

## ARTICLE 1 - RECOGNITION AND SCOPE

### A. RECOGNITION

1. The Board of Education of Community Unit District No. 427, DeKalb and Kane Counties, Illinois (hereinafter referred to as the "Board") recognizes the Sycamore Education Association (hereinafter referred to as the "Association") affiliated with the IEA and NEA as the sole exclusive bargaining agent for all full and part-time employees regularly required to be certificated except personnel employed by the Board as the administrative district and agent for and on behalf of Northwestern Illinois Association or other educational cooperatives, social workers, psychologists, substitutes, aides, paraprofessionals, the Superintendent, Assistant Superintendent, principals, assistant principals, administrative assistants, managerial employees, supervisors, short-term employees and confidential employees.
2. Any certified employee who is employed for a period of ninety (90) consecutive school days or one (1) semester or more to fill a vacancy due to resignation, death, or a leave of absence shall be a member of the bargaining unit. Such benefit shall not be extended to any certified employee who is replacing an employee absent on a day-to-day basis eligible to return at any time.
3. The term "teacher", when used hereinafter, shall refer to all employees represented by the Association in the negotiating unit defined above.

### B. SCOPE

The Board and the Association acknowledge their mutual legal responsibility to negotiate in good faith with respect to wages, hours and terms and conditions of employment; provided that nothing contained herein shall require the Board to bargain over matters of inherent managerial policy as defined by the Illinois Educational Labor Relations Act.

## ARTICLE 2 - NEGOTIATION PROCEDURES

### A. REPRESENTATIVES

1. Each party in any negotiations shall select its negotiating representatives provided that the Board shall not select a teacher as herein defined as its representative and the Association shall not select a Board member, the Superintendent, Assistant Superintendent, Principal, or Assistant Principal.
2. It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

### B. NEGOTIATIONS COMMENCEMENT

Negotiations shall begin no later than April 1, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.

### C. TENTATIVE AGREEMENTS

During negotiations, each party shall present items and material for consideration. Items upon which there is tentative agreement shall be initialed by the chief negotiator from each side.

### D. RATIFICATION AND APPROVAL

When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

### E. IMPASSE/MEDIATION

1. Upon declaration of an impasse or upon invocation of mediation by the IELRB, the parties shall request that FMCS appoint a mediator from its staff. If the FMCS is unable to provide a mediator so that mediation can commence 10 days after impasse is declared or mediation invoked or if the IELRB directs that mediation commence at a time sooner than FMCS can supply a mediator, the mediator shall be selected from a list or lists to be supplied by AAA.
2. Cost for consultants chosen by any party shall be paid by that party. The costs for the mediator shall be shared equally by the Board and the Association.

### F. NEGOTIATIONS INFORMATION

The Board shall provide the Association, upon request, regularly prepared public information germane to matters within the scope of negotiation. This shall include but not necessarily be limited to the current annual financial audit, the tentative budget, the adopted budget and a scattergram indicating the numbers of teachers at each step and lane on the salary schedule. Nothing herein shall require the Board to research or assemble information. The cost of copying such material shall be borne by the Association.

### G. PREPARATION OF AGREEMENT

Within thirty (30) days of Board approval of the Professional Agreement, the Association shall prepare the contract after which the Board shall compile and deliver within thirty (30) days two hundred-fifty (250) copies to the teachers and fifty (50) copies to the Board. The cost shall be shared equally by the Board and the Association. Any additional copies required by either party shall be paid for by that party. The Board will provide contracts to all newly hired bargaining unit members.

### **ARTICLE 3 - PROFESSIONAL GRIEVANCE PROCEDURE**

#### **A. DEFINITIONS**

1. Any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.
2. As used herein, days shall mean teacher employment days except during the summer recess when it shall mean days on which the district business office is open.

#### **B. PROCEDURE**

The parties acknowledge that it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher, the building representative may intervene to assist in this resolution. However, should such informal process fail to satisfy the teacher or the Association, then a grievance may be processed as follows:

Step 1 - The employee or the Association may present the grievance in writing to the immediately involved supervisor who will notify the grievant(s) and the Association and will arrange for a meeting at a reasonable time to take place within five (5) days after receipt of the grievance. The grievance shall set forth the specific clause or clauses of the Agreement which it is alleged have been violated. The grievance must be filed within fifteen (15) days after grievant(s) has knowledge (per "reasonable man" standard) of event giving rise to the grievance. The grievant(s) shall be present for the meeting. The immediately involved supervisor must provide the aggrieved teacher and the Association with a written answer on the grievance within ten (10) days after the meeting. Such answer shall include the reasons upon which the decision is based.

Step 2 - If the grievance is not resolved at Step 1, then the Association shall refer the grievance to the Superintendent or his/her official designee within ten (10) days after receipt of the Step 1 answer. The Superintendent shall arrange for a meeting with the representatives of the Association's grievance committee to take place within ten (10) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent will have ten (10) days in which to provide his written decision to the Association and the grievant(s).

Step 3 - If the Association is not satisfied with the disposition of the grievance at Step 2, or the Step 2 time limits expire without the issuance of the Superintendent's written answer then the Association may submit the grievance to final and binding arbitration. The arbitrator shall be selected from panel(s) to be secured from the American Arbitration Association. If a demand for arbitration is not filed within thirty (30) days of the date for the Superintendent's Step No. 2 reply, then the grievance will be deemed withdrawn. If the parties mutually agree, the expedited labor arbitration rules of the American Arbitration Association may be utilized in any arbitration proceeding.

The arbitrator shall have no power to alter the terms of the Agreement, nor to ignore or add to the provisions of the Agreement. His decision shall be based solely upon his interpretation of the meaning or application of the express relevant language of the Agreement. He shall be empowered to render any award which shall be consistent with this Agreement and within his lawful authority.

Each party shall bear the full cost for its representation in this arbitration. The cost of the arbitrator and the American Arbitration Association will be divided equally between the parties.

Should either party request a transcript of the proceedings, then that party shall bear the full cost for that transcript. Should both parties order a transcript, then the cost of the transcripts will be divided equally between the parties.

### C. GENERAL PROVISIONS

1. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any formal level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.
2. Provided the Association and the Superintendent agree, Step No. 1 and/or Step No. 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step. Grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step No. 2.
3. No reprisals of any kind will be taken by the Board of Education or the school administration against any teacher because of his/her participation in this grievance procedure.
4. The Board and the administration will cooperate with the Association in its investigation of any grievance and will furnish the Association with such requested information as is reasonably available and relevant for the processing of any grievance with the exclusion of privileged information and inter-office communications.
5. If by agreement between a teacher and/or the Association and the administration the investigation or processing of any grievance requires 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.
6. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
7. Failure of the administration or Board to respond to the grievance shall automatically file the grievance at the next higher step. Failure of the Association or teacher to meet any prescribed time limit shall preclude further appeal of the grievance.
8. Upon selection and certification by the Association, the Board shall recognize a grievance representative in each building and an Association grievance committee. At least one Association representative may be present for any meetings, hearings, appeals or other proceedings relating to a grievance which has been formally presented subject to the provisions of Section C of this grievance procedure. Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her supervisor, and having the grievance adjusted without intervention of the Association. Any settlement or adjustment agreed to by an individual without the intervention of the Association shall be non-precedential as regards the Agreement and the Association. The adjustment shall be consistent with the terms of the Agreement. If such adjustment includes any written determination which affects any provisions of this Agreement, a copy thereof shall be given to the Association president or designee.

## ARTICLE 4 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

### A. USE OF BULLETIN BOARDS

The Association shall have the right to post a reasonable volume of notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building.

### B. USE OF INTERSCHOOL DELIVERY

The Association shall have the right to distribute a reasonable number of appropriate announcements through the district delivery service, in faculty mailboxes, or e-mail. Upon request, a copy of any item so distributed shall be given to the Superintendent.

### C. USE OF FACILITIES

The Association shall be provided reasonable use of meeting space in school facilities for general membership meetings provided: 1) an Association written request is made to the building principal or designee in advance of the meeting; 2) such meeting space is available; 3) such meeting neither interferes with instructional and extracurricular programs of the school district nor conflicts with school events or employees' assignments; 4) the Association promptly reimburses the Board for any damages and reasonable maintenance costs.

### D. TRANSACTION OF ASSOCIATION BUSINESS

1. Duly authorized representatives of the Association and their respective affiliates shall have the right to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt the scheduled instructional programs. And further, no views of the Association on matters relating to supervisor-teacher or school board-teacher relationship will be discussed with students.
2. The Association president may use his/her preparation time to attend to lawful Association business, provided he/she shall not without the express written authorization of an appropriate administrator contact any teacher then supervising students or otherwise in any way interfere with the educational program of the district.

### E. BOARD MEETINGS

1. The Association may submit items for inclusion on the agenda of the next regular Board meeting by transmitting these in writing to the Superintendent at least seven (7) calendar days prior to such meeting. The Board shall receive such items at its next regular meeting provided the president may limit the length of such presentation consistent with the time available.
2. The president of the Association and the president's designee shall be given written notice of any regular meetings of the Board held other than as normally scheduled and of any special meeting. Such notice shall be delivered by District electronic mail no later than 24 hours before such meeting.
3. A copy of the minutes of all Board meetings shall be sent electronically to the Association president and the president's designee on the next business day following the approval of said minutes.

F. ISBE WAIVER OR MODIFICATION OF STATE BOARD RULES AND/OR SCHOOL CODE MANDATES

The Association shall receive copies of any application for ISBE Waiver or Modification of State Board Rules and/or School Code Mandates at least seven (7) days prior to the date of public hearing.

G. ASSOCIATION LEAVE

1. In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary for an aggregate amount of at least twelve (12) days in any school term, limited to three (3) days per individual unless approved by the Superintendent. A written notification of leave shall be submitted to the Superintendent four (4) school days prior to the use of any of the leave days provided for in this section. The Association shall reimburse the Board of the full cost of the substitute(s) employed to replace the absent teacher(s).
2. In the event a teacher is elected or appointed to a state or national office or committee affiliated with the Association, the Board shall grant to him/her a minimum of five (5) leave days with pay for conducting state or national association business. A written notice of such leave shall be made to the Superintendent four (4) days prior to the use of such leave. The Association shall reimburse the Board for the full cost of the substitute(s) employed to replace the absent teacher(s).

H. BOARD POLICY BOOK

The Superintendent or designee shall maintain the adopted Board Policy. Said Policy shall be posted on the District's website. The Board shall supply a printed copy of the Policy Manual to the Association President upon written request. Association President will be notified electronically within five (5) business days of any changes to Board Policy.

I. FAIR SHARE

1. Commencing with the 1990-91 school year, any teacher newly employed for the 1990-91 school year, any teacher employed in the 1988-89 school year who was a member of the Sycamore Education Association on October 1, 1988, or who joined the Association after October 1, 1988, and after the commencement of the 1990-91 school year, any newly employed teacher who does not join the Association within thirty (30) days after initial employment, shall pay to the Association annually his/her fair share of the cost of the collective bargaining process and contract administration. Any teacher who was not a member of the Association on October 1, 1988 and any teacher who was initially hired for the 1988-89 and 1989-90 school years shall not be required to pay such fair share fee unless during the term of their employment they voluntarily join the Association and subsequently withdraw.
2. By September 1 of each year, the Association shall certify to the Board the amount of the fair share fee, not to exceed the dues uniformly required of members of the Association, and shall supply the Board and the non-members a copy of the basis of the calculation of the fee. If the non-member teacher has not made payment to the Association within 30 days of the demand/certification, the Board will commence to deduct the fair share fee payment from the earnings of the non-member teacher and pay it to the Association in the same manner as provided in Article 11, paragraph I.

3. Non-member teachers who object to the amount of the fair share fee have the right to file objections pursuant to the internal procedures established by the Association for objecting to the amount of the fair share deduction. Additionally, non-member teachers who object to the amount of the fair share fee have the right to file objections with the Illinois Educational Labor Relations Board (IELRB) pursuant to its rules and regulations. Upon any such filing and notice of objection, the parties shall place in an interest-bearing escrow account the amount of each objector's fair share payments made, and to be made, pending resolution of the charge. The parties shall maintain an escrow account during the pendency of the charge and any judicial review taken pursuant to the IELRB's rules.
4. If a non-member teacher declares in writing to the Board and the Association the right of non-association based either upon bona fide religious tenets or teachings of a church or religious body of which the teacher is a member, such non-member shall be required to pay an amount equal to his or her proportionate fair share, as determined under this fair share agreement, to a non-religious charitable organization mutually agreed upon by the non-member and the Association. If the affected teacher and the Association are unable to reach an agreement on the matter, the teacher shall select a charitable organization for receipt of the payment from an approved list established by the IELRB in accordance with its rules.
5. The Association 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, including attorneys' fees incurred, that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance upon any list, notice, certification, affidavit or assignment furnished under any of such provisions.

J. SUPERINTENDENT - ASSOCIATION PRESIDENT MEETING

The president of the SEA and the Superintendent shall meet whenever necessary to discuss the impact of any changes in working conditions that need to be addressed.

## ARTICLE 5 - TEACHER RIGHTS AND RESPONSIBILITIES

### A. ORGANIZATIONAL RIGHTS

Professional employees shall have the right to form, join, or assist professional employees' organizations, and to participate in professional negotiations with the School Board through representatives of their own choosing and to engage in other activities for the purpose of establishing, maintaining, protecting, or improving conditions of professional service and other educational standards.

### B. NON-DISCRIMINATION

The Board undertakes and agrees that it will continue not to discriminate against any teachers with respect to hours, wages, terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association or collective professional negotiations with the School Board, or their institution of any grievance, complaint or proceeding under this Agreement.

### C. DISCIPLINARY MEETINGS

If a teacher is required to appear at any meeting at which the teacher is to be disciplined, including dismissal, suspension, demotion, or reprimand, the teacher shall be given one work day's notice except in the case of an emergency or by mutual consent. The teacher shall be entitled to have a representative of the Association present at such meeting.

### D. ACADEMIC FREEDOM

The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights of the United States and the Constitution of the State of Illinois, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can be best transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for teacher and student is encouraged. It is further recognized that instructional materials to be used and discussions to be held shall be pertinent to the subject and level taught within the appropriate planned instructional program, if any, as determined by normal procedures as approved by the Board.

### E. CONFIDENTIAL EXAMINATION/REFERRAL

1. A physical examination may be required upon employment and is to be given by a licensed physician and recorded on forms supplied by the school district.
2. The Board reserves the right to require a confidential physical or mental examination at any time for consideration of continuation of employment. Any expenses for such examination will be incurred by the Board. If the employee in question is already under the care of a physician or psychiatrist, the Board will make a reasonable effort to obtain a report on the teacher's condition from the teacher's physician or psychiatrist.
3. The Employee Assistance Plan (EAP) may be used as a confidential referral by the Board of Education or its designee.



#### F. STUDENT DISCIPLINE

1. The teacher bears the primary responsibility for maintaining proper control and discipline in the classroom and understands that all disciplinary actions and methods involved must be reasonable and just. Discipline outside the classroom is a prime responsibility of the principal, working in cooperation with the assistance of the teaching personnel. The Board and Association recognize that the teacher has the responsibility for the maintenance of discipline within his classroom. It is recognized that the Board has responsibility to give reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.
2. A teacher may exclude a pupil from a class when in the opinion of the teacher the grossness of an offense, the persistence of behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable.
3. When a pupil is so excluded by a teacher, the student shall be sent from the classroom to the building administrative office and the problem shall be referred for solution to the building principal or his/her designee.
4. Following administrative action taken for the discipline problem, should the administrative decision include the readmittance of the pupil to class, the teacher shall be notified of the conditions, if any, under which readmittance is granted. Note: Teachers and administrators will use a district discipline referral report.
5. If the disobedience or misconduct continues or the conditions for readmittance are not met by the pupil, the administrator shall exclude the pupil from the teacher's class, if in the opinion of the administrator such exclusion is necessary.

