

the  
ELGIN  
Agreement

2023-2027



AGREEMENT

between the

BOARD OF EDUCATION

DISTRICT U-46

ELGIN, ILLINOIS

and the

ELGIN TEACHERS ASSOCIATION

an affiliate of the

ILLINOIS EDUCATION ASSOCIATION

and the

NATIONAL EDUCATION ASSOCIATION

The individuals whose names appear below, representing the Elgin Teachers Association and the Board of Education, District U-46, in their respective capacities, have contributed their best efforts, in mutually good faith, to the development of this Agreement.

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## Preamble

This Agreement, entered into this 9<sup>th</sup> day of August, 2023, is by and between the Board of Education District U-46, Elgin, Illinois, hereinafter called the “Board,” and the Elgin Teachers Association affiliated with the Illinois Education Association and the National Education Association, hereinafter called the “Association.”

### **WITNESSETH:**

**WHEREAS**, the Board and the Association recognize that the ultimate aim of public schools is to provide the best education possible for children and youth in the district, the attainment of positive educational objectives and the formulation of quality educational programs is a joint responsibility of the Board, the administrative and supervisory staff, and the professional teaching personnel; and

**WHEREAS**, the parties recognize that teaching is a profession requiring specialized educational qualification and that the quality of the educational program in the district is affected by the maximum utilization of the abilities of teachers and the quality and morale of the teaching staff; and

**WHEREAS**, the Board has agreed to negotiate in good faith with the Association as the exclusive representative of its teaching personnel with respect to salaries, and other terms and conditions of employment; and

**WHEREAS**, the parties, following extended and deliberate negotiations, have agreed upon the following:

# **ARTICLE I**

## **Recognition**

### **1.1 ASSOCIATION RECOGNITION**

The Board recognizes the Association as the sole and exclusive negotiating agent for the certificated employees of the district except the following classifications: superintendent, assistant superintendents, principals, assistant principals, and other full-time administrative or supervisory positions. High school department division heads, athletic directors or other part-time administrative or supervisory personnel are not included in the negotiating unit. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

The word teacher will be defined as certificated employee, which is the equivalent of the statutory requirement of licensed. The word teacher includes but is not limited to Career Technical Educator, Certified School Nurse, Classroom Teacher, Non-Traditional Teacher/Non-Classroom Teacher, School Counselor, School Psychologist, Social Worker, Speech Language Pathologist and other similar employees.

## **ARTICLE II**

### **Association and Teacher Rights**

#### **2.1 NON-DISCRIMINATION**

(ASSOCIATION MEMBERSHIP AND ACTIVITY)

Neither the Board, nor the Association, will discriminate against any teacher because of membership or non-membership in the Association, participation or non-participation in negotiations, or because of the exercise or non-exercise of the right to file grievances or otherwise seek legally to enforce this Agreement. The Association agrees that it will fairly represent all teachers.

#### **2.2 RIGHTS BY LAW**

Nothing contained in this Agreement, unless expressly so stated, will be construed to deprive the Board or any teacher of any right afforded by law. Enforcement of any right afforded by law (as opposed to rights created or recognized in this Agreement) will be had exclusively through the procedures afforded by that law, and not by procedures established by this Agreement, except as expressly stated herein.

#### **2.3 SCHOOL FACILITIES AND EQUIPMENT**

##### **2.31 FACILITIES FOR MEETINGS**

The Association and its representatives will have the right to use school building facilities upon prior request at all reasonable hours for meetings, provided that when special custodial service is required, the Board may make a reasonable charge therefore.

##### **2.32 USE OF FACILITIES AND EQUIPMENT**

The Association and its representatives will have the right, upon prior request, to use school facilities, office and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association will pay for the reasonable cost of all materials and supplies incidental to such use.

##### **2.33 USE OF FACILITIES BY NON-DISTRICT PERSONNEL**

In scheduling the use of school district facilities, school district curricular or extra-curricular activities will be given preference over any not-previously-scheduled use of facilities by outside non-school district individuals or groups.

## **2.4 ASSOCIATION COMMUNICATIONS AND BUSINESS**

### **2.41 BULLETIN BOARDS; MAIL SERVICE**

The Association will have the right to post notices of activities and matters of Association concern on bulletin board(s). The appropriate locations and assigned space will be mutually arrived at by the principal and Association Faculty Representatives. The Association will have the right to use the school district mail service, including teacher mailboxes, for communications to teachers related to its responsibilities as the exclusive bargaining representative. The ETA Office will be a stop on the regular school district mail delivery route. All postings and correspondence will be identified as to its source. All mail that is sent to a building addressed to an employee or is placed in their mailbox is considered the personal property of that employee and will not be subject to search or seizure without the employee's permission.

### **2.42 ASSOCIATION BUSINESS ON SCHOOL PROPERTY**

Representatives of the Association and its affiliates will be permitted to transact official Association business on school property. There will be no interruption of operations during the school day. Teachers will attend regularly-scheduled or emergency building or district meetings when such meetings conflict with Association building meetings.

### **2.43 ASSOCIATION REPRESENTATIVES VISITING SCHOOLS**

The Association President, Vice-Presidents and/or UniServ Director(s) will be allowed to visit schools to investigate teaching conditions, teacher complaints, problems, or for other purposes, relating to Association affairs, provided that they make their presence known to the proper official upon entering the building.

### **2.44 ANNOUNCEMENTS AT FACULTY MEETINGS**

The Association Faculty Representative will be given an opportunity at each building faculty meeting to present brief reports and announcements subject to prior notice to the immediate supervisor.

## **2.5 ASSOCIATION-BOARD COMMUNICATIONS**

### **2.51 INFORMATION-SHARING**

The Association will be furnished, upon request, all regularly and routinely prepared information concerning the financial condition of the school district and the monthly Board reports and minutes. In addition, the Board and administration will grant reasonable requests for any other available and pertinent information which may be relevant to negotiations or to the processing of grievances. Nothing herein will require the central administrative staff to research and assemble information. The Association will furnish copies of pertinent

information as reasonably requested by the superintendent or by the Board. The Association will be provided with an administrative structure chart, and with job descriptions of certificated non-bargaining unit positions. Future changes in either will be communicated to the Association as soon as possible. The Board will provide the Association with a completed copy of the annual audit by October 15th of each year, or within 5 days of submission to ESR, whichever occurs first.

## **2.52 ASSOCIATION RECOGNITION AT BOARD MEETINGS**

The Board agrees to recognize the Association President or Vice-President at its regular meetings to discuss appropriate topics. To ensure proper consideration of each topic, the Association President or Vice President will send topics with rationale to the Superintendent 48 hours prior to agenda being created by the District. A draft of comments will be provided to the Superintendent and School Board no later than 1 pm on the day of the school board meeting. The Association President or Vice-President will not use this channel to circumvent the negotiations process.

## **2.53 MONTHLY CONTRACT MEETINGS**

Representatives of the superintendent and the Association will meet once a month during the regular school year at a time convenient to both parties for the purpose of discussing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the negotiations or the grievance procedure. Further, each party will submit to the other, at least twenty-four (24) hours prior to the meeting, an agenda covering what they wish to discuss. This agreement will be subject to change or supplement at any time by mutual consent of the parties hereto. Any such change or supplement agreed upon will be reduced to writing, signed by the parties hereto, and submitted to the Board and the Association for approval, the same as this Agreement.

## **2.54 SCHOOL/DEPARTMENT COMMITTEES**

### **2.54.1 COMPOSITION**

The teachers in each school/department and in each of the Special Services Departments will elect representatives to a school/department committee as follows:

- (a) Elementary - will elect one teacher from each grade level and one teacher from special services.
- (b) Secondary - will elect one teacher from each department and one teacher from special services.

- (c) Special Services - will elect on a ratio of one (1) per ten (10) teachers or fraction thereof in each department, but not fewer than three (3).

Notwithstanding the foregoing, prior to the formation of the committee for any school year, a majority of all the teachers and the school/department administration may mutually agree to vary the size and composition of the school/department committee for their school/department, provided that in no event will the school/department committee have fewer than three (3) teachers. Absent such mutual agreement for any school year, the composition of the committee will be as set forth above.

The committee will elect its chairperson and secretary.

#### **2.54.2 SCOPE OF ACTIVITY**

The committee and the administration will discuss and jointly address school safety and discipline, financials, staffing recommendations, scheduling and the site calendar, facilities management, procedures and operations, and building/department culture. The committee and the administration will review and jointly affirm the site budget. The committee and administration will discuss and establish a procedure for internal classroom coverage/substitution. A staffing report will be given at the February and May meetings of the committee as well as reviews of all appeals as stated in Section 8.1.

The committee will discuss with the administration items which will include but not be limited to: issues regarding the organization and procedures within that school or department and issues within that school or department relating to the implementation of this Agreement or district-wide Board policies. The committee and administration will endeavor to make decisions about how their plans and initiatives should be implemented, including the formation of committees for this purpose, through a consensus process. In the spring, a tentative list of committees/events for the next year will be developed and communicated.

The committee will identify a portion of non-attendance day(s), which will be dedicated to parent-teacher conferences, parent-teacher meetings and / or programs as set forth in Section 15.32 of this Agreement. After consultation with the SIP team, the identification of which non-attendance day(s) will be dedicated to activities set forth in Section 15.32 of this Agreement will occur no later than the last School Department's meeting of the prior school year.

### **2.54.3 FUNCTIONING**

The committee will meet as needed, but not less frequently than monthly with the administration. The committee will prepare and distribute an agenda to all teachers two (2) days prior to the committee meeting. School/department committee minutes will be distributed to all teachers within two (2) days of a meeting. All members of the school/department committee will receive copies of the school/department budget by November 1 of each school year and the regular monthly update each month thereafter. Two working days before each committee meeting, administration will provide the committee with a monthly financial report as provided to the Board of Education, and the regular monthly building/special services department budget update.

### **2.55 TEACHER INVOLVEMENT IN BUILDING PLANNING**

The planning of all new building educational specifications will include the active involvement of Association-appointed teachers.

### **2.56 BUILDING POLICIES**

Teachers will be advised of building policies and proposed new policies.

## **2.6 PAYROLL DUES DEDUCTIONS**

### **2.61 ASSOCIATION DUES DEDUCTIONS**

Any teacher who is a member of the Association may sign and present to the Board an assignment authorizing deduction of membership dues in the Association. Pursuant to such authorization, the Board will deduct such sum as specified by the Association in one (1) full payment or in equal payments starting in the month in which authorization begins.

Such authorization will continue in effect from year to year unless revoked in writing between June 1 and August 15 of any year. Whenever possible, deductions will be remitted to the treasurer of the Association within three (3) days after the deduction(s) are made. A computerized list of the names, employee IDs, and amount deducted from each individual will also be submitted to the Association within ten (10) days following each deduction. Upon termination of a teacher's employment, the Board will deduct all unpaid Association dues from the remaining paycheck(s).

The Association will defend the District and hold it harmless from any claim(s) or liabilities arising out of the administration of this Section 2.61.

### **2.62 OTHER DEDUCTIONS**

Upon appropriate written authorization from the teacher, the Board will deduct from the salary of any teacher and make appropriate remittance for tax sheltered annuities, Kane County Teachers Credit

Union, United Community Fund, insurance or any other plans or programs jointly approved by the Association and the Board. Deduction for tax sheltered annuities will be transmitted to authorized companies within five (5) business days of each pay day. The Board will allow teachers to make changes in these deductions in any month as long as the Human Resources Office receives written notice prior to the month in which the deduction is to become effective.

**2.7 PRIVATE LIFE OF TEACHERS**

The private and personal life of any teacher is not within the appropriate concern or attention of the Board, and the Board will take no position concerning such activities, subject to the Board's right to evaluate any teacher's competence, performance, or effectiveness as a teacher.

**2.8 NON-DISCRIMINATION**

The provisions of this Agreement will be applied without regard to race, creed, color, religion, national origin, age, sex, or marital status.

**2.9 ORIENTATION OF NEW TEACHERS**

The parties will jointly design a New Teacher Orientation. A block of ninety minutes will be designated for use by the Association to introduce new teachers to Association leaders and to explain Association programs and services. Additional time may be agreed upon between the Board/designee and the Association. The Association will bear all costs incurred for this part of the program.

**2.10 ASSOCIATION PRESIDENT RELEASE**

The Association President will be released from not less than three-fifths of their teaching duties for the purpose of performing their duties as Association President. They will be encouraged, but not required, to attend faculty meetings, workshops, conferences, or institutes and will not be given non-teaching or extra-curricular assignments during the school year. They will be paid on the regular salary schedule and will be returned to full-time status in the same department upon termination of the period. They will be considered a full-time employee of the district with respect to the Illinois State Teachers Retirement System, all fringe benefits, tenure status, seniority, and placement on the salary schedule.

The Association will reimburse the District for the salary and pension of the substitute for that portion for which the President is released. The salary and pension will not exceed an amount equivalent to the beginning salary and pension.

**2.11 ASSOCIATION SECURITY**

The tenured members of the Association's Board of Directors will be deemed to possess top seniority within their established statutory grouping in any reduction in force. The President of the Association will certify all eligible persons during the first week of school and their eligibility will extend for one year or until a notice is sent from the Association President to decertify a particular person

**2.12 TEACHER DISCIPLINE**

In the event the District takes a disciplinary action against a teacher, the standard to be applied is whether or not the disciplinary action was for just cause. It is specifically agreed that this section does not address any right held by the Board of Education concerning non-disciplinary matters, including but not limited to probationary period dismissals, 105 ILCS 24-11, and action taken per evaluation plans, 105 ILCS 5/24A-5.

**2.13 STAFF DIRECTORY FOR ASSOCIATION**

The Association President and UniServ Director will be provided an electronic copy of the current professional staff directory by October 1 of each year, to be updated by those parts of the Board Report relating to newly-employed professional staff members. Such directory will include both an alphabetical listing of employees and a list of employees by building or department, as applicable.

**ARTICLE III**  
**Board's Rights**

The Association recognizes that the Board has responsibilities and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law and will be limited only by the provisions of this Agreement.

## **ARTICLE IV**

### **Negotiations Procedures**

#### **4.1 NOTICE TO MODIFY, AMEND OR TERMINATE**

If either party desires to modify, amend, or terminate this contract, a written notice must be submitted to the other party during the period of March 1 to March 31. The parties may also mutually agree to modify or amend prior to March 1. Negotiations meetings will be held as necessary at times and places mutually agreed to by both parties.

#### **4.2 PROCEDURES**

In any negotiations described in this Article, neither party will have any control over the selection of the negotiating representatives of the other party. A maximum of eight designated representatives to be selected by the Board and a maximum of eight designated representatives to be selected by the Association will meet for the purpose of negotiating and seeking agreement. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each will be clothed with all necessary power and authority to make proposals, consider proposals, and/or compromise in the course of negotiations, subject only to such ultimate ratification.

Throughout negotiations, all tentative agreements will be signed by a representative designated by each party. During the course of any negotiations described in this Article, the parties mutually pledge to deal with each other openly and fairly and to sincerely endeavor to reach agreement.

For the purposes of this section, to bargain collectively is the performance of the mutual obligation of the employer and the representatives of the employees to meet at reasonable times and confer in good faith with respect to wages, hours and other terms and conditions of employment, or the negotiations of an agreement or any question arising thereunder, and the execution of a written contract incorporating any agreement reached if requested by either party, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

### **4.3 IMPASSE PROCEDURE**

#### **4.31 MEDIATION**

If after a reasonable period of negotiations and within 90 days of the scheduled start of the forthcoming school year agreement has not been reached on all items, either party may request mediation as a means of attempting resolution of the item or items in dispute. The Federal Mediation and Conciliation Service will be requested by the parties to appoint a mediator from its staff.

#### **4.32 COSTS**

Any cost incurred through mediation will be shared equally by the Board and the Association.

## **ARTICLE V**

### **Grievance Procedure**

#### **5.1 GRIEVANCE DEFINITION**

Any claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

#### **5.2 TEACHER PROTECTION**

All teachers will be entitled to fair, reasonable and equitable treatment when processing grievances. A teacher who participates or intends to participate in any grievance as described herein will not be subjected to discipline, reprimand, warning, or reprisal because of such participation or intention. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participant.

#### **5.3 TEACHER RIGHTS**

Any teacher will have the right to present grievances in accordance with these procedures and to be represented by the Association. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with their immediate supervisor and having the grievance resolved, provided the resolution is consistent with the provisions of this Agreement.

#### **5.4 TIME LIMITS**

The time limits provided in this Article will be strictly observed. Time limits may be extended by written agreement of the parties or by verbal agreement in scheduling Step II and Step III hearings. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board will use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Whenever illness or other incapacity of the grievant and/or involved administrator prevents his presence at a grievance meeting, the time limits will be extended to such time that said party can be present. When such grievance meetings and conferences are held during school hours, all employees whose presence is required will be excused, with pay, for that purpose.

#### **5.5 CONFORMITY WITH AGREEMENT**

Adjustment of any grievance as described herein will be consistent with the provisions of this Agreement.

## **5.6 ADVANCED STEP FILING**

A grievance claim on behalf of two or more teachers having the same grievance and grievances involving an administrator other than building level administrators may be filed by the Association at Step II of the formal grievance procedure. In all instances, grievances filed by the Association must be filed within ten (10) school days after the event giving rise to the grievances unless the grievant(s) could not have known about the event in the exercise of reasonable diligence, in which case the period will be ten (10) school days from the time when the event should have been known in the exercise of reasonable diligence. No grievance will be adjusted without prior notification to the Association and opportunity for an Association representative to be present.

## **5.7 WITHDRAWING GRIEVANCES**

A grievance may be withdrawn at any level by the grievant.

## **5.8 PROCEDURES**

Any teacher who believes there is a basis for a grievance may discuss the matter informally with their immediate supervisor.

### **5.81 FORMAL GRIEVANCES**

The following formal grievance procedure may be invoked by a grievant: (*See* Appendix A - Grievance Report Form).

#### **STEP I (IMMEDIATE SUPERVISOR)**

The grievant may submit to the immediate supervisor, within twenty (20) school days after the event giving rise to the grievance unless the grievant(s) could not have known about the event in the exercise of reasonable diligence, in which case the period will be twenty (20) school days from the time when the event could have been known in the exercise of reasonable diligence, a statement of the nature of the grievance and provisions of the Agreement allegedly violated, and the relief sought. A copy of the grievance will be submitted by the teacher to the Association representative and by the immediate supervisor to the superintendent. Within ten (10) school days of receipt of the Grievance Report Form, the immediate supervisor will meet with the teacher and the Association representative in an effort to resolve the grievance. The immediate supervisor will indicate his disposition of the grievance within ten (10) school days after such meeting by completing Step I of the Grievance Report Form and returning it to the teacher. The Association and the Superintendent will both be notified in writing as to the disposition of the grievance.

## **STEP II (SUPERINTENDENT)**

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within the above-stated time limits, the grievant will complete Grievance Report Form, Step II within seven (7) school days after receiving the immediate supervisor's disposition or after the above-stated time limits have expired and submit the grievance to the superintendent. Within ten (10) school days the superintendent and/or their designated representative will meet with the grievant and their Association representative. Within ten (10) school days of the meeting the superintendent will indicate in writing their disposition by completing their portion of Step II and forwarding it to the grievant. The Association and the immediate supervisor will be notified of said disposition.

## **STEP III (BOARD OF EDUCATION)**

If the grievant is not satisfied with the disposition made by the superintendent, or if no disposition has been made within the above-stated time limits, then the grievant will complete Grievance Report Form, Step III within seven (7) school days after receiving the disposition of the superintendent or their designee or after the above-stated time limits have expired, and submit the grievance to the Board by filing a copy with the President of the Board and the superintendent or, upon mutual written agreement of the Board and the Association, to arbitration before an impartial arbitrator as hereinafter provided.

If the grievance is submitted to the Board, the Board at its next regularly-scheduled meeting, or subsequent meeting as agreed by the grievant, will meet with the grievant, the Association representative, and the superintendent and/or their designee, to review such grievance in executive session or give such grievance the consideration as it will deem appropriate. The disposition by the Board will be made to the grievant by completing Grievance Report Form, Step III, within seven (7) days of the meeting. A notification of such disposition will be furnished the grievant, the Association, and the immediate supervisor.

## **STEP IV (ARBITRATION)**

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made by the Board within the period above provided, or if the Board and the Association have chosen to instead submit the grievance to arbitration, the grievance may be submitted to arbitration before an impartial arbitrator by the Association's completion of Grievance Report Form, Step IV, and filing of same with the Board. If the Association fails to forward to the Board

the Grievance Report Form, Step IV, within twenty (20) school days of receipt by the Association of the Board's disposition, when Step III has been used, then the grievance will be considered waived.

If the American Arbitration Association is not notified within thirty (30) days of the notification to the Board, the grievance will be considered waived. If the parties cannot agree as to the arbitrator, they will be selected by the American Arbitration Association in accordance with its rules, which rules will likewise govern the arbitration proceedings. Both the Board and the Association will have the right to reject one panel in its entirety and request that a new panel be submitted. Either party has the right to request that any panel that is submitted be limited to members of the National Academy of Arbitrators. The arbitrator will have no power to alter, add to, or subtract from the terms of this Agreement. The Board and the Association will not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. Both parties agree that the award of the arbitrator will be final and binding. The Board and the Association will share equally the cost of the arbitration.

**5.9 REPRESENTATION AND WITNESSES**

In any grievance meeting or hearing, either party may bring such witnesses and/or representatives as the respective party may select.

## **ARTICLE VI**

### **Teaching Conditions and Physical Setting**

#### **6.1 SUPPORT AND EQUIPMENT**

The Board agrees to provide technology and equipment that are determined to be necessary for each individual site, school or program by the Board or its designee: examples of technology and equipment may include, but are not limited to, keys, FOBs, laptops, smart boards or tablets. In addition, the Board agrees to make available in each school adequate duplicating, electronic documentation or comparable copying facilities to aid teachers in the preparation of instructional materials. The Board will provide adequate support to all teachers for technology, equipment and the preparation of instructional materials and non-teaching tasks.

Support will be provided to all teachers for the preparation of instructional materials and related non-teaching tasks. This support will be provided for not less than the total number of student attendance days. The staffing level and hours for secretarial and clerical work are set forth in accordance with the DUSA Agreement.

The teachers at each school will select annually a committee who, with the principal or supervisor in each school, will mutually describe in writing the duties to be performed by the support personnel assigned to their school or department, with the primary, but not exclusive, duties being the preparation of instructional materials. The committee is responsible for the ongoing monitoring and configuration of the support plan.

#### **6.2 WORKING HOURS**

##### **6.21 DUTY-FREE LUNCH PERIOD**

All teachers will be entitled to a duty-free, uninterrupted lunch period equal to the regular, local school lunch period but not less than thirty (30) minutes in each school day. Accommodations for coverage will be provided for exceptional situations.

Teachers will be relieved or compensated should a student's medical, physical, behavioral and/or mental health emergency require them to work through their duty-free lunch.

##### **6.22 RELIEF PERIODS**

All elementary teachers may have at least a ten (10) minute relief period in both the morning and afternoon each day. It will be the teacher's responsibility, as spelled out in the School Code, to provide adequate

supervision for their class during their absence during these relief periods.

### **6.23 REPORTING AND DISMISSAL TIMES**

Teachers will be required to report for duty reasonably prior to the arrival of students so as to be prepared for class instruction and will remain on duty for a reasonable period of time after the students leave, so as to be available for student and/or parent conferences, and other professionally related tasks, subject to the provisions of Section 6.5, unless mutually otherwise agreed between the principal and the teacher. If the last day of the school year is a non-student attendance day, then any faculty meeting will occur within the hours of the scheduled work day. On high school exam days, teachers at the high schools will remain on duty until the end of the last exam for that day.

### **6.3 TELEPHONE FACILITIES**

Telephone facilities will be made available to teachers.

### **6.4 PARENT/STUDENT CONFERENCES**

A teacher will be notified as far in advance as possible in the event a conference is requested by a parent or guardian.

It is understood that parent and/or student conferences are normally held in the classroom. In the event another setting may be required, arrangements will be made for same through the principal.

### **6.5 TEACHER COLLABORATIVE TIME**

Beginning with the 2019 - 2020 school term, the following Teacher Professional Time will be implemented within the Board-approved school calendar and will be designated as Professional Practice Days, and District Collaborative Days, and School Improvement Days.

In each year there will be four (4) Professional Practice Days, and two (2) District Collaborative Days, and two (2) School Improvement Days not to exceed eight (8) total days for each teacher. Professional Practice Days, District Collaborative Days, and School Improvement Days will be 5 hours and 15 minutes in length (not including breaks or lunch) during the course of the normal school day, with specific hours of attendance to be determined by the School Improvement Plan team. Staff/Department meetings will occur either before or after a normal student attendance day for the site.

In the case where the teacher's instructional time is divided between sites, then the teacher will declare a home site by September 1 of the respective school year and will inform the building administrators of the declaration. Where no designation is made, the building administrators will determine the home site. These teachers may choose to fulfill

Teacher Professional Time at assigned sites and/or within District Area as defined in Section 13.12.1.

#### **6.51 PROFESSIONAL PRACTICE DAYS (PPD)**

On each PPD, all teachers will select to participate in an individual or collaborative activity with a defined group of colleagues and/or parents, students and families. PPD will be teacher dictated time that focuses on professional practice. A list of PPD activities may include but are not limited to: collaborating with colleagues to develop and implement curriculum, analyzing student data and growth, meeting in professional learning communities, grading, meeting with parents and reviewing student learning objectives. In addition, teachers may choose to attend, whether as a participant or facilitator, District provided or off-site professional development.

The individual teachers or collaborative teams will provide a copy of their agenda to the SIP team so that the SIP team may incorporate the information into their planning and reporting process. Submission of the agenda to a member of the SIP team will occur no later than 3 days following the PPD Day. The SIP Team will review the agendas in preparation for future school improvement needs and priorities. Teachers will work or meet for a total time not to exceed 5 hours and 15 minutes (not including breaks or lunch) scheduled during the course of the normal school day.

During months indicated on the District calendar as student progress monitoring months/meetings, Professional Practice Day will be used in conjunction with Parent/Teacher conferences as determined by the School Department committees as set forth in Section 15.32.

#### **6.52 DISTRICT COLLABORATIVE DAYS (DCD)**

On each DCD, teachers will be assigned activities aligned to the District Improvement Strategic Plan along with the work of the District Professional Development Committee and Instructional Council. Planning for these days will be done by District administration. Activities for these days may be implemented at the site level or in other District-wide groupings. The day will not exceed 5 hours and 15 minutes, (not including breaks or lunch) and be scheduled during the course of the normal school day.

#### **6.53 SCHOOL IMPROVEMENT DAYS (SIP)**

On each SIP Day, teachers will be assigned activities aligned to the Site School Improvement Plan in determination with the School Improvement Planning Team. Planning for these days will be done by the School Improvement Planning Team. Activities for these days will be implemented at the site level. The day will not exceed 5 hours and

15 minutes, (not including breaks or lunch) and be scheduled during the course of the normal school day.

#### **6.54 STAFF MEETINGS/DEPARTMENT MEETINGS**

Staff meetings will not exceed 80 minutes outside the normal school day in any month. The 80 minutes may be divided into 2 separate meeting times during the month and may be held prior to or after a normal school student attendance day. The scheduling of the monthly 80 minutes as well as the agenda(s) will be jointly determined by members of the SIP team and site administration. For programs without a SIP team, the SD will jointly determine the schedule and agenda with administration.

If additional meetings are required and scheduled after the school day and beyond the 80 minutes, teachers will receive pay in accordance with Section 10.47 of the Elgin Agreement for attendance.

#### **6.55 EMERGENCY STAFF MEETINGS**

When an emergency arises, an Emergency Staff Meeting may be called by the principal to resolve the issues involved. The staff will be given notice as far in advance as possible. Emergency Staff Meetings will not exceed one hour in length unless the staff and principal mutually agree to extend the time. These meetings will be defined as a meeting of the entire staff.

#### **6.6 ACCESS TO BUILDINGS AFTER HOURS**

When school is not in session, teachers will be given access to the building by arranging such access with the principal in accordance with the plan developed by the site School/Department Committee.

#### **6.7 CLASSROOM OBSERVATIONS/INTERRUPTIONS**

##### **6.71 NON-ADMINISTRATIVE OBSERVATIONS**

Observations of the teacher's class by persons other than district administrative personnel will be conducted only after arrangements have been made reasonably in advance with the teacher involved by the building principal, provided that the teacher may make such arrangements on their own initiative with notice to the principal.

##### **6.72 CLASSROOM INTERRUPTIONS**

Every effort will be made to provide that classrooms in which classes are being held will be free of unnecessary interruptions.

#### **6.8 SMOCKS AND SAFETY GLASSES**

The Board will continue to make available smocks and safety glasses for all teachers assigned subject areas where the teacher is subjected to

more-than-to-be-expected grease, dirt, chemicals, art materials, and similar agents.

**6.9 LOCKABLE SPACES**

A locker, file cabinet, or other comparable lockable space will be provided for each classroom teacher in their building. A lockable space will be provided for each teacher in each building to which they are assigned. This lockable space will be of adequate size to provide storage for each teacher's personal property and will be directly accessible.

**6.10 MAJOR BUILDING REPAIRS**

Major building repairs and improvements (excluding new construction) will be made during the time when the students are not present. Need for emergency repairs to make the repair or improvement, avoidance of premium construction costs and/or overtime and/or nonavailability of means to accomplish the work will be deemed legitimate basis to schedule the work during the time students are present.

**6.11 ADEQUATE HOUSING FOR TEACHERS**

A building administrator and the head Building Association Representatives will survey their respective buildings to determine the extent to which teachers are inadequately housed, including review of environmental concerns and safety concerns (such as working intercom system, door keys and exit plans). One survey will be conducted and completed by October 1 and the second survey will be conducted and completed by February 1. The purpose of the survey is to identify the problem situations and cooperatively work out solutions which might include the following: change schedules, move in a portable, divide a room, provide for ventilation and lighting, move the function to another location, no change. Results of the surveys will be shared as an issue with the School/Department Committee.

**6.12 TEACHER VISITATIONS**

Any teacher may request released time from regular teaching duties for the purpose of visiting and observing another classroom or other teaching situations in the school, in another school in the district, or in a school outside the district. Such visits and observations will be for the purpose of improving that teacher's teaching effectiveness and/or to report the observations to other teachers. Upon approval of the immediate supervisor, a substitute will be provided, in accordance with Section 10.32 of this Agreement, and without loss in pay to the teacher granted such approval.

**6.13 CLEANING AND MAINTAINING SCHOOL FACILITIES**

No teacher will be required to perform any cleaning or maintaining of school facilities other than stated in 105 ILCS 5/24-17 of the School Code.

**6.14 ADMINISTRATION OF MEDICATION**

Under no circumstances will teachers, except certified school nurses, be required to administer medication to students.

