



**Agreement Between the  
Board of Education of  
The Pennoyer School District 79  
and the  
Pennoyer Education Association**

**2017-2020**

## TABLE OF CONTENTS

	<u>Page</u>
<b>PREAMBLE</b>	5
<b>ARTICLE I RECOGNITION</b>	6
<b>ARTICLE II RIGHTS AND RESPONSIBILITIES OF THE BOARD</b>	6
<b>ARTICLE III TEACHER AND ASSOCIATION RIGHTS</b>	7
Right of Representation	7
Teacher Protection	7
Teacher Personnel File	7
Dues Deduction for Association Members	8
Notice of Assignment	8
Association Administrative Privileges	9
Association Appearances at Board Meetings	9
Copies of Board Agenda	10
Board Minutes - Association Copies	10
Right to Relevant Information	10
New Teachers	10
Association Leaves	10
Distribution of Agreement	10
Parent Complaints	10
Disciplinary Action	11
<b>ARTICLE IV TEACHER ASSIGNMENTS AND RESPONSIBILITIES</b>	11
School Day Defined	11
Lunch Break	11
Planning Periods	11
Substitute Teacher	11
Long-term Substitute Teacher	11
School Year Defined	12
Class Size Support	12
Classroom Reimbursement	12
Teacher Provisions	12
Faculty Meetings	12
Evening Functions	12
Supervision of Student Teachers	13
Extra Duty Problems	13
<b>ARTICLE V LEAVES</b>	13
Sick Leave	13
Bereavement Leave	14
Personal Leave	14
Education - Personal Leave	14
Sabbatical Leave	15
Parental Leave	15
Jury Duty	16
Active Military Duty	16

<b>ARTICLE VI EMPLOYEE EVALUATION</b>	<b>16</b>
<b>ARTICLE VII VACANCIES AND TRANSFERS</b>	<b>17</b>
Posting of Vacancies	17
Voluntary Vacancies	17
<b>ARTICLE VIII REDUCTION IN FORCE</b>	<b>17</b>
<b>ARTICLE IX GRIEVANCE PROCEDURE</b>	<b>17</b>
Definition	17
Procedure	18
Arbitration	18
<b>ARTICLE X TEACHER COMPENSATION</b>	<b>19</b>
Compensation Table and Payment	19
Pay Dates	19
Absence Reductions in Pay	19
Newly hired Teacher Experience Credit	19
Salary and Lane Change	19
Effective Dates of Salary and Lane Changes	19
Off Schedule Lane Movement	19
Longevity Pay	19
Reimbursements and Requirements for Professional Growth	19
Workshop Reimbursement	20
Tuition Reimbursement	20
Approved Coursework Requirements	20
Required Workshops and Coursework	20
National Board Certification Program	21
Stipends and Extra Duty Pay	21
<b>ARTICLE XI FRINGE BENEFITS AND INSURANCE</b>	<b>21</b>
Insurance Coverage	21
Life	21
Accident and Health	21
Dental	21
Cost Provisions	21
Revisions and Changes	21
Health Insurance Opener	22
<b>ARTICLE XII NO STRIKE PROVISION</b>	<b>22</b>
<b>ARTICLE XIII RETIREMENT INCENTIVE PROGRAM</b>	<b>22</b>
Eligibility Requirements	22
Irrevocable Letter to Retire	22
Years Teaching in the District	22
Salary Cap	22
Salary Enhancement Benefit	23
Fringe Benefit	23
Payment of Unused Sick Day Leave	23
Employee's Right to Rescind	23

<b>ARTICLE XIV FAIR SHARE</b>	<b>24</b>
<b>ARTICLE XV DURATION AND EFFECT OF THIS AGREEMENT</b>	<b>25</b>
Savings Clause	25
Duration of the Agreement and Effective Date	25
<b>APPENDIX A</b>	<b>26</b>
<b>APPENDIX B</b>	<b>28</b>
<b>APPENDIX C</b>	<b>30</b>

## PREAMBLE

This **AGREEMENT** is hereby made and entered into this 10<sup>th</sup> day of May, 2017, by and between the Board of Education of the Pennoyer School District 79, Cook County, Norridge, Illinois (hereinafter referred to as the "Board"), and the Pennoyer Education Association affiliated with the Illinois Education Association – National Education Association, (hereinafter referred to as the "Association").

The prime purpose of the public educational institution is to provide the best possible education to the community it serves. This **AGREEMENT** shall serve to create the finest possible educational climate for improved instruction of students in District 79 (hereinafter referred to as the "District"). The Board and Association agree that they have a common responsibility to work together toward achieving quality education, requiring mutual understanding and cooperation between both the Board and the Association.

The Board, the Superintendent, the Association and its officers and representatives recognize that they all can serve the best interests of public education by establishing procedures that provide for an orderly way to discuss matters of common concern, and to appeal through channels designated in this **AGREEMENT**. Unity and cooperation, as well as an atmosphere of mutual respect and understanding must exist between the Board and the Association in order for a sound educational system to be sustained and further improved upon.

## **ARTICLE I**

### **Recognition**

- A. Pursuant to the Illinois Education Labor Relations Act, the Board recognizes the Association as the exclusive representative for all regularly employed full-time and part-time (less than 30 hours) professional employees, as defined in Section 1702(1) of the Illinois Educational Labor Relations Act, excluding the Superintendent, business or financial manager, confidential employees, managerial employees, supervisory employees, secretaries, custodial employees, and maintenance employees.
- B. The term, "teacher," when used hereinafter in this **AGREEMENT** shall refer to all employees represented by the Association in the bargaining unit as determined in Article I, Paragraph A above.
- C. The board shall issue individual teacher employment contracts to new and non-tenured teachers, provided however, that any such individual teacher employment contract shall contain no term or condition which is inconsistent with the terms and conditions of this **AGREEMENT**.
- D. Full-time teachers who replace bargaining unit members during the course of a school term shall be eligible for insurance coverage as provided in Article XI hereinafter, as well as a proportionate allotment of sick and personal leave days based on their initial employment date as provided for in Article V hereinafter, after he/she has been employed as a full-time teacher for a period of no less than thirty (30) days. Regularly employed part-time members of the bargaining unit shall be granted salary, sick leave and personal leave benefits on a pro-rata basis in accordance with the amount of time actually spent on the job.

## **ARTICLE II**

### **Rights and Responsibilities of the Board**

The Board, on its own behalf and on the behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and the United States, including, but not limited to, the rights of the School Boards as provided for in the Illinois School Code (Illinois Revised Statutes). These rights shall include by way of example, but are not limited to the following:

- A. To provide for the executive management and administrative control of the school system and its properties and facilities and the District activities of its employees;
- B. To hire all employees, subject to the provisions of law, to determine their qualifications, and the condition for their continued employment, or their dismissal or demotion.
- C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all deemed necessary and advisable by the Board;
- D. To determine upon the means and general methods of student instruction and the selection of textbooks and other district-wide instructional programs including any teaching aids incident to such instructional programs;

- E. To determine class schedule, student starting and dismissal times, the hours of student instruction, and the duties, responsibilities, and assignments of teachers and the assignment of other District employees as relates to bargaining unit members, and the non-teaching activities of bargaining unit members within the scope of their employment for the District; in accordance with the Illinois Education Labor Relations Act.
- F. The Board may adopt rules and regulations not in conflict with the terms of this **AGREEMENT** governing the conduct of teachers provided that any rules and regulations, which affect wages and hours, must be negotiated.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibility, and authority under the Illinois General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

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 Education Labor Relations Act and other applicable law and specific and express terms of this **AGREEMENT**, and then only to the extent such specific and express terms hereof are not in violation of or contrary to the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

### **ARTICLE III**

#### **Teacher and Association Rights**

- A. **Right of Representation**  
If a teacher is required to appear before the Superintendent or designee for an investigative meeting, the teacher shall be notified in writing of the general reason for the meeting at least one (1) business day prior to the meeting unless the Superintendent or designee determines that the teacher's continued presence in his/her position would not be in the District's best interests. If the Superintendent or designee determines that the teacher's continued presence in his/her position would not be in the District's best interests, notice to the teacher shall be provided as soon as possible prior to the meeting with the Superintendent or designee. If the teacher feels that his/her appearance before the Superintendent or designee could have some adverse effect on his/her employment, the teacher shall be entitled to have a representative of the Association present if he/she so desires. The Superintendent shall be allowed to have a person of his own choosing from outside of the bargaining unit or a consultant in attendance at any such meeting with a teacher and shall also be allowed to have a secretary/note-taker in attendance at the meeting if the Superintendent so chooses. Both parties will be given prior notification when any person other than the Superintendent and teacher will be present.
- B. **Teacher Protection**  
Any case of school-centered assault upon a teacher shall be promptly reported to the Board or its designee. The Board shall provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
- C. **Teacher Personnel File**  
Each teacher shall have the right, upon written request, to inspect documents in his/her own official personnel file in accordance with the Illinois Personnel Records Review Act.