#### G. TEACHER PROTECTION

1. Teachers shall report immediately in writing to the administration all cases of assault and/or battery or threats to well-being, suffered by them in connection with their employment.
2. As may be required by The School Code of the State of Illinois, in cases arising from the course of employment, the Board shall provide any and all legal support and defense of teachers.

#### H. INSURANCE, LIABILITY

Teachers shall be provided with liability insurance in accordance with Illinois statutes. In the event the Board elects to discontinue liability insurance due to the cost or the Board is unable to secure liability insurance, the Board shall provide liability coverage through alternate methods for alleged negligent or wrongful acts committed in the scope of employment or under the direction of the Board.

#### I. TRANSPORTATION OF STUDENTS

Teachers shall not be required to transport children in their own personal vehicles. Teachers shall not transport children in their own vehicles without the express permission of the Superintendent, school principal or a designee thereof. Teachers assume no liability or responsibility for students not picked up after school or a school activity.

## ARTICLE 6 - LEAVES

### A. PROFESSIONAL LEAVE

Professional leave may be granted to a teacher to attend a conference or professional meeting in his/her special field of teaching with reimbursement by the school district when prior approval has been obtained. Forms requesting approval to attend together with a statement of the program and purpose of the meeting shall be filed in the Superintendent's office in triplicate at least two (2) weeks in advance of the meeting.

Transportation shall be by use of the school owned vehicle, whenever possible. Reimbursement for the teachers who use their own cars for attendance at professional meetings shall be at the prescribed district rate per mile.

The Board shall retain in the central office, available for inspection during normal business hours, a list of teachers who have requested professional leave during the current school term, the purpose or description of the leave, and the disposition of the request.

### B. SABBATICAL LEAVE

Teachers who have rendered at least seven (7) consecutive years of satisfactory service to the district may be eligible for sabbatical leave of one full year to further education in a specific area; such leave shall be spent wholly in such study or educational pursuits as the principal, the Superintendent of schools, and the Board of Education approve. The teacher may receive a pro rata salary not to exceed one-half salary for the current year to be paid in equal monthly installments during leave of absence based upon academic load. The teacher must sign a declaration of intent to return to service in the district for at least three (3) years following sabbatical leave or return all or part of the grant received. Upon teacher's return from sabbatical, a reasonable effort shall be made to assign that teacher to the grade or subject previously taught and to the same building. The teacher is to be recommended or selected by the principal and Superintendent with approval of the Board. No more than one teacher from each level (i.e., elementary, Middle, and high school) shall be granted such leave during any one school year. Each application shall be considered on an individual basis and submitted in writing to the Superintendent or designee on or before January 15, provided the Board may in its sole discretion waive such submission date.

The granting of leave shall be in the sole discretion of the Board of Education, and the granting or withholding of such leave in one instance shall be non-precedential as regards all other requests.

### C. LEAVE OF ABSENCE

1. A leave of absence without pay may be given to a tenured teacher at the discretion of the Board.
2. The granting of leave shall be in the sole discretion of the Board of Education, and the granting or withholding of such leave in one instance shall be non-precedential as regards all other requests.
3. As a condition of unpaid leave of absence granted pursuant to this Agreement, the teacher agrees to waive any claim to unemployment compensation during the term of such leave.

#### D. CHILD-REARING LEAVE

Child-rearing leave shall be granted without pay to tenured teachers as follows:

1. If child-rearing leave is desired, the teacher shall notify the Superintendent or his/her designee of the fact of pregnancy, no later than the fourth month of pregnancy. At least ninety (90) calendar days prior to the anticipated birth of the child, the teacher shall request leave in writing and shall arrange for a meeting with the building principal, the Superintendent, or his/her designee, and a representative of the Association, if said representative is requested by the teacher. Such leave shall commence at the end of the period of disability or the exhaustion of sick leave, whichever shall occur first. Such leave shall not terminate during the course of the school year unless approved by the Superintendent, either during the planning of the leave or during the term of the leave. Such leave shall not exceed the balance of the school term in which it is commenced, provided that if the leave shall commence in the second semester, it may include up to one (1) additional school term. Successive child-rearing leave shall not be granted unless the teacher shall return to full time continuous service in the District for at least one (1) year.
2. Any teacher granted child-rearing leave who has completed one (1) semester or more of the school term prior to his/her leave shall be considered to have completed a full year for purposes of advancement on the compensation schedule.
3. A teacher who shall adopt a child shall likewise qualify for a child-rearing leave as hereinbefore set forth, except that the initial notice to the Superintendent shall be given upon making of application for adoption. This paragraph shall not be applicable to the adoption of a child who at the time is more than six (6) years of age and attending school full time.

Such initial notice shall require only that the Superintendent be notified of the making of an application for adoption. The teacher shall be entitled to a leave to commence at any time during the first year after receiving de facto custody of an adopted child or prior to receiving such custody, if necessary, in order to fulfill the requirement for adoption.

4. Sick leave shall not be applicable during the period of the leave, but any accumulated sick leave available at the time of the commencement of the leave shall be available upon termination of such leave and return to employment in the district.
5. Upon returning from child-rearing leave, an effort shall be made to assign the teacher to the grade or subject previously taught and to the same building.
6. Under special circumstances, a child-rearing leave may be granted to a non-tenured teacher by action of the Board, subject to all of the foregoing and to further agreement of the teacher that the period of time of the leave and of any year of employment which shall be less than an entire school term, shall not constitute any of the time necessary for employment prior to achieving tenure status. A non-tenured teacher granted child-rearing leave shall thereafter be employed as a full-time teacher for four consecutive school terms or balance of terms to reach tenure before becoming eligible for tenure. The granting of a child-rearing leave to one non-tenure teacher shall not constitute a precedent for the granting of leave to any other, but each case will be judged upon its own merits.

7. A teacher not eligible for or not desiring child-rearing leave may utilize accumulated sick leave during any period of illness related to her pregnancy and/or to the delivery of the child. If such teacher shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay during such period of illness.

E. NOTIFICATION OF INTENT TO RETURN FROM A LEAVE

As a condition of any unpaid leave of absence (Article 6-C) or child-rearing leave (Article 6-D) of eight (8) month duration or longer, the teacher shall give written notification of intent to return to employment in the district to the Superintendent or designee at least 180 calendar days prior to the scheduled date of return, provided that within thirty (30) calendar days before such deadline the Superintendent or designee shall advise the teacher by certified mail, return receipt requested, or personal service of the requirement of this section. Failure of the teacher to provide such notification may be treated by the Board as an unqualified resignation.

F. SICK LEAVE

1. The Board shall grant all teachers fifteen (15) days sick leave, without loss of pay each school term regardless of the number of days previously accumulated. A teacher may accumulate sick leave days to a maximum of 395 days. Sick leave shall be interpreted to mean personal illness or quarantine at home. Sick leave shall also be granted for serious illness or death in the household of the employee, in the immediate family, or of an immediate step relative. Immediate family or immediate step relatives shall be interpreted to mean parent, grandparent, grandchild, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, aunt, uncle, husband, wife, child, daughter-in-law, son-in-law, niece or nephew. Sick leave may also be utilized to attend the funeral of a close friend or family member not listed above, provided any such leave for two or more consecutive days or three days in the aggregate per school year must be approved by the Superintendent or designee in his or her sole discretion and without precedential effect.
2. The Board of Education, in cooperation with the Association, shall offer Bargaining Unit Members the opportunity to participate in a Sick Leave Bank.

The intent of the Sick Leave Bank is to provide extended sick leave to those teachers who incur a personal period of prolonged illness or hospitalization and have exhausted all of their accumulated sick leave and personal leave.

The bank shall only be applicable to the personal illness of the teacher and not to the serious illness, hospital confinement, or death of any other person.

The bank shall not be available under any circumstances to any teacher on leave of absence.

The Sick Leave Bank shall be implemented in accord with a Procedural Document included in the Appendix of this agreement. The Procedural Document shall be reviewed prior to September 15th of each year by a Review Committee consisting of three members appointed by the Superintendent and three members appointed by the Association president.

The Review Committee shall have the authority to, by majority vote, adopt procedural changes and, in extenuating circumstances, grant exceptions to the procedures established in the Procedural Document.

No later than December 1, 2006, and, in succeeding years, by October 1st, the Superintendent or his/her designee will provide the Association President a list the names of those participating in the Sick Leave Bank and the total number of days available in the bank.

## G. PERSONAL LEAVE

Two (2) days of personal leave per school year is to be granted without deduction of pay. Notification of such leave shall be submitted in duplicate to the principal and Superintendent or Assistant Superintendent for Personnel at least twenty-four (24) hours in advance whenever possible. Personal leave shall not be taken on a day preceding or following a holiday or recess period or during the first five (5) or the last five (5) teacher employment days of the school term without the written approval of the Superintendent or Assistant Superintendent for Personnel for good reason shown. Personal leave may be granted on a day preceding or following a holiday or recess period or during the first five (5) or the last five (5) teacher employment days of the school term to attend to personal family business:

1. Attend immediate family member or immediate step-relative's wedding
2. Take immediate family member or step-relative to school or selective service obligation
3. Attend family member or step relative's performance, whether academic, athletic or professional
4. Attend immediate family member or step-relative's graduation ceremony
5. Meet the needs of an adoption and/or other legal obligations.

Unused personal leave shall accumulate as personal leave to a maximum of three (3) days and thereafter as sick leave. Personal leave shall not be used for purposes of recreation (the extension of a vacation not compelled by factors beyond the teacher's control or on activity primarily oriented to enjoyment, amusement, and/or diversion), to participate in any form of work stoppage or demonstration, or for any purpose which shall result in ordinary income accruing to the teacher.

Partial day absences shall be deducted from available personal leave or sick leave at the rate of one-half (1/2) day for each absence.

One-half (1/2) day absence shall be defined as 3.5 clock hours or less.

## H. RELIGIOUS/VETERAN HOLIDAYS

A teacher shall be entitled to a maximum of three (3) employment days without loss of compensation for the observance of a recognized religious holiday of the teacher's faith.

A teacher who currently serves or has served in a branch of the military shall be entitled to use one of the following:

One (1) paid professional leave day for the observance of Veteran's Day (November 11) when it falls on a school day and said leave will be used for educational purposes; or

One (1) personal leave day for the personal observance of Veteran's Day (November 11) when it falls on a school day.

Notice of intention to use such days shall be given to the building principal by 9:00 a.m. of the preceding working day. Teachers wishing to use a professional day will submit a form outlining their plans and the educational component of their observance.

I. JURY/WITNESS DUTY

The Board shall pay the regular salary to teachers required to serve as jurists, or subpoenaed as a witness, provided the teacher shall promptly remit to the Board any fees paid as a consequence of such service or subpoena (other than reimbursement for expenses), and provided this Article shall not apply to any matter wherein the teacher is subpoenaed by a teacher or the Association or its affiliates and the Board is an adverse party.

J. ASSOCIATION LEAVE (see Article 4 - G)

K. FAMILY AND MEDICAL LEAVE ACT

1. The Board will comply with applicable provisions under the Family and Medical Leave Act as amended and as reflected in adopted Board Policy 5:185.
2. All of the following provisions are an enhancement of the FMLA as amended.
  - a. The "year" is defined as July 1 to June 30.
  - b. FMLA leave may be taken to care for a family member as defined in Section F of Article 6 of this Agreement.
  - c. If an eligible teacher is employed in an instructional capacity and begins family and medical leave and wishes to return from such leave pursuant to these provisions, the teacher must notify the employer as to the intended return date. Such requests will be granted as long as extra-ordinary accommodations are not necessitated.
  - d. All medical information will be confidential.

L. JOB SHARING LEAVE

Job Sharing is defined as a voluntary employment arrangement in which two (2) tenured teachers employed by the District for not less than five (5) years share one (1) full-time position and a leave of absence.

Administration of Job Sharing

A job sharing leave may be granted to tenured teachers at the sole discretion of the Board of Education. The goal of a job sharing arrangement is to provide benefits to all parties involved: teachers, students, parents, and the District. It is appropriate that all parties to a job sharing arrangement have a common understanding of their rights and responsibilities in order to accomplish this goal.

Job Sharing Procedures

Teachers interested in job sharing shall submit an application with a detailed, written plan and discuss the proposed plan for job sharing leave with the building Principal by February 1st of the year preceding the school year for which the job sharing arrangement is requested. The job sharing leave plan shall include, at a minimum, the following:

1. Teaching responsibilities
2. Schedule of work hours
3. Days in attendance
4. Attendance at staff meetings
5. Staffings
6. In-service days
7. Parent meetings
8. Daily overlap time
9. Other teaching responsibilities
10. Length of the plan
11. Assignment, salary, benefits, and seniority after termination of the plan
12. Termination of the plan
13. Salary and benefits under the plan
14. Tenure status

#### Preliminary Plan Approval

Upon preliminary approval by the Principal, the plan shall be reviewed by the Superintendent or his designee and if approved shall be recommended to the Board of Education. Job sharing applications may be granted at the sole discretion of the Board. The Board shall notify applicants in writing by April 1<sup>st</sup> concerning their decision regarding approval or denial of the application. If the application is denied, a written explanation for the denial will be given to the applicants. The granting or denial of a leave does not set a precedent with respect to the granting or denial of future leaves and the denial of a job sharing application shall not be subject to challenge through the grievance procedure.

#### Salary Credit Allowable

Participants in job sharing positions shall accumulate credit on the salary schedule according to their pro-rated teaching responsibility. Participants shall advance a step on the salary schedule when they have accumulated one (1) full-year of teaching credit. Participants may change lanes when they are so qualified. Board paid contributions to TRS shall be pro-rated based on teaching responsibility.

#### Length of Leave

The length of the job sharing leave shall be for one (1) school year. The Board of Education may, but is not obligated, to renew the leave for subsequent years if so requested by the participants. Participants shall submit a request for renewal, with the Principal's endorsement, to the Superintendent or designee by February 1 of the preceding year.

#### Seniority

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

#### Insurance Benefits

Teacher(s) participating in the job sharing program shall be eligible for insurance benefits. The Board of Education's obligation toward the premium shall be on a pro rata basis equal to the percentage of employment of each job sharing teacher. The job sharing teacher shall pay the balance of any premium via payroll deduction. The teacher(s) shall be responsible for the full amount of the premium co-pay required in the agreement between the SEA and the Board of Education.

Teachers participating in the job sharing program who elect cash payments in lieu of Board insurance coverage shall receive a pro rata amount of the contractual cash option equal to the percentage of employment of each job sharing teacher.

Substituting

Job shares will be given the first opportunity to substitute for each other. The District substitute rate will be applied.

Sick Days/Personal Leave Days

Sick days and personal leave days shall be provided in proportion to the time worked.

Return From Leave

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



## ARTICLE 7 - SCHOOL DAY AND YEAR

### A. SCHOOL YEAR

The teacher work year will be 182 workdays.

1. One workday shall be dedicated entirely by the district at the beginning of the school year for staff to use in preparation of their teaching area.
2. One day will be scheduled as a teacher professional development institute day, the subject of which shall be determined based on district goals and teacher input and priorities.

