

# AGREEMENT

BETWEEN THE



**BOARD OF EDUCATION**  
HIGH SCHOOL DISTRICT #128  
LAKE COUNTY, ILLINOIS

AND THE



**LIBERTYVILLE HIGH SCHOOL/VERNON HILLS HIGH  
SCHOOL FEDERATION OF TEACHERS**  
A COUNCIL OF THE  
LAKE COUNTY FEDERATION OF TEACHERS  
LOCAL 504, IFT-AFT/AFL-CIO

FOR THE SCHOOL YEARS

**2022 - 2025**

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# **ARTICLE I**

## **UNION BOARD RELATIONS**

### **A. Recognition and Scope**

The Board of Education of Community High School District 128 ("Board") recognizes the Libertyville High School / Vernon Hills High School Federation of Teachers, Local 504, IFT-AFT/AFL-CIO ("Union") as the sole and exclusive bargaining agent for wages, hours, and terms and conditions of employment for full-time and part-time teachers of District 128.

### **B. Definitions**

The term "teacher" shall mean all employees whose position requires a teaching license except: Superintendent, Assistant Superintendents, Principals, Associate Principals, Assistant Principals, Athletic Director, Director of Pupil Personnel Services, Director of Special Education, and Department Supervisors to the extent such positions are excluded under law. The Directors of Special Education and Department Supervisors shall be excluded pursuant to Unit Clarification petition #89-UC-008-C, Dated October 31, 1988.

A "full-time" teacher is defined as an individual who has seven (7) administratively assigned periods per day pursuant to Article II, Section B, and a "part-time" teacher has less than seven (7) administratively assigned periods per day.

"School District" shall mean Community High School District No. 128 and its predecessor.

"Consultation" or "discussion" shall mean prompt and timely meetings between the parties with an open mind and a sincere desire and effort to reach agreement on the subject(s) before them.

"BA" shall mean all approved Bachelor Degrees.

"MA" shall mean all Masters Degrees approved by the Superintendent.

"PhD" or "EdD" shall mean all Doctoral Degrees approved by the Superintendent.

### **C. Integrity of the Unit**

The Board agrees not to negotiate with any other organization or any teacher individually with respect to any matter covered by this Agreement.

### **D. Individual Agreements**

The Board shall issue individual teaching contracts to non-tenure teachers, which shall be adjusted to conform with this Agreement and any Successor Agreement.

### **E. Voluntary Dues Check-Off**

Upon receipt of a voluntary authorization in writing by a teacher, the Board shall deduct from the teacher's wages the amount of union dues, assessments or fees each pay period. Authorized deductions shall be irrevocable, except in accordance with the terms under which an employee voluntarily authorized said deductions. The Treasurer of the Union or designee shall furnish a list of teachers and copies of their written dues authorizations and designate the amount of such deductions to the Board in writing. Dues revocations are processed by the Union. In the event that an employee revokes his/her dues in accordance with the terms

under which he/she authorized the dues deductions, the Union will notify the employer.

The Union may change the method or amount of such deductions upon written notice to the board. The union dues, assessments or fees and a list of teachers from whose pay union dues, assessments or fees have been deducted along with the amount deducted from each shall be forwarded to the Union not later than fourteen (14) days after such deductions were made.

The Union shall indemnify and hold harmless the Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability, including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with any of the above provisions of this section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of the provisions of Section E of Article I.

#### **F. Voluntary COPE Check-Off**

Upon receipt of a voluntary authorization in writing by a teacher, the Board shall deduct from the teacher's wage the amount authorized by the teacher for the Union's Committee on Political Education. Such deduction shall be made on the last paycheck in October and forwarded to the Treasurer of the Union not more than fourteen (14) days after such deductions were made along with a list of teachers from whose pay such deductions were made and the amount deducted for each.

Union dues and COPE deductions shall be forwarded in separate checks.

#### **G. Union Meetings**

The Union shall have the right to meet after the teacher workday on District premises at such times and places that do not interfere with the operation of the District. The Union shall schedule such meetings with the appropriate person in advance of such meetings and shall be granted the use of the daily bulletin to announce such meetings, use of the intercom system by the office staff to remind faculty of such meetings and use of the District's electronic communication system for all Union communication. All communication is expected to comply with all D128 Acceptable Use Policies and Electronic Communication expectations.

When half-day or full-day workshops are scheduled, Union meetings will be allowed to start immediately following all scheduled workshop activities. The Union President and the Superintendent or designee shall meet annually to schedule union meetings on workshop days as needed.

#### **H. Use of Equipment and Supplies**

The Union shall have the right to use District equipment and supplies provided such use does not interfere with the operation of the District and that such equipment is used by a person qualified to do so.

#### **I. Distribution of Union Material**

The Board shall provide one (1) bulletin board, which is accessible to teachers, in each building, for the Union. The Union may distribute material including membership solicitation through the mail trays and the District electronic communication system. All communication is expected to comply with all D128 Acceptable Use Policies and Electronic Communication expectations.

**J. Records**

The Board and the Union shall deliver upon request those records which are relevant to negotiations or the administration of this Agreement.

**K. Board Agenda**

The Board shall furnish to the Union a copy of the agenda and date of any regular or special meeting of the Board, including committee meetings at the time such is distributed to the Board. Minutes of such meetings shall be furnished to the Union after approval by the Board.

**L. Participation at Board Meetings**

The President of the Union or designee shall be accorded the privilege of addressing Board meetings for a reasonable period of time allocated by the Board upon request prior to the Board meeting. Collective bargaining shall not be conducted nor grievances discussed at such meetings by the Union President or designee.

**M. Board Policies**

The Board shall deliver one (1) copy of its official policies and administrative handbooks, and all subsequent additions, deletions, and amendments to the Union President or designee as they become available.

**N. No Strike**

The Union hereby agrees not to strike, or engage in, or support or encourage any concerted refusal to render full and complete services to the School District or to engage in or support any activity whatsoever which would disrupt in any manner the operations of the School District during the term of this Agreement. Violation of this Section shall subject the teachers to discipline up to and including possible termination at the discretion of the Board of Education. This Section shall not be subject to the grievance procedure.

**O. Institutes**

Local institutes shall be planned by the Administration in consultation with the Union.

**P. Access to Information**

The names, mailing addresses, job titles and buildings of all those covered by the collective bargaining agreement shall be provided to the Union quarterly upon request from the Union.

**Q. Communication**

The Union shall be notified within ten (10) calendar days of the employer's receipt of a Freedom of Information Act (FOIA) request that asks for information about any bargaining unit member, including, but not limited to, names, email addresses, any part of a home address, or a list of members of the Union, dues payers, or non-members.

**R. New Employee Orientation**

During the first ten (10) days of an employee's service to the District, the District will provide up to thirty (30) minutes for a bargaining unit representative designated by the Union to meet with the newly hired employee. Normally, this will occur during new employee orientation.



## **S. Labor Management Committee**

The Labor Management's purpose is a committee utilized by labor and management to improve the workplace; to discover, discuss, and resolve issues or problems that are not typically covered by a collective bargaining agreement; and to discuss and resolve issues about implementing the Collective Bargaining Agreement.

The committee shall consist of eight members, four selected by the Administration and four selected by the Union. From the Administration, the Superintendent shall be a member and three members from the District Leadership Team. From the Union, the President shall be a member and three members selected by the Union. If needed, alternates can be selected if any member cannot attend a scheduled meeting. Advisory resources may be used at meetings by mutual agreement.

The Labor Management Committee shall meet monthly at meeting dates determined by the committee. The agenda should be prepared jointly by the committee members at least 48 hours prior to the scheduled meeting. By mutual agreement, the committee can determine if any additional meeting should be scheduled during the school year.

### **Building Meeting**

In each building, the Principal and the Union Building Representative shall periodically, but not less than once each month during the school term, meet to discuss matters, which in the opinion of either party impact, on the smooth operation of the building. Advisory resources may be at meetings by mutual agreement.

The purpose of the meeting(s) is to discuss mutual interest and/or to develop solutions or resolutions within a reasonable specified amount of time of any problem or concerns that are brought to the meeting by either party. If a solution or resolution of a problem or concern cannot be achieved, then either party may refer the problem or concern to the Labor Management Committee. The solution or resolution of any problem or concern shall be reported to the Union President and the Superintendent.

## **ARTICLE II**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **A. Work Day**

Teachers shall report to work not later than thirty (30) minutes prior to the beginning of the teacher's first scheduled period and shall schedule an additional fifty (50) minutes with the department supervisor either prior to their first period, or after the teacher's last scheduled period. This time may be allotted in a manner of the teacher's choosing. On Professional Learning Community and administrative directed collaboration days, the teachers shall report to work not later than sixty (60) minutes prior to the beginning of the teacher's first scheduled period and shall schedule an additional twenty (20) minutes with the department supervisor either prior to the meeting, or after the teacher's last scheduled period. On days before holidays, teachers shall remain only five (5) minutes after the end of the teacher's final scheduled period.

One day per week (Wednesday), for at most forty-five (45) minutes, there shall be time set aside for structured Professional Growth and Learning. The number of Professional Growth and Learning dedicated Wednesdays during the entire school year shall equal the number of weeks of the school year, not including weeks designated for final exams or when state accountability testing falls on a Wednesday.

Each semester, there shall be a ratio of three Professional Learning Communities (PLCs) meetings to every two to be used for other building professional needs (i.e. Department Meeting/All-Staff Training). The membership, structure and goals of Professional Learning Communities will be established at the building level and be consistent with the District Mission Statement and Building school improvement goals. Administrators will work closely with Professional Learning Communities but will not be members of Professional Learning Communities. Teachers shall not be required to use time outside of either of these meetings to prepare or submit materials, and their failure to do so shall not be indicated in the teaching evaluation process. Subject to that, Professional Learning Communities can be included as an indicator of growth in Domain Four (4) of the D128 Growth and Measurement Model.

Prior to the beginning of the school year, the Superintendent or designee and the Union President or designee shall meet to determine the calendar for these meetings during the school year. The school start and end time for students will remain the same for each weekday.

At no point shall PLC or Administrative Directed meetings require teachers to perform work outside of the PLC or Administrative Directed meeting time. Teachers may be expected to gather pertinent materials for meeting discussions. Teachers may choose to voluntarily work outside of this time period, but at no point should the decision not to work or participate in this voluntary work be taken into account in a teacher's evaluation.

The building principal shall be authorized to grant requests to leave prior to the end of the work day.

It is understood that emergency circumstances may arise that necessitates holding department and/or faculty meetings immediately prior to or after the school day.

The maximum length of the required teacher workday shall remain eight (8) clock hours, unless the teacher is scheduled for a professional obligation, such as a special education meeting, a Public Act 504 meeting, or a parent conference. Special education meetings, Public Act 504 meetings, and parent conferences shall be scheduled during the school day, or immediately preceding or following the school day, if at all possible.

## **B. Work Load**

### **1. Definition**

An “instructional class” is defined as a regular period during which a teacher is performing his/her core duties in an instructional setting. A “prep” is defined as an instructional class with a unique course title in the district Course Catalog or in Appendix F of this contract. A “double period instructional class” is distinct from a single period instructional class, even if they both cover the same subject; for example, in the 2022-2023 course catalog, Algebra I Two Period is a prep, while Algebra I (i.e., a single period instructional class) is another, distinct prep.

An “unassigned planning period” is defined as a regular period during which a teacher is free from supervisory duties and may use the time to plan for his/her classes as he/she sees fit. He/She may, for example, grade, plan, meet with student, etc.

An “assigned supervision period”, or “duty”, is defined as a regular period during which a teacher is directed to perform duties as assigned by the administration, as detailed below, or to spend an additional unassigned planning period due to a teacher’s workload or teaching assignments.

A “duty-free lunch” is defined as a regular period during which a teacher is free from district responsibilities. The teacher may choose to schedule time to meet with students or attend a meeting, for example, but may not be required to do so.

The regular work load shall consist of five (5) forty-five (45) minute instructional classes, one (1) forty-five (45) minute assigned supervision period, and one (1) forty-five (45) minute unassigned planning period, plus one (1) forty-five (45) minute duty-free lunch. The unassigned planning period and duty-free lunch apply to both classroom and non-classroom teachers.

The assigned supervision period shall be assigned as follows:

- a. Study hall, which shall be assigned as described herein.
- b. Resource centers.
- c. Office hour working with students.
- d. Additional unassigned planning period.
- e. Hall duty, which by mutual agreement between the teacher and administrator shall be either stationary or moving.

Teachers assigned to travel between buildings shall not have an assigned supervision period but rather shall travel during what would otherwise have been their assigned supervision period.

The regular work load for the President of the Teachers’ Union shall consist of four (4) forty-five (45) minute instructional classes, two (2) forty-five (45) minute unassigned planning periods, one (1) forty-five (45) minute period of conducting Union duties, plus one (1) duty-free lunch.

## **Daily Bell Schedule**

	<b>Start</b>	<b>End</b>
Zero Hour	7:50	8:35
Early Bird	8:22	9:30
<b>Period 1</b>	<b>8:45</b>	<b>9:30</b>
<b>Period 2</b>	<b>9:35</b>	<b>10:25 (5 minutes for announcements)</b>
<b>Period 3 (lunch)</b>	<b>10:30</b>	<b>11:15</b>
<b>Period 4 (lunch)</b>	<b>11:20</b>	<b>12:05</b>
<b>Period 5 (lunch)</b>	<b>12:10</b>	<b>12:55</b>
<b>Period 6 (lunch)</b>	<b>1:00</b>	<b>1:45</b>
<b>Period 7</b>	<b>1:50</b>	<b>2:35</b>
<b>Period 8</b>	<b>2:40</b>	<b>3:25</b>

### **2. Lunch Study Hall**

Teachers' supervision period shall not include lunch study halls, which shall be regularly supervised by non-bargaining unit employees.

### **3. Supervisory Reassignment**

The Board may reassign teachers assigned to study halls, long distance teaching areas, reception areas, detention and discipline areas to other responsibilities in place of those assignments without additional compensation. Those other assignments may be to tutoring, labs, or other instructional areas such as the I.R.C. Assignment to a sixth class shall continue to be as delineated elsewhere in the Collective Bargaining Agreement.

### **C. Class Preps**

A teacher with more than three (3) preps shall be granted a second unassigned planning period in place of an assigned supervision period if adequate coverage is available from the remaining staff.

### **D. Variable Load**

By mutual, written agreement between the teacher and department supervisor following discussion with the department faculty, the teacher may take a variable load. If approval for such load is sought above the department level, then the Superintendent and Union Executive Board shall review and, if they concur, such load shall be implemented.

Such load includes varying the length of the standard period, the number of instructional classes, and/or the starting and ending times of the standard work day. If such load results in an increased work day or work load using the standard in Sections A and B above, the teacher's salary shall be increased, pro-rata, which shall be defined as 3/35 of the teacher's base salary for each semester of increased workload.

Note: A separate Memorandum of Agreement will be executed to address the 2022-2023 school year when the overload will only be paid to teachers assigned a sixth (6th) instructional class. In 2022-2023, Drivers Education teachers on the retirement track will not be eligible for the overload pay. After 2022-2023, a sixth (6th) assigned Driver Education class will be treated as all other overloads.

#### **E. Class Assignments**

The Union President shall be given the opportunity to discuss teacher assignments before they are approved by the Superintendent.

The assignment of all classes regardless of level shall be made in the best interest of students taking into consideration the following factors (listed in alphabetical order):

- Effect of extra-curricular assignments.

- Experience.

- Gender, including particularly the assignment to physical education classes.

- Number of preparations.

- Qualifications of the teachers, including degree(s), special expertise, and interest.

- Teacher request.

#### **F. Work Year**

Prior to meeting with any K-8 District and prior to formulating any recommendation to the board concerning the school year, school calendar, and final exam schedules, the Superintendent shall consult with the Union.

The work year shall not exceed one hundred eighty-four (184) days, which shall include emergency days. The work year shall be reduced by the number of days used for emergencies, plus any other days which the Board declares as non-work days, provided pupil attendance days are not reduced to less than 176 days. The Wednesday before Thanksgiving shall be designated a non-attendance day for students and staff.

The work year shall include no less than one hundred seventy-six (176) pupil attendance days, four (4) teacher institute days and shall include two (2) grading days. Each grading day shall be scheduled at or near the end of each semester. On each grading day, teachers shall report to school, but no classes and no required meetings shall be scheduled. If pupil attendance days are reduced to less than 176 days, due to the use of emergency days, grading days, and/or teacher institute days shall be correspondingly reduced for that year. The Superintendent or his/her designee will make the final decision.

The Union shall encourage voluntary agreement of Pupil Personnel Service (PPS) Staff (namely, nurses, counselors, social workers, and psychologists) to work an extended contract during the summer, if needed. If insufficient volunteers are found, then bargaining unit PPS members may be required to work up to six (6) additional days on a rotating basis. In any case, no bargaining unit member may be required to work additional days more often than one (1) time every three (3) years. Any such bargaining unit PPS member required to work additional days shall receive at least two (2) calendar weeks' notice. Any bargaining unit PPS member required to participate who demonstrates a legitimate conflict with any particular date and time for which he or she is required to work shall be excused from this instance; in this case, a replacement may be required to participate with less than the two (2) calendar weeks' notice. The extended contractual days shall be compensated pro-rata at the hourly rate last earned by the PPS staff member in the school term just completed.

#### **G. Academic Freedom**

1. Teachers shall have academic freedom in the District. Academic freedom shall mean the freedom of teachers to present instructional materials, which are pertinent to the subject and level taught and within the planned instructional program and which encourage free inquiry and learning and shall present all facts of controversial issues in a scholarly and objective manner.
2. Teachers shall be entitled to freedom of discussion within the classroom on all matters under study which are relevant to the subject, and this discussion shall be maintained within the appropriate course outline.
3. Notification shall be made to the Administration whenever a teacher plans to inject into the course coverage units which might reasonably be anticipated to be controversial.