**6.15 COMPENSATION – MOVING CLASSROOMS**

Any teacher who is required to pack and move teaching materials from a classroom where the teacher teaches their full academic schedule, will be compensated \$100 for packing, moving, and unpacking the materials. This paragraph will not apply to teachers moving for voluntary reasons such as voluntary transfers or moving to a more preferable location and teachers who are not recalled prior to October 1st of the following school term.

## **ARTICLE VII**

### **Curriculum and Instruction**

#### **7.1 TEACHING EQUIPMENT/TEXTS/MATERIALS**

Each teacher will be provided texts, reference books, maps, laboratory equipment, audio-visual equipment, technology and equipment, curriculum supplies, art supplies, athletic equipment, periodicals, standard tests, and other comparable tools of the teaching profession as are reasonably requested for use in carrying out the prescribed educational programs at no cost to the teacher. Further, administration and teachers will use technology, equipment, textbooks and supplementary materials in a manner that reflects the cultural diversity of our District and supports the District's instructional programs in a manner that is culturally, linguistically and developmentally appropriate. This paragraph will apply to individualized as well as group-oriented educational programs. Supports and professional development will be provided for the implementation of the teaching equipment, texts, and materials referenced in this paragraph.

#### **7.2 INSTRUCTIONAL COUNCIL**

The Instructional Council is advisory and will be continued as a permanent source of recommendations on major instructional matters to the Board of Education. Guidelines regulating the functioning of the Council will be continued, except as modified by the Council pursuant to the terms of such guidelines and except as provided as follows:

##### **7.21 COMPOSITION/CHAIRPERSON**

- (a) Seven (7) members serving staggered three-year terms selected from the following groups will be appointed by the Elgin Teachers Association:
  - 1 Special Education Teacher
  - 2 General Education Elementary School Teachers
  - 1 Dual Language Elementary School Teacher
  - 1 Middle School Teacher
  - 1 High School Teacher
  - 1 English Language Learner Teacher
- (b) Eleven (11) members serving staggered three-year terms through elections conducted by the ETA from their respective groups as follows:
  - 2 Special Education Teachers
  - 3 Elementary School Teachers

- 2 Middle School Teacher
- 2 High School Teachers
- 1 English Language Learner Teacher
- 1 Early Childhood Teacher
- (c) Three (3) Community Members serving staggered three-year terms selected by the Council.
- (d) Two (2) administrative members appointed by their particular groups for terms of three years:
  - 2 Directors/Coordinators
- (e) Seven (7) members appointed by their particular groups for rotating two-year terms:
  - 2 Elementary Principals
  - 1 Middle School Principal
  - 3 High School Administrators
  - 1 At-Large Administrative Position
- (f) One permanent member:
  - Superintendent or their designee who will serve as permanent chairperson of the Council.

Terms: Appointed and elected members of the Council are limited to two consecutive terms on the council.

The Instructional Council will be co-chaired by one ETA member and one administrator from the above-listed representatives. The Committee will develop its rules for electing the chairs.

A Steering Committee comprised of ETA, administrative, and community members will be elected by the members of Instructional Council to work collaboratively with the chairperson in setting the agenda and processing proposals and information before bringing these items to the full council. The Steering Committee will also follow up on the activities and projects as directed by the Instructional Council.

## **7.22 SCOPE OF ACTIVITY**

Recommendations from the Council to be submitted to the Board for final action may include the following applicable initiatives: teaching techniques, areas of instruction, textbook selection, curriculum guides, pupil evaluation, implementation of a strategic technology plan, philosophy and educational goals of the district, research and experimental projects, educational specifications for new buildings, instructional programs such as Early Childhood, Specialized Student Services, and English Language Learners.

### **7.23 FUNCTIONING**

The Instructional Council will meet during the normal school day, monthly throughout the school year; however, monthly meetings may be cancelled or additional meetings may be added as necessary. In addition, the Superintendent, or their designee, in the Superintendent's /designee's discretion, may also require additional meetings as needed. The Instructional Council may appoint task force study committees to make recommendations to the Council. Whenever feasible, school district proposals for special federal, state, or private grants may be initiated and processed by the Council before such proposals are submitted to the respective state, federal or private agencies. The Instructional Council may request the services of persons with specialized expertise for information and recommendations as necessary. The Instructional Council may encourage, receive, and act on suggestions and recommendations made by school district personnel or community members. The Instructional Council will present its recommendations and reports to the Board through the Superintendent and Council Chairperson. The Board agrees to provide adequate secretarial/clerical assistance requested by the Instructional Council. All actions of the Instructional Council will be consistent with the provisions of this Agreement.

## **ARTICLE VIII**

### **Class Size, Class Load, and Specialized Instruction**

#### **8.1 ASSIGNMENT LOADS**

##### **8.11 SPECIALIZED STUDENT SERVICES CASE LOAD REVIEW PROCESS**

The Specialized Student Services (SSS) Department will review caseloads for special education teachers and related services staff on or about September 30, December 1, and February 1 of each school year. Ideal caseload sizes are considered based on a variety of factors, including, but not limited to, the number of students, number of minutes of service, the complexity of student needs, and State and/or federal regulations. If a caseload for an individual is considered to be excessive, the SSS Department will work collaboratively with the building principal, program administrator (if applicable), and educator to ameliorate the situation. Since each educator's workload is based on the specific students on the case load, the ways in which a situation could be improved will be dependent on the individual educator's workload.

If a special education teacher or related services staff member is not identified by the SSS Department as having an excessive workload following the three measurement dates listed above, the individual teacher/staff member may notify their principal/program administrator/ department lead for an individual review.

##### **8.12 CLASS SIZE REVIEW PROCESS**

Building principal (or designee) will provide class size data to the SD committee during the May meeting so that the SD can review projected enrollments for the coming school year. The purpose of this data sharing is for the SD committee to identify areas of concern relating to class sizes and composition, and to provide suggestions for changes to the principal (or designee). The principal (or designee) will inform the committee of any changes that are implemented, along with data pertaining to the changes, at the August meeting. After the August meeting, changes in enrollment may necessitate changes in staffing assignments, and any such changes will be communicated to the SD committee.

##### **8.13 EVALUATION OF TEACHING LOADS /CASELOADS**

Any teacher who feels that their teaching load/caseload is excessive may file a written request for an evaluation of the situation with the site administration/ immediate supervisor and School Department. The

administrator will provide the teacher with a written finding within five (5) school days of the request. The teacher may appeal the site decision to the Superintendent or their designee and Human Resources. The Superintendent/Designee will whenever possible, meet with the site administrator/immediate supervisor, the teacher, and the School Department representative within five (5) school days of the appeal. If such a meeting is not possible, arrangements will be made so that all parties can contribute evidence of the excessive load. The final decision of the appeal will be provided to the teacher and the site administrator/immediate supervisor within three (3) school days of the meeting.

## **8.2 CLASS LOADS**

### **8.21 HIGH SCHOOL**

#### **8.21.1 INSTRUCTIONAL LOAD**

High school teachers will have an instructional load not to exceed five (5) regular class periods. With the consent of a tenure teacher, the teacher may be assigned an annual instructional load exceeding five (5) regular class periods.

#### **8.21.2 OVERLOAD ASSIGNMENTS**

An overload is defined as an instructional load in excess of five (5) regular class periods. Overloads are assigned when a permanent teacher is on a leave of absence or when an assignment remains unfilled. The overload assignment will be in lieu of personal planning and preparation period for the duration of the overload.

For the purposes of this Section, no teacher may accept an overload if that teacher is assigned a class at that time period. If there is more than one qualified teacher within the department then the District will offer the overload to tenured teachers based on their statutory grouping order. If no tenured teacher accepts the overload, then the District will offer the overload to a pre-tenured teacher by statutory grouping order.

In the event a qualified teacher within the department does not accept the overload, the District will offer the overload to a qualified teacher outside of the department and within the building. The overload will be offered first to tenured teachers based on statutory grouping order. If no tenured teachers accept the overload, then the District will offer the overload to qualified pre-tenured teachers based on their statutory grouping order.

The selection of a first-year candidate for a sixth class will be a collaborative decision between the building Principal, Assistant

Principal, the ETA head representative in the building, and the School/Department Chairperson.

Overloads for unfilled assignments will be temporary until a permanent candidate is hired. This will generally happen at the end of the semester. Upon assignment of a permanent teacher, notice will be provided to the teacher holding the overload assignment and a transition plan will be developed in collaboration with both teachers and an administrator.

### **8.21.3 SUPERVISION**

Teachers will be assigned supervision. No position for which a stipend is paid may be substituted for supervision. The supervisory load during the student attendance day will not exceed an average of thirty (30) minutes per day over the year. If there are no volunteers, a teacher may be assigned one (1) study hall in lieu of one (1) instructional period. Supervision of students will include, but not be limited to the following: study hall, library, hallway, lunchroom, tutoring and/or supervision of a tutoring center, mentoring groups, college and career planning. Supervision duties will not include planning, preparation, or progress monitoring. Teachers who travel to multiple sites will not be assigned supervision. Such supervisory duties will be assigned each year pursuant to a plan jointly determined by the school/department committee and the building administration.

### **8.21.4 PLANNING AND PREPARATION**

For periods of the school day when a teacher is not otherwise assigned to instruction, lunch, or supervision, the use of the professional time is at the discretion of the teacher. Meetings may occur during this time when scheduled in advance and mutually agreed upon by the individuals.

### **8.21.5 COLLABORATION**

Teacher-led teams will collaborate by using a research-based Professional Learning Community (PLC) framework to improve student learning outcomes through strengthening and guiding curriculum, instruction, and assessment that support the academic and social-emotional needs of students.

Administrators will collaborate with department members to determine collaborative teams. Collaborative teams will generally be composed of teachers who teach the same course. If a teacher is assigned to more than one course, the administration will consider teacher preference when determining collaborative teams. Inter-school teams may be established when there is only one teacher of a content in a building. Teams made up of teachers from multiple buildings may

meet virtually. Tentative teams will be announced by June 1. Collaborative team work is not eligible for professional credit.

Collaborative teams will maintain team-created agendas and minutes that are made available in an electronic format schoolwide to communicate what the team is working on/has accomplished with teachers, administrators, SIP, and SD. Teams may solicit support (admin, coach, coordinators, other teams, etc.) as necessary.

Beginning in the 2024-2025 school year, early release time will be built into the district calendar to support collaborative team time as follows:

School Year	Collaborative Team Time	Frequency
2023-2024	n/a	n/a
2024-2025	56 minutes/session	1 session/month
Beginning 2025-2026	56 minutes/session	Generally 2 sessions/month

## **8.22 MIDDLE SCHOOL**

### **8.22.1 INSTRUCTIONAL LOAD**

For the 2023-2024 school year, middle school teachers will have an instructional/supervisory load not to exceed two-hundred seventy (270) minutes per day during the student attendance day with the instructional load not to exceed two-hundred twenty-five (225) minutes per day and five (5) instructional groups. A tenure teacher may volunteer for an instructional load not to exceed two-hundred seventy (270) minutes per day and six (6) instructional groups.

For the 2024-2025 school year, middle school teachers will have an instructional load not to exceed two-hundred twenty-five (225) minutes per day and five (5) regular class periods. A tenure teacher may volunteer for an instructional load not to exceed two-hundred seventy (270) minutes per day and six (6) regular class periods.

Beginning in the 2026-2027 school year, middle school teachers will have an instructional load not to exceed twenty-two (22) clock hours of student contact teaching assignments per week, including five (5) regular class periods and a daily advisory to be determined by the middle school schedule committee.

### **8.22.2 OVERLOAD ASSIGNMENTS**

An overload is defined as an instructional load in excess of five (5) regular class periods. Overloads are assigned when a permanent teacher is on a leave of absence or when an assignment remains

unfilled. The overload assignment will be in lieu of personal planning and preparation period for the duration of the overload.

For the purposes of this Section, no teacher may accept an overload if that teacher is assigned a class or collaborative team time at that time period. Unfilled assignments considered for overloads will be granted first to a qualified teacher within the applicable department. If there is more than one qualified teacher within the department then the District will offer the overload to tenured teachers based on their statutory grouping order. If no tenured teacher accepts the overload, then the District will offer the overload to a pre-tenured teacher by their statutory grouping order.

In the event a qualified teacher within the department does not accept the overload, the District will offer the overload to a qualified teacher outside of the department and within the building. The overload will be offered first to tenured teachers based on their statutory grouping order. If no tenured teachers accept the overload, then the District will offer the overload to qualified pre-tenured teachers based on their statutory grouping order. If no tenure teacher is qualified or elects to teach a sixth class, a probationary teacher may be requested to teach the class. The ETA will be notified of the need to make such a request. The request will be in order of seniority (most to least).

The selection of a first-year candidate for a sixth class will be a collaborative decision between the building Principal, the Assistant Principal, the ETA head representative in the building and the School/Department Chairperson.

Overloads for unfilled assignments will be temporary until a permanent candidate is hired. This will generally happen at the end of the semester. Upon assignment of a permanent teacher, notice will be provided to the teacher holding the overload assignment and a transition plan will be developed in collaboration with both teachers and an administrator.

### **8.22.3 PLANNING AND PREPARATION**

For periods of the school day when a teacher is not otherwise assigned to instruction, lunch, or collaborative planning time, the use of the professional time is at the discretion of the teacher. Meetings may occur during this time when scheduled in advance and mutually agreed upon by the individuals.

For the 2023-2024 school year, the supervisory load will not exceed forty-five (45) minutes and will be limited to one assignment of student supervision which will include, but not be limited to the following: study hall, library, hallway, lunchroom, tutoring and/or supervision of a

tutoring center, mentoring groups, college and career planning. Such supervisory duties will be assigned each year pursuant to a plan jointly determined by the school/department committee and the building administration.

For the 2024-2025 and 2025-2026 school years, 450 minutes per week will be allocated for planning and preparation:

1. 360 minutes per week will be allocated for personal plan time. For all instances of overload, the teacher would forfeit their personal plan time.
2. 90 minutes per week will be allocated for collaborative work time with others as outlined in Article 8.22.4.

Beginning in the 2026-2027 school year, planning and preparation periods will be determined by the middle school schedule committee. Upon ratification, a middle school schedule committee will convene and will bring forward a recommended schedule by the end of the 2024-2025 school year.

#### **8.22.4 COLLABORATION**

Teacher-led teams will collaborate by using a research-based Professional Learning Community (PLC) framework to improve student learning outcomes through strengthening and guiding curriculum, instruction, and assessment that supports the academic and social-emotional needs of students.

Collaborative teams will generally be comprised of multi-disciplinary teachers serving the same cohort of students. Teams made up of teachers from multiple buildings may meet virtually. Collaborative team time will be determined by the master schedule. Teams will determine and communicate their meeting schedule with their Principal. Collaborative team work is not eligible for professional credit.

Collaborative teams will maintain team-created agendas and minutes that are made available in an electronic format schoolwide to communicate what the team is working on/has accomplished with teachers, administrators, SIP, and SD. Teams may solicit support (admin, coach, coordinators, other teams, etc.) as necessary.

Beginning in the 2024-2025 school year, collaboration time will be built into the master schedule as follows:

School Year	Collaborative Team Time per 5-Day Week	Personal Plan Time per 5-Day Week
2023-2024	N/A	Status Quo (225 minutes of supervision and 225 minutes of personal plan time)
2024-2025 2025-2026	90 minutes per week	360 minutes per week
2026-2027*	Full implementation of the new middle school schedule.	

\*Upon ratification, a middle school schedule committee will convene and will bring forward a recommended schedule by the end of the 2024-2025 school year.

## **8.23 ELEMENTARY SCHOOL**

### **8.23.1 INSTRUCTIONAL LOAD**

For the 2023-2024 school year, elementary teachers will have no more than twenty-six (26) clock hours of pupil contact teaching assignments per week less established break periods, but not including individual student conferences that may be scheduled by the teacher.

Beginning the 2024-2025 school year, elementary teachers will have no more than twenty-two (22) clock hours of student contact teaching assignments per week less established break periods, but not including individual student conferences that may be scheduled by the teacher.

Teachers assigned to a multi-grade classroom (split classroom) will be compensated for the equivalent of fifteen (15) hours of planning time per month over a ten-month period for an amount equal to one-hundred fifty hours (150) of planning time compensated at the rate of pay in 10.47 INSTRUCTIONAL RATE OF PAY. The stipend will be paid in twenty-one (21) equal increments included in the regular 26-pay cycle and identified on a separate line on the pay advice. The total annual amount will be prorated by the day count.

The District will prioritize the elimination of splits in grades 1, 2, and 3.

### **8.23.2 PLANNING AND PREPARATION**

For periods of the school day when a teacher is not otherwise assigned to instruction, lunch, or collaborative planning time, the use of the professional time is at the discretion of the teacher. Meetings may occur during this time when scheduled in advance and mutually agreed upon by the individuals.

Beginning with the 2024-2025 school year, teachers will plan for one less content area (either social studies or science) than in the 2023-2024 school year.

The parties agree that the SD Committee will discuss and address a procedure for internal classroom coverage, per Section 2.54.2.

### **Traditional Schools**

For the 2024-2025 school year all classroom teachers, including special education classroom teachers, will be allocated 200 minutes per 5-day week for planning and preparation:

1. 160 minutes of personal planning time per 5-day week, and
2. 40 minutes of collaborative team time per 5-day week. (see Article 8.23.3)

During this time, all students in grades kindergarten - 6th grade, will receive instruction in three (3) specials and two (2) science/social studies classes throughout the course of a 5-day week.

### **Schools for Rigor and Equity**

In the 2024-2025 school year all classroom teachers, including special education classroom teachers, will be allocated 240-280 minutes per 5-day week for planning and preparation:

1. 180-220 minutes of personal planning time per 5-day week, and
2. 60 minutes of collaborative team time per 5-day week. (see Article 8.23.3)

During this time, all students in grades kindergarten - 6th grade, will receive instruction in four (4) or five (5) specials and two (2) science/social studies classes throughout the course of a 5-day week.

### **All Elementary Schools**

Beginning the 2025-2026 school year, all classroom teachers, including special education classroom teachers, will be allocated 360 minutes per 5-day week for planning and preparation:

1. 300 minutes of personal planning time per 5-day week, and
2. 60 minutes of collaborative team time per 5-day week.

All students in grades Kindergarten - 6th grade will be provided with seven (7) specials and two (2) science/social studies classes throughout the course of a 5-day week. The length of the elementary school day will be extended by 20 minutes.

### **8.23.3 COLLABORATION**

Teacher-led teams will collaborate by using a research-based Professional Learning Community (PLC) framework to improve student learning outcomes through strengthening and guiding curriculum,

instruction, and assessment that supports the academic and social-emotional needs of students.

Collaborative teams will generally be composed of teachers of the same grade level and/or department. Teams made up of teachers from multiple buildings may meet virtually. Teams will be determined in collaboration with building administrators. Collaborative team time will be determined by the master schedule. Collaborative team work is not eligible for professional credit.

Collaborative teams will maintain team-created agendas and minutes that are made available in an electronic format schoolwide to communicate what the team is working on/has accomplished with teachers, administrators, SIP, and SD. Teams may solicit support (admin, coach, coordinators, other teams, etc.) as necessary.

Collaboration time will be built into the master schedule as follows:

**Traditional School**

School Year	Number of Specials K-6	Frequency of Collaboration Time	Personal Plan Time Minutes
2023-2024	Status Quo	Status Quo	Status Quo
2024-2025	5 (PE, Art, Music, Science or Social Studies x2)	40 minutes per week	160 minutes per week

**School for Rigor and Equity**

School Year	Number of Specials K-6	Frequency of Collaboration Time	Personal Plan Time Minutes
2023-2024	Status Quo	Status Quo	Status Quo
2024-2025	6 or 7 (PE, Art, Music, Digital Literacy and/or Health, Science x2)	60 minutes per week	180 - 220 minutes per week

**All elementary schools**

School Year	Number of Specials K-6	Frequency of Collaboration Time	Personal Plan Time Minutes
2025-2026* 2026-2027	9 (7 specials + 2 Science or Social Studies)	60 minutes per week	300 minutes per week

\*The student and teacher day will be extended by 20 minutes starting in the 2025-2026 school year.

## **8.24 PRESCHOOL**

### **8.24.1 INSTRUCTIONAL LOAD**

Beginning with the 2024-2025 school year, 300 minutes per 5-day week will be allocated for planning and preparation:

1. preschool teachers will have 270 minutes of personal planning time per 5-day week, and
2. 30 minutes of collaborative team time per 5-day week (see Article 8.24.2).

Teachers will use this for planning, preparation, and collaboration. During this time, all preschool students will receive gross motor instruction throughout the course of a 5-day week.

### **8.24.1 PLANNING AND PREPARATION**

For periods of the school day when a teacher is not otherwise assigned to instruction, lunch, or collaborative planning time, the use of the professional time is at the discretion of the teacher. Meetings may occur during this time when scheduled in advance and mutually agreed upon by the individuals.

### **8.24.2 COLLABORATION**

Teacher-led teams will collaborate by using a research-based Professional Learning Community (PLC) framework to improve student learning outcomes through strengthening and guiding curriculum, instruction, and assessment that supports the academic and social-emotional needs of students.

Collaborative teams will generally be composed of teachers of the same grade level and/or department. Teams made up of teachers from multiple buildings may meet virtually. Teams will be determined in collaboration with building and department administrators. Collaborative team time will be determined by the master schedule. Collaborative team work is not eligible for professional credit.

Collaborative teams will maintain team-created agendas and minutes that are made available in an electronic format schoolwide to communicate what the team is working on/has accomplished with teachers, administrators, SIP, and SD. Teams may solicit support (admin, coach, coordinators, other teams, etc.) as necessary.

Collaboration time will be built into the master schedule as follows:

School Year	Preschool Specialized Instruction	Weekly Collaboration Time Minutes	Weekly Personal Plan Time Minutes
2023-2024	Status Quo	Status Quo	Status Quo
2024-2025 2025-2026* 2026-2027	Gross Motor Skills (30 minutes 2x/day)	30 minutes per week	270 minutes per week

\* Beginning in 2025-2026 year, the teacher day will be extended 20 minutes to allow for additional planning time.

### **8.25 RELATED SERVICES**

Related services teachers will follow the expectations of their declared home site as outlined in Article 6.5, including staff meetings and parent-teacher conferences. Related services teachers who travel will not be assigned supervision. All related services teachers will be scheduled for planning and preparation, collaboration time, and lunch in alignment with classroom teachers at their declared home site.

Related Services Staff will create a daily schedule to include a duty-free lunch and planning period. This schedule will be flexible based on the needs of students. The schedule will be reviewed collaboratively with the building administrator/designee.

### **8.26 TEACHERS ASSIGNED TO CENTRAL OFFICE DEPARTMENTS**

Non-school based teachers will work 7.5 hours per day, inclusive of a 30-minute lunch. Start and end times will be determined by the supervising administrator. The non-school based teacher is expected to report to work on all teacher attendance days.

With supervising administrator approval, work that is scheduled to occur outside of the normal scheduled hours can be eligible for additional pay at the instructional rate or hours for that day can be shifted.

### **8.27 PREPARATIONS AND CLASS LOADS**

High school, middle school and departmental elementary teachers will have no more than three (3) different course preparations per day except with the consent of the teacher. A secondary course preparation will be defined by its curriculum as adopted by the Board of Education and not the delivery of said curriculum. Secondary class loads will be equalized by subject areas within a building.

## **8.28 WORK LOAD**

The work load/schedule for a special education classroom teacher will be consistent with the contractual provisions that apply to the same level (elementary, middle or high school) to which the special education program is assigned. Flexibility may be needed in instances to meet the requirements of student IEPs

## **8.29 SPECIAL EDUCATION CASELOAD**

When creating a special education caseload, building administration and special education specialists will provide an opportunity for collaborative input. Flexibility will be used in structuring caseloads. Training for case managers will be provided as needed.

## **8.3 SPECIAL EDUCATION INSTRUCTION**

### **8.31 COMMUNICATION OF STUDENT NEEDS**

Special education case managers will notify any staff responsible for implementing a student's Individualized Education Program (IEP).

Special Education students who transfer in during the school year will be staffed to discuss specific problems, test scores, psychological evaluations, and other available pertinent information upon the receipt of such information from the sending district.

### **8.32 ADJUSTMENT FOR BEHAVIORAL PROBLEMS**

When a teacher has a student whose behavior significantly disrupts the learning environment appropriate supports will be available through a variety of means such as/but not limited to: request for additional staff support, safety plan, Functional Behavior Analysis, Behavior Intervention Plan, Positive Behavior Interventions and Supports, relevant Professional Development, and/or the most appropriate placement of the student.

### **8.33 SERVICE TEAM MEETINGS**

Participants in service team meetings will collaboratively develop a plan regarding scheduling/operation of the team in order to provide comprehensive services to our students. Substitutes will be available to all schools to facilitate scheduling during the school day. Teachers on service teams who work beyond the regular school day are entitled to up to one additional hour per week of actual recorded worked time provided that the entire regular school day is also used for service team. A protocol will be utilized to resolve service team policy and procedure issues. Any unresolved service team policy/procedure issue may be taken to the Special Education Committee (SEC).

The Special Education Policy and Procedures Manual (Red Book) will be available electronically during these meetings. A procedures manual for

staffing, testing, and placement of students with perceived disabilities will be made available in each building for teacher use. Teachers will receive notification of any procedural modification prior to its implementation.

### **8.34 IEP MEETINGS**

(Meetings requiring IEP 10-day parent notification ISBE # 34.57D 7/07; or any amendments thereto.)

IEP meetings will be scheduled during the school day whenever possible and substitutes will be provided. Participants required to attend IEP meetings scheduled outside the school day will be compensated according to Section 10.47.

The Special Education policy and Procedures Manual (Red Book) will be available electronically during these meetings.

#### **8.34.1 RELEASED TIME FOR IEPs**

Each teacher who is responsible for preparing IEP's will have two (2) full days of released time or hourly equivalent<sup>1</sup> during the school year, to be scheduled at a time mutually agreeable between the building principal and the teacher, for the purpose of preparing such IEP's. Section 10.32 will apply only to teachers in self-contained or secondary resource classrooms for such released time.

#### **8.34.2 RELEASED TIME FOR ANNUAL REVIEWS**

Each teacher who is responsible for preparing IEP's will have the hourly equivalent of two (2) days of released time<sup>2</sup> in order to conduct annual reviews. Section 10.32 will apply only to teachers in self-contained or secondary resource classrooms for such released time.

### **8.35 SPECIALIZED EDUCATION COMMITTEE (SEC)**

The SEC will be a permanent structure designed to obtain information from all sources throughout the district concerning Specialized Student Services and share issues/changes regarding Specialized Student Services with district employees.

#### **8.35.1 SCOPE OF ACTIVITY**

The SEC will assist in the planning, coordinating and implementing of any changes occurring within Specialized Student Services. SEC serves as an advisory committee to the Specialized Student Services

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<sup>1</sup> For the purpose of Section 8.34.1, the 'hourly equivalent' of two (2) days of released time shall be 12 hours.

<sup>2</sup> For the purpose of Section 8.34.2, the 'hourly equivalent' of two (2) days of released time shall be 12 hours.

department. Departmental updates and changes such as program structure and development and curricular changes will be presented to SEC for feedback before changes are implemented. The committee will collect information from all relevant sources throughout the school district and outside of the district; this may include looking at special education data and staff issues and concerns. Further, the committee will ensure that important information regarding the Specialized Student Services Department is disseminated regularly throughout the district.

At each meeting, the administration will provide the committee with the most recent financial report as provided to the Board of Education and the regular monthly budget update.

#### **8.35.11 FUNCTIONING**

The SEC will meet monthly throughout the year (unless adjustments in scheduling are made by the SEC). When school is in session, the SEC will meet during the normal school day.

The SEC may appoint task force subcommittees to make recommendations to the SEC. The SEC will review the recommendations and recommend changes accordingly. These SEC recommendations will be considered for department implementation. Outcomes will be provided to the SEC regarding the recommendations and the decisions resulting from these recommendations. Existing special education committees will provide the SEC with information regarding their activities.

The SEC will be co-chaired by one regular education representative, one specialized student services representative, and the Director of Specialized Student Services. The committee co-chairs and Director will work collaboratively during a planning meeting every month to set the monthly agenda, address personal communications and plan for the work of the committee. They will also follow up on the discussions and projects as decided by the full committee. Personal Communications received after the Planning Meeting will be addressed the following month.

ETA co-chairs facilitate voting for specialized student services representatives in collaboration with the Department of Specialized Student Services. ETA co-chairs facilitate voting for the general ed positions by collaborating with the ETA Board.

### **8.35.12 COMPOSITION**

SEC will be comprised of thirty-one (31) members of which twenty-four (24) will be ETA members. The twenty-three (23) elected members will be voted for by their respective groups and will serve a three-year term. Elections will take place on a rotating basis. Membership is limited to two consecutive terms.

Fifteen (15) members representing Specialized Student Services:

Classroom/Self-Contained Teachers: [7]

- Secondary CC Instructional (1)
- MLP(1)
- ILP (1)
- EN (1)
- ED (1)
- Other (Such as: Preschool Instructional, Transition, ELL CC Instructional, IIP, DHH Instructional) (2)

Non-Traditional Teacher or Non-Classroom Teacher: [4]

- CCR Elementary (1)
- ELL Itinerant Elementary (1)
- Other (such as: vocational coordinator, vision, hearing, OI itinerant, Preschool Resource, Home/Hospital Tutors) (2)

Related Service/Health: [4]

- Speech (1)
- Psychologist (1)
- School Social Worker (1)
- CSN (1)

One (1) member representing ELL Special Education.

One (1) member representing Preschool Special Education

Six (6) members representing general education/non-Specialized Student Services:

- Preschool (1)
- Elementary (2)
- Middle School (1)
- High School (1)
- MME (1)

One (1) at-large ETA member will be appointed by ETA.

Seven (7) members representing the administration serving staggered terms selected by their particular groups. District-level administrators will serve three-year terms and building-level administrators will serve one-year terms. Membership is limited to two consecutive terms.

- Director of Specialized Student Services (1)
- Assistant Director of Specialized Student Services (1)
- Special Education Administrator (SEA) or Assistant Principal of Student Services (APSS) (1)
- Building Administrators [3]
  - PreK or Elementary School (1)
  - Middle School (1)
  - High School (1)
- Curriculum Administrator (1)

Any teacher vacancy will be filled by ETA.

When SEC realizes a teacher vacancy has occurred, the ETA President will be informed. ETA will make every effort to fill the vacancy within thirty (30) days or inform SEC in writing of the progress that has been made.

## **ARTICLE IX**

### **Teachers' Authority and Protection**

#### **9.1 STUDENT DISCIPLINE DEFINITION**

Student discipline, as used herein, will mean the expectation and enforcement of a reasonable standard of orderly student behavior to permit effectuation of the educational program.