### B. CALENDAR

The president of the Association shall appoint two representatives to meet with the Superintendent to seek to formulate the school calendar and to join in a recommendation for the adoption of such calendar. If the Superintendent and Association representatives cannot agree on such joint recommendation, the Association representatives may submit their own recommendation to the Board concurrently with that of the Superintendent. The Superintendent shall advise the Association president of any recommendation to modify the adopted calendar and offer to meet with the Association representatives to seek to submit a joint recommendation to the Board. The Board shall establish written policy regarding unused emergency days and inform teachers of said policy.

### C. SCHOOL DAY

1. Teachers shall not be required to arrive at school more than thirty (30) minutes prior to the start of the normal student school day.
2. Teachers may leave upon completion of their professional responsibilities, but in no event earlier than fifteen (15) minutes after the completion of their teaching assignment. Professional responsibilities shall be defined as attending faculty or committee meetings, staffings, parent conferences, providing student assistance, or implementing student discipline.
3. Teachers may be allowed to leave the building during unassigned time. Unassigned time shall mean those periods of time when a teacher has no assigned class or duty, nor any conference scheduled with a parent or student. Prior to leaving the building, the teacher shall leave with the principal or designee the place where he/she may be reached during the absence.
4. Each teacher shall have an uninterrupted duty-free lunch period per Illinois school code. At the high school and middle school levels, this lunch period shall be no less than 30 minutes. At the elementary level, this lunch period shall be no less than 40 minutes.
5. To the extent sound economic responsibilities permit, the Board will continue to utilize teacher aides to reduce the amount of duty responsibilities for elementary teachers.
6. Elementary teachers shall have a minimum of 200 minutes weekly planning time.
7. High School Zero-Hour
  - a. "Zero-hour" shall be defined as any course being implemented outside of the normal student school day.
  - b. Zero-hour classes will be first based on department and administrative recommendation. Student requests for these courses will be utilized in determining if the course will be implemented.
  - c. Teacher assignment to a zero-hour course will be on a volunteer basis.

- d. Any staff member agreeing to teach a zero-hour as part of their assignment will have five (5) classes, one (1) preparation, one (1) duty, and one (1) duty-free lunch.
- e. Zero-hour assignments that conflict with scheduled professional responsibilities (as listed in Article 7.C.2) may have accommodations made by a building administrator.
- f. Any staff member required to teach more than five (5) classes requiring lesson plans and evaluation of students will be paid an overload stipend as outlined as Article 9.H for each additional class lasting the entire school year or pro-rata for any class lasting less than the entire school year.

#### D. EMERGENCY SCHOOL CLOSING

When an emergency confronts the schools, notifications of the closing of schools will be released for broadcast over WLBK, and any other appropriate radio station as soon as possible, preferably no later than 7:00 a.m.

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

## ARTICLE 8 - ASSIGNMENT AND TRANSFERS

### A. NOTIFICATION OF ASSIGNMENTS

The administration shall notify teachers (including those teachers returning from leave), in writing, of their tentative programs for the coming year by May 15th of the current year. The administration may, upon personal explanation to the teacher, modify or change the teaching assignment given. When requested, the Board will provide custodial help to assist teachers whose room assignments are changed from the previous year.

### B. VOLUNTARY TRANSFERS

Teachers may apply for transfer and/or reassignment at any time. Teachers may likewise apply for any extra-curricular assignments. Application for transfer or reassignment will be made in writing to the Superintendent with a copy to the Assistant Superintendent for Personnel and the building principal or immediate supervisor. The Superintendent or Assistant Superintendent for Personnel shall provide written acknowledgment of the receipt of such request. Such acknowledgment may be sent by District electronic mail to the requestor's District e-mail address.

### C. POSTING OF VACANCIES

As vacancies in the bargaining unit or promotional vacancies occur, they shall be made known to teachers at least one (1) week prior to the permanent filling of such vacancy. Openings in the bargaining unit which become known during the school term, but which will not be effective until the following school terms, shall likewise be made known. As used herein "made known" shall mean posting a notice in each school building. This section shall not be effective in an emergency or where delay is clearly inappropriate.

### D. INVOLUNTARY TRANSFERS

1. The involuntary transfer of teachers may become necessary due to the pupil distribution, instructional requirements and/or for other reasons. When a reduction in the number of teachers in a school is necessary, volunteers shall be given primary consideration. Notice of transfer shall be given to the teacher to be transferred as soon as practicable. Any teacher who is to be involuntarily transferred may request an opportunity to meet with the Assistant Superintendent for Personnel to review the involuntary transfer. Such review shall take place no later than ten (10) school days following such transfer.
2. When transfers in assignment from one school to another are to be made, the teachers concerned shall, at their request, be given consideration for comparable vacant positions in other schools.
3. A probationary teacher shall not be transferred during his/her probationary period unless it shall be in the best interest of the district.

### E. RESPONSE TO APPLICANT

Any Bargaining Unit member who has applied for a vacant position within the District will be notified by administration regarding the position within seven (7) business days of the Board's hiring decision.

## ARTICLE 9 - TERMS AND CONDITIONS OF EMPLOYMENT

### A. PROFESSIONAL QUALIFICATIONS

1. No teacher shall be required to teach outside the limits of his/her teaching certificate. Provided that this section shall not apply to programs required by law but for which no certification shall yet exist or, with the consent of the teachers to programs of innovation or experiment.
2. Every consideration shall be given to assigning teachers to subjects which are consistent with their major and minor fields of study.

### B. STUDENT TEACHING

1. Except in an emergency, no teacher shall be compelled to accept the supervision of a student teacher.
2. Student teachers shall not be utilized in contravention of The School Code.

### C. ADMINISTRATIVE ASSIGNMENTS

The Board acknowledges that it is undesirable to require a teacher to assume administrative responsibilities and duties on a continuing basis inasmuch as teachers are not fully trained or accredited to perform such.

### D. SPECIAL EDUCATION STAFFINGS

The Board and the Association acknowledge that it is typically desirable that staffings of students considered for some change of status in relation to a special education program should include the current teacher(s) and the receiving teachers (if known), as well as other appropriate professional personnel, and where feasible the Board shall seek to include all such affected teachers in such staffings. Teachers and/or other professional personnel to be involved in such a staffing shall typically be notified concurrently with the notice to the student's parent(s) or guardian(s).

### E. ADVERSE CRITICISM OF INSTRUCTIONAL MATERIALS

The Board agrees that the existing policy with respect to adverse criticism of instructional materials shall not be altered without first giving the Association thirty (30) calendar days notice of its intention and provide opportunity for representatives of the Association to meet with a committee of the Board to discuss the proposed change(s).

### F. CLASS SIZE

The Board of Education acknowledges the preference of maintaining educationally appropriate class size averages and equitable teacher load.

The Superintendent and/or designee shall meet with the SEA President and up to two Association members within five (5) days of the conclusion of student registration, but prior to the beginning of the school year, to make the SEA aware of the current enrollment status within the district.

Where disparities in class size average and equitable teacher load exist, the Board of education, reserving its right to determine class size, at their convenience shall reasonably attempt to minimize those disparities as financial conditions permit.

To this end:

- a. The Board may assign students new to the District to alternate attendance centers.
- b. The Board may choose to reduce class size.
- c. The Board may choose to assign additional personnel.
- d. The Board may choose to modify grade level structures for educational purposes.

If a teacher is of the opinion that:

- a. Class numbers exceed an appropriate educational size, or
- b. Class composition creates extraordinary educational needs, or
- c. Classroom physical environment creates extraordinary educational needs;

Then the teacher shall work with the building principal to develop a plan for relief.

If the principal and teacher(s) cannot develop a mutually agreed upon plan for relief within ten (10) school days, the teacher(s) may submit a written request for relief to the Superintendent. The request must include:

1. Statement of the problem/description of concern
2. Type of relief requested
3. Rationale for proposed resolution
4. Educational benefit of proposed solution

The Superintendent or designee shall meet with the teacher and building principal to review the request presented. Decisions requiring the expenditure of funds will require approval by the Board of Education.

#### G. IN-SERVICE TRAINING

1. District professional development activities shall be developed by the District administration. These activities will be in accordance with the Strategic Design and goals established by the Board of Education in accordance with the requirements of the Illinois State Board of Education.
2. Prior to the beginning of the school year, the Superintendent or designee shall invite the Association President or designee to meet and review adopted goals and the professional development activities and give input on teacher needs and priorities for the year.
3. Teachers who have agreed to provide training for fellow staff members shall be compensated for the required preparation at the following rates:
  - a. For training provided during regular school days and hours, teachers will be compensated for the required preparation at a rate of \$25.00/hour (minimum 3 hours). Teachers will submit a compensation request form to the designated administrator for approval. Upon approval, teacher will be expected to prepare for and provide the agreed upon training.
  - b. For training provided outside the regular school day and hours, teachers will be compensated at a rate of \$25.00/hour for the duration of the training. This compensation will be in addition to the compensation provided to the teacher for necessary preparation (as described above).

H. CLASS ASSIGNMENTS

Middle School and High School teachers who teach more than five (5) classes requiring lesson plans and evaluation of students at the Middle School or High School will be paid a stipend according to the schedule below for each additional class lasting the entire school year or pro rata for any class lasting less than the entire school year. The Board will make a reasonable effort not to assign a teacher to more than three (3) preparations.

Elementary/specialist teachers not receiving 200 minutes of weekly planning time shall also be entitled to an overload stipend according to the following schedule:

2010-2011 School Year:	\$5,100.00
2011-2012 School Year:	\$5,700.00
2012-2013 School Year:	\$6,300.00

Travel time for itinerant teachers will not count toward weekly planning time received.

I. ELEMENTARY DUTY

Each spring, each building principal will meet with a staff appointed committee of three (3) teachers from that building to discuss and mutually agree on duty assignments for the next school year. If agreement cannot be reached, the Assistant Superintendent will make the decision.

J. SUPPORTED EDUCATION

1. Students with disabilities will participate in regular education programs appropriate to their unique needs. Appropriate placement of these students will be determined at the Multi-Disciplinary Conference (MDC) and/or the Individual Educational Program (IEP) meeting. The educational needs of each student with disabilities will be considered on an individual basis and accommodations made to insure that his/her needs are addressed within the range of service delivery options. Within the delivery of supported education the needs of regular education students will be considered. If any teacher has concerns about the learning or safety of the students in the class, the teacher will report his or her concerns to the building administrator and a meeting will be convened as soon as possible, but no later than 10 school days, to review the situation and/or address recommendations.
2. Assigned physical responsibilities such as but not limited to changing diapers, catheter care, or other invasive procedures related to the included students shall be provided by an individual with appropriate training. Such training will be voluntary for classroom teachers.
3. No regular classroom teacher shall be assigned regular responsibility for substantially impaired students during passing period, lunch or before or after regularly scheduled classroom sessions.
4. Any bargaining unit member who will be providing instructional or other services to a student with disabilities in a regular education classroom setting shall be invited, in writing, to participate in the Individual Educational Program (IEP) meeting. A classroom teacher who has been involved in the delivery of supported education services shall be included in decisions about the inclusion of students new to the program. The IEP meeting shall be scheduled at a time when teachers can attend or the district will provide substitutes for such teachers.
5. For teachers involved in supported education services the Board and Administration agree to provide a joint planning time for the inclusion specialist and/or resource teacher, the classroom teacher and the involved support personnel that is in addition to the teacher's individual planning time. Such meetings will occur at least two times per month at the elementary level and one time per month at the middle and high school level.

6. The district will provide appropriate staff training for the teachers involved with supported education students and will provide the support personnel and equipment necessary to meet the student's unique needs and the goals and objectives of the IEP.
7. The district will continue to provide trained substitutes for all personnel involved in direct student contact with included students when such personnel are absent. Substitutes shall be trained for the unique needs of the student involved by someone who has been appropriately trained other than the regular education classroom teacher.
8. The district will establish a committee which shall meet regularly, at least once a semester, and at other times when requested by the SEA president or an administrator. This committee will discuss, review and suggest procedures regarding the least restrictive environment mandate. The committee will include administrators, regular education teachers and certified learning facilitators. The teacher representatives will be appointed by the SEA. Issues germane to supported education will be discussed.

K. STUDENT, TEACHERS ASSISTANCE TEAM (STAT)

At the High School, paid bargaining unit STAT membership shall consist of two (2) regular educators, one (1) special education educator, one (1) counselor, and one (1) certified nurse.

At the Middle School, paid bargaining unit STAT membership shall consist of (2) regular educators, one (1) special education educator, one (1) certified nurse, and one (1) counselor.

At the elementary schools, paid bargaining unit STAT membership shall consist of two (2) regular educators, one (1) special education educator, one (1) certified nurse, and one (1) additional member to be named by the elementary building principal.

STAT teams shall meet as a building team at least once a month during the school year outside the normal student school day.

Bargaining Unit members serving in a permanent assigned capacity on STAT (Student, Teachers Assistance Team) will be compensated as follows:

School Years 2010-2011 through 2012-2013	
Support Staff	\$850.00
Regular & Special Education Staff	\$850.00

## ARTICLE 10 - REDUCTION OF STAFF

### A. REDUCTION PROCEDURES

1. If removal or dismissal results from a decision of the Board to decrease the number of tenured teachers employed by the Board or from discontinuance of some particular type of teaching service, written notice shall be given the tenured teacher by certified mail, return receipt requested, at least sixty (60) days before the end of the school term together with a statement of honorable dismissal and the reason therefore. In all cases the Board shall first remove or dismiss all teachers who have not entered upon contractual continued service before removing or dismissing any teacher who has entered upon contractual continued service and who is legally qualified to hold a position currently held by a teacher not yet on contractual continued service.
2. As used in this section, the term "Teacher" shall mean "Tenured Teacher".
3. Should it become necessary to honorably dismiss a teacher, such dismissal shall be based on the length of service of teachers within an affected department. Length of service is defined as the amount of continuous service as a certified employee in the district. Tenured teachers who have voluntarily or involuntarily been transferred to part-time positions shall accrue seniority for all such periods as follows: one-half time or less than one-half time shall obtain one-half year credit; more than one-half time shall accrue a full year credit. Periods of authorized leaves of absence shall not interrupt continuous service, but all such periods of unpaid absence shall not be counted in determining length of service.
4. All teachers in an affected department and all teachers who have selected an alternate department utilizing the procedures set forth in this paragraph shall be terminated in reverse order of their length of service in the district.
  - a. Teachers shall exercise seniority rights in the department in which they are teaching at the time of the reduction in force.
  - b. A teacher who is teaching in more than one department shall elect one (1) such department as provided in the next following subparagraph (A.4.c).
  - c. Teachers with experience in the district in more than one (1) department may elect such department as an alternative to the department in which they are teaching provided the teacher is legally qualified under the laws of the State of Illinois and in accordance with State Board of Education Rules and Regulations to teach the majority of their teaching assignment in that department. Such election shall be in writing and filed with the Superintendent or designee prior to February 15.
  - d. Literacy facilitators shall retain seniority in their previous department indefinitely. Literacy facilitators without teaching experience in a specific department will be assigned to the department (for the purpose of seniority rights) in which they are certified by the State Board of Education.
  - e. If the length of service in the district of the affected teachers shall be the same, preference shall be given to the teacher with the greatest amount of total teaching service. If still equal, preference shall be determined by chance.



