

**ARTICLE I - RECOGNITION**

**COMPLETE**

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**COMPLETE**

**ARTICLE VI -- GRIEVANCE PROCEDURE**

**A. Definitions**

1. **Grievance** -- Any allegation by the Union or a unit member that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement or any subsequently negotiated Agreements shall be a grievance.
2. **Time Limits** -- All time limits consist of school days; except when a grievance is submitted on or after ~~June 1~~ **the last day of the school year**, then time limits shall consist of all weekdays so that the matter may be resolved before the close of the school term or as soon as possible thereafter. School days for purposes of the grievance procedure shall mean days on which unit members are present for work. The time limits set forth in this Article may be waived by mutual agreement of the parties, in writing.
3. **Union Representation** -- Upon selection and certification by the Union, the Board shall recognize a grievance representative in each building and a Union Grievance Committee of three members. At least one Union representative shall be given an opportunity to be present for any meetings, hearings, appeals, or other proceedings relating to a grievance which has been formally presented unless the grievant elects otherwise. Nothing herein contained will be construed as limiting the right of any unit member having a grievance to discuss the matter informally with the unit member's supervisor and having the grievance adjusted without intervention of the Union, provided the Union and the building principal have been notified and the adjustment is not inconsistent with the terms of this Agreement.

## B. Procedure

The parties acknowledge that it is usually most desirable for a unit member and the unit member's ~~immediately involved supervisor~~ **assigned administrator** to resolve problems through free and informal communications. When requested by the unit member, the grievance representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the unit member or the Union, then a grievance may be processed as follows:

1. Within ~~fourteen (14)~~ **fifteen (15)** days after the event which precipitated the grievance, the unit member or the Union shall present the grievance and the requested remedy in writing to the building principal and the ~~immediately involved supervisor~~ **assigned administrator** who will arrange for a meeting to take place within six (6) days after receipt of the grievance. The Union's representative, the aggrieved unit member, the principal, and the ~~immediately involved supervisor~~ **assigned administrator** shall be present for the meeting. The ~~immediately involved supervisor~~ **assigned administrator** must provide the aggrieved unit member and the Union with a written answer on the grievance within four (4) days after the meeting. Such answer shall include the reasons upon which the decision was based.
2. ~~If the grievance is not resolved at Step No. 1, then the unit member and the Union may refer the grievance to the Superintendent, or his official designee, within six (6) days after receipt of the Step No. 1 answer or within ten (10) days after the Step No. 1 meeting, whichever is later. The Superintendent shall arrange for a meeting with the representatives of the Union's Grievance Committee to take place within five (5) days of receiving 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 hearing, the Superintendent will have four days in which to provide a written decision to the Union.~~

**If the grievance is not resolved at Step No. 1, then the Union and the Board shall use a mediator from the Federal Mediation and Conciliation Services (FMCS) to try to resolve the grievance. Within five (5) days of the Step No. 1 decision, the Union and the Board shall jointly submit a request for mediation services to FMCS. Within five (5) days of submitting the joint request, the Union and the Board shall schedule a mediation session through FMCS. If the parties reach agreement in mediation, that agreement shall be reduced to writing, and shall be binding on the Union and the Board.**

3. ~~If the Union is not satisfied with the disposition of the grievance~~ **is not resolved** at Step No. 2, ~~or the time limits expire without the issuance of the Superintendent's written reply,~~ then the Union may submit the grievance to binding arbitration with the American Arbitration Association and Board of Education. If a demand for arbitration is not filed within thirty (30) days of the ~~date for the Superintendent's Step No. 2 reply~~ **last mediation session**, then the grievance will be deemed withdrawn.

### C. Arbitration

1. **Authority of the Arbitrator** -- The decision of the arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to the issue or issues presented by the parties and the arbitrator's decision must be based solely upon the interpretation of the meaning of the expressed relevant language of the Agreement.
2. **Selection Process** – The parties may within ten (10) days after the request to arbitrate, attempt to agree upon an arbitrator. In the event the parties are unable to agree upon the arbitrator within said ten (10) work-day period, the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of five (5) arbitrators, all of whom are members of the National Academy of Arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the District and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator. The parties shall promptly notify the arbitrator of his/her selection. In the alternate, the parties may by mutual agreement, request arbitration services from the American Arbitration Association. In that event, the parties shall abide by the rules of the American Arbitration Association.
3. **Costs** -- Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator and FMCS or the American Arbitration Association shall be divided equally between the parties.

### D. Rights and Responsibilities

1. The Board acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level and further acknowledges the right of the unit member to request that a Union representative be present at any grievance discussion.
2. Provided the Union 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. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Union at Step No. 2.
3. No reprisals of any kind will be taken by the Board or the school administration against any unit member because of participation in this grievance procedure.
4. The Board and the administration will cooperate with the Union in its investigation of any grievance, and further, will furnish the Union with such information as is reasonably requested for the processing of any grievance.
5. Should the Superintendent feel that investigation or processing of the grievance must take place during the school day, the Superintendent may release the grievant without loss of pay.
6. A unit member shall be entitled have a Union representative at any meeting he/she has with the District regarding discipline of that member.
7. A unit member shall have the right to request a Union representative to be present and to represent him/her in any meeting or interview with the District that the member reasonably believes is, or has become, investigatory or that might lead to disciplinary action against the member, per federal Weingarten Rights.

## **ARTICLE VII - EDUCATION LABOR RELATIONS COMMITTEE**

**COMPLETE**

### **ARTICLE VIII -- CURRICULUM AND DISTRICT JOINT COMMITTEES**

#### **A. Curriculum Committee**

1. The Board recognizes that teachers are qualified to assist the Board and administration in formulating programs in curriculum. It is important, therefore, that structures and procedures be established to ensure that teachers have an opportunity to become involved in the area of curriculum development. Therefore, all system-wide curriculum committees will have combined membership of teachers and administrators. The dates of meetings of committees related to the Curriculum Committee shall be posted in each building five (5) days in advance.
2. The composition of the Curriculum Committee shall consist of: (1) the central administrator assigned to the subject involved, (2) the building principals or their designees, (3) department chairs of the subject involved or their designees. The central administrator, the building principals or their designees, and department chairs of the subject involved are voting members. Department chairs of the subject involved, or their designees, may submit a minority report to the Superintendent for consideration. The Superintendent shall be the final authority on the recommendations.
3. The Committee shall take all of its actions in open session.
4. All recommendations shall be channeled to the Superintendent for review. The Superintendent will decide which recommendations should be submitted to the Board for its consideration and will bring all recommendations of the Curriculum Committee that involve a minority report before the Board.
5. The parties agree that the Curriculum Committee serves an advisory, consultative, and fact-finding capacity and that failure to place any of its recommendations into effect shall not constitute the basis for a grievance.

## **B. District Joint Committees**

1. The Superintendent shall continue to meet with the Union to discuss matters relevant to terms of the contract and/or of mutual concern. These meetings shall be held at least once a month or as agreed upon. Either the President of the Union or the Superintendent may initiate such meetings.
2. Joint professional committees shall be established by mutual consent. Committees shall be formed in the following departmental or functional areas: Professional Development; and School Policy Committee.
3. The parties agree that these committees serve an advisory, consultative, and fact-finding capacity.
4. All committees shall consist of an even number of members, with the Union and the Superintendent appointing equal numbers.
5. All committees shall meet regularly.

## **C. Professional Development Committee**

The committee shall be comprised of up to three (3) representatives appointed by the Union President and up to three (3) representatives appointed by the Superintendent. The committee shall meet ~~quarterly~~ regularly to share professional development plans and review skill areas within our faculty members that can benefit from professional development. ~~review areas needing professional development.~~

## **D. School Policy Committee**

The committee will meet to address proposed policy changes impacting the working conditions of unit members.

## **E. PERA Committee**

There will be a PERA joint committee as required by Illinois School Code. The Union PERA Co-Chair will receive a release from supervision to perform PERA related work.

## ARTICLE IX - TEACHING ASSIGNMENTS, VACANCIES, TRANSFERS AND RIF

### A. Notification of Assignments

~~Certificated~~ Licensed unit members shall receive notification of their next year's teaching assignment(s) prior to the end of the school year. Thereafter, if a change of assignment is deemed necessary, the administration will notify the ~~certificated~~ licensed unit member of the change. ~~If the attempt to notify the certificated unit member is unsuccessful, the notification shall be made by registered mail to the certificated unit member's last known address.~~

### B. Teaching Assignment

1. A standard teaching assignment/load at CHS, FHS, SHS, PHS, ANOR, and Higgins Educational Center shall be defined as five (5) periods of time the duration of which shall be agreed upon by Board and the Union.

A standard teacher's load at HEHS is defined in section P of this Article.

2. An academic course shall be defined as a period of time agreed upon by the Board and the Union, in which students are assigned and the basis of that time is academic. A teaching assignment shall be defined as single period as defined by the building schedule. If an academic course spans two (2) periods, then it is considered to be two (2) teaching assignments.

3. A supervision shall be defined as a period block of time during which staff are expected to be with students. It is not a teaching assignment as defined in this section of this Article.

### ~~B.~~ C. Vacancies/Voluntary Transfer (Certificated Licensed Unit Member)

1. Notice of known vacancies shall be posted ~~in each school~~ electronically to all unit members via district email between December 1 and January 15 of each year. A copy of the vacancy notice will be sent to the Union President. Applications for transfer will be accepted for five (5) school days after the notice has been posted.

2. Request for transfer shall be made in writing to the principal of the school to which the ~~certificated~~ licensed unit member wishes to transfer. Such request indicates consent to transfer and shall indicate the transfer desired and the reason for requesting the transfer. An informational copy should be sent to the certificated unit member's present building principal.

3. If two (2) or more individuals are seeking a single position, the building principal, when possible,

will consult with the department chairs and make a recommendation to the Superintendent, **per Illinois School Code 105 ILCS 5/24-1.5**. The Superintendent ~~or personnel officer~~, after reviewing the principal's recommendation, will make the final decision to approve or disapprove the ~~certificated~~ **licensed** unit members' request **to transfer**.

4. When a reduction in the number of ~~certificated~~ **licensed** unit members in a school is necessary, all voluntary transfers shall be given first consideration, **per Illinois School Code 105 ILCS 5/24-1.5**. Before filling vacancies, all voluntary transfers shall be considered before any involuntary transfers are made.
5. The Superintendent or a designated representative will give consideration to all requests and will approve or deny transfers if, in the Superintendent's professional judgment, it is in the best interest of the District. The ~~certificated~~ **licensed** unit member may request a conference with the Superintendent to discuss the matter.
6. Vacancy notices will be sent to the Union President if vacancies occur during the summer.

**~~C.~~ D. Vacancies/Voluntary Transfer (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters and Non-Certified **ISBE Licensed** Nurses)**

1. Notice of vacancies for positions in the bargaining unit will be posted **electronically to all unit members via district email** at least five (5) working days prior to the filling of this position, unless such positions must be filled in less time. A copy of such vacancies shall be sent to a designated Union representative.
2. Employees wishing to be considered for transfer shall give written notice ~~to the personnel department~~ **to human resources** in accordance with its established rules.

**~~D.~~ E. Involuntary Transfers (~~Certificated~~ **Licensed** Unit Members)**

1. The parties recognize that in order to meet the staffing needs of the District, it may be necessary to transfer a ~~certificated~~ **licensed** unit member involuntarily. The Superintendent may transfer a ~~certificated~~ **licensed** unit member when the Superintendent believes it to be in the best interests of the ~~certificated~~ **licensed** unit member or school(s) affected. In making the decision the Superintendent will review all pertinent considerations, **per Illinois School Code 105 ILCS 5/24-1.5**, ~~which shall include but not be limited to, choice of available positions and length of service in the District.~~

2. The Superintendent will meet with and notify the ~~certificated~~ **licensed** unit member of the transfer in a personal conference. **An administrator (e.g. Principal) may be present also. The union president will be notified of the transfer prior to the conference.** ~~The conference participants will include the Superintendent and the certificated unit member directly affected.~~ The Union President, or designee, may be present at the ~~certificated~~ **licensed** unit member's option.
3. A ~~certificated~~ **licensed** unit member involuntarily transferred shall have first consideration in any requested transfer into future vacancies.
4. Prior to making an involuntary transfer, job vacancy notices shall be posted **electronically to all unit members via district email**, for five (5) working days. For involuntary transfers necessary after ~~June~~ **May** 1, this article does not apply.

