

TOWNSHIP HIGH SCHOOL DISTRICT 211

ADMINISTRATION CENTER

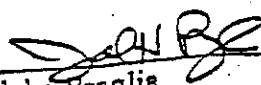
UNITED STATES DEPARTMENT OF EDUCATION  
BLUE RIBBON SCHOOLS OF EXCELLENCE

**LETTER OF AGREEMENT: CLASS SIZE/TEACHER WORKLOAD**


This letter confirms our understandings regarding class size and teacher workload. The attached guidelines regarding class size and teacher workload will be in effect for the 1997-98 school year.

Prior to the beginning of the 1998-99 school year, and prior to the beginning of each school year thereafter during the term of our collective bargaining agreement, the Superintendent and the Union President will meet for the purpose of reviewing and reassessing these guidelines. This review and reassessment is recognized by the Union and the Board as an integral and important activity to the education process as well as for our bargaining relationship. Accordingly, the Superintendent and Union President will consider in good faith the impact of existing workloads and union suggested workloads on teachers, the learning process, and the resources available to the District.

Although this letter confirms at least one formal meeting to discuss these significant issues, it is not meant to preclude additional meetings as specific problems arise.

  
\_\_\_\_\_  
John Braglia  
President, Teacher's Union

3-19-98  
date

  
\_\_\_\_\_  
Gerald D. Chapman  
Superintendent of Schools

3-19-98  
date

## 1998 Class Size Guidelines

The following class size ranges have been established as general guides. Variations occur on student demand, teacher availability, and availability and size of facilities. The principal is directed to make maximum use of laboratory equipment and space.

### Applied Technology

- Introductory Classes 24-28.
- Computer Assisted Drafting Classes 26-30.
- Technology Laboratory 20-24.
- Maximum individual teacher workload 140
- Maximum district average workload 120

### Art

- All classes subject to laboratory capacity 24-28
- Maximum individual teacher workload 140
- Maximum district average workload 125

### Business Education

- Keyboarding/word processing 28-32
- Social Business Courses 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 140

### Physical Education

- All classes 40-45
- Maximum individual P.E. teacher workload 225
- Maximum teacher average 215

### Health

- Health 28-32
- Maximum individual health teacher workload 150
- Maximum district average workload 150

### Science

- General Level 18-24
- Regular and accelerated 26-30
- Maximum individual teacher workload 140
- Maximum district average workload 125

### Social Studies

- General Level 20-25.
- Regular and accelerated 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 145

### Special Education

- General Studies 7-10, 11-13 w/TA
- LD/LRP/GS Resource 3-4, 5-6 w/TA
- BD Support Center 4-5, 6-8 w/TA
- SWEP, MN, MMI 6-8, 9-15 TA

### English

- General Level 18-22
- Regular/Accelerated 26-30
- Maximum individual teacher workload 140
- Maximum district average workload 130

### English as a Second Language

- All levels 6-11, 12-15 w/TA
- Maximum individual teacher workload 75
- Maximum district average workload 75

### World Language

- All levels 26-30
- Maximum individual teacher workload 150
- Maximum district average workload 135

### Family and Consumer Science

- Laboratory classes 24-28
- Non laboratory classes 28-32
- Maximum individual teacher workload 140
- Maximum district average workload 120

### Mathematics

- General level 20-24
- Algebra 114, 314 24-28
- Geometry 25-28
- Computer Programming 26-30
- Other classes 28-32
- Maximum individual teacher workload 150
- Maximum district average workload 130

### Counselors

- Maximum individual counselor workload 350
- Maximum district average workload 325

District 211 December 7, 2005

Mr. John Braglia, President  
District 211 Teachers' Union  
1622 East Algonquin Road, Ste H  
Schaumburg, Illinois 60173

Dear John:

This letter confirms our discussions regarding the Letter of Agreement: Class Size / Teacher Workload and Scheduling Guidelines ("Letter of Agreement/Scheduling Guidelines"), copies of which are attached.

Specifically, the District affirms that:

1. it will abide by the arbitration award issued by Arbitrator Nathan dated April 6, 2005;
2. it will abide by the Letter of Agreement/Guidelines unless and until the parties mutually agree to modify the Letter of Agreement/Guidelines;
3. the Letter of Agreement/Guidelines are subject to the grievance and arbitration procedure of the collective bargaining agreement as set forth in Arbitrator Nathan's arbitration award; and
4. In the week following each six-day audit, a Committee comprised of three members appointed by the Union President and three members appointed by the Superintendent shall meet to review any class size issues. Available materials shall be provided to Committee members in an appropriate format and in a timely manner. The Committee's report, including any recommendations and any minority report(s) supported by two or more Committee members will be forwarded to the Board of Education and will be an agenda item at the next regularly scheduled Board meeting. An author or designee of a minority report may address the Board. The Committee shall meet at additional times at the request of either the Union President or the Superintendent. The report contents and recommendations or Board action on the report or recommendations are not subject to the grievance or arbitration process.