B. RECALL PROCEDURES

1. If the Board shall between the date of reduction of staff and the end of the next succeeding school year, increase the total number of teachers employed (full-time equivalents) at the time of such reduction, or if a teacher resigns, the Board shall first offer re-employment to the teachers honorably dismissed on a department basis prior to offering employment to any other person. Such offer of re-employment shall be in writing and mailed certified return receipt requested to the teacher's last known address. Notification of such offer shall also be made to the president of the Association or designee at appropriate intervals. A teacher's failure to respond affirmatively to such offer within seven (7) calendar days exclusive of legal holidays following receipt of such offer, or within twenty-one (21) calendar days of date of mailing such offer, shall result in termination of the teacher's rights of recall hereunder; provided, however, if a vacancy occurs which requires recall within twenty-one (21) calendar days of the start of school, such notification periods shall be seven (7) calendar days of date of receipt or fourteen (14) calendar days of date of mailing.
2. If such reduction of staff shall affect teachers employed by the Board continuously for five (5) or more years and who at the time of such reduction are teaching less than full-time, such teachers shall be afforded benefits of the preceding paragraph.

B. CERTIFICATION REQUIREMENTS

Anything in this article to the contrary notwithstanding, a teacher to be retained shall be fully certified as required by the regulations and/or guidelines of the Illinois State Board of Education.

C. DEPARTMENTS

As used herein, "Department" shall mean the following:

- |                                |                   |
|--------------------------------|-------------------|
| Agriculture                    | K-5               |
| Applied Arts                   | Library           |
| Art                            | Math*             |
| Business Education             | Music             |
| Certified Nurses               | P.E./Health       |
| Cooperative Education          | Science*          |
| Driver's Education             | Social Studies    |
| English/Speech                 | Special Education |
| ELL-English Language Learners  | Speech Therapy    |
| Family & Consumer Sciences Ed. | Title I           |
| Guidance                       | World Languages   |
| Industrial Technology          |                   |

\* In order to qualify hereunder, a teacher must be certified under the laws of the State of Illinois, legally qualified in accordance with State Board of Education Rules and Regulations and meet all applicable accrediting agency regulations.

## ARTICLE 11 - COMPENSATION AND FRINGE BENEFITS

### A. COMPENSATION SCHEDULES

1. The Compensation Schedule for the 2010-2011 school year shall be set forth in Appendix A.
2. The Compensation Schedule for the 2011-2012 school year shall be set forth in Appendix B.
3. The Compensation Schedule for the 2012-2013 school year shall be set forth in Appendix C.
4. New hires will receive a total of \$200.00 per day that they may be required to work prior to the start of the school calendar years.
5. Bargaining unit members who have been on the last step of the BA+36/MA, MA+15, MA+30, MA+45, or MA+60/DOC columns for one or more years shall be compensated as follows:

BA+36/MA: The dollar amount shown in the final step of the BA+36/MA column plus one point five (1.5%) percent.

MA+15: The dollar amount shown in the final step of the MA+15 column plus two (2%) percent.

MA+30: The dollar amount shown in the final step of the MA+30 column plus two point five (2.5%) percent.

MA+45: The dollar amount shown in the final step of the MA+45 column plus three (3%) percent.

MA+60/DOC: The dollar amount shown in the final step of the MA+60/DOC column plus three point five (3.5%) percent.

### B. BOARD-PAID RETIREMENT

1. The Board shall pay for each teacher 10.3753% of such teacher's compensation to the Illinois Teachers' Retirement System to be applied to the retirement account of such teacher. The teacher shall have no right or claim to monies so paid and remitted except as it may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System.
2. The balance of the amount due each teacher, pursuant to such Compensation Schedules, shall be payable to the teacher as salary in installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as requested by law or as authorized by the teacher pursuant to this Agreement. Such withholding shall include any and all additional amounts requested to be paid to the Illinois Teachers' Retirement System for the account of such teacher.
3. In the event the Internal Revenue Service shall determine that such amounts paid to the Illinois Teachers' Retirement System are not properly excludable from income, the Board shall immediately commence to withhold Federal and State income taxes therefrom.
4. The Association and each teacher will hold harmless the Board of Education, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liabilities by reason of faithful payment of the contributions to the Illinois Teachers' Retirement System pursuant to the provision of this section. No such claim, demand, action, complaint or suit may be settled or compromised by the Association or any teacher without written consent of the Board if such claim, demand, action, complaint or suit adversely affects the Board of Education, its members, its agents and/or its employees.

#### C. CREDIT FOR PRIOR EXPERIENCE

1. Full credit shall be granted on the basis of the salary schedule in effect at the time of employment for teachers with ten (10) or less years. Teachers entering the system with more than ten (10) years prior public school experience shall be granted no less than ten (10) years credit on the salary schedule for that experience.
2. Experience, other than teaching of value to the school, is to be evaluated by the Superintendent of schools; however, the maximum applicable for teachers new to the system shall not exceed three (3) years. Vocational teachers and coordinators who must have work experience to qualify for the State reimbursement program will be granted one additional step on the experience column of the salary schedule.

#### D. ADDITIONAL TRAINING

1. The Superintendent or his/her designee shall review and approve or disapprove all course work beyond the Bachelor's and Master's Degree if it is to be considered for horizontal advancement on the salary schedule. The teacher shall submit his/her request for approval within two (2) weeks of the commencement of class.
2. If any course or program is not approved, the teacher may submit his/her request to an advisory committee which shall consist of two (2) persons selected by the Superintendent or his/her designee and two (2) teachers selected by the Association president. If the committee concludes such course should be approved, the reasons therefore shall be submitted to the Superintendent or his/her designee who shall respond thereto within thirty (30) calendar days. Thereafter the teacher may file all the documents (in his/her request) with the Board.
3. Courses shall be approved which directly relate to the teacher's area of instruction or would directly benefit the teacher and the district in the exercise of his/her professional role as a teacher.
4. Salaries shall be adjusted effective with the beginning of the school term when an official transcript and/or report card is presented no later than September 15 as evidence of sufficient credit to qualify for horizontal advancement on the salary schedule. Salaries shall also be adjusted at the beginning of the second semester when such evidence is submitted no later than February 15.

#### E. MASTER'S DEGREE

Full credit for the Master's Degree will be allowed only when at least twenty (20) hours of graduate work have been in the applicant's major teaching field or teaching assignment. However, this stipulation shall apply only to teachers new to the system and previously employed teachers who have not filed for candidacy in a Master's program.

No teacher shall lose prior recognition of his Master's Degree through reassignment. When a Master's Degree is not fully recognized, a teacher may meet the minimum requirement for full credit through subsequent course work.

#### F. INCREMENTS WITHHELD

The Board reserves the right to hold a teacher at the step on the salary schedule on which he/she was placed during the current school year. Such holding on step shall be taken only upon a specific determination by the Board that the teacher's performance during the current school year was unsatisfactory, and preceded by the faithful execution of the professional growth plan and the honoring of any applicable statute with respect to such teacher.

The teacher shall be given notice by the Superintendent or designee of his/her intention to make the recommendation to hold on step, together with his/her reasons therefore. Notification by the Superintendent or his/her designee shall be made at least sixty (60) days prior to Board action. The teacher may appear before the Board at a closed meeting to discuss this recommendation and may be accompanied by an Association or other representative. Board action shall be taken no later than the last day of May.

Upon satisfactory completion of the remediation plan, the teacher shall be returned to the step on the salary schedule on which he/she would have been placed had remediation not occurred.

#### G. PAY FOR TUTORS

Rate of pay for Association members providing tutoring for home - or hospital-bound convalescents, children with disabilities, emotionally disturbed, etc., shall be \$45.00 per hour.

#### H. PAY OPTIONS

1. Payment shall be made over twenty-four (24) payroll periods. The first payroll shall be on September 15. Staff employed by the district as of June 1, 2006 shall be allowed to continue with their previous payroll option (twenty-four or nineteen pay periods). If such staff choose the nineteen (19) payroll period pay option, and then in the future opt to select the twenty-four (24) payroll period option, such selection shall be irrevocable.
2. Payroll dates shall be the fifteenth (15th) and thirtieth (30th) of each month, with the exception of February, where the second payment of the month shall be the twenty-eighth (28<sup>th</sup>) or twenty-ninth (29<sup>th</sup>), unless such payroll dates fall on a banking holiday, Saturday, or Sunday, in which case said payroll shall occur on the first preceding business day.
3. Payroll shall be transmitted via direct deposit to an employee's account of their choice at a bank, credit union, or other financial institution.
4. The Board may impose such conditions as may be necessary relative to the time teachers shall elect a pay schedule, the timing of deductions for teachers on a nineteen (19) pay schedule, etc.
5. The Board shall include a financial statement entitled a Statement of Earnings with the paycheck for October 15. The statement and/or the paycheck shall include the following:
  - a. Gross yearly salary - location on salary schedule
  - b. Total deductions, itemized
  - c. Gross pay for extra-curricular duties
  - d. Available sick leave
  - e. Available personal leave
  - f. College credit approved
6. Teachers who are reimbursed on the factor schedule shall be paid in the following manner:
  - a. If the activity extends over the entire year, remuneration for extra factors will be paid over the entire year.
  - b. For activities that are seasonal, teachers will be paid seasonally. Fall activities will be paid on October 15 and October 30, Winter activities on January 15 and January 30, and Spring activities on April 15 and April 30.

## I. PAYROLL DEDUCTION

1. Any teacher who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, the N.E.A. and the I.E.A. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct dues from the salary check of the teacher, with the first deduction on September 15 and the last on May 30 of each year. Deduction for teachers employed after the commencement of the school term shall be so prorated as to complete payments by the following May 30.

With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board agrees to remit same promptly to the treasurer of the Association.

2. The Board shall make deductions for tax-sheltered annuities for teachers who authorize the same in writing, such to be effective no later than forty-five (45) calendar days after receipt of the authorization by the office or administrator designated by the Superintendent. This section shall not be applicable unless at least five (5) teachers have made authorization for such deductions from the same company (except for those teachers for whom deductions were being made on June 1, 1978) and shall not be applicable in any event as to require deduction from more than fifteen (15) companies.

Changes in the amount to be withheld from a given teacher's salary pursuant to an already established enrollment must be submitted in writing on the company's amendment authorization form to the Office of the Superintendent no later than the 15th of the month preceding the month the revised deduction is to take place. Such a change shall not be filed more than once in any single calendar year.

## J. DEDUCTION OF SALARY

When it is necessary, for any purpose, to deduct salary from a teacher, the per diem deduction or adjustment shall be determined by dividing the annual salary by 1/182nd.

If an absence is for part of a day, salary shall be deducted by multiplying the teacher's daily rate by one-seventh (1/7) times the number of hours the teacher was absent.

## K. INSURANCE

1. The Board shall maintain a cafeteria plan which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or related Regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
2. The Board shall make available for each full-time teacher (75% of full-time or more) single insurance coverage. Teachers participating in job-sharing shall be eligible for insurance benefits as outlined in Article 6, Section L.
  - a. Single insurance coverage shall be defined as single coverage group health/major medical insurance, group dental insurance, and group term life insurance in the amount of \$20,000.
  - b. Teachers electing to be covered under the district plan and who choose to participate in the District-sponsored Wellness testing shall pay \$300.00 annually toward the premium cost of such coverage in the 2010-2011 school year, \$330.00 annually toward the premium cost of such coverage in the 2011-2012 school year, and \$360.00 annually for the 2012-2013 school year. Payment shall be deducted in equal amounts from the teacher's salary payments during the plan year.

Teachers electing to be covered under the district plan and who choose not to participate in the District-sponsored Wellness testing shall pay \$400.00 annually toward the premium cost of such coverage in the 2010-2011 school year, \$450.00 annually toward the premium cost of such coverage in the 2011-2012 school year, and \$550.00 annually for the 2012-2013 school year. Payment shall be deducted in equal amounts from the teacher's salary payments during the plan year.

- c. Prior to the beginning of the plan year, or prior to the first day of employment if the first day of employment is after the beginning of the plan year, each full-time teacher shall have the option of electing a cash payment in lieu of Board insurance coverage. Teachers electing to take the cash option in lieu of insurance coverage shall receive \$3,500.00 in the 2010-2011 school year, \$3,470.00 in the 2011-2012 school year, and \$3440.00 in the 2012-2013 school year.
3. The Board shall make available to all employees at the employee's expense:
- a. family coverage group health/major medical;
 

Teachers electing family coverage group health/major medical and who choose to participate in the District-sponsored Wellness testing shall pay annually no more than \$7552.00 in the 2010-2011 school year, no more than \$7600.00 in the 2011-2012 school year, and no more than \$7650.00 in the 2012-2013 school year. Payment shall be deducted in equal amounts from the teacher's salary payments during the plan year.

Teachers electing family coverage group health/major medical and who choose not to participate in the District-sponsored Wellness testing shall pay annually no more than \$7900.00 in the 2010-2011 school year, no more than \$8300.00 in the 2011-2012 school year, and no more than \$8700.00 in the 2012-2013 school year. Payment shall be deducted in equal amounts from the teacher's salary payments during the plan year.
  - b. disability insurance coverage;
  - c. group dental insurance;
  - d. group term life insurance (available only to those employees who are eligible to be covered as a dependent on another Sycamore employee's family coverage);
  - e. vision insurance.

Employee premium contribution amounts outlined in Article K.2.b and Article K.3.a are contingent upon acceptance by majority of Association-appointed members of Insurance Committee of Plan Design changes as outlined in Memorandum of Understanding.

4. The insurance choices selected may not change during the plan year except if there is a change in family status or other circumstances provided in the Regulations issued by the Internal Revenue Service.

Those individuals electing the disability insurance option as prescribed in Article 11, Section K-3, of the Professional Agreement, may change this election in the event that their application is rejected by the insurance carrier. Such change shall be made within ten (10) days following notification of unacceptability. Forms for such a change are available at the Administration Office.

5. The dollar total of the designated fringe benefits elected pursuant to the plan will be deducted in equal amounts from the teacher's salary payments during the plan year.

6. The policies of insurance hereunder shall be approved by the Board, provided any such policies shall not thereafter be altered by the Board without prior notification to the Association and an opportunity provided to the Association to react to any proposed change in specifications or carrier and provided the scope of insurance benefits shall not be less than those in effect during 1999-2000 except as otherwise specifically agreed by the Association.

The Board/Association Insurance Committee shall meet at least three (3) times each year to discuss the status of the plan and possible changes in health insurance coverage. The Board shall provide quarterly reports of the financial status of the plan to the Association president and/or Insurance Committee members. Health insurance coverage may be changed if a majority of the Association-appointed members agree to the change.

7. In the event the Board shall be required as a consequence of statutory enactment(s) to make payments for health and/or major medical insurance or the premiums therefore, for teachers, this Article shall be promptly renegotiated.
8. This section shall be effective for as soon as it may be implemented, but in no event later than September 1, except for teachers newly employed for whom it shall be effective pro rata as soon thereafter as the insurance carrier(s) shall authorize. Part-time teachers (less than 75% of full-time) shall receive these benefits in proportion to their employment. This section shall be effective for forty-eight (48) calendar months unless superseded by a successor agreement between the parties.
9. If both spouses are Bargaining Unit Members and one spouse is covered by the Board paid single coverage, they may elect, in lieu of the other spouse receiving Board paid single coverage, to have the Board apply a dollar amount equal to the Board's contribution to the cost of single coverage for the second spouse toward the cost of family coverage. Both spouses shall be assured of having no less benefits under this arrangement than would be accorded an employee under the single insurance coverage.

