

**AGREEMENT**

**Between**

**BOARD OF EDUCATION OF COMMUNITY  
CONSOLIDATED SCHOOL DISTRICT 64  
COOK COUNTY, ILLINOIS**

**And**

**THE PARK RIDGE EDUCATION ASSOCIATION**

**2012-2013**

**2013-2014**

**2014-2015**

**2015-2016**

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**PROFESSIONAL NEGOTIATIONS AGREEMENT  
BETWEEN  
BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 64, COOK COUNTY, ILLINOIS  
AND THE  
PARK RIDGE EDUCATION ASSOCIATION**

**PREAMBLE**

**WHEREAS**, the Board of Education and the Park Ridge Education Association agree that this Agreement must be predicated upon the educational welfare of the students of the District; and

**WHEREAS**, the Board and Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the teachers insofar as such practices and procedures are not inconsistent with the statutory obligations of the Board to retain the right effectively to operate the District's schools and are consonant with the paramount interest of the public and the students of the District;

**NOW, THEREFORE**, the parties agree with each other as follows:

## ARTICLE I

### RECOGNITION AND DEFINITION OF TERMS

#### A. Recognition

For purposes of negotiation, the Board of Education recognizes the Park Ridge Education Association as the exclusive representative of all teachers as defined below in Section B.4. Nothing contained herein shall abridge the rights of individual teachers to present their views and recommendations to the Board pursuant to established procedures, provided that professional negotiations for teachers shall be conducted only with the Association.

#### B. Definition of Terms

1. “Mutual Agreement” or “Mutual Consent” when used hereafter shall mean the assent of the majority of the members of each team.
2. The term “Association” or “PREA” when used hereafter shall mean the Park Ridge Education Association.
3. The term “Board” when used hereafter shall mean the Board of Education.
4. The term “teacher” when used herein shall refer to all professional certificated personnel employed on at least a 50% or more basis by the school district and whose salaries are determined by the Schedule for Professional Compensation.

**ARTICLE II**  
**BOARD RIGHTS**

**A. Board Powers and Rights**

The Board, on behalf of the electors of the District, retains and reserves the ultimate right and responsibility for the proper management of the District in all of its various aspects, including but not limited to the responsibility for and the right:

1. To maintain executive management and administrative control of the District and its properties and facilities and the professional activities of its employees;
2. To direct, supervise, and place members of the teaching staff, and to determine whether teachers should be placed in contractual continued service;
3. To determine scheduling of classes, to establish, modify, or eliminate courses of instruction, specific programs, athletic, recreational and social events, as deemed necessary or advisable by the Board;
4. To establish rules and regulations and to revise, modify, or delete rules and regulations from time to time.

The exercise of the foregoing rights and responsibilities shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are not in violation of the Constitution and laws of the State of Illinois and the constitution and laws of the United States.

Nothing contained in this Agreement shall deny or restrict the Board of its rights, responsibilities, and authority under the Illinois *School Code* or any other national, state, county, district, or local laws or regulations as they pertain to education.

**B. Unauthorized Action**

No action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any monetary obligation or be considered to be authorized by or binding upon the Board unless and until the Board has agreed thereto in writing.

## ARTICLE III

### NEGOTIATIONS SCOPE AND PROCEDURES

#### A. Scope of Negotiations

Those matters which are negotiable are salaries, hours, and other matters of economic welfare; grievance procedures; professional growth; and other matters mutually agreed upon which directly affect the quality of professional service.

The obligation of both parties to negotiate in good faith over the foregoing matters shall not be construed to compel either party to agree to a proposal or require the making of a concession.

#### B. Negotiation Procedures

1. **Negotiating Teams.** The Board and the Association each agree to negotiate in good faith with the designated representatives of the other party. No more than eight (8) representatives may be on either party's negotiating team. Within reason and where continuity of negotiations is maintained, replacement of team members may be made by either party. All negotiations shall be conducted exclusively between said teams. The expense of consultants shall be borne by the team requesting them.
2. **Meeting Procedure.** Unless the Board and Association have mutually agreed to an earlier bargaining commencement date, the first meeting of each negotiating year shall be held during the first week of April. Succeeding meetings will be held as required and on mutually agreeable dates, at least each month, until agreement has been reached. Meetings shall not exceed two and one-half (2 ½) hours duration unless extended by mutual consent. Each team will provide all reasonable information upon request.

As the first order of business, the negotiation teams shall develop and adopt an agenda listing those issues to be negotiated. After adoption of said agenda, no issue shall be added to the agenda without mutual consent of both negotiating teams.

3. **Progress Reports.** General progress reports may be issued during negotiations to the Association or Board. Public releases must have prior mutual consent until either the Board or the PREA declares impasse or submits to mediation. After a declaration of impasse, public releases or statements may be made without mutual consent provided the other party is given 48 hours' advance notice. Subsequent releases or statements do not require either party to provide notice to the other party. Final offers must be made public pursuant to the requirements of the *Illinois Educational Labor Relations Act*.
4. **Mediation.** If following good faith negotiations there is no reasonable expectation of reaching an agreement, either party may request in writing that the



parties mutually agree to the appointment of a mediator by the Federal Mediation and Conciliation Service (FMCS). In addition, the parties shall adhere to the impasse procedures promulgated by the Illinois Educational Labor Relations Board (IELRB).

- 5. Completion of Negotiations.** Upon the completion of negotiations between the respective negotiations teams, the Agreement shall be reduced to writing and shall be submitted first to the members of the Association and then to the Board for ratification.

## ARTICLE IV

### ASSOCIATION 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.

**B. Non-Discrimination and Duty of Fair Representation**

The Association shall fulfill its duty of fair representation to all teachers covered by this Agreement. The Association shall indemnify and hold the Board harmless from any and all liability that might arise if the Association fails to fulfill its duty of fair representation.

The Board shall not discriminate against any teacher covered by this Agreement with respect to hours, wages, terms or conditions of employment by reason of a teacher's membership or non-membership in the Association or participation or non-participation in negotiations and/or contract administration between the parties.

**C. Pertinent Information to Negotiations**

The Board shall furnish to the Association upon written request the most recent (1) annual financial report as reported on ISBE Form #50-35; (2) final annual budget as reported on ISBE Form #50-36; (3) tentative approved budget; (4) local audit and adopted budget; (5) information concerning each teacher's position (given anonymously) on the current salary schedule; (6) pupil enrollment data; (7) insurance and annuity program information; and (8) agency tax rate. The Association shall be provided with access to public information and records and have the right to make copies of public information and records of which no extra copies are available. Nothing herein shall require the Board to compile any information or data which has not already been compiled.

**D. Board Agenda**

The PREA may request to be placed on the agenda of a regular Board meeting in accordance with the Board's policies and procedures concerning same.

**E. Board Meetings**

The Board shall notify the Association of all regular meetings, special meetings, and committee meetings. The Board shall advise the Association of any cancellations or postponements of those meetings. The Association shall provide the Board with the name of the individual to whom such notification is to be given.

**F. Board Minutes**

The Association may obtain from the District website copies of the regular meeting minutes of the Board after said minutes have been officially approved by the Board. A copy of official Board minutes may be posted by the PREA in each school on the PREA bulletin board.

**G. Use of District Facilities and Equipment**

With the prior approval of the building principal or the Superintendent, the Association may use District equipment and facilities, provided said approval shall not be unreasonably denied. Such use shall in no case take precedence over school needs and any materials used or other costs incurred shall be reimbursed by the Association.

**H. Interschool Mail/E-Mail Services**

The Association President or his/her designee, by prearrangement with the appropriate District administrator(s), shall be permitted reasonable use of the interschool mail, e-mail, and voice mail systems and access to teachers' mailboxes for delivery of legitimate Association material.

**I. Bulletin Boards**

The Association shall be provided reasonable bulletin board space on one bulletin board per school for the posting of official Association notices and materials. The privileges granted by this section shall not apply to notices or materials of a partisan or political nature.

**J. New Teachers**

The District shall provide the names and addresses of new teachers covered by this Agreement after approval of their contracts by the Board.

**K. Personnel Orientation**

The Board shall continue to provide the Association with the opportunity to be the only teacher organization to participate in new teacher orientation.

**L. Copies of Agreement**

The District will provide the Association with copies of this Agreement so that the Association can distribute such copies to the teachers covered by this Agreement. The cost of printing and assembly shall be divided equally by the parties.

**M. Association Leave**

The Association shall be allowed up to twenty (20) days of non-accumulative leave in aggregate in any school year with pay where such leave is necessary for delegates designated in writing by the Association to attend the official state convention or other official Association workshops, conferences, meetings, legal proceedings or hearings not covered by Article X,

Section C.8, plus a maximum of eight (8) additional days of non-accumulative leave in the aggregate in any school year where a teacher(s) is selected to a regional, state, or national position in the organization. The Association shall reimburse the Board for the full cost of the substitutes employed to replace the absent teacher(s) who is on Association leave.

The Association President shall be released for one (1) day per month, not to exceed nine (9) days, for the specific purpose of transacting Association business. The Association shall reimburse the Board for the full cost of the substitute to replace the Association President.

When necessary and if mutually agreeable, the Superintendent and/or his/her designee may grant the Association President and/or his/her designee released time from teaching or other assigned responsibilities to discuss with the Superintendent matters related to the implementation of this Agreement.

**N. Monthly Association Meetings**

The District will make every reasonable effort to avoid scheduling after school meetings on the second Monday of each month when school is in session (or the third Monday in any month when school is not in session on the second Monday) which members of the PREA Governing Board would be expected to attend. In addition, if the Association President advises the Superintendent prior to the start of the school year of the scheduled date of not more than two general PREA membership meetings per school year, no after school District meetings will be scheduled on such date or dates which would involve the attendance of any teachers. Such general membership meeting(s) shall be scheduled on the second Monday of the month when school is in session (or the third Monday in a month when school is not in session on the second Monday).

**O. School Calendar**

Prior to adopting the school calendar, the Board Negotiations Team will consult with the Association Negotiations Team and will consider the recommendations of the teachers in not more than two meetings held outside the negotiating process. The leadership of the Calendar Committee shall normally consist of one PREA representative and one Administration representative. These meetings will total no more than six hours.

**P. Policy Handbooks**

Two (2) sets of *Board of Education Policies and Procedures Handbook* shall be provided for each school throughout the District, and four sets shall also be provided for the Association. Changes of policies or procedures shall be furnished to the Association President within ten days of the publication.