**~~E.~~ F. Involuntary Transfers (Teacher Assistants, Occupational Therapists, Physical Therapists, Sign Language Interpreters and ~~Non-Certified~~ **Non ISBE Licensed** Nurses)**

Involuntary transfers shall be made if deemed necessary by the Board in accordance with its management rights. Those employees involved in an involuntary transfer shall first meet with the involved supervisors in order to discuss the action about to be taken.

**~~F.~~ G. Reduction in Force (R.I.F.) and Recall (~~Certificated~~ **licensed** Unit Members)**

~~Certificated~~ **licensed** unit members will be separated from and recalled to the District in accordance with the requirements of Illinois School Code (105 ILCS 5/24-12).

**~~G.~~ H. Layoff and Recall (Teacher Assistants, Occupational Therapists, Physical Therapists and ~~Non-Certified~~ **Non ISBE Licensed** Nurses)**

1. The order of layoff, provided remaining employees are capable of performing the needed service(s) shall be:
  - a. Probationary employees
  - b. Regular part-time employees according to seniority
  - c. Regular full-time employees according to seniority.

Such layoff notice shall be made by certified mail in accordance with the Illinois School Code.

2. Recall of employees shall be in inverse order of layoff, provided the employee is qualified to perform the service(s) required of the position. The Board will maintain a recall list for twelve (12) months for each affected employee. Those employees refusing to return to work when notified will be dropped from the recall list.



## **H. I. Seniority**

1. Seniority for ~~certified~~ **licensed** unit members will be determined on a departmental basis district wide.
2. Prior to any RIF action, certified unit members will be placed on department seniority lists based upon any of the unit member's current endorsements and will be given credit for time worked in any department in District 211.
3. Ties in seniority between certificated unit members with the same years of service shall be resolved by lottery, which shall occur in September of each year. Such lottery shall involve both Administration and Union representatives.
4. The District shall supply the Union President with a seniority list prior to February 1 of each school year.
5. An employee who leaves the bargaining unit but remains employed by the District shall retain all seniority earned while in the unit. Employees who hold a certificated position(s) in the District, including administrative position(s), shall accrue seniority while in such positions.
6. Seniority for the purpose of this Agreement for teacher assistants, occupational therapists, physical therapists, sign language interpreters and ~~non-certified~~ **non ISBE licensed** nurses shall be defined as the length of uninterrupted service as an employee of the Board. Approved leaves shall not t a break in continuous service. Approved unpaid leaves less than one semester shall accrue as seniority. Any approved leave greater than one semester shall not accrue as seniority.
7. Subsections H1 and H2 shall apply to teacher assistants, occupational therapists, physical therapists, sign language interpreters and ~~non-certified~~ **non ISBE licensed** nurses and **head athletic trainers** as separate seniority groupings from ~~certificated~~ **licensed** unit members.

## **I. J. Teacher Preparations**

1. Teachers in the English, Mathematics, Science, Social Studies or World Language departments who have an assignment requiring a different preparation for each of their five (5) scheduled class periods in one (1) semester or who have an assignment requiring five (5) different preparations because of multiple preparations in the same class period (e.g. Spanish 4 and Spanish 5 scheduled in the same period) shall be released from their ~~supervisory duty~~ **supervision** for that semester. Teachers in Applied Technology, Art, Business Education, or Family and Consumer Science departments who have an assignment requiring a different preparation for each of their five (5) scheduled class periods in one (1) semester shall be released from **supervision** ~~supervisory duties~~ for that semester.
2. If a teacher in the English, Mathematics, Science, Social Studies, or World Language departments has an assignment requiring a different preparation for four (4) of the teacher's scheduled class periods in one (1) semester, or has an assignment requiring four (4) different preparations because of multiple preparations in the same class period (e.g. Spanish 4 and Spanish 5 scheduled in the same period), the Union President and Superintendent will discuss the teacher's schedule to determine if it is appropriate to release the teacher from supervisory duties for that semester, on a non-precedential basis. If a teacher in the Applied Technology, Art, Business Education, or Family and Consumer Sciences departments has an assignment requiring a different preparation for four (4) of the teacher's scheduled class periods in one (1) semester, the Union President and Superintendent will discuss the teacher's schedule to determine if it is appropriate to release the teacher from supervisory duties for that semester, on a non-precedential basis. **The Union President will provide a written list of teachers within 5 days of the start of the year. The discussion between the Superintendent and Union President will occur within five calendar days of the information being presented and a determination will be made by the Superintendent within ten (10) days of the original written submission.**

## **J. K. Extended Classes**

Teachers who teach a single one and one-half period class will be paid 2 ½ percent of the at MA-2 years' experience, per semester assigned. In addition, the teacher will not be assigned a **supervision** ~~supervisory assignment~~ during that semester.

**~~K.~~ L. Sixth Academic Assignment**

A teacher who accepts a sixth academic class assignment will be paid 20% of the semester base salary at MA-2 years' experience and released from their ~~supervision~~ supervisory assignment, per semester assigned. Preferences shall be given to tenured teachers over non-tenured teachers when practical.

**~~L.~~ M. "Early Bird" Classes**

In the event that a class must be offered before the school day officially begins ("early bird"), the following guidelines must apply to the teaching assignment:

1. The teacher must volunteer to teach the "early bird" class;
2. The "early bird" class is considered part of the normal assignment; and
3. The teacher's work day does not extend beyond the total hours of a normal work day unless the "early bird" assignment is being compensated as a sixth assignment.

**~~M.~~ N. Part-Time ~~Certificated~~ licensed Unit Members**

1. Part-time ~~certificated~~ licensed unit members may be employed whenever a partial work load develops as a result of student course selection or enrollment.
2. The work load for a part-time ~~certificated~~ licensed unit member may be any load less than 1.0 FTE
3. The salary for a part-time ~~certificated~~ licensed unit member shall be proportional to their work load. All benefits shall be granted in accordance with the Master Contract. Certified unit members over .5 FTE shall have a supervision assignment for one (1) semester.
4. Part-time ~~certificated~~ licensed unit members may be hired on a semester basis.
5. All .9 shall be reviewed by the Superintendent and the Union President.

**~~N.~~ O. Sign Language Interpreters Assignment Reduction**

In the event that a student assigned to a sign language interpreter leaves the District during the school year, and no other student assignment is available for the sign language interpreter, the following will apply:

1. If the sign language interpreter was enrolled in the District health insurance plan, the District will continue his or her health insurance for thirty (30) days after the date of the student's departure;
2. The sign language interpreter may apply for other positions;
3. The sign language interpreter will be assigned a student in the next school year in accordance with the interpreter's total semesters of service; and

4. Leaves of one (1) semester or less will constitute approved leave for the purpose of accrual of seniority.

#### **Θ. P. Hoffman Estates High School Block Scheduling**

1. Block scheduling teaching assignments should be balanced. A full-time teacher load will be five (5)-94 minute blocks. Three blocks (282 teaching minutes) will be the maximum on either day.
2. Teaching assignments for department chairs should follow Board of Education policy.
3. **Each teacher** ~~In addition there will have a total of a be a~~ ninety-four (94) minute **supervision non-classroom teaching supervision**. This **ninety-four (94) minute supervision** would be in the 2-block day of a full-time teacher **or it may be in a combination of two forty-seven (47) minute supervisions**. ~~No more than 47 minutes of supervision will be assigned during any one (1) block unless requested by the teacher. However, there may be circumstances when teachers may be assigned a 94 minute duty to facilitate tutoring centers.~~
4. Approved class size guidelines will be followed per District 211/Teachers' Union agreement.
5. For purposes of payment or assignments for part-time teachers, traveling teachers or internal class coverage, 1 block scheduling class = 2 traditional classes.
6. Sick days, emergency days, and days off without pay shall be figured as per contract with 1 block scheduling class = 2 traditional classes.
7. Normal staffing procedure will take place where the number of students enrolled in a class dictates the number of staff needed.
8. A standing committee, consisting of the elected Union Building Representatives and the Principalship, shall meet and discuss concerns and work out problems related to block scheduling (not limited to only contractual concerns) on a regular basis.
9. Whenever requested, when a teacher teaches **or has a ninety-four (94) minute supervision during** the 1<sup>st</sup> three blocks of the day consecutively, they will have the option to have a lunch Block 3A.
10. **AP Science teachers will receive \$500 per AP Section taught. ~~classes will count as two blocks towards a teacher's load.~~**

## **P. Q. Teacher Supervision Assignment Release**

1. ~~In order to provide additional releases from teacher supervision assignments, the Board will hire two additional Teacher Assistants per building prior to the start of the 2014-2015 school year.~~
  
2. The following teacher supervision releases will occur:  
  
District Class Size Liaison-one (1) semester supervision release per year,  
  
District Wellness Liaison-full year supervision release, and  
  
Building Licensure Liaison- one (1) semester supervision release per year (one (1) semester supervisory release for each of the five (5) buildings) Note: Liaisons from FHS/PHS will serve ~~ANOR~~ North Campus; Liaisons from SHS/HEHS/CHS will serve ~~ASOU~~ Higgins Education Center,
  
3. ~~1:1 iPad Liaison (for the 2014-2015 school year only). Instructional Technology Liaisons will assist, as needed, with the implementation of instructional technology and District, school, and department professional development via planned sessions. Each liaison will represent the department support the technology department chair with the technology coordinator regarding any network, hardware, and software issues. Each of the 5 schools will have a minimum of five (5) teachers assigned as instructional technology liaisons as their supervision. An IT representative will visit North Campus and Higgins Education Center one time during each week of the regular school year when students are in attendance for five days. Omit all technology Liaisons~~
  - a. ~~Mathematics (one (1) full year supervisory release supervision per building = five (5) district wide)~~
  - b. ~~English (one (1) full year supervisory release supervision per building = five (5) district wide)~~
  - c. ~~Science (one (1) full year supervisory release supervision per building = five (5) district wide)~~
  - d. ~~Social Studies (one (1) full year supervisory release supervision per building = five (5) district wide)~~
  - e. ~~World Language and ESL (one (1) full year supervisory release supervision per building = five (5) district wide)~~

- ~~f. Art, Music, and Business Education (one (1) full year supervisory release supervision per building = five (5) district wide)~~
- ~~g. Family Consumer Science and Applied Technology (one (1) full year supervisory release supervision per building = five (5) district wide)~~
- ~~h. Physical Education, Driver Education, and Health (one (1) full year supervisory release supervision per building = five (5) district wide)~~
- ~~i. Special Education (one (1) full year supervision per building = five (5) district wide)~~
- ~~j. Higgins Education Center (one (1) full year supervision per building = five (5) district wide)~~
- ~~k. Academy North (one (1) full year supervision per building = five (5) district wide)~~

**Q. R. Time for Records Completion**

~~The afternoon of College Night (end of 1<sup>st</sup> quarter) and the Morning Work Session prior to the end of 3<sup>rd</sup> quarter shall be identified as records completion time without mandatory attendance at scheduled events. The afternoon of College Night and the afternoon of the day that the SAT is administered shall be identified as time for teachers to use for records completion. or state mandated training without mandatory attendance at scheduled events.~~

- ~~S. Teachers will be allowed time during institute days or early morning work sessions to complete state-mandated training as provided in person or online.~~
- ~~T.. Business Incubator Teachers will receive a \$250 stipend.~~

## ARTICLE X - EVALUATION, CONSULTING TEACHER, AND PERSONNEL FILES

### A. Evaluation (Certified Unit Members)

1. The parties agree that, in order to maintain and improve the quality of education in District 211, the Board must make full use of its prerogatives during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a minimum or average level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section 2. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative conferences.
2. The Board and the Union recognize that the basic purpose of evaluation is to improve instruction and the effective operation of the total school. The evaluator's major concern shall be in, but not limited to, **the teacher domains of professional practice: planning and preparation, classroom environment, instruction, and professional responsibilities; and the area of student growth so long as mandated by Illinois School Code.** ~~the following areas of instruction subject matter, class preparation, methods of instruction, knowledge of individual nature of learning, pupil participation and reaction, pupil teacher relationships, effectiveness and cooperation in department and school activities, and self improvement, initiative and growth.~~ It is, therefore, understood that a formal ~~classroom evaluation is but a~~ **observation is** part of the total evaluation process. To this end, the process and criteria will consist only of the latest revision of the evaluation document as mutually approved by the Union and the Board. ~~It is understood the definition of evaluative criteria in that form will not be subject to grievance.~~
3. No formal evaluation of a teacher shall take place until a supervisor has acquainted each teacher evaluated by that supervisor with the teacher evaluation procedures, standards and instruments.
4. Further, the parties recognize the importance and value of developing a procedure for assisting and evaluating the classroom teaching progress and success of probationary and tenure teachers. Therefore, to this end, the following procedure has been agreed to:
  - a. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for the administration of the procedure for evaluating classroom teaching performance.

