Asst Instructional Supervisor
Jordan	Jeff	K	Teacher/Counselor	Glenbrook Days
Jordan	Jeff	K	Teacher/Counselor	Science Instruction
Joshi	Pa'al	Chaand	Teacher/Counselor	Evening HS Sem 1
Joshi	Pa'al	Chaand	Teacher/Counselor	Glenbrook Days
Joshi	Pa'al	Chaand	Teacher/Counselor	Special Instruction
Jost	John	J	Maintenance	Locker Room Attendant
Jozwik	Terrence	M	Administrator	Instructional Supervisor
Jozwik	Terrence	M	Administrator	Social Studies Instruction
Julien	Brian	K	Maintenance	Custodian
Julien	Patrick	W	Maintenance	Custodian
Kallay	Jeff	A	Teacher/Counselor	Glenbrook Days
Kallay	Jeff	A	Teacher/Counselor	Longevity
Kallay	Jeff	A	Teacher/Counselor	Social Studies Instruction
Kaltman	Sharon	L	Teacher/Counselor	English Instruction
Kaltman	Sharon	L	Teacher/Counselor	Glenbrook Days
Kane	David	W	Teacher/Counselor	Glenbrook Days
Kane	David	W	Teacher/Counselor	Social Studies Instruction
Kane	Hillary	A	Teacher/Counselor	English Instruction
Kane	Hillary	A	Teacher/Counselor	ESL Instruction
Kane	Hillary	A	Teacher/Counselor	Glenbrook Days
Kang	Hannah	Min	Teacher/Counselor	English Instruction
Kang	Hannah	Min	Teacher/Counselor	Glenbrook Days
Kang	Hannah	Min	Teacher/Counselor	Team
Kaplan	Aaron	S	Teacher/Counselor	Glenbrook Days
Kaplan	Aaron	S	Teacher/Counselor	Glenbrook Days
Kaplan	Aaron	S	Teacher/Counselor	Music Instruction
Kaplan	Aaron	S	Teacher/Counselor	Music Instruction
Karlovsy	Joseph	F	Teacher/Counselor	Glenbrook Days
Karlovsy	Joseph	F	Teacher/Counselor	Math Instruction
Karlovsy	Joseph	F	Teacher/Counselor	Team
Karp	Karen	L	Secretarial/Clerical	Executive Assistant
Katahira	Russell		Teacher/Counselor	Glenbrook Days
Katahira	Russell		Teacher/Counselor	Psychologist
Katahira	Russell		Teacher/Counselor	Retirement Increase
Kats	Anatoliy		Maintenance	Custodian

Katz	Tara	R	Teacher/Counselor	Glenbrook Days
Katz	Tara	R	Teacher/Counselor	Reading Improvement
Keady	Michael	J	Paraprofessional	Safety/Security
Keeler	Todd		Teacher/Counselor	Glenbrook Days
Keeler	Todd		Teacher/Counselor	Guided Studies
Keeler	Todd		Teacher/Counselor	Language Instruction
Kelly	Courtney	C	Teacher/Counselor	Glenbrook Days
Kelly	Courtney	C	Teacher/Counselor	Health Education
Kelly	Courtney	C	Teacher/Counselor	Team
Kerr	Marianne		Teacher/Counselor	Glenbrook Days
Kerr	Marianne		Teacher/Counselor	Math Instruction
Kim	Annie	I	Teacher/Counselor	Classroom Aide
Kim	Annie	I	Teacher/Counselor	English Instruction
Kim	Annie	I	Teacher/Counselor	ESL Instruction
Kim	Annie	I	Teacher/Counselor	Glenbrook Days
Kim	Jerry	B	Instructional Assistant	Classroom Aide
Kim	Jerry	B	Teacher/Counselor	English Instruction
Kim	Jerry	B	Teacher/Counselor	Glenbrook Days
Kim	Tiffany	S	Teacher/Counselor	Glenbrook Days
Kim	Tiffany	S	Teacher/Counselor	Physical Education
Kinsella	Kathleen	M	Teacher/Counselor	English Instruction
Kinsella	Kathleen	M	Teacher/Counselor	Glenbrook Days
Kinsella	Ryan	L	Teacher/Counselor	Glenbrook Days
Kinsella	Ryan	L	Teacher/Counselor	Social Studies Instruction
Kiraly	Kimberly	A	Teacher/Counselor	Family/Consumer Science
Kiraly	Kimberly	A	Teacher/Counselor	Glenbrook Days
Kirch	Karin	E	Secretarial/Clerical	Executive Assistant
Kirchler	Bernice	A	Secretarial/Clerical	Executive Assistant
Klahn	Catherine	C	Teacher/Counselor	English Instruction
Klahn	Catherine	C	Teacher/Counselor	Glenbrook Days
Klahn	Catherine	C	Teacher/Counselor	Language Instruction
Klahn	Catherine	C	Teacher/Counselor	Longevity
Klaric	Allison	M	Teacher/Counselor	Glenbrook Days
Klaric	Allison	M	Teacher/Counselor	Special Instruction
Klasen	John		Teacher/Counselor	Glenbrook Days
Klasen	John		Teacher/Counselor	Guidance Counselor
Klasen	John		Teacher/Counselor	Peer Counseling
Klebba	Karen	E	Teacher/Counselor	Glenbrook Days
Klebba	Karen	E	Teacher/Counselor	Guidance Counselor
Klopp	Mark	S	Maintenance	Maintenance
Kloss Jr.	Michael	Anthony	Paraprofessional	Safety/Security
Knapp	Scott	A	Teacher/Counselor	Glenbrook Days
Knapp	Scott	A	Teacher/Counselor	Math Instruction
Knight	John	R	Teacher/Counselor	English Instruction
Knight	John	R	Teacher/Counselor	Glenbrook Days
Knudson	David	A	Teacher/Counselor	English Instruction
Knudson	David	A	Teacher/Counselor	Glenbrook Days
Koch	Sherry	G	Instructional Assistant	1:1 Aide
Kocian	Frederick	M	Teacher/Counselor	Evening HS Sem 1
Kocian	Frederick	M	Teacher/Counselor	Glenbrook Days

Kocian	Frederick	M	Teacher/Counselor	Retirement Increase
Kocian	Frederick	M	Teacher/Counselor	Science Instruction
Kocian	Linda	M	Teacher/Counselor	Glenbrook Days
Kocian	Linda	M	Teacher/Counselor	Science Instruction
Kocian	Linda	M	Teacher/Counselor	Team
Koeppen	Sherri	M	Teacher/Counselor	Glenbrook Days
Koeppen	Sherri	M	Teacher/Counselor	Library/Media Specialist
Koliopoulos	Irene		Teacher/Counselor	Evening HS Sem 1
Koliopoulos	Irene		Instructional Assistant	Student Instruction Aide
Koo	Joshua	J	Teacher/Counselor	Glenbrook Days
Koo	Joshua	J	Teacher/Counselor	Science Instruction
Korshukov	Igor	N	Maintenance	Custodian
Kosirog	Mary	C	Administrator	Business Education
Kosirog	Mary	C	Administrator	Business Education
Kosirog	Mary	C	Administrator	Instructional Supervisor
Kotlarz	Leanne	N	Instructional Assistant	Classroom Aide
Kozeluh	Cynthia	J	Secretarial/Clerical	Executive Assistant
Krakauer	Melanie	R	Support Staff	Public Relations
Krickl	John	J	Teacher/Counselor	Glenbrook Days
Krickl	John	J	Teacher/Counselor	Math Instruction
Krock	Dean	E	Maintenance	Plant Operations Supervisor
Kujawinski	Phillip		Support Staff	Technology
Kus	Alice	T	Secretarial/Clerical	Department Assistant
Lacey	Joy	M	Teacher/Counselor	Glenbrook Days
Lacey	Joy	M	Teacher/Counselor	Math Instruction
LaMie	Brad	J	Instructional Assistant	Classroom Aide
Langer	Rosemary		Teacher/Counselor	English Instruction
Langer	Rosemary		Teacher/Counselor	Glenbrook Days
Langer	Rosemary		Teacher/Counselor	Retirement Increase
Langer	Rosemary		Teacher/Counselor	Team
Lasky	Scott	M	Instructional Assistant	Classroom Aide
Laudadio	Jennifer	A	Teacher/Counselor	English Instruction
Laudadio	Jennifer	A	Teacher/Counselor	ESL Instruction
Laudadio	Jennifer	A	Teacher/Counselor	Glenbrook Days
Lazzaro	Amanda	E	Teacher/Counselor	Glenbrook Days
Lazzaro	Amanda	E	Teacher/Counselor	Psychologist
Lazzaro	Tricia	M	Teacher/Counselor	Glenbrook Days
Lazzaro	Tricia	M	Teacher/Counselor	Special Instruction
LeBlanc	Katrina	L	Teacher/Counselor	Glenbrook Days
LeBlanc	Katrina	L	Teacher/Counselor	Social Studies Instruction
LeBlanc	Robert		Teacher/Counselor	Glenbrook Days
LeBlanc	Robert		Teacher/Counselor	Science Instruction
Lee	James	C	Paraprofessional	Safety/Security
Lee	Pearl		Teacher/Counselor	Behavior Disorders
Lee	Pearl		Teacher/Counselor	Cross Categorical
Lee	Pearl		Teacher/Counselor	GEA
Lee	Pearl		Teacher/Counselor	Glenbrook Days
Lee	Pearl		Teacher/Counselor	Learning Disabilities
Leipert	Daniel	J	Teacher/Counselor	Applied Technology
Leipert	Daniel	J	Teacher/Counselor	Glenbrook Days

Lempa	Colleen	N	Support Staff	Athletic Trainer
Leonard	John	K	Administrator	Associate Dean
LePage	Ann		Teacher/Counselor	College Counselor
Levchenko	Elizabeth	E	Secretarial/Clerical	Test Coordinator
Levine-Kelley	Susan	D	Administrator	English Instruction
Levine-Kelley	Susan	D	Administrator	Instructional Supervisor
Levine-Wissing	Robin		Administrator	Instructional Supervisor
Levine-Wissing	Robin		Administrator	Math Instruction
Lewis	John	P	Teacher/Counselor	Glenbrook Days
Lewis	John	P	Teacher/Counselor	Retirement Increase
Lewis	John	P	Teacher/Counselor	Science Instruction
Lewis	Mark	B	Teacher/Counselor	Glenbrook Days
Lewis	Mark	B	Teacher/Counselor	Math Instruction
Lialios	Joanna	D	Teacher/Counselor	Glenbrook Days
Lialios	Joanna	D	Teacher/Counselor	Social Studies Instruction
Libman	Judy	A	Teacher/Counselor	ESL Instruction
Libman	Judy	A	Teacher/Counselor	Glenbrook Days
Libman	Judy	A	Teacher/Counselor	Reading Improvement
Libman	Judy	A	Teacher/Counselor	Retirement Increase
Lieberman	David		Teacher/Counselor	Glenbrook Days
Lieberman	David		Teacher/Counselor	Science Instruction
Loch	Craig	T	Teacher/Counselor	Business Education
Loch	Craig	T	Teacher/Counselor	Family/Consumer Science
Loch	Craig	T	Teacher/Counselor	Glenbrook Days
Loch	Craig	T	Teacher/Counselor	Peer Counseling
Lopez	Rafael	R	Maintenance	Custodian
Lopez Jr	Victor	A	Paraprofessional	Safety/Security
Lopez-Ramirez	Arturo		Maintenance	Custodian
Lopez-Ramirez	Raul		Maintenance	Custodian
Lowery	Kelly		Teacher/Counselor	Associate Dean
Lowery	Kelly		Teacher/Counselor	Glenbrook Days
Lowery	Kelly		Teacher/Counselor	Learning Disabilities
Lowery	Kelly		Teacher/Counselor	Physically Handicapped
Lubinski	Sylvia		Teacher/Counselor	Cross Categorical
Lubinski	Sylvia		Teacher/Counselor	Glenbrook Days
Lubinski	Sylvia		Teacher/Counselor	Learning Disabilities
Lubinski	Sylvia		Teacher/Counselor	Retirement Increase
Lubinski	Sylvia		Teacher/Counselor	STEP
Ludolph	Amy	E	Teacher/Counselor	Glenbrook Days
Ludolph	Amy	E	Teacher/Counselor	Science Instruction
Lugiai	Robert	E	Maintenance	Custodian
Lukas	Rhonda	D	Secretarial/Clerical	Executive Assistant
Lupfer	Elizabeth		Teacher/Counselor	Glenbrook Days
Lupfer	Elizabeth		Teacher/Counselor	Social Studies Instruction
Lyon	William	J	Teacher/Counselor	Glenbrook Days
Lyon	William	J	Teacher/Counselor	Math Instruction
MacDonald	Keith	K	Teacher/Counselor	Glenbrook Days
MacDonald	Keith	K	Teacher/Counselor	Physical Education
Mackie	Rosanne		Secretarial/Clerical	Executive Assistant
Madden-Klicker	Elizabeth	V	Intern	Social Worker