#### **9.2 TEACHER AND STUDENT DISCIPLINE**

##### **9.2.1 TEACHER RIGHTS IN STUDENT DISCIPLINE**

Teachers and students are entitled to a positive and productive learning environment, free from disruption. The district recognizes the lawful right of teachers to be free from threats of violence. The safety of teachers continues to be regarded by district authorities as matters of significant concern. Teachers and the district agree that referrals for student misconduct will be reported and entered into the district's data system, and that a teacher who reports misconduct in good faith will not be subject to retaliation by the district.

##### **9.2.2 Teacher Responsibilities in Student Discipline**

Teachers have a responsibility to establish a sense of community in the classroom. Teachers will support positive conditions of learning and a positive learning environment. A teacher will, in accordance with district student discipline guidelines as outlined in the Student Code of Conduct, impose usual and customary methods to enforce classroom discipline as necessary in cases of minor breaches of student discipline. Teachers will enforce student discipline as provided by Section 24-24 of the School Code, and also enforce the policies, rules, and regulations of the district, school, classroom, including preventive and positive disciplinary policies.

#### **9.3 DISTRICT RESPONSIBILITIES IN STUDENT DISCIPLINE**

Building principals and building administration, and the district administrative staff, will support teachers in connection with all matters relating to student discipline. District and building administrators will:

- Maintain a sense of safety among students, teachers and parents;
- Provide support and professional development training to principals and school staff to help them support all students, including students with disabilities and other special needs, particularly in areas of classroom/behavior management and instructional supports;

- Enforce discipline policies and the Student Code of Conduct in compliance with civil rights laws, State and federal legislation and best practices in school discipline; and
- Monitor discipline data to identify, investigate and address any disparities between students on the basis of disability, race, gender, or other student characteristics and to address unnecessary rates of school exclusion for all protected classes of students.

The District will continue to implement a process of identifying students with social-emotional needs which adversely impact the success of the educational program. The District will also continue to attempt to address the causes that are adversely impacting the success of an educational program to the full extent of available resources and competence.

Further, the district will provide resources and support to the fullest extent possible for addressing social emotional concerns, impeding students from committing violent acts in school and protecting students and staff from threats of violence, by:

- Maintaining a sense of safety among students, teachers and parents;
- Involving parents/guardians/families as appropriate;
- Evaluating threats to determine the level of concerns and action required;
- Creating a student-specific safety plan utilizing various resources to decrease the threat of violence;
- Organizing resources and strategies to manage situations involving students that pose threats to other students and/or staff;
- Monitoring the progress and effectiveness of working with students who make threats of violence, including student academic and behavioral success;
- Working in collaboration with community partners to coordinate resources for the safety and well-being of students;
- Providing standardized threat assessment tools for schools to address students who pose a threat to self and/or others;
- Implementing any other reasonable and necessary resource or strategy to address the causes adversely impacting an educational program.

In support of the above language, an MOU establishing the Tactical Assessment Team and District Safety Council have been drafted and incorporated into this Agreement.

## **9.4 EXCLUSIONS FROM CLASS**

In any case where usual and customary methods fail to correct student discipline problem or classroom disruption, efforts, including the use of positive interventions and support, will be made to deter students from engaging in gross disobedience or misconduct. In those instances where a student's conduct poses a threat to school safety or a disruption to other students' learning opportunities or the operation of the school, then an exclusion from class may be appropriate. Exclusion from class will be addressed according to the Student Code of Conduct and all paperwork, including notice of any relevant due process, must be completed and provided to the student's parent or guardian, as necessary.

When requested by a teacher, a building administrator, along with any designee who may be identified by the administrator, will meet with the teacher to have a check-back regarding the student's misconduct and strategize any supports that may be implemented to minimize future discipline problems or classroom disruptions. This meeting will be convened as soon as practicable at a mutually agreeable time, but no more than three (3) student attendance days later.

## **9.5 STUDENT DISCIPLINARY RECORDS**

Each building principal, or their appropriate designee, will maintain records of student disciplinary matters of which they have been made aware and will make available for review by a teacher an individual student's record in connection with a specific disciplinary problem posed by that student for that teacher. The student disciplinary log will be maintained between enrollment sites.

## **9.6 ASSAULTS AND BATTERIES UPON TEACHERS**

### **9.61 ASSAULTS UPON TEACHERS: RECOGNITION OF RESPONSIBILITIES**

The employee has a right to file a police report if they believe that an assault has occurred. Assault is a statement or action that carries with it a threat of imminent physical harm to the employee and a reasonable belief by the employee that there is the threat of physical harm. If an assault occurs during the assaulted teacher's performance of their duties, such assault must be reported to the building administration.

The building administration must:

- Report to other school authorities;
- Complete an investigation and a threat assessment;
- Consider immediate classroom-based interventions;

- Gather information, review consequence options, refer student to appropriate support services or restorative interventions;
- Document all interventions and measures;; and
- Impose exclusionary discipline in accordance with law and policy, only as a last resort.

### **9.62 BATTERY UPON TEACHERS**

The employee has a right to file a police report if they believe that a battery has occurred. Physical battery upon a teacher occurs when a student knowingly without legal justification by means 1) causes bodily harm to the teacher, or 2) makes physical contact of an insulting or provoking nature with an individual. Examples may include but are not limited to: deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person. If battery occurs during the teacher's performance of their duties, such battery must be reported in a timely manner to the building administration.

The building administration must:

- Restore the safe learning environment;
- Initiate, and complete an investigation - the purpose of the investigation will be to gather information;
- Review support and consequence options
- Refer student to appropriate support services or restorative interventions;
- Document all interventions and measures;and
- Impose exclusionary discipline in accordance with law and policy, only as a last resort.

### **9.63 LEGAL IMPLICATIONS/WORK TIME LOST**

In the event of an assault on a teacher, the Board will, upon request, provide legal counsel to advise the teacher of their rights and obligations with respect to such assault and will render all reasonable assistance to the teacher in handling the incident by law enforcement and judicial authorities. Work time lost to the teacher as a result of personal injury due to such assault or because of a subpoena to appear as a witness in connection with such assault will result in no loss of wages to the teacher and will not be charged to the teacher's sick leave account

## 9.7 PARENT/ STUDENT/OTHER INDIVIDUAL'S COMPLAINTS

All timelines in this Section may be paused per Section 9.9.

**Notification:** Written notice of a parent/student/other individual's complaint of a teacher will be made known to a teacher within three (3) school days following the administrator being made aware of the complaint. The written notice will include the name of the complainant and the nature of the complaint.

**Investigation:** The administration will conduct a thorough investigation to determine if there is a reasonable basis for any action to be taken and/or before any reference pertaining to such complaint is placed in the teacher's personnel file.

**Meeting:** The administration and teacher will convene a meeting for the teacher to have an opportunity to respond to the complaint at a mutually agreeable time within ten (10) school days of the administrator being made aware of the complaint.

**Completion of Investigation:** Unless agreed to between the administration and the teacher to extend the timeline, the teacher will be notified in writing within twenty (20) school days of the administrator being made aware of the complaint.

## 9.8 ADMINISTRATIVE INCIDENT AND INVESTIGATION

All timelines in this Section may be paused per Section 9.9.

**Notification:** Written notice of an administrative incident about a teacher will be made known to a teacher within three (3) school days of the incident. The written notice will include the nature of the incident.

**Investigation:** The administration will conduct a thorough investigation relating to the incident

**Meeting:** The administration and teacher will convene a meeting for a teacher to have an opportunity to respond to the incident at a mutually agreeable time within ten (10) school days of the incident.

**Findings:** The administration will determine if there is a reasonable basis for any action to be taken and/or before any reference pertaining to such incident is placed in the teacher's personnel file. Any findings will be provided to the teacher in writing within twenty (20) schools days of the incident.

## 9.9 INVESTIGATION BY NON-DISTRICT AGENCY

In the event an investigation by a non-district agency occurs, the teacher involved will be notified of said fact and investigation practices described under Section 9.7 or 9.8 of this Agreement will be paused. The district's investigation practices under Section 9.7 or 9.8 will restart

upon completion of the non-district investigation and any findings must be presented within five (5) school days from the notification of completion of said non-district investigation or within twenty (20) school days, whichever is greater.

**9.10 ASSOCIATION REPRESENTATION DURING TEACHER DISCIPLINE**

A teacher will be entitled to have Association representation present when the teacher is being reprimanded, warned, disciplined, or dismissed, excluding informal criticisms or suggestions for improvement which do not form the basis of formal action. The right afforded under this Section is for representation, not specific individuals. When a request for such representation is made, no action will be taken with respect to the teacher until such Association representation is present. Requests from administrators to teachers to attend such a meeting or conference will be in writing and will include the purpose of the meeting. Adherence to timelines set out in Section 9.7 or 9.8 will apply.

**9.11 TEACHERS RESPONSE TO DISCIPLINE**

Any teacher who disagrees with written discipline in their personnel record may submit a written statement explaining the teacher's position in line with the Illinois Personnel Records Review Act.

## **ARTICLE X**

### **General Employment Practices**

#### **10.1 PHYSICAL EXAMINATIONS**

The Board requires that all new teachers provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence will consist of a physical examination made by a licensed physician of the teacher's choice not more than ninety (90) days preceding the time of presentation to the Board and the cost of such examination will rest with the teacher.

The Board may require a subsequent examination, in accordance with Section 24-5 of the Illinois School Code, when, in its judgment, such an examination is relevant to teacher performance or status. The examining physician may be selected by the teacher, but must be approved by the Board, and the Board will pay the cost of the required examination.

Physical examination forms will be available in the Human Resources Office.

New teachers not complying with this regulation within forty-five (45) days of their initial employment will have their first check following employment and all subsequent checks held until compliance is satisfied. Each new teacher will be advised in writing of this requirement at the time of employment.

#### **10.2 FILLING PARTIAL YEAR VACANCIES**

Any teacher employed to fill a partial year vacancy will be fully certified and will be assigned only to a position within the scope of their teaching certificate and their major or minor field of study. Such teachers will be placed at the appropriate step of the regular teachers' salary schedule. When such fully-certified teachers cannot be obtained as specified above, a qualified substitute may be employed only until such time as a fully-certified teacher can be employed.

#### **10.3 SUBSTITUTE TEACHERS**

##### **10.31 ASSIGNMENTS/SALARY**

Substitute teachers with full certificates in a subject area and/or grade level will be given priority for assignment when a substitute is required for that subject area and/or grade level.

##### **10.32 EMPLOYED FOR ALL TEACHERS; DUTIES**

Substitute teachers will be employed, when available, for all absent teachers including art, music, physical education, and other special

teachers and nurses. Substitute teachers will be expected to perform all duties normally performed by the regular teacher.

### **10.33 LONG TERM SUBSTITUTE (LTS)**

After no later than fifteen (15) days of continuous employment in the same assignment such substitutes will be considered Long Term Substitutes (LTS).

LTS Rate of Pay:

The LTS will be paid at BA Step A of the regular teachers' salary schedule retroactive to the first day of the assignment.

By no later than the fifth (5th) day of assignment the supervisor will meet with the LTS to identify expectations and necessary related training and/or professional development to support the LTS in the assignment. One (1) day overlap of assignment of the LTS and the contractual teacher will be available at the discretion of the contractual teacher to facilitate transition. The LTS will have Association representation rights consistent with those of all ETA members in disciplinary matters. The LTS will receive one (1) sick day per month sick leave and will not be eligible for any other paid leave. Need for additional unpaid leave will not automatically constitute a break in continuous employment but may do so at the discretion of the Director of Human Resources or their designee. The continuity of the employment will not be broken for purposes of avoiding the earning of Long Term Substitute status and its related benefits as identified herein.

## **10.4 EXTENDED SCHOOL PROGRAMS**

### **10.41 DEFINITION**

Extended school programs are defined as any program(s) of instruction offered by the school district outside of regular school hours excluding Gifted Education, and Orphanage Act programs.

### **10.42 SELECTION**

Extended school appointments will be awarded on the basis of seniority (most to least) within a specific program of instruction in the extended school. In the event two or more teachers possess the same length of extended school seniority, teachers with the greatest length of service with the district as provided in Section 12.1 will be awarded the position. Seniority in the extended school program(s) will be broken by an absence of two consecutive years from such program. Evening school and summer school assignments will not be obligatory but will be with the consent of the teacher.

### **10.43 QUALIFICATIONS**

A qualified volunteer will be accepted for any extra pay for extra duty positions before a qualified non-volunteer may be required to accept the position. Teachers may teach only those courses in extended school for which they are certified and qualified.

### **10.44 EVALUATION**

Teachers may be evaluated at least once during each extended school program. The evaluation will be for the purpose of improvement of instruction. The evaluation form will be as set forth in Appendix C.

### **10.45 NOTIFICATION TO SUMMER SCHOOL TEACHERS**

Tentative notification of employment will be given to summer school teachers by May 15.

### **10.46 SUMMER SCHOOL PAYMENT SCHEDULE**

Pay for summer school work will be paid in accordance with standard payroll procedures. All required records and district material must be turned into the summer school administrator prior to the issuance of the paycheck.

### **10.47 INSTRUCTIONAL RATE OF PAY**

The hourly rate of pay for extended school programs will be the relevant rate in the table that follows:

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
\$31.50	\$35.05	\$36.10	\$36.85

Applicable as set forth in Appendix E.

### **10.48 SUMMER SCHOOL PAY**

The hourly rate of pay for summer school teaching will be determined by dividing the salary guide salary in BA+0/step A cell ("base rate") by 1288. The rate for each summer is determined by the salary guide in use at the end of the school year.

<b>Summer 2024</b>	<b>Summer 2025</b>	<b>Summer 2026</b>	<b>Summer 2027</b>
\$ 42.70	\$ 44.85	\$ 46.20	\$ 47.10

The divisor 1288 is calculated by multiplying the number of ETA contract days (184) by the standard number of hours per day (7).

## **10.5 TEACHER INVOLVEMENT PRACTICES**

Where possible, when a candidate is being considered for a teaching position, particularly when the candidate is required to have competency in a specialized area, an opinion in judgment of the candidate's competency will be sought from teachers presently on the staff who possess skills of a similar nature.

**10.6 MULTI-ETHNIC FACULTY REPRESENTATION**

The Board recognizes the desirability of multi-ethnic representation on the teacher faculty.

**10.7 SUBSTITUTES FOR PRINCIPALS/SUPERVISORS**

In all cases when a principal or supervisor is absent, the teachers in that school or department will be informed of the qualified person designated as the substitute principal or supervisor.

**10.8 PART-TIME TENURE**

The parties expressly agree that in the event a part-time teaching position is agreed to by a teacher who has tenure and there is no interruption in the teacher's continuous service, such agreement by the tenured teacher will not cause that teacher to lose tenure. A tenured part-time teacher will accrue seniority in proportion to the time worked.

## **ARTICLE XI**

### **Vacancies and Promotions**

#### **11.1 POSTING PROMOTIONAL AND EXTRA PAY VACANCIES**

All openings for principals, supervisors, coordinators, divisionals, and directors or extra-compensation positions will be posted by the Superintendent or their designee. These notices will be posted in the offices and faculty rooms of all buildings.

These notices will include the job description, effective date of vacancy, kind of certificate necessary, information concerning the securing and deadline for filing of the application, and for promotional positions the time and place of the interview.

#### **11.2 DATES OF POSTINGS; NOTICE OF INTERVIEW**

Notice of any promotional vacancy will be posted at least twenty (20) days prior to the filling of vacancies and will state the deadline for receiving applications in the office of the Superintendent. Notice of extra-compensation position vacancies will be posted at least ten (10) days prior to the filling of such vacancies. The Superintendent or their designee will notify candidates as to the time and place of interview for promotional vacancies. On an emergency basis, a position may be filled on a temporary basis until the procedures of this Article can be followed.

#### **11.3 APPLICATION PROCEDURE**

The applicant must be certified for the position, or the applicant's credit must be acceptable for certification. Any qualified teacher may apply for the positions described in Section 11.1 above, and all applications will be given due consideration. Application can be made by providing a written notice of interest to the Human Resources Office.

#### **11.4 SELECTION BASIS**

Selection for extra-compensation positions will be based on the applicant's ability to relate to others, personality and character, health, academic background, District U-46 teaching experience, and ordinarily, a personal interview.

#### **11.5 NON-DISCRIMINATION**

Selections for appointment to promotional or extra-compensation positions will be made without regard to race, creed, color, religion, national origin, sex, or marital status.

## **ARTICLE XII**

### **Reassignments and Transfers**

Special Note: Both parties recognize that the provisions contained within Article XII can be difficult to fully comprehend. In an attempt to raise the level of understanding pertaining to reassignment and transfer a flowchart has been created. It is agreed that the Flowchart contained in the Memorandum of Understanding attached to this collective bargaining agreement will act as a source of direction on transfer/IVT/recall of RIF'd teachers. The language contained herein will govern if it is found that a discrepancy exists between the two.

#### **12.1 DETERMINATION OF SENIORITY**

Length of continuous service will be computed from the most recent date on which the teacher commenced working on a full-time basis and will apply irrespective of intervening transfers from one area to another; in the event two or more teachers possess the same length of continuous service, the length of service will be computed from the date of hire. If the date of hire is the same, the date upon which the teacher(s) signed a contract will be used. Sabbaticals and other leaves will not generate additional seniority nor break the continuous service record of any employee. A teacher will continue to accrue seniority when temporarily serving in a non-bargaining unit administrative position for a period not to exceed ninety (90) consecutive days. If a teacher temporarily serves in a non-bargaining unit administrative position for a period of not more than twenty-four (24) consecutive months and returns to the bargaining unit, they will retain their accrued bargaining unit seniority. If a teacher serves in a non-bargaining unit administrative position in the District for a period of more than twenty-four (24) consecutive months and returns to the bargaining unit, they will retain up to two years of previously accrued seniority.

#### **12.2 CERTIFICATION REQUIREMENTS**

No new teacher will be employed who is not fully certificated in the grade level and/or subject area to which they are to be assigned, and the Board will not employ a teacher with a provisional certificate except where equally qualified teachers with full certification have not applied and except in cases of vocational training where state requirements have been met and where equally qualified teachers with full certification have not applied.

**12.3 ASSIGNMENT WITHIN SCOPE OF CERTIFICATION**

No teacher will be assigned to teach in a grade level and/or subject area not within the scope of their teaching certificate or of their major or minor field of study, except in a temporary emergency.

**12.4 NOTICE OF ASSIGNMENTS**

All teachers will be given written notice of any change in their school or schools, grade level and/or subject area assignments for the forthcoming semester no later than January 1 for the second semester or June 1 for the first semester. In no event will changes in teachers' assignments be made, unless an emergency situation occurs.

**12.5 REASSIGNMENT**

A reassignment will be defined as a change in grade level and/or subject area assignments.

- (a) When a reassignment is necessary due to a reduction in the number of teachers at a grade level and/or subject area, all volunteers will be considered first.
- (b) In the absence of volunteers who are selected under (a) above:
  - (1) Teachers will be reassigned in the order as identified in 13.12 Seniority by Area, except where a higher ranking teacher among the statutory groupings possesses demonstrable qualifications which may allow for their reassignment.
  - (2) If reassignment is based on qualifications (written) the teacher will have the option to grieve.
  - (3) In all cases where a teacher utilizes the grievance procedure and is awarded the relief sought, the statutory criteria in Section 24-1.5 of the School Code will prevail in reassignment.
- (c) If a teacher has an assignment in more than one grade level/ department, the teacher is considered to be in both grade levels/departments. For example, an elementary teacher who teaches a 2/3 split is considered to be in both grades 2 and 3 presuming they are qualified to hold each position. If the 2/3 split is eliminated, the affected teacher is considered to be in both grade levels and can exercise their choice to remain at either grade level if they have more seniority than the other equally qualified teachers at the second and third grades.
- (d) If no vacancy exists or reassignment is not required as described in parts (a) and (b) above, teachers at the site may change assignments with the consent of the supervisor and the participating teachers.

**12.6 TRANSFERS**

A transfer will be defined as a change from one building to another.

## **12.61 POSTING OF VACANCIES**

The Superintendent or their designee will post in all school offices and faculty rooms, all known vacancies which will occur. Such vacancies will be posted at least two (2) weeks prior to filling the vacancy on a permanent basis, provided that the position may be filled on a temporary basis until a permanent assignment is made. Any vacancies occurring after involuntary transfer will be posted as vacant provided there are no qualified teachers on a recall list as identified in Article XIII.

## **12.62 PREFERENCE TO CURRENT EMPLOYEES**

No assignment of new teachers to a specific position in the school district will be made until all pending requests for reassignment or transfer to that position have been given due consideration.

## **12.63 TRANSFER/REASSIGNMENT CRITERIA**

The selection of a candidate to fill a vacancy will be based upon the background, professional qualifications, mutual agreement of the teacher and administration, opportunity for professional growth and experience.

## **12.64 TRANSFER SELECTION PROCEDURE**

By April 15 for first semester transfers and November 15 for second semester transfers, the Human Resources Office will compile and post a list of all available positions in the district by grade level and/or subject area and building. Teachers will apply using the Human Resources online system.

## **12.65 TRANSFERS**

Involuntary transfers will be made only to prevent undue disruptions of the instructional program. It is therefore agreed as follows:

### **12.65.1 VOLUNTARY**

The district will prepare and post a list of all available positions known to the district. Teachers may apply, on a voluntary basis, for reassignment to positions on the above posting within their building/department. All reassignments at the instructional site are permissible provided that the teacher is not vacating from or applying for a position defined within Section 12.8, except as allowed in Section 12.81.

Volunteers from all buildings will be considered first. Volunteers will apply for positions from a list of all available positions known to the district after (a) above. At the completion of the voluntary step, teachers may apply for voluntary reassignment within the building/department provided that the teacher is not vacating from or

applying for a position defined within Section 12.8, except as allowed in Section 12.81.

#### **12.65.2 INVOLUNTARY**

After all volunteers have been considered, the lowest ranked teacher(s) as identified in Section 13.12 in the building(s)/department(s) still requiring reductions will be involuntarily transferred. This may create reassignment within the building/department.

Prior to the implementation of the Transfer/Reassignment process, positions for exclusion will be jointly identified by Human Resources and the ETA during Involuntary Transfer and therefore will not be available. When involuntary transfers are necessary, lists of positions in other schools will be made available to all teachers being transferred. In filling such positions, all persons who are to be involuntarily transferred will be offered the available positions in order of statutory ranking, from highest to lowest. In cases where the teacher is qualified to hold more than one available position, the teacher will indicate their order of preference and the district will assign the teacher. The district will endeavor to honor the indicated preference and provide a rationale for placement. All persons being involuntarily transferred will be placed prior to newly hired teachers and no later than June 1.

#### **12.66 EXPERIMENTAL PROGRAM TRANSFERS**

Any teacher transferred to an experimental or temporary program of the district will be replaced by a full time teacher employed on an annual basis and will be entitled to return to the teacher's former position, if the position exists. The vacated position will be held for no more than two academic years. By February 1, the teacher will indicate their intent to continue in the experimental or temporary program or return to the vacated position. Upon termination or reduction of such programs, or expiration of rights to return, the teacher will be eligible for Voluntary Transfer Reassignment. New teachers employed in such terminated or reduced programs will be placed in appropriate vacant positions in the district.

### **12.7 NOTIFICATION OF TRANSFER OR REASSIGNMENT**

Teachers who have requested transfer or reassignment will be notified in writing of the administration's action on said transfer or reassignment as soon as action is taken, but no later than by December 15 for second semester assignments and by August 1 for first semester assignments. In the event positions become available after June 1 and January 1 respectively, all requests for transfer still pending will be given due consideration through the procedures designated in Section 12.6.

**12.8 SPECIAL SERVICES DEPARTMENTS**

For the purpose of Article XII, special services (LD/BD/EN/MLP/ILP, Cross-Cat, Early Childhood, Music, Art, Social Work, PE, etc.) will be considered district-wide buildings.

**12.81 SPECIAL SERVICE DEPARTMENTS - REASSIGNMENT**

A reassignment in the Special Services Departments is defined as a change in a position within a building within the Special Services Departments.

**12.82 SPECIAL SERVICE DEPARTMENTS – TRANSFER**

A transfer in the Special Services Departments is defined as a change from one building to another within the department.

## **ARTICLE XIII**

### **Reduction in Force**

#### **13.1 REDUCTION IN FORCE**

In the event the Board acts to decrease the number of teachers employed by it or to discontinue some particular type of teaching service, teachers will be removed from employment in line with the following procedure:

##### **13.11 TENURE LAW NOTICE**

The provisions of Section 24.12 of the School Code will be followed with respect to notice and the application of the statutory groupings including legally permissible modifications made by the statutory Joint Committee provided for in Section 24-12 (b).

##### **13.12 SENIORITY BY AREA**

Seniority will be applied in accordance with the sequence of honorable dismissal list and statutory groupings prepared in compliance with Section 24-12 (b). Teachers in lower statutory groupings will be removed before those in higher statutory groupings. Within each grouping, teachers will be identified from lowest to highest placement on the sequence of honorable dismissal list in accordance with the statutory criteria. To the extent seniority plays a role in determining the order of removal of teachers within their statutory grouping, teachers will be removed from employment in reverse order of the respective lengths of continuous service among the teachers then assigned within the area(s) being reduced or discontinued.

The district will maintain a seniority listing by areas as defined in Section 13.12.1. To the extent seniority plays a role in determining the order of removal of teachers, in the event a teacher who is reduced in a position in one area has a higher statutory ranking than a teacher in another area who is retained, and the reduced teacher is qualified as agreed in Section 13.14 to teach in the position and area where the lesser ranked employee is retained, the reduced employee may bump the retained employee.

### **13.12.1 AREAS**

For purposes of this procedure, the following will be deemed "areas" district-wide:

- Early Childhood
- Kindergarten - 6
- Middle School Departments
- High School Departments
- Elementary School Physical Education
- Elementary School Art
- Elementary School Music
- English Language Learner
- Special Education Departments (including Nurses, Social Work, and Psychologists)

### **13.13 REINSTATEMENT PROCEDURE**

The teachers (tenure and probationary) within Group 4 and Group 3 will be reinstated if the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term. The teachers (tenure and probationary) within Group 2 based on one (1) Needs Improvement and one (1) Proficient/Excellent summative rating will be reinstated if the Board has any vacancies for the following school term or within six months from the beginning of the following school term. Teachers will be recalled in the reverse order of their termination by areas as established in Section 13.12.1 if they have taught at least one year in the district or if they were employed prior to October 1 and taught the remaining portion of the school year. The school district will not recall teachers to positions other than those for which they are legally qualified under the School Code and Rules and Regulations promulgated by the Illinois State Board of Education, in effect at that time, to hold such a position. The teachers will maintain a current address and phone number at the Human Resources Office of the district.

### **13.14 RECALL BENEFITS**

Unless modified under the Agreement in force at the time the teacher returns from layoff, all benefits to which the teacher was entitled at the time of their layoff, including seniority, salary schedule placement, unused accumulated sick leave and experience toward leave eligibility, will be restored to the teacher upon their return to active employment and the teacher will be placed on the proper step of the salary schedule for the teacher's current position according to the teacher's experience and education.

## **ARTICLE XIV**

### **Teacher Appraisal**

#### **14.1 PURPOSES OF APPRAISAL**

The parties recognize that appraisal is something that is done with a teacher and not to a teacher. The parties further recognize the importance and value of developing a procedure for assisting and appraising the progress and success of both newly employed and experienced personnel. Therefore, the following procedure will be used to accomplish these goals with teachers.

#### **14.2 TEACHER APPRAISAL**

The parties agree that the Teacher Appraisal Plan (TAP) is incorporated herein by reference and is a part of this Agreement in its entirety.

##### **14.21 TEACHER APPRAISAL PLAN OVERSIGHT COMMITTEE**

The Teacher Appraisal Plan Oversight Committee will be co-chaired by representatives of the ETA and the district and will consist of 12 members. The committee will minimally meet quarterly but will meet more often if necessary in order to complete its tasks. The committee can recommend changes to the district and the ETA. Any such changes must be approved by the ETA Representative Assembly. This U46/ETA evaluation committee can appoint ad hoc committees to help it do its work.

The committee is charged with:

- Identifying, developing and monitoring the ongoing training necessary for all staff
- Gathering feedback from all stakeholders through surveys on how the system is working in relationship to the values and belief statements
- Providing examples for options, goals, portfolios, and self-directed inquiries
- Reporting and communicating to all stakeholders
- Developing the system for tenured teachers who need assistance
- Recommend a meeting structure
- Annual survey of sites
- Ongoing review of the Teacher Appraisal Plan as it evolves
- Review data of the current Teacher Appraisal Plan including but not limited to benchmark conferences, informal and formal observations, summative conferences, student learning objectives, and other TAP events as needed for the purpose of system improvement

- All members of the Teacher Appraisal Plan Oversight Committee will have the opportunity to become certified teacher evaluators

The committee does not review the efficacy of any evaluation given to a teacher by the administration.

#### **14.3 ORIENTATION TO TEACHER APPRAISAL PLAN**

Orientation of all teachers who are to be appraised will occur prior to implementation. This will include a discussion of the teacher appraisal plan (TAP) and instruction related to accessing the online appraisal system. Group and/or individual orientation to the total process will be completed by October 1.

#### **14.4 KNOWLEDGE OF APPRAISAL**

All classroom observations of teachers for purposes of appraisal will be conducted openly and with the full knowledge of the teacher.

#### **14.5 SIGNATURE ON FORMS**

The evaluator and teacher will sign the report before it is placed in the teacher's personnel file in the Human Resources Office. Such signature by the teacher only acknowledges that they have read the report and does not necessarily indicate agreement with its contents.

##### **14.51 TEACHER PERSONNEL FILE**

The teacher will receive a copy of all written reports to be placed in their personnel file in the Human Resources Office. Such file will be the only personnel file for each employee in the district. A written report will be defined as a report written by a district administrator. The teacher will have the right to attach their response to any such report placed in the personnel file, and to include any additional information. Each teacher will have the right, upon request, and under the supervision of Human Resources, to review and reproduce at their own cost, the contents of their personnel file excluding confidential college credentials, confidential outside recommendations, or confidential information given by previous employers.

#### **14.6 SECOND EVALUATOR**

In the event the teacher requests to be evaluated by a second evaluator, such request must be submitted to Human Resources in writing. Human Resources will make such an appointment upon receiving this request. These supplementary evaluations (the number of which will be set up at the time of the determination of the second evaluator) will not be interpreted as a disruption or an interference with the primary evaluation procedure established in this Agreement.

## **14.7 PEER ASSISTANCE AND REVIEW (PAR)**

### **14.71 PAR PROGRAM**

The PAR Program is a yearlong process that involves frequent, ongoing, classroom-based assistance and a standards based review of a teacher's practice. Aimed at improving teacher quality, a trained Peer Consultant Teacher (PCT) provides personalized assistance and instructional support for Participating Teachers (PT) who are interested in improving their professional practice and voluntarily request to participate.