**Q. Fair Share**

During the term of this Agreement, all teachers covered by this Agreement who are not members of the PREA shall, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later, pay a fair share fee to the PREA for the services rendered by the PREA in negotiating and administering this Agreement as

the exclusive representative of the teachers covered by this Agreement, provided that such fair share fee shall not exceed the PREA dues (including IEA and NEA dues) uniformly required of members of the PREA. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the PREA. The PREA shall annually submit to the Board a list of the teachers covered by this Agreement who are not members of the PREA and an affidavit which specified the amount of the fair share fee as defined above. The fair share fee collected from non-members shall not be used for contributions related to the election or support of any candidate for political office or for a member-only benefit.

The Association agrees to assume full responsibility to insure full compliance with the requirements laid down by the United States Supreme Court in such cases as *Chicago Teachers Union v. Hudson*, 475 U.S. 292 (1986), with respect to the constitutional rights of fair share fee payors. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee as defined above to a non-religious charitable organization mutually agreed upon by the teacher and the PREA/IEA. If the affected non-member and the PREA/IEA are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization.

The PREA/IEA shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignments furnished under any of such provisions.

## ARTICLE V

### TEACHER RIGHTS AND CONDITIONS OF EMPLOYMENT

#### A. Academic Freedom

Within the scope of their duties and responsibilities, the Board and teachers recognize their responsibilities to protect and encourage the search for knowledge and its dissemination. Teachers should at all times try to be accurate, show respect for the opinion of others, and make every effort where appropriate to indicate that they are not institutional spokespersons.

#### B. Teacher Protection

The Board agrees to protect and indemnify teachers employed by the District and covered by this Agreement from suit to the extent provided by Section 10-20.20 of the Illinois *School Code*. A teacher shall report as soon as possible in writing to his/her principal and to the Director of Personnel all cases of assault and/or battery suffered by him/her in connection with his/her employment, and all facts concerning the incident. The principal or designee shall investigate the incident and shall provide appropriate assistance to the teacher and law enforcement authorities in the investigation of such incident.

In addition, the principal or designee shall acknowledge receipt by the end of next school day of any safety concerns about the work environment that are submitted to the principal by the affected teacher.

#### C. Length of School Day

Teachers shall be on duty thirty (30) minutes before the student attendance day begins in the morning and twenty (20) minutes after the student attendance day ends in the afternoon, plus whatever additional time is needed to complete their professional responsibilities. Teachers may be required to be in attendance for a reasonable number of professional conferences and meetings before and after the normal work day and shall be present on teaching days, conference days, institute days and workshop days in accordance with the school calendar adopted by the Board. All District-wide after school meetings, except Wednesdays (as noted below), shall not normally exceed one (1) hour in duration.

For teachers whose attendance is required at IEP conferences/meetings, the District will, under normal circumstances, endeavor to schedule such meetings during the normal work day. Teachers whose attendance is required for the purpose of IEP conferences/meetings that begin more than twenty (20) minutes before the start of the normal work day or extend more than sixty (60) minutes after the end of the normal work day shall be compensated at the then applicable hourly curriculum writing rate for the time that is more than twenty (20) minutes before the start of the normal work day or extends more than sixty (60) minutes after the end of the normal work day. To receive such additional compensation, the teacher must submit and verify a time sheet and forward it to the Pupil Services Office for payroll processing.

The normal work day in the middle school shall not exceed seven (7) hours and forty-five (45) minutes. The normal work day in the elementary school shall not exceed seven (7) hours

and thirty (30) minutes. The normal work day for both the middle school and the elementary school shall not begin before 7:30 A.M. or end after 4:10 P.M.

On Wednesdays, student instruction time shall be shortened by twenty-five (25) minutes in the morning and by twenty-five (25) minutes in the afternoon, thereby resulting in the student attendance day ending fifty (50) minutes earlier than on other days of the week. On Wednesdays, both the morning and afternoon kindergarten classes shall be shortened by twenty-five (25) minutes each.

Notwithstanding the provisions of the preceding paragraphs, the normal work day of teachers on Wednesdays will end one (1) hour later than the regular student dismissal time.

On Fridays, the day on which Illinois and national general elections are held, and on the days before the Thanksgiving, Winter and Good Friday holidays, the normal work day for teachers shall end at the close of the pupil day.

The Board may require all teachers to attend at least one (1) Parents' Night in the fall and one (1) Open House in the spring. The Board may modify the basic school day for Parent-Teacher Conferences in order to schedule hours convenient to parents. If the Board modifies the basic school day to schedule evening Parent-Teacher Conferences, a compensatory half-day off on a conference day shall be granted to any teacher who is scheduled for evening Parent-Teacher Conferences.

The normal work day obligations of part-time bargaining unit teachers, including attendance at meetings, Open Houses, Parents' Nights, and Parent-Teacher Conferences, shall be reasonably related and appropriate to the extent of their part-time employment position.

If there is an agreement between the principal and the teachers at a given school, the normal entry time for students, which is five (5) minutes prior to the start of the regular student day, may be extended to up to eight (8) minutes prior to the start of the regular student day at that school. This agreement must be reached and renewed annually in the spring by a majority of the secret ballots cast by the faculty.

**D. Duty Free Lunch Periods**

The normal work day shall include an uninterrupted duty-free lunch period equal in length to that in effect during the 2002-2003 school year. On Wednesdays the "blocked" lunch period will "slide" to keep everyone in sync for the early dismissal.

**E. Early Release Wednesdays**

The normal cycle of monthly meetings and activities on early release Wednesdays will be mutually agreed between PREA and the Board with recommendations addressed at the Staff Development Committee meetings.

Unless it is mutually agreed otherwise, none of the foregoing meetings shall begin until twenty (20) minutes after the Wednesday dismissal time for students. Since some teachers serve

on multiple committees, it is understood that there will need to be some flexibility in scheduling the foregoing meetings and activities.

Commencing with the 2012-2013 school year, the normal cycle of monthly meetings and activities is set forth below, showing the schedule for the first, second, third, fourth and fifth Wednesdays of each month:

Week 1: Building Faculty Meetings

Week 2: Middle Schools -- Rotate Building Department/District Department Meetings  
Elementary Schools – Grade-Level Meetings Directed by the Team or Grade-Level Problem-Solving based on need

Week 3: Rotate District-Directed Staff Development/QIT-Directed Staff Development

Week 4: Rotate Building Faculty Meetings/Teacher-Directed Collaboration Activities

Week 5: Self-Directed Activities

Building faculty meetings shall consist of a thirty (30) minute business meeting and sixty (60) minutes of staff development.

**F. Length of School Year**

The length of the school year for teachers covered by this Agreement shall not exceed 185 employment days unless otherwise agreed to by the parties. Annually, one (1) of the four (4) in-service days will be converted to a student attendance day, resulting in a total of 180 student attendance days; the remaining three (3) days shall remain as institute days.

If two (2) emergency days remain by February 1, one (1) shall be scheduled as a teachers' records day at the end of the second trimester. For the duration of the contract, two (2) records/planning days will be guaranteed so long as not more than four (4) emergency days in total are used.

**G. Closing**

When the schools are officially closed by the Superintendent, no leave day previously arranged by a teacher shall be deducted for any day that schools are closed.

**H. Planning and Preparation Time**

- 1. K-5 Teachers.** Insofar as practicable and provided there are enough special subject teachers employed by the Board, the Board will attempt to schedule one (1) planning period per day for full-time K-5 teachers. Said K-5 teachers shall use for their planning period the periods during which their classes receive instruction from music, art, foreign language, or physical education special subject teachers, unless from time to time they are asked by the special subject



teachers to stay in the classroom to assist them. Such planning periods at the K-5 level, including common planning time, shall be used for preparation time and other instructional responsibilities. It is understood that reasonable administrative requests/needs to meet will be honored. Regular classroom teachers at elementary grades 2-5 shall be released from two (2) periods of foreign language instruction each full week, thereby providing an additional fifty (50) minutes of planning time per week. First grade classroom teachers shall have an additional forty-five (45) minutes of planning time each full week, and during such additional planning time, instruction shall be provided by a certified teacher.

Under normal circumstances, full-time special education teachers shall receive planning time of at least three hundred (300) minutes per week for preparation and other instructional responsibilities when it is feasible and appropriate. Full-time special subject teachers, LRC directors, instructional resource teachers, resource room teachers, speech and language pathologists, and social workers covered by this Agreement at the elementary level shall, under normal circumstances, receive administratively scheduled planning time of no less than five (5) 30-minute uninterrupted blocks per week and reasonably equivalent to that provided to other elementary classroom teachers for preparation time and other instructional responsibilities.

2. **Middle School Teachers.** Under normal circumstances, full-time special education teachers shall receive planning time of at least four hundred (400) minutes per week for preparation and other instructional responsibilities when it is feasible and appropriate. Full-time middle school teachers, LRC directors, special subject teachers, instructional resource teachers, speech and language pathologists, social workers, counselors, and resource room teachers at the middle school level covered by this Agreement shall, under normal circumstances, receive administratively scheduled daily planning time totaling eighty (80) minutes, with no less than one (1) block of forty (40) uninterrupted minutes, per day where pupils are in full day attendance. If the Board is unable to obtain a substitute for a middle school teacher, it may assign, on an equitable and rotating basis, teachers to substitute for the absent teacher during their planning time. If a teacher is so assigned, he/she shall receive \$30.00 for each period taught during the 2012-2013 school year, \$33.00 for the 2013-2014 school year, \$36.00 for the 2014-2015 school year and \$40.00 for each period taught during the 2015-2016 school year.
3. **Teacher Load.** Under normal circumstances, full-time teachers shall not be required to teach beyond the normal number of teaching periods for such teachers as determined by the 2011-2012 school term. If such teachers are required to teach in excess of the regular 2011-2012 work load, they shall be compensated on a pro-rata basis of their annual base salary.
4. **School Day Changes.** The foregoing shall not preclude the rescheduling or rearrangement of the school day into some new format as long as the teacher load as prescribed herein is not substantially increased.

**I. Special Instructional and Supportive Staff**

Under normal circumstances, the Board will endeavor to provide such certificated special instructional and supportive staff as is practicable considering economic and enrollment factors.

**J. Split Building Assignments**

Every effort shall be made to avoid assigning a teacher to two (2) kindergarten classrooms in separate buildings. However, it is recognized that student population may dictate the assignment of a kindergarten teacher to more than one (1) building.

Insofar as practicable, the Board will attempt to resolve administratively any problems concerning set-up, planning and/or travel time that may arise for teachers who are required to teach in more than one (1) building; such teachers who travel shall be compensated in accordance with the District's travel reimbursement policy. This compensation shall be paid thrice yearly.