Maddox	Suzan	M	Secretarial/Clerical	Executive Assistant
Majoros	Sachiko		Teacher/Counselor	Glenbrook Days
Majoros	Sachiko		Teacher/Counselor	Science Instruction
Makita-Discekici	Yasuko		Teacher/Counselor	Glenbrook Days
Makita-Discekici	Yasuko		Teacher/Counselor	Language Instruction
Maloney	Annette		Secretarial/Clerical	Executive Assistant
Maltese	Rose		Teacher/Counselor	Glenbrook Days
Maltese	Rose		Teacher/Counselor	Psychologist
Mancilla Garcia	Pedro		Maintenance	Custodian
Mandarino	Despina		Teacher/Counselor	Glenbrook Days
Mandarino	Despina		Teacher/Counselor	Science Instruction
Manly	Ryan	M	Support Staff	Technology
Manso	Mary	Beth	Instructional Assistant	Department Assistant
Manso	Mary	Beth	Instructional Assistant	School Nurse
Marabella	Kathleen		Teacher/Counselor	Glenbrook Days
Marabella	Kathleen		Teacher/Counselor	Glenbrook Days
Marabella	Kathleen		Teacher/Counselor	Speech Pathologist
Marabella	Kathleen		Teacher/Counselor	Speech Pathologist
Maranto	Mark	C	Teacher/Counselor	English Instruction
Maranto	Mark	C	Teacher/Counselor	Glenbrook Days
Marks	Stevi	A	Teacher/Counselor	Glenbrook Days
Marks	Stevi	A	Teacher/Counselor	Music Instruction
Marks	Stevi	A	Teacher/Counselor	Retirement Increase
Martin	Kathryn	I	Teacher/Counselor	Glenbrook Days
Martin	Kathryn	I	Teacher/Counselor	School Nurse
Marushka	Lydia	D	Instructional Assistant	Transition Program
Marzillo	Barbara	C	Teacher/Counselor	Glenbrook Days
Marzillo	Barbara	C	Teacher/Counselor	Retirement Increase
Marzillo	Barbara	C	Teacher/Counselor	School Nurse
Masciopinto	Peter	P	Teacher/Counselor	Glenbrook Days
Masciopinto	Peter	P	Teacher/Counselor	Retirement Increase
Masciopinto	Peter	P	Teacher/Counselor	Social Studies Instruction
Maskin	Debra	R	Secretarial/Clerical	Registrar
Mathieu	Francis	P	Teacher/Counselor	Glenbrook Days
Mathieu	Francis	P	Teacher/Counselor	Longevity
Mathieu	Francis	P	Teacher/Counselor	Science Instruction
Matsunaga	Bridget	M	Instructional Assistant	Classroom Aide
Matsunaga	Bridget	M	Teacher/Counselor	Glenbrook Days
Matsunaga	Bridget	M	Teacher/Counselor	Physical Education
Matthews	Scott	W	Teacher/Counselor	ESL Instruction
Matthews	Scott	W	Teacher/Counselor	Evening HS Sem 1
Matthews	Scott	W	Teacher/Counselor	Glenbrook Days
Mau	Jennifer	Marie	Teacher/Counselor	Glenbrook Days
Mau	Jennifer	Marie	Teacher/Counselor	Health Education
Mau	Jennifer	Marie	Teacher/Counselor	Physical Education
May	Carol	S	Teacher/Counselor	Glenbrook Days
May	Carol	S	Teacher/Counselor	Library/Media Specialist
May	Carol	S	Teacher/Counselor	Retirement Increase
McBride	Molly	M	Teacher/Counselor	Glenbrook Days
McBride	Molly	M	Teacher/Counselor	Guidance Counselor

McDermott	Julie	T	Teacher/Counselor	Glenbrook Days
McDermott	Julie	T	Teacher/Counselor	Transition Program
McDonald	Kelli	A	Teacher/Counselor	Family/Consumer Science
McDonald	Kelli	A	Teacher/Counselor	Glenbrook Days
McDonaugh	Brian		Teacher/Counselor	Glenbrook Days
McDonaugh	Brian		Teacher/Counselor	Science Instruction
McDonaugh	Maureen	C	Teacher/Counselor	Glenbrook Days
McDonaugh	Maureen	C	Teacher/Counselor	Science Instruction
McGee	Sandra	L	Maintenance	Custodian
McGraw	Randall	T	Teacher/Counselor	Glenbrook Days
McGraw	Randall	T	Teacher/Counselor	Guidance Counselor
McGuire	Carolyn	A	Secretarial/Clerical	Department Assistant
McInerney	Rhoda		Teacher/Counselor	Asst Instructional Supervisor
McInerney	Rhoda		Teacher/Counselor	Glenbrook Days
McInerney	Rhoda		Teacher/Counselor	Math Instruction
McInerney	William	O	Instructional Assistant	Testing Center
McLaughlin	Kathleen	A	Instructional Assistant	Cross Categorical
McManamon	Rosanna		Teacher/Counselor	Business Education
McManamon	Rosanna		Teacher/Counselor	Glenbrook Days
McManamon	Rosanna		Teacher/Counselor	Peer Counseling
Mechales	Stacey	A	Instructional Assistant	Classroom Aide
Medak	Joanne		Teacher/Counselor	Glenbrook Days
Medak	Joanne		Teacher/Counselor	Retirement Increase
Medak	Joanne		Teacher/Counselor	Social Worker
Meister	Amy	Leigh	Secretarial/Clerical	Department Assistant
Memler	Christine	M	Teacher/Counselor	Business Education
Memler	Christine	M	Teacher/Counselor	Glenbrook Days
Mette	Delbert	A	Instructional Assistant	Classroom Aide
Meyer	Eric	R	Support Staff	Technology
Meyer	John	P	Teacher/Counselor	Academy
Meyer	John	P	Teacher/Counselor	Glenbrook Days
Meyer	John	P	Teacher/Counselor	Glenbrook Days
Meyer	John	P	Teacher/Counselor	Longevity
Meyer	John	P	Teacher/Counselor	Peer Counseling
Meyer	John	P	Teacher/Counselor	Social Studies Instruction
Meyer	Kristin	D	Teacher/Counselor	Glenbrook Days
Meyer	Kristin	D	Teacher/Counselor	Glenbrook Days
Meyer	Kristin	D	Teacher/Counselor	Music Instruction
Meyer	Kristin	D	Teacher/Counselor	Music Instruction
Meyer	Sonja	K	Teacher/Counselor	Asst Instructional Supervisor
Meyer	Sonja	K	Teacher/Counselor	English Instruction
Meyer	Sonja	K	Teacher/Counselor	Glenbrook Days
Meyer	Sonja	K	Teacher/Counselor	Longevity
Mietus	Thomas	C	Teacher/Counselor	Glenbrook Days
Mietus	Thomas	C	Teacher/Counselor	Physical Education
Milkowski	Robert	B	Teacher/Counselor	Art Instruction
Milkowski	Robert	B	Teacher/Counselor	Glenbrook Days
Miller	Matthew		Teacher/Counselor	Glenbrook Days
Miller	Matthew		Teacher/Counselor	Social Studies Instruction
Miller	Matthew		Teacher/Counselor	Team

Mitchem	Kathleen	J	Teacher/Counselor	Family/Consumer Science
Mitchem	Kathleen	J	Teacher/Counselor	Glenbrook Days
Mitchem	Kathleen	J	Teacher/Counselor	Longevity
Mocarski	Jerry		Paraprofessional	Safety/Security
Monaghan	Joel	A	Support Staff	Auditorium
Monahan	Tim		Teacher/Counselor	Glenbrook Days
Monahan	Tim		Teacher/Counselor	Physical Education
Monat	Becky	L	Paraprofessional	Safety/Security
Monk	Russell	E	Instructional Assistant	Classroom Aide
Moon	Mina		Teacher/Counselor	English Instruction
Moon	Mina		Teacher/Counselor	English Instruction
Moon	Mina		Teacher/Counselor	ESL Instruction
Moon	Mina		Teacher/Counselor	Glenbrook Days
Moozakis	Richard		Maintenance	Grounds
Morgan	Christopher		Teacher/Counselor	Academy
Morgan	Christopher		Teacher/Counselor	Academy
Morgan	Christopher		Teacher/Counselor	English Instruction
Morgan	Christopher		Teacher/Counselor	Glenbrook Days
Morgan	Christopher		Teacher/Counselor	Glenbrook Days
Morrel	Josh		Teacher/Counselor	Glenbrook Days
Morrel	Josh		Teacher/Counselor	Language Instruction
Morris	Bonita	M	Secretarial/Clerical	Attendance Specialist
Morse	Sandra	L	Instructional Assistant	Transition Program
Moulakelis	Patricia	A	Teacher/Counselor	Glenbrook Days
Moulakelis	Patricia	A	Teacher/Counselor	Physical Education
Muir	Cameron	Donald	Administrator	Associate Principal
Mulligan	Sandra		Teacher/Counselor	English Instruction
Mulligan	Sandra		Teacher/Counselor	Glenbrook Days
Mulloy	Joseph	M	Instructional Assistant	1:1 Aide
Murdough	Charles	P	Support Staff	Technology
Murdy	Brian	J	Maintenance	Maintenance
Murray	Ann	M	Secretarial/Clerical	Executive Assistant
Myers	Travis	C	Teacher/Counselor	Glenbrook Days
Myers	Travis	C	Teacher/Counselor	Guidance Counselor
Nabolotny	Michael	John	Paraprofessional	Safety/Security
Nadel	Suzanne		Teacher/Counselor	Glenbrook Days
Nadel	Suzanne		Teacher/Counselor	Social Worker
Nardini	Andy		Maintenance	Custodian
Nellans	Barbara	S	Instructional Assistant	Transition Program
Nelson	Angela	G	Maintenance	Locker Room Attendant
Nelson	Jill	K	Instructional Assistant	1:1 Aide
Nelson	Karena	K	Teacher/Counselor	Academy
Nelson	Karena	K	Teacher/Counselor	English Instruction
Nelson	Karena	K	Teacher/Counselor	Glenbrook Days
Nelson	Karena	K	Teacher/Counselor	Glenbrook Days
Nemecek	Scott	T	Teacher/Counselor	Glenbrook Days
Nemecek	Scott	T	Teacher/Counselor	Math Instruction
Neubauer	Amelia	L	Secretarial/Clerical	Department Assistant
Niemiec	Craig		Teacher/Counselor	Glenbrook Days
Niemiec	Craig		Teacher/Counselor	Guidance Counselor

Nisi	Michael	J	Teacher/Counselor	Behavior Disorders
Nisi	Michael	J	Teacher/Counselor	Glenbrook Days
Nisi	Michael	J	Teacher/Counselor	Learning Disabilities
Noll	Mikael		Teacher/Counselor	Assistant Director
Noll	Mikael		Teacher/Counselor	Assistant Director
Noll	Mikael		Teacher/Counselor	Glenbrook Days
Noll	Mikael		Teacher/Counselor	Longevity
Noll	Mikael		Teacher/Counselor	Social Studies Instruction
Norton	Judith	L	Secretarial/Clerical	Attendance Specialist
Norwood	Amy	L	Teacher/Counselor	Glenbrook Days
Norwood	Amy	L	Teacher/Counselor	Language Instruction
Novotny	Jonathan	R	Support Staff	Physical Education
Nowak	Jillian	Lee	Teacher/Counselor	Driver Education
Nowak	Jillian	Lee	Teacher/Counselor	Glenbrook Days
Nowak	Jillian	Lee	Teacher/Counselor	Physical Education
O'Brien	Kathleen	Michele	Secretarial/Clerical	Department Assistant
O'Connell	Thomas	G	Support Staff	Athletic Trainer
Odiotti	Virna	M	Teacher/Counselor	Glenbrook Days
Odiotti	Virna	M	Teacher/Counselor	Team
Olson	Ellyce	S	Secretarial/Clerical	Department Assistant
Olson	Kristin	Emily	Teacher/Counselor	Glenbrook Days
Olson	Kristin	Emily	Teacher/Counselor	Science Instruction
O'Malley	John	P	Teacher/Counselor	Classroom Aide
O'Malley	John	P	Teacher/Counselor	Glenbrook Days
O'Malley	John	P	Teacher/Counselor	Math Instruction
O'Neil	Calley	C	Support Staff	Technology
O'Rourke	Mark	L	Teacher/Counselor	Glenbrook Days
O'Rourke	Mark	L	Teacher/Counselor	Guidance Counselor
Osowski	Janice	L	Teacher/Counselor	Glenbrook Days
Osowski	Janice	L	Teacher/Counselor	Physical Education
Osowski	Janice	L	Teacher/Counselor	Retirement Increase
Ossey	James	L	Instructional Assistant	Classroom Aide
Ossey	Troy	N	Instructional Assistant	Lab Manager
Ostrovskaya	Alla		Support Staff	Technology
Oswald	Daniel	F	Teacher/Counselor	Broadcasting
Oswald	Daniel	F	Teacher/Counselor	Glenbrook Days
Pabst	Nijole		Teacher/Counselor	Glenbrook Days
Pabst	Nijole		Teacher/Counselor	Social Worker
Paek	Jeffrey	I	Teacher/Counselor	Glenbrook Days
Paek	Jeffrey	I	Teacher/Counselor	Science Instruction
Pak	Christina		Teacher/Counselor	Glenbrook Days
Pak	Christina		Teacher/Counselor	Guidance Counselor
Pak	Polina	A	Instructional Assistant	Classroom Aide
Palmer	Victoria	J	Secretarial/Clerical	Executive Assistant
Panzer	Jodie	A	Instructional Assistant	Lab Manager
Pape	Jennifer	J	Teacher/Counselor	Glenbrook Days
Pape	Jennifer	J	Teacher/Counselor	Psychologist
Pavic	Lisa	N	Instructional Assistant	Classroom Aide
Peacock	Jody	R	Secretarial/Clerical	Receptionist
Pearson	Jennifer	Maureen	Administrator	Director