#### **H. Grading**

Should the need arise to change or amend a grade issued by a teacher it shall be in accordance with The School Code of Illinois (105 ILCS 5/10-20.9a) (from Ch. 122, par. 10-20.9a).

#### **I. Appearance Before Board or Administration**

When any teacher is required to appear before the Board or any Board committee concerning any matter which could adversely affect the continuation of that teacher in his/her employment, or his/her salary or any increments pertaining thereto, the teacher shall be given reasonable prior written notice of the reasons for such meeting or interview. At these meetings with the Board, Board committee, or Administration, the teacher shall be entitled to have a representative of the Union present to advise him/her and represent him/her during such meeting or interview.

#### **J. Teacher Protection**

1. Any case of battery upon a teacher while on duty with the school system shall be promptly reported to the Board or its designee. The Board shall provide reasonable assistance to the teacher to advise the teacher of his/her rights and obligations with respect to such battery, and the Board shall render all reasonable assistance to the teacher in connection with the handling of the incident by the appropriate authorities.
2. Any teacher who shall be required to be absent from his/her duties because of court proceedings or related investigations growing out of a suit against him/her for performance of his/her duties while operating within Board policy shall not suffer any loss of salary.

#### **K. Parent Complaints**

Any complaint by a parent of a student directed toward a teacher which is to be utilized for evaluative purposes shall be reported to the teacher. The teacher shall also be notified promptly of any series of complaints of a similar nature from parents. No disciplinary action against the teacher shall be taken until a scheduled parent-teacher-administrator or teacher-administrator conference has taken place. If the teacher is not satisfied with the results of this conference, then a teacher-administrator-Board conference on the problem shall be held. The teacher involved at his/her request may have a Union representative present at any of the above conferences.

**L. Notice of Assignment**

Teachers shall be given notice of their assignments for the following school term on or about May 15 of the prior school year. Teachers shall be notified in writing or by phone of any anticipated change in such assignment as soon as practicable. The teacher shall be given the opportunity to discuss this change by requesting a conference with the Superintendent or designee within one (1) week of the notice having been given or mailed.

**M. Extra-Curricular Assignments**

A teacher may be assigned to an extra-curricular position in accordance with the needs of the School District as long as the assignment:

1. Is reasonably related to his/her training and/or experience,
2. Is for one (1) year only. It cannot be reassigned to the same teacher for a second year if another teacher is also qualified to take the assignment,
3. Is made only after the School District has made sincere effort to fill the position with a paid volunteer from the staff or from the community.

Assignments for non-tenure teachers may be for two (2) years.

Teachers who have applied for a stipend or coaching position will receive fair consideration over non-District employees or District Administrators, when filling all extracurricular assignments.

**N. Course Offerings and Optimum Class Size**

During the annual registration procedure for the next school term, when class counts have been determined, the Administration and Union designees shall meet to discuss the number of sections of each course that shall be offered during that school term. Optimum class sizes in Appendix F determined for the 2023-2024 school year will be used during the term of this Agreement.

By October 15 and March 15 of each school year, the District will provide to the Union a complete class count, by individual sections, of the actual number of students in each section taught for that particular school year. Additionally, after the April Board of Education meeting, the District will provide to the Union the official staffing/sectioning document(s).

When courses are canceled due to small enrollment the affected teacher shall have the right to appeal such cancellation to the Superintendent or designee with notice given to the principal.

Note: Optimum class sizes for Special Education Tutorials I and II:

- 2022-2023 school year 2 and 4
- 2023-2024 school year 3 and 5
- 2024-2025 school year 4 and 6

**O. Substitution**

Class substitution by teachers during their preparation period shall be made on an impartial and rotating basis for the best interest of the educational program with reimbursement equal to 1/1,295 of the then current base of the Salary Schedule per period. Teachers assigned to substitute in industrial arts classes shall not be compelled to allow students to operate machinery if the teacher is not qualified to supervise. Any teacher desirous of assignments in addition to those falling in the rotation should give his/her name to the Substitute Coordinator.

**P. Homebound Programs**

Teachers who are requested to work with those students requiring the Homebound Program shall be allowed to perform such duties during school hours that would not require a substitute for the teacher or immediately before the start or after the end of the teacher's workday at the rate equal to 1/1,295 of the then current base of the Salary Schedule per period. No teacher shall be asked to perform Homebound duties in the absence of a parent or guardian of the student. Parents or guardians shall be informed that they shall be expected to be present at those times indicated in the first sentence of this Section. If, in spite of all reasonable attempts by the Board, the Homebound instruction must be held in the evening, the teacher shall be paid a differential equal to one point five (1.5) times the regular Homebound rate.

**Q. Facilities/Equipment/Assistance**

Normally teachers shall not be required to handle duplicating and typing needs. Except for excess requests for work or machine failure, normal duplicating turn-around time shall be twenty-four (24) hours.

**R. Student Discipline**

1. Student discipline, as used herein, shall mean the expectation and enforcement of a reasonable standard of orderly student behavior to permit effectuation of the educational program.
2. The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
3. The teacher is responsible to set the learner expectations in the classroom. It is the teacher's responsibility to create and monitor an atmosphere that
  - a. enables every student to have a successful learning experience;
  - b. contains order and mutual respect between the teacher and the learner, as well as the learner and other learners;
  - c. demonstrates an understanding and respect for differences in ability, learning style, culture differences, etc.;
  - d. assures the safety and orderly conduct of students in school, on school grounds, or any assignment;
  - e. employs various strategies that improve student learner expectations, such as intervention and remediation.
4. Before excluding a pupil from class, the teacher shall:
  - a. Give the student fair warning;
  - b. Give the student explicit and clear instructions of what behavior is expected.

When a student is so excluded by a teacher, the student shall be sent from the classroom to the student's Learning Support Team. The teacher involved in the incident shall submit an immediate explanation of the nature of the offense.

The student's Learning Support Team shall take appropriate action seeking to solve the discipline problem. Should this decision include the re-admittance of the pupil to class, the teacher shall be notified of the conditions under which re-admittance is granted.



**S. Seniority, Layoff Rights and Recall from Honorable Dismissal**

1. Seniority shall be defined as the length of continuous service in a position requiring a professional educator license in District 128 (excluding service as a substitute).
2. Seniority shall not continue to accrue during any long-term leave of absence without pay, but any accrued seniority held by the teacher at the start of the leave shall be restored upon his/her return.
3. If the Board exercises its discretion to lay off teachers during the term of this Agreement, the laid off teachers shall have the following rights:
  - a. The right to maintain insurance under the Board's insurance program by electing and paying for such coverage in accordance with the COBRA continuation rules and regulations;
  - b. The right to have accrued sick leave and seniority restored if the teacher is recalled.
4. The Union and Board agree to incorporate by reference the Community High School District 128 Performance-Based Reduction-in-Force document (Senate Bill 7, School Code 24-11, 24-12)

**T. Seniority Lists**

On or before November 1 of each school year, the District, in consultation with the Union, shall prepare a seniority list showing the length of service of each teacher. The list shall be posted in each building and a copy shall be provided to the Union President. The list shall indicate that teachers are requested to review the list and submit any corrections as soon as possible. Thereafter, the list shall be updated for the school year and posted again no later than December 1.

**U. Evaluation of Teachers and Supervisory Procedures**

Refer to the Community High School District 128 Growth and Measurement Plan: A Plan for Educator Excellence, Growth and Measurement Plan: A Plan for Educator Excellence Part 2: Student Growth Rating

**V. Recall From Layoffs - RIF**

Full-time tenure teachers on lay-off shall be placed on a recall list by seniority for a period of twelve (12) months from the first day of the school term following layoff. Such list shall be delivered to the Union President and kept updated.

The laid-off teacher shall have the responsibility to inform the Board of any change in address or telephone number. The Board shall recall such teachers, most senior first, by certified mail for work the laid-off teacher is legally qualified to fill pursuant to State Board of Education Document I. If the laid-off teacher does not choose to return to part-time work if he/she had full-time work prior to the layoff, such teacher shall remain on the recall list. If the laid-off teacher returns to part-time work and his/her previous or comparable position prior to layoff becomes vacant within one (1) year from the date of recall, such teacher shall have a right to return to such position.

The Board shall not employ new persons in unit positions until the recall list has been exhausted.

## **W. Vacancies**

All vacant or newly created positions, coaching, supervisory and administrative positions will be distributed to faculty or posted in both buildings. Provided there is no laid-off unit teacher qualified to fill such vacancy, internal applicants shall be interviewed, and, if not selected, given the reasons.

## **X. Personnel Files**

The Administration shall maintain a separate personnel file for each teacher. This file shall include all written materials concerning discipline but not contain grievances and grievance responses.

Materials to be placed in a personnel file by the appropriate supervisor shall bear that supervisor's name and shall be dated upon the date of placement. Copies of materials so placed in a personnel file shall be delivered to the affected teacher.

Teachers shall have the right, upon written request, to review the contents of their own personnel file and may, when they deem it appropriate, submit statements concerning any material contained in such file. Any statements so submitted by a teacher shall be made part of the file for so long as the material giving rise to the teacher's response remains in the file. A copy of the response shall be served upon the appropriate supervisor or other person who originally placed the material in the file which gave rise to the response.

Disciplinary letters, written reprimand or other such personnel actions dealing with tardiness, absenteeism or abuse of sick leave shall be removed from the personnel file within one (1) year of the time such material was placed in the file should there be satisfactory improvement in the teacher's performance.

## **Y. Part-Time Teachers**

### **1. Definition**

A certificated staff member who has an instructional assignment of fewer than five periods per day is considered on part-time status. A non-instructional certificated staff member (e.g. social worker, psychologist, school nurse, Team Leader, etc.) who is assigned to duties for fewer than the number of hours designated as the normal work day in Article II.A of this Agreement is considered to be on part-time status.

### **2. Responsibilities**

Part-time teachers are responsible for teaching each assigned class and for being in the building during assigned preparation periods and/or supervision as assigned: e.g., a teacher who teaches three (3) classes must be in the building for the three (3) classes taught and on three days per week must be in the building for four (4) periods.

Part-time teachers are responsible for meeting with parents of students in their classes at Open Houses and for meeting with their students and/or parents upon request. Any responsibilities dealing with classes taught and/or students taught remain the responsibility of the part-time teacher.

On Institute Days and/or Half-Day Workshops, each part-time teacher must be on duty at the regular time in order to be paid.

Unless excused by the Superintendent or designee, part-time teachers should attend all faculty meetings and/or departmental meetings.

For faculty extra-curricular assignments; i.e., collecting tickets, a part-time teacher with fifty percent (50%) or more teaching would be responsible for one (1) assignment per year.

### 3. **Salary and Benefits**

Part-time teachers are paid only for the time they teach, plus for a proportionate amount of preparation time; e.g., a teacher who teaches three (3) classes is entitled to three (3) prep periods per week plus fifteen (15) teaching periods per week for a total of eighteen (18). A teacher is paid eighteen thirty-fifths (18/35) of the appropriate salary for experience and educational background.

The chart below summarizes the salary pay for part time and full time teachers.

	With Duty				Without Duty		
			Fraction of Teacher's Base				Fraction of Teacher's Base
<b>Full-time</b>	5 classes* + 5 plan** + 5 duties						
5/5	25+5+5=35		35/35				
<b>Part-time</b>							
4/5	4 classes + 4 plan + 5 duties				4 classes + 4 plan		
	20+4+5=29		29/35		20+4=24		24/35
3/5	3 classes + 3 plan + 5 duties				3 classes + 3 plan		
	15+3+5=23		23/35		15+3=18		18/35
2/5	2 classes + 2 plan + 5 duties				2 classes + 2 plan		
	10+2+5=17		17/35		10+2=12		12/35
1/5	1 class + 1 plan + 5 duties				1 class + 1 plan		
	5+1+5=11		11/35		5+1=6		6/35

\* class = instructional class

\*\* plan = unassigned planning period

Part-time teachers shall move vertically on the Salary Schedule in the same manner as full-time teachers.

Part-time teachers who teach fifty percent (50%) or more of a regular full-time teaching load shall be granted insurance benefit items a. through f. under "Full-Time Teacher" in Article IV. E.

Part-time teachers who teach less than fifty percent (50%) of a regular full-time teaching position or who work less than fifty percent (50%) of a regular workday as defined in Article II.A. are not entitled to any benefits.

### 4. **Process for Approval of Change from Full-Time to Part-Time Status**

A request by a certificated staff member with contractual continued service to become or remain on part-time status will be made annually, according to the following procedure:

- Full-time certificated staff with contractual continued service that desire a part-time position, must put their request in writing to the Department Supervisor, Principal, and the Personnel Director on or before February 1st of each year for consideration the following year. The Department Supervisor, Building Principal and Director of

Personnel will review all such requests and jointly make a decision about the request. A decision will be communicated to the employee no later than May 15th each year. The Personnel Director will present requests for part-time status to the Superintendent or designee for final approval to the Board of Education.

- b. The decision to grant a request will be based, primarily, on whether creation of the part-time position is in the best interests of students and the District. Additional criteria for decision-making will be program needs, building needs, and financial implications to the District.
- c. Once a staff member initiates the request to be reduced to part-time status and after it is granted, that teacher may no longer demand an occupied position in order to return to full-time status. Notice of a request to return to full-time status shall be submitted in writing to the Superintendent or designee no later than February 1 for consideration the following year.

## **5. Seniority and Tenure**

The seniority of all part-time teachers with contractual continued service shall be calculated as defined elsewhere in Article II.R of this Agreement for full-time years of employment; for the years in which the teacher served on a part-time basis, seniority continues to accrue at one-half year for each part-time year of service.

It is understood that teachers with contractual continued service who in the future are reduced to part-time employment under a reduction-in-force, and tenured teachers who in the future agree to reduce to part-time at a request which was initiated by the District, shall likewise accrue seniority as defined above, will have retained tenure, and shall be included in the above paragraphs as any other tenured teacher.

It is further understood that teachers with contractual continued service who themselves initiate the request to be reduced to part-time, shall be deemed to have agreed to reduce to part-time at the behest of the District; therefore, it is understood that such teachers shall retain contractual continued service. However, in initiating the request, the teacher is acknowledging that he or she shall be subject to alternate rights and procedures concerning "bumping rights" and Reduction-in-Force as negotiated in this paragraph. Such part-time teacher shall have no right to "bump" any other teacher, regardless of the contractual continued service of the other teacher and regardless of the seniority of the other teacher, unless failure to allow that "bumping" shall result in complete removal of the part-time teacher from employment. That is, once a teacher initiates the request to be reduced to part-time status and after it is granted, that teacher may no longer demand an occupied position in order to return to full-time status. Notice of a request to return to full-time status shall be submitted in writing to the Superintendent or designee no later than February 15th. Return to full-time status shall occur only into a vacant position for which the teacher is legally qualified, or in order to maintain employment with the District. In the latter case the teacher shall still possess all rights previously possessed.

Part-time teachers who have not achieved contractual continued service with the District are not affected by the language of this Section, and it shall not be construed that anything herein gives such teachers any rights they did not otherwise possess.

On a case-by-case basis, it shall be the non-precedential determination of the Superintendent or designee whether or not to grant any arrangement for a full-time teacher to reduce to part-time status when the request is made by the teacher.

## **Z. Graduation Ceremony**

The Union shall encourage voluntary participation among bargaining unit personnel in the graduation ceremony. If insufficient volunteers are found, then bargaining unit members may be required to participate on a rotating basis. In any case, no bargaining unit member may be required to participate more often than one (1) time every three (3) years. Any teacher required to participate shall receive at least two (2) calendar weeks notice. Any teacher required to participate who demonstrates a legitimate conflict with the ceremony date and time shall be excused from this duty; in this case, a replacement teacher may be required to participate with less than the two (2) calendar weeks notice.

## **AA. Suspension With or Without Pay**

1. The Superintendent, or his/her designee, is authorized to suspend with or without pay for up to five (5) school days, any staff member, for any one (1) or more of the following reasons:
  - a. Incompetency.
  - b. Cruelty.
  - c. Negligence.
  - d. Immorality.
  - e. Insubordination.
  - f. Violation of Board policy.
  - g. Behavior which is not in the best interest of the School District.
  - h. Conduct which may disrupt the educational programs and process.
  - i. Conduct which violates any Illinois or federal law.
  - j. Other sufficient causes.
2. In order to warrant suspension with or without pay, the conduct described must be seriously detrimental to Community High School District 128. Prior to any suspension under this policy, the affected employee shall be notified of the charges by the Superintendent or his/her designee and shall have the right to explain or rebut the charges at a meeting with the Superintendent or his/her designee, following which the employee shall be advised of the determination of the Superintendent or his/her designee.
3. Within five (5) school days of the determination of the Superintendent or his/her designee, the employee may file a written request with the Superintendent for a hearing before the Board of Education. At the hearing, the employee shall have the right to be represented by counsel and present witnesses and proof relative to the charges. If the Board determines that the suspension was not properly invoked, the suspension references shall be deleted from the employee's records, and the lost pay promptly paid to the employee. If the Board believes the employee's conduct warrants a longer suspension, it may extend the suspension without pay to up to a total of thirty (30) school days, or in the case of pending dismissal proceedings, until a final determination on the dismissal is rendered by the Board.
4. If the Superintendent or his/her designee is of the opinion that the best interests of the School District require a longer suspension than the five (5) school days authorized by this policy for administrative suspension, the Superintendent shall notify the Board concerning this recommendation, and the matter shall be presented to the Board as soon as possible. Written notice of the hearing shall be provided to the employee. At

such meeting, the employee shall have the right to be represented by counsel and an opportunity to present witnesses and proof relative to the charges. Following the hearing, the Board shall make a determination regarding whether the suspension should be extended.

