



DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

Regular Meeting
Keil Administration Building
3rd Floor Conference Room
1st Floor Board Room

December 04, 2018
4:30 PM Open Session
Closed Session Immediately Following
6:30 PM Open Session Continuing

Legend: AI = Action Item DI = Discussion Item IO = Information Only

Strategic Plan Mission:

The mission of Decatur Public Schools, the destination district of our community, is to unlock students' unique and limitless potential to achieve their personal aspirations as fully prepared, contributing citizens in a global society through learning experiences distinguished by:

- *commitment to the whole person resulting in student growth and confidence*
- *relevant, innovative, personalized academic pathways that promote passion and pride*
- *a learning environment that fosters curiosity and the thirst for achievement and discovery*
- *a culture of diversity, adaptability, and resilience*
- *meaningful and lasting relationships*
- *extraordinary school and community connections*

The Board of Education Parameters that Guide Our Work:

- We will make decisions in the best interest of all students.
- We will treat all people with dignity and respect.
- We will seek input and collaboration throughout our diverse community.
- We will practice responsible stewardship of all our resources.

IO 1.0 CALL TO ORDER – CALL FOR EXECUTIVE SESSION

The Board of Education will meet in Closed Executive Session to conduct expulsion hearings and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, and discussion of collective negotiating matters between the Board and representatives of its employees.

Roll Call

AI 2.0 RETURN TO OPEN SESSION

- Possible Approval of Student Expulsions

AI 3.0 RETURN TO CLOSED EXECUTIVE SESSION

AI 4.0 RETURN TO OPEN SESSION

IO 5.0 PLEDGE OF ALLEGIANCE

AI 6.0 APPROVAL OF AGENDA, DECEMBER 04, 2018

IO 7.0 SPECIAL PRESENTATIONS AND DISTRICT HIGHLIGHTS

School Spotlight: Johns Hill Magnet School

IO 8.0 PUBLIC PARTICIPATION

- Identify oneself and be brief.
- Comments should be limited to 3 minutes.

AI 9.0 CONSENT ITEMS

- A. Freedom of Information Report
- B. CAESL Central Illinois Network (**S1**)
- C. Board of Education Policy 5:60 General Personnel - Expenses

AI 10.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items (**S4**)
- B. Approval of FY2018-2019 Wage for the Superintendent of Schools (**S4**)
- C. Administrator and Administrative Support Staff Compensation and Benefits Handbook (**S4**)

DI 11.0 BOARD DISCUSSION ITEMS

- A. Board Committee Updates and other Discussion

IO 12.0 ANNOUNCEMENTS

The Board of Education sends condolences to the family of:

Marty Bradshaw, who passed away Sunday, November 18, 2018. Mr. Bradshaw was the father of Micah Bradshaw, Teacher at MacArthur High School.

IO 13.0 IMPORTANT DATES

December 19 High School Exams
19 End of 2nd Quarter and End of 1st Semester
20 – 31 **No School for Students, Holiday and Winter Break**
24 and 25 **Christmas Holidays Observed and All District Offices are Closed**
– District Offices will Re-open on December 26, 2018

January 01 **New Year's Holiday Observed**
– **No School and All District Offices are Closed**
– District Offices will Re-open on January 02, 2019
02 Teacher Work Day and **No School for All Students**
03 **Full Day of School for All Students**
04 Report Card Distribution

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, December 11, 2018 in the 1st Floor Board Room at the Keil Administration Building.

14.0 ADJOURNMENT

JHMS SPOTLIGHT

DECEMBER 4, 2018

JHMS BUILDING STRATEGIC PRIORITIES 2018-2019

Goal #1: Establish a data-driven, student-centered approach to instruction. K-8 Grade Level PLC's are used to plan, analyze, and prepare instruction

Goal #2: Improve building focus on arts integration.



JHMS BUILDING STRATEGIC PRIORITIES CONTINUED

Goal #3: Establish a support network that will identify and address students' physical, social/emotional, and mental health needs to allow each student to reach their full potential.

Goal #4: Strengthen the effectiveness of our ELL program, school wide.



SUPPORT OF DPS STRATEGIC PLAN


Strategy 1: We will ensure unique, innovative learning experiences for all students. Goals 1, 2, 3, 4

Strategy 2: We will ensure a student-focused environment that expands learning beyond the traditional expectations to engage students. Goals 2, 4

Strategy 3: We will establish a support network that will identify and address students' physical, social/emotional, and mental health needs to allow each student to reach their full potential. Goal 3

Strategy 4: We will attract and retain talented and invested staff by ensuring they feel valued and supported.

Strategy 5: We will create and foster mutually beneficial relationships throughout the community. Goal 2, 4



TRAUMA INFORMED PRACTICES

Kindness Card Chains



ARTS INTEGRATION AT JHMS: KENNEDY CENTER DEFINITION



Arts Integration is
an **APPROACH** to **TEACHING**
in which students construct and demonstrate
UNDERSTANDING
through an **ART FORM**.
Students engage in a
CREATIVE PROCESS which
CONNECTS an art form and another subject area
and meets **EVOLVING OBJECTIVES** in both.

ARTS INTEGRATION AT JHMS: COMMUNITY-DEL'S POPCORN

Mural on Wood Street coming to the neighborhood soon

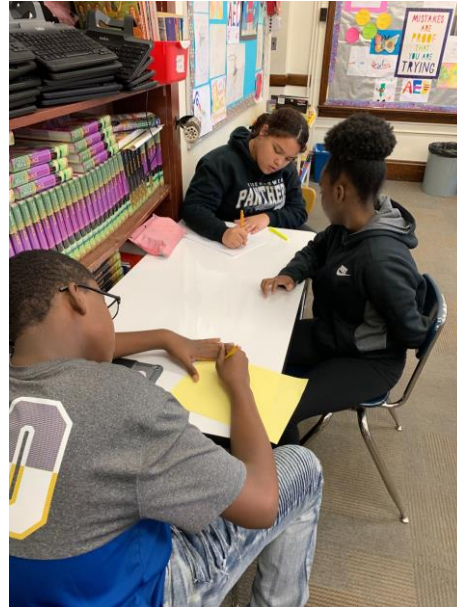


ARTS INTEGRATION 8TH GRADE: ELA + VISUAL ARTS

Lesson Overview: As we begin our unit of study on Holocaust related literature, students will create an allegory of Hitler's rise to power.

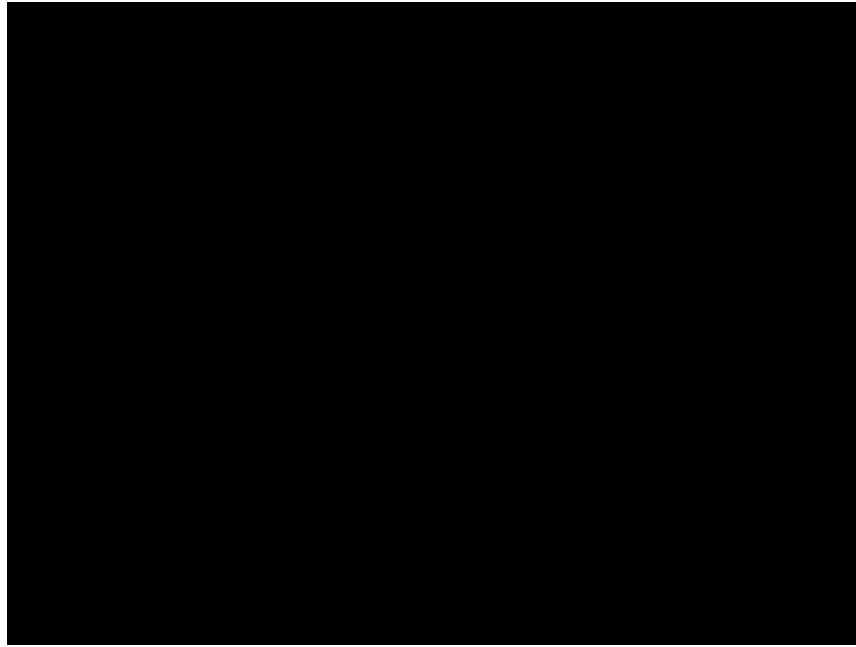
CCSS: ELA-W.8.4, W.8.5, W.8.9, W.8.10, L.8.1B, L.8.1C, L.8.1D, L.8.2, L.8.3, L.8.5, SL.8.1, SL.8.2, SL.8.5, SL.8.6

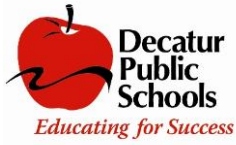
Visual Arts: Cr1.1.8, Cr2.1.8, Cr2.2.8, Cr2.3.8, Cr.3.1.8, Pr4.1.8, Re8.1.8, Cn10.1.8, Cn11.1.8



VIDEO

Johns Hill Magnet School Fine Arts and Arts Integration





Board of Education Decatur Public School District #61

Date: December 04, 2018	Subject: Freedom of Information Act (FOIA) Report
Initiated By: Melissa Bradford, Board Secretary and District's FOIA Officer	Attachments: None
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA). The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. The Board Secretary serves as the District's FOIA Officer and will inform the Board of Education of any FOIA Reports from the previous month every first Board meeting of the month.