Pedersen	Erika	L	Teacher/Counselor	Glenbrook Days
Pedersen	Erika	L	Teacher/Counselor	Guidance Counselor
Pehlke	Robin	E	Secretarial/Clerical	Executive Assistant
Pereira-Godoy	Ana	F	Instructional Assistant	Spanish Liason
Perez	Rodolfo		Instructional Assistant	Classroom Aide
Peso	Ana	Paloma	Teacher/Counselor	Glenbrook Days
Peso	Ana	Paloma	Teacher/Counselor	Library/Media Specialist
Petrini-Poli	Marie	J	Teacher/Counselor	Glenbrook Days
Petrini-Poli	Marie	J	Teacher/Counselor	Language Instruction
Petty	Kim		Teacher/Counselor	Family/Consumer Science
Petty	Kim		Teacher/Counselor	Glenbrook Days
Phillips	Penn	E	Teacher/Counselor	Glenbrook Days
Phillips	Penn	E	Teacher/Counselor	Math Instruction
Phillips	Penn	E	Teacher/Counselor	Peer Counseling
Pieper	Robert		Administrator	Instructional Supervisor
Pieper	Robert		Administrator	Physical Education
Pierre	Frantz		Maintenance	Custodian
Pilotte	Nicole	E	Teacher/Counselor	English Instruction
Pilotte	Nicole	E	Teacher/Counselor	Glenbrook Days
Pilotte	Nicole	E	Teacher/Counselor	Team
Pipkin	Stephen	R	Instructional Assistant	Testing Center
Piskel	Michael		Teacher/Counselor	Evening HS Sem 1
Piskel	Michael		Teacher/Counselor	Glenbrook Days
Piskel	Michael		Teacher/Counselor	Longevity
Piskel	Michael		Teacher/Counselor	Science Instruction
Pollack	Rebecca	S	Teacher/Counselor	Glenbrook Days
Pollack	Rebecca	S	Teacher/Counselor	Psychologist
Pollina	Michele	A	Secretarial/Clerical	Executive Assistant
Pouplikollas	Alex		Maintenance	Custodian
Pouplikollas	Lucinda		Secretarial/Clerical	Department Assistant
Prockovic	Katrina	S	Teacher/Counselor	English Instruction
Prockovic	Katrina	S	Teacher/Counselor	Glenbrook Days
Pryma	Paul	M	Administrator	Principal
Ptak	Kimberly	L	Administrator	Director
Purdy	Matthew	L	Teacher/Counselor	Asst Director
Purdy	Matthew	L	Teacher/Counselor	Asst Director
Purdy	Matthew	L	Teacher/Counselor	Glenbrook Days
Purdy	Matthew	L	Teacher/Counselor	Physical Education
Pyun	Hae	S	Instructional Assistant	Behavior Disorders
Pyun	Hae	S	Instructional Assistant	Cross Categorical
Quinn	James		Maintenance	Plant Operations Supervisor
Rabinak	Mary	Harrington	Teacher/Counselor	Evening HS Sem 1
Rabinak	Mary	Harrington	Teacher/Counselor	Glenbrook Days
Rabinak	Mary	Harrington	Teacher/Counselor	Special Instruction
Race	William		Teacher/Counselor	English Instruction
Race	William		Teacher/Counselor	Glenbrook Days
Race	William		Teacher/Counselor	Guided Studies
Race	William		Teacher/Counselor	Team
Randerson	Dara	M	Teacher/Counselor	Applied Technology
Randerson	Dara	M	Teacher/Counselor	Glenbrook Days

Rast	Michael	R	Teacher/Counselor	Glenbrook Days
Rast	Michael	R	Teacher/Counselor	Social Studies Instruction
Rebora	Mark		Teacher/Counselor	Glenbrook Days
Rebora	Mark		Teacher/Counselor	Longevity
Rebora	Mark		Teacher/Counselor	Physical Education
Reed	Martha	M	Teacher/Counselor	Glenbrook Days
Reed	Martha	M	Teacher/Counselor	Learning Disabilities
Reed	Martha	M	Teacher/Counselor	Longevity
Regal	Linda	C	Secretarial/Clerical	Executive Assistant
Regal	Linda	C	Secretarial/Clerical	Executive Assistant
Regal	Linda	C	Secretarial/Clerical	Executive Assistant
Reichert	Caitlin	M	Teacher/Counselor	1:1 Aide
Reichert	Caitlin	M	Teacher/Counselor	Cross Categorical
Reichert	Caitlin	M	Teacher/Counselor	Glenbrook Days
Reichert	Caitlin	M	Teacher/Counselor	Learning Disabilities
Reilly	Anthony	J	Maintenance	Plant Operations Supervisor
Reisdorf	Sean	A	Teacher/Counselor	Applied Technology
Reisdorf	Sean	A	Teacher/Counselor	Glenbrook Days
Reisman	Sherry	J	Instructional Assistant	Cross Categorical
Reyes	Veronica		Teacher/Counselor	Asst Instructional Supervisor
Reyes	Veronica		Teacher/Counselor	ESL Instruction
Reyes	Veronica		Teacher/Counselor	Glenbrook Days
Reyes	Veronica		Teacher/Counselor	Language Instruction
Reynolds	Diane	DeRosa	Instructional Assistant	Classroom Aide
Rhoades	Daniel	Terence	Teacher/Counselor	Glenbrook Days
Rhoades	Daniel	Terence	Teacher/Counselor	Social Studies Instruction
Rhoades	Daniel	Terence	Teacher/Counselor	Team
Richardson	Lisa	Gail	Teacher/Counselor	English Instruction
Richardson	Lisa	Gail	Teacher/Counselor	Glenbrook Days
Riggle	Michael		Administrator	Superintendent
Rinella	Samantha	C	Teacher/Counselor	Glenbrook Days
Rinella	Samantha	C	Teacher/Counselor	Language Instruction
Ritter	Margaret	M	Instructional Assistant	Cross Categorical
Rivera	Jorge	R	Maintenance	Custodian
Robinson	Brian	Kent	Support Staff	Athletic Trainer
Robinson	Julie Ann		Teacher/Counselor	Drama
Robinson	Julie Ann		Teacher/Counselor	Glenbrook Days
Robinson	Julie Ann		Teacher/Counselor	Guided Studies
Roby	Jessica Werner		Teacher/Counselor	Glenbrook Days
Roby	Jessica Werner		Teacher/Counselor	Physical Education
Rockrohr	Mary	E	Administrator	Instructional Supervisor
Rockrohr	Mary	E	Administrator	Science Instruction
Rockrohr	Steven	D	Administrator	Director
Rodriguez-Lopez	Juan	B	Maintenance	Custodian
Rogers	David		Teacher/Counselor	Glenbrook Days
Rogers	David		Teacher/Counselor	Math Instruction
Rogers	Rebecca	Silverman	Teacher/Counselor	Glenbrook Days
Rogers	Rebecca	Silverman	Teacher/Counselor	Guidance Counselor
Rogers	Socorro		Teacher/Counselor	Glenbrook Days
Rogers	Socorro		Teacher/Counselor	Guidance Counselor

Roh	Lena		Instructional Assistant	Korean Liasion
Roman	Joel		Maintenance	Custodian
Ronkoske	Lindsay	R	Teacher/Counselor	Cross Categorical
Ronkoske	Lindsay	R	Teacher/Counselor	Glenbrook Days
Ronkoske	Lindsay	R	Teacher/Counselor	Learning Disabilities
Rosen	Carrie	M	Teacher/Counselor	Glenbrook Days
Rosen	Carrie	M	Teacher/Counselor	Math Instruction
Rosinski	Robert	E	Teacher/Counselor	Glenbrook Days
Rosinski	Robert	E	Teacher/Counselor	Physical Education
Rothrauff	Rachael		Teacher/Counselor	Glenbrook Days
Rothrauff	Rachael		Teacher/Counselor	Language Instruction
Rubin	Todd	M	Teacher/Counselor	Broadcasting
Rubin	Todd	M	Teacher/Counselor	Glenbrook Days
Rubin	Todd	M	Teacher/Counselor	Guided Studies
Rudolfi	Ellie	L	Secretarial/Clerical	Department Assistant
Rudolfi	Fred	A	Maintenance	Grounds
Runkle	Joshua	A	Teacher/Counselor	Driver Education
Runkle	Joshua	A	Teacher/Counselor	Glenbrook Days
Running	Mark		Teacher/Counselor	Glenbrook Days
Running	Mark		Teacher/Counselor	Music Instruction
Running	Mark		Teacher/Counselor	Retirement Increase
Ruppert	Barry	C	Teacher/Counselor	Glenbrook Days
Ruppert	Barry	C	Teacher/Counselor	Guidance Counselor
Ruppert	Barry	C	Teacher/Counselor	Longevity
Ryan	Terri	S	Secretarial/Clerical	Attendance Specialist
Rylander	Jeffrey	W	Administrator	Instructional Supervisor
Rylander	Jeffrey	W	Administrator	Science Instruction
Santa	Francisco		Administrator	Principal
Savage	Sean	C	Maintenance	Custodian
Savino	Dominic	A	Teacher/Counselor	Glenbrook Days
Savino	Dominic	A	Teacher/Counselor	Math Instruction
Savino	Dominic	A	Teacher/Counselor	Team
Sawicki	Donna		Paraprofessional	Safety/Security
Schaefer	Julia	C	Teacher/Counselor	English Instruction
Schaefer	Julia	C	Teacher/Counselor	Glenbrook Days
Schaefer	Julia	C	Teacher/Counselor	Team
Scheinkopf	Jeffrey	S	Teacher/Counselor	Glenbrook Days
Scheinkopf	Jeffrey	S	Teacher/Counselor	Social Studies Instruction
Scheinkopf	Jeffrey	S	Teacher/Counselor	Team
Scheinkopf	Michelle		Teacher/Counselor	Glenbrook Days
Scheinkopf	Michelle		Teacher/Counselor	Health Education
Scheinkopf	Michelle		Teacher/Counselor	Retirement Increase
Scheinkopf	Michelle		Teacher/Counselor	Team
Scherr	Nicole	L	Teacher/Counselor	Glenbrook Days
Scherr	Nicole	L	Teacher/Counselor	Science Instruction
Schmalzer	Brian	T	Teacher/Counselor	Evening HS Sem 1
Schmalzer	Brian	T	Teacher/Counselor	Glenbrook Days
Schmalzer	Brian	T	Teacher/Counselor	Math Instruction
Schmidgall	Neil	E	Teacher/Counselor	Glenbrook Days
Schmidgall	Neil	E	Teacher/Counselor	Longevity

Schmidgall	Neil	E	Teacher/Counselor	Science Instruction
Schneider	Deborah	J	Secretarial/Clerical	Executive Assistant
Schoenwetter	David	C	Teacher/Counselor	Glenbrook Days
Schoenwetter	David	C	Teacher/Counselor	Social Studies Instruction
Scholten	Katherine	L	Teacher/Counselor	Glenbrook Days
Scholten	Katherine	L	Teacher/Counselor	Math Instruction
Scholz	Amanda		Teacher/Counselor	English Instruction
Scholz	Amanda		Teacher/Counselor	Glenbrook Days
Schroeder	Catherine	M	Instructional Assistant	Classroom Aide
Schroeder	Michael	J	Teacher/Counselor	Behavior Disorders
Schroeder	Michael	J	Teacher/Counselor	Glenbrook Days
Schroeder	Michael	J	Teacher/Counselor	Learning Disabilities
Schulhof	Steven		Paraprofessional	Safety/Security
Schullo	Sejal		Teacher/Counselor	Glenbrook Days
Schullo	Sejal		Teacher/Counselor	Social Studies Instruction
Schultz	Jennifer		Teacher/Counselor	Glenbrook Days
Schultz	Jennifer		Teacher/Counselor	Physical Education
Scott	Mardi		Teacher/Counselor	Glenbrook Days
Scott	Mardi		Teacher/Counselor	Transition Program
Seaborg	Christina	Lee	Teacher/Counselor	Glenbrook Days
Seaborg	Christina	Lee	Teacher/Counselor	Social Worker
Serikaku	Jill	N	Teacher/Counselor	Classroom Aide
Serikaku	Jill	N	Teacher/Counselor	Glenbrook Days
Serikaku	Jill	N	Teacher/Counselor	Science Instruction
Serling	Jill	M	Teacher/Counselor	Glenbrook Days
Serling	Jill	M	Teacher/Counselor	Science Instruction
Shanahan	Stephanie	C	Instructional Assistant	Student Instruction Aide
Shaner	Christi	Ann	Teacher/Counselor	Glenbrook Days
Shaner	Christi	Ann	Teacher/Counselor	Library/Media Specialist
Shaoul	Brian	H	Instructional Assistant	Classroom Aide
Sheehan	Sharon	K	Teacher/Counselor	Glenbrook Days
Sheehan	Sharon	K	Teacher/Counselor	Math Instruction
Shellard	James	W	Administrator	Assistant Principal
Sheperd	Robin		Administrator	Instructional Supervisor
Shore	Suzanne	H	Instructional Assistant	School Nurse
Sides	Carey		Teacher/Counselor	Behavior Disorders
Sides	Carey		Teacher/Counselor	Glenbrook Days
Sides	Carey		Teacher/Counselor	Learning Disabilities
Siegert	Michael	G	Paraprofessional	Safety/Security
Siegert	Patricia		Secretarial/Clerical	Executive Assistant
Siena	Hillarie	J	Administrator	Assistant Superintendent
Silca	Stephen	A	Teacher/Counselor	Evening HS Sem 1
Silca	Stephen	A	Teacher/Counselor	Glenbrook Days
Silca	Stephen	A	Teacher/Counselor	Industrial Arts
Simmers	Kurt		Support Staff	Technology
Simmons	Jean	C	Teacher/Counselor	Business Education
Simmons	Jean	C	Teacher/Counselor	Evening HS Sem 1
Simmons	Jean	C	Teacher/Counselor	Family/Consumer Science
Simmons	Jean	C	Teacher/Counselor	Glenbrook Days
Simmons	Jean	C	Teacher/Counselor	Retirement Increase

