

**SPEED S.E.J.A. #802**

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**MEMORANDUM**

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**TO:** Operating Committee and Governing Board  
**FROM:** Dr. Tina Halliman, Executive Director  
**SUBJECT:** Personnel  
**DATE:** June 7, 2018  
**CC:**

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**11 Month to 12 Month Secretarial Position**

Previously the Academy for Lifelong Learning had a 10 month and a 12 month clerical position. The 12 month position was vacated in January 2018 and never filled. The duties for the 12 month position were assumed by the Principal and the 11 month secretary. It is recommended that the 11 month position be moved to a 12 month position to be consistent with the other district programs.

**Assistant Principals**

Previously the Program Assistant Principals were 12 month employees and received 20 vacation days. In 2016, they were reassigned to 11 month employees with the same 12 month salary. Even though they did not receive vacation days, their time off equaled 25 days as opposed to the 20 vacation days. The 25 days include 17 days in the month of July (excluding Fridays and the 4<sup>th</sup> of July), 5 days during Spring Break, and 3 additional days during Winter Break. The District Programs will always have Extended School Year due to the population that we serve and the summer months are utilized for planning for the upcoming school year. For these reasons, it is recommended that the Assistant Principals be reassigned back to their original 12 month administrative position maintaining their current salaries with 20 vacation days.

**12 Month Employee Contracts and Assignments**

The contracts for the Administrators are presented for approval. It is recommended that the Administrator salary be adjusted for the 2018-2019 school year based on the SEA Collective Bargaining Agreement. Likewise, it is also recommended that the 12 month non-union employees' annual salary increases will be adjusted for the 2018-2019 school year based on the SEA Collective Bargaining Agreement.

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Listed below are the categories for Administrators and 12 month non-union employees

The administrators consist of the following:

- Central Office
- District
- Program

The 12 month non-union employees consist of the following:

- Custodial/Maintenance
- Secretaries
- Technology Staff

**Program Administrator Reorganization**

After careful consideration and deliberation, it is not in the best interest of the District to seek a Principal this late in the fiscal year. Hence, I have examined our exiting administrators and their expertise to lead the open Early Learning Center. Mrs. Linda Wilson has graciously agreed to serve as the next Principal of the Early Learning Center. She has a vast amount of experience in this area along with licensure in early childhood. She formerly served as the Assistant Principal and the Principal in ELC. We are fortunate to have an administrator within our organization who can carry on and enhance the goals of this program.

In addition, it is recommended to appoint Ms. Amina Payne from Assistant Principal of Independence Elementary and High Schools to the Principal position starting July 1, 2018. Ms. Payne has been an administrator in the program for the past two years where she served as Program Supervisor and Assistant Principal. Appointing Ms. Payne to the Principal will maintain a level of consistency and familiarization for our students, staff and parents. Hence, we will post for an Assistant Principal position in the Independence program.