CURRENT CONSIDERATIONS:

Please see the below FOIA Report from the District's FOIA Officer for Decatur Public Schools:

Freedom of Information Act Report

Date Received	Due Date	Extension Due Date	Requestor/ Company	Topic/ Summary	Date Responded
11/26/18	12/03/18	None.	Kevin Finley, ConstructConnect	Name of Construction Manager for K-8 renovation projects and the time frame for the work.	11/28/18
11/28/18	12/05/18	None.	Leara Evans, Retired DPS Employee	Names of retired teachers (RTs) that are receiving the MOU amount, names of RTs that are filling vacant positions that may or may not be certified to teach or may or may not receive the MOU pay, names of all RTs filling vacant positions hired after the 10/23/18 BOE meeting, duties and responsibilities of each position listed on the Ancillary Employee pay chart, duties of the vacant teacher position posted on the Ancillary Employee pay chart, requirements to receive the \$225.00 daily pay listed on the Ancillary Employee chart for 2018/2019 that goes into effect 01/01/19, does the RTs filling vacant positions have to pay dues to DEA, who fill vacant positions not filled by certified retired teachers and what's the pay.	None at this time.

11/29/18	12/06/18	None.	Mark Pieske, Community Member	Copy of the consultant's report on the EHS football field analysis	None at this time.
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FINANCIAL CONSIDERATIONS:

None.

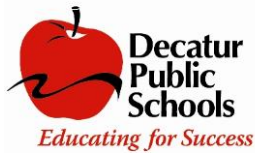
STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this FOIA Report as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION:_____



Board of Education Decatur Public School District #61

Date: December 4, 2018	Subject: Collaborative for Academic and Social Emotional Learning (CASEL) Central Illinois Network
Initiated By: Lawrence Trimble, Director of Student Services	Attachments: CEC Central IL Network Invoice
Reviewed By: Dr. Paul Fregeau, Superintendent Dr. Fred Bouchard, Executive Director	

BACKGROUND INFORMATION:

During the Summer, Decatur Public School applied to participate in the Consortium for Educational Change and the Collaborative for Academic and Social Emotional Learning. After acceptance, administration solicited the following five schools to participate in the network. Those five schools are: South Shores, Baum, Enterprise, Garfield, and Phoenix Academy. This unique opportunity affords the ability to collaborate with four other school districts to identify and deploy best practices.

CURRENT CONSIDERATIONS:

As part of this collaborative the Network benefits are as follows:

- Provides schools and districts with deep SEL implementation tools and guidance
- Offers opportunities to learn from other schools on the SEL journey
- Provides access to a CEC/CASEL team of experts in implementing change
- Provides access to live network meetings four times each year to learn and action plan

These critical network meeting are designed for each participating school to develop an action plan relative to the implementation of school-wide SEL. Each school, additionally has access to an online portal of resources to guide their work at the building level.

FINANCIAL CONSIDERATIONS:

We request that the board approve the payment of invoice to the CASEL Central Illinois Network in the amount of \$27,500.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve the payment of the invoice in the amount of \$27,500 to the CASEL Central Illinois Network as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____



INVOICE

Decatur SD 61
Attention: Lawrence Trimble
101 W. Cerro Gordo St.
DECATUR IL 62523
UNITED STATES

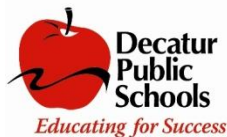
Invoice Date
Oct 22, 2018

Invoice Number
INV-0219

Consortium for Educational
Change
530 E 22 Street
Lombard IL 60148
United States

Description	Amount USD
CASEL Central Illinois Network - 5 Schools (Baum, Enterprise Montessori, Garfield Montessori, Phoenix, South Shores)	27,500.00
Subtotal	27,500.00
TOTAL USD	27,500.00

Due Date: Nov 22, 2018



Board of Education Decatur Public School District #61

Date: December 4, 2018	Subject: Final Reading – Board Policy 5:60 – General Personnel – Expenses
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: Board Policy 5:60 – General Personnel - Expenses
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The current policy for expense reimbursements allows employees to be reimbursed for meals even if not associated with an overnight stay. This policy was previously presented at the November 13, 2018 board meeting.

CURRENT CONSIDERATIONS:

This is the second reading. The Internal Revenue Service (IRS) regulations consider meal reimbursements as a taxable benefit, unless the reimbursement is aligned with an overnight stay. Although this type of reimbursement would be rare, it is advisable to align the District's policy with the IRS regulations.

FINANCIAL CONSIDERATIONS:

Since reimbursements for meals that are not aligned with an overnight stay would be rare, the financial implication to this updated policy would be limited.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Updates to School Board Policy 5.60 General Personnel – Expenses as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION: _____

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel cost may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

In accordance with Internal Revenue Service regulations, reimbursement for meals are non-compensatory only in conjunction with overnight lodging. Only meals in conjunction with an overnight trip shall be reimbursable. Employees traveling outside of the District may receive a daily per diem of \$60.00.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF: 105 ILCS 5/10-22.32

Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED: June 10, 1997

REVISED: March 13, 2012
October 28, 2014
December 13, 2016
December 4, 2018



Board of Education Decatur Public School District #61

Date: December 4, 2018	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources, and the Human Resources Department	Attachments: 1 Page of Personnel Action
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Per Board Policy 5:30 Hiring Process and Criteria – The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School board policy on equal employment opportunities and minority recruitment.

CURRENT CONSIDERATIONS:

All offers of employment are contingent upon the approval of the Board of Education. Accordingly, anyone who is offered and begins employment prior to the approval of the Board of Education understands that they will do so as a substitute. If the approval of the Board of Education is obtained, these substitutes will then be made whole retroactive to their first day of employment.

FINANCIAL CONSIDERATIONS:

These positions are in the budget.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve all Personnel Action Items as presented.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

BOARD ACTION:_____

To: Board of Education
From: Deanne Hillman
Human Resources Director
Date: November 28, 2018
Board Date: December 4, 2018
Re: Personnel Action

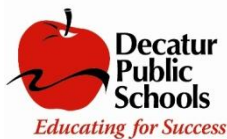
EMPLOYMENT RECOMMENDATIONS

SCHEDULE B:

Name	Position	Effective Date
Elizabeth Bartimus	First Lego League, Johns Hill	August 13, 2018
Julian Nelms	E-Sports/Gamers Club Sponsor, MacArthur	August 13, 2018

COMPENSATION RECOMMENDATIONS:

- The following staff member should be compensated **\$4000.00** for Facilitating the transition of Harris and Hope (10 days) for the 2018-2019 fiscal year:
Sarah Schrader



Board of Education Decatur Public School District #61

Date: December 4, 2018	Subject: Approval of Updated Administrator and Administrative Support Staff Compensation and Benefits – Handbook
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: Administrator and Administrative Support Staff Compensation and Benefits – Handbook
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The District has an Administrator and Administrative Support Staff Compensation and Benefits Handbook that recognizes the benefits provided to the employees within these two (2) groups. The Handbook was brought to the Board as a first read on November 13, 2018.

CURRENT CONSIDERATIONS:

Since the first reading on November 13th the following non-substantial changes have been made:

- Contract days were updated for the Alternative Education Principal (200 220) and the Special Education Alternative Principal (240 220).
- A January 1, 2019 effective date was added to the cell phone section to assist with the transition.
- A January 1, 2019 effective date was added to the personal use of a vehicle section to assist with the transition.

