

ADMINISTRATOR HANDBOOK

2026-2027

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ADMINISTRATOR HANDBOOK

2026-27 School Year

PURPOSE OF THIS HANDBOOK

This handbook is designed to provide information concerning the policies, procedures and employment practices guiding Glenbrook High School District 225 (the "District"). It is intended to inform employees of the normal operational and employment policies, procedures and work rules for all employees as defined below. Nothing in this handbook shall be deemed to create contractual or legally enforceable rights. The policies, procedures and rules set forth are not meant to be read narrowly, but rather to act as general guidelines which provide a framework for day-to-day practices.

The Board may change or revoke the provisions of this handbook with or without prior notice to employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, the Superintendent may exercise his discretion to resolve the matter.

This handbook should be read in conjunction with an administrator's individual employment agreement, applicable Board of Education policies, and relevant state and federal laws.

SECTION 1 - ADMINISTRATOR WORKGROUP

A. Administrators

Unless otherwise expressly provided or clearly indicated by the context, the term "Administrator" when used in the handbook shall mean all employees serving in a licensed administrative or non-licensed supervisory role. This includes:

Licensed:	Superintendent, Deputy Superintendent, Associate Superintendent, Assistant Superintendent, Director, Assistant Director, Principal, Associate Principal, Assistant Principal, Associate Athletic Director, Associate Dean, Instructional Supervisor, LEA/Compliance Supervisor, College Counselor
Non-Licensed:	Executive Director, Senior Manager, Manager, Assistant Manager, Head Athletic Trainer, Comptroller

Licensed administrators include all individuals employed in positions that require a Professional Educator License with an administrative endorsement, as identified in the applicable job description in accordance with the Illinois School Code.

Non-licensed administrators include all individuals employed in a supervisory position that does not require a Professional Educator License with an administrative endorsement, as identified on the applicable job description.

B. Administrative Teams

In addition to the designation as licensed and non-licensed administrator, the following administrative teams have been established:

Cabinet:	Superintendent, Deputy Superintendent, Associate Superintendent, Assistant Superintendent, Executive Director, Principal
Building Administrative Team (BAT):	Principal, Associate Principal, Assistant Principal
Building Administrative Council (BAC):	Principal, Associate Principal, Assistant Principal, Instructional Supervisor, Assistant Director, Associate Athletic Director, Associate Dean, College Counselor, Manager, Assistant Manager

Additional building- and district-level standing committees have also been established. These teams are identified in the [District and School Leadership Meeting Schedule \(glenbrook225.link/leadership-meeting-schedule\)](https://glenbrook225.link/leadership-meeting-schedule).

C. Employment Agreement

Each administrator shall be issued an employment agreement that outlines their compensation and assignment upon hiring and transitioning to a different position. In subsequent years, administrators will be provided an updated administrator handbook that outlines compensation considerations prior to the start of the fiscal year.

Administrators, as members of the Cabinet or Building Administrative Team, are eligible for a multi-year employment agreement, subject to the provisions of the Illinois School Code and the Superintendent's recommendation.

Administrators who will not be issued an employment agreement for the following school year will be notified no later than March 1, or as otherwise required by the Illinois School Code.

Should a licensed administrator be recommended for reassignment, the reassignment shall be in accordance with the requirements of the Illinois School Code, with a notification deadline of April 1.

D. Licensure and Other Qualifications

Administrators are responsible for maintaining all licensure required for employment, as well as any additional qualifications identified in the applicable job description.

SECTION 2 - RESPONSIBILITIES OF ADMINISTRATORS

A. Duties and Responsibilities

The duties and responsibilities of the administrators shall be those duties incidental to their position as set forth in the job description (including those contained in Board Policy, as adopted, and which may be amended from time to time), those obligations imposed by laws of the State of Illinois upon the administrator, and in addition, this too, to perform such other duties customarily performed by the administrator as from time to time may be assigned by the Superintendent and the Board of Education.

B. Authority

The Board of Education delegates authority for the operation of the District to the Superintendent. In accordance with Board Policy 2:130, the Superintendent further delegates appropriate authority to administrators to support the effective operation of the school district.

To promote clarity and the efficient operation of the District, [organizational charts](#) ([glenbrook225.link/org-chart](#)) have been developed to identify the general lines of authority and decision-making responsibility within the organization. These include:

1. Board of Education
2. Superintendent
3. Cabinet
4. Building Administrative Team (BAT)
5. Building Administrative Council (BAC)

Questions regarding the scope of an individual administrator's authority should be directed to the Superintendent or a member of the Cabinet.

C. Illinois Educator Code of Ethics

All administrators are responsible for adhering to the [Illinois Educator Code of Ethics](#) ([glenbrook225.link/code-of-ethics](#)), which includes meeting the five core principles including responsibility to students, to self, to colleagues and the profession, to parents, families, and the community, and the Illinois State Board of Education.

D. Professional Conduct

The District acknowledges that misuse of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of professional expectations by administrators reflect negatively on the leadership of the district. The District will make every reasonable effort to promote and uphold appropriate professional conduct among its administrative members.

E. Ethics Act, Gift Ban, and Conflicts of Interest

It is the responsibility of all administrators to adhere to the District's Ethics Act and Gift Ban (Board Policy 2:105). In the event that an administrator has a conflict of interest with respect to any operation of the school district, it is the administrator's responsibility to declare such conflict to their supervisor and the Superintendent.

F. Reporting Legal Matters and Other Relevant Circumstances

Administrators are required to notify the Superintendent or designee promptly of any circumstance that may affect their ability to perform their duties, maintain required licensure, or remain eligible for employment.

G. Recruitment and Hiring of Relatives

The District permits the employment of relatives, subject to certain restrictions. Hiring Managers must notify building leadership and HR when a relative is being considered during a recruitment process. Immediate family members may not be employed in the same department when one relative has direct supervisory or evaluative authority over the other.

SECTION 3 - WORK YEAR

A. Work Day

An administrator's supervisor will set the administrator's starting and ending times annually, subject to change at any time.

All administrators are considered on-call as part of their professional responsibilities. While regular work schedules are established through the assigned work year calendar, administrators are expected to remain available, as needed, to respond to urgent matters, support school or district operations, and address situations that may arise outside of the regular workday. This expectation reflects the leadership nature of the role and the responsibility to help ensure the safe and effective operation of the school district.

Additionally, all administrators should plan to attend community events and school-related meetings in the evening or on the weekend as designated by the supervisor. These meetings include, but are not limited to athletic and activity events, Board of Education meetings, commencement, and parent group meetings.

B. Work Year

Each administrator will be assigned a [work year calendar](https://glenbrook225.link/2026-27-work-calendars) (glenbrook225.link/2026-27-work-calendars) that identifies scheduled workdays, legal and granted holidays, and unpaid non-work days. The number of workdays is based on weekdays only and does not include Saturdays or Sundays.

Unless otherwise specified in the administrator's employment agreement, administrators will be assigned to a 260 Day, 239 Day, 203 Day, or 198 Day Calendar as indicated below.

Calendar^	Positions (Ordered Alphabetically)
260 Days	Assistant Manager of Buildings and Grounds Assistant Manager of Technology Services Assistant Principal of Athletics Assistant Superintendent Associate Principal Associate Superintendent Buildings and Grounds Manager Deputy Superintendent Director Executive Director Glenbrook Aquatics Manager Grants Manager Head Athletic Trainer Human Resources Manager Network Manager Payroll Manager Principal Senior Manager of Technology Services Superintendent

Calendar[^]	Positions (Ordered Alphabetically)
239 Days	Assistant Director Assistant Principal of Student Services Assistant Manager of Human Resources Assistant Manager of Safety and Security Benefits Manager Communications Manager Comptroller Enrollment Manager Instructional Assistant Manager Purchasing Manager Senior Manager of Safety and Security
203 Days	Assistant Principal of Deans Assistant Principal of Student Activities Associate Athletic Director Instructional Supervisor of English* Instructional Supervisor of Fine Arts* Instructional Supervisor of Social Studies* Instructional Supervisor of World Languages*
198 Days	Associate Dean Instructional Supervisor of Academy and Adv. Aca. Prgm. Instructional Supervisor of CTE Instructional Supervisor of Math Instructional Supervisor of PE, Health, and Driver Ed Instructional Supervisor of Science Instructional Supervisor of Special Education
193 Days	College Counselor LEA/Compliance Supervisor

* Responsible for overseeing co-curricular activities.

[^] Some administrators assigned calendars differ from those listed above based on a previously issued employment agreement.

