

Woodridge School District 68

# PROFESSIONAL AGREEMENT

Between the  
Board of Education  
and the  
Woodridge Education Association  
Affiliated with I.E.A./N.E.A.

2014-2019

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## ARTICLE I

### RECOGNITION

- A. Recognition. The Board of Education of District 68, DuPage County, herein referred to as the “Board,” hereby recognizes the Woodridge Education Association, hereinafter referred to as the “Association,” affiliated with the Illinois Education Association and the National Education Association, as the sole negotiation agent for all regularly employed full-time and part-time certificated teaching personnel of the District, including librarians and learning center directors, but excluding the superintendent, assistant superintendents, other central office staff, principals, assistant principals, deans in a supervisory position, teacher aides, teaching assistants, and substitutes and all other supervisory, managerial and confidential employees as defined under the Illinois Educational Labor Relations Act.
- B. Definition. The term “teacher,” when used hereinafter in this agreement, except as otherwise provided, shall refer to all full-time and part-time employees represented by the Association in the negotiating unit as determined in paragraph “A” above.
- C. Individual Contracts. The Board agrees not to negotiate as to matters covered by this agreement with any teacher’s organization other than the Association or with any teacher individually for the duration of this agreement, provided that this section shall not preclude the issuance of employment agreements to part-time and probationary teachers.
- D. Management Rights. The Association agrees and acknowledges that the Board retains and reserves unto itself all powers and duties conferred upon and vested in it by the statutes of the State of Illinois.

**ARTICLE II**  
**ASSOCIATION AND TEACHER RIGHTS**

- A. Right to Organize. Teachers shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board through representatives of their own choosing.
- B. Non-Discrimination. The Board shall not discriminate against any teacher with respect to hours, wages, terms, or conditions of employment by reason of the teacher's membership in the Association, participation in any activities of the Association or in negotiations with the Board; nor shall the Board discriminate against any teacher for the teacher's institution of any grievance under this agreement.
- C. Contract Conformance. Individual teacher contracts tendered by the Board prior to the completion of negotiations shall be adjusted to be in conformance with any agreement thereafter reached by the parties. The Board will not tender individual teacher contracts to teachers who were on continued contractual service during the preceding school term.
- D. Agenda-Information. The Board shall provide the Association with the agenda by e-mail by close of business on the Friday preceding all regularly scheduled Board meetings and a copy of the notice and, if prepared, the agenda of special Board meetings. Upon request, the Board shall also furnish regularly and routinely prepared information concerning the financial condition of the District, including annual financial audit and the tentative and adopted budgets, and other readily available and pertinent information relevant to negotiations. The Board shall not be required to research or assemble information or to disclose any data which is not available to the public.
- E. New Teachers. Names and addresses of newly hired teachers shall be provided, upon request, to the Association after approval of their contracts by the Board.
- F. Dues Deductions. The Board agrees to deduct from the salaries of teachers dues to the Association and its affiliates as said teachers shall individually and voluntarily authorize through the Association. Deductions shall be made per pay period throughout the school term, October to June, provided the Board shall have received written authorization from the teacher on or before September 30. Deductions for teachers employed after the commencement of the school term shall be made during said months for all payrolls which occur three weeks or more after receipt of written authorization of deduction by the Business Manager. The Board shall forward all sums deducted within ten (10) days to the person designated by the President of the Association. Upon the transmittal of the dues deduction, the Board shall be absolved of any and all responsibility for these funds, and the Association agrees to indemnify and hold harmless the Board for the withholding and/or distribution of such funds unless an error has been made by the Board. The Association agrees to furnish any information needed by the Board to fulfill the provisions of this paragraph. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, Credit Union, and savings bond, or any other plans or programs jointly negotiated by the Association and the Board.
- G. Contract Distribution. Within thirty (30) days of ratification of this agreement, or other date as agreed to by both parties, sufficient copies of such agreement shall be prepared by the Board in a form agreeable to both parties to make one copy available to each teacher,

administrator, and Board member. Thirty (30) additional copies will be provided to the President of the Woodridge Education Association.

H. Association Release Time.

1. The Association shall be granted up to ten (10) days of release time for Association business during the year. If needed, the Superintendent may grant two (2) additional days for Association business. The President of the Association, with the concurrence of the Executive Board of the WEA, shall designate the proper use of these days. The Association shall pay the cost of substitutes for each day used. The Superintendent or designee shall be notified in writing when these days are to be used by an Association member. Business of the Association shall not be conducted during school hours by anyone who has not been released to conduct such business.
2. The President of the Association shall be granted up to five (5) days of release time for Association business during the year. The Superintendent or designee shall be notified in writing when these days are to be used by the President. The cost of a substitute shall be borne by the initiating party.

I. Association Announcements. With advance notice to the principal or designee, announcements of Association business which have no impact on the student body may be read over the intercom system in each school building before or after the student day. Announcements may also be placed on faculty bulletin boards.

J. Association Use of Buildings and Equipment. The Association shall not be denied reasonable use of the following:

1. School buildings for meetings of the WEA subject to general Board policy and regulations on use of facilities;
2. Employee mailboxes, inter-school mail and faculty bulletin boards for the purpose of internal communication;
3. Office equipment (except for non-District owned machines) when not in use.

K. Fair Share.

1. Each newly hired or IEA/NEA-WEA member of this bargaining unit, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues. A fair share rebate shall be determined annually by the Illinois Educational Labor Relations Board for any teacher who formally objects to the fair share fee assessed.
2. In the event that the eligible bargaining unit member does not pay his/her fair share fee directly to the Association or execute a dues deduction form by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member in accordance with procedures for dues deductions set forth in Article II.G. The Association shall annually provide the Board with a copy of any required notices and certification pursuant to the rules and regulations of the Illinois Educational Labor Relations Board.

3. The Association, the Illinois Education Association and the National Educational Association agree to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability which may arise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the lawful obligations imposed upon it by this Section.

The Association agrees to defend such action, at its own expense and through its own counsel, provided:

- a. The Board gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and
  - b. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
4. The obligation to pay a fair share fee will not apply to any teacher who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such teacher is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the teacher to a mutually agreeable nonreligious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

- L. School Code Waiver Proposals. Waiver proposals shall be reviewed with the Association at a meeting arranged by the Superintendent, or designee and the WEA President at least 10 (ten) school days prior to a public hearing.

**ARTICLE III**

**STEPS OF COMMUNICATION FOR CONFLICT RESOLUTION**

Communication is vital for the effective and efficient functioning of Woodridge School District 68. It should be the goal of all employees of the district to communicate in a positive, intelligible manner to promote an optimal learning environment for students, to advance beneficial work conditions for all district employees, and to ensure a productive, professional atmosphere.

The purpose of the “Steps of Communication for Conflict Resolution” is to promote a collaborative problem solving model whereas both parties have the responsibility to follow specific communication steps and to try to come to resolution as early in the step process as possible. Each party will initial and date these “Steps of Communication for Conflict Resolution” on this form to ensure a mutual understanding where the process exists in regard to step completion.

Nature of Concern: \_\_\_\_\_

Person(s) presenting the concern: \_\_\_\_\_

<u>Initials</u>	<u>Date</u>	
_____	_____	Step 1 The individual teacher will approach the Principal or, in the case of PPS staff, the Special Education Coordinator about the concern. The teacher or PPS staff member may request that another staff member attend the meeting as an observer.
_____	_____	Step 2 If unresolved, a WEA Representative and the individual teacher or PPS staff member will discuss the concern with the Principal or, in the case of PPS staff, the Special Education Coordinator.
_____	_____	Step 3 If still unresolved, the concern should be brought to the attention of the appropriate Central Administrator by the person(s) with the concern and/or a WEA Representative.
_____	_____	Step 4 If still unresolved, the concerns will be placed on the agenda of the monthly WEA/Administrative Council (ACT Meeting).
_____	_____	Step 5 If sensitive personnel issues are not resolved at Step 3, the concern should be brought to the attention of the Superintendent by the WEA President.
_____	_____	Step 6 If the concern is still unresolved, the WEA President should inform the Superintendent, and a joint meeting of the WEA President, Superintendent, and Board of Education President will be held.

**ARTICLE IV**  
**PROFESSIONAL QUALIFICATIONS**

- A. Teaching Certification. A teacher shall not be required to teach outside the limits of his/her teaching certificate. Every effort shall be made to utilize the teacher in the teaching area in which he/she is most competent.
- B. Teaching Credit. A teacher shall be awarded full credit for each year of teaching experience outside of the District up to a maximum of ten (10) years.
- C. Teaching Assignments. A teacher shall be notified in writing as promptly as possible of any proposed change in assignment. The administrator making such assignment shall confer with the teacher within seven (7) calendar days of such notification. If the reassignment occurs between the end of the school term and the first day of pupil attendance of the next school term, the teacher may resign if he/she shall submit a letter of resignation to the Superintendent within ten (10) calendar days of the date of mailing by registered mail of such reassignment. If the reassignment occurs after the first pupil attendance day, the teacher may request the right to resign, such request to be without prejudice.



**ARTICLE V**  
**TEACHER PROTECTION**

A. Complaints.

1. Any complaint directed toward a teacher, which may reasonably be anticipated to affect the teacher-pupil or parent-teacher relationship shall be channeled through the teacher, and no action shall be initiated by the administration until a teacher-principal conference has been held. The teacher or principal may invite the parent to the conference. The principal shall seek to provide counsel to both the parent and the teacher in the solution of the problem which created the complaint. If the parent, teacher, or principal is not satisfied with the results of this conference, the following sequence of conferences shall be employed to resolve the problem: 1) parent-teacher-principal, 2) teacher-principal-superintendent or designee. At the teacher's request, the teacher may have an Association representative present at any conference.
2. If an administrator receives a written complaint from a parent which reflects negatively on a teacher, the principal shall inform the teacher of the correspondence and arrange a conference with the teacher. The teacher or principal may invite the parent to the conference. If the matter is not satisfactorily resolved, a conference shall be held with the teacher-principal-superintendent or designee. If the administration concludes through investigation that the written complaint is justified, the correspondence shall be placed in the personnel file of the teacher. At the teacher's request the teacher may have an Association representative present at any conference.
3. Prior to the Board taking any action resulting from a complaint, the teacher shall be notified and given the opportunity to appear with Association representation before the Board in closed session. Only documentation which has been provided to the teacher at least five (5) school days prior to the Board meeting may be presented.

B. Discipline. The specific grounds forming the basis for and all documentation supporting any remedial warning, suspension, holding-on-step, or tenured discharge action will be made available to the teacher in writing at least five (5) school days prior to any such action. Any teacher suspension with loss of pay or holding-on-step action shall be for just cause.

C. Disciplinary Conference. At any disciplinary conference, an Association representative may be present at the request of the teacher.

D. Personnel File. There is only one personnel file, and that file is located in the District's Administrative office. Upon request each teacher shall have the right to review the contents of the personnel file. At the request of the teacher, a representative of the Association may accompany the teacher in this review. Such review shall be conducted in the presence of an appropriate administrator or a designee of the Superintendent. A teacher has the right to obtain copies of the information in the personnel file.

Material (excluding confidential letters of recommendation) which relates to the conduct, service, character, or personality of a teacher shall be placed in the personnel file only after the teacher has been afforded an opportunity to sign the material and attach comments to the file copy of the material. It is understood that such signature merely signifies that the teacher has been shown the material and does not necessarily indicate agreement with its contents.

**ARTICLE VI**  
**TEACHING CONDITIONS AND STAFF FACILITIES**

- A. Equipment. The Board shall provide each teacher with a separate desk, file space, and closed space to store coats and overshoes. Either the desk or file space shall be lockable.
- B. Telephone. Private telephone facilities shall be made available to teachers for school related business.
- C. Health Services. No teacher will be required to provide school health services if to do so would cause the teacher to touch or view the genital area of a student. If the teacher is willing to perform such a task voluntarily, another designated adult must be present to observe.
- D. Request for Additional Special Services. When a need for additional special services is identified, the teacher will request in writing to the Principal and the Director of Special Education the need for the services. Such request will be forwarded to the Assistant Superintendent for Personnel. The teacher shall be given written notification of the disposition of the request and given reasons if denied.