FINANCIAL CONSIDERATIONS:

- Due to changes in Illinois Statute, the retirement section in the handbook was updated. These related changes will have future savings to the district.
- The change in the cell phone procedures will cause a loss in District revenue of approximately \$17,000. Processing the benefit through payroll will require the Board to pay for associated FICA/Medicare taxes with an estimated annual cost of \$4,600.

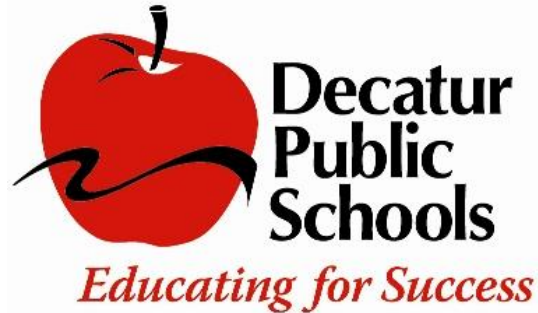
STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Administrator and Administrative Support Staff Compensation and Benefits Handbook as presented.

RECOMMENDED ACTION:

- ☒ Approval
☐ Information
☐ Discussion

BOARD ACTION: _____



Administrator and Administrative Support Staff Compensation and Benefits

December 4, 2018

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Administrator and Administrative Support Compensation and Benefits

Introduction

This handbook provides the policies and procedures employed by the Decatur Public School District for Administrators and Administrative Support Staff.

Some employees covered by this handbook have individual contracts. In the event of a conflict between the individual contract of an administrator and the terms of this handbook, the terms of the individual contract shall prevail.

These policies and procedures are subject to change by Board of Education.

This handbook applies only to Administrative and Administrative Support employees who are not part of a collective bargaining unit in the District. Employees who are members of a collective bargaining unit in the District shall be subject to the terms of the collective bargaining agreement applicable to his/her collective bargaining unit.

Decatur Public Schools does not intend that this handbook, whether provided to an employee before commencement of employment or after commencement of employment, constitutes as any part of any offer of employment or be interpreted expressly or implicitly to constitute a contract for employment or to provide evidence of the existence of a contract of employment between Decatur Public Schools and any employee.

Health Insurance

A. Single Insurance

The Board will provide each full-time employee with health insurance coverage as described in the Decatur School District No. 61 Group Medical Plan. The employee's portion of the premium will be the same as noted in the Teacher Collective Bargaining Agreement. Employees under contract less than full-time but more than 30 hours per week will be provided the same coverage as a full-time employee. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

B. Family Insurance

Health insurance coverage for the family of employees will be on an optional basis. Employees who select family coverage insurance will pay the employee portion of the premium noted in the Teacher Collective Bargaining Agreement toward the cost of family health and medical insurance. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

C. Prescription ID Card

A prescription ID card will be provided to each employee who is receiving health insurance. Employees should direct any questions or concerns to phone number on the back of the card or to the Benefits Department.

D. Single Insurance – Retiree

The health insurance coverage presently in effect will be provided on an optional basis to employees who retire from the District. The TRS retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium plus the surcharge imposed by the insurance carrier. The IMRF retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium with no surcharge imposed by the insurance carrier. Non-COBRA coverage will terminate when the retiree reaches the age of sixty-five (65).

E. Family Insurance – Retiree

Health insurance for the family of the retiree will be on an optional basis for employees who held District family health insurance at the time of retirement. Retirees who opt for this coverage will pay the entire premium. The TRS retiree must also pay the surcharge imposed by the insurance carrier. Coverage for the retiree, spouse, or other dependents will be terminated for the respective individual when he or she reaches the age of sixty-five (65).

Flexible Spending Account

The following Flexible Spending Account (FSA) options are available to employees of Decatur Public School District. Employees should direct any questions or concerns to the Benefits Department. Any FSA funds expended that are not appropriately verified shall be processed as reportable earnings through payroll as soon as feasible.

A. Dependent Care Assistance Plan

This Flexible Spending Account plan enables participants to elect to receive reimbursement from dependent care expenses that are excludable from the participant's gross income under Section 129 of the Internal Revenue Code. The limit allowed under Section 129 is established by the IRS. For calendar year 2018, the limits for a married couple filing jointly is \$5,000.

B. Medical Reimbursement Plan

This Flexible Spending Account plan will enable each participant to elect to receive debit or credit reimbursements of qualified medical care expenses that are excludable from the participant's gross income under Section 105(b) of the Internal Revenue Code. The limit allowed under 105(b) is established by the IRS. For calendar year 2018, the contribution limit for medical reimbursements is \$2,650.

Insurance

A. Life Insurance

The Board of Education will provide each Administrator and Administrative Support Staff employee with group life insurance, double indemnity in the case of accidental death, not to exceed \$500,000. The value of insurance policies for employees over the age of 60 shall be reduced in accordance with the policies established by the insurance company. Any amount of life insurance which exceeds allowable limits set by the Internal Revenue Service shall be reported to payroll and the imputed value shall be processed as payroll earnings.

- 1) Life Insurance Administrator (Grade Level 13-20): A group term life insurance plan with coverage for each Administrator in an amount equal to two times annual base salary.
- 2) Life Insurance Administrative Support Staff (Grade Level 6-12): A group term insurance plan with coverage for each employee in an amount equal to two times annual base salary.

B. Liability Insurance

All Administrators and Administrative Support employees shall have coverage for acts committed within the scope of employment as defined in the Board's approved liability insurance policy in accordance with Illinois Law.

C. Theft Insurance

An Administrator or Administrative Support Staff employee who is required to collect or to be responsible for money collected for school district purposes shall have coverage within the scope of his or her employment under the Board of Education's Employee Theft Insurance.

Leaves

A. Sick Leave

Sick leave shall be accrued annually on the first day of the employee's work year.

- 1) Thirteen (13) sick days are accrued for those on 35-47 week contracts.
- 2) Fifteen (15) sick days are accrued for those on contracts of 48 weeks or longer.

B. Sick Leave (Bank)

A Sick Leave Bank shall be provided to protect eligible employees for serious long-term catastrophic accident or illness. The Bank shall be created by moving earned days from Administrators and Administrative Support Staff who are unable to report the days to either TRS or IMRF upon separation from the District. To qualify:

- 1) The employee must be actively employed and must have exhausted all accumulated leave including the current year's accruals;
- 2) The employee must not be eligible for disability (including private disability), workers' compensation, or other income protection, and will cooperate with the governing committee to determine any such eligibility;
- 3) The employee must submit written verification of an ongoing long-term catastrophic accident or illness, as verified by a licensed medical physician, of the employee or a dependent family member (as defined by the IRS).

The Bank will be administrated by the Bank Committee which includes the Superintendent, the business officer, and the human resources officer. The committee shall determine how many, if any, sick leave days should be approved, taking into consideration the following:

- 1) The eligibility of the applicant;
- 2) The seriousness of the illness or disability;
- 3) The likelihood that the applicant will be able to return to work as a result of utilizing the Bank;
- 4) The number of available days in the Bank or days that will be obtained in the near future; and
- 5) The potential needs by other employees.

All applications will be acted upon in a timely manner. Any requests approved must be in full-day units. Employee contributions shall not exceed thirty (30) Sick Leave Bank days per school year. Written verification from a licensed medical physician will be required after each 30-day period. The maximum number of days that an employee

may draw from the Bank during each five (5) year employment period shall not exceed 60 days.

C. Personal Leave

Administrators and Administrative Support Staff will be provided two (2) days of personal leave during each contract year for the purpose of conducting personal business which in the judgment of a prudent person could not be performed outside of the work day. The employee is responsible for completing the appropriate paperwork in advance of the request. If approved, the personal day shall be provided without loss of pay. If the personal leave is the day before, during, or after a vacation period, the employee requesting the leave shall submit the reasons in writing to the Superintendent or designee, who will either accept or deny such request. Unused personal days accumulate as accrued sick leave.

D. Funeral Leave as District Representative

Absence when representing District at local funerals of community leaders, staff members, retired staff members, or parent of students, etc., shall be allowed as time off with pay when this absence has prior approval by the employee's immediate supervisor.

E. Administrator Vacation

Vacation days shall be accrued in advance of the school year for the full year of employment. Administrators who work a portion of the school year, shall be provided a prorated number of vacation days of the full year.

Administrators contracted to work more than 195 days and less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Those not employed for the full amount of contract days for their classification shall be entitled to prorated vacation days according to the employee's beginning and ending date.