Nothing in this policy shall be interpreted to impair the Superintendent's or Board's right to suspend an employee pending a hearing or to dismiss employees.

#### **BB. Timely Feedback**

It is expected that reasonable requests for such items as grades, assignments, and information for student staffing be returned to the office in a timely fashion.

#### **CC. Building Assignment**

##### **1. Voluntary**

Any teacher presently on tenure or eligible for continued contractual status in the coming school term may apply for transfer to another building. Such application shall be in writing to the Superintendent or designee on or before February 1 each year. Prior to filling any vacancy, the file containing transfer requests shall be reviewed by the administrator primarily responsible for filling such vacancy. Such transfer requests shall be maintained in such file for at least twelve (12) calendar months or until the beginning of the next school year, whichever shall last occur. Transfer requests will be evaluated based on the following factors (listed in alphabetical order):

- Effect of extra-curricular assignments
- Experience
- Gender, including particularly the assignment to physical education classes
- Number of preparations
- Qualifications of the teachers, including degree(s), special expertise, and interest
- Teacher preference.

If the transfer is not granted, the teacher, upon written request, shall receive the reasons in writing. Transfer requests submitted after the February 1 deadline may be considered, but applications of the provisions of this section (Article II DD.1) shall be at the discretion of the administration.

##### **2. Involuntary Transfer Between Buildings**

The parties recognize that in order to meet the staffing needs of the District it may be necessary to transfer a teacher involuntarily. The Superintendent or designee may transfer a teacher when it is deemed to be in the best interests of the students, teacher and school(s) affected.

Before any involuntary transfer from one building to the other becomes necessary, the Administration shall first actively seek qualified volunteers. If no volunteers are found, the Administration shall consider the following factors (listed in alphabetical order) in deciding to proceed with an involuntary transfer:

- Effect of extra-curricular assignments
- Experience
- Gender, including particularly the assignment to physical education classes
- Number of preparations
- Qualifications of the teachers, including degree(s), special expertise, and interest
- Teacher preference.

Any teacher, who is involuntarily transferred, upon written request, shall receive the reasons in writing. Involuntary transfers shall not be made unreasonably.

This subsection does not apply to changes of assignment within each building, transfers designed to support or improve employee performance, nor transfers occurring as a result of reduction-in-force.

In the rare instance in which a transfer would improve employee performance, the Superintendent or designee will meet with and notify the teacher of the transfer in a personal conference. The conference participants will include the appropriate administrator, the building principal and the teacher directly affected. The Union president or designee may be present at the teacher's option.

## **ARTICLE III**

### **LEAVES, VACATION AND HOLIDAYS**

#### **A. Sick Leave**

##### **1. General**

- a. Sick leave shall be interpreted as stated in The School Code of Illinois.
- b. The School Board may require a physician's certificate as a basis for pay during sick leave.

##### **2. Teachers**

Teachers shall be granted fourteen (14) days at full pay during any school year. The unused sick days may be accumulated without limit.

#### **B. Sick Leave Bank**

1. Only full-time teachers who are not eligible for the District's Disability Insurance Plan, shall be eligible to draw days from the sick leave bank.
2. An eligible teacher may apply to use sick days from the Sick Bank when all of the following requirements are fulfilled:
  - a. Once all of the teacher's sick days have been used. Sick days drawn from the Sick Bank need not be replaced by the teacher.
  - b. The illness exceeds fifteen (15) consecutive workdays of absence from school. When all accumulated sick days have been used, salary shall be withheld until letter of approval by the Union to use days from Sick Bank is received.
  - c. The teacher has made a formal request by letter to the Executive Board of the Union, which shall have the authority to administer the Sick Leave Bank. One representative of the Administration, appointed by the Superintendent, shall meet with the Executive Board of the Union when Sick Leave Bank administration is decided.
3. A teacher may draw a maximum of thirty (30) sick bank days per incident.
4. If a teacher returns to his/her duties after a serious illness and has a relapse, the fifteen (15) consecutive workdays of absence provision may be waived by the Union Executive Board. The total number of days which can be drawn in a school year by one teacher shall be thirty (30) days.
5. The Board shall continue its Disability Insurance Plan at no less than the level of coverage in effect during the 1995-96 school year, at no cost to the individual teacher.
6. If the sick leave bank falls below thirty (30) days, the Union and the School Board or its designee shall meet to determine the procedure for replenishing the number of sick leave days in the bank.
7. Members can donate sick days to the sick leave bank by submitting a letter to the Union President and the Superintendent or designee.
8. The District shall continue to pay all insurance premiums for each teacher who becomes eligible for Disability Insurance payments for a period of one (1) calendar year from the beginning date of the eligibility. Such payments shall be on the same basis as for any active



teacher (for example, 90% for single coverage and 70% for dependent coverage for health insurance).

9. The Board and Union agree that in no case will sick leave bank days be redistributed to staff under any circumstance except pursuant to the provisions of this section.

### **C. Personal Leave**

Each full-time teacher at Community High School District 128 shall be granted three (3) days non-cumulative personal leave for each school year at full pay. Except in case of emergencies, two (2) days written notice of the necessity for the personal leave shall be submitted to the Superintendent or designee. In the case of an emergency or in the event it is not possible to give the two (2) days notice, the emergency shall be explained to the Superintendent or designee who may grant such leave. The day immediately preceding or immediately following a legal school holiday or school recess shall not be recognized as a personal leave day except in case of emergency, religious holiday or by special permission of the Superintendent or designee.

Personal business, as defined herein, shall mean an activity that requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a later time when school is not in session or at the conclusion of a working day or on weekends. In any case, the Superintendent or designee may deny requests for personal leave if the total number of such requests on a given day impair the ability of the District to operate on a reasonable basis.

Unused personal days from the previous year shall roll into the unused sick day accumulation.

### **D. Bereavement Leave**

Funeral leave of a maximum of three (3) days shall be granted for each death in the immediate family, including a domestic partner as defined by the Illinois Religious Freedom Protection and Civil Union Act, ex-spouses, grandparents of a spouse, an aunt, uncle, niece, nephew and cousin. Additional funeral leave may be granted by the Superintendent. Funeral leave shall be non-cumulative.

### **E. Parental Leave**

Full-time tenure teachers shall be granted such leave without pay for a period not to extend beyond the start of the school year following the child's first birthday. Parental leave shall commence when the teacher ceases to be physically disabled or the newborn is no longer ill, whichever is the latter. Upon conclusion of such leave, the teacher shall be reinstated to his/her former or equivalent position without loss or reduction of pay or benefits.

Full-time teachers eligible for FMLA shall be granted a paid parental leave of up to 30 days for the birth or adoption of a child. Such leave shall commence immediately after the conclusion of pregnancy leave if applicable or after the birth of a child or placement of a child through adoption. During such leave, the employee shall suffer no loss to wages or benefits contained in this Agreement. Such paid leave shall run contiguous with Family Medical Leave (FMLA).

As soon as possible the teacher and the Superintendent shall confer to determine the beginning date of the leave. Nothing contained herein shall prevent the teacher and Superintendent from mutually agreeing to alternative ending dates for the leave.

### **F. Jury Duty**

Teachers called for jury duty should notify the Superintendent's Office as soon as possible. They shall be excused from school and no charges shall be made against the time gone.

They shall be paid their full salary while serving on jury duty; however, all stipends for serving shall

be turned over to the School District. Any monies received by the teacher for mileage and/or meals may be kept by the individual.

**G. Sabbatical Leave**

The Board, at its sole discretion, may grant upon request of a full-time teacher, a sabbatical leave for one (1) year or for one (1) semester.

Any person who has been employed as a teacher for ten (10) years may request a sabbatical leave for one (1) year for travel or study. Five (5) of the ten (10) years shall have been in District #128. Thereafter, one (1) year of teacher sabbatical leave may be allowed every seven (7) years.

The salary shall be established according to The School Code of Illinois (Ch. 122, Sec. 24-6.1). The Board, at its sole discretion, may grant more than one (1) sabbatical leave in any one (1) year. A teacher who accepts a sabbatical leave must return to the School District for a minimum of one (1) year of service or repay all monies paid out by the Board in his/her behalf.

**H. General Leave**

Other leaves of absence for reasons deemed of benefit to the School District are subject to the approval of the Board with or without pay and in accordance with provisions which the Board may specify. Special consideration must be given to the number of teachers on leave, the number on leave from any given department and the ease or difficulty of securing a replacement and any other factors deemed important by the Board.

Approved leave of absence for graduate study in the teacher's area of legal qualifications shall be credited as teaching time for purposes of establishing salary and length of service in the District.

**I. Professional Leave**

Upon approval of the Superintendent or designee, teachers may attend with full pay professional conferences, meetings or workshops. Upon approval teachers may also be reimbursed for necessary out-of-pocket expenses incurred in such attendance within the per diem guidelines. Application for leave to attend such meetings shall be submitted in writing to the Superintendent or designee as soon as practicable.

**J. Accident Leave**

In case of any accident or injury arising out of and in the course of employment, and while the teacher is acting pursuant to Board policy, the involved teacher shall make every effort to report to the principal within forty-eight (48) hours and shall make every effort to file a written report with the Superintendent within seven (7) days of such accident or injury. The Board shall continue the teacher's wages in full until Worker's Compensation payments begin; and after such payments begin, the Board shall pay the difference between Worker's Compensation payments and the contractual salary of the teacher for a period not to exceed thirty (30) days. During this thirty (30) day period all such payments shall be without a reduction in accumulated sick leave of the teacher. This Paragraph shall cease to be effective on such date as the teacher shall qualify for disability benefits under the Illinois Teachers' Retirement System.

**K. Public Office Leave**

A leave of absence shall be granted to any teacher, upon application, for the purpose of serving in a state or national public office to the extent necessary for such activities. The contractual continued service status of a teacher shall not be affected because of absence while on leave as provided herein. The period of time of the leave of any year of employment which shall be less than an entire school term shall not constitute any of the time necessary for employment prior to achieving tenure status.

**L. Religious Observance Leave**

Upon written application to the Superintendent or designee, the Board shall grant a teacher a leave of absence without loss of pay for three (3) days during each school term for the purpose of observing a recognized religious holiday of the teacher's faith. This leave shall not be applicable to any religious observance which does not compel absence from employment.

**M. Emergency Closing**

When the school is officially closed by the Superintendent, no leave days previously arranged by a teacher shall be deducted for such emergency days.

**N. Convention Leave**

The Board further agrees that up to two (2) members of the Union who have been elected as official delegates to the annual convention of the Illinois Federation of Teachers shall be granted leaves of absence to attend such convention.

The Board and the Union agree that the maximum number of workdays with pay granted to the Union under the provisions of this Section shall be two (2) per year.

**O. Advancement on Compensation Schedule After Leave**

For purposes of advancement on the compensation schedule, a teacher who works one hundred (100) school days or more shall be entitled to advancement thereon as though the entire year had been completed.

**P. Time Construction**

Leaves with pay may be used in full days, half days or quarter days.

**Q. Part-Time Teachers**

Part-time teachers shall be granted the pro-rata portion of paid leave days.

## **ARTICLE IV**

### **SALARY, RATES OF PAY AND BENEFITS**

#### **A. Pay Periods**

##### **1. Mandatory Direct Deposit**

All teachers are required to be enrolled in direct deposit. Pay vouchers will be provided on each scheduled pay date. Enrollment forms must be received in the Business office within the first thirty (30) days of employment.

##### **2. Optional Pay Date Plan**

Each teacher will receive his/her salary in twenty-four (24) periods with the payday being on the fifteenth (15th) day of the month, and on the last business day of the month, with the annual cycle beginning on the last business day of the month of August. The final paycheck for the school year will be on the fifteenth (15th) of August. If the fifteenth (15th) of any month is not a business day, that payday shall be on the last business day prior to the fifteenth (15th). Such will be considered the default payday timetable.

All teachers will have the option of receiving twenty-four (24) paychecks in ten (10) months, end of August through May. Those receiving twenty-four (24) paychecks in ten (10) months will receive the first check on the last business day of the month of August to begin the annual cycle, and the final five (5) checks on the last business day of the school term with TRS taken out of all checks. Current teachers must notify the Superintendent or designee by June 30 of each school year to declare such pay option for the following school year. Once appropriate notification has been provided and accepted, teachers may not change pay options until the next school year. Such pay option will remain in effect from school year to school year unless the teacher changes back to the default payday timetable by the prescribed deadline (June 30).

The total annual amount of TRS deducted shall remain the same under either plan described above.

Any teacher leaving the district for any reason at the end of the school year will receive all final checks on the last workday in June.

#### **B. Retirement**

The retirement benefits in this section are available to teachers with a minimum of ten (10) years of service to the District if all three of the following conditions are met:

1. There is no Early Retirement Option (ERO) penalty owed by the BOARD, and
2. The teacher gives a written irrevocable retirement notice to the Superintendent or designee no later than May 1st of the fifth school year prior to retirement, and
3. The teacher remains employed by the BOARD as a teacher for four (4) school years after the year the notice of retirement is given.

If all of these conditions are met, the teacher will receive the following benefits:

1. The teacher's base salary will be increased by five percent (5%) over the prior year's base salary for each of the four (4) remaining years of employment. In each of these final four (4) years, the Board shall match up to \$1,500 of a teacher's contribution to a tax-sheltered annuity plan. The teacher will be removed from the salary schedule.

2. If the teacher successfully completes all four years of employment, the teacher will be provided upon receipt of proof of payment, an annual reimbursement for TRIP and/or Medicare premium for the individual and/or family coverage up to \$250 per month to a total of ten years, or death whichever comes first. If the teacher successfully completes all four years of employment and retires without the BOARD having to pay a penalty because the teacher had credible earnings of more than six percent (6%) in one of the final four (4) years, the teacher will be provided with an additional post-retirement severance payment equal to five percent (5%) of the teacher's final base salary. These severance payments will not be due, owing or payable until after the teacher has retired under TRS rules and regulations and the teacher has received their final paycheck for regular earnings. The five percent (5%) payment, if payable, will be paid in January after retirement. It is the intent of the parties that these severance payments will not constitute TRS creditable earnings.
3. The teacher will have the option of receiving the retirement severance payments in cash or for a qualified tax shelter for post-retirement health care or in such other manner as agreed upon by the parties.

#### Benefits for 2025-2026 Retirees

Those teachers desiring to retire at the end of the 2025-2026 school year who otherwise meet all of the terms set forth above must give a written irrevocable retirement notice to the Superintendent or designee by May 1, 2023, in order to receive the retirement benefits contained above. These teachers will receive only three (3) years of five percent (5%) raises.

### **C. Insurance Benefits**

For the duration of this Agreement the following benefits shall be provided:

#### **1. Full-Time Teacher**

- a. The Board shall pay ninety percent (90%) of the premium for the teacher health insurance and seventy percent (70%) of the premium for dependent health insurance.
- b. The Board shall pay ninety percent (90%) of the premium for the teacher dental insurance and seventy percent (70%) of the premium for dependent dental insurance. Dental coverage levels shall not drop below those in existence in the 2018-19 school year.
- c. The Board shall pay the premium for a one hundred-thousand-dollar (\$100,000) teacher life insurance policy (maximum payment by the Board shall be thirty-two cents (\$.32) per one thousand dollars (\$1,000)).
- d. The Board shall pay the premium for a disability insurance policy. The plan pays sixty percent (60%) of an individual's salary up to a maximum of five thousand dollars (\$5,000) per month.
- e. Joint Insurance Committee (JIC). The JIC shall consist of three (3) teachers appointed by the President of the Union and three (3) persons appointed by the President of the Board or his or her designee. This shall be a standing committee with members reappointed annually.

The purpose of the JIC shall be to investigate all aspects of the current medical insurance and other provider plans, including but not limited to the coverage, and the carrier(s). This may include the letting of bids to carriers different than the current ones. The JIC shall be provided with all available information to carry out its purpose, including all paperwork concerning committee and other meetings of the NIHIP group of which the District is a part. Additionally, one (1) member of the JIC appointed by the Union President shall be released with pay to attend any NIHIP meeting where future rates are expected to be discussed and/or decided.

From time to time, JIC may make a decision concerning changes in the coverage, carrier(s), and other plan premiums for bargaining unit employees. Any such decision shall require at least five (5) votes. Such decision shall become an integral part of the Collective Bargaining Agreement to both the Board and the Union and shall be subject to the procedure for binding arbitration contained herein; that is, ratification of the Collective Bargaining Agreement and this provision shall be tantamount to acceptance of any decision of the Committee as provided above. In the event that no decision receives five (5) votes, the plan(s), coverage, and Board contribution level shall remain the same as that in effect during the 2019-2020 insurance year (NIHIP PPO 300, 350, 500, and 750 plans, plus the HD2500, HMOI 20 and HMO 20 BA).

The Board agrees to maintain at least the current level of coverage except as may be adjusted in the preceding paragraph, or upon mutual consent between the Union and the Board.

- f. Each teacher will be given the opportunity to participate in the flexible benefit plan. The Board shall approve the company that administers such plan.
- g. The board agrees to start a Health Savings Plan and contribute \$1,000 annually to the plan for employees who participate in the High Deductible Health Plan (as required by the IRS to contribute to an HSA).

## **2. Part-Time Teacher**

Part-time teachers who teach fifty percent (50%) or more of a regular full-time teaching load shall be granted Items a through f under "Full-Time Teacher."

Part-time teachers who teach less than fifty percent (50%) of a regular full-time teaching position are not entitled to any benefits.

## **D. PhD Differential**

The teacher who earns an approved PhD shall receive a differential of point zero five (.05) of his/her base salary.

## **E. Salary Schedule**

The following guide has been established by the Board and the Union for the purpose of setting salaries of teachers.