**ARTICLE VII**  
**TEACHER EVALUATION**

- A. Evaluation. The primary objective of teacher evaluation shall be to improve the quality of instruction. In the event that the Board implements an on-line evaluation process, “written” and “signature” as stated in the evaluation process shall include electronic communications, evaluations, calendars and electronic signatures. Provided, however, teachers are entitled to paper copies of any of the above documents upon request.
1. The Superintendent shall designate an appropriate administrator to be responsible for the evaluation of teachers within specific buildings or programs. Within the first month of each school term, the designated administrator shall acquaint each teacher with the observation and evaluation procedures and forms. A teacher newly employed after the beginning of the school term shall be notified of the evaluation procedures in effect within one month of employment. No evaluation conferences shall take place until teachers have been advised or notified.
  2. Evaluation shall be a cooperative process between the administrator and teacher with the administrator assuming the leadership. Teacher evaluation, communicated in both written and verbal forms, shall be a continuous process. Following each written evaluation, the evaluation shall be dated and signed by both the administrator and teacher with the knowledge that the teacher’s signature does not necessarily mean agreement with the evaluation.
  3. The evaluation process for the first and second year probationary teacher shall include at least four personal observations in the classroom by a qualified administrator. At least two of the personal observations shall be preceded by pre-conference.
  4. The evaluation process for the third and fourth year probationary teacher shall include at least three personal observations in the classroom by a qualified administrator. At least one of the personal observations shall be preceded by a pre-conference.
  5. A tenured teacher shall be evaluated at least once every two years.
  6. The evaluation process for a tenured teacher during the evaluation year shall include at least two personal observations in the classroom by a qualified administrator. At least one of the personal observations shall be preceded by a pre-conference.
  7. Part-time teachers shall be evaluated in accordance with the procedures outlined for probationary teachers for the first four years of their employment in the District, unless tenured.
  8. If the teacher is of the opinion that the evaluation is incomplete, inaccurate, or unjust, the teacher may write objections and have them attached to the evaluation report to be placed in the teacher’s personnel file.
  9. An Association representative may be present during meetings involving evaluations for (1) any teacher who has received a notice of remedial warning from the Board and is in the period of remediation, or for, (2) evaluation meetings at which more than one administrator is present, or for (3) any teacher who has

received an overall “unsatisfactory” rating.

10. A copy of the Professional Summative Evaluation shall be placed in that teacher’s personnel file, and the teacher shall be provided a copy of the evaluation.

B. Goals

1. Mutual goal setting between a teacher and principal (or designee) shall take place annually. The purpose of the goal setting process is to improve teacher performance by establishing teacher and administrator initiated objectives and areas for improvement.
2. A schedule of meetings shall be set to carry out the goal setting process. The minimum schedule shall be:
  - a. An initial meeting early in the year to establish goals.
  - b. A mid-year meeting may be held to review progress at the option of the teacher or the principal or the principal’s designee.
  - c. A final meeting to determine how well the goals were met.
3. Current teacher effectiveness research and the District’s Nine Point Evaluation Standards should be the basis for most goal setting. The purpose is to focus on the delivery system of instruction, with the staff member and supervisor working together to increase teaching effectiveness and student learning. Specifically, one of the observable standards should be identified.
4. The Professional Goal Summary form for use in establishing goals may be completed by the teacher prior to the conference or it may be mutually completed at the goal conference. Copies will not be submitted to the personnel file unless requested by the teacher.
5. The Professional Goal Summary notes may be kept by the participants of the process. If either participant is transferred to another building or terminates employment within the District, notes kept by the administrator on the goal setting process shall be returned to the teacher upon request.

C. Unsatisfactory Evaluations - Tenured Teachers

1. With 30 calendar days after an evaluation has been reduced to writing, resulting in a rating of unsatisfactory, the District shall develop and initiate a remediation plan designed to correct the areas identified as unsatisfactory, provided the deficiencies are deemed remediable.
  - a. The remediation plan shall provide for evaluations every 30 school days and ratings to occur during the 90 school days immediately following the teacher’s receipt of a remediation plan based upon an unsatisfactory evaluation.
  - b. The evaluations and ratings shall be conducted by a qualified administrator.

When an evaluation schedule under this section requires an evaluation after the close of the school year, the remediation period shall not be less than 90 school days.

When an evaluation schedule under this section requires an evaluation after the close of the school year, such evaluation schedule shall be continued the following school year to the completion of the 90 school days.

- c. The qualified administrator shall conduct the third and final evaluation at the conclusion of the time specified as prescribed in the Professional Agreement.
  - d. The remediation plan shall provide reinstatement to a schedule of evaluation at least once every two years for any teacher who successfully completes the remediation plan by receiving a proficient or better rating.
2. Participants in the remediation plan shall include the teacher rated unsatisfactory, a qualified administrator, and a consulting teacher. The remediation plan may include the participation of other personnel to assist in correcting areas identified as unsatisfactory.
  - a. The participation of the consulting teacher shall be voluntary.
  - b. The qualified consulting teacher shall be one who has received a rating of “excellent” on his or her most recent evaluation, has a minimum of five years experience in teaching, and has knowledge relevant to the assignment of the teacher under remediation.
3. Each spring, the Assistant Superintendent for Personnel will forward a memorandum to all teachers rated “excellent” asking each teacher if he or she desires to be considered as a consulting teacher during the subsequent academic year. This memorandum will include an introductory paragraph explaining the terms and conditions of involvement as a consulting teacher.
4. When a teacher is rated unsatisfactory, the Assistant Superintendent for Personnel, the principal, an Association representative, and the teacher rated unsatisfactory will make every effort to agree upon a consulting teacher. If agreement cannot be reached, the principal will identify a consulting teacher.
5. Where no consulting teacher is available in the District, the District shall request the State Board of Education to provide a consulting teacher. The State Board of Education shall thereupon provide a consulting teacher who meets the requirements as prescribed in the School Code.
6. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in the same manner as the initial consulting teacher. The remediation plan shall be amended as necessary upon consultation with the new consulting teacher.
7. The consulting teacher shall provide advice to the teacher rated as “unsatisfactory” on how to improve teaching skills and to successfully complete the remediation plan.
8. The consulting teacher shall not participate in any of the required evaluations, nor be engaged to evaluate the performance of the teacher under the remediation plan.

9. The consulting teacher shall be informed, through two (2) conferences with the qualified administrator and the teacher under remediation, of the results of the first two evaluations in order to continue to provide assistance to the teacher under a remediation plan.
10. If possible, the schedule of the teacher in need of remediation and the schedule of the consulting teacher will be coordinated so that consultation and classroom visitation will be accomplished with a minimum of disruption. (Part of the remediation plan)
11. In accordance with applicable provisions of the School Code, the Board shall provide indemnification and protection for claims and suits against a consulting teacher.
12. Any teacher who fails to complete the remediation plan with a proficient or better rating shall be dismissed in accordance with the School Code.

D. Reflection Year for Tenured Staff Members

1. Tenured staff members will be formally evaluated at least once every two years. Those receiving a rating of “Proficient” or “Excellent” during their Evaluation Year will rotate to their Reflection Year the following year.
2. During the Reflection Year, tenured staff members meet with their administrator at the beginning of the year to establish their professional goals. These goals should be mutually agreed upon and be based on the Teacher Evaluation Criteria, Illinois Professional Teaching Standards, the District’s Strategic Plan, NCA Goals, or the School Improvement Plan.
3. At the end of the Reflection Year, staff members should fill out the Reflection Form in preparation for their end of year goal meeting with their administrator. This procedure enables the staff member to engage in reflective thinking and self-evaluation. This reflection instrument serves as a tool for introspection and provides a structure for professional conversation about methods to enhance student achievement and professional growth. Reflections should address, but are not limited to, the items on the Reflection Form. Consideration should also be given to the nine point criteria of the Woodridge Certified Staff Member Evaluation Rubric.

E. Newly Tenured Teachers

1. Following their fourth year and after receiving tenure, newly tenured certified staff members will enter either the Tenured Evaluation Year or the Reflection Year, as determined by the administrator.

**ARTICLE VIII**  
**PUPIL DISCIPLINE**

- A. Procedures. The Board recognizes its responsibility to give reasonable support and assistance to the teacher with respect to the maintenance of discipline and order in the school buildings and on the school grounds. Each teacher has the responsibility for maintenance of discipline within his/her classroom and for making reasonable effort to maintain order in his/her presence, in the school buildings, and on the school grounds.
1. A teacher may exclude a pupil from a class period when the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable, provided that the teacher shall have previously given instructions of what behavior is expected and, where possible, given the student fair warning.
  2. When a pupil is so excluded by a teacher, the teacher will immediately attempt to notify the school office of the student's impending arrival.
  3. The Administrator shall seek appropriate action to solve the discipline problem. The Administrator shall inform the teacher regarding re-admission and any conditions under which re-admittance is granted.
- B. Distribution of Procedures. Procedures for suspension and expulsion of pupils from school shall be distributed to teachers at the beginning of each school year.

## **ARTICLE IX**

### **VACANCIES, TRANSFERS AND PROMOTIONS**

- A. Vacancies. The Superintendent or designee shall have posted in all school buildings a notice of all current or newly created positions and all promotional vacancies as they become available. The resignation of a professional employee shall not be interpreted as a vacancy in the School District if that position is one not to be filled or is filled through an involuntary transfer. No such vacancy, except in the case of emergency, shall be filled on a temporary basis until such vacancy shall have been posted for at least ten (10) school days. During the summer vacation, vacancy notices shall be e-mailed to all teachers' homes who have directed a written or e-mailed request to the Superintendent or designee for such information. The Superintendent shall maintain a list of vacancies as they occur by school, grade level, and subject in the Central Administrative Office. Such lists of vacancies shall be readily available to the Association.
- B. Voluntary Transfers. Any tenured teacher may apply for transfer to another building or position outside of the building by directing such in writing or e-mail to the Superintendent or designee. The principal of the building applied for shall be notified of the application. If the transfer is denied, the teacher shall be informed in writing or e-mail of the reasons for the denial.
- C. Involuntary Transfers. Teachers involuntarily transferred prior to the first day of pupil attendance, shall have the right to resign, provided they submit a letter of resignation to the Superintendent or designee no later than twenty (20) calendar days after written notice of transfer has been mailed by registered mail. Teachers involuntarily transferred at any other time during the school term may submit, without prejudice, a request to the Superintendent that every effort be made to find a suitable replacement for the teacher and if such replacement is secured, that the teacher be allowed to resign.
- D. Promotions.
1. The Board affirms that it supports its policy of filling vacancies, including promotional vacancies, from among qualified members of the existing staff.
  2. Promotional vacancies are defined as those positions paying a salary differential or those which are of an administrative or supervisory nature, or both, provided positions listed in Appendix B shall not be included in such definition.



## **ARTICLE X**

### **LEAVES**

- A. **Sick Leave.** Each full-time teacher shall be given fifteen (15) sick leave days with full pay and benefits at the beginning of each school year. Each part-time teacher shall be given a proportionate number of sick days with full pay and benefits at the beginning of each school year. For teachers who begin their full-time or part-time employment as outlined in the provision, accumulation of sick days shall begin upon the commencement of their employment. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters in-law, and legal guardians.
- B. **Sick Leave Bank.** At the beginning of each school term, all new teachers shall contribute two (2) days of the foregoing sick leave to a common bank. Request for use of bank days shall be made in writing to the Assistant Superintendent for Personnel. Teachers who have exhausted their accumulated personal sick leave allowance may make withdrawals from the common bank in accordance with the schedule below.

The following provisions shall control the operation of the sick leave bank:

1. The teacher shall not have to pay back in any manner the number of sick days borrowed from the bank.
2. No teacher shall draw upon the sick leave bank in two successive years unless they shall render service for at least sixty (60) school days prior to the drawing from the bank the second year.
3. A teacher must have exhausted his/her individual accumulated sick leave.
4. A teacher can draw from the bank after three school days without pay.
5. The teacher can draw from the sick leave bank the number of days equal to the remaining number of teacher work days remaining in the school year but shall be limited to the following provisions:

1 <sup>st</sup> year teacher	can draw a maximum of 5 days
2 <sup>nd</sup> year teacher	can draw a maximum of 5 days
3 <sup>rd</sup> year teacher	can draw a maximum of 20 days
4 <sup>th</sup> year teacher	can draw a maximum of 30 days
5 <sup>th</sup> year teacher	can draw a maximum of 40 days
6 <sup>th</sup> year teacher	can draw a maximum of 50 days
Maximum of 50 days	

6. Part-time teachers shall be entitled to use the sick bank days in the same fractional proportion as their assignment bears to a full time assignment.
7. The bank shall not be applicable to any person other than the teacher, and may only be used for the teacher's personal illness.
8. Teachers who have exhausted their accumulated sick leave allowance may, in the case of serious extended illness of an immediate family member, apply for a leave of absence without pay or occasional days without pay. "Immediate family" shall be defined as parents, husband, wife and children.

C. Personal and Emergency Leave.

1. Upon the approval of the Superintendent or designee, the Board shall grant two (2) full days or four (4) half days of personal leave without loss of pay for a full-time teacher. The Board shall grant one (1) full day or two (2) half days of personal leave without loss of pay for a part-time teacher. Except in cases of emergency, written advance notice of the necessity for personal business leave shall be submitted as soon as possible to the Superintendent or designee. Such leave shall be for the purpose of personal concerns which cannot be attended to at times other than during school hours and shall not be available for purposes of recreation and/or vacation. No reason for such leave need be given. One (1) unused personal leave day may accumulate annually. Any remaining unused personal leave days shall be added to the teacher's accumulated sick leave. The maximum number of personal leave days available for any year shall be three (3) days.
2. No personal leave days shall be granted the day before or after a holiday or vacation period. No personal leave days shall be granted before or after an unexcused absence.
3. Upon the approval of the Superintendent, one emergency day per year shall be granted in exchange for one day of personal leave. It is understood that the emergency day shall be in lieu of one personal leave day as provided in Article X, Section C.