Level 13 through 20 Administrators, employed 52 weeks per year, shall be entitled to the following accrual vacation allocation:

- 15 Vacation Days - First Year in District 61
- 16 Vacation Days - Second Year in District 61
- 17 Vacation Days - Third Year in District 61
- 18 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrators that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrators that serve less than 52 weeks will be allowed to carry forward a maximum of five (5) vacation days to the following year. Vacation days accumulated beyond the allowable carry over shall be added to accumulated sick leave.

Administrators who work 52 weeks will be allowed to carry forward a maximum of twenty (20) vacation days to the following year. Any unused vacation days, in excess of twenty (20) will be added to the Administrator's accumulated sick leave.

If an Administrator is placed into a different position and had earned vacation days in the previous position, only those days allowed under the new assignment will be carried forward. All other earned vacation days shall be paid at the per diem rate of the prior position or moved to sick days in accordance with the above rules.

F. Administrative Support Vacation

Vacation days shall be accrued at the beginning of the school year.

It is the Board's desire that employees use earned vacation time. A maximum of fifteen (15) vacation days may be carried forward to the following year. Unused vacation days in excess of fifteen (15) on July 1 will be added to the Administrative support employee's accumulated sick leave.

Level 6 through 12 Administrative support employees, employed 52 weeks per year, shall be entitled to the following vacation allocation:

- 10 Vacation Days - First Year in District 61
- 11 Vacation Days - Second Year in District 61
- 13 Vacation Days - Third Year in District 61
- 15 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrative support that is hired late and will not work the full school year shall have the vacation allocation for that year prorated. Administrative support that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrative support contracted to work more than 200 days but less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Any vacation days carried over must be used by June 30 of the next school year.

If an Administrative Support Staff employee should be placed into a different position and had earned vacation days in the previous position, these days will be carried forward to the new assignment.

G. Work Related Injuries

- 1) Employees shall follow the Workers Compensation process for work related injuries.
- 2) Generally, an employee injured in a work related incident will be provided worker compensation payments of 2/3^{rds} of regular pay. While on Temporary and Total Disability under Workers Compensation, the employee shall use one leave day (sick, personal, or vacation leave) for each third day missed in order to maintain full compensation. Leave days include sick, personal, and vacation leave.

H. Family and Medical Leave Act

The District provides Administrators and Administrative Support with leave provided by the Family and Medical Leave Act (FMLA). The eligible employee is provided with up to 12 weeks of unpaid, job-protected leave in a rolling year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. The employee shall use accumulated leave including sick, personal, and vacation simultaneously while on FMLA.

Retirement/Resignation Vacation Payment

The Board will pay, at the pre-separation per diem rate of gross pay for Level 6 through 20 employees, unused vacation days. The maximum paid vacation days will align with the maximum days allowed to carry over to the next year.

Earnings paid for unused vacation days of TRS Administrators will not be reported to TRS as credible earnings, unless the administrator is displaced. Such payment will be made after the final date of employment and no later than thirty (30) days following the employees final pay check for the preceding school year. IMRF employees may have such vacation pay included in their final pay check provided such inclusion does not result in a penalty to the District. If a penalty would result, vacation payment shall be made after the employee retires and no penalty would accrue to the District.

Unused vacation days over the maximum allowed will be added to the retiring IMRF Administrator or Administrative Support Staff employee's accumulated sick leave. If the sick days are at the maximum, the unused vacation days will be lost.

Sick and or vacation days beyond the maximum allowed for Administrators or Administrative Support shall be donated to the sick leave bank.

Rehire

The rehire of an employee who leaves the District is at the discretion of the Board of Education. An employee rehired who returns to work after a separation of less than one academic year may have his or her benefits reinstated at the level when separation began, less any time owed back to the District.

A former employee who has been rehired after separating from employment for more than one (1) academic year is considered a new employee. Such employee shall not receive credit for previous time earned for vacation, sick, or other leave.

Any break in service shall cause the loss of tenure, and any rehire shall begin the tenure acquisition process anew.

Holiday Provision

Administrators and Administrative support employees shall be entitled to holidays off, if the holiday is within the contract year and recognized by the Board. To be eligible for holiday pay, the holiday must occur during the work year and the employee must be in pay status the day before and the day after the holiday.

Work Day

A workday shall be defined as days of service exclusive of weekends, vacations, holidays or other days when the offices are scheduled to be closed according to the adopted annual calendar.

Mileage Reimbursement

Mileage reimbursements shall be provided when an Administrator is required to use a personal automobile for assigned duties within the District or out of District. Mileage reimbursements shall be paid at the published IRS rate in effect at the time.

Professional Dues

The District shall provide financial support for membership in at least one statewide professional organization for grade level 6 and higher for both Administrators and Administrative support employees. Additional requests for memberships are subject to approval by the Superintendent.

All national and regional conferences must be approved in advance by the immediate supervisor.

Contract Year

The contract year is from July 1 to June 30 unless otherwise stated on the employee's contract. The employee shall be paid in substantially equal installments. The bi-weekly pay shall generally align with work performed.

Administrator Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during his or her annual contract effective period. Contract days include sick leave days, holidays falling within the effective period, personal days, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) typically includes 262, 261, or 260 possible work days (Monday through Friday each week).

Each employee group has a base number of contract days which is the maximum number of contract (paid) days in a full year Administrator contract. The full-time base number of days for each Administrator group is listed below:

Contract Days	Administrator Group
262, 261, or 260	District Leadership Team Superintendent, Deputy Superintendent, Assistant Superintendent, Executive Director, Chief Operational Officer Director, and Assistant Director High School Principal High School Assistant Principal (4) Middle School Principal Special Education (Director and Assistant) Grant Administrator Assistant Director of Buildings and Grounds Foundation Director
240	Pre-K Principal
220	Elementary Principal K-8 Principal Health Coordinator Alternative Education Principal Special Education Alternative Program - Principal
200	Middle School Assistant Principal Special Education Administrators Alternative Education Principal
210	Principal — Special Ed Alternative Program
195	Elementary Assistant Principal K-8 Assistant Principal Pre-K Assistant Principal

Employees who are contracted to work less than the full contract days will have a prorated contract, reflecting an annual salary based on the number of scheduled days.

Administrative Support Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during their annual contract effective period. These include sick leave days taken, holidays falling within their effective period, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) includes 262, 261, or 260 work week days (Monday through Friday each week).

Each employee group has a number of contract days which is the maximum number of contract (paid) days in a full year contract. The full-time number of contract days for each Administrative Support group is listed below:

Contract Days	Administrative Support Group
262, 261, or 260	Executive Secretary to Superintendent Executive Secretary II to Superintendent Information Technology Employees Network Administrator, Specialist, Analyst & Technicians EMS Level 1, 2, and 3 Macon-Piatt Special Education IT Technician Macon-Piatt Special Education Medicaid/Home Study Coordinator Coordinator of Budgets/Accounting Coordinator of Payroll Coordinator of Purchasing Coordinator of Transportation Business Office Secretary Benefits Coordinator Coordinator of Human Resources Human Resources Analyst Human Resources Assistant Coordinator of Info Tech Facility Project Manager Research Development Evaluation Analyst Senior Research Analyst Maintenance Foreman Supervisor of Custodians Assessment Administrator Custodial Foreman Electronics Technician Assistive Technologist (Special Education) Family-based Intervention Coordinator TAMES Coordinator (Special Education) Recruitment and Retention Specialist

240	African American Scholars Program Coordinator
220	Instructional Technology Coordinator Truancy Coordinator
224	Prevention Initiative Coordinator District Early Childhood Coordinator Lead Parent Educator Pre-K Parent Educator
215	Drop Out Prevention Coordinator
190	Audiologist (Special Education) Occupational Therapist (Special Education) Physical Therapist (Special Education)
176	Occupational Therapy Assistants (Special Education) Physical Therapy Assistants (Special Education)

Retirement Incentive

A. X-Step

The X-step is intended as a payment to the qualified retiring Administrative Support Staff employee for recognition of the many years of faithful and dedicated service given to the District. In order to qualify for the X-step (\$3,000), an Administrative Support Staff employee must have been employed for at least twenty (20) years with the District. The employee must notify the Director of Human Resources in writing, no later than sixty (60) days prior to the stated retirement date, of the employee's irrevocable intent to retire from service and collect benefits from IMRF. In order for the X-step payment to maximize the retiring employee's creditable earnings, it is suggested that the employee provide six (6) months' notice.

