56 | **PORTRAIT OF A GRADUATE**   **Lori Rupsch <lrupsch@d56.org>**

Fwd: FOIA Request

Luis Correa <lcorrea@d56.org>   Mon, Mar 31, 2025 at 5:03 PM
To: Lori Rupsch <lrupsch@d56.org>

FYI

---------- Forwarded message ---------
From: **Heather Heiden** <membership@lcft.org>
Date: Mon, Mar 31, 2025 at 4:54 PM
Subject: FOIA Request
To: Sydney Ryan <sryan@lcft.org>, Heather Heiden <membership@lcft.org>

Dear FOIA Officer,

Pursuant to the Freedom of Information Act, I am requesting multiple items:

A. Substitute rates:
   1. Daily substitute teacher rate   2. Long term substitute teacher rate   3. Daily substitute paraprofessional/teaching assistant rate

B. Copies of the performance evaluation tools used for the following job categories within your district:

1. Paraprofessionals/Teaching Assistants	2. Health Aides/Health Clerks	3. Administrative Assistants (If separate tools exist for 9/10-month and 12-month classifications, please provide both versions)	4. Hall Monitors or Security Staff	5. Library Assistants or Clerks	6. Maintenance or Janitorial Staff	7. Additionally, if any of these evaluations contain a sub-component for input from supervisors or classroom teachers, please provide copies of those as well.

I request that the records be provided in electronic format, if available, and sent via email to this email address (membership@lcft.org). If electronic records are not available, please inform me of any copying fees before processing my request.

If any portion of this request is denied, please provide a written explanation citing the specific legal exemption relied upon. If any records can be released in part, please provide all segregable portions. This is not a commercial request.

I appreciate your time and assistance and look forward to your response within the timeframe required by law. If you require any clarification, please feel free to contact me using the information below my signature.

Sincerely,

Sydney Ryan | Field Service Director
Lake County Federation of Teachers Local 504
248 Ambrogio Drive, Gurnee, IL 60031
T: (847) 623-7725 | E: sryan@lcft.org

Lori Rupsch <lrupsch@d56.org>

Fwd: FOIA Request

Lori Rupsch <lrupsch@d56.org>   Thu, Apr 3, 2025 at 10:16 AM
To: membership@lcft.org

Hello,

Per your FOIA request on March 31, 2025, I have included the following requested information.

The daily rate for a substitute teacher is currently between $140.00 and $150.00 depending on how long the substitute has been employed at District 56. The long-term daily rate for substitute teachers is currently $253.04. The daily rate for substitute paraprofessionals is currently $16.00 with no bachelor's degree and $17.00 with a bachelor's degree.

I have also attached the performance evaluation tools for our 12-month administrative assistants, our building clerks/secretaries, and our other non-certified staff.
[Quoted text hidden]
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LORI RUPSCH
Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-336-0800

@GurneeD56   @District56   @GurneeDistrict56   @D56StreamingVideo

3 attachments

Non-Certified Evaluation.doc
35K

Administrative Assistant Performance Evaluation.docx
29K

Building Clerk Secretary Evaluation.docx
30K

Name:	School Year:
Assignment:	Length of Time in Current Assignment:
Date of Last Evaluation:	Evaluation Completed by:

Ratings:

Excellent - Staff member has consistently and significantly distinguished him/herself on Gurnee School District 56 standards during the period of evaluation.

Proficient - Staff member has demonstrated essential competence on identified Gurnee School District 56 standards during the period of evaluation.

Needs Improvement - Staff member has demonstrated growth, but the level of achievement has not yet reached Gurnee School District 56 standards during the period of evaluation.

Unsatisfactory - Staff member has not demonstrated adequate growth toward achieving Gurnee School District 56 standards during the period of evaluation.