**K. Curriculum Specialists**

1. The Board may employ Curriculum Specialists to serve the teachers in the elementary (K-5) buildings in such areas as Science, Social Studies, Language Arts and Math and to serve K-8 teachers in the areas of Art, Instrumental Music, Vocal Music, Gifted, Foreign Languages, and Physical Education. Curriculum Specialists shall be certified teachers, shall be highly qualified, shall be members of the PREA bargaining unit, and shall be paid on the basis of their placement on the appropriate lane and step of the professional compensation schedule. In addition, if a teacher is employed as a Curriculum Specialist either on a full-time basis or on a part-time basis by being given release time, he/she shall also receive an annual stipend in the applicable amount set forth in Appendix D. If a Curriculum Specialist is employed by the Board before and/or after the regular school year, he/she shall be paid at their daily rate of pay for each such day that he/she is so employed. No teacher shall be involuntarily assigned to work as a Curriculum Specialist.

A teacher who is no longer assigned as a Curriculum Specialist will be assigned to a teaching position that is equivalent or similar to the teaching position previously held if the teacher is still determined to be qualified to hold such position.

2. The Middle School Department Chairpersons in the areas of Math, Social Studies, Science, and Language Arts will receive the same stipend and, additionally, assume the same responsibilities as spelled out for the Curriculum Specialists. The Department Chairpersons will be relieved of teaching responsibilities for a core class or elective teaching only 200 minutes of core classes.
3. Department Chairs and Curriculum Specialists will meet as necessary to assure proper coordination between the curricular areas at the K-5 and 6-8 buildings.

4. Staffing of the Curriculum Specialists and Department Chairperson positions will be reviewed on a four (4) year cycle.

**L. Job Sharing**

“Job Sharing” shall be defined as a voluntary program in which two (2) tenured teachers share one (1) full-time position.

The responsibilities of the participating teachers shall be divided according to a plan designed by the participating teachers in collaboration with their supervising administrator. The plan shall address the following: teaching responsibilities, schedule of work hours, method of communication between the participants, attendance at staff meetings and substitution procedures.

Each participating teacher will attend all conferences, open house, and in-service activities as if they were employed on a full-time basis.

The participating teachers shall retain tenure and, upon returning to a full time position, shall be given the same rights and considerations given to continuing full-time teachers.

The application and plan must be submitted by March 1 of each year preceding the school year for which the job share is requested. The Board retains the right to approve or disapprove all requested positions. The Board will notify the applicant of its disposition by May 1 following the request.

Each of the two (2) participating teachers shall receive 50% of his/her salary and benefits per the established schedule.

The teachers in a job share position shall return to full-time teaching positions at the beginning of the following school year, unless they have notified the Superintendent or designee in writing prior to March 1st of their interest in extending the job share position for another year. Any such extension requests are subject to approval by the Board in its sole discretion, with notice to the applicants by May 1 of the disposition.

The District reserves the right to limit the number of job shared positions.

**M. Flextime Scheduling**

If the Board decides to schedule full-time special area teachers (e.g., certificated LRC staff, social workers, etc.) at times other than the normal school day where services to students may be provided before and/or after the normal work day, any such flextime assignments shall be (1) voluntary; (2) not exceed the total number of hours scheduled in the regular school day; and (3) scheduled in one contiguous block of time, unless otherwise agreed. This paragraph shall not be applicable to regular classroom teachers.

If a regular full-time classroom teacher wishes to initiate a flextime schedule for a limited period of time to provide services to students, he/she may submit a request to his/her building principal who will review the request and decide whether it should be granted. Any such limited

flextime schedule shall not exceed the total number of hours scheduled in the regular school day and shall be scheduled in one contiguous block of time, unless otherwise agreed.

Prior to the initial implementation of a flextime assignment for a full-time teacher pursuant to either of the above paragraphs, the administration will give the PREA reasonable notification of any planned flextime assignment(s) and, if the PREA requests, meet and confer with respect to the matter.

**N. Range of Class Size**

The Board will endeavor to continue the range of class size (exclusive of special education classes) in effect during the 1984-85 school year. Upon reasonable request, the Superintendent or designee will meet with two (2) representatives of the Association and the affected teacher(s) to discuss the effects of class size in excess of said range, including any unique quantitative, qualitative, safety, or historical circumstances, the impact of mainstreaming students served under programs mandated by IDEA and, where appropriate, the circumstances involving gifted and ESL (English as a second language) students. It is further agreed that special consideration will be given to regular K-2 classrooms and at the middle school to core classes that go above 28. If a meeting is requested because the middle school core classes go above 28, one (1) meeting will be held per trimester per school. Among the options that may be considered are: (a) use of supplemental learning facilities, (b) subsequent adjustment of class size, (c) reassignment of pupils to other teachers in the same building, and (d) redesign of course structure for selected students in the affected courses.

If the Association feels that the Board has acted arbitrarily or capriciously with respect to this Article, it may file a grievance in accordance with the Grievance Procedure.

**O. Curriculum**

The Association recognizes the rights and responsibility of the Board to adopt and evaluate instructional programs and materials. Committee findings with respect to curriculum and recommendations shall be shared with affected teacher group(s) before the Board takes final action with respect to any such findings and recommendations.

The Association also recognizes the need for the Board to have access to clear and unfettered professional insight before establishing curricular policies. Teacher members of curriculum-related committees shall be comprised of volunteers who meet the committee's needs for the necessary representation across the District. Teacher committee members may share the committee's findings with staff before the findings are presented to the Board. When determined necessary, teachers may submit as a minority report any findings and opinions that differ from the committee's intended presentation to the Board.

**P. Quality Improvement Teams**

The mission of each building Quality Improvement Team is to enhance student learning, promote equity of services, promote quality education, implement District-level goals and building learning goals, ensure meaningful parental input and lead the building's efforts to

comply with State requirements for the benefit of the individual school as well as the District. The operation of each Quality Improvement Team in addressing local school and District needs shall be as follows:

1. The leadership of the Quality Improvement Team shall be shared equally between one (1) teacher and one (1) administration representative in each building. The role of the leadership of each Quality Improvement Team shall include but not be limited to developing agendas, allocating budget needs and facilitating communication among Quality Improvement Team members to support effective, collaborative decision-making. The assigning of specific roles or duties to individual Quality Improvement Team members shall be the sole responsibility of each school's Quality Improvement Team.
2. Teacher participation on a Quality Improvement Team is entirely voluntary, but shall be restricted to tenured teachers only. Teachers shall not be evaluated with respect to their non-participation on the Quality Improvement Team. Teachers who participate on their building Quality Improvement Team may have such participation noted in their evaluation.
3. From the funds that are within each building's Quality Improvement Team budget and as determined by the Quality Improvement Team members for that building and approved by the Superintendent, Quality Improvement Teams have an option, at the same rate as curriculum writing, to pay their members for time spent on professional activities outside the normal times for committee participation which are undertaken on behalf of and relating to Quality Improvement Team activities which are over and above the normal activities of members of the Quality Improvement Team.
4. The parties acknowledge that neither the Board of Education nor the school administrators waive their rights and responsibilities under the School Code of Illinois, and that PREA does not waive its statutory rights and obligation as the sole and exclusive bargaining representative of the District's teachers for negotiations over terms and conditions of employment.

**Q. Demotion and/or Discipline Affecting Teacher Salaries**

Demotion and/or discipline (other than discharge) affecting the salary of any tenured teacher shall be for cause and shall normally be preceded by:

1. **Guidelines**
  - a. The honoring of a teacher's rights set forth in this Agreement.
  - b. A conference with the teacher by the appropriate administrator prior to taking any action.
  - c. A complete review of the teacher's personnel file with the teacher and his/her representative, if requested.

d. Full disclosure of the basis of the action.

2. **Notification.** Any tenured teacher affected by demotion and/or discipline affecting the salary of a tenured teacher shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests. This entire section shall not apply to the discharge of a tenured teacher for cause pursuant to the provisions of the Illinois *School Code*, nor shall it apply to the removal of any extra-duties or stipend assignments from a teacher.

**R. Notice and Discussion of Major Changes**

The Board and the PREA agree to take responsibility and be held accountable for the improvement of the quality of teaching and learning. It is the parties' belief that actively and constructively involving all teachers contributes significantly towards achieving these goals. When a major change is proposed that directly impacts current teaching practices or involves implementation of new initiatives, teachers affected by the proposed change will be notified in writing of the specific changes being considered. A meeting for discussion of the proposals will be scheduled between the affected teachers and district-level administrators prior to implementation. Major changes shall refer to those required by federal, state, or district mandates (e.g., RtI, special education, common core standards, etc.).

## ARTICLE VI

### EVALUATION AND PERSONNEL FILES

#### A. District Evaluation Plan

The Board in cooperation with the PREA has developed a teacher evaluation plan for all teachers covered by this Agreement and said plan has been approved by the State Board of Education. If there is any need for any changes in the teacher evaluation plan, the Board shall negotiate such changes with the PREA. The Board and PREA shall revise the District's teacher evaluation plan pursuant to the time lines and requirements established under the Illinois educational reform laws (i.e., *Performance Evaluation Reform Act* and SB 7) and ISBE regulations. As may be necessary to comply with educational reform, the parties understand and agree that the evaluation procedures described below may need to be amended during the term of this Agreement.

If there is any need for any changes in the teacher evaluation plan, the Board shall negotiate such changes with the PREA before submitting any changes to the State Board of Education for review and comment.

A teacher's evaluation, including any related rating, shall not be subject to the grievance and arbitration procedure set forth in this Agreement. A teacher may, however, file a grievance if he/she alleges that the Board has not complied with the following procedural guidelines:

1. A pre-evaluation conference shall be held early in the fall.
2. The evaluations for teachers shall include classroom observation(s) and may include other areas where a staff member has responsibilities.
3. Each evaluation shall include a conference and the completion of the official evaluation forms, with one copy being given to the evaluatee and one copy being placed in the evaluatee's personnel file.

Non-tenured teachers shall have a minimum of two (2) evaluations during their first two (2) years of employment and a minimum of one (1) evaluation during their third and fourth year of employment. The first evaluation of non-tenure teachers each year will be completed by the end of February.

Tenured teachers shall be evaluated at least once every two (2) years and in a year in which they are evaluated there shall be a minimum of one (1) evaluation. Absent compelling extenuating circumstances, in a school year in which a tenured teacher is being evaluated, the tenured teacher shall receive his/her evaluation at least ten (10) working days prior to the last teacher attendance day of the school year.