Any such inspection shall be at an appointed time during regular office business hours and in the presence of a designated employee of the Superintendent or the Board.

A representative may accompany the teacher on such examination. Any disciplinary material placed in the file shall be signed and dated, and a copy shall be given to the teacher or placed in a sealed envelope in the teacher's mailbox before it is inserted in the personnel file. During the summer, no document of a derogatory nature shall be placed in a teacher's personnel file until a copy of the material is first sent to the teacher involved.

No teacher shall remove any material from his/her personnel file; however, the teacher may submit a written statement explaining his/her position to a disputed portion of his/her personnel record. The including of any written statement attached in the record without further comment or action by the Board shall not imply or create any presumption of the Board's agreement with the contents of such written statement. The parties agree that in the event that the Superintendent or the Board determines that the number of inspection requests by any individual or by the Association on behalf of an individual is being abused, the Board shall have the right to restrict such requests to a reasonable number. The right of a teacher to inspect and receive a copy of his/her personnel records does not apply to the exceptions to inspect as provided in the Illinois Personnel Records Review Act.

A teacher shall have the right to place in his/her personnel file letters of commendation if they are received by the District or the teacher in the regular course of business. Copies of any material made by the District office personnel for a teacher will be charged to the teacher at the usual and customary costs.

When the District receives a request for records in relation to an individual teacher contained in the teacher's personnel file under the Freedom of Information Act (FOIA), the District will send written notification to the teacher and the PEA President on or before the day the District responds to the FOIA request. The notification will contain a copy of the FOIA request.

D. Dues Deduction for Association Members

Upon receipt of an appropriate written authorization from an Association member, the Board shall deduct from that Association member's pay his/her current dues for the Association.

The Association shall certify to the Board on an annual basis, the amount of uniform dues to be deducted for an Association member. The authorization for dues deduction may be revoked between June 1 and September 1 of each year, upon written notice to the Board and the Association. The Board will notify the Association of the revocation with a reasonable amount of time. All dues deducted by the Board shall be remitted to the Association in accordance with each Association member's authorization, but in no event later than 20 days after such deductions are made. The Association shall indemnify and defend the Board, and any and all of its agents and employees, including but not limited to the Superintendent, and the Board's chief financial officer, and hold them harmless against any and all claims, demands, suits, or other forms of litigation that can or may arise out of, or by reason of, any action taken by the Board or any of its agents or employees for which the Board may be subjected as a result of complying with the provisions in this section. In the event that the Association should fail to fulfill its obligations set out above, the Board shall not be obligated to carry out the terms of this Article.

E. Notice of Assignment



Reasonable effort will be made by the Superintendent and the Board to notify teachers of their grade level and/or subject assignments for the coming school year by May 1 of the preceding school year.

In the event that changes in such assignments are needed at any time after May 1 the teacher affected shall be notified in as reasonably prompt a period of time as is practicable and allowed to resign if the assignment is unacceptable, without the Board's exercising its power under the School Code to seek certification revocation. If the assignment is made after May 1, the Superintendent shall inform the teacher in writing as to the educationally based reason which has resulted in the assignment being made. The reason shall be educationally based and may include but not be limited to a statutory or regulatory change, temporary or permanent teacher shortages, or lack of an equally qualified teacher.

F. Association Administrative Privileges

1. The Association shall be permitted to hold meetings for Association members and/or a reasonable number of IEA/NEA representatives in the school building, provided that such

- (1) meetings in no way interfere with the instructional or regular educational program;
- (2) such meeting space is available;
- (3) in the event that such meetings require additional maintenance or custodial expenses, the Association shall pay any and all such costs;
- (4) the school facilities may not be used for regional meetings of the IEA; and
- (5) an Association request is made two (2) days in advance of the meeting to the Superintendent or designee and is approved.

To the extent that any non-employee representatives of the IEA/NEA attend a meeting, he/she shall follow the District's access to school property policies and procedures upon arrival and departure.

2. The Association shall be permitted to use the teacher mailboxes and District technology for a reasonable quantity of Association communications to members of the bargaining unit provided such communications are not disruptive to the educational environment. No Association communications or literature shall be distributed to students of the District. The Association further agrees that neither it nor the teachers shall in any way seek or encourage student involvement in any dispute between itself and the Board or the Superintendent.

3. The Association shall have the right to place a bulletin board in the faculty lounge for the exclusive use of Association officers and members. Such bulletin board shall be the property of the Association and shall be no larger than 4 feet by 4 feet in dimensions. Also, such bulletin board shall be constructed and maintained in a workmanlike manner. The Association shall be responsible for any and all material placed on such bulletin board. Upon the request of the Superintendent, material on the bulletin board will be removed during periods when the faculty lounge is being used for other purposes. If the material is not removed, the Superintendent may remove it and return it to the Association.

G. Association Appearances at Board Meetings

The Association may request of the Superintendent or the Board to place on the agenda at the Board's next regular meeting for consideration any matters brought to the Association's attention. The request to appear before the Board shall be made only after the issue has been presented by the Association to the Superintendent and cannot be resolved. The Association shall make in advance a written request to meet with the Superintendent. For purposes of this section, no issue may be presented to the Board, which is defined as being grievable under the terms of this AGREEMENT, unless it is in the regular course of the grievance procedure set forth hereinafter in Article IX.

- H. Copies of Board Agenda  
The president of the Association or his/her designee shall receive a notice of any meeting and copy of the agenda of each regular or special meeting of the Board, if there is such, at least twenty-four (24) hours prior to the scheduled time of such meeting. Such notice will be placed in the Association president's school mailbox or sent to the Association president via email.
- I. Board Minutes - Association Copies  
One copy of all Board minutes shall be emailed to or placed in the school mailbox of the president of the Association as soon as they have been approved. Copies of such minutes shall be available for inspection in the District's offices once approved.
- J. Right to Relevant Information  
Upon request, and in keeping with the Illinois Freedom of Information Act, the Board shall provide the Association with a copy of regularly prepared public information necessary for negotiation or the processing of any grievance. For illustration purposes only, such information may include the current annual audit, the annual adopted budget, current annual financial reports submitted to the State Board of Education, and register of certificated personnel; provided however, that any costs attributed to the reproduction or preparation of such copies shall be borne by the Association, and further provided that this section shall not require the Board or the Superintendent and staff to research, assemble, or specially prepare any such data.
- K. New Teachers  
Names of newly hired teachers and their contact information shall be provided to the Association within three (3) days after their employment.
- L. Association Leaves  
In the event that the Association desired to send representatives to attend the annual meeting of the state affiliate or to attend other Association business, teachers shall be excused for such purposes for not more than six (6) school days in the aggregate, provided that no one teacher may be excused for more than four (4) days. The Association will promptly reimburse the District for the cost of substitute teachers. A written request shall be made for such absences and submitted to the Superintendent at least ten (10) calendar days in advance, specifying the individual and the precise dates. These days shall not be charged against the teacher's personal business or sick leave days. Additional days may be granted at the discretion of the Superintendent and approved by the Board.
- M. Distribution of Agreement  
The final **AGREEMENT** shall be prepared by the Board Secretary following ratification by the parties, and shall be available for inspection and copying from the District one copy per Association member plus ten (ten) extra copies with the cost to be paid in full by the Board.
- N. Parent Complaints  
Any parent complaint deemed by any administrator to justify an investigatory meeting with the teacher shall be brought to the immediate attention of the teacher involved in accordance with Article III, Section A.

