

FINAL OFFICIAL COPY

AGREEMENT

Between

**BOARD OF EDUCATION OF COMMUNITY
CONSOLIDATED SCHOOL DISTRICT 64
COOK COUNTY, ILLINOIS**

And

THE PARK RIDGE EDUCATION ASSOCIATION

2016-2017

2017-2018

2018-2019

2019-2020

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**PROFESSIONAL NEGOTIATIONS AGREEMENT
BETWEEN
BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64, COOK COUNTY, ILLINOIS
AND THE
PARK RIDGE EDUCATION ASSOCIATION**

PREAMBLE

WHEREAS, the Board of Education and the Park Ridge Education Association agree that this Agreement must be predicated upon the educational welfare of the students of the District; and

WHEREAS, the Board and Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the teachers insofar as such practices and procedures are not inconsistent with the statutory obligations of the Board to retain the right effectively to operate the District's schools and are consonant with the paramount interest of the public and the students of the District;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I

RECOGNITION AND DEFINITION OF TERMS

A. Recognition

For purposes of negotiation, the Board of Education recognizes the Park Ridge Education Association as the exclusive representative of all teachers as defined below in Section B.4. Nothing contained herein shall abridge the rights of individual teachers to present their views and recommendations to the Board pursuant to established procedures, provided that professional negotiations for teachers shall be conducted only with the Association.

B. Definition of Terms

1. “Mutual Agreement” or “Mutual Consent” when used hereafter shall mean the assent of the majority of the members of each team.
2. The term “Association” or “PREA” when used hereafter shall mean the Park Ridge Education Association.
3. The term “Board” when used hereafter shall mean the Board of Education.
4. The term “teacher” when used in this Agreement shall refer to all educational employees in the bargaining unit described in the IELRB Order of Certification, Case No. 2013-RS-0019-C, as follows:

Included:

All personnel employed by the School District, on at least a 50% or more basis, in a position that requires an ISBE-issued license—including *(but not limited to)* licensed teachers, school nurses, school social workers, and school psychologists.

Excluded:

All personnel employed in a position that does not require an ISBE-issued license; and all supervisory, managerial, confidential, and short-term employees as defined under the Act.

ARTICLE II

BOARD RIGHTS

A. Board Powers and Rights

The Board, on behalf of the electors of the District, and consistent with applicable law, retains and reserves the ultimate right and responsibility for the proper management of the District in all of its various aspects, including but not limited to the responsibility for and the right:

1. To maintain management, organization, and administrative control of the District, its functions, its properties and facilities, its overall budget, and the professional activities of its employees;
2. To determine the organizational structure of and selection of new teachers and other employees; to direct, supervise, evaluate, promote, assign, and transfer teachers; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of District operations; and to determine teacher qualifications and the conditions for their continued employment, discipline, dismissal, or demotion, including whether teachers should be placed in contractual continued service;
3. To establish educational policies, goals and objectives; to ensure rights and educational opportunities of students; and to determine the standards of educational services and the methods and means of providing those services, including scheduling of classes and establishing, modifying, or eliminating courses of instruction, specific programs, athletic, recreational and social events, as deemed necessary or advisable by the Board;
4. To establish rules and regulations and to revise, modify, or delete rules and regulations from time to time.

The exercise of the foregoing rights and responsibilities shall be limited only by the Board's legal duties and obligations as an "educational employer" subject to the *Illinois Educational Labor Relations Act*, other applicable laws, and the specific and express terms of this Agreement and then only to the extent such specific and express terms are not in violation of the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

Nothing contained in this Agreement shall deny or restrict the Board of its rights, responsibilities, and authority under the Illinois *School Code* or any other national, state, county, district, or local laws or regulations as they pertain to education.

B. Unauthorized Action

No action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any monetary obligation or be considered to be authorized by or binding upon the Board unless and until the Board has agreed thereto in writing.

ARTICLE III

NEGOTIATIONS SCOPE AND PROCEDURES

A. Negotiation Procedures

1. **Negotiating Teams.** No more than eight (8) representatives may be on either party's negotiating team. Within reason and where continuity of negotiations is maintained, replacement of team members may be made by either party. All negotiations shall be conducted exclusively between said teams. The expense of consultants shall be borne by the team requesting them.
2. **Meeting Procedure.** Unless the Board and Association have mutually agreed to an earlier bargaining commencement date, the first meeting of each negotiating year shall be held no later than March 1. Succeeding meetings will be held as required and on mutually agreeable dates, at least each month, until agreement has been reached.
3. **Progress Reports.** General progress reports may be issued during negotiations to the Association or Board. Public releases must have prior mutual consent until either the Board or the PREA declares impasse or submits to mediation. After a declaration of impasse, public releases or statements may be made without mutual consent provided the other party is given 48 hours' advance notice. Subsequent releases or statements do not require either party to provide notice to the other party. Final offers must be made public pursuant to the requirements of the *Illinois Educational Labor Relations Act*.
4. **Mediation.** If mediation occurs as authorized under the *Illinois Educational Labor Relations Act* (IELRA), the parties mutually agree to the appointment of a mediator by the Federal Mediation and Conciliation Service (FMCS). In addition, the parties shall adhere to the impasse procedures promulgated by the Illinois Educational Labor Relations Board (IELRB).
5. **Completion of Negotiations.** Upon the completion of negotiations between the respective negotiations teams, the Agreement shall be reduced to writing and shall be submitted first to the members of the Association and then to the Board for ratification.

ARTICLE IV

ASSOCIATION RIGHTS

A. Right to Organize

Teachers shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board.

B. Non-Discrimination and Duty of Fair Representation

The Association shall fulfill its duty of fair representation to all teachers covered by this Agreement. The Association shall indemnify and hold the Board harmless from any and all liability that might arise if the Association fails to fulfill its duty of fair representation.

The Board shall not discriminate against any teacher covered by this Agreement with respect to hours, wages, terms or conditions of employment by reason of a teacher's membership or non-membership in the Association or participation or non-participation in negotiations and/or contract administration between the parties.

C. Pertinent Information to Negotiations

The Board shall make available to the Association upon written request the most recent (1) annual financial report as reported on ISBE Form #50-35; (2) final annual budget as reported on ISBE Form #50-36; (3) tentative approved budget; (4) local audit and adopted budget; (5) information concerning each teacher's position on the current salary schedule; (6) pupil enrollment data; (7) insurance and annuity program information; and (8) agency tax rate. The Association shall be provided with access to public information and records and have the right to make copies of public information and records of which no extra copies are available. Nothing herein shall require the Board to compile any information or data which has not already been compiled. Publication of information requested by the Association on the District's website shall be deemed to satisfy the Board's obligations under this provision.

D. Placement on Board Agenda

The PREA may request to be placed on the agenda of a regular Board meeting in accordance with the Board's policies and procedures concerning same.

E. Notice of Board Meetings

The Board shall notify the Association of all regular meetings, special meetings, and committee meetings. The Board shall advise the Association of any cancellations or postponements of those meetings. The Association shall provide the Board with the name of the individual to whom such notification is to be given. Publication of Board meeting information on the District's website shall be deemed to satisfy the Board's obligations under this provision.

F. Board Minutes

The Association may obtain from the District website copies of the regular meeting minutes of the Board after said minutes have been officially approved by the Board. A copy of official Board minutes may be posted by the PREA in each school on the PREA bulletin board. Publication of Board minutes requested by the Association on the District's website shall be deemed to satisfy the Board's obligations under this provision.

G. Use of District Facilities and Equipment

Subject to scheduling and availability, the Association may meet within District facilities outside teacher work hours and during the ten-minute Association building meeting allowed under Article IV.N of this Agreement. The Association's use of District facilities must be without disruption to the school's operation. The Association may also have reasonable use of District equipment on District property (e.g., photocopy machines, projectors, screens, etc.). Such uses of District facilities and equipment shall not interfere with the conduct of school business nor in any case take precedence over school needs, and any materials used or other costs incurred shall be reimbursed by the Association

H. Interschool Mail/E-Mail Services

The Association President, members of the Association Executive Board, and the Association Negotiation Team members shall be permitted reasonable use of the interschool mail, e-mail, wireless networks, District computers, and voice mail systems for the conduct of legitimate Association business in accordance with the District's policy and guidelines on acceptable use of school computers and technology equipment.

The Association's business communications cannot interfere with the normal operation of the schools and cannot occur during teacher work hours, except for duty-free lunch. Teachers, however, may read Association business communications and Association officers may communicate with District administration during work hours. The Association will also have reasonable access to teachers' mailboxes for delivery of legitimate Association business communications.

I. Bulletin Boards

The Association shall be provided reasonable bulletin board space on one bulletin board per school for the posting of official Association notices and materials. The privileges granted by this section shall not apply to notices or materials of a partisan or political nature.

J. New Teachers

The District shall provide the Association President or designee with names and addresses of new teachers covered by this Agreement after approval of their contracts by the Board.

K. Personnel Orientation

The Board shall continue to provide the Association with the opportunity to be the only teacher organization to participate in new teacher orientation.

L. Copies of Agreement

The District will provide the Association with copies of this Agreement so that the Association can distribute such copies to the teachers covered by this Agreement. The cost of printing and assembly shall be divided equally by the parties.

M. Association Leave

The Association shall be allowed up to twenty (20) days of non-accumulative leave in the aggregate in any school year with pay where such leave is necessary for delegates designated in writing by the Association to attend the official state convention or other official Association workshops, conferences, meetings, legal proceedings or hearings not covered by Article X, Section C.8, plus a maximum of eight (8) additional days of non-accumulative leave in the aggregate in any school year where a teacher(s) is selected to a regional, state, or national position in the organization. The Association shall reimburse the Board for the full cost of the substitutes employed to replace the absent teacher(s) who is on Association leave. No teacher, other than a member of the Association's Executive Board, may be absent for Association leave on more than five (5) days in any school year.

The members of the Association Executive Board shall be released, for up to a total of nine (9) days in the aggregate, for the specific purpose of transacting Association business. The Association shall reimburse the Board for the full cost of the substitute to replace the Executive Board Member.

When necessary and if mutually agreeable, the Superintendent and/or his/her designee may grant the Association President and/or his/her designee released time from teaching or other assigned responsibilities to discuss with the Superintendent matters related to the implementation of this Agreement.

N. Association Meetings

The District will make every reasonable effort to avoid scheduling after school meetings on the second Monday of each month when school is in session (or the third Monday in any month when school is not in session on the second Monday) which members of the PREA Governing Board would be expected to attend. In addition, if the Association President advises the Superintendent prior to the start of the school year of the scheduled date of not more than two (2) general PREA membership meetings per school year, no after school District meetings will be scheduled on such date or dates which would involve the attendance of any teachers. Such general membership meeting(s) shall be scheduled on the second Monday of the month when school is in session (or the third Monday in a month when school is not in session on the second Monday). On the first early release Wednesday designated as a "building meeting", the final ten

(10) minutes of the work day may be used by the Association to meet with each school's members.

O. School Calendar

Three (3) representatives appointed by the Association President shall serve on the District's Calendar Committee.

P. Policy Handbooks

The District will post the *Board of Education Policy Handbook* on the District website. The Association President will be notified of any changes in Board Policies within ten (10) days of posting.

Q. Fair Share

During the term of this Agreement, all teachers covered by this Agreement who are not members of the PREA shall, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later, pay a fair share fee to the PREA for the services rendered by the PREA in negotiating and administering this Agreement as the exclusive representative of the teachers covered by this Agreement, provided that such fair share fee shall not exceed the PREA dues (including IEA and NEA dues) uniformly required of members of the PREA. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the PREA. The PREA shall annually submit to the Board a list of the teachers covered by this Agreement who are not members of the PREA and an affidavit which specified the amount of the fair share fee as defined above. The fair share fee collected from non-members shall not be used for contributions related to the election or support of any candidate for political office or for a member-only benefit.

The Association agrees to assume full responsibility to insure full compliance with the requirements laid down by the United States Supreme Court in such cases as *Chicago Teachers Union v. Hudson*, 475 U.S. 292 (1986), with respect to the constitutional rights of fair share fee payors. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee as defined above to a non-religious charitable organization mutually agreed upon by the teacher and the PREA/IEA. If the affected non-member and the PREA/IEA are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization.

The PREA/IEA shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken

or not taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignments furnished under any of such provisions.

ARTICLE V

TEACHER RIGHTS AND CONDITIONS OF EMPLOYMENT

A. Academic Freedom

Within the scope of their duties and responsibilities, the Board and teachers recognize their responsibilities to protect and encourage the search for knowledge and its dissemination. Teachers should at all times try to be accurate, show respect for the opinion of others, and make every effort where appropriate to indicate that they are not institutional spokespersons.

B. Teacher Protection

The Board agrees to protect and indemnify teachers employed by the District and covered by this Agreement from suit to the extent provided by Section 10-20.20 of the Illinois *School Code*. A teacher shall report as soon as possible in writing to his/her principal and to the Director of Personnel all cases of assault and/or battery suffered by him/her in connection with his/her employment, and all facts concerning the incident. The principal or designee shall investigate the incident and shall provide appropriate assistance to the teacher and law enforcement authorities in the investigation of such incident.

In addition, the principal or designee shall acknowledge receipt by the end of next school day of any safety concerns about the work environment that are submitted to the principal by the affected teacher.

C. Teacher Work Day

Teachers shall be on duty thirty (30) minutes before the student attendance day begins in the morning and twenty (20) minutes after the student attendance day ends in the afternoon, plus whatever additional time is needed to complete their professional responsibilities. Teachers may be required to be in attendance for a reasonable number of professional conferences and meetings before and after the normal work day and shall be present on teaching days, conference days, institute days and workshop days in accordance with the school calendar adopted by the Board. All District-wide after school meetings, except Wednesdays (as noted below), shall not normally exceed one (1) hour in duration. Institute and workshop days will not exceed seven (7) hours per day which will include a sixty (60) minute lunch.

For teachers whose attendance is required at IEP conferences/meetings, the District will, under normal circumstances, endeavor to schedule such meetings during the normal work day. Teachers whose attendance is required for the purpose of IEP conferences/meetings that begin more than twenty (20) minutes before the start of the normal work day or extend more than sixty (60) minutes after the end of the normal work day shall be compensated at the then applicable hourly curriculum writing rate for the time that is more than twenty (20) minutes before the start of the normal work day or extends more than sixty (60) minutes after the end of the normal work day. To receive such additional compensation, the teacher must submit and verify a time sheet and forward it to the Pupil Services Office for payroll processing.

The normal work day in the middle school shall not exceed seven (7) hours and forty-five (45) minutes. The normal work day in the elementary school and the early childhood program shall be seven (7) hours and thirty (30) minutes. The normal work day for both the middle school and the elementary school shall not begin before 7:30 A.M. or end after 4:10 P.M.

Notwithstanding the provisions of the preceding paragraphs, the normal work day of teachers on Wednesdays will end one (1) hour later than the regular student dismissal time.