### **1. Salary Differentials**

Differentials above the stated guide may be paid for the following reasons:

#### **a. Responsibility**

If teachers are assigned duties of an administrative nature, they may be paid a differential while so assigned. Whether or not any such teacher is paid a differential, any such teacher assigned duties of an administrative nature will not conduct, perform or formally contribute to teacher evaluations.

#### **b. Extra Work**

Teachers assigned to duties which are assumed to be beyond their normal loads, may be paid a differential.

**c. Performance**

Teachers who perform duties with an unusual and outstanding competence may be paid a differential while their work is of such high quality.

**d. Incoming Teachers**

A highly desirable teacher may be employed at a salary above that on the Salary Schedule. At the sole discretion of the Board, teachers may not be given credit on the Salary Schedule for all their teaching experience. The Superintendent shall recommend the placement on the Salary Schedule when a teacher is first employed.

**e. Pay Below Schedule**

When, in the opinion of the Board, the performance of any teacher does not warrant an increase in pay, the annual increment may be withheld.

**e. District-identified priorities**

Teachers that are assigned in dual credit courses and teachers assigned in the bilingual program will receive an annual stipend equal to 2.13% of the base salary.

**2. General**

- a. Credits for academic training must be substantiated by submitting official transcripts to the Superintendent or designee as soon as possible after completion of the work. District 128 will reimburse full-time certified staff members up to \$3,500 per year for additional education under the following conditions. The course should be:
  1. Graduate level unless otherwise approved by the administration
  2. From an accredited college/university
  3. Acceptable in a graduate degree program at the university offering the course or one accepted in a degree program being pursued by the teacher at that university
  4. In the educator's content area unless otherwise approved by the administration
  5. Completed with a grade of "B" or higher (pass or satisfactory grades not accepted)
  6. Staff members who receive reimbursement for courses and resign from employment will reimburse the District for courses taken within 12 months of separation. Repayment will be withheld from the final paycheck(s). In order to receive the reimbursement, the staff member must be currently employed at the time of payment.
- b. Full reimbursement will be offered for District-identified credentialing priorities.
- c. Credit for training during any school term shall be credited to the teacher's salary for the next contract year.
- d. Credit for experience must be substantiated by statements from former places of employment. It is the responsibility of the teacher to see that these are submitted to the Superintendent.
- e. Experience credit shall be allowed up to two (2) years for the nearest whole number of years served in the armed forces under any enlistment or draft requirement provided a teaching career has been interrupted.

### **3. Teachers With Bachelor's Degree**

#### **a. Experience and Academic Credits**

Shall be placed on the Salary Schedule according to their experience and academic credits as determined by the Superintendent and confirmed by official transcripts and statements of experience.

#### **b. Frozen at Step Level**

Shall be frozen at that step level when they cannot move vertically until such time as they earn enough academic credits to move horizontally on the schedule.

#### **c. Factors**

As long as teachers are frozen, their factors shall remain the same.

#### **d. Years of Experience**

The years of experience during which a staff member remains frozen on the schedule shall be allowed as years of experience on the Salary Schedule when the individual receives the necessary credits.

#### **e. Credit Certification for Teachers With a Bachelor's Degree**

1. Credit courses, whether graduate or undergraduate, may be submitted to the Superintendent for credit up to the M.A. column.
2. Approval must be secured in advance of the time the courses are taken to ensure that credit shall be granted.
3. Duplication of credit previously accredited shall not be approved.
4. Credit courses must be taken in North Central Association (NCA) or other regionally accredited schools.
5. Credit on the Salary Schedule may be allowed for workshops, in-service workshops, travel, individual projects, seminars, and non-credit courses, if approved by the Superintendent and the Professional Growth Evaluation Committee (PGEC). Not more than eight (8) hours of credit may be earned in this manner in any fifteen (15) hour semester block.
6. Only hours earned after the granting of the B.A. can be claimed for credit beyond the B.A. column.

### **4. Teachers With Master's Degree**

#### **a. Experience and Academic Credits**

Shall be placed on the Salary Schedule according to their experience and academic credits as determined by the Superintendent and confirmed by official transcripts and statement of experience.

#### **b. Credit Certification for Teachers With Master's Degree**

1. Only hours earned after the granting of the M.A. Degree can be claimed for training beyond the M.A. column.
2. Equivalent hours must be earned while in the employ of this District.



3. Credit beyond the M.A. (subject to approval by the Superintendent) may be granted for:
  - a. All proposals for in-service workshops or individual projects as an alternative for the professional growth requirement must secure the approval of the PGEC and the Superintendent.
  - b. The designated alternatives may be substituted for formal courses for both vertical and horizontal movement on the Salary Schedule.
  - c. The evaluation for credit for the proposed project shall depend on the length and scope of the proposed program.
  - d. Travel shall be evaluated on the basis of one (1) hour for each two (2) weeks.
  - e. Travel shall be for the purpose of studying and observing certain localities or their people and must be directly related to the individual's teaching area.
  - f. Travel hours, which cannot be immediately applied under the terms of the schedule, shall be lost if not used within seven (7) years of the date of the acquisition.
  - g. General workshops, e.g., NDEA workshops, State-sponsored workshops, training programs, or any program conducted at a site other than Community High School District 128 must be approved in advance by the Superintendent.
  - h. Non-credit courses, e.g., repeated college courses, audited college courses, work in non-accredited schools, etc., must be approved in advance by the Superintendent.
  - i. Any undergraduate course taken with the approval of the Superintendent.

**5. Teachers With Doctor's Degree**

- a. Must meet the same requirements as "Teachers With Master's Degree" relative to Items a and b.
- b. Shall not be paid on the Doctoral level until they have a minimum of five (5) years of teaching experience.

**6. Professional Development – District 128 University – Professional Advancement System**

Community High School District 128 fosters learning and growth for students and for professional staff members. The purpose of a professional advancement system (PAS) is to encourage and reinforce professional growth for staff members with the intent of enhancing student achievement. The availability of professional development options throughout the career of a certified staff member, gives them the opportunity to stay current with the profession and invigorate their teaching with top quality, researched based instructional techniques.

Certified staff members may utilize professional development activities for advancement on the salary schedule. To be granted this advancement, teachers must request pre-approval for their work through the proper channels as outlined in the District approved system. Generally, professional activities must reflect relevance to the professional assignment and contribute to professional growth. Connecting the professional development to the needs of the individual, the department, the school and the District are also considerations inherent to the approval process.

Professional development qualifying for salary advancement falls into one of two categories:

1. University Based Academic Credit ('U' credits)
2. Professional Development Credit ('PD' credits)

\*Professional Development Credits are not transferable to other Districts

Professional Advancement System (PAS) guidelines for each type of credit are outlined in the charts on the attached pages.

### **UNIVERSITY BASED ACADEMIC CREDIT (U Credits)**

<b>Category</b>	<b>Time</b>	<b>Accountability</b>	<b>Additional Information</b>
<b>A.</b> Graduate course from an accredited university acceptable in a graduate degree program at the university offering the course  *Undergraduate course is appropriate in unique circumstances as determined by the department supervisor. In this case, the degree program is not applicable.	Each semester hour is equivalent to one U credit	An official university transcript must be filed with the Personnel office prior to any recognition of work	Pre-approval is required Must be beneficial to the staff member's current or projected assignment
<b>B.</b> Online course from an accredited university acceptable in a graduate degree program at the university offering the course	Each semester hour is equivalent to one U credit	An official university transcript must be filed with the Personnel office prior to any recognition of work	Pre-approval is required Must be beneficial to the staff member's current or projected assignment
<b>C.</b> Graduate or Undergraduate course that is not content-specific or is not part of a degree program but does advance content knowledge, further pedagogical expertise, and/or relate to district initiatives. This may include video or online courses. See additional information	Each semester hour is equivalent to one U credit	An official university transcript must be filed with the Personnel office prior to any recognition of the work	Preapproval is required

### PROFESSIONAL DEVELOPMENT CREDITS (PD Credits)

Category	Time	Accountability	Additional Information
<b>A.</b> District Professional Development course or workshop	15 hours of class time is equivalent to one PD credit	Successful completion of course as determined by the instructor	Registration must be submitted and pre-approved  Teachers can choose payment of 1/1874 of the base per hour or PD credit for curriculum work
The following activities are teacher initiated professional development projects. Proposed projects should address District Strategic Plan and/or School Improvement Initiatives			
<b>B.</b> District Summer Curriculum Work	15 hours of work time is equivalent to one PD credit	Curriculum documents developed and submitted to department supervisor	Proposal must be submitted and pre-approved  Teachers can choose payment of 1/1874 of the base per hour or PD credit for curriculum work
<b>C.</b> Teaching In-district courses	All proposed courses will be 15 hours of class time and a maximum of 15 hours preparation time	Outlined in the proposal submitted for approval	Proposal must be submitted and pre-approved  Teachers may choose 2 PD credit or 30 hours X rate of pay (1/1295 of the base) or (1/1874 of the base) for team teachers.
<b>D.</b> National Board Certification	No PD credits granted Teachers will be allotted three professional days to work on certification requirements	Completion of program and certification awarded  Once awarded NBCT status, the teacher will receive an annual stipend equal to 2.13% of the base salary	The District will pay the initial fee and the balance of the assessment fee for each teacher if grant money is not available for this purpose. The District will also pay 50% of the re-take costs for each section not passed. If the teacher does not receive certification within the timelines defined by the National Board for Professional Teaching Standards, he/she will be responsible for repaying 50% of the initial fee and assessment fee.
<b>E.</b> National Board Certification for Nurses	No PD credits granted  Teachers will be allotted 3 professional days to work on certification requirements	Completion of program and certification awarded  Once awarded NBCSN status, the teacher will receive an annual stipend equal to 2.13% of the base salary	The District will pay the initial fee and the balance of the assessment fee for each teacher if grant money is not available for this purpose. The District will also pay 50% of the re-take costs for each section not passed. If the teacher does not receive certification within the timelines defined by the National Board for Certification of School Nurses Standards, he/she will be responsible for repaying 50% of the initial fee and assessment fee.
<b>F.</b> Nationally Certified School Psychologist	No PD credits granted  School Psychologist will be allotted 3 professional days to work on certification requirements	Completion of the Nationally Certified School Psychologist (NCSP) credential. Once completed, the school psychologist will receive an annual stipend equal to 2.13% of the base salary	The District will pay the application fee. If the school psychologist does not receive the certification within the timelines defined by the National Association of School Psychologists, he/she will be responsible for repaying 50% of the application fee

## **7. Stipends**

- a. All contractual stipends shall be calculated, contingent upon the relevant contractual language, from the salary bases contained in the Salary Schedules for years as described in the applicable paragraphs below (i.e., IV.E.8).
- b. All coaches shall be paid their full stipend for the season worked.

## **8. Salary Schedule**

For each year of this Agreement, the Union and the Board shall agree upon and distribute a Salary Schedule, which shall be identified as Appendix A-1, Appendix A-2 and Appendix A-3. Teachers will move on the salary schedule based on years of experience and degree/coursework completed as described in the schedule until longevity is reached; in other words, all prior year teachers shall advance one (1) vertical step each school year and, if eligible, one (1) or more horizontal lanes each school year.

The Consumer Price Index (CPI) is defined within the Property Tax Extension Limitation Law ("PTELL").

For the 2022-2023 school year, the base will be increased by the total of 5.1% (2.0% + 1.5% + 0.85% + 0.75%) from the previous year, plus the necessary adjustment (approximately 0.064%) to ensure no net loss from the movement of TRS/THIS/Bonus into base. (Appendix A-1 Salary Schedule)

For the 2022-2023 school year only, a 2.0% one-time cost of living stipend on a teacher's base salary will be paid in mid-September.

For the 2023-2024 school year, the base shall be increased by the Consumer Price Index (CPI) from the previous year, with a CPI floor of 1.5% and a CPI ceiling of 3.0%. (Appendix A-2 Salary Schedule)

For the 2024-2025 school year, the base shall be increased by the Consumer Price Index (CPI) from the previous year, with a CPI floor of 1.3% and a CPI ceiling of 3.0%. (Appendix A-3 Salary Schedule)

## **9. Minimum Increase for Teachers on Longevity**

Each teacher who was on Step 35 or who was receiving Longevity during the previous school year, and who remains in the same lane and who shall receive no vertical increment during the current school year, shall receive an increase in salary equal to six and one tenths percent (6.1%) for the 2022-23 school year, plus the necessary adjustment (approximately 0.064%) to ensure no net loss from the movement of TRS/THIS/Bonus into base. and three percent (3%) for the remaining year(s) above the salary paid to that teacher for the previous school year. If, in a given year, the Step 33, Step 34 or Step 35 amount exceeds the amount that would be earned by a teacher on Longevity, then that teacher shall be placed accordingly on Step 33, Step 34 or Step 35 rather than on Longevity.

Each teacher who was on Longevity during the previous school year, and who moves to a higher lane horizontally but shall not receive a vertical increment during the current school year, shall receive an increase in salary equal to six and one tenths percent (6.1%) for the 2022-23 school year, plus the necessary adjustment (approximately 0.064%) to ensure no net loss from the movement of TRS/THIS/Bonus into base and three percent (3%) for the remaining year(s) above the salary paid to that teacher for the previous school year, plus the dollar difference between the prior and new lanes on Step 35 of the Salary Schedule in effect during the year that the horizontal movement occurs.

Each teacher shall receive the salary schedule amount and this payment, which together shall equal an amount six and one tenths percent (6.1%) for the 2022-23 school year, plus the necessary adjustment (approximately 0.064%) to ensure no net loss from the movement of TRS/THIS/Bonus into base. and three percent (3%) for the remaining year(s) above the salary paid to that teacher for the previous school year (plus any horizontal dollar difference, if applicable), prorated over all checks.

For the 2022-2023 school year only, a 2.0% one-time cost of living stipend on a teacher's base salary will be paid in mid-September.

**F. Extra-Curricular Activities Stipend**

Such stipends are included herein as Appendix B. After 9 years, the stipend shall increase by 3% each year, unless step 9 is greater than the 3% increase in which case the individual shall remain on step 9.

**G. Coaching Stipends**

Such stipends are included herein as Appendix B. After 9 years, the stipend shall increase by 3% each year, unless step 9 is greater than the 3% increase in which case the individual shall remain on step 9.

**H. Drama, Forensics, Musical, and Stage Band Stipends**

Such stipends are included herein as Appendix B. After 9 years, the stipend shall increase by 3% each year, unless step 9 is greater than the 3% increase in which case the individual shall remain on step 9.

With the approval of the supervisor, music stipends contained in Appendix B may be redistributed to reflect changes in duties.

**I. Organization Advisors**

Such stipends are included herein as Appendix B. After 9 years, the stipend shall increase by 3% each year, unless step 9 is greater than the 3% increase in which case the individual shall remain on step 9.

With the approval of the Building Principal or Administration designee, organization advisors contained in Appendix B may be redistributed to reflect changes in duties.

**J. Extra Compensation for Faculty Help for Athletics**

Such stipends are included herein as Appendix C.

**K. Other Extra-Curricular Work**

For other extra-curricular work pay rates, see Appendix C "Extra Compensation for Faculty Help."

**L. Contribution to Qualified 403(B) Deferred Compensation Plan**

In addition to the salary as set forth in Article IV, Section E #8, teachers may receive contributions to a qualified tax-sheltered annuity plan of the teacher's choice pursuant to the applicable provisions of the Internal Revenue Code and associated IRS rulings and regulations, as amended.

For all Tier I employees, the Board's contribution shall be a dollar-for-dollar matching contribution of a teacher's contribution to a tax-sheltered annuity plan of up to \$1,100.

For all Tier II employees, the Board's contribution shall be a dollar-for-dollar matching contribution of a teacher's contribution to a tax-sheltered annuity plan of up to \$1,600.

## ARTICLE V

### **GRIEVANCE PROCEDURE**

#### **A. Definition**

A grievance shall mean a complaint that there has been an alleged violation of any provision of this Agreement.

#### **B. Statement of Basic Principles**

1. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation of the Union. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual teacher from discussing a problem with the Administration and having it resolved without intervention of or representation by the Union.
2. The failure of a teacher or the Union to act on any grievance within the prescribed time limits shall act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement and said agreement must be in writing.
3. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher or Union representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities.

Teachers shall suffer no loss of pay or benefits for attending grievance hearings held during the workday.

#### **C. Procedures**

1. **First Step** An attempt shall be made to resolve any grievance in informal, verbal discussion between the grievant and his/her immediate superior.
2. **Second Step** If the grievance cannot be resolved informally, the grievant shall file the grievance in writing to the Principal and at a mutually agreeable time, discuss the matter with the Principal. The written grievance should state the nature of the grievance, should note the specific Clause or Clauses of the Agreement allegedly violated, and should state the remedy requested. The filing of the grievance at the Second Step must be within fifteen (15) working days from the date of the occurrence of the event giving rise to the grievance, or when the grievant should have become aware of such event. The Principal shall make such decision and communicate it in writing to the teacher and the Superintendent within ten (10) working days.
3. **Third Step** In the event a grievance has not been satisfactorily resolved at the Second Step the grievant shall file, within ten (10) working days of the Principal's written decision or answer at the Second Step, a copy of the grievance with the Superintendent. Within ten (10) working days after such written grievance is filed, the aggrieved, Union representative of the aggrieved if desired, the Principal and the Superintendent or his/her designee, shall meet to resolve the grievance. The Superintendent, or his/her designee, shall file an answer within ten (10) working days of the Third Step grievance meeting and communicate it in writing to the teacher, the Principal and the Union.
4. **Fourth Step** In the event a grievance has not been satisfactorily resolved at the Third Step the grievant shall file, within ten (10) working days of the Superintendent's written decision or answer at the Third Step, a copy of the grievance with the Board of Education. Within ten (10)

working days after such written grievance is filed, the aggrieved, Union representative of the aggrieved if desired, the Superintendent and the Board shall meet to resolve the grievance. The Board shall file an answer within ten (10) working days of the Fourth Step grievance meeting and communicate it in writing to the teacher, the Principal, the Superintendent and the Union.