- b. Each formal written evaluation of classroom teaching performance shall be preceded by a least one classroom observation.
- c. In the event that the teacher disagrees with the written evaluation, the teacher may put the teacher's specific reasons in writing and have these reasons attached to the evaluation report to be placed in the teacher's personnel file.
- d. The classroom teaching performance of probationary teachers shall be evaluated at least twice during each probationary year.
- e. The final ~~written report~~ summative evaluations and any recommendations shall be submitted to the Superintendent by March 15 for non-tenure teachers; by ~~April 15~~ May 15 for tenure teachers in years 5-7; by May 30 for tenure teachers in years 8 or more, with a copy being furnished to the teacher. In the event the school calendar changes, the aforementioned dates for tenured and non-tenured teacher evaluations shall be modified and agreed upon by the Board and the Union.
- f. The classroom teaching performance of a tenure teacher will be evaluated as prescribed in the teacher evaluation document. Evaluation of a teacher by the administration and/or department chair may take place at any time during any school term.
- g. All formal evaluations of classroom teaching performance of a teacher shall be conducted openly with full knowledge of the teacher person observed.
- h. For evaluation purposes, each consecutive year of part-time teacher service shall equate one-to-one to a year of full-time teacher service, but does not apply towards the attainment of tenure.

5. Teachers receiving a "Proficient" or "Excellent" summative evaluation rating meet the criteria of the negotiated evaluation process. Therefore, only teachers receiving a "Needs Improvement" or "Unsatisfactory" summative evaluation rating shall be required to fulfill professional practice tasks as outlined in school code.



*B. Evaluation (Teacher Assistants)*

Teacher assistants will be notified of any problems in their performance during the work year. The Board will give each teacher assistant an opportunity to discuss any evaluation made by a supervisor. The teacher assistant shall have the right to attach any comments to any evaluation with such information being dated and acknowledged by the parties. Should any disciplinary action be taken as a result of such evaluations, such action must be for proper cause. Probationary teacher assistants are not protected under this Article. The Board and Union recognize that the basic purpose of evaluation is to improve the teacher assistant's performance and the effective operation of the total school. The evaluator's major concern shall be, but not limited to, those areas contained in the Teacher Assistant Evaluation Document. It is, therefore, understood that a formal evaluation is but a part of the total evaluation process. To this end, the process and criteria will consist only of the latest evaluation form as mutually approved by the Union and Board. It is understood that the definition of evaluative criteria in that form will not be subject to grievance. No formal evaluation will take place until the supervisor has acquainted each teacher assistant evaluated by that supervisor with the evaluation procedures, standards, and instruments.

*C. Evaluation (Nurses, Occupational and Physical Therapists and Sign Language Interpreters)*

Certified and non-certified nurses, occupational and physical therapists and sign language interpreters will be evaluated pursuant to the evaluation documents presently in the Teacher Evaluation Document.

*D. Consulting Teacher*

For each tenured teacher who is evaluated as "Unsatisfactory" on their Final Summative Evaluation, the Union shall provide a list of five (5) qualified teachers when requested. Liability protection will be provided to consulting teachers. Consulting teachers will be released from the equivalent of one (1) supervisory [one-half period] assignment and may be allowed class absences as agreed with the evaluator (principal). Each selected teacher shall receive a stipend of two thousand dollars (\$2,000).

*E. Personnel Files*

Each unit member shall have the right, upon proper notice, to review the contents of their personnel file, except for confidential material contained therein. The unit member shall have the right to attach dissenting material to any item in the file exclusive of confidential material. Confidential material is defined as those records or material solicited by the District prior to the unit member's employment in the District.

**Article XI - Class Size**

- A.** The Board agrees to observe within reasonable limits present class size averages for the duration of the Agreement subject to space availability, installation of experimental or innovative programs, budgetary limitations, and availability of teachers or necessary funds. All decisions on class size will be made by the Board acting in the best interest of the pupils and community at large and shall not be subject to challenge through the grievance procedure. However, a teacher may present class size concerns to the principal; a Union representative may be present at the teacher’s option. If the concern is not satisfied by the principal, the teacher may present it to the Superintendent, or designee; a Union representative may be present at the teacher’s option.
  
- B.** When total enrollment in all sections of a course in a school exceeds the total maximum enrollment guidelines of the sections added together by the minimum enrollment guidelines for a single section, a new section shall be opened. The building principal may open new sections under other circumstances as determined by the administration.
  
- C.** In those cases where a RIF occurs the Superintendent will provide, upon request from the Union President, the data related to the student scheduling in that department.
  
- D.** Class Size for Band, Choir, and Orchestra

Band	Choir	Orchestra
100-150: 1.6 FTE 151-200: 1.8 FTE 201+: 2.0 FTE	0-60: 0.6 FTE 61-80: 0.8 FTE 81-150: 1.0 FTE	<40: 0.4 FTE 41-60: 0.6 FTE 61-80: 0.8 FTE 81-100: 1.0 FTE
Every additional 30 students above 200 add 0.2 FTE	Every additional 30 students above 150 add 0.2 FTE; piano accompanist-3 hours per 5 day week for each school day choir	Every additional 30 students above 100 add 0.2 FTE

**ARTICLE XII - TRAVEL BETWEEN SCHOOLS**

**COMPLETE**

## ARTICLE XIII – LEAVES

### A. Parental Leave

1. Following the birth or adoption of the unit member's child, a unit member may use a leave according to the Family Medical Leave Act. As of FMLA sets leave at up to 12 workweeks during the first twelve months the child was born or adopted.
2. Following the birth of the unit member's child the unit member may use 30 school days of accrued sick leave immediately following the birth within the school year of the child's birth. A unit member, recovering from surgery related to the birth, may use an additional 10 school days of accrued sick leave. If medical complications arise related to the birth of the child, additional sick leave may be used.
3. Any unit member who exhausts all of their sick leave while on parental leave may be eligible for an extension of sick leave according to Article XIII, Section D.
4. A unit member may use up to 30 days of sick leave for adoption or the placement of adoption according to 105 ILCS 5/24-6.
5. A non-birth parent may use up to ten (10) days of accumulated sick leave to care for a newborn child or newly adopted child within the first 10 weeks of birth or adoption

### ~~B. A. Child Care Leave~~

#### ~~1. General Provisions~~

- ~~a. The Board shall grant a child care leave of absence without pay or loss of accrued sick leave to a (1) certificated unit member or (2) non-certificated unit member who has completed five (5) years of continuous full-time employment, who has submitted a written request for such leave with a physician's certification of pregnancy or who furnishes satisfactory evidence of pending adoption proceedings.~~
- ~~b. Any benefits under the provisions of this Agreement, which would otherwise accrue to a unit member granted child care leave, shall be suspended during the leave of absence. However, any certificated unit member granted child care leave who has completed one (1) semester of the school term prior to the leave shall receive one-half year's credit on the salary schedule. Any certificated unit member who has completed more than one (1)~~

~~semester of the school term prior to the leave shall be considered to have completed a full year for the purposes of advancement on the salary schedule.~~

~~e. For the purpose of determining experience for advancement on the salary schedule, any non-certificated unit member granted child care leave, who (1) completes less than a quarter ( $\frac{1}{4}$ ) of the school year shall be credited with no experience for that year, (2) completes between one quarter ( $\frac{1}{4}$ ) and three quarters ( $\frac{3}{4}$ ) of the school year shall be credited with one half ( $\frac{1}{2}$ ) year experience, and (3) completes three quarters ( $\frac{3}{4}$ ) or more of the school year shall be credited with a full year of experience.~~

~~d. A unit member granted child care leave may make arrangements during the leave to continue health and dental insurance coverage as provided in this Agreement, at their own expense.~~

~~e. For a non-certificated unit member's first five (5) years of continuous full-time employment, up to six (6) weeks leave for child birth/care shall be available. Sick leave shall apply towards the six (6) weeks.~~

#### 1. 2. **Application: Time Parameters Application**

The unit member shall apply for leave of absence no later than five (5) months prior to the expected date of birth or adoption of the child. After application is made for a child care leave the unit member, in consultation with her physician, will determine the date at which the child care leave will commence. A doctor's verification of pregnancy and the doctor's recommendation of length of employment during pregnancy will accompany the unit member's request for child care leave. Continued employment during pregnancy may be subject to a monthly recommendation by the unit member's physician.

#### 3. 2. **General Provisions**

a. The Board shall grant an extended unpaid child care leave of absence without loss of accrued sick leave to a (1) licensed unit member or (2) non-licensed unit member who has completed five (5) years of continuous full-time employment, who has submitted a written request for such leave with a physician's certification of pregnancy or who furnishes satisfactory evidence of pending adoption proceedings.

b. Any benefits under the provisions of this Agreement, which would otherwise accrue to a unit member granted child care leave, shall be suspended during the leave of absence. However, any certificated unit member granted child care leave who has completed one (1) semester of

the school term prior to the leave shall receive one-half year's credit on the salary schedule. Any certificated unit member who has completed more than one (1) semester of the school term prior to the leave shall be considered to have completed a full year for the purposes of advancement on the salary schedule.

- c. For the purpose of determining experience for advancement on the salary schedule, any non-certificated unit member granted child care leave, who (1) completes less than a quarter ( $\frac{1}{4}$ ) of the school year shall be credited with no experience for that year, (2) completes between one quarter ( $\frac{1}{4}$ ) and three quarters ( $\frac{3}{4}$ ) of the school year shall be credited with one half ( $\frac{1}{2}$ ) year experience, and (3) completes three quarters ( $\frac{3}{4}$ ) or more of the school year shall be credited with a full year of experience.
- d. A unit member granted child care leave may make arrangements during the leave to continue health and dental insurance coverage as provided in this Agreement, at their own expense.

### 3. Duration of Leave

- a. Pursuant to the time of return application dates contained herein, a child care leave shall extend to either: (1) the first day of the school year in the calendar year following the calendar year in which the child is born or adopted, (2) the first day of the school year following the birth or adoption of the child, or (3) the first day of the semester following the birth or adoption of the child unless the unit member and administration agree to a duration of a different length.

~~7.~~ 4. Time of return: A unit member returning from child care leave shall resume duty at the beginning of a regular school year unless a position is open at another time. In order to qualify under this section, the unit member must make application to the ~~personnel~~ human resources office by ~~March 1~~ February 15.