The PAR program affirms the district's efforts to support and appraise teachers based on the guidelines of the district's Teacher Appraisal Process (TAP). PAR is fully aligned with TAP and utilizes the same domain rubrics, observation cycles and ISBE descriptors that define the TAP process. Participating Teachers (PT) in PAR use the same forms, follow the same timelines, complete the same events, and adhere to guidelines as outlined in the TAP document.

### **14.72 PAR PANEL COMPOSITION**

The PAR Panel (Panel) is a group of eight (8) members. Four (4) teachers appointed by the ETA President and four (4) administrators appointed by the Superintendent or designee to oversee all aspects of the PAR Program. The ETA President will determine the Teacher Co-chair and the Superintendent or Designee will determine the Admin Co-chair. All Panel members will become certified teacher evaluators.

### **14.73 SCOPE OF ACTIVITY**

The Panel will monitor the PAR program. The scope of the work will include but is not limited to processing the volunteer participants, implementing professional development for the Panel and PCT, and overseeing the reconsideration process. The Panel can make recommended changes to the program as described in the PAR Handbook. The Panel will have productive and reciprocal relationship with the TAP Oversight Committee. The Panel will make its decisions through the consensus process.

## **14.8 REMEDIATION**

If a tenure teacher is rated unsatisfactory, the District will develop a remediation plan pursuant to the Illinois School Code and Rules and Regulations promulgated by the Illinois State Board of Education. The remediation plan will be designed only to correct the remediable areas identified as unsatisfactory and will provide for classroom observation time for the consulting teacher to observe the teacher under remediation.

**14.9 DISCHARGE OR INVOLUNTARY CHANGE OF TENURE TEACHER**

**14.9.1 STANDARD TO BE APPLIED**

Any discharge or other involuntary change in a tenure teacher's assignment or status will be for just cause.

**14.9.2 LEGAL RIGHTS OF TEACHERS**

Any conference or hearing with a teacher regarding discharge or other change in the teacher's assignment or status will be conducted in a manner so as to not abrogate the teacher's rights according to the Illinois School Code or the provisions of this Agreement.

## **ARTICLE XV**

### **Staff Development**

#### **15.1 SCHOOL IMPROVEMENT PLANNING COMMITTEE (SIP)**

On an annual basis each school will establish a School Improvement Committee. The School Improvement Planning Committee is a school-based team made up of elected representatives from instructional teams and administrators who are organized by grade level, subject area, departments, or clusters.

The School Improvement Planning Committee is focused on encouraging a culture of collaboration among teachers and administrators.

Prior to the formation of the committee for any school year, a majority of all the teachers and the building administration may mutually agree to vary the size and composition of the School Improvement Committee for their school, provided that in no event will the committee have fewer than three (3) teachers and one (1) administrator. Absent such mutual agreement for any school year, the composition of the committee will be as set forth below:

The teachers in each school will elect representatives to a School Improvement Committee as follows:

- (a) Elementary - will elect one teacher from each grade level and one teacher from special services.
- (b) Secondary - will elect one teacher from each department and one teacher from special services.

The committee will elect its chairperson and secretary.

The chairperson will meet with the principal to create and distribute the committee agenda to school staff two (2) days prior to the meeting.

The committee will meet monthly unless determined otherwise by the committee. School Improvement Planning Committee minutes will be distributed to all teachers within two (2) days of a meeting.

The Board/designee will designate administrative staff to provide opportunities for periodic reviews of progress of SIP.

The Board/designee will cooperate with the School Improvement Planning Committees to act as a resource for committee work and staff development at the sites and will provide a database of resources for teachers and buildings for staff development.

## **15.11 ROLE OF THE SCHOOL IMPROVEMENT PLANNING COMMITTEE**

The School Improvement Planning Committee will:

1. Focus on improving student growth and achievement in alignment with the District Strategic Plan
2. Make decisions through a consensus process.
3. Decision-making and problem-solving will be based on the needs of the site.
4. Determine the needs of the site by a site selected, research-based needs assessment.
5. Analyze the data from the needs assessment to determine areas of improvement.
6. Determine solutions and set school improvement goals to target areas of improvement.
7. Create, implement, and oversee the implementation plan of the school improvement goal(s).
8. Track data and monitor school improvement goal(s).
9. Oversee and implement instructional coaching in alignment to school improvement goals.
10. Select and implement professional development that targets site-based needs.
11. Provide procedures and oversight for classroom visitations of non U-46 employees as outlined in Section 6.71.
12. Communicate work and decisions to all stakeholders on an ongoing basis.
13. Distribute minutes to all building staff within two days (2) days of the meeting.
14. Form subcommittees for additional work as needed.
15. Coordinate resources and materials to support individual building needs.
16. Establish such supplementary procedural guidelines as necessary for its operation and communication to staff.
17. Develop and communicate a tentative list of school-based events and any needed ad hoc subcommittees for the following year.
18. Determine the agenda for staff meetings as defined in Section 6.54 and distribute the agenda to all staff in a reasonable amount of time prior to the staff meeting.
19. Plan the equivalent of not less than two (2) days nor more than four (4) School Improvement Committee days for teachers during the regular school term, incorporating feedback from the School Department.

Committee representatives will be responsible for reporting to their constituent staff.

## **15.2 SPECIAL SERVICES IMPROVEMENT COMMITTEE**

On an annual basis each special services department, as defined in Section 12.8, may establish an Improvement Committee focused on student growth and achievement in alignment with the District Strategic Plan and building plans. Prior to the formation of the committee for any school year, a majority of all the teachers and the department administration may mutually agree to vary the size and composition of the Improvement Committee for their department, provided that in no event will the committee have fewer than three (3) teachers and one (1) administrator. For any school year, the composition of the committee may be determined by mutual agreement. Absent mutual agreement, special services may create a committee on a ratio of one (1) per ten (10) teachers or a fraction thereof in each department, but not fewer than three (3) teachers.

The committee will elect its chairperson and secretary. If the special services department has a District lead, that person will automatically be included on the Special Services Improvement Committee. Special Services Improvement Committees may not convene at a time that conflicts with school improvement and/or staff meetings.

The Special Services Improvement Committee will:

1. Focus on improving student growth and achievement in alignment with the District Strategic Plan
2. Make decisions through a consensus process.
3. Decision making and problem solving will be based on the needs of the department.
4. Determine the needs of the department by a research based needs assessment.
5. Analyze the data from the needs assessment to determine areas of improvement.
6. Determine solutions and set department improvement goals to target areas of improvement.
7. Create, implement, and oversee the implementation plan of the department improvement goal/s.
8. Track data and monitor department improvement goal/s.
9. Select and implement professional development that targets department-based needs.
10. Communicate work and decisions to all stakeholders on an ongoing basis.
11. Distribute minutes to all departmental staff and administrators within two days (2) days of the meeting.

12. Form subcommittees for additional work as needed.
13. Coordinate resources and materials to support individual department needs.
14. Establish such supplementary procedural guidelines as necessary for its operation and communication to staff.
15. Develop and communicate any needed ad hoc subcommittees for the following year.
16. Determine the agenda for monthly collaborative meetings.
17. Plan the professional practice day offerings for teachers during the regular school term.

Absent the creation of a Special Services Improvement Committee, the work outlined above will be deferred to the Department Committee as referenced in Section 2.54.

### **15.3 LENGTH OF PROGRAMS**

#### **15.31 LENGTH OF SIP AND INSTITUTE PROGRAMS**

SIP and Institute Days will be 5 hours 15 minutes in length (not including breaks and lunch) during the course of the normal school day, with specific hours of attendance to be determined by the School Improvement Committee. In the absence of agreement as to when the hours will be set, the afternoon SIP or Institute programs will begin no later than 1:30 p.m. and adjourn no later than two hours and fifteen minutes from the beginning time, and the morning hours will take place from 8:30 to 11:30 a.m.

#### **15.32 PARENT CONFERENCES, MEETINGS AND/OR SCHOOL PROGRAMS**

##### **15.32.1 REQUIRED PARENT TEACHER CONFERENCE:**

Each school will dedicate five (5) hours for parent teacher conferences. School Department will determine the schedule for the five (5) hours of parent teacher conferences in the following manner:

- a. At least one (1) but no more than four (4) hours of the required five (5) hours for parent teacher conferences will occur after normal school hours for the site; and
- b. The remaining hours of the five hours for parent teacher conferences will occur during normal school hours for the site on non-attendance days. Time not used for parent teacher conferences on the non-attendance day will be considered as a portion of a Professional Practice Day as set forth in Section 6.51.

Attendance is required for the five (5) hours of parent teacher conferences.

### **15.32.2 OPTIONAL CONFERENCES, MEETINGS AND / OR SCHOOL PROGRAMS:**

In addition to the required five (5) hours for parent teacher conferences, each site may schedule up to seven (7) additional hours for parent-teacher meetings and / or school programs pursuant to the following requirements:

- a. School Department selects the number of additional hours, not to exceed seven hours, the site will use for parent teacher conferences, parent teacher meetings and / or school programs;
- b. The School Department will identify a portion of day(s) and time(s) dedicated to parent-teacher conferences, parent teacher-meetings and / or school programs for the site;
- c. The additional hours selected by School department must occur after the normal school hours for the site and during the school year;
- d. Teacher attendance is required for each teacher at the site for the additional hours identified by the School Department;
- e. Teachers will be compensated at the applicable rate of pay established in Section 10.47 for any additional hours selected by the School Department.

Activities covered under Appendix F are precluded from the additional seven (7) hours.

### **15.33 KINDERGARTEN CONFERENCE RELEASED TIME**

Each regular education kindergarten teacher will have one additional day of released time for conducting parent conferences in addition to the regular conference days. This day is to be scheduled at a time mutually agreed to by the building principal and the teacher. Section 10.32 will apply for such released time.

### **15.34 EARLY RELEASED DAYS**

On days where the student attendance day is shortened under the relevant provisions of the School Code, the teacher attendance day will provide, as per Section 6.21 of the Agreement, a duty free lunch period at the end of the student attendance day. In addition, the length of the teacher attendance day will not exceed the length of a normal school day.

## **15.4 PROFESSIONAL DEVELOPMENT COMMITTEE**

The Board and the Association agree that a need for continuing professional development opportunities for all teachers exists and in accordance with Section 23.3 the Professional Development Committee will provide opportunities to this end. Professional Development refers to a process which stimulates, encourages and enables a teacher to

improve their performance and reach their full potential – developing their knowledge, skills, abilities and values.

#### **15.41 COMPOSITION**

Full Professional Development Committee will be comprised of the Superintendent’s designee and one (1) teacher from each school in the district. The Superintendent’s designee and one teacher, who serve on the Steering Committee, will serve as co-chairs for the full committee.

In addition, this committee will include ETA member representatives from the following programs/departments:

- Early Childhood (1)
- Art (preK-12) (1)
- Music (preK-12) (1)
- Non-traditional teacher (1)
- Physical Education (1)
- Elementary MMED (1)
- Secondary MMED (1)
- Elementary Special Education (1)
- Secondary Special Education (1)
- Related Services (Speech Language Pathologists, School Psychologists, School Social Workers, Itinerants) (3)

All ETA members will be elected to staggered terms of two (2) years each by the respective constituencies.

All administrators will be appointed by the Superintendent representing the following configuration:

- Curriculum Coordinators (2)
- Elementary Principals (2)
- Middle School Administrator (1)
- High School Administrator (1)
- Other District Administration (1)

If a building does not have a representative, it is the responsibility of the building administrator to obtain and share the information from the PD committee meeting with their staff until a representative is determined.

**Steering Committee** will be comprised of thirteen (13) members chosen from the full Committee.

One ETA member representative from each of the following nine (9) areas:

- Primary elementary (K-3)
- Intermediate elementary (4-6)
- Middle school
- High school
- Early childhood
- Elementary specials (art/music/PE)
- Special education
- ELL/Dual Language
- Related services

Four (4) administrators from those appointed to the full Committee.

#### **15.42 ROLE AND FUNCTION**

The role of the Professional Development Committee is to provide feedback and guidance around learning opportunities to support professional development for all teachers, recognizing their differentiated needs. All representatives will be responsible for knowing the needs of their building or program, especially academic improvement goals and/or work connected to District goals, and using that knowledge to review and advise on professional development opportunities. The Committee will establish procedural guidelines as necessary for its operation.

As new curriculum and resources should contain a professional development component to ensure that the educators using the materials are prepared, a presentation to the PD committee for review and feedback is required as part of the curriculum cycle.

#### **Full Committee**

The Professional Development Committee will meet monthly at a regularly scheduled time during the school year (September - May). There will be additional meetings as needed. Proposed agenda items are to be submitted to the Co-Chairs of the Professional Development Committee. The Steering Committee will consider all ideas submitted and establish the agenda (*e.g.* PD updates - upcoming opportunities, district PD plans and logistical changes; curriculum proposal professional development presentations; subcommittee work, which may include reviewing applications for conference attendance and offering feedback or ongoing district PD) for each of the Full Committee meetings.

Standard agenda items may include:

1. General Updates
2. Applications to Facilitate PD (Sub-Committee Report)
3. Evaluation Subcommittee (Report)

Minutes will be kept of each meeting and will be made available to the Committee members and posted on the District website within 10 school days. All committee members are responsible for sharing the key points of the meeting and the minutes with their respective building, program, or department in a timely fashion.

### **Steering Committee**

The Professional Development Steering Committee will meet monthly at a regularly scheduled time during the school year (August - May). The Professional Development Steering Committee may have additional meetings as needed. The Steering Committee will establish an agenda for each of the full committees. The work of the Steering Committee will include, but not be limited to, establishing subcommittees and previewing curriculum proposal presentations.

## **15.5 PROGRAM PLANNING CRITERIA**

Planning of Staff Development programs will be based on the expressed needs of the staff at the building and/or department level, district goals, and the recommendations of the Instructional Council. Committee members will work with their SIP or department teams to identify professional development needs of their staff and create a plan for those needs to be met through the planning of programs to be offered in the district.

The committee will oversee trainings as well as professional growth opportunities and will keep a calendar of events which will be available to all staff. When possible, these events will be facilitated by ETA members. Programs will be reviewed and refined as needs of staff change.

## **15.6 FINANCING**

The financing of Staff Development programs will be provided by the Board to the full extent of budgetary resources.

## **ARTICLE XVI**

### **Paid Leaves**

#### **16.1 SICK LEAVE/PERSONAL LEAVE**

##### **16.11 SICK LEAVE ALLOTMENT**

Each employee will receive twelve (12) days of sick leave per year without loss of pay.

Sick leave will be charged in increments of half-day or full-day. A half-day deduction will occur when a teacher is absent in the elementary schools for three hours or less of the scheduled work day, or in the secondary schools four periods or less.

##### **16.12 SICK LEAVE DEFINITIONS**

Sick leave will, for the purpose of this Agreement, mean personal illness, which includes mental or behavioral health, quarantine at home, serious illness, or death in the teacher's immediate family. The term "immediate family" will be construed to mean a spouse, parent, child, brother, sister, grandparent, parent-in-law, or any relative who resides within the teacher's household.

##### **16.13 BEREAVEMENT LEAVE**

Each bargaining unit member will be granted annually three (3) paid days of bereavement leave in the event of a death in the immediate family. The immediate family will be defined as parent, child, brother, sister, grandparent, grandchild, parent-in-law, stepfamily of the foregoing relatives, spouse, or any relative who resides within the teacher's household. Bereavement days will not accumulate year-to-year.

##### **16.14 PERSONAL LEAVE**

At the beginning of each school term each teacher will be credited with three (3) days of leave to be used for the teacher's personal use. A personal day may be used for any purpose except for reasons that are recreational (leisure activity) at the discretion of the teacher provided any personal day that is used adjacent to a holiday or vacation period will be requested in writing with a statement of supporting reasons. In the event that the district does not approve a request for a personal day(s), the district will respond in writing stating the reason the request is denied. Such response will be provided to the teacher. A teacher planning to use a personal leave day or days will notify their principal at least one (1) day in advance except in cases of emergency. The teacher

will suffer no loss of pay for such leave and any unused leave days will accumulate as sick days.

In the event that a teacher has exhausted their sick leave days, personal days may, at the option of the teacher, be used as sick days.

#### **16.15 SICK LEAVE ACCUMULATION**

The unused portion of allotted sick leave benefits will accumulate to an unlimited amount.

#### **16.16 VERIFICATION OF ILLNESS**

The Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days of personal illness, or as it may deem necessary in other cases. (School Code: Section 24-6)

### **16.2 ASSOCIATION LEAVE**

Association leave days will be granted upon authorization by the Association President to the superintendent. The Association will pay the cost for the substitute teacher, at the regular per diem substitute rate.

### **16.3 SABBATICAL LEAVE**

#### **16.31 PURPOSES**

For the encouragement of continued professional development and resulting improvement in the quality and level of experience of the teaching staff, sabbatical leaves for periods not less than one semester not to exceed one school year will be granted by the Board.

A sabbatical leave may be granted to permit a certified staff member to engage in study, study travel, research, or other reason approved by the Sabbatical Committee.

#### **16.32 ELIGIBILITY CRITERIA**

Any certified staff member who has satisfactorily completed six (6) consecutive years of teaching, and/or administrative service in District U-46 may apply for sabbatical leave.

#### **16.33 APPLICATION PROCEDURE**

The applications for sabbatical leave including a plan for study and/or travel study must be submitted to Human Resources during the period from February 1 to February 28 preceding the school year for which the leave is granted. Applicants will be notified not later than March 20 as to the disposition of their applications. A teacher receiving permission to take a sabbatical leave will inform the superintendent in writing of his intention to either accept or decline such leave. Such notification will be given not later than fifteen (15) days after the applicant has been notified of approval of their request for leave.

A plan for travel study leave is to be submitted to Human Resources for review prior to the date for filing applications for sabbatical leave.

#### **16.34 SELECTION PROCEDURE AND CRITERIA**

Applications for sabbatical leave will be screened by a committee of six (6) members. Three (3) members of the screening committee are to be appointed by the superintendent and three (3) members are to be appointed by the president of the Association. Criteria to be considered by the screening committee in reviewing applications for sabbatical leaves will include need, area and plan of study and/or travel, seniority, and past contributions to District U-46. In all cases, a teacher making application for their first sabbatical leave will have preference over one who has previously had sabbatical leave. Upon the termination of sabbatical leave, a teacher will not be entitled to another sabbatical leave until they have completed an additional six (6) full years of service in District U-46.

Not more than five (full time equivalent positions) of the certified staff represented by the Association will be granted sabbatical leave during any one school year.

If more than the designated percentage of applications is approved, a list of four (4) alternates will be established. The alternates will be ranked according to their precedence, previously established by the committee. Should any of the original choices decline their acceptance due to a change in plans or lack of acceptance in a program, the first alternate will be notified and considered. This process will continue through the list of alternate-designates until all approved applications have been utilized.

A certified staff member who requests a sabbatical leave for study will be expected to enroll as a full time student carrying a full load (full time student as determined by the institution attended) of academic work at an institution of higher education approved by the appropriate accrediting agency.

#### **16.35 BOARD APPROVAL**

The superintendent will present applications recommended by the screening committee for sabbatical leave to the Board for its approval.

#### **16.36 RESPONSIBILITIES OF TEACHER**

The teacher who takes a sabbatical leave will agree in writing to teach two (2) years in District U-46 after returning from sabbatical leave. If the teacher accepts another position or retires from teaching before the two (2) year period has elapsed, they will repay District U-46 the salary paid him/her while on leave. The person on leave will not engage in any activity for which salary or compensation is paid unless the

activity is directly related to the purpose for which the leave is granted and is approved by the Board.

**16.37 SALARY DURING LEAVE**

During the absence of a teacher on sabbatical leave, such teacher will receive one-half of their full basic salary as if they were to be in actual service. In addition thereto, the Board will pay the contribution to the Teachers' Retirement System required of the person on leave computed on the salary of such person for the year immediately prior to the leave. The employee's portion of health and other insurance provided in this Agreement while on sabbatical leave will be paid by the Board.

**16.38 ASSIGNMENT AND SALARY UPON RETURN FROM LEAVE**

The teacher upon returning will be returned to their former position, seniority permitting, or, upon request by the teacher, to a mutually agreed upon position. Such teacher will also be advanced to the appropriate position on the salary schedule as if they had been in actual service in the district during the period of sabbatical leave.

**16.4 THIRD PARTY PAID LEAVE**

In special circumstances and upon prior mutual agreement of the Association and the School Board, a member on leave may continue as an employee of the Board. The employee will receive from the Board their salary and benefits as if working. The Association or other third party to which the employee is assigned will reimburse the School Board for salary and benefits related to the leave.

## **ARTICLE XVII**

### **Unpaid Leaves**

#### **17.1 PROFESSIONAL IMPROVEMENT LEAVE**

##### **17.11 PURPOSES**

A leave of absence, without salary, may be authorized for any certificated tenure employee, upon application, for one (1) or two (2) academic years, for the purpose of:

- (a) engaging in study at an accredited university, or
- (b) full time participation in the federally sponsored Peace Corps or Teacher's Corps, or
- (c) full time teaching in foreign or military programs.

##### **17.12 APPLICATION PROCEDURE**

Application will be made in writing to the Human Resources Office by May 1 for the following year.

##### **17.13 CRITERIA FOR APPROVAL**

Approval of the application will depend upon the value of the experience to not only the applicant, but to the school district as well.

##### **17.14 NOTICE OF DISPOSITION OF APPLICATION**

The applicant will be informed in writing by Human Resources of the disposition of the request on or before May 15 preceding the academic year for which leave is requested.

##### **17.15 TEACHER RESPONSIBILITY**

The applicant is required to state in writing their intention to return to the school district at the expiration of the leave.

##### **17.16 SALARY CREDIT ALLOWABLE**

The Board will grant experiential credit on the salary schedule in the amount authorized in the leave, except for academic study. Those on leave for academic studies will be granted a maximum of one (1) year experience on the salary schedule.

##### **17.17 INSURANCE AVAILABILITY**

The teacher will be given an opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves

of absence extend into the next school year, the teacher will be expected to pay full premiums.

**17.18 RETURN FROM UNPAID LEAVE**

The teacher will submit written confirmation of the intent to return from leave by February 1 or December 1 for leaves scheduled to end with the following semester. The teacher returning from an unpaid leave will be returned to their former position, seniority permitting, if the position still exists, or to a mutually agreed upon position.

**17.2 MILITARY LEAVE**

**17.21 PURPOSE**

A military leave of absence will be granted to any teacher who will be inducted, recalled, or enlists for military duty in any branch of the armed forces of the United States. The leave will be for the period of active duty in the armed forces.

**17.22 APPLICATION PROCEDURE**

Application for leave will be made, in writing, to Human Resources as soon as the teacher is notified of the date of induction into the military.

**17.23 INSURANCE AVAILABILITY**

The teacher will be given the opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

**17.24 RETURN FROM LEAVE**

Upon return, the teacher will be placed in the same position on the salary schedule as they would have been had they taught in the district during the period and the teacher will be returned to their former position, seniority permitting, if the position still exists, or to a mutually agreed upon position.

**17.3 ASSOCIATION OFFICERSHIP LEAVE**

**17.31 PURPOSE**

A leave of absence of up to three (3) years will be granted to any tenure teacher upon application for the purpose of serving as a full time paid officer of a national or state professional educational organization.

### **17.32 APPLICATION PROCEDURE**

Application will be made in writing to the Human Resources Office by May 1 for the following year.

### **17.33 INSURANCE AVAILABILITY**

The teacher will be given an opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

### **17.34 RETURN FROM LEAVE**

The teacher will submit written confirmation of the intent to return from leave by February 1 or December 1 for leaves scheduled to end with the following semester. Upon returning from such leave, the teacher will be placed on the salary schedule and seniority list at the same position they would have been had they taught in the district during the period, and the teacher will be returned to their former position, seniority permitting, if the position still exists, or to a mutually agreed upon position.

## **17.4 PUBLIC OFFICE LEAVE**

### **17.41 PURPOSE**

A staff member who has been employed by the district for a minimum of three (3) years and has a record of satisfactory service will be entitled to a leave of absence to campaign for, or serve in, a public office. Such leave will be granted in segments of one semester or more.

### **17.42 APPLICATION PROCEDURE**

Application for leave will be made in writing to Human Resources.

### **17.43 INSURANCE AVAILABILITY**

The teacher will be given an opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

#### **17.44 RETURN FROM LEAVE**

The teacher will submit written confirmation of the intent to return from leave by February 1 or December 1 for leaves scheduled to end with the following semester. A staff member granted such leave will be restored to their former status upon return, seniority permitting, if absent not more than one semester. Otherwise, they will be placed in a position of like nature.

### **17.5 PARENTAL LEAVE**

#### **17.51 PARENTAL LEAVE: FMLA**

Any teacher will be eligible for parental leave using family and medical leave under the same terms and conditions as leave provided to eligible employees under School Code of Illinois and the federal Family and Medical Leave Act of 1993.

#### **17.52 MATERNITY LEAVE - CONDITIONS**

Any pregnant teacher will be permitted a maternity leave of absence. The teacher will notify their immediate supervisor in writing accompanied by a physician's certificate of pregnancy as soon as possible after pregnancy has definitely been determined, but not later than thirty (30) days prior to the date on which leave is to begin. Such notice will include the intended dates on which the leave will begin and end, which will be consistent with the provisions of Section 17.52.1.

##### **17.52.1 MATERNITY LEAVE - LENGTH OF LEAVE**

A pregnant teacher may request a maternity leave for the purpose of disability and home care of the child within the following requirements:

- (a) A maternity leave will commence at the start of the first or second semester of the school year or when deemed medically necessary by the teacher and the teacher's physician.
- (b) Disability payments will be based upon and subject to the teacher's accumulated sick leave days for that portion of the school year coinciding with such disability.
- (c) Every effort will be made to have the leave minimally interrupt instructional continuity by ending a maternity leave at the end of the first or second semester following the birth of the child. A teacher on maternity leave may request that such leave terminate earlier than as provided above, and such teacher will, if medically qualified, be reinstated as soon as a position becomes available comparable to the position which such teacher left. Requests will be honored in the order of filing.
- (d) Upon request, a tenured teacher on maternity leave will have the leave extended for a third and/or fourth semester, provided that the teacher will return at the beginning of the first semester of any

school term. Such request will be made in writing to the Human Resources Office thirty (30) days prior to the date on which the extended leave is to begin. A teacher who requests such an extension will provide confirmation of intent to return by March 1 instead of May 1 as provided for in Section 17.53.

#### **17.52.2 MATERNITY LEAVE - DISABILITY LEAVE**

A pregnant teacher may request a disability leave due to pregnancy by informing the Human Resources Office in writing accompanied by a physician's certificate of pregnancy. The leave will commence when deemed medically necessary by the teacher and the teacher's physician, and the teacher will return when medically qualified as determined by the teacher's physician.

A teacher will not be required to submit proof of disability for pregnancy and the birth of the child for a period of two weeks prior to and six weeks after the birth. Proof of physical disability will be required where the disability extends beyond the limits as set forth in this paragraph.

Sick leave benefits will be paid for the period of time the disability occurs, but only up to the individual's accumulated sick leave.

#### **17.53 RETURN FROM MATERNITY LEAVE**

Confirmation of intent to return from leave will be given in writing to Human Resources by May 1 (except for any teacher who extends her leave) for teachers intending to return at the start of the fall semester and by December 1 for teachers intending to return at the start of the spring semester. The teacher returning from maternity leave will be returned to her former position, seniority permitting, or to a mutually agreed upon position.

The teacher, upon returning, will be placed on the salary schedule at the same position to which she would have been eligible prior to commencement of her leave of absence.

#### **17.54 INSURANCE AVAILABILITY**

The teacher will be given an opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

## **17.6 ADOPTIVE LEAVE**

### **17.61 CONDITIONS**

Any teacher will be permitted a leave of absence without pay to adopt a child. In applying for adoptive leave, the teacher will notify Human Resources in writing as soon as possible after filing an application for adoption of a child.

### **17.62 LENGTH OF LEAVE**

Adoptive leave will commence when the child is physically turned over to the teacher-parent or on a date reasonably in advance of such placement of the child as may be agreed by the district and the teacher. Within thirty (30) days after placement of the child the teacher will notify Human Resources of the anticipated date when the leave will terminate. Such leave will terminate at the start of the first or second semester after placement of the child, unless otherwise mutually agreed to by the teacher and the district. Confirmation of intent to return from leave will be given to Human Resources by May 1 for teachers intending to return at the start of the fall semester and by December 1 for teachers intending to return at the start of the spring semester.

Upon request, a tenured teacher on adoptive leave will have the leave extended for a third and/or fourth semester, provided that the teacher will return at the beginning of the first semester of any school term. Such request will be made in writing to Human Resources thirty (30) days prior to the date on which the extended leave is to begin. A teacher who requests such an extension will provide confirmation of intent to return by March 1 instead of May 1 as provided for above.

A teacher on adoptive leave may request that such leave terminate earlier than as provided above, and such teacher will be reinstated as soon as a position becomes available comparable to the position which the teacher left. Requests will be honored in the order of filing.

### **17.63 RETURN FROM ADOPTIVE LEAVE**

The teacher returning from adoptive leave on the date originally specified will be returned to their former position, seniority permitting, or to a mutually agreed upon position. The teacher, upon returning, will be placed on the salary schedule at the same position to which they would have been eligible prior to commencement of the leave of absence.

### **17.64 INSURANCE AVAILABILITY**

The teacher will be given an opportunity to continue insurance coverage in the school insurance program during the leave of absence

but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

## **17.7 EXCHANGE TEACHER PROGRAM**

### **17.71 PURPOSE**

A teacher may, upon approval of the Superintendent, be granted a leave of absence for a designated period of time to participate in an exchange teacher program with another school in the district or a school or program outside the district. Such programs would be for the purpose of allowing teachers to gain experience in new and different or innovative educational programs or teaching techniques. Such programs would involve replacement teachers on an exchange basis with the other participating school, district, or program. The leave will be for a period of one (1) year.

### **17.72 APPLICATION PROCEDURE**

Application will be made in writing to the Human Resources Office by May 1 for the following year.

### **17.73 INSURANCE AVAILABILITY**

The teacher will be given the opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

### **17.74 RETURN FROM LEAVE**

The teacher will submit written confirmation of the intent to return from leave by February 1 or December 1 for leaves scheduled to end with the following semester. Upon returning, the teacher will be returned to their former position, seniority permitting, if the position still exists, or to a mutually agreed upon position.

## **17.8 LEAVE OF ABSENCE**

### **17.81 PURPOSE**

Upon request of a tenure teacher, the Board may grant an unpaid leave of absence for up to one (1) year.

### **17.82 APPLICATION PROCEDURE**

Applications are to be submitted to Human Resources.