5. **Fifth Step** If the grievance is not resolved at the Fourth Step, the Union may submit the grievance to final and binding arbitration by notifying the Board President or designee no later than thirty (30) days from the receipt of the Board's written response. No individual or organization other than the Union shall have the right to proceed to binding arbitration. The parties shall attempt to mutually agree on an arbitrator. If the parties cannot agree, they shall jointly request a panel of arbitrators accepted to the National Academy of Arbitrators from the Federal Mediation and Conciliation Service (FMCS) in accordance with their usual procedures. The parties shall alternatively strike names until one name remains, taking turns as to the first strike. On the first panel requested by the parties, a coin flip shall determine the party striking first.

The failure of the Union to file for arbitration within the prescribed time limit shall act as a bar to any further processing of this grievance. However, the time limit may be extended by written mutual agreement.

The arbitrator shall have no power to alter or amend the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the parties.

Arbitration fees and other mutually incurred expenses shall be divided equally between the parties.

#### **D. Expedited Procedure**

By mutual agreement any of Steps one (1) through three (3) shall be omitted to expedite the grievance procedure. The grievance shall then be initiated at the next step.

## **ARTICLE VI**

### **DURATION AND RELATED CLAUSES**

#### **A. Severability**

Any Article, Section, Provision, Sentence or Clause of this Agreement held to be illegal shall not be deemed valid, except to the extent permitted by law. However, the remainder of this Agreement shall remain in full force and effect for the entire term of this Agreement.

In the event any Article, Section, Provision, Sentence or Clause of this Agreement is determined to be invalid by a Court of competent jurisdiction, and, thereafter, no appeal is taken by either party within the appropriate period, the parties shall renegotiate the Article, Section, Provision, Sentence or Clause of the Agreement so deemed to be invalid.

#### **B. Miscellaneous**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the Board and Union.

#### **C. Matters not Covered by This Agreement**

In the event that during the term of this Agreement either the Board or the Union desires a change in any wages, hours, terms or conditions of employment not covered by this Agreement, the party desiring the change shall notify the other party in writing of the specific change requested.

A committee consisting of an equal number of Board and Union appointees shall meet to consider the requested change and any alternatives that may exist and make recommendations, if any, to the Board and Union. Upon approval by the Board and the Union Executive Board the recommendations shall be implemented.

Where either party fails to approve the committee recommendations or where the committee decides to make no recommendation, the party which initiated these procedures may either withdraw its requested change or seek resolution through mediation by notifying the other party in writing of such intent. The party which initiated these procedures shall bear the cost of the mediator's services. A permanent mediator shall be selected by the parties or the FMCS.

Mediation shall continue for a period not to exceed thirty (30) calendar days or three (3) mediation sessions, whichever shall first occur, unless the parties jointly agree to extend such time limit.

If such mediation fails to resolve the matter, the permanent mediator shall recommend a settlement in writing. The parties shall consider the settlement in good faith but neither shall be required to adopt or continue to bargain any such change notwithstanding any obligation under law to do so in the absence of this Provision.

#### **G. Duration**

This Agreement shall be effective July 1, 2022, and shall remain in full force and effect through June 30, 2025.

This Agreement shall automatically be renewed from year to year after its termination, unless either party shall notify the other in writing that it desires to modify the Agreement. In the event that such notice is given, negotiations shall begin no later than March 1 of the calendar year in which this Agreement expires.



**IN WITNESS WHEREOF:**

**FOR THE BOARD OF EDUCATION, COMMUNITY H.S. DIST. 128, LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**FOR THE LIBERTYVILLE H.S./VERNON HILLS H.S. FEDERATION OF TEACHERS, A COUNCIL OF  
THE LAKE COUNTY FEDERATION OF TEACHERS, LOCAL 504, IFT-AFT.AFL-CIO**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# APPENDIX A

Appendix A-1														
2022-2023 Salary Schedule														
Base Salary Increase - 5.1%														
STEP	BA	Step %	BA-15	Step %	MA-0	Step %	MA-15	Step %	MA-30	Step %	MA-45	Step %	PHD	Step %
1	\$59,771		\$63,058		\$66,944		\$70,530		\$73,518		\$75,909		\$79,705	
2	\$60,966	2.00%	\$64,320	2.00%	\$68,282	2.00%	\$71,940	2.00%	\$74,989	2.00%	\$77,427	2.00%	\$81,299	2.00%
3	\$62,186	2.00%	\$65,606	2.00%	\$69,648	2.00%	\$73,379	2.00%	\$76,488	2.00%	\$78,975	2.00%	\$82,925	2.00%
4	\$63,429	2.00%	\$66,918	2.00%	\$71,041	2.00%	\$74,847	2.00%	\$78,018	2.00%	\$80,555	2.00%	\$84,583	2.00%
5	\$64,698	2.00%	\$68,256	2.00%	\$72,462	2.00%	\$76,344	2.00%	\$79,579	2.00%	\$82,166	2.00%	\$86,275	2.00%
6	\$65,992	2.00%	\$69,622	2.00%	\$73,911	2.00%	\$77,871	2.00%	\$81,170	2.00%	\$83,809	2.00%	\$88,000	2.00%
7	\$67,312	2.00%	\$71,014	2.00%	\$75,389	2.00%	\$79,428	2.00%	\$82,794	2.00%	\$85,485	2.00%	\$89,760	2.00%
8	\$68,658	2.00%	\$72,434	2.00%	\$76,897	2.00%	\$81,017	2.00%	\$84,449	2.00%	\$87,195	2.00%	\$91,556	2.00%
9	\$70,031	2.00%	\$73,883	2.00%	\$78,435	2.00%	\$82,637	2.00%	\$86,138	2.00%	\$88,939	2.00%	\$93,387	2.00%
10	\$71,432	2.00%	\$75,361	2.00%	\$80,004	2.00%	\$84,290	2.00%	\$87,861	2.00%	\$90,718	2.00%	\$95,254	2.00%
11	\$72,861	2.00%	\$76,868	2.00%	\$81,604	2.00%	\$85,975	2.00%	\$89,618	2.00%	\$92,532	2.00%	\$97,160	2.00%
12	\$74,318	2.00%	\$78,405	2.00%	\$83,236	2.00%	\$87,695	2.00%	\$91,411	2.00%	\$94,383	2.00%	\$99,103	2.00%
13	\$75,804	2.00%	\$79,973	2.00%	\$84,901	2.00%	\$89,449	2.00%	\$93,239	2.00%	\$96,270	2.00%	\$101,085	2.00%
14	\$77,320	2.00%	\$81,573	2.00%	\$86,599	2.00%	\$91,238	2.00%	\$95,104	2.00%	\$98,196	2.00%	\$103,106	2.00%
15	\$78,867	2.00%	\$83,204	2.00%	\$88,331	2.00%	\$93,063	2.00%	\$97,006	2.00%	\$100,160	2.00%	\$105,169	2.00%
16	\$80,444	2.00%	\$84,868	2.00%	\$90,097	2.00%	\$94,924	2.00%	\$98,946	2.00%	\$102,163	2.00%	\$107,272	2.00%
17	\$82,053	2.00%	\$86,566	2.00%	\$91,899	2.00%	\$96,822	2.00%	\$100,925	2.00%	\$104,206	2.00%	\$109,417	2.00%
18			\$88,297	2.00%	\$93,737	2.00%	\$98,759	2.00%	\$102,943	2.00%	\$106,290	2.00%	\$111,606	2.00%
19			\$90,063	2.00%	\$95,612	2.00%	\$100,734	2.00%	\$105,002	2.00%	\$108,416	2.00%	\$113,838	2.00%
20			\$91,864	2.00%	\$97,524	2.00%	\$102,749	2.00%	\$107,102	2.00%	\$110,584	2.00%	\$116,115	2.00%
21			\$93,701	2.00%	\$99,475	2.00%	\$104,804	2.00%	\$109,244	2.00%	\$112,796	2.00%	\$118,437	2.00%
22			\$95,576	2.00%	\$101,464	2.00%	\$106,900	2.00%	\$111,429	2.00%	\$115,052	2.00%	\$120,806	2.00%
23			\$97,487	2.00%	\$103,493	2.00%	\$109,038	2.00%	\$113,658	2.00%	\$117,353	2.00%	\$123,222	2.00%
24			\$99,437	2.00%	\$105,563	2.00%	\$111,218	2.00%	\$115,931	2.00%	\$119,700	2.00%	\$125,686	2.00%
25					\$107,674	2.00%	\$113,443	2.00%	\$118,250	2.00%	\$122,094	2.00%	\$128,200	2.00%
26					\$109,828	2.00%	\$115,712	2.00%	\$120,615	2.00%	\$124,536	2.00%	\$130,764	2.00%
27					\$112,025	2.00%	\$118,026	2.00%	\$123,027	2.00%	\$127,027	2.00%	\$133,379	2.00%
28					\$114,265	2.00%	\$120,386	2.00%	\$125,487	2.00%	\$129,567	2.00%	\$136,047	2.00%
29					\$116,550	2.00%	\$122,794	2.00%	\$127,997	2.00%	\$132,159	2.00%	\$138,768	2.00%
30					\$118,881	2.00%	\$125,250	2.00%	\$130,557	2.00%	\$134,802	2.00%	\$141,543	2.00%
31					\$121,259	2.00%	\$127,755	2.00%	\$133,168	2.00%	\$137,498	2.00%	\$144,374	2.00%
32					\$123,684	2.00%	\$130,310	2.00%	\$135,832	2.00%	\$140,248	2.00%	\$147,261	2.00%
33					\$126,158	2.00%	\$132,916	2.00%	\$138,548	2.00%	\$143,053	2.00%	\$150,207	2.00%
34					\$128,681	2.00%	\$135,575	2.00%	\$141,319	2.00%	\$145,914	2.00%	\$153,211	2.00%
35					\$131,255	2.00%	\$138,286	2.00%	\$144,146	2.00%	\$148,832	2.00%	\$156,275	2.00%

Appendix A-2														
2023-2024 Salary Schedule														
Base Salary Increase - 3.0%														
STEP	BA	Step %	BA-15	Step %	MA-0	Step %	MA-15	Step %	MA-30	Step %	MA-45	Step %	PHD	Step %
1	\$61,564		\$64,950		\$68,952		\$72,646		\$75,724		\$78,186		\$82,096	
2	\$62,795	2.00%	\$66,249	2.00%	\$70,331	2.00%	\$74,098	2.00%	\$77,238	2.00%	\$79,749	2.00%	\$83,738	2.00%
3	\$64,051	2.00%	\$67,574	2.00%	\$71,737	2.00%	\$75,580	2.00%	\$78,783	2.00%	\$81,344	2.00%	\$85,412	2.00%
4	\$65,332	2.00%	\$68,925	2.00%	\$73,172	2.00%	\$77,092	2.00%	\$80,359	2.00%	\$82,971	2.00%	\$87,121	2.00%
5	\$66,639	2.00%	\$70,304	2.00%	\$74,636	2.00%	\$78,634	2.00%	\$81,966	2.00%	\$84,631	2.00%	\$88,863	2.00%
6	\$67,972	2.00%	\$71,710	2.00%	\$76,128	2.00%	\$80,207	2.00%	\$83,605	2.00%	\$86,323	2.00%	\$90,640	2.00%
7	\$69,331	2.00%	\$73,144	2.00%	\$77,651	2.00%	\$81,811	2.00%	\$85,277	2.00%	\$88,050	2.00%	\$92,453	2.00%
8	\$70,718	2.00%	\$74,607	2.00%	\$79,204	2.00%	\$83,447	2.00%	\$86,983	2.00%	\$89,811	2.00%	\$94,302	2.00%
9	\$72,132	2.00%	\$76,099	2.00%	\$80,788	2.00%	\$85,116	2.00%	\$88,722	2.00%	\$91,607	2.00%	\$96,188	2.00%
10	\$73,575	2.00%	\$77,621	2.00%	\$82,404	2.00%	\$86,818	2.00%	\$90,497	2.00%	\$93,439	2.00%	\$98,112	2.00%
11	\$75,046	2.00%	\$79,174	2.00%	\$84,052	2.00%	\$88,554	2.00%	\$92,307	2.00%	\$95,308	2.00%	\$100,074	2.00%
12	\$76,547	2.00%	\$80,757	2.00%	\$85,733	2.00%	\$90,326	2.00%	\$94,153	2.00%	\$97,214	2.00%	\$102,076	2.00%
13	\$78,078	2.00%	\$82,372	2.00%	\$87,447	2.00%	\$92,132	2.00%	\$96,036	2.00%	\$99,158	2.00%	\$104,117	2.00%
14	\$79,640	2.00%	\$84,020	2.00%	\$89,196	2.00%	\$93,975	2.00%	\$97,957	2.00%	\$101,141	2.00%	\$106,199	2.00%
15	\$81,232	2.00%	\$85,700	2.00%	\$90,980	2.00%	\$95,854	2.00%	\$99,916	2.00%	\$103,164	2.00%	\$108,323	2.00%
16	\$82,857	2.00%	\$87,414	2.00%	\$92,800	2.00%	\$97,771	2.00%	\$101,914	2.00%	\$105,228	2.00%	\$110,490	2.00%
17	\$84,514	2.00%	\$89,162	2.00%	\$94,656	2.00%	\$99,727	2.00%	\$103,952	2.00%	\$107,332	2.00%	\$112,700	2.00%
18			\$90,946	2.00%	\$96,549	2.00%	\$101,721	2.00%	\$106,031	2.00%	\$109,479	2.00%	\$114,954	2.00%
19			\$92,765	2.00%	\$98,480	2.00%	\$103,756	2.00%	\$108,152	2.00%	\$111,668	2.00%	\$117,253	2.00%
20			\$94,620	2.00%	\$100,450	2.00%	\$105,831	2.00%	\$110,315	2.00%	\$113,902	2.00%	\$119,598	2.00%
21			\$96,512	2.00%	\$102,459	2.00%	\$107,947	2.00%	\$112,521	2.00%	\$116,180	2.00%	\$121,990	2.00%
22			\$98,443	2.00%	\$104,508	2.00%	\$110,106	2.00%	\$114,772	2.00%	\$118,503	2.00%	\$124,430	2.00%
23			\$100,411	2.00%	\$106,598	2.00%	\$112,308	2.00%	\$117,067	2.00%	\$120,873	2.00%	\$126,918	2.00%
24			\$102,420	2.00%	\$108,730	2.00%	\$114,555	2.00%	\$119,409	2.00%	\$123,291	2.00%	\$129,456	2.00%
25					\$110,904	2.00%	\$116,846	2.00%	\$121,797	2.00%	\$125,757	2.00%	\$132,046	2.00%
26					\$113,123	2.00%	\$119,183	2.00%	\$124,233	2.00%	\$128,272	2.00%	\$134,687	2.00%
27					\$115,385	2.00%	\$121,566	2.00%	\$126,717	2.00%	\$130,837	2.00%	\$137,380	2.00%
28					\$117,693	2.00%	\$123,998	2.00%	\$129,252	2.00%	\$133,454	2.00%	\$140,128	2.00%
29					\$120,047	2.00%	\$126,478	2.00%	\$131,837	2.00%	\$136,123	2.00%	\$142,930	2.00%
30					\$122,447	2.00%	\$129,007	2.00%	\$134,474	2.00%	\$138,846	2.00%	\$145,789	2.00%
31					\$124,896	2.00%	\$131,587	2.00%	\$137,163	2.00%	\$141,623	2.00%	\$148,705	2.00%
32					\$127,394	2.00%	\$134,219	2.00%	\$139,906	2.00%	\$144,455	2.00%	\$151,679	2.00%
33					\$129,942	2.00%	\$136,903	2.00%	\$142,704	2.00%	\$147,344	2.00%	\$154,712	2.00%
34					\$132,541	2.00%	\$139,641	2.00%	\$145,559	2.00%	\$150,291	2.00%	\$157,807	2.00%
35					\$135,192	2.00%	\$142,434	2.00%	\$148,470	2.00%	\$153,297	2.00%	\$160,963	2.00%