C. Required Attendance Days

Every fiscal year, the Superintendent or designee will identify a series of days for which all administrators are required to be present. Administrators are not eligible to use personal leave, vacation leave, or flex time on these days. Examples of these days include, but are not limited to:

- Summer administrator professional development meetings;
- Glenbrook Days and Institute Days; and
- The first and last weeks of school.

The Principal or designee, for school-based positions, or the Superintendent or designee for district-based positions may make exceptions to this stipulation in unusual circumstances.

D. Flex Time

If a supervisor determines that District work should be performed on a work day within the 260 Day calendar that falls outside the administrator's assigned work year, the supervisor may approve an adjustment to the administrator's work calendar.

In such cases, the administrator may earn one (1) flex day for each approved day worked. For example, if an administrator on a 203 Day calendar is required to work in person on July 3, the administrator would be eligible to earn one (1) flex day.

Flex days may only be earned for pre-approved, in-person work performed on a day that is part of the 260 Day calendar but falls outside the administrator's assigned work year. Flex days cannot be earned on days when district offices are closed, including legal and granted holidays and weekends.

Flex time requests should be submitted in advance through the following process:

1. All such adjustments must be approved in advance and documented on the District's [flex time form \(glenbrook225.link/flex-time-form\)](https://glenbrook225.link/flex-time-form).
2. The administrator shall enter the approved date and amount of time worked on the form, with time reported by date and in increments of no less than one-quarter (1/4) day. Following approval, the approved flex time shall be entered into the administrator's Skyward account using the code FLEX.
3. Approved flex time must be used on or before June 30 of the applicable school year. Any approved flex time not used by June 30 shall be forfeited. The administrator shall submit any request to use approved flex time through the administrator's Skyward account.

E. Evening and Weekend Responsibilities

All administrators are expected to support evening and weekend events as determined by the Superintendent or Principal annually.

The Building Administrative Team will determine the distribution of event coverage at the start of each academic year.

1. Building administrators are required to be present at events they are responsible for executing as part of their job duties.
2. Additional building administrators will be assigned to events by the Principal to ensure adequate supervision coverage based on the size, scope, and complexity of each event.
 - a. This will include a minimum of one event per semester by College Counselors, LEA/Compliance Supervisors, Instructional Supervisors, and Associate Deans, with additional events assigned as needed.
 - b. There is no limit to the number of events that could be assigned to an Assistant or Associate Principal.
3. In the event an administrator is unable to attend a required evening or weekend event, they must contact the Principal and replace it with a similar event.

F. E-Learning Day Expectations

The Cabinet and Building Administrative Teams (BAT) are expected to work in person. In addition, Assistant Directors and Directors assigned to GBA, GBO, and GBT are expected to work in person. Any administrator who is unable to work in person will need to utilize available time off.

All other administrators should establish a mutually agreed-upon schedule with their supervisor for working remotely, but must be "on call and locally available". If requested, the administrator must report to work in person or utilize available time off.

SECTION 4 - PERFORMANCE EVALUATION

A. Overview

The performance evaluation process is designed to support professional growth, strengthen leadership practice, and ensure alignment with the District's Strategic Plan through goal setting, cycles of inquiry, formal observations, a mid-year check-in, and a final summative evaluation. Administrators are evaluated using role-aligned domains and dimensions across culture, systems, and learning, resulting in a final rating of Excellent, Proficient, Needs Improvement, or Unsatisfactory. Through this model, the District seeks to provide a growth-oriented performance evaluation process that promotes continuous improvement and leadership development.

B. Written Notice of Evaluation Cycle

The Executive Director of Human Resources or designee shall provide each administrator with written notice of the evaluation process at the beginning of each school year.

1. Licensed Administrators

- a. Licensed administrators serving under multi-year contracts shall receive a Final Summative Rating no later than March 1 of the final year of their contract. Notwithstanding the length of the contract, the Superintendent reserves the right to evaluate any administrator annually.
- b. All other licensed administrators shall receive a Final Summative Rating annually, no later than March 1.

2. Non-Licensed Administrators

- a. Non-licensed administrators serving under multi-year contracts shall receive a Final Summative Rating no later than March 1 of the final year of their contract. Notwithstanding the length of the contract, the Superintendent reserves the right to evaluate any administrator annually.
- b. All other non-licensed administrators shall receive a Final Summative Rating annually, no later than May 1.

C. Evaluator

Each administrator shall be assigned a primary evaluator. A secondary evaluator may be assigned with the Superintendent's or designee's approval.

Only administrators employed by the Board of Education who have successfully completed the required training through an Illinois State Board of Education-approved provider and are qualified to conduct principal evaluations may observe or evaluate administrators. Administrators are responsible for ensuring they are in compliance with the required evaluator academies.

D. Evaluation Cycle Components

The following are the components of an evaluation cycle.

1. Notice of Written Evaluation (Completed by the First Day of School)

This notice is issued to all administrators by the first day of school, and will include:

- o Assigned evaluator;
- o Evaluation rubrics; and
- o Ratings to be used for evaluating professional practice and student growth.
- o [School Leader Evaluation Template \(glenbrook225.link/school-leader-template\)](https://glenbrook225.link/school-leader-template)

2. **Goal Setting Meeting (Completed by October 1st)**

During the goal setting meeting, the administrator and supervisor shall finalize the administrator's professional goal(s) and student growth goal(s), and ensure a shared understanding of the measures that will be used to assess progress. Goals shall be developed collaboratively with the supervisor and grounded in continuous improvement. If the administrator and supervisor are unable to reach agreement, the supervisor shall determine the final goal(s).

With respect to student growth goal(s), the administrator evaluation process incorporates the flexibility provided under Public Act 104-0020, which no longer requires student growth goals to be developed in accordance with the former PERA framework. As a result, the administrator and supervisor have greater flexibility in designing goals that are meaningful and relevant to the role of the individual administrator.

3. **Self-Assessment (Completed by February 1st)**

The administrator shall complete a self-assessment aligned to the professional practice rubric. At that time, the administrator may also submit additional evidence for the supervisor's consideration in completing the summative evaluation.

4. **Formal and Informal Observations (Completed by March 1st)**

- Formal Observations - At least two formal observations must be completed prior to the Summative Evaluation. These observations must be scheduled in advance. Within ten (10) school days, the supervisor must provide the school leader being evaluated with written feedback from each observation.
- Informal Observations - There is no specified number of informal observations a supervisor may conduct. Evidence gathered during informal observations may be considered in determining the performance evaluation rating, provided it is documented in writing.

5. **Summative Conference (Completed by March 1st for Licensed and May 1st for Non-Licensed)**

During the summative conference, the evaluator and administrator shall meet no later than March 1 for licensed administrators and May 1 for non-licensed administrators to review the administrator's overall performance and complete the summative evaluation process.

Prior to the conference, the administrator shall submit the required self-assessment, school data, cycles of inquiry, and any additional evidence of growth. The evaluator shall complete the required domain ratings, overall ratings, and final summative report in advance of the meeting. The summative conference shall serve as the formal review of the administrator's performance for the evaluation cycle.

E. Evaluation System

Beginning with the 2026-27 school year, while the School Leader Evaluation Template is provided as a supportive tool to guide the evaluation process, all components of the evaluation will be completed directly in the District's evaluation system (TalentEd).

F. Evaluation Rubrics and Ratings

The evaluation of an administrator shall be based on the summative rubric included in the School Leader Evaluation Plan.

1. Required Domains and Dimensions

Administrators shall be evaluated on at least 76% of the available dimensions. Although not every dimension within the rubric is required to be evaluated, the following minimum requirements shall apply:

Position Category	Culture Domain	Systems Domain	Learning Domain
Teaching and Learning	4	5	7
Operations and Student Experiences	5	7	4
Student Support*	6	5	5

* For the purposes of required domains and dimensions, Assistant Principal of Deans and Associate Deans will be categorized as "Operations and Student Experiences."

Of the required number of dimensions to be evaluated within each domain, certain dimensions are mandatory. These requirements are as follows:

Status	Culture Domain	Systems Domain	Learning Domain
Required	• Ethics • Global Mindedness • Relationships • Student Centeredness	• Communication • Collaborative Leadership • Data Literacy • Safety • Vision/Mission	• Reflection and Growth • Human Capital Management • Result-Oriented
Not Required	• Equity • Traditions / Celebrations • Wellness	• Strategic Management • Operations	• Assessment • Curriculum • Innovation • Instruction

2. Ratings Scale

All dimensions within the domains and components of the evaluation will be rated using one of four levels of performance:

Unsatisfactory (1)	Needs Improvement (2)	Proficient (3)	Excellent (4)
The school leader demonstrates limited or no evidence of planning, implementing, assessing, or reflecting on the essential behaviors of the Dimension.	The school leader is aware of and demonstrates some evidence of planning, implementing, assessing, and reflecting on the essential behaviors of the Dimension.	The school leader demonstrates evidence of planning, implementing, assessing, and reflecting on the essential behaviors of the Dimension.	In addition to demonstrating the characteristics of "proficient," the school leader engages relevant stakeholders in a continuous cycle of improvement, employing innovative approaches to achieve goals.