Written advance notice stating the nature of the necessity for the emergency leave shall be submitted as soon as possible to the Superintendent. If the nature of the emergency leave does not permit advance approval, verbal notification to the Superintendent shall be made as soon as possible followed by a written explanation of the emergency leave day.

D. Religious Leave. Upon the approval of the Superintendent or designee, leave with pay shall be granted to a maximum of two (2) days per school year for religious observances.

E. Bereavement Leave.

1. A maximum of five (5) days absence shall be allowed at full pay in the case of death in the "immediate family" of a teacher. Any time required beyond five (5) days shall be assessed against the accumulated sick leave. In the case of bereavement, "immediate family" shall be defined as parents, husband, wife and children.
2. A maximum of four (4) days absence shall be allowed at full pay in the case of death in the "family" of a teacher. Any time required beyond four (4) days shall

be assessed against the accumulated sick leave. In case of bereavement, “family” shall be defined as sister, brother, grandparents, grandparents -in-law, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brothers-in-law, sisters-in-law, uncle, aunt and legal guardians.

3. A maximum of two (2) days absence shall be allowed at full pay in the case of death of a niece or nephew of a teacher. Any time required beyond two (2) days shall be assessed against the accumulated sick leave.
- F. Jury Duty. The Board shall pay the regular salary of the teacher called to serve as juror. The Board may make a deduction equal to the amount received for jury duty, with the exception of the stipend paid for meals and travel.
- G. Subpoena Day. A teacher shall be allowed one (1) paid leave day annually to comply with a legally-approved District-related subpoena, provided that the purpose of the subpoena shall not require the teacher to testify against the Board. A copy of the subpoena must be submitted for prior approval of such leave.
- H. Criminal Investigation Leave. Professional leave time will be available for official school business related to any criminal investigation and/or prosecution of a student, parent or guardian accused of harassing, assaulting, or battering a school district employee.
- I. Leave Day Exceptions. When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by a teacher will be deducted for such emergency days.
- J. Maternity Leave.
1. A tenured teacher shall be eligible for maternity leave for up to two (2) years duration from the date of birth. Such leave shall be subject to the following conditions and to the general conditions for unpaid leaves set forth in Section O of this Article:
    - a. Child Birth Leave: A teacher is eligible for up to eight (8) weeks of paid child birth leave upon the birth of a child pursuant to the following: 1) the leave period begins upon the birth of the child and is continuous from the date of birth; 2) the teacher has available sick days to fund the paid leave; and 3) the paid leaves runs concurrently with any other leave available to the teacher, including Family and Medical Leave Act (FMLA) and Child Rearing Leave. For the purposes of this subsection (a), the calculation of eight continuous weeks includes the eight continuous weeks after the child is born, but does not include the December holiday break or the Spring Break.
    - b. FMLA Leave: A complete description of FMLA Leave is provided for in Board Policy. ([FMLA Board Policy 4490](#))
    - c. Child Rearing Leave: A teacher who desires a leave of longer duration for the purposes of child rearing, shall request approval for such leave in accordance with Section O, General Conditions for Leaves of Absence. The effective dates of the leave shall be determined pursuant to Section O, General Conditions for Leaves of Absence. A maternity leave may extend up to a maximum of two (2) years. Any accumulated sick leave available at the commencement of the maternity leave shall be available to the teacher upon return to employment in the School District.

2. A maternity leave or an adoption leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher and provided the terms of such leave shall not be considered full-time employment under Section 24-11 of The School Code for purposes of the continuous employment necessary to attain contractual continued service status. The granting of maternity leave to any non-tenured teacher shall not constitute a precedent for the granting of leave to any other teacher. Each request shall be judged on its own merits.
  3. Nothing in this section shall be construed as requiring any teacher to apply for maternity leave. A teacher not eligible for or not desiring maternity leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or the delivery of the child. If such teacher shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay or other benefits during such period of disability due to pregnancy in accordance with Section O, General Conditions for Leaves of Absence. Such teacher shall return to employment immediately following the termination of such disability.
- K. Child Birth Leave. A male teacher who has entered upon contractual continued service shall be entitled to a child-rearing leave of absence upon the anticipated birth of a child which the teacher has fathered or upon his planned adoption of a child. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in Section O, General Conditions for Leaves of Absence. A male teacher may use up to ten (10) continuous days sick time following the birth for child birth leave.
- L. Adoption Leave. Any tenured teacher desiring adoption leave as a result of becoming an adoptive parent shall be granted an unpaid leave of absence upon satisfactory written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying teacher to keep the Superintendent or designee informed of the status of the proceedings and, as soon as known, the expected date of delivery of the child. Requests for adoption leave shall be made in accordance with Section O, General Conditions for Leaves of Absence. If the child is received during the school year, up to fifteen (15) paid adoption leave days are available to the parent.
- M. Leaves for Extended Periods of Time. Leaves of absence for extended periods of time up to a maximum of two (2) years may be granted to a tenured teacher by the Board. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in Section O, General Conditions for Leaves of Absence.
- N. Advanced Study Leave. Upon application, a leave of absence for the purpose of advanced study up to two (2) years may be granted to any teacher. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in Section O, General Conditions for Leaves of Absence.
- O. General Conditions for Leaves of Absence for Tenured Teachers. Unless otherwise set forth in this Article, any leave of absence afforded by the Board is subject to the following general terms and conditions:
1. Time Lines for Requesting Leaves: Application for an unpaid leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 1 of the preceding year. An emergency request for an unpaid

leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.

2. Medical Substantiation: Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the teacher's ability to perform all assigned teaching duties shall be submitted at least thirty (30) calendar days prior to the return of any teacher on an unpaid leave for personal medical reasons.
3. Structuring of Leave: The teacher and the Superintendent or designee shall agree upon a plan for the commencement and termination of the leave. If requested by the teacher, a representative of the Association shall be present. In developing this plan, they shall consider the continuity of instruction to the maximum possible degree and the pertinent time factors related thereto. An unpaid leave may extend up to a maximum of two (2) years duration and must begin from the date of delivery of the child. Every effort shall be made to have such leave terminate immediately prior to the start of a new school year or as close to a semester or quarter break as possible, as determined by the Superintendent or designee.
4. Insurance Benefits: A teacher granted an unpaid leave may make arrangements during the leave to continue hospitalization and surgical insurance coverage as provided herein at his/her own expense.
5. Salary Schedule Advancement: Any teacher who has been employed two or more consecutive quarters of the school year prior to the commencement of an unpaid leave shall be entitled to such advancement on the salary schedule as he/she would have had if the leave had not been granted. If the leave exceeds the year the leave commences, the second year shall not be considered for step advancement on the salary schedule.
6. Notice of Intent to Return: Any teacher granted an unpaid leave of six (6) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than February 1 prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
7. Position Upon Return: A teacher returning from an approved leave of absence shall be assigned to a position for which the teacher is legally qualified.
8. Early Return from Leave: A teacher on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the leave no longer exist. In such event, the Board shall offer the requesting teacher the first available vacancy for which the teacher is qualified.

P. Job Sharing Leave

1. Job Share Team: The Board may authorize two tenured teachers to share a full-time teaching assignment under the following terms and conditions.
2. Definition: Job sharing shall refer to two tenured teachers having one full-time position for which they are both certified. Job sharing may occur involving proportionate teaching responsibilities in amounts of 50%/50%.
3. Procedure: Job sharing assignments shall be filled only by tenured teachers who have jointly agreed to work together and who have submitted a written proposal for job sharing to the Assistant Superintendent for Personnel by January 15 for approval and review prior to submitting to the Principal/Director of Special Education/Immediate Supervisor by February 1<sup>st</sup>. This must be done each school year prior to the year in which the job sharing assignment shall be requested. The Board shall then notify the applicants of the shared teaching assignment of their request no later than May 1<sup>st</sup> of the school year prior to the year in which the job sharing assignment has been requested.
4. Hours and Responsibilities
  - a. Both team members are required to work all pre- and post- service days required of full-time teachers, including, but not limited to, regularly scheduled parent conferences, curriculum night, and open house on dates established by the District. Other responsibilities associated with the teaching assignment which occur outside of the regular workday shall be divided by the two teachers, subject to the approval of the principal. Please review the attached list of job sharing elements. The proposal should include but are not limited to any of those items.
  - b. Both team members shall be responsible for sharing all information pertaining to their mutual assignment, including information from staff meetings and in-services.
  - c. Both team members must meet with the principal prior to May 1<sup>st</sup> to review the responsibilities of the assignment, and again prior to the opening of school to establish the exact working days and receive directions regarding attendance at staff and team meetings. The working calendar must be approved by the principal prior to June 1<sup>st</sup>.
5. Tenure, Salary Schedule, and Insurance:
  - a. Teachers participating in a job sharing assignment shall retain their tenure status.
  - b. Both team members shall receive salary proportionate to their annual salary, based on the percentage of the job share.
  - c. Fringe benefits shall be pro-rated based on the time worked. Team members shall pay all additional premiums due for insurance on a timely basis. All insurance pro-rations shall commence on the first day of the school calendar year of the job sharing assignment.
    - No life insurance – only for full-time employment
    - Deductions taken from pay checks – benefit of pre-taxed deduction
6. Length of Job Share Assignment:
  - a. Each job sharing assignment shall be for one school year, commencing with the first day of school for that school year. Participation in a job sharing assignment during any given school year in no way guarantees priority

- consideration or placement into a job sharing assignment in future school years.
- b. The Board reserves the right to terminate any job share assignment at the close of the school year. The employees of such a cancelled job share assignment shall be guaranteed a full-time position for which they are certified/qualified to teach.
  - c. Any teacher choosing not to return to full time teaching at the conclusion of the job share assignment shall be considered voluntarily terminated from employment.
7. Retirement: Both team members shall receive an amount proportionate to the year's credit toward the Illinois Teachers' Retirement System equivalent to the percentage of the job share.
  8. Seniority List: Both team members shall maintain their place on the District seniority list.
  9. In the event of an absence of one of the job share participants, it is the other participant's responsibility to substitute for his/her job share partner. When a teacher substitutes for his/her job share partner, he/she will receive the daily substitute pay for the portion of the job share day. In the event of a long term absence (in excess of five (5) consecutive work days), arrangements will be made by the mutual agreement among the job share partners and building principal to hire a long-term, outside substitute or the remaining job share participant will assume the position with full pay and benefits. The building principal will make the final decision if necessary.
  10. Change of Status: In the event the employment of a participant in a job sharing assignment ceases, for whatever reason (including leave of absence), the Assistant Superintendent for Personnel shall have the right to return the remaining participant to full-time status or fill the vacant position in any other manner deemed appropriate.
  11. Student Teachers: Both team members shall supervise a student teacher in the event an agreement is reached by the principal and job share participants to place a student teacher in their classroom.
  12. Program Evaluations: The job share participants, the principal, appropriate instructional staff, parents and students (optional) will evaluate the effectiveness of the program annually in writing.

## **ARTICLE XI**

### **PROFESSIONAL COMPENSATION AND RELATED PROVISIONS**

#### **A. Compensation Schedule**

1. The index used to calculate the salary schedules shall be added to this agreement as Appendix A.
2. The salary schedules shall be added to this agreement as Appendices B, C, D, E, and F. Such schedules shall be based on a one hundred eighty-five (185) day school calendar.
3. If a teacher shall be employed in addition to the days provided in the school calendar, the teacher shall be reimbursed at the rate of 1/185th of the teacher's annual salary as provided in Appendices B, C, D, E and F. If a teacher shall be absent and leave with pay is not otherwise provided herein, a deduction from the teacher's salary shall be made at the rate of 1/185th of the teacher's annual salary.
4. The supplementary pay schedules shall be added to this agreement as Appendices G through M. The need for each stipend position will be determined by the Board or designee on an annual basis with notification to the Association.
5. Any teacher(s) proposing a position not currently in Appendices G through M should present a proposal in writing to the Principal or supervising administrator as well as the Association by March 15 of each school year for the following school year. The proposal(s) shall be forwarded to the Superintendent no later than April 1. The Superintendent shall make a recommendation regarding the proposals to the Board of Education. The rate of pay for additional positions shall be determined by the Board of Education until the next contract negotiations at which time the rate of pay shall be negotiated.
6. Any teacher proposing a stipend or salary increase to an existing Supplemental Pay position should present a proposal in writing to the Principal or supervising administrator, as well as the Association by March 15 of each school year for the following school year. The proposal(s) shall be forwarded to the Superintendent no later than April 1. The Superintendent shall make a recommendation regarding the proposals to the Board of Education.
7. After proper documentation, lane change advancement is available at the start of second semester for course work earned in the first semester.

#### **B. Payroll Procedures:**

1. Payroll checks shall be regularly issued in accordance with the schedules set forth in Appendix N. The teacher shall have the option of being paid on a ten or twelve month basis. The Board shall provide teachers with a form to indicate a request to be paid on a ten month basis. Except for teachers leaving the employ of the District at the end of the school term, no change in the basis of payment may be made after the third day of employment during the school term. Non-direct deposit payroll checks shall be mailed to the teacher for delivery to their address of record on the Wednesday prior to that week's pay date. If for any reason a check is not received by the employee, upon notice the District shall void the check and replace it after at least ten (10) business days.
2. During the summer period, non-direct deposit checks shall be mailed in the same manner as in Paragraph B (1) above.