B. Administrator Retirement Notification

Changes in Illinois Law or the Illinois Administrative Rules that have a negative impact to the District associated with the cost of the benefits described below shall cause the prospective discontinuance of the retirement program for individuals who have not submitted an irrevocable letter of retirement.

No employee is allowed the retirement benefit unless the employee is eligible to retire with a retirement annuity from TRS. Retirement benefits shall be calculated on base pay. Additional pay for work performed (i.e. summer school) shall not be used in the retirement benefit calculation. The retirement benefit can only be achieved once.

Upon receipt of a letter of retirement that officially notifies the Board of an Administrator's (levels 13-20) irrevocable date of retirement, the Administrator will qualify for the following retirement incentive provided the letter is received in the respective year, no later than:

- 1) May 1, of the year prior to retirement: For the final year of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the twelve consecutive years that precede the retirement date.
- 2) May 1, two (2) years prior to retirement: For the final two (2) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the thirteen consecutive years that precede the retirement date. In addition, the retirement track can only be achieved once.
- 3) May 1, three (3) years prior to retirement: For the final three (3) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the fourteen consecutive years that precede the retirement date.
- 4) May 1, four (4) years prior to retirement: For the final four (4) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In addition, if a letter of retirement is received by May 1 prior to the final four years, the Administrator's accumulated sick leave will immediately be increased to a total of 170 days of accumulated sick leave for TRS administrators. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the fifteen consecutive years that precede the retirement date.

Salary Compensation

A. Compensation

Compensation will be in accordance with the schedule or other system as approved by the Board. Administration shall annually recommend increases to the base compensation of the salary schedule and adjustments to the assignment base wages as deemed appropriate.

Levels (6-20) Administrators and Administrative Support Staff employees, who have exceeded years of service beyond the established scale, will receive an increase based upon the Consumer Price Index for All Urban Consumers (CPI-U) set in December of the prior year. The Board may elect not to advance an Administrator or Administrative Support staff employee on the salary schedule. The Board may elect not to award employees beyond Step 30 an annual average salary adjustment.

Full year Administrators and Administrative Support staff employees will be paid on a twelve (12) month basis or year around basis (26 pays). The contractual salary will be divided substantially equally over 26 pay periods. In determining the per diem for the employee, the contractual pay will be divided by the number of work days in the fiscal year (i.e. 262, 261, or 260). An employee must be employed on or before October 1 to be eligible to advance on the salary schedule.

B. Placement on Salary Schedule

Administrators:

The Administrator will generally be placed on the Administrator Salary Schedule as designated by Administrator Assignment and Salary Range within the following parameters:

Prospectively, an Administrator, new to the District, will be placed on the appropriate salary range of the Administrator Salary Schedule based upon years of educational experience, both teaching and administration. Efforts will be made to place the Administrator on a step that best represents the Administrator's experience.

When an Administrator is moved between administrative levels, placement consideration will generally be at a step which best represents the respective employee's experience with consideration given to previous years of Administrative and Teaching experience.

Administrative Support Staff:

Administrative Support employees will generally be placed on the Administrative Support Salary schedule as designated by employee assignment and salary range within the following parameters:

An employee, new to the Administrative Support Group, will be placed on the appropriate salary range of the Administrative Support Salary Schedule. Efforts will be made to place the employee on a step that best represents the employee's experience. Prospectively, one (1) year of related experience will count as one (1) year on the salary schedule.

- A year of District experience represents one step on the salary schedule

Tuition Reimbursement Program

Administrators and Administrative Support employees holding a Level 6 or higher will be allowed to earn up to forty (40) semester credit hours – cumulative, provided such study has been approved in advance by the Superintendent or designee and provided that the course(s) is successfully completed with a "B" or better grade. Employees will be allowed to earn up to twelve (12) semester credit hours per calendar year with the same stipulations for preapproval and successful completion with a grade of "B" or better. For classes that do not provide a letter grade, the employee must successfully pass the class.

Each Administrator and Administrative Support employee must provide written explanation of how the course(s) will improve his or her work performance within the District. Reimbursement for hours that do not comply with the District's Educational Assistant Plan – Tuition Reimbursement Program shall be processed through payroll as earnings and the appropriate taxes withheld. The reimbursement will be based on the actual tuition fee of the college or university attended and shall not exceed \$350 per semester hour. Employees will be responsible for submitting the proper documentation for reimbursement including an official transcript showing successful completion of the course work with associated grade and evidence showing the amount paid by the employee to the institution.

An employee who applies for an approved professional credit refund shall signify intention of remaining as a full-time employee in the Decatur School District for a minimum of one full school year after receiving said refund.

For additional details, see the Educational Assistance Plan – Tuition Reimbursement Program document.

TRS and IMRF Pickup

A. TRS Pick-up

Administrators who participate in the Illinois Teachers Retirement System will be granted full board paid TRS, not to exceed the 10.3753% of the Administrator's salary or 9.4% of gross creditable earnings from salary.

B. IMRF Pick-up for Administrators

Administrators who participate in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings, not to exceed the 4.71204% rate of the Administrator's salary or 4.5% of the Administrator's gross creditable earnings from salary.

C. IMRF Pick-up for Administrative Support Staff

The Administrative Support Staff employee who participates in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings according to the following schedule:

- 1.0% - 3 years of District experience
- 1.5% - 4 years of District experience
- 2.0% - 5 years of District experience
- 2.5% - 6 years of District experience
- 3.0% - 7 years of District experience
- 3.5% - 8 years of District experience
- 4.0% - 9 years of District experience
- 4.5% - 10 years of District experience

Moving Expenses

Any Administrator who holds a position grade of 13 or higher may receive moving expenses up to \$8,000 if the employee resides outside of the District and moves into the District within one (1) calendar year. An employee will provide two (2) written moving expense estimates detailing the cost of moving by a professional mover. Payment will be made directly to the mover. Any portion of the moving expenses paid that does not qualify as a non-taxable benefit shall be processed as reportable wages through payroll and appropriate taxes withheld as soon as feasible.

Cell Phones

Cell Phones are offered in accordance with the following parameters to individuals who frequently require contact during the school day as well as contact after hours for school related business. There is no requirement for the employee to hold a district cell phone if the employee chooses to carry a personal cell phone.

The District shall offer a cell phone as a taxable fringe benefit at the District's cost to individuals in the following groups: Administrators and Administrative Support Staff within Buildings and Grounds or Technology. The value of this benefit shall be determined from the average cost of the plan from the prior year and adjusted annually, as necessary, at the beginning of each fiscal year.

The benefit will be reported to payroll in order to gross up wages to account for the value of this benefit. As a taxable benefit, the employee is allowed to use the cell phone for personal reasons; however, employees are reminded that the use of a District provided device is attainable within Freedom of Information Act requests.

In order to transition to the above Cell Phone policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Personal Use of a District Vehicle

In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the following employee groups shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside in the Decatur School District boundaries.

- Buildings and Grounds Leadership (2)
- Maintenance Foreman (2)
- Custodian Foreman (1)
- Electronics Technician (1)

The District shall apply the Internal Revenue Services, Cents-per-Mile Rule to determine the taxable value of this benefit. The value of this benefit will be reported as earnings through the employee's gross wages.

This calculation shall presume one round trip each day from home and one round trip each day for a meal.

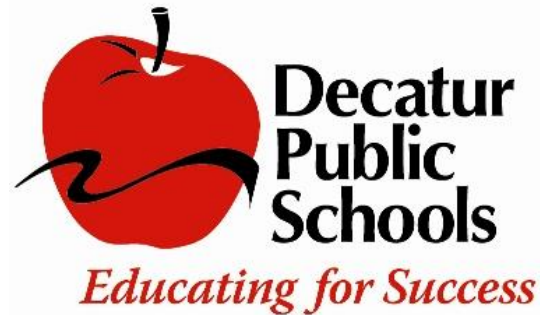
- The vehicle will be regularly used for district business throughout the calendar year.
- The vehicle must meet the IRS maximum automobile value. The value of the car, pickup, or van when first made available to the employee for personal use cannot be an amount greater than the amount determined by the IRS as the maximum automobile value for the year as published in a notice the annual respective annual Internal revenue Bulletin.
- The employee shall annually submit for a Department of Motor Vehicles review.
- Personal use of the vehicle is strictly limited to driving to and from work and for one, daily personal use of the vehicle for a meal.

