

Glenbrook High School District #225**BOARD POLICY: MANAGEMENT APPRAISAL****3030**

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Section A - Introduction

The Board of Education believes that a management appraisal system is an integral part of a total system of management and that the broad purpose of management appraisal is to improve the quality of education for all students in the school district. The Board further believes that this can be achieved by improving the performance of those individuals who are responsible for managing the learning environment.

Section B – Scope of the Management Appraisal System

For the purposes of the development and execution of the management appraisal system, the management team shall consist of all certificated administrators within the district who manage and evaluate certificated and/or non-certificated employees at the building and/or district level.

Section B C - Objectives of the Management Appraisal System

The objectives of the management appraisal system in the Glenbrook High Schools shall be:

1. To assist all members of the management team to improve their skills and competencies required to function at the highest level of performance.
2. To develop objectives for individual managers and to relate those objectives to the goals of the district where appropriate.
3. To differentiate among the performance of various members of the management team so that individuals can be identified for positions of greater responsibility within the school district.
4. To foster credibility in the school and community through a demonstrable system of accountability that relates to district goals, job performance, job tenure, and salary advancement.
5. To motivate managers to improve their performance.
6. To facilitate communication between and among the district's management team, the Board of Education, the community, and the school staff.
7. To produce within the district a more positive climate associated with the process of appraisal.
8. To comply with all statutory requirements as outlined in the Illinois School Code and ISBE Rules set forth in the Illinois Administrative Code.

Section € D- Responsibility for Implementation

The Board of Education directs the superintendent to develop and implement a management appraisal system intended to achieve the objectives listed in Paragraph B of this policy. The superintendent shall develop procedures for operating the appraisal system and to maintain suitable records of the process and results of the appraisals conducted as part of the system.

Approved: November 15, 1976  
Reviewed: January 28, 1985 (Item #8654)  
Revised: February 28, 2000  
Revised:

**BOARD POLICY: VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL SUPPORT PERSONNEL RETIRING UNDER IMRF 6432**

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Section A

It shall be the policy of the Board of Education of District #225 to recognize services of its full time educational support personnel, (“Employee(s)”) who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B

~~Educational support personnel~~ Employees who satisfy the following requirements, may apply for voluntary termination benefits under this policy 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.
3. Are not represented by GESSA, GESPA, or any other bargaining unit.

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

1. The Board of Education shall provide the Retirees with individual medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, at the Retiree’s election, for up to 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, therefor, less the Board’s contribution referred to in Paragraph 1 of this Section C.

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

1. The Board of Education shall contribute \$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. Retirees shall be allowed to convert any term life insurance, bought or provided for by the ~~district~~ Board of Education and ~~carried, in effect~~ on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed educational support personnel.
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 an educational support staff member. 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 employee's remaining paychecks. For the second year, payments will be added to the employee's base salary and paid throughout the year.

**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~~ Assistant Superintendent for Human Resources prior to April 1 of the ~~educational support personnel's~~ Employee's next-to-last year of employment. The request shall include a copy of the ~~educational support personnel's~~ Employee's latest statement from the IMRF system indicating the ~~educational support personnel's~~ Employee's service credit information, if that information is necessary to qualify the ~~educational support personnel~~ Employee's 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 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 Policy, and then notice under this Policy will be deemed void.

**Section F - Special Incentive Programs**

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

**Section G - Vacation**

In addition to those benefits contained in Section D, Retirees who were employed by the district on a full-time, ~~12~~ twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of ~~be paid for~~ 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~~ used or they will convert to sick leave on the Retiree's last day of work.

**Section H – Miscellaneous Provisions**

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If IMRF regulatory changes occur, which result in an increase in the cost of this Policy to the Board, ~~it the Policy~~ shall be revised in such a manner so that the benefits to be provided shall result in no additional cost to the Board relative to the current Policy.
3. ~~This Policy shall be effective September 1, 2007.~~

Revised: September 16, 1996  
Revised: September 25, 2000  
Revised: December 6, 2000  
Revised: February 13, 2006  
Revised: September 10, 2007  
Revised:

Section A Number of Attendance Days

~~In accordance with Section 10-19 of The School Code, the Glenbrook High Schools will maintain student attendance records for a minimum of 176 days each school year.~~