### **17.83 INSURANCE AVAILABILITY**

The teacher will be given the opportunity to continue insurance coverage in the school insurance program during the leave of absence but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due. Such premiums will be prorated on an annual basis from August to August. Teachers initiating leaves of absence will be charged the prorated amounts during the school year in which their leave begins. As leaves of absence extend into the next school year, the teacher will be expected to pay full premiums.

### **17.84 RETURN FROM LEAVE**

The teacher will submit written confirmation of the intent to return from leave by February 1 or December 1 for leaves scheduled to end with the following semester. Upon return, the teacher will be returned to their former position, seniority permitting, if the position still exists or to a mutually agreed upon position.

## **17.9 JOB SHARING LEAVE**

### **17.91 PURPOSE**

Job sharing as defined in this article is a voluntary program providing two (2) tenure teachers the opportunity to share one (1) full-time equivalent teaching position. No full-time equivalent positions will be eliminated in order to create job sharing positions.

### **17.92 APPLICATION PROCEDURE**

Participants in job sharing positions will submit an application and proposed plan for a job sharing leave to Human Resources by March 1 of the year preceding the school year for which the leave is requested. It will be the responsibility of each job sharing applicant to inform their immediate supervisor of the intent to apply. The job sharing plan will include, but not be limited to, teaching responsibilities, schedule of work hours and/or days, attendance at staff meetings, inservice days and other teaching responsibilities. Approval of the job share application will be determined by the Board by June 1 following the request, provided that the plan is consistent with the provision of this

Agreement. Further, the parties agree that any inadequacies in the information provided in the application will not constitute a basis for the rejection of the plan.

#### **17.93 SALARY CREDIT ALLOWABLE**

Participants in job sharing positions will be placed appropriately on the teachers' salary schedule and salaries will be prorated according to the time worked. Contributions to the Teachers' Retirement System will be prorated according to the time worked. Participants in job sharing positions will receive salary step advancement pursuant to Section 27.51 at the start of the school year following the accumulation of the equivalency of one (1) year of full-time service.

#### **17.94 LENGTH OF LEAVE**

The length of a job sharing leave will be for one (1) school year and may be renewed by the Board if a request to renew is made by the participants. Participants in job sharing positions will be considered on a leave of absence for that portion of the school work hours and/or days that they are not working.

#### **17.95 SENIORITY**

Teachers participating in the job sharing program as set forth in this section will accrue seniority in proportion to the time worked.

#### **17.96 INSURANCE AND LEAVE BENEFITS AVAILABILITY**

Participants in job sharing positions will be responsible for the cost of their own fringe benefits on a prorated basis.

#### **17.97 RETURN FROM LEAVE**

Participants in a job sharing program will submit written notice of their intent to return to full-time employment by March 1. Upon return, the teacher(s) will be returned to their former position, seniority permitting, if the position still exists or to a mutually agreed upon position. Such return rights will be applicable for two (2) years. If the leave extends for more than two (2) years, the teacher will be returned to a comparable position upon their return to full-time employment. Comparable position will mean a position at the same level (elementary, middle or high school) and the same grade for elementary or subject area assignment for secondary.

#### **17.10 FMLA**

A teacher will be eligible for a leave under the provisions of the Family Medical Leave Act. A teacher may elect to substitute any of their accrued paid leave to all or a portion of the leave. The District will not require the teacher to substitute accrued paid leave to all or any portion of the leave.

**ARTICLE XVIII**  
**Student Teaching Assignments**

**18.1 RECOGNITION OF PRINCIPLES**

The parties recognize that students are entitled to be taught by fully qualified teachers while at the same time recognizing a professional responsibility to assist in the preparation of a student teacher.

**18.2 COOPERATING TEACHERS/REMUNERATION**

Student teachers will be assigned only to those tenure teachers who successfully complete the nomination process as defined by Human Resources. Student teachers will be assigned to non-tenure teachers when a tenure teacher in that subject area or grade level is not available. The Cooperating Teacher will indicate to the Human Resources Office their acceptance or rejection of the student teacher. The placement process may include an interview between the Cooperating Teacher and the student teacher candidate as well as confirmation of administrative support of such placement. No Cooperating Teacher will accept and supervise more than one (1) full-time student teacher per school term, except in experimental programs.

Any remuneration paid the district for accepting a student will be paid in full to the Cooperating Teacher.

## **ARTICLE XIX**

### **Emergency School Closing**

#### **19.1 NOTICE OF CLOSING BY SUPERINTENDENT**

All of the schools and school offices in the school system will be open on all regularly scheduled days unless closed by the Superintendent.

When an emergency confronts the schools, notifications of the closing of schools will be released for broadcast over normal means of mass communication practices currently in place, but no later than 7:00 A.M.

#### **19.11 EMERGENCY SITE CLOSURES**

In the event that an instructional site needs to be evacuated and students are relocated to another location, teachers from the evacuated site will report to the secondary site(s) for the purpose of supervision of the effected students.

#### **19.2 LEAVE DAYS NOT DEDUCTED**

When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by a teacher will be deducted for such emergency days.

#### **19.3 TEACHERS UNABLE TO REPORT TO WORK**

Teachers who are unable to report for work as scheduled because of inclement weather will not be charged with lost work time because of such failure to report, provided that the teacher has made every effort to report, has reported as soon as possible after the weather conditions have abated, and has notified the District in accordance with established procedures.

Nothing in this Article will require any teacher to report for work in cases where severe inclement weather or other acts of God prevent such teacher from reporting, or where reporting to work would present an immediate safety hazard to such teacher.

The district utilizes an established process for providing temporary approval for teachers who are unable to report for work to ensure substitute coverage. The temporary approval will be rescinded if the teacher is unable to respond or comply with the established process.

## **ARTICLE XX**

### **Academic Freedom**

#### **20.1 RECOGNITION OF PRINCIPLES AND VALUES**

The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights of the United States and the Constitution of the State of Illinois and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for teacher and student is encouraged.

Freedom of individual conscience, association and expression will be encouraged. Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

#### **20.2 ARBITRARY LIMITATION PROHIBITED**

Arbitrary limitations will not be imposed by the District upon the academic pursuits of any teacher, or upon the delivery of instruction provided that: the presentation of content is objective and aligned with curricular objectives established by the District and the Illinois State Learning Standards, instructional practices are consistent with accepted standards of professional teaching methodology and the collaboratively developed school improvement plan.

**ARTICLE XXI**  
**Political Activity**

**21.1 APOLITICAL STATUS OF INSTRUCTIONAL PROGRAM**

The District and all teachers will adhere to a policy of maintaining the apolitical status of the instructional program.

**21.2 USE OF POLITICAL MATERIALS IN CLASSROOM**

Use of political materials for classroom instruction will be limited to those materials useful in carrying out the instructional program; each teacher will be required to present such material in an objective, fair, and responsible manner so as to respect the differing opinions of others.

## **ARTICLE XXII**

### **Experimental Educational Projects**

#### **22.1 EXPERIMENTAL EDUCATIONAL PROJECTS**

The planning, implementation and evaluation of all experimental educational programs of the magnitude and uniqueness of the Model School, the Twelve Month School year and new state and/or federally funded experimental programs of similar complexity and nature will include the active involvement of Association-appointed teachers. The number of such teachers participating will be not less than the number representing any of the following: administrative/ supervisory personnel, parents and other lay individuals, students or other involved groups.

Such teacher representatives as described above will be entitled to participate individually as equals to all other individuals involved in the decision-making responsibilities the particular experimental project involves, such projects being subject to final Board action.

## ARTICLE XXIII

### Teacher Responsibilities and Duties

#### 23.1 BASIC RESPONSIBILITIES

Each professional staff member having accepted the responsibility to teach in District U-46 is expected to fulfill the following:

Be adequately prepared to teach each daily lesson by having completed lesson plans and obtained the necessary teaching materials available for the lesson.

Accept students with differing ranges of ability and cultural backgrounds, providing each student the opportunity and help needed to work up to their potential.

Work cooperatively with building principal and/or director in assessing their teaching strengths and weaknesses, and planning and implementing a program to improve their teaching competencies.

Work cooperatively with building principal and/or director to improve the total educational program through development of in-service training activities.

Participate on curriculum, personnel, or policy committees related to the educational program.

#### 23.2 EXTRACURRICULAR SUPERVISION

All extracurricular supervision assignments will be voluntary on the part of the teacher. In the event there are not sufficient volunteers, the District may assign teachers to extracurricular supervision. Such assignments will be equitably distributed among faculty members so that such assignments are limited to five (5) hours a month. In the event a teacher is so assigned for more than five (5) hours per month, the excess will be deducted from the following months' limitations.

This section is applicable only to middle school and high school teachers.

##### 23.2.1 REGULAR SUPERVISION

Teachers who perform the assignments as provided in this section will be paid at the relevant hourly rate. This rate will be effective whether the supervision is voluntary or assigned.

2023-24	2024-25	2025-26	2026-27
\$26.50	\$29.50	\$30.40	\$31.00

### **23.2.2 HIGH SCHOOL GAME OPERATIONS**

Beginning the 2024-25 school year, a separate will be paid for supervision requiring particular skills and training. The rate is two dollars more per hour than the Section 23.2.1 hourly rate.

The relevant hourly rates are as follows:

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
n/a	\$31.50	\$32.40	\$33.00

### **23.3 PROFESSIONAL GROWTH**

The Board and the Association agree that a need for continuing emphasis on professional growth for all teachers exists within the school district. Such professional growth should be predicated toward the goals of insuring high professional standards and teaching competency, encouraging teachers toward the attainment of optimum individual self-realization, and the promotion of an alert and progressive educational spirit in the school district. So as to attain these objectives, all teachers are encouraged to seek and engage in professional growth throughout their teaching careers. When a teacher has failed to seek and engage in reasonable professional growth, action may be taken against a teacher in accordance with Section 27.2, provided that the teacher has been given a written warning of such action one (1) year in advance of the action being taken.

**ARTICLE XXIV**  
**No Strike; No Lockout**

**24.1 NO STRIKE**

Recognizing that adequate means are made available by this Agreement for the resolution of teachers' grievances and/or complaints, and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor the teachers covered by this Agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this Agreement. It is understood and agreed that any teacher violating this provision of the Agreement will be subject to disciplinary action by the Board up to and including dismissal.

**24.2 NO LOCKOUT**

The Board agrees that it will not lockout the teachers during the term of this Agreement, provided that the Board's exercise of its rights to reduce the number of teachers, to discharge a tenure teacher for cause, and/or to refuse to renew the contract of a non-tenure or probationary teacher, will not be construed as a lockout.

**ARTICLE XXV**  
**School Calendar**

**25.1 STARTING DATES; SCHOOL CALENDAR**

The parties hereby agree that the school calendar(s) adopted during the term of this Agreement will be consistent with the most recent mutually agreed upon document entitled Rationale for Calendar Development.

**25.2 NOTIFICATION**

The Board will provide the Association with a copy of the proposed calendar for the following school term at least twenty-two (22) school days in advance of its adoption. The calendar will provide for a total of 184 days of teacher attendance of which 176 days will be for student attendance.

This provision will not change the per diem rate as stated in Section 27.9.

## **ARTICLE XXVI**

### **Insurance and Annuities**

#### **26.1 HOSPITALIZATION-MAJOR MEDICAL INSURANCE**

All members of the bargaining unit may choose to be included in the health insurance program underwritten by the Board. Effective January 1, 2005, each employee who qualifies will be able to choose from the available plans offered by the Board. The Board and Association understand that plan design and the monitoring of the comprehensive insurance plan will be the responsibility of the District Insurance Committee of which the Association is a charter member. As outlined in the Healthcare Committee Charter, there will be a standing committee to be known as the District Health Care Committee, comprised of 5 administrative members, 5 ETA members, 5 Region 63 support staff members, and 1 SEIU member, with authority and responsibilities as described in this Charter. The Committee is established to monitor, advise, evaluate, and make recommendations, including changes, concerning the Health Care Plan to the Board of Education. The District Insurance Committee will see that appeal procedures are in place with providers for matters of plan and benefit interpretation and, therefore, such matters will not be subject to the grievance procedure contained within this Agreement.

The contribution for employees for single, employee + spouse, employee + dependent children, or employee + spouse + dependent children (family) coverage will be the rate established by an independent actuary selected by the Board after consultation with the District Health Insurance Committee, as follows:

- (a) all teachers first employed with a start date beginning with the 2019-2020 school year and subsequent years will be at 15% of the established rate for each applicable calendar year; and
- (b) all teachers employed by U46 for school years up to and including the 2018-2019 school year will be at 10% for the 2019 calendar year, 12% for the 2020 calendar year, and 15% for the 2021 calendar year and each subsequent calendar year.

If the estimated aggregate per employee per year cost of the medical program (determined by the independent actuary) increases by more than 5% in a single calendar year, each employee's contribution of the medical plan and coverage elected will increase by \$130 per calendar year regardless of the type of medical option or coverage elected. If the estimated aggregate per employee per calendar year cost of the medical program increases by more than 8% in a single calendar year,

each employee's contribution will increase by the amount set above for the 5% change plus an additional \$65 regardless of the type of medical option or coverage elected. Teachers' contributions will be made on a pro-rated basis through payroll deduction, and, in accord with applicable federal laws and regulations, will be on a pre-tax basis to the extent allowed by state and federal law and regulations.

**26.2 GROUP TERM LIFE INSURANCE**

All teachers in the District will be insured under a group term life insurance policy paid by the Board to the extent of \$50,000 per teacher. The Board will select the carrier.

**26.3 TAX-SHELTERED ANNUITIES AND 403(B) SAVINGS PLAN**

Employees may elect to defer a portion of their income to a tax-sheltered annuity, 403(b), 457 or other retirement savings option, as provided by the Internal Revenue Code. Employees who wish to make such election must follow the District's procedures for electing this option and for selecting the company to provide the annuity, 403(b), 457 or other retirement savings option. The teacher may apply to the Board or designee for authorization of any such program not currently authorized.

In the event that a Retirement Committee is established to oversee options related to retirement savings, ETA will be invited to be a fully participatory member of any established committee. Additionally, any individual teacher applications for any such program not currently authorized will be assessed by the Retirement Committee.

**26.4 DISABILITY INSURANCE**

The district will provide each teacher with long-term disability insurance with terms as mutually agreed to by the parties to this Agreement.

**26.5 PART-TIME STAFF**

A certificated staff member who is not employed full-time, will be responsible for the cost of their own fringe benefits on a prorated basis.

**26.6 DENTAL INSURANCE**

The Board will provide each teacher with single coverage dental insurance. The Board will provide payroll deductions for those teachers who desire family coverage.

**26.7 INSURANCE DURING DISABILITY**

The district will provide all insurance benefits set forth in this Agreement to teachers who are temporarily disabled. Such district paid insurance coverage will cease when one of the following events first occurs:

- (a) Disability ceases,
- (b) The teacher becomes eligible for long term disability as designated in Section 26.4, or
- (c) A temporarily disabled teacher when eligible for long term disability as designated in Section 26.4 will be given an opportunity to continue insurance coverage in the school insurance program during the period of disability but will be required to pay all premiums connected with this coverage. All premiums must be paid in advance of the month due.

**26.8 COMMUNICATION DURING AND RETURN FROM EXTENDED MEDICAL OR DISABILITY LEAVE**

A teacher who is absent from work for more than twenty (20) consecutive work days for medical reasons is required to provide written notice to Human Resources of his or her medical status. The content and timing of ongoing written communications will comply with reasonable written guidelines provided by Human Resources, which will include consequences for failure to comply. Those guidelines will be in compliance with HIPPA regulations and agreed to by the ETA. If a teacher is on disability for more than three (3) years, the teacher will be returned to a comparable position upon their return to full-time employment. Comparable position will mean a position at the same level (elementary, middle school or high school) and the same grade for elementary or subject area assignment for secondary.

**26.9 LIGHT DUTY**

A teacher who has experienced an injury covered by workers compensation will not be required to perform light duty that is not part of his or her job description and is not certificated work or that would violate medical restrictions. The teacher will be placed in the assignment he or she was in when injured unless such a placement is not possible or is not in the best interests of the students or the teacher. Before a teacher is placed in any other assignment, a meeting will be held with the teacher and representatives from the ETA and HR to discuss reasons for not returning the teacher to his or her original assignment and to determine the most appropriate alternative assignment.

**26.10 FLEXIBLE SPENDING ACCOUNTS**

In accordance with federal law and regulations, the District will make available to each employee a dependent care flexible account and a health care flexible spending account. These accounts will be funded solely through salary-reduction contributions made by the employee to cover eligible expenses which the employee may incur. However, an

employee who elects a medical program option which also provides a Health Savings Account may not elect to have a health care flexible spending account. The maximum contribution to the health care flexible spending account will be equal to the applicable limitation as established by the Internal Revenue Service. The current and future maximum contribution to the dependent care spending account will be in accordance with federal law and regulations.

## ARTICLE XXVII Compensation

### 27.1 SALARY SCHEDULE

The basic salaries of teachers covered by this Agreement will be as set forth in Appendix E for the 2023-27 school terms, which is attached to and incorporated in this Agreement.

#### 27.1.1 PRIOR EXPERIENCE CREDIT

Credit on the salary schedule for experience in other schools or relevant work experience as a determined by Human Resources is one half credit for every year experience without limit, rounding up.

Application of the language examples:

	Experience	Calculation	Calculated Credit	Initial Placement
Teacher A	1	$1 \div 2 = 0.5$	1	2 (B)
Teacher B	2	$2 \div 2 = 1.0$	1	2 (B)
Teacher C	3	$3 \div 2 = 1.5$	2	3 (C)
Teacher D	4	$4 \div 2 = 2.0$	2	3 (C)
Teacher E	5	$5 \div 2 = 2.5$	3	4 (D)
Teacher G	10	$10 \div 2 = 5$	5	6 (F)
Teacher H	15	$15 \div 2 = 7.5$	8	9 (I)
Teacher I	20	$20 \div 2 = 10$	10	11 (K)

#### 27.1.2 TAX SHELTERED ANNUITY OR 403b MATCHING

In addition to the salary schedule as provided in Appendix E, teachers who complete a full academic year with a salary schedule placement of Lane 8 and Row T will, beginning with the start of the following school year and subsequent school years, become eligible to receive matching contributions into their district approved tax sheltered annuity or 403b account during the regular payroll cycle. The aggregate amount of the district matching contribution will meet but not exceed 5% of the teacher's annual salary provided by the applicable salary schedule.

All district monies contributed pursuant to the terms above will immediately vest with the teacher.

Employer Max Match Breakdown	2023-24	2024-25	2025-26	2026-27
Matching contribution to employee 403(b)	5,351	5,618	5,787	5,902
District TRS Pickup	529	556	572	584
Total Reported TRS Creditable Earnings	5,880	6,174	6,359	6,486

## 27.2 ADJUSTMENTS TO HIGHER SALARY LEVELS

Teachers access higher salary levels via movement through the salary schedule. Movement occurs vertically, known as step, and horizontally, known as lane.

### 27.2.1 SALARY INCREMENT: STEP

- 1) Experience Increment Accrual: Full and Partial Year
  - (a) A full-time teacher will be entitled to one (1) step (increment) on the salary schedule if they worked and/or have been paid for at least one (1) semester of the school term. Such teacher will receive an additional step (increment) only after teaching two (2) more semesters.
  - (b) Part time teachers must work and/or be paid for at least fifty percent time on an everyday basis for the entire year in order to advance one step on the salary schedule.
  - (c) Half time or more persons who do not work the full year, but at least the equivalent of one full semester will receive one half year credit for advancement on the salary schedule.
  - (d) A teacher who is working less than on a half-time basis must work and/or be paid for the entire year in order to advance one half year credit on the salary schedule.

### 27.2.2 SALARY INCREMENT: LANE

- 1) Advancement Beyond the BA Column

Credit for advancement across the salary schedule can be obtained through two general teacher created pathways: Academic Credits and Professional Credits. Salary schedule advancement will be limited to two (2) lanes, or its equivalent, in any given year.

- (a) **Academic Credits**

- i) Graduate credit:

Graduate credits that count for advancement beyond the Bachelor's (BA) column on the salary schedule must be earned after receipt of the Bachelor's degree. Credits that are earned prior to the receipt of the Bachelor's degree, including credits taken while an individual is working toward a Bachelor's degree cannot be counted for hours beyond the Bachelor's (BA) column.

- ii) Submission of Academic Credit

Official transcripts reflecting additional academic credits for salary adjustments are due by October 15, and February 15, and will be reflected on the last check in November and March respectively, retroactive to the beginning of the semester.

Academic Credits are defined as graduate level courses from an accredited college or university, as recognized by the ISBE or one of the six Regional Accrediting Bodies:

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)<sup>3</sup>

Upon receipt of National Board Certification and the district's receipt of the official notification from the accrediting body, NBPTS, the district will award nine (9) graduate credit hours in accordance with this section of the Agreement. Such credit will be provided for both initial and renewal of NBCT designation.

Any academic credits earned prior to the fall 2024 term will be subject to the following parameters:

- Prior approval is not needed for graduate level courses from an accredited institution.
- Undergraduate courses or courses from an unaccredited institution require prior approval from Human Resources.

The unit of credit used is semester hours. Quarter hours will be converted to semester hours by using the following formula: Quarter hours x 0.6667 = semester hours.

All academic credits listed on transcripts received by Human Resources by February 15, 2024 and recorded in the teacher's file will be used to calculate lane or step movements. Up to 20 additional academic credits listed on transcripts received by October 15, 2024, for courses completed by the end of a summer 2024 academic term will be recorded in the teacher's file for lane or step movements. Any academic credits earned

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<sup>3</sup> This list is accurate as of December 19, 2023 and may be subject to change.

starting with the fall 2024 term will be subject to the parameters listed below in (iii).

iii) Approval

Academic credits earned by teachers starting with the Fall 2024 term are subject to the following rules:

- (a) Academic credits must be preapproved by the district. Preapproval will be via an online portal.
- (b) In order to be approved, courses must meet one of the following:
  - i. Be part of the requirements for an education-related graduate degree, or
  - ii. Be part of the requirements for a new license endorsement, or
  - iii. Be directly related to the teacher's teaching assignment.
- (c) All courses must be recorded on a transcript with a grade with the exception of degree and endorsement program courses where the college or university requires pass/fail (or equivalent) grading. Pass-fail grading for non-degree, non-endorsement courses is not allowed. Only courses with a final grade of "C" (or equivalent) will be accepted for academic credit.
- (d) Human Resources may identify colleges or universities from which courses may not be accepted for academic credit.
- (e) The denial of approval of a course can be appealed to the Salary Credit Oversight Committee using a standard form.

(b) **Professional Credits**

i) Purpose

All ETA Members are encouraged to participate in activities resulting in the professional growth of the members. Teachers participating in district approved professional activities may be eligible for Salary Schedule Advancement: Professional Credit. Professional Credits will be applied toward the advancement through salary lanes as set forth in this Agreement. Professional Credit is designed to encourage participation in district approved professional opportunities. The purpose is to enable eligible staff members to participate in professional development, professional learning communities and committee work at the site and district level. Staff members will earn Professional Credits for their participation and

successful completion of the district approved professional activities.

Additional information pertaining to the earning of Professional Credits for salary schedule movement will be provided in the U-46 – ETA Compensation Guide and through the Professional Credit Oversight Committee.

A maximum five (5) total Professional Credits can be earned each school year for Professional Development, Professional Learning Communities and Committee Work. Professional Credits will accrue throughout the school year and will be credited to the teacher’s record by the following August 1.

ii) Professional Credits – Approval Criteria

The request for Professional Credit for each activity must align within the following criteria:

1. School District U-46 Strategic Plan goals
2. School improvement plan(s)
3. Individual professional practice interests
4. School District U-46 Curriculum Frameworks
5. Research-based

iii) Eligible Professional Development Activities

1) Professional Development Offerings:

Each fifteen (15) CPDUs and/or fifteen (15) CEUs earned after ratification of the contract and through professional development which meet Illinois State Board of Education approval, approved by School District U-46, or an approved School District U-46 provider, will count as one (1) credit.

For teachers that present professional development, CPDUs are awarded for the first presentation on the topic. Subsequent presentations of the same topic will earn the teacher one (1) Professional Credit in recognition of the ongoing work, limited to one Professional Credit per semester for that topic. Each unique topic will be eligible to earn one (1) Professional Credit with a maximum of one (1) Professional Credit per semester.

Examples of district professional development offerings may include: content, methodology, technology, formative assessment, standards-based learning and assessment,

Guided Reading, differentiated instruction, as well as MTSS and social emotional learning standards.

## 2) Committees

All teachers will have an opportunity to receive Professional Credits for participation on committees that are set forth in this Agreement. One (1) committee commitment will equate to one (1) Professional Credit on a per semester basis.

Eligible committees as established in the Agreement:

- Appendix F Committee
- Elementary Workload Committee
- Health Care Committee
- Instructional Council
- Insurance Committee
- MTSS Committee
- PAR Committee
- Professional Development Committee
- Retirement Committee
- Safety Council
- Salary Credit Oversight Committee
- School Department Committee
- School Improvement Planning Committee
- Special Education Committee
- Special Services Improvement Committee
- TAP Oversight Committee
- Technology Committee
- TMP Oversight Committee

The Parties may mutually agree to consider additional committees eligible under this subsection.

## 3) Professional Learning Community (PLC)

All teachers will have an opportunity to receive Professional Credits for ongoing participation in a PLC. The PLC must meet on a regular basis as identified in the application for approval (described below), outside of the normal work day, and with at least one other colleague. Credits will accrue on a per semester basis at the rate of one (1) Professional Credit per PLC per semester. For this section, a semester is equivalent to a 16 week interval during the academic year.

iv) Procedures for Earning Credit

1) Procedure for Teacher As Participant

Before participating in a professional activity, the staff must complete the Professional Credit Document and submit online.

- The form must be approved by the principal/supervisor.
- Teacher will submit statement of completion of the activity as part of the validation process.

2) Procedure for Teacher as Facilitator of District Professional Development

- Instructor will complete Professional Development Proposal for Instructors and submit electronically to the Assistant Superintendent for Teaching and Learning for pre-approval 10 school days prior to date of the session. The form must be sent to the Assistant Superintendent or designee.
- The Assistant Superintendent or designee will review the submission, including: credits to be earned by the instructor and participants.
- Within 10 school days after the completion of the professional development activity, the instructor must submit all final paperwork.
- Upon confirmation by the Assistant Superintendent or designee, the Profession Credit will be awarded to the teacher.

**27.2.3 LANE TO STEP CONVERSION**

Teachers in Lane 8 (+70) of the salary schedule who continue to earn and submit qualified credits will, upon accrual of any combination of ten (10) Academic or Professional credits, move to the next salary schedule step. The step will be awarded in alignment with the provisions governing recognition of Academic Credit or Professional Credits, respectively. Each converted lane will count against the annual two lane movement limitation and will be separate from the annual step increment.

The following table summarizes the possible annual step and lane combinations available to teachers:

Increment Type Earned	Symbol	Applicable Lanes					
		BA through +70 (all)	BA through +60	+70	BA through +50	+60	+70
Maximum two total Lane		0	1	0	2	1	0
Converted Lane to Step		-	-	1	-	1	2
Annual Step		1	1	1	1	1	1
Total Increments		1	2	2	3	3	3
Advancement Visualizations							

### 27.2.4 OVERSIGHT COMMITTEE

The Salary Credit Oversight Committee will be co-chaired by representatives of the ETA and the district. The committee will consist of 8 members: 4 members appointed by the CEO/Superintendent or designee and 4 members identified by ETA President. In addition, the CEO/Superintendent designee as well as the ETA President will serve as non-voting members of the committee. The committee will minimally meet quarterly but will meet more often if necessary in order to complete its tasks. The committee can recommend changes to the district and the ETA. Any such changes must be approved by the ETA Representative Assembly and District Operations/Financial Services/HR Departments.

This U-46/ETA committee can appoint ad hoc committees to help it do its work.

The committee is charged with:

- Monitoring of Salary Credits
- Reviewing criteria for Professional Credits
- Gathering feedback from stakeholders
- Reporting and communicating with membership based upon disaggregated data.

### 27.2.5 TEACHERS ACHIEVING MAXIMUM SALARY SCHEDULE PLACEMENT (T-8)

Teachers who are on the T-8 cell on the salary schedule are eligible to earn Professional Credits for a stipend. A teacher on cell T-8 will earn a stipend of \$1800 for every 5 Professional Credits earned. A teacher on cell T-8 may earn a maximum of 1 (one) Professional Credit based on professional development hours (15 hours = 1 professional credit) per

year. A teacher on cell T-8 may earn professional credits for committee work as defined in Section 27.2.2 1 (b) iii) 2) and for meeting the requirements for earning a professional credit for PLC.

**27.3 WITHHOLDING OF SALARY INCREMENTS**

While the adoption of a salary schedule will not serve to lower the basic salary of any teacher, neither does it imply an automatic increase to all tenure members of the staff. An increase may be withheld when the professional contribution of a staff member is unsatisfactory. To withhold an increase will be interpreted as freezing the teacher at their previous year's salary experience step. When the salary of a teacher at the last experience step is frozen, that teacher's salary will be frozen to an extent not greater than the amount of the normal increment in that salary lane. To withhold an increase, however, the staff member in question must have been given notice in writing prior to January 1 that any increase for said staff member may be in jeopardy. The reasons for such action should be written after consultation with the staff member involved. Teachers frozen on the salary schedule for reasons of unsatisfactory performance will be advanced only one (1) step on the salary schedule upon showing evidence of satisfactory performance.

**27.4 EXTRA PAY SCHEDULE FOR EXTRA DUTIES**

Extra pay for extra duty positions will be those as set forth in Appendix F, which is attached to and incorporated in this Agreement. Teachers assigned to such positions will be paid in accordance with said Appendix and all other provisions of this Agreement. Such positions will be assigned only to members of the bargaining unit, except where a member has been the subject of a previous disciplinary action in an extra-duty position. The disciplinary action applied herein will be subject to progressive discipline and just cause as per Section 2.12 and such disciplinary action will not exceed (1) year. If no bargaining unit employee applies for a position, the district may appoint on a temporary basis, a person who is outside the bargaining unit. That person may retain the position for the duration of the season.

Teachers who receive extra pay for extra duty positions as set forth in Appendix F will be paid for such positions on the first payday following the completion of the duty. Those teachers who hold positions that extend through the entire school year will be paid for such positions in two installments; the first installment will be paid in January and the remaining installment will be paid in June.

**27.5 TRAVEL EXPENSE**

Any teacher who must use their personal automobile or otherwise provide their own transportation when on school district business will

be reimbursed by the Board at the IRS Standard Mileage Rate. Such mileage reimbursements will not include routine travel to and from the teacher's home and the school to which they are assigned. The actual cost of other reasonable expenses incidental to travel, such as meals and lodging, when on school district business will also be reimbursed by the Board.