In order to transition to the above Personal Use of a District Vehicle policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Recruitment and Retention

In order to foster the recruitment and retention of administrators, those administrators who live within District boundaries may select the Decatur Public School they wish their own children to attend as appropriate.

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Revised: October 23, 2012
Revised: May 27, 2014
Revised: October 14, 2014
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Revised: December 4, 2018



Administrator and Administrative Support Staff Compensation and Benefits

December 4, 2018

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Administrator and Administrative Support Compensation and Benefits

Introduction

This handbook provides the policies and procedures employed by the Decatur Public School District for Administrators and Administrative Support Staff.

Some employees covered by this handbook have individual contracts. In the event of a conflict between the individual contract of an administrator and the terms of this handbook, the terms of the individual contract shall prevail.

These policies and procedures are subject to change by Board of Education.

This handbook applies only to Administrative and Administrative Support employees who are not part of a collective bargaining unit in the District. Employees who are members of a collective bargaining unit in the District shall be subject to the terms of the collective bargaining agreement applicable to his/her collective bargaining unit.

Decatur Public Schools does not intend that this handbook, whether provided to an employee before commencement of employment or after commencement of employment, constitutes as any part of any offer of employment or be interpreted expressly or implicitly to constitute a contract for employment or to provide evidence of the existence of a contract of employment between Decatur Public Schools and any employee.

Health Insurance

A. Single Insurance

The Board will provide each full-time employee with health insurance coverage as described in the Decatur School District No. 61 Group Medical Plan. The employee's portion of the premium will be the same as noted in the Teacher Collective Bargaining Agreement. Employees under contract less than full-time but more than 30 hours per week will be provided the same coverage as a full-time employee. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

B. Family Insurance

Health insurance coverage for the family of employees will be on an optional basis. Employees who select family coverage insurance will pay the employee portion of the premium noted in the Teacher Collective Bargaining Agreement toward the cost of family health and medical insurance. The employee-paid portion of the premium shall be sheltered from federal income taxation to the extent permissible under Section 125 of the Internal Revenue Code.

C. Prescription ID Card

A prescription ID card will be provided to each employee who is receiving health insurance. Employees should direct any questions or concerns to phone number on the back of the card or to the Benefits Department.

D. Single Insurance – Retiree

The health insurance coverage presently in effect will be provided on an optional basis to employees who retire from the District. The TRS retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium plus the surcharge imposed by the insurance carrier. The IMRF retiree who opts to participate in the employee group health insurance plan will pay the entire annual premium with no surcharge imposed by the insurance carrier. Non-COBRA coverage will terminate when the retiree reaches the age of sixty-five (65).

E. Family Insurance – Retiree

Health insurance for the family of the retiree will be on an optional basis for employees who held District family health insurance at the time of retirement. Retirees who opt for this coverage will pay the entire premium. The TRS retiree must also pay the surcharge imposed by the insurance carrier. Coverage for the retiree, spouse, or other dependents will be terminated for the respective individual when he or she reaches the age of sixty-five (65).

Flexible Spending Account

The following Flexible Spending Account (FSA) options are available to employees of Decatur Public School District. Employees should direct any questions or concerns to the Benefits Department. Any FSA funds expended that are not appropriately verified shall be processed as reportable earnings through payroll as soon as feasible.

A. Dependent Care Assistance Plan

This Flexible Spending Account plan enables participants to elect to receive reimbursement from dependent care expenses that are excludable from the participant's gross income under Section 129 of the Internal Revenue Code. The limit allowed under Section 129 is established by the IRS. For calendar year 2018, the limits for a married couple filing jointly is \$5,000.

B. Medical Reimbursement Plan

This Flexible Spending Account plan will enable each participant to elect to receive debit or credit reimbursements of qualified medical care expenses that are excludable from the participant's gross income under Section 105(b) of the Internal Revenue Code. The limit allowed under 105(b) is established by the IRS. For calendar year 2018, the contribution limit for medical reimbursements is \$2,650.

Insurance

A. Life Insurance

The Board of Education will provide each Administrator and Administrative Support Staff employee with group life insurance, double indemnity in the case of accidental death, not to exceed \$500,000. The value of insurance policies for employees over the age of 60 shall be reduced in accordance with the policies established by the insurance company. Any amount of life insurance which exceeds allowable limits set by the Internal Revenue Service shall be reported to payroll and the imputed value shall be processed as payroll earnings.

- 1) Life Insurance Administrator (Grade Level 13-20): A group term life insurance plan with coverage for each Administrator in an amount equal to two times annual base salary.
- 2) Life Insurance Administrative Support Staff (Grade Level 6-12): A group term insurance plan with coverage for each employee in an amount equal to two times annual base salary.

B. Liability Insurance

All Administrators and Administrative Support employees shall have coverage for acts committed within the scope of employment as defined in the Board's approved liability insurance policy in accordance with Illinois Law.

C. Theft Insurance

An Administrator or Administrative Support Staff employee who is required to collect or to be responsible for money collected for school district purposes shall have coverage within the scope of his or her employment under the Board of Education's Employee Theft Insurance.

Leaves

A. Sick Leave

Sick leave shall be accrued annually on the first day of the employee's work year.

- 1) Thirteen (13) sick days are accrued for those on 35-47 week contracts.
- 2) Fifteen (15) sick days are accrued for those on contracts of 48 weeks or longer.

B. Sick Leave (Bank)

A Sick Leave Bank shall be provided to protect eligible employees for serious long-term catastrophic accident or illness. The Bank shall be created by moving earned days from Administrators and Administrative Support Staff who are unable to report the days to either TRS or IMRF upon separation from the District. To qualify:

- 1) The employee must be actively employed and must have exhausted all accumulated leave including the current year's accruals;
- 2) The employee must not be eligible for disability (including private disability), workers' compensation, or other income protection, and will cooperate with the governing committee to determine any such eligibility;
- 3) The employee must submit written verification of an ongoing long-term catastrophic accident or illness, as verified by a licensed medical physician, of the employee or a dependent family member (as defined by the IRS).

The Bank will be administrated by the Bank Committee which includes the Superintendent, the business officer, and the human resources officer. The committee shall determine how many, if any, sick leave days should be approved, taking into consideration the following:

- 1) The eligibility of the applicant;
- 2) The seriousness of the illness or disability;
- 3) The likelihood that the applicant will be able to return to work as a result of utilizing the Bank;
- 4) The number of available days in the Bank or days that will be obtained in the near future; and
- 5) The potential needs by other employees.

All applications will be acted upon in a timely manner. Any requests approved must be in full-day units. Employee contributions shall not exceed thirty (30) Sick Leave Bank days per school year. Written verification from a licensed medical physician will be required after each 30-day period. The maximum number of days that an employee

may draw from the Bank during each five (5) year employment period shall not exceed 60 days.

C. Personal Leave

Administrators and Administrative Support Staff will be provided two (2) days of personal leave during each contract year for the purpose of conducting personal business which in the judgment of a prudent person could not be performed outside of the work day. The employee is responsible for completing the appropriate paperwork in advance of the request. If approved, the personal day shall be provided without loss of pay. If the personal leave is the day before, during, or after a vacation period, the employee requesting the leave shall submit the reasons in writing to the Superintendent or designee, who will either accept or deny such request. Unused personal days accumulate as accrued sick leave.

D. Funeral Leave as District Representative

Absence when representing District at local funerals of community leaders, staff members, retired staff members, or parent of students, etc., shall be allowed as time off with pay when this absence has prior approval by the employee's immediate supervisor.

E. Administrator Vacation

Vacation days shall be accrued in advance of the school year for the full year of employment. Administrators who work a portion of the school year, shall be provided a prorated number of vacation days of the full year.

Administrators contracted to work more than 195 days and less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Those not employed for the full amount of contract days for their classification shall be entitled to prorated vacation days according to the employee's beginning and ending date.

Level 13 through 20 Administrators, employed 52 weeks per year, shall be entitled to the following accrual vacation allocation:

- 15 Vacation Days - First Year in District 61
- 16 Vacation Days - Second Year in District 61
- 17 Vacation Days - Third Year in District 61
- 18 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrators that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrators that serve less than 52 weeks will be allowed to carry forward a maximum of five (5) vacation days to the following year. Vacation days accumulated beyond the allowable carry over shall be added to accumulated sick leave.