Appendix A-3														
2024-2025 Salary Schedule														
Base Salary Increase TBD (1.3% - 3.0%)														
STEP	BA	Step %	BA-15	Step %	MA-0	Step %	MA-15	Step %	MA-30	Step %	MA-45	Step %	PHD	Step %
1	1.000		1.055		1.120		1.180		1.230		1.270		1.334	
2	1.020	2.00%	1.076	2.00%	1.142	2.00%	1.204	2.00%	1.255	2.00%	1.295	2.00%	1.360	2.00%
3	1.040	2.00%	1.098	2.00%	1.165	2.00%	1.228	2.00%	1.280	2.00%	1.321	2.00%	1.387	2.00%
4	1.061	2.00%	1.120	2.00%	1.189	2.00%	1.252	2.00%	1.305	2.00%	1.348	2.00%	1.415	2.00%
5	1.082	2.00%	1.142	2.00%	1.212	2.00%	1.277	2.00%	1.331	2.00%	1.375	2.00%	1.443	2.00%
6	1.104	2.00%	1.165	2.00%	1.237	2.00%	1.303	2.00%	1.358	2.00%	1.402	2.00%	1.472	2.00%
7	1.126	2.00%	1.188	2.00%	1.261	2.00%	1.329	2.00%	1.385	2.00%	1.430	2.00%	1.502	2.00%
8	1.149	2.00%	1.212	2.00%	1.287	2.00%	1.355	2.00%	1.413	2.00%	1.459	2.00%	1.532	2.00%
9	1.172	2.00%	1.236	2.00%	1.312	2.00%	1.383	2.00%	1.441	2.00%	1.488	2.00%	1.562	2.00%
10	1.195	2.00%	1.261	2.00%	1.339	2.00%	1.410	2.00%	1.470	2.00%	1.518	2.00%	1.594	2.00%
11	1.219	2.00%	1.286	2.00%	1.365	2.00%	1.438	2.00%	1.499	2.00%	1.548	2.00%	1.626	2.00%
12	1.243	2.00%	1.312	2.00%	1.393	2.00%	1.467	2.00%	1.529	2.00%	1.579	2.00%	1.658	2.00%
13	1.268	2.00%	1.338	2.00%	1.420	2.00%	1.497	2.00%	1.560	2.00%	1.611	2.00%	1.691	2.00%
14	1.294	2.00%	1.365	2.00%	1.449	2.00%	1.526	2.00%	1.591	2.00%	1.643	2.00%	1.725	2.00%
15	1.319	2.00%	1.392	2.00%	1.478	2.00%	1.557	2.00%	1.623	2.00%	1.676	2.00%	1.760	2.00%
16	1.346	2.00%	1.420	2.00%	1.507	2.00%	1.588	2.00%	1.655	2.00%	1.709	2.00%	1.795	2.00%
17	1.373	2.00%	1.448	2.00%	1.538	2.00%	1.620	2.00%	1.689	2.00%	1.743	2.00%	1.831	2.00%
18			1.477	2.00%	1.568	2.00%	1.652	2.00%	1.722	2.00%	1.778	2.00%	1.867	2.00%
19			1.507	2.00%	1.600	2.00%	1.685	2.00%	1.757	2.00%	1.814	2.00%	1.905	2.00%
20			1.537	2.00%	1.632	2.00%	1.719	2.00%	1.792	2.00%	1.850	2.00%	1.943	2.00%
21			1.568	2.00%	1.664	2.00%	1.753	2.00%	1.828	2.00%	1.887	2.00%	1.982	2.00%
22			1.599	2.00%	1.698	2.00%	1.788	2.00%	1.864	2.00%	1.925	2.00%	2.021	2.00%
23			1.631	2.00%	1.731	2.00%	1.824	2.00%	1.902	2.00%	1.963	2.00%	2.062	2.00%
24			1.664	2.00%	1.766	2.00%	1.861	2.00%	1.940	2.00%	2.003	2.00%	2.103	2.00%
25					1.801	2.00%	1.898	2.00%	1.978	2.00%	2.043	2.00%	2.145	2.00%
26					1.837	2.00%	1.936	2.00%	2.018	2.00%	2.084	2.00%	2.188	2.00%
27					1.874	2.00%	1.975	2.00%	2.058	2.00%	2.125	2.00%	2.232	2.00%
28					1.912	2.00%	2.014	2.00%	2.099	2.00%	2.168	2.00%	2.276	2.00%
29					1.950	2.00%	2.054	2.00%	2.141	2.00%	2.211	2.00%	2.322	2.00%
30					1.989	2.00%	2.095	2.00%	2.184	2.00%	2.255	2.00%	2.368	2.00%
31					2.029	2.00%	2.137	2.00%	2.228	2.00%	2.300	2.00%	2.415	2.00%
32					2.069	2.00%	2.180	2.00%	2.273	2.00%	2.346	2.00%	2.464	2.00%
33					2.111	2.00%	2.224	2.00%	2.318	2.00%	2.393	2.00%	2.513	2.00%
34					2.153	2.00%	2.268	2.00%	2.364	2.00%	2.441	2.00%	2.563	2.00%
35					2.196	2.00%	2.314	2.00%	2.412	2.00%	2.490	2.00%	2.615	2.00%

# APPENDIX B

Appendix B-1			
Extra Curricular Pay Schedule			
Table of Categories			
Category	Category	Category	Category
<b>B - 1.0% of Base</b>	<b>F - 2.5% of Base</b>	<b>L - 5.5% of Base</b>	<b>Wa - 11.25% of Base</b>
NHS Assistant/Clerical LHS/VHHS	Interact LHS/VHHS	Lead Teacher (Driver's Ed) LHS/VHHS	Asst. Baseball
	International Club/Spanish LHS/VHHS		Asst. Gymnastics
<b>C - 1.25% of Base</b>	Junior State of America Asst. VHHS (2)	<b>M - 6.0% of Base</b>	Asst. Lacrosse
Bass Fishing Team Asst. LHS/VHHS	Latino Alliance VHHS	ATH Ticket Manager LHS/VHHS	Asst. Soccer
CRU Asst. VHHS	LEAF/VH2O LHS/VHHS	FA Orchestral Asst.	Asst. Softball
FA Back Light Theatre Asst. VHHS	LHS United	Literary Magazine LHS/VHHS	Asst. Track
Interact Asst. LHS/VHHS	Life of a Wildcat LHS		Asst. Volleyball
Outdoor Adventure Club Asst. VHHS	Medcats LHS	<b>N - 6.5% of Base</b>	
Ping Pong Asst. LHS	Model UN Asst. LHS	ATH Events Mgr LHS/VHHS (Season)	<b>Xa - 11.75% of Base</b>
Powder Puff LHS	MSA Muslim Student Association LHS/VHHS	Special Olympics Asst. - Season (2)	Asst. Basketball
Senior Class Council Asst. LHS	Mu Alpha Theta LHS		Asst. Cheerleading (Winter)
Sno Catz Asst. LHS	National Honor Society Asst. LHS/VHHS	<b>O - 7.0% of Base</b>	Asst. Dance (Winter)
VIP Asst. VHHS	Outdoor Adventure Club VHHS	FA Auditorium Manager LHS/VHHS	Asst. Football
Caring for Cambodia Asst. LHS	Peer Mediators LHS	FA Musical - Choral	Asst. Swimming
Computer Science Club Asst. VHHS	Photography Club LHS	FA Musical - Choreographer	Asst. Wrestling
Ping Pong Asst. VHHS	Physics Team LHS	FA Musical - Orchestra	
Powder Puff VHHS	Ping Pong LHS/VHHS	FA Musical - Tech Asst.	<b>Y - 12.0% of Base</b>
Life of a Wildcat Assist LHS	Scone Thugs in Harmony LHS	FA Musical Costume/Props	FA Musical Director
Best Buddies Assist/LHS (2)	Sign Language Club VHHS	FA Spring Play - Tech Asst. (2)	
Random Acts of Kindness LHS	Skills USA/Graphics Club LHS	FA Winter Play - Tech Asst. (2)	<b>Z - 12.5% of Base</b>
LEAF Asst. LHS	Sno Catz LHS	Student Council Asst. LHS/VHHS	ATH Aquatics Director LHS/VHHS
	SPARK Asst. VHHS		
<b>F - 2.5% of Base</b>	Sports Medicine LHS	<b>P - 7.5% of Base</b>	<b>AA - 13.0% of Base</b>
#CougarFuel Club VHHS	Stock Market Club VHHS	FA Marching Band Directors LHS (2)	Head Badminton
Advocates Club LHS	Strategy Club VHHS	Special Olympics Head (Season)	Head Bowling
Anime LHS/VHHS	Student Ambassadors LHS		Head Cheerleading (Fall)
Art Club LHS/VHHS	TOP CATS (3) LHS	<b>Q - 8.0% of Base</b>	Head Cheerleading (Winter)
Bass Fishing Team LHS/VHHS	Ultimate Frisbee LHS	Academic/Scholastic Bowl Asst. LHS/VHHS	Head Cross-Country
Best Buddies LHS/VHHS	VH Media	Concessions Mgr. - Season	Head Golf
Black Student Union VHHS	VIP VHHS	Debate Asst. LHS (2)	Head Gymnastics
Book Club VHHS	Wildcat Guard LHS/Cougar	Math Team Asst. LHS/VHHS (4)	Head Poms (Fall)
Book Club/LHS/VHHS	Wildcat Productions LHS	Mock Trial LHS	Head Dance (Winter)
Bridge Club LHS	Writers Club LHS	Science Olympiad LHS	Head Tennis
Canine Companions for Independence VHHS	WYSE Asst. LHS/VHHS		Head Track
Caring for Cambodia LHS	Young Investors and Entrepreneurs LHS	<b>Qa - 8.25% of Base</b>	Head Water Polo
Chemistry (Science) Club LHS		FA Freshmen/Soph Play Asst. Director	
Chess Club LHS	<b>H - 3.5% of Base</b>	FA Jazz Band Asst. LHS/VHHS	<b>AC - 14.0% of Base</b>
Coding Cats LHS	Class Council - Freshman LHS/VHHS		ATH Trainer Head (per season)
Computer Science Club VHHS	Class Council - Sophomore LHS/VHHS	<b>S - 9.0% of Base</b>	Student Council
Cougar Cycling Club VHHS	Class Council - Junior LHS/VHHS	FA Musical - Tech Director	
Cre8 Engineering Club LHS	Class Council - Senior LHS/VHHS		<b>AE - 15.0% of Base</b>
CRU VHHS	Junior State of America VHHS	<b>U - 10.0% of Base</b>	Student Activities Director LHS/VHHS
Dungeons and Dragons Club LHS		Asst. Badminton	Head Baseball
Erika's Lighthouse LHS	<b>I - 4.0% of Base</b>	Asst. Bowling	Head Basketball
FA Backlight Theatre Company VHHS	FA One Act Plays LHS/ VHHS	Asst. Cheerleading (Fall)	Head Football
FA Basketball Pep Band LHS/VHHS	Latin Team LHS	Asst. Cross-Country	Head Lacrosse
FA Belle Choir LHS	Mock Trial Asst. LHS	Asst. Golf	Head Soccer
FA Cleftomaniacs LHS	Science Olympiad Asst. LHS	Asst. Poms (Fall)	Head Softball
FA Love Notes Choir VHHS		Asst. Tennis	Head Swimming
FA Master Singers LHS	<b>J - 4.5% of Base</b>	Asst. Water Polo	Head Volleyball
FA Stage Players LHS	FA Strolling Strings LHS/VHHS		Head Wrestling
FA Treblemakers LHS	FA Ticket Manager LHS/VHHS	<b>W - 11.0% of Base</b>	
FA Voice Male Choir VHHS		Academic/Scholastic Bowl LHS/VHHS	<b>AI - 17.0% of Base</b>
FBLA Asst. LHS/VHHS	<b>K - 5.0% of Base</b>	Debate LHS	ATH Asst. Athletic Director LHS/VHHS
FBLA Asst. VHHS (2)	Academic Decathlon LHS	FA Freshmen/Soph Play Director	ATH Intramural Director LHS/VHHS
FCCLA LHS/VHHS	ATH Weight Rm Supr. LHS/VHHS (Season)	FA Winter Play Director	
First Class (6) LHS/VHHS	FA Football Pep Band VHHS (2)	FA Jazz Band Director	
French Club LHS	FBLA LHS/VHHS	FA Orchestral	<b>** The indoor track season pro-ration for the Head and Assistant Track coach positions is based on a 12 week outdoor track season stipend. For each week of practice in the indoor season a coach works, he/she will receive 1/12 of the outdoor track stipend step they are on. A week assumes 6 practices; working fewer days results in a daily proration equal to 1/6 of the weekly amount</b>
Future Medical Professionals of Am. VHHS	Model UN LHS	FA Spring Play Director	
Gay-Straight Alliance LHS/VHHS	National Honor Society LHS/VHHS	Math Team LHS/VHHS	
Guard VHHS	SPARK LHS/VHHS	Robotics LHS/VHHS	
Guitar Club LHS/VHHS	WYSE LHS/VHHS		
History Club VHHS			
Indian Student Association VHHS			

Appendix B-2									
Extra Curricular Pay Schedule									
Table of Multipliers									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Base	1	1.0533	1.1066	1.1599	1.2132	1.2665	1.3198	1.3731	1.4264
A	0.50	0.53	0.55	0.58	0.61	0.63	0.66	0.69	0.71
B	1.00	1.05	1.11	1.16	1.21	1.27	1.32	1.37	1.43
C	1.25	1.32	1.38	1.45	1.52	1.58	1.65	1.72	1.78
D	1.50	1.58	1.66	1.74	1.82	1.90	1.98	2.06	2.14
E	2.00	2.11	2.21	2.32	2.43	2.53	2.64	2.75	2.85
F	2.50	2.63	2.77	2.90	3.03	3.17	3.30	3.43	3.57
G	3.00	3.16	3.32	3.48	3.64	3.80	3.96	4.12	4.28
H	3.50	3.69	3.87	4.06	4.25	4.43	4.62	4.81	4.99
I	4.00	4.21	4.43	4.64	4.85	5.07	5.28	5.49	5.71
J	4.50	4.74	4.98	5.22	5.46	5.70	5.94	6.18	6.42
K	5.00	5.27	5.53	5.80	6.07	6.33	6.60	6.87	7.13
L	5.50	5.79	6.09	6.38	6.67	6.97	7.26	7.55	7.85
M	6.00	6.32	6.64	6.96	7.28	7.60	7.92	8.24	8.56
N	6.50	6.85	7.19	7.54	7.89	8.23	8.58	8.93	9.27
O	7.00	7.37	7.75	8.12	8.49	8.87	9.24	9.61	9.98
P	7.50	7.90	8.30	8.70	9.10	9.50	9.90	10.30	10.70
Q	8.00	8.43	8.85	9.28	9.71	10.13	10.56	10.98	11.41
Qa	8.25	8.69	9.13	9.57	10.01	10.45	10.89	11.33	11.77
R	8.50	8.95	9.41	9.86	10.31	10.77	11.22	11.67	12.12
S	9.00	9.48	9.96	10.44	10.92	11.40	11.88	12.36	12.84
T	9.50	10.01	10.51	11.02	11.53	12.03	12.54	13.04	13.55
U	10.00	10.53	11.07	11.60	12.13	12.67	13.20	13.73	14.26
V	10.50	11.06	11.62	12.18	12.74	13.30	13.86	14.42	14.98
W	11.00	11.59	12.17	12.76	13.35	13.93	14.52	15.10	15.69
Wa	11.25	11.85	12.45	13.05	13.65	14.25	14.85	15.45	16.05
X	11.50	12.11	12.73	13.34	13.95	14.56	15.18	15.79	16.40
Xa	11.75	12.38	13.00	13.63	14.26	14.88	15.51	16.13	16.76
Y	12.00	12.64	13.28	13.92	14.56	15.20	15.84	16.48	17.12
Z	12.50	13.17	13.83	14.50	15.17	15.83	16.50	17.16	17.83
AA	13.00	13.69	14.39	15.08	15.77	16.46	17.16	17.85	18.54
AB	13.50	14.22	14.94	15.66	16.38	17.10	17.82	18.54	19.26
AC	14.00	14.75	15.49	16.24	16.98	17.73	18.48	19.22	19.97
AD	14.50	15.27	16.05	16.82	17.59	18.36	19.14	19.91	20.68
AE	15.00	15.80	16.60	17.40	18.20	19.00	19.80	20.60	21.40
AF	15.50	16.33	17.15	17.98	18.80	19.63	20.46	21.28	22.11
AG	16.00	16.85	17.71	18.56	19.41	20.26	21.12	21.97	22.82
AH	16.50	17.38	18.26	19.14	20.02	20.90	21.78	22.66	23.54
AI	17.00	17.91	18.81	19.72	20.62	21.53	22.44	23.34	24.25
AJ	17.50	18.43	19.37	20.30	21.23	22.16	23.10	24.03	24.96