L. COACHES, ADVISORS, AND SPONSORS AS SPECIFIED

1. A separate index schedule for these assignments, approved by the Board of Education, provides additional compensation for extra time and responsibilities. (See Appendix.)
2. If the Board shall create additional assignments for coaches, advisors or sponsors which require substantial involvement outside of the regular teacher day, the stipend, if any, of such additional assignment shall not be finally established until an effort has been made to agree upon such amount with the Association.
3. The existence of a club not on the factor schedule shall terminate at the end of the school term in which it was approved unless a teacher volunteers to accept such sponsorship.
4. When assigning activities listed on the factor schedule, the Board shall make every effort to distribute such assignments equitably among qualified teachers. Such assignments shall consider positions on the factor schedule which teachers have voluntarily accepted.
5. The Board will defend and hold harmless the Association from any and all claims, demands, actions, complaints or suits which allege sex discrimination under any federal or state statute or valid regulation thereunder by reasons of the Association's good faith agreement to the separate factor schedule as provided herein; provided that the Board shall not be required to defend or hold harmless the Association, if after receiving notification of such claim, demand, action, complaint, or suit, the Association refuses to agree to alter, amend, or change (without resulting in the reduction for any teacher) such factor schedule in settlement of such claim, demand, action, complaint, or suit.

M. DEPARTMENT CHAIRPERSONS AND MIDDLE SCHOOL TEAM LEADERS

1. For the purposes of appointing Department Chairpersons the following departments are established:

Agriculture	K-12 Certified Nurses
K-12 Art	High School Social Studies
Business Education	High School Special Education
Driver's Education	Middle School Applied Arts
High School English/Speech	Middle School English
High School Family & Consumer Science	Middle School Guidance
High School Guidance	Middle School Math
High School Industrial Technology	Middle School P.E./Health
High School Math	Middle School Science
High School P.E./Health	Middle School Social Studies
High School Science	Middle School Special Education
	K-12 Music
	K-12 World Languages

Department Chairpersons shall be appointed by the Board or its designee. Department Chairpersons shall be paid a stipend pursuant to the Factor Schedule for Extra-Curricular Activities.

2. Middle School Team Leaders shall be paid a stipend pursuant to the Factor Schedule for Extra-Curricular Activities.



N. SUBSTITUTE TEACHERS

The Board will attempt to obtain a qualified substitute to replace an absent teacher. If a teacher shall be required to teach a class of an absent teacher, the first teacher shall be compensated at the following rate:

A. 0 - 35 minutes	\$40.00
B. More than 35 minutes	\$45.00

Nothing shall preclude a reciprocal arrangement whereby teachers may substitute for one another if approved by the building principal.

O. TRAVEL ALLOWANCE

Whenever practical, teachers who find it necessary to travel alone or with a small number of students should make arrangements to use the school car. (Such an arrangement is made through the Assistant Superintendent.) However, if such arrangements cannot be made, or if it is necessary for any teacher to use his/her own automobile in pursuit of school business or duties (including changing schools at any time during the school day), then reasonable compensation shall be paid. Compensation shall be as follows:

1. For all coordinators of the cooperative programs, reimbursement shall be monthly upon submission of a written mileage report at the rate hereinafter provided.
2. For teachers serving more than one (1) school who must use their own cars in changing schools (including changes at noon periods), reimbursement shall be paid at the end of the semester at the rate hereinafter provided. Computation of payment shall be made by multiplying the pre-measured distance times the rate per mile.
3. Any teacher or coordinator who must leave town or finds it necessary to use his/her own automobile shall be reimbursed at the rate hereinafter provided upon submission of a written report.

As used herein "the rate provided" shall mean an amount equal per mile to that provided by the Internal Revenue Service as an expense deduction without supporting receipts. This rate shall be adjusted no later than sixty (60) days following such alteration by the IRS. At no time, however, shall the rate be less than thirty-one and one-half cents (\$0.315) per mile.

P. RETIREMENT – ANNOUNCEMENT/COMPENSATION

1. At the time of his/her announcement, the employee shall inform the District if he/she intends to retire under the provisions of the Teachers Retirement System Early Retirement Option (ERO). A teacher who provides written notice by August 1st of his/her intent to retire, shall have annual increases in his/her compensation (including, but not limited to, vertical and horizontal salary schedule movement, stipends, salary increases and retirement incentives) of 6% over each immediate preceding year for a maximum of four (4) years. The pay of the teacher-retiree shall, in the pay period option selected by the teacher, be increased equally in order that the annual increase shall reflect a 6% increase over the previous year. Notwithstanding any contrary or other provision of this contract (including, but not limited to, vertical and horizontal salary schedule movement, stipends, salary increases and retirement incentives), that would annually increase compensation by more than 6%, the teacher shall only receive the maximum 6% allowed under this provision.

2. No teacher who provides written notice of his/her intent to retire within four years of such notice will be required to accept any extracurricular or other assignment that would cause his/her earnings to increase by more than 6%.
3. If a teacher submits a notice of retirement and has had reductions in accordance with this provision and subsequently withdraws, and the Board accepts the withdrawal of his/her notice of intent to retire, an amount equal to the reduction in earnings will be added to the teacher's Service Recognition Bonus upon his/her retirement.
4. In the event legislation is enacted to exempt any particular type of increase in earnings from the 6% limitation (for example, but not limited to, extracurricular stipend payments or salary lane advancement compensation), the type of earnings thereby exempted shall be immediately and automatically exempted from the 6% limit imposed by this provision.
5. The benefits available to teachers who have announced their retirement on or before August 1, 2013 for the years 2011 through 2017 will be no less than those described in this section. In no event shall benefits be less than those contractually available at the time of announcement.

This is a scenario for someone wishing to retire under this 6% provision at the end of the 2014-2015 school year:

<b>Announce by:</b>	<b>Years @ 6%</b>	<b>Sample earnings increase*</b>
8/1/11	4	\$4200.00 increase/ \$74,200.00 in pay
	3	\$4452.00 increase/ \$78,562.00 in pay
	2	\$4719.12 increase/ \$83,281.12 in pay
	1	\$4996.86 increase/ \$88,277.98 in pay

\*Based on \$70,000 compensation in the 2010-2011 school year

#### Q. SERVICE RECOGNITION BONUS

1. In order to recognize long-term commitment to Sycamore C.U.S.D. #427, teachers with at least 5 years service to the district shall, upon retirement, receive a Service Recognition Bonus.
2. In exchange for providing not later than August 1st of the 3rd year prior to the school year in which he/she plans to retire, notice of a teacher's intent to retire, a teacher with at least five (5) full years of teaching service to the district shall receive a post retirement Service Recognition Bonus of seven hundred fifty dollars (\$750.00) for each full year of service to the district to a maximum of twenty (20) years of fifteen thousand dollars (\$15,000).
3. In exchange for providing, not later than August 1st of the 2nd year prior to the school year in which he/she plans to retire, notice of a teacher's intent to retire, a teacher with at least five (5) full years of teaching service to the district shall receive a post-retirement Service Recognition Bonus of five hundred sixty dollars and fifty cents (\$560.50) for each full year of service to the district to a maximum of twenty (20) years or eleven thousand two hundred and fifty dollars (\$11,250).

4. In exchange for providing, not later than August 1st of the year prior to the school year in which he/she plans to retire, notice of a teacher's intent to retire, a teacher with at least five (5) full years of teaching service to the district shall receive a post-retirement Service Recognition Bonus of three hundred seventy five dollars (\$375.00) for each full year of service to the district to a maximum of twenty (20) years or seven thousand five hundred (\$7,500).
5. In exchange for providing, not later than the August 1st immediately preceding the school year in which he/she plans to retire, notice of a teacher's intent to retire, a teacher with at least five (5) full years of teaching service to the district shall receive a post-retirement Service Recognition Bonus of one hundred eighty seven dollars and fifty cents (\$187.50) for each full year of service to the district to a maximum of twenty (20) years or three thousand seven hundred and fifty (\$3750.00).
6. The benefits available to teachers who have announced their retirement on or before August 1<sup>st</sup>, 2013 for the years 2011 through 2017 will be no less than those contractually available at the time of his/her announcement.
7. Each full year of service means seventy-five percent (75%) or more of full-time equivalent. Less than seventy-five percent (75%) of full-time shall be prorated.
8. Payment of the bonus under these provisions shall be made in a one-time lump sum payment by the September 15th following the final pay period of the teacher's retirement year. It is the intent of the parties that this Service Recognition Bonus shall not be part of the teacher's final year salary as reported to the Teachers' Retirement System.

This is a scenario of options for someone wishing to retire at the end of the 2014-2015 school year:

If you announce by August 1, 2011, you receive the full bonus, dependent upon years of service in-district.

<b>Announce By</b>	<b>Bonus Maximum</b>
August 1, 2011	\$15,000

If you wait to announce:

<b>School Year</b>	<b>Year prior to final year:</b>	<b>Announce By:</b>	<b>Bonus Maximum</b>
2012-13	2nd	8-1-12	\$11,250
2013-14	1st	8-1-13	\$7,500
2014-15	Retirement year	8-1-14	\$3,750

#### R. UNUSED SICK LEAVE

Should a teacher accumulate in excess of 360 sick days, he or she may choose to redeem up to 20 of those excess days per year at a rate of \$20 per day.

#### S. ANNUITY PAYMENTS

Upon request of a teacher, the Board will deduct from a teacher's salary annuity payments to a company approved by the Board where the total monthly payment to the company(ies) is \$20.00 or more per month.

#### T. BOARD-PAID TRS RETIREMENT HEALTH INSURANCE

The Board will pay the employee portion of THIS (Teachers Health Insurance Security Fund) eight-tenths (.8) of one (1) percent.

U. USE OF FACILITIES

Certified staff members shall have use of the athletic facilities of the Sycamore CUSD 427 field house free of charge for the employee's sole personal use during regular operating hours.

V. COACHES/SPONSORS TRANSPORTATION STIPEND

If any coach or sponsor is required to drive the activity bus or district van to a competition or event, they shall be compensated at the current athletic trip bus drivers' rate for estimated travel time to and from event.

W. POSTING OF CURRICULAR PILOT PROGRAMS OFFERING STIPENDS

If the district should pilot a new curricular program for which a stipend is to be made available, the pilot program shall be posted so that all affected bargaining unit members may have the opportunity to apply for said position.

## ARTICLE 12 - TEACHER EVALUATION

### A. EVALUATION PROCEDURES

#### 1. Definitions

- a. As defined herein a formal observation is any planned, deliberate, observation of teacher duties and responsibilities.
- b. Informal observations are incidental observations made in the course of performing administrative functions and responsibilities.

2. The parties agree that the primary objective of teacher evaluation is to improve the quality of instruction. The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of all teachers.

3. The building principal who is a qualified evaluator shall be primarily responsible for evaluation of all teachers assigned to the building or program, provided this shall not preclude other appropriate administrators, providing they are qualified evaluators (but not including any teacher), from also evaluating teachers.

4. At the beginning of each school term, the building principal or immediate supervisor shall acquaint each teacher under his/her supervision with teacher evaluation procedures and instruments then in use, and advise each teacher as to who shall typically observe and evaluate his/her performance. No formal evaluation shall take place until at least seven (7) calendar days after such orientation has been completed. If an outside evaluator is to be used, the teacher will be notified of such use no less than thirty (30) calendar days in advance as to who will evaluate him/her. All evaluations shall comply with the state approved district evaluation plan.

A teacher newly employed or a teacher reassigned after the beginning of a school term shall be notified by his/her building principal or immediate supervisor of the evaluation procedures in effect.

If a new evaluation plan and/or professional growth plan is adopted, the building principal or immediate supervisor shall acquaint each teacher with the new evaluation procedure at least one (1) week prior to its implementation.

5. Formal observation of all teacher duties and responsibilities shall be conducted with the full knowledge of the teacher. No teacher shall be formally evaluated during the first five (5) or the last five (5) student attendance days of each school term.

6. Each tenured teacher shall participate in the Sycamore Professional Growth Plan with formal goal setting to occur at least once every two (2) years. Those tenured teachers participating in the Professional Growth Plan will be acquainted with the procedures of the plan in the Spring prior to the goal setting. (The Illinois School code requires a formal observation every other year. This will occur during a tenured teacher's Professional Growth Year. One classroom observation by a building administrator will occur on a date mutually agreed upon by the teacher and administrator. The date of the classroom observation will be noted on the Professional Growth Form. At a Professional Growth Conference the administrator and teacher may share any insights gained from the classroom visit. This observation alone will not serve as the sole evaluative tool for the Professional Growth Plan, but will simply be part of the total Professional Growth Process.)

Each tenured teacher shall receive a summative evaluation at the end of his or her respective goal year. A teacher's progress toward meeting his or her goals shall play no part as an evaluative tool for the purposes of summative evaluation.

7. A non-tenured teacher shall be formally evaluated in writing at least three (3) times during each year. No new formal evaluation of a teacher shall be commenced until five (5) days after all steps of the previous formal evaluation have been completed.

A part-time teacher shall be formally evaluated in writing at least three (3) times for each of the first two (2) years. For each succeeding year of employment, part-time teachers shall be evaluated in writing at least once every year.

8. Each formal evaluation shall be reduced to writing with a copy to be given to the teacher within ten (10) school days following the observation. A copy shall be placed in the teacher's personnel file. A conference between teacher and evaluator regarding the evaluation will be held within ten (10) school days following issuance of his/her evaluation.
9. Any adverse informal observations which may be used in the formal evaluation of the teacher shall be discussed with the teacher within ten (10) teacher work days following the informal observation, exclusive of days when the teacher or observer shall be away from school.
10. If the teacher feels his/her evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file, provided such shall be submitted within thirty (30) calendar days of receipt of the copy of the evaluative material by the teacher.
11. If in the opinion of administration a tenured teacher is not exhibiting mastery of the core teaching behaviors as defined in the Professional Growth Plan, the procedures outlined in the Close Consultation section of the Professional Growth Plan will be initiated.

#### B. INTERNAL/EXTERNAL REVIEW

The results of any information gathered from State or Local internal/external review as a part of the quality assurance school improvement planning process shall be used only in the context of program development.

#### C. UNSATISFACTORY RATINGS

Any tenured teacher receiving an overall rating of Unsatisfactory at the end of the close consultation period shall be assigned a consulting teacher. The appropriate qualified evaluator shall develop a remediation plan in consultation with the consulting teacher designed to correct the areas identified as unsatisfactory. Such plan will be in accordance with the State approved District Evaluation Plan.

#### D. CONSULTING TEACHERS

1. The participation of the consulting teacher shall be voluntary.
2. The qualified consulting teacher shall be one who has consistently demonstrated excellence in his/her mastery of the Core Teaching Behaviors, has a minimum of five (5) years experience in teaching, and has knowledge relevant to the assignment of the teacher under remediation.
3. The consulting teacher shall be chosen from a list, developed by the Association, of qualified teachers. If the Association chooses not to supply a list of qualified consulting teachers, the list shall be developed by the district.
4. Where no consulting teacher is available in the district, the district shall request the State Board of Education to provide a consulting teacher. The State Board of Education shall thereupon provide a consulting teacher who meets the requirements of Subsection 2 of this Section.

5. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in the same manner as the initial consulting teacher. The remediation plan shall be amended as necessary upon consultation with the new consulting teacher.
6. The consulting teacher shall provide advice to the teacher rated as unsatisfactory on how to improve teaching skills and to successfully complete the remediation plan.
7. The consulting teacher shall not participate in any of the required quarterly evaluations, nor be engaged to evaluate the performance, or make recommendations regarding the employment of the teacher under remediation.
8. The consulting teacher shall be informed, through three (3) quarterly conferences with the qualified administrator and the teacher under remediation of the results of these quarterly evaluations in order to continue to provide assistance to the teacher under a remediation plan.
9. The consulting teacher, if required, requested, or subpoenaed, shall testify only in matters regarding the procedures of the remediation plan.
10. Released time shall be provided to consulting teachers in order to perform their duties as consultants. The scheduled amount of release time will be determined at the point in time that the remediation plan is developed.