When deemed appropriate by the administrator, the following procedures shall be implemented:

1. Conference with the teacher.
2. Conference with the principal, teacher, student and or any other person involved.
3. If the matter remains unresolved, the complaint may be referred to the Superintendent in writing.
4. The Superintendent shall serve as a mediator and will work toward resolving the conflict.

If a reprimand regarding a parent complaint, written by the Superintendent or designee, is placed in a teacher's personnel file, the teacher shall be provided with a copy at the time it is placed in the personnel file.

O. Disciplinary Action

Any disciplinary action except dismissal shall be for just cause and shall be subject to the grievance procedures of this Agreement.

## **ARTICLE IV**

### **Teacher Assignments and Responsibilities**

A. School Day Defined

Normally, a teacher shall report to school at 7:45 A.M., and will remain until 3:15 P.M., which is fifteen minutes after the close of the pupil's school day. However, if teaching time is increased, compensation shall be granted to each teacher on a pro-rata basis. However, it is understood that the actual arrival and departure times for teachers will be such as to allow sufficient time for the teachers' professional responsibilities and obligations, including, but not limited to student requests for teacher assistance, scheduled parent conferences, or a reasonable number of staffings or other conferences with other teachers or professionals.

B. Lunch Break

All teachers are entitled to a duty-free, uninterrupted, lunch period, as provided in the School Code, and in no event shall such lunch period be less than thirty (30) minutes per school day. Teachers who have a thirty (30) minute lunch period will have a forty (40) minute plan on that day.

C. Planning Periods

Every full-time teacher shall be granted at least one thirty (30) minute period of unscheduled and unassigned time per day for professional preparations. Said period of time shall be exclusive of the normally scheduled lunch period.

D. Substitute Teacher

Whenever possible, a substitute shall be provided for all teacher absences from work.

E. Long-Term Substitute Teacher

Whenever possible, when the Superintendent or designee is advised of an extended absence, the Superintendent or designee will attempt to find a substitute to be assigned for the entire absence.

F. School Year Defined  
The school year in this AGREEMENT shall be a period of one hundred eighty-five (185) days. The school year shall be based on one hundred and eighty-five (185) school calendar attendance days for teachers, as indicated by the school master calendar. In the event that there are unused emergency days remaining at the end of the school year, the Board shall reduce the school year by the number of unused emergency days, but in no event shall such reduction exceed five school days. The master calendar for the District shall be put together by a Calendar Committee comprised of members of the Association and Board or designee.

G. Class Size Support  
The Superintendent shall meet with Association representatives upon request to review any cases in which the size of a specific class poses a special problem. Additional support shall be provided to class sizes of more than twenty eight (28) students.

H. Classroom Reimbursement  
Upon prior written approval by the Superintendent or designee and within budget restraints, a teacher may be reimbursed up to Two Hundred Dollars (\$200) each school year for instructional materials and supplies that he/she purchases for and utilizes in his/her classroom. To be eligible for reimbursement, a teacher must submit receipts for instructional materials and supplies purchased to the Superintendent or designee in the same school year that the teacher made the expenditure. Reimbursement will be within a reasonable time.

As part of the budget process, Department Chairpersons may provide their recommendation to the Superintendent concerning instructional materials (i.e., books, supplements, etc.) to enhance the curriculum in his/her subject area for use the following school year. The Department Chairpersons recommendations shall be advisory only.

I. Teacher Provisions  
Each regular employed teacher shall have access to a desk and chair, a locked file cabinet, a computer / device, and access to adequate technology.

J. Faculty Meetings  
School faculty meetings shall be scheduled and held on the designated day of each month unless the Superintendent or designee determines that an emergency exists; in which case, additional faculty meetings may be called as required by the circumstances. A second faculty meeting may be scheduled on the designated day of the month, as deemed necessary. Faculty meetings shall normally begin at 3:15 P.M., and shall not exceed one hour in length, unless required by the circumstances. All teachers are required to attend faculty meetings unless prior approval has been given by the Superintendent. Early release days will be every Wednesday when students are dismissed at 2:30pm.

K. Evening Functions  
Teachers may be required to attend four (4) evening functions for parents and students per school year. These functions may include Curriculum Night, Parent Teacher Conference, Winter Concert, Spring Musical, Graduation, Science Fair. Every reasonable effort shall be made to schedule evening functions Monday-Thursday with the exception of the eighth grade graduation and the upper grade dances. In making the assignment for such evening functions, the Superintendent shall consider the number of teachers reasonably necessary to carry out the activity and shall consider that the improvident assignment of teachers may discourage the practice of teachers, voluntarily and without compensation, attending other

evening school functions. Where teachers have fulfilled the four mandatory assignments and the Superintendent or designee requires their presence at additional evening functions or it is pertinent to their position, teachers shall be compensated in accordance with the extra duty compensation schedule, ATTACHMENT "C". Selection of teachers for such assignment shall be on an equitable basis.

L. Supervision of Student Teachers

In order to supervise student teachers or student observers, a teacher must have acquired tenure and received a summative evaluation rating of at least proficient. Teachers shall not be assigned to supervise student teachers or student observers without prior consultation and concurrence of the supervising teacher.

M. Extra Duty Problems

The Superintendent shall meet with an Association representative and the affected teacher to review any case(s) in which Extra Duty responsibility(ies) poses a special problem.

## ARTICLE V

### Leaves

A. Sick Leave

Sick leave shall be granted to all regularly employed, full-time teachers for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, on the basis of-days at full compensation during each school year of the 2017-2020 contract according to the following schedule:

0-10 years experience in the District	12 days
11-15 years experience in the District	15 days
16-20 years experience in the District	20 days
21+ years experience in the District	25 days

An eligible staff employee is credited with earned sick leave after each completed month of service. Sick leave is accrued monthly at the rate of one-tenth (1/10) the employee's annual accrual. First year teachers in the District will start with three (3) sick days.

For the purpose of this section, "immediate family" shall include parents, spouses (including civil unions), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. A teacher may request, in writing, the number of sick leave days he/she has accumulated to date. Unused sick leave shall accumulate up to 370 days for use while employed in the District; TRS may place a separate limit on the maximum days of service credit allowed for unused, uncompensated sick leave.

The Board may require a certificate from a physician licensed in Illinois to practice in all its branches, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such teachers faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as the Board may deem necessary in other cases. For the use of paid sick leave for adoption or placement for adoption, the Board may require the teacher to provide evidence that the formal adoption process is underway, and such leave is limited to thirty (30) days.

Eligible employees shall be granted up to a total of twelve (12) workweeks of unpaid leave during any twelve (12)-month period pursuant to the Family Medical Leave Act. Available sick days shall run concurrent with the approved FMLA leave.

In the event there is a question of the nature and extent of an illness or disability, the Board may require a physical examination by a physician selected by the Board at the District's expense, in order to substantiate the illness or disability. In the event that the opinions of the two (2) physicians are not consistent, the parties will agree to a third physician to conduct a physical examination at the District's expense, which decision will be binding as to the extent and nature of the teacher's disability at that time.

B. Bereavement Leave

Each teacher shall be entitled to four (4) bereavement days per year, without deduction in pay or sick leave, for death of any legal or blood relation to you or your spouse.