Appendix B-3									
Extra Curricular Pay Schedule									
2022-2023 Stipend Amounts									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Base	\$59,771	1.0533	1.1066	1.1599	1.2132	1.2665	1.3198	1.3731	1.4264
A	\$299	\$315	\$331	\$347	\$363	\$378	\$394	\$410	\$426
B	\$598	\$630	\$661	\$693	\$725	\$757	\$789	\$821	\$853
C	\$747	\$787	\$827	\$867	\$906	\$946	\$986	\$1,026	\$1,066
D	\$897	\$944	\$992	\$1,040	\$1,088	\$1,135	\$1,183	\$1,231	\$1,279
E	\$1,195	\$1,259	\$1,323	\$1,387	\$1,450	\$1,514	\$1,578	\$1,641	\$1,705
F	\$1,494	\$1,574	\$1,654	\$1,733	\$1,813	\$1,892	\$1,972	\$2,052	\$2,131
G	\$1,793	\$1,889	\$1,984	\$2,080	\$2,175	\$2,271	\$2,367	\$2,462	\$2,558
H	\$2,092	\$2,203	\$2,315	\$2,426	\$2,538	\$2,649	\$2,761	\$2,873	\$2,984
I	\$2,391	\$2,518	\$2,646	\$2,773	\$2,901	\$3,028	\$3,155	\$3,283	\$3,410
J	\$2,690	\$2,833	\$2,976	\$3,120	\$3,263	\$3,406	\$3,550	\$3,693	\$3,837
K	\$2,989	\$3,148	\$3,307	\$3,466	\$3,626	\$3,785	\$3,944	\$4,104	\$4,263
L	\$3,287	\$3,463	\$3,638	\$3,813	\$3,988	\$4,163	\$4,339	\$4,514	\$4,689
M	\$3,586	\$3,777	\$3,969	\$4,160	\$4,351	\$4,542	\$4,733	\$4,924	\$5,115
N	\$3,885	\$4,092	\$4,299	\$4,506	\$4,713	\$4,920	\$5,128	\$5,335	\$5,542
O	\$4,184	\$4,407	\$4,630	\$4,853	\$5,076	\$5,299	\$5,522	\$5,745	\$5,968
P	\$4,483	\$4,722	\$4,961	\$5,200	\$5,439	\$5,677	\$5,916	\$6,155	\$6,394
Q	\$4,782	\$5,037	\$5,291	\$5,546	\$5,801	\$6,056	\$6,311	\$6,566	\$6,821
Qa	\$4,931	\$5,194	\$5,457	\$5,720	\$5,982	\$6,245	\$6,508	\$6,771	\$7,034
R	\$5,081	\$5,351	\$5,622	\$5,893	\$6,164	\$6,434	\$6,705	\$6,976	\$7,247
S	\$5,379	\$5,666	\$5,953	\$6,240	\$6,526	\$6,813	\$7,100	\$7,386	\$7,673
T	\$5,678	\$5,981	\$6,284	\$6,586	\$6,889	\$7,191	\$7,494	\$7,797	\$8,099
U	\$5,977	\$6,296	\$6,614	\$6,933	\$7,251	\$7,570	\$7,889	\$8,207	\$8,526
V	\$6,276	\$6,610	\$6,945	\$7,279	\$7,614	\$7,948	\$8,283	\$8,618	\$8,952
W	\$6,575	\$6,925	\$7,276	\$7,626	\$7,977	\$8,327	\$8,677	\$9,028	\$9,378
Wa	\$6,724	\$7,083	\$7,441	\$7,799	\$8,158	\$8,516	\$8,875	\$9,233	\$9,591
X	\$6,874	\$7,240	\$7,606	\$7,973	\$8,339	\$8,705	\$9,072	\$9,438	\$9,805
Xa	\$7,023	\$7,397	\$7,772	\$8,146	\$8,520	\$8,895	\$9,269	\$9,643	\$10,018
Y	\$7,173	\$7,555	\$7,937	\$8,319	\$8,702	\$9,084	\$9,466	\$9,849	\$10,231
Z	\$7,471	\$7,870	\$8,268	\$8,666	\$9,064	\$9,462	\$9,861	\$10,259	\$10,657
AA	\$7,770	\$8,184	\$8,599	\$9,013	\$9,427	\$9,841	\$10,255	\$10,669	\$11,083
AB	\$8,069	\$8,499	\$8,929	\$9,359	\$9,789	\$10,219	\$10,650	\$11,080	\$11,510
AC	\$8,368	\$8,814	\$9,260	\$9,706	\$10,152	\$10,598	\$11,044	\$11,490	\$11,936
AD	\$8,667	\$9,129	\$9,591	\$10,053	\$10,515	\$10,976	\$11,438	\$11,900	\$12,362
AE	\$8,966	\$9,444	\$9,921	\$10,399	\$10,877	\$11,355	\$11,833	\$12,311	\$12,789
AF	\$9,265	\$9,758	\$10,252	\$10,746	\$11,240	\$11,733	\$12,227	\$12,721	\$13,215
AG	\$9,563	\$10,073	\$10,583	\$11,093	\$11,602	\$12,112	\$12,622	\$13,131	\$13,641
AH	\$9,862	\$10,388	\$10,914	\$11,439	\$11,965	\$12,490	\$13,016	\$13,542	\$14,067
AI	\$10,161	\$10,703	\$11,244	\$11,786	\$12,327	\$12,869	\$13,411	\$13,952	\$14,494
AJ	\$10,460	\$11,017	\$11,575	\$12,132	\$12,690	\$13,247	\$13,805	\$14,363	\$14,920

Appendix B-4									
Extra Curricular Pay Schedule									
2023-2024 Stipend Amounts									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Base	\$61,564	1.0533	1.1066	1.1599	1.2132	1.2665	1.3198	1.3731	1.4264
A	\$308	\$324	\$341	\$357	\$373	\$390	\$406	\$423	\$439
B	\$616	\$648	\$681	\$714	\$747	\$780	\$813	\$845	\$878
C	\$770	\$811	\$852	\$893	\$934	\$975	\$1,016	\$1,057	\$1,098
D	\$923	\$973	\$1,022	\$1,071	\$1,120	\$1,170	\$1,219	\$1,268	\$1,317
E	\$1,231	\$1,297	\$1,363	\$1,428	\$1,494	\$1,559	\$1,625	\$1,691	\$1,756
F	\$1,539	\$1,621	\$1,703	\$1,785	\$1,867	\$1,949	\$2,031	\$2,113	\$2,195
G	\$1,847	\$1,945	\$2,044	\$2,142	\$2,241	\$2,339	\$2,438	\$2,536	\$2,634
H	\$2,155	\$2,270	\$2,384	\$2,499	\$2,614	\$2,729	\$2,844	\$2,959	\$3,074
I	\$2,463	\$2,594	\$2,725	\$2,856	\$2,988	\$3,119	\$3,250	\$3,381	\$3,513
J	\$2,770	\$2,918	\$3,066	\$3,213	\$3,361	\$3,509	\$3,656	\$3,804	\$3,952
K	\$3,078	\$3,242	\$3,406	\$3,570	\$3,734	\$3,899	\$4,063	\$4,227	\$4,391
L	\$3,386	\$3,566	\$3,747	\$3,927	\$4,108	\$4,288	\$4,469	\$4,649	\$4,830
M	\$3,694	\$3,891	\$4,088	\$4,284	\$4,481	\$4,678	\$4,875	\$5,072	\$5,269
N	\$4,002	\$4,215	\$4,428	\$4,642	\$4,855	\$5,068	\$5,281	\$5,495	\$5,708
O	\$4,309	\$4,539	\$4,769	\$4,999	\$5,228	\$5,458	\$5,688	\$5,917	\$6,147
P	\$4,617	\$4,863	\$5,110	\$5,356	\$5,602	\$5,848	\$6,094	\$6,340	\$6,586
Q	\$4,925	\$5,188	\$5,450	\$5,713	\$5,975	\$6,238	\$6,500	\$6,763	\$7,025
Qa	\$5,079	\$5,350	\$5,620	\$5,891	\$6,162	\$6,433	\$6,703	\$6,974	\$7,245
R	\$5,233	\$5,512	\$5,791	\$6,070	\$6,349	\$6,628	\$6,906	\$7,185	\$7,464
S	\$5,541	\$5,836	\$6,131	\$6,427	\$6,722	\$7,017	\$7,313	\$7,608	\$7,903
T	\$5,849	\$6,160	\$6,472	\$6,784	\$7,095	\$7,407	\$7,719	\$8,031	\$8,342
U	\$6,156	\$6,485	\$6,813	\$7,141	\$7,469	\$7,797	\$8,125	\$8,453	\$8,781
V	\$6,464	\$6,809	\$7,153	\$7,498	\$7,842	\$8,187	\$8,531	\$8,876	\$9,221
W	\$6,772	\$7,133	\$7,494	\$7,855	\$8,216	\$8,577	\$8,938	\$9,299	\$9,660
Wa	\$6,926	\$7,295	\$7,664	\$8,033	\$8,403	\$8,772	\$9,141	\$9,510	\$9,879
X	\$7,080	\$7,457	\$7,835	\$8,212	\$8,589	\$8,967	\$9,344	\$9,721	\$10,099
Xa	\$7,234	\$7,619	\$8,005	\$8,390	\$8,776	\$9,162	\$9,547	\$9,933	\$10,318
Y	\$7,388	\$7,781	\$8,175	\$8,569	\$8,963	\$9,356	\$9,750	\$10,144	\$10,538
Z	\$7,696	\$8,106	\$8,516	\$8,926	\$9,336	\$9,746	\$10,157	\$10,567	\$10,977
AA	\$8,003	\$8,430	\$8,856	\$9,283	\$9,710	\$10,136	\$10,563	\$10,989	\$11,416
AB	\$8,311	\$8,754	\$9,197	\$9,640	\$10,083	\$10,526	\$10,969	\$11,412	\$11,855
AC	\$8,619	\$9,078	\$9,538	\$9,997	\$10,457	\$10,916	\$11,375	\$11,835	\$12,294
AD	\$8,927	\$9,403	\$9,878	\$10,354	\$10,830	\$11,306	\$11,782	\$12,257	\$12,733
AE	\$9,235	\$9,727	\$10,219	\$10,711	\$11,203	\$11,696	\$12,188	\$12,680	\$13,172
AF	\$9,542	\$10,051	\$10,560	\$11,068	\$11,577	\$12,085	\$12,594	\$13,103	\$13,611
AG	\$9,850	\$10,375	\$10,900	\$11,425	\$11,950	\$12,475	\$13,000	\$13,525	\$14,050
AH	\$10,158	\$10,699	\$11,241	\$11,782	\$12,324	\$12,865	\$13,407	\$13,948	\$14,489
AI	\$10,466	\$11,024	\$11,582	\$12,139	\$12,697	\$13,255	\$13,813	\$14,371	\$14,929
AJ	\$10,774	\$11,348	\$11,922	\$12,496	\$13,071	\$13,645	\$14,219	\$14,793	\$15,368



Appendix B-5									
Extra Curricular Pay Schedule									
2024-2025 Stipend Amounts, Base Salary TBD									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Base	1	1.0533	1.1066	1.1599	1.2132	1.2665	1.3198	1.3731	1.4264
A	0.50	0.53	0.55	0.58	0.61	0.63	0.66	0.69	0.71
B	1.00	1.05	1.11	1.16	1.21	1.27	1.32	1.37	1.43
C	1.25	1.32	1.38	1.45	1.52	1.58	1.65	1.72	1.78
D	1.50	1.58	1.66	1.74	1.82	1.90	1.98	2.06	2.14
E	2.00	2.11	2.21	2.32	2.43	2.53	2.64	2.75	2.85
F	2.50	2.63	2.77	2.90	3.03	3.17	3.30	3.43	3.57
G	3.00	3.16	3.32	3.48	3.64	3.80	3.96	4.12	4.28
H	3.50	3.69	3.87	4.06	4.25	4.43	4.62	4.81	4.99
I	4.00	4.21	4.43	4.64	4.85	5.07	5.28	5.49	5.71
J	4.50	4.74	4.98	5.22	5.46	5.70	5.94	6.18	6.42
K	5.00	5.27	5.53	5.80	6.07	6.33	6.60	6.87	7.13
L	5.50	5.79	6.09	6.38	6.67	6.97	7.26	7.55	7.85
M	6.00	6.32	6.64	6.96	7.28	7.60	7.92	8.24	8.56
N	6.50	6.85	7.19	7.54	7.89	8.23	8.58	8.93	9.27
O	7.00	7.37	7.75	8.12	8.49	8.87	9.24	9.61	9.98
P	7.50	7.90	8.30	8.70	9.10	9.50	9.90	10.30	10.70
Q	8.00	8.43	8.85	9.28	9.71	10.13	10.56	10.98	11.41
Qa	8.25	8.69	9.13	9.57	10.01	10.45	10.89	11.33	11.77
R	8.50	8.95	9.41	9.86	10.31	10.77	11.22	11.67	12.12
S	9.00	9.48	9.96	10.44	10.92	11.40	11.88	12.36	12.84
T	9.50	10.01	10.51	11.02	11.53	12.03	12.54	13.04	13.55
U	10.00	10.53	11.07	11.60	12.13	12.67	13.20	13.73	14.26
V	10.50	11.06	11.62	12.18	12.74	13.30	13.86	14.42	14.98
W	11.00	11.59	12.17	12.76	13.35	13.93	14.52	15.10	15.69
Wa	11.25	11.85	12.45	13.05	13.65	14.25	14.85	15.45	16.05
X	11.50	12.11	12.73	13.34	13.95	14.56	15.18	15.79	16.40
Xa	11.75	12.38	13.00	13.63	14.26	14.88	15.51	16.13	16.76
Y	12.00	12.64	13.28	13.92	14.56	15.20	15.84	16.48	17.12
Z	12.50	13.17	13.83	14.50	15.17	15.83	16.50	17.16	17.83
AA	13.00	13.69	14.39	15.08	15.77	16.46	17.16	17.85	18.54
AB	13.50	14.22	14.94	15.66	16.38	17.10	17.82	18.54	19.26
AC	14.00	14.75	15.49	16.24	16.98	17.73	18.48	19.22	19.97
AD	14.50	15.27	16.05	16.82	17.59	18.36	19.14	19.91	20.68
AE	15.00	15.80	16.60	17.40	18.20	19.00	19.80	20.60	21.40
AF	15.50	16.33	17.15	17.98	18.80	19.63	20.46	21.28	22.11
AG	16.00	16.85	17.71	18.56	19.41	20.26	21.12	21.97	22.82
AH	16.50	17.38	18.26	19.14	20.02	20.90	21.78	22.66	23.54
AI	17.00	17.91	18.81	19.72	20.62	21.53	22.44	23.34	24.25
AJ	17.50	18.43	19.37	20.30	21.23	22.16	23.10	24.03	24.96

## APPENDIX C

**Appendix C-1**  
**Extra Compensation for Faculty Help for Athletics and Other Extra Curriculum Work**  
**Table of Categories**

	Category A	Category B
Tier I	0.001007	0.001209
Tier II	0.001511	0.001813
Tier III	0.002014	0.002417
Tier IV	0.002518	0.003021

<b>Category A</b>	Ticket Sellers, Ticket Takers, Supervision
<b>Category B</b>	Announcer, Academic Competitions, Clerk of Course, Meet Manager, Recorders, Scoreboard Operators, Scorers, Stop Watch Timers
	Other compensations may be determined by Athletic Director, Fine Arts Director, Student Activities Director or Administrative Designee and reviewed by the Union President by May 15 each year.

<b>Tier I</b>	Football - 1 game
	Cross Country Dual Meet
	Basketball - 1 game
	Baseball/Softball - 1 game
	Volleyball - 1 match
	Soccer - 1 game
	Lacrosse - 1 game
	Gymnastics Dual and Tri Meet
	Yearbook Distribution
	One Acts
	Homecoming Parade

<b>Tier III</b>	Football - lower and varsity game
	Cross Country Invite
	Basketball - lower and varsity game
	Baseball/Softball - 2 games
	Soccer - lower and varsity game
	Lacrosse - lower and varsity game
	Volleyball - lower and varsity match
	Swimming Invite
	Gymnastics Invite
	Wrestling Tri and Quad
	Track and Field Invite
	Speech Team/Debate Judge
	Saturday Detention
	Dances (except Prom)

<b>Tier IV</b>	Volleyball Invite (all day)
	Wrestling Invite (all day)
	Prom

<b>**Note - Category B workers</b>	
<b>Basketball - 2 lower level games</b>	<b>0.0022155</b>
<b>Volleyball - 2 lower level matches</b>	

**Appendix C-2**

**Extra Compensation for Faculty Help for Athletics and Other Extra Curriculum Work**

	<b>Category A</b>	<b>Category B</b>
<b>Tier I</b>	0.001007	0.001209
<b>Tier II</b>	0.001511	0.001813
<b>Tier III</b>	0.002014	0.002417
<b>Tier IV</b>	0.002518	0.003021

**2022-2023 School Year**

**Base Salary** \$59,771

	<b>Category A</b>	<b>Category B</b>
<b>Tier I</b>	\$60.19	\$72.26
<b>Tier II</b>	\$90.31	\$108.36
<b>Tier III</b>	\$120.38	\$144.47
<b>Tier IV</b>	\$150.50	\$180.57

**\*\*Note - Category B workers**

**Basketball - 2 lower level games** \$132.42  
**Volleyball - 2 lower level matches**

**2023-2024 School Year**

**Base Salary** \$61,564

	<b>Category A</b>	<b>Category B</b>
<b>Tier I</b>	\$61.99	\$74.43
<b>Tier II</b>	\$93.02	\$111.62
<b>Tier III</b>	\$123.99	\$148.80
<b>Tier IV</b>	\$155.02	\$185.98

**\*\*Note - Category B workers**

**Basketball - 2 lower level games** 0.0022155 \* Base  
**Volleyball - 2 lower level matches**

**2024-2025 School Year**

**Base Salary** TBD

	<b>Category A</b>	<b>Category B</b>
<b>Tier I</b>	0.001007 * Base	0.001209 * Base
<b>Tier II</b>	0.001511 * Base	0.001813 * Base
<b>Tier III</b>	0.002014 * Base	0.002417 * Base
<b>Tier IV</b>	0.002518 * Base	0.003021 * Base

**\*\*Note - Category B workers**

**Basketball - 2 lower level games** 0.0022155 \* Base  
**Volleyball - 2 lower level matches**

## APPENDIX D

### Appeal Process for Unsatisfactory Summative Ratings

**In accordance with 105 ILCS 5/24A-5.5, this appeal process has been developed for unsatisfactory ratings of certified teachers in Community High School District #128.**

1. A teacher receiving an unsatisfactory summative rating shall be eligible to use the appeals process by filing a notice of intent to appeal with the Appeals Committee within five school days of receipt of the rating. The teacher must submit the notice to appeal (Appendix E) to the Building Principal and the Associate Superintendent.

Note: District #128 is still required by law to create a Remediation Plan which must commence no later than 30 school days after the summative evaluation is given.

2. The Appeals Committee shall consist of (4) qualified evaluators from Community High School District #128. Two members of the committee shall be chosen by the Superintendent or designee and two members of the committee shall be chosen by the Union President or designee.
3. The members of the committee shall not have been involved in the teacher's evaluation process or be from the same building department.
4. Following the notice to appeal, the teacher and the evaluator have five school days to gather and submit materials to the Appeals Committee.
  - a. Both the teacher and evaluator are responsible for ensuring that the appeal contains all pertinent information.
  - b. The teacher and evaluator must submit documents from the evaluation process including Pre-Observation documents, Post-Observation documents, Informal Observation documents, and the Process for Documenting Growth documents. Other written communications and any other supporting documents may also be submitted by either party.
5. Within ten school days from receiving the materials regarding the appeal from the teacher and the evaluator, the Appeals Committee shall complete the following tasks: schedule a meeting, examine the information, and make a determination at the conclusion of the meeting.
  - a. The teacher may present all pertinent information regarding the unsatisfactory rating to the Appeals Committee and answer any questions.
  - b. The evaluator may present all pertinent information regarding the unsatisfactory rating to the Appeals Committee and answer any questions.
  - c. The Appeals Committee has the discretion to request additional time to make a decision by giving notice to the Superintendent or designee and the Union President or designee. The Appeals Committee may also conduct informal or formal observations of the teacher to assist their decision making.
  - d. The Appeals Committee has the authority to uphold the original summative rating or change the summative rating to Needs Improvement. In an extraordinary circumstance, the Appeals Committee may recommend a Proficient or Excellent summative rating to the Superintendent or designee. The decision of the Appeals Committee shall be determined by a majority vote of that body.