#### B. Consulting Teacher

1. The participation of the Consulting Teacher shall be voluntary.

2. Any statements made by a Consulting Teacher to anyone about a teacher under remediation, which are related to their function as a Consulting Teacher, are confidential and may not be used by any party (or their agents) in any subsequent evaluations, conversations, legal proceedings, hearings, etc. It is the intent of the parties that any statements made by the Consulting Teacher to or about the teacher under remediation shall be privileged and strictly confidential.
3. The Consulting Teacher shall not be engaged to evaluate the performance of the teacher under remediation, and the Consulting Teacher shall not testify on behalf of any party during a hearing on the dismissal of the teacher following remediation with respect to either the rating process or for opinions of the teacher's performance under remediation.
4. The Board shall provide full legal assistance and completely hold harmless any Consulting Teacher who becomes a defendant in any type of litigation because of his/her involvement as a Consulting Teacher. Further, the Board agrees to fully indemnify any such Consulting Teacher for any legal costs, assessments, damages, bodily injury, etc., because of his/her involvement as a Consulting Teacher. If the involvement in any such legal proceeding requires time off from work, the teacher shall not suffer any loss of pay, leave days, seniority, or fringe benefits.
5. The Consulting Teacher shall:
  - b. Have no loss of pay or benefits because of his/her involvement as a Consulting Teacher.
  - c. Be provided clerical help when necessary and appropriate.
  - d. Be provided a substitute teacher when necessary and appropriate.
  - e. Be paid a stipend of \$100.00 per month for each full month that he/she serves as a Consulting Teacher.

**C. Association Indemnification**

The Association shall be held harmless by the Board for its involvement in the evaluation process (i.e., providing a list of possible consulting teachers, working with the Board and/or its agents in developing an evaluation plan, etc.).

**D. Personnel Files**

Each teacher shall have the right, upon request, to review the content of any file pertaining to him/her. At the teacher's request, a representative of the Association may accompany the teacher in this review. Such review shall be by appointment during normal office business hours and in the presence of a designated employee of the Board. No teacher shall remove any material from his/her personnel file but shall have the right to make a copy of it. Such review shall not be applicable to the following confidential materials: recommendations by



colleges or universities, or evaluations by previous employers. Teachers' files shall contain the minimum items of information as follows:

Required medical information

All teacher evaluation reports

Copies of annual contracts, wage agreements, all notifications of reemployment

Copies of supplemental duty contracts

Any other documents which could be used as a basis for discipline, reemployment, demotion, promotion, reassignment, or salary.

Each teacher shall be advised within five (5) school days of placement in his/her file of any document relative to observation, corrective interview, or reemployment. The teacher shall have the opportunity of filing a written response to this material in the file within thirty (30) calendar days.

## ARTICLE VII

### VACANCIES AND TRANSFERS

#### A. Posting of Vacancies

The administration shall post on the District website all vacancies for positions covered by this Agreement in every school prior to filling any such vacancies. All interested teachers shall have a reasonable opportunity to apply and be considered for such vacancy. Nothing herein shall be construed to require the Board to fill any position. Vacancies shall be posted only after intra-school assignments have been made and after honorably dismissed teachers have been given the opportunity to exercise their recall rights under the *Illinois School Code*.

Although not governed by the provisions of the foregoing paragraph, the Board agrees to post on the District website promotional vacancies outside the bargaining unit (excluding Superintendent and Directors) in every school prior to filling any such vacancies.

#### B. Voluntary Transfers

Any teacher who desires a transfer to a different assignment may file a letter with the Superintendent or designee indicating the nature of the request. Vacancies shall be filled on the basis of relevant experience, certifications, academic qualifications, merit and ability (including performance evaluations, if available), and on other relevant, non-arbitrary factors, provided that the length of continuing service with the District shall not be considered as a factor unless all other factors are determined by the Board to be equal. Unless the District fails to adhere to the procedural requirements in this provision for filling vacancies, the decision to select a particular teacher for the new or vacant position shall not be the subject of a grievance under Article X of this Agreement.

Any teacher who desires a transfer to a different assignment may file a letter with the Superintendent or designee indicating the nature of the request. Vacancies shall be filled on the basis of experience, academic qualifications, length of service in the district, and on other relevant, non-arbitrary factors.

#### C. Involuntary Transfers

Any teacher transferred involuntarily, including any teacher who has been transferred from a closed building, shall receive priority consideration in the first subsequent vacancy of his/her stated preference. Any teacher affected by any involuntary transfer shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests.

#### D. Voluntary Exchange of Assignment Program

For the term of this Agreement, the parties agree to establish a voluntary teacher exchange program in accord with the provisions of this Section. The purpose of this program will be to maximize teacher effectiveness and thereby enhance the learning experience by permitting teachers to experience different educational environments during their careers. To be

eligible, a teacher must be tenured and have received at least a satisfactory evaluation on his/her last evaluation.

Two (2) eligible teachers must submit a written application to the Assistant Superintendent for Personnel no later than April 1 of the school year prior to the school year in which the teachers desire to participate in the exchange of assignments. The Assistant Superintendent for Personnel may facilitate matching teachers who desire to participate in an exchange of assignments. The written application shall include the following:

1. The written approval of the receiving and sending principals and/or appropriate administrator, as well as the teachers involved; and
2. Designation of the schools and specific assignments to which the employees desire to exchange to and from.

If approved, the following shall apply:

1. The evaluation of the teachers shall be in accordance with the District's Teacher Evaluation Plan;
2. Seniority will accrue for the year of the exchange in the original category of each teacher. In addition, if the exchange is for a full school year, the teacher may also count the experience in a different instructional unit for purposes of applying the reduction in force provisions of Article VIII, Section A.
3. Exchanges under this Section shall be for one (1) school year or less, unless renewed in accord with the above provisions for up to one (1) additional year.

## ARTICLE VIII

### REDUCTIONS IN FORCE AND SENIORITY

#### A. Reductions in Force

When the Board deems it necessary to decrease the number of teachers employed by the District, or to discontinue some particular type of teaching service, written notice shall be given to the affected teachers by registered mail at least forty-five (45) days before the end of the school term. Full-time teachers shall receive a statement of honorable dismissal and the reason therefore with a reduction in force notice.

In the event of reduction in force affecting full-time teachers, such teachers shall be laid off in the sequence of dismissal required under the Illinois educational reform laws and regulations (SB 7) within each of the following categories of positions which the teachers are qualified to hold:

- K-6
- 4-8
- Art
- Reading Specialist
- Early Childhood Center Social Worker and Social Worker
- Early Childhood Center Speech Language Pathologist and Speech/Language Pathologist
- ESL/TPI
- General Music
- Guidance and Counseling
- Instrumental Music
- Middle School (Self-contained Cross/Categorical), Instructional Resource Teacher, Resource Teacher, Self-Contained Learning Disability Teacher, and ERS
- Learning Resource Center
- Special Needs Kindergarten, Special Needs First Grade, and Early Childhood Special Education
- Nurse
- Physical Education
- Resource Teacher - Gifted
- Academic Achievement
- Teacher for Physically Handicapped
- Industrial Arts
- Home Economics
- Foreign Language

In any case in which there is a position covered by this Agreement which does not specifically fall within one of the above-listed categories of position, including newly established positions, the Board shall include such position in the most appropriate instructional category or, if appropriate, establish a new instructional category. The Board's determinations in this regard shall be subject to the grievance procedure if it is alleged that the Board acted arbitrarily or capriciously.

If a tenured teacher is laid off in one of the foregoing instructional categories, said teacher shall have the right to exercise his/her district seniority in any of the other instructional units in which the teacher has previously and successfully served in any public school for one (1) full school year or more, provided the teacher has the necessary certification or required State academic qualifications to hold the position in question in said category. Notwithstanding the foregoing, if a teacher in instructional categories 4, 7, 9, 11, 12, 13, 16, 17, 18, and 19 is laid off from such a specialty unit and said teacher has at least five (5) years district seniority, said teacher shall have the right, if legally qualified, to exercise his/her district seniority to bump the least senior teacher in the K-6 or 4-8 instructional categories (i.e., instructional categories 1 or 2) with a performance evaluation grouping equivalent to or lesser than that teacher, even though he/she has not previously and successfully taught for one (1) full school year at the K-6 or 4-8 level.

**B. Seniority**

When full-time teachers have equal district seniority, then prior teaching experience shall be used to determine the order of dismissal. If prior teaching experience is equal, then relevant academic training shall be the governing factor.

Teachers who are on approved leave of absence shall be subject to the reduction in force policy set forth in this Article.

Tenured teachers who are covered by this Agreement and who are employed on a part-time basis shall be entitled to accrue district seniority on a pro-rata basis.

Seniority shall not be terminated by approved leaves of absence, but such period of time shall accrue for purposes of seniority credit only if such leave is recognized by the District for vertical advancement on the salary schedule (i.e., vertical step increases).

**C. Recalls**

If the Board within two calendar years from the beginning of the school term following a reduction in force increases the number of teachers employed or reinstates a position discontinued in one of the foregoing instructional units, the positions thereby becoming available shall be tendered to teachers so removed or dismissed in the reverse order of their removal or dismissal from the foregoing instructional categories if they are legally qualified to hold such positions.

In all cases where a teacher has the right to be tendered a position as set forth above, a notice of recall shall be sent to the teacher by certified mail (return receipt/restricted signature requested) to the last address submitted to the Superintendent or his/her designee by the teacher. Failure of the teacher to affirmatively respond to such notice within ten (10) calendar days of its receipt or within fifteen (15) calendar days of its mailing, whichever is less, shall terminate the responsibility of the Board under this Article; provided, however, if the notice of recall is sent within sixty (60) calendar days prior to the start of the school calendar, failure of the teacher to affirmatively respond to such notice within five (5) weekdays of its receipt shall terminate the responsibility of the Board under this Article.

All notices of recall shall include a telephone number of an appropriate administrator in order to facilitate an immediate response. It shall be the responsibility of each teacher who is laid off to advise the Superintendent in writing of his/her latest address.

The Board agrees to notify the Association president or his/her designee whenever a notice of recall is sent to a teacher.

**D. Effects of Layoff**

In addition to the other applicable provisions of this Article, the following provisions shall be applicable to teachers who are laid off:

1. Upon being recalled pursuant to the provisions of this Article, the accumulated and unused sick leave days that the teacher had at the time of his/her layoff shall be restored. No experience step increase shall be granted on the Professional Compensation Schedule for the period of the layoff.
2. The teacher shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage.
3. While the seniority of a tenured teacher who is laid off shall not be terminated if the teacher is recalled within two calendar years from the beginning of the school term following the teacher's layoff, seniority credit shall not accrue during the period of the layoff.

**E. Termination of Seniority**

Seniority shall be terminated if a teacher:

1. quits or resigns;
2. is terminated for cause;
3. retires or is retired;
4. is laid off for two (2) calendar years from the beginning of the school term following a reduction in force;
5. fails to affirmatively respond to a notification of recall within the applicable time period specified above; provided, however, a teacher's seniority shall not be terminated if he/she submits satisfactory written documentation within the applicable time period specified above that he/she is legally obligated to teach at another educational institution and has been denied permission to resign from said position or is unable to return to work due to illness; and provided further that a tenured teacher's seniority shall not be terminated if he/she turns down a proffered position that is not on at least the same basis (50%, 75%, full-time, etc.) as the position the teacher held at the time of his/her layoff; or
6. fails to return from an approved leave of absence upon its expiration.