C. Personal Leave

All regularly employed, full-time teachers are eligible for three (3) days for personal leave annually which shall not be deducted from sick leave. In the event that the personal days are not used, they shall be rolled over into each teacher's accumulated sick leave.

Personal leave days are granted to teachers for the specific purpose of conducting business which cannot reasonably be accomplished outside school hours and which requires the teacher to be present. Such days are not accumulative and must be used in the school year granted. Violation by the teachers of the intent of this Article may result in loss of pay and may provide grounds for any other action available to the Board.

Personal days cannot be used immediately preceding or following school holidays or school vacation or recess periods unless the teacher is unable to report for work immediately following said period due to circumstances beyond his/her control. In such situations, the teacher must submit the written application immediately after returning from the leave. In addition, such leave can be granted by the Superintendent or designee for exceptional circumstances upon the written application by the teacher.

D. Education - Personal Leave

Teachers under tenure may be granted leave of absence without pay and other benefits provided for in this AGREEMENT for a period of one year for the purpose of continuing their studies or otherwise advancing their professional growth in a manner, which is judged by the Board to have a direct relationship to their contractual duties with the District. Such leaves of absence may be granted for the following purposes:

1. Graduate study program;
2. Exchange teaching programs in other states, territories, or countries;
3. Foreign or military program;
4. Peace Corps, Teacher Corps, Job Corps, as a full-time participant; or
5. Cultural travel, work, study, or other programs related to his/her professional growth and responsibilities.

A request for leave of absence for advanced study or professional growth must be submitted to the Superintendent by April 1 prior to the school year in which the leave is desired. The Superintendent shall forward to the Board the application, along with his recommendation.

Where an initial leave of absence for advanced study or professional growth is granted, the Board may grant an extension or extensions to the leave of absence. The application shall state with specificity the course of instruction or other activities in which the teacher intends to engage.

The teacher on leave shall give the Superintendent notice in writing of his/her intent to resume teaching duties by March 1st of the calendar year in which the leave terminates.

Failure by the teacher to give such written notice by March 1<sup>st</sup> shall operate as his/her voluntary resignation from employment with the District effective March 1st of the calendar year in which the leave terminates.

A teacher granted an educational or personal leave may make arrangements to continue health insurance coverage as provided in the **AGREEMENT**, provided further that he/she reimburses the District on a monthly basis the District's costs for the premium for the teacher. Upon return from an educational or personal leave, the teacher may be returned to a position similar to that held prior to the leave.

E. Sabbatical Leave

The Board may grant sabbatical leave after six (6) years of service. Provisions and conditions for sabbatical leave will be in accordance with the School Code of Illinois.

F. Parental Leave

Any regularly employed full-time tenured teacher, upon written request, shall be granted an unpaid parental leave of absence for birth, adoption, or placement for adoption. Application for parental leave shall be made in writing to the Superintendent or designee at least ninety (90) days prior to the anticipated birth of the child, adoption, or placement for adoption.

The regularly employed full-time tenured teacher and the Superintendent or designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration the particular time factors that pertain. The primary consideration shall be that continuity of instruction for the students be maintained to the maximum possible degree. If the Board is able to employ a fully certified and qualified replacement, the Board shall accommodate a request of the teacher on parental leave to commence or return to duty at a time which would assure continuity of instruction. In no event shall the leave exceed the balance of the school year in which it is commenced and one (1) additional school year. Any teacher who takes parental leave under these provisions agrees that his or her failure to give notice in writing of his/her intent to return by March 1st of the calendar year in which the leave terminates shall operate as his/her voluntary resignation from employment with the District effective March 1st of the year in which the leave terminates. Parental leave shall commence upon exhaustion of any leave granted pursuant to the federal Family and Medical Leave Act for the birth, adoption or placement for adoption and/or exhaustion of any accumulated sick leave granted for such purposes in accordance with Section A of this Article, whichever is later. The period of parental leave shall be without salary and other benefits.

A teacher on parental leave may continue insurance coverage in the District's insurance program to the extent permitted by the District's health insurance carrier during his/her parental leave but will be required to pay all premiums connected with the coverage

(including any Board contribution toward such premium). All premiums must be paid in advance of the month due.

Anything in this Article to the contrary notwithstanding, a teacher shall not be entitled to a parental leave if previously granted a parental leave by the Board, and she has not returned to full-time employment for at least one (1) full school term since the termination of such prior leave.

A tenured teacher on parental leave will receive credit for vertical movement on the salary schedule with the completion of ninety (90) days of actual service in the school year in which the leave commences.

All sick leave and personal leave benefits shall be calculated on a pro-rata basis for time spent performing professional duties.

Parental leave is granted on the condition that the teacher taking such leave will not utilize this leave period to engage in alternate employment, which is in any way substantially equivalent in either income or career potential to the teacher's teaching position in the District.

Should there be an unsuccessful pregnancy or other extenuating complications, these procedures may be modified by mutual agreement of the teacher and the Board. The Association will be informed of any agreement reached with a teacher.

G. Jury Duty

The District will pay full salary during the time any teacher spends on jury duty or, pursuant to a subpoena issued by the clerk of a court or quasi-judicial agency and served on such teacher, attends as a witness or deponent in any District school-related matter pending in court, provided the teacher remits to the District any reimbursement given to the teacher for such service, excluding costs for legitimate expenses.

H. Active Military Duty

Military leave shall be granted in accordance with applicable state and federal laws. Teachers serving in the military shall provide the District with written verification of their duty assignments.

## **ARTICLE VI**

### **Employee Evaluation**

- A. Employee Evaluations shall be consistent with the Illinois School Code and all applicable regulations.
- B. The Evaluation Committee has developed the Pennoyer School District 79 Official Evaluations Procedures. Teacher evaluations will be conducted in accordance with said official evaluation procedure.
- C. The Superintendent or designee shall be responsible for the administration of the procedures for evaluating teachers. In the event a new evaluation process is implemented by the Evaluation Committee made up of Administration and PEA Representatives, the



Superintendent or designee shall be responsible for training staff regarding the evaluation procedures, standards, and tools to be utilized.

- D. In the event that a teacher disputes his/her formal written evaluation by the Superintendent or designee, he/she may submit written objections, which will be attached to the evaluation report and placed in his/her personnel file.
- E. Payment of Consulting Teachers. Consulting teachers will receive \$675.00 for the duration of a remediation plan.

## **ARTICLE VII**

### **Vacancies and Transfers**

- A. **Posting of Vacancies**  
During the regular school year, the Superintendent shall email teachers all vacancies for full-time positions and extra duties covered by this **AGREEMENT** as soon as practicable. During the summer months, notice of all such vacancies shall be sent via district email.
- B. **Voluntary Transfers**  
Any teacher who desires a transfer to a different assignment may file a letter with the Superintendent on or before March 1, indicating the nature of the request. The Superintendent will consider the request of a teacher who desires to be transferred to a different assignment. The Superintendent will consider the following factors, without limitation, when filling vacancies: (1) certifications; (2) qualifications, merit, and ability (including performance evaluations, if available); and (3) relevant experience, provided that the length of continuing service with the school district must not be considered as a factor, unless all other factors are determined by the school district to be equal.

## **ARTICLE VIII**

### **Reduction in Force**

When in the judgment of the Board, decline in enrollment, reduction of programs, or any other reason requires reduction in staff among tenured teachers, the relevant provisions of the Illinois School Code or relevant statutes shall govern such reductions.

## **ARTICLE IX**

### **Grievance Procedure**

- A. **Definition**  
Grievance is any complaint that there has been a violation, a misinterpretation, or a misapplication of any expressed provisions of this **AGREEMENT**. The following matters shall not be the basis for any grievance filed under the procedure outlined in this process.

Any claim or complaint for which there already exists other remedial procedures established by law or regulation having the force of law, including the Illinois Teacher Tenure Act, and with respect to which the Association and/or the aggrieved individual chooses to pursue any other available remedial procedure. In spite of exercising rights under their grievance procedure, either party may file a request for the issuance of unfair labor practice complaints by the IELRB.

