



Bloomington School District 13



2026-27 Staffing Plan

RATIONALE

The Board of Education has been committed to increase the salaries of the staff over the years through the collective bargaining process and by directly addressing hourly minimum wage increases ahead of the schedule set forth by the State of Illinois. District 13 is heavily dependent upon local residential property taxes; which under the Property Tax Extension Limitation Law of 1994 using the December Consumer's Price Index for all consumers, has limited the District's ability to access the full wealth of local properties over time. These factors working together led to a structural deficit in the Education Fund. The Board of Education requested that the Administration address the problem by finding ways to balance the budget based on incoming revenue with anticipated expenditures. With nearly 80% of the expenditures of the Education Fund directly related to the salary and benefits of the employees, the development of a staffing plan has been an annual practice to help in the development of the District Annual Budget.

DESIGN

Throughout the year, the Board has received quarterly updates on the FY2026 Budget and can track expenses in the bills payable portion of each monthly business meeting. A five-year financial projection is being presented this evening which helps provide perspective of the importance of staffing decisions and their impact on the strength of available District fiscal resources. The completion of collective bargaining with the Teachers and Paraprofessionals Councils will help in the ability to balance available financial resources to address the needs of students for many years ahead.

RETIREMENT INCENTIVE

The Board of Education successfully negotiated a retirement incentive with the teachers and paraprofessionals in their most recent contracts. The purpose of the incentive is to reward teachers and paraprofessionals for their years of service to the Bloomington community and provide for fiscal flexibility as the District fills these positions with less experienced candidates. It is the belief of the Administration that the retirement incentive over the term of both contracts will lead to reduced costs that will aid in the correction of the structural deficit in the Education Fund. In 2025-2026, one teacher will be retiring and in 2026-2027, two teachers have expressed their intent to retire.

LEAVES AND JOB SHARES

Four teachers have elected to take an unpaid leave of absence for a year (three for maternity reasons, one for family reasons) for the 2026-2027 school year. They will need to notify the District of their intent to return by December 15, 2026 or it will result in a resignation of their position. The job share opportunity contained within the Teacher's Council contract was not used by any staff members this year and although there was interest by two teachers for a job share for next year, they did not meet the deadline outlined in the negotiated agreement.

PARAPROFESSIONALS

Paraprofessionals have been a valuable asset for the District for years as they support instructional practices, build relationships with students, act as substitute teachers, and fulfill the required components in the individual educational plans (IEPs) of many special education children. The Board of Education negotiations team recently came to tentative agreement with the Bloomingdale Paraprofessional Council with a proposed five-year agreement. The maintenance of this relationship will lead to a greater understanding of the resources needed to provide this essential support service for students and staff. It is the hope of the District to reduce the number of third party contract paraprofessionals; which is the result of a depleted number of qualified candidates to do this most important work.

INSTRUCTIONAL ROLES AND CHANGES

The District heard from the public on November 5, 2024 when a clear majority of residents voted against increasing taxes for the purpose of increasing staff for full day kindergarten. This was necessary to ask upon the passage of HB 2396 in 2023 that required public schools to offer full day kindergarten programming within 4 years of its passage. With that being said, the District will maintain current staffing levels in anticipation of the need to reclassify teaching staff in the Fall of 2027 to accommodate the additional sections of kindergarten. This will involve movement of teachers in all three buildings based on their licenses, but should not result in the loss of personnel. Before any vacant instructional staff positions are posted, the administration will review student enrollment and schedules to ensure that the position is necessary in maintaining the quality of programming the community expects from the District.

SPECIAL EDUCATION

There has been extraordinary interest in the blended preschool room at Erickson. This room serves students with disabilities as well as their non-disabled peers in a half day tuition based program that the District has coordinated with the Park District. This year, the number of students have created a waiting list, many of whom are residents in the District. Beginning in the 2026-2027 school year, the District will operate the tuition based blended preschool without the partnership with the Park District.

This popularity has also placed pressure on the structured programs with students needing a room to receive special education support before transitioning full time into the general classroom environments of their peers. As a result, a Grade 2-3 structured classroom will be opened at DuJardin to accommodate the needs of the students. NDSEC also informed the District that they are unable to find a school psychologist to serve the needs of students and families at DuJardin. The District has posted this hard to find position already and in the event a candidate cannot be hired prior to the start of next school year, a third party contract school psychologist may have to be hired.

ADMINISTRATION

Dr. Vicki King will enter her first year as Superintendent on July 1. Joining her will be Maureen Kidd as the next Director of Special Education and Student Services. Both of these leaders will be taking personal time to learn the District in their transition from their current roles in education. A vacancy has been created in the resignation of the Assistant Director of Technology, which will not be filled in the immediate future.

CUSTODIAL AND ADMINISTRATIVE ASSISTANTS

Going into the 2026-2027 school year, the District will be adding two custodians; one for Westfield and one for Erickson. With the additional square footage being added to these buildings, it will be necessary to increase the staff to maintain a clean and safe environment for students. DuJardin will see an increase on one additional custodian in the fall of 2027.