**27.6 REGULAR TEACHER SUBBING**

A regularly employed teacher who is required to cover the duties of another teacher at the time the first teacher is normally unassigned (conference, lunch periods to the extent that this does not violate the Agreement or the law) will be paid at the following applicable hourly rate for each full hour of instruction or major fraction thereof.

2023-24	2024-25	2025-26	2026-27
\$28.00	\$31.15	\$32.10	\$32.75

**27.7 RETIREMENT COMPENSATION**

The teacher will pay the TRS contribution via payroll deduction.

The district will pay the 3/5% contribution to the Teachers Health Insurance Security (THIS) Fund for each teacher.

**27.8 SALARY PAYMENT SCHEDULE**

Teachers will receive their annual salaries via 26 payments over a twelve-month period. Payments will be made every other Friday or, if a payday is a holiday when schools are closed, on the preceding workday which is not a holiday.

Teachers who were employed by the district prior to January 1, 1994, and who opted to receive their annual salaries bimonthly for a ten (10) month period by so advising the Payroll Office, in writing, no later than July 1, 1994 will also receive their payments every other Friday. Such teacher may switch to a 12-month period for any subsequent school year by giving written notice to the Payroll Office by July 1 of that school year; however, the teacher may not make any further changes thereafter during their employment with the district.

**27.9 DEDUCTIONS FOR ABSENCE**

Deductions for personnel during the regular school term for daily absences not covered by provisions of this Agreement will be made at the rate of 1/194th of the contractual annual salary per day.

**27.10 U-46 RETIREMENT INCENTIVE PLAN**

**27.10.1 INTRODUCTION**

The following retirement plan (Plan) recognizes the contributions of teachers who have provided extended service to the students of District U-46.

## **27.10.2 ELIGIBILITY AND APPLICATION**

To be eligible for the benefits of the Plan, a teacher must give timely and irrevocable notice of intent to retire effective at the end of the applicable school term:

### **ELIGIBILITY**

1. have completed at least the equivalent of twenty (20) years of full-time active service to the District, and
2. have been a member of the bargaining unit for at least one full academic year prior to giving notice, and
3. have filed for participation in the retirement program of the Teachers' Retirement System of the State of Illinois (TRS), and
4. either be at least sixty (60) years of age or have at least thirty five (35) years of creditable service at time of retirement with Teachers' Retirement System of the State of Illinois (TRS).

### **APPLICATION**

A retiring teacher must provide Human Resources, by March 1 of the applicable year, an irrevocable, written notice of intent to retire. The last year to give notice and qualify for the benefits defined below is March 1 in the year in which this Agreement terminates.

### **BENEFIT: BASE**

A lump sum payment shall be made after the date of the teacher's retirement and last regular paycheck provided the following conditions of this paragraph are satisfied. The lump sum payment (Benefit) shall be made as a non-elective employer contribution only to the teacher's 403(b) account as approved by the District, up to the dollar limit set forth in the Internal Revenue Code. The amount of this payment will be the total Benefit amount (see below). If payment of the entire lump sum payment is not possible without exceeding the dollar limit of the Internal Revenue Code, any amount over the dollar limit shall be paid to the teacher's 403(b) account as a non-elective employer contribution by January 31 of the following calendar year. The notification period of one or two years shall be indicated in the letter giving notice to Human Resources. Teachers giving two-year notice in the final year of this Agreement shall have an effective retirement date no later than June 30, 2029.

Determination of the Benefit amount:

The minimum annual benefit amount will be equal to 2.7% of the salary found in cell T-8 of the salary schedule in place and effect when notice

is given. The maximum annual benefit amount will be equal to 4.5% of the salary found in cell T-8 of the salary schedule in place and effect when notice is given.

For a teacher giving notice by March 1 of the year prior to retirement and contributes less than the calculated minimum annual benefit amount to the teacher’s 403(b) account over the final contract year, the Benefit will be \$3000.

For a teacher giving notice by March 1 of the year prior to retirement and contributes at least the calculated minimum annual benefit amount to the teacher’s 403(b) account over the final contract year, the Benefit will be equivalent to the teacher’s contribution with a maximum matching contribution of the calculated maximum annual benefit amount.

For teachers giving notice by March 1 two years prior to retirement, the Benefit will be the sum of the amounts the teacher qualified for in each of the two years in the notification period as defined in a) and b) above. For these teachers the Benefit will have a minimum value of twice the calculated minimum annual benefit amount and a maximum value of twice the calculated maximum annual benefit amount.

<b>Annual Benefit</b>	<b>Calculation</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Minimum	2.7% of T-8	\$ 3,175	\$ 3,334	\$ 3,434	\$ 3,502
Maximum	4.5% of T-8	\$ 5,292	\$ 5,556	\$ 5,723	\$ 5,837
Twice the Minimum		\$ 6,350	\$ 6,668	\$ 6,868	\$ 7,004
Twice the Maximum		\$ 10,584	\$ 11,112	\$ 11,446	\$ 11,674

**BENEFIT: QUALIFIED EXPANDED**

The retiring teacher may qualify for one of the following additional one-time payments based upon the indicated service level at the time of retirement. These additional payments are not cumulative.

<b>Years of Service</b>	<b>One-Time Payment</b>
At least 25 years of U-46 service	\$ 2,000
At least 30 years of U-46 service	\$ 3,500
At least 35 years of U-46 service	\$ 5,000

### **27.10.3 RESTRICTIONS AND REVOCABILITY**

The Board will honor the request of not less than 10 percent of all teachers in the bargaining unit who are eligible for the early retirement option without discount provisions of the Illinois Pension Code (40 ILCS 5/16-133.2), on the basis of seniority, and will pay the employer early retirement option one-time contribution. The employee will be responsible for their early retirement option one-time contribution.

While the written notification of the teacher's intent to retire is irrevocable, a teacher has the right to revoke in the event of a death in the retiree's immediate family. "Immediate Family" will be defined as stated in Section 16.12 of this Agreement.

The Board may upon written request by an employee also revoke a written notification for retirement for other reasons of compelling emergency as solely determined by the Board. The Board's decision to grant or not to grant revocation will not be grievable or precedential with respect to granting or denying subsequent requests changes in retirement election.

In the event of revocation, the teacher will be required to repay the entire amount of any Bonus paid to the date of revocation and will not be entitled to any future payments pursuant to the election revoked. The agreement for repayment of the bonus will be negotiated at the time the revocation is approved but will not extend longer than the period in which the bonus was paid.

### **27.10.4 CHANGES IN TRS LAWS OR REGULATIONS**

If the TRS law or regulations change to increase or decrease the TRS limitation, and the statute does not provide any grandfathering provisions under which this Agreement would qualify, negotiations on the retirement benefit will reopen at the request of either the Board or the Association.

### **27.10.5 POST RETIREMENT INSURANCE**

This benefit is a subsidy for health insurance coverage for retired teachers. The subsidy will be discontinued once a teacher becomes Medicare eligible or the teacher has received this benefit for 60 months, whichever comes first. The District subsidy will be \$480 per month or \$5760 annually. Teachers will not be eligible to remain in the District's insurance plan after they retire from the District.

## **ARTICLE XXVIII**

### **Miscellaneous**

#### **28.1 SAVINGS CLAUSE**

Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section or clause, as the case may be, will be automatically deleted from this Agreement to the extent that it violates the law but the remaining Articles, Sections, and clauses will remain in full force and effect for the duration of this Agreement, if not affected by the deleted Article, Section, or clause.

#### **28.2 BOARD POLICIES, RULES, REGULATIONS, AND PRACTICES**

This Agreement will supersede any rules, regulations or practices of the Board which will be contrary to or inconsistent with the terms of this Agreement. The provisions of this Agreement will be incorporated into and be considered part of the established policies of the Board.

#### **28.3 BUDGET PROPOSALS AND TAX PROGRAM CHANGES**

The Association will, upon request, be duly advised by the Superintendent of the proposed annual budget or any changes in tax programs affecting the district and the Association will have the opportunity in advance to consult with the Superintendent with respect thereto prior to the public hearing on the budget and will be recognized, upon request, at the public hearing on the budget.

#### **28.4 PRINTING AGREEMENT**

The Association and District agree to annually share the entire cost of printing and distributing the Master Contract.

#### **28.5 SUMMER SCHOOL PROVISIONS**

The following listed Sections of this Agreement will not be applicable to summer school:

Section 2.54	Section 6.1	Section 6.22	Section 10.32
Section 10.5	Section 12.2	Section 16.11	Section 16.12
Section 16.14	Section 18.2	Section 27.1	Section 27.1.1
Section 27.3	Section 27.9		

#### **28.6 BOARD POLICY**

The Elgin Teachers Association will be advised of proposed new policies of the Board or changes to old policies and afforded a reasonable opportunity to prepare and present a position in relation to such policy changes or additions.

## ARTICLE XXIX

### Waiver Clause; Duration and Termination of Contract

#### 29.1 WAIVER CLAUSE

The Board and the Association, for the life of this Agreement, each voluntarily agrees that the other will not be obligated to bargain collectively with respect to any subject or matter covered in this Agreement.

#### 29.2 TERMINATION CLAUSE

This Agreement will be in full force and effective from August 9, 2023, and will remain in force and effect through August 13, 2027, and will continue in effect from year to year thereafter unless either party gives written notice of its desire to amend or terminate this Agreement as provided in Section 4.1.

#### 29.3 CHANGE OR SUPPLEMENT

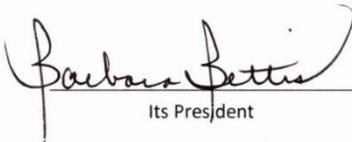
This Agreement will be subject to change or supplement at any time by mutual consent of the parties hereto. Any such change or supplement agreed upon will be reduced to writing, signed by the parties hereto, and submitted to the Board and the Association membership for approval.

ELGIN TEACHERS ASSOCIATION

BOARD OF EDUCATION

School District U-46

Elgin, Illinois

  
Its President

  
Its President

  
Its UniServ Director

  
Its Superintendent

February 5, 2024

Ratified and Approved by Board  
of Education

## **ADDENDUM A**

### **Amnesty Clause**

The Board of Education and the Association hereby agree that each and their individual members will take no action except as set forth in this Agreement against any individual for their participation or nonparticipation in the work stoppage on September 9, 1991 through October 7, 1991. The Board further agrees that it will not discriminate in regards to hiring, disciplining, discharging, promoting, demoting, or assigning, nor in regards to the wages, hours, or working conditions of any employee participating in said work stoppage; provided that this will not be construed as providing pay for time not worked because of said work stoppage.

## **ADDENDUM B**

### **Transfer Policy**

For the term of this Agreement, the procedures set forth herein will apply in the following situations:

A building/department is reduced due to the opening of a new building or additions to a building.

An entire building is devoted to a new and/or experimental program.

A preliminary step will be conducted for the building/department experiencing a reduction or for a new and/or experimental program.

The parties will meet to develop timelines and other procedures for the situations described above as they will arise.

Further, the parties agree that where an entire building is devoted to a new and/or experimental program, teachers who wish to transfer into this building will also be eligible to participate in the preliminary transfer step.

## **ADDENDUM C**

### **Teacher Mentor Program (TMP)**

#### **1. Teacher Mentor Program:**

##### **Mission**

The Teacher Mentor Program leverages the expertise of seasoned certified staff members for the purpose of providing support to new staff members in U-46 through developing trusting relationships, collaborative communities, enhancing professional satisfaction, and offering engaging professional growth and reflection opportunities designed to positively impact student learning.

##### **Vision**

The Teacher Mentor Program provides a robust induction program leading to the retention of high-quality teachers and their ongoing development which results in student achievement.

#### **2. Teacher Leader(s) for the TMP:**

The Teacher Leader(s) for the TMP will be continued on a yearly basis as a collective bargaining unit position reporting to Teacher Effectiveness Initiatives. The Teacher Leader(s) of the TMP serve to support the effective functioning of the Teacher Mentor Program. The Teacher Leader(s)'s role may include: facilitating the mentor-mentee matching process, supporting full-time mentor specialists, 1:1 mentors and mentees as well as providing ongoing professional learning opportunities for TMP participants. The position will be funded on a basis as determined by the District, with the ETA making a contribution to the TMP on an annual basis.

#### **3. Oversight Committee:**

The TMP Oversight Committee will be co-chaired by representatives of the ETA and District Administration. The TMP Oversight Committee will consist of six ETA members, appointed by the ETA, and six District designees. The Committee's duties will include matching mentors with new and experienced new certified staff members, monitoring of the TMP program, and performing other duties as assigned by the Teacher Leader(s). The committee will minimally meet monthly, but will meet more often if necessary, in order to complete its tasks. The committee will elect its chairperson (s) and secretary. Committee members will receive professional credits if the member attends TMP Oversight Committee meetings, with the allowance of being permitted to miss one meeting per semester.

#### **4. Expectations, Credit, and Compensation for Mentors and Mentees:**

All new hires to the District will be required to participate in the Teacher Mentor Program and will be paid at the hourly rate for their attendance at quarterly meetings. Each mentor/mentee team will be provided with three (3) days of released time per year while participating in the program or a prorated portion over a shorter period of time as the program requires. In addition, each team will be provided with release time for one (1) workshop. Stipends to mentors for each mentor/mentee relationships will be paid at \$1,000 per year. The stipend includes attendance by the mentor at quarterly meetings and completion of mentor's requirements. The stipend is paid at the end of the school year and accounts for all four quarters of participation as a mentor in the TMP (\$250 per quarter). If a mentor misses a portion of the mentor year due to late start or leave of absence, the mentor will be paid only for those quarters they served as mentor. A mentor who misses a quarter meeting and does not make up the missed session will not receive the associated quarterly stipend. If the mentor does not complete the requirements for the TMP program by the end of the year, then they will not receive the stipend for the fourth quarter.

**ADDENDUM D**  
**Memorandum of Agreement**

**Tactical Assessment Team**

During the course of bargaining of the 2018-2022 Elgin Agreement, many shared interests were identified concerning school safety inclusive of school-related activities where students and staff are safe from violence, bullying, harassment and substance abuse and the continuity of instruction and learning opportunities for all students. With this focus, it has been identified that Administration and the ETA will collaborate to create another level of support for sites when student-based safety challenges arise. As such, work will focus on the creation and implementation of a team that can provide the following: completion of student assessments, evaluation, facilitation of short-term placement, support for the home site, creation of behavior and transition plans, and other student support tactics. This team and the process to support the work of the team should be initiated within six months of the approval of this agreement.

The Tactical Assessment Team structure and process will be subject to review annually.

## **ADDENDUM E**

### **Memorandum of Agreement**

#### **Safety Council**

The Safety Council will provide ongoing oversight of safety involving student behavior, school safety, and academic and behavioral interventions. The Safety Council will be advisory and will be a source of recommendations on significant safety matters to the Board of Education.

#### **Scope of Activity**

- Review of behavior data which includes attendance, referrals, suspension, expulsions
- Create sub committees for early learners, elementary, middle and high school as needed
- Review site behavior threat assessment data
- Annual Review of Tactical Assessment Team
- Review feedback from Multi-Tiered System of Support Committee
- Annual review of Student Code of Conduct
- Annual review of Staff Guide to the Student Code of Conduct
- Implementation and Training in Code of Conduct Manual
- Make recommendations to the School Board
- Other activities as deemed necessary by Council

#### **Composition**

Five (5) teachers serving staggered three-year terms selected from the following groups will be appointed by the Elgin Teachers Association:

- 1 Special Education
- 1 General Education Elementary School
- 1 Dual Language Elementary
- 1 Middle school
- 1 High School

Six (6) teachers serving staggered three-year terms through elections conducted by the ETA from their respective groups as follows:

- 1 Special Education Teacher
- 1 Elementary School Teacher
- 1 Middle School Teacher
- 1 High School Teacher

1 English Language Learner Teacher

1 Early Childhood Teacher

Two (2) community members serving staggered three-year terms selected by the Council.

Two (2) administrative members appointed by their particular groups for terms of three years:

2 Directors/Coordinators

Seven (7) members appointed by their particular groups for rotating two-year terms:

2 Elementary Principals

1 Middle School Principal

3 High School Administrators

1 At-large Administrative Position

Two (2) permanent members: CEO/Superintendent or their designee who will serve as permanent co-chairperson of the council. ETA President or their designee who will serve as permanent co-chairperson of the council.

Terms: Appointed and elected members of the Council are limited to two consecutive terms on the council.

A Steering Committee comprised of ETA, administrative, and community members will be elected by the members of the Safety Council to work collaboratively with the chairperson in setting the agenda and processing proposals and information before bringing these items to the full council. The Steering Committee will also follow up on the activities and projects as directed by the Safety Council.

## **ADDENDUM F**

### **Memorandum of Agreement**

#### **Multi-Tiered Systems of Support Committee**

The MTSS Committee in conjunction with district efforts, will address issues involving student behavior and academic interventions through design and oversight of the Multi-Tiered Systems of Support.

#### **Composition**

The MTSS Committee will consist of fourteen (14) staff members. The Committee will be co-chaired by an individual from each group, administration and ETA.

The district will appoint seven (7) administrative representatives:

- MTSS Coordinator or Superintendent Designee
- Elementary Principal
- Middle School Principal or Middle School Assistant Principal
- High School Principal, Assistant Principal, or Associate Principal
- High School Dean
- Special Education Administrator
- Assistant Superintendent

The ETA President will appoint seven (7) representatives:

- Early Childhood Teacher
- Elementary School
- Middle School
- High School
- Special Education
- Dual Language
- Social Worker, school psychologist, school counselor or ETA designee

A minimum of one community representative, if possible

#### **Scope and Functioning**

The MTSS Committee will continue to identify needs and establish guidelines in addition to overseeing, evaluating, and making recommendations to the MTSS programs. The Committee will clarify the processes used to identify student supports and interventions. Data from individual schools will be collected by the

district's MTSS Coordinator or designee to be shared monthly at MTSS Committee Meetings. Compliance of schools will be monitored by the committee with support by Assistant Superintendent and Executive Directors.

The Committee, with input from Curriculum and Instruction, will oversee and help create a list of available district-wide supports and interventions specific to grade levels and programs. This information will be collected by district MTSS Coordinator or designee and shared with committee members.

Annually, the Committee will also update the District U-46 MTSS Implementation Guide to reflect evidence-based practices. The Committee, with input from Curriculum and Instruction, will create a list of available district wide interventions specific to grade levels and programs. The guide will include a workbook format for Secondary and Tertiary levels that will reflect current implementation as well as allow for growth and development of individual school systems of support.

Further, the Committee will proactively address school climate and culture for fostering an equitable environment that meets the strengths and needs of our diverse student population. Data from the Student Information Systems, including District referral, attendance and grade/scores will be collected by the district MTSS Coordinator and shared monthly at MTSS district meetings. The ETA may additionally collect and share data at the MTSS district meetings.

The MTSS Committee will be apprised of the work and data collected from district wide support systems in order to assess needs and recommend further action. Sources may include the use of supports such as the Tactical Assessment Team (TAT) and Social Emotional Response Team (SERT). Monthly reports from each team will be shared by MTSS district coordinator prior to meeting.

The Committee will identify materials that may be used to assist teachers in implementing MTSS initiatives which are strengths-based, consider the whole child, ensure a growth mindset, which are culturally, linguistically, and developmentally appropriate to the students served. The Committee will develop MTSS communication guidelines for all stakeholders. MTSS Coordinator or designee will be responsible for publication of identified materials and resources onto U-46 intranet as well as for the dissemination of information to administration, buildings and to all stakeholders.

The Committee will recommend differentiated professional development opportunities for all teachers. This could include, but is not limited to, anchor

texts, district-led programs, and out of district professional development opportunities based on MTSS research and identified needs.

Meetings will be held monthly and more frequently if deemed necessary by the Committee. Minutes will be kept of each meeting and will be made available to the Committee members and posted on the U-46 Intranet within 10 school days. Other rules of operation may be determined by the Committee as needed.

## **ADDENDUM G**

### **Site Exception**

To improve student learning and performance, the Elgin Teachers Association and the Board of Education will allow sites to request exceptions to the Elgin Agreement pursuant to such procedures as the individual parties may designate. This section will become effective upon ratification of both parties.

## **ADDENDUM H**

### **Licensure Renewal Liaison**

ETA may appoint annually in collaboration with Human Resources a recertification resource person to be paid a stipend at the rate of \$1250/year.

## **ADDENDUM I**

### **Every Student Succeeds Act (ESSA) Implementation**

The ETA and Board agree that the Elgin Agreement is not intended to act as a bar to the implementation of any actions required under the ESSA. In the event a school is identified for corrective action or other interventions under ESSA, the ETA and Board agree to bargain regarding possible modifications to the Elgin Agreement so that identified corrective strategies or other required interventions may be implemented.



## APPENDIX C

### POSITION DESCRIPTION

#### Teacher

This position description is intended to be a general description of teachers' duties and responsibilities and is not intended to be used as a check list for appraisal purposes nor as a replacement for or a modification of Section 23.1 of the Agreement.

1. Strives to implement by the performance of job responsibilities the district's philosophy of education and instructional goals and objectives.
2. Adheres to the published policies and procedures distributed by the district.
3. Meets and instructs assigned classes and/or performs or provides assigned duties and services in the locations and at the times designated including: in-person instruction, hybrid instruction, asynchronous and/or synchronous instruction.
4. Creates an environment that is conducive to learning and appropriate to the maturity, interests and needs of the students.
5. Works professionally and cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
6. Prepares for assigned tasks and shows written evidence of preparation upon request of supervisor.
7. As appropriate, assesses the accomplishments of students and provides progress reports as required.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Maintains accurate, complete, and correct records as required by laws and district policy.
10. Assists the administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
11. Makes provisions for being available to students and parents for education related purposes.
12. Strives to maintain and improve professional competence.

# SUMMER SCHOOL EVALUATION FORM

## SCHOOL DISTRICT U-46

Teacher \_\_\_\_\_ Date of Observation \_\_\_\_\_

Class \_\_\_\_\_ Time \_\_\_\_\_

The observer may comment in the following areas:

1. Course description/Grading policy/Administrative duties
2. Managerial skills/Time management
3. Lesson preparation
4. Instructional procedures
5. Other
6. Strengths
7. Areas for improvement

Conference Date \_\_\_\_\_

Observer's Signature \_\_\_\_\_

Teacher Acknowledgement \_\_\_\_\_

# Request for Absence Form

SCHOOL DISTRICT U-46

## REQUEST FOR ABSENCE

For Office Use Only:  
PROJECT IDENTIFICATION  
NUMBER \_\_\_\_\_

**I. Name of Staff Member:** \_\_\_\_\_ **School/Dept.:** \_\_\_\_\_

**Staff Member I.D. #:** \_\_\_\_\_

**Location of Activity:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Date(s) of requested absence:** \_\_\_\_\_ **# days substitute require:** \_\_\_\_\_

(1) Expenses estimate, if applicable. (Itemize — e.g., registration fee, total # of miles, lodging, meals; receipts must accompany final request for payment)

**Registration:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_ **Meals:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_ **Other:** \_\_\_\_\_

(2) Expenses to be charged to  District U-46  Special funded project(s)  Building funds  
*Please check one:*

**Identify source of funds:** \_\_\_\_\_

**Name of Project Director:** \_\_\_\_\_

**Staff member:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Sign and forward all copies to supervisor/principal.)*

**II. Principal/Division Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Signature indicate your recommendation for approval; forward all copies to Project Director.)*

**III. Expenses to be reimbursed, including substitute:**

\$ _____ from District Funds;	\$ _____ from Building Site Funds
_____ Expenses Account	_____ Amount

**IV. Project Director/Executive Director**

Absence Approved with: \_\_\_\_\_ No Expenses \_\_\_\_\_ Portion of Expenses  
\_\_\_\_\_ Substitute Only

Absence Not Approved

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

• WHITE COPY - Human Resources • YELLOW COPY - Principal • PINK COPY - Staff Member • GOLDENROD COPY - Project Director  
10.10.000.1.866 (4/06)

## **APPENDIX D**

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## APPENDIX E

### TABLES OF PAY

#### 2023-24 SALARY SCHEDULE WITH TRS

Step	BA	+10	+20	+30	+40	+50	+60	+70
A	55,015	57,422	59,829	62,236	64,643	67,050	69,457	71,863
B	57,422	59,829	62,236	64,643	67,050	69,457	71,863	74,270
C	59,829	62,236	64,643	67,050	69,457	71,863	74,270	76,677
D	62,236	64,643	67,050	69,457	71,863	74,270	76,677	79,084
E	64,643	67,050	69,457	71,863	74,270	76,677	79,084	81,491
F	67,050	69,457	71,863	74,270	76,677	79,084	81,491	83,898
G	69,457	71,863	74,270	76,677	79,084	81,491	83,898	86,305
H	71,863	74,270	76,677	79,084	81,491	83,898	86,305	88,712
I	74,270	76,677	79,084	81,491	83,898	86,305	88,712	91,119
J	76,677	79,084	81,491	83,898	86,305	88,712	91,119	93,526
K	79,084	81,491	83,898	86,305	88,712	91,119	93,526	95,933
L	81,491	83,898	86,305	88,712	91,119	93,526	95,933	98,339
M	83,898	86,305	88,712	91,119	93,526	95,933	98,339	100,746
N	86,305	88,712	91,119	93,526	95,933	98,339	100,746	103,153
O	88,712	91,119	93,526	95,933	98,339	100,746	103,153	105,560
P	91,119	93,526	95,933	98,339	100,746	103,153	105,560	107,967
Q	93,526	95,933	98,339	100,746	103,153	105,560	107,967	110,374
R	95,933	98,339	100,746	103,153	105,560	107,967	110,374	112,781
S	98,339	100,746	103,153	105,560	107,967	110,374	112,781	115,188
T	100,746	103,153	105,560	107,967	110,374	112,781	115,188	117,595

### 2024-25 Salary Schedule with TRS

Step	BA	+10	+20	+30	+40	+50	+60	+70
A	57,766	60,293	62,820	65,348	67,875	70,402	72,929	75,457
B	60,293	62,820	65,348	67,875	70,402	72,929	75,457	77,984
C	62,820	65,348	67,875	70,402	72,929	75,457	77,984	80,511
D	65,348	67,875	70,402	72,929	75,457	77,984	80,511	83,038
E	67,875	70,402	72,929	75,457	77,984	80,511	83,038	85,566
F	70,402	72,929	75,457	77,984	80,511	83,038	85,566	88,093
G	72,929	75,457	77,984	80,511	83,038	85,566	88,093	90,620
H	75,457	77,984	80,511	83,038	85,566	88,093	90,620	93,147
I	77,984	80,511	83,038	85,566	88,093	90,620	93,147	95,675
J	80,511	83,038	85,566	88,093	90,620	93,147	95,675	98,202
K	83,038	85,566	88,093	90,620	93,147	95,675	98,202	100,729
L	85,566	88,093	90,620	93,147	95,675	98,202	100,729	103,256
M	88,093	90,620	93,147	95,675	98,202	100,729	103,256	105,784
N	90,620	93,147	95,675	98,202	100,729	103,256	105,784	108,311
O	93,147	95,675	98,202	100,729	103,256	105,784	108,311	110,838
P	95,675	98,202	100,729	103,256	105,784	108,311	110,838	113,365
Q	98,202	100,729	103,256	105,784	108,311	110,838	113,365	115,893
R	100,729	103,256	105,784	108,311	110,838	113,365	115,893	118,420
S	103,256	105,784	108,311	110,838	113,365	115,893	118,420	120,947
T	105,784	108,311	110,838	113,365	115,893	118,420	120,947	123,474

**2025-26 SALARY SCHEDULE WITH TRS**

Step	BA	+10	+20	+30	+40	+50	+60	+70
A	59,499	62,102	64,705	67,308	69,911	72,514	75,117	77,720
B	62,102	64,705	67,308	69,911	72,514	75,117	77,720	80,323
C	64,705	67,308	69,911	72,514	75,117	77,720	80,323	82,926
D	67,308	69,911	72,514	75,117	77,720	80,323	82,926	85,530
E	69,911	72,514	75,117	77,720	80,323	82,926	85,530	88,133
F	72,514	75,117	77,720	80,323	82,926	85,530	88,133	90,736
G	75,117	77,720	80,323	82,926	85,530	88,133	90,736	93,339
H	77,720	80,323	82,926	85,530	88,133	90,736	93,339	95,942
I	80,323	82,926	85,530	88,133	90,736	93,339	95,942	98,545
J	82,926	85,530	88,133	90,736	93,339	95,942	98,545	101,148
K	85,530	88,133	90,736	93,339	95,942	98,545	101,148	103,751
L	88,133	90,736	93,339	95,942	98,545	101,148	103,751	106,354
M	90,736	93,339	95,942	98,545	101,148	103,751	106,354	108,957
N	93,339	95,942	98,545	101,148	103,751	106,354	108,957	111,560
O	95,942	98,545	101,148	103,751	106,354	108,957	111,560	114,163
P	98,545	101,148	103,751	106,354	108,957	111,560	114,163	116,766
Q	101,148	103,751	106,354	108,957	111,560	114,163	116,766	119,369
R	103,751	106,354	108,957	111,560	114,163	116,766	119,369	121,973
S	106,354	108,957	111,560	114,163	116,766	119,369	121,973	124,576
T	108,957	111,560	114,163	116,766	119,369	121,973	124,576	127,179

**2026-27 SALARY SCHEDULE WITH TRS**

Step	BA	+10	+20	+30	+40	+50	+60	+70
A	60,689	63,344	65,999	68,654	71,309	73,964	76,620	79,275
B	63,344	65,999	68,654	71,309	73,964	76,620	79,275	81,930
C	65,999	68,654	71,309	73,964	76,620	79,275	81,930	84,585
D	68,654	71,309	73,964	76,620	79,275	81,930	84,585	87,240
E	71,309	73,964	76,620	79,275	81,930	84,585	87,240	89,895
F	73,964	76,620	79,275	81,930	84,585	87,240	89,895	92,550
G	76,620	79,275	81,930	84,585	87,240	89,895	92,550	95,205
H	79,275	81,930	84,585	87,240	89,895	92,550	95,205	97,861
I	81,930	84,585	87,240	89,895	92,550	95,205	97,861	100,516
J	84,585	87,240	89,895	92,550	95,205	97,861	100,516	103,171
K	87,240	89,895	92,550	95,205	97,861	100,516	103,171	105,826
L	89,895	92,550	95,205	97,861	100,516	103,171	105,826	108,481
M	92,550	95,205	97,861	100,516	103,171	105,826	108,481	111,136
N	95,205	97,861	100,516	103,171	105,826	108,481	111,136	113,791
O	97,861	100,516	103,171	105,826	108,481	111,136	113,791	116,447
P	100,516	103,171	105,826	108,481	111,136	113,791	116,447	119,102
Q	103,171	105,826	108,481	111,136	113,791	116,447	119,102	121,757
R	105,826	108,481	111,136	113,791	116,447	119,102	121,757	124,412
S	108,481	111,136	113,791	116,447	119,102	121,757	124,412	127,067
T	111,136	113,791	116,447	119,102	121,757	124,412	127,067	129,722

## Salary Schedule Index

Step	BA	+10	+20	+30	+40	+50	+60	+70
A	1.00000	1.04375	1.08750	1.13125	1.17500	1.21875	1.26250	1.30625
B	1.04375	1.08750	1.13125	1.17500	1.21875	1.26250	1.30625	1.35000
C	1.08750	1.13125	1.17500	1.21875	1.26250	1.30625	1.35000	1.39375
D	1.13125	1.17500	1.21875	1.26250	1.30625	1.35000	1.39375	1.43750
E	1.17500	1.21875	1.26250	1.30625	1.35000	1.39375	1.43750	1.48125
F	1.21875	1.26250	1.30625	1.35000	1.39375	1.43750	1.48125	1.52500
G	1.26250	1.30625	1.35000	1.39375	1.43750	1.48125	1.52500	1.56875
H	1.30625	1.35000	1.39375	1.43750	1.48125	1.52500	1.56875	1.61250
I	1.35000	1.39375	1.43750	1.48125	1.52500	1.56875	1.61250	1.65625
J	1.39375	1.43750	1.48125	1.52500	1.56875	1.61250	1.65625	1.70000
K	1.43750	1.48125	1.52500	1.56875	1.61250	1.65625	1.70000	1.74375
L	1.48125	1.52500	1.56875	1.61250	1.65625	1.70000	1.74375	1.78750
M	1.52500	1.56875	1.61250	1.65625	1.70000	1.74375	1.78750	1.83125
N	1.56875	1.61250	1.65625	1.70000	1.74375	1.78750	1.83125	1.87500
O	1.61250	1.65625	1.70000	1.74375	1.78750	1.83125	1.87500	1.91875
P	1.65625	1.70000	1.74375	1.78750	1.83125	1.87500	1.91875	1.96250
Q	1.70000	1.74375	1.78750	1.83125	1.87500	1.91875	1.96250	2.00625
R	1.74375	1.78750	1.83125	1.87500	1.91875	1.96250	2.00625	2.05000
S	1.78750	1.83125	1.87500	1.91875	1.96250	2.00625	2.05000	2.09375
T	1.83125	1.87500	1.91875	1.96250	2.00625	2.05000	2.09375	2.13750

## Hourly Work Pay Schedules with TRS

### 10.47 INSTRUCTIONAL RATE OF PAY

This rate of pay is used when the teacher is engaged in instructional activities outside of the normal work day whether curricular, co-curricular, or extracurricular, and the planning thereof.