3. Final Summative Rating Calculation

The final summative rating will be calculated as follows:

Component	Description	Percent of Rating
Professional Practice	All dimensions rated within an individual domain will be averaged to determine a rating for that domain. The ratings of the three domains will then be averaged to determine an overall professional practice rating.	80%
Professional and Student Growth Goal(s)	Each goal will be assigned a rating. If multiple goals have been established, the ratings of all goals will be averaged to determine an overall professional and student growth goal rating.	20%

When applicable, averages will result in the following ratings:

- Excellent = 3.5 - 4
- Proficient = 2.5 - 3.49
- Needs Improvement = 1.5 - 2.49
- Unsatisfactory = <1.5

SECTION 5 - BASE SALARY COMPENSATION

A. Licensed Administrators

Unless otherwise determined by the Board of Education, a licensed administrator's base salary compensation shall be determined as outlined below.

The base salary compensation for licensed administrators shall be determined based on the individual's applicable placement on the teacher salary schedule, plus a position-defined factor as indicated in the "Factor" table presented.

Additionally, licensed administrators starting in an administrative position prior to July 1, 2020, are eligible to receive a longevity increase to the assigned position's factor. For those eligible, their position factor will be increased by 0.01 after the completion of two (2) years in the same position, up to a maximum of 0.05. Should an administrator transition to a new position, they will no longer be eligible for any longevity increase.

An administrator's initial placement on the salary schedule shall be determined by the Superintendent or designee based on applicable years of experience and academic credentials upon appointment to an administrative position.

Position	Factor				
	260 Day Calendar	239 Day Calendar	203 Day Calendar	198 Day Calendar	193 Day Calendar
Deputy Superintendent	1.54				
Associate Superintendent	1.44				
Principal	1.44				
Assistant Superintendent	1.39				
Director	1.34				
Associate Principal	1.29				
Assistant Principal	1.24*	1.20*	1.16*		
Assistant Director		1.20			
Instructional Supervisor			1.14*	1.11*	
Associate Athletic Director			1.14		
Associate Dean				1.11*	
College Counselor					1.07
LEA/Compliance Supervisor					1.07

* As specified on the administrator's employment agreement.

B. Non-Licensed Administrators

Unless otherwise determined by the Board of Education, a non-licensed administrator's base salary compensation shall be determined as outlined below.

The base salary compensation for non-licensed administrators shall be determined based on an individual's placement on the appropriate non-licensed administrator's salary schedule.

An administrator's initial placement on the salary schedule shall be determined by the Superintendent or designee based on applicable years of experience and academic credentials, upon their appointment to their administrative position.

C. Salary Payments

1. Administrators shall be paid via direct deposit.
2. 260 Day and 239 Day work calendar administrators shall be paid over twenty-four (24) semi-monthly installments beginning July 15th.

203 Day, 198 Day, and 193 Day work calendar administrators shall be paid over twenty-four (24) semi-monthly installments beginning August 15th.
3. Payments shall be on the 15th and last day of the month, or on the last school day prior to the 15th or the last day of the month if it should fall on a weekend or holiday.
4. Unless otherwise provided for as part of the administrator's employment agreement, the Board does not pay the employee's contributions to either IMRF or TRS/THIS.

D. Eligibility for Stipends and Other Compensation

Administrators assigned to a 260 Day or 239 Day calendar, or serving as members of the Building Administrative Team (BAT) or Cabinet, are not eligible to receive stipends or additional compensation.

Administrators assigned to a 203 Day or 198 Day calendar who are not members of the BAT or Cabinet:

- Are not eligible for receive additional compensation for internal substitution or post-season work.
- Are eligible to receive additional compensation not otherwise prohibited, subject to prior approval by the Superintendent or designee.

SECTION 6 - FRINGE BENEFITS

A. Eligibility for Benefits

Administrators who regularly work at least thirty (30) hours per week on any work calendars shall be considered full-time administrators and are eligible for benefits.

Administrators on unpaid leave shall not be eligible for Board of Education paid benefits.

B. Basic Life Insurance Coverage

The Board shall provide each full-time administrator with two times the administrator's annual base salary in basic life insurance, up to a maximum of \$700,000.

C. Accidental Death and Dismemberment Insurance

The Board shall provide each full-time administrator with two times the administrator's annual salary in accidental death and dismemberment insurance, up to a maximum of \$700,000.

D. Optional Life Insurance Coverage

Optional additional group term life insurance shall be made available by the Board if approved by the insurance carrier. Administrators who elect to purchase optional additional amounts shall be responsible for the full premium of the additional coverage.

E. Individual Disability Insurance Coverage

The Board shall provide each administrator with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the administrator.

F. Individual or Family Medical, Dental, and Vision Insurance Coverage

The Board shall provide individual or family medical, dental, and vision insurance coverage under the District's benefits plans to full-time administrators at no cost to the administrator.

G. Employee Assistance Program

All administrators have access to the Aetna Resources for Living employee assistance program. This program offers confidential support for mental health, work-life balance, and daily logistics. It provides counseling, legal/financial assistance, and additional services to support employees.

To access services, call (888) 866-4827 or visit resourcesforliving.com (username = D225, access code = EAP).

H. Retirement Benefits

Administrators with at least ten (10) years of full-time service to the District may be eligible for additional retirement benefits referred to as "Voluntary Termination Benefits." Eligibility criteria and benefits are outlined in Exhibit B of this handbook.

I. Mileage Reimbursement

Mileage reimbursement shall be provided in accordance with Board Policy 5:64.

J. Licensure Costs

The District shall pay the cost of license renewal for administrators for each five-year renewal cycle, provided the license is related to the administrator's current professional assignment or the area for which the administrator was hired.

The District's obligation shall be limited to timely renewal and registration fees and shall not include any late fees, penalties, or other additional charges.

K. Cell Phone Reimbursement

Employees who hold positions that require a cell phone may receive a reimbursement to compensate for the use of their personal cell phone for business purposes in accordance with Board Policy 5:62.

The following administrators are eligible to receive a cell phone reimbursement:

- District Administrators
 - Superintendent
 - Deputy, Associate, and Assistant Superintendents
 - Executive Directors
 - Directors
 - Assistant Directors
 - Managers
 - Comptroller
 - Assistant Managers
- School Administrators
 - Principals
 - Associate Principals
 - Assistant Principals
 - Associate Athletic Directors
 - Associate Deans
 - Assistant Directors

- Head Athletic Trainer
- Managers
- Assistant Managers

SECTION 7 - LEGAL AND GRANTED HOLIDAYS

A. Eligibility

Administrators assigned a 260 Day or 239 Day calendar who regularly work at least thirty (30) hours per week are eligible to be paid for those legal and granted holidays indicated on the district's official work calendar with full pay.

In order to be paid for a legal or granted holiday, an administrator must be present for work on the last scheduled work day prior to the holiday and the first scheduled business day after the holiday when school is in session. However, the Superintendent may make exceptions to this rule.

B. Administrators Assigned a 260 Day Calendar

A full-time administrator, assigned a 260 Day calendar, shall be paid for:

- No fewer than eight (8) granted holidays; and
- Legal holidays that fall within the administrator's designated work year.

A legal holiday that falls on a Saturday or Sunday will either be observed on another day (e.g., a legal holiday that falls on Saturday will be observed on Friday; a legal holiday that falls on Sunday will be observed on Monday) or be added to the administrator's accrued vacation time.

C. Administrators Assigned a 239 Day Calendar

A full-time administrator, assigned a 239 Day calendar, shall be paid for:

- All granted holidays that fall within the administrator's designated work year; and
- All legal holidays that fall on a business day within the administrator's designated calendar established by the district each year.

Any holiday that falls on a weekend or during winter or spring recess is unpaid.

SECTION 8 - LEAVES

A. Sick Leave

Full-time administrators shall be allocated paid sick leave per school year as follows:

260 Day Calendar	239 Day Calendar	203 Day Calendar	198 Day Calendar	193 Day Calendar
15	15	15	15	15

Administrators hired after the start of their assigned calendar will be allocated a pro-rated amount of sick leave.

1. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. Sick leave shall also be interpreted to mean birth, adoptions, placement for adoption, and the acceptance of a child in need of foster care.

