



PROSPECT HEIGHTS DISTRICT 23 FINANCE COMMITTEE INFORMATION ITEM

Date: March 1, 2021

Title: 2021 Plan for Remaining Extra Duty Allocations

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

If there is one thing that the Coronavirus Pandemic has shown us is the value of flexibility and the ability to shift a plan to better serve the needs of staff and students. As you know, the PHEA and non-PHEA stipends were brought to the Board for their approval in July. As programs have shifted and opportunities for additional activities have evolved, we have asked the principals to provide a status on their building's activities with the plan between now and the end of the year.

At the last meeting of the Joint Extra Duty Committee, Administration was asked to consider a plan of use for stipend dollars that have gone unspent and will remain unallocated this year. I have attached the current status of Extra Duty stipends for the Committee's reference. At this point, we show approximately \$58,000 remaining. However, as supervisory stipends are being paid, we are working to gauge the actual amount of these remaining dollars, as these funds are paid at an hourly rate, based on actual worked hours. I would estimate the remaining amount will be closer to \$70,000.

These funds have been allocated to PHEA staff who are willing to accept "extra duties" to enhance the educational experiences for all of our students. These stipends have been budgeted and approved by the Board. Options for these unexpended funds may include the following:

- Funds remain unspent and are retained in the Education Fund's balances at year-end.
- Understanding that PHEA members have gone above and beyond throughout the pandemic, \$60,000 (or other amount) would be divided and distributed to PHEA members as a recognition of their efforts. Remaining funds would go into Fund 10 balances.
- Understanding that all staff members have gone above and beyond throughout the pandemic, \$60,000 (or other amount) would be divided and distributed to all staff members as a recognition of their efforts. Remaining funds would go into Fund 10 balances.

Several neighboring districts are working on developing a method of "payout" to staff as a gesture of appreciation and goodwill, as most staff have gone "above and beyond" during this environment.

RECOMMENDED ACTION:

The Administration is supportive of developing a Memorandum of Understanding with PHEA to articulate the unique, one-time distribution of these funds to all staff. The objective of the meeting's discussion is to understand how the Committee would like these funds allocated.