**ARTICLE IX**

**LEAVES OF ABSENCE**

**A. Sick Leave/Personal Business Leave/Religious Leave**

1. **Annual Award.** All full-time teachers will be awarded sick leave and/or personal business leave annually according to the following schedule:

<b>Years of Experience in the District -----</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>etc.</b>
Sick Leave Days -----	10	10	12	12	15	15	15
Personal Business Days-----	3	3	3	3	3	3	3

Teachers who are employed on at least a 50% or more basis but less than full-time shall receive sick leave and personal business leave days on a pro-rata basis.

Example: A teacher employed on the basis of a 50% contract in his/her first year with the District shall be awarded ten (10) one-half sick leave days and three (3) one-half personal business leave days without loss of pay.

2. **Sick Leave.** As authorized in the *School Code*, sick leave days may be used for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. “Immediate family” shall mean the teacher’s parents, spouse, brothers, sisters, children, sons-in-law, daughters-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

Sick leave days used for birth shall not exceed forty-two (42) calendar days following the delivery of the newborn unless the teacher submits medical substantiation of the need for additional sick leave time. For purposes of adoption or placement for adoption, teachers shall provide evidence that the formal adoption process is underway as a basis for use of sick leave days; such leave is limited to forty-two (42) days.

2. **Personal Leave.** Personal business leave shall be used for only those absences for personal business which cannot be scheduled or handled on days or at times other than during working hours. Examples of such leave shall include religious holidays, mandatory appearances for legal proceedings, graduations and weddings in the family, and attendance at funerals for persons not included within the definition of “immediate family,” but shall not include such things as planned vacations and remunerative activities or any activity that can realistically be scheduled during non-school time.

Sick leave days may not be used for personal business leave days, but personal business leave days may be used for sick leave days, and when not used, added to the accumulation of unused sick leave days. No more than two (2) personal

business leave days shall be taken consecutively, and personal business leave days may not be used immediately prior to or following a holiday, a three-day weekend, or an extended holiday period except in an extreme emergency, and then only with the Superintendent's approval. Additional emergency personal business leave days may be granted under extenuating circumstances at the discretion of the Superintendent.

Up to three (3) unused personal business leave days shall be accumulated and carried over to the following year, up to a maximum of six (6). Example: If a teacher does not use any personal business leave days during the 2009-10 school year, the three (3) unused personal business leave days shall be carried over to the 2010-11 school year, giving the teacher a total of six (6) personal business leave days with the additional allotment of three (3) personal business leave days for the 2010-11 school year. If this same teacher uses two (2) personal business leave days during the 2010-11 school year, three (3) days shall be carried over to the 2011-12 school year and one (1) day shall be added to the teacher's accumulated sick leave days, subject to the contractually-specified maximum accumulation.

4. **Maximum Accumulation.** All unused leave days (sick leave and personal business leave days) shall accumulate as sick leave days to a maximum of 340; provided, however, the maximum accumulation shall be determined at the end of the school year. Example: A teacher with 340 accumulated sick leave days at the end of the 2009-2010 school year shall be credited with an additional fifteen (15) sick leave days and three (3) personal business leave days at the start of the 2010-11 school year, with the understanding that the maximum number of accumulated sick leave days at the end of that school year, as provided above, shall not exceed 340, regardless of whether the teacher uses any of the credited fifteen (15) sick leave days or three (3) personal business days.
5. **Religious Leave.** When a teacher's religion requires worship or observance that cannot be performed other than during school hours, and observance is not otherwise provided in the school calendar, up to two (2) days with pay may be taken annually. Any such days taken shall be deducted from unused sick leave days.

**B. Notification of Accumulated Sick and Personal Business Leave Days**

An accounting of accumulated sick leave and personal business leave days shall be delivered to each teacher by October 25.

**C. Sick Leave Bank**

1. The Board shall establish a Sick Leave Bank in which full-time teachers are eligible to participate on a voluntary basis.
2. The intent of this plan is to provide extended sick leave to those participants who incur a catastrophic illness or disability which necessitates prolonged continuous



absence from work. The Bank shall be used only for the personal illness of the participant and not for illness, disability or death of any other person.

3. A full-time teacher may enroll in the Bank by signing an authorization form agreeing to contribute one (1) day of his/her sick leave to the Bank at the beginning of each year. When the total number of days in the Bank equals twice the number of participants, no yearly contribution will be required until such time that the Bank is depleted to the number of days equal to the number of participants.
4. A teacher who has contributed shall be able to utilize days from the Bank after all his/her own accrued sick leave days have been depleted, a three (3) day salary deduction period has transpired, and the teacher has presented satisfactory documentation from his/her doctor verifying the catastrophic and prolonged nature of the illness/disability which makes it impossible for the teacher to perform his/her assigned duties; provided that the Board retains the right to have the teacher examined by a doctor selected by the Board at the Board's expense if there is any question raised by the doctor's statement submitted by the employee.
5. The maximum number of days allowed for any single catastrophic prolonged illness shall be sixty (60) days. A participant will not be eligible to use the Bank again until the participant has returned to work for at least the equivalent of one full trimester. In no event shall a participant be allowed more than sixty (60) days in any one school year or one hundred twenty (120) days in any five (5) consecutive year period.
6. Participants utilizing sick leave days from the Bank will not be required to replace those days.
7. A teacher withdrawing from the Bank or the bargaining unit for whatever reasons will not be allowed to withdraw the contributed days.
8. At the time of retirement, a participant in the Sick Leave Bank may withdraw from the bank up to the number of days that the participant has contributed to the bank and not used (i.e., the number of days contributed minus the number of Sick Leave Bank days used) if needed to maximize the amount of additional service credit for TRS purposes and subject to TRS regulations for Bank withdrawals.
9. A two (2)-member committee appointed by the PREA shall serve as an Advisory Board to the Administration with respect to the Sick Leave Bank.

**D. Unused Sick Leave Upon Retirement**

For the school years 2012-2013, 2013-2014, 2014-2015, and 2015-2016, the Board shall pay \$65.00 for each day of accumulated and unused sick leave which a teacher has in excess of the total number of such sick leave days that can be used for additional service credit under TRS. The maximum number of days which will be paid is limited to eighty (80). Said payment shall be made as a post-retirement severance benefit and is not intended to be added to compensation

in the teacher's final year of service. The payment shall be made after the retired teacher provides evidence from TRS of any accumulated and unused sick days that have not been used for service credit under the Teachers' Retirement System.

**E. Parental Leave**

The Board shall grant parental leave without pay for all teachers for purposes of birth, adoption and placement for adoption under the conditions described below. All such leaves shall include a plan for the commencement and termination of the leave as determined by the teacher and the Superintendent or designee, and a representative of the Association, if an Association representative is requested by the teacher. The primary consideration in developing the plan shall be that the continuity of instruction for the students be maintained to the maximum degree possible. Leave shall be for a maximum length of two (2) full school years (including any use of sick leave for maternity disability purposes) as long as such parental leave does not span more than two (2) school years. Any request for such leave to commence prior to November 1 shall commence the first day of the school year. Parental leave shall be subject to the following conditions:

1. A teacher who desires to take parental leave for purposes of birth and child-care of a newborn shall submit a written request to the Superintendent or designee no later than 120 calendar days prior to the anticipated birth of the child. The application shall indicate the proposed starting and ending dates of the leave and shall be accompanied by a written statement from the teacher's obstetrician or legally-qualified health care provider indicating the expected date of delivery and an opinion whether she may safely continue in employment, including the performance of all regular duties. In addition, a teacher returning from parental leave for birth and care of a newborn shall submit evidence from her qualified physician indicating that she is medically able to perform all of her teaching duties.
2. A teacher who desires to take parental leave for purposes of adoption or placement for adoption shall submit a written request to the Superintendent or designee of the anticipated date of adoption or placement of the child with the adoptive parent(s). If possible, application shall be made at least 120 calendar days, or as soon as practicable, prior to the anticipated date of adoption or placement. It shall be the responsibility of the teacher to keep the Superintendent or designee informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child.
3. Sick leave provisions in this Agreement (including Sick Leave Bank) and parental leave shall not be applicable at the same time, provided that parental leave may commence immediately before and/or immediately after use of sick leave for maternity disability purposes or adoptive purposes as herein provided. Use of sick leave for maternity disability purposes shall be limited to forty-two (42) calendar days following the birth of the child unless the teacher provides medical substantiation of the need for additional sick leave days. Use of sick leave by the primary care giver of an adopted child under the age of 5 shall be limited to forty-

two (42) calendar days after obtaining physical custody of the adopted child. Accumulated sick leave shall be restored to the teacher upon return to employment in the District.

4. As with any other unpaid leave, any teacher granted parental leave may make arrangements to continue coverage under the District's medical-surgical program at his/her own expense during his/her leave. For that portion of parental leave that also qualifies as leave under the FMLA, the teacher shall receive insurance coverage pursuant to the provisions of Article XII, Section I, for up to the maximum period of time provided under the *Family and Medical Leave Act* (i.e., up to twelve (12) weeks within a year).
5. Any teacher granted parental leave who has worked at least ninety (90) teacher attendance days of the school year prior to going on parental leave shall be considered to have completed a full year for purposes of advancement on the salary schedule and pro-rata seniority credit if otherwise eligible.
6. Tenured teachers on an approved parental leave shall be subject to the provisions of Article VIII (Reduction in Force and Seniority).
7. While on parental leave a teacher will not engage in substantial alternative employment.
8. Any time spent on parental leave, including any use of sick leave as provided in subsection 1 above, for which a teacher could take leave under the *Family and Medical Leave Act* shall be deemed to be FMLA leave as well.
9. A long-term parental leave (i.e., leave extending beyond the FMLA leave duration) 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; provided, however, the term of such leave shall not be considered in computing full-time employment under the *School Code* for purposes of the necessary continuous full-time employment necessary to attain contractual continued service (i.e., tenure) status. Each request by a non-tenured teacher shall be judged on its own merits and shall be within the sole discretion of the Board. Upon return from any parental leave that extends beyond the length of an FMLA leave, such that the teacher has not actually taught or otherwise be present at least 120 days in that school year, the non-tenured teacher's leave shall not be considered a break in service but shall not be counted toward the years of consecutive probationary service required to attain tenure. Non-tenured teachers on an approved parental leave shall be subject to the reduction in force and dismissal provisions of the *School Code*.