2. Sick leave days shall be credited to the individual administrator's sick leave account at the beginning of the administrator's work year.
3. An administrator may be required to provide the Superintendent or designee with a physician's certificate. If there is a suspected abuse of the sick leave, the Superintendent or designee may require an examination by a physician selected by the Board of Education ("Board").

An examination by a physician selected by the Board shall be at the Board's expense.

4. Sick leave may be taken only in increments of at least 0.25 of the administrator's regular workday. An administrator, when ill, must contact their supervisor prior to their start time each day or prior to the start of an extended leave.
5. Failure of an administrator to notify their supervisor or designee of their illness may result in a pay deduction.
6. An administrator who is absent without using available sick leave shall lose per diem pay for each day of an absence. For example, an administrator who has exhausted all available sick leave or is retaining a sick leave balance for retirement purposes.

Per diem pay for an administrator shall be interpreted as an amount equal to the administrator's annual salary divided by the required number of days in the administrator's work calendar.

7. Upon termination/retirement, all unused accumulated sick days will be reported to the Illinois Municipal Retirement Fund or Teacher Retirement System.

B. Sick Bank

All administrators shall participate in the Administrator Sick Bank. The purpose of the Sick Bank is to afford administrators extended sick leave coverage when a prolonged illness occurs.

1. Administrator's Contribution to the Sick Bank

Administrators are allocated an amount of Sick Days each fiscal year, recorded in the administrator's personnel record as "Sick Days".

Administrators assigned a work calendar between 193 and 203 Days will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed forty (40) Sick Days.

Administrators assigned a 239 or 260 Day calendar will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed sixty (60) Sick Days.

All contributions to the Sick Bank will be recorded in the administrator's personnel record as "Sick Bank".

2. Access to the Sick Bank

Prior to accessing the Sick Bank, the administrator must exhaust all Accumulated Sick Days. For the purposes of this section, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the administrator's personnel record as "Sick Days" as of July 1, including those days allotted to each administrator for the current fiscal year.
- This number does not include the administrator's yearly contribution to the Sick Bank.
- This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
- This number does not include those days recorded in the administrator's personnel record as "Sick Bank".

Administrators assigned a calendar between 193 and 203 Days will be allowed to withdraw up to two (2) times their Accumulated Sick Days from the Sick Bank, not to exceed 150 total days.

Administrators assigned a calendar of 239 or 260 Days will be allowed to withdraw up to three (3) times their Accumulated Sick Days from the Sick Bank, not to exceed 260 total bank days.

If prolonged illness spans more than one school year, the administrator may continue to draw days from the Sick Bank in the ensuing school year, in accordance with the maximum number of days for which the administrator was previously determined to be eligible.

All days utilized from the Sick Bank will be recorded in the administrator's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid.

Administrators may apply for use of the sick bank by:

- Submitting a written request accompanied by written verification of illness by a licensed physician to the Superintendent or designee. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
- The Superintendent or designee will review the request for use of the administrative Sick Bank and determine the number of days the requesting administrator is eligible to borrow from the Sick Bank.
- The Superintendent or designee will then inform the requesting administrator in writing of the number of days that may be borrowed, and of the requesting administrator's obligation to repay the Sick Bank.

3. **Repaying the Sick Bank**

Administrators using Sick Days from the Sick Bank must repay the Sick Bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the administrator's personnel record as:

- A decrease of days from the administrator's "Sick Days" record; and
- An increase of days from the administrator's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

4. **Reporting of Unused Sick Days to TRS or IMRF**

Administrators may apply unused Sick Days that they have personally contributed to the administrative Sick Bank for purposes of accumulating service credit in the Teacher Retirement System (TRS) or the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the administrator still owes days to the Sick Bank when ending in employment with the district, the amount of accumulated Sick Days reported for service credit in either TRS or IMRF will be reduced by that amount. For example:

- If an administrator has 30 days recorded in their "Sick Days" record and 60 days recorded in their "Sick Bank" record, and owes the sick bank 10 days, a total of 80 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 available Sick Days - 10 days owed = 80 reportable Sick Days).
- If an administrator has 30 days recorded in their "Sick Days" record and 60 available days recorded in their "Sick Bank" record and owes the sick bank 100 days, a total of 0 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 Sick Days - 100 days owed = 0 reportable days). The school district will not seek

additional compensation for sick bank days owed.

Days withdrawn from the sick bank shall not be used in calculating the administrator's service recognition payment with respect to pension service credit.

C. Personal Leave

Full-time administrators shall be allocated paid personal leave per school year as follows:

260 Day Calendar	239 Day Calendar	203 Day Calendar	198 Day Calendar	193 Day Calendar
2	2	2	2	2

Administrators hired after the start of their assigned calendar will be allocated a pro-rated amount of personal leave.

1. Personal leave shall be used for urgent personal or family matters that require the administrator's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods.
2. Personal leave may be accumulated from year to year up to a maximum of 5 days. At no time may an administrator be credited with more than 5 personal leave days. Any days in excess of 5 will be transferred to sick leave.
3. Application for personal leave with pay shall be submitted by the administrator to their supervisor. The application shall be made at least one week before taking said leave, if possible.
4. Personal leave may not be taken in the first or last five (5) days of the school year when students are in attendance, on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with an administrator's vacation or leave without pay. The Principal or designee, for school-based positions, or the Superintendent or designee for district-based positions may make exceptions to this stipulation in unusual circumstances. To request an exception, fill out the [Time Off Exception Request form \(glenbrook225.link/time-off-exception-request\)](https://glenbrook225.link/time-off-exception-request).
5. Personal time may be taken in increments of at least 0.25 of the administrator's regular workday. The application shall be made at least forty-eight (48) hours before taking said leave. In the event of an emergency, the administrator shall provide notice to the administrator's supervisor as soon as possible.
6. Upon termination/retirement, all unused accumulated personal days will be reported to the Illinois Municipal Retirement Fund or Teacher Retirement System as sick leave.

D. Vacation Leave

Full-time administrators assigned a 260 Day or 239 Day Calendar will accrue paid vacation days in accordance with the following schedule:

Years of Experience in the District	Vacation Days per Year	
	260 Day Calendar	239 Day Calendar
1st year through 5th year	20 days	18 days
6th year through 10th year	21 days	19 days
11th year through 15th year	22 days	20 days
16th year through 20th year	23 days	20 days
21st year through 25th year	24 days	20 days
26th year and beyond	25 days	20 days
Vacation is earned and accrued on a monthly basis.		

Part-time administrators will receive prorated vacation leave based upon full-time equivalence (e.g., a part-time administrator working 50% time will receive vacation leave equivalent to their actual workdays).

1. Administrators may apply for vacation by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The administrator's supervisor will approve or disapprove the request.
2. At no time may an administrator be credited with more than 40 vacation days, and the Board of Education reserves the right to require any administrator to use accumulated vacation days in lieu of being present for work. Any days in excess of 40 will be transferred to personal leave.
3. Vacation leave may not be taken on a school day before or following any legal or granted school holiday. The Principal or designee, for school-based positions, or the Superintendent or designee for district-based positions may make exceptions to this stipulation in unusual circumstances. To request an exception, fill out the [Time Off Exception Request form \(glenbrook225.link/time-off-exception-request\)](https://glenbrook225.link/time-off-exception-request).
4. An administrator changing from a non-vacation leave eligible position to a vacation leave eligible position will receive vacation credit equal to their months of service within the district.
5. An administrator changing from a 239 Day calendar to a 260 Day calendar will receive vacation credit equal to their months of service within the district.
6. An administrator changing from a vacation eligible position or calendar to a non-vacation eligible position or calendar will be paid out for up to forty (40) accrued vacation days.
7. Upon resignation/termination, up to forty (40) accrued and unused vacation days will be paid to the administrator as post-employment earnings. This provision does not apply to administrators retiring from the District and receiving benefits under Exhibit B of this handbook.

E. Jury Duty

An administrator who is required to be absent from work for jury duty shall receive their normal pay for each day of absence. However, any income received from jury duty service, excluding expenses incurred by the administrator, must be paid to the district in accordance with Board Policy 5:80.

F. Funeral Leave as a District Representative

An administrator serving as a District representative at the funeral of a community leader, current or retired staff member, parent of a student, or student shall be granted paid release time for this purpose, subject to prior approval by the Superintendent or designee.

G. FMLA Leaves

Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 5:185 of the same name.

H. Military Leaves

Military leaves shall be in accordance with Board Policy 5:250.

I. Special Leaves of Absence

The Board of Education may grant a special leave of absence to administrators when it is deemed to be in the best interest of the district, the building, and the administrator.