3. Any balance in the Board's contractual salary due to a teacher who has resigned and is not returning to the District shall be paid as part of the last payroll in June. Any teacher dismissed as a result of a decision of the School Board to decrease the number of teachers employed by the Board or to discontinue some particular type of teaching service shall be paid all earned compensation on or before the third business day following the last day of pupil attendance during the regular school term.

C. Insurance

1. The Board will make available an insurance program which provides group Health and Accident Insurance with major medical coverage, for all teachers. The Board will pay up to \$800.00 towards premium per month during the life of the contract for each full-time teacher. The Board and the individual teacher shall each pay 50% of any premium amounts in excess of \$800.00 per month. A proportionate amount for part-time teachers will be applied, at the option of the teacher, to one of the insurance programs.
2. The Board shall pay for individual dental coverage for each full-time teacher and a proportionate amount for part-time teachers. A teacher may, on an employee contributory basis, purchase dependency dental coverage subject to the limitations established in the group dental policy. It is agreed that coverage (or service) will not be less than provided during the 2013-14 school year.
3. Any accumulated self-insurance monies remaining from the self-insurance fund may be spent only for major medical health insurance matters, unless mutually agreed otherwise by the Board and the Association.
4. The Insurance Committee, which was established to protect the joint interests of the Board and the employee groups currently participating in the insurance plan, shall continue to function pursuant to the by-laws that have been established.
5. The Board shall maintain a Pre-tax Premium and Reimbursement Account Program established for Medical/Dental and Dependent Care.
6. Non hospital - Family - \$300 per person deductible maximum of three (3) deductibles per family, Single - \$300 deductible, 80% / 20% until \$800 out of pocket has been reached, 100% thereafter.

Hospital PPO

- a. In Network - no deductible, 90% / 10% until \$800 out of pocket has been reached, 100% thereafter.
- b. Out of Network Hospital - Family - \$300 deductible, Single - \$300 deductible, 70% / 30% until \$800 out of pocket has been reached, 100% thereafter.

7. Life Insurance - All employees - \$20,000.
  8. If, during the period of this agreement, there is a premium increase or decrease, the ratio of the dollar amount between the individual premium and the family premium shall remain the same during the contract.
  9. In the event that the Affordable Care Act (“ACA”) dictates that the District insurance coverages need to be changed in order to conform to the requirements of the ACA, the District and the Association shall meet to negotiate the terms affected by the ACA.
- D. Coverage Dates. Effective date of all health and dental insurance coverage shall be from July 1 to the following June 30.
- E. Payment to Teachers. After deduction of payments to the Teachers’ Retirement System, the balance of the amount due each teacher pursuant to the Compensation Schedules shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to the State of Illinois Teachers’ Retirement System for the account of such teacher.
- F. Extra-Duty Hourly Pay. When directed, teachers shall swipe in and out for any extra-duty hourly event. Under no circumstances are teachers to swipe in or swipe out any other employee. Any issues surrounding swiping in or out or otherwise related to hours worked will be brought to the principal for resolution.

**ARTICLE XII**  
**RETIREMENT**

A. Eligibility

1. Teachers will receive a 6% increase over the previous year's salary for each year up to three (3) years prior to retirement if they fulfill the following eligibility criteria:
  - a. The teacher must have served as a certified employee in the District for a minimum of ten (10) consecutive years immediately preceding retirement.
  - b. The teacher must verify that he/she will be eligible to receive pension benefits from the Illinois Teachers' Retirement System ("TRS") on the proposed date of retirement, and will file an application for retirement benefits with TRS.
  - c. A written notice of resignation and retirement must be provided by the first day following winter break, and retirement under the program must occur in the eligible window periods during the term of this Agreement. The intent of this retirement language is to incentivize individuals who are eligible with 35 years of service to retire under the incentive windows available to them no later than the year in which they reach the 35 years of service. For example if a teacher reaches 35 years of service at the end of 2016-17, they must retire by that date as identified under Paragraph 1 below. If a teacher has less than 35 years of service but is eligible to retire, they can enter into the retirement program but that decision will likely be subject to TRS pension reduction rules. The eligible window periods are:
    - 1) A 6% increase in school years 2014-15, 2015-16 & 2016-17 to individuals eligible to retire under TRS guidelines and who are 55 or older on or before the last day of the 2016-17 school year.
    - 2) For those ineligible under Paragraph 1 above, a 6% increase in school years 2015-16, 2016-17 & 2017-18 to individuals eligible to retire under TRS guidelines (55 or older with at least 20 years of TRS eligible service) on or before the last day of the 2017-18 school year or who are over 55 but realized less than 35 years of TRS eligible service in the 2016-17 school year.
    - 3) For those ineligible under Paragraphs 1 and 2 above, a 6% increase in school years 2016-17, 2017-18 & 2018-19 to individuals eligible to retire under TRS guidelines (55 or older with at least 20 years of TRS eligible service) on or before the last day of the 2018-19 school year or who are over 55 but realized less than 35 years of TRS eligible service in the 2017-18 school year.

- d. None of the teacher's increases in TRS creditable earnings in the four school years used to determine the teacher's TRS pension may cause the District to be subject to a penalty under Section 16-158(f) of the Illinois Pension Code.
2. A teacher who meets all eligibility requirements for receipt of the retirement benefits under this Article except for the Section 158(f) penalty prohibition above, may request, with the assistance of the Association, development of an agreement which would permit the teacher to receive benefits under this retirement program notwithstanding the penalty risk to the Board. The Board shall respond within 30 days of the Superintendent's receipt of the teacher's request. Any such agreement shall be on a case-by-case, non-precedential basis.
- B. Benefits
1. Beginning with the school year the teacher submits the notice of resignation and retirement, the teacher's TRS creditable earnings shall be determined each year until retirement by increasing the teacher's TRS creditable earnings by 6% over the teacher's TRS creditable earnings for the previous school year, including amounts exempt from the salary increase limitations of Section 16-158(f) of the Illinois Pension Code.
  2. A teacher participating in this retirement program will be placed on an alternative salary schedule and, therefore, will not be eligible for salary increases due to change in the base salary, step movement, or lane movement. Also, the teacher will not be eligible for any new extra-duty positions for which compensation is paid unless the new position replaces another position of equal or lesser compensation or the teacher is required to assume such an extra duty by the Superintendent or designee, in which case the District shall be responsible for payments due TRS as a result of application of TRS's 6% penalty rules.
- C. Retirement Program Termination. In the event that the law pertaining to teacher pensions is modified, or a new law enacted, which shifts any of the burden of payment for teacher pensions to the Board, this incentive provision shall be null and void as of the effective date of the legislation. The parties shall bargain the impact of said legislative changes.
- D. Early Retirement Option (ERO). The Board may grant a teacher request for accessing the Early Retirement Option (Public Act 98-0042), which decision shall be at the discretion of the Board. The Board shall pay the employer early retirement option one-time contribution. The employee shall be responsible for his/her early retirement option one-time contribution.

## **ARTICLE XIII**

### **JOINT COMMITTEES**

A. Joint Collaboration and Communication. The Board of Education and the Association recognize the value of collaborative problem solving and communication. The forum for this communication will be the Administration Collaborating with Teacher Committee (ACT).

B. Mentoring. The Board and the Association agree that a mentoring system to provide support and training for new teachers and a structured system for veteran teachers to continue to gain and share expertise is an essential goal for developing and maintaining excellence in Woodridge School District 68 Schools.

A Mentoring Committee will be established to research and make recommendations to the Administration and/or the Board for changes to the existing mentoring program.

The Committee will be composed of: four (4) Administrators, two (2) primary teachers, two (2) intermediate teachers, two (2) junior high teachers, two (2) special education teachers, and two (2) non-classroom teachers. Co-chairs will be chosen by the Association and the Administration.

C. Special Education. A Special Education Advisory committee shall be established and maintained to discuss topics of concern and make written recommendations to the Administration.

The committee will be composed of a minimum of: three (3) administrators, two (2) elementary special education teachers, one (1) junior high school special education teacher, one (1) elementary regular education teacher, and one (1) junior high regular education teacher. Co-chairs will be chosen by the Association and the Administration, respectively.

Committee recommendations shall be discussed with the Administration at a meeting between representatives of the Special Education Committee and the Administration. The Administration will reply with a written explanation to the Committee within ten (10) school days as to the status of the recommendation. Unresolved concerns may be referred to the ACT Committee.

D. Other Committees. This article shall not prohibit the establishment from time to time by mutual agreement of other joint Board-Administration-Association committees to study and make recommendations on topics and problems of concern to the District.

## ARTICLE XIV

### PROFESSIONAL GRIEVANCE PROCEDURE

- A. Any written claim by the Association or a teacher(s) that there has been a violation, misinterpretation, or misapplication of the terms of this agreement shall be considered a grievance.
- B. All time limits consist of school days, except when a grievance is submitted less than ten (10) days before the close of the current school year. The time limits shall consist of all week days in order that the matters may be resolved before the close of the school year or as soon thereafter as possible. School days for purposes of the grievance procedure shall mean teacher employment days.
- C. At least one (1) Association representative and one (1) representative of the Administration shall be present at any meeting, hearing, appeal or other proceedings relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the teacher's supervisor and having the grievance adjusted without intervention of the Association.
- D. The parties hereto acknowledge that it is usually most desirable for a teacher(s) and the teacher's immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher(s), the Association representative may accompany the teacher(s) to assist in the informal resolution of the grievance. However, if such informal processes fail to satisfy the teacher(s) or the Association, a grievance may be processed as follows:

Step #1     The filing of a grievance at this step shall be no later than twenty-five (25) days following the occurrence complained of as the basis for the grievance or within twenty-five (25) days of when the occurrence should reasonably have been ascertained. The teacher or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within eight (8) days after receipt of the grievance. The grievance being presented shall be dated. Upon receipt of the grievance, the immediate supervisor shall initial and date the grievance. The written grievance shall identify the grievant with the grievant's signature and the date signed, shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, shall describe the date, place and events leading up to the grievance, shall identify the supervisor who was allegedly responsible and shall state the remedy requested. A representative of the Association, the aggrieved teacher, the immediately involved supervisor and another administrator shall be present for the meeting. The supervisor shall provide a written answer to the grievance to the aggrieved teacher and the Association within eight (8) days after the meeting. This answer shall include the reasons for the decision.

Step #2     If the grievance is not resolved at (Step #1), then the Association may refer the grievance to the Superintendent or designee within eight (8) days after receipt of the written answer in (Step #1) or within eight (8) days after the meeting described in (Step #1), whichever is the later. The Superintendent or

designee shall arrange for a meeting with the parties identified in (Step #1) to take place within eight (8) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent shall have eight (8) days in which to communicate the Superintendent's written decision with reasons to the teacher or Association.

Step #3 If the Association is not satisfied with the disposition of the grievance at (Step #2), or the time limits expire without the insurance of a reply by the Superintendent, the Association may submit within twenty-five (25) days the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty-five (25) days of the date for the (Step #2) answer, then the grievance shall be deemed withdrawn. The arbitrator shall have no power to alter the terms of this Agreement. Each party shall bear the full cost of its representation in any hearing or other procedure before the arbitrator. Any fees due the arbitrator shall be divided equally between the parties.

- E. A class grievance involving an administrator above the building level may be initially filed by the Association at (Step #2). If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step. If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
- F. Until final disposition of a grievance occurs, the grievant is required to conform to the original direction of his/her supervisor.
- G. The Board acknowledges the right of the grievance representative of the Association to participate in the processing of a formal grievance at any level and no teacher shall be required to discuss any grievance if the representative of the Association is not present.
- H. The Board shall cooperate with the Association in its investigation of any grievance and further, they shall furnish the Association with available information necessary for the processing of any grievance.
- I. No reprisal of any kind shall be taken against a teacher(s) because of his/her participation in any grievance.
- J. All documents, communications and records dealing with the processing of a grievance shall be filed separate from the personnel files of the participant.
- K. A grievance may be withdrawn at any level without establishing precedent.
- L. Any investigation or other handling or processing of any grievance by the grieving teacher or the Association or its representatives shall be conducted so as to result in no interference with or interruption of the instructional program.
- M. If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

## **ARTICLE XV**

### **REDUCTION IN FORCE**

If the Board determines, because of economic necessity, to decrease the number of teachers employed or to discontinue some particular type of teaching service, the Board will follow Section 24-12 of The Illinois School Code.

If a vacancy occurs within one calendar year from the beginning of the school term following its reduction-in-force, the Board will tender such vacant position in accordance with Section 24-12 of the Illinois School Code. Vacant positions include full-time teaching positions and full year part-time teaching assignments, but do not include substitute positions and positions becoming vacant because of leaves, whether paid or unpaid. A teacher so recalled retains his/her status and all accumulated seniority; however, the period such teacher did not teach shall not be counted toward seniority.