If the above comports with your understandings of our discussions regarding this issue, please so indicate by signing on the line provided for below.

Sincerely,

 2-6-06

John Braglia, President  
District 211 Teachers' Union



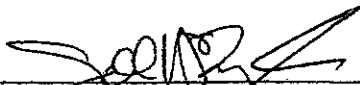
Roger W. Thornton, Superintendent  
District 211

4. Remaining Letter

**Letter of Agreement on Class Size**

The parties agree that, during the second semester of 2007-2008 school year, they will work together to consolidate the present language regarding class size, including: Article XII of the collective bargaining agreement; Arbitrator Nathan's award dated January 27<sup>th</sup>, 2005; Arbitrator Vernon's award dated July 12, 2007; the Letter of Agreement dated March 19, 1998; and the Letter of Agreement dated February 6, 2006.

The parties agree that the purpose of this consolidation is not to renegotiate or revise the language regarding class size, but to consolidate the language into a revised Article XII, retaining the meaning of the documents referenced above.



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John Braglia, District 211 Teachers Union

12/20/07  
Date



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Roger Thornton, Superintendent, District 211

12/20/07  
Date

AGREEMENT ON SPECIAL EDUCATION CONCERNS

The agreement reached regarding special education concerns includes the following:

- Technology will continue to be provided for special education teachers to address the broadened requirements of IDEA.
- Teacher access to the mainframe on two Saturdays each month will continue.
- Administrative review and revision of the district special education teacher assistant job description to reflect the scope of current responsibilities.
- The program to orient new teacher assistants to their roles prior to the beginning of the school year will continue.
- Increase on-going inservice for teacher assistants during the school year. Provide some institute time and time on shortened days for teachers to confer with teacher assistants. Specific proposals should be submitted to principals.
- In months when no shortened day or Institute day is scheduled, the department chair may submit a proposal to meet with teacher assistants before or after school.
- Initiate a course through continuing education designed to attract interest in the role of the teacher assistant and acquainting participants with the role and opportunities for employment.
- Whenever possible, but limited by the availability of substitutes, provide substitute coverage for all special education assistants.
- Special Education teachers may use the second, third, and fourth institutes to address case management responsibilities. Use of institute time for this purpose is subject to approval of the department chair.
- Allow each special education department substitute teacher coverage to address concerns related to case management responsibilities. This substitute coverage will be apportioned on the basis of each case manager's responsibilities. Days of substitute coverage allowed for 2001-2002 will be:

Palatine High School - 24 days  
Fremd High School - 12 days  
Conant High School - 20 days

Schaumburg High School - 12 days  
Hoffman Estates High School - 16 days

- This agreement will be reviewed and updated annually by the Superintendent and Union representative by April 1.

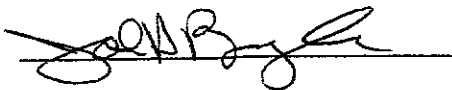
*RLH*

**District 211 and Local 1211  
Term Sheet**

The District 211 Administration and Local 1211 agreed to the following during the negotiations for the psychologists, social workers, occupational therapists, physical therapists and sign language interpreters.

1. The Union and District will work together to create an evaluation procedure and document for each group.
2. A lead position will be created for psychologists and social workers combined. Physical therapists, occupational therapists, and sign language interpreters will be placed with an appropriate special education chair.
3. Psychologists and social workers who take on a summer intern will receive a stipend equal to the amount paid, if any, to the District by the referring higher education institution.
4. Workshop release and reimbursement for these employees will follow the same process and procedures that are followed for teachers.
5. Sign language interpreters, with teacher approval, may leave their assigned classroom prior to the end of the period to perform other professional duties.
6. Psychologists, Social Workers, Occupational Therapists and Physical Therapists who are required to work an excessive amount of time outside of the regular workday may use informal flex time with the approval of their Principal. It is understood that the informal flex time is not pro rata for the excess hours worked and that it is to be used in a professional manner.

For the District 211 Teachers Union



President

For the District 211 Board



Superintendent

April 26, 2006