~~8.~~ ~~In cases where both adoptive parents are District 211 employees, only one parent is eligible for the use of sick leave as described above.~~

### ~~4.~~ Paternity Leave

~~Male unit members may use up to ten (10) days of accumulated sick leave for the purpose of caring for a newborn child.~~

B. C. Sick Leave ~~and Extensions of Sick Leave~~

1. Each full-time unit member shall be entitled to fourteen (14) days leave for personal illness, disabilities, and quarantine at home with full pay during each school year, the unit member being eligible for such leave after beginning the school year. If such unit member does not use the full amount of annual leave allowed, the amount unused shall accumulate from year to year up to a total of ~~340~~ 440 days. This amount shall be available for use in addition to the annual leave of fourteen days (14) allowed each year.
2. ~~Employees who qualify, may accrue up to 340 days towards retirement.~~
3. ~~Accrued sick leave days that exceeds leave applied towards retirement shall be reimbursed by the board at a rate of \$25 \$50 per day; or may be donated towards a district wide sick leave bank as defined in section D of this Article.~~
4. ~~At the commencement of the tenure year a certificated unit member shall be entitled to additional one-time leave up to one (1) calendar year with full pay, in the case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days), provided the certificated unit member has exhausted accumulated sick leave and the combination of TRS disability insurance, long term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary the individual would have received had the individual been performing regular teaching duties. Continued eligibility for benefits under this Article may be subject to periodic verification by a physician. Any part of the calendar year not originally used up may be used at a later date.~~
5. ~~A full time non tenured certificated unit member shall be entitled to additional leave up to ninety (90) school days per year at full pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). A part time non tenure certificated unit member shall be entitled to additional leave up to ten (10) days per year at their partial pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). Continued eligibility for benefits under this Article may be subject to periodic verification by a physician.~~
6. ~~Any certificated unit member who has suffered serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) which requires~~

~~the use of ninety (90) days or one (1) year extended sick leave, or any certificated unit member who adopts a child or is incapacitated due to pregnancy or childbirth, as verified by a physician, who uses less than ninety (90) days sick leave, notwithstanding past practice, shall upon return to the District, have sick leave reinstated based upon the number of accumulated sick leave days lost which were directly related to the illness as follows:~~

- ~~a. If the original accumulation was twenty (20) days or more, one half (1/2) of the certificated unit member's accumulated sick leave days will be reinstated<sup>‡</sup>~~
- ~~b. If the original accumulation was ten (10) to twenty (20) days, ten (10) days will be reinstated~~
- ~~c. If the original accumulation was less than ten (10) days, the number of days accumulated prior to the illness will be reinstated~~

~~7. Non-certificated unit members who have accumulated forty (40) sick leave days beyond the annual sick leave allotment shall be entitled to additional one-time leave with full compensation for up to one calendar year after accumulated sick leave has been exhausted. This provision shall apply to cases of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) to the employee and must be verified by a physician. In order to continue to receive benefits under this provision, the individual must provide periodic verification by a physician and submit to examination by a Board-paid physician, if requested. A combination of Illinois Municipal Retirement Fund (IMRF) disability insurance, Social Security (FICA) disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary that the individual would have received had the individual been performing regular duties. Upon return to the District the non-certificated unit member will have sick leave re-instated pursuant to Paragraph 4 (for teachers) immediately above.~~

8. ~~4.~~ In the case of partial-day absence for full-time unit members, fractional sick days will be accounted as follows:

- ~~1 or 2 periods absent — 1/4 sick day~~      ~~5 or 6 periods absent — 3/4 sick day~~
- ~~3 or 4 periods absent — 1/2 sick day~~      ~~7 or 8 periods absent — 1 sick day~~
- 1 period absent — 1/8 sick day**

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<sup>‡</sup> Article XIII, Par. B.4. may be revisited pending clarification from TRS.

~~9. In cases where both adoptive parents are District 211 employees, only one parent is eligible for the use of sick leave as described above.~~

#### **D . Extensions of Sick Leave**

1. At the commencement of the tenure year a certificated unit member shall be entitled to additional one-time leave up to one (1) calendar year with full pay, in the case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days), provided the certificated unit member has exhausted accumulated sick leave and the combination of TRS disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary the individual would have received had the individual been performing regular teaching duties. Continued eligibility for benefits under this Article may be subject to periodic verification by a physician. Any part of the calendar year not originally used up may be used at a later date.
2. A full-time non-tenured certificated unit member shall be entitled to additional leave up to ninety (90) school days per year at full pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). A part-time non-tenure certificated unit member shall be entitled to additional leave up to ten (10) days per year at their partial pay in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days). Continued eligibility for benefits under this Article may be subject to periodic verification by a physician.
3. Non-certificated unit members who have accumulated forty (40) sick leave days beyond the annual sick leave allotment shall be entitled to additional one-time leave with full compensation for up to one calendar year after accumulated sick leave has been exhausted. This provision shall apply to cases of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) to the employee and must be verified by a physician. In order to continue to receive benefits under this provision, the individual must provide periodic verification by a physician and submit to examination by a Board paid physician, if requested. A combination of Illinois Municipal Retirement Fund (IMRF) disability insurance, Social Security (FICA) disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary that the individual would have



received had the individual been performing regular duties. Upon return to the District the non-certificated unit member will have sick leave re-instated pursuant to **section E**.

**DE. Return of Sick Leave**

1. Any ~~certificated~~ unit member who has suffered serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen (14) days) which requires the use of ninety (90) days or one (1) year extended sick leave, or any certificated unit member who adopts a child or is incapacitated due to pregnancy or childbirth, as verified by a physician, who uses less than ninety (90) days sick leave, notwithstanding past practice, shall upon return to the District, have sick leave reinstated based upon the number of accumulated sick leave days lost which were directly related to the illness as follows:
  - a. If the original accumulation was twenty (20) days or more, one half (1/2) of the certificated unit member's accumulated sick leave days will be reinstated<sup>2</sup>
  - b. If the original accumulation was ten (10) to twenty (20) days, ten (10) days will be reinstated
  - c. If the original accumulation was less than ten (10) days, the number of days accumulated prior to the illness will be reinstated.

**€. F Bereavement Leave**

Up to five (5) days of leave for each incident of death in the immediate family shall be allowed. **Immediate family, as defined in school code 105 ILCS 5\24-6, shall include parents, spouse, brothers, sisters, children grandparents, grandchildren parents-in-law, brothers-in-law, sisters-in-law, and legal guardians** ~~This leave will apply to spouse/domestic partner, children, grandchildren, father, mother, siblings, step-parents, step-grandparents or grandparents,~~ of either the employee or the employee's spouse/domestic partner. **Bereavement leave does not need to be continuous days.** One (1) day of leave for each incident of death shall be allowed for aunt, uncle, niece or nephew. The unit member shall notify the supervisor as soon as possible to implement the use of bereavement leave. Employees may provide written rationale and request bereavement leave for individuals not listed above or for an additional day(s) of leave in extenuating circumstances for any of the family members listed above. Granting of such leave will be at the discretion of the Superintendent. **In the case a request is denied, the Superintendent will provide a written rationale to the unit member and copied to the union president.**

## **D. G Union Leave**

1. A leave of absence up to two (2) years shall be granted to any unit member upon application to the Superintendent for the purpose of serving as an officer of the state or national affiliate of the Union.
2. The Board will allow the Union ~~thirty~~ **forty (40)** days leave annually for ~~teachers~~ **unit members** for the purpose of conducting Union business ~~and three (3) days annually for teacher assistants.~~ The Union will pay the substitute rate for all days used over twenty. Leaves granted will not be used to engage in activities relating to work stoppage, striking, or picketing or political activities related to local elections.
3. An attempt will be made to schedule the Union President so the Union President does not have an assignment eighth period.
- ~~4. The Board will allow the union up to 2 release periods. The Union shall reimburse the board at 20% of base rate of pay per period for the union members periods. The Board will allow the Union President to teach a reduced class load schedule, if so desired, on an annual basis. The President may request one (1) or two (2) released class periods and The union must notify the current building principal by March 1<sup>st</sup> in non-election years and by May 1<sup>st</sup> in election years. The Union will reimburse the District 20% of the President's base salary for each period of released class time. Payment shall be made within 30 days of being billed by the district. at the end of each semester.~~
5. The Board will allow the Union up to 2 release periods. One release period will be for the Union President and the other as designated by the Union (that is, the second release period may be used by the Union President also or by another Union officer as designated by the Union). The Union shall reimburse the Board at 20% of the released individual's base salary for each period. ~~of released class time.~~ Payment shall be made within 30 days of billing by the district. The Union must notify the appropriate building principal(s) by March 1<sup>st</sup> in non-election years and by May 1<sup>st</sup> in union election years.
6. Leave will be provided by the Board for contract negotiations with the Board, Step 1 and Step 2 grievance meetings with the administration, and all PERA related issues.

## **E. H Emergency Leave**

Unit members shall be granted emergency leave. However, the unit member is expected to demonstrate discretion and professional ethics in requesting such leave. Emergency leave will not be granted with pay for unit members who request use of such days for activities related to business interests unrelated to their employment in the District. Application for leave must be made in writing and submitted through the principal to the Superintendent. **In cases where 2 unit members are married or are domestic partners, incidents qualifying for emergency leave may be granted to both unit members if the emergency requires both members to be present to address the situation and is subject to administration approval.** Approved emergency leave will not result in a loss of pay or accumulated sick leave. Conditions under which the Superintendent shall grant emergency leave are:

1. A crisis evolving from the destruction of the unit member's personal property. Examples: flooding, tornado, fire, theft, sudden and catastrophic failure of furnace or water heater.
2. Legal proceedings necessitating the unit member's presence, the date of which the unit member does not control. Examples: jury duty, court appearance, adoptions.
3. Observance of major religious holidays.
4. A community service, governmental function, or honorary ceremony in which the unit member is extended specific personal recognition. Examples: outstanding teacher award, part of the official party at a dedication ceremony, a specific request from a government committee to testify before it.

On or about the first day of each school year, the Superintendent or principal shall provide the Union building representative a list of reasons for which emergency leave was granted or denied for the prior school year, provided that neither the Superintendent nor the principal need disclose a reason if such disclosure violates confidentiality.

The examples given in the above categories are not meant to be limiting; rather they are meant to aid in understanding the categories. An individual or the Union may appeal the decision directly to the Superintendent if a request for leave is denied. The decision of the Superintendent is final and not subject to the grievance procedure.

## **F. I Personal Leave**

Each full-time unit member shall be entitled to four (4) days of personal leave during each school year

to deal with matters that cannot be completed during non-school days or hours. No more than two (2) personal days may be taken during any three (3) consecutive work days. Unit members shall notify the principal in sufficient time to permit coverage of the unit member's responsibilities. Such leave shall not be available on days immediately prior to or after school holidays, and shall not be available during the first or last week that school is in attendance, provided that personal leave may be used during the first week of school to transport children to an institute of higher learning. Unused personal leave shall accumulate as sick leave.

**G. J Salary While on Authorized Leave**

A unit member who is on an authorized absence without pay shall be docked in one-seventh (1/7) day increments per fifty (50) minute absence in work time.

ARTICLE XIV - REDUCED LOAD

*Complete*

## ARTICLE XV - TUITION REIMBURSEMENT

### A.

~~Certificated~~ **Licensed** unit members, occupational therapists and physical therapists who earn graduate credit in college and university courses shall be reimbursed at ~~\$457.38~~ ~~\$530.20~~ **\$457.38** per semester hour (2014-2015 ~~2018-2019~~ school year) for courses where:

- a. Individual participation in the course has been recommended by the principal;
- b. The course was approved by the Superintendent prior to the first day of class; and
- c. A grade of “**C B**” or higher was earned.

The reimbursement rate used in each succeeding school year will be determined in the spring based upon an average of the percentage increase in graduate level course tuition at the following schools: The University of Illinois at Urbana-Champaign, Northern Illinois University, Illinois State University; The University of Illinois at Chicago, and Northeastern Illinois University.

Reimbursement for courses not credited on a semester credit basis shall be pro-rated relative to the credit format of the approved course. Coursework may be offered within the standard schedule of the university or college, but each course shall meet for a minimum of three (3) dates per semester credit awarded.

If a Master Level Cohorts arranged by the district is available and appropriate for a member in their subject area, the cost shall be provided by the district. In the event a member chooses not to enroll in the cohort created by the district towards the Masters degree lane advancement, the member will only be reimbursed 60% of the tuition cost up to \$320. The rate of \$320 will increase by the rate determined in paragraph A.

If a district created cohort is not available, then the tuition reimbursement rate in paragraph A will be applied.

The tuition rate in paragraph A will also be applied for all MA-30 and MA-30-12 classes.

The tuition rate in paragraph A will be applied in the event that the administration requests a teacher to take additional classes.

Hold harmless anyone that is currently participating in district approved coursework/programs.

- B.** Full-time licensed unit members who already hold a master’s degree and who are pursuing coursework toward approval to meet the college credential statement to dual-credit classes shall have tuition reimbursed at 100% up to the rate of \$540 per credit hour for the 2018-2019 school year in the subject area of the dual credit course. Each year thereafter the rate of reimbursement will increase at the rate determined in part A of this provision.

~~Non-state universities: If courses are not available in non-school hours within a fifty (50) mile radius, the private school formula will be the District payment of the public university rate plus sixty percent (60%) of the difference in tuition above \$300 per semester hour. The maximum rate will not exceed \$600~~ ~~\$695.53~~ per semester hour.

