

BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

COMMITTEE-OF-THE-WHOLE:

DISCUSSION OF HIRING PRACTICES IN DISTRICT 64

MONDAY, August 8, 2011  
6:30 P.M. – 7:30 P.M.

ROOSEVELT ELEMENTARY SCHOOL - LRC  
1001 SOUTH FAIRVIEW AVENUE

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. DISCUSSION OF HIRING PRACTICES IN DISTRICT 64
3. ADJOURNMENT

To: Board of Education  
From: Sandra Stringer, Assistant Superintendent for Human Resources  
Date: August 8, 2011  
Re: Hiring Procedures/Professional Compensation Schedule (2011-2012)

This memo is intended to provide background information about the hiring procedures followed by District 64 and compensation practices for certified staff as approved in the District's contract with the Park Ridge Education Association (PREA) 2009-2012 and other agreements. In addition, a new format has been developed to more fully capture the education and experience of candidates submitted in the personnel reports presented at Board of Education meetings for approval. This new format has been used to re-submit the report presented on July 11 and for the upcoming report to be presented to the Board at the August 8 special meeting.

### **Hiring Procedures**

The hiring process begins with the identification of the position to be posted. This is either a vacated position or a newly created position. The vacated position postings for certified staff usually occur between March and August. New positions are posted between May and August. At the time of posting, a timeline is established for the interview process.

For vacated positions, the procedures followed in the initial interview steps are stated in Article VII "Vacancies and Transfers" of the PREA agreement, which is attached. New positions are posted directly on the District website and in our District schools.

Interested candidates follow the appropriate route:

- In-District employees submit a resume, if the application is for a position outside of their school or a new position.
- Outside candidates must complete the District's on-line application. In addition to the application, each outside candidate must submit electronically: a letter of introduction; current resume; copy of university credentials and transcripts; teaching certificate; 3 letters of recommendation; and "highly qualified" approval for the State of Illinois.

Applications are then screened according to the criteria for the position as established by the appropriate District administrators (e.g., building principal, Assistant Superintendent for Student Learning). This could include years of experience, education, grades and subjects taught in previous positions. The administrators would then "paper screen" applications by thoroughly reviewing the submitted material for each candidate. Following the paper screening, the administrator would conduct phone screening interviews or face to face screening interviews.

For the 2011-2012 school year as part of the Strategic Plan, the District has added a screening tool to the application system which rates the candidate through the use of a

questionnaire in the areas of: Fairness & Respect; Concern for Student Learning; Adaptability; Communication and Persuasion; Planning and Organizing; and Cultural Competence. This screening assigns a score to each candidate in each area and generates questions that can be asked during the interviews.

Following the screening of the applications, the administrator organizes a committee of staff members to interview candidates. The administrator receives suggested questions from the Human Resources Office and also has the opportunity to develop questions with the help of their staff. These questions are submitted to the Human Resources Department at the conclusion of the process. At least two additional interviews are conducted with the final candidates.

Following the interviews, the search is narrowed to 1-2 candidates and reference checks are conducted. Additionally, all hired staff are fingerprinted at the time of hire.

Once these reference checks are completed and the administrator has submitted all paperwork to the Human Resources Office, the identified candidate meets with the Assistant Superintendent for Human Resources to review salary and benefits offered by the District. Upon meeting with the Assistant Superintendent for Human Resources, the candidate is then offered a contract contingent upon Board approval via the personnel report submitted for action at Board of Education meetings.

### **Professional Compensation**

The salary schedule is part of the agreement with PREA; a copy of the "Professional Compensation Schedule" for 2011-2012 is attached. The Board will negotiate with PREA for the schedule for 2012-2013 and beyond.

According to this schedule, the District's beginning salary in 2011-2012 for a teacher with a bachelor's degree (BA) and no experience is \$44,883.00. For a beginning teacher with a Master's degree (MA) and no experience, the salary is \$51,623.00.

Two other important components are considered for placement of new hires on the salary schedule:

- Step – District 64 will acknowledge a maximum of 6 years for teaching experience. This was established in agreement with PREA during the 2003-2004 school year. For example: If a person has an MA and three years' experience, the individual would start at step 4. However, if the person has an MA and 8 years' experience, the individual would be capped and would only start at step 6. Article XII-A "Qualifications for Professional Compensation" is attached.
- Lane – The past practice of the District has been to offer a candidate the Lane equivalent to the degree and hours completed in an accredited institution and as stated above, up to step 6 on the salary schedule. A "Side Letter of Understanding" is attached regarding candidates who are hired that have obtained a master's degree.

There are seven professional areas that require advanced course work over the bachelor's degree. These areas are:

- School Nurse
- School Psychologist

- School Guidance Counselor
- School Social Worker
- Speech Language Pathologist
- OT/PT Therapists
- Special Education Facilitators – if evaluating staff

Attachments:

- Article VII – Vacancies and Transfers – PREA Agreement
- Article XII-A – Qualifications for Professional Compensation and Benefits
- 2011-2012 – Professional Compensation Schedule
- Master’s Degree Placement - Side Letter of Understanding

SS:mw

## ARTICLE VII

### VACANCIES AND TRANSFERS

#### A. Posting of Vacancies

The administration shall post on the District website all vacancies for positions covered by this Agreement in every school prior to filling any such vacancies. All interested teachers shall have a reasonable opportunity to apply and be considered for such vacancy. Nothing herein shall be construed to require the Board to fill any position. Vacancies shall be posted only after intra-school assignments 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.