A teacher eligible for recall must provide the Board with an address, e-mail address and phone number where the teacher can be reached for the purposes of recall. The teacher must notify the Board in writing, within fourteen (14) calendar days of mailing or within one (1) calendar days of receipt of the offer, whichever shall first occur, of the acceptance of any vacant position offered to the teacher during the recall period. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment. If a teacher rejects an offer of a full-time vacant position, the teacher shall be deemed to have waived his/her recall rights and will no longer be eligible for any other vacant positions that become available within the recall time period.

Seniority shall be defined as follows:

- a. Years of continuous service as teacher in the District; provided, however, that less than full time tenured service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive employment days or more shall not be counted in determining seniority.
- b. If the years of continuous tenured service are equal between two or more teachers, seniority shall be determined by total years of continuous teaching service with the District; provided, however, that less than full-time service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive employment days or more shall not be counted in determining seniority.
- c. If total continuous teaching service with the District is equal between two or more teachers, then seniority shall be determined by total teaching service with the school district whether or not continuous (such service shall be computed in the manner described in (a) and (b) above).



- d. If total continuous teaching service with the District is equal as between two or more teachers, then seniority shall be determined by placement on the salary schedule, i.e., the teacher with the higher salary shall be deemed the most senior (or any other factor selected by the Board, such as hours of recognized education credit earned).

Legal Qualifications or Legally Qualified shall be defined as all statutory and regulatory prerequisites for teaching a particular subject or grade, including but not limited to, the certification requirements of Article 27 of The School Code and the academic experience requirements of State Board of Education Documents No. 1 (or its successor or supplementary requirements) in effect at the time of dismissal and/or recall.

No less than 75 calendar days prior to the end of the school year, the Administration shall post a list of the seniority rank of all teachers in the District, along with a copy of Article XIII. Each teacher shall have ten (10) employment days thereafter to file written objection to his/her ranking and shall detail the alleged specific error in the ranking. Failure to make such timely objection will be deemed an acceptance of the ranking, and the teacher cannot thereafter challenge his/her seniority for the school term.

## **ARTICLE XVI**

### **NEGOTIATIONS PROCEDURE**

- A. Negotiations shall commence no later than the first Wednesday in March, unless the parties mutually agree otherwise.
- B. Each party shall select its own representatives. The parties agree that their representatives will be authorized to make proposals, consider proposals, and make concessions in the course of negotiations.
- C. There shall be two signed copies of any final agreement. One copy shall be retained by the Board and one by the Association.
- D. When an impasse has been declared by either party, the Federal Mediation and Conciliation Service (F.M.C.S.) shall be jointly requested to appoint a mediator. If a mediator cannot be assigned within a reasonable period, then the parties shall use the procedures established under the Illinois Labor Relations Act.
- E. During the term of this Agreement and any extension thereof, no teacher covered by this Agreement nor the Association shall engage in or authorize any strike in this District.

## **ARTICLE XVII**

### **EFFECT OF AGREEMENT**

- A. Complete Understanding. The terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this agreement.
- B. Incorporation. This agreement and any subsequent changes shall be incorporated into the Board policies of School District 68, DuPage County, Woodridge, Illinois, and shall be a part of said policies during the duration of this agreement.
- C. Contract. The terms and conditions of this agreement shall be reflected in individual contracts or employment agreements.
- D. Savings Clause. Should any article, section or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the agreement if not affected by the deleted article, section or clause.

**ARTICLE XVIII**

**DURATION AND ACCEPTANCE OF AGREEMENT**

- A. This agreement shall be effective from 11:59 p.m. on the day preceding the first day of school as defined in the official school calendar for the 2014-2015 school year and shall continue in effect until 11:59 p.m. on the day preceding the first day of school as defined in the official school calendar for the 2019-2020 school year.
- B. This agreement is signed this 19<sup>th</sup> day of May, 2014.

In witness thereof:

For the Woodridge Education  
Association:

For the Board of Education  
Woodridge School District 68:

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Secretary

**APPENDIX A  
20014-19 SALARY INDEX**

	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+1 6	MA+2 4	MA+3 2	DOC
<u>Step</u>										
<b>1</b>	1.000	1.013	1.027	1.065	1.119	1.163	1.207	1.251	1.295	1.355
<b>2</b>	1.010	1.026	1.043	1.081	1.143	1.187	1.231	1.275	1.319	1.379
<b>3</b>	1.022	1.041	1.061	1.099	1.170	1.214	1.258	1.302	1.346	1.406
<b>4</b>	1.035	1.059	1.082	1.120	1.199	1.243	1.287	1.331	1.375	1.435
<b>5</b>	1.049	1.078	1.104	1.143	1.230	1.274	1.318	1.362	1.406	1.466
<b>6</b>	1.065	1.100	1.129	1.168	1.264	1.308	1.352	1.396	1.440	1.500
<b>7</b>	1.083	1.124	1.156	1.195	1.301	1.345	1.389	1.433	1.477	1.537
<b>8</b>	1.102	1.150	1.185	1.225	1.340	1.384	1.428	1.472	1.516	1.576
<b>9</b>	1.122	1.179	1.217	1.257	1.382	1.426	1.470	1.514	1.558	1.618
<b>10</b>	1.144	1.209	1.250	1.292	1.426	1.470	1.514	1.558	1.602	1.662
<b>11</b>	1.168	1.242	1.286	1.328	1.473	1.517	1.561	1.605	1.649	1.709
<b>12</b>		1.277	1.324	1.367	1.523	1.567	1.611	1.655	1.699	1.759
<b>13</b>		1.314	1.364	1.409	1.575	1.619	1.663	1.707	1.751	1.811
<b>14</b>		1.355	1.407	1.452	1.629	1.673	1.717	1.761	1.805	1.865
<b>15</b>			1.451	1.498	1.686	1.730	1.774	1.818	1.862	1.922
<b>16</b>			1.498	1.546	1.746	1.790	1.834	1.878	1.922	1.982
<b>17</b>			1.547	1.597	1.808	1.852	1.896	1.940	1.984	2.044
<b>18</b>			1.598	1.650	1.872	1.916	1.960	2.004	2.048	2.108
<b>19</b>			1.652	1.705	1.940	1.984	2.028	2.072	2.116	2.176
<b>20</b>			1.691	1.742	1.966	2.010	2.054	2.098	2.142	2.202
<b>21</b>				1.776						
<b>22</b>				1.810						
<b>23</b>				1.845						

**APPENDIX B  
2014-15 SALARY SCHEDULE**

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	DOC
1	45,881	46,478	47,120	48,863	51,341	53,360	55,378	57,397	59,416	62,169
2	46,340	47,074	47,854	49,597	52,442	54,461	56,480	58,498	60,517	63,270
3	46,890	47,762	48,680	50,423	53,681	55,700	57,718	59,737	61,756	64,509
4	47,487	48,588	49,643	51,387	55,011	57,030	59,049	61,068	63,087	65,839
5	48,129	49,460	50,653	52,442	56,434	58,453	60,471	62,490	64,509	67,262
6	48,863	50,469	51,800	53,589	57,994	60,012	62,031	64,050	66,069	68,822
7	49,689	51,570	53,039	54,828	59,691	61,710	63,729	65,748	67,766	70,519
8	50,561	52,763	54,369	56,204	61,481	63,499	65,518	67,537	69,556	72,309
9	51,479	54,094	55,837	57,673	63,408	65,426	67,445	69,464	71,483	74,236
10	52,488	55,470	57,351	59,278	65,426	67,445	69,464	71,483	73,502	76,254
11	53,589	56,984	59,003	60,930	67,583	69,602	71,620	73,639	75,658	78,411
12	53,589	58,590	60,747	62,719	69,877	71,896	73,914	75,933	77,952	80,705
13	53,589	60,288	62,582	64,646	72,263	74,282	76,300	78,319	80,338	83,091
14	53,589	62,169	64,555	66,619	74,740	76,759	78,778	80,797	82,815	85,568
15	53,589	62,169	66,573	68,730	77,356	79,374	81,393	83,412	85,431	88,183
16	53,589	62,169	68,730	70,932	80,108	82,127	84,146	86,165	88,183	90,936
17	53,589	62,169	70,978	73,272	82,953	84,972	86,991	89,009	91,028	93,781
18	53,589	62,169	73,318	75,704	85,889	87,908	89,927	91,946	93,964	96,717
19	53,589	62,169	75,796	78,227	89,009	91,028	93,047	95,066	97,084	99,837
20	53,589	62,169	77,585	79,925	90,202	92,221	94,240	96,259	98,277	101,030
21	53,589	62,169	77,585	81,485	91,349	93,368	95,387	97,406	99,424	102,177
22	53,589	62,169	77,585	83,045	92,496	94,515	96,534	98,553	100,571	103,324
23	53,589	62,169	77,585	84,651	93,643	95,662	97,681	99,700	101,718	104,471
24	53,589	62,169	77,585	85,798	94,790	96,809	98,828	100,847	102,865	105,618
25	53,589	62,169	77,585	86,945	95,937	97,956	99,975	101,994	104,012	106,765
26	53,589	62,169	77,585	88,092	97,084	99,103	101,122	103,141	105,159	107,912
27	53,589	62,169	77,585	89,239	98,231	100,250	102,269	104,288	106,306	109,059
28	53,589	62,169	77,585	90,386	99,378	101,397	103,416	105,435	107,453	110,206
29	53,589	62,169	77,585	91,533	100,525	102,544	104,563	106,582	108,600	111,353
30	53,589	62,169	77,585	92,680	101,672	103,691	105,710	107,729	109,747	112,500
31	53,589	62,169	77,585	93,827	102,819	104,838	106,857	108,876	110,894	113,647
32	53,589	62,169	77,585	94,974	103,966	105,985	108,004	110,023	112,041	114,794
33	53,589	62,169	77,585	96,121	105,113	107,132	109,151	111,170	113,188	115,941
34	53,589	62,169	77,585	97,268	106,260	108,279	110,298	112,317	114,335	117,088
35	53,589	62,169	77,585	98,415	107,407	109,426	111,445	113,464	115,482	118,235
36	53,589	62,169	77,585	99,562	108,554	110,573	112,592	114,611	116,629	119,382
37	53,589	62,169	77,585	100,709	109,701	111,720	113,739	115,758	117,776	120,529
38	53,589	62,169	77,585	101,856	110,848	112,867	114,886	116,905	118,923	121,676
39	53,589	62,169	77,585	103,003	111,995	114,014	116,033	118,052	120,070	122,823
40	53,589	62,169	77,585	104,150	113,142	115,161	117,180	119,199	121,217	123,970
41	53,589	62,169	77,585	105,297	114,289	116,308	118,327	120,346	122,364	125,117
42	53,589	62,169	77,585	106,444	115,436	117,455	119,474	121,493	123,511	126,264
43	53,589	62,169	77,585	107,591	116,583	118,602	120,621	122,640	124,658	127,411
44	53,589	62,169	77,585	108,738	117,730	119,749	121,768	123,787	125,805	128,558
45	53,589	62,169	77,585	109,885	118,877	120,896	122,915	124,934	126,952	129,705