Simon	Cheryl		Teacher/Counselor	Glenbrook Days
Simon	Cheryl		Teacher/Counselor	Science Instruction
Simons	Benjamin	T	Maintenance	Grounds
Simpson	Tessa	P	Intern	Social Worker
Sinde	Michael	R	Teacher/Counselor	Glenbrook Days
Sinde	Michael	R	Teacher/Counselor	Industrial Arts
Sirvatka	Martin	G	Administrator	Instructional Supervisor
Sirvatka	Martin	G	Administrator	Music Instruction
Sit	Janice	Y	Teacher/Counselor	English Instruction
Sit	Janice	Y	Teacher/Counselor	Glenbrook Days
Sit	Janice	Y	Teacher/Counselor	Guided Studies
Skaouris	Afrodite	D	Teacher/Counselor	English Instruction
Skaouris	Afrodite	D	Teacher/Counselor	Evening HS Sem 1
Skaouris	Afrodite	D	Teacher/Counselor	Glenbrook Days
Skaouris	Afrodite	D	Teacher/Counselor	Reading Improvement
Skorupa	John		Teacher/Counselor	Driver Education
Skorupa	John		Teacher/Counselor	Glenbrook Days
Skorupa	John		Teacher/Counselor	Health Education
Slater	Cindy	Jeanne	Secretarial/Clerical	Department Assistant
Sly	Lisa	Meinhard	Support Staff	Technology
Sly	Robert	J	Support Staff	Technology
Smith	Austin	M	Instructional Assistant	Classroom Aide
Smith	David	M	Teacher/Counselor	Glenbrook Days
Smith	David	M	Teacher/Counselor	Science Instruction
Smith	Julie	M	Teacher/Counselor	Glenbrook Days
Smith	Julie	M	Teacher/Counselor	Learning Disabilities
Smith	Julie	M	Teacher/Counselor	Transition Program
Smith	Kenneth	M	Instructional Assistant	Classroom Aide
Solis	Edward	A	Administrator	English Instruction
Solis	Edward	A	Administrator	Instructional Supervisor
Sopocy	Kay	L	Teacher/Counselor	Assistant Director
Sopocy	Kay	L	Teacher/Counselor	Assistant Director
Sopocy	Kay	L	Teacher/Counselor	Glenbrook Days
Sopocy	Kay	L	Teacher/Counselor	Physical Education
Sopocy	Kay	L	Teacher/Counselor	Retirement Increase
Sorkin	Jonathan		Teacher/Counselor	Glenbrook Days
Sorkin	Jonathan		Teacher/Counselor	Guided Studies
Sorkin	Jonathan		Teacher/Counselor	Language Instruction
Sorkin	Karla	M	Instructional Assistant	Transition Program
Sormaz	Sandra	A	Secretarial/Clerical	Executive Assistant
Sormaz	Sandra	A	Secretarial/Clerical	Registrar
Sotelo	Daniel	J	Maintenance	Custodian
Sparkes	LeeElyn	M	Instructional Assistant	Classroom Aide
Spellman	Julie	F	Instructional Assistant	Testing Center
Spero	Peter	A	Support Staff	Technology
Stancik	Michael	J	Teacher/Counselor	Glenbrook Days
Stancik	Michael	J	Teacher/Counselor	Science Instruction
Standerski	Michael		Teacher/Counselor	Glenbrook Days
Standerski	Michael		Teacher/Counselor	Guidance Counselor
Stanicek	Stephen	B	Administrator	Instructional Supervisor

Stanicek	Stephen	B	Administrator	Physical Education
Stanonik	John	A	Instructional Assistant	Behavior Disorders
Stanton	Joshua	J	Support Staff	Physical Education
Starcevich	Diana	F	Secretarial/Clerical	Department Assistant
Steffey	Lisa		Teacher/Counselor	Glenbrook Days
Steffey	Lisa		Teacher/Counselor	Psychologist
Stein	Deborah	L	Teacher/Counselor	Glenbrook Days
Stein	Deborah	L	Teacher/Counselor	Science Instruction
Stein	Sharon	P	Teacher/Counselor	Glenbrook Days
Stein	Sharon	P	Teacher/Counselor	Glenbrook Days
Stein	Sharon	P	Teacher/Counselor	Speech Pathologist
Stoczany	Kathryn	M	Teacher/Counselor	1:1 Aide
Stoczany	Kathryn	M	Teacher/Counselor	Glenbrook Days
Stoczany	Kathryn	M	Teacher/Counselor	Learning Disabilities
Stoll	Luanne	M	Instructional Assistant	Classroom Aide
Strobel	Tyra	M	Instructional Assistant	Transition Program
Strong	Douglas	W	Administrator	Instructional Supervisor
Sullivan	Darin		Teacher/Counselor	Cross Categorical
Sullivan	Darin		Teacher/Counselor	Glenbrook Days
Sullivan	Darin		Teacher/Counselor	Learning Disabilities
Sullivan	John	E	Teacher/Counselor	Glenbrook Days
Sullivan	John	E	Teacher/Counselor	Social Studies Instruction
Sullivan	Margaret	M	Teacher/Counselor	Glenbrook Days
Sullivan	Margaret	M	Teacher/Counselor	Guidance Counselor
Sullivan	Margaret	M	Teacher/Counselor	Peer Counseling
Sullivan	Margaret	M	Teacher/Counselor	Peer Counseling
Sullivan	Margaret	M	Teacher/Counselor	Retirement Increase
Summerfelt	Michael	H	Paraprofessional	Safety/Security
Surace	John	A	Maintenance	Custodian
Sutherlin	Lauren	A	Teacher/Counselor	English Instruction
Sutherlin	Lauren	A	Teacher/Counselor	ESL Instruction
Sutherlin	Lauren	A	Teacher/Counselor	Glenbrook Days
Sutherlin	Ryan		Teacher/Counselor	Glenbrook Days
Sutherlin	Ryan		Teacher/Counselor	Math Instruction
Swanson	Jennifer	Ann	Secretarial/Clerical	Department Assistant
Szpisjak	Steven	J	Instructional Assistant	Classroom Aide
Tarakanova	Lyudmila		Instructional Assistant	Classroom Aide
Tarjan	Michael	T	Administrator	Assistant Principal
Tarver-Andersen	Vicki	L	Administrator	Director
Tashlitskaya	Izabella		Teacher/Counselor	Glenbrook Days
Tashlitskaya	Izabella		Teacher/Counselor	Language Instruction
Tate	Tara		Teacher/Counselor	Debate
Tate	Tara		Teacher/Counselor	English Instruction
Tate	Tara		Teacher/Counselor	Glenbrook Days
Taylor	Dawn	M	Instructional Assistant	Transition Program
Taylor	Joseph	H	Maintenance	Custodian
Tebon	Madeline	M	Intern	Social Worker
Thieleman	Lindsay	M	Instructional Assistant	Classroom Aide
Thimm	Marcus	Werner	Administrator	Director
Thompson	Neville		Maintenance	Custodian

Ticho	Amy		Instructional Assistant	Classroom Aide
Timmer	Nicholas		Teacher/Counselor	English Instruction
Timmer	Nicholas		Teacher/Counselor	Glenbrook Days
Timpe	Debbie	C	Secretarial/Clerical	Executive Assistant
Timson	Kelly	A	Teacher/Counselor	Glenbrook Days
Timson	Kelly	A	Teacher/Counselor	Science Instruction
Tomcik	Angeline	Mary	Instructional Assistant	Classroom Aide
Tomczak	Blake	C	Instructional Assistant	1:1 Aide
Topham	Matthew	T	Teacher/Counselor	Glenbrook Days
Topham	Matthew	T	Teacher/Counselor	Guidance Counselor
Torf	Jordan	N	Teacher/Counselor	Evening HS Sem 1
Torf	Jordan	N	Instructional Assistant	Testing Center
Torres	Margaret	L	Secretarial/Clerical	Assistant Scheduler
Tralmer	Tracy	N	Instructional Assistant	Student Instruction Aide
Travers	Renee	I	Secretarial/Clerical	Department Assistant
Travis	Dane	Fox	Teacher/Counselor	Glenbrook Days
Travis	Dane	Fox	Teacher/Counselor	Science Instruction
Trerotola	Mark	J	Instructional Assistant	1:1 Aide
Tripple	Kirby		Teacher/Counselor	Glenbrook Days
Tripple	Kirby		Teacher/Counselor	Health Education
Tripple	Kirby		Teacher/Counselor	Physical Education
Tucker	Brandon	L	Teacher/Counselor	Glenbrook Days
Tucker	Brandon	L	Teacher/Counselor	Science Instruction
Umansky	Rita	M	Teacher/Counselor	Cross Categorical
Umansky	Rita	M	Teacher/Counselor	Glenbrook Days
Umansky	Rita	M	Teacher/Counselor	Learning Disabilities
Unterman	Nathan	A	Teacher/Counselor	Glenbrook Days
Unterman	Nathan	A	Teacher/Counselor	Retirement Increase
Unterman	Nathan	A	Teacher/Counselor	Science Instruction
Upton	Anna	W	Teacher/Counselor	English Instruction
Upton	Anna	W	Teacher/Counselor	Glenbrook Days
Vaccarello	Megan	E	Teacher/Counselor	Glenbrook Days
Vaccarello	Megan	E	Teacher/Counselor	Learning Disabilities
Vakil	Norma	J	Teacher/Counselor	Glenbrook Days
Vakil	Norma	J	Teacher/Counselor	Language Instruction
Valles	Christine	G	Secretarial/Clerical	Executive Assistant
Vander Kuur	Dennis	L	Instructional Assistant	Lab Manager
VanderPlas	Alyson	M	Teacher/Counselor	Glenbrook Days
VanderPlas	Alyson	M	Teacher/Counselor	Learning Disabilities
Vicars	Mary		Teacher/Counselor	Glenbrook Days
Vicars	Mary		Teacher/Counselor	Retirement Increase
Vicars	Mary		Teacher/Counselor	Social Studies Instruction
Vignocchi	Paul	M	Teacher/Counselor	Asst Director
Vignocchi	Paul	M	Teacher/Counselor	Asst Director
Vignocchi	Paul	M	Teacher/Counselor	Glenbrook Days
Vignocchi	Paul	M	Teacher/Counselor	Health Education
Vignocchi	Paul	M	Teacher/Counselor	Peer Counseling
Vincent	David	C	Teacher/Counselor	Glenbrook Days
Vincent	David	C	Teacher/Counselor	Social Studies Instruction
Vinopal	Janet	M	Teacher/Counselor	Evening HS Sem 1

Vodicka	Michael	J	Teacher/Counselor	Driver Education
Vodicka	Michael	J	Teacher/Counselor	Glenbrook Days
Vodicka	Michael	J	Teacher/Counselor	Peer Counseling
Vodicka	Michael	J	Teacher/Counselor	Physical Education
Voss	Jonathan	D	Instructional Assistant	Classroom Aide
Wagner	Patrick	J	Teacher/Counselor	Glenbrook Days
Wagner	Patrick	J	Teacher/Counselor	Social Worker
Wagner	Tina	M	Secretarial/Clerical	Department Assistant
Walker	Jon Robin		Teacher/Counselor	Glenbrook Days
Walker	Jon Robin		Teacher/Counselor	Physical Education
Walker	Jon Robin		Teacher/Counselor	Social Studies Instruction
Wall	Lisa	Beth	Secretarial/Clerical	Executive Assistant
Wallace	Andrew	M	Teacher/Counselor	Glenbrook Days
Wallace	Andrew	M	Teacher/Counselor	Music Instruction
Walsh	Anne	M	Teacher/Counselor	Glenbrook Days
Walsh	Anne	M	Teacher/Counselor	Language Instruction
Ware	Jeffrey	A	Teacher/Counselor	Glenbrook Days
Ware	Jeffrey	A	Teacher/Counselor	Language Instruction
Ware	Jeffrey	A	Teacher/Counselor	Longevity
Wargaski	Margaret	K	Secretarial/Clerical	Executive Assistant
Watermann	Patricia	A	Instructional Assistant	School Nurse
Wawryk	Jennifer	E-R	Secretarial/Clerical	Department Assistant
Wawryk	Jennifer	E-R	Secretarial/Clerical	Executive Assistant
Webb	Kurt	B	Teacher/Counselor	Art Instruction
Webb	Kurt	B	Teacher/Counselor	Glenbrook Days
Webb	Kurt	B	Teacher/Counselor	Longevity
Webb	Suzanne		Teacher/Counselor	Glenbrook Days
Webb	Suzanne		Teacher/Counselor	Science Instruction
Webb	Suzanne		Teacher/Counselor	Team
Weber	David	D	Teacher/Counselor	Glenbrook Days
Weber	David	D	Teacher/Counselor	Physical Education
Weber	Karyn		Teacher/Counselor	Glenbrook Days
Weber	Karyn		Teacher/Counselor	Health Education
Weber	Karyn		Teacher/Counselor	Physical Education
Wegley	Brian		Administrator	Principal
Weiner	Justin		Instructional Assistant	1:1 Aide
Weissenstein	Steven	E	Teacher/Counselor	Business Education
Weissenstein	Steven	E	Teacher/Counselor	Glenbrook Days
Weissenstein	Steven	E	Teacher/Counselor	Longevity
Werker	Susan	A	Secretarial/Clerical	Receptionist
West	Carol	S	Instructional Assistant	Transition Program
Whalen	Brian	E	Teacher/Counselor	Business Education
Whalen	Brian	E	Teacher/Counselor	Glenbrook Days
Whalen	Frank		Teacher/Counselor	Driver Education
Whalen	Frank		Teacher/Counselor	Glenbrook Days
Whipple	Matthew	R	Teacher/Counselor	Academy
Whipple	Matthew	R	Teacher/Counselor	Glenbrook Days
Whipple	Matthew	R	Teacher/Counselor	Glenbrook Days
Whipple	Matthew	R	Teacher/Counselor	Longevity
Whipple	Matthew	R	Teacher/Counselor	Social Studies Instruction