Domain 1: Knowledge, ability, and skills to accurately perform assigned duties

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
1a: understands that primary responsibility of all administrative assistants is one of customer service	Administrative Assistant rarely interacts in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant needs support to interact in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant interacts in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant interacts in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants and is a resource to others.
1b: has command of all assigned work duties and responsibilities	Administrative Assistant lacks the knowledge and skills to perform most assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to perform some, but not all, assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to effectively perform all assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to effectively perform all assigned duties and responsibilities and is a resource to others.
1c: has the technical grasp of the job while using universal	Administrative Assistant lacks the technical ability to use essential job-related	Administrative Assistant has the technical ability to use some, but not all, essential job-related	Administrative Assistant has the technical ability to use all essential job-related	Administrative Assistant has the technical ability to use all essential job-related

software systems.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc., and is a resource to others.
1d: completes assigned duties with accuracy.	Administrative Assistant rarely completes assigned duties with accuracy.	Administrative Assistant needs support to complete assigned duties with accuracy.	Administrative Assistant consistently completes assigned duties with accuracy.	Administrative Assistant consistently completes assigned duties with accuracy and is a resource to others.
1e: maintains required records in a way that can be easily understood by others.	Administrative Assistant rarely maintains records or records are maintained in a way that others cannot understand.	Administrative Assistant needs support to maintain records.	Administrative Assistant maintains accurate records and records are maintained in a way that others can clearly understand.	Administrative Assistant maintains accurate records and records are maintained in a way that others can clearly understand, and the Administrative Assistant is a resource to others.
1f: Demonstrates problem-solving skills	Administrative Assistant rarely demonstrates problem-solving skills.	Administrative Assistant needs support to demonstrate problem-solving skills.	Administrative Assistant regularly demonstrates problem-solving skills.	Administrative Assistant regularly demonstrates problem-solving skills and is a resource to others.
Observations and/or comments explaining the ratings:				

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Domain 2: Attitude toward job assignments and initiative

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
2a: is a self-starter who completes assigned duties and responsibilities without being asked.	Administrative Assistant rarely performs assigned duties and responsibilities without consistent direction.	Administrative Assistant needs direction to perform assigned duties and responsibilities.	Administrative Assistant consistently performs assigned duties and responsibilities with little to no direction.	Administrative Assistant consistently performs assigned duties and responsibilities with no direction and is an exemplar to others.
2b: has a positive attitude.	Administrative Assistant displays a negative attitude toward assigned duties and/or colleagues.	Administrative Assistant occasionally displays a negative attitude toward assigned duties and/or colleagues.	Administrative Assistant consistently displays a positive attitude toward assigned duties and/or colleagues.	Administrative Assistant consistently displays a positive attitude toward assigned duties and/or colleagues and is an exemplar to others.
2c: contributes suggestions for improvement.	Administrative Assistant rarely contributes ideas that could lead to improvement in assigned duties and responsibilities.	Administrative Assistant needs support to contribute ideas that could lead to improvement in assigned duties and responsibilities.	Administrative Assistant regularly contributes ideas that could lead to improvement in assigned duties and responsibilities.	Administrative Assistant regularly contributes ideas that could lead to improvement in assigned duties and responsibilities and is a resource to others.

2d: cooperates with co-workers.	Administrative Assistant rarely cooperates with co-workers.	Administrative Assistant needs support to cooperate with co-workers.	Administrative Assistant consistently cooperates with co-workers.	Administrative Assistant consistently cooperates with co-workers and helps others to cooperate.
2e: treats others with respect.	Administrative Assistant rarely treats others with respect.	Administrative Assistant needs support to treat others with respect.	Administrative Assistant consistently treats others with respect.	Administrative Assistant consistently treats others with respect and is an exemplar to others.
2f: accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant needs support in accepting direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant seeks direction from his/her supervisor, including constructive criticism where applicable and is an exemplar to others.
2g: demonstrates initiative by taking on tasks outside of assigned duties to assist in the overall operation of the office.	Administrative Assistant rarely demonstrates initiative to assist co-workers.	Administrative Assistant needs support to demonstrate initiative to assist co-workers.	Administrative Assistant regularly demonstrates initiative to assist co-workers.	Administrative Assistant regularly demonstrates initiative to assist co-workers and is an exemplar to others.
Observations and/or comments explaining the ratings:				

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Domain 3: Dependability, Communication, and Organization