#### E. REMEDIATION PLAN

The remediation plan shall be designed to correct the areas identified as unsatisfactory.

Any teacher placed on remediation shall be given monthly progress reports with specific reference to areas of deficiency and noted areas of improvement.

#### F. ASSISTANCE FOR NON-TENURED TEACHERS

The District shall establish a mentoring program for staff new to the District which shall meet the requirements of the Illinois State Board of Education. The effectiveness of said program shall be reviewed annually by a committee composed of an equal number of administrators and SEA appointed members.

#### G. PERSONNEL FILES

1. Each teacher shall have the right, upon reasonable request, to review the contents of his/her personnel file with the exception of recommendations and evaluations from colleges and previous employers. Such review shall be in the presence of a designated employee of the Board and shall occur during normal business hours. The teacher shall not remove any items from the file without the consent of the Superintendent or his/her designee.
2. Each teacher shall have the right to place a written response to any material (other than that excepted by the preceding paragraph) placed in the teacher's personnel file within thirty (30) days following such placement. No material shall be placed in the teacher's personnel file without promptly giving the teacher an opportunity to review such material. If the teacher requests a copy of the material, it shall be given to the teacher who shall acknowledge the same.

## H. DISMISSAL OF NON-TENURED TEACHERS

1. In all cases where a non-tenured teacher shall not be recommended for continued employment, the Superintendent shall so advise the Board no later than sixty (60) calendar days prior to the end of the school term. At least five (5) school days prior to such meeting of the Board, the teacher's evaluator shall meet with him/her and advise him/her of such recommendation and the reason therefore. If a request is made by the teacher within two (2) school days following the meeting with his/her evaluator, a conference shall be arranged which will include the teacher's evaluator, the personnel administrator, the Superintendent, the teacher, and, if requested by the teacher, his/her representative. This conference will be held prior to the meeting of the Board described below.
2. If a notice of dismissal shall be given to a non-tenured teacher, the teacher may, by requesting in writing within fifteen (15) calendar days of the receipt of such notice, have the right to a closed meeting with the Board. At such meeting, which shall be conducted within thirty (30) calendar days of receipt by the Board of such request, the teacher shall have the right to present witnesses and other evidence, and to be represented. The teacher may cross-examine any other witnesses who may appear. This paragraph shall not apply to any teacher dismissal because of a reduction of staff or elimination of any program.

## I. CHANGES IN THE EVALUATION PLAN

Changes in the district evaluation plan affecting any member of the bargaining unit shall be made only after study and agreement by a committee of four (4) administrators and four (4) representatives of the bargaining unit contingent upon formal ratification by the Association.

Teacher evaluation procedures for the 2010-2011 school year will remain the same as those used in the 2009-2010 school year as outlined in the Professional Growth document.

## J. REFORM ACT OF 2010

In accordance with the Reform Act of 2010, the District shall cause to happen a Joint Committee to incorporate the use of student growth data and indicators on student growth as a factor in rating teacher performance into the school district's evaluation plan for both tenured and non-tenured teachers.

The joint committee must be comprised of an equal number of representatives appointed by the school district and the Association. The committee shall meet until it reaches agreement on incorporation of the required teacher evaluation plan components related to the student growth indicators, or there is no agreement with 180 days of the initial committee meeting. If no agreement is reached in joint committee, the school district shall implement the model evaluation plan established by ISBE.

The committee will commence no later than October 1, 2010 and complete within the 180-day limitation as provided by the Reform Act of 2010.

Association members participating on the Joint Committee shall be compensated at a rate of \$19.00/hour for all meetings that take place outside the regular school day.



## ARTICLE 13 - EFFECT OF THE AGREEMENT AND DURATION

### A. COMPLETE UNDERSTANDING

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto.

### B. AMENDMENTS

This Agreement shall not be modified in whole or in part by the parties except by an amendment in writing duly executed by both parties.

### C. POLICY AND INDIVIDUAL CONTRACTS

Board policies and individual contracts shall conform with this Agreement.

### D. SEVERABILITY

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, but 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.

### E. ADDITIONAL 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 or by specific agreement of the parties, 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 life of this Agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

### F. MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois provided that, to the extent allowed by law, such rights and responsibilities shall be exercised in conformity with the provisions of this Agreement. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

### G. BARGAINING WITH INDIVIDUALS OR OTHER ORGANIZATIONS

The Board agrees not to negotiate on salaries and other conditions of professional employment with any teachers' organization other than the Association for the duration of this agreement. Further, the Board agrees not to negotiate with any teacher individually on such subjects during the duration of this Agreement. This paragraph shall not be construed as to preclude the issuance of employment contracts to new and probationary teachers.

H. NO STRIKE

During the term of this Agreement no employees covered by this Agreement, nor the Association nor any person acting on behalf of the Association will engage in, authorize, or instigate any strike, slowdown, refusal to work or other refusal to render full and complete services to the Board.

I. DURATION

This Agreement shall be effective August 20, 2010, and shall continue until August 15, 2013.

J. LABOR/MANAGEMENT MEETINGS

Upon the request of either party the Superintendent and one other representative of Administration shall meet with the Association President and one other representative of the Association to discuss any item affecting employee working conditions.

DATED: August 17, 2010

BOARD OF EDUCATION  
SYCAMORE C.U.S.D. 427  
DEKALB AND KANE COUNTIES  
STATE OF ILLINOIS

SYCAMORE EDUCATION ASSOCIATION

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chief Negotiator

**Compensation Schedules**  
**and**  
**Factor Schedules**

APPENDIX A

	Compensation Schedule						2010-11 with TRS
STEP	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	MA+60/DOC
1	\$37,537.13	\$38,918.50	\$40,352.41	\$41,835.13	\$43,374.15	\$44,973.24	\$46,628.26
2	\$38,850.93	\$40,281.09	\$41,763.81	\$43,299.08	\$44,894.41	\$46,546.04	\$48,258.93
3	\$40,209.77	\$41,692.49	\$43,224.01	\$44,815.58	\$46,463.46	\$48,175.15	\$49,948.00
4	\$41,617.42	\$43,148.93	\$44,736.75	\$46,384.63	\$48,092.57	\$49,860.57	\$51,695.44
5	\$43,073.86	\$44,661.68	\$46,305.80	\$48,006.24	\$49,774.23	\$51,606.05	\$53,505.15
6	\$44,582.85	\$46,223.22	\$47,923.65	\$49,687.90	\$51,515.96	\$53,411.58	\$55,377.13
7	\$46,144.39	\$47,841.07	\$49,601.56	\$51,425.87	\$53,321.49	\$55,280.93	\$57,315.27
8	\$47,758.49	\$49,515.23	\$51,339.53	\$53,227.65	\$55,187.09	\$57,217.85	\$59,323.47
9	\$49,428.89	\$51,249.44	\$53,133.81	\$55,089.49	\$57,116.50	\$59,218.58	\$61,397.82
10	\$51,159.35	\$53,043.72	\$54,995.65	\$57,018.90	\$59,117.23	\$61,294.38	\$63,550.01
11	\$52,949.88	\$54,901.81	\$56,921.30	\$59,015.88	\$61,185.52	\$63,437.75	\$65,772.26
12	\$54,804.21	\$56,823.71	\$58,914.53	\$61,080.42	\$63,328.89	\$65,659.95	\$68,076.24
13		\$58,809.42	\$60,975.31	\$63,220.03	\$65,547.34	\$67,957.22	\$70,458.05
14		\$60,870.21	\$63,111.18	\$65,430.97	\$67,840.86	\$70,337.07	\$72,925.47
15		\$62,998.57	\$65,318.36	\$67,720.74	\$70,213.20	\$72,799.51	\$75,478.53
16			\$67,604.37	\$70,093.08	\$72,671.88	\$75,348.28	\$78,121.10
17			\$69,972.96	\$72,548.01	\$75,216.90	\$77,983.39	\$80,853.18
18			\$72,420.38	\$75,085.52	\$77,848.25	\$80,712.34	\$83,682.55
19				\$77,713.51	\$80,573.45	\$83,538.88	\$86,613.11
20					\$83,392.49	\$86,463.03	\$89,644.87
L							

APPENDIX A-1

STEP	Compensation Schedule						2010-11
	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	w/o TRS
1	\$34,008.63	\$35,260.15	\$36,559.28	\$37,902.62	\$39,296.97	\$40,745.74	\$42,245.18
2	\$35,198.93	\$36,494.66	\$37,838.00	\$39,228.95	\$40,674.32	\$42,170.70	\$43,722.58
3	\$36,430.04	\$37,773.39	\$39,160.94	\$40,602.90	\$42,095.88	\$43,646.68	\$45,252.88
4	\$37,705.37	\$39,092.92	\$40,531.49	\$42,024.46	\$43,571.86	\$45,173.66	\$46,836.05
5	\$39,024.90	\$40,463.47	\$41,953.05	\$43,493.64	\$45,095.44	\$46,755.06	\$48,475.65
6	\$40,392.05	\$41,878.23	\$43,418.82	\$45,017.22	\$46,673.44	\$48,390.88	\$50,171.66
7	\$41,806.81	\$43,344.00	\$44,939.00	\$46,591.82	\$48,309.26	\$50,084.51	\$51,927.62
8	\$43,269.18	\$44,860.78	\$46,513.60	\$48,224.24	\$49,999.49	\$51,839.35	\$53,747.04
9	\$44,782.56	\$46,431.98	\$48,139.22	\$49,911.07	\$51,747.53	\$53,652.01	\$55,626.40
10	\$46,350.36	\$48,057.60	\$49,826.04	\$51,659.11	\$53,560.19	\$55,532.69	\$57,576.29
11	\$47,972.57	\$49,741.02	\$51,570.69	\$53,468.37	\$55,434.07	\$57,474.58	\$59,589.64
12	\$49,652.60	\$51,482.26	\$53,376.54	\$55,338.84	\$57,375.96	\$59,487.90	\$61,677.05
13		\$53,281.32	\$55,243.62	\$57,277.33	\$59,385.87	\$61,569.22	\$63,834.97
14		\$55,148.39	\$57,178.71	\$59,280.44	\$61,463.80	\$63,725.37	\$66,070.46
15		\$57,076.68	\$59,178.42	\$61,354.97	\$63,613.14	\$65,956.34	\$68,383.53
16			\$61,249.54	\$63,504.31	\$65,840.71	\$68,265.52	\$70,777.69
17			\$63,395.49	\$65,728.48	\$68,146.49	\$70,652.93	\$73,252.96
18			\$65,612.85	\$68,027.46	\$70,530.50	\$73,125.36	\$75,816.37
19				\$70,408.42	\$72,999.52	\$75,686.21	\$78,471.46
20					\$75,553.57	\$78,335.48	\$81,218.23
L							

APPENDIX B

	Compensation						Schedule	2011-12 with TRS
STEP	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	MA+60/DOC	
1	\$38,287.87	\$39,696.87	\$41,159.46	\$42,671.83	\$44,241.63	\$45,872.70	\$47,560.83	
2	\$39,627.95	\$41,086.71	\$42,599.09	\$44,165.06	\$45,792.30	\$47,476.96	\$49,224.11	
3	\$41,013.97	\$42,526.34	\$44,088.49	\$45,711.89	\$47,392.73	\$49,138.65	\$50,946.96	
4	\$42,449.77	\$44,011.91	\$45,631.49	\$47,312.32	\$49,054.42	\$50,857.78	\$52,729.35	
5	\$43,935.34	\$45,554.91	\$47,231.92	\$48,966.36	\$50,769.71	\$52,638.17	\$54,575.25	
6	\$45,474.51	\$47,147.68	\$48,882.12	\$50,681.66	\$52,546.28	\$54,479.81	\$56,484.67	
7	\$47,067.28	\$48,797.89	\$50,593.59	\$52,454.39	\$54,387.92	\$56,386.55	\$58,461.58	
8	\$48,713.66	\$50,505.53	\$52,366.32	\$54,292.20	\$56,290.83	\$58,362.21	\$60,509.94	
9	\$50,417.47	\$52,274.43	\$54,196.49	\$56,191.28	\$58,258.83	\$60,402.95	\$62,625.78	
10	\$52,182.54	\$54,104.59	\$56,095.56	\$58,159.28	\$60,299.57	\$62,520.27	\$64,821.01	
11	\$54,008.88	\$55,999.85	\$58,059.73	\$60,196.20	\$62,409.23	\$64,706.51	\$67,087.71	
12	\$55,900.29	\$57,960.18	\$60,092.82	\$62,302.03	\$64,595.47	\$66,973.15	\$69,437.76	
13		\$59,985.61	\$62,194.82	\$64,484.43	\$66,858.29	\$69,316.36	\$71,867.21	
14		\$62,087.61	\$64,373.40	\$66,739.59	\$69,197.68	\$71,743.81	\$74,383.98	
15		\$64,258.54	\$66,624.73	\$69,075.15	\$71,617.46	\$74,255.50	\$76,988.10	
16			\$68,956.46	\$71,494.94	\$74,125.32	\$76,855.25	\$79,683.52	
17			\$71,372.42	\$73,998.97	\$76,721.24	\$79,543.06	\$82,470.24	
18			\$73,868.79	\$76,587.23	\$79,405.22	\$82,326.59	\$85,356.20	
19				\$79,267.78	\$82,184.92	\$85,209.66	\$88,345.37	
20					\$85,060.34	\$88,192.29	\$91,437.77	
L								

APPENDIX B-1

					Compensation	Schedule	2011-12 w/o TRS
STEP	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	MA+60/DOC
1	\$34,688.80	\$35,965.35	\$37,290.47	\$38,660.67	\$40,082.91	\$41,560.65	\$43,090.08
2	\$35,902.91	\$37,224.55	\$38,594.76	\$40,013.53	\$41,487.81	\$43,014.11	\$44,597.03
3	\$37,158.64	\$38,528.86	\$39,944.16	\$41,414.96	\$42,937.80	\$44,519.61	\$46,157.94
4	\$38,459.48	\$39,874.78	\$41,342.12	\$42,864.95	\$44,443.30	\$46,077.13	\$47,772.77
5	\$39,805.40	\$41,272.74	\$42,792.11	\$44,363.51	\$45,997.35	\$47,690.16	\$49,445.16
6	\$41,199.89	\$42,715.79	\$44,287.20	\$45,917.56	\$47,606.91	\$49,358.70	\$51,175.09
7	\$42,642.95	\$44,210.88	\$45,837.78	\$47,523.66	\$49,275.45	\$51,086.20	\$52,966.17
8	\$44,134.56	\$45,758.00	\$47,443.87	\$49,188.72	\$50,999.48	\$52,876.14	\$54,821.98
9	\$45,678.21	\$47,360.62	\$49,102.00	\$50,909.29	\$52,782.48	\$54,725.05	\$56,738.93
10	\$47,277.37	\$49,018.75	\$50,822.56	\$52,692.29	\$54,631.39	\$56,643.34	\$58,727.82
11	\$48,932.02	\$50,735.84	\$52,602.10	\$54,537.74	\$56,542.75	\$58,624.07	\$60,781.43
12	\$50,645.65	\$52,511.91	\$54,444.07	\$56,445.62	\$58,523.48	\$60,677.66	\$62,910.59
13		\$54,346.95	\$56,348.49	\$58,422.88	\$60,573.59	\$62,800.60	\$65,111.67
14		\$56,251.36	\$58,322.28	\$60,466.05	\$62,693.08	\$64,999.88	\$67,391.87
15		\$58,218.21	\$60,361.99	\$62,582.07	\$64,885.40	\$67,275.47	\$69,751.20
16			\$62,474.53	\$64,774.40	\$67,157.52	\$69,630.83	\$72,193.24
17			\$64,663.40	\$67,043.05	\$69,509.42	\$72,065.99	\$74,718.02
18			\$66,925.11	\$69,388.01	\$71,941.11	\$74,587.87	\$77,332.70
19				\$71,816.59	\$74,459.51	\$77,199.93	\$80,040.89
20					\$77,064.64	\$79,902.19	\$82,842.59
L							