Examples include but are not limited to: Elementary and/or Middle School Appendix F funded extracurricular programs, planning and delivery of professional development for colleagues, Battle of the Books, driver's education behind the wheel, tutoring outside of the school day.

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
\$31.50	\$35.05	\$36.10	\$36.85

### 10.48 SUMMER SCHOOL PAY

The hourly rate of pay for summer school teaching.

<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
\$42.70	\$44.85	\$46.20	\$47.10

### 23.2 EXTRACURRICULAR SUPERVISION

This rate of pay is used when the teacher performs supervisory duties at events and extracurricular activities outside of the school day.

Examples include but are not limited to: athletic event crowd control, Outdoor Education field trip

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
\$26.50	\$29.50	\$30.40	\$31.00

High School Game Operations (Implements in 2024-25):

Examples include but are not limited to: operation of the game clock, keeping the book at games, scoreboard

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
n/a	\$31.50	\$32.40	\$33.00

**27.6 REGULAR TEACHER SUBBING**

This rate of pay, commonly referred to as “period pay”, is used when the teacher performs the instructional duties of another teacher.

Examples include but are not limited to:

- i. a teacher during their unassigned time during their normal school day subs for a period of instruction or supervision when no other substitute teacher is available to cover a classroom,
- ii. a teacher receives into their classroom students from another class for who a substitute teacher is not available (this may be the entire class or any portion thereof)

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
\$28.00	\$31.15	\$32.10	\$32.75

## APPENDIX F

### Extra Pay Schedule for Extra Duties

Stipend amounts listed within Appendix F are exclusive of the statutory TRS contribution. For TRS eligible coaches and sponsors, the district will pay an additional contribution in the amount of 0.098901 of the stipends listed.

### High School

#### High School Athletics

Table of point values for sports related assignments. Underlying calculations of these points can be found in the *Appendix F Handbook*.

The following points apply:

Sport	Point Total	Sport	Point Total	Sport	Point Total
Badminton (G)	30	Dance (G)	49	Swimming - Special Olympics	18.5
Baseball (B)	41	Flag Football (G)	29	Swimming (B)	32
Basketball - Special Olympics	17	Football	49	Swimming (G)	32
Basketball (B)	47	Golf (B)	27	Tennis (B)	31
Basketball (G)	47	Golf (G)	25	Tennis (G)	30
Bowling - Special Olympics	15	Gymnastics	34	Track - Special Olympics	21.5
Bowling (B)	28	Lacrosse (B)	35	Track (B)	42
Bowling (G)	28	Lacrosse (G)	35	Track (G)	41
Cheerleading (G)	55	Soccer (B)	33	Volleyball (B)	31
Cross Country (B)	30	Soccer (G)	34	Volleyball (G)	32
Cross Country (G)	30	Softball (G)	41	Wrestling (B)	44
				Wrestling (G)	44

The stipend for each sport is arrived at by multiplying the point value times the applicable dollar amount. The criteria used to determine the point values were determined by the ETA and the District. When a sport runs as a co-op the coach in the position will be compensated for an additional point.

Current values reflect length of season, number of participating athletes, number of contest dates, weekend variables, number of levels of competition, equipment and preparation, responsibility for safety, media relations, and numbers of assistant coaches.

Coaching levels are compensated at the following rates relative to the Head Varsity rate of pay:

Coaching Level	Index
Head Varsity	1.00
Asst. Varsity	0.70
Jr. Varsity	0.70
Head Sophomore	0.70
Head Freshman	0.70
Asst. Sophomore	0.55
Asst. Freshman	0.55

**Experience Steps\***

Contract year	STEP I	STEP II	STEP III	STEP IV	
2023-24	0-3 Years	4-6 years	7-8 years	9+ years	"Years" represent prior experience, not inclusive of current year. First year coaching is year zero.
Beginning 2024-25	Year 1-3	Year 4-6	Year 7-9	Year 10+	"Years" is inclusive of the current year. First year coaching is year one.

\* Teachers who had credited experience in one general classification, i.e., football coaching, cannot count that experience applicable to another duty assignment such as basketball.

Coaching level experience steps are compensated at the following rates relative to the Step I rate of pay:

Step I	Step II	Step III	Step IV
1.000	1.100	1.210	1.331

## 2023-24 Athletic Stipends

### Head Varsity

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	9,680	10,670	11,715	12,870
Football	Dance	8,624	9,506	10,437	11,466
Basketball	Basketball	8,272	9,118	10,011	10,998
Wrestling	Wrestling	7,744	8,536	9,372	10,296
Track		7,392	8,148	8,946	9,828
Baseball	Softball, Track	7,216	7,954	8,733	9,594
Lacrosse	Lacrosse	6,160	6,790	7,455	8,190
	Gymnastics, Soccer	5,984	6,596	7,242	7,956
Soccer		5,808	6,402	7,029	7,722
Swimming	Swimming, Volleyball	5,632	6,208	6,816	7,488
Tennis, Volleyball		5,456	6,014	6,603	7,254
Cross Country	Badminton, Cross Country, Tennis	5,280	5,820	6,390	7,020
Bowling	Bowling	4,928	5,432	5,964	6,552
Golf		4,752	5,238	5,751	6,318
	Golf	4,400	4,850	5,325	5,850

### Asst. Varsity, Jr. Varsity, Head Sophomore, Head Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	6,765	7,480	8,195	9,020
Football	Dance	6,027	6,664	7,301	8,036
Basketball	Basketball	5,781	6,392	7,003	7,708
Wrestling	Wrestling	5,412	5,984	6,556	7,216
Track		5,166	5,712	6,258	6,888
Baseball	Softball, Track	5,043	5,576	6,109	6,724
Lacrosse	Lacrosse	4,305	4,760	5,215	5,740
	Gymnastics, Soccer	4,182	4,624	5,066	5,576
Soccer		4,059	4,488	4,917	5,412
Swimming	Swimming, Volleyball	3,936	4,352	4,768	5,248
Volleyball		3,813	4,216	4,619	5,084

### Asst. Sophomore, Asst. Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
Football		4,753	5,194	5,733	6,321
Basketball		4,559	4,982	5,499	6,063

## 2024-25 Athletic Stipends

### Head Varsity

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	10,175	11,220	12,320	13,530
Football	Dance	9,065	9,996	10,976	12,054
Basketball	Basketball	8,695	9,588	10,528	11,562
Wrestling	Wrestling	8,140	8,976	9,856	10,824
Track		7,770	8,568	9,408	10,332
Baseball	Softball, Track	7,585	8,364	9,184	10,086
Lacrosse	Lacrosse	6,475	7,140	7,840	8,610
	Gymnastics, Soccer	6,290	6,936	7,616	8,364
Soccer		6,105	6,732	7,392	8,118
Swimming	Swimming, Volleyball	5,920	6,528	7,168	7,872
Tennis, Volleyball		5,735	6,324	6,944	7,626
	Flag Football	5,365	5,916	6,496	7,134
Cross Country	Badminton, Cross Country, Tennis	5,550	6,120	6,720	7,380
Bowling	Bowling	5,180	5,712	6,272	6,888
Golf		4,995	5,508	6,048	6,642
	Golf	4,625	5,100	5,600	6,150

### Asst. Varsity, Jr. Varsity, Head Sophomore, Head Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	7,150	7,810	8,635	9,460
Football	Dance	6,370	6,958	7,693	8,428
Basketball	Basketball	6,110	6,674	7,379	8,084
Wrestling	Wrestling	5,720	6,248	6,908	7,568
Track		5,460	5,964	6,594	7,224
Baseball	Softball, Track	5,330	5,822	6,437	7,052
Lacrosse	Lacrosse	4,550	4,970	5,495	6,020
	Gymnastics, Soccer	4,420	4,828	5,338	5,848
Soccer		4,290	4,686	5,181	5,676
Swimming	Swimming, Volleyball	4,160	4,544	5,024	5,504
Volleyball		4,030	4,402	4,867	5,332

### Asst. Sophomore, Asst. Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
Football		4,998	5,488	6,027	6,615
Basketball		4,794	5,264	5,781	6,345

## 2025-26 Athletic Stipends

### Head Varsity

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	10,505	11,550	12,705	13,970
Football	Dance	9,359	10,290	11,319	12,446
Basketball	Basketball	8,977	9,870	10,857	11,938
Wrestling	Wrestling	8,404	9,240	10,164	11,176
Track		8,022	8,820	9,702	10,668
Baseball	Softball, Track	7,831	8,610	9,471	10,414
Lacrosse	Lacrosse	6,685	7,350	8,085	8,890
	Gymnastics, Soccer	6,494	7,140	7,854	8,636
Soccer		6,303	6,930	7,623	8,382
Swimming	Swimming, Volleyball	6,112	6,720	7,392	8,128
Tennis, Volleyball		5,921	6,510	7,161	7,874
	Flag Football	5,539	6,090	6,699	7,366
Cross Country	Badminton, Cross Country, Tennis	5,730	6,300	6,930	7,620
Bowling	Bowling	5,348	5,880	6,468	7,112
Golf		5,157	5,670	6,237	6,858
	Golf	4,775	5,250	5,775	6,350

### Asst. Varsity, Jr. Varsity, Head Sophomore, Head Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	7,370	8,085	8,910	9,790
Football	Dance	6,566	7,203	7,938	8,722
Basketball	Basketball	6,298	6,909	7,614	8,366
Wrestling	Wrestling	5,896	6,468	7,128	7,832
Track		5,628	6,174	6,804	7,476
Baseball	Softball, Track	5,494	6,027	6,642	7,298
Lacrosse	Lacrosse	4,690	5,145	5,670	6,230
	Gymnastics, Soccer	4,556	4,998	5,508	6,052
Soccer		4,422	4,851	5,346	5,874
Swimming	Swimming, Volleyball	4,288	4,704	5,184	5,696
Volleyball		4,154	4,557	5,022	5,518

### Asst. Sophomore, Asst. Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
Football		5,145	5,684	6,223	6,860
Basketball		4,935	5,452	5,969	6,580

## 2026-27 Athletic Stipends

### Head Varsity

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	10,725	11,825	12,980	14,300
Football	Dance	9,555	10,535	11,564	12,740
Basketball	Basketball	9,165	10,105	11,092	12,220
Wrestling	Wrestling	8,580	9,460	10,384	11,440
Track		8,190	9,030	9,912	10,920
Baseball	Softball, Track	7,995	8,815	9,676	10,660
Lacrosse	Lacrosse	6,825	7,525	8,260	9,100
	Gymnastics, Soccer	6,630	7,310	8,024	8,840
Soccer		6,435	7,095	7,788	8,580
Swimming	Swimming, Volleyball	6,240	6,880	7,552	8,320
Tennis, Volleyball		6,045	6,665	7,316	8,060
	Flag Football	5,655	6,235	6,844	7,540
Cross Country	Badminton, Cross Country, Tennis	5,850	6,450	7,080	7,800
Bowling	Bowling	5,460	6,020	6,608	7,280
Golf		5,265	5,805	6,372	7,020
	Golf	4,875	5,375	5,900	6,500

### Asst. Varsity, Jr. Varsity, Head Sophomore, Head Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
	Cheerleading	7,535	8,250	9,075	10,010
Football	Dance	6,713	7,350	8,085	8,918
Basketball	Basketball	6,439	7,050	7,755	8,554
Wrestling	Wrestling	6,028	6,600	7,260	8,008
Track		5,754	6,300	6,930	7,644
Baseball	Softball, Track	5,617	6,150	6,765	7,462
Lacrosse	Lacrosse	4,795	5,250	5,775	6,370
	Gymnastics, Soccer	4,658	5,100	5,610	6,188
Soccer		4,521	4,950	5,445	6,006
Swimming	Swimming, Volleyball	4,384	4,800	5,280	5,824
Volleyball		4,247	4,650	5,115	5,642

### Asst. Sophomore, Asst. Freshman

Boys	Girls	Step I	Step II	Step III	Step IV
Football		5,243	5,782	6,370	7,007
Basketball		5,029	5,546	6,110	6,721

**Special Olympics (Blue Stars)<sup>4</sup>**

Each position listed is an individual assignment unless otherwise noted in parentheses.<sup>5</sup>

		<b>2023-24</b>			
		<b>Step I</b>	<b>Step II</b>	<b>Step III</b>	<b>Step IV</b>
Lead <sup>6</sup>	Program	5500	6050	6655	7321
Head Varsity	Basketball	2992	3298	3621	3978
	Bowling	2640	2910	3195	3510
	Swimming	3256	3589	3941	4329
	Track	3784	4171	4580	5031
Asst. Varsity, Head Sophomore <sup>7</sup>	Basketball	2091	2312	2533	2788
	Bowling (2)	1845	2040	2235	2460
	Swimming (2)	2276	2516	2757	3034
	Track (3)	2645	2924	3204	3526
Head MS	Basketball	901	986	1088	1190
Asst. MS	Basketball	748	833	901	1003

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<sup>4</sup> Runs as a single district-wide program.

<sup>5</sup> Additional coaching positions may be requested through the Athletics and Activities Council if enrollment exceeds these provisions.

<sup>6</sup> This position oversees the entire yearlong program. See Job Description for more information. This individual may also serve as a coach for one or more Special Olympics sports and collect stipends for those coaching positions, not to exceed one coaching stipend per sport.

<sup>7</sup> Indicates assignment used for identification of the applied percentage.

## Special Olympics (Blue Stars)

### 2024-25

		Step I	Step II	Step III	Step IV
Lead	Program	5775	6353	6988	7687
Head Varsity	Basketball	3145	3468	3808	4182
	Bowling	2775	3060	3360	3690
	Swimming	3423	3774	4144	4551
	Track	3978	4386	4816	5289
Asst. Varsity, Head Sophomore	Basketball	2210	2431	2669	2924
	Bowling (2)	1950	2145	2355	2580
	Swimming (2)	2405	2646	2905	3182
	Track (3)	2795	3075	3376	3698
Head MS	Basketball	952	1037	1139	1258
Asst. MS	Basketball	782	867	952	1054

### 2025-26

		Step I	Step II	Step III	Step IV
Lead	Program	5948	6543	7197	7917
Head Varsity	Basketball	3247	3570	3927	4318
	Bowling	2865	3150	3465	3810
	Swimming	3534	3885	4274	4699
	Track	4107	4515	4967	5461
Asst. Varsity, Head Sophomore	Basketball	2278	2499	2754	3026
	Bowling (2)	2010	2205	2430	2670
	Swimming (2)	2479	2720	2997	3293
	Track (3)	2881	3161	3483	3827
Head MS	Basketball	969	1071	1173	1292
Asst. MS	Basketball	816	901	986	1088

## Special Olympics (Blue Stars)

2026-27

		Step I	Step II	Step III	Step IV
Lead	Program	6067	6674	7341	8075
Head Varsity	Basketball	3315	3655	4012	4420
	Bowling	2925	3225	3540	3900
	Swimming	3608	3978	4366	4810
	Track	4193	4623	5074	5590
Asst. Varsity, Head Sophomore	Basketball	2329	2567	2805	3094
	Bowling (2)	2055	2265	2475	2730
	Swimming (2)	2535	2794	3053	3367
	Track (3)	2946	3247	3548	3913
Head MS	Basketball	1003	1105	1207	1326
Asst. MS	Basketball	833	918	1003	1105

## HS Activities

Each high school activity stipend is placed into one of seven groups.

<b>Group A</b>	IHSA Speech Marching Band: Director Musical Theatre: Director	
<b>Group B</b>	Student Council Theatre Production: Director (2 production max)	
<b>Group C</b>	IHSA Drama (Contest Play) IHSA Group Interpretation Marching Band: Asst. Director (1:60 Students, up to 3) Musical Theater: Asst. Director	
<b>Group D</b>	Class Council: Junior Class Council: Senior Color Guard/Instructor IHSA Chess IHSA Debate	Musical Theatre: Vocal Director Musical Theatre: Choreographer Musical Theatre: Pit Director Science Olympiad Theatre Production: Asst. Director (2 production max)
<b>Group E</b>	FCCLA HOSA IHSA Esports Spring	IHSA Scholastic Bowl Pep Band Winter Guard Instructor
<b>Group F</b>	Automotive Team Band (Co-curricular) Choir (Co-curricular) Class Council: Freshman Class Council: Sophomore DECA Engineering/Robotics Team	IHSA Music: Organization IHSA Music: Solo & Ensemble IHSA Musical Revue IHSA Short Film Mathletes (up to 2) Orchestra (Co-Curricular) Theatre: Technical Director (3 production max)
<b>Group G</b>	Choral Ensemble (Extracurricular) IHSA Bass Fishing IHSA Journalism	Jazz Band UEC Lit Fest National Honor Society Orchestral (Extracurricular)
<b>Group H</b>	Art Shows Best Buddies (1:20 Students) Drama Club Future Teachers Club Gender Sexuality Alliance Honorary Societies (up to 5)	Multicultural Associations (up to 3) [Stipends for separate multicultural associations. Stipend may be split for co-sponsors of the same association.] Peer Leaders Pep Club

## HS Activity Stipends

### 2023-24

	STEP I	STEP II	STEP III	STEP IV
Group A	4850	5335	5869	6455
Group B	3880	4268	4695	5164
Group C	3395	3735	4108	4519
Group D	2668	2934	3228	3551
Group E	2304	2534	2788	3066
Group F	1940	2134	2347	2582
Group G	1649	1814	1995	2195
Group H	1358	1494	1643	1808

### 2024-25

	STEP I	STEP II	STEP III	STEP IV
	5093	5602	6163	6779
	4074	4482	4930	5423
	3565	3922	4314	4745
	2801	3081	3389	3729
	2419	2661	2927	3220
	2037	2241	2465	2712
	1732	1905	2095	2305
	1426	1569	1726	1898

### 2025-26

	STEP I	STEP II	STEP III	STEP IV
Group A	5246	5771	6348	6982
Group B	4197	4616	5078	5586
Group C	3672	4039	4443	4888
Group D	2885	3174	3491	3841
Group E	2492	2741	3015	3317
Group F	2098	2308	2539	2793
Group G	1784	1962	2158	2374
Group H	1469	1616	1777	1955

### 2026-27

	STEP I	STEP II	STEP III	STEP IV
	5351	5886	6475	7122
	4281	4709	5180	5698
	3746	4120	4532	4986
	2943	3237	3561	3917
	2542	2796	3076	3383
	2140	2354	2590	2849
	1819	2001	2201	2421
	1498	1648	1813	1994

## Experience Steps\*

Contract year	STEP I	STEP II	STEP III	STEP IV
2023-24	0-3 Years	4-6 years	7-8 years	9+ years
Beginning 2024-25	Year 1-3	Year 4-6	Year 7-9	Year 10+

"Years" represent prior experience, not inclusive of current year.  
First year coaching is year zero.

"Years" is inclusive of the current year.  
First year coaching is year one.

\* Teachers who had credited experience in one general classification, i.e., football coaching, cannot count that experience applicable to another duty assignment such as basketball.

## High School Music

Additional stipends for music include:

- A. Musical Theatre: Pit Musicians who are current U-46 employees will be paid at the hourly rate as identified in Section 10.47 for up to forty total hours (including ensemble rehearsals, performances, and individual rehearsals) to be submitted via timesheet following the production.
- B. Additional performances beyond the regular school day will be paid at the rate per hour as identified in Section 10.47. The teacher may waive compensation at their discretion for these additional performances.

## HS Clubs and Activities Fund

District will provide each comprehensive high school, the Central School Program, and the DREAM Academy funds for the exclusive use under the direction of the School Department committee to run programs and clubs not already included in the above listings of stipends. Funds would be available for use in the year of their allocation and will not be transferable nor allowed to accumulate. Any single activity is capped at no more than 17% of the total fund, regardless of the number of activities applying for funding. Sponsor would apply through completion of the approved form.

The allocation for each school year will be as follows:

2023-24	2024-25	2025-26	2026-27
\$6500	\$7235	\$7452	\$7600

## Chicago Area Alternative Education League (CAEL)

The work performed during the conference tournament and other events outside of the regular school day will be paid at the rate identified in Section 10.47. The monies will be paid out of the **HS Club and Activities Fund** at the site.

## Secondary Non-Categorized

### 2023-24

Extra Duty	STEP I	STEP II	STEP III	STEP IV
Publication (Extracurricular) (1) <<Must have active and regular student involvement.>>	8300	9130	10043	11047
Ticket Manager (1)	6225	6225	6225	6225
Assistant Activities Director (1)	-	-	-	-
Assistant Athletic Director (1: Season)	5420	5962	6558	7214
Athletic Strength and Conditioning Supervisor (1: Season)	-	-	-	-
Publication (Co-Curricular)	2700	2970	3267	3594
MS Assistant Athletic and Activities Director (1)	-	-	-	-

### 2024-25

Extra Duty	STEP I	STEP II	STEP III	STEP IV
Publication (Extracurricular) (1) <<Must have active and regular student involvement.>>	8715	9587	10545	11600
Ticket Manager (1)	6536	6536	6536	6536
Assistant Activities Director (1)	5691	6260	6886	7575
Assistant Athletic Director (1: Season)	5691	6260	6886	7575
Athletic Strength and Conditioning Supervisor (1: Season)	2835	3119	3430	3773
Publication (Co-Curricular)	2835	3119	3430	3773
MS Assistant Athletic and Activities Director (1)	4897	5387	5925	6518

## Secondary Non-Categorized

Extra Duty	2025-26			
	STEP I	STEP II	STEP III	STEP IV
Publication (Extracurricular) (1) <<Must have active and regular student involvement.>>	8976	9874	10861	11947
Ticket Manager (1)	6732	6732	6732	6732
Assistant Activities Director (1)	5862	6448	7093	7802
Assistant Athletic Director (1: Season)	5862	6448	7093	7802
Athletic Strength and Conditioning Supervisor (1: Season)	2920	3212	3533	3887
Publication (Co-Curricular)	2920	3212	3533	3887
MS Assistant Athletic and Activities Director (1)	5044	5548	6103	6714

Extra Duty	2026-27			
	STEP I	STEP II	STEP III	STEP IV
Publication (Extracurricular) (1) <<Must have active and regular student involvement.>>	9156	10072	11079	12187
Ticket Manager (1)	6867	6867	6867	6867
Assistant Activities Director (1)	5979	6577	7235	7958
Assistant Athletic Director (1: Season)	5979	6577	7235	7958
Athletic Strength and Conditioning Supervisor (1: Season)	2978	3276	3603	3964
Publication (Co-Curricular)	2978	3276	3603	3964
MS Assistant Athletic and Activities Director (1)	5145	5660	6225	6848

## Summer Theater

	Summer of			
	2024	2025	2026	2027
Summer Theatre: Director (1: District)	2,580	2,871	2,957	3,018
Summer Theatre: Assistant Director (1: District)	2,170	2,416	2,490	2,539
Summer Theatre: Technical Director (1: District)	2,170	2,416	2,490	2,539
Summer Theatre: Vocal/Pit/Choreographer (Up to 3)	2,170	2,416	2,490	2,539

## Middle School

### Middle School Athletics

Table of point values for sports:

Sport	Point Total	
Basketball (B)	78	
Basketball (G)	78	
Soccer (B)	78	Beginning with the 2024-25 school year.
Soccer (G)	78	Beginning with the 2024-25 school year.
Volleyball (B)	78	
Volleyball (G)	78	

### Experience Steps\*

Contract year	STEP I	STEP II	STEP III	STEP IV	
2023-24	0-3 Years	4-6 years	7-8 years	9+ years	"Years" represent prior experience, not inclusive of current year. First year coaching is year zero.
Beginning 2024-25	Year 1-3	Year 4-6	Year 7-9	Year 10+	"Years" is inclusive of the current year. First year coaching is year one.

\* Teachers who had credited experience in one general classification, i.e., football coaching, cannot count that experience applicable to another duty assignment such as basketball.

Middle School athletic coaches will be assigned per building, according to the following formula:

	One coach per grade level	+1 additional	+1 additional
Basketball	1 to 24	25 to 48	49 and up
Soccer	1 to 32	33 to 64	65 and up
Volleyball	1 to 24	25 to 36	37 and up

## MS Athletic Stipends

		Boys		Girls		2023-24			
	8 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	STEP I	STEP II	STEP III	STEP IV	
Basketball	X	X	X	X	2633	2896	3186	3504	
Volleyball	X	X	X	X					
		Boys		Girls		2024-25			
	8 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	STEP I	STEP II	STEP III	STEP IV	
Basketball	X	X	X	X	2764	3040	3345	3679	
Soccer	X	X	X	X					
Volleyball	X	X	X	x					
		Boys		Girls		2025-26			
	8 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	STEP I	STEP II	STEP III	STEP IV	
Basketball	X	X	X	x	2847	3132	3445	3789	
Soccer	X	X	X	x					
Volleyball	X	X	X	X					
		Boys		Girls		2026-27			
	8 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	STEP I	STEP II	STEP III	STEP IV	
Basketball	X	X	X	X	2904	3194	3514	3865	
Soccer	X	X	X	X					
Volleyball	X	X	X	X					

## Middle School Extracurricular

Funds will be allocated to each site per year. The funds will provide 200 hours per school per year for other activities that involve voluntary participation at the applicable hourly rate established in Section 10.47. The S/D Committee would be responsible for approving and managing the funds. Any single activity is capped at no more than 17% of the total fund, regardless of the number of activities applying for funding.

The funds in each year will be as follows:

2023-24	2024-25	2025-26	2026-27
\$6300	\$7010	\$7220	\$7370

## MS Intramurals Stipends

The following stipend positions will be available at each middle school.

		2024-25		
		2023-24	2025-26	2026-27*
Cheerleading	8 <sup>th</sup>	1	1	1
	7 <sup>th</sup>	1	1	1
	6 <sup>th</sup>	-	-	1
Cross-Country	8 <sup>th</sup>	2	2	2
	7 <sup>th</sup>	2	2	2
	6 <sup>th</sup>	-	-	1
Flag Football	8 <sup>th</sup>	2	2	2
	7 <sup>th</sup>	2	2	2
	6 <sup>th</sup>	-	-	1
Soccer	8 <sup>th</sup>	2	-	-
	7 <sup>th</sup>	2	-	-
	6 <sup>th</sup>	-	-	1
Basketball	6 <sup>th</sup>	-	-	1
Volleyball	6 <sup>th</sup>	-	-	1

\* When 6<sup>th</sup> grade moves to MS.

Each MS Intramural stipend position is paid according to the following schedule:

2023-24			
STEP I	STEP II	STEP III	STEP IV
925	1018	1119	1231

2024-25			
STEP I	STEP II	STEP III	STEP IV
971	1068	1175	1292

2025-26			
STEP I	STEP II	STEP III	STEP IV
1000	1100	1210	1331

2026-27			
STEP I	STEP II	STEP III	STEP IV
1020	1122	1234	1358

## MS Extra Duty

### 2023-24

Activity*	STEP I	STEP II	STEP III	STEP IV
Play/Musical Director (up to 2 per year)	2025	2228	2450	2695
Talent Show	925	1018	1119	1231
Play/Musical Asst/Tech Director (up to 2 per year)	1350	1485	1634	1797
Performing Arts Showcase	925	1018	1119	1231
Jazz Band	925	1018	1119	1231
Student Council	3880	4268	4695	5164
Yearbook	2372	2609	2870	3157
Science Olympiad	2168	2385	2623	2886

### 2024-25

STEP I	STEP II	STEP III	STEP IV
2126	2339	2573	2830
971	1068	1175	1293
1418	1559	1715	1887
971	1068	1175	1293
971	1068	1175	1293
4074	4481	4930	5422
2490	2740	3013	3315
2276	2504	2754	3030

### 2025-26

Activity*	STEP I	STEP II	STEP III	STEP IV
Play/Musical Director (up to 2 per year)	2190	2409	2650	2915
Talent Show	1000	1100	1210	1332
Play/Musical Asst/Tech Director (up to 2 per year)	1460	1606	1767	1943
Performing Arts Showcase	1000	1100	1210	1332
Jazz Band	1000	1100	1210	1332
Student Council	4196	4616	5077	5585
Yearbook	2565	2822	3104	3414
Science Olympiad	2345	2579	2837	3121

### 2026-27

STEP I	STEP II	STEP III	STEP IV
2234	2457	2703	2973
1020	1122	1235	1358
1489	1638	1802	1982
1020	1122	1235	1358
1020	1122	1235	1358
4280	4708	5179	5697
2616	2878	3166	3483
2392	2631	2894	3183

\* Stipend may be split. The nature of these divisions will be determined by the sponsors and the building principal.