1. In order for the Board to approve any request for a Special Leave of Absence, evidence must be submitted in writing by the applicant's supervisor clearly showing that the applicant has rendered satisfactory performance.
2. All requests for Special Leaves of Absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.
3. Special Leaves of Absence shall be determined between the administrator and the most senior Human Resources administrator to establish the starting and ending times.
4. All administrators granted Special Leaves of Absence must notify the Human Resources department in writing by February 1 in the year of their leave of their intent to return or resign from the school district.
5. Failure to notify the Human Resources department in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the administrator, and each Special Leave of Absence is specifically predicated upon this resignation condition.
6. No salary or other remuneration will be paid to the administrator on a full-time Special Leave of Absence. Medical and dental insurance coverage may be continued at the sole expense of the administrator on a full-time Special Leave of Absence. Life insurance and disability insurance are not provided for administrators on a full-time Special Leave of Absence.
7. Upon the completion of the Special Leave of Absence, the administrator shall be returned to a position for which they are professionally trained and licensed. The tenure status of the administrator shall not be affected by the terms of the Special Leave of Absence.
8. Administrators on a partial Special Leave of Absence shall advance on the salary schedule.
9. Administrators on a partial Special Leave of Absence shall be given a full year of seniority credit for the time spent on leave.

SECTION 9 - PROFESSIONAL DEVELOPMENT

A. State Mandated Trainings

All administrators are required to complete all state-mandated training on an annual basis. These trainings, as required by State law, help ensure that administrators maintain the current knowledge and skills necessary to effectively fulfill their responsibilities.

Each year, the Human Resources Department will communicate the required mandated trainings to all employees. Administrators are responsible for setting aside sufficient time to complete all required trainings by January 15 of each year.

B. Administrator Academies

The Board of Education shall pay the cost of any Administrator Academy approved in advance by the Superintendent or designee.

Annually, the Superintendent or designee shall select and schedule at least one Administrator Academy to be attended by all administrators.

Additionally, all administrators who serve as an evaluator of teachers or administrators shall also attend any required Administrator Academies in order to earn and maintain qualifications to perform their professional responsibilities.

C. Conference Attendance

The Board of Education shall pay the cost of conference registration, travel, lodging, and other reasonable related expenses for conferences approved in advance by the Superintendent or designee and attended in connection with the administrator's professional responsibilities.

Unless otherwise approved by the Superintendent or designee, and subject to available budgetary resources, administrators are limited to attending one (1) national conference per year.

D. Tuition Reimbursement

The Board of Education shall reimburse administrators in full for tuition associated with courses and/or programs approved in advance by the Superintendent or designee.

In lieu of a traditional reimbursement, administrators may use a district purchase card (PCard) to pay for tuition-related expenses. However, following completion of the course, the administrator must provide an official university transcript documenting successful completion of the course. Successful completion shall be defined as earning a grade of "A" or "B," or in the case of certain courses (e.g., dissertation research), a grade of "P" or "S". If the administrator does not successfully complete a course, they will be responsible for reimbursing the District for the full amount of tuition-related expenses attributed to the applicable course(s).

In addition, if the administrator resigns within a year of utilizing the benefit, the administrator will be responsible for reimbursing the District for the full amount of tuition-related expenses received.

E. Professional Dues

The Board of Education shall pay the cost of professional dues for memberships approved in advance by the Superintendent or designee.

Payment of professional dues shall be limited to organizations that support the administrator's effectiveness in the performance of District duties. Examples of these organizations include:

- Illinois Association of School Administrators
- Illinois Association of School Boards

- Illinois Association of School Business Officials
- Illinois Principals Association
- Applicable Content-Specific Associations

The District will establish institutional memberships for organizations including:

- ASCD
- Association of School Business Officials International
- Learning Forward
- National Association of Secondary School Principals

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EXHIBIT A.1
2026-27 LICENSED ADMINISTRATOR
144% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	120,039	122,540	125,316	128,713	133,179
B	122,440	124,991	127,822	131,287	135,843
C	124,889	127,491	130,379	133,913	138,559
D	127,387	130,040	132,986	136,591	141,331
E	129,934	132,641	135,646	139,323	144,157
F	132,533	135,294	138,359	142,109	147,040
G	135,184	138,000	141,126	144,952	149,981
H	137,887	140,760	143,949	147,851	152,981
I	140,645	143,575	146,827	150,808	156,040
J	143,458	146,447	149,764	153,824	159,161
K	146,327	149,376	152,759	156,900	162,345
L	149,254	152,363	155,815	160,038	165,591
M	152,239	155,410	158,931	163,239	168,903
N	155,284	158,519	162,109	166,504	172,281
O	158,389	161,689	165,352	169,834	175,727
P	161,557	164,923	168,659	173,231	179,241
Q	164,788	168,221	172,032	176,695	182,826
R	168,084	171,586	175,472	180,229	186,483
S	171,446	175,017	178,982	183,834	190,212
T	174,874	178,518	182,562	187,510	194,017
U	178,372	182,088	186,213	191,261	197,897
V	181,939	185,730	189,937	195,086	201,855
W	185,578	189,444	193,736	198,987	205,892
X	189,290	193,233	197,610	202,967	210,010
Y	193,076	197,098	201,563	207,027	214,210
Z1	196,937	201,040	205,594	211,167	218,494
Z2	200,876	205,061	209,706	215,390	222,864
Z3	204,893	209,162	213,900	219,698	227,322
Z4	208,991	213,345	218,178	224,092	231,868
Z5	213,171	217,612	222,541	228,574	236,505
Z6	217,434	221,964	226,992	233,145	241,235
Z7	221,783	226,404	231,532	237,808	246,060
Z8	226,219	230,932	236,163	242,565	250,981
Z9	230,743	235,550	240,886	247,416	256,001

Positions: Associate Superintendent
Principal

EXHIBIT A.2
2026-27 LICENSED ADMINISTRATOR
139% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	115,871	118,285	120,965	124,244	128,555
B	118,189	120,651	123,384	126,729	131,126
C	120,552	123,064	125,852	129,263	133,748
D	122,963	125,525	128,369	131,848	136,423
E	125,423	128,036	130,936	134,485	139,152
F	127,931	130,596	133,555	137,175	141,935
G	130,490	133,208	136,226	139,919	144,774
H	133,100	135,872	138,950	142,717	147,669
I	135,762	138,590	141,729	145,571	150,622
J	138,477	141,362	144,564	148,483	153,635
K	141,246	144,189	147,455	151,452	156,708
L	144,071	147,073	150,404	154,481	159,842
M	146,953	150,014	153,412	157,571	163,039
N	149,892	153,014	156,481	160,722	166,299
O	152,890	156,075	159,610	163,937	169,625
P	155,947	159,196	162,802	167,216	173,018
Q	159,066	162,380	166,058	170,560	176,478
R	162,248	165,628	169,380	173,971	180,008
S	165,493	168,940	172,767	177,451	183,608
T	168,802	172,319	176,223	181,000	187,280
U	172,178	175,765	179,747	184,620	191,026
V	175,622	179,281	183,342	188,312	194,846
W	179,134	182,866	187,009	192,078	198,743
X	182,717	186,524	190,749	195,920	202,718
Y	186,372	190,254	194,564	199,838	206,772
Z1	190,099	194,059	198,455	203,835	210,908
Z2	193,901	197,940	202,424	207,912	215,126
Z3	197,779	201,899	206,473	212,070	219,428
Z4	201,735	205,937	210,602	216,311	223,817
Z5	205,769	210,056	214,814	220,637	228,293
Z6	209,885	214,257	219,111	225,050	232,859
Z7	214,082	218,542	223,493	229,551	237,516
Z8	218,364	222,913	227,963	234,142	242,267
Z9	222,731	227,371	232,522	238,825	247,112