Administrators who work 52 weeks will be allowed to carry forward a maximum of twenty (20) vacation days to the following year. Any unused vacation days, in excess of twenty (20) will be added to the Administrator's accumulated sick leave.

If an Administrator is placed into a different position and had earned vacation days in the previous position, only those days allowed under the new assignment will be carried forward. All other earned vacation days shall be paid at the per diem rate of the prior position or moved to sick days in accordance with the above rules.

F. Administrative Support Vacation

Vacation days shall be accrued at the beginning of the school year.

It is the Board's desire that employees use earned vacation time. A maximum of fifteen (15) vacation days may be carried forward to the following year. Unused vacation days in excess of fifteen (15) on July 1 will be added to the Administrative support employee's accumulated sick leave.

Level 6 through 12 Administrative support employees, employed 52 weeks per year, shall be entitled to the following vacation allocation:

- 10 Vacation Days - First Year in District 61
- 11 Vacation Days - Second Year in District 61
- 13 Vacation Days - Third Year in District 61
- 15 Vacation Days - Fourth Year in District 61
- 20 Vacation Days - Fifth Year and Above in District 61

Administrative support that is hired late and will not work the full school year shall have the vacation allocation for that year prorated. Administrative support that separate from the District prior to completing the term shall have the vacation allocation for that year prorated. Necessary adjustments will be processed in the final check to the employee.

Administrative support contracted to work more than 200 days but less than 52 weeks with no other vacation provisions are entitled to five vacation days each year. Any vacation days carried over must be used by June 30 of the next school year.

If an Administrative Support Staff employee should be placed into a different position and had earned vacation days in the previous position, these days will be carried forward to the new assignment.

G. Work Related Injuries

- 1) Employees shall follow the Workers Compensation process for work related injuries.
- 2) Generally, an employee injured in a work related incident will be provided worker compensation payments of 2/3^{rds} of regular pay. While on Temporary and Total Disability under Workers Compensation, the employee shall use one leave day (sick, personal, or vacation leave) for each third day missed in order to maintain full compensation. Leave days include sick, personal, and vacation leave.

H. Family and Medical Leave Act

The District provides Administrators and Administrative Support with leave provided by the Family and Medical Leave Act (FMLA). The eligible employee is provided with up to 12 weeks of unpaid, job-protected leave in a rolling year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. The employee shall use accumulated leave including sick, personal, and vacation simultaneously while on FMLA.

Retirement/Resignation Vacation Payment

The Board will pay, at the pre-separation per diem rate of gross pay for Level 6 through 20 employees, unused vacation days. The maximum paid vacation days will align with the maximum days allowed to carry over to the next year.

Earnings paid for unused vacation days of TRS Administrators will not be reported to TRS as credible earnings, unless the administrator is displaced. Such payment will be made after the final date of employment and no later than thirty (30) days following the employees final pay check for the preceding school year. IMRF employees may have such vacation pay included in their final pay check provided such inclusion does not result in a penalty to the District. If a penalty would result, vacation payment shall be made after the employee retires and no penalty would accrue to the District.

Unused vacation days over the maximum allowed will be added to the retiring IMRF Administrator or Administrative Support Staff employee's accumulated sick leave. If the sick days are at the maximum, the unused vacation days will be lost.

Sick and or vacation days beyond the maximum allowed for Administrators or Administrative Support shall be donated to the sick leave bank.

Rehire

The rehire of an employee who leaves the District is at the discretion of the Board of Education. An employee rehired who returns to work after a separation of less than one academic year may have his or her benefits reinstated at the level when separation began, less any time owed back to the District.

A former employee who has been rehired after separating from employment for more than one (1) academic year is considered a new employee. Such employee shall not receive credit for previous time earned for vacation, sick, or other leave.

Any break in service shall cause the loss of tenure, and any rehire shall begin the tenure acquisition process anew.

Holiday Provision

Administrators and Administrative support employees shall be entitled to holidays off, if the holiday is within the contract year and recognized by the Board. To be eligible for holiday pay, the holiday must occur during the work year and the employee must be in pay status the day before and the day after the holiday.

Work Day

A workday shall be defined as days of service exclusive of weekends, vacations, holidays or other days when the offices are scheduled to be closed according to the adopted annual calendar.

Mileage Reimbursement

Mileage reimbursements shall be provided when an Administrator is required to use a personal automobile for assigned duties within the District or out of District. Mileage reimbursements shall be paid at the published IRS rate in effect at the time.

Professional Dues

The District shall provide financial support for membership in at least one statewide professional organization for grade level 6 and higher for both Administrators and Administrative support employees. Additional requests for memberships are subject to approval by the Superintendent.

All national and regional conferences must be approved in advance by the immediate supervisor.

Contract Year

The contract year is from July 1 to June 30 unless otherwise stated on the employee's contract. The employee shall be paid in substantially equal installments. The bi-weekly pay shall generally align with work performed.

Administrator Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during his or her annual contract effective period. Contract days include sick leave days, holidays falling within the effective period, personal days, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) typically includes 262, 261, or 260 possible work days (Monday through Friday each week).

Each employee group has a base number of contract days which is the maximum number of contract (paid) days in a full year Administrator contract. The full-time base number of days for each Administrator group is listed below:

Contract Days	Administrator Group
262, 261, or 260	District Leadership Team Superintendent, Deputy Superintendent, Assistant Superintendent, Executive Director, Chief Operational Officer Director, and Assistant Director High School Principal High School Assistant Principal (4) Middle School Principal Special Education (Director and Assistant) Grant Administrator Assistant Director of Buildings and Grounds Foundation Director
240	Pre-K Principal
220	Elementary Principal K-8 Principal Health Coordinator Alternative Education Principal Special Education Alternative Program - Principal
200	Middle School Assistant Principal Special Education Administrators
195	Elementary Assistant Principal K-8 Assistant Principal Pre-K Assistant Principal

Employees who are contracted to work less than the full contract days will have a prorated contract, reflecting an annual salary based on the number of scheduled days.

Administrative Support Contract Days

Contract days are the number of days an employee is scheduled to work and is paid during their annual contract effective period. These include sick leave days taken, holidays falling within their effective period, and accrued vacation days taken.

A full fiscal year (July 1 through June 30) includes 262, 261, or 260 work week days (Monday through Friday each week).

Each employee group has a number of contract days which is the maximum number of contract (paid) days in a full year contract. The full-time number of contract days for each Administrative Support group is listed below:

Contract Days	Administrative Support Group
262, 261, or 260	Executive Secretary to Superintendent Executive Secretary II to Superintendent Information Technology Employees Network Administrator, Specialist, Analyst & Technicians EMS Level 1, 2, and 3 Macon-Piatt Special Education IT Technician Macon-Piatt Special Education Medicaid/Home Study Coordinator Coordinator of Budgets/Accounting Coordinator of Payroll Coordinator of Purchasing Coordinator of Transportation Business Office Secretary Benefits Coordinator Coordinator of Human Resources Human Resources Analyst Human Resources Assistant Coordinator of Info Tech Facility Project Manager Research Development Evaluation Analyst Senior Research Analyst Maintenance Foreman Supervisor of Custodians Assessment Administrator Custodial Foreman Electronics Technician Assistive Technologist (Special Education) Family-based Intervention Coordinator TAMES Coordinator (Special Education)

	Recruitment and Retention Specialist
240	African American Scholars Program Coordinator
220	Instructional Technology Coordinator Truancy Coordinator
224	Prevention Initiative Coordinator District Early Childhood Coordinator Lead Parent Educator Pre-K Parent Educator
215	Drop Out Prevention Coordinator
190	Audiologist (Special Education) Occupational Therapist (Special Education) Physical Therapist (Special Education)
176	Occupational Therapy Assistants (Special Education) Physical Therapy Assistants (Special Education)

Retirement Incentive

A. X-Step

The X-step is intended as a payment to the qualified retiring Administrative Support Staff employee for recognition of the many years of faithful and dedicated service given to the District. In order to qualify for the X-step (\$3,000), an Administrative Support Staff employee must have been employed for at least twenty (20) years with the District. The employee must notify the Director of Human Resources in writing, no later than sixty (60) days prior to the stated retirement date, of the employee's irrevocable intent to retire from service and collect benefits from IMRF. In order for the X-step payment to maximize the retiring employee's creditable earnings, it is suggested that the employee provide six (6) months' notice.