APPENDIX C

	Compensation Schedule						2012-13 with TRS
STEP	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	MA+60/DOC
1	\$39,627.95	\$41,086.26	\$42,600.04	\$44,165.35	\$45,790.09	\$47,478.25	\$49,225.45
2	\$41,014.93	\$42,524.75	\$44,090.05	\$45,710.84	\$47,395.03	\$49,138.65	\$50,946.95
3	\$42,449.45	\$44,014.76	\$45,631.59	\$47,311.81	\$49,051.47	\$50,858.51	\$52,730.10
4	\$43,935.51	\$45,552.33	\$47,228.59	\$48,968.25	\$50,771.33	\$52,637.80	\$54,574.88
5	\$45,473.07	\$47,149.34	\$48,885.03	\$50,680.19	\$52,546.65	\$54,480.51	\$56,485.39
6	\$47,066.11	\$48,797.85	\$50,593.00	\$52,455.52	\$54,385.40	\$56,386.61	\$58,461.64
7	\$48,714.63	\$50,505.82	\$52,364.37	\$54,290.29	\$56,291.50	\$58,360.08	\$60,507.73
8	\$50,418.64	\$52,273.23	\$54,199.14	\$56,192.43	\$58,261.01	\$60,404.88	\$62,627.79
9	\$52,182.08	\$54,104.03	\$56,093.36	\$58,157.97	\$60,297.89	\$62,517.05	\$64,817.68
10	\$54,008.93	\$55,998.26	\$58,058.91	\$60,194.85	\$62,410.06	\$64,708.48	\$67,089.75
11	\$55,899.19	\$57,959.84	\$60,091.82	\$62,303.06	\$64,593.55	\$66,971.23	\$69,435.77
12	\$57,856.80	\$59,988.79	\$62,196.07	\$64,482.60	\$66,856.31	\$69,317.21	\$71,868.09
13		\$62,085.10	\$64,371.63	\$66,741.39	\$69,198.33	\$71,742.44	\$74,382.56
14		\$64,260.68	\$66,626.47	\$69,075.48	\$71,619.60	\$74,254.84	\$76,987.42
15		\$66,507.59	\$68,956.59	\$71,492.79	\$74,124.08	\$76,854.44	\$79,682.68
16			\$71,369.93	\$73,997.26	\$76,719.70	\$79,545.18	\$82,472.45
17			\$73,870.45	\$76,588.93	\$79,406.48	\$82,327.06	\$85,356.70
18			\$76,454.20	\$79,267.78	\$82,184.40	\$85,208.02	\$88,343.67
19				\$82,042.15	\$85,061.39	\$88,192.00	\$91,437.46
20					\$88,037.45	\$91,279.02	\$94,638.09
L							



APPENDIX C-1

Compensation Schedule 2012-13 w/o TRS							
STEP	BA	BA+15	BA+36/MA	MA+15	MA+30	MA+45	MA+60/DOC
1	\$35,902.91	\$37,224.14	\$38,595.63	\$40,013.80	\$41,485.81	\$43,015.28	\$44,598.24
2	\$37,159.51	\$38,527.41	\$39,945.58	\$41,414.00	\$42,939.88	\$44,519.61	\$46,157.93
3	\$38,459.19	\$39,877.37	\$41,342.20	\$42,864.48	\$44,440.62	\$46,077.80	\$47,773.47
4	\$39,805.56	\$41,270.40	\$42,789.09	\$44,365.22	\$45,998.81	\$47,689.83	\$49,444.82
5	\$41,198.59	\$42,717.29	\$44,289.83	\$45,916.24	\$47,607.26	\$49,359.32	\$51,175.74
6	\$42,641.89	\$44,210.85	\$45,837.25	\$47,524.68	\$49,273.15	\$51,086.25	\$52,966.22
7	\$44,135.45	\$45,758.26	\$47,442.10	\$49,186.98	\$51,000.09	\$52,874.22	\$54,819.99
8	\$45,679.27	\$47,359.53	\$49,104.41	\$50,910.33	\$52,784.46	\$54,726.80	\$56,740.75
9	\$47,276.95	\$49,018.24	\$50,820.57	\$52,691.12	\$54,629.87	\$56,640.43	\$58,724.79
10	\$48,932.08	\$50,734.41	\$52,601.35	\$54,536.52	\$56,543.49	\$58,625.86	\$60,783.29
11	\$50,644.64	\$52,511.59	\$54,443.18	\$56,446.56	\$58,521.75	\$60,675.91	\$62,908.78
12	\$52,418.25	\$54,349.82	\$56,349.61	\$58,421.21	\$60,571.80	\$62,801.38	\$65,112.46
13		\$56,249.09	\$58,320.69	\$60,467.68	\$62,693.66	\$64,998.63	\$67,390.58
14		\$58,220.16	\$60,363.56	\$62,582.36	\$64,887.33	\$67,274.87	\$69,750.58
15		\$60,255.85	\$62,474.66	\$64,772.44	\$67,156.39	\$69,630.11	\$72,192.49
16			\$64,661.14	\$67,041.50	\$69,508.04	\$72,067.91	\$74,720.01
17			\$66,926.62	\$69,389.56	\$71,942.25	\$74,588.30	\$77,333.15
18			\$69,267.49	\$71,816.59	\$74,459.05	\$77,198.44	\$80,039.34
19				\$74,330.17	\$77,065.59	\$79,901.93	\$82,842.32
20					\$79,761.90	\$82,698.77	\$85,742.09
L							

## APPENDIX D

### Sick Leave Bank Procedures

Bargaining unit members may elect to participate in the Sick Leave Bank by contributing two (2) days during their first year of participation in the Sick Leave Bank and one (1) day each year thereafter. If the Bank has a balance of four hundred (400) days or more on the first day of school, then no contribution will be necessary from anyone except first-year contributors who will contribute the initial two (2) days.

By no later than November 1, 2006 any Bargaining Unit Member who, at the beginning of the 2006-2007 school year, has been employed by the district for five or more years must decide if he/she wishes to participate in the Sick Leave Bank. This decision will be final and individuals choosing not to participate in the Sick Leave Bank will be barred from participation at any future date.

Bargaining Unit Members in their first four years of employment in the District may, by November 1, 2006 or, thereafter, by September 15, of any of his/her first four years of employment, elect to participate in the Sick Leave Bank. Upon reaching the fifth (5th) year of employment, a staff member who has not by September 15th of his/her fifth year of employment, elected to participate in the Bank previously must decide whether or not to participate. This decision will be final and individuals choosing not to participate in the Sick Leave Bank will be barred from participation at any future date.

A Sick Leave Bank Member who decides to drop his/her Sick Leave Bank Membership may do so by submitting a letter of resignation from the bank to the Superintendent or his/her designee and to the Association President. Sick leave days contributed by a member resigning from the Sick Leave Bank shall be forfeited to the bank and shall remain in the Sick Leave Bank.

A Bargaining Unit Member who has exhausted all of his/her sick and personal leave who suffers catastrophic illness or injury to their person resulting in their inability to return to work for an extended period of time, as certified by a duly licensed physician, or if treatment is by prayer or spiritual means, as certified by a spiritual advisor or practitioner of the employee's faith, may access the sick leave bank.

A Bargaining Unit Member may use up to thirty (30) days from the Sick Leave Bank per year upon approved application.

Bargaining Unit Members may make application to the Business office to access the Sick Leave Bank. Applicants may apply up to 5 business days after their personal accumulated sick leave is exhausted. Applications received after 5 business days will not be effective until the date of application, or approval, whichever is earlier.

In order to increase service credit reported to TRS, any Sick Leave Bank member may, upon retirement, withdraw from the Sick Leave Bank any days he/she has contributed to the Sick Leave Bank but has not personally used. Any days withdrawn in accord with this provision shall not increase the member's total accumulated sick leave to more than three hundred forty (340) days and shall decrease the number of days in the Sick Leave Bank by the number of days withdrawn.

**APPENDIX E**

FACTOR SCHEDULE  
FOR  
HIGH SCHOOL DEPARTMENT CHAIRS

- |    |   |               |
|----|---|---------------|
| A. | Those whose departments have a full time<br>Equivalency of 1.0 FTE or less.                                 | .02           |
| B. | Those whose departments have a full-time<br>equivalency greater than 1.0 but not more<br>than 2.0 teachers. | .04           |
| C. | Those whose departments have a full-time<br>equivalency greater than two (2) teachers.                      | .04(+.01 FTE) |

Agriculture Dept. Chair  
K-12 Art Dept. Chair  
Business Ed. Dept. Chair  
Driver's Ed. Dept. Chair  
English/Speech Dept. Chair  
Family and Consumer Science Ed. Dept. Chair  
Guidance Dept. Chair  
Industrial Technical Dept. Chair  
Math Dept. Chair  
K-12 Music Dept. Chair  
K-12 Certified Nurses Chair  
PE/Health Dept. Chair  
Science Dept. Chair  
Social Studies Dept. Chair  
Special Education Dept. Chair  
6-12 World Languages Dept. Chair

**APPENDIX F**

FACTOR SCHEDULE  
FOR  
MIDDLE SCHOOL DEPARTMENT CHAIRS  
AND  
MIDDLE SCHOOL TEAM LEADERS

A.	Those whose departments have a full-time equivalency of 1.0 FTE or less.	.02
B.	Those whose departments have a full-time equivalency greater than 1.0 but not more than 2.0 teachers.	.04
C.	Those whose departments have a full-time equivalency greater than two (2) teachers.	.04(+.01 FTE)
	Applied Arts Dept. Chair	
	English Dept. Chair	
	Guidance Dept. Chair	
	Math Dept. Chair	
	K-12 Certified Nurses Chair	
	PE/Health Dept. Chair	
	Science Dept. Chair	
	Social Studies Dept. Chair	
	Special Education Dept. Chair	
C.	Middle School Team Leader	.03(+.01 FTE)
	Eighth Grade Team Leader	
	Seventh Grade Team Leader	
	Sixth Grade Team Leader	
D.	Allied Arts/Education	.03
	Physical Education	.03

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**DISTRICT — MUSIC**

<b>Description</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
Band Club - MS	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Elem Choir (2.5)	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Elem After School Orchestra (2)	0.022000	\$682.00	0.024200	\$750.20	0.026620	\$825.22	0.027951	\$866.48
Elem Music Prog-Spring Sing	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
High School Band- 1 <sup>st</sup> Semester	0.057800	\$1,791.80	0.063580	\$1,970.98	0.069938	\$2,168.08	0.073435	\$2,276.49
High School Band- 2 <sup>nd</sup> Semester	0.057800	\$1,791.80	0.063580	\$1,970.98	0.069938	\$2,168.08	0.073435	\$2,276.49
HS Band Assistant- 1 <sup>st</sup> Semester	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Jazz Band - HS	0.046200	\$1,432.20	0.050820	\$1,575.42	0.055902	\$1,732.96	0.058697	\$1,819.61
Jazz Band - MS	0.022000	\$682.00	0.024200	\$750.20	0.026620	\$825.22	0.027951	\$866.48
Jazz Strings - MS	0.023100	\$716.10	0.025400	\$787.40	0.028000	\$868.00	0.029300	\$908.30
Madrigals	0.046200	\$1,432.20	0.050820	\$1,575.42	0.055902	\$1,732.96	0.058697	\$1,819.61
Musical - MS	0.040000	\$1,240.00	0.044000	\$1,364.00	0.048400	\$1,500.40	0.053200	\$1,649.20
Musical Choreographer - HS	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Musical - HS	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Musical Pit Orchestra Dir. - HS	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Musical Vocal Director - HS	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Orchestra	0.046200	\$1,432.20	0.050820	\$1,575.42	0.055902	\$1,732.96	0.058697	\$1,819.61
Orchestra Club - MS	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Jazz Choir - HS	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Jazz Choir - MS	0.022000	\$682.00	0.024200	\$750.20	0.026620	\$825.22	0.027951	\$866.48
Vocal Music - HS/MS	0.046200	\$1,432.20	0.050820	\$1,575.42	0.055902	\$1,732.96	0.058697	\$1,819.61

**FACTOR/CELL AMOUNT**

2010-2011      \$31,000\*

2011-2012      \$33,000

2012-2013      Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**HIGH SCHOOL – EXTRA CURRICULAR ACTIVITIES**

<b>Description</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
AFS Review	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
All School Play	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Art Club	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Best Buddies	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Big Sisters/Little Sisters	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Character Education	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Colorguard	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Conf. Literary Festival	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Contest Play	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Environ. Studies Club	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
FHA Sponsor	0.057800	\$1,791.80	0.063580	\$1,970.98	0.069938	\$2,168.08	0.073435	\$2,276.49
French Club	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Freshman Class Advr.-(2)	0.025000	\$775.00	0.027500	\$852.50	0.030250	\$937.75	0.031763	\$984.65
Grand Literature Breakfast	0.021000	\$651.00	0.231000	\$7,161.00	0.025400	\$787.40	0.026700	\$827.70
Group Interpretation	0.017400	\$539.40	0.019400	\$601.40	0.021054	\$652.67	0.022107	\$685.32
Homecoming Sponsor	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Honors&Class Day-Asst.	0.020000	\$620.00	0.022000	\$682.00	0.024200	\$750.20	0.025410	\$787.71
Honors&Class Day-Head	0.025000	\$775.00	0.027500	\$852.50	0.030250	\$937.75	0.031763	\$984.65
JETS (WYSE)	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Junior Class Advisor	0.040000	\$1,240.00	0.044000	\$1,364.00	0.048400	\$1,500.40	0.050820	\$1,575.42
Junior Class Advisor-Asst.	0.030000	\$930.00	0.033000	\$1,023.00	0.036300	\$1,125.30	0.038115	\$1,181.57
Key Club (2)	0.023100	\$716.10	0.025400	\$787.40	0.028000	\$868.00	0.029300	\$908.30
Lighting Director	0.034700	\$1,075.70	0.038170	\$1,183.27	0.041987	\$1,301.60	0.044086	\$1,366.67
Math Contest - (4)	0.005800	\$179.80	0.006380	\$197.78	0.007018	\$217.56	0.007369	\$228.44
Multicultural Club	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
National Honor Society-(2)	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Newspaper	0.069400	\$2,151.40	0.076340	\$2,366.54	0.083974	\$2,603.19	0.088173	\$2,733.36
Orchesis	0.040000	\$1,240.00	0.044000	\$1,364.00	0.048400	\$1,500.40	0.053200	\$1,649.20
Pep Club	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Photo 1.0	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Pilot Program	0.023100	\$716.10	0.025410	\$787.71	0.027951	\$866.48	0.029349	\$909.82
Scholastic Bowl Advisor	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Sci Fi	0.023100	\$716.10	0.025400	\$787.40	0.028000	\$868.00	0.029300	\$908.30
Senior Class Advisor	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**HIGH SCHOOL – EXTRA CURRICULAR ACTIVITIES**