#### **F. Family and Medical Leave Act**

The Board may adopt policies to implement the *Family and Medical Leave Act* (FMLA) that are in accord with what is legally permissible under the Act. Examples of the purposes for which eligible employees can use FMLA leave include:

1. birth and/or care of a newborn child within the twelve (12) months after the birth of the child;
2. placement of a child for adoption or foster care within the twelve (12) months after the placement of the child;
3. care of a teacher's spouse, child, or parent with a serious health condition;
4. treatment of a teacher's own serious health condition; and
5. certain military-related purposes.

**G. Other Leave Provisions**

1. The Board shall provide a substitute for those who serve on jury duty, National Guard and Reserve military duty, and who are subpoenaed to participate in court proceedings in which they are not involved as a party litigant or have an interest in the outcome of the proceeding. The Board shall pay the difference between compensation (excluding a travel allowance) for jury duty and the teacher's salary if such duty is during teacher employment days.
2. A leave of absence without pay of up to two (2) years may be granted to any full-time teacher, upon application and approval, in the sole discretion of the Board, for the purpose of participating in educationally recognized and/or accredited teaching programs in other school districts, states, U.S. territories and domestic military programs as a full-time participant in such a program. Upon return from such a leave, a full-time teacher shall be placed in the same position on the Professional Compensation Schedule as he/she would have been if he/she had worked in the District during the period of such a leave, provided the teaching program has been approved in advance by the Superintendent and the Superintendent determines that the teacher has satisfactorily completed the teaching program in question.
3. A leave of absence without pay of up to one (1) year may be granted to any full-time tenured teacher, upon application and approval, in the sole discretion of the Board, for the purpose of study, travel, or personal business, but it is not the intent that such leave would be approved when it follows parental leave as provided in Section E above. No experience step increase shall be granted on the Professional Compensation Schedule for the period of such leave. Such leave may be extended for up to an additional one (1) year under the same terms and conditions.

**H. Notification of Return from Leave**

Any teacher who is scheduled to return to work from an approved leave under any of the provisions of this Article at the start of the following school year shall notify the District in writing of whether she/he is going to return or not return no later than March 1 for a full year leave and August 1 for partial year leave. The failure to provide such written notice by the

applicable date may, at the Board's discretion, be deemed as an abandonment of employment that severs the employment relationship.

## ARTICLE X

### GRIEVANCE PROCEDURE

#### A. Definition

A grievance shall mean that there has been an alleged violation, misinterpretation, misapplication or inequitable application of any provision in this Agreement.

#### B. Adjustment

The parties hereto acknowledge that the best procedure for the solution of a problem is through free and informal communication between those involved. Open discussion, reasonable restraint, and a lively interest in the greater good of the education situation should characterize all efforts toward redress. Should these informal procedures fail to bring satisfaction, the grievant may initiate the following course of action.

##### Step I

The grievance shall be submitted in writing within twenty-five (25) days of the alleged grievance or within twenty-five (25) days after the grievant, through the use of reasonable diligence, should have become aware of the event giving rise to the alleged grievance. The alleged grievance shall set forth all known basic relevant facts on which it is based and the provisions of this Agreement allegedly violated and the remedy sought. This grievance shall be presented to the supervisor immediately involved, with a copy provided to the Association Grievance Committee. The supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. The Association's representative may be present if requested by the grievant. The supervisor shall provide a written answer regarding the grievance to the grievant and the Association Grievance Committee within ten (10) days after the meeting. This answer shall include the reasons for the decision.

##### Step II

If the grievance is not resolved at Step I and the grievant wishes to appeal, the grievant shall refer the grievance in writing to the Superintendent or his/her official designee within ten (10) days after receipt of the Step I answer. The Superintendent or his/her official designee shall arrange a meeting with the grievant and such witnesses and counselors as the grievant and/or the Superintendent or his/her official designee deem necessary to consider facts pertinent to the grievance. Such meeting shall take place within ten (10) days of the receipt of the appeal. Upon conclusion of the hearing, the Superintendent or his/her official designee shall have ten (10) days in which to provide the written decision with reasons to the grievant and the Association.

##### Step III

If the grievance is not resolved at Step II, the Association shall refer the grievance to binding arbitration within twenty (20) days after receipt of the answer in Step II. The parties shall attempt to agree upon an arbitrator within ten (10) days after receipt of the notice of referral.

and in the event the parties are unable to agree upon an arbitrator within said ten (10) day period, the parties shall immediately jointly request the American Arbitration Association or the Federal Mediation and Conciliation Service to submit a panel of nine (9) arbitrators who are members of the National Academy of Arbitrators. Both the Board and the Association shall have the right to strike four names from the panel. The party requesting arbitration shall strike the first four names and the other party shall then strike four names. The remaining person shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the Board and the Association requesting that a time and place be set for the hearing, subject to the availability of the Board and Association representatives. Both parties may mutually agree in writing to submit more than one grievance to the same arbitrator.

The arbitrator shall have no right to amend, notify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted to him/her in writing by the Board and the Association and shall have no authority to make an award on any other issue not so submitted to him/her. The arbitrator shall be without power to make decisions in violation of applicable Federal, State and local laws, and rules and regulations having the force and effect of law which are issued by agencies having regulatory authority over the Board. The arbitrator shall submit in writing his/her decision and award within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later. The award shall be based solely upon his/her interpretation of the meaning of application of the specific terms of this Agreement. Consistent with these provisions, the arbitrator shall have the authority to make an award concerning the remedy, if any, that he/she considers to be appropriate.

The fees and expenses of the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives or witnesses.

### **C. General Guidelines**

1. If the Board challenges the arbitrability of a grievance on the grounds that the grievance was not submitted within the required time limits set forth in Sept I, this issue may be processed as part of the grievance in accordance with the Grievance Procedure set forth in this Article. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be considered to be acceptance of the decision rendered at that step. Failure at any step of this procedure to answer a grievance within the specific time limits shall permit the grievant (and the Association with respect to appeals to Step III) to proceed to the next step.
2. All time limits consist of school days. If a grievance is submitted less than ten (10) days before the close of the current school term, the time limits shall consist of all weekdays in order that the grievance may be resolved before the close of the school term or as soon thereafter as possible. School days for purposes of the grievance procedure shall mean teacher employment days.

3. If the grievant, the immediately involved supervisor, the Association, and the Superintendent agree, Step I of the grievance procedure may be bypassed and the grievance brought directly to Step II.
4. Class grievances involving two or more teachers which involve the same facts may be initially filed by the Association at Step II.
5. The Board acknowledges the right of the Association to participate in the processing of grievances in accordance with the provisions of the Illinois Educational Labor Relations Act (IELRA). No teacher shall be required to discuss any grievance if the Association's representative is not present.
6. The Board and the Administration shall cooperate with the Association, and vice versa, in investigation of any grievance, and further, they shall furnish each other with such information requested for the processing of any grievance, but this does not involve the preparation of any material or information not already available to the Board, Administration or Association.
7. No reprisals of any kind shall be taken by the Board or the Administration against a teacher because of his/her participation in this grievance procedure. Furthermore, the Association shall not participate in any reprisals against administrators or supervisors for any testimony or decisions given because of participation in this grievance procedure.
8. Should the Board or the Superintendent require that a teacher or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits for the investigation or processing of any grievance. The parties agree to schedule arbitration hearings insofar as practicable at times when teachers can be present to testify as witnesses without interfering with their teaching or other assigned duties; provided that if a teacher is required to testify during his/her regular assignment, said teacher shall be released without loss of pay or benefits for the purpose of testifying. In addition, up to two (2) Association representatives shall be released to attend arbitration and/or IELRB hearings without loss of pay or benefits.
9. Grievances, responses to grievances, appeals, and other records dealing with the processing of a grievance shall not be placed in personnel files.
10. A grievance may be withdrawn by the grievant at any level without establishing a precedent.
11. Nothing contained herein shall be construed as limiting the right of any teacher to file a grievance in accordance with the procedures set forth herein without the support or intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement.
12. Upon written mutual consent, time limits may be extended.



13. A written release shall be included in the grievance allowing documents, communications, and records pertaining to the grievance to be released to the Association.
14. If any teacher files any claim or complaint in any court of law or other appropriate governmental agency other than the grievance procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure set forth herein. This provision shall not apply to any complaints filed with the Illinois Educational Labor Relations Board (IELRB).

## ARTICLE XII

### PROFESSIONAL COMPENSATION AND BENEFITS

#### A. Qualifications For Professional Compensation

##### 1. Basic

- a. The minimum education for a beginning teacher is a Bachelor's Degree and no prior teaching experience.
- b. Each teacher is responsible for providing an appropriate and valid certificate for the position assigned.

##### 2. Years of Teaching Experience

- a. When employed, the teacher with previous successful teaching experience outside the District shall be placed on the compensation schedule at the discretion of the administration, and the exercise of such discretion shall not be subject to the provisions of Article X (Grievance Procedures).
- b. All types of experience credit approved prior to August 23, 1983, will be used for computation of salaries on the Schedule for Professional Compensation.
- c. Satisfactory teaching may include overseas teaching in an educationally recognized and/or accredited school, provided the overseas teaching for which a compensation schedule increment is sought is approved in advance by the Superintendent and the Superintendent determines that the teacher has satisfactorily completed the overseas teaching assignment in question.

##### 3. Professional Growth

- a. Professional Growth is a program authorized by the Board and planned cooperatively by teachers and administrators for the purpose of maintaining, renewing and expanding the knowledge, skills and abilities of teachers in providing the most effective planned educational experiences to the children in the District.
- b. Objectives
  - (1) Provide opportunities for teachers to gain further expertise in providing services to children.
  - (2) Encourage teachers to share talents, special knowledge, leadership and materials.
  - (3) Maintain a teaching staff with high professional competence.

- (4) Provide incentive for continued professional and relevant study through varied media.
- (5) Provide an equitable means of compensation for efforts to maintain professional competence.

c. Professional Growth Factors

- (1) Eligibility to participate may begin with activities completed after the first day of regular contractual service in the District. Application for final action for professional growth credit must be received by the committee at the Personnel Office in accordance with the following calendar in order to qualify for additional compensation:
  - Start of School Year: Credits must be submitted by October 1 of the school year in question. Provided the application and official sealed transcripts and appropriate paperwork are submitted by October 1, the horizontal lane advancement shall be retroactive to the start of the school year.
  - Mid-Year: Credits must be submitted by February 15 of the school year in question. Provided the application and official sealed transcripts and appropriate paperwork are submitted by February 15, the horizontal lane advancement shall be retroactive to February 1.
- (2) Professional growth activities must be appropriate to the improvement of the teacher's professional competence.
- (3) Professional growth activities for credit or compensation may not take place during paid contractual hours, except with the approval of the Superintendent.
- (4) For compensation computational purposes, one (1) professional growth credit shall be equivalent to one (1) semester hour of college credit or sixteen (16) contact hours for non-college activities.
- (5) Professional growth credit or compensation may only be granted in one (1) category (i.e., college, in-District, or out-of-District) for a single activity.

d. Professional Growth Activities

- (1) College credit
  - (a) College courses will be given credit only after an official sealed transcript has arrived at the Personnel Office.