## Procedures

All time limits referred to in this Article shall consist of working days, except that during summer vacation periods, time limits shall consist of school district office workdays.

A grievance may be initiated by a teacher or by the Association. The procedure for processing a grievance shall be as follows:

**STEP 1:** The grievant may first discuss the matter with the Superintendent with the objective of resolving the matter informally. Nothing contained in this Article of the **AGREEMENT** shall prohibit or prevent the Superintendent or the grievant from having a person of his own choosing from outside of the bargaining unit or a consultant in attendance at any informal or formal step of the grievance procedure.

**STEP 2:** If the grievance cannot be resolved informally, the grievant may file the grievance in writing with the Superintendent within twenty (20) working days from the occurrence of the event giving rise to the grievance. The written grievance shall note all clauses of the **AGREEMENT** which are alleged to have been violated, and shall state the basic facts of the claimed violation. The Superintendent shall answer this grievance in ten (10) working days in writing, submitting a copy to the teacher and the Association representative.

**STEP 3:** If the grievant disagrees with the decision of the Superintendent, he/she shall notify the Superintendent in writing within ten (10) working days of the date of receipt of his/her desire to have the grievance processed to the Board for a decision. The Board shall meet within twenty (20) working days of receipt of the grievance. The parties to the grievance shall be allowed to present witnesses and have attorneys present before the Board, as deemed necessary. The Board shall provide the grievant with its written response within ten (10) working days of the meeting.

## Arbitration

- C. If the grievant does not agree with the Board's decision, the Association may request a final and binding arbitration for the grievance within fifteen (15) working days from the day of receipt of the Board's decision. Failure to request arbitration within the time limits specified herein shall be deemed a withdrawal of the grievance.
1. The parties agree to use the services of the American Arbitration Association or the FMCS. The arbitrator shall resolve all grievances on the basis of the **AGREEMENT** under which the alleged violation occurred, and shall have no power to make any decisions which would be contrary to, inconsistent with, or a modification of the terms of this **AGREEMENT** including but not limited to Article II or contrary to the specific content of the applicable law.
  2. Expenses for the arbitrator's services shall be borne equally by the District and the Association.
  3. No teacher shall be required to discuss any written grievance in the absence of a representative unless the teacher so desires.
  4. When a teacher is not represented by the Association, the Association shall be given an opportunity to be present during the final resolution of the grievance in order to insure that such resolution is not inconsistent with the terms of this **AGREEMENT**.

5. No reprisals of any kind shall be taken by the Board, the Superintendent, or the Association against a teacher because of his/her participation in this grievance procedure. The time limits set forth for any step of this grievance procedure may be waived by mutual written consent of the parties to the **AGREEMENT**.
6. This grievance procedure is designed to insure adequate consideration and appropriate solution of grievances. Nothing in the procedure should be construed to inhibit the continuation of rapport and informal discussion between teachers, the Superintendent, and the Board.

## **ARTICLE X**

### **Teacher Compensation**

#### **A. Compensation Table and Payment**

1. Teacher compensation for the 2017-2018, 2018-2019, and 2019-2020 school years shall be paid in accordance with the attached salary schedules. See (ATTACHMENT "A")
2. All salaries shall be paid on the fifteenth (15th) and thirtieth (30th) day of each month. If the fifteenth (15th) or the thirtieth (30) day of the month falls on a Saturday, Sunday or during a holiday period, checks shall be issued on the last working day prior to the scheduled payday.
3. When administratively practicable, any deductions resulting from absences shall be made from the check issued for the pay period following the pay period in which the absence occurred.
4. Upon initial employment, the Board may grant a newly hired teacher credit for prior teaching experience for placement on the salary schedule. No newly hired teacher shall be granted more than five (5) years of experience unless the position sought to be filled is a hard to fill position in which case the Board and/or Superintendent shall determine the experience credit to award to the new hire.

#### **B. Change of Salary and Lane**

1. Change of salary and lane will become effective on August 31<sup>st</sup> and/or January 31<sup>st</sup> if the above requirements are met in full. If a delay occurs, beyond the control of the teacher, final change of salary and lane may be delayed accordingly. For a lane change to become effective on August 31<sup>st</sup>, proof of satisfactory completion must be received in the district office by August 31<sup>st</sup>. For an effective date of January 31<sup>st</sup>, proof must be received by January 31<sup>st</sup>.
2. Any teacher who is currently or will be off the salary schedule during the duration of the 2017-2020 agreement shall eligible for lane movement consistent with current percentage found in the salary schedule.

#### **C. Longevity Pay**

Teachers who exceed beyond step 19 of the pay scale shall receive longevity stipend. Teachers shall receive such stipend in the amount of BA \$1000, MA \$1200 each year of the 2017-2020 contract.

**D. Reimbursement and Requirements for Professional Growth**

**1. Workshop Reimbursement**

Each full-time teacher shall be provided with an annual allotment of up to \$500 for reimbursement towards approved workshops and travel expenses per school year. Part-time teachers will receive a prorated amount based on their full-time equivalency. For example, a part-time teacher with a .5 FTE teacher will receive an allotment up to \$250. All workshops and classes must be pre-approved by the Superintendent or his or her designee. All workshops and/or classes must be directly relevant to the subject matter and/or grade level taught by the requesting teacher. Teachers may use Workshop money toward one (1) professional subscription, upon approval by the Superintendent or his or her designee. Teachers may also apply the annual workshop allotment of up to \$500 to approved coursework.

**2. Tuition Reimbursement**

For the school year (July 1- June 30) the Board shall reimburse any full-time teacher upon commencement of the first year of full-time employment for the actual cost of tuition not to exceed \$125 per semester hour for qualifying coursework up to twelve (12) hours per school year. The reimbursement shall become payable after official transcripts of the coursework with a grade of a "B" or higher and the teacher has presented other necessary clerical documents to the district office. Tuition reimbursement will be dispersed within sixty (60) days of submission to the Superintendent or his or her designee. Tuition reimbursement will be capped at \$15,000 per school year.

Any professional growth reimbursement money not used during the course of a fiscal year will be used to bring professional development to the District the following fiscal year.

A teacher who resigns within one (1) school year following the school year in which tuition reimbursement is received shall repay the Board the full amount of tuition reimbursement received. A teacher who resigns within two (2) school years following the school year in which tuition reimbursement was received shall pay the Board fifty percent (50 %) of the tuition reimbursement received. This requirement does not apply to a teacher who is given the option of resigning in lieu of termination or a teacher who is terminated. Any amounts due to the Board under this paragraph may be deducted by the Board from the teacher's remaining pay, and if any balance remains, the teacher shall pay the Board's reasonable attorney's fees, costs and expenses of litigation incurred by the Board in the collection of any balance due.

**E. Approved Coursework Requirements**

Such hours must be earned at the graduate school level at a recognized institution of higher learning in the teacher's subject matter area with approval of the Superintendent or his or her designee prior to the taking the course. Courses for consideration by the Superintendent or his or her designee must be from a nationally accredited private and/or state college or university and meet one of the following considerations for credit:

- a. graduate classes or workshops directly relate to the teacher's subject area or assignment
- b. graduate classes leading to a Master's Degree in Education
- c. graduate classes or workshops directly related to the school improvement goals

- F. Required Workshops and/or Coursework  
If the Board of Education, through the Superintendent or his/her designee, requires a teacher to take additional courses or workshops the cost will be reimbursed at 100% and that cost will not be included in the amount for the year for all certified teachers.
  
- E. National Board Certification Program  
For teachers who participate in the National Board Certification Program, the District will pay in full the cost of registration and tuition fees. Upon successful completion and certification, the District will provide an annual lump sum payment of \$500.00 for the life of the certification; said lump sum payment will not be added to a teacher's base salary.
  
- F. Stipends and Extra Duty Pay  
See Appendix B and C for stipend pay and descriptions.