**APPENDIX C  
2015-16 SALARY SCHEDULE**

<b>Step</b>	<b>BA</b>	<b>BA+8</b>	<b>BA+16</b>	<b>BA+24</b>	<b>MA</b>	<b>MA+8</b>	<b>MA+16</b>	<b>MA+24</b>	<b>MA+32</b>	<b>DOC</b>
1	46,202	46,803	47,450	49,205	51,700	53,733	55,766	57,799	59,832	62,604
2	46,664	47,404	48,189	49,945	52,809	54,842	56,875	58,908	60,941	63,713
3	47,219	48,097	49,021	50,776	54,057	56,090	58,122	60,155	62,188	64,960
4	47,819	48,928	49,991	51,747	55,397	57,429	59,462	61,495	63,528	66,300
5	48,466	49,806	51,007	52,809	56,829	58,862	60,895	62,927	64,960	67,733
6	49,205	50,822	52,162	53,964	58,400	60,433	62,465	64,498	66,531	69,303
7	50,037	51,931	53,410	55,212	60,109	62,142	64,175	66,208	68,241	71,013
8	50,915	53,133	54,750	56,598	61,911	63,944	65,977	68,010	70,043	72,815
9	51,839	54,472	56,228	58,076	63,852	65,884	67,917	69,950	71,983	74,755
10	52,855	55,859	57,753	59,693	65,884	67,917	69,950	71,983	74,016	76,788
11	53,964	57,383	59,416	61,357	68,056	70,089	72,122	74,155	76,188	78,960
12	53,964	59,000	61,172	63,159	70,366	72,399	74,432	76,465	78,498	81,270
13	53,964	60,710	63,020	65,099	72,769	74,801	76,834	78,867	80,900	83,672
14	53,964	62,604	65,007	67,086	75,263	77,296	79,329	81,362	83,395	86,167
15	53,964	62,604	67,039	69,211	77,897	79,930	81,963	83,996	86,029	88,801
16	53,964	62,604	69,211	71,429	80,669	82,702	84,735	86,768	88,801	91,573
17	53,964	62,604	71,475	73,785	83,534	85,567	87,599	89,632	91,665	94,437
18	53,964	62,604	73,831	76,234	86,491	88,524	90,556	92,589	94,622	97,394
19	53,964	62,604	76,326	78,775	89,632	91,665	93,698	95,731	97,764	100,536
20	53,964	62,604	78,128	80,484	90,834	92,867	94,899	96,932	98,965	101,737
21	53,964	62,604	78,128	82,055	91,989	94,022	96,055	98,087	100,120	102,892
22	53,964	62,604	78,128	83,626	93,144	95,177	97,210	99,242	101,275	104,047
23	53,964	62,604	78,128	85,243	94,299	96,332	98,365	100,397	102,430	105,202
24	53,964	62,604	78,128	86,398	95,454	97,487	99,520	101,552	103,585	106,357
25	53,964	62,604	78,128	87,553	96,609	98,642	100,675	102,707	104,740	107,512
26	53,964	62,604	78,128	88,708	97,764	99,797	101,830	103,862	105,895	108,667
27	53,964	62,604	78,128	89,863	98,919	100,952	102,985	105,017	107,050	109,822
28	53,964	62,604	78,128	91,018	100,074	102,107	104,140	106,172	108,205	110,977
29	53,964	62,604	78,128	92,173	101,229	103,262	105,295	107,327	109,360	112,132
30	53,964	62,604	78,128	93,328	102,384	104,417	106,450	108,482	110,515	113,287
31	53,964	62,604	78,128	94,483	103,539	105,572	107,605	109,637	111,670	114,442
32	53,964	62,604	78,128	95,638	104,694	106,727	108,760	110,792	112,825	115,597
33	53,964	62,604	78,128	96,793	105,849	107,882	109,915	111,947	113,980	116,752
34	53,964	62,604	78,128	97,948	107,004	109,037	111,070	113,102	115,135	117,907
35	53,964	62,604	78,128	99,103	108,159	110,192	112,225	114,257	116,290	119,062
36	53,964	62,604	78,128	100,258	109,314	111,347	113,380	115,412	117,445	120,217
37	53,964	62,604	78,128	101,413	110,469	112,502	114,535	116,567	118,600	121,372
38	53,964	62,604	78,128	102,568	111,624	113,657	115,690	117,722	119,755	122,527
39	53,964	62,604	78,128	103,723	112,779	114,812	116,845	118,877	120,910	123,682
40	53,964	62,604	78,128	104,878	113,934	115,967	118,000	120,032	122,065	124,837
41	53,964	62,604	78,128	106,033	115,089	117,122	119,155	121,187	123,220	125,992
42	53,964	62,604	78,128	107,188	116,244	118,277	120,310	122,342	124,375	127,147
43	53,964	62,604	78,128	108,343	117,399	119,432	121,465	123,497	125,530	128,302
44	53,964	62,604	78,128	109,498	118,554	120,587	122,620	124,652	126,685	129,457
45	53,964	62,604	78,128	110,653	119,709	121,742	123,775	125,807	127,840	130,612

**APPENDIX D  
2016-17 SALARY SCHEDULE**

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	DOC
1	46,544	47,149	47,801	49,570	52,083	54,131	56,179	58,227	60,275	63,067
2	47,010	47,754	48,546	50,314	53,200	55,248	57,296	59,344	61,392	64,184
3	47,568	48,452	49,383	51,152	54,457	56,505	58,553	60,601	62,648	65,441
4	48,173	49,290	50,361	52,129	55,806	57,854	59,902	61,950	63,998	66,791
5	48,825	50,175	51,385	53,200	57,249	59,297	61,345	63,393	65,441	68,234
6	49,570	51,199	52,548	54,364	58,832	60,880	62,928	64,976	67,024	69,816
7	50,407	52,316	53,805	55,620	60,554	62,602	64,650	66,698	68,746	71,538
8	51,292	53,526	55,155	57,017	62,369	64,417	66,465	68,513	70,561	73,354
9	52,223	54,876	56,644	58,506	64,324	66,372	68,420	70,468	72,516	75,308
10	53,247	56,272	58,180	60,135	66,372	68,420	70,468	72,516	74,564	77,356
11	54,364	57,808	59,856	61,811	68,560	70,607	72,655	74,703	76,751	79,544
12	54,364	59,437	61,624	63,626	70,887	72,935	74,983	77,031	79,079	81,871
13	54,364	61,159	63,486	65,581	73,307	75,355	77,403	79,451	81,499	84,291
14	54,364	63,067	65,488	67,582	75,820	77,868	79,916	81,964	84,012	86,805
15	54,364	63,067	67,536	69,723	78,473	80,521	82,569	84,617	86,665	89,458
16	54,364	63,067	69,723	71,957	81,266	83,314	85,362	87,410	89,458	92,251
17	54,364	63,067	72,004	74,331	84,152	86,200	88,248	90,296	92,344	95,136
18	54,364	63,067	74,378	76,798	87,131	89,179	91,227	93,275	95,322	98,115
19	54,364	63,067	76,891	79,358	90,296	92,344	94,392	96,440	98,487	101,280
20	54,364	63,067	78,706	81,080	91,506	93,554	95,602	97,650	99,698	102,490
21	54,364	63,067	78,706	82,662	92,669	94,717	96,765	98,813	100,861	103,654
22	54,364	63,067	78,706	84,245	93,833	95,881	97,929	99,977	102,025	104,818
23	54,364	63,067	78,706	85,874	94,997	97,045	99,093	101,141	103,189	105,982
24	54,364	63,067	78,706	87,038	96,161	98,209	100,257	102,305	104,353	107,146
25	54,364	63,067	78,706	88,202	97,325	99,373	101,421	103,469	105,517	108,310
26	54,364	63,067	78,706	89,366	98,489	100,537	102,585	104,633	106,681	109,474
27	54,364	63,067	78,706	90,530	99,653	101,701	103,749	105,797	107,845	110,638
28	54,364	63,067	78,706	91,694	100,817	102,865	104,913	106,961	109,009	111,802
29	54,364	63,067	78,706	92,858	101,981	104,029	106,077	108,125	110,173	112,966
30	54,364	63,067	78,706	94,022	103,145	105,193	107,241	109,289	111,337	114,130
31	54,364	63,067	78,706	95,186	104,309	106,357	108,405	110,453	112,501	115,294
32	54,364	63,067	78,706	96,350	105,473	107,521	109,569	111,617	113,665	116,458
33	54,364	63,067	78,706	97,514	106,637	108,685	110,733	112,781	114,829	117,622
34	54,364	63,067	78,706	98,678	107,801	109,849	111,897	113,945	115,993	118,786
35	54,364	63,067	78,706	99,842	108,965	111,013	113,061	115,109	117,157	119,950
36	54,364	63,067	78,706	101,006	110,129	112,177	114,225	116,273	118,321	121,114
37	54,364	63,067	78,706	102,170	111,293	113,341	115,389	117,437	119,485	122,278
38	54,364	63,067	78,706	103,334	112,457	114,505	116,553	118,601	120,649	123,442
39	54,364	63,067	78,706	104,498	113,621	115,669	117,717	119,765	121,813	124,606
40	54,364	63,067	78,706	105,662	114,785	116,833	118,881	120,929	122,977	125,770
41	54,364	63,067	78,706	106,826	115,949	117,997	120,045	122,093	124,141	126,934
42	54,364	63,067	78,706	107,990	117,113	119,161	121,209	123,257	125,305	128,098
43	54,364	63,067	78,706	109,154	118,277	120,325	122,373	124,421	126,469	129,262
44	54,364	63,067	78,706	110,318	119,441	121,489	123,537	125,585	127,633	130,426
45	54,364	63,067	78,706	111,482	120,605	122,653	124,701	126,749	128,797	131,590



**APPENDIX E**  
**2017-18 SALARY SCHEDULE**

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	DOC
1	46,907	47,517	48,174	49,956	52,489	54,553	56,617	58,681	60,745	63,559
2	47,376	48,127	48,924	50,707	53,615	55,679	57,743	59,807	61,871	64,685
3	47,939	48,830	49,769	51,551	54,881	56,945	59,009	61,073	63,137	65,952
4	48,549	49,675	50,754	52,536	56,242	58,306	60,370	62,433	64,497	67,312
5	49,206	50,566	51,786	53,615	57,696	59,760	61,824	63,888	65,952	68,766
6	49,956	51,598	52,958	54,788	59,291	61,355	63,419	65,482	67,546	70,361
7	50,801	52,724	54,225	56,054	61,026	63,090	65,154	67,218	69,282	72,096
8	51,692	53,943	55,585	57,461	62,856	64,920	66,983	69,047	71,111	73,926
9	52,630	55,304	57,086	58,962	64,826	66,890	68,954	71,018	73,081	75,896
10	53,662	56,711	58,634	60,604	66,890	68,954	71,018	73,081	75,145	77,960
11	54,788	58,259	60,323	62,293	69,094	71,158	73,222	75,286	77,350	80,164
12	54,788	59,901	62,105	64,122	71,440	73,504	75,568	77,631	79,695	82,510
13	54,788	61,636	63,981	66,092	73,879	75,943	78,007	80,071	82,135	84,949
14	54,788	63,559	65,998	68,109	76,412	78,476	80,540	82,604	84,668	87,482
15	54,788	63,559	68,062	70,267	79,086	81,149	83,213	85,277	87,341	90,156
16	54,788	63,559	70,267	72,519	81,900	83,964	86,028	88,092	90,156	92,970
17	54,788	63,559	72,565	74,911	84,808	86,872	88,936	91,000	93,064	95,878
18	54,788	63,559	74,958	77,397	87,810	89,874	91,938	94,002	96,066	98,880
19	54,788	63,559	77,491	79,977	91,000	93,064	95,128	97,192	99,256	102,070
20	54,788	63,559	79,320	81,712	92,220	94,283	96,347	98,411	100,475	103,290
21	54,788	63,559	79,320	83,307	93,392	95,456	97,520	99,584	101,648	104,462
22	54,788	63,559	79,320	84,902	94,565	96,629	98,693	100,757	102,821	105,635
23	54,788	63,559	79,320	86,544	95,738	97,802	99,866	101,930	103,994	106,808
24	54,788	63,559	79,320	87,716	96,911	98,975	101,039	103,103	105,167	107,981
25	54,788	63,559	79,320	88,889	98,084	100,148	102,212	104,276	106,340	109,154
26	54,788	63,559	79,320	90,062	99,257	101,321	103,385	105,449	107,513	110,327
27	54,788	63,559	79,320	91,235	100,430	102,494	104,558	106,622	108,686	111,500
28	54,788	63,559	79,320	92,408	101,603	103,667	105,731	107,795	109,859	112,673
29	54,788	63,559	79,320	93,581	102,776	104,840	106,904	108,968	111,032	113,846
30	54,788	63,559	79,320	94,754	103,949	106,013	108,077	110,141	112,205	115,019
31	54,788	63,559	79,320	95,927	105,122	107,186	109,250	111,314	113,378	116,192
32	54,788	63,559	79,320	97,100	106,295	108,359	110,423	112,487	114,551	117,365
33	54,788	63,559	79,320	98,273	107,468	109,532	111,596	113,660	115,724	118,538
34	54,788	63,559	79,320	99,446	108,641	110,705	112,769	114,833	116,897	119,711
35	54,788	63,559	79,320	100,619	109,814	111,878	113,942	116,006	118,070	120,884
36	54,788	63,559	79,320	101,792	110,987	113,051	115,115	117,179	119,243	122,057
37	54,788	63,559	79,320	102,965	112,160	114,224	116,288	118,352	120,416	123,230
38	54,788	63,559	79,320	104,138	113,333	115,397	117,461	119,525	121,589	124,403
39	54,788	63,559	79,320	105,311	114,506	116,570	118,634	120,698	122,762	125,576
40	54,788	63,559	79,320	106,484	115,679	117,743	119,807	121,871	123,935	126,749
41	54,788	63,559	79,320	107,657	116,852	118,916	120,980	123,044	125,108	127,922
42	54,788	63,559	79,320	108,830	118,025	120,089	122,153	124,217	126,281	129,095
43	54,788	63,559	79,320	110,003	119,198	121,262	123,326	125,390	127,454	130,268
44	54,788	63,559	79,320	111,176	120,371	122,435	124,499	126,563	128,627	131,441
45	54,788	63,559	79,320	112,349	121,544	123,608	125,672	127,736	129,800	132,614