On Fridays, the day on which Illinois and national general elections are held, and on the days before the Thanksgiving, Winter and Good Friday holidays, the normal work day for teachers shall end at the close of the pupil day, except for teachers being paid the afterschool supervision stipend.

The Board may require all teachers to attend at least one (1) Parents' Night in the fall and one (1) Open House in the spring. The Board may modify the basic school day for Parent-Teacher Conferences in order to schedule hours convenient to parents. If the Board modifies the basic school day to schedule evening Parent-Teacher Conferences, a compensatory half-day off on a conference day shall be granted to any teacher who is scheduled for evening Parent-Teacher Conferences.

The normal work day obligations of part-time teachers, including attendance at meetings, Open Houses, Parents' Nights, and Parent-Teacher Conferences, shall be reasonably related and appropriate to the extent of their part-time employment position.

If there is an agreement between the principal and the teachers at a given school, the normal entry time for students, which is five (5) minutes prior to the start of the regular student day, may be extended to up to eight (8) minutes prior to the start of the regular student day at that school. This agreement must be reached and renewed annually in the spring by a majority of the secret ballots cast by the faculty.

D. Duty Free Lunch Periods

The normal pre-K through grade 5 teacher work day shall include an uninterrupted duty-free lunch period of **fifty-five (55)** minutes. The teacher work day at the middle schools (grades 6-8) shall include an uninterrupted duty-free lunch period equal to one class period. On Wednesdays the "blocked" lunch period will "slide" to keep everyone in sync for the early dismissal.

E. Early Release Wednesdays

On Wednesdays, student instruction time shall be shortened by twenty-five (25) minutes in the morning and by twenty-five (25) minutes in the afternoon, thereby resulting in the student attendance day ending fifty (50) minutes earlier than on other days of the week. On Wednesdays, both the morning and afternoon kindergarten classes shall be shortened by twenty-five (25) minutes each.

Unless it is mutually agreed otherwise, Wednesday meetings shall begin twenty (20) minutes after the Wednesday dismissal time for students.

Commencing with the 2016-17 school year, the Wednesday schedule will be as follows:

Activity	Schedule	Meeting Times Per Year	Description of Activity
Building Meeting followed by Team Meeting	First Wednesday In-Session Each Month and the Last Wednesday In-Session of the School Year	11-12	<p>45 minutes: Principal-led staff meeting to address school/district business</p> <p>45 minutes: Team Meeting (teams create and work on SMART goals, curriculum mapping, writing common assessments, reviewing student data, planning for differentiated instruction, group/individual student problem-solving, team business)</p> <ul style="list-style-type: none"> • Team establishes agenda • Agenda/minutes shared with administrators • Administrators may add agenda items and participate in meetings <ul style="list-style-type: none"> ○ If feasible, the agenda item(s) will be added to the meeting and , if not, will be added to the next scheduled meeting unless another time is mutually agreed upon
District-Directed Meeting followed by Team Meeting	Third In-Session Wednesday Each Month*	10-11	<p>45 minutes: Professional development or meetings focused on Strategic Plan initiatives. May be led by teacher leaders, principals, or other District personnel. Staff will not travel for this session. One session during the school year will be allocated to QIT's District Goal.</p> <p>45 minutes: Team Meeting (teams create and work on SMART goals, curriculum mapping, writing common assessments, reviewing student data, planning for differentiated instruction, group/individual student problem-solving, team business)</p> <ul style="list-style-type: none"> • Administrator may establish agenda linked to District-Directed Meeting • Agenda/minutes shared with administrators

Elementary: District-Directed Grade Level Meeting	Added to calendar by AC	8	Professional development/meeting time by grade level/department led by the Curriculum Specialist, Department Chair, other teacher leaders, administrators, or consultants. Staff may travel for this session.
Middle School: District-Directed Department Meeting			
QIT- Facilitated Meeting	Added to calendar by AC	4*	See <u>P. Quality Improvement Teams</u>
Teacher- Directed Collaboration	Added to calendar by AC	5	Teacher-identified professional development. <ul style="list-style-type: none"> • May be led by teachers, administrators, or presenters arranged through the Department for Student Learning • Teachers share with their principals what they will be participating in

*District-level goal addressed during one District-Directed Meeting session. Four QIT-Facilitated Meetings will address building-level goals.

F. Length of School Year

The length of the school year for teachers covered by this Agreement shall not exceed 185 employment days unless otherwise agreed to by the parties. Annually, one (1) of the four (4) in-service days will be converted to a student attendance day, resulting in a total of 180 student attendance days; the remaining three (3) days shall remain as Institute Days.

If two (2) emergency days remain by February 1, one (1) shall be scheduled as a teachers' records day at the end of the second trimester. For the duration of the contract, two (2) records/planning days will be guaranteed so long as not more than four (4) emergency days in total are used.

G. Closing

When the schools are officially closed by the Superintendent, no leave day previously arranged by a teacher shall be deducted for any day that schools are closed.

H. Planning and Preparation Time

- 1. Pre-K through 5 Teachers.** Insofar as practicable and provided there are enough special subject teachers employed by the Board, the Board will attempt to schedule one (1) planning period per day for full-time pre-K-5 teachers. Said pre-K-5 teachers shall use for their planning period the periods during which their

classes receive instruction from music, art, foreign language, or physical education special subject teachers, unless from time to time they are asked by the special subject teachers to stay in the classroom to assist them. Such planning periods at the pre-K-5 level, including common planning time, shall be used for preparation time and other instructional responsibilities. It is understood that reasonable administrative requests/needs to meet will be honored. Regular classroom teachers at elementary grades 2-5 shall be released from two (2) periods of foreign language instruction each full week, thereby providing an additional fifty (50) minutes of planning time per week. First grade classroom teachers shall have an additional forty-five (45) minutes of planning time each full week, and during such additional planning time, instruction shall be provided by a certified teacher.

Under normal circumstances, full-time special education teachers shall receive planning time of at least three hundred (300) minutes per week for preparation and other instructional responsibilities when it is feasible and appropriate. Full-time special subject teachers, Library Information Specialists, instructional resource teachers, resource room teachers, speech and language pathologists, psychologists and social workers covered by this Agreement at the elementary level shall, under normal circumstances, receive administratively scheduled planning time of no less than five (5) 30-minute uninterrupted blocks per week and reasonably equivalent to that provided to other elementary classroom teachers for preparation time and other instructional responsibilities.

2. **Middle School Teachers.** Under normal circumstances, full-time special education teachers shall receive planning time of at least four hundred (400) minutes per week for preparation and other instructional responsibilities when it is feasible and appropriate. Full-time middle school teachers, Library Information Specialists, special subject teachers, instructional resource teachers, speech and language pathologists, social workers, counselors, and resource room teachers at the middle school level covered by this Agreement shall, under normal circumstances, receive administratively scheduled daily planning time totaling eighty (80) minutes, with no less than one (1) block of forty (40) uninterrupted minutes, per day where pupils are in full day attendance.
3. **Teacher Load.** Under normal circumstances, full-time teachers shall not be required to teach beyond the normal number of teaching periods for such teachers as determined by the 2011-2012 school term with the exception that effective the 2017-2018 school year, elementary school special subject teachers' (music, art, foreign language, P.E.) work load restrictions shall be governed by the Side Letter of Understanding regarding *Elementary Special Subject Teachers' Work Load* (attached to this Agreement). If such teachers are required to teach in excess of the regular 2011-2012 work load, they shall be compensated on a pro-rata basis of their annual base salary.

4. **School Day Changes.** The foregoing shall not preclude the rescheduling or rearrangement of the school day into some new format as long as the teacher load as prescribed herein is not substantially increased.
5. **Internal Substitute Pay Rate.** If the Board is unable to obtain a substitute for an elementary or middle school teacher, it may assign, on an equitable and rotating basis, teachers to substitute for the absent teacher during their planning time. If a teacher is so assigned, he/she shall receive \$42.00 for each period (or equivalent time period for elementary school) taught during the 2016-2017 school year and \$42.63 for the 2017-2018 school year. For the 2018-2019 and 2019-2020 school years, the pay rate will be increased using the same formula utilized to increase the base teacher salary.

I. Teacher-Student Contact Time Integrity

Teachers may be required to attend student-centered meetings such as staffings, IEP meetings, and parent conferences during their scheduled student contact hours, but they shall not be required to forfeit in excess of six (6) days of contact time (or 12 half days) with students for training, committee work, or other administrative initiatives. If a teacher who is on a committee chooses not to continue participation in that committee's work on a permanent basis due to the aforementioned six (6) day threshold, the teacher forfeits his/her status as a committee member and the opportunity to provide input in final committee recommendations/decisions.

J. Split Building Assignments

Every effort shall be made to avoid assigning a teacher to two (2) kindergarten classrooms in separate buildings. However, it is recognized that student population may dictate the assignment of a kindergarten teacher to more than one (1) building.

Insofar as practicable, the Board will attempt to resolve administratively any problems concerning set-up, planning and/or travel time that may arise for teachers who are required to teach in more than one (1) building; such teachers who travel shall be compensated in accordance with the District's travel reimbursement policy. This compensation shall be paid thrice yearly.

K. Curriculum Specialists

1. The Board may employ Curriculum Specialists to serve the teachers in the elementary (K-5) buildings in such areas as Science, Social Studies, Language Arts and Math and to serve K-8 teachers in the areas of Art, Instrumental Music, Vocal Music, Gifted, Foreign Languages, and Physical Education. Curriculum Specialists shall be certified teachers, shall be highly qualified, shall be members of the PREA bargaining unit, and shall be paid on the basis of their placement on the appropriate lane and step of the professional compensation schedule. In addition, if a teacher is employed as a Curriculum Specialist either on a full-time basis or on a part-time basis by being given release time, he/she shall also receive an annual stipend in the applicable amount set forth in Appendix D. If a

Curriculum Specialist is employed by the Board before and/or after the regular school year, he/she shall be paid at their daily rate of pay for each such day that he/she is so employed. No teacher shall be involuntarily assigned to work as a Curriculum Specialist.

A teacher who is no longer assigned as a Curriculum Specialist will be assigned to a teaching position that is equivalent or similar to the teaching position previously held if the teacher is still determined to be qualified to hold such position.

2. The Middle School Department Chairpersons in the areas of Math, Social Studies, Science, and Language Arts will receive the same stipend. Job responsibilities for full-time Curriculum Specialists, Encore Curriculum Specialists and Department Chairpersons are identified in the District 64 Job Descriptions for these positions. The Department Chairpersons will be relieved of teaching responsibilities for a core class or elective teaching only 200 minutes of core classes.
3. Department Chairs and Curriculum Specialists will meet as necessary to assure proper coordination between the curricular areas at the K-5 and 6-8 buildings.
4. Staffing of the Curriculum Specialists and Department Chairperson positions will be reviewed on a four (4) year cycle.

L. Job Sharing

“Job Sharing” shall be defined as a voluntary program in which two (2) tenured teachers share one (1) full-time position.

The responsibilities of the participating teachers shall be divided according to a plan designed by the participating teachers in collaboration with their supervising administrator. The plan shall address the following: teaching responsibilities, schedule of work hours, method of communication between the participants, attendance at staff meetings and substitution procedures.

Each participating teacher will attend all conferences, open house, and in-service activities as if they were employed on a full-time basis.

The participating teachers shall retain tenure and, upon returning to a full time position, shall be given the same rights and considerations given to continuing full-time teachers.

The application and plan must be submitted by March 1 of each year preceding the school year for which the job share is requested. The Board retains the right to approve or disapprove all requested positions. The Board will notify the applicant of its disposition by May 1 following the request.

Each of the two (2) participating teachers shall receive 50% of his/her salary and benefits per the established schedule.

The teachers in a job share position shall return to full-time teaching positions at the beginning of the following school year, unless they have notified the Superintendent or designee in writing prior to March 1st of their interest in extending the job share position for another year. Any such extension requests are subject to approval by the Board in its sole discretion, with notice to the applicants by May 1 of the disposition.

The District reserves the right to limit the number of job shared positions.

M. Flextime Scheduling

If the Board decides to schedule full-time special area teachers (e.g., licensed Library Information Specialist staff, social workers, etc.) at times other than the normal school day where services to students may be provided before and/or after the normal work day, any such flextime assignments shall be (1) voluntary; (2) not exceed the total number of hours scheduled in the regular school day; and (3) scheduled in one contiguous block of time, unless otherwise agreed. This paragraph shall not be applicable to regular classroom teachers.

If a regular full-time classroom teacher wishes to initiate a flextime schedule for a limited period of time to provide services to students, he/she may submit a request to his/her building principal who will review the request and decide whether it should be granted. Any such limited flextime schedule shall not exceed the total number of hours scheduled in the regular school day and shall be scheduled in one contiguous block of time, unless otherwise agreed.

Prior to the initial implementation of a flextime assignment for a full-time teacher pursuant to either of the above paragraphs, the administration will give the PREA reasonable notification of any planned flextime assignment(s) and, if the PREA requests, meet and confer with respect to the matter.

N. Range of Class Size

The Board will endeavor to continue the range of class size (exclusive of special education classes) in effect during the 1984-85 school year. Upon reasonable request, the Superintendent or designee will meet with two (2) representatives of the Association and the affected teacher(s) to discuss the effects of class size in excess of said range, including any unique quantitative, qualitative, safety, or historical circumstances, the impact of mainstreaming students served under programs mandated by IDEA and, where appropriate, the circumstances involving gifted and ESL (English as a second language) students. It is further agreed that special consideration will be given to regular K-2 classrooms and at the middle school to core classes that go above 28. If a meeting is requested because the middle school core classes go above 28, one (1) meeting will be held per trimester per school. Among the options that may be considered are: (a) use of supplemental learning facilities, (b) subsequent adjustment of class size, (c) reassignment of pupils to other teachers in the same building, and (d) redesign of course structure for selected students in the affected courses.

If the Association feels that the Board has acted arbitrarily or capriciously with respect to this Article, it may file a grievance in accordance with the Grievance Procedure.

O. Curriculum

The Association recognizes the rights and responsibility of the Board to adopt and evaluate instructional programs and materials. Committee findings with respect to curriculum and recommendations shall be shared with affected teacher group(s) before the Board takes final action with respect to any such findings and recommendations.

The Association also recognizes the need for the Board to have access to clear and unfettered professional insight before establishing curricular policies. Teacher members of curriculum-related committees shall be comprised of volunteers who meet the committee's needs for the necessary representation across the District. Teacher committee members may share the committee's findings with staff before the findings are presented to the Board. When determined necessary, teachers may submit as a minority report any findings and opinions that differ from the committee's intended presentation to the Board.

P. Quality Improvement Teams

The mission of each building Quality Improvement Team is to enhance student learning, promote equity of services, promote quality education, implement one District-identified goal/area of focus and implement building learning goals, ensure meaningful parental input and lead the building's efforts to comply with State requirements for the benefit of the individual school as well as the District.