- (b) College courses taken must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit.
- (c) College work must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.
- (d) For college credit received prior to employment, see Section A.4 of this Article (“Professional Growth Credit on the Schedule for Professional Compensation”).
- (e) Semester hours earned at an accredited college or university will be recognized if approved.

(2) In-District Credit

- (a) Recognizing the value of professional preparation, the District shall provide a variety of in-District professional growth activities.
- (b) The District shall offer a minimum of four (4) in-District workshops per school year.
- (c) Other than District-provided workshops, in-District activities taken must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit.
- (d) When participants fulfill the requirements established by the District for the in-District activities, professional growth credits or payment will be granted according to the terms announced by the Superintendent in advance.
- (e) In-District activities must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.

(3) Out-of-District Credit

- (a) Out-of-District activities must have pre-approval by the principal or designee and the Professional Growth Committee to receive credit.
- (b) Out-of-District activities must be completed and the request for recognition must be submitted by October 1 or February 15 for the work to be recognized during the current contract year.

- e. Professional Growth Procedure
  - (1) Teachers must follow the current guidelines and submit the current applications and forms for each professional growth activity, all of which can be found at the District's website.
  - (2) Upon review and action by the Professional Growth Committee, the "Committee's Final Approval" section of the application will be completed, and the form will be returned to the applicant. The credit awarded will become a permanent part of the personnel record of the applicant.
  - (3) Credit awards will be indicated on the teacher's next annual contract or its September and/or February adjustment.
  - (4) The applicant may request a committee hearing to review Committee action.
  
- f. Professional Growth Committee
  - (1) Function
    - (a) It shall be the responsibility of the Professional Growth Committee to study, investigate, and review the applications for professional growth and to determine the professional growth credit worth of each activity presented to the Professional Growth Committee. District staff may be called upon as advisors to this Committee in appropriate situations.
    - (b) All information provided to this Committee shall be considered strictly confidential.
    - (c) Six (6) members of the Committee must be present for action to be taken. Five (5) members must concur in the decision.
    - (d) The Committee shall publish the date at least two (2) weeks in advance of each meeting at which applications for pre-approval and credit or compensation will be considered. Other meetings may be planned as needed.
  - (2) Composition
    - (a) The Professional Growth Committee shall number eight (8), consisting of three (3) administrators and five (5) Association members.
    - (b) The Superintendent shall determine the manner of selection, qualifications and term of office of the three (3) administrators.

- (c) The Association shall determine the manner of selection, qualifications, and term of office of the five (5) Association members.

**4. Professional Growth Credit on the Professional Compensation Schedule**

- a. Credit for additional college training beyond the Bachelor's Degree, will be granted at the completion of each block of twelve (12) semester hours.
- b. Credit for in-District and out-of-District activities will be given as stated by the Professional Growth Policy (XII.A.3.c.4).
- c. Semester hours earned beyond the Bachelors Degree before employment in the District will be reviewed to determine how many, if any, such hours will be counted for professional growth credit on the schedule for professional compensation.
- d. Credit for the Masters Degree will be granted on the basis of a teacher's placement on the MA column of the applicable Professional Compensation Schedule. Full credit will be given for all the semester hours required for the Masters Degree when the degree is required for certification for a specific assignment (e.g., social worker or speech pathologist).
- e. Teachers who have obtained a Masters Degree shall be placed on the MA column.

**B. Professional Compensation Schedule**

For the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 school years, teachers shall be compensated on the basis of their placement on the applicable Professional Compensation Schedules which are attached as Appendices A-1, A-2, A-3 and A-4, respectively, and incorporated herein by reference.

At the Board's discretion in the event that the State enacts a law that shifts all or part of the funding obligation for TRS from the State to school districts, the Board and the PREA agree to meet to consider the cost impact to the Board.

The Board and the PREA agree to convene an ad-hoc committee in the 2014-2015 and 2015-2016 school years to discuss potential changes to the salary schedule and structure. The ad-hoc committee shall provide advice and guidance to the negotiating teams of the Board and the PREA and shall not have authority to implement any changes without those changes being bargained.

**C. Horizontal Movement on Professional Compensation Schedule**

Notwithstanding the provisions of Article XII, Section A.4, above, the following provisions shall be applicable to horizontal movement on the Professional Compensation Schedule:

1. Professional growth credits not submitted on or before September 20, 1995, cannot be used for horizontal movement on the Professional Compensation Schedule beyond the BA+36 column unless the teacher has an earned Masters Degree (MA).
2. Teachers who do not have an earned Masters Degree as of September 20, 1995, and who have professional growth credits beyond the BA+36 shall continue to be compensated on the basis of the professional growth credits they have as of September 20, 1995.
3. Teachers who are grandfathered as of September 20, 1995, in a column at or beyond BA+36 and who subsequently earn a Masters Degree shall be permitted thereafter to move horizontally up to two columns, but not more than two columns based on the additional credit hours earned while obtaining the Masters Degree.
4. Teachers without an earned Masters Degree who are in the BA through the BA+24 column of the Professional Compensation Schedule shall be placed in the MA column upon earning a Masters Degree; only professional growth credits earned after obtaining a Masters Degree can be used for horizontal movement on the Professional Compensation Schedule; provided, however, up to eight (8) hours of non-degree professional growth contact hours (one-half Professional Growth credit) and earned after June 13, 2003, but before obtaining a Masters Degree can be used for horizontal movement once the Masters Degree is earned.

**D. General Compensation Regulations**

1. Six (6) semester hours of professional growth training are required every six (6) years. This means that no more than six (6) years may elapse between periods of study earning four (4) hours of professional growth credit. This provision does not apply to teachers who are in the MA+48 or BA+90 column on the applicable Professional Compensation Schedule. The provisions of this subsection shall not be applicable as long as the State of Illinois Teacher Recertification Program is in effect.
2. All compensation shall be paid in twenty-two (22) or twenty-six (26) equal installments, as designated by the teacher at the time the teacher signs the compensation agreement.
3. The District will provide sign up forms for direct deposit to teachers who wish to participate.

**E. Stipends for Extracurricular Responsibilities and Coaching Assignments**

Stipends for extracurricular responsibilities and for coaching assignments for the 2012-2013, 2013-2014, 2014-2015, and 2015-2016 school years shall be in accordance with Appendix B attached hereto and incorporated herein by reference.

**F. Career Service Incentive Program**

During the term of this Agreement, the Board may establish a Career Service Incentive Program to encourage attendance of teachers at local, state, regional, and/or national conferences (limited to North America) and, if established, to determine the level of funding. The Professional Growth Committee shall establish the approval guidelines, provided any changes shall be subject to approval by both the Board and the PREA.

1. The program shall not be considered to be a reward for prior services or based upon the Board's evaluation policies and procedure.
2. Teachers may receive a grant as often as specified in the approved guidelines.
3. All PREA, IEA, NEA or other union activities will be exempted from consideration for an award; provided, however, the Professional Growth Committee may approve educational workshops and conferences sponsored by these organizations as being eligible for consideration.
4. All applications will be submitted to the Professional Growth Committee which in turn will make recommendations to the Superintendent based upon the established guidelines.
5. Recipients will be required to complete a conference summary upon completion of their activity in accordance with established guidelines.

The Professional Growth Committee may investigate the possibility of applying for any available state and/or federal funding. If such an investigation is undertaken, the Committee shall advise the Superintendent of the results of such investigation.

**G. Professional Growth for Teachers Frozen at BA+36 or Above, or at MA+48**

**1. Compensation Calculations**

Compensation for teachers frozen at BA+36 or above, or at MA+48, will be calculated in the following ways:

- a. University Courses. Teachers completing university courses will be reimbursed for the actual cost of the tuition and fees for the specific course. This does not include expenses for parking, books, or any other student fees. Such reimbursement shall not exceed the annual maximum set forth in number 3 of this section.



- b. In-District and Out-of-District Workshops (outside of the normal contract day). Teachers completing these activities may be reimbursed for the actual cost of the registration fees for the specific activity or for the contact hours of the specific activity.
- c. For purposes of establishing the hourly rate for a contact hour for in-District and out-of-District activities, the following will apply:
  - (1) Sixteen (16) hours of contact time will equal one (1) semester hour.
  - (2) The rate for a contact hour will be calculated using the following formula:  
 (average tuition per semester hour at Illinois public universities in the greater Chicago area) / 16  
 This hourly rate will be calculated and published each school year.
- 2. Reimbursement for fees shall never exceed the actual costs.
- 3. The annual reimbursement and hourly payments for all professional growth activities for teachers at BA+36 or above and MA+48 columns shall not exceed \$1,850 per teacher for the 2012-2013 school year, \$2,000 for the 2013-2014 school year, \$2,150 for the 2014-2015 school year, and \$2,300 for the 2015-2016 school year.
- 4. These provisions are not intended to underwrite attendance at conventions of professional organizations.

**H. National Board Certification Program**

For teachers who participate in the National Board Certification program, the District will reimburse up to \$1,000 of the cost of such participation. Upon successful completion and certification, the District will provide an annual lump sum payment of \$500 for the life of the certification; said lump sum payment will not be added to a teacher's base salary. Any teachers who participate in this program will not be eligible for professional growth credit for such participation.

**I. Health and Dental Insurance**

**1. Health Insurance Programs**

Effective August 1, 2012, for all full-time teachers who are covered by the District's medical-surgical programs (or who request and are eligible to be covered in the thirty-day period prior to September 1), such teachers shall pay the following percentage per month for the premium cost of the coverage option selected:

<b>PPO350</b>	2012-13 Monthly Rate Effective September 1	District Share	District % Paid	Employee Share	Employee % Paid
Employee	\$698.71	\$628.63	89.97%	\$70.08	10.03%
Employee +1	\$1,379.23	\$916.91	66.48%	\$462.32	33.52%
Family	\$1,975.28	\$1,199.19	60.71%	\$776.09	39.29%
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<b>HMO</b>	2012-13 Monthly Rate Effective September 1	District Share	District % Paid	Employee Share	Employee % Paid
Employee	\$467.11	\$447.68	95.84%	\$19.43	4.16%
Employee +1	\$922.09	\$626.65	67.96%	\$295.44	32.04%
Family	\$1,320.54	\$835.11	63.24%	\$485.43	36.76%
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<b>PPO HDHP</b>	2012-13 Monthly Rate Effective September 1	District Share	District % Paid	Employee Share	Employee % Paid
Employee	\$620.13	\$600.84	96.89%	\$19.29	3.11%
Employee +1	\$1,224.12	\$877.82	71.71%	\$346.30	28.29%
Family	\$1,753.14	\$1,169.70	66.72%	\$583.44	33.28%
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<b>PPO1200 (Coverage effective January 1, 2013)</b>	2012-13 Monthly Rate Effective September 1	District Share	District % Paid	Employee Share	Employee % Paid
Employee	\$513.43	\$497.46	96.89%	\$15.97	3.11%
Employee +1	\$1,013.46	\$866.91	85.54%	\$146.55	14.46%
Family	\$1,451.44	\$1,139.24	78.49%	\$312.20	21.51%

The above amounts represent the teacher's monthly share of the premium for the first year of the Agreement. Rates for each future year will be increased by the lesser of (1) the total rate of increase for premiums as calculated by the insurance provider, or (2) ten percent (10%).