**APPENDIX F  
2018-19 SALARY SCHEDULE**

Step	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	DOC
1	47,278	47,892	48,554	50,351	52,904	54,984	57,064	59,144	61,225	64,061
2	47,751	48,507	49,311	51,107	54,038	56,119	58,199	60,279	62,359	65,196
3	48,318	49,216	50,162	51,958	55,315	57,395	59,475	61,556	63,636	66,473
4	48,932	50,067	51,155	52,951	56,686	58,766	60,846	62,927	65,007	67,844
5	49,594	50,965	52,195	54,038	58,152	60,232	62,312	64,392	66,473	69,309
6	50,351	52,006	53,377	55,220	59,759	61,839	63,920	66,000	68,080	70,917
7	51,202	53,140	54,653	56,497	61,508	63,589	65,669	67,749	69,829	72,666
8	52,100	54,369	56,024	57,915	63,352	65,432	67,513	69,593	71,673	74,510
9	53,046	55,740	57,537	59,428	65,338	67,418	69,498	71,579	73,659	76,495
10	54,086	57,159	59,097	61,083	67,418	69,498	71,579	73,659	75,739	78,576
11	<u>55,220</u>	58,719	60,799	62,785	69,640	71,720	73,801	75,881	77,961	80,798
12	55,220	60,374	62,596	64,629	72,004	74,084	76,164	78,245	80,325	83,162
13	55,220	62,123	64,487	66,614	74,462	76,543	78,623	80,703	82,783	85,620
14	55,220	<u>64,061</u>	66,520	68,647	77,015	79,096	81,176	83,256	85,336	88,173
15	55,220	64,061	68,600	70,822	79,710	81,791	83,871	85,951	88,031	90,868
16	55,220	64,061	70,822	73,091	82,547	84,627	86,707	88,788	90,868	93,705
17	55,220	64,061	73,139	75,503	85,478	87,558	89,639	91,719	93,799	96,636
18	55,220	64,061	75,550	78,008	88,504	90,584	92,664	94,745	96,825	99,662
19	55,220	64,061	78,103	80,609	91,719	93,799	95,879	97,960	100,040	102,876
20	55,220	64,061	79,947	82,358	<u>92,948</u>	<u>95,028</u>	<u>97,109</u>	<u>99,189</u>	101,269	<u>104,106</u>
21	55,220	64,061	79,947	83,965	94,130	96,210	98,290	100,371	102,451	105,288
22	55,220	64,061	79,947	85,573	95,312	97,392	99,472	101,553	103,633	106,470
23	55,220	64,061	79,947	<u>87,227</u>	96,494	98,574	100,654	102,735	104,815	107,652
24	55,220	64,061	79,947	88,409	97,676	99,756	101,836	103,917	105,997	108,834
25	55,220	64,061	79,947	89,591	98,858	100,938	103,018	105,099	107,179	110,016
26	55,220	64,061	79,947	90,773	100,040	102,120	104,200	106,281	108,361	111,198
27	55,220	64,061	79,947	91,955	101,222	103,302	105,382	107,463	109,543	112,380
28	55,220	64,061	79,947	93,137	102,404	104,484	106,564	108,645	110,725	113,562
29	55,220	64,061	79,947	94,319	103,586	105,666	107,746	109,827	111,907	114,744
30	55,220	64,061	79,947	95,501	104,768	106,848	108,928	111,009	113,089	115,926
31	55,220	64,061	79,947	96,683	105,950	108,030	110,110	112,191	114,271	117,108
32	55,220	64,061	79,947	97,865	107,132	109,212	111,292	113,373	115,453	118,290
33	55,220	64,061	79,947	99,047	108,314	110,394	112,474	114,555	116,635	119,472
34	55,220	64,061	79,947	100,229	109,496	111,576	113,656	115,737	117,817	120,654
35	55,220	64,061	79,947	101,411	110,678	112,758	114,838	116,919	118,999	121,836
36	55,220	64,061	79,947	102,593	111,860	113,940	116,020	118,101	120,181	123,018
37	55,220	64,061	79,947	103,775	113,042	115,122	117,202	119,283	121,363	124,200
38	55,220	64,061	79,947	104,957	114,224	116,304	118,384	120,465	122,545	125,382
39	55,220	64,061	79,947	106,139	115,406	117,486	119,566	121,647	123,727	126,564
40	55,220	64,061	79,947	107,321	116,588	118,668	120,748	122,829	124,909	127,746
41	55,220	64,061	79,947	108,503	117,770	119,850	121,930	124,011	126,091	128,928
42	55,220	64,061	79,947	109,685	118,952	121,032	123,112	125,193	127,273	130,110
43	55,220	64,061	79,947	110,867	120,134	122,214	124,294	126,375	128,455	131,292
44	55,220	64,061	79,947	112,049	121,316	123,396	125,476	127,557	129,637	132,474
45	55,220	64,061	79,947	113,231	122,498	124,578	126,658	128,739	130,819	133,656

**APPENDIX G**  
**STIPEND COMMITTEE**

*Junior High School Athletic Stipends*

The parties agree to appoint a joint committee composed of two (2) persons appointed by the Association, two (2) persons appointed by the District, and an ex officio member from Human Resources, to review middle school athletic stipends. The committee shall be charged with examining the equity in positions listed in the Stipends Appendix and making recommendations for adjustments in points.

*Non-Athletic Stipends*

The parties agree to appoint a joint committee composed of two (2) persons appointed by the Association, two (2) persons appointed by the District, and an ex officio member from Human Resources, to review non-athletic stipends. The committee shall be charged with examining the equity in positions listed in Stipends Appendix and making recommendations for adjustments in points.

*Summary*

The Committees shall forward recommendations for changes, if any, to the Board of Education and to the Association no later than May 1 of any year. If approved by the respective parties, those recommendations shall then be implemented with the start of the following year.

**APPENDIX H**  
**Fall 2014 - Spring 2016 Stipend Schedule - Junior High**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Band	1,561	1,561	1,561	All Year
Basketball (7th Grade)	2,450	2,574	2,696	End of 1st Semester
Basketball (8th Grade)	2,892	3,036	3,181	End of School Year
Bus Duty	904	904	904	All Year
Cheerleading (7th Grade)	1,934	2,031	2,127	End of 1st Semester
Cheerleading (8th Grade)	2,503	2,628	2,753	End of School Year
Chess	1,419	1,550	1,561	End of 1st Semester
Cross Country	1,419	1,550	1,561	End of 1st Semester
Department Head	1,114	1,114	1,114	All Year
Drama	902	902	902	All Year
Graphic Arts Club	1,172	1,172	1,172	All Year
Homework Club (per team)	1,060	1,060	1,060	End of 1st Semester
Homework Club (per team)	1,060	1,060	1,060	End of School Year
Jefferson Singers	1,561	1,561	1,561	All Year
Lunch Supervisor	1,934	2,031	2,127	All Year
Musical	1,551	1,551	1,551	End of 1st Semester
National Junior Honor Society	1,172	1,172	1,172	All Year
Newspaper Club	645	645	645	All Year
Scholastic Bowl Supervisor	580	609	639	End of 1st Semester
Soccer	1,419	1,490	1,561	End of School Year
Softball	1,806	1,896	1,988	End of School Year
Student Council	1,161	1,218	1,278	All Year
Swimming	452	475	498	End of School Year
Track	580	609	639	End of School Year
Track Assistant	318	334	350	End of School Year
Volleyball (7th & 8th Grade)-Boys	1,934	2,031	2,127	End of School Year
Volleyball (7th Grade)-Girls	1,934	2,031	2,127	End of 1st Semester
Volleyball (8th Grade)-Girls	1,934	2,031	2,127	End of 1st Semester
Wrestling	2,386	2,506	2,624	End of School Year
Wrestling Assistant	1,060	1,114	1,166	End of School Year
Yearbook Supervisor	2,037	2,121	2,240	All Year

**Hourly Rate**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Crowd Control	20.05	20.05	20.05	All Year
Detention Hall Monitor	20.05	20.05	20.05	All Year
Internal Sub 25-39 Min (Planning Time)	11.06	11.06	11.06	All Year
Internal Sub 40-65 Min (Planning Time)	22.18	22.18	22.18	All Year
Intramural	22.18	23.27	24.36	All Year
Science Fair	22.18	23.27	24.36	All Year
Scorekeeper/Timer	20.05	20.05	20.05	All Year
Summer School	22.18	23.27	24.36	Late Summer

**APPENDIX I**

**Fall 2014 - Spring 2016 Stipend Schedule - Elementary**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Administrative Assistant	1,235	1,235	1,235	All Year
After School Program	515	515	515	After Event
Band	4,736	4,736	4,736	All Year
Bus Duty	1,032	1,032	1,032	All Year
Camp Supervisor	175	175	175	After Event
Lunch Supervisor	1,934	2,031	2,127	All Year
Newspaper Club	645	645	645	All Year
Patrol	1,032	1,032	1,032	All Year
Student Council	645	645	645	All Year
Student Technology Service Club	615	615	615	All Year
Textbook Coordinator	1,032	1,032	1,032	All Year
Patrol	1,032	1,032	1,032	All Year

**Hourly Rates**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Internal Sub 25-39 Min (Planning Time)	11.06	11.06	11.06	All Year
Internal Sub 40-65 Min (Planning Time)	22.18	22.18	22.18	All Year
Summer School	22.18	23.27	24.36	Late Summer

**APPENDIX J**

**Fall 2016 - Spring 2018 Stipend Schedule - Junior High**

\*Stipend Committee to Reallocate Existing Funds

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Band	TBD*	TBD*	TBD*	All Year
Basketball (7th Grade)	TBD*	TBD*	TBD*	End of 1st Semester
Basketball (8th Grade)	TBD*	TBD*	TBD*	End of School Year
Bus Duty	TBD*	TBD*	TBD*	All Year
Cheerleading (7th Grade)	TBD*	TBD*	TBD*	End of 1st Semester
Cheerleading (8th Grade)	TBD*	TBD*	TBD*	End of School Year
Chess	TBD*	TBD*	TBD*	End of 1st Semester
Cross Country	TBD*	TBD*	TBD*	End of 1st Semester
Department Head	TBD*	TBD*	TBD*	All Year
Drama	TBD*	TBD*	TBD*	All Year
Graphic Arts Club	TBD*	TBD*	TBD*	All Year
Homework Club (per team)	TBD*	TBD*	TBD*	End of 1st Semester
Homework Club (per team)	TBD*	TBD*	TBD*	End of School Year
Jefferson Singers	TBD*	TBD*	TBD*	All Year
Lunch Supervisor	TBD*	TBD*	TBD*	All Year
Musical	TBD*	TBD*	TBD*	End of 1st Semester
National Junior Honor Society	TBD*	TBD*	TBD*	All Year
Newspaper Club	TBD*	TBD*	TBD*	All Year
Scholastic Bowl Supervisor	TBD*	TBD*	TBD*	End of 1st Semester
Soccer	TBD*	TBD*	TBD*	End of School Year
Softball	TBD*	TBD*	TBD*	End of School Year
Student Council	TBD*	TBD*	TBD*	All Year
Swimming	TBD*	TBD*	TBD*	End of School Year
Track	TBD*	TBD*	TBD*	End of School Year
Track Assistant	TBD*	TBD*	TBD*	End of School Year
Volleyball (7th & 8th Grade)-Boys	TBD*	TBD*	TBD*	End of School Year
Volleyball (7th Grade)-Girls	TBD*	TBD*	TBD*	End of 1st Semester
Volleyball (8th Grade)-Girls	TBD*	TBD*	TBD*	End of 1st Semester
Wrestling	TBD*	TBD*	TBD*	End of School Year
Wrestling Assistant	TBD*	TBD*	TBD*	End of School Year
Yearbook Supervisor	TBD*	TBD*	TBD*	All Year

**Hourly Rates**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Crowd Control	TBD*	TBD*	TBD*	All Year
Detention Hall Monitor	20.64	20.64	20.64	All Year
Internal Sub 25-39 Min (Planning Time)	11.39	11.39	11.39	All Year
Internal Sub 40-65 Min (Planning Time)	22.83	22.83	22.83	All Year
Intramural	TBD*	TBD*	TBD*	All Year
Science Fair	22.83	23.96	25.08	All Year
Scorekeeper/Timer	TBD*	TBD*	TBD*	All Year
Summer School	22.83	23.96	25.08	Late Summer

**APPENDIX K**  
**Fall 2016 - Spring 2018 Stipend Schedule - Elementary**  
 \*Stipend Committee to Reallocate Existing Funds

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Administrative Assistant	TBD*	TBD*	TBD*	All Year
After School Program	TBD*	TBD*	TBD*	After Event
Band	TBD*	TBD*	TBD*	All Year
Bus Duty	TBD*	TBD*	TBD*	All Year
Camp Supervisor	TBD*	TBD*	TBD*	After Event
Lunch Supervisor	TBD*	TBD*	TBD*	All Year
Newspaper Club	TBD*	TBD*	TBD*	All Year
Patrol	TBD*	TBD*	TBD*	All Year
Student Council	TBD*	TBD*	TBD*	All Year
Student Technology Service Club	TBD*	TBD*	TBD*	All Year
Textbook Coordinator	TBD*	TBD*	TBD*	All Year
Patrol	TBD*	TBD*	TBD*	All Year

**Hourly Rates**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Internal Sub 25-39 Min (Planning Time)	11.39	11.39	11.39	All Year
Internal Sub 40-65 Min (Planning Time)	22.83	22.83	22.83	All Year
Summer School	22.83	23.96	25.08	Late Summer