The operation of each Quality Improvement Team in addressing local school and District needs shall be as follows:

1. The leadership of the Quality Improvement Team shall be shared equally between one (1) teacher and one (1) administration representative in each building. The role of the leadership of each Quality Improvement Team shall include but not be limited to developing agendas, allocating budget needs and facilitating communication among Quality Improvement Team members to support effective, collaborative decision-making. The assigning of specific roles or duties to individual Quality Improvement Team members shall be the sole responsibility of each school's Quality Improvement Team.
2. Teacher participation on a Quality Improvement Team is entirely voluntary, but shall be restricted to tenured teachers only. Teachers shall not be evaluated with respect to their non-participation on the Quality Improvement Team. Teachers who participate on their building Quality Improvement Team may have such participation noted in their evaluation.
3. From the funds that are within each building's Quality Improvement Team budget and as determined by the Quality Improvement Team members for that building and approved by the Superintendent, Quality Improvement Teams have an option, at the same rate as curriculum writing, to pay their members for time spent on professional activities outside the normal times for committee participation which are undertaken on behalf of and relating to Quality Improvement Team activities

which are over and above the normal activities of members of the Quality Improvement Team.

4. The parties acknowledge that neither the Board of Education nor the school administrators waive their rights and responsibilities under the School Code of Illinois, and that PREA does not waive its statutory rights and obligation as the sole and exclusive bargaining representative of the District's teachers for negotiations over terms and conditions of employment.

Q. Discipline Affecting Teacher Salaries

Discipline (other than discharge or reductions-in-force) affecting the salary of any tenured teacher shall be for cause and shall normally be preceded by:

1. Guidelines

- a. The honoring of a teacher's rights set forth in this Agreement.
- b. A conference with the teacher by the appropriate administrator prior to taking any action.
- c. A complete review of the teacher's personnel file with the teacher and his/her representative, if requested.
- d. Full disclosure of the basis of the action.

2. **Notification.** Any tenured teacher affected by discipline affecting the salary of a teacher shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests. This entire section shall not apply to the discharge of a tenured teacher for cause pursuant to the provisions of the Illinois *School Code*, nor shall it apply to the removal of any extra-duties or stipend assignments from a teacher.

R. Notice and Discussion of Major Changes

The Board and the PREA agree to take responsibility and be held accountable for the improvement of the quality of teaching and learning. It is the parties' belief that actively and constructively involving all teachers contributes significantly towards achieving these goals. When a major change is proposed that directly impacts current teaching practices or involves implementation of new initiatives, teachers affected by the proposed change will be notified in writing of the specific changes being considered. A meeting for discussion of the proposals will be scheduled between the affected teachers and district-level administrators prior to implementation. Major changes shall refer to those required by federal, state, or district mandates (e.g., RtI, special education, common core standards, etc.).

S. Mentoring

The Board will consult with the Association in the selection of teacher mentors for the District's mentoring program as described below. Mentors shall receive the stipends set forth in the Extra Duty Schedule of this Agreement.

1. Annually, each May, the building principal (or applicable District administrator) shall send out an email notice to tenured teachers asking who would like to serve as a mentor for the following school year and providing a response deadline. Any tenured teacher interested in serving as a mentor must respond by email with a supporting rationale and provide detail as to when he/she last served as a mentor in the District. After reviewing timely responses, the principal (or applicable District administrator) shall establish a list of teachers interested in serving as a mentor.

2. The building principal (or applicable District administrator) shall make recommendations of mentors from the list for each newly hired teacher and communicate such recommendation to the PREA mentoring representative from the building for his/her approval of the recommendation. For mentor positions that are not affiliated with a single building, the Association President shall serve as the mentoring representative.

3. After such approval, the principal/administrator will notify the Assistant Superintendent for Human Resources of the selections. The Assistant Superintendent will create and distribute the mentor list, including second year mentors, for the upcoming school year to the Superintendent and Association President.

ARTICLE VI

EVALUATION AND PERSONNEL FILES

A. District Evaluation Plan

The Board's and the Association's Joint Evaluation Committee has developed a Teacher Evaluation Plan for all teachers. The Joint Evaluation Committee will continue to collaborate to ensure the Teacher Evaluation Plan is consistent with the requirements of the Illinois School Code and its administrative regulations. Teacher performance evaluations will be conducted pursuant to the evaluation procedures in the Teacher Evaluation Plan.

A teacher's evaluation, including any related rating, shall not be subject to the grievance and arbitration procedure set forth in this Agreement. A teacher may, however, file a grievance if he/she alleges that the Board has not complied with the procedural guidelines set forth in the Teacher Evaluation Plan.

Absent compelling extenuating circumstances, in a school year in which a tenured teacher is being evaluated, the tenured teacher shall receive his/her evaluation at least ten (10) working days prior to the last teacher attendance day of the school year.

B. Consulting Teacher

1. The participation of the Consulting Teacher shall be voluntary.
2. Any statements made by a Consulting Teacher to anyone about a teacher under remediation, which are related to their function as a Consulting Teacher, are confidential and may not be used by any party (or their agents) in any subsequent evaluations, conversations, legal proceedings, hearings, etc. It is the intent of the parties that any statements made by the Consulting Teacher to or about the teacher under remediation shall be privileged and strictly confidential.
3. The Consulting Teacher shall not be engaged to evaluate the performance of the teacher under remediation, and the Consulting Teacher shall not testify on behalf of any party during a hearing on the dismissal of the teacher following remediation with respect to either the rating process or for opinions of the teacher's performance under remediation.
4. The Board shall provide full legal assistance and completely hold harmless any Consulting Teacher who becomes a defendant in any type of litigation because of his/her involvement as a Consulting Teacher. Further, the Board agrees to fully indemnify any such Consulting Teacher for any legal costs, assessments, damages, bodily injury, etc., because of his/her involvement as a Consulting Teacher. If the involvement in any such legal proceeding requires time off from work, the teacher shall not suffer any loss of pay, leave days, seniority, or fringe benefits.

5. The Consulting Teacher shall:
 - b. Have no loss of pay or benefits because of his/her involvement as a Consulting Teacher.
 - c. Be provided clerical help when necessary and appropriate.
 - d. Be provided a substitute teacher when necessary and appropriate.
 - e. Be paid a stipend of \$100.00 per month for each full month that he/she serves as a Consulting Teacher.

C. Association Indemnification

The Association shall be held harmless by the Board for its involvement in the evaluation process (*i.e.*, providing a list of possible consulting teachers, working with the Board and/or its agents in developing an evaluation plan, etc.).

D. Personnel Files

Each teacher shall have the right, upon request, to review the content of any file pertaining to him/her. At the teacher's request, a representative of the Association may accompany the teacher in this review. Such review shall be by appointment during normal office business hours and in the presence of a designated employee of the Board. No teacher shall remove any material from his/her personnel file but shall have the right to make a copy of it. Such review shall not be applicable to the following confidential materials: recommendations by colleges or universities, or evaluations by previous employers. Teachers' files shall contain the minimum items of information as follows:

Required medical information;

All teacher evaluation reports;

Copies of annual contracts, wage agreements, all notifications of reemployment;

Copies of supplemental duty contracts;

Any other documents which could be used as a basis for discipline, reemployment, demotion, promotion, reassignment, or salary.

Each teacher shall be advised within five (5) school days of placement in his/her file of any document relative to observation, corrective interview, or reemployment. The teacher shall have the opportunity of filing a written response to this material in the file within thirty (30) calendar days.

ARTICLE VII

VACANCIES AND TRANSFERS

A. Definitions

When used in this Article, the following terms shall be defined as follows:

Vacancy -- A new or open bargaining unit position as determined by the Board after internal transfers (i.e., voluntary and involuntary) have been made and honorably dismissed teachers with recall rights have been tendered available positions.

Transfer – A voluntary or involuntary change in the building and/or grade level and/or departmental placement of a teacher.

B. Posting of Vacancies

The administration shall post on the District website notices of all vacancies prior to filling any such vacancies. No posted vacancy shall be permanently filled before seven (7) days following the date of the postings. All interested teachers (“internal candidates”) who apply for a vacancy shall be interviewed for their desired position prior to any interviews being given to external (non-District) candidates, provided the internal candidates are available for the scheduled interviews. Vacancies shall be filled on the basis of relevant experience, licenses and endorsements, qualifications, merit and ability (including performance evaluations, if available), and on other relevant, non-arbitrary factors, provided that the length of continuing service with the District shall not be considered as a factor unless all other factors are determined by the Board to be equal. Unless the District fails to adhere to the procedural requirements in this provision for filling vacancies, the decision to select a particular teacher for the new or vacant position shall not be the subject of a grievance under Article X of this Agreement. Nothing herein shall be construed to require the Board to fill any position. Vacancies shall be posted publicly only after intra-school transfers have been made and after honorably dismissed teachers have been given the opportunity to exercise their recall rights under the Illinois *School Code*.

Although not governed by the provisions of the foregoing paragraph, the Board agrees to post on the District website promotional vacancies outside the bargaining unit (excluding Superintendent and Directors) in every school prior to filling any such vacancies.

C. Voluntary Transfers

Any teacher who desires a transfer to a different assignment may file a letter with the Superintendent or designee indicating the nature of the request. Transfer decisions shall be made on the basis of relevant experience, licenses and endorsements, qualifications, merit and ability (including performance evaluations, if available), and on other relevant, non-arbitrary factors. The decision not to select a particular teacher for a voluntary transfer shall not be the subject of a grievance under Article X of this Agreement.

D. Involuntary Transfers

Any teacher transferred involuntarily, including any teacher who has been transferred from a closed building, may apply and shall be given an interview for the first subsequent vacancy of his/her stated preference. Any teacher affected by any involuntary transfer shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests.

ARTICLE VIII

REDUCTIONS IN FORCE AND SENIORITY

A. Reductions in Force

When the Board deems it necessary to decrease the number of teachers employed by the District, or to discontinue some particular type of teaching service, written notice shall be given to the affected teachers at least forty-five (45) days before the end of the school term. Any probationary or tenured teachers who are reduced in force shall receive a statement of honorable dismissal and the reason therefore in the formal reduction in force notice.

In the event of a reduction in force, any teachers so affected shall be reduced in force in the sequence of dismissal required under Section 24-12 of the Illinois *School Code* within the categories of positions which the teachers are qualified to hold through their legal qualifications (i.e., professional licensing and endorsements) and any other qualifications established in a job description on or before the May 10 prior to the school year during which the sequence of dismissal is determined. Annually, a sequence of honorable dismissal list shall be prepared showing each teacher by name and categorized by positions and performance groupings, with a copy of the list distributed to the Association President at least seventy-five (75) days before the end of the school year.

B. Seniority

Seniority shall be defined as the length of continuous service as a teacher in the District beginning with the first day of employment (i.e., actual date of beginning work). When teachers have equal District seniority, then prior full-time and/or part-time teaching experience in an Illinois public school shall be used to determine the order of dismissal. If prior teaching experience is equal, then relevant academic training shall be the governing factor.

Teachers who are on approved leave of absence shall be subject to reduction in force as set forth in this Article.

Tenured teachers who are covered by this Agreement and who are employed on a part-time basis shall be entitled to accrue District seniority on a pro-rata basis.

Seniority shall not be terminated by approved leaves of absence, but such leave period shall not count towards seniority accrual.

Annually, the Board shall also prepare a seniority list showing the length of continuing service of each teacher who is qualified to hold any positions and distribute a copy of this list to the Association President at least seventy-five (75) days before the end of the school year.

C. Recalls

If the Board has any vacancies for the following school term or within two (2) calendar years from the beginning of the school term following a reduction in force, the positions thereby becoming available shall be tendered to teachers so removed or dismissed in the reverse order of their removal or dismissal if they are eligible to be recalled by their performance group listing and are legally qualified and qualified by the job description to hold such positions.

In all cases where a teacher has the right to be tendered a position as set forth above, a notice of recall shall be sent to the teacher by certified mail (return receipt/restricted signature requested) to the last address submitted to the Superintendent or his/her designee by the teacher. Failure of the teacher to affirmatively respond to such notice within ten (10) calendar days of its receipt or within fifteen (15) calendar days of its mailing, whichever is less, shall terminate the responsibility of the Board under this Article; provided, however, if the notice of recall is sent within sixty (60) calendar days prior to the start of the school calendar, failure of the teacher to affirmatively respond to such notice within five (5) weekdays of its receipt shall terminate the responsibility of the Board under this Article.

All notices of recall shall include a telephone number of an appropriate administrator in order to facilitate an immediate response. It shall be the responsibility of each teacher who is laid off to advise the Superintendent in writing of his/her latest address.

The Board agrees to notify the Association President or his/her designee whenever a notice of recall is sent to a teacher.

A teacher's right to recall shall not be terminated if he/she submits satisfactory written documentation within the applicable time period specified above that he/she is legally obligated to teach at another educational institution and has been denied permission to resign from said position or is unable to return to work due to illness; and provided further that seniority shall not be terminated if he/she turns down a proffered position that is not on at least the same basis (50%, 75%, full-time, etc.) as the position the teacher held at the time of his/her reduction in force.

D. Effects of Reduction in Force

In addition to the other applicable provisions of this Article, the following provisions shall be applicable to teachers who are reduced in force:

1. Upon being recalled pursuant to the provisions of this Article, the accumulated and unused sick leave days that the teacher had at the time of his/her reduction in force shall be restored. No experience step increase shall be granted on the Professional Compensation Schedule for the period of the layoff.

2. The teacher shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage.
3. While the seniority of any teacher who is reduced in force shall not be terminated if the teacher is recalled within the recall period described in Section C above, seniority credit shall not accrue during the period of the reduction in force.

E. Termination of Seniority

Seniority shall be terminated if a teacher:

1. resigns;
2. is terminated for cause or non-renewed as a probationary teacher;
3. retires;
4. is not recalled during the period of recall described in Section C above following a reduction in force;
5. fails to affirmatively respond to a notification of recall within the applicable time period specified above in Section C; or
6. fails to return from an approved leave of absence upon its expiration.

ARTICLE IX

LEAVES OF ABSENCE

A. **Sick Leave/Personal Business Leave/Religious Leave**

1. **Annual Award.** All full-time teachers will be awarded sick leave and/or personal business leave annually according to the following schedule:

Years of Experience in the District -----	1	2	3	4	5	6	etc.
Sick Leave Days -----	10	10	12	12	15	15	15
Personal Business Days-----	3	3	3	3	3	3	3

Teachers who are employed on at least a 50% or more basis but less than full-time shall receive sick leave and personal business leave days on a pro-rata basis.

Example: A teacher employed on the basis of a 50% contract in his/her first year with the District shall be awarded ten (10) one-half sick leave days and three (3) one-half personal business leave days without loss of pay.

2. **Sick Leave.** As authorized in the *School Code*, sick leave days may be used for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall mean the teacher's parents, spouse, brothers, sisters, children, sons-in-law, daughters-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

Sick leave days used for birth shall not exceed forty-two (42) calendar days following the delivery of the newborn unless the teacher submits medical substantiation of the need for additional sick leave time. For purposes of adoption or placement for adoption, teachers shall provide evidence that the formal adoption process is underway as a basis for use of sick leave days; such leave is limited to forty-two (42) days.