Section B Length of Attendance Days

- ~~1. In accordance with Section 18-8 of The School Code, days of attendance by students shall be counted only for sessions of five clock hours of school per day under the direct supervision of teachers. Exceptions to this rule are permitted, the most common being:
  - ~~1) Half Day Attendance. Regular full-time students who attend school for 2-1/2 clock hours shall be counted present for 1/2 day of attendance.~~
  - ~~2) Homebound Students. A session of not less than one clock hour of teaching of homebound or hospitalized pupils on site or by telephone to the classrooms shall be counted for 1/2 day of attendance. These students must receive four or more clock hours of instruction to be counted for a full day of attendance.~~
  - ~~3) First Day of School. On the first day of student attendance each year, students in attendance less than five clock hours shall be counted for a full day provided that day is used as an institute day or for teacher workshops.~~
  - ~~4) Last Day of School. On the last day of school, students in attendance shall be counted for a full day of attendance even though they do not attend for the full five clock hours.~~
  - ~~5) In Service Days. A session of three (3) or more clock hours may be counted as a full day of attendance when the remainder of the school day is utilized for in service training for teachers, up to a maximum of five days per school year, provided a district conducts an inservice training program for teachers which has been approved by the superintendent of public instruction.~~
  - ~~6) Special Education Students. Special education students enrolled in the Glenbrook High Schools are to be counted as regular students. The attendance for Glenbrook special education students enrolled in classes in other schools shall be computed by the district business office at the end of the school year.~~
  - ~~7) Programs Off Campus. Students enrolled in off-campus work-study programs or volunteer programs which are school sponsored and supervised shall be counted as being in attendance for the full day when they attend their on-campus classes.~~~~

~~Approved: November 4, 1974~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ATTENDANCE FOR STATE 8050  
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1. ~~Attendance sheets will be provided each morning by computer services. The sheet will be issued for all mod one classes at Glenbrook North and all mod one and two classes at Glenbrook South. These lists will contain the names of all students enrolled in the classes as of that day. They will reflect the adds and drops through the previous day.~~
2. ~~The lists will be distributed to the teachers each morning. Attendance will be taken during the first mod at Glenbrook North and the first and second mods at Glenbrook South (a number of students begin school early and these students attend a first mod class.) Teachers will mark all absences on the attendance sheets.~~
3. ~~The attendance office will collect the forms and enter the absences via the scopes into the computer system. Students who enter or leave after attendance has been taken will be required to check in and/or out through the attendance office. The attendance for those students will be revised via the scope by the attendance office in accordance with number 4 below.~~
4. ~~Attendance for State Aid purposes will be computed as follows:
  - 1) ~~Full Day Attendance. Any student who arrives at school before 9:45 a.m. and stays for the remainder of the day will be considered to have been in attendance five (5) clock hours and will be counted for a full day of attendance.  
  
Any student who has been in school all day but who leaves after 12:45 p.m. will be considered to have been in attendance five (5) clock hours and will be counted for a full day attendance.~~
  - 2) ~~Half Day Attendance. Any student who arrives at school after 9:45 a.m. and who stays in school for the remainder of the day will be considered to have been in attendance for 1/2 day.  
  
Any student who arrives at 7:45 a.m. and leaves school before 12:45 p.m. will be considered to have been in attendance for 1/2 day.~~
  - 3) ~~Full Day Absent. Any student who arrives at school after 12:15 p.m. will be considered to have been absent for the entire day.~~~~

5. — In addition to the daily attendance sheets, computer services will prepare:
  - 1) — A list of the students enrolled on the first day of school each year. — This list must be retained by the registrar's office.
  - 2) — A daily list of adds and drops. — These lists must also be retained by the registrar's office.
  - 3) — A daily list of absences by name.
  - 4) — A daily enrollment summary report listing the daily enrollment by class and by sex. — These are also to be retained by the registrar's office.
6. — The lists discussed in number 5 above are to be forwarded to the district business office at the end of the school year where they will be retained as support for the annual State Aid claim filed each July.
7. — Computer services will prepare a monthly report containing the average daily attendance data provided each day by the attendance office via the scopes. — These reports will be forwarded to the district business office where they will be retained as support for the annual State Aid claim filed each July.
8. — The daily attendance lists prepared by the teachers must be maintained until the monthly ADA report in number 7 is prepared. — The daily lists are to be spot checked to the monthly lists for accuracy by the attendance office. — Once the spot check has been made, the daily lists may be destroyed.
9. — This procedure replaces any and all attendance procedures used in the past.

Approved: November 4, 1974  
Revised: January 21, 1980