Positions: Assistant Superintendent

EXHIBIT A.3
2026-27 LICENSED ADMINISTRATOR
129% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	107,535	109,775	112,262	115,305	119,306
B	109,686	111,971	114,507	117,611	121,692
C	111,880	114,210	116,798	119,964	124,126
D	114,117	116,495	119,133	122,363	126,609
E	116,399	118,824	121,516	124,810	129,141
F	118,727	121,201	123,946	127,306	131,724
G	121,102	123,625	126,425	129,852	134,358
H	123,524	126,097	128,954	132,449	137,045
I	125,995	128,619	131,533	135,098	139,786
J	128,514	131,192	134,164	137,800	142,582
K	131,085	133,816	136,847	140,556	145,434
L	133,706	136,492	139,584	143,368	148,342
M	136,381	139,222	142,376	146,235	151,309
N	139,108	142,006	145,223	149,160	154,335
O	141,890	144,846	148,127	152,143	157,422
P	144,728	147,743	151,090	155,186	160,570
Q	147,623	150,698	154,112	158,289	163,782
R	150,575	153,712	157,194	161,455	167,058
S	153,587	156,786	160,338	164,684	170,399
T	156,658	159,922	163,545	167,978	173,807
U	159,792	163,120	166,816	171,338	177,283
V	162,987	166,383	170,152	174,764	180,828
W	166,247	169,711	173,555	178,260	184,445
X	169,572	173,105	177,026	181,825	188,134
Y	172,964	176,567	180,567	185,461	191,897
Z1	176,423	180,098	184,178	189,170	195,735
Z2	179,951	183,700	187,861	192,954	199,649
Z3	183,550	187,374	191,619	196,813	203,642
Z4	187,221	191,122	195,451	200,749	207,715
Z5	190,966	194,944	199,360	204,764	211,869
Z6	194,785	198,843	203,347	208,860	216,107
Z7	198,681	202,820	207,414	213,037	220,429
Z8	202,654	206,876	211,563	217,297	224,837
Z9	206,707	211,014	215,794	221,643	229,334

Positions: Director

EXHIBIT A.4
2026-27 LICENSED ADMINISTRATOR
124% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	103,367	105,521	107,911	110,836	114,682
B	105,434	107,631	110,069	113,053	116,976
C	107,543	109,784	112,270	115,314	119,315
D	109,694	111,979	114,516	117,620	121,701
E	111,888	114,219	116,806	119,973	124,135
F	114,126	116,503	119,142	122,372	126,618
G	116,408	118,833	121,525	124,819	129,151
H	118,736	121,210	123,956	127,316	131,734
I	121,111	123,634	126,435	129,862	134,368
J	123,533	126,107	128,963	132,459	137,056
K	126,004	128,629	131,543	135,109	139,797
L	128,524	131,202	134,174	137,811	142,593
M	131,094	133,826	136,857	140,567	145,444
N	133,716	136,502	139,594	143,378	148,353
O	136,391	139,232	142,386	146,246	151,320
P	139,119	142,017	145,234	149,171	154,347
Q	141,901	144,857	148,139	152,154	157,434
R	144,739	147,754	151,101	155,197	160,582
S	147,634	150,709	154,123	158,301	163,794
T	150,586	153,724	157,206	161,467	167,070
U	153,598	156,798	160,350	164,697	170,411
V	156,670	159,934	163,557	167,990	173,820
W	159,803	163,133	166,828	171,350	177,296
X	163,000	166,395	170,165	174,777	180,842
Y	166,259	169,723	173,568	178,273	184,459
Z1	169,585	173,118	177,039	181,838	188,148
Z2	172,976	176,580	180,580	185,475	191,911
Z3	176,436	180,112	184,192	189,185	195,749
Z4	179,965	183,714	187,875	192,968	199,664
Z5	183,564	187,388	191,633	196,828	203,657
Z6	187,235	191,136	195,466	200,764	207,731
Z7	190,980	194,959	199,375	204,779	211,885
Z8	194,799	198,858	203,362	208,875	216,123
Z9	198,695	202,835	207,430	213,053	220,445

Positions: Assistant Principal, 260 Day Calendar

EXHIBIT A.5
2026-27 LICENSED ADMINISTRATOR
120% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	100,033	102,117	104,430	107,261	110,983
B	102,033	104,159	106,518	109,406	113,202
C	104,074	106,242	108,649	111,594	115,466
D	106,155	108,367	110,822	113,826	117,776
E	108,279	110,534	113,038	116,102	120,131
F	110,444	112,745	115,299	118,424	122,534
G	112,653	115,000	117,605	120,793	124,984
H	114,906	117,300	119,957	123,209	127,484
I	117,204	119,646	122,356	125,673	130,034
J	119,548	122,039	124,803	128,186	132,634
K	121,939	124,480	127,299	130,750	135,287
L	124,378	126,969	129,845	133,365	137,993
M	126,866	129,509	132,442	136,033	140,753
N	129,403	132,099	135,091	138,753	143,568
O	131,991	134,741	137,793	141,528	146,439
P	134,631	137,436	140,549	144,359	149,368
Q	137,323	140,184	143,360	147,246	152,355
R	140,070	142,988	146,227	150,191	155,402
S	142,871	145,848	149,152	153,195	158,510
T	145,729	148,765	152,135	156,259	161,681
U	148,643	151,740	155,177	159,384	164,914
V	151,616	154,775	158,281	162,571	168,213
W	154,648	157,870	161,446	165,823	171,577
X	157,741	161,028	164,675	169,139	175,008
Y	160,896	164,248	167,969	172,522	178,508
Z1	164,114	167,533	171,328	175,973	182,079
Z2	167,396	170,884	174,755	179,492	185,720
Z3	170,744	174,302	178,250	183,082	189,435
Z4	174,159	177,788	181,815	186,743	193,223
Z5	177,642	181,343	185,451	190,478	197,088
Z6	181,195	184,970	189,160	194,288	201,030
Z7	184,819	188,670	192,943	198,174	205,050
Z8	188,516	192,443	196,802	202,137	209,151
Z9	192,286	196,292	200,738	206,180	213,334

Positions: Assistant Director
Assistant Principal, 239 Day Calendar

EXHIBIT A.6
2026-27 LICENSED ADMINISTRATOR
116% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	96,698	98,713	100,949	103,685	107,283
B	98,632	100,687	102,968	105,759	109,429
C	100,605	102,701	105,027	107,874	111,617
D	102,617	104,755	107,128	110,032	113,850
E	104,669	106,850	109,270	112,232	116,127
F	106,763	108,987	111,456	114,477	118,449
G	108,898	111,167	113,685	116,767	120,818
H	111,076	113,390	115,959	119,102	123,235
I	113,297	115,658	118,278	121,484	125,699
J	115,563	117,971	120,643	123,914	128,213
K	117,875	120,330	123,056	126,392	130,778
L	120,232	122,737	125,517	128,920	133,393
M	122,637	125,192	128,028	131,498	136,061
N	125,090	127,696	130,588	134,128	138,782
O	127,591	130,249	133,200	136,811	141,558
P	130,143	132,854	135,864	139,547	144,389
Q	132,746	135,511	138,581	142,338	147,277
R	135,401	138,222	141,353	145,185	150,222
S	138,109	140,986	144,180	148,088	153,227
T	140,871	143,806	147,063	151,050	156,291
U	143,689	146,682	150,005	154,071	159,417
V	146,562	149,616	153,005	157,152	162,605
W	149,494	152,608	156,065	160,295	165,858
X	152,483	155,660	159,186	163,501	169,175
Y	155,533	158,773	162,370	166,771	172,558
Z1	158,644	161,949	165,617	170,107	176,009
Z2	161,817	165,188	168,930	173,509	179,530
Z3	165,053	168,492	172,308	176,979	183,120
Z4	168,354	171,861	175,754	180,519	186,783
Z5	171,721	175,299	179,270	184,129	190,518
Z6	175,156	178,805	182,855	187,812	194,329
Z7	178,659	182,381	186,512	191,568	198,215
Z8	182,232	186,028	190,242	195,399	202,179
Z9	185,876	189,749	194,047	199,307	206,223

Positions: Assistant Principal, 203 Day Calendar
Associate Athletic Director, 203 Calenddar

EXHIBIT A.7
2026-27 LICENSED ADMINISTRATOR
114% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	95,031	97,011	99,208	101,898	105,433
B	96,932	98,951	101,193	103,936	107,542
C	98,870	100,930	103,216	106,014	109,693
D	100,848	102,949	105,281	108,135	111,887
E	102,865	105,008	107,386	110,297	114,125
F	104,922	107,108	109,534	112,503	116,407
G	107,020	109,250	111,725	114,753	118,735
H	109,161	111,435	113,959	117,048	121,110
I	111,344	113,664	116,238	119,389	123,532
J	113,571	115,937	118,563	121,777	126,003
K	115,842	118,256	120,934	124,213	128,523
L	118,159	120,621	123,353	126,697	131,093
M	120,522	123,033	125,820	129,231	133,715
N	122,933	125,494	128,337	131,815	136,389
O	125,391	128,004	130,903	134,452	139,117
P	127,899	130,564	133,521	137,141	141,900
Q	130,457	133,175	136,192	139,884	144,737
R	133,066	135,839	138,916	142,681	147,632
S	135,728	138,555	141,694	145,535	150,585
T	138,442	141,326	144,528	148,446	153,597
U	141,211	144,153	147,418	151,415	156,669
V	144,035	147,036	150,367	154,443	159,802
W	146,916	149,977	153,374	157,532	162,998
X	149,854	152,976	156,442	160,682	166,258
Y	152,851	156,036	159,570	163,896	169,583
Z1	155,908	159,157	162,762	167,174	172,975
Z2	159,027	162,340	166,017	170,517	176,434
Z3	162,207	165,586	169,337	173,928	179,963
Z4	165,451	168,898	172,724	177,406	183,562
Z5	168,760	172,276	176,179	180,954	187,233
Z6	172,136	175,722	179,702	184,574	190,978
Z7	175,578	179,236	183,296	188,265	194,798
Z8	179,090	182,821	186,962	192,030	198,694
Z9	182,672	186,477	190,701	195,871	202,667