3. **Personal Leave.** Personal business leave shall be used for only those absences for personal business which cannot be scheduled or handled on days or at times other than during working hours. Examples of such leave shall include religious holidays, mandatory appearances for legal proceedings, graduations and weddings in the family, and attendance at funerals for persons not included within the definition of "immediate family," but shall not include such things as planned vacations and remunerative activities or any activity that can realistically be scheduled during non-school time.

Sick leave days may not be used for personal business leave days, but personal business leave days may be used for sick leave days, and when not used, added to

the accumulation of unused sick leave days. No more than two (2) personal business leave days shall be taken consecutively, and personal business leave days may not be used immediately prior to or following a holiday, a three-day weekend, or an extended holiday period except in an extreme emergency, and then only with the Superintendent's approval. Additional emergency personal business leave days may be granted under extenuating circumstances at the discretion of the Superintendent.

Up to three (3) unused personal business leave days shall be accumulated and carried over to the following year, up to a maximum of six (6). Example: If a teacher does not use any personal business leave days during the 2016-17 school year, the three (3) unused personal business leave days shall be carried over to the 2017-18 school year, giving the teacher a total of six (6) personal business leave days with the additional allotment of three (3) personal business leave days for the 2017-18 school year. If this same teacher uses two (2) personal business leave days during the 2017-18 school year, three (3) days shall be carried over to the 2018-19 school year and one (1) day shall be added to the teacher's accumulated sick leave days, subject to the contractually-specified maximum accumulation.

4. **Maximum Accumulation.** All unused leave days (sick leave and personal business leave days) shall accumulate as sick leave days to a maximum of 340; provided, however, the maximum accumulation shall be determined at the end of the school year. Example: A teacher with 340 accumulated sick leave days at the end of the 2016-17 school year shall be credited with an additional fifteen (15) sick leave days and three (3) personal business leave days at the start of the 2017-18 school year, with the understanding that the maximum number of accumulated sick leave days at the end of that school year, as provided above, shall not exceed 340, regardless of whether the teacher uses any of the credited fifteen (15) sick leave days or three (3) personal business days.
5. **Religious Leave.** When a teacher's religion requires worship or observance that cannot be performed other than during school hours, and observance is not otherwise provided in the school calendar, up to two (2) days with pay may be taken annually. Any such days taken shall be deducted from unused sick leave days.

B. Notification of Accumulated Sick and Personal Business Leave Days

An accounting of accumulated sick leave and personal business leave days shall be delivered to each teacher by October 25.

C. Sick Leave Bank

1. The Board shall establish a Sick Leave Bank in which full-time teachers are eligible to participate on a voluntary basis.

2. The intent of this plan is to provide extended sick leave to those participants who incur a catastrophic illness or disability which necessitates prolonged continuous absence from work. The Bank shall be used only for the catastrophic personal illness of the participant, or his/her spouse or children, and not for illness, disability or death of any other person.
3. A full-time teacher may enroll in the Bank by signing an authorization form agreeing to contribute one (1) day of his/her sick leave to the Bank at the beginning of each year. When the total number of days in the Bank equals twice the number of participants, no yearly contribution will be required until such time that the Bank is depleted to the number of days equal to the number of participants.
4. A teacher who has contributed shall be able to utilize days from the Bank after all his/her own accrued sick leave days have been depleted and the teacher has presented satisfactory documentation from his/her doctor verifying the catastrophic and prolonged nature of the illness/disability which makes it impossible for the teacher to perform his/her assigned duties; provided that the Board retains the right to have the teacher examined by a doctor selected by the Board at the Board's expense if there is any question raised by the doctor's statement submitted by the employee.
5. The maximum number of days allowed for any single catastrophic prolonged illness shall be sixty (60) days. A participant will not be eligible to use the Bank again until the participant has returned to work for at least the equivalent of one full trimester. In no event shall a participant be allowed more than sixty (60) days in any one school year or one hundred twenty (120) days in any five (5) consecutive year period.
6. Participants utilizing sick leave days from the Bank will not be required to replace those days.
7. A teacher withdrawing from the Bank or the bargaining unit for whatever reasons will not be allowed to withdraw the contributed days.
8. At the time of retirement, a participant in the Sick Leave Bank may withdraw from the bank up to the number of days that the participant has contributed to the bank and not used (i.e., the number of days contributed minus the number of Sick Leave Bank days used) if needed to maximize the amount of additional service credit for TRS purposes and subject to TRS regulations for Bank withdrawals.
9. A two (2)-member committee appointed by the PREA shall serve as an Advisory Board to the Administration with respect to the Sick Leave Bank.

D. Parental Leave

The Board shall grant parental leave without pay for all teachers for purposes of birth, adoption and placement for adoption under the conditions described below. All such leaves shall include a plan for the commencement and termination of the leave as determined by the teacher and the Superintendent or designee, and a representative of the Association, if an Association representative is requested by the teacher. The primary consideration in developing the plan shall be that the continuity of instruction for the students be maintained to the maximum degree possible. Leave shall be for a maximum length of two (2) full school years (including any use of sick leave for maternity disability purposes) as long as such parental leave does not span more than two (2) school years. Any request for such leave to commence prior to November 1 shall commence the first day of the school year. Parental leave shall be subject to the following conditions:

1. A teacher who desires to take parental leave for purposes of birth and child-care of a newborn shall submit a written request to the Superintendent or designee no later than 120 calendar days prior to the anticipated birth of the child. The application shall indicate the proposed starting and ending dates of the leave and shall be accompanied by a written statement from the teacher's obstetrician or legally-qualified health care provider indicating the expected date of delivery and an opinion whether she may safely continue in employment, including the performance of all regular duties. In addition, a teacher returning from parental leave for birth and care of a newborn shall submit evidence from her qualified physician indicating that she is medically able to perform all of her teaching duties.
2. A teacher who desires to take parental leave for purposes of adoption or placement for adoption shall submit a written request to the Superintendent or designee of the anticipated date of adoption or placement of the child with the adoptive parent(s). If possible, application shall be made at least 120 calendar days, or as soon as practicable, prior to the anticipated date of adoption or placement. It shall be the responsibility of the teacher to keep the Superintendent or designee informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child.
3. Sick leave provisions in this Agreement (including Sick Leave Bank) and parental leave shall not be applicable at the same time, provided that parental leave may commence immediately before and/or immediately after use of sick leave for maternity disability purposes or adoptive purposes as herein provided. Use of sick leave for maternity disability purposes shall be limited to forty-two (42) calendar days following the birth of the child unless the teacher provides medical substantiation of the need for additional sick leave days. Use of sick leave by the primary care giver of an adopted child under the age of 5 shall be limited to forty-two (42) calendar days after obtaining physical custody of the adopted child. Accumulated sick leave shall be restored to the teacher upon return to employment in the District.

4. As with any other unpaid leave, any teacher granted parental leave may make arrangements to continue coverage under the District's medical-surgical program at his/her own expense during his/her leave. For that portion of parental leave that also qualifies as leave under the FMLA, the teacher shall receive insurance coverage pursuant to the provisions of Article XII, Section I, for up to the maximum period of time provided under the *Family and Medical Leave Act* (i.e., up to twelve (12) weeks within a year).
5. Any teacher granted parental leave who has worked at least ninety (90) teacher attendance days of the school year prior to going on parental leave shall be considered to have completed a full year for purposes of advancement on the salary schedule and pro-rata seniority credit if otherwise eligible.
6. Tenured teachers on an approved parental leave shall be subject to the provisions of Article VIII (Reduction in Force and Seniority).
7. While on parental leave a teacher will not engage in substantial alternative employment.
8. Any time spent on parental leave, including any use of sick leave as provided in subsection 1 above, for which a teacher could take leave under the *Family and Medical Leave Act* shall be deemed to be FMLA leave as well.
9. A long-term parental leave (i.e., leave extending beyond the FMLA leave duration) may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher; provided, however, the term of such leave shall not be considered in computing full-time employment under the *School Code* for purposes of the necessary continuous full-time employment necessary to attain contractual continued service (i.e., tenure) status. Each request by a non-tenured teacher shall be judged on its own merits and shall be within the sole discretion of the Board. Upon return from any parental leave that extends beyond the length of an FMLA leave, such that the teacher has not actually taught or otherwise be present at least 120 days in that school year, the non-tenured teacher's leave shall not be considered a break in service but shall not be counted toward the years of consecutive probationary service required to attain tenure. Non-tenured teachers on an approved parental leave shall be subject to the reduction in force and dismissal provisions of the *School Code*.

E. Family and Medical Leave Act

The Board may adopt policies to implement the *Family and Medical Leave Act* (FMLA) that are in accord with what is legally permissible under the Act. Examples of the purposes for which eligible employees can use FMLA leave include:

1. birth and/or care of a newborn child within the twelve (12) months after the birth of the child;

2. placement of a child for adoption or foster care within the twelve (12) months after the placement of the child;
3. care of a teacher's spouse, child, or parent with a serious health condition;
4. treatment of a teacher's own serious health condition; and
5. certain military-related purposes.

G. Other Leave Provisions

1. The Board shall provide a substitute for those who serve on jury duty, National Guard and Reserve military duty, and who are subpoenaed to participate in court proceedings in which they are not involved as a party litigant or have an interest in the outcome of the proceeding. The Board shall pay the difference between compensation (excluding a travel allowance) for jury duty and the teacher's salary if such duty is during teacher employment days.
2. A leave of absence without pay of up to two (2) years may be granted to any full-time teacher, upon application and approval, in the sole discretion of the Board, for the purpose of participating in educationally recognized and/or accredited teaching programs in other school districts, states, U.S. territories and domestic military programs as a full-time participant in such a program. Upon return from such a leave, a full-time teacher shall be placed in the same position on the Professional Compensation Schedule as he/she would have been if he/she had worked in the District during the period of such a leave, provided the teaching program has been approved in advance by the Superintendent and the Superintendent determines that the teacher has satisfactorily completed the teaching program in question.
3. A leave of absence without pay of up to one (1) year may be granted to any full-time tenured teacher, upon application and approval, in the sole discretion of the Board, for the purpose of study, travel, or personal business, but it is not the intent that such leave would be approved when it follows parental leave as provided in Section E above. No experience step increase shall be granted on the Professional Compensation Schedule for the period of such leave. Such leave may be extended for up to an additional one (1) year under the same terms and conditions.

F. Notification of Return from Leave

Any teacher who is scheduled to return to work from an approved leave under any of the provisions of this Article at the start of the following school year shall notify the District in writing of whether she/he is going to return or not return no later than March 1 for a full year leave and August 1 for partial year leave. The failure to provide such written notice by the applicable date may, at the Board's discretion, be deemed as an abandonment of employment that severs the employment relationship.

ARTICLE X
GRIEVANCE PROCEDURE

A. Definition

A grievance shall mean that there has been an alleged violation, misinterpretation, or misapplication of the specific terms of any provision in this Agreement.

B. Adjustment

The parties hereto acknowledge that the best procedure for the solution of a problem is through free and informal communication between those involved. Open discussion, reasonable restraint, and a lively interest in the greater good of the education situation should characterize all efforts toward redress. Should these informal procedures fail to bring satisfaction, the grievant may initiate the following course of action.

Step I

The grievance shall be submitted in writing within twenty-five (25) days of the alleged grievance or within twenty-five (25) days after the grievant, through the use of reasonable diligence, should have become aware of the event giving rise to the alleged grievance. The alleged grievance shall set forth all known basic relevant facts on which it is based and the provisions of this Agreement allegedly violated and the remedy sought. This grievance shall be presented to the supervisor immediately involved, with a copy provided to the Association Grievance Committee. The supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. The Association's representative may be present if requested by the grievant. The supervisor shall provide a written answer regarding the grievance to the grievant and the Association Grievance Committee within ten (10) days after the meeting. This answer shall include the reasons for the decision.

Step II

If the grievance is not resolved at Step I and the grievant wishes to appeal, the grievant shall refer the grievance in writing to the Superintendent or his/her official designee within ten (10) days after receipt of the Step I answer. The Superintendent or his/her official designee shall arrange a meeting with the grievant and such representatives as the grievant and/or the Superintendent or his/her official designee deem necessary to consider facts pertinent to the grievance. Such meeting shall take place within ten (10) days of the receipt of the appeal. Upon conclusion of the meeting, the Superintendent or his/her official designee shall have ten (10) days in which to provide the written decision with reasons to the grievant and the Association.

Step III

If the grievance is not resolved at Step II, the grievant may appeal the grievance by submitting a written referral of the grievance to the Board within ten (10) days after receipt of

the Step II answer. An appeal to the Board shall be filed with the Superintendent. The Board shall schedule a time during which to hear the grievance in closed session. If the appeal to the Board is submitted at least eight (8) days prior to a regular Board meeting, it will be scheduled for a grievance meeting at that Board meeting. If the appeal is submitted with less than eight (8) days' notice before the Board's regularly scheduled meeting, then the grievance meeting shall be scheduled for the following regular Board meeting. The Board may determine in its sole discretion to schedule a grievance appeal at a special Board meeting prior to the next regularly scheduled Board meeting. Within ten (10) days from the date of the appeal hearing with the Board, the Board shall provide its written response to the grievance.

Step IV

If the grievance is not resolved at Step III, the Association shall refer the grievance to binding arbitration within twenty (20) days after receipt of the answer in Step III by filing a demand for arbitration with the American Arbitration Association. The American Arbitration Association Rules for Voluntary Labor Arbitration shall apply. The arbitrator shall have no right to amend, notify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted to him/her in writing by the Board and the Association and shall have no authority to make an award on any other issue not so submitted to him/her. The arbitrator shall be without power to make decisions in violation of applicable federal, state and local laws, and rules and regulations having the force and effect of law which are issued by agencies having regulatory authority over the Board. The arbitrator shall submit in writing his/her decision and award within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later. The award shall be based solely upon his/her interpretation of the meaning of application of the specific terms of this Agreement. Consistent with these provisions, the arbitrator shall have the authority to make an award concerning the remedy, if any, that he/she considers to be appropriate.

The fees and expenses of the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives or witnesses.

C. General Guidelines

1. If the Board challenges the arbitrability of a grievance on the grounds that the grievance was not submitted within the required time limits set forth in Step I, this issue may be processed as part of the grievance in accordance with the Grievance Procedure set forth in this Article. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be considered to be acceptance of the decision rendered at that step. Failure at any step of this procedure to answer a grievance within the specific time limits shall permit the grievant (and the Association with respect to appeals to Step IV) to proceed to the next step.
2. All time limits consist of days on which the District's Business Office is open.