Whisler	Daniel	A	Maintenance	Plant Operations Supervisor
White	Anne		Instructional Assistant	Job Coach
Widner	Benjamin	D	Teacher/Counselor	Academy
Widner	Benjamin	D	Teacher/Counselor	Glenbrook Days
Widner	Benjamin	D	Teacher/Counselor	Peer Counseling
Widner	Benjamin	D	Teacher/Counselor	Social Studies Instruction
William	Ivan	A	Maintenance	Custodian
Williams	Bill	R	Maintenance	Custodian
Williams	Clifford	F	Maintenance	Custodian
Williams	Megan	E	Teacher/Counselor	Cross Categorical
Williams	Megan	E	Teacher/Counselor	Glenbrook Days
Williams	Megan	E	Teacher/Counselor	Learning Disabilities
Williams	Scott L		Teacher/Counselor	Academy
Williams	Scott L		Teacher/Counselor	Glenbrook Days
Williams	Scott L		Teacher/Counselor	Glenbrook Days
Williams	Scott L		Teacher/Counselor	Social Studies Instruction
Williamson	Rosanne	Marie	Administrator	Assistant Superintendent
Wiltjer	Mary	H	Teacher/Counselor	Glenbrook Days
Wiltjer	Mary	H	Teacher/Counselor	Math Instruction
Winkle	Gary	D	Paraprofessional	Safety/Security
Winship	Richard	C	Support Staff	Auditorium
Winston	Carol	M	Instructional Assistant	Transition Program
Wittenstrom	Rebecka	A	Teacher/Counselor	Glenbrook Days
Wittenstrom	Rebecka	A	Teacher/Counselor	Science Instruction
Witty	Jean	P	Teacher/Counselor	Glenbrook Days
Witty	Jean	P	Teacher/Counselor	Science Instruction
Wojcik	Aaron	A	Teacher/Counselor	Glenbrook Days
Wojcik	Aaron	A	Teacher/Counselor	Music Instruction
Wojcik	Gregory	A	Teacher/Counselor	Glenbrook Days
Wojcik	Gregory	A	Teacher/Counselor	Music Instruction
Wolfe	Stacey	M	Administrator	Instructional Supervisor
Wolter	James	Henry	Instructional Assistant	Classroom Aide
Wolter	Judy	A	Secretarial/Clerical	Receptionist
Wood	James	M	Paraprofessional	Safety/Security
Woods	Christine	C E	Teacher/Counselor	Glenbrook Days
Woods	Christine	C E	Teacher/Counselor	Science Instruction
Woods	Deborah	L	Secretarial/Clerical	Assistant Scheduler
Wool	Aimee	L	Teacher/Counselor	Glenbrook Days
Wool	Aimee	L	Teacher/Counselor	Social Studies Instruction
Workman	Daniel		Teacher/Counselor	Glenbrook Days
Workman	Daniel		Teacher/Counselor	Math Instruction
Workman	Daniel		Teacher/Counselor	Retirement Increase
Wright	Louise	A	Teacher/Counselor	Glenbrook Days
Wright	Louise	A	Teacher/Counselor	Language Instruction
Wright	Louise	A	Teacher/Counselor	Retirement Increase
Wu	Hong		Teacher/Counselor	Academy
Wu	Hong		Teacher/Counselor	Academy
Wu	Hong		Teacher/Counselor	Glenbrook Days
Wu	Hong		Teacher/Counselor	Glenbrook Days
Wu	Hong		Teacher/Counselor	Glenbrook Days

Wu	Hong		Teacher/Counselor	Language Instruction
Yacullo	Michael	C	Teacher/Counselor	Glenbrook Days
Yacullo	Michael	C	Teacher/Counselor	Special Instruction
Yoon	Sukjin		Teacher/Counselor	Glenbrook Days
Yoon	Sukjin		Teacher/Counselor	Math Instruction
Yordy	Jeffrey		Teacher/Counselor	Glenbrook Days
Yordy	Jeffrey		Teacher/Counselor	Retirement Increase
Yordy	Jeffrey		Teacher/Counselor	Science Instruction
Youngberg	Teresa		Teacher/Counselor	Glenbrook Days
Youngberg	Teresa		Teacher/Counselor	Math Instruction
Zabin	Jerry		Teacher/Counselor	Glenbrook Days
Zabin	Jerry		Teacher/Counselor	Retirement Increase
Zabin	Jerry		Teacher/Counselor	Social Worker
Zachariou	Konstantinos		Support Staff	Technology
Zamora	Jorge		Teacher/Counselor	Glenbrook Days
Zamora	Jorge		Teacher/Counselor	Language Instruction
Zapler	Daniel		Teacher/Counselor	Glenbrook Days
Zapler	Daniel		Teacher/Counselor	Social Studies Instruction
Zimmermann	Joseph	E	Instructional Assistant	1:1 Aide
Zold-Herrera	Mary	E	Teacher/Counselor	Glenbrook Days
Zold-Herrera	Mary	E	Teacher/Counselor	Language Instruction
Zold-Herrera	Mary	E	Teacher/Counselor	Longevity
Zuckerman	Gail	L	Instructional Assistant	Classroom Aide
Zurita	Arnold		Maintenance	Maintenance
Zwiercan	Paul	S	Teacher/Counselor	Driver Education
Zwiercan	Paul	S	Teacher/Counselor	Glenbrook Days

**Calculated  
Contract**

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24,858.18  
47,838.75  
29,106.19  
32,577.60  
1,890.00  
113,416.00  
981.75  
58,910.25  
199.80  
199.80  
23,964.40  
16,530.09  
447.50  
26,858.00  
28,060.40  
26,100.14  
132,369.97  
69,751.80  
1,938.00  
46,501.20  
1,920.00  
115,195.00  
2,085.00  
100,061.60  
25,015.40  
5,143.00  
15,005.00  
27,916.13  
51,385.00  
2,592.81  
49,215.00  
820.80  
1,495.00  
89,725.00  
29,507.61  
47,838.75  
49,175.16  
143,838.71  
96,851.00  
1,061.40  
63,673.20  
9,502.30  
85,520.70  
1,583.00  
28,845.86  
51,385.00  
4,800.00  
42,895.00  
144,315.00  
51,385.00

46,500.00  
103,753.00  
1,729.00  
57,954.74  
1,456.00  
87,316.00  
26,100.14  
36,191.15  
1,750.00  
105,012.00  
2,175.00  
38,603.89  
61,025.00  
27,277.64  
29,790.95  
2,043.00  
122,582.00  
36,386.25  
1,108.00  
33,261.00  
33,261.00  
1,750.00  
105,012.00  
46,501.20  
1,938.00  
69,751.80  
2,085.00  
10,780.00  
125,077.00  
79,385.00  
1,323.00  
1,345.00  
80,701.00  
1,323.00  
79,385.00  
56,518.00  
51,854.00  
793.80  
47,631.00  
2,085.00  
10,780.00  
125,077.00  
39,060.80  
6,549.00  
1,628.00  
39,060.80  
19,530.40  
1,532.00  
91,895.00  
4,685.00

21,548.40  
1,796.00  
21,548.40  
64,645.20  
27,909.95  
1,776.00  
106,555.00  
42,538.73  
1,920.00  
23,039.00  
92,156.00  
76,520.00  
1,323.00  
79,385.00  
1,018.00  
61,097.00  
2,085.00  
125,077.00  
500.00  
82,722.00  
52,837.43  
5,622.67  
44,057.65  
125,077.00  
2,085.00  
500.00  
2,085.00  
31,269.25  
93,807.75  
1,864.00  
111,821.00  
1,664.00  
49,917.50  
49,917.50  
166,852.90  
34,748.44  
115,195.00  
1,920.00  
500.00  
29,650.71  
28,060.40  
81,787.00  
1,363.00  
115,195.00  
1,920.00  
73,549.20  
1,225.80  
817.20  
500.00  
49,032.80

75,500.00  
41,727.00  
39,112.00  
1,630.00  
19,556.00  
39,112.00  
39,108.00  
51,385.00  
50,227.00  
31,754.00  
1,323.00  
47,631.00  
48,104.40  
802.00  
1,203.00  
72,156.60  
155,345.80  
2,085.00  
125,077.00  
26,575.87  
66,916.00  
29,014.65  
785.50  
47,145.00  
1,660.00  
99,607.00  
922.00  
55,324.00  
1,239.00  
74,332.00  
109,215.51  
43,467.19  
28,893.15  
27,895.10  
1,664.00  
99,835.00  
66,056.00  
833.40  
50,008.80  
2,043.00  
122,582.00  
20,811.00  
1,239.00  
74,332.00  
12,619.00  
13,976.40  
13,976.40  
233.00  
233.00  
699.00

41,929.20  
1,269.00  
76,138.00  
1,871.00  
115,089.00  
1,960.00  
14,108.00  
117,596.00  
1,957.00  
120,079.00  
2,085.00  
5,235.00  
125,077.00  
85,464.00  
1,239.00  
74,332.00  
1,816.00  
108,988.00  
38,027.81  
2,005.00  
120,261.00  
500.00  
43,467.19  
57,492.00  
90,021.00  
1,500.00

**ILLINOIS STATE BOARD OF EDUCATION**  
School Business Services Division

**Accounting Basis:**

Cash  
 Accrual

**SCHOOL DISTRICT BUDGET FORM \***  
**July 1, 2013 - June 30, 2014**

Balanced budget, no deficit  
reduction plan is required.

**Date of Amended Budget:** \_\_\_\_\_  
(MM/DD/YY)

**District Name:** \_\_\_\_\_ Northfield Township HSD 225

**District RCDT No.:** \_\_\_\_\_ 05-016-2250-17-0000

Budget of \_\_\_\_\_ Northfield Township HSD 225 \_\_\_\_\_, County of \_\_\_\_\_ Cook \_\_\_\_\_,  
State of Illinois, for the Fiscal Year beginning \_\_\_\_\_ July 1, 2013 \_\_\_\_\_ and ending \_\_\_\_\_ June 30, 2014 \_\_\_\_\_.

WHEREAS the Board of Education of \_\_\_\_\_ Northfield Township HSD 225 \_\_\_\_\_,  
County of \_\_\_\_\_ Cook \_\_\_\_\_, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary  
of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the \_\_\_\_\_ 30th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 20 \_\_\_\_\_ 2013 \_\_\_\_\_,  
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied  
with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:  
Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be

beginning \_\_\_\_\_ July 1, 2013 \_\_\_\_\_ and ending \_\_\_\_\_ June 30, 2014 \_\_\_\_\_.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from  
each be and the same is hereby adopted as the budget of this school district for said fiscal year.

**ADOPTION OF BUDGET**

The budget shall be approved and signed below by members of the School Board. Adopted this \_\_\_\_\_ 30th \_\_\_\_\_  
day of \_\_\_\_\_ September \_\_\_\_\_, 20 \_\_\_\_\_ 13 \_\_\_\_\_ by a roll call vote of \_\_\_\_\_ 7 \_\_\_\_\_ Yeas, and \_\_\_\_\_ 0 \_\_\_\_\_ Nays, to wit:

MEMBERS VOTING YEA:	MEMBERS VOTING NAY:
Shein, Skip	
Boron, Robert	
Doughty, Bruce	
Martin, Scott	
Wilkas, Cindy	
Taub, Joel	
Stang-Hanley, Karen	

\* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.  
(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required  
by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).  
(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 31,  
whichever comes first. Budgets are submitted to: [www.isbe.net/sfms/budget/2014/budget.htm](http://www.isbe.net/sfms/budget/2014/budget.htm). The electronic version does  
not require member signatures.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2013 <sup>1</sup>		41,015,759	9,144,555	3,700,579	3,538,644	1,820,187	3,287,805	17,766,715	0	0	
4	RECEIPTS/REVENUES											
5	LOCAL SOURCES	1000	88,275,371	9,436,783	8,293,129	918,644	3,113,348	205,000	890,366	0	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000										
7	STATE SOURCES	3000	0	0	0	800,000	0	0	0	0	0	
8	FEDERAL SOURCES	4000	2,831,000	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues <sup>8</sup>		1,190,000	0	0	0	0	0	0	0	0	
10	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998										
11	Total Receipts/Revenues		92,296,371	9,436,783	8,293,129	1,718,644	3,113,348	205,000	890,366	0	0	
12	DISBURSEMENTS/EXPENDITURES											
13	INSTRUCTION	1000	60,224,497				1,283,649					
14	SUPPORT SERVICES	2000	32,170,312	7,366,152		2,945,680	2,237,504	3,212,000		0	0	
15	COMMUNITY SERVICES	3000	42,020	0		0	46,538					
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	0	0	0	0	0	0			0	
17	DEBT SERVICES	5000	0	0	8,233,467	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	500,000	50,000	50,000	100,000	50,000	0		0	0	
19	Total Direct Disbursements/Expenditures <sup>9</sup>		92,936,829	7,416,152	8,283,467	3,045,680	3,617,691	3,212,000		0	0	
20	Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		92,936,829	7,416,152	8,283,467	3,045,680	3,617,691	3,212,000		0	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(640,458)	2,020,631	9,662	(1,327,036)	(504,343)	(3,007,000)	890,366	0	0	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund <sup>16</sup>	7110										
27	Abatement of the Working Cash Fund <sup>16</sup>	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold <sup>4</sup>	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets <sup>5</sup>	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						672,000				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990	60,000		401,404							
46	Total Other Sources of Funds <sup>8</sup>		60,000	0	401,404	0	0	672,000	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	<b>OTHER USES OF FUNDS (8000)</b>											
49	<b>TRANSFER TO VARIOUS OTHER FUNDS (8100)</b>											
50	Abolishment or Abatement of the Working Cash Fund <sup>16</sup>	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest <sup>6</sup>	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond <sup>3a</sup> and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810		672,000								
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990	60,000	401,404								
79	<b>Total Other Uses of Funds <sup>9</sup></b>		60,000	1,073,404	0	0	0	0	0	0	0	0
80	<b>Total Other Sources/Uses of Fund</b>		0	(1,073,404)	401,404	0	0	672,000	0	0	0	0
81	<b>ESTIMATED ENDING FUND BALANCE June 30, 2014</b>		40,375,301	10,091,782	4,111,645	2,211,608	1,315,844	952,805	18,657,081	0	0	0
82												
83	<b>SUMMARY OF EXPENDITURES (by Major Object)</b>											
84	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
85			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
86	<b>Object Name</b>											
87	Salaries	100	63,914,245	4,265,490		19,475		0		0	0	68,199,210
88	Employee Benefits	200	11,665,717	996,162		680	3,567,691	0		0	0	16,230,250
89	Purchased Services	300	6,723,201	1,233,000	12,500	2,915,725		0		0	0	10,884,426
90	Supplies & Materials	400	3,358,257	558,000		2,800		0		0	0	3,919,057
91	Capital Outlay	500	835,805	154,500		0		3,112,000		0	0	4,102,305
92	Other Objects	600	5,928,475	195,000	8,270,967	106,000	50,000	100,000		0	0	14,650,442
93	Non-Capitalized Equipment	700	511,129	14,000		1,000		0		0	0	526,129
94	Termination Benefits	800	0	0		0						0
95	<b>Total Expenditures</b>		92,936,829	7,416,152	8,283,467	3,045,680	3,617,691	3,212,000		0	0	118,511,819