Positions: Instructional Supervisor, 203 Day Calendar

EXHIBIT A.8
2026-27 LICENSED ADMINISTRATOR
111% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	92,530	94,458	96,598	99,216	102,659
B	94,381	96,347	98,530	101,200	104,712
C	96,268	98,274	100,500	103,224	106,806
D	98,194	100,239	102,510	105,289	108,942
E	100,158	102,244	104,560	107,395	111,121
F	102,161	104,289	106,652	109,543	113,344
G	104,204	106,375	108,785	111,733	115,611
H	106,288	108,502	110,960	113,968	117,923
I	108,414	110,673	113,180	116,248	120,281
J	110,582	112,886	115,443	118,572	122,687
K	112,794	115,144	117,752	120,944	125,141
L	115,050	117,447	120,107	123,363	127,643
M	117,351	119,795	122,509	125,830	130,196
N	119,698	122,191	124,959	128,347	132,800
O	122,092	124,635	127,459	130,914	135,456
P	124,534	127,128	130,008	133,532	138,165
Q	127,024	129,670	132,608	136,203	140,929
R	129,565	132,264	135,260	138,927	143,747
S	132,156	134,909	137,965	141,705	146,622
T	134,799	137,607	140,725	144,539	149,555
U	137,495	140,359	143,539	147,430	152,546
V	140,245	143,167	146,410	150,379	155,597
W	143,050	146,030	149,338	153,386	158,709
X	145,911	148,951	152,325	156,454	161,883
Y	148,829	151,930	155,371	159,583	165,120
Z1	151,806	154,968	158,479	162,775	168,423
Z2	154,842	158,068	161,648	166,030	171,791
Z3	157,939	161,229	164,881	169,351	175,227
Z4	161,097	164,454	168,179	172,738	178,732
Z5	164,319	167,743	171,542	176,192	182,306
Z6	167,606	171,097	174,973	179,716	185,952
Z7	170,958	174,519	178,473	183,311	189,671
Z8	174,377	178,010	182,042	186,977	193,465
Z9	177,865	181,570	185,683	190,716	197,334

Positions: Associate Dean
Instructional Supervisor, 198 Day Calendar

EXHIBIT A.9
2026-27 LICENSED ADMINISTRATOR
107% FACTOR

STEP	MA-0	MA-15	MA-30	MA-45	MA-60
A	89,196	91,054	93,117	95,641	98,959
B	90,980	92,875	94,979	97,554	100,939
C	92,799	94,733	96,879	99,505	102,957
D	94,655	96,627	98,816	101,495	105,017
E	96,548	98,560	100,792	103,525	107,117
F	98,479	100,531	102,808	105,595	109,259
G	100,449	102,542	104,864	107,707	111,444
H	102,458	104,592	106,962	109,861	113,673
I	104,507	106,684	109,101	112,058	115,947
J	106,597	108,818	111,283	114,300	118,266
K	108,729	110,994	113,509	116,586	120,631
L	110,904	113,214	115,779	118,917	123,044
M	113,122	115,479	118,094	121,296	125,504
N	115,384	117,788	120,456	123,722	128,015
O	117,692	120,144	122,865	126,196	130,575
P	120,046	122,547	125,323	128,720	133,186
Q	122,447	124,998	127,829	131,294	135,850
R	124,896	127,498	130,386	133,920	138,567
S	127,394	130,048	132,993	136,599	141,338
T	129,941	132,649	135,653	139,331	144,165
U	132,540	135,301	138,366	142,117	147,049
V	135,191	138,008	141,134	144,960	149,989
W	137,895	140,768	143,956	147,859	152,989
X	140,653	143,583	146,836	150,816	156,049
Y	143,466	146,455	149,772	153,832	159,170
Z1	146,335	149,384	152,768	156,909	162,353
Z2	149,262	152,371	155,823	160,047	165,601
Z3	152,247	155,419	158,940	163,248	168,913
Z4	155,292	158,527	162,118	166,513	172,291
Z5	158,398	161,698	165,361	169,843	175,737
Z6	161,566	164,932	168,668	173,240	179,251
Z7	164,797	168,230	172,041	176,705	182,836
Z8	168,093	171,595	175,482	180,239	186,493
Z9	171,455	175,027	178,992	183,844	190,223

Positions: College Counselor
LEA/Compliance Supervisor

EXHIBIT A.10
2026-27 NON-LICENSED ADMINISTRATOR
260 DAY CALENDAR

STEP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
1	72,757	87,309	91,683	110,015	126,501	145,493
2	74,213	89,055	93,517	112,216	129,031	148,403
3	75,697	90,836	95,387	114,460	131,612	151,371
4	77,211	92,653	97,295	116,749	134,244	154,398
5	78,755	94,506	99,241	119,084	136,929	157,486
6	80,330	96,396	101,226	121,466	139,667	160,636
7	81,937	98,324	103,250	123,895	142,461	163,849
8	83,575	100,290	105,315	126,373	145,310	167,126
9	85,247	102,296	107,421	128,901	148,216	170,468
10	86,952	104,342	109,570	131,479	151,181	173,877
11	88,691	106,429	111,761	134,108	154,204	177,355
12	90,465	108,558	113,996	136,790	157,288	180,902
13	92,274	110,729	116,276	139,526	160,434	184,520
14	94,119	112,943	118,602	142,317	163,643	188,210
15	96,002	115,202	120,974	145,163	166,916	191,975
16	97,922	117,506	123,393	148,066	170,254	195,814
17	99,880	119,856	125,861	151,027	173,659	199,730
18	101,878	122,254	128,378	154,048	177,132	203,725
19	103,915	124,699	130,946	157,129	180,675	207,800
20	105,994	127,193	133,565	160,272	184,288	211,956
21	108,114	129,736	136,236	163,477	187,974	216,195
22	110,276	132,331	138,961	166,747	191,734	220,519
23	112,481	134,978	141,740	170,081	195,568	224,929
24	114,731	137,677	144,575	173,483	199,480	229,428
25	117,026	140,431	147,467	176,953	203,469	234,016

Category 1	Assistant Manager of Technology Services Glenbrook Aquatics Manager
Category 2	Grants Manager Human Resources Manager Network Manager Payroll Manager
Category 3	Head Athletic Trainer Assistant Manager of Buildings and Grounds
Category 4	Buildings and Grounds Manager
Category 5	Senior Manager of Technology Services
Category 6	Executive Director of Communications Executive Director of Human Resources

EXHIBIT A.11
2026-27 NON-LICENSED ADMINISTRATOR
239 DAY CALENDAR

STEP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
1	66,881	80,257	84,278	101,129	116,284	133,741
2	68,218	81,862	85,963	103,152	118,609	136,416
3	69,583	83,499	87,683	105,215	120,982	139,145
4	70,974	85,169	89,436	107,319	123,401	141,928
5	72,394	86,873	91,225	109,466	125,869	144,766
6	73,842	88,610	93,050	111,655	128,387	147,661
7	75,319	90,382	94,911	113,888	130,954	150,615
8	76,825	92,190	96,809	116,166	133,573	153,627
9	78,362	94,034	98,745	118,489	136,245	156,699
10	79,929	95,915	100,720	120,859	138,970	159,833
11	81,527	97,833	102,734	123,276	141,749	163,030
12	83,158	99,789	104,789	125,742	144,584	166,291
13	84,821	101,785	106,885	128,257	147,476	169,617
14	86,517	103,821	109,022	130,822	150,425	173,009
15	88,248	105,897	111,203	133,438	153,434	176,469
16	90,013	108,015	113,427	136,107	156,503	179,998
17	91,813	110,176	115,696	138,829	159,633	183,598
18	93,649	112,379	118,009	141,606	162,825	187,270
19	95,522	114,627	120,370	144,438	166,082	191,016
20	97,433	116,919	122,777	147,327	169,403	194,836
21	99,381	119,258	125,233	150,273	172,792	198,733
22	101,369	121,643	127,737	153,279	176,247	202,762
23	103,396	124,076	130,292	156,344	179,772	206,762
24	105,464	126,557	132,898	159,471	183,368	210,897
25	107,574	129,088	135,556	162,660	187,035	215,115