- C.** It is recognized that content-specific courses may be required by the District either as part of a degree program or as an individual course of study. All such courses must be taught by an instructor degreed in the content area and must carry credit from the content-specific department.

- D.** ~~Certificated~~ **Licensed** unit members, occupational therapists and physical therapists who incur tuition expense for a course that is prerequisite to approved graduate courses, or which is recommended by the department chair as valuable to the department educational program, shall be reimbursed at the annual approved rate to the extent of

tuition paid for the course, if the courses were recommended by the principal and approved by the Superintendent prior to the incurrence of such expense.

**E.**

Athletic trainers, social workers, occupational therapists, physical therapists, ~~non-certified~~ **non-ISBE licensed** nurses and sign language interpreters required to take courses in order to maintain their certification shall be reimbursed to the extent of the tuition paid in these courses, if the courses were recommended by the principal, and approved by the Superintendent.

**F.**

Tuition reimbursement is available for **full-time** teacher assistants, **sign language Interpreters, non-ISBE licensed nurses, and head athletic trainers**. Courses, including on-line courses, must be pre-approved by the Superintendent, or designee, and must be relevant to the **employee's teacher-assistant's** position. This reimbursement shall not apply to degree programs, **for sign language interpreters or teacher assistants**.

**G.**

Teacher assistants who hold secondary-level teacher certification in Illinois will be included under the same graduate reimbursement benefit as outlined for certified teachers in section A of this Article, but for a maximum of thirty (30) graduate semester hours. Sign language interpreters who take approved courses in furtherance of obtaining a bachelor's degree in sign language interpretation will be included under the same reimbursement benefit as outlined in Section A of this Article, but for a maximum of thirty (30) semester hours, unless the Superintendent, in the Superintendent's sole discretion, approves reimbursement for additional semester hours.

**H.**

Forms for reimbursement or program approval are available in the principal's or designee's office and must be completed and approved prior to the start of class. Reimbursement shall be made for any approved course within thirty (30) days of submission to the Personnel Department of a paid tuition receipt and an official transcript showing a course grade of "**C B**" or higher. Any individual who misrepresents information requested as part of the approval process, or who violates any other condition of this Article, shall forfeit both tuition reimbursement and any accrued or future salary benefit from the graduate credit.

**I.**

A ~~certificated~~ **licensed** unit member, occupational therapist, ~~or~~ physical therapist, **or athletic trainer** applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding four (4) year period if the unit member unilaterally terminates employment with the District. A teacher assistant, ~~non-certified~~ **ISBE licensed** nurse or sign language interpreter applying for reimbursement under this Article shall agree in writing to provide full restitution for the amount of tuition reimbursed during the preceding two (2) year period if the teacher assistant unilaterally terminates employment with the District.

**J.**

~~Certificated~~ **Licensed** employees will be allowed to take up to eighteen (21) semester hours of pre-approved online courses that can be applied towards a ~~Master's~~, Master's +30, or Master's +30+12 salary lane advancement. **Additional online coursework may be approved by the Superintendent or their designee. In the case a request for**

additional online coursework is denied, the Superintendent will provide a written rationale to the unit member and copied to the union president.

Indistrict courses will not count towards the hours of online coursework allowed.

**K.**

If a ~~certified~~ **licensed** unit member chooses to qualify for endorsement in an academic department mutually agreed upon between the District and unit member, the individual shall receive tuition reimbursement for courses which are part of a principal and Superintendent approved program to obtain an endorsement in the approved department. Graduate level courses will be considered for Masters +30 and Masters +30+12 approval. **Undergraduate courses required to accommodate a teaching assignment shall qualify for tuition reimbursement.**

L. Tuition Reimbursement, paragraphs A-C, H and I shall apply to head athletic trainers except as modified:

- Head athletic trainers are eligible for tuition reimbursement only for the purpose of completing 36 post-professional graduate academic hours in athletic training. No other subjects will be approved and no additional coursework will be approved beyond the 36 post-professional graduate hours toward an advance degree in athletic training.
- Head athletic trainers will be treated as certificated unit members for purposes of Paragraph H.

**M.**

Salary lane advancement will occur in the semester following the attainment of the next salary lane requirements after the unit member notifies the Department of Human Resources with an official transcript of the attainment of a Master's, Master's +30, or Master's +30+12. This language shall be included on all tuition reimbursement form.

**N.**

Workshop/conference registration or course tuition will be funded, with pre-approval, should the workshop/conference or course be required for the teacher to teach an assigned course.

## ARTICLE XVI - FAIR SHARE AND PAYROLL DEDUCTIONS

Complete

### ARTICLE XVII – RETIREMENT BENEFITS

A. To be considered for retirement benefits, the certificated unit member must:

1. have completed a minimum of ten (10) years of full-time employment with the District;
2. must be eligible to retire with the Teachers' Retirement System; and
3. must submit letter of application to the Superintendent with a retirement date effective on or before July 1, 2025.

~~B. The certificated unit member shall receive a retirement incentive with a value equal to twenty percent (20%) of their annual contracted salary spread over four (4) years in such a way that compounding effects will not exceed this twenty percent (20%) incentive. Amounts that exceed a six percent (6%) per year limitation will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement. The six percent (6%) per year limitation includes all compensation paid to the certificated unit member, including payment for extracurricular activities, stipends and retirement benefits.~~

B. A certificated unit member who has submitted a letter of retirement will be limited to an increase in creditable earnings over the previous year of 3%. The ~~six percent (6%)~~ three percent (3%) per year limitation includes all compensation paid to the certificated unit member, including payment for extracurricular activities, stipends, ~~step and lane movement~~, and retirement benefits.

C. The certificated unit member who has submitted a letter of retirement shall receive a retirement incentive with a value equal to twenty percent (20%) of their annual contracted salary spread over four (4) years, and retirement benefits. in such a way that compounding effects will not exceed this twenty percent (20%) incentive. Any amount of the retirement incentive that exceeds the ~~Amounts that exceed a six percent (6%)~~ three percent (3%) per year limitation will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement.



- ~~C. The early retirement option (ERO) provided by the Illinois Teachers' Retirement System (TRS) under Section 16-133.2(d) of the Illinois Pension Code requires the approval of the school board for employees to participate in ERO and is optional for school districts. The Board will not approve any request by an employee to utilize ERO under Section 16-133.2(d). Teachers who submitted a letter of application pursuant to Section A.3 under the 2009-2014 collective bargaining agreement will remain entitled to the benefits allowed under that agreement.~~
- D. A certificated unit member will receive a yearly contribution of three thousand dollars (\$3,000) toward the cost of health insurance until eligible for Medicare. ~~Payment will be made in lump sum payments each year until eligible for Medicare.~~ Except as allowed in paragraph E, retired certificated unit members are not eligible for health insurance benefits through District 211.
- E. Retired certificated unit members may stay on the District's health insurance plan if he/she has a spouse/domestic partner currently employed by the District who has elected and pays for family coverage. The retiree must move from the District health insurance plan once the spouse retires or the retiree is Medicare eligible (whichever comes first).
- F. Retirees choosing to elect health insurance coverage as outlined in paragraph E above will enter into a contract with the District to receive a modified insurance buyout in the amount of one thousand five hundred dollars (\$1,500) per year for the years that their spouse/domestic partner continues to work for the District. A yearly contribution of three thousand dollars (\$3,000) shall be provided to the retirees for all years subsequent to the spouse/domestic partner's agreed upon date to leave the District's insurance coverage, and the retiree's eligible age to receive Medicare. ~~The payment will be made as a lump sum amount.~~
- G. Retirees with a spouse/domestic partner employed by the District have the option to forgo the benefit as defined in paragraph F and receive the three thousand dollar (\$3,000)/year until they are Medicare eligible age if they choose to leave the District's insurance. ~~The payment will be made as a lump sum amount.~~
- H. A certificated unit member may elect to stay with the District dental insurance program provided they pay the full cost of the premium and provided that the insurance carrier writing such coverage continues to approve participation of retirees.
- I. The Board of Education will pay a group term life insurance policy in the amount of the certificated unit member's final contracted salary from the time of retirement until **the last day of the month prior to the retiree's** ~~employee's~~ sixty-fifth birthday provided that the insurance carrier writing such coverage continues to approve participation of retirees. **A member's life insurance benefits shall extend through age 65.**

**J.** Any certificated unit member who has completed at least fifteen (15) years of service in the District and has earned a masters' degree shall receive the following additional ~~salary benefit~~ **retirement incentive:**

1. With 15 – 20 years of service = \$5,000
2. With 20 – 25 years of service = \$7,500
3. With 25+ years of service = \$10,000

As much of the amount above as is possible without exceeding the ~~6%~~ **3%** limitation shall be paid in June of each year before retirement. The ~~balance of the~~ longevity retirement benefit shall be paid as a post-retirement severance payment within twelve (12) months after the date of retirement.

**L.** If any changes in retirement legislation are enacted that add or eliminate retirement options, that increase the required TRS contribution of the Board or Union members, or that increase the financial obligation of the Board or Union members **for the term of this agreement** ~~in fiscal years 2014-2015 through 2017-2018~~, then either the Board or the Union may give notice of intent to reopen and renegotiate the TRS contribution.

**M.** The Board of Education will not change its retirement policy as it impacts non-certificated unit members.

## **ARTICLE XVIII – INSURANCE**

**We have an agreement for this school year, but not for the remaining years of the successor agreement.**

## **ARTICLE XIX – SALARY POLICIES**

### **A. Base Salary Definition**

The salary allocated to a teacher having a bachelor degree and no teaching experience is base salary.

### **B. Index Definition**

A teacher's index is the multiplier taken from the salary index with regard to the teacher's teaching experience and applied to the base salary to obtain the teacher's index salary.

### **C. Step Credit for Outside Experience**

1. In determining the step at which to place a teacher on the index, a maximum of eight (8) years of experience outside District 211 will be allowed.
2. Teacher assistants may, in the sole discretion of the administration, be given credit for experience as a teacher or teacher assistant prior to employment with the District.

#### **D. Master's Plus 30 Requirements**

To qualify for the Master +30 lane, a teacher must have completed at least six (6) years of District approved teaching experience at the start of the school year and thirty (30) semester hours post Master's degree, and must have received approval for these semester hours from the Superintendent. These courses must be appropriate to the teacher's position.

#### **E. Master's Plus 30/Plus 12 Requirements**

To qualify for an additional stipend on the gross base salary, as set forth in Article XXI, a teacher must meet the following conditions:

1. twenty-five (25) years of District approved teaching experience,
2. completion of twelve (12) graduate semester hours of professional growth beyond the MS+30 lane, in accordance with the following criteria:
  - a. current pre-approval guidelines will apply to the twelve (12) graduate semester hours
  - b. coursework shall relate to improving teaching skills and subject matter methodology
  - c. if the twelve (12) graduate semester hours are completed prior to the start of the second semester, the teacher shall receive fifty percent (50%) of the additional stipend for that second semester.

#### **F. Step Advancement**

Since experience cannot be separated from performance, the movement from one salary step to another implies not only an added year of experience but also a satisfactory professional performance. The Board reserves the right, based on the recommendations of the administration, to stop a teacher's progress on the salary plan until such time as evidence of satisfactory performance is observed by those charged with evaluating this work. The procedure, criteria, and standards for evaluation have been mutually approved by the Board and the Union.

#### **G. Professional Growth Requirements**

A professional growth requirement in District 211 is the securing of at least six (6) hours of acceptable credit toward a master's degree in the period of employment prior to tenure consideration. This applies to both experienced and beginning teachers after signing a contract in District 211. Failure to comply results in a loss of tenure contract.

#### **H. Internal Substitution Pay**

Qualified unit members who volunteer, at the request of the principal, to substitute during their preparation

period for a teacher will be compensated at the gross rate of \$27.50 per period for the 2018-2019 and 2019-2020 school years and the rate of \$30 per period for the 2020-2021 school year. ~~one dollar (\$1.00) per hour higher than the established substitute rate.~~ Such a procedure is not encouraged and should be used only if a substitute cannot be obtained.

## I. Salary Payments

1. A teacher's annual salary will be computed on the basis of twenty-four (24) payments, the first payment to the teacher to be made on or before August 31<sup>st</sup>. ~~September 15.~~ Teachers will receive final payments on or about the last day of school ~~Beginning the 2016-2017 school year, the first payment to the teacher will be made on or before August 31.~~
2. A teacher assistant's annual salary will be computed on the basis of twenty (20) equal payments.