The *Appendix F Stipend Handbook* identifies the minimum number of experiences, competitions, and/or events that must be completed to earn the full stipend.

### **Middle School Music**

Additional stipends for music include:

- A. Middle School Band, Orchestra, and Vocal Music teachers will be paid for performances at the rate per hour as identified in Section 10.47.
- B. Additional performances beyond the regular school day will be paid at the rate per hour as identified in Section 10.47. The teacher may waive compensation at their discretion for these additional performances.

## Elementary Extra Duties

The *Appendix F Stipend Handbook* identifies the minimum number of experiences, competitions, and/or events that must be completed to earn the full stipend.

### Battle of the Books Coach

The stipend per team will be the following:

2023-24	2024-25	2025-26	2026-27
\$ 1135.26	\$1191.70	\$1227.40	\$1252.90

### Outdoor Education Field Trip

	Three day/two night	Two days/one night	Extended day program
2023-24	\$118 per day of attendance, not to exceed \$354 per staff member	\$118 per day of attendance, not to exceed \$236 per staff member	Paid at supervisory rate after the regular school day, not to exceed \$118
2024-25	\$124 per day of attendance, not to exceed \$372 per staff member	\$124 per day of attendance, not to exceed \$248 per staff member	Paid at supervisory rate after the regular school day, not to exceed \$124
2025-26	\$128 per day of attendance, not to exceed \$384 per staff member	\$128 per day of attendance, not to exceed \$256 per staff member	Paid at supervisory rate after the regular school day, not to exceed \$128
2026-27	\$131 per day of attendance, not to exceed \$393 per staff member	\$131 per day of attendance, not to exceed \$262 per staff member	Paid at supervisory rate after the regular school day, not to exceed \$131

### **Safety Patrol Coordinator**

One Safety Patrol Coordinator per school year with the following stipend amounts:

2023-24	2024-25	2025-26	2026-27
\$467.46	\$490.70	\$505.40	\$515.90

### **Field Day Coordinator**

One Field Day Coordinator per school with the following stipend amount per school year:

2023-24	2024-25	2025-26	2026-27
\$252.81	\$265.50	\$273.60	\$279.00

### **Family and Community Engagement (FACE) Coordinator**

One FACE Coordinator per school with the following stipend amount per school year:

2023-24	2024-25	2025-26	2026-27
\$467.46	\$490.70	\$505.40	\$515.90

### **Early Childhood Literacy Outreach Coordinator**

One Early Childhood Literacy Outreach Coordinator per school with hours at the library paid the applicable rate identified in Section 10.47.

### **Pre-K / Elementary Extracurricular Program**

An extracurricular program will be funded in each school during the term of the Agreement. An extra-curricular program is defined as an enrichment program where activities fall outside of the regular classroom schedule and is open to all students of a group or a level. The extra-curricular program carries no academic credit and does not require assessment or reporting for student records. Such programs contribute to students becoming self-sufficient individuals and members of a family, work group, or community. The district committee organized to develop extracurricular program guidelines for use by the School/Department Committee will continue in its current role.

Funds are allocated per instructional site and are available to all teachers at the site. Access to these funds will also be provided for programs requiring parent or guardian participation as required due to the age or need of the student.

Funds will be allocated per student per year as follows:

2023-24	2024-25	2025-26	2026-27
\$15.50	\$17.25	\$17.80	\$18.15

In addition to the per pupil amount established above, each school will receive funding to be equally apportioned on an annual basis to fund each of the four broad categories defined below. School/Department Committee will annually determine the school club/activity within each defined category to be supported by these funds. Unused funds cannot be reallocated to a different category, moved to the general per pupil fund, but can be used to support any additional program from within the same category. A minimum of 20 club/activity student meeting hours per year per category may be awarded and paid at the applicable hourly rate as established in Section 10.47.

(e.g. - If a teacher wants to run a particular program for only 10 hours, another teacher could apply and run another program for the remaining 10 hours from that category.)

**Amount for each category is provided as follows:**

	2023-24	2024-25	2025-26	2026-27
Student Publications - Yearbook, Student Magazine/Newspaper, Comic Book Club etc. for the specified club for the year.	\$668	\$701	\$722	\$736
Athletics –Basketball, Soccer, etc. for the specified club for the year.	\$668	\$701	\$722	\$736
Student Organizations –Student Government, Student Council, Student Advisory, Student Ambassadors, Peer Mediators, etc. for the specified club for the year.	\$668	\$701	\$722	\$736
Fine Arts - Drama Club, Cartooning, Art, Movie Club, Music Club, Dance, etc. for the specified club for the year	\$668	\$701	\$722	\$736
Parent/Student Enrichment Activity and/or Events	\$668	\$701	\$722	\$736
<b>Total for the Year</b>	<b>\$3340</b>	<b>\$3505</b>	<b>\$3610</b>	<b>\$3680</b>

## **Elementary School Music**

Additional stipends for music include:

- A. Elementary Band, Orchestra, Vocal Music, and General Music teachers will be paid for performances at the rate per hour as identified in Section 10.47.
- B. Additional performances beyond the regular school day will be paid at the rate per hour as identified in Section 10.47. The teacher may waive compensation at their discretion for these additional performances.

## **Pre-K - Elementary and Middle School Supervision - .068**

Supervision will include but not be limited to bus duty, door duty, commons duty, playground duty/hall supervision. A position is equal to one-half (1/2) hour per day; not to extend into the beginning of the regular school day or not to begin prior to the end of the school day. Supervision will be voluntary on the part of the teacher. The District may assign if there are no volunteers.

## **Reallocation of Appendix F Positions in Individual Buildings**

Reallocation of Appendix F positions may be made in individual building programs (sport or activity) when student and/or conference participation does not warrant the number of coaches/sponsors indicated in the Agreement. Any reallocation will be approved by a building committee composed of the athletic director, principal and two coaches/sponsors selected by the Association. No athletic reallocation can be made without approval of the athletic council. For the purpose of reallocation of positions, eight (8) coaches/sponsors will indicate their agreement in writing to the athletic council. Reallocation positions will be reviewed annually.

## **Program Reductions**

It is understood that Appendix F may be reduced in any year in which program reductions are made.

## **All Appendix F Funding and Stipends**

The parties agree to appoint a joint committee composed of four (4) persons appointed by the Association, four (4) persons appointed by the District, and an ex officio member from Human Resources, to review Appendix F funding and stipends. Recommended Appendix F Committee composition should include ETA and Administrative members representing early childhood/elementary interests, middle school interests, high school activities interests, and high school athletics interests to the extent possible. The committee will be charged with examining the equity in positions listed in Appendix F and making recommendations for adjustments.

### **Summary**

The above program will be subject to review every two years. Recommendation for changes will be within the framework of the financial parameters established in bargaining for any particular year.

### **Implementation of Extra Pay Schedule for Extra Duties**

1. Credited experience earned in one general classification cannot be used in another classification, i.e., experience as a football coach cannot be counted as experience for an extra duty assignment such as a basketball coach.
2. Experience outside District U-46 will be credited as follows:
  - a. Full credit for first two years.
  - b. Half credit for the next six years.
  - c. Only experience in the activity to which a teacher is assigned will be credited for placement on the schedule.
3. Members of the bargaining unit will not be assigned to or be permitted to accept more than one paid duty for a period of time during which the duties would create an overlapping time commitment unless there was no other way to cover such duties.

## **SIDE LETTERS**

### **Class Size**

During the course of negotiations for the 2011-2014 Agreement, the Association and the Board discussed parameters for staffing at elementary, middle and high schools. As a result of these discussions, the following agreements were reached with implementation beginning in the 2012/2013 school year with updates made to reflect programmatic changes:

#### **Split Classrooms:**

K-1 classrooms will be avoided whenever reasonably possible. If such a class must be scheduled, the classroom teacher will be offered to meet with their principal to identify essential resources.

The district will prioritize the elimination of splits in grades 1, 2, and 3.

Any teacher who has a teaching load that is excessive as set forth below may file a written request with their immediate supervisor for resolution as follows:

Kindergarten through second grade classrooms will be offered para-educator assistance for class sizes as follows:

- 32 or more students for general education – full time para-educator will be offered
- 29 or more ELL or combination students – full time para-educator will be offered
- 30 or more students for general education, 3 hours per day of para-educator assistance will be offered.
- 27 or more ELL students or combination, 3 hours per day of para-educator assistance will be offered.

Third through sixth grade classrooms will be offered a full-time para-educator for class sizes that are comprised of:

- 35 or more students for general education
- 32 or more students for ELL or combination.

The principal and the classroom teachers involved in the excessive class sizes may instead jointly determine to add a teacher at a ratio of 3 full-time assistants to 1 teacher.

The teacher of the qualifying classroom has the right of 1st refusal of the para-educator. If the teacher declines the assignment of a para-educator, the SIP team

or SD can choose to present a rationale to the Human Resource department for the alternative use of the para-educator. Human Resources will provide a written response to all such requests within 10 business days of the SIP/SD request and the response will be shared with the site and the ETA.

Prior to the final determination of class size or while problems in hiring a regular para-educator are being resolved, a teacher whose class exceeds the above numbers may request of their immediate supervisor temporary assignment of a para-educator. An initial response will be provided by the supervisor within three school days.

If the average class size for a secondary physical education department exceeds staffing guidelines by more than 10%, the Department will be offered one or more para-pros to assist in performing departmental duties. Utilization of the para-pro(s) will be jointly determined by the Department administrator and physical education teachers at the qualifying site.

The determination of elementary class size will be made fifteen (15) school days after the beginning of each semester. When special education students are mainstreamed into general education or ELL classrooms for a majority of the day (over 50%), they will be included in the class count of the classroom to which they are mainstreamed for the purpose of assigning a teacher assistant.

District administration will report to the ETA the staffing allocation for each educational site as well as the number of students served at those sites two times per year:

On or before October 15 of the school year with current data

No later than 75 days prior to the end of the school year for the prospective school year

The report will identify the allocation of all certified staff and those non-certified personnel serving in administrative roles who support the educational program as well any staffing guidelines used to determine those allocations.

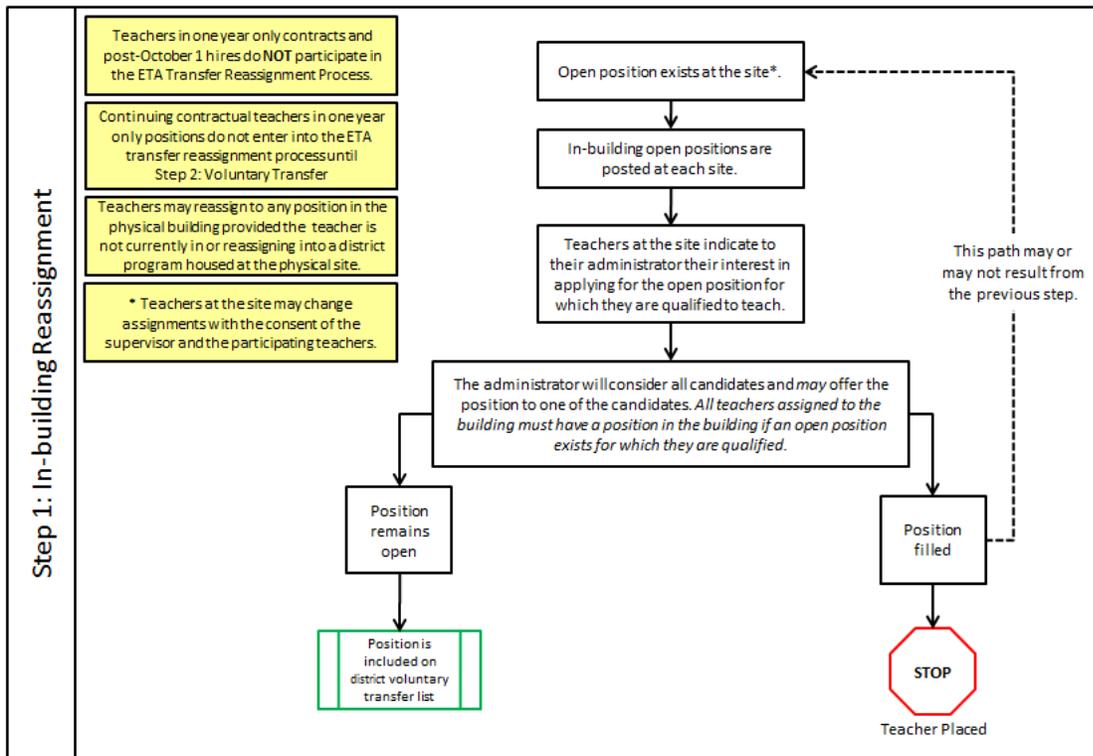
The provisions of this side letter will be subject to the grievance and arbitration procedure set forth in this Agreement.

## **Memorandum of Understanding**

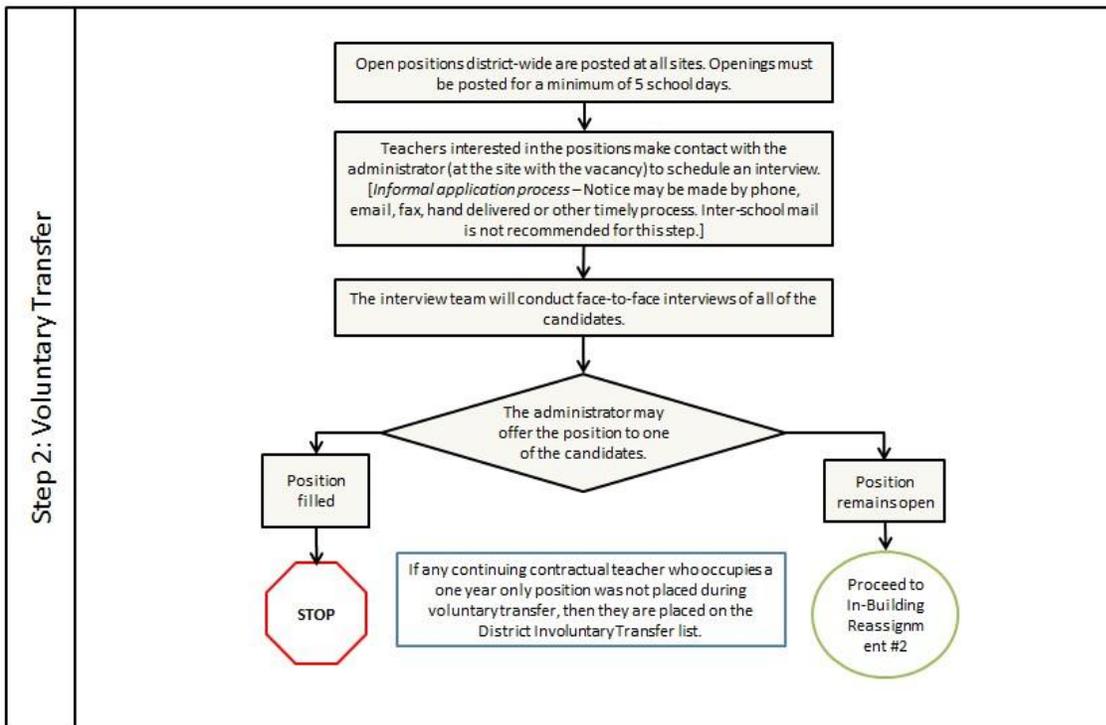
### **Flowchart**

It is agreed that the Flowchart presented as follows will continue as a source of direction on transfer/IVT/recall of RIF'd teachers.

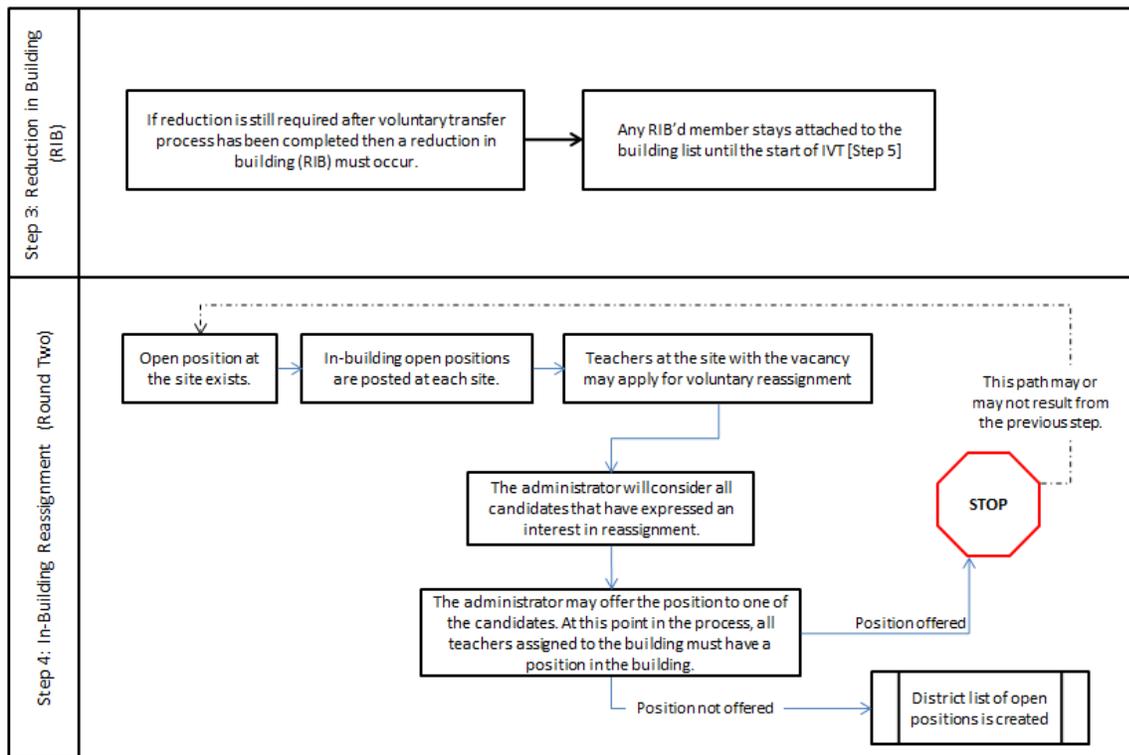
## ETA Transfer Reassignment Process



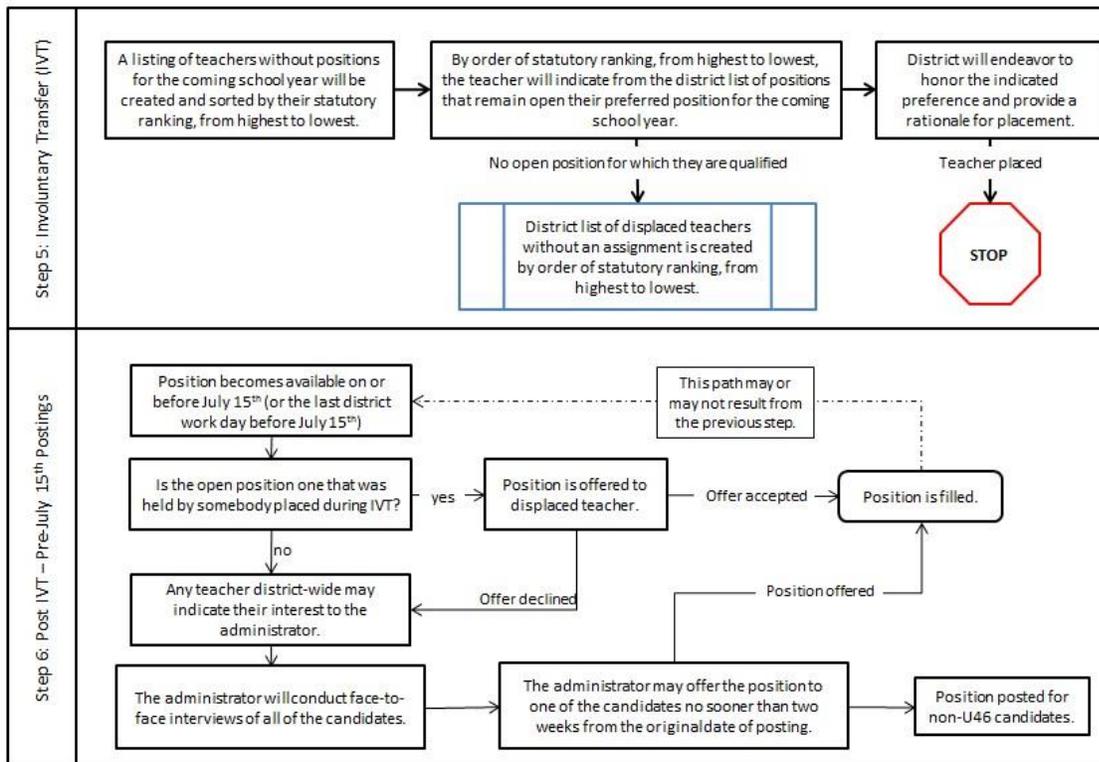
## ETA Transfer Reassignment Process



## ETA Transfer Reassignment Process



## ETA Transfer Reassignment Process



## **Memorandum of Understanding**

### **Para-Educator Intervention Team (PIT)**

During negotiation of the 2018-2022 Elgin Agreement, the parties discussed the benefits of effective student intervention services that have been provided by the PIT and staffing arrangements that might best meet that need for such services. Because the number of requests for services varies from time to time, the parties agreed that it would be appropriate to staff these services through a combination of full-time employees and on-call employees, all of whom would be properly trained by District U-46 Special Services. Employment provisions of Para-Educators in these roles will be governed by the District U-46 Educational Assistants (DUEA) contract.

# **Memorandum of Understanding**

## **Early Childhood**

During the course of negotiations leading to the 2007-2010 negotiated Agreement, extensive discussion was had on Early Childhood programs and funding. Both parties understand that due to the grant-funded nature of this program, it is difficult to set parameters on negotiated terms and conditions of employment regarding early childhood teachers. The parties did discuss topics related to parent/teacher conferences, teacher home visits, bus stipends and family activities. The parties agree that for the duration of this Agreement, teachers will not be required to engage in after school family activities unless required by any grants. The parties also agree that there will be an effort to schedule 8 days for home visits on Early Childhood student non-attendance days. The parties further agree that subject to any grant requirements, there will only be one parent/teacher conference required for each student.

During the course of negotiations leading to the 2018-2022 Agreement, extensive discussion was had concerning Early Childhood workload. Beginning with the 2019-2020 academic year, both parties understand that due to the nature of the program and the extensive assessment and data monitoring requirements of the program, teachers will have three (3) full days of released time or hourly equivalent during the school year to be scheduled at a time mutually agreeable between the building principal and the teacher. The above referenced 'hourly equivalent' of three (3) days of released time will be 18 hours to be paid at the applicable rate as identified in Section 10.47.

As of the 2018-2022 Agreement, the following items have been incorporated into the body of the contract:

- Parent/teacher conferences
- Home visits
- Bus stipends
- Family activities

## **Memorandum of Understanding**

### **Teacher Appraisal Plan**

During the course of discussions leading to the creation and implementation of the Teacher Appraisal Plan, the parties had significant conversations about the purpose and intent of the Plan. Those ideals, which were embodied in the values of the plan, promote inclusion and participation. As a result, the parties agree that the purpose, values and beliefs statements will not be grievable.

As well, in the spirit of cooperation, participants who attempt to use the procedural aspects of the Plan mutually agree to evade, delay or frustrate the intent of the Plan will not be supported.

## **Memorandum of Understanding**

### **Continuum of Services Special Education**

During the course of negotiations of the 2010-2011 Elgin Agreement, there were discussions regarding continuum of special education services, an examination of caseloads on special education teachers, and allotment of resources available to special education to address issues related to class management. As a result of these discussions it was agreed that the Special Education Committee would examine the issues of caseloads and continuum of special education services and provide any reports on such issues to the Superintendent for consideration.

## **Memorandum of Agreement**

### **Teacher Feedback about Building/Program Performance**

During the bargaining of the 2011-2014 Agreement, the joint bargaining team shared a consensus regarding the important role that all certified staff have in the effectiveness of the District's educational program. The team also recognized the power and value of timely, regular, objective, and formative feedback to inform professional growth. The Teacher Appraisal Plan (TAP) provides a process and framework for assessing teachers from this perspective, and the parties agree that the values and beliefs embodied in TAP should also guide efforts to provide feedback from teachers to administrators as administrators endeavor to perform the work of the district and improve their professional practice and building/program performance.

Pursuant to this understanding, the parties will form a Joint Committee for the purpose of developing an instrument and process enabling teachers to provide formative feedback to building and program administrators and their evaluators. The Committee will be composed of four administrators appointed by the Superintendent and four teachers appointed by the ETA and will be co-chaired by one individual from each group. The Committee will develop an instrument to be administered annually to teachers, plan the process of implementation, and provide on-going oversight over the use of the instrument. The Committee will take into consideration the interests developed in the IBB process.

It is intended that the instrument will be administered annually in late November or early December. Participation by administrators will be voluntary. Results will be tabulated by central administration and provided to the applicable program or building administrator for his or her formative use. Recognizing that this is a new endeavor and that this effort should be treated as a pilot project to determine if it works effectively, the parties agree that this MOA will expire at the end of the 2021-2022 school year, unless the parties expressly agree at that time to extend it.

## **Memorandum of Understanding**

### **Veteran's Day Observance**

During the course of bargaining of the 2011-2014 Elgin Agreement, many shared interests were identified in regards to the impact of the observation of the day for veterans, families of veterans, and students alike, as well as the desire for continuity of the instructional program as it pertains to the school district calendar. Since Veteran's Day is attached to a specific calendar day it floats throughout the school week and this characteristic impacts the instructional program particularly when the date falls on a Tuesday, Wednesday, or Thursday.

Balancing the above stated interests it was agreed to remove Veteran's Day from the listing of School Holidays as identified in the District document Rationale for Calendar Development, referenced in 25.1 Starting Dates; School Calendar, and instead create item 1 F - Veteran's Day in the same document. This change will not increase nor decrease the number of teacher attendance days as identified in 25.2 Notification.

## **Memorandum of Agreement**

### **Technology Support Committee**

During the course of the 2018-2019 bargaining several issues related to technology were brought forward. Many of the issues brought forward could not adequately be captured in the express language of the Collective Bargaining Agreement. Instead, these issues are better addressed through the District's Instructional Technology Plan Committee. This Committee will research and provide feedback on a vertically aligned Technology Plan using the Common Core State Standards and the International Society for Technology in Education Standards. The Committee will evaluate instructional technology, professional development and support necessary to develop 21st Century Learners. The Parties agree to further support the Committee's work.

# Memorandum of Agreement

## Workload Committee

As a result of the 2017 contract extension and during the 2018 bargaining, a Workload Committee met regularly to discuss the numerous issues that were brought forward that related to the elementary day and professional responsibilities. The complexity of these issues necessitates further discussion and study by a representative joint committee. It is therefore agreed to establish a Workload Committee that will address ongoing issues involving these topics including design and oversight of options to address the issues.

### Composition

The Committee composition is intended to be robust and comprehensive in an effort to bring forward a multitude of voices and perspectives. The Committee will be co-chaired by an individual from each party, administration and ETA.

The district will appoint nine administrative representatives:

Teaching and Learning Administrator or Superintendent Designee

- Assessment and Accountability Administrator
- MTSS Administrator
- Elementary Principals (Title I and non-Title I)
- Specialized Student Services Administrator
- English Language Learners/Dual Language Administrator
- Early Learner Administrator
- Administrator presently on Instructional Council

The ETA will appoint the following representatives to two year terms:

Elementary General Education

- Primary (Title I and non-Title I) Teacher
- Intermediate (Title I and non-Title I) Teacher

Elementary Dual Language

- Primary (Title I and non-Title I) Teacher
- Intermediate (Title I and non-Title I) Teacher

## Elementary Programs

- Elementary English Language Learners Teacher
- Elementary Specialized Student Services Teacher
- Self-contained Teacher
- Itinerant Teacher
- Early Learner Initiatives Teacher
- Art Teacher
- Music Teacher
- Physical Education Teacher
- Related Services Representative Teacher
- Teacher Leader/Instructional Coach/Mentor
- Teacher presently on Instructional Council

The group will be formed and meet for the first time no later than 30 days after ratification and signing of this Agreement by the Elgin Teachers Association and the Board of Education.

## Scope and Functioning

The Workload Committee will:

- Continue the work of the workload group
- Establish committee protocol
- Identify a communication liaison
- Maintain an elementary focus
- Review the Curriculum Writing Cycle and Curriculum Writing Timeline to establish and provide a recommendation to Teaching and Learning for revision of the Curriculum Writing Cycle and Timeline
- Advise and guide the Curriculum Writing Cycle and Calendar to provide oversight to work plans and corresponding timelines
- Review and evaluate the potential impact on teacher workload as a result of new initiatives
- Determine how the committee will collaborate and integrate with Instructional Council
- Review and evaluate the potential impact of curriculum and resource proposals on workload in coordination with Instructional Council submission

- Establish a protocol for reviewing curriculum and resource proposals that focus on workload including but not limited to: operation and technical components, content, pedagogy and communication
- Identify potential connection and overlap between grade levels and content areas
- Build a consistent communication structure between ETA and Administration
- Create innovative solutions to problems
- Create and implement joint interest-based training between ETA and administration to establish common understanding and effective collaboration
- Review workload evaluation submissions from teachers generated under 8.1 Excessive Teaching Loads/Case Loads
- Conduct annual survey or create data collection tools to gather individual teacher feedback as it relates to workload
- Formulate sub-committees as needed

Meetings will be held monthly or as necessary. The co-chairs will prepare an agenda for each meeting and will include all requests from any member of the Committee. Minutes will be kept of each meeting and will be available to the Committee members and posted on the District website within two school days.

## **Memorandum of Agreement**

### **Association First Vice-President Release One-Year-Only**

The Elgin Teachers Association First Vice - President will be released from a portion of their teaching duties in addition to their supervision duties when applicable for the purpose of, but not limited to, the following:

- Co-creating, facilitating and participating in training to support School Improvement Planning Committees and School Department Committees;
- Addressing 9.7 and 9.8 situations and building site-based capacity to navigate 9.7 and 9.8 investigations; and
- Assuming duties of the ETA Leadership.

The release time for the First Vice-President will be a partial release not to exceed a 0.4, as jointly determined by the First Vice-President and Human Resources. To the greatest extent possible the First Vice President's release time should be taken outside of collaborative teaming time.

The First Vice-President will be required to attend site-based faculty meetings and professional development for district initiatives. They will not be given site based non-teaching or extra-curricular assignments during the school year. They will be paid on the regular salary schedule and will be returned to full-time status upon conclusion of the term as First Vice-President or the conclusion of this Agreement. They will be considered a full-time employee of the district with respect to the Illinois State Teachers Retirement System, all fringe benefits, tenure status, seniority, and placement on the salary schedule. The Association will reimburse the District in the amount equal to forty percent (40%) of BA Step A as established in the salary schedule.

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