- 2. Alternatives for Grandfathered Teacher.** For all other full-time teachers who are not covered by the District's medical-surgical programs and who were employed and working prior to the start of the 1992-93 school year, the Board will pay the applicable amount set forth below towards the premiums of group loss of income insurance, group term life insurance, group long term disability

insurance, dental insurance, or tax sheltered annuities, during the term of this Agreement:

1-10 years on salary schedule	\$43 per month (\$516 per year)
11-15 years on salary schedule	\$48 per month (\$576 per year)
16-20 years on salary schedule	\$53 per month (\$636 per year)

Any teacher, including teachers who are employed on at least a 50% or more basis, whose first day of employment is on or after the start of the 1992-93 school year (i.e., on or after August 21, 1992) shall not be eligible to receive this alternative health insurance benefit.

- 3. Part-Time Teacher Coverage.** Teachers who are employed on at least a 50% or more basis but less than full-time shall receive the applicable pro-rata amount.

Example A: For a teacher employed on the basis of a 75% contract who requests to be covered by the District's medical-surgical programs, the Board shall pay 75% of the amount that the Board pays monthly for full-time employees for the coverage selected and the employee shall pay the remaining amount.

Example B: A teacher employed on the basis of a 50% contract who elects not to be covered by one of the District's medical-surgical programs and who was employed and working prior to the start of the 1992-93 school year shall be entitled to 50% of the applicable dollar amount listed above for group loss-of-income, group term life insurance, group long-term disability insurance, dental insurance, or tax sheltered annuities, based on his/her years on the salary schedule.

- 4. Section 125 Plan.** The Board will offer to all teachers the opportunity to participate in a flexible spending arrangement (FSA) for health care premiums, dependent care assistance, and medical care reimbursement as specified in Section 125 of the *Internal Revenue Code*. The District will administer the plan and assume all costs incurred in its administration.
- 5. Dental Insurance.** A Board paid dental plan shall be established for individual employee coverage. Employees may purchase dependent coverage under said plan at a cost not to exceed the difference between the premium of the single coverage and the premium of the chosen dependent coverage.
- 6. Insurance Information.** The Association President shall be provided with a copy of the master contracts for the District's medical-surgical programs covering teachers, as well as any riders or revisions thereto which the District receives from its carriers and health care providers. In addition, the PREA President shall be provided, upon written request, relevant and available information pertaining to

the District's insurance and annuity programs. Nothing herein shall require the Board to compile any information or data which has not already been compiled.

7. **Insurance Changes.** The Board shall have the right to change insurance carriers or otherwise provide for coverage as long as the level of benefits is substantially the same or better. Before the Board changes insurance carriers or otherwise provides for coverage, the Association shall be given advance notice and an opportunity to present its views through its participation in the District Insurance Committee.
8. **Health Insurance Committee.** The Health Insurance Committee (“Committee”) will be continued during the term of this Agreement for the purpose of reviewing avenues and options to contain or decrease the cost of current and future health insurance and to make recommendations concerning same. The Committee will continue to be comprised of, but not limited to, a teacher representative from each building and representatives from each of the teacher assistant staff and the custodial staff. The chair of the Committee shall be a District administrator designated by the Superintendent who shall be responsible for scheduling meetings and preparing written information for each meeting. The Committee will meet as necessary but at least two (2) times per year. The work of the Committee shall be collaborative in order to promote a wide range of views and opinions as insurance options are reviewed. It shall have access to necessary information in order to do this. The Committee chair will provide these materials to committee members; however, the chair will protect the confidentiality of individual plan participants as required by applicable law. The Committee may meet with consultants as needed.
9. **Health Care Tax Negotiations.** If, during the life of this Agreement, a law is adopted that taxes health care benefits of teachers, the Agreement shall be re-opened to negotiate salary and health care benefits for each remaining year of this Agreement.

**J. Term Life Insurance**

The Board will pay to the estate or the named beneficiary of a deceased teacher or person named by the teacher in written direction filed with the District the sum of \$50,000.

**K. Long-Term Disability Insurance**

The Board will offer a voluntary long-term disability insurance plan which teachers may elect to participate in at their own expense. The plan will be selected with the advice of the District’s Insurance Committee and will be designed to coordinate with the disability coverage provided by the Teachers’ Retirement System and workers’ compensation.

**L. Payroll Deductions**

Payroll deductions shall be by written consent for the following items over a ten (10) or twelve (12) month period according to the individual teacher’s wage agreement:

1. Tax-sheltered annuities
2. Credit Union – A loan amount or share amount may be deducted upon filing payroll deduction form. A Credit Union payroll deduction may be canceled by notifying the Business Office. These deductions are not to fluctuate monthly.
3. United Way - Limited to six (6) months
4. Hospital, dental, and protection insurance premiums
5. Membership in the Park Ridge Education Association and its state and national affiliates, IEA and NEA (authorization forms supplied by the Association)
6. Certificate registration
7. Section 125 Plan deductions

All deductions for Credit Union, tax sheltered annuities, and Association dues shall be remitted within thirty (30) days of the deduction.

**M. State of Illinois Early Retirement Option**

A teacher may participate in the Illinois Teachers' Retirement System's (TRS) Early Retirement Option (ERO) program provided he/she is 55 to 59 years of age and has at least twenty (20) but less than thirty-five (35) years of creditable service under TRS. Any teacher who is considering retirement under the ERO program is expected to contact TRS to review any penalty payments he/she might owe.

Teachers who wish to retire under ERO must notify the Superintendent in writing by June 1 of the school year prior to the intended retirement date. The submitted notice must indicate an irrevocable intent to retire if approved by the Board. In any year in which ERO retirement requests are submitted, the Board may determine, in its sole and non-grievable discretion, to limit the maximum number of early retirements to be approved; however, no less than ten percent (10%) of the teachers who are eligible and who apply, rounded to the nearest whole number, by seniority.

Teachers who retire under ERO are not eligible for the District's unused sick leave pay severance benefit (Section D) or the supplemental retirement benefits (Section O) (i.e., 6% salary increase and retiree insurance).

**N. Early Retirement**

The Board, in its sole discretion, may provide a teacher not eligible for the above-referenced Early Retirement Option (ERO) but who is otherwise eligible for TRS retirement with a remunerative retirement incentive on such terms and conditions as the Board deems appropriate, provided that if the Board provides any such individual retirement incentive, it shall be non-precedential as regards any possible future retirement incentives. The Board shall advise the Association of any planned retirement incentive and shall involve the Association in any resulting discussions. The decision of the Board to provide or not provide a remunerative retirement incentive shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

**O. Supplemental Retirement Benefits**

1. **Eligibility.** A teacher shall be eligible for the District's Supplemental Retirement Benefits Plan subject to the following eligibility requirements:
  - a. At the time of retirement, the teacher (1) will have reached the age of 60 and have at least fifteen (15) years of TRS creditable service, or (2) will have 35 or more years of TRS creditable service; and
  - b. Can retire under the Teachers' Retirement System with no ERO penalty (i.e., at least 60 years of age on or before the last day of service in the District or at least age 55 with at least 35 years of TRS creditable service by the last day of service in the District); and
  - c. Shall not cause the Board to pay any penalties to TRS resulting from creditable earnings in excess of six percent (6%) in the teacher's four (4) years used for the TRS retirement annuity calculation; and
  - d. Must submit to the Superintendent an irrevocable letter of intent to retire either by January 1, 2013, for retirement at the end of the 2012-2013 school year or 2013-2014 school year, or by January 1, 2014, for retirement at the end of the 2013-2014 or 2014-2015 school year, or by January 1, 2015, for retirement at the end of the 2014-2015 or 2015-2016 school year, or by January 1, 2016 for retirement at the end of the 2015-2016 school year.
  
2. **Retirement Compensation.** For any teacher eligible to retire under the District's Supplemental Retirement Benefits Plan, the District will:
  - a. Pay the cost for single health insurance coverage through TRS, up to a maximum monthly cost of \$600.00, until the retiree is 65 or eligible for Medicare, whichever occurs earlier; and
  - b. Provide a salary increase for up to two (2) years prior to retirement in the next to last year of employment and the last year of employment, dependent on the timing of the notice provided the District under paragraph 1.d above, that is six percent (6%) above the teacher's creditable earnings in the prior school year.
  - c. For teachers who resign for retirement purposes on June 30, 2013 or on June 30, 2014 only, provide a service recognition payment as a post-retirement lump sum payment in the amount of \$625 per each year of continuous service to District 64, not to exceed 25 years (i.e., \$15,625). Only those teachers who provide full services up to the date of retirement indicated in their irrevocable notice shall be eligible for the service recognition payment. Payout of the service recognition lump sum shall occur no later than the first payroll of the following school year.

The retirement compensation shall be in lieu of any other step or lane movement, extra duty stipends, committee or leadership positions, or any other activities paid under this Agreement or by the District (i.e., the retiring teacher is deemed to be off-schedule and not subject to any of the payment provisions in the Agreement). The teacher further understands and acknowledges that he/she will not receive any other compensation for any additional activities or services on behalf of the District during the year(s) in which the teacher is receiving the six percent (6%) benefit. If a teacher has an extra duty position or other stipended obligation at the commencement of the retirement compensation period and ceases to perform those services during the period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of the extra services compensation no longer performed.

Notwithstanding any other provision of this 2009-2012 Agreement, no teacher shall receive a creditable earnings' increase above 6% over the prior school year that could result in the Board being required to make a penalty payment to TRS.

If the Illinois legislature subsequently enacts legislation further limiting annual percentage increases allowable as TRS creditable earnings for the purpose of calculating teacher pensions or requiring additional Board contributions for TRS creditable teacher salary increases in excess of specified percentages, the Board and the PREA agree to meet and revise this provision to provide alternate methods of distributing the supplemental retirement benefit due to teachers without increasing the Board's