In an analysis of District needs, I am recommending the addition of a Human Resource/Public Relations Coordinator position that would be added to the Business Office as early as July 1. This would be a twelve-month salaried position within the salary range of those staff members in the District Office administrative assistant staff group. The individual would not be an administrator; rather they would be in charge of maintaining personnel files, fingerprinting and coordinating the initial employment process of new staff members, posting vacant positions, setting up interview protocols along with many other tasks that are currently split up among many staff members in the District Office. In addition, the coordinator would be in charge of the social media pages of the District, website maintenance, press releases, photographs of school events, and other duties to communicate District messages effectively to the community. The job description for the role is attached.

To create greater efficiency for the Technology and Buildings and Grounds Departments, I am also proposing the hiring of a 10 ½ month administrative assistant to be shared. This individual would be in charge of submitting necessary purchase orders, responding to work requests and bringing those of high priority to the immediate attention to either department. The assistant would gather, check and submit time sheets for hourly employees to the Business Office as well as handle vendor calls for both departments.

EXTRA DUTY

During the 2025-2026 school year, there were 128 extra duty activities and a total of 77 staff members involved in the fulfillment of District extra-curricular activities. Intramurals, Drawing Club, Breakout Club, and Yoga Club were initiated for the first time during this school year. Student interest in other clubs and activities are being investigated and could result in new additions to the extra duty offerings for student consideration in the 2026-2027 school year.

STUDENT ENROLLMENT GROWTH

The slow growth in student enrollment has temporarily stalled as student enrollment peaked around 1,350 per year for the past couple of years. Currently, student enrollment stands at 1,280 students at all three schools, which is 58 students fewer than at the end of last year. This figure has varied since 2012 when the enrollment was approximately 1,235 students. The highest enrollment I could find for the District was back in 1999-2000 when 1544 students were in all three schools. The most recent projections of student enrollment data were shared at the January 27th Board of Education meeting and small fluctuations of growth and decline in numbers will continue in District 13.

The purpose of analysis of this data is to determine the available space for the students as well as keeping staffing at levels that maintain class sizes between 20 to 28 students based upon their age and ability to work and function independently.

SUMMARY

Bloomington School District 13 has made great strides in fairly compensating their employees for the past several years. In an effort to balance the FY 2026 Budget based on a split Consumers Price Index tax cap of 2.9% in 2024 and 2.7% in 2025, decreased funding from the State and Federal Governments, and the collection of local fees, action has been required now to address expenditures to achieve this goal. The staffing plan will help guide the development of the FY2027 Budget while not compromising the quality of service the professionals in District 13 deliver daily to the students and families in our community.



Human Resource/Public Relations Coordinator	
Role / Level:	12 month non certified
Qualifications:	<ul style="list-style-type: none"> Associate's or bachelor's degree preferred, SHRM Certification preferred; Two years' experience in human resources and public relations or demonstrated competence in the tasks assigned; Demonstrated competence in the use of computers; Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
Reports to:	Director of Finance/CSBO
Job Goals:	<p>To support the mission, vision, and core values of the Bloomington School District:</p> <p>Our Mission: Developing actively involved learners, well-rounded students and responsible citizens in partnership with the community.</p> <p>Our Vision: An exceptional, individualized education for each and every student.</p> <p>Our Core Values: Ensuring every student learns; Treating others with honor and respect; Working together to achieve.</p>

PERFORMANCE RESPONSIBILITIES:

This role coordinates the District's Human Resources and Public Relations in collaboration with District Administration.

Human Resources & Benefits

- **Benefits & Pension:** Meet with staff regarding pension systems, employee benefits, and leave plans; process annual open enrollment; work with TCG and WEXs for Flexible Benefits and the 403(b) retirement plan. Assist with coordination of new staff orientation.
- **Payroll & Compensation:** Work with the Director of Finance to calculate all staff salaries, including extra duty; prepare annual pay rate notices/contracts; serve as backup for payroll processing.
- **Human Resource (HR) Administration:** Process all HR forms (hire, term, position requests, pay change); maintain personnel files; develop seniority reports; monitor open positions and vacancy notices; maintain knowledge of labor laws.
- **Compliance & Reporting:** Complete annual Affordable Care Act (ACA), Illinois State Board of Education Certified, and Support Salary and Benefits reports; every four years, complete the Equal Employment Opportunity Commission report and Regional Office of Education audit.

- Other Duties: Process workers' compensation and unemployment claims; monitor tuition reimbursement; determine retirement incentive eligibility for certified staff.

Public Relations & Communications

- Communication: Create and distribute district-wide newsletters and the annual report; conduct district-wide communication to the community.
- Digital Presence: Manage and maintain the District's social media pages and website.
- Media: Coordinate press releases; create audiovisual materials for community information purposes; take pictures at Board meetings and various events.
- Events: Lead the planning and delivery of the annual spring fling event.
- Other duties as assigned by administration

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hand and arms to reach. The employee is frequently required to sit, stand, walk and occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential job functions.

TERMS OF EMPLOYMENT:

Twelve-month salaried employee. Salary to be established by the Board. A fingerprint-based criminal background check is required for hire and employment with the District is contingent on the results.

EVALUATION:

Performance of this job will be evaluated in accordance with State and local laws and board policies.