**ARTICLE XI**  
**Fringe Benefits / Insurance**

- A. Insurance Coverage
  - 1. Life Insurance  
Term Life Coverage shall be in accordance with the policies of the current carrier in effect as of the execution date of this **AGREEMENT**. The Board shall pay the premiums for term life insurance for coverage in the amount of \$40,000 for each teacher.
  
  - 2. Accident and Health Insurance  
Major medical and hospitalization insurance shall be in accordance with the policies of the current carrier in effect as of the execution date of this **AGREEMENT**. The Board shall pay only the premiums for major medical and hospitalization insurance for regularly employed full-time individuals covered by the terms of this **AGREEMENT** and subject to present policy provisions in the following manner. The District shall pay, except as provided in Article XI (A)(4), for individual coverage for all full-time teachers who are employed by the District for the duration of this **AGREEMENT**. Spouse and dependent coverage is available to any employee, if desired; The monthly allotment paid by the Board for employee can be used toward spouse / dependent / family insurance.
  
  - 3. Dental Insurance  
Dental insurance shall be provided in accordance with the policies of the current carrier in effect as of the execution date of this agreement.
  
  - 4. Cost Provisions  
The Board will pay monthly up to \$846.00 in the 2017-18 school year, \$930.00 in the 2018-19 school year, \$1,024 in the 2019-2020 school year for coverage toward a teacher's individual life, accident, PPO or HMO health, and dental insurance costs.

The Board will allow teachers to opt out of the District's health and dental insurance plan. Teachers who opt out will be paid \$1000.00 in cash in lieu of the District provided health and dental insurance benefits.

**B. Revision and Changes**

The Board shall have the right to change insurance carriers or otherwise provide for the coverages as set forth in this Article, as long as the level of benefits is the same or substantially better than the current insurance policy.-An Insurance Committee, comprised of Administration and Association members will annually review and market the existing insurance policies, which will benefit all parties involved. Before the Board changes insurance carriers or otherwise provides for coverage, the Association shall be given advance notice in as reasonable a time as possible, copies of all correspondence relative to premium, coverage or benefit changes to the current carrier's policy, as well as an opportunity to present its views on any such proposed changes.

**C. Health Insurance Reopener**

The Board and the PEA agree that at the time this 2017-2020 Agreement was being negotiated, the laws, rules and regulations surrounding the provision of health insurance by employers were in flux. Therefore, the parties agree that either party may request to, and if so requested, shall reopen Article X.I(A)(4) of this Agreement due to changes and/or interpretations of the *Internal Revenue Code* or other laws affecting the provision of insurance benefits, or rules and regulations thereunder. Such request to reopen shall be made in writing.

**ARTICLE XII**  
**No-Strike Provision**

In conformity with Section 10(c) of the Illinois Educational Labor Relations Act, during the term of this **AGREEMENT**, neither the Association nor any teacher, for any reason, will authorize, institute, aid or engage in a concerted deviation in previous teaching procedures, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the District.

**ARTICLE XIII**  
**Retirement Incentive Program**

**A. Eligibility Requirements**

If a teacher meets all of the following requirements, he/she shall be eligible for the benefits set forth in Section B, C and D of this Article XIII:

1. The teacher must submit to the Superintendent an irrevocable letter of retirement and an individual TRS report verifying the teacher's then known age, creditable service, creditable earnings and accumulated sick leave days by no earlier than January 1<sup>st</sup> prior to the school year in which the salary increases set forth in Section B will begin.
2. The teacher must have at least fifteen (15) years of full-time TRS service within the District at the time of the effective retirement date listed in the irrevocable letter of retirement. A teacher is eligible to retire and receive a regular (non-discounted) pension annuity under TRS rules and regulations.

3. The teacher's actual retirement date must not cause the District to pay a 6% excess salary contribution to TRS.
4. The teacher must not have received a retirement benefit from a prior collective bargaining agreement.

**B. Salary Enhancement Benefit**

If eligible, the teacher shall not be paid in accordance with the regular salary increases set forth in Article XIII, Section A, but instead receive a salary increase for up to-three (3) years in the amount of-six-percent (6%) over the teacher's prior year's total TRS non-exempt creditable earnings for three (3) years prior to the teacher's retirement date. (For example, if a teacher submits the letter of retirement on January 1, 2018, the three (3)-year program will provide for three six percent (6%) increases in 2018-19 through 2020-21 school years.)

The teacher must continue to perform all extra duties that are used in determining the prior year's TRS non-exempt creditable earnings in the years in which program benefits are received. A teacher who does not perform such extra duties shall have his/her compensation reduced accordingly.

A teacher under this retirement program will not be able to earn more than six-percent (6%) over the prior year's TRS non-exempt creditable earnings during the final three (3) years of service prior to the retirement date in the irrevocable letter of retirement, regardless of assignment or possible movement on either the salary schedule or extra duty schedule.

To the extent that the retirement benefits described under this Section B shall cause the Board to pay additional penalties to TRS, the Board shall have the right to reduce the payment of such benefits so that the Board will not incur such penalties.

**C. Fringe Benefits**

Teachers retiring under the above program will also receive a one-time Board contribution to an HRA in the amount of \$3,000.00. Such contribution will be made after the teacher's final paycheck and shall not be intended to be TRS creditable earnings.

**D. Payment of Unused Sick Leave Days**

Teachers retiring under the above program shall also receive a one-time Board payment in the amount of \$50.00 for each unused accumulated sick leave day that is not submitted to TRS for service credit. Such payment will be issued after the teacher's final paycheck and shall not be intended to be TRS creditable earnings.

**E. Employee Right to Rescind Retirement Notice**

A teacher's notification of intent to retire may only be rescinded for one of the following reasons:

1. death in the retiree's immediate family; or
2. other reasons as determined solely by the Board, said reasons to be nonprecedential with respect to granting or denying requested changes in retirement in the **AGREEMENT**.

A teacher's intent to rescind notification of the retirement must be submitted to the Superintendent no later than January 1 of the last full year, provided, however, that in the event rescission of notification of retirement is granted by the Board, the teacher will repay to

the Board any and all amounts received as specified above. Said reimbursement will be no later than the last work day of the year in which rescission of notification of intent to retire is granted.

## **ARTICLE XIV**

### **Fair Share**

- A. It is recognized that the Association's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and Contract administration which appropriately are shared by all teachers who are beneficiaries of said **AGREEMENT**. To this end, if a teacher does not join the Association, such teacher will:
1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the services rendered by the Association in the same manner as provided in Article III; or
  2. Pay directly to the Association a like sum.
- B. In the event such an authorization is not signed or such payment is not made within thirty (30) days following the commencement of employment of the teacher or the effective date of this **AGREEMENT**, whichever is later, the Board shall deduct such amount in equal payments from the regular salary check of the teacher in the same manner as provided in Article III.
- C. The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claim, demand, suit, or other form of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the obligation imposed upon it by this Section.
- D. The Association shall annually certify to the Board the amount constituting each non-member employee's share, which amount must not exceed that permitted by the applicable law. Such certification shall be made in writing by the Association president and submitted to the business office on September 1 of each year. In the event a teacher objects to the amount of such fee, the PEA shall place the objecting teacher's fees in a PEA or IELRB interest bearing account pending final determination on the appropriateness of the fee imposed. Such determination shall be made only after a full hearing before the Illinois Educational Labor Relations Board or any impartial fact-finder appointed by the IELRB. If the teacher and/or the Association are entitled to a refund, the teacher and/or the Association shall receive such refund plus any interest earned on the refund during pendency of the action.
- E. If a non-member teacher declares the right of non-association based upon bona fide religious tenets or teaching or a church or religious body, such teacher shall be required to pay an amount equal to the teacher's proportionate share to a nonreligious charitable organization mutually agreed upon by the teacher and the Association. If the teacher and the Association are unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the Illinois Educational Labor Relations Board in accordance with its rules.