## J. Half Steps

~~No one half (1/2) steps will be given after sixteen (16) years of experience. For example: teachers who are at the 1/2 step shall be paid the average of the two (2) salary steps between which they fall. This practice shall discontinue at the completion of the year in which they start with fifteen and one half (15 1/2) years of experience. (i.e. they will begin the following school year with sixteen (16) years of experience.)~~

All salary schedules will include half steps.

## K. Salary Schedule Calculations

The figures set forth in this compensation schedule are the aggregate of:

1. The basic sum the Board is to pay to the teacher, and
2. The ~~9.4%~~ 9.0% TRS "member contribution" applicable to the teacher which the Board is paying from its funds directly to TRS. This ~~9.4%~~ 9.0% payment is being made by the Board from its funds in accordance with the negotiated agreement.
3. Should the Board be charged with any income tax amount or penalty by virtue of failing to withhold income taxes on the amount of the Board contribution to TRS for a teacher pursuant to this agreement with the Union, each teacher shall reimburse the Board for the amount of the tax or penalty applicable to the particular teacher payment (which may be withheld by the Board at its option on any amounts due to particular teacher) and if the Board is unable to recoup such amount, the Union shall be responsible for the amount which was not recovered from the teacher.

4. ~~Base raise for unit members on a schedule will be 2% 2.9% for 2018-2019, 2% 2.3% for 2019-2020, and CPI for 2020-2021 and 2021-2022.—Base raise for unit members off-schedule shall be 2% 2.9% for 2018-2019, 2% 2.3% for 2019-2020, and CPI for 2020-2021 and 2021-2022.~~

~~Effective for the 2014-2015 school year, the base shall be the same as the 2013-2014 school year.~~

5. ~~Effective for the 2015-2016 school year and each subsequent year of the agreement, the base shall be increased by a designated percentage of the final limiting percentage rate for the aggregate extension effective for collections in the calendar year in which the school year in question begins as determined by the Property Tax Extension Limitation Law (35 ILCS 200/18-185), or as may be amended. Should the Property Tax Extension Limitation (PTELA) be repealed during the term of this agreement, the base for the 2015-2016 school year and each subsequent year of the agreement shall be increased by the designated percentage of the percentage change of the Consumer Price Index-All Urban Consumers (CPI-U) for the previous calendar year (January 1—December 31). The designated percentages for each year are:~~

Year	Percentage of CPI Base Increase	Minimum Base Increase
2015-2016	20% of CPI	0.36%
2016-2017	25% of CPI	0.50%
2017-2018	40% of CPI	0.80%

6. The extra-curricular schedule, extra duty schedule, coaching schedule, department chair compensation schedule, alternative school, after school librarian, summer school and “off-schedule” salaries shall be increased by the amount as set forth in K.4 and K.5 .

7. ~~Unit members who are on step 19 or above shall receive payments calculated as a percentage of their base salary. These payments shall not be considered part of the salary schedule and shall not be used in any salary schedule calculations. The percentages are shown in the chart below. **New percentages will be inserted here.**~~

Year	Step 19 and Above Off Schedule MA-30 and MA-30+12 Lanes
2015-2016	20% of CPI
2016-2017	25% of CPI

2017-2018	50% of CPI
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**L. Psychologists/Social Workers Stipend**

Psychologists who have a Doctorate in psychology or school psychology from an accredited college or university shall receive a three thousand dollar (\$3,000) annual stipend. Social Workers who have a Doctorate in social work from an accredited college or university shall receive a three thousand dollar (\$3,000) annual stipend.

**M. Nationally Certified School Psychologist Stipend**

Psychologists who receive certification as a Nationally Certified School Psychologist (NCSP) will receive a ~~seven hundred~~ **eight hundred fifty** dollar (~~\$700~~ **\$850**) annual stipend for the duration of their NCSP certification.

**N. National Board Certification Stipend**

National Board Certified Teachers (NBCT) will receive an eight hundred fifty dollar (\$850) annual stipend for the duration of their National Board Certification.

**O. Drivers Education teachers shall receive \$500 per period per semester.**

## **ARTICLE XX – COMPENSATION SCHEDULES**

### **A. Teacher Salary Schedule (**

*Salary schedule shall be updated per the base raise agreed to in Article XIX Section K.*

### **B. Nurse Salary Schedule**

*Salary schedule shall be updated per the base raise agreed to in Article XIX Section K.*

*1. Nurses will be paid ~~1/185~~ of their salary for all days on the summer school pay schedule for all hours worked above 200 ~~185~~ days.*

*2. In the event a nurse or nurse's assistant is absent, the Board will hire a substitute school nurse or substitute school nurse's assistant.*

*3. Summer work hours:*

*a. Nurses shall select their summer work hours using the existing process developed jointly by the Board and the Union. Any changes (i.e. required dates at student registration, required evening and weekend days, etc..) to the existing process must be negotiated.*

*b. A substitute nurse or nurse's assistant shall be provided in the event a nurse or nurse's assistant is absent.*

Any non-certified school nurse, who earns the certified school nurse certificate yet continues to be employed by the District as a non-certified school nurse, will receive an annual stipend of ~~seven hundred~~ **eight hundred fifty** dollar (~~\$700~~ **\$850**) for the years in which the certificate is valid.

### **. Department Chair Compensation and Release**

#### **1. Salary Schedule**

A department member is defined as anyone, except the department chair, teaching one or more classes in the department unless those persons are employed with the intent of being permanently divided between departments. In the case of those divided assignments, the appropriate fraction of their teaching loads (not including study halls) shall be used in determining the total number of teachers in the department. If the sum of the teachers in the department is fractional, the fractional part which is less than five-tenths (5/10) shall be dropped and the fractional part which is five-tenths (5/10) or greater shall be replaced by one (1). For purposes of determining extra pay for department chairs, the following departments shall be considered: Applied Technology, Art, Business Education, Driver Education, English, ESL, World Language, Health, Guidance Department, Family and Consumer Sciences, Mathematics, Media, Music, Physical Education, Science, Social Studies, Special Education, **Technology**, Academy-North, and Academy-South. The department chairs will receive a department chair stipend according to the number of department members in the department based upon the Department Chair Salary Schedule.

2. CLS Stipend

In addition to the amounts set forth in the Department Chair salary schedule, English, Mathematics and Science Department Chairs shall receive a six hundred fifty dollar (\$650) annual Critical Learning Standards (CLS) stipend. All other Department Chairs shall receive a three hundred fifty dollar (\$350) annual Critical Learning Standards (CLS) stipend.

3. Department Level Leaders

~~Department Level~~ leaders may be assigned to ~~those departments under the jurisdiction of a division head.~~ for the purposes of **providing curricular support and** determining extra pay. **Each level leader will be provided \$4000.** ~~for department coordinators, The number of members in the department will be counted the same as those under a department chair. not to exceed six (6).~~

**Level Leaders include but are not limited to Driver Education, Health, and Media.**

**District chairs shall be maintained in all departments and levels.**

**For 2018-2019, Drivers Education, Health, and Media chairs will remain on the Department Chair salary schedule.**

4. Supervision of Central Media Processing

The Media Chair/**Level Leader** at Palatine High School will supervise the personnel and functions of the District 211 Central Processing operations for an annual stipend of two thousand two hundred fifty dollars (\$2250).



## 5. Department Chair Release

- a. Math, Science, Social Studies, and English chairs will teach a minimum of two (2) periods unless the chair desires to teach more courses and this is mutually agreed upon by the department chair and the building principal.
- b. Special Education Department chairs will not be scheduled to teach classes.
- c. ~~Health and Driver Education Department chairs will teach five (5) classes.~~
- d. **Commencing in 2020-2021** Applied Technology, Art, Business, ESL, Family & Consumer Sciences, ~~Music, Wellness, Physical Education~~ and World Language Department chairs will be scheduled for ~~four~~ **three (3)** classes with additional releases as indicated in Section 5.f and 5.h. For departments in these areas who have twelve or more members, the department chair shall be assigned three (3) classes and then given releases indicated in Section 5.f and 5.h. A department member is defined as anyone, except the department chair teaching one (1) or more classes in the department. Teachers not teaching a full load in the department will be counted as the appropriate fraction according to their teaching loads in the department. If the sum of the teachers in the department is fractional, the fractional part less than 5/10 is dropped, and the fractional part 5/10 or greater is replaced by one. If the sum of department members is less than 5/10 then the chair will receive a stipend representing one (1) department member.

**Music chairs will be scheduled for 4 classes.**

- e. **The ESL chair at Palatine High School shall receive one (1) additional release period.**
- f. **For 2018-2019 and 2019-2020**, the World Language Chair and the ESL Department Chair will be offered one (1) additional release period that will rotate years between departments. Every effort will be made to align the additional release period with the Summative Evaluation due dates for the members of each respective department.
- g. Any teacher with an ESL certification requested to attend and IEP meeting for a student who has not been on their class list during the current school year will be compensated at the substitute pay rate per hour in attendance. ~~In the years the ESL Department Chair receives the additional release period, the ESL Chair will attend IEP meetings of students not on their class list during the current school year without additional compensation.~~

- h. For 2018-2019 and 2019-2020, the elective departments of Art, Applied Technology, Business Education, and Family & Consumer Sciences will each receive one (1) additional semester of release each school year. The purpose of the release is to coordinate departmental Professional Learning Teams (PLTs) and to devise and enhance department programming.
- i. All chairs that accept the position of Instructional Coach are excluded from any additional release provisions.
- j. District Chairs of departments with two (2) release periods or less may request an additional release period and their salary will be reduced by the amount of the stipend associated with the District chair position.
- k. Department chairs may forgo their department chair stipend and receive an additional release period if they have an available teacher in their department who agrees to teach a sixth (6<sup>th</sup>) academic assignment. This is limited to a maximum of ten (10) department chairs district wide per year.
- l. The ~~academy North North Campus and Academy South~~ Higgins Educational Center department chairs will be scheduled three (3) period release. The North Campus chair shall be scheduled for one (1) release period. ~~for a one two (1-2) period release.~~
- m. The guidance department chair will have a counseling caseload assignment of .6.
- n. The technology department chair will not be eligible to receive a Critical Learning Standard (CLS) stipend.
- o. The Technology department chair will not be scheduled to teach classes.
- p. A District technology chair will be appointed and will be compensated according to the assessment coordinator salary schedule in the Master Contract.
- q. The District technology chair will realize a 0.2 FTE release from the District chair's home school to assist with district-wide educational technology management needs. The District chair's home school will be afforded 0.2 FTE in another department for the purposes of covering the technology department chair's absence while fulfilling District chair duties.

2014-2015-DEPARTMENT CHAIR SALARY SCHEDULE

*Salary schedule will be updated per the base raise agreed to in Article XIX Section K.*

~~Media Chairs will receive an additional \$100~~

*Salary amount for Technology Department Chair will be updated per the base raise agreed to in Article XIX Section K.*

Technology Department Chair will be \$8,572.00 for the 2016-2017 school year and future adjustments will be in accordance with Article XIX.K.6 of the Master Contract.

**2014-2015 ASSESSMENT COORDINATOR SALARY SCHEDULE**

*Salary schedule will be updated per the base raise agreed to in Article XIX Section K.*

**D. Teaching Assistant Salary Schedule** *Librarian Teacher Assistant shall be eliminated from the contract. Those currently employed in this position shall be held harmless for the duration of the contract. The position will remain as a teacher assistant position thereafter.*

*All Teacher Assistants that hold a Secondary Education License will receive a yearly stipend of \$1500.*

All teacher assistants, who are employed as of the twentieth (20<sup>th</sup>) school day, and remain employed through the entire school year, shall be paid a continuity stipend based on the number of years of service in District 211 as a teacher assistant. The payment will be paid on the next regularly scheduled payroll after the last day of school. Each year the teacher assistant signed a contract as of the twentieth (20<sup>th</sup>) day of school and was continuously employed through the last day of school will count as one year of service. If there is a break in employment as a teacher assistant, the eligible years prior to the break and after the break will count towards the cumulative total.