## SUMMARY OF CASH TRANSACTIONS

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
3	<b>BEGINNING CASH BALANCE ON HAND July 1, 2013</b> <sup>7</sup>		42,134,455	9,141,331	3,700,579	3,548,602	1,820,130	3,289,092	0	0	0
4	<b>Total Direct Receipts &amp; Other Sources</b> <sup>8</sup>		92,356,371	9,436,783	8,694,533	1,718,644	3,113,348	877,000	890,366	0	0
5	<b>OTHER RECEIPTS</b>										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	<b>Total Other Receipts</b>		0	0	0	0	0	0	0	0	0
11	<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		92,356,371	9,436,783	8,694,533	1,718,644	3,113,348	877,000	890,366	0	0
12	<b>Total Amount Available</b>		134,490,826	18,578,114	12,395,112	5,267,246	4,933,478	4,166,092	890,366	0	0
13	<b>Total Direct Disbursements &amp; Other Uses</b> <sup>9</sup>		92,996,829	8,489,556	8,283,467	3,045,680	3,617,691	3,212,000	0	0	0
14	<b>OTHER DISBURSEMENTS</b>										
15	Interfund Loans Receivable (Loans to Other Funds) <sup>10</sup>	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	0	0
20	<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		92,996,829	8,489,556	8,283,467	3,045,680	3,617,691	3,212,000	0	0	0
21	<b>ENDING CASH BALANCE ON HAND June 30, 2014</b> <sup>1</sup>		41,493,997	10,088,558	4,111,645	2,221,566	1,315,787	954,092	890,366	0	0

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
2											
3	<b>RECEIPTS/REVENUES FROM LOCAL SOURCES</b>										
4	<b>AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY</b>										
5	Designated Purposes Levies <sup>11</sup>	-	86,823,671	3,991,783	8,284,004	340,344	987,196		850,366		
6	Leasing Purposes Levy <sup>12</sup>	1130									
7	Special Education Purposes Levy	1140									
8	FICA and Medicare Only Levies	1150					1,801,952				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	<b>Total Ad Valorem Taxes Levied by District</b>		<b>86,823,671</b>	<b>3,991,783</b>	<b>8,284,004</b>	<b>340,344</b>	<b>2,789,148</b>	<b>0</b>	<b>850,366</b>	<b>0</b>	<b>0</b>
13	<b>PAYMENTS IN LIEU OF TAXES</b>										
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes <sup>13</sup>	1230		1,880,000			320,000	200,000			
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290		3,000,000							
18	<b>Total Payments in Lieu of Taxes</b>		<b>0</b>	<b>4,880,000</b>	<b>0</b>	<b>0</b>	<b>320,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
19	<b>TUITION</b>										
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321	450,000								
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	<b>Total Tuition</b>		<b>450,000</b>								
41	<b>TRANSPORTATION FEES</b>										
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				420,000					
43	Regular Transportation Fees from Other Districts (In State)	1412				150,000					
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	<b>Total Transportation Fees</b>					570,000					
64	<b>EARNINGS ON INVESTMENTS</b>										
65	Interest on Investments	1510	100,000	20,000	9,125	8,300	4,200	5,000	40,000		
66	Gain or Loss on Sale of Investments	1520									
67	<b>Total Earnings on Investments</b>		100,000	20,000	9,125	8,300	4,200	5,000	40,000	0	0
68	<b>FOOD SERVICE</b>										
69	Sales to Pupils - Lunch	1611									
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690									
75	<b>Total Food Service</b>		0								
76	<b>DISTRICT/SCHOOL ACTIVITY INCOME</b>										
77	Admissions - Athletic	1711	12,500								
78	Admissions - Other	1719									
79	Fees	1720	88,000	300,000							
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790	40,000								
82	<b>Total District/School Activity Income</b>		140,500	300,000							
83	<b>TEXTBOOK INCOME</b>										
84	Rentals - Regular Textbooks	1811									
85	Rentals - Summer School Textbooks	1812									
86	Rentals - Adult/Continuing Education Textbooks	1813									
87	Rentals - Other (Describe)	1819									
88	Sales - Regular Textbooks	1821									
89	Sales - Summer School Textbooks	1822	(20,000)								
90	Sales - Adult/Continuing Education Textbooks	1823									
91	Sales - Other (Describe & Itemize)	1829									
92	Other (Describe & Itemize)	1890									
93	<b>Total Textbooks</b>		(20,000)								
94	<b>OTHER REVENUE FROM LOCAL SOURCES</b>										
95	Rentals	1910	611,200	245,000							
96	Contributions and Donations from Private Sources	1920									
97	Impact Fees from Municipal or County Governments	1930									
98	Services Provided Other Districts	1940	25,000								
99	Refund of Prior Years' Expenditures	1950									
100	Payments of Surplus Moneys from TIF Districts	1960									
101	Drivers' Education Fees	1970	100,000								
102	Proceeds from Vendors' Contracts	1980	25,000	0	0	0	0	0	0	0	0
103	School Facility Occupation Tax Proceeds	1983									
104	Payment from Other Districts	1991									
105	Sale of Vocational Projects	1992									
106	Other Local Fees	1993									
107	Other Local Revenues (Describe & Itemize)	1999	20,000								
108	<b>Total Other Revenue from Local Sources</b>		781,200	245,000	0	0	0	0	0	0	0
109	<b>Total Receipts/Revenues from Local Sources</b>	<b>1000</b>	88,275,371	9,436,783	8,293,129	918,644	3,113,348	205,000	890,366	0	0

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>										
110	<b>DISTRICT TO ANOTHER DISTRICT</b>										
111	Flow-Through Revenue from State Sources	2100									
112	Flow-Through Revenue from Federal Sources	2200									
113	Other Flow-Through Revenue (Describe & Itemize)	2300									
114	<b>Total Flow-Through Receipts/Revenues From One District to Another District</b>	<b>2000</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>				
115	<b>RECEIPTS/REVENUES FROM STATE SOURCES</b>										
116	<b>UNRESTRICTED GRANTS-IN-AID</b>										
117	General State Aid (Section 18-8.05)	3001	1,150,000								
118	General State Aid Hold Harmless/Supplemental	3002									
119	Reorganization Incentives (Accounts 3005-3021)	3005									
120	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
121	<b>Total Unrestricted Grants-In-Aid</b>		<b>1,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
122	<b>RESTRICTED GRANTS-IN-AID</b>										
123	<b>SPECIAL EDUCATION</b>										
124	Special Education - Private Facility Tuition	3100	50,000								
125	Special Education - Extraordinary	3105	700,000								
126	Special Education - Personnel	3110	800,000								
127	Special Education - Orphanage - Individual	3120	80,000								
128	Special Education - Orphanage - Summer	3130	6,000								
129	Special Education - Summer School	3145									
130	Special Education - Other (Describe & Itemize)	3199									
131	<b>Total Special Education</b>		<b>1,636,000</b>	<b>0</b>		<b>0</b>					
132	<b>CAREER AND TECHNICAL EDUCATION (CTE)</b>										
133	CTE - Technical Education - Tech Prep	3200									
134	CTE - Secondary Program Improvement (CTEI)	3220									
135	CTE - WECEP	3225									
136	CTE - Agriculture Education	3235									
137	CTE - Instructor Practicum	3240									
138	CTE - Student Organizations	3270									
139	CTE - Other (Describe & Itemize)	3299									
140	<b>Total Career and Technical Education</b>		<b>0</b>	<b>0</b>			<b>0</b>				
141	<b>BILINGUAL EDUCATION</b>										
142	Bilingual Education - Downstate - TPI and TBE	3305									
143	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
144	<b>Total Bilingual Education</b>		<b>0</b>				<b>0</b>				
145	State Free Lunch & Breakfast	3360									
146	School Breakfast Initiative	3365									
147	Driver Education	3370	45,000								
148	Adult Education (from ICCB)	3410									
149	Adult Education - Other (Describe & Itemize)	3499									
150	<b>TRANSPORTATION</b>										
151	Transportation - Regular/Vocational	3500									
152	Transportation - Special Education	3510				800,000					
153	Transportation - Other (Describe & Itemize)	3599									
154	<b>Total Transportation</b>		<b>0</b>	<b>0</b>		<b>800,000</b>	<b>0</b>				
155	Learning Improvement - Change Grants	3610									
156	Scientific Literacy	3660									
157	Truant Alternative/Optional Education	3695									
158	Early Childhood - Block Grant	3705									
159	Reading Improvement Block Grant	3715									
160	Reading Improvement Block Grant - Reading Recovery	3720									
161	Continued Reading Improvement Block Grant	3725									
162	Continued Reading Improvement Block Grant (2% Set Aside)	3726									

1	A	B	C	D	E	F	G	H	I	J	K	
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
163	Chicago General Education Block Grant	3766										
164	Chicago Educational Services Block Grant	3767										
165	School Safety & Educational Improvement Block Grant	3775										
166	Technology - Learning Technology Centers	3780										
167	State Charter Schools	3815										
168	Extended Learning Opportunities - Summer Bridges	3825										
169	Infrastructure Improvements - Planning/Construction	3920										
170	School Infrastructure - Maintenance Projects	3925										
171	Other Restricted Revenue from State Sources (Describe & Itemize)	3999										
172	<b>Total Restricted Grants-In-Aid</b>		1,681,000	0	0	800,000	0	0	0	0	0	
173	<b>Total Receipts/Revenues from State Sources</b>	3000	2,831,000	0	0	800,000	0	0	0	0	0	
174	<b>RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>											
175	<b>UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT.</b>											
176	Federal Impact Aid	4001										
177	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009										
178	<b>Total Unrestricted Grants-In-Aid Received Directly from Fed Govt</b>		0	0	0	0	0	0	0	0	0	
179	<b>RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT</b>											
180	Head Start	4045										
181	Construction (Impact Aid)	4050										
182	MAGNET	4060										
183	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090										
184	<b>Total Restricted Grants-In-Aid Received Directly from Federal Govt.</b>		0	0		0	0	0			0	
185	<b>RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE</b>											
186	<b>TITLE V</b>											
187	Title V - Innovation and Flexibility Formula	4100										
188	Title V - SEA Projects	4105										
189	Title V - Rural and Low Income Schools (REI)	4107										
190	Title V - Other (Describe & Itemize)	4199										
191	<b>Total Title V</b>		0	0		0	0					
192	<b>FOOD SERVICE</b>											
193	Breakfast Start-Up	4200										
194	National School Lunch Program	4210										
195	Special Milk Program	4215										
196	School Breakfast Program	4220										
197	Summer Food Service Admin/Program	4225										
198	Child Care Commodity/SFS 13-Adult Day Care	4226										
199	Fresh Fruit and Vegetables	4240										
200	Food Service - Other (Describe & Itemize)	4299										
201	<b>Total Food Service</b>		0				0					
202	<b>TITLE I</b>											
203	Title I - Low Income	4300										
204	Title I - Low Income - Neglected, Private	4305										
205	Title I - Comprehensive School Reform	4332										
206	Title I - Reading First	4334										
207	Title I - Even Start	4335										
208	Title I - Reading First SEA Funds	4337										
209	Title I - Migrant Education	4340										
210	Title I - Other (Describe & Itemize)	4399										
211	<b>Total Title I</b>		0	0		0	0					

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
212	<b>TITLE IV</b>										
213	Title IV - Safe & Drug Free Schools - Formula	4400									
214	Title IV - 21st Century	4421									
215	Title IV - Other (Describe & Itemize)	4499									
216	<b>Total Title IV</b>		0	0		0	0				
217	<b>FEDERAL - SPECIAL EDUCATION</b>										
218	Federal Special Education - Preschool Flow-Through	4600									
219	Federal Special Education - Preschool Discretionary	4605									
220	Federal Special Education - IDEA Flow Through/Low Incidence	4620	500,000								
221	Federal Special Education - IDEA Room & Board	4625	500,000								
222	Federal Special Education - IDEA Discretionary	4630									
223	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
224	<b>Total Federal Special Education</b>		1,000,000	0		0	0				
225	<b>CTE - PERKINS</b>										
226	CTE - Perkins-Title III Tech Prep	4770									
227	CTE - Other (Describe & Itemize)	4799									
228	<b>Total CTE - Perkins</b>		0	0			0				
229	Federal - Adult Education	4810									
230	ARRA - General State Aid - Education Stabilization	4850									
231	ARRA - Title I - Low Income	4851									
232	ARRA - Title I - Neglected, Private	4852									
233	ARRA - Title I - Delinquent, Private	4853									
234	ARRA - Title I - School Improvement (Part A)	4854									
235	ARRA - Title I - School Improvement (Section 1003g)	4855									
236	ARRA - IDEA - Part B - Preschool	4856									
237	ARRA - IDEA - Part B - Flow-Through	4857									
238	ARRA - Title IID - Technology - Formula	4860									
239	ARRA - Title IID - Technology - Competitive	4861									
240	ARRA - McKinney - Vento Homeless Education	4862									
241	ARRA - Child Nutrition Equipment Assistance	4863									
242	Impact Aid Formula Grants	4864									
243	Impact Aid Competitive Grants	4865									
244	Qualified Zone Academy Bond Tax Credits	4866									
245	Qualified School Construction Bond Credits	4867									
246	Build America Bond Tax Credits	4868									
247	Build America Bond Interest Reimbursement	4869									
248	ARRA - General State Aid - Other Government Services Stabilization	4870									
249	Other ARRA Funds - II	4871									
250	Other ARRA Funds - III	4872									
251	Other ARRA Funds - IV	4873									
252	Other ARRA Funds - V	4874									
253	ARRA - Early Childhood	4875									
254	Other ARRA Funds - VII	4876									
255	Other ARRA Funds - VIII	4877									
256	Other ARRA Funds - IX	4878									
257	Other ARRA Funds - X	4879									
258	Other ARRA Funds - XI	4880									
259	<b>Total Stimulus Programs</b>		0	0	0	0	0	0		0	0
260	Race to the Top Program	4901									
261	Advanced Placement Fee/International Baccalaureate	4904									
262	Emergency Immigrant Assistance	4905									
263	Title III - English Language Acquisition	4909									
264	Learn & Serve America	4910									
265	McKinney Education for Homeless Children	4920									
266	Title II - Eisenhower - Professional Development Formula	4930									
267	Title II - Teacher Quality	4932									
268	Federal Charter Schools	4960									
269	Medicaid Matching Funds - Administrative Outreach	4991	40,000								
270	Medicaid Matching Funds - Fee-For-Service Program	4992	130,000								