3. If the grievant, the immediately involved supervisor, the Association, and the Superintendent agree, Step I of the grievance procedure may be bypassed and the grievance brought directly to Step II.
4. Class grievances involving two or more teachers which involve the same facts may be initially filed by the Association at Step II.
5. The Board acknowledges the right of the Association to participate in the processing of grievances in accordance with the provisions of the Illinois Educational Labor Relations Act (IELRA). No teacher shall be required to discuss any grievance if the Association's representative is not present.
6. The Board and the Administration shall cooperate with the Association, and vice versa, in investigation of any grievance, and further, they shall furnish each other with such information requested for the processing of any grievance, but this does not involve the preparation of any material or information not already available to the Board, Administration or Association.
7. No reprisals of any kind shall be taken by the Board or the Administration against a teacher because of his/her participation in this grievance procedure. Furthermore, the Association shall not participate in any reprisals against administrators or supervisors for any testimony or decisions given because of participation in this grievance procedure.
8. Should the Board or the Superintendent require that a teacher or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits for the investigation or processing of any grievance. The parties agree to schedule arbitration hearings insofar as practicable at times when teachers can be present to testify as witnesses without interfering with their teaching or other assigned duties; provided that if a teacher is required to testify during his/her regular assignment, said teacher shall be released without loss of pay or benefits for the purpose of testifying. In addition, up to two (2) Association representatives shall be released to attend arbitration and/or IELRB hearings without loss of pay or benefits (such release time shall be counted against the twenty (20) days of total Association leave provided in Article IV.M).
9. Grievances, responses to grievances, appeals, and other records dealing with the processing of a grievance shall not be placed in personnel files.
10. A grievance may be withdrawn by the grievant at any level without establishing a precedent.
11. Nothing contained herein shall be construed as limiting the right of any teacher to file a grievance in accordance with the procedures set forth herein without the support or intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement.

12. Upon written mutual consent, time limits may be extended.
13. If any teacher files any claim or complaint in any court of law or other appropriate governmental agency other than the grievance procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure set forth herein. This provision shall not apply to any complaints filed with the Illinois Educational Labor Relations Board (IELRB).

ARTICLE XII

PROFESSIONAL COMPENSATION AND BENEFITS

A. Qualifications For Professional Compensation

1. Basic

- a. The minimum education for a beginning teacher is a Bachelor's Degree and no prior teaching experience.
- b. Each teacher is responsible for providing an appropriate and valid license for the position assigned.

2. Years of Teaching Experience

- a. When employed, the teacher with previous successful teaching experience outside the District shall be placed on the compensation schedule at the discretion of the administration, and the exercise of such discretion shall not be subject to the provisions of Article X (Grievance Procedures).
- b. All types of experience credit approved prior to August 23, 1983, will be used for computation of salaries on the Schedule for Professional Compensation.
- c. Satisfactory teaching may include overseas teaching in an educationally recognized and/or accredited school, provided the overseas teaching for which a compensation schedule increment is sought is approved in advance by the Superintendent and the Superintendent determines that the teacher has satisfactorily completed the overseas teaching assignment in question.

3. Professional Growth

- a. Professional Growth is a program authorized by the Board and planned cooperatively by teachers and administrators for the purpose of maintaining, renewing and expanding the knowledge, skills and abilities of teachers in providing the most effective planned educational experiences to the children in the District.
- b. Objectives
 - (1) Provide opportunities for teachers to gain further expertise in providing services to children.
 - (2) Encourage teachers to share talents, special knowledge, leadership and materials.

- (3) Maintain a teaching staff with high professional competence.
- (4) Provide incentive for continued professional and relevant study through varied media.
- (5) Provide an equitable means of compensation for efforts to maintain professional competence.

c. Professional Growth Factors

- (1) Eligibility to participate may begin with activities completed after the first day of regular contractual service in the District. Application for final action for professional growth credit must be received by the committee at the Personnel Office in accordance with the following calendar in order to qualify for additional compensation:
 - Start of School Year: Credits must be submitted by October 1 of the school year in question. Provided the application and official sealed transcripts and appropriate paperwork are submitted by October 1, the horizontal lane advancement shall be retroactive to the start of the school year.
 - Mid-Year. Credits must be submitted by February 15 of the school year in question. Provided the application and official sealed transcripts and appropriate paperwork are submitted by February 15, the horizontal lane advancement shall be retroactive to February 1.
- (2) Professional growth activities must be appropriate to the improvement of the teacher's professional competence.
- (3) Professional growth activities for credit or compensation may not take place during paid contractual hours, except with the approval of the Superintendent.
- (4) For compensation computational purposes, one (1) professional growth credit shall be equivalent to one (1) semester hour of college credit or sixteen (16) contact hours for non-college activities.
- (5) Professional growth credit or compensation may only be granted in one (1) category (i.e., college, in-District, or out-of-District) for a single activity.

d. Professional Growth Activities

- (1) College credit

- (a) College courses will be given credit only after an official sealed transcript has arrived at the Personnel Office.
- (b) College courses taken must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit subject to the approved college and university list discussed in Section XII.A.3.d(1)(e) below.
- (c) College work must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.
- (d) For college credit received prior to employment, see Section A.4 of this Article (“Professional Growth Credit on the Schedule for Professional Compensation”).
- (e) Semester hours earned at an accredited college or university will be recognized if pre-approved and the college or university is listed on the District’s approved college and university list. Such list will be created and maintained by the Administration after seeking input from the Association prior to creation of the list and for all future amendments to the list. The final list will be approved by the Administration.

(2) In-District Credit

- (a) Recognizing the value of professional preparation, the District shall provide a variety of in-District professional growth activities.
- (b) The District shall offer a minimum of four (4) in-District workshops per school year.
- (c) Other than District-provided workshops, in-District activities taken must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit.
- (d) When participants fulfill the requirements established by the District for the in-District activities, professional growth credits or payment will be granted according to the terms announced by the Superintendent in advance.
- (e) In-District activities must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.

(3) Out-of-District Credit

- (a) Out-of-District activities must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit.
- (b) Out-of-District activities must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.

e. Professional Growth Procedure

- (1) Teachers must follow the current guidelines and submit the current applications and forms for each professional growth activity, all of which can be found at the District's website.
- (2) Upon review and action by the Professional Growth Committee, the "Committee's Final Approval" section of the application will be completed, and the form will be returned to the applicant. The credit awarded will become a permanent part of the personnel record of the applicant.
- (3) Credit awards will be indicated on the teacher's next annual contract or its September or February adjustment.
- (4) The applicant may request a committee hearing to review Committee action.

f. Professional Growth Committee

(1) Function

- (a) It shall be the responsibility of the Professional Growth Committee to study, investigate, and review the applications for professional growth and to determine the professional growth credit worth of each activity presented to the Professional Growth Committee. District staff may be called upon as advisors to this Committee in appropriate situations.
- (b) All information provided to this Committee shall be considered strictly confidential.
- (c) Six (6) members of the Committee must be present for action to be taken. Five (5) members must concur in the decision.
- (d) The Committee shall publish the date at least two (2) weeks in advance of each meeting at which applications for pre-approval and credit or compensation will be considered. Other meetings may be planned as needed.

(2) Composition

- (a) The Professional Growth Committee shall number eight (8), consisting of three (3) administrators and five (5) Association members.
- (b) The Superintendent shall determine the manner of selection, qualifications and term of office of the three (3) administrators.
- (c) The Association shall determine the manner of selection, qualifications, and term of office of the five (5) Association members.

4. Professional Growth Credit on the Professional Compensation Schedule

- a. Credit for additional college training beyond the Bachelor's Degree, will be granted at the completion of each block of twelve (12) semester hours.
- b. Credit for in-District and out-of-District activities will be given as stated by the Professional Growth Policy (XII.A.3.c.4).
- c. Semester hours earned beyond the Bachelor's Degree before employment in the District will be reviewed to determine how many, if any, such hours will be counted for professional growth credit on the schedule for professional compensation.
- d. Credit for the Master's Degree will be granted on the basis of a teacher's placement on the MA column of the applicable Professional Compensation Schedule. Full credit will be given for all the semester hours required for the Master's Degree when the degree is required for certification for a specific assignment (*e.g.*, social worker or speech pathologist).
- e. Teachers who have obtained a Master's Degree shall be placed on the MA column.
- f. Entry level psychologists will be considered at Lane MA+24 on the salary schedule.

B. Professional Compensation Schedule

- 1. For the 2016-2017, 2017-2018, 2018-2019, and 2019-2020 school years, teachers shall be compensated on the basis of their placement on the applicable Professional Compensation Schedules which are attached as Appendices A-1, A-2, A-3 and A-4, respectively, and incorporated herein by reference.

2. The base salary for the 2016-17 and 2017-18 school years was increased by one and a half percent (1.5%) over the prior year's base salary.
3. The base salary for 2018-19 and 2019-20 school years will be developed by applying an increase over the prior year's base salary that shall be equal to the percentage attributable to the corresponding fiscal year in accordance with the Illinois *Property Tax Extension Limitation Law* (PTELL), commonly referred to as the "tax cap," subject to an annual floor of one and a half percent (1.5%) and a ceiling of three and a quarter percent (3.25%).

More specifically, the percentage increase shall be equal to the annual percentage increase in the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U.S. Department of Labor's Bureau of Labor Statistics, two calendar years prior to the year in which taxes are actually extended (collected)(which is December 2016 for 2018-19 and December 2017 for 2019-20). Notwithstanding the percentage increase in the annual CPI-U, however, the salary increase will not exceed the aforementioned ceiling of three and a quarter percent (3.25%). The Professional Compensation Schedules for the 2018-19 and 2019-20 school years will be prepared and posted after the release of the applicable CPI-U.

4. Effective the 2016-17 school year, six (6) steps were added to the Professional Compensation Schedule. As a result, for the 2016-17 school year only, the Side Letter of Understanding regarding *Step Placement for 2016-17* (attached to this Agreement) shall set forth the appropriate step placement for each teacher on the new 26 step Schedule. For each year after the 2016-17 school year, teachers shall move one step per year unless they are not eligible for a step due to receiving longevity or being subject to the BA, BA+12 or BA+24 step limits set forth immediately below.
5. Effective the 2016-17 school year, the BA, BA+12 and BA+24 columns are capped at step 12, step 14 and step 16, respectively. Teachers who do not move horizontally before reaching the caps will not move further steps until they move into a column that will allow further step movement with the exception of teachers affected by the Side Letter of Understanding regarding *BA Column Cap Exceptions* (attached to this Agreement). If a teacher who was previously capped moves into a column that will allow further step movement, such teacher will only be permitted to move one step per school year and will not be permitted to recapture any previously lost step movement.
6. At the Board's discretion in the event that the State enacts a law that shifts all or part of the funding obligation for TRS from the State to school districts, the Board and the PREA agree to meet to consider the cost impact to the Board.

C. Horizontal Movement on Professional Compensation Schedule

Notwithstanding the provisions of Article XII, Section A.4, above, the following provisions shall be applicable to horizontal movement on the Professional Compensation Schedule:

1. Effective the 2016-17 school year, teachers may only move horizontally one column per school year.
2. Teachers without an earned Master's Degree who are in the BA through the BA+24 column of the Professional Compensation Schedule shall be placed in the MA column upon earning a Master's Degree; only professional growth credits earned after obtaining a Master's Degree can be used for horizontal movement on the Professional Compensation Schedule; provided, however, up to eight (8) hours of non-degree professional growth contact hours (one-half Professional Growth credit) and earned after June 13, 2003, but before obtaining a Master's Degree can be used for horizontal movement once the Master's Degree is earned.

D. General Compensation Regulations

1. Six (6) semester hours of professional growth training are required every six (6) years. This means that no more than six (6) years may elapse between periods of study earning four (4) hours of professional growth credit. This provision does not apply to teachers who are in the MA+48 column on the applicable Professional Compensation Schedule. The provisions of this subsection shall not be applicable as long as the State of Illinois Teacher Recertification Program is in effect.
2. All compensation shall be paid in twenty-two (22) or twenty-six (26) equal installments, as designated by the teacher at the time the teacher signs the compensation agreement.
3. The District will provide sign up forms for direct deposit to teachers who wish to participate.

E. Stipends for Extracurricular Responsibilities and Coaching Assignments

1. Stipends and the applicable rules and regulations for extracurricular responsibilities and for coaching assignments for the 2016-2017, 2017-2018, 2018-2019, and 2019-2020 school years shall be in accordance with Appendix B attached hereto and incorporated herein by reference. For the 2018-2019 and 2019-2020 school years, the pay rate for any stipend activities labeled as "TBD" will be increased using the same formula utilized to increase the base teacher salary.
2. The following stipend activities will be posted every two (2) years at which point the stipend activity may be awarded to another teacher or the same teacher: clubs,

student activities, interscholastic sports, and intramural sports. Supervision position will be posted annually at which point the supervision position may be awarded to another teacher or the same teacher. The Administration retains the right to non-renew a teacher's stipend activity assignment early for non-fulfillment of job responsibilities.

3. Teachers who attend Camp Duncan activity during their normal workday only are entitled to mileage reimbursement. Teachers who work the entire Camp Duncan day and/or overnight will receive the stipend(s) listed on Appendix B.
4. The Stipend Committee will convene in the Spring of 2018 to review Appendix B and to may make recommendations to the Association and Administration regarding any proposed revisions to the schedule for 2018-19 and 2019-20. Any revisions to Appendix B must be mutually agreed upon by the District and Association.

F. Career Service Incentive Program

During the term of this Agreement, the Board may establish a Career Service Incentive Program to encourage attendance of teachers at local, state, regional, and/or national conferences (limited to North America) and, if established, to determine the level of funding. The Professional Growth Committee shall establish the approval guidelines, provided any changes shall be subject to approval by both the Board and the PREA.

1. The program shall not be considered to be a reward for prior services or based upon the Board's evaluation policies and procedure.
2. Teachers may receive a grant as often as specified in the approved guidelines.
3. All PREA, IEA, NEA or other union activities will be exempted from consideration for an award; provided, however, the Professional Growth Committee may approve educational workshops and conferences sponsored by these organizations as being eligible for consideration.
4. All applications will be submitted to the Professional Growth Committee which in turn will make recommendations to the Superintendent based upon the established guidelines.
5. Recipients will be required to complete a conference summary upon completion of their activity in accordance with established guidelines.

The Professional Growth Committee may investigate the possibility of applying for any available state and/or federal funding. If such an investigation is undertaken, the Committee shall advise the Superintendent of the results of such investigation.

G. Professional Growth for Teachers Frozen at BA+24 or Above, or at MA+48

1. Compensation Calculations

Compensation for teachers frozen at BA+24 or above, or at MA+48, will be calculated in the following ways:

- a. University Courses. Teachers completing university courses will be reimbursed for the actual cost of the tuition and fees for the specific course. This does not include expenses for parking, books, or any other student fees. Such reimbursement shall not exceed the annual maximum set forth in number 3 of this section.
- b. In-District and Out-of-District Workshops (outside of the normal contract day). Teachers completing these activities may be reimbursed for the actual cost of the registration fees for the specific activity or for the contact hours of the specific activity.
- c. The hourly rate for a contact hour for in-District and out-of-District activities shall be:

2016-17:	\$20/contact hour
2017-18:	\$21/contact hour
2018-19:	\$22/contact hour
2019-20:	\$23/contact hour

2. Reimbursement for fees shall never exceed the actual costs.
3. The annual reimbursement and hourly payments for all professional growth activities for teachers at BA+24 or above and MA+48 columns shall not exceed \$2,375 per teacher for the 2016-17 school year, \$2,450 for the 2017-18 school year, \$2,525 for the 2018-19 school year, and \$2,600 for the 2019-20 school year.
4. These provisions are not intended to underwrite attendance at conventions of professional organizations.