B. Administrator Retirement Notification

Changes in Illinois Law or the Illinois Administrative Rules that have a negative impact to the District associated with the cost of the benefits described below shall cause the prospective discontinuance of the retirement program for individuals who have not submitted an irrevocable letter of retirement.

No employee is allowed the retirement benefit unless the employee is eligible to retire with a retirement annuity from TRS. Retirement benefits shall be calculated on base pay. Additional pay for work performed (i.e. summer school) shall not be used in the retirement benefit calculation. The retirement benefit can only be achieved once.

Upon receipt of a letter of retirement that officially notifies the Board of an Administrator's (levels 13-20) irrevocable date of retirement, the Administrator will qualify for the following retirement incentive provided the letter is received in the respective year, no later than:

- 1) May 1, of the year prior to retirement: For the final year of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the twelve consecutive years that precede the retirement date.
- 2) May 1, two (2) years prior to retirement: For the final two (2) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the thirteen consecutive years that precede the retirement date. In addition, the retirement track can only be achieved once.
- 3) May 1, three (3) years prior to retirement: For the final three (3) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the fourteen consecutive years that precede the retirement date.
- 4) May 1, four (4) years prior to retirement: For the final four (4) years of employment, the Administrator's creditable earnings shall be increased by three percent (3%) over the employee's creditable earnings for the prior year. In addition, if a letter of retirement is received by May 1 prior to the final four years, the Administrator's accumulated sick leave will immediately be increased to a total of 170 days of accumulated sick leave for TRS administrators. In order to be eligible for this retirement incentive, employees must be employed by Decatur Public School District #61 for the fifteen consecutive years that precede the retirement date.

Salary Compensation

A. Compensation

Compensation will be in accordance with the schedule or other system as approved by the Board. Administration shall annually recommend increases to the base compensation of the salary schedule and adjustments to the assignment base wages as deemed appropriate.

Levels (6-20) Administrators and Administrative Support Staff employees, who have exceeded years of service beyond the established scale, will receive an increase based upon the Consumer Price Index for All Urban Consumers (CPI-U) set in December of the prior year. The Board may elect not to advance an Administrator or Administrative Support staff employee on the salary schedule. The Board may elect not to award employees beyond Step 30 an annual average salary adjustment.

Full year Administrators and Administrative Support staff employees will be paid on a twelve (12) month basis or year around basis (26 pays). The contractual salary will be divided substantially equally over 26 pay periods. In determining the per diem for the employee, the contractual pay will be divided by the number of work days in the fiscal year (i.e. 262, 261, or 260). An employee must be employed on or before October 1 to be eligible to advance on the salary schedule.

B. Placement on Salary Schedule

Administrators:

The Administrator will generally be placed on the Administrator Salary Schedule as designated by Administrator Assignment and Salary Range within the following parameters:

Prospectively, an Administrator, new to the District, will be placed on the appropriate salary range of the Administrator Salary Schedule based upon years of educational experience, both teaching and administration. Efforts will be made to place the Administrator on a step that best represents the Administrator's experience.

When an Administrator is moved between administrative levels, placement consideration will generally be at a step which best represents the respective employee's experience with consideration given to previous years of Administrative and Teaching experience.

Administrative Support Staff:

Administrative Support employees will generally be placed on the Administrative Support Salary schedule as designated by employee assignment and salary range within the following parameters:

An employee, new to the Administrative Support Group, will be placed on the appropriate salary range of the Administrative Support Salary Schedule. Efforts will be made to place the employee on a step that best represents the employee's experience. Prospectively, one (1) year of related experience will count as one (1) year on the salary schedule.

- A year of District experience represents one step on the salary schedule

Tuition Reimbursement Program

Administrators and Administrative Support employees holding a Level 6 or higher will be allowed to earn up to forty (40) semester credit hours – cumulative, provided such study has been approved in advance by the Superintendent or designee and provided that the course(s) is successfully completed with a "B" or better grade. Employees will be allowed to earn up to twelve (12) semester credit hours per calendar year with the same stipulations for preapproval and successful completion with a grade of "B" or better. For classes that do not provide a letter grade, the employee must successfully pass the class.

Each Administrator and Administrative Support employee must provide written explanation of how the course(s) will improve his or her work performance within the District. Reimbursement for hours that do not comply with the District's Educational Assistant Plan – Tuition Reimbursement Program shall be processed through payroll as earnings and the appropriate taxes withheld. The reimbursement will be based on the actual tuition fee of the college or university attended and shall not exceed \$350 per semester hour. Employees will be responsible for submitting the proper documentation for reimbursement including an official transcript showing successful completion of the course work with associated grade and evidence showing the amount paid by the employee to the institution.

An employee who applies for an approved professional credit refund shall signify intention of remaining as a full-time employee in the Decatur School District for a minimum of one full school year after receiving said refund.

For additional details, see the Educational Assistance Plan – Tuition Reimbursement Program document.

TRS and IMRF Pickup

A. TRS Pick-up

Administrators who participate in the Illinois Teachers Retirement System will be granted full board paid TRS, not to exceed the 10.3753% of the Administrator's salary or 9.4% of gross creditable earnings from salary.

B. IMRF Pick-up for Administrators

Administrators who participate in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings, not to exceed the 4.71204% rate of the Administrator's salary or 4.5% of the Administrator's gross creditable earnings from salary.

C. IMRF Pick-up for Administrative Support Staff

The Administrative Support Staff employee who participates in the Illinois Municipal Retirement Fund will be granted an increase in gross earnings according to the following schedule:

- 1.0% - 3 years of District experience
- 1.5% - 4 years of District experience
- 2.0% - 5 years of District experience
- 2.5% - 6 years of District experience
- 3.0% - 7 years of District experience
- 3.5% - 8 years of District experience
- 4.0% - 9 years of District experience
- 4.5% - 10 years of District experience

Moving Expenses

Any Administrator who holds a position grade of 13 or higher may receive moving expenses up to \$8,000 if the employee resides outside of the District and moves into the District within one (1) calendar year. An employee will provide two (2) written moving expense estimates detailing the cost of moving by a professional mover. Payment will be made directly to the mover. Any portion of the moving expenses paid that does not qualify as a non-taxable benefit shall be processed as reportable wages through payroll and appropriate taxes withheld as soon as feasible.

Cell Phones

Cell Phones are offered in accordance with the following parameters to individuals who frequently require contact during the school day as well as contact after hours for school related business. There is no requirement for the employee to hold a district cell phone if the employee chooses to carry a personal cell phone.

The District shall offer a cell phone as a taxable fringe benefit at the District's cost to individuals in the following groups: Administrators and Administrative Support Staff within Buildings and Grounds or Technology. The value of this benefit shall be determined from the average cost of the plan from the prior year and adjusted annually, as necessary, at the beginning of each fiscal year.

The benefit will be reported to payroll in order to gross up wages to account for the value of this benefit. As a taxable benefit, the employee is allowed to use the cell phone for personal reasons; however, employees are reminded that the use of a District provided device is attainable within Freedom of Information Act requests.

In order to transition to the above Cell Phone policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Personal Use of a District Vehicle

In order for buildings and grounds administrators and supervisors to provide efficient and expeditious service to buildings, the following employee groups shall be afforded a district vehicle to drive to and from home and the work location. This benefit is only afforded to those employees who reside in the Decatur School District boundaries.

- Buildings and Grounds Leadership (2)
- Maintenance Foreman (2)
- Custodian Foreman (1)
- Electronics Technician (1)

The District shall apply the Internal Revenue Services, Cents-per-Mile Rule to determine the taxable value of this benefit. The value of this benefit will be reported as earnings through the employee's gross wages.

This calculation shall presume one round trip each day from home and one round trip each day for a meal.

- The vehicle will be regularly used for district business throughout the calendar year.
- The vehicle must meet the IRS maximum automobile value. The value of the car, pickup, or van when first made available to the employee for personal use cannot be an amount greater than the amount determined by the IRS as the maximum automobile value for the year as published in a notice the annual respective annual Internal revenue Bulletin.
- The employee shall annually submit for a Department of Motor Vehicles review.
- Personal use of the vehicle is strictly limited to driving to and from work and for one, daily personal use of the vehicle for a meal.

In order to transition to the above Personal Use of a District Vehicle policy, the preceding handbook policy remains active until January 1, 2019, the effective date of the this new policy.

Recruitment and Retention

In order to foster the recruitment and retention of administrators, those administrators who live within District boundaries may select the Decatur Public School they wish their own children to attend as appropriate.

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