- F. These provisions shall be modified from time to time so that they shall always be in compliance with the results and regulations of the IELRB.

**ARTICLE XV**  
**Duration and Effect of the Agreement**

A. **Complete Understanding**

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 District 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, or covered in this AGREEMENT. This AGREEMENT may only be amended during its term by the parties' mutual agreement in writing.

B. **Savings Clause**

The Board intends that this AGREEMENT shall not conflict with, contravene, abrogate, diminish, nor affect in any way the powers, authority, duties and responsibilities vested in the Board by the Statutes and Laws of the State of Illinois. If any provision of this AGREEMENT is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the minimum standard of the School Code or other applicable statutes, all other provisions of this AGREEMENT shall remain in full force and effect for the duration of this AGREEMENT, unless such legislative or judicial declaration should result in other terms of this AGREEMENT being rendered meaningless or grossly inequitable, in which case the clause or clauses affected shall be renegotiated.

C. **Duration of Agreement**

This AGREEMENT shall be in full force and effect for the period beginning

This AGREEMENT is signed this 10th day of May

In Witness Whereof: Pennoyer Education Association

1.   
President – Sarah Adkins

2.   
Vice President - Julia Peters

Board of Education of the Pennoyer School District 79

1.   
President - Michael Malusa

2.   
Secretary-Mark Diatte

## Appendix A

### 17-18

Negotiated Increase

4.50%

2.50% Change in schedule based on neg

STEP	BA	BA+9	BA+18	BA+27
1	39,513	40,303	41,108	41,930
2	40,303	41,109	41,930	42,768
3	41,109	41,931	42,768	43,624
4	41,931	42,770	43,624	44,496
5	42,770	43,625	44,496	45,386
6	43,625	44,498	45,386	46,294
7	44,498	45,388	46,294	47,220
8	45,388	46,295	47,220	48,164
9	46,295	47,221	48,164	49,127
10	47,221	48,166	49,127	50,110
11	48,166	49,129	50,110	51,112
12	49,129	50,112	51,112	52,134
13	50,112	51,114	52,134	53,177
14	51,114	52,136	53,177	54,241
15	52,136	53,179	54,241	55,325
16	53,179	54,243	55,325	56,432
17	54,243	55,327	56,432	57,560
18	55,327	56,434	57,561	58,712
19	56,434	57,563	58,712	59,886

MA	MA+9	MA+18	MA+27	MA+39
43,187	44,052	44,933	45,833	47,098
44,051	44,933	45,832	46,750	48,040
44,932	45,832	46,748	47,685	49,000
45,831	46,749	47,683	48,638	49,980
46,747	47,684	48,637	49,611	50,980
47,682	48,637	49,610	50,603	52,000
48,636	49,610	50,602	51,615	53,040
49,609	50,602	51,614	52,648	54,100
50,601	51,614	52,646	53,701	55,182
51,613	52,647	53,699	54,775	56,286
52,645	53,700	54,773	55,870	57,412
53,698	54,774	55,868	56,987	58,560
54,772	55,869	56,986	58,127	59,731
55,867	56,987	58,126	59,290	60,926
56,985	58,126	59,288	60,476	62,144
58,124	59,289	60,474	61,685	63,387
59,287	60,475	61,683	62,919	64,655
60,473	61,684	62,917	64,177	65,948
61,682	62,918	64,175	65,461	67,267

Longevity  
 BA \$1,000  
 MA \$1,200

### 18-19

Negotiated Increase

3.00%

1.00% Change in schedule based on neg

STEP	BA	BA+9	BA+18	BA+27
1	39,908	40,706	41,519	42,349
2	40,706	41,520	42,349	43,196
3	41,520	42,351	43,196	44,060
4	42,351	43,198	44,060	44,941
5	43,198	44,062	44,941	45,840
6	44,061	44,943	45,840	46,757
7	44,943	45,842	46,757	47,692
8	45,842	46,758	47,692	48,646
9	46,758	47,694	48,646	49,619
10	47,694	48,647	49,619	50,611
11	48,647	49,620	50,611	51,623
12	49,620	50,613	51,623	52,656
13	50,613	51,625	52,656	53,709
14	51,625	52,658	53,709	54,783
15	52,658	53,711	54,783	55,879
16	53,711	54,785	55,879	56,996
17	54,785	55,881	56,996	58,136
18	55,881	56,998	58,136	59,299
19	56,998	58,138	59,299	60,485

MA	MA+9	MA+18	MA+27	MA+39
43,619	44,493	45,382	46,291	47,569
44,492	45,383	46,290	47,217	48,520
45,381	46,290	47,216	48,161	49,490
46,289	47,216	48,160	49,125	50,480
47,215	48,161	49,123	50,107	51,490
48,159	49,124	50,106	51,109	52,520
49,122	50,106	51,108	52,131	53,570
50,105	51,108	52,130	53,174	54,641
51,107	52,131	53,173	54,238	55,734
52,129	53,173	54,236	55,322	56,849
53,172	54,237	55,321	56,429	57,986
54,235	55,321	56,427	57,557	59,146
55,320	56,428	57,556	58,708	60,329
56,426	57,556	58,707	59,883	61,535
57,555	58,708	59,881	61,080	62,766
58,706	59,882	61,079	62,302	64,021
59,880	61,079	62,300	63,548	65,302
61,077	62,301	63,546	64,819	66,608
62,299	63,547	64,817	66,115	67,940

Longevity  
 BA \$1,000  
 MA \$1,200

**19-20**

**Negotiated Increase**

**3.00%**

**1.00% Change in schedule based on neg**

STEP	BA	BA+9	BA+18	BA+27
1	40,307	41,113	41,934	42,772
2	41,113	41,935	42,773	43,628
3	41,935	42,774	43,628	44,500
4	42,774	43,630	44,501	45,390
5	43,630	44,502	45,391	46,298
6	44,502	45,392	46,298	47,224
7	45,392	46,300	47,224	48,169
8	46,300	47,226	48,169	49,132
9	47,226	48,171	49,132	50,115
10	48,171	49,134	50,115	51,117
11	49,134	50,117	51,117	52,139
12	50,117	51,119	52,140	53,182
13	51,119	52,141	53,182	54,246
14	52,141	53,184	54,246	55,331
15	53,184	54,248	55,331	56,437
16	54,248	55,333	56,437	57,566
17	55,333	56,439	57,566	58,717
18	56,439	57,568	58,718	59,892
19	57,568	58,720	59,892	61,090

MA	MA+9	MA+18	MA+27	MA+39
44,055	44,938	45,836	46,754	48,044
44,937	45,837	46,753	47,689	49,005
45,835	46,753	47,688	48,643	49,985
46,752	47,688	48,642	49,616	50,985
47,687	48,642	49,614	50,608	52,005
48,641	49,615	50,607	51,620	53,045
49,614	50,607	51,619	52,653	54,106
50,606	51,620	52,651	53,706	55,188
51,618	52,652	53,704	54,780	56,292
52,650	53,705	54,778	55,875	57,417
53,703	54,779	55,874	56,993	58,566
54,777	55,875	56,991	58,133	59,737
55,873	56,992	58,131	59,296	60,932
56,990	58,132	59,294	60,481	62,151
58,130	59,295	60,480	61,691	63,394
59,293	60,481	61,689	62,925	64,661
60,479	61,690	62,923	64,183	65,955
61,688	62,924	64,182	65,467	67,274
62,922	64,182	65,465	66,776	68,619