Number of Years of Service	Dollar Amount
1	<del>\$350</del> 472.5
2-4	<del>\$400</del> 540
5-12	<del>\$550</del> 742.5
13+	<del>\$750</del> 1015

**E. Psychologist and Social Worker Salary Schedule** *Salary schedule shall be updated per the base raise agreed to in Article XIX Section K.*

**F. Occupational Therapist and Physical Therapist Salary Schedule** *Salary schedule shall be updated to 2018-2019 per the base raise agreed to in Article XIX Section K.*

~~2014-2015~~ 2017-2018

**Gross**

<b>Step</b>	<b>Compensation</b>
<b>0</b>	<del>\$51,902</del> 52789
<b>1</b>	<del>\$54,380</del> 53310
<b>2</b>	<del>\$56,857</del> 57829
<b>3</b>	<del>\$59,571</del> 60589
<b>4</b>	<del>\$62,284</del> 63349
<b>5</b>	<del>\$64,996</del> 66107
<b>6</b>	<del>\$67,709</del> 68867
<b>7</b>	<del>\$70,421</del> 7165
<b>8</b>	<del>\$73,135</del> 74385
<b>9</b>	<del>\$75,849</del> 77146
<b>10</b>	<del>\$78,562</del> 79905
<b>11</b>	<del>\$81,276</del> 82666
<b>12</b>	<del>\$83,988</del> 85423
<b>13</b>	<del>\$86,702</del> 88184
<b>14</b>	<del>\$89,414</del> 90943
<b>15</b>	<del>\$92,127</del> 93702
<b>16</b>	<del>\$94,841</del> 96462
<b>17</b>	<del>\$97,553</del> 99221
<b>18</b>	<del>\$100,192</del> 101905
<b>19</b>	<b>\$102914</b>

**G. Sign Language Interpreter Salary Schedule** *Salary schedule will be updated per the base raise agreed to in Article XIX Section K. (Awaiting research from the Board)*

~~2014-2015-2017-2018~~

Step	Gross Compensation
0	<del>\$32,340</del> 32,892
1	<del>\$33,956</del> 34,536
2	<del>\$35,573</del> 36,181
3	<del>\$37,271</del> 37,908
4	<del>\$38,969</del> 39,635
5	<del>\$40,667</del> 41,452
6	<del>\$41,686</del> 42,398
7	<del>\$42,704</del> 43,434
8	\$44,302
9	\$45,188
10	\$46,092
11	\$47,014

.

## H. Alternative High School, After School Librarian, and Summer School Salary Schedule

1.

~~All Pay will increase 3% 4% over the 2017-2018 hourly rate for the 1<sup>st</sup> year of the contract and thereafter will increase by the base rate.~~

2. During the term of this Master Contract, members of the bargaining unit will have first selection for certified positions in the alternative school for which they are legally qualified.

3. Teacher assistants will be considered in-district coaches when determining the summer school pay rate.

4. Technology Department Chairs will be paid at the summer school rate for all hours that they work during the summer capped at 220 hours. The hours worked will relate directly to duties necessary to support summer school and to prepare the technology department for the future school year. All hours must be documented and submitted for payment.

5. Certified Teacher Assistants that have been employed in the district for at least 1 year and have taught at least 1 year of summer school will receive an additional \$3 per hour as a teacher above out of district rate of summer pay.

## I. PERA Committee

~~PERA Joint Committee members will be paid an annual stipend of two ~~one~~ thousand five hundred dollars (\$1000) for the 2014-2015, 2015-2016, 2016-2017, and the 2017-2018 school years for time spent outside the normal school operating hours.~~

## J. Head Athletic Trainers Salary Schedule

*Salary schedule will be updated per the base raise agreed to in Article XIX Section K.*

ARTICLE XXI - EXTRACURRICULAR COMPENSATION SCHEDULES

A. Activity Groupings

A. Activity Groupings

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<b>GROUP 1</b>	Concession (23+) (a)	Tickets (28+) (a)
	Newspaper	Yearbook
	Student Council	Pom Pon Head
	Band Director	Flag Squad Head

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<b>GROUP 2</b>	Scholastic Bowl Head (17+)	
	Concessions (18-2) (a)	Speech Team Head (9-12) (b)
	Computer Coordinator	Test Preparation (2)
	Tickets (23-27) (a)	Debate Head (9-12)
	Individual Events Head (9-12)	

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<b>GROUP 3</b>	Auditorium Director	Math Team Head
	Choral Director	Scholastic Bowl Head (10-16)
	Concessions (14-17) (a)	Speech/Indiv Event Team Hd (6-8) (b)
	Intramural Director (3@36w) (c)	Student Congress
	Musical Director	Student Council Asst. (2)
	Orchestra Director	Tickets (18-22) (a)
	Orchesis Director	Variety Show Director
	Debate Head (6-8)	Speech/Indiv Event Assistant (9-12)
	Debate Assistant (9-12)	Special Olympics Head
	Band Director Asst.	

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<b>GROUP 4</b>	Debate Assistant (6-8)	Play Director
	Chess Team	Pom Pon Asst.
	Concessions (10-13) (a)	Scholastic Bowl Head (6-9)
	Detention Supervisor	Scholastic Bowl Asst. (17+)
	Flag Squad Asst.	Head Senior Class
	Internet Club	Speech/Indiv Event Assistant (6-8)
	Head Junior Class	Tickets (14-17) (a)
	National Honor Society	Yearbook Asst.
	Newspaper Asst.	

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<b>GROUP 5</b>	Employee Wellness Coordinator	Special Olympics Asst.
	Math Team Assistant	Student Congress Asst
	Musical Director Asst.	Tickets (10-13) (a)
	Play Director Asst. (2)	
	Scholastic Bowl Asst. (10-16)	

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<b>GROUP 6</b>	Bell Choir	Gospel Choir
	Business Team Head (BPA/DECA) (I)	Literary Magazine
	Cultural Awareness Head	Orchesis Asst.
	Dance Show Asst.	<del>Science Olympiad</del>
	Foreign Exchange Club (3 exchanges)	Model U.N. Club
	Gifted Liaison	

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<b>GROUP 7</b>	Chemical Awareness	Scholastic Bowl Asst. (6-9)
	Business Team Asst. (BPA/DECA)	Senior Class Asst.
	Foreign Exchange Club (2 exchanges)	Service Club
	Freshman Class	Sophomore Class
	Horticulture Club	Student-2-Student
	Junior Class Assistant	Theatre Guides
	Outdoor Adventure Club	Varsity Club
	SAAD	
	<del>Choir (extra-curricular)</del>	<del>Band (extra-curricular)</del>
	Poetry Slam (competitive)	HOSA

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**GROUP 8**

Model UN Assistant

Cultural Awareness Assistant

Service Club Assistant

At Large Clubs –40 per building

Alumni Club International Club

Art Club Jets/WYSE Club

At Large Student Interest Groups (2) Life & Consumer Sciences Club

Auto Club Medical Careers Club

Best Buddies Model UN Asst. Club

New Teacher Orientation Modern Music Masters

CAD Drafting Club On Our Own

Chess Club Pep Club

Color Guard Photography Club

Computer Club Pirate Pals

Cultural Awareness Asst. Presidents Club

Drama Club Reading Club

Electronics Club Robotics Club

ELS Poms Service Club Asst

Environmental Club Science Bowl

Film Making Club Science Club

Foreign Exchange (per exchange) (e) Social Science Club

Foreign Language Club (1 exchange) Woodworks Club

Future Educators Work Program Clubs (d)

Writing Club

- 
- a. At the beginning of each year, the number of events for ticket manager and concessions will be determined by the Principalship. Each session of a school-sponsored tournament will be considered as one event.
  - b. Speech Activities is meant to include Debate, Forensics, and Speech Teams.
  - c. For assignments shorter than thirty six (36) weeks, proportional payment will be made.
  - d. Conducts meetings at least twice a month other than during the scheduled school day.

- e. Per Exchange means a two-way exchange.
- f. Payment for play, musical, and variety show directors and assistants are per production.
- ~~g. A club or activity may be added, deleted, or change groups per building upon review by the District Athletic/Activities committee~~
- h. Part time teachers will receive full stipends for clubs they sponsor.

g. Commencing in 2019-2020, the District Activities and Athletics Committee shall have discretion to add or modify activity positions/stipends at an amount not exceed \$35,000 per year.

**B. 2014-2015 Activity Salary Schedule**

*Salary schedule will be updated per the base raise agreed to in Article XIX Section K.*

- a. When an Assistant Activity sponsor is promoted to a Head Sponsor in the same activity, they will move to the contract band (i.e. contract band 1-3, 4-5, 6-7, 8+) that will get them the minimum raise. Once in that contract band, they will be moved to the last lane in that band.

**C. Coaching Groupings**

**GROUP A**

- Head Basketball
- Head Track
- Head Football                      Lead Trainer (per season)
- Head Wrestling                      Head Baseball
- Head Softball

**GROUP B**

- Head Swimming                      Head Lacrosse
- Head Gymnastics                      Head Volleyball
- Head Soccer      Asst. Trainer (per season)
- Offensive Coordinator – Varsity FB
- Defensive Coordinator – Varsity FB

**GROUP C**

- Aquatics Director
- Assistant Coach Swimming
- Assistant Coach Gymnastics
- Head Cheerleading – WINTER
- Head Tennis                      Head Cross Country
- Head Badminton                      Head Bowling
- Head Water Polo                      Head Golf
- Group "A" Asst. Coaches

- GROUP D**      Group "B" Asst. Coaches
  
- GROUP E**      Assistant Cheerleading – WINTER
  
- GROUP F**      Athletic Coordinator (per season)  
                          Head Cheerleading – FALL
  
- GROUP G**      Assistant Cheerleading - FALL
  
- GROUP H**      Event Supervisor (per season)  
                          **Head Coaches' Offseason/Feeder Program Director (6)**

1. An assistant coach promoted to a head position in the same sport will move to the step in the new level which will give the minimum raise.
  
2. Hiring practices will recognize that coaches entering the system will receive full credit for previous high school or college coaching experience in the level and sport in which they will be assigned. Previous head coaching experience in the sport assigned will be accepted at any level.
  
3. Credit for experience earned in one sport cannot be used as experience in another sport.
  
4. Placement of additional coaching assignments for new sports during the duration of this Agreement will be determined by a joint administration/union committee.
  
5. Athletic coordinators shall be compensated on a per season basis. An attempt will be made to schedule coordinators so that they do not have a 7th and 8th period assignment. Coordinators shall not be scheduled for a supervisory assignment. Coordinators shall not coach while serving as coordinators.
  
6. ~~Head Coaches off season's/feeder programs directors will be~~ Coaches will be paid one half of 1<sup>st</sup> contract stipend and will not increase with experience. If offseason/feeder programs are recommended or required by the athletic director, then they will be paid at Group H.
  
7. ~~The District Activities and Athletics Committee will have discretion to add or modify athletic positions/stipends at an amount not exceed \$35,000 per year.~~

#### D. 2014-2015 Coaching Salary Schedule

*Salary schedule will be updated to 2018-2019 per the base raise agreed to in Article XIX Section K.*

1. Non-Bargaining Unit individuals shall not receive a stipend above contract 1 on the coaching schedule, unless otherwise agreed to by the Board and the Union.

#### E. Activity and Athletic Coaching Experience Stipend

The longevity stipend for each activity/sport will be based on the total number of District 211 years of experience, including the current year, as both head and assistant positions that an employee has served in as the sponsor/coach of a particular activity/sport. If there is a break in employment in a sport/activity, the years prior to the break and after the break will both count towards the cumulative total. Employees will be paid a percentage of their current year's activity/sports stipend. The percentage will correspond to the chart below:

##### Years Coaching

##### Within Same

Sport/Activity	Stipend Amount
10-14 years	1.5% <del>2%</del> of stipend
15-19 years	<del>2.0%</del> 3% of stipend
20-24 years	<del>2.5%</del> 3% of stipend
25+ years	3% <del>4%</del> of stipend

The longevity stipend will be paid as a lump sum payment at the end of the sport/activity: October 15 – fall sports, January 31 – winter sports and all activities, and May 15 – spring sports.

If a coach must resign from a coaching spot in a particular season because the coach was asked by administration to apply and then is hired to coach a different sport within the same season, then the coach will transfer the years of longevity from the first sport to the second sport within the same season.