**APPENDIX L**

**Fall 2018 - Spring 2019 Stipend Schedule – Junior High**

\*Stipend Committee to Reallocate Existing Funds

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Band	TBD*	TBD*	TBD*	All Year
Basketball (7th Grade)	TBD*	TBD*	TBD*	End of 1st Semester
Basketball (8th Grade)	TBD*	TBD*	TBD*	End of School Year
Bus Duty	TBD*	TBD*	TBD*	All Year
Cheerleading (7th Grade)	TBD*	TBD*	TBD*	End of 1st Semester
Cheerleading (8th Grade)	TBD*	TBD*	TBD*	End of School Year
Chess	TBD*	TBD*	TBD*	End of 1st Semester
Cross Country	TBD*	TBD*	TBD*	End of 1st Semester
Department Head	TBD*	TBD*	TBD*	All Year
Drama	TBD*	TBD*	TBD*	All Year
Graphic Arts Club	TBD*	TBD*	TBD*	All Year
Homework Club (per team)	TBD*	TBD*	TBD*	End of 1st Semester
Homework Club (per team)	TBD*	TBD*	TBD*	End of School Year
Jefferson Singers	TBD*	TBD*	TBD*	All Year
Lunch Supervisor	TBD*	TBD*	TBD*	All Year
Musical	TBD*	TBD*	TBD*	End of 1st Semester
National Junior Honor Society	TBD*	TBD*	TBD*	All Year
Newspaper Club	TBD*	TBD*	TBD*	All Year
Scholastic Bowl Supervisor	TBD*	TBD*	TBD*	End of 1st Semester
Soccer	TBD*	TBD*	TBD*	End of School Year
Softball	TBD*	TBD*	TBD*	End of School Year
Student Council	TBD*	TBD*	TBD*	All Year
Swimming	TBD*	TBD*	TBD*	End of School Year
Track	TBD*	TBD*	TBD*	End of School Year
Track Assistant	TBD*	TBD*	TBD*	End of School Year
Volleyball (7th & 8th Grade)-Boys	TBD*	TBD*	TBD*	End of School Year
Volleyball (7th Grade)-Girls	TBD*	TBD*	TBD*	End of 1st Semester
Volleyball (8th Grade)-Girls	TBD*	TBD*	TBD*	End of 1st Semester
Wrestling	TBD*	TBD*	TBD*	End of School Year
Wrestling Assistant	TBD*	TBD*	TBD*	End of School Year
Yearbook Supervisor	TBD*	TBD*	TBD*	All Year

**Hourly Rates**

<b><u>Position</u></b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Crowd Control	TBD*	TBD*	TBD*	All Year
Detention Hall Monitor	21.25	21.25	21.25	All Year
Internal Sub 25-39 Min (Planning Time)	11.73	11.73	11.73	All Year
Internal Sub 40-65 Min (Planning Time)	23.50	23.50	23.50	All Year
Intramural	TBD*	TBD*	TBD*	All Year
Science Fair	23.50	24.67	25.82	All Year
Scorekeeper/Timer	TBD*	TBD*	TBD*	All Year
Summer School	23.50	24.67	25.82	Late Summer



**APPENDIX M**

**Fall 2018 - Spring 2019 Stipend Schedule - Elementary**

\*Stipend Committee to Reallocate Existing Funds

<b>Position</b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Administrative Assistant	TBD*	TBD*	TBD*	All Year
After School Program	TBD*	TBD*	TBD*	After Event
Band	TBD*	TBD*	TBD*	All Year
Bus Duty	TBD*	TBD*	TBD*	All Year
Camp Supervisor	TBD*	TBD*	TBD*	After Event
Lunch Supervisor	TBD*	TBD*	TBD*	All Year
Newspaper Club	TBD*	TBD*	TBD*	All Year
Patrol	TBD*	TBD*	TBD*	All Year
Student Council	TBD*	TBD*	TBD*	All Year
Student Technology Service Club	TBD*	TBD*	TBD*	All Year
Textbook Coordinator	TBD*	TBD*	TBD*	All Year
Patrol	TBD*	TBD*	TBD*	All Year

**Hourly Rates**

<b>Position</b>	<b><u>1-3 Years Experience</u></b>	<b><u>4-6 Years Experience</u></b>	<b><u>7+ Years Experience</u></b>	<b><u>Paid</u></b>
Internal Sub 25-39 Min (Planning Time)	11.73	11.73	11.73	All Year
Internal Sub 40-65 Min (Planning Time)	23.50	23.50	23.50	All Year
Summer School	23.50	24.67	25.82	Late Summer

**APPENDIX N-1  
SCHEDULED PAY DATES  
2014-15 SCHOOL YEAR**

<b>August, 2014</b>	<b>8</b>		<b>22</b>			
<b>September</b>	<b>5</b>		<b>19</b>			
<b>October</b>	<b>3</b>		<b>17</b>		<b>31</b>	
<b>November</b>	<b>14</b>		<b>28</b>			
<b>December</b>	<b>12</b>		<b>26</b>			
<b>January, 2015</b>	<b>9</b>		<b>23</b>			
<b>February</b>	<b>6</b>		<b>20</b>			
<b>March</b>	<b>6</b>		<b>20</b>			
<b>April</b>	<b>3</b>		<b>17</b>			
<b>May</b>	<b>1</b>		<b>15</b>		<b>29</b>	<b>(22 pay periods)</b>
<b>June</b>	<b>12</b>		<b>26</b>			
<b>July</b>	<b>10</b>		<b>24</b>			
<b>August, 2015</b>	<b>7</b>	<b>(27 pay periods)</b>				

**APPENDIX N-2  
SCHEDULED PAY DATES  
2015-16 SCHOOL YEAR**

<b>August, 2015</b>			<b>21</b>		
<b>September</b>	<b>4</b>		<b>18</b>		
<b>October</b>	<b>2</b>		<b>16</b>	<b>30</b>	
<b>November</b>	<b>13</b>		<b>27</b>		
<b>December</b>	<b>11</b>		<b>24</b>	<b>(Thursday)</b>	
<b>January, 2016</b>	<b>8</b>		<b>22</b>		
<b>February</b>	<b>5</b>		<b>19</b>		
<b>March</b>	<b>4</b>		<b>18</b>		
<b>April</b>	<b>1</b>		<b>15</b>	<b>29</b>	
<b>May</b>	<b>13</b>		<b>27</b>		
<b>June</b>	<b>10</b>	<b>(22 pay periods)</b>	<b>24</b>		
<b>July</b>	<b>8</b>		<b>22</b>		
<b>August, 2016</b>	<b>5</b>		<b>19</b>	<b>(27 pay periods)</b>	

**APPENDIX N-3  
SCHEDULED PAY DATES  
2016-17 SCHOOL YEAR**

<b>September, 2016</b>	<b>2</b>		<b>16</b>		<b>30</b>	
<b>October</b>	<b>14</b>		<b>28</b>			
<b>November</b>	<b>10</b>	<b>(Thursday)</b>	<b>25</b>			
<b>December</b>	<b>9</b>		<b>23</b>			
<b>January, 2017</b>	<b>6</b>		<b>20</b>			
<b>February</b>	<b>3</b>		<b>17</b>			
<b>March</b>	<b>3</b>		<b>17</b>		<b>31</b>	
<b>April</b>	<b>14</b>		<b>28</b>			
<b>May</b>	<b>12</b>		<b>26</b>			
<b>June</b>	<b>9</b>		<b>23</b>	<b>(22 pay periods)</b>		
<b>July</b>	<b>7</b>		<b>21</b>			
<b>August, 2017</b>	<b>4</b>		<b>18</b>	<b>(26 pay periods)</b>		

**APPENDIX N-4  
SCHEDULED PAY DATES  
2017-18 SCHOOL YEAR**

<b>September, 2017</b>	<b>1</b>		<b>15</b>		<b>29</b>	
<b>October</b>	<b>13</b>		<b>27</b>			
<b>November</b>	<b>10</b>		<b>24</b>			
<b>December</b>	<b>8</b>		<b>22</b>			
<b>January, 2018</b>	<b>5</b>		<b>19</b>			
<b>February</b>	<b>2</b>		<b>16</b>			
<b>March</b>	<b>2</b>		<b>16</b>		<b>30</b>	
<b>April</b>	<b>13</b>		<b>27</b>			
<b>May</b>	<b>11</b>		<b>25</b>			
<b>June</b>	<b>8</b>		<b>22</b>	<b>(22 pay periods)</b>		
<b>July</b>	<b>6</b>		<b>20</b>			
<b>August, 2018</b>	<b>3</b>		<b>17</b>	<b>(26 pay periods)</b>		

**APPENDIX N-5  
SCHEDULED PAY DATES  
2018-19 SCHOOL YEAR**

<b>August, 2018</b>					<b>31</b>	
<b>September</b>	<b>14</b>		<b>28</b>			
<b>October</b>	<b>12</b>		<b>26</b>			
<b>November</b>	<b>9</b>		<b>23</b>			
<b>December</b>	<b>7</b>		<b>21</b>			
<b>January, 2019</b>	<b>4</b>		<b>18</b>			
<b>February</b>	<b>1</b>		<b>15</b>			
<b>March</b>	<b>1</b>		<b>15</b>		<b>29</b>	
<b>April</b>	<b>12</b>		<b>26</b>			
<b>May</b>	<b>10</b>		<b>24</b>			
<b>June</b>	<b>7</b>		<b>21</b>	<b>(22 pay periods)</b>		
<b>July</b>	<b>5</b>		<b>19</b>			
<b>August, 2019</b>	<b>2</b>		<b>16</b>	<b>(26 pay periods)</b>		

## APPENDIX O

### Memorandum of Understanding Regarding Professional Development and Lane Change Movement

During the course of negotiations for the 2014-19 Agreement between the WEA and Woodridge 68 Board of Education, the issues of District-wide professional development and lane change movement were discussed and negotiated. As a result of those discussions, the following items were agreed upon and are incorporated into the Agreement:

#### TRADITIONAL SALARY LANE ADVANCEMENT

1. Lane change advancement shall be given for approved courses leading to a Masters Degree from a Bachelors Degree, or to a Doctoral, Second Master's Degree or certification in English as a Second Language, Bilingual Spanish, Gifted, Technology, Library Media Specialist, LBS1, Reading Specialist, Early Childhood Special Education, or other certification as approved by the District, from a Master's Degree.

#### INTERNAL UNIVERSITY

2. Lane change advancement shall also be granted for satisfactorily completing Professional Growth Credits as approved by the Professional Growth Group (PGG). In determining a Professional Growth Credit, sixteen (16) hours as defined by the PGG shall equal one (1) credit. No teacher shall complete more than nine (9) credits in any school year. After proper documentation, lane change advancement is available at the start of second semester for course work earned in the first semester. Professional Growth Credits earned after a Bachelors Degree shall accumulate and count for lane change advancement in the event a subsequent Master's Degree is earned.
3. The PGG shall be comprised of three (3) teachers and three (3) administrators, with additional staff being asked to contribute on an "as-needed" basis for the effective implementation of the committee. The PGG shall establish the guidelines, reviewing of, and parameters for implementing Professional Growth Classes.
4. Compensation for teaching a credit hour in a class is \$1,250 per credit, or the teacher could elect to take a credit hour if it moves them along the Salary Lane Advancement.
5. There must be a minimum of 10 paid attendees per each course offered. For related services courses the minimum paid attendees may be reduced provided professional growth funds are used to offset the cost of the course so that the cost is equivalent to a minimum of 10 paid attendees.
6. If eligible to move on the Salary Lane Advancement the cost of the Professional Growth Credit class shall be \$110 per credit hour.
7. If ineligible to move on the Salary Lane Advancement CPDU's will be awarded and the cost will be waived if there are enough paying teachers to take the class.

In this instance, teachers will be paid \$14.00 per hour to take and complete the class satisfactorily.

8. Teachers must pass the class satisfactorily to earn credit; significant absences as determined by the PGG will result in not completing the class.

#### ADVANCED PROFESSIONAL GROWTH OPPORTUNITIES

9. On an annual basis the PGG shall establish additional professional growth opportunities outside of the salary schedule, including, at a minimum, compensation or CPDU's for classes aligned with the District academic transformation plan or curriculum but not available for lane change advancement. The District reserves the right to develop and implement professional growth opportunities independent of the PGG as it deems necessary to effectuate the curriculum and instruction of the District.
10. Professional Growth Opportunities could also be taken by teachers and would be paid at a training rate of \$14.00 per hour if those opportunities are not available for lane advancement.

#### NATIONAL BOARD CERTIFICATION

Upon receipt of National Board Certification and the District's receipt of the official transcripts, and any documentation needed for renewal of Certification, the District shall award a \$1,000 yearly stipend provided the teacher uses the Certification in a leadership or mentorship position within the District as agreed to by the Superintendent/designee. This paragraph shall also be applicable for certification by the National Board for Certification of School Nurses (NBCSN), National Association of School Psychologists (NASP), Certificate of Clinical Competence for Speech Language Pathologists through the American Speech Hearing Language Association (ASHA), and the Licensed Clinical Social Work (LCSW) designation.