Longevity

BA \$1,000

MA \$1,200

### Appendix B - Stipends

Conference Sports	2017-2018	2018-2019	2019-2020
JV Girls Basketball	\$1,725	\$1,777	\$1,830
V Girls Basketball	\$1,725	\$1,777	\$1,830
JV Boys Basketball	\$1,725	\$1,777	\$1,830
V Boys Basketball	\$1,725	\$1,777	\$1,830
Cheerleading	\$1,725	\$1,777	\$1,830
Cross Country	\$633	\$653	\$672
Pom Poms	\$1,030	\$1,061	\$1,093
JV Girls Volleyball	\$1,725	\$1,777	\$1,830
V Girls Volleyball	\$1,725	\$1,777	\$1,830
JV Boys Volleyball	\$1,725	\$1,777	\$1,830
V Boys Volleyball	\$1,725	\$1,777	\$1,830
Boys Softball	\$1,725	\$1,777	\$1,830
Girls Softball	\$1,725	\$1,777	\$1,830
Boys Soccer	\$1,725	\$1,777	\$1,830
Girls Soccer	\$1,725	\$1,777	\$1,830
Scholastic Bowl	\$1236	\$1273	\$1311
Athletic Director	\$750	\$773	\$796

Extra Curricular	2017-2018	2018-2019	2019-2020
Chorus Primary	\$752	\$774	\$798
Chorus Secondary	\$752	\$774	\$798
Recorder Club	\$371	\$382	\$393
Peer Leaders	\$515	\$530	\$546
Student Council	\$670	\$690	\$710
Yearbook	\$670	\$690	\$710
Battle of the Books	\$1030	\$1061	\$1093
Newspaper	\$618	\$637	\$656
Art Club	\$371	\$382	\$393

Extra Duty	2017-2018	2018-2019	2019-2020
Supervisory Rate	\$30 per hour	\$30 per hour	\$30 per hour
Lunch/Playground Supervisor	\$1 per minute	\$1 per minute	\$1 per minute
Inner School Sub	\$27 Per 40 min \$20.25 per 30 min	\$27 Per 40 min \$20.25 per 30 min	\$27 Per 40 min \$20.25 per 30 min
Springfield Coordinator	\$300	\$300	\$300
Springfield Chaperone	\$150	\$150	\$150
Taste of Pennoyer (up to 3)	\$150 per person	\$150 per person	\$150 per person
Overnight Program Coordinator 5th Grade Outdoor Education	\$1200	\$1200	\$1200
8th Grade Trip Coordinator	\$1700	\$1700	\$1700
Overnight Chaperone	\$205 per night	\$205 per night	\$205 per night

Instructional Services	2017-2018	2018-2019	2019-2020
DH-ELA	\$1086	\$1186	\$1222
DH-Science	\$1086	\$1186	\$1222
DH-Math	\$1086	\$1186	\$1222
DH-Social Studies	\$1086	\$1186	\$1222
DH/TL-Fine Arts	\$1086	\$1186	\$1222
DH-Special Ed	\$1086	\$1186	\$1222
DH-Rtl	\$1086	\$1186	\$1222
TL-Primary	\$1086	\$1186	\$1222
TL-Intermediate	\$1086	\$1186	\$1222
TL-Middle School	\$1086	\$1186	\$1222
TL-Special Education	\$1086	\$1186	\$1222
Homebound Tutor	\$30 per hour	\$30 per hour	\$30 per hour
Curriculum/Committee Work	\$35 per hour	\$35 per hour	\$35 per hour
Translation	\$25 per hour	\$25 per hour	\$25 per hour
LPDC	\$500	\$500	\$500
Consulting Teacher	\$675	\$675	\$675
Mentor	\$1000 for the first year, \$750 for the second year-per mentee		

## Appendix C - Stipend Job Descriptions

### CONFERENCE SPORTS/TEAMS

Plan, schedule and coordinate with Leyden/Norwood Athletic Conference and athletic director. Arrange transportation, hold practices (a minimum of 4 per week, with the exception of game days), and attend games/meets. Enforce school policies for students participation. Develop protocols and expectations for student participation and attendance. Notify parents when students are not in attendance. Distribute and collect Athletic Code of Conduct and Uniform Use Policy contracts. Prior to the beginning of the season, the coach will provide the principal with the try-out, practice and game schedule. The coach will published this schedule on the Pennoyer website.

#### **Athletic Director**

Organizes coaches, attends conference meetings, manages concussion plan and athletic code of conduct. Helps maintain athletic calendar on the website and facilitates the live streaming of games.

### EXTRA-CURRICULAR

#### **Chorus**

Hold regular rehearsals and performances. Develop expectations for student participation and attendance, and communicate with parents. May include an evening event.

#### **Recorder Club**

Hold regular rehearsals and performances. Develop expectations for student participation and attendance, and communicate with parents. May include an evening event.

#### **Peer Leaders**

Recruit students, supervise mediation session, help plan activities. Facilitate student representation on the school PBIS committee. May include an evening event.

#### **Student Council**

Plan and hold student elections of officers in the spring of year. Hold election of classroom representatives/alternates at beginning of school year. Practice democratic process at monthly meetings. Coordinate student programs decided upon by the council. May include an evening event.

#### **Yearbook**

Coordinate and plan yearbook with contracted company. Organize and supervise student in the production and distribution of the yearbook. Take pictures of all school activities in and out of the classroom. May include an evening event.

#### **Battle of the Books**

7 to 8 months, 22-24 lunch periods or time outside of the instructional day. Attend 6-9 meets or more if in finals. Extensive reading and preparation time. Attend year-end party and talk. Attend 2.5 hour planning meeting for following year. May include an evening event.

#### **Newspaper**

Plan, develop, and meet with students to guide the layout. Print four issues annually. May include an evening event.

**Art Club**

The Art Club is an after school activity that provides materials, instruction and support for those students who are seeking a creative outlet in addition to their academic schedule. Art club is open to Jr High students (and below depending on enrollment). Each session is held for one hour once per week based on the school schedule. Session topics range from: Set design, mural design and painting, sculpture, pop art, recycled art, computer art and endless other possibilities. During art club students are offered the opportunity for more in depth instruction and the ability to work on projects that impossible to accomplish within the regular art curriculum.

**EXTRA DUTY****Supervisory Rate**

To provide additional supervision at various after school and/or evening events.

**Lunch/Playground Supervisor**

Supervise students in the lunchroom and/or playground.

**Taste of Pennoyer (to be held on the even years)**

Coordinate with administration and work with families on Cultural Performances, communicate with participants and attendees, hold practices after school. Prepare and plan for the events of the evening. Secure volunteers.

**5th Grade Outdoor Education/8th Grade Trip Coordinator**

The overnight coordinator is responsible for the organization, scheduling and oversight of students prior to and during to the education experience. He/she disseminates all communications in terms of forms and payments to parents, which also may include parent meeting(s). They work with the administration throughout the planning They are the contact person for this education experience. The coordinator's responsibilities includes being an overnight chaperone.

**Overnight Chaperones**

Attend planning meetings, supervise students.

**INSTRUCTIONAL SERVICES****Department Chairs**

Provide leadership in curriculum and professional development in subject area. Meet and plan with administration and teachers. Facilitate team meetings.

**Team Leader**

Provide leadership to the team in all areas (such as curriculum, scheduling, best practice teaching, etc). Meet and plan with administration and teachers. Facilitate team meetings.

**Homebound Tutor**

Plan coordinate, and teach the school curriculum for the homebound student.

**Curriculum/Committee Work**

Work outside of the school day, arranged and approved by administration.

**Translation**

Verbal or written translation for a meeting or communication.

**LPDC**

Inform staff of updates and changes in licensure. Annual reminders to staff on their licensure status, requirements, and time left to complete PD before renewal date. Assist teachers with licensure process on ELIS. Answer questions about PD and providers.

**Consulting Teacher**

Consult and assist in teacher remediation plan.

**Mentor**

This is a two-year program for teachers new to Pennoyer. As a mentor, you are expected to do the following: Participate and help plan New Teacher Induction before the start of school. efore Hold regular, weekly meetings with your mentee(s); keep your mentee(s) updated monthly through checklists; model a lesson for your mentee(s) (one required), first year only; observe formative lessons from your mentee(s) that include a pre-conference, observation, post-conference, and mentee reflection (3 for year 1; 2 for year 2); Provide support, help, and guidance for your mentee(s) throughout the school year.