#### F. Athletic Trainers

1. ~~Certified~~ Licensed unit members who are athletic trainers will be released from their supervision assignment and will report to the training room the last period of the school day.
2. ~~A total of (3) Athletic Trainers will be hired for each school. If only two are employed, the workload and compensation of the third Trainer will be split between the (2) athletic trainers.~~

#### G. Extra Duty Assignments Salary Schedule

Extra duty assignments will be assigned to unit members who volunteer for such duties. If the number of volunteers is insufficient, the extra duties can be assigned by the principal. Teacher assistants, who accompany students to school events, as per the student IEP, will be compensated at the same rate as chaperones for those events. The state floor hockey tournament (an all-day tournament) shall be considered as a three (3) session tournament. ~~Administration shall utilize the process as jointly developed by the Athletic/Activities committee. No athletic worker positions will be eliminated without being negotiated.~~

## EXTRA DUTY ASSIGNMENTS SALARY SCHEDULE

*Salary schedule will be updated per the base raise agreed to in Article XIX Section K.*

### ARTICLE XXII – EXTRACURRICULAR PROCEDURES

#### **A. Assignment Procedures**

Every reasonable effort shall be made to fill existing extracurricular positions on a voluntary basis. However, if a volunteer is not available, the Superintendent or the Superintendent's designee may assign a unit member provided:

1. The assignment is related to the unit member's training, experience, or competence;
2. The assignment is made with due consideration to the unit member's total program or assignment in the District;
3. The same unit member shall not be assigned to the same assignment more than once every three (3) years;
4. Performance of assignment under these circumstances will not be a basis for evaluation unless the unit member's conduct in performance of the assignment is detrimental to the effectiveness as a teacher and/or the health, safety or welfare of students.
5. The Board shall continue to follow its established practice in making such assignments for teacher assistants, which does not prohibit the Board from ever making such assignments.
6. Teacher assistants may apply for extra duty assignments at the time they are posted. The Board will consider qualified applicants when filling such positions

#### **B. Extracurricular Interviews and Evaluations**

1. The District will make every effort to afford qualified bargaining unit members the opportunity to apply for extracurricular activities set forth in the Master Contract. Thereafter, each position held by a non-bargaining unit member shall be reposted district wide every ~~two (2) school~~ years. *In the event that a non-bargaining unit member and a qualified bargaining unit member apply for the same extracurricular position, the bargaining unit member shall have first right of refusal. These jobs will then be offered to support staff, retirees, and then non-bargaining unit members in this order.*
2. The administration will interview in-district candidates who apply for ~~head~~ coaching positions. Prior to the appointment by the Superintendent of a non-bargaining unit member, including a retiree, to a ~~head~~ coach position, the Superintendent will notify the Union President and provide an opportunity to discuss the reasons for the appointment. The process will take place on an expedited basis.
3. *The Administration shall post all coaching and sponsor vacancies district-wide electronically to all unit members as they occur.*

### **C. Activity Reduction Due to Lack of Participation**

1. Each May, the Activity Director for each building shall determine the number of participants involved in a particular club
2. The District Director of Student Activities shall compile the information received, compare it to a list of clubs that are exempt and then generate a list of clubs whose numbers are below the desired minimum of twenty (20) students.
3. If a club has less than twenty (20) students, the Activity Director will meet with that club's sponsor to inform the sponsor of the club's status and that the stipend for the club will not appear on the sponsor's salary letter in June.
4. Sponsors, whose clubs are on the list, will be given until the end of the first quarter to meet the twenty (20) student minimum participation requirement in order to have the stipend reinstated.
5. Clubs that fail to meet the minimum student requirement numbers are put on hiatus for at least one (1) year.
6. A club may be reinstated after the hiatus if sufficient interests from twenty (20) or more students exist and a proposal is submitted and approved by Administrative Council.

### **D. Internship Program**

An internship program for athletics and extracurricular activities can provide training and an introductory experience when it is known that a head coach or lead activity sponsor is leaving the position. Pay will be one-half (1/2) of the current assistant's pay. Only District 211 employees will be eligible.

### **E. Coaching Evaluation**

The administration is encouraged to **shall formally observe all head coaches in alternating years** ~~use~~ **using** an evaluation document **negotiated by both the Board and the Union.** ~~for the evaluation of coaches.~~ **Each formal written evaluation of the head coach's performance shall include at least one practice observation.**

### ~~**F. District Activities Committee**~~

~~The District Activities Committee shall be established to recommend the appropriate number of sponsors and additional stipends in order to accommodate individual building needs. The committee shall be comprised of three (3) representatives appointed by the Union President and three (3) representatives appointed by the Superintendent. The committee shall meet at the beginning of the school year and once quarterly thereafter to review current activity program needs.~~

### **F. District Activities and Athletics Committee**

The District Activities and Athletics Committee shall address the areas of concern within athletics and activities such as the appropriate number of sponsors and additional stipends to accommodate individual building needs, and to review current activity and athletic program needs, and the committee shall jointly create a coaches' survey.

### **~~G. Requests of Activity Change of Status~~**

~~Job descriptions listing minimum requirements for the Activity Sponsor will be mutually agreed upon by the District Athletic/Activity Committee. Activity sponsors who desire to change the status of their activity from one salary group to another or change the job description for their activity must adhere to the following procedure:~~

~~Step 1: Activity sponsor will submit a written job description along with a request for salary classification to the Activities Director, Principal, District Director of Student Activities and District Athletic/Activity Committee. If the change of job description and/or change in salary group is to apply to all clubs within the district, the request should be endorsed by all affected sponsors. An individual request for deviation from the district job description and/or salary group, if approved by the District Athletic/Activity Committee, will be subject to annual review, and will apply only to that building, that activity, and that sponsor. All requests will include an effective date and be submitted on the proper form.~~

~~Step 2: The District Athletics/Activities Committee will review all such proposals. Proposals can be reviewed any time during the school year. The request will be forwarded to the Administrative Council with a written recommendation.~~

~~Step 3: Administrative Council will give final approval or disapproval. In the case of a proposal which is not allowed, reasons will be given to the activity sponsor in a written form.~~

~~Step 4: The decision of Administrative Council will be forwarded by the District Director of Student Activities to Union representatives for information and approval.~~

~~Step 5: All decisions are subject to the grievance procedure.~~

## **ARTICLE XXIII –NON-CERTIFICATED UNIT MEMBER PROBATIONARY PERIOD AND DISCIPLINE AND DISCHARGE**

### A. Probationary Period

The probationary period for all newly hired non-certificated unit members, as well as non-certificated unit members with unauthorized breaks in service, shall be sixty (60) work days. The probationary period is the time set aside for the Board to determine its selection of new employees, and as such, its decision is not subject to challenge under the terms and conditions of this contract.

### B. Discipline and Discharge

1. The Board shall discipline non-certificated unit members, including discharge, for ~~proper~~ **just** cause. Serious offenses may result in suspension or immediate dismissal. Offenses which do not justify suspension or discharge if they are a first (1<sup>st</sup>) offense and for which the Board believes the non-certificated unit member should be disciplined may result in an oral or written reprimand.
2. Offenses alleged for the same act beyond the first (1<sup>st</sup>) offense may result in a progressive number of days of suspension for each offense but not more than five (5) for a second (2<sup>nd</sup>) offense or ten (10) for a third (3<sup>rd</sup>) offense. The fourth (4<sup>th</sup>) such offense may result in dismissal.
3. In imposing discipline on a current charge, the Board shall take into account all prior warnings regarding the same charge which have occurred and the non-certificated unit member's overall record.
4. Records of discipline actions shall be placed in the non-certificated unit member's personnel file subject to review and rebuttal by the employee.
5. **A non-certificated member shall be entitled have a Union representative at any meeting he/she has with the District regarding discipline of that member.**
6. **A non-certificated member shall have the right to request a Union representative to be present and to represent him/her in any meeting or interview with the District that the member reasonably believes is, or has become, investigatory or that might lead to disciplinary action against the member.**



## ARTICLE XXIV – TEACHER ASSISTANT HOURS OF EMPLOYMENT AND WORK YEAR

- A. The regular work day for full-time teacher assistants will consist of 7 ½ hours per day [which shall include two (2) fifteen (15) minute duty-free breaks] and a non-paid, duty-free lunch period of thirty (30) minutes. It is understood that not all teacher assistants are presently working a 7½ hour day.
- B. The Board may change the starting time for teacher assistants, but except for emergency situations, all affected teacher assistants will be notified at least one (1) week prior to the effective date of such change.
- C. All work performed over forty (40) hours in any work week shall be paid at the rate of time and one-half.
- D. Arrangements may be made at each location with the building administrator and with the approval of the personnel department to forego breaks and convert said time into an extended lunch period. The converted time will be paid by the employer. It is understood that those teacher assistants working at least four (4) hours per day will receive one (1) break. Those teacher assistants working seven hours or more will receive two (2) breaks.
- E. Teacher assistants may leave the building during working hours only with the approval of their immediate supervisor. Lunch is not considered working hours unless it is paid.
- F. Teacher assistants shall be scheduled to work all student attendance and institute days. **Teacher Assistants may leave work early on the last day of final exams each semester; at 12:30 for early start schools and at 1:30 for late start schools.**
- G. Emergency School Closing – During the term of this contract, teacher assistants shall be paid a regular day's pay if school is closed for an emergency.
- H. Five (5) teacher assistants will be maintained within the Special Education Department to process forms and detailed paperwork and serve as a curriculum liaison. Allocation will be based on special education staff allocation per school.
- I. **Full-time teacher assistants who elect to complete student teaching hours during employment shall do so without pay, but without being subject to the Board of Education's tuition restitution policy.**

## ARTICLE XXV – HEAD ATHLETIC TRAINERS HOURS OF EMPLOYMENT AND WORK YEAR

**COMPLETE**

## ARTICLE XXVI -- STUDENT SERVICES

### A. COUNSELOR LOAD

- 1.-Counselor shall be assigned no more than ~~275~~ 290 students. ~~or current ASCA Guidelines~~
2. In the event that the workload requirements change (e.g., maintaining, updating, facilitating, the Student Readiness Plan, or other district initiatives), counselor load shall be adjusted to ASCA Guidelines.

### B. PSYCHOLOGISTS/SOCIAL WORKERS

- ~~1. In buildings where student enrollment exceeds 2,400 students and the students who qualify for free/reduced lunch exceeds 40%, full-time social workers shall be assigned to each pod/team, which will not include the Title I social worker (or other temporary social workers provided by grant funds) to meet the needs of students.~~
2. 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. (as per the LOA)

### C. ADVANCED PLACEMENT TESTING COORDINATOR

Each building's counselor identified as the Advanced Placement Test Coordinator shall receive a stipend of \$500 for the time required outside of the school day. When the number of AP tests administered in a specific building exceeds 1,500 an additional \$500 will be added to the stipend. Any increase on the base salary will apply to this stipend.

### D. Student Services Committee

~~The committee will meet to address factors relating to the workload and working conditions of student services personnel.~~

The committee will meet once per semester to address factors relating to the workload and working conditions of students services personnel. The Committee shall supply a report, including any recommendations and any minority report(s) supported by two or more Committee members, and 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 Superintendent. The report contents and recommendations or Board action on the report or recommendations are not subject to the grievance or arbitration process.

### ~~E. Student Readiness Plan~~

~~1. Should the impact of the implementation of the Student Readiness Plan or any new initiatives or programs change the working conditions of any unit members the Student Services Committee shall convene to negotiate adjustments to the workload of the unit members.~~

## **ARTICLE XXVII--SPECIAL EDUCATION**

1. Full-Time special education teachers will have an assignment of five instructional courses.
2. Special education teachers will have a supervision assigned by their department chair in the five large high schools or the program administrator in the alternative schools that will directly address the needs of students, the specific needs of the department, a therapeutic component, or provide support to the building as a whole.
3. One teacher in each of the five large high schools will be granted a release period to serve the Life and Learning Strategies program.
4. All special education departments in the five large high schools will have one full-time clerk and one full-time clerical teaching assistant.
5. All special education departments in the five large high schools will have their own high capacity multi-functional device.
6. The schedule at Higgins Educational Center shall be jointly reviewed yearly by the Union and the Administration.
7. **Special Education Joint Committee**

The committee will meet to address factors relating to the workload and working conditions of special education personnel.

## **ARTICLE XXVIII – EFFECT OF AGREEMENT AND DURATION**

Both parties agree to discuss at a later date.