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
3a: is punctual, reliable, and has good attendance habits.	Administrative Assistant rarely demonstrates responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant needs support to demonstrate responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant consistently and effectively demonstrates responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant consistently and effectively demonstrates responsible behaviors toward attendance, work schedule, and timeliness and is an exemplar to others.
3b: completes his/her work in a timely manner.	Administrative Assistant rarely completes work by agreed upon deadlines.	Administrative Assistant needs support to complete work by agreed upon deadlines.	Administrative Assistant completes work by agreed upon deadlines.	Administrative Assistant consistently completes work by agreed upon deadlines and is an exemplar to others.
3c: effectively communicates with parents, administrators,	Administrative Assistant rarely communicates effectively with	Administrative Assistant needs support to communicate effectively with parents,	Administrative Assistant communicates effectively with	Administrative Assistant communicates effectively with parents, administrators,

teachers, and/or co-workers.	parents, administrators, teachers, and/or co-workers.	administrators, teachers, and/or co-workers.	parents, administrators, teachers, and/or co-workers.	teachers, and/or co-workers and is a resource and exemplar to others.
3d: effectively organizes the physical workspace.	Administrative Assistant rarely organizes his/her workspace effectively.	Administrative Assistant needs support to organize his/her workspace effectively.	Administrative Assistant organizes his/her workspace effectively.	Administrative Assistant organizes his/her workspace effectively and is an exemplar to others.
Observations and/or comments explaining the ratings:				

Domain 4: Professionalism

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
4a: demonstrates professionalism, including integrity, ethics, and confidentiality	Administrative Assistant displays dishonesty in interactions with others and violates norms of confidentiality.	Administrative Assistant is honest in interactions with others and respects norms of confidentiality.	Administrative Assistant displays high standards of honesty and integrity in interactions with others and respects norms of confidentiality.	Administrative Assistant can be counted on to hold the highest standards of honesty and integrity and takes a leadership role with others in respecting the norms of confidentiality.
4b: engages in professional learning.	Administrative Assistant rarely participates in professional learning activities, even when such activities are clearly needed for the enhancement of skills.	Administrative Assistant's participation in professional learning activities is limited to those that are convenient or are required.	Administrative Assistant seeks out opportunities for professional learning based on recommended or individual assessment of need.	Administrative Assistant actively seeks out professional learning opportunities based on individual assessment of need and is a resource to others.
4c: participates in a professional community.	Administrative Assistant's relationships with colleagues are negative or self-serving, and the Administrative Assistant avoids being involved in district events and projects.	Administrative Assistant's relationships with colleagues are cordial, and the Administrative Assistant participates in district events and projects when specifically requested.	Administrative Assistant participates actively in district events and projects and maintains positive and productive relationships with colleagues.	Administrative Assistant makes a substantial contribution to district events and projects and assumes a leadership role with colleagues.
4d: collaborates with other Administrative Assistants.	Administrative Assistant rarely collaborates with other Administrative Assistants when the job requires.	Administrative Assistant needs support to collaborate with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires and is a resource to others.
4e: demonstrates interest in the welfare of	Administrative Assistant rarely considers the welfare of children and families.	Administrative Assistant needs support to consider the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families and is an exemplar to others.

children and families.				
Observations and/or comments explaining the ratings:				

Name:	School Year:
Assignment:	Length of Time in Current Assignment:
Date of Last Evaluation:	Evaluation Completed by:

Ratings:

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Domain 1: Knowledge, ability, and skills to accurately perform assigned duties

Level of Performance				
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1a: understands that primary responsibility of all administrative assistants is one of customer service	Administrative Assistant rarely interacts in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant needs support to interact in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant interacts in a customer service-oriented manner with parents, administrators, teachers, and/or fellow administrative assistants.	Administrative Assistant interacts using a cheerful manner with parents, administrators, teachers, and/or fellow administrative assistants and is a resource to others.
1b: has command of all assigned work duties and responsibilities	Administrative Assistant lacks the knowledge and skills to perform most assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to perform some, but not all, assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to effectively perform all assigned duties and responsibilities.	Administrative Assistant has the knowledge and skills to effectively perform all assigned duties and responsibilities and is a resource to others.
1c: has the technical grasp of the job while using universal	Administrative Assistant lacks the technical ability to use essential job-related	Administrative Assistant has the technical ability to use some, but not all, essential job-related	Administrative Assistant has the technical ability to use all essential job-related	Administrative Assistant has the technical ability to use all essential job-related

software systems.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc., and is a resource to others.
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Observations and/or comments explaining the ratings:				

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Domain 2: Attitude toward job assignments and initiative