Note: If the summative rating is changed to "Needs Improvement", a Professional Development Plan (PDP) is implemented following Illinois statutory guidelines.

- e. The Appeals Committee's decision shall be made in writing to the Teacher, Evaluator, Building Principal, Associate Superintendent, and Union President.
- 6. If the unsatisfactory summative rating is changed, a new evaluator shall be assigned to the appealing teacher for the next evaluation cycle.
- 7. In the event the Union President or Executive Board requests additional teacher qualified evaluators, the Board will pay for the training for the requested qualified evaluators.

## **APPENDIX E**

### **NOTICE TO APPEAL AN UNSATISFACTORY RATING**

**(Submitted within 5 days of receipt of the Summative Evaluation)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Reason for Appeal:**

**You will be contacted for further information and/or documentation.**

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The teacher must submit the notice to appeal to the Building Principal and the Associate Superintendent.*

## **APPENDIX F**

### **OPTIMUM CLASS SIZES**

This Appendix contains a complete listing of courses offered by District 128.

- When a new course is adopted by the Board of Education, the Superintendent or their designee will determine the course optimum using the established optimum category for course level, staffing, and/or space constraint. Should a new course not adhere to any of the established optimum categories, the Superintendent or their designee shall determine the optimum in consultation with the Union President or their designee, without the need to reopen the contract.
- If a course name is changed without changing the course level, staffing or space constraint, this Appendix will be updated to reflect the current course name without the need to reopen the contract.
- If a change is made to the level, staffing, or space constraint of an existing course, the Superintendent or designee will change the optimum to the new corresponding established category and this Appendix will be updated to reflect the updated optimum category without the need to reopen the contract.
- Should changes to existing course name, level, staffing or space constraint not adhere to any of the established optimum categories, the Superintendent or their designee shall determine the optimum in consultation with the Union President or their designee, without the need to reopen the contract.

<b>Categories for Optimum Designation</b>		
<b>Category</b>	<b>Optimum</b>	<b>Notes</b>
AP - Science	24	Facility - Supersedes larger AP Optimums
AP - Other	25	
Science Lab	24	Facility - Supersedes larger College Prep Optimums
College Prep	25	
Co-Taught	25	General Ed & Special Ed Teacher
Team-Taught	25	2 General Ed Teachers
Striving Learner	18	
English Learner	18	
Special Education	12	
PAWS	15	
Tutorial	2-8	Varies based on specific Tutorial course; see list
Physical Welfare - General	40	
Physical Welfare - Health	25	
Physical Welfare - Weights	32	Facility - Supersedes larger PW numbers
Physical Welfare - Lifeguard	24	Facility - Supersedes larger PW numbers
Physical Welfare - Other	32	Facility - Supersedes larger PW numbers
Driver Ed	24/28	**This number may vary based on teachers assigned to class and facilities at both buildings
CTE - Applied Tech - Auto	20	Facility - Supersedes larger College Prep Optimums
CTE - Applied Tech - Woods	20	Facility - Supersedes larger College Prep Optimums
CTE - Family and Cons Sci	24	Facility - Supersedes larger College Prep Optimums
Fine Arts - Music Ensemble	50	
Fine Arts - Music General	25	

<b>Appendix F - Complete Course Listing and Optimums</b>			
<b>Course Name</b>	<b>Dept</b>	<b>Optimum</b>	<b>Notes</b>
Adv Tech Drawing	CTE - Apl Tch	25	
Arch Design / CAD	CTE - Apl Tch	25	
Automotive Tech I	CTE - Apl Tch	20	
Automotive Tech II	CTE - Apl Tch	20	
Electronics I	CTE - Apl Tch	25	
Engineering Design CAD	CTE - Apl Tch	25	
Graphic Comm I	CTE - Apl Tch	25	
Graphic Comm II	CTE - Apl Tch	25	
Intro to Comp Repr	CTE - Apl Tch	25	
PLTW-Digitl Elect (DE) Hnrs	CTE - Apl Tch	25	
PLTW-E Dsn/Dev (EDD) Hnrs	CTE - Apl Tch	25	
PLTW-Int Eng Dsn (IED) Hnrs	CTE - Apl Tch	25	
PLTW-Prn of Eng (POE) Hnrs	CTE - Apl Tch	25	
Technology Exploration	CTE - Apl Tch	25	
Woodworking I	CTE - Apl Tch	20	
Woodworking II	CTE - Apl Tch	20	
Accounting I	CTE - Bus Ed	25	
Advanced Accounting Hnrs	CTE - Bus Ed	25	
Business Leadership	CTE - Bus Ed	25	
Business Mathematics	CTE - Bus Ed	18	
Entrepreneurship	CTE - Bus Ed	25	
Fashion Mrkt & Merch	CTE - Bus Ed	25	
Intro to Business	CTE - Bus Ed	25	
IOS App Dev Advanced	CTE - Bus Ed	25	
IOS App Dev Beginning	CTE - Bus Ed	25	
Management	CTE - Bus Ed	25	
Marketing	CTE - Bus Ed	25	
Personal Finance	CTE - Bus Ed	25	
Sports & Enter Mktg	CTE - Bus Ed	25	
Yearbook	CTE - Bus Ed	25	
Clothing Construction	CTE - FACS	24	
Consumer Management (Co-T)	CTE - FACS	24	
Consumer Management	CTE - FACS	24	
Design Fashion & Interiors	CTE - FACS	24	
Foods I	CTE - FACS	24	
Gourmet Foods	CTE - FACS	24	
Infant Development	CTE - FACS	24	
Intl Cuisine	CTE - FACS	24	
LIFE - Nutrition and Fitness	CTE - FACS	48	Double class; 24 per teacher
Pastry Arts	CTE - FACS	24	



Preschool	CTE - FACS	24	
Preschool 2	CTE - FACS	24	
Style Studio	CTE - FACS	24	
Driver Educ Class	Dr Ed	24/28	**This number may vary based on teachers assigned to class and facilities at both buildings
EL English 1	English - EL	18	
EL English 2	English - EL	18	
EL English 3	English - EL	18	
EL English 4	English - EL	18	
EL Lang Learn Literacy	English - EL	18	
EL Lang Learn Support	English - EL	18	
EL Lang Support/Dual Enrolled	English - EL	18	
EL US History	English - EL	18	
Academic Literacy I	English	18	
Academic Literacy II	English	18	
Academic Literacy III	English	18	
Amer Lit & Comp	English	25	
Amer Lit & Comp (Co-T)	English	25	
Amer Lit & Comp (Tm-T)	English	25	
American Studies	English	25/50	Double class; 25 per teacher
AP Eng Lang & Comp	English	25	
AP Eng Lit & Comp	English	25	
AP Research	English	25	
AP Seminar	English	25	
Arg & Debate	English	25	
Bible as Lit, The	English	25	
Classic Literature	English	25	
College Eng Practicum (Co-T)	English	25	
College Prep Writing	English	25	
Contemporary Fiction	English	25	
Creative Writing	English	25	
Emer Eng Multilingual Class	English	18	
Emer Eng Multilingual Support	English	18	
Fantasy Lit	English	25	
Fr Lit & Comp	English	25	
Fr Lit & Comp (Co-T)	English	25	
Fr Lit & Comp (Tm-T)	English	25	
Fr Lit & Comp Honors	English	25	
Journalism	English	25	Listed as "Journalistic Writing"
Lit of World Religions	English	25	
Philosophy and Film	English	25	
Science Fiction	English	25	
Social Justice Literature	English	25	

Speech	English	25	
World Lit & Comp	English	25	
World Lit & Comp (Co-T)	English	25	
World Lit & Comp (Tm-T)	English	25	
World Lit & Comp Hnrs	English	25	
2 D Intro to Art	FA - Art	25	
3 D Intro to Art	FA - Art	25	
AP Portfolio	FA - Art	25	
Art Exploration	FA - Art	25	
Ceramics Studio	FA - Art	25	
Ceramics/Jewelry Studio	FA - Art	25	
Darkroom Photo Studio	FA - Art	25	
Digital Art & Design Std	FA - Art	25	
Digital Photo I	FA - Art	25	
Digital Photo Studio	FA - Art	25	
Drawing/Painting Studio	FA - Art	25	
Drw/Prtmkg Studio	FA - Art	25	
Glass Art	FA - Art	25	
Jewelry/Metalsmith Studio	FA - Art	25	
Painting Studio	FA - Art	25	
AP Music Theory	FA - Music	25	
Bel Canto	FA - Music	50	
Chamber Orch Honors	FA - Music	50	
Chamber Strings	FA - Music	50	
Chorale	FA - Music	50	
Concert Band	FA - Music	50	
Concert Choir	FA - Music	50	
Concert Chorale	FA - Music	50	
Concert Orchestra	FA - Music	50	
Guitar Ensemble	FA - Music	20	
Guitar I	FA - Music	20	
Guitar II	FA - Music	20	
Lakeview Choir	FA - Music	50	
Music Prod/SoundEng	FA - Music	20	
Philharmonic Orchestra	FA - Music	50	
Symph Orch (Strings)	FA - Music	50	
Symphonic Band	FA - Music	50	
Symphonic Winds	FA - Music	50	
Voices in Harmony	FA - Music	50	
Wind Ensemble Honors	FA - Music	50	
Acting Studio	FA - Theatre	25	
Improv/Sketch Comedy Prod	FA - Theatre	25	

Introduction to Theatre	FA - Theatre	25	
Theatre Technology	FA - Theatre	25	
Theatre Workshop	FA - Theatre	25	
Adv Alg w/Trg & St	Math	18	
Adv Top Com Sci Hnr	Math	25	
Adv Topics in Comp Science	Math	25	
Algebra I	Math	25	
Algebra I (2 Per Option) - (Tm-T)	Math	25	
Algebra I (Co-T)	Math	25	
Algebra II	Math	25	
Algebra II (Co-Taught)	Math	25	
Algebra II Honors	Math	25	
AP Calculus AB	Math	25	
AP Calculus BC	Math	25	
AP Computer Sci Princ	Math	25	
AP Computer Science A	Math	25	
AP Statistics	Math	25	
Calculus I Honors	Math	25	
Calculus III Honors	Math	25	
Comp Science Honors	Math	25	
Geometry	Math	25	
Geometry (Co-T)	Math	25	
Geometry Honors	Math	25	
Informal Geom	Math	18	
Informal Geom (Tm-T)	Math	25	
Informal Geometry (Co-Taught)	Math	25	
Inter Algebra II (Co-T)	Math	25	
Intermediate Algebra II	Math	18	
Pathway to Quant Literacy & Stats	Math	18	
Precalculus	Math	25	
Precalculus Honors	Math	25	
Precalculus I	Math	25	
Precalculus Topics	Math	25	
Statistics	Math	25	
Activities for Lifetime Fitness	Phys Wel	40	
Adv CrossFit	Phys Wel	32	
Adv Wt Train/Cond	Phys Wel	32	
CrossFit	Phys Wel	32	
Dance I	Phys Wel	32	
Dance II	Phys Wel	32	
Dance III	Phys Wel	32	
Exercise Physiology	Phys Wel	32	

Fitness Training - Zero Period	Phys Wel	32	
FR Physical Education	Phys Wel	40	
Health	Phys Wel	25	
Health (Co-T)	Phys Wel	25	
Inclusive PE	Phys Wel	30	
Into to Phy Wel (Frosh PE)	Phys Wel	40	
Intro Weight Train (weight train cond)	Phys Wel	32	
Junior Leaders	Phys Wel	32	
LIFE - Nutrition and Fitness	Phys Wel	48	Double class; 24 per teacher
Lifeguard Training	Phys Wel	24	
Mind-Body Fitness	Phys Wel	32	
Outdoor Adventure Educ	Phys Wel	32	
Outdoor Ed I	Phys Wel	32	
Outdoor Ed II	Phys Wel	32	
Senior Leaders	Phys Wel	32	
Sports Med/Athl Tr	Phys Wel	32	
Sports/Fitness Practicum (soph pe)	Phys Wel	40	
Strength & Conditioning I	Phys Wel	32	
Strength & Conditioning II	Phys Wel	32	
Team/Ind Sport & Fit (Jr/Sr PE)	Phys Wel	40	
Total Body Fitness	Phys Wel	32	
Yoga Pilates Fitness	Phys Wel	32	
AP Biology	Science	24	
AP Chemistry	Science	24	
AP Environmental Science	Science	24	
AP Physics C	Science	24	
AP Physics I	Science	24	
AP Physics I and II	Science	24	
Biology	Science	24	
Biology (Co-T)	Science	24	
Biology (Tm-T)	Science	24	
Biology Honors	Science	24	
Chemistry	Science	24	
Chemistry Honors	Science	24	
Earth Science	Science	24	
Earth Science Honors	Science	24	
EL Biology	Science	18	
EL Physical Science	Science	18	
Human Anatomy & Phys I	Science	24	
Human Anatomy & Phys II	Science	24	
Human Genetics	Science	24	
Physical Science	Science	18	

Physics	Science	24	
STEM Capstone	Science	24	
PAWS	SIP	15	
PAWS Plus	SIP	15	
American Studies	Soc St	25/50	Double class; 25 per teacher
AP Economics	Soc St	25	
AP European Hist	Soc St	25	
AP Government	Soc St	25	
AP Human Geography	Soc St	25	
AP Macroeconomics	Soc St	25	
AP Psychology	Soc St	25	
AP US History	Soc St	25	
AP World History	Soc St	25	
Current Issues	Soc St	25	
EL Government	Soc St	18	
EL History	Soc St	18	
Geography	Soc St	25	
Geography (Co-T)	Soc St	25	
Geography Honors	Soc St	25	
Global Capstone	Soc St	25	
Government	Soc St	25	
Government (Co-T)	Soc St	25	
Intl Studies	Soc St	25	
Law	Soc St	25	
Psychology	Soc St	25	
Sociology	Soc St	25	
Understanding Perspective: African American Studies	Soc St	25	New course 2022-23
US History	Soc St	25	
US History (Tm-T)	Soc St	25	
US History (Co-T)	Soc St	25	
US History Honors	Soc St	25	
World History	Soc St	25	
World History Honors	Soc St	25	
Fine Arts Exploration	Sp Srv	18	
Academic Literacy	Sp Srv	12	
Academic Literacy II	Sp Srv	12	
Academic Literacy III	Sp Srv	12	
Algebra I - 2 Per Option	Sp Srv	12	
Algebraic Concepts (Lev 2) (L)	Sp Srv	12	
American Lit (L)	Sp Srv	12	
Community Workplace Exp	Sp Srv	12	
Consult	Sp Srv	12	

Consumer Educ (L)	Sp Srv	12	
Current Issues (L)	Sp Srv	12	
Earth and Space Sci (L)	Sp Srv	12	
ELS	Sp Srv	12	
Engl Lang Arts IV (L)	Sp Srv	12	
English Lang Arts Lab	Sp Srv	12	
Fr Lit and Comp (L)	Sp Srv	12	
Geography (L)	Sp Srv	12	
Geography Skills	Sp Srv	12	
Government (L)	Sp Srv	12	
Health (L)	Sp Srv	12	
Health Skills	Sp Srv	12	
In School Work Exp	Sp Srv	12	
Ind Comm Work Exper	Sp Srv	12	
Informal Geometry	Sp Srv	12	
Life Science (L)	Sp Srv	12	
Literacy (L)	Sp Srv	12	
Math Applications (Lev 3) (L)	Sp Srv	12	
Math Foundations (Lev 1) (L)	Sp Srv	12	
Math Skills	Sp Srv	12	
Mentor Training Program	Sp Srv	12	
Tutorial A (2 periods)	Sp Srv	8	
Tutorial A- Exec Functioning	Sp Srv	8	
Tutorial A- Social Thinking Instruction	Sp Srv	8	
Tutorial I	Sp Srv	2,3,4	2022-23: 2, 2023-24: 3, 2024-25: 4
Tutorial II	Sp Srv	4,5,6	2022-23: 4, 2023-24: 5, 2024-25: 6
Tutorial II A	Sp Srv	8	
Tutorial II B	Sp Srv	8	
Tutorial III	Sp Srv	8	
Tutorial SR	Sp Srv	6	
US Government Skills	Sp Srv	12	
US History (L)	Sp Srv	12	
US History Skills	Sp Srv	12	
Vocational & Cons Ed	Sp Srv	12	
World History Skills	Sp Srv	12	
World Lit and Comp (L)	Sp Srv	12	
AP French Lang & Cul	World Lng	25	
AP German Lang & Cul	World Lng	25	
AP Latin	World Lng	25	
AP Spanish Lang & Cul	World Lng	25	
French I	World Lng	25	
French II	World Lng	25	

French II Honors	World Lng	25	
French III Honors	World Lng	25	
French IV Honors	World Lng	25	
German I	World Lng	25	
German II Honors	World Lng	25	
German III Honors	World Lng	25	
German IV Honors	World Lng	25	
Latin I	World Lng	25	
Latin II Honors	World Lng	25	
Latin III Honors	World Lng	25	
Latin IV Honors	World Lng	25	
Spanish Language Arts	World Lng	25	
Spanish I	World Lng	25	
Spanish II	World Lng	25	
Spanish III Honors	World Lng	25	
Spanish IV Honors	World Lng	25	
Spanish Language Arts I Honors	World Lng	25	
Spanish Language Arts II Honors	World Lng	25	