H. National Board Certification Program

For teachers who participate in the National Board Certification program, the District will reimburse up to \$1,000 of the cost of such participation. Upon successful completion and certification, the District will provide an annual lump sum payment of \$750 for the life of the certification; said lump sum payment will not be added to a teacher's base salary. Any teachers who participate in this program will not be eligible for professional growth credit for such participation. Psychologists with a Nationally Certified School Psychologist endorsement shall also be provided with an annual lump sum payment of \$750 for the life of the certification.

I. Health and Dental Insurance

1. **Health Insurance Programs**

Effective September 1, 2016, for all full-time teachers who are covered by the District's medical-surgical programs (or who request and are eligible to be covered in the thirty-day period prior to September 1), such teachers shall pay the following percentage per month for the premium cost of the coverage option selected:

	Effective 09/01/2016	2016- 2017 monthly rate	% DISTRICT PAYS	Monthly District Share	% EMPLOYEE PAYS
DISTRICT PPO 350	Emp	\$868.50	89.97%	\$781.39	10.03%
	Emp + 1	\$1,714.39	66.48%	\$1,139.73	33.52%
	Family	\$2,455.28	60.71%	\$1,490.60	39.29%
HMO	Emp	\$524.92	95.84%	\$503.08	4.16%
	Emp + 1	\$1,036.22	67.96%	\$704.22	32.04%
	Family	\$1,483.99	63.24%	\$938.48	36.76%
HDHP 1300	Emp	\$679.52	97.00%	\$659.13	3.00%
	Emp + 1	\$1,341.37	78.00%	\$1,046.27	22.00%
	Family	\$1,921.06	72.00%	\$1,383.16	28.00%
PPO 1200	Emp	\$638.02	96.90%	\$618.24	3.10%
	Emp + 1	\$1,259.75	85.50%	\$1,077.09	14.50%
	Family	\$1,804.15	78.50%	\$1,416.26	21.50%
PPO 750	Emp	\$720.91	97.00%	\$ 699.28	3.00%
	Emp + 1	\$1,423.04	76.00%	\$ 1,081.51	24.00%
	Family	\$2,038.02	69.00%	\$ 1,406.23	31.00%
NIHIP PPO 350	Emp	\$827.68	90.00%	\$ 744.91	10.00%
	Emp + 1	\$1,633.80	67.00%	\$ 1,094.65	33.00%
	Family	\$2,339.87	61.00%	\$ 1,427.32	39.00%

The above amounts represent the teacher's monthly share of the premium for the first year of the Agreement. Rates for each future year will be increased by the

lesser of (1) the total rate of increase for premiums as calculated by the insurance provider, or (2) ten percent (10%).

2. **Alternatives for Grandfathered Teacher.** For all other full-time teachers who are not covered by the District's medical-surgical programs and who were employed and working prior to the start of the 1992-93 school year, the Board will pay the applicable amount set forth below towards the premiums of group loss of income insurance, group term life insurance, group long term disability insurance, dental insurance, or tax sheltered annuities, during the term of this Agreement:

1-10 years on salary schedule	\$43 per month (\$516 per year)
11-15 years on salary schedule	\$48 per month (\$576 per year)
16-20 years on salary schedule	\$53 per month (\$636 per year)

Any teacher, including teachers who are employed on at least a 50% or more basis, whose first day of employment is on or after the start of the 1992-93 school year (*i.e.*, on or after August 21, 1992) shall not be eligible to receive this alternative health insurance benefit.

3. **Part-Time Teacher Coverage.** Teachers who are employed on at least a 50% or more basis but less than full-time shall receive the applicable pro-rata amount.

Example: For a teacher employed on the basis of a 75% contract who requests to be covered by the District's medical-surgical programs, the Board shall pay 75% of the amount that the Board pays monthly for full-time employees for the coverage selected and the employee shall pay the remaining amount.

4. **Section 125 Plan.** The Board will offer to all teachers the opportunity to participate in a flexible spending arrangement (FSA) for health care premiums, dependent care assistance, and medical care reimbursement as specified in Section 125 of the *Internal Revenue Code*. The District will administer the plan and assume all costs incurred in its administration.
5. **Dental Insurance.** A Board paid dental plan shall be established for individual employee coverage. Employees may purchase dependent coverage under said plan at a cost not to exceed the difference between the premium of the single coverage and the premium of the chosen dependent coverage.
6. **Insurance Information.** The Association President shall be provided with a copy of the master contracts for the District's medical-surgical programs covering teachers, as well as any riders or revisions thereto which the District receives from its carriers and health care providers. In addition, the PREA President shall be provided, upon written request, relevant and available information pertaining to

the District's insurance and annuity programs. Nothing herein shall require the Board to compile any information or data which has not already been compiled.

7. **Insurance Changes.** The Board shall have the right to change insurance carriers or otherwise provide for coverage as long as the level of benefits is substantially the same or better. Before the Board changes insurance carriers or otherwise provides for coverage, the Association shall be given advance notice and an opportunity to present its views through its participation in the District Insurance Committee.
8. **District Insurance Committee.** The District Insurance Committee ("Committee") will be continued during the term of this Agreement for the purpose of reviewing avenues and options to contain or decrease the cost of current and future health insurance and to make recommendations concerning same. The Committee will continue to be comprised of, but not limited to, a teacher representative from each building and representatives from each of the teacher assistant staff and the custodial staff. The chair of the Committee shall be a District administrator designated by the Superintendent who shall be responsible for scheduling meetings and preparing written information for each meeting.

The Committee will meet as necessary but at least two (2) times per year. The work of the Committee shall be collaborative in order to promote a wide range of views and opinions as insurance options are reviewed. It shall have access to necessary information in order to do this. The Committee chair will provide these materials to committee members; however, the chair will protect the confidentiality of individual plan participants as required by applicable law. The Committee may meet with consultants as needed.

9. **Health Care Tax Negotiations.**
 - a. If, during the life of this Agreement, a law is adopted that taxes health care benefits of teachers, the Agreement shall be re-opened to negotiate salary and health care benefits for each remaining year of this Agreement.
 - b. If, by September 1, 2018, the federal *Affordable Care Act's* Cadillac Tax effective date is not postponed beyond the current effective date of January 1, 2020, the Agreement shall be re-opened to negotiate health care benefits and contributions for each remaining year of the Agreement.

J. Term Life Insurance

The Board will pay to the estate or the named beneficiary of a deceased teacher or person named by the teacher in written direction filed with the District the sum of \$50,000.

K. Long-Term Disability Insurance

The Board will offer a voluntary long-term disability insurance plan which teachers may elect to participate in at their own expense. The plan will be selected with the advice of the

District's Insurance Committee and will be designed to coordinate with the disability coverage provided by the Teachers' Retirement System and workers' compensation.

L. Payroll Deductions

Payroll deductions shall be by written consent for the following items over a ten (10) or twelve (12) month period according to the individual teacher's wage agreement:

1. Tax-sheltered annuities;
2. Credit Union – A loan amount or share amount may be deducted upon filing payroll deduction form. A Credit Union payroll deduction may be canceled by notifying the Business Office. These deductions are not to fluctuate monthly;
3. United Way - Limited to six (6) months;
4. Hospital, dental, and protection insurance premiums;
5. Membership in the Park Ridge Education Association and its state and national affiliates, IEA and NEA (authorization forms supplied by the Association);
6. Section 125 Plan deductions.

All deductions for Credit Union, tax sheltered annuities, and Association dues shall be remitted within thirty (30) days of the deduction.

M. Unused Sick Leave Upon Retirement

For the school years 2016-17, 2017-18, 2018-19, and 2019-20, the Board shall pay \$65.00 for each day of accumulated and unused sick leave which a teacher has in excess of the total number of such sick leave days that can be used for additional service credit under TRS. The maximum number of days which will be paid is limited to eighty (80). Said payment shall be made as a post-retirement severance benefit and is not intended to be added to compensation in the teacher's final year of service. The payment shall be made after the retired teacher provides evidence from TRS of any accumulated and unused sick days that have not been used for service credit under the Teachers' Retirement System.

N. Voluntary Early Retirement Incentive Plan

1. **General Eligibility Requirements.** A teacher shall be eligible for the District's Voluntary Early Retirement Incentive Program provided the teacher meets all of the following eligibility requirements:
 - a. At the time of retirement, must have completed fifteen (15) years of Teachers' Retirement System (TRS) creditable service;

- b. At the time of retirement, must have been employed with the District as a certified/professional educator licensed employee for the final five (5) years prior to retirement;
- c. The retirement shall not cause the Board to pay any penalties to TRS resulting from creditable earnings increases in excess of six percent (6%) in the four (4) years used for the TRS retirement annuity calculation;
 - THIS REQUIREMENT IS WAIVED FOR JUNE 2017 RETIREMENTS. HOWEVER, IF THE INCREASE IN EXCESS OF 6% OCCURRED FROM 2015-16 TO 2016-17 FOR A 2017 RETIREMENT, THE TEACHER WILL NOT BE PERMITTED TO TAKE ON EXTRA DUTIES DURING THE 2016-17 SCHOOL YEARS AND ANY BONUS MUST BE PAID POST RETIREMENT SO AS NOT TO CAUSE ANY FURTHER PENALTY.
- d. Must submit to the Superintendent an irrevocable letter of intent to retire by the applicable dates set forth in Section N.2 below with a retirement date of no later than June 30, 2020 AND enclosed with the letter shall be a recent TRS benefits estimate confirming current years of TRS creditable service;
- e. Must retire no earlier than the completion of the school year during which the teacher becomes first eligible for a non-discounted TRS annuity (age 60 or 35 years of TRS service credit, whichever is first);
- f. Must retire no later than the completion of the school year following the school year during which the teacher becomes first eligible for a non-discounted TRS annuity.;
 - THIS REQUIREMENT IS WAIVED FOR JUNE 2017 RETIREMENTS
 - THIS REQUIREMENT IS ALSO WAIVED FOR TEACHERS RETIRING IN 2018, 2019 OR 2020 WHO CANNOT MEET ELIGIBILITY REQUIREMENT 1.c ABOVE BY THE COMPLETION OF THE SCHOOL YEAR FOLLOWING THE SCHOOL YEAR IN WHICH THEY FIRST BECOME ELIGIBLE FOR A TRS NON-DISCOUNTED ANNUITY IN WHICH CASE THE TEACHER MAY WORK BEYOND THAT DEADLINE UNTIL THE FIRST YEAR THE TEACHER CAN RETIRE WITHOUT CAUSING A TRS 6% EXCESS SALARY PENALTY (SUCH TEACHERS ARE ELIGIBLE FOR THE \$28,000 BONUS AND THE POST RETIREMENT INSURANCE BENEFITS DISCUSSED BELOW).

- g. Must meet any additional specific eligibility requirements set forth in Section N.2 below; and
- h. Must not have received a retirement benefit from the District pursuant to a prior policy or collective bargaining agreement.

2. **Retirement Incentive Bonus and Additional Specific Eligibility Requirements.** For any teacher who meets the General Eligibility Requirements set forth above and the Specific Eligibility Requirements set forth below, the Board shall provide one of the following benefits:

a. June 2017 Retirement Date

i. Additional Specific Eligibility Requirements:

- Must have been eligible for a non-discounted TRS annuity prior to the 2016-17 school year OR must become first eligible for a non-discounted TRS annuity by the end of the 2016-2017 school year; and
- Must provide letter of intent to retire no later than January 1, 2017.

ii. Benefit:

- \$33,000.00 lump sum bonus; and
- Board paid single health insurance coverage through TRS, up to a maximum monthly cost of \$700.00, until the retiree is 65 or eligible for Medicare, whichever occurs earlier.

b. June 2018 Retirement Date

i. Additional Specific Eligibility Requirements:

- Must provide letter of intent to retire no later than December 1, 2016.

ii. Benefit:

- \$33,000.00 lump sum bonus for teachers retiring at the completion of the school year during which they become first eligible for a non-discounted TRS annuity OR \$28,000.00 for teachers who retire at the completion of the school year following the school year during which they become first eligible for a non-discounted TRS annuity; and

- Board paid single health insurance coverage through TRS, up to a maximum monthly cost of \$700.00, until the retiree is 65 or eligible for Medicare, whichever occurs earlier.

c. June 2019 Retirement Date

i. Additional Specific Eligibility Requirements:

- Must provide letter of intent to retire no later than December 1, 2017.

ii. Benefit:

- \$33,000.00 lump sum bonus for teachers retiring at the completion of the school year during which they first become eligible for a non-discounted TRS annuity OR \$28,000.00 lump sum bonus for teachers who retire at the completion of the school year following the school year during which they first become eligible for a non-discounted TRS annuity; and
- Board paid single health insurance coverage through TRS, up to a maximum monthly cost of \$700.00, until the retiree is 65 or eligible for Medicare, whichever occurs earlier.

d. June 2020 Retirement

i. Additional Specific Eligibility Requirements:

- Must provide letter of intent to retire no later than December 1, 2018.

ii. Benefit:

- \$33,000.00 lump sum bonus for teachers retiring at the completion of the school year during which they first become eligible for a non-discounted TRS annuity OR \$28,000.00 lump sum bonus for teachers who retire at the completion of school year following the school year during which they first become eligible for a non-discounted TRS annuity (but must retire no later than June 2020); and
- Board paid single health insurance coverage through TRS, up to a maximum monthly cost of \$700.00, until the retiree is 65 or eligible for Medicare, whichever occurs earlier.

3. **Salary and Payment of Retirement Incentive Bonus:**

a. Salary

- i. After submitting a letter of intent to retire, teachers will continue to receive their regular salary as set forth on the Professional Compensation Schedule for the final one or two years (whichever is applicable) before retirement with the exception that no horizontal column movement will be granted in the final one or two years.
- ii. **Example:** If a teacher is retiring in June of 2018 and submitted a timely notice by December 1, 2016, that teacher will continue to receive step movement or longevity, whichever is applicable, for the 2016-17 and 2017-18 school years, but no horizontal column movement will be permitted during the 2016-17 and 2017-18 school years.

b. Payment of Retirement Bonus Incentive

- i. Upon request of the teacher, the District will pay eligible teachers a portion of the bonus during the final years before retirement in an amount designated by the teacher provided that such payment will not increase the teachers' total TRS creditable earnings by more than 6% of the prior year's total TRS creditable earnings.
 - June 2017 retirees may choose to be paid a portion of the bonus during the 2016-17 school year.
 - June 2018, 2019 and 2020 retirees may choose to be paid a portion of the bonus in the two (2) school years immediately preceding their retirement date.
- ii. Bonus payments towards TRS creditable earnings shall be paid on the final paycheck of the applicable school years.
- iii. The District will pay the remainder of the bonus not paid during the final one or two years, if any, in a lump sum payment no later than sixty (60) calendars days after the teachers' final regular paycheck from the District before retirement.