<b>Description</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
Senior Class Advisor-Asst.	0.030000	\$930.00	0.033000	\$1,023.00	0.036300	\$1,125.30	0.038115	\$1,181.57
Soph. Class Advisor-(2)	0.025000	\$775.00	0.027500	\$852.50	0.030250	\$937.75	0.031763	\$984.65
Spanish Club	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Speech Contest	0.046200	\$1,432.20	0.050820	\$1,575.42	0.055902	\$1,732.96	0.058697	\$1,819.61
Speech Contest - Asst.	0.028900	\$895.90	0.031790	\$985.49	0.034969	\$1,084.04	0.036717	\$1,138.23
Student Council Adv.-(if 2)	0.120000	\$3,720.00	0.132000	\$4,092.00	0.145200	\$4,501.20	0.152460	\$4,726.26
Student Council Adv.-(if 3)	0.080900	\$2,507.90	0.088990	\$2,758.69	0.097889	\$3,034.56	0.102783	\$3,186.27
Thespians	0.028900	\$895.90	0.031790	\$985.49	0.034969	\$1,084.04	0.036717	\$1,138.23
Voice of Democracy	0.010500	\$325.50	0.011550	\$358.05	0.012705	\$393.86	0.013340	\$413.54
Yearbook	0.069400	\$2,151.40	0.076340	\$2,366.54	0.083974	\$2,603.19	0.088173	\$2,733.36
Yearbook Bus. Mgr.	0.028900	\$895.90	0.031790	\$985.49	0.034969	\$1,084.04	0.036717	\$1,138.23

**FACTOR/CELL AMOUNT**

2010-2011 \$31,000 Base\*

2011-2012 \$33,000 Base

2012-2013 Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**HIGH SCHOOL – SPORTS – BOYS**

Description	Factor A	A	Factor B	B	Factor C	C	Factor D	D
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
Athletic Trainer (*)	0.115000	\$3,565.00	0.126500	\$3,921.50	0.139150	\$4,313.65	0.146108	\$4,529.35
Baseball - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Baseball - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Basketball - Asst.	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Basketball - Head	0.170000	\$5,270.00	0.187000	\$5,797.00	0.205700	\$6,376.70	0.215985	\$6,695.54
Bowling - Head	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Cross Country-Head	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Football - Asst.	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Football - Head	0.170000	\$5,270.00	0.187000	\$5,797.00	0.205700	\$6,376.70	0.215985	\$6,695.54
Golf - Asst.	0.055000	\$1,705.00	0.061000	\$1,891.00	0.067600	\$2,095.60	0.071230	\$2,208.13
Golf - Head	0.075000	\$2,325.00	0.082500	\$2,557.50	0.090750	\$2,813.25	0.095288	\$2,953.93
Intramurals	0.045000	\$1,395.00	0.049500	\$1,534.50	0.054450	\$1,687.95	0.057173	\$1,772.36
Soccer - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Soccer - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Sports Coordinator	0.140000	\$4,340.00	0.154000	\$4,774.00	0.169400	\$5,251.40	0.177870	\$5,513.97
Track - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Track - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Wrestling - Asst.	0.115000	\$3,565.00	0.126500	\$3,921.50	0.139150	\$4,313.65	0.146108	\$4,529.35
Wrestling - Head	0.155000	\$4,805.00	0.170500	\$5,285.50	0.187550	\$5,814.05	0.196928	\$6,104.77

**FACTOR/CELL AMOUNT**

2010-2011      \$31,000 Base\*

2011-2012      \$33,000 Base

2012-2013      Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.



**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**HIGH SCHOOL – SPORTS – GIRLS**

Description	Factor A	A	Factor B	B	Factor C	C	Factor D	D
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
Basketball - Asst.	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Basketball - Head	0.170000	\$5,270.00	0.187000	\$5,797.00	0.205700	\$6,376.70	0.215985	\$6,695.54
Bowling - Head	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Cheerleading - Asst.- Fall	0.060000	\$1,860.00	0.066000	\$2,046.00	0.072600	\$2,250.60	0.076230	\$2,363.13
Cheerleading - Asst.- Spring	0.060000	\$1,860.00	0.066000	\$2,046.00	0.072600	\$2,250.60	0.076230	\$2,363.13
Cheerleading - Head - Fall	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Cheerleading - Head - Spring	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Cross Country-Head	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Intramurals	0.045000	\$1,395.00	0.049500	\$1,534.50	0.054450	\$1,687.95	0.057173	\$1,772.36
Pom Pons - Fall	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28
Pom Pons - Winter	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28
Soccer - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Soccer - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Softball - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Softball - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Tennis - Asst.	0.060000	\$1,860.00	0.066000	\$2,046.00	0.072600	\$2,250.60	0.076230	\$2,363.13
Tennis - Head	0.080000	\$2,480.00	0.088000	\$2,728.00	0.096800	\$3,000.80	0.101640	\$3,150.84
Track - Asst.	0.095000	\$2,945.00	0.104500	\$3,239.50	0.114950	\$3,563.45	0.120698	\$3,741.64
Track - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12
Volleyball - Asst.	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41
Volleyball - Head	0.130000	\$4,030.00	0.143000	\$4,433.00	0.157300	\$4,876.30	0.165165	\$5,120.12

**FACTOR/CELL AMOUNT**

2010-2011     \$31,000 Base\*

2011-2012     \$33,000 Base

2012-2013     Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**MIDDLE SCHOOL – EXTRA CURRICULAR ACTIVITIES**

Description	Factor A	A	Factor B	B	Factor C	C	Factor D	D
	1-2 years		3-5 years		6-8 years		9+ years	
Art Club	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Best Buddies	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Builders Club	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Conference Art Festival	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Literary Magazine	0.021000	\$651.00	0.023100	\$716.10	0.025410	\$787.71	0.026681	\$827.11
Multicultural Club - MS	0.017000	\$527.00	0.019140	\$593.34	0.021054	\$652.67	0.022107	\$685.32
Newspaper - MS	0.017400	\$539.40	0.019140	\$593.34	0.021054	\$652.67	0.022107	\$685.32
Peer Mediation	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Scholastic Bowl	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Sign Language	0.021000	\$651.00	0.023100	\$716.10	0.025400	\$787.40	0.026700	\$827.70
Student Council Advisor (2)	0.055100	\$1,708.10	0.060610	\$1,878.91	0.066671	\$2,066.80	0.070005	\$2,170.16
Yearbook	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28

**FACTOR/CELL AMOUNT**

2010-2011     \$31,000 Base\*

2011-2012     \$33,000 Base

2012-2013     Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**MIDDLE SCHOOL – SPORTS – BOYS**

<b>Description</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
	<b>1-2 years</b>		<b>3-5 years</b>		<b>6-8 years</b>		<b>9+ years</b>	
Basketball - 7th Gr.-Asst.	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Basketball - 7th Gr.-Head	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41
Basketball - 8th Gr.-Asst.	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Basketball - 8th Gr.-Head	0.115000	\$3,565.00	0.126500	\$3,921.50	0.139150	\$4,313.65	0.146108	\$4,529.35
Cross Country	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Football - Asst.	0.080000	\$2,480.00	0.088000	\$2,728.00	0.096800	\$3,000.80	0.101640	\$3,150.84
Football - Head	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41
Intramural - B/G	0.018000	\$558.00	0.019800	\$613.80	0.021780	\$675.18	0.023958	\$742.70
Sports Coordinator	0.120000	\$3,720.00	0.132000	\$4,092.00	0.145200	\$4,501.20	0.152460	\$4,726.26
Track - Asst.	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Track - Head	0.100000	\$3,100.00	0.110000	\$3,410.00	0.121000	\$3,751.00	0.127050	\$3,938.55
Wrestling - Asst.	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Wrestling - Head	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41

**FACTOR/CELL AMOUNT**

2010-2011      \$31,000 Base\*  
2011-2012      \$33,000 Base  
2012-2013      Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

**FACTOR SCHEDULE  
2010-2013 EXTENDED CONTRACT**

**MIDDLE SCHOOL – SPORTS – GIRLS**

<b>Description</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
Basketball - 7th Gr.-Head	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41
Basketball - 8th Gr.-Head	0.115000	\$3,565.00	0.126500	\$3,921.50	0.139150	\$4,313.65	0.146108	\$4,529.35
Basketball Asst.	0.090000	\$2,790.00	0.099000	\$3,069.00	0.108900	\$3,375.90	0.114345	\$3,544.70
Cheerleading	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28
Cross Country	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Pom Pons	0.050000	\$1,550.00	0.055000	\$1,705.00	0.060500	\$1,875.50	0.063525	\$1,969.28
Track - Asst.	0.070000	\$2,170.00	0.077000	\$2,387.00	0.084700	\$2,625.70	0.088935	\$2,756.99
Track - Head	0.100000	\$3,100.00	0.110000	\$3,410.00	0.121000	\$3,751.00	0.127050	\$3,938.55
Volleyball - 7th Gr.-Head	0.105000	\$3,255.00	0.115500	\$3,580.50	0.127050	\$3,938.55	0.133403	\$4,135.49
Volleyball - 8th Gr.-Head	0.110000	\$3,410.00	0.121000	\$3,751.00	0.133100	\$4,126.10	0.139755	\$4,332.41
Volleyball - Asst.	0.080000	\$2,480.00	0.088000	\$2,728.00	0.096800	\$3,000.80	0.101640	\$3,150.84

**Factor/Cell Amount**

2010-2011      \$31,000 Base\*  
2011-2012      \$33,000 Base  
2012-2013      Actual Base Salary (per Appendix C-1)

\* The above Factor Schedule is calculated using the 2010-2011 base.

Sycamore Community Unit School District No. 427

ELEMENTARY AFTER-SCHOOL ACTIVITIES

	<b>Column A</b>	<b>FACTORS</b>	<b>Column C</b>
	<u>1-2 years</u>	<u>Column B</u>	<u>6+ years</u>
		<u>3-5 years</u>	
BOYS SPORTS --NORTH, NORTH GROVE, Southeast, South Prairie, West	.095	.100	.110
Fleetball - .0092 each			
Basketball - .0026 each			
Track & Field - .0023 each			
Wrestling:			
Coach - .0060			
Coach - .0060			

	<b>Column A</b>	<b>FACTORS</b>	<b>Column C</b>
	<u>1-2 years</u>	<u>Column B</u>	<u>6+ years</u>
		<u>3-5 years</u>	
GIRLS SPORTS --NORTH, NORTH GROVE, Southeast, South Prairie, West	.095	.100	.110
Softball - .0092			
Basketball - .0199			
Track & Field - .0123			
Volleyball/Recreation - .0061			

	<b>Column A</b>	<b>FACTORS</b>	<b>Column C</b>	<b>Column D</b>
	<u>1-2 years</u>	<u>Column B</u>	<u>6-8 years</u>	<u>9+ years</u>
		<u>3-5 years</u>		
EXTRACURRICULAR: K Kids (2)	0.021000	0.023100	0.025400	0.026700

**Sycamore Community Unit School District No. 427**

**CONDITIONS PERTAINING TO COACHES  
SALARY AND INDEX**

1. Any coach in the system, changing sport(s) or returning to sport(s) will start in the proper category in accordance with the coach's verifiable prior experience in that sport.
2. Credit for prior coaching experience for any new coach coming into the system will be as follows:  
  
Full credit shall be granted for coaching with six (6) or less years in that sport. Coaches beginning with more than six (6) years shall be granted no less than six (6) years of credit in that sport.
3. Any coach new to the system or within the system becoming a varsity head coach with no prior head coach experience in that sport shall receive one (1) year credit for every two (2) years of assistant experience in that sport.

**ATHLETIC EVENTS**

**Sycamore Community Unit School District No. 427  
Senior High School/Middle School**

**For School Years:**

**2010-2011**

**2011-2012**

**2012-2013**

	<u><b>Middle School</b></u>	<u><b>Senior High School</b></u>
Athletic Events, Supervision	\$40.00/session	\$40.00/session
Ticket Sellers	\$32.00/session	\$40.00/session
Game Officials:		
Scorekeeper	\$35.00/session	\$40.00/session
Timer	\$35.00/session	\$40.00/session
Track Meet (workers)	\$30.00/session	\$35.00/session
Cross Country Starter	\$22.00/session	\$26.00/session
Game Announcers	\$30.00/session	\$40.00/session

A session shall be defined as two (2) games.

The Board of Education shall pay retirement contributions on the duties set forth in this page in the same manner as described in Article 11, Section B of this agreement

## MEMORANDUM OF UNDERSTANDING

Subject to review and acceptance by the Health Insurance Committee as outlined in Article 11, Section K, Paragraph 6 of the Collective Bargaining Agreement between the Sycamore Education Association and the Board of Education, the two parties agree to the following Plan Design changes:

- Change from “80% deductible applies” to “70% deductible applies” for non-network providers. In-network coverage shall remain at “90% deductible applies”.
- Maintain \$300 deductible for individual and \$800 deductible for family for in-network providers. Create new \$500 deductible for individual and \$1000 deductible for family for non-network providers. In and Out-of-Network deductibles accumulate separately.
- Maintain \$1500 out-of-pocket maximum for individuals and \$4500 out-of-pocket maximum for family for in-network providers. Create new \$2200 out-of-pocket maximum for individual and \$6600 out-of-pocket maximum for family for non-network providers. Out-of-pocket maximums for in- and out-of-network providers will be cumulative. For example, an individual who had met the \$1500 out-of-pocket maximum for in-network providers would only be responsible for up to an additional \$700.00 for any out-of-network care received.
- For general office visits, chiropractic office visits, and podiatric office visits, coverage would be 100% after a \$25 copay.
- Voluntary Health Screening thru IHS (or other Insurance Committee-approved firm) shall be provided to any employee who elects health plan coverage at no charge during the duration of the PN agreement. Spouses, dependents, or non-health plan members may utilize the screening at a cost of \$25.00 per person. Wellness Day Testing parameters:
  - Two testing dates will be offered by the District. If an employee does not utilize either of those dates, they shall test with IHS on their own within 15 working days of the District’s testing dates.
  - Employees who participated in the March 2010 Wellness testing will qualify for the \$300.00 annual premium contribution for individual coverage or \$7552.00 annual premium contribution for family coverage for the 2010-2011 school year.
  - Individual test results are subject to all HIPAA (privacy) conditions. The District’s Insurance Committee will be provided an overall report regarding the Wellness Day testing, but an individual plan member’s follow-up actions based on any health information provided to him/her will be at the sole discretion of the plan member.

## MEMORANDUM OF UNDERSTANDING

The Sycamore Education Association and the Sycamore C.U.S.D. #427 Board of Education mutually agree that the term “Club Pilot Program” applies to the high school, middle school and elementary school levels. Establishment of a club under this factor shall be subject to application directed to the building principal and subject to approval by the building principal and Assistant Superintendent for Curriculum.

## MEMORANDUM OF UNDERSTANDING

The Sycamore Education Association and the Sycamore C.U.S.D. #427 Board of Education agree that the District shall cause to happen a position of “Crossing Guard Supervisor” for each of the elementary schools. Compensation shall be \$300.00 per year. If no certified bargaining unit member is willing to accept this position, then the building principal shall be granted the responsibility of appointing a certified bargaining unit member to fill the position on an annual basis.