#### B. 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. Vacancies shall be filled on the basis of experience, academic qualifications, length of service in the district, and on other relevant, non-arbitrary factors.

#### C. Involuntary Transfers

Any teacher transferred involuntarily, including any teacher who has been transferred from a closed building, shall receive priority consideration in 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.

#### D. Voluntary Exchange of Assignment Program

For the term of this Agreement, the parties agree to establish a voluntary teacher exchange program in accord with the provisions of this Section. The purpose of this program will be to maximize teacher effectiveness and thereby enhance the learning experience by permitting teachers to experience different educational environments during their careers. To be eligible, a teacher must be tenured and have received at least a satisfactory evaluation on his/her last evaluation.

Two (2) eligible teachers must submit a written application to the Assistant Superintendent for Personnel no later than April 1 of the school year prior to the school year in which the teachers desire to participate in the exchange of assignments. The Assistant Superintendent for Personnel may facilitate matching teachers who desire to participate in an exchange of assignments. The written application shall include the following:

## 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 certificate 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.

## APPENDIX A-3

### 2011-12 PROFESSIONAL COMPENSATION SCHEDULE

Lane / Step	BA	BA +12	BA +24	MA	MA +12	MA +24	MA +36	MA +48
1	\$44,883	\$46,556	\$48,290	\$51,623	\$54,140	\$56,656	\$60,012	\$65,043
2	\$46,556	\$48,237	\$49,913	\$53,305	\$55,822	\$58,334	\$61,693	\$66,724
3	\$48,237	\$49,913	\$51,592	\$55,624	\$58,141	\$60,657	\$64,017	\$69,044
4	\$49,913	\$51,592	\$53,271	\$57,305	\$59,817	\$62,337	\$65,691	\$70,727
5	\$51,592	\$53,271	\$54,947	\$59,949	\$62,464	\$64,986	\$68,336	\$73,375
6	\$53,271	\$54,947	\$56,623	\$61,625	\$64,145	\$66,660	\$70,018	\$75,052
7	\$54,947	\$56,623	\$58,304	\$63,307	\$65,822	\$68,337	\$71,697	\$76,756
8	\$56,623	\$58,304	\$59,981	\$64,986	\$67,501	\$70,018	\$73,375	\$78,409
9	\$58,304	\$59,980	\$61,660	\$66,714	\$69,182	\$71,697	\$75,052	\$80,088
10	\$59,559	\$61,238	\$62,918	\$67,923	\$70,436	\$72,953	\$76,313	\$81,342
11	\$60,822	\$62,497	\$64,174	\$69,182	\$71,697	\$74,210	\$77,571	\$82,602
12	\$62,081	\$63,753	\$65,433	\$70,436	\$72,953	\$75,470	\$78,828	\$83,857
13	\$63,337	\$65,016	\$66,693	\$71,697	\$74,210	\$76,730	\$80,087	\$85,116
14	\$64,596	\$66,272	\$67,949	\$72,953	\$75,470	\$77,982	\$81,342	\$86,376
15	\$65,856	\$67,531	\$69,210	\$74,210	\$76,730	\$79,246	\$82,602	\$87,632
16	\$67,111	\$68,791	\$70,470	\$75,470	\$77,982	\$80,504	\$83,857	\$88,891
17	\$68,371	\$70,047	\$71,723	\$76,730	\$78,528	\$81,762	\$85,116	\$90,152
18	\$70,047	\$71,723	\$73,405	\$79,053	\$81,566	\$84,085	\$87,437	\$92,472
19	\$72,530	\$74,206	\$75,883	\$81,531	\$84,049	\$86,566	\$89,918	\$94,952
20	\$75,318	\$76,999	\$78,675	\$85,734	\$88,295	\$90,853	\$94,268	\$99,386

1. Teachers in the Masters lane who have been on Step 20 for more than one year are eligible for a \$1,491 longevity stipend.
2. Grandfathered teachers in Lane BA + 36 / Step 20 will receive an adjustment of 2.5% of their 2010-11 salary.
3. Grandfathered teachers in Lane BA + 90 / Step 20 will receive an adjustment of 2.5% of their 2010-11 salary.
4. The minimum compensation paid to a beginning teacher with a Bachelor's Degree and no experience in teaching is \$44,883.
5. From the compensation set forth above, the Board shall pick up the teacher's required contribution to the Illinois Teachers Retirement System (TRS). Teachers shall indemnify and hold harmless the District for any payments the District makes on their behalf to TRS.
6. Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,292.

**MASTERS DEGREE PLACEMENT**

**SIDE LETTER OF UNDERSTANDING  
between  
the PREA and the BOARD OF EDUCATION  
for the 2009-2012 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**

By \_\_\_\_\_  
Date \_\_\_\_\_

**PARK RIDGE-NILES CONSOLIDATED  
SCHOOL DISTRICT 64**

By \_\_\_\_\_  
Date \_\_\_\_\_