4. **Retirement Incentive Plan Reopener**

If the Illinois legislature subsequently enacts legislation further limiting annual percentage increases allowable as TRS creditable earnings for the purpose of calculating teacher pensions or requiring additional Board contributions for TRS creditable teacher salary increases in excess of specified percentages, the Board and the PREA agree to meet and revise this provision to provide alternate methods of distributing the supplemental retirement benefit due to teachers

without increasing the Board's monetary obligation in a manner that would minimize any negative impact on the teacher's retirement annuity.

O. Professional Workshops

Teachers who lead an 8-hour professional workshop will be paid \$700.00.

P. Workers' Compensation

The Board shall pay the State of Illinois prescribed workers' compensation payments to any teacher who is determined to be eligible to receive workers' compensation pursuant to 820 ILCS 305/1 *et seq.* Said teacher may elect to receive any additional sick leave compensation paid by the Board and available to the teacher (i.e., 1/3rd of a sick day to bring the teacher to full salary) or to receive only the workers' compensation benefits to which the teacher is entitled (i.e., 2/3rd of salary).

ARTICLE XIII

EFFECT AND TERM OF AGREEMENT

A. Priority of Documents

In the event of conflict between this document and other written policies of the Board, this Agreement, if applicable, takes priority over and controls the others.

B. Entire Agreement

This Agreement supersedes and cancels all previous agreements between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

C. Waiver Of Bargaining

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to during such collective bargaining process, or any item covered specifically in this Agreement. This provision shall not, however, prohibit the parties from mutually agreeing to alter, change, add to, delete or otherwise voluntarily modify this Agreement in accordance with Article XX.

D. Applicable State Law

This Agreement shall be governed by the laws of the State of Illinois and constitutes the entire Agreement between the Park Ridge Education Association and the Board of Education, Community Consolidated School District 64, and shall be changed only in writing signed by both parties.

E. Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section, or clause.

F. Non-Interruption Of Work

During the term of this Agreement, neither the Association nor any teacher covered by this Agreement shall instigate, promote or participate in any strike, sympathy strike, or other concerted stoppage of work.

The Association shall not be held responsible for actions of individual teachers in which it has not participated, instigated or promoted.

G. Ratification and Duration of Agreement

This Agreement shall become effective on September 26, 2016, upon ratification first by the Association and then by the Board, and shall be binding upon both parties after ratification. This Agreement shall remain in effect through 11:59 p.m. on the day preceding the first day of teacher attendance for the 2020-2021 school year.

This Agreement is approved and signed by the parties on the dates indicated:

**For the Park Ridge Education
Association (PREA)**

**For the Board of Education
District 64**

President

President

Secretary

Secretary

Date Ratified

Date Ratified

APPENDIX A-1

2016-2017 PROFESSIONAL COMPENSATION SCHEDULE

Step	Column/Lane							
	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$49,311	\$51,151	\$53,056	\$56,717	\$59,482	\$62,248	\$65,934	\$71,462
2	\$50,231	\$52,074	\$53,947	\$57,642	\$60,407	\$63,170	\$66,858	\$72,386
3	\$51,169	\$53,014	\$54,853	\$58,581	\$61,345	\$64,106	\$67,794	\$73,321
4	\$52,093	\$53,935	\$55,775	\$59,855	\$62,620	\$65,381	\$69,071	\$74,596
5	\$53,033	\$54,872	\$56,713	\$61,157	\$63,921	\$66,682	\$70,372	\$75,893
6	\$53,954	\$55,795	\$57,636	\$62,081	\$64,842	\$67,606	\$71,293	\$76,818
7	\$54,891	\$56,733	\$58,574	\$63,018	\$65,777	\$68,542	\$72,225	\$77,755
8	\$55,815	\$57,656	\$59,496	\$64,473	\$67,232	\$69,999	\$73,679	\$79,210
9	\$56,754	\$58,594	\$60,433	\$65,961	\$68,719	\$71,486	\$75,162	\$80,692
10	\$58,601	\$60,438	\$62,275	\$67,804	\$70,569	\$73,327	\$77,013	\$82,535
11	\$60,446	\$62,281	\$64,124	\$69,655	\$72,414	\$75,173	\$78,859	\$84,411
12	\$62,288	\$64,130	\$65,968	\$71,503	\$74,260	\$77,022	\$80,705	\$86,229
13	\$64,137	\$65,973	\$67,814	\$73,405	\$76,109	\$78,868	\$82,549	\$88,075
14	\$65,518	\$67,358	\$69,199	\$74,734	\$77,489	\$80,251	\$83,936	\$89,453
15	\$66,907	\$68,742	\$70,579	\$76,119	\$78,877	\$81,633	\$85,320	\$90,839
16	\$68,292	\$70,123	\$71,964	\$77,499	\$80,259	\$83,019	\$86,703	\$92,220
17	\$69,674	\$71,513	\$73,350	\$78,886	\$81,641	\$84,405	\$88,087	\$93,605
18	\$71,059	\$72,894	\$74,731	\$80,269	\$83,027	\$85,782	\$89,468	\$94,990
19	\$72,446	\$74,278	\$76,118	\$81,651	\$84,414	\$87,173	\$90,854	\$96,371
20	\$73,826	\$75,665	\$77,504	\$83,038	\$85,791	\$88,557	\$92,235	\$97,755
21	\$75,212	\$77,048	\$78,882	\$84,424	\$87,177	\$89,941	\$93,620	\$99,141
22	\$77,057	\$78,890	\$80,732	\$86,981	\$89,748	\$92,495	\$96,172	\$101,692
23	\$78,374	\$80,255	\$82,096	\$88,344	\$91,115	\$93,864	\$97,536	\$103,056
24	\$79,714	\$81,645	\$83,481	\$89,728	\$92,502	\$95,253	\$98,919	\$104,438
25	\$81,190	\$83,181	\$85,017	\$92,041	\$94,839	\$97,612	\$101,311	\$106,877
26	\$82,693	\$84,747	\$86,581	\$94,414	\$97,235	\$100,029	\$103,760	\$109,372
Longevity	\$82,693	\$84,747	\$86,581	\$96,601	\$99,422	\$102,216	\$105,948	\$111,560

1	Teachers in the Masters Lane who have been on Step 26 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 26 or \$2,187.44.
2	The minimum compensation paid to a beginning full-time teacher with a Bachelor's Degree and no experience in teaching is \$49,311.
3	From the compensation set forth above, the Board shall submit the teacher's required contribution to the Illinois Teachers Retirement System (TRS) on the teacher's behalf. It is understood by the Parties that only TRS has the capacity to finally decide the creditable status of compensation and service. In the event that any portion of the compensation paid pursuant to this agreement is deemed to not constitute creditable earnings, the Association agrees that the Board will not be held liable for such determination.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,399.00.

APPENDIX A-2

2017-2018 PROFESSIONAL COMPENSATION SCHEDULE

Column/Lane								
Step	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$50,050	\$51,918	\$53,852	\$57,568	\$60,374	\$63,182	\$66,924	\$72,534
2	\$50,985	\$52,855	\$54,756	\$58,506	\$61,313	\$64,118	\$67,860	\$73,472
3	\$51,937	\$53,809	\$55,676	\$59,460	\$62,265	\$65,067	\$68,810	\$74,421
4	\$52,874	\$54,744	\$56,612	\$60,753	\$63,559	\$66,362	\$70,107	\$75,715
5	\$53,829	\$55,695	\$57,563	\$62,075	\$64,880	\$67,683	\$71,428	\$77,032
6	\$54,764	\$56,632	\$58,500	\$63,012	\$65,815	\$68,620	\$72,362	\$77,971
7	\$55,715	\$57,584	\$59,453	\$63,963	\$66,763	\$69,570	\$73,308	\$78,921
8	\$56,652	\$58,521	\$60,389	\$65,440	\$68,240	\$71,049	\$74,784	\$80,398
9	\$57,605	\$59,473	\$61,339	\$66,950	\$69,750	\$72,559	\$76,290	\$81,902
10	\$59,480	\$61,345	\$63,209	\$68,821	\$71,627	\$74,427	\$78,168	\$83,773
11	\$61,352	\$63,215	\$65,085	\$70,700	\$73,500	\$76,301	\$80,042	\$85,677
12	\$63,222	\$65,092	\$66,957	\$72,575	\$75,374	\$78,177	\$81,915	\$87,522
13	\$65,099	\$66,963	\$68,831	\$74,506	\$77,251	\$80,051	\$83,787	\$89,396
14	\$66,500	\$68,368	\$70,237	\$75,855	\$78,651	\$81,454	\$85,195	\$90,795
15	\$67,911	\$69,774	\$71,638	\$77,261	\$80,060	\$82,857	\$86,600	\$92,202
16	\$69,317	\$71,175	\$73,044	\$78,661	\$81,463	\$84,264	\$88,003	\$93,603
17	\$70,719	\$72,586	\$74,451	\$80,069	\$82,865	\$85,671	\$89,409	\$95,009
18	\$72,125	\$73,988	\$75,852	\$81,473	\$84,272	\$87,069	\$90,810	\$96,415
19	\$73,533	\$75,393	\$77,260	\$82,876	\$85,680	\$88,481	\$92,216	\$97,817
20	\$74,933	\$76,799	\$78,666	\$84,283	\$87,078	\$89,885	\$93,618	\$99,222
21	\$76,341	\$78,203	\$80,065	\$85,691	\$89,064	\$91,290	\$95,024	\$100,629
22	\$78,212	\$80,073	\$81,943	\$88,285	\$91,094	\$93,883	\$97,615	\$103,218
23	\$79,550	\$81,459	\$83,327	\$89,669	\$92,482	\$95,272	\$98,999	\$104,602
24	\$80,910	\$82,869	\$84,733	\$91,074	\$93,890	\$96,682	\$100,403	\$106,005
25	\$82,408	\$84,429	\$86,292	\$93,422	\$96,262	\$99,076	\$102,830	\$108,480
26	\$83,933	\$86,018	\$87,880	\$95,830	\$98,693	\$101,529	\$105,317	\$111,013
Longevity	\$83,933	\$86,018	\$87,880	\$98,050	\$100,914	\$103,749	\$107,537	\$113,233

1	Teachers in the Masters Lane who have been on Step 26 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 26 or \$2,220.26.
2	The minimum compensation paid to a beginning full-time teacher with a Bachelor's Degree and no experience in teaching is \$50,050.
3	From the compensation set forth above, the Board shall submit the teacher's required contribution to the Illinois Teachers Retirement System (TRS) on the teacher's behalf. It is understood by the Parties that only TRS has the capacity to finally decide the creditable status of compensation and service. In the event that any portion of the compensation paid pursuant to this agreement is deemed to not constitute creditable earnings, the Association agrees that the Board will not be held liable for such determination.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,399.00.

APPENDIX A-3

2018-2019 PROFESSIONAL COMPENSATION SCHEDULE

Will be added after the release of the December 2016 CPI-U

APPENDIX A-4

2019-2020 PROFESSIONAL COMPENSATION SCHEDULE

Will be added after the release of the December 2017 CPI-U

APPENDIX B

STIPENDS FOR EXTRACURRICULAR/COACHING ASSIGNMENTS

Level	Stipend	Number /Building	Max Stipend Count	** *	2016-17	2017-18	2018-19	2019-20
Elementary (EL) Pre-K (PK) Middle School (MS)								
					1.015	1.015	TBD	TBD
EL/MS	Clubs (Per Session)	NA		b	\$25/session	\$25.38/ session	TBD	TBD
EL	Clubs (Per Year)	NA	Variable		\$ 7,250.00	\$ 7,358.75	TBD	TBD
MS	Clubs (Per Year)	NA	Variable		\$ 13,000.00	\$ 13,195.00	TBD	TBD
	Student Activities							
EL/MS	Spelling Bee	1	7		\$ 995.00	\$ 1,009.93	TBD	TBD
EL	Student Council	1	5		\$ 800.00	\$ 812.00	TBD	TBD
EL	Patrol Supervisor	1	5		\$ 2,075.00	\$ 2,106.13	TBD	TBD
EL/MS	Young Authors	1	7		\$ 625.00	\$ 634.38	TBD	TBD
MS	Student Government Sponsor	1	2		\$ 1,923.43	\$ 1,952.28	TBD	TBD
MS	Student Government Assistant Sponsor	3	6		\$ 1,224.09	\$ 1,242.45	TBD	TBD
EL	Battle of the Books	1	5		\$ 995.00	\$ 1,009.93	TBD	TBD
MS	Yearbook Sponsor	1	2		\$ 2,075.00	\$ 2,106.13	TBD	TBD
MS	Yearbook Assistant	1	2		\$ 228.38	\$ 231.80	TBD	TBD
MS	8th Grade Student Leaders (Peer/WEB) Coordinator	1	2		\$ 1,000.00	\$ 1,015.00	TBD	TBD
MS - Lincoln	8th Grade Student Leader (WEB) Sponsor 1/10 Students	NA	Variable		\$ 625.00	\$ 634.38	TBD	TBD
MS	POWER Facilitator	1	2		\$ 875.00	\$ 888.13	TBD	TBD
MS	POWER Group Leaders (Total Dependent on Student #)	NA	Variable	a	\$ 150	\$ 150	\$ 150	\$ 150
MS	Broadcast Coordinator	1	2		\$ 1,900.00	\$ 1,928.50	TBD	TBD
MS	SPARK Coordinator	1	2		\$ 963.24	\$ 977.68	TBD	TBD
MS	SPARK Supervisors (Per Session)	NA	Variable	b	\$25/session	\$25.38/ session	TBD	TBD