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
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2b: has a positive attitude.	Administrative Assistant displays a negative attitude toward assigned duties and/or colleagues.	Administrative Assistant occasionally displays a negative attitude toward assigned duties and/or colleagues.	Administrative Assistant consistently displays a positive attitude toward assigned duties and/or colleagues.	Administrative Assistant consistently displays a positive attitude toward assigned duties and/or colleagues and is an example for others.
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2f: accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant needs support in accepting direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant accepts direction from his/her supervisor, including constructive criticism where applicable.	Administrative Assistant seeks direction from his/her supervisor, including constructive criticism where applicable and is an example for others.
2g: assists in locating the person or resources to help with requests not directly assigned to the administrative assistant	Administrative Assistant rarely assists in locating the person or resources.	Administrative Assistant needs support in assisting or locating the person or resources.	Administrative Assistant assists or locates the person or resources.	Administrative Assistant seeks opportunities to assist or locate people or resources and is an example to others.
2f: demonstrates initiative by taking on tasks outside of assigned duties to assist in the overall operation of the office.	Administrative Assistant rarely demonstrates initiative to assist co-workers.	Administrative Assistant needs support to demonstrate initiative to assist co-workers.	Administrative Assistant regularly demonstrates initiative to assist co-workers.	Administrative Assistant regularly demonstrates initiative to assist co-workers and is an example for others.
Observations and/or comments explaining the ratings:				

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COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
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3b: completes his/her work including emails, calls,	Administrative Assistant rarely completes work by agreed upon deadlines.	Administrative Assistant needs support to complete work by agreed upon deadlines.	Administrative Assistant completes work by deadlines.	Administrative Assistant consistently completes work by agreed upon deadlines

				and is an example for others.
3c: effectively communicates with parents, administrators, teachers, and/or co-workers.	Administrative Assistant rarely communicates effectively with parents, administrators, teachers, and/or co-workers.	Administrative Assistant needs support to communicate effectively with parents, administrators, teachers, and/or co-workers.	Administrative Assistant communicates effectively with parents, administrators, teachers, and/or co-workers.	Administrative Assistant communicates in a welcoming and cheerful manner with parents, administrators, teachers, and/or co-workers and is a resource and example for others.
3d: effectively organizes the physical workspace.	Administrative Assistant rarely organizes his/her workspace effectively.	Administrative Assistant needs support to organize his/her workspace effectively.	Administrative Assistant organizes his/her workspace effectively.	Administrative Assistant organizes his/her workspace effectively and is an example for others.
Observations and/or comments explaining the ratings:				

Domain 4: Professionalism

Level of Performance				
COMPONENT	**UNSATISFACTORY**	**NEEDS IMPROVEMENT**	**PROFICIENT**	**EXCELLENT**
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	involved in district events and projects.	events and projects when specifically requested.		
4e: collaborates with other Administrative Assistants.	Administrative Assistant rarely collaborates with other Administrative Assistants when the job requires.	Administrative Assistant needs support to collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires and is a resource to others..
4f: demonstrates interest in the welfare of children and families.	Administrative Assistant rarely considers the welfare of children and families.	Administrative Assistant needs support to consider the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families and is an example for others.
Observations and/or comments explaining the ratings:				

Gurnee School District 56
Non-Certified Performance Evaluation Form

Name:_____Position:_____

School Year:_____   Years in District:_____   Building/Site:_____

Areas of Competency	Improvement Needed	Good	Outstanding	**Comments** Comments are encouraged for any rating, but are <u>required</u> for "Improvement Needed"
Quality of work. Accuracy, completeness, thoroughness, neatness				
Quantity of work: Amount of work done				
Knowledge: Knowledge of methods, materials, objectives, and other fundamental information skills needed to fulfill responsibilities				
Adaptability: Ability to learn and perform as circumstances change and during emergencies				
Ability to grasp detail and to comprehend the difference between what is important and what is trivial				
Work Habits: Organization of work, time tending to tasks, productive use of equipment, safety, industry, and responsiveness				
Relationships: Ability to interact positively with other employees and the public				
Dependability: Degree to which he/she can be relied upon to do the job without close supervision, is punctual, and can be trusted to attend to job responsibilities				
Attitude: Interest in work, willingness to satisfy requirements and to accept suggestions, to be loyal to the organization, and to engage in ethical conduct				
Judgment: Soundness of decisions and application of logic and common sense				

Comments by evaluator:

Comments by employee:

Future professional goals:

Date of conference:_____

Signatures:

_____   _____
Employee   Evaluator

_____   _____
Date   Date

Signature indicates that the evaluation has been read and discussed but does not necessarily indicate agreement with the contents

Copies: Employee   Evaluator   Employee's personnel file