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
271	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4998	20,000								
272	<b>Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State</b>		1,190,000	0	0	0	0	0		0	0
273	<b>TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>	<b>4000</b>	1,190,000	0	0	0	0	0	0	0	0
274	<b>TOTAL DIRECT RECEIPTS/REVENUES</b>		92,296,371	9,436,783	8,293,129	1,718,644	3,113,348	205,000	890,366	0	0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	<b>10 - EDUCATIONAL FUND (ED)</b>										
4	<b>INSTRUCTION (ED)</b>										
5	Regular Programs	1100	28,804,095	5,855,851	691,614	308,321	77,605	51,600	126,687	0	35,915,773
6	Pre-K Programs	1125									0
7	Special Education Programs (Functions 1200 - 1220)	1200	5,827,449	897,760	1,034,250	81,227	50,000	15,000			7,905,686
8	Special Education Programs Pre-K	1225									0
9	Remedial and Supplemental Programs K-12	1250		29,970							29,970
10	Remedial and Supplemental Programs Pre-K	1275									0
11	Adult/Continuing Education Programs	1300									0
12	CTE Programs	1400	2,879,250	366,367	31,375	65,657	21,200		24,798		3,388,647
13	Interscholastic Programs	1500	4,610,195	245,550	509,728	237,011	35,000	30,000	13,800		5,681,284
14	Summer School Programs	1600	418,800	4,466	25,000	30,000		10,000			488,266
15	Gifted Programs	1650	523,850	61,943	1,514	4,537					591,844
16	Driver's Education Programs	1700	448,900	44,245	12,075	3,250					508,470
17	Bilingual Programs	1800	389,400	94,157		1,000					484,557
18	Truant Alternative & Optional Programs	1900	0	0	0	0	0	60,000	0	0	60,000
19	Pre-K Programs - Private Tuition	1910									0
20	Regular K-12 Programs Private Tuition	1911									0
21	Special Education Programs K-12 Private Tuition	1912						5,170,000			5,170,000
22	Special Education Programs Pre-K Tuition	1913									0
23	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
24	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
25	Adult/Continuing Education Programs Private Tuition	1916									0
26	CTE Programs Private Tuition	1917									0
27	Interscholastic Programs Private Tuition	1918									0
28	Summer School Programs Private Tuition	1919									0
29	Gifted Programs Private Tuition	1920									0
30	Bilingual Programs Private Tuition	1921									0
31	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
32	<b>Total Instruction<sup>14</sup></b>	<b>1000</b>	<b>43,901,939</b>	<b>7,600,309</b>	<b>2,305,556</b>	<b>731,003</b>	<b>183,805</b>	<b>5,336,600</b>	<b>165,285</b>	<b>0</b>	<b>60,224,497</b>
33	<b>SUPPORT SERVICES (ED)</b>										
34	<b>Support Services - Pupil</b>										
35	Attendance & Social Work Services	2110	1,717,634	321,779	278,523	9,823			5,856		2,333,615
36	Guidance Services	2120	4,149,381	642,670	25,920	27,117			28,746		4,873,834
37	Health Services	2130	355,850	83,677	8,825	9,903					458,255
38	Psychological Services	2140	1,011,000	110,646	10,000	5,000					1,136,646
39	Speech Pathology & Audiology Services	2150	392,897	50,193							443,090
40	Other Support Services - Pupils (Describe & Itemize)	2190	682,475	257,052	2,000						941,527
41	<b>Total Support Services - Pupil</b>	<b>2100</b>	<b>8,309,237</b>	<b>1,466,017</b>	<b>325,268</b>	<b>51,843</b>	<b>0</b>	<b>0</b>	<b>34,602</b>	<b>0</b>	<b>10,186,967</b>
42	<b>Support Services - Instructional Staff</b>										
43	Improvement of Instruction Services	2210	862,474	224,240	257,500	9,300			60,000		1,413,514
44	Educational Media Services	2220	1,399,060	267,614	57,800	156,405			157,538		2,038,417
45	Assessment & Testing	2230									0
46	<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	<b>2,261,534</b>	<b>491,854</b>	<b>315,300</b>	<b>165,705</b>	<b>0</b>	<b>0</b>	<b>217,538</b>	<b>0</b>	<b>3,451,931</b>
47	<b>Support Services - General Administration</b>										
48	Board of Education Services	2310	51,969	6,650	1,086,000	6,000		40,000			1,190,619
49	Executive Administration Services	2320	516,524	99,407	14,350	3,270		4,425			637,976
50	Special Area Administration Services	2330	689,065	99,087	57,100	21,766			1,400		868,418
51	Tort Immunity Services	2360 - 2370									0
52	<b>Total Support Services - General Administration</b>	<b>2300</b>	<b>1,257,558</b>	<b>205,144</b>	<b>1,157,450</b>	<b>31,036</b>	<b>0</b>	<b>44,425</b>	<b>1,400</b>	<b>0</b>	<b>2,697,013</b>
53	<b>Support Services - School Administration</b>										
54	Office of the Principal Services	2410	1,575,252	298,325	111,299	103,400			12,648		2,100,924
55	Other Support Services - School Administration (Describe & Itemize)	2490	3,799,827	901,230							4,701,057
56	<b>Total Support Services - School Administration</b>	<b>2400</b>	<b>5,375,079</b>	<b>1,199,555</b>	<b>111,299</b>	<b>103,400</b>	<b>0</b>	<b>0</b>	<b>12,648</b>	<b>0</b>	<b>6,801,981</b>

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
57	<b>Support Services - Business</b>										
58	Direction of Business Support Services	2510	295,461	51,745	7,200	4,470					358,876
59	Fiscal Services	2520	519,715	125,018	45,150	58,300					748,183
60	Operation & Maintenance of Plant Services	2540			286,700	1,565,500	19,000				1,871,200
61	Pupil Transportation Services	2550			55,144						55,144
62	Food Services	2560			25,000				25,000		50,000
63	Internal Services	2570			586,600	244,500		25,500			856,600
64	<b>Total Support Services - Business</b>	<b>2500</b>	<b>815,176</b>	<b>176,763</b>	<b>1,005,794</b>	<b>1,872,770</b>	<b>19,000</b>	<b>25,500</b>	<b>25,000</b>	<b>0</b>	<b>3,940,003</b>
65	<b>Support Services - Central</b>										
66	Direction of Central Support Services	2610	32,200	6,986	122,000	30,000	25,000		5,000		221,186
67	Planning, Research, Development & Evaluation Services	2620									0
68	Information Services	2630	122,021	27,799	28,900	2,000		450			181,170
69	Staff Services	2640	360,646	289,856	36,000	35,500		1,500			723,502
70	Data Processing Services	2660	1,436,855	201,414	1,315,634	335,000	608,000	20,000	49,656		3,966,559
71	<b>Total Support Services - Central</b>	<b>2600</b>	<b>1,951,722</b>	<b>526,055</b>	<b>1,502,534</b>	<b>402,500</b>	<b>633,000</b>	<b>21,950</b>	<b>54,656</b>	<b>0</b>	<b>5,092,417</b>
72	<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>									0
73	<b>Total Support Services</b>	<b>2000</b>	<b>19,970,306</b>	<b>4,065,388</b>	<b>4,417,645</b>	<b>2,627,254</b>	<b>652,000</b>	<b>91,875</b>	<b>345,844</b>	<b>0</b>	<b>32,170,312</b>
74	<b>COMMUNITY SERVICES (ED)</b>	<b>3000</b>	<b>42,000</b>	<b>20</b>							<b>42,020</b>
75	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (ED)</b>										
76	<b>Payments to Other Govt Units (In-State)</b>										
77	Payments for Regular Programs	4110									0
78	Payments for Special Education Programs	4120									0
79	Payments for Adult/Continuing Education Programs	4130									0
80	Payments for CTE Programs	4140									0
81	Payments for Community College Programs	4170									0
82	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
83	<b>Total Payments to Districts and Other Govt Units (In-State)</b>	<b>4100</b>			<b>0</b>			<b>0</b>			<b>0</b>
84	Payments for Regular Programs - Tuition	4210									0
85	Payments for Special Education Programs - Tuition	4220									0
86	Payments for Adult/Continuing Education Programs - Tuition	4230									0
87	Payments for CTE Programs - Tuition	4240									0
88	Payments for Community College Programs - Tuition	4270									0
89	Payments for Other Programs - Tuition	4280									0
90	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
91	<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						<b>0</b>			<b>0</b>
92	Payments for Regular Programs - Transfers	4310									0
93	Payments for Special Education Programs - Transfers	4320									0
94	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
95	Payments for CTE Programs - Transfers	4340									0
96	Payments for Community College Program - Transfers	4370									0
97	Payments for Other Programs - Transfers	4380									0
98	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
99	<b>Total Payments to Other District &amp; Govt Units - Transfers (In State)</b>	<b>4300</b>			<b>0</b>			<b>0</b>			<b>0</b>
100	Payments to Other District & Govt Units (Out of State)	4400									0
101	<b>Total Payments to Other District &amp; Govt Units</b>	<b>4000</b>			<b>0</b>			<b>0</b>			<b>0</b>
102	<b>DEBT SERVICE (ED)</b>										
103	<b>Debt Service - Interest on Short-Term Debt</b>										
104	Tax Anticipation Warrants	5110									0
105	Tax Anticipation Notes	5120									0
106	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
107	State Aid Anticipation Certificates	5140									0
108	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
109	<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						<b>0</b>			<b>0</b>

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
110	Debt Service - Interest on Long-Term Debt	5200									0
111	Total Debt Service	5000						0			0
112	PROVISION FOR CONTINGENCIES (ED)	6000						500,000			500,000
113	Total Direct Disbursements/Expenditures		63,914,245	11,665,717	6,723,201	3,358,257	835,805	5,928,475	511,129	0	92,936,829
114	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(640,458)
115											
116	<b>20 - OPERATIONS AND MAINTENANCE FUND (O&amp;M)</b>										
117	<b>SUPPORT SERVICES (O&amp;M)</b>										
118	Support Services - Pupil										
119	Other Support Services - Pupils (Describe & Itemize)	2190									0
120	<b>Support Services - Business</b>										
121	Direction of Business Support Services	2510									0
122	Facilities Acquisition & Construction Services	2530	10,000		65,000	12,000	39,000	125,000	14,000		265,000
123	Operation & Maintenance of Plant Services	2540	4,255,490	996,162	1,168,000	546,000	115,500	20,000			7,101,152
124	Pupil Transportation Services	2550									0
125	Food Services	2560									0
126	Total Support Services - Business	2500	4,265,490	996,162	1,233,000	558,000	154,500	145,000	14,000	0	7,366,152
127	Other Support Services (Describe & Itemize)	2900									0
128	Total Support Services	2000	4,265,490	996,162	1,233,000	558,000	154,500	145,000	14,000	0	7,366,152
129	<b>COMMUNITY SERVICES (O&amp;M)</b>										
130	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (O&amp;M)</b>										
131	<b>Payments to Other Govt Units (In-State)</b>										
132	Payments for Special Education Programs	4120									0
133	Payments for CTE Program	4140									0
134	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
135	Total Payments to Other Govt Units (In-State)	4100						0			0
136	Payments to Other Govt Units (Out of State) <sup>14</sup>	4400									0
137	Total Payments to Other District and Govt Unit	4000						0			0
138	<b>DEBT SERVICE (O&amp;M)</b>										
139	<b>Debt Service - Interest on Short-Term Debt</b>										
140	Tax Anticipation Warrants	5110									0
141	Tax Anticipation Notes	5120									0
142	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
143	State Aid Anticipation Certificates	5140									0
144	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
145	Total Debt Service - Interest on Short-Term Debt	5100						0			0
146	<b>Debt Service - Interest on Long-Term Debt</b>										
147	Total Debt Service	5000						0			0
148	<b>PROVISION FOR CONTINGENCIES (O&amp;M)</b>										
149	Total Direct Disbursements/Expenditures		4,265,490	996,162	1,233,000	558,000	154,500	195,000	14,000	0	7,416,152
150	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										2,020,631
151											
152	<b>30 - DEBT SERVICE FUND (DS)</b>										
153	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (DS)</b>										
154	<b>DEBT SERVICE (DS)</b>										
155	<b>Debt Service - Interest on Short-Term Debt</b>										
156	Tax Anticipation Warrants	5110									0
157	Tax Anticipation Notes	5120									0
158	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
159	State Aid Anticipation Certificates	5140									0
160	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
161	Total Debt Service - Interest On Short-Term Debt	5100						0			0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
162	Debt Service - Interest on Long-Term Debt	5200						3,366,993			3,366,993
163	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300						4,853,974			4,853,974
164	Debt Service Other (Describe & Itemize)	5400			12,500						12,500
165	<b>Total Debt Service</b>	<b>5000</b>			12,500			8,220,967			8,233,467
166	<b>PROVISION FOR CONTINGENCIES (DS)</b>	<b>6000</b>						50,000			50,000
167	<b>Total Direct Disbursements/Expenditures</b>				12,500			8,270,967			8,283,467
168	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										9,662
170	<b>40 - TRANSPORTATION FUND (TR)</b>										
171	<b>SUPPORT SERVICES (TR)</b>										
172	<b>Support Services - Pupils</b>										
173	Other Support Services - Pupils (Describe & Itemize)	2190									0
174	<b>Support Services - Business</b>										
175	Pupil Transportation Services	2550	19,475	680	2,915,725	2,800		6,000	1,000		2,945,680
176	Other Support Services (Describe & Itemize)	2900									0
177	<b>Total Support Services</b>	<b>2000</b>	19,475	680	2,915,725	2,800	0	6,000	1,000	0	2,945,680
178	<b>COMMUNITY SERVICES (TR)</b>	<b>3000</b>									0
179	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (TR)</b>										
180	<b>Payments to Other Govt Units (In-State)</b>										
181	Payments for Regular Program	4110									0
182	Payments for Special Education Programs	4120									0
183	Payments for Adult/Continuing Education Programs	4130									0
184	Payments for CTE Programs	4140									0
185	Payments for Community College Programs	4170									0
186	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
187	<b>Total Payments to Other Govt Units (In-State)</b>	<b>4100</b>			0			0			0
188	<b>Payments to Other Govt Units (Out-of-State) (Describe &amp; Itemize)</b>	<b>4400</b>									0
189	<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>			0			0			0
190	<b>DEBT SERVICE (TR)</b>										
191	<b>Debt Service - Interest on Short-Term Debt</b>										
192	Tax Anticipation Warrants	5110									0
193	Tax Anticipation Notes	5120									0
194	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
195	State Aid Anticipation Certificates	5140									0
196	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
197	<b>Total Debt Service - Interest On Short-Term Debt</b>	<b>5100</b>						0			0
198	<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
199	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300									0
200	Debt Service - Other (Describe and Itemize)	5400									0
201	<b>Total Debt Service</b>	<b>5000</b>						0			0
202	<b>PROVISION FOR CONTINGENCIES (TR)</b>	<b>6000</b>						100,000			100,000
203	<b>Total Direct Disbursements/Expenditures</b>		19,475	680	2,915,725	2,800	0	106,000	1,000	0	3,045,680
204	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										(1,327,036)
205											
206	<b>50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)</b>										
207	<b>INSTRUCTION (MR/SS)</b>										
208	Regular Program	1100									0
209	Pre-K Programs	1125		566,904							566,904
210	Special Education Programs (Functions 1200-1220)	1200		327,701							327,701
211	Special Education Programs Pre-K	1225									0
212	Remedial and Supplemental Programs K-12	1250		21,265							21,265
213	Remedial and Supplemental Programs Pre-K	1275									0
214	Adult/Continuing Education Programs	1300									0
215	CTE Programs	1400		53,520							53,520
216	Interscholastic Programs	1500		261,146							261,146