Category 1 Assistant Manager of Human Resources
Assistant Manager of Safety and Security

Category 2 Benefits Manager
Communications Manager
Comptroller
Enrollment Manager
Purchasing Manager

Category 3 Instructional Assistant Manager

Category 4 -

Category 5 Senior Manager of Safety and Security

Category 6 -

EXHIBIT B

VOLUNTARY TERMINATION BENEFITS FOR ADMINISTRATORS

Section A - Introduction

It shall be the practice of the Board of Education ("Board") to recognize the services of its regularly employed administrators who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

Administrators who satisfy the following requirements may apply for termination benefits under this exhibit as "Eligible Former Employees":

1. Have been full-time, employees of the district for a minimum of ten years immediately preceding their voluntary termination, or for an aggregate minimum of fifteen years of which a minimum of five consecutive years are immediately preceding their voluntary termination; and
2. Will meet one of the following eligibility criteria:
 - a. If classified as "Tier 1" under the TRS or IMRF system, must be at least 55 years of age on the effective date of voluntary termination and eligible to retire in the TRS or IMRF system (note: a Tier 1 staff member who will attain age 55 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 55 on the preceding June 30th); or
 - b. If classified as "Tier 2" under the TRS or IMRF system, must be at least 62 years of age on the effective date of voluntary termination and eligible to retire in the TRS or IMRF system (note: a Tier 2 staff member who will attain age 62 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 62 on the preceding June 30th).
3. For a Tier 2 staff member whose IMRF and District 225 10-year eligibility align within the same school year, the Tier 2 staff member may work a maximum of 15 additional days the following school year as a district substitute (role to be determined by the district which must be an IMRF position) in order complete the 10-year IMRF eligibility requirement.

Section C - Health Benefits Available to Eligible Former Employees

The Eligible Former Employee may select one of the following benefit options:

1. Health Benefits
 - a. TRS:
 - i. The Board of Education shall provide Eligible Former Employees retiring under TRS a Board funded health reimbursement arrangement (HRA). The amount of the HRA contribution will be equal to 95% of the average retiree HMO and PPO single premium amount at the time of voluntary termination. This insurance grant will be paid each year after retirement until the administrator reaches age 65 or Medicare eligibility, whichever occurs first. Administrators receiving this grant will be subject to premium cost increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. This grant will be paid annually through a contribution to an employer-funded health reimbursement arrangement account. Such payment shall be made on or before September 30 of each school year following the school year of retirement under TRS.
1. For an employee assigned a 239 or 260-day work calendar retiring in June, they will receive a prorated contribution for the months of July through December, on or before July 31 of their first year as a retiree.

Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.

2. For an employee assigned a 203-day or less work calendar retiring in June, they will receive a prorated contribution for the months of August through December, on or before August 31 of their first year as a retiree. (Participation in the district's health plan(s) will continue through July 31.) Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
3. In the year that the retiree reaches age 65, they will receive a prorated contribution for the months they were under 65 (e.g., if an Eligible Former Employee turns 65 on April 15, they will receive a prorated contribution for the months of January through April), deposited into their district-established HRA account.

b. IMRF:

- i. The Board of Education shall provide the Eligible Former Employees with individual medical insurance coverage under the district retiree health plan(s), as selected by the Eligible Former Employee, for up to five (5) years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the single premium amount; the Eligible Former Employee shall be responsible for the remaining premium. In the event that the plan selected by the Eligible Former Employee is no longer an option, the Eligible Former Employee may select coverage under one of the remaining plans.
- ii. Eligible Former Employees who elect to waive continued participation in the district insurance plan upon voluntary termination will receive an annual employer-funded health reimbursement arrangement (HRA) contribution for a period of ten (10) years following voluntary termination or until age 65, whichever is sooner. The amount of the HRA contribution will be equal to 95% of the average retiree HMO and PPO single premium amount at the time of voluntary termination. Eligible Former Employees receiving these contributions will be subject to premium cost increases or decreases, which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. Such payment shall be made as follows:
 1. For an employee assigned a 239 or 260-day work calendar retiring in June, they will receive a prorated contribution for the months of July through December, on or before July 31 of their first year as a retiree. Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 2. For an employee assigned a 203-day or less work calendar retiring in June, they will receive a prorated contribution for the months of August through December, on or before August 31 of their first year as a retiree. (Participation in the district's health plan(s) will continue through July 31.) Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.

3. Those employees retiring in December will receive their first annual contribution, and subsequent annual contributions on or before January 31, deposited into their district-established HRA account.
 4. In the year that the retiree reaches age 65, they will receive a prorated contribution for the months they are under 65 (e.g., if an Eligible Former Employee turns 65 on April 15, they will receive a prorated contribution for the months of January through April), deposited into their district-established HRA account.
- iii. Eligible Former Employees, who elect those insurance allowance benefits contained in paragraph 1,b, i of this Section C, shall be allowed to maintain family medical insurance coverage under one of the district health care plans accessible to retirees as selected by the Eligible Former Employee, (provided they had family coverage on the effective date of their retirement). Eligible Former Employees shall be responsible for the full premium, therefore, less the Board's contribution referred to in paragraph 1 of this section.

Section D - Additional Health and Insurance Benefits for Eligible Former Employees

1. In addition to the benefits provided in Section C, the Board of Education shall contribute \$2,500 annually to an employer-funded health reimbursement arrangement account on behalf of the Eligible Former Employee for a period of five years after the effective date of retirement.
2. The Board of Education shall provide Eligible Former Employees with \$50,000 of term life insurance until the Eligible Former Employee reaches age 65 or the age of Medicare or Medicaid eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
3. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the district, and carried on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
4. Eligible Former Employees shall be allowed to continue to participate, at no cost, in the Employee Assistance Program provided by the Board for regularly employed administrators.

Section E - Salary Benefits Available to Eligible Former Employees

1. Eligible Former Employees submitting their notice of intent to retire will be entitled up to a maximum of four (4) salary increases of six percent (6%) each for each year prior to the effective date of retirement.
2. All requests for participation must be submitted in writing to the most Senior Human Resources administrator no earlier than September 1 and no later than April 1 during the school year in advance of the first year for which the Eligible Former Employee is seeking the salary enhancement described in paragraph 1 of this section. The request shall include a copy of the Eligible Former Employee's latest Personal Statement of Benefits from their respective retirement system.
3. Participation in the benefits under this exhibit is dependent on the unconditional and irrevocable resignation of the Eligible Former Employee who enters into a one, two, three, or four-year salary agreement with the Board of Education. Any Eligible Former Employee who does not fulfill their agreement's timeline, under Section E for whatever reason, shall be ineligible for any of the benefits contained in this exhibit unless otherwise determined by the Superintendent to be in the

best interest of the district and is subject to Board approval.

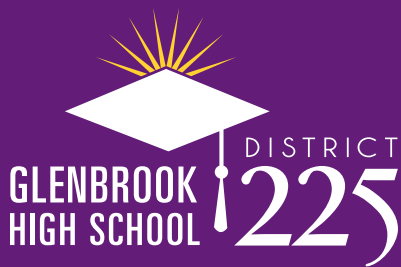
4. The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increases that the administrator or supervisor would otherwise receive.
5. Salary payments described in Paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an administrator. The salaries shall not include any stipends or any other payment of any type whatsoever.
6. During the Eligible Former Employee's last four years of employment, they shall not receive any stipends or other payments, of any type, that would result in exceeding the State maximum Salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this exhibit.

Section F - Unused Vacation Benefits

In addition to those benefits contained in Section C, D, and E, Eligible Former Employees who were employed by the district on a full-time, and receive vacation days, may choose to have the Board of Education directly contribute to an employer-funded health reimbursement arrangement account, the value of up to ten (10) days of unused vacation days, at their then-current annual base salary per diem rate for the first year of retirement. For Eligible Former Employees participating in IMRF, any other vacation days accrued and earned, must be used or they will convert to sick leave on the employee's last day of work.

Section G - Miscellaneous Provisions

1. For purposes of this exhibit, the school year shall begin on July 1 and end on June 30.
2. The term "administrator" when used in this exhibit, shall mean all full-time regularly-employed personnel as defined in this handbook.
3. If an employee who has been approved for participation in one of the plans in this exhibit dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this exhibit.
4. If changes occur in the operation of a retirement system or for any other reason the Board determines appropriate, the Board may revise this benefit.
5. This benefit shall be effective from and after February 10, 2020.



GLENBROOK HIGH SCHOOL DISTRICT 225

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