	Bus/Outside Supervision							
MS	Morning Door Supervision (7:00am - 7:35am)	1	2	b	\$21.88/day	\$22.21/day	TBD	TBD
PK/EL	Bus/Outside Morning Supervision (15 min/day -182 days)	5 to 7	Variable	b	\$9.38/day	\$9.42/day	TBD	TBD
MS	Bus/Outside Morning Supervision (15 min/day 182 days)	5 to 7	Variable	b	\$9.38/day	\$9.42/day	TBD	TBD
PK/EL	Bus/Outside Afternoon Supervision (15 min/day 182 days)	5 to 7	Variable	b	\$9.38/day	\$9.42/day	TBD	TBD
MS	Bus/Outside Afternoon Supervision (15 min/day 182 days)	5 to 7	Variable	b	\$9.38/day	\$9.42/day	TBD	TBD
	Lunchroom/Recess Supervision							
EL	Elementary Lunch Supervision (55 minutes)	6	30	b	\$34/day	\$34.51/day	TBD	TBD
MS	Middle School Lunch Supervision (40 minutes)	15	30	b	\$25/day	\$25.38/day	TBD	TBD
	Interscholastic Sports							
MS	Basketball	4	8		\$ 3,250	\$ 3,298.78	TBD	TBD
MS	Cross Country Non-Cut (1 coach per 30 students)	1 min	Variable		\$ 2,317	\$ 2,352.00	TBD	TBD
MS	Volleyball	4	8		\$ 3,250	\$ 3,298.78	TBD	TBD
MS	Wrestling Non-Cut (1 coach per 30 students)	1 min	Variable		\$ 3,250	\$ 3,298.78	TBD	TBD
MS	Non-Cut Student Supervisor - Cross Country	NA	Based on Need	d,f	\$ 772.42	\$ 784.00	TBD	TBD
MS	Non-Cut Student Supervisor - Wrestling	NA	Based on Need	d,f	\$ 1,083.34	\$ 1,099.59	TBD	TBD
Only 1 of 2 AD options below will be applied as determined by the Asst. Sup. of HR								
MS	Athletic Director	1	2		\$ 1,000.00	\$ 1,015.00	TBD	TBD
	<u>OR</u>							

MS	Athletic Director	NA	1		\$ 1,500.00	\$ 1,522.50	TBD	TBD
MS	Athletic Director Liaison	NA	1		\$ 500.00	\$ 507.50	TBD	TBD
MS	Intramural Sports (amount determined by principal up to \$ max)				up to \$1500	up to \$1523	TBD	TBD
MS	Intramural Sports	5	10		\$ 7,500.00	\$ 7,612.50	TBD	TBD
	Music (see job description)							
EL	Band - Beginning	NA	3		\$ 672	\$ 682.01	TBD	TBD
MS	Band - Cadet	1	2		\$ 1,022	\$ 1,037.44	TBD	TBD
MS	Band - Concert	1	2		\$ 1,509	\$ 1,531.94	TBD	TBD
MS	Band - Jazz	1	2		\$ 1,445	\$ 1,467.04	TBD	TBD
MS	Band - Symphonic	1	2		\$ 2,272	\$ 2,305.64	TBD	TBD
MS	Band - Percussion Ensemble	1	2		\$ 1,445	\$ 1,466.68	TBD	TBD
EL	Chorus - Elementary	2	10		\$ 1,015	\$ 1,030.23	TBD	TBD
MS	Chorus - Middle School	2	4		\$ 1,538	\$ 1,560.79	TBD	TBD
MS	Orchestra - Concert (Orchestra 1 & Orchestra 2)	2	4		\$ 2,108	\$ 2,139.78	TBD	TBD
EL	Orchestra - String Ensemble	1	5		\$ 878	\$ 891.14	TBD	TBD
	Academic/Employee Specific							
EL	Camp Duncan - Overnight (6 pm - 8 am)/per day	NA	Variable	a,b	\$ 100	\$ 100	\$ 100	\$ 100
EL	Camp Duncan - Full Day (8 am - 6 pm)/per day	NA	Variable	a,b	\$ 100	\$ 100	\$ 100	\$ 100
	<i>**Max Camp Duncan Stipend is \$500.00 (2 nights & 3 days)</i>							
EL/MS	Mentor Facilitator	NA	1		\$ 2,000.00	\$ 2,030.00	TBD	TBD
EL/MS	Mentor - 1st Year	NA	Based on Need		\$ 1,797.57	\$ 1,824.53	TBD	TBD
EL/MS	Mentor - 2nd Year	NA	Based on Need		\$ 894.22	\$ 907.63	TBD	TBD

EL/MS	Webpage	1	7		\$ 866.00			
EL/MS	Non-Voluntary Classroom Move (per/move)	NA	Variable		\$ 250	\$ 250	\$ 250	\$ 250
MS	Department Chairperson - 6-8 Social Studies	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
MS	Department Chairperson - 6-8 ELA	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
MS	Department Chairperson - 6-8 Math	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
MS	Department Chairperson - 6-8 Science	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
MS	Department Liaison - 6-8 Social Studies	NA	1		\$ 766.33	\$ 777.82	TBD	TBD
MS	Department Liaison - 6-8 ELA	NA	1		\$ 766.33	\$ 777.82	TBD	TBD
MS	Department Liaison - 6-8 Math	NA	1		\$ 766.33	\$ 777.82	TBD	TBD
MS	Department Liaison - 6-8 Science	NA	1		\$ 766.33	\$ 777.82	TBD	TBD
EL/MS	Curriculum Specialist - Encore K-8 Music	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL/MS	Curriculum Specialist - Encore K-8 Art	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL/MS	Curriculum Specialist - Encore Foreign Language	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL/MS	Curriculum Specialist - Encore Instrumental Music 4-8	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL/MS	Curriculum Specialist - Encore K-8 PE	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
	Curriculum Specialist - English Learners	NA	1		\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL	Curriculum Specialist - K-5 Science	NA	0.33	c,e	\$ 2,400.00	\$ 2,436.00	1/3 + Inc.	1/3 + Inc.
EL/MS	Curriculum Specialist K-8 Health	NA	0.33	c,e	\$ 2,400.00	\$ 2,436.00	1/3 + Inc.	1/3 + Inc.
EL	Curriculum Specialist K-5 Social Studies	NA	0.33	c,e	\$ 2,400.00	\$ 2,436.00	1/3 + Inc.	1/3 + Inc.
EL	Curriculum Specialist K-5 Math	NA	1	c	\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL	Curriculum Specialist K-5 ELA	NA	1	c	\$ 2,400.00	\$ 2,436.00	TBD	TBD
EL/MS	Curriculum Specialist K-8 Channels of Challenge	NA	0.5	c,e	\$ 2,400.00	\$ 2,436.00	1/2 + Inc.	1/2 + Inc.

	Program Facilitator - Private/Parochial Special Education	NA	0.5	c,e	\$ 3,070.38	\$ 3,116.44	1/2 + Inc.	1/2 + Inc.
EL/MS	Program Facilitator - Nursing Services	NA	1		\$ 3,070.38	\$ 3,116.43	TBD	TBD
MS	Team Leader (Dependent on # of Teams at Each MS)	NA	Based on Need		\$ 1,950.00	\$ 1,979.25	TBD	TBD
MS	Team Liaison Encore Programs	NA	4		\$ 1,291.08	\$ 1,310.45	TBD	TBD
	Curriculum Writing Rate (Per Hour)	NA	Variable		\$46.55/hr	\$47.25/hr	TBD	TBD
	Teach/Lead 8 hour Professional Workshop (Per Workshop)	NA	Variable		\$ 700	\$ 700	\$ 700	\$ 700

- ***
- a. Stipend paid from additional fees collected for event**
 - b. Stipend paid by timecard for every trimester**
 - c. Stipend eliminated when current employee no longer holds position; stipend does not transfer to next individual who would take position next**
 - d. Based on Need**
 - e. After two years stipend will be reduced to reflect actual FTE**
 - f. Non-Cut Sport Supervisors hired if the student/coach ratio goes above 30:1 and is under 45:1; when ratio hits 45:1 a new coach is hired**

CLASS SIZE GOALS

**SIDE LETTER OF UNDERSTANDING
between
the PREA and the BOARD OF EDUCATION
for the 2016-2020 COLLECTIVE BARGAINING AGREEMENT**

The Board of Education as presently constituted remains committed to working toward the Class Size Goals adopted by the Board during the 1995-96 school year and subject to the constraints identified by the Board when it adopted the Class Size Goals.

This Side Letter shall not be subject to the grievance and arbitration provisions set forth in the parties' Collective Bargaining Agreement.

**PARK RIDGE EDUCATION
ASSOCIATION**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By _____

By _____

Date _____

Date _____

MASTERS DEGREE PLACEMENT

SIDE LETTER OF UNDERSTANDING between the PREA and the BOARD OF EDUCATION for the 2016-2020 COLLECTIVE BARGAINING AGREEMENT

For purposes of placement on the Professional Compensation Schedule, teachers who have been awarded a Masters Degree will be placed on the MA Lane regardless of the number of academic credits earned in attaining that Masters Degree.

Beginning July 1, 2009, teachers may advance on the Professional Compensation Schedule directly from their current lane placement. Those teachers on the MA Lane will require no more than twelve (12) hours to advance to the MA+12 Lane; however, no credits previously earned by teachers may be reapplied retroactively to enhance movement in the Masters lanes under this Side Letter of Understanding.

This Side Letter shall not be subject to the grievance and arbitration set forth in the parties' collective bargaining agreement.

**PARK RIDGE EDUCATION
ASSOCIATION**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By _____

By _____

Date _____

Date _____

STEP PLACEMENT FOR 2016-17

**SIDE LETTER OF UNDERSTANDING
between
the PREA and the BOARD OF EDUCATION
for the 2016-2020 COLLECTIVE BARGAINING AGREEMENT**

Effective as of the 2016-2017 school year, the Professional Compensation Schedule has been revised to include six (6) additional steps. As a result, it was necessary for the PREA and Board to determine the appropriate step placement for each teacher moving from the 2015-2016 twenty (20) step Schedule to the new twenty-six (26) step Schedule. The following chart sets forth the proper step placement for teachers on the new 2016-2017 schedule based on their 2015-2016 step placement:

2015-16 (old Schedule)	2016-17 (new Schedule)
1	3
2	4
3	6
4	8
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20

16	21
17	22
18	24
19	26
20	27 (longevity)

After the 2016-17 school year, teachers shall only move up one (1) step per year for the remaining years of the 2016-2020 Agreement. This Side Letter shall not be subject to the grievance and arbitration set forth in the parties' collective bargaining agreement.

**PARK RIDGE EDUCATION
ASSOCIATION**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By _____

By _____

Date _____

Date _____

BA COLUMN CAP EXCEPTIONS

SIDE LETTER OF UNDERSTANDING between the PREA and the BOARD OF EDUCATION for the 2016-2020 COLLECTIVE BARGAINING AGREEMENT

Effective as of the 2016-2017 school year, the Professional Compensation Schedule has been revised to include a step “cap” on each of the BA columns. Teachers who do not move horizontally before reaching the caps will not move further steps until they move into a column that will allow further step movement with the following limited exceptions:

- The following teachers are grandfathered and, thus, will not be affected by the cap during the remainder of their continuous employment with the District unless otherwise agreed to by the PREA and the Board in a future agreement:
 - Teachers in the BA column who, as of the 2016-17 school year, are at step 13 or higher.
 - Teachers in the BA+12 column who, as of the 2016-17 school year, are at step 15 or higher.
 - Teachers in the BA+24 column who, as of the 2016-17 school year, are at step 17 or higher.
- All other teachers in any of the BA columns will be temporarily grandfathered and, thus, will not be affected by the cap for the 2016-17 and 2017-18 school years. However, if a teacher fails to move from a column affected by a cap by October 1st of 2018, such teacher will be frozen on their current step until they move into a column that will allow further step movement.

This Side Letter shall not be subject to the grievance and arbitration set forth in the parties’ collective bargaining agreement.

**PARK RIDGE EDUCATION
ASSOCIATION**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By _____

By _____

Date _____

Date _____

ELEMENTARY SPECIAL SUBJECT TEACHERS' WORK LOAD

SIDE LETTER OF UNDERSTANDING between the PREA and the BOARD OF EDUCATION for the 2016-2020 COLLECTIVE BARGAINING AGREEMENT

Effective as of the 2017-2018 school year, the full-time work load for elementary school special subject teachers (Art, P.E. Music, Foreign Language) employed by the Board shall be as set forth immediately below.

I. Elementary special subject teachers employed by the Board on a full-time basis during the 2016-2017 school year

A. Full-Time Work Load Minimum and Maximum:

- a. Art and P.E. teachers will be deemed to have a full-time work load if they have been assigned at least 1080 Scheduled Student Contact Minutes per week, but no greater than 1300 Scheduled Student Contact Minutes per week.
- b. Music teachers will be deemed to have a full-time work load if they have been assigned at least 1020 Scheduled Student Contact Minutes per week, but no greater than 1300 Scheduled Student Contact Minutes per week.
- c. Foreign language teachers will be deemed to have a full-time work load if they have been assigned at least 950 Scheduled Student Contact Minutes per week, but no greater than 1300 Scheduled Student Contact Minutes per week.

B. Staffing Divisor and Allocation Process: During the annual staffing process during which teachers assignments are determined, the Administration will use the above applicable minimum full-time work load minutes for each category of special subject teacher as the divisor to determine teaching assignments for the following school year in an effort to provide each teacher governed by this Section 1 with at least a minimum full-time work load. If there are Scheduled Student Contact Minutes remaining after all such teachers have been assigned the minimum full-time work load, the Administration may then assign such teachers additional Scheduled Student Contact Minutes up to the 1300 minute maximum without any additional compensation.

C. Overload Assignment: If a teacher is assigned Scheduled Student Contact Minutes in excess of the aforementioned 1300 minute maximum work load, he or she shall be compensated on a pro-rata basis of their annual base salary.

II. For elementary specials teachers whose first day of employment with the Board is during or after the 2017-18 school year

A. Full-Time Work Load

- a. Art, P.E., Music and Foreign Language teachers will be deemed to have a full-time work load if they have been assigned 1300 Scheduled Student Contact Minutes per week.

B. Overload Assignment: If a teacher is assigned Scheduled Student Contact Minutes in excess of the 1300 minute work load, he or she shall be compensated on a pro-rata basis of their annual base salary.

III. General provisions applicable to all elementary specials teachers

A. Any teacher who is assigned less than the applicable minimum full-time work load set forth above shall have his or her compensation decreased on a pro-rata basis of their annual base salary.

B. For the purposes of this Side Letter, "Scheduled School Contact Minutes" include minutes that are assigned to a teacher by the Administration for regular teaching duties which does not include before and after school supervision or lunch supervision duties. It does include, but is not limited to, instructional assignments such as intervention assignments.

C. Nothing in this Side Letter shall be interpreted or understood to guarantee that any elementary specials teacher cannot have his or her work load decreased below the applicable full-time work load minimums set forth above. Rather, the parties have merely agreed to a staffing divisor that will be used before additional minutes can be assigned to teachers governed under Section I of this Side Letter. If such divisor is used and the result is that there are not enough Scheduled Student Contact Minutes to maintain all teachers governed by Section 1 at the minimum full time work load or minutes cannot be assigned due to legitimate scheduling issues (i.e. unable to offer minutes to a teacher who is already scheduled for minutes at the same time in another location or similar scheduling issues), the Board retains full authority to reduce such teachers below the minimum in compliance with the *Illinois School Code* and the *Illinois Educational Labor Relations Act*.

D. Nothing in this Side Letter shall be interpreted to diminish the Board's management right to assign special subject teachers to positions for which they are legally qualified including, but no limited to, intervention assignments, provided the Board complies with any assignment procedures set forth in the 2016-2020 Collective Bargaining Agreement.

**PARK RIDGE EDUCATION
ASSOCIATION**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By _____

By _____

Date _____

Date _____