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
217	Summer School Programs	1600		17,915							17,915
218	Gifted Programs	1650		6,870							6,870
219	Driver's Education Programs	1700		6,157							6,157
220	Bilingual Programs	1800		22,171							22,171
221	Truant Alternative & Optional Programs	1900									0
222	<b>Total Instruction</b>	<b>1000</b>		<b>1,283,649</b>							<b>1,283,649</b>
223	<b>SUPPORT SERVICES (MR/SS)</b>										
224	<b>Support Services - Pupil</b>										
225	Attendance & Social Work Services	2110		135,653							135,653
226	Guidance Services	2120		174,303							174,303
227	Health Services	2130		36,154							36,154
228	Psychological Services	2140		14,758							14,758
229	Speech Pathology & Audiology Services	2150		5,146							5,146
230	Other Support Services - Pupils (Describe & Itemize)	2190		116,542							116,542
231	<b>Total Support Services - Pupil</b>	<b>2100</b>		<b>482,556</b>							<b>482,556</b>
232	<b>Support Services - Instructional Staff</b>										
233	Improvement of Instruction Services	2210		12,622							12,622
234	Educational Media Services	2220		118,828							118,828
235	Assessment & Testing	2230									0
236	<b>Total Support Services - Instructional Staff</b>	<b>2200</b>		<b>131,450</b>							<b>131,450</b>
237	<b>Support Services - General Administration</b>										
238	Board of Education Services	2310		3,093							3,093
239	Executive Administration Services	2320		31,666							31,666
240	Special Area Administrative Services	2330		32,728							32,728
241	Claims Paid from Self Insurance Fund	2361									0
242	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									0
243	Unemployment Insurance Payments	2363									0
244	Insurance Payments (regular or self-insurance)	2364									0
245	Risk Management and Claims Services Payments	2365									0
246	Judgment and Settlements	2366									0
247	Educational, Inspectional, Supervisory Services Related to Loss Prevention or Reduction	2367									0
248	Reciprocal Insurance Payments	2368									0
249	Legal Service	2369									0
250	<b>Total Support Services - General Administration</b>	<b>2300</b>		<b>67,487</b>							<b>67,487</b>
251	<b>Support Services - School Administration</b>										
252	Office of the Principal Services	2410		110,134							110,134
253	Other Support Services - School Administration (Describe & Itemize)	2490		205,002							205,002
254	<b>Total Support Services - School Administration</b>	<b>2400</b>		<b>315,136</b>							<b>315,136</b>
255	<b>Support Services - Business</b>										
256	Direction of Business Support Services	2510		26,475							26,475
257	Fiscal Services	2520		90,275							90,275
258	Facilities Acquisition & Construction Services	2530		259							259
259	Operation & Maintenance of Plant Service	2540		797,102							797,102
260	Pupil Transportation Services	2550		3,329							3,329
261	Food Services	2560									0
262	Internal Services	2570									0
263	<b>Total Support Services - Business</b>	<b>2500</b>		<b>917,440</b>							<b>917,440</b>

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
264	<b>Support Services - Central</b>										
265	Direction of Central Support Services	2610		6,242							6,242
266	Planning, Research, Development & Evaluation Services	2620									0
267	Information Services	2630		28,251							28,251
268	Staff Services	2640		31,784							31,784
269	Data Processing Services	2660		257,158							257,158
270	<b>Total Support Services - Central</b>	<b>2600</b>		<b>323,435</b>							<b>323,435</b>
271	<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>									0
272	<b>Total Support Services</b>	<b>2000</b>		<b>2,237,504</b>							<b>2,237,504</b>
273	<b>COMMUNITY SERVICES (MR/SS)</b>	<b>3000</b>		46,538							46,538
274	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (MR/SS)</b>										
275	Payments for Special Education Programs	4120									0
276	Payments for CTE Programs	4140									0
277	<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>		0							0
278	<b>DEBT SERVICE (MR/SS)</b>										
279	<b>Debt Service - Interest on Short-Term Debt</b>										
280	Tax Anticipation Warrants	5110									0
281	Tax Anticipation Notes	5120									0
282	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
283	State Aid Anticipation Certificates	5140									0
284	Other (Describe & Itemize)	5150									0
285	<b>Total Debt Service</b>	<b>5000</b>						0			0
286	<b>PROVISION FOR CONTINGENCIES (MR/SS)</b>	<b>6000</b>						50,000			50,000
287	<b>Total Direct Disbursements/Expenditures</b>			3,567,691				50,000			3,617,691
288	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										(504,343)
289											
290	<b>60 - CAPITAL PROJECTS (CP)</b>										
291	<b>SUPPORT SERVICES (CP)</b>										
292	<b>Support Services - Business</b>										
293	Facilities Acquisition & Construction Services	2530					3,112,000	100,000			3,212,000
294	Other Support Services (Describe & Itemize)	2900									0
295	<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	3,112,000	100,000	0		3,212,000
296	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (CP)</b>										
297	<b>Payments to Other Govt Units (In-State)</b>										
298	Payments to Other Govt Units (In-State)	4100									0
299	Payment for Special Education Programs	4120									0
300	Payment for CTE Programs	4140									0
301	Other Payments to In-State Governmental Units (Describe & Itemize)	4190									0
302	<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>			0			0			0
303	<b>PROVISION FOR CONTINGENCIES (CP)</b>	<b>6000</b>									0
304	<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	3,112,000	100,000	0		3,212,000
305	<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										(3,007,000)
306											
307	<b>70 WORKING CASH FUND (WC)</b>										
308											
309	<b>80 - TORT FUND (TF)</b>										
310	<b>SUPPORT SERVICES - GENERAL ADMINISTRATION</b>										
311	Claims Paid from Self Insurance Fund	2361									0
312	Workers' Compensation or Workers' Occupational Disease Act Payments	2362									0
313	Unemployment Insurance Payments	2363									0
314	Insurance Payments (regular or self-insurance)	2364									0
315	Risk Management and Claims Services Payments	2365									0
316	Judgment and Settlements	2366									0
317	Educational, Inspectional, Supervisory Services Related to Loss Prevention or Reduction	2367									0
318	Reciprocal Insurance Payments	2368									0
319	Legal Service	2369									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
320	Property Insurance (Building & Grounds)	2371									0
321	Vehicle Insurance (Transportation)	2372									0
322	<b>Total Support Services - General Administration</b>	<b>2000</b>	0	0	0	0	0	0	0		0
323	<b>DEBT SERVICE (TF)</b>										
324	<b>Debt Service - Interest on Short-Term Debt</b>										
325	Tax Anticipation Warrants	5110									0
326	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
327	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
328	<b>Total Debt Service</b>	<b>5000</b>						0			0
329	<b>PROVISION FOR CONTINGENCIES (TF)</b>	<b>6000</b>									0
330	<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	0	0	0		0
331	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
332											
333	<b>90 - FIRE PREVENTION &amp; SAFETY FUND (FP&amp;S)</b>										
334	<b>SUPPORT SERVICES (FP&amp;S)</b>										
335	<b>Support Services - Business</b>										
336	Facilities Acquisition & Construction Services	2530									0
337	Operation & Maintenance of Plant Service	2540									0
338	<b>Total Support Services - Business</b>	<b>2500</b>	0	0	0	0	0	0	0		0
339	Other Support Services (Describe & Itemize)	2900									0
340	<b>Total Support Services</b>	<b>2000</b>	0	0	0	0	0	0	0		0
341	<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (FP&amp;S)</b>										
342	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
343	<b>Total Payments to Other Districts &amp; Govt Units (FPS)</b>	<b>4000</b>						0			0
344	<b>DEBT SERVICE (FP&amp;S)</b>										
345	<b>Debt Service - Interest on Short-Term Debt</b>										
346	Tax Anticipation Warrants	5110									0
347	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
348	<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
349	<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
350	Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300									0
351	<b>Total Debt Service</b>	<b>5000</b>						0			0
352	<b>PROVISIONS FOR CONTINGENCIES (FP&amp;S)</b>	<b>6000</b>									0
353	<b>Total Direct Disbursements/Expenditures</b>		0	0	0	0	0	0	0		0
354	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

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**This page is provided for detailed itemizations as requested within the body of the Report.**

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1. Estimated Receipts/Revenue Fund 20 Acct#1290 - The Glen Make Whole Payments
2. Estimated Receipts/Revenue Fund 10 Acct#1790 - PreSchool Tuition
3. Estimated Receipts/Revenue Fund 10 Acct#1999 - Energy Rebates
4. Estimated Receipts/Revenue Fund 10 Acct#4998 - Rehabilitation Services Reimbursement
5. Estimated Disbursements/Expenditures Fund 10 Func#2190 - School Security
6. Estimated Disbursements/Expenditures Fund 10 Func#2490 - Instructional School Administration
7. Estimated Disbursements/Expenditures Fund 30 Func#5400 - Banking Services related to Bonds
8. Estimated Disbursements/Expenditures Fund 50 Func#2190 - IMRF/SS Benefits for School Security personnel
9. Estimated Disbursements/Expenditures Fund 50 Func#2490 - IMRF/SS Benefits for School Admin

	A	B	C	D	E	F
1						
2	<b>Northfield Township HSD 225      05-016-2250-17-0000</b>					
3	<b>DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only</b>					
4		<b>EDUCATIONAL</b>	<b>OPERATIONS &amp; MAINTENANCE</b>	<b>TRANSPORTATION</b>	<b>WORKING CASH</b>	<b>TOTAL</b>
5	<b>Direct Revenues</b>	92,296,371	9,436,783	1,718,644	890,366	<b>104,342,164</b>
6	<b>Direct Expenditures</b>	92,936,829	7,416,152	3,045,680		<b>103,398,661</b>
7	<b>Difference</b>	(640,458)	2,020,631	(1,327,036)	890,366	<b>943,503</b>
8	<b>Estimated Fund Balance - June 30, 2014</b>	40,375,301	10,091,782	2,211,608	18,657,081	<b>71,335,772</b>
9	<b>Balanced budget, no deficit reduction plan is required.</b>					
10						
11						
12	<p><i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2013-14 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).</i></p>					
13	<p><b>Note:</b> <i>The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.</i></p>					
14	<p><i>The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2012-2013 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.</i></p>					
15	<p><i>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</i></p>					

## ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS

*(For Local Use Only)*

***This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

*The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2014 budgeted expenditures over FY2013 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).*

*The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.*

*An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at:*

[Limitation of Administrative Costs](#)

**ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET**  
(Section 17-1.5 of the School Code)

School District Name: Northfield Township HSD 225

RCDT Number: 05-016-2250-17-0000

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2013			Budgeted Expenditures, Fiscal Year 2014		
		(10) Educational	(20) Operations & Maintenance	Total	(10) Educational	(20) Operations & Maintenance	Total
1. Executive Administration Services	2320	599,892		599,892	637,976		637,976
2. Special Area Administration Services	2330	762,636		762,636	868,418		868,418
3. Other Support Services - School Administration	2490	4,636,325		4,636,325	4,701,057		4,701,057
4. Direction of Business Support Services	2510	335,497		335,497	358,876	0	358,876
5. Internal Services	2570	786,807		786,807	856,600		856,600
6. Direction of Central Support Services	2610	301,996		301,996	221,186		221,186
7. Deduct - Early Retirement or other pension obligations required by state law and include above				0			0
<b>8. Totals</b>		<b>7,423,153</b>	<b>0</b>	<b>7,423,153</b>	<b>7,644,113</b>	<b>0</b>	<b>7,644,113</b>
<b>9. Estimated Percent Increase (Decrease) for FY2014 (Budgeted) over FY2013 (Actual)</b>							<b>3%</b>



## Reference Description

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- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
  - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
  - (2) Refunding Bonds can be entered in the Debt Services Fund only.
  - (3) Building Bonds can be entered in the Capital Projects Fund only.
  - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5 The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)  
Only abatement of working cash fund can transfer its funds to any fund in most need of money  
(see 105 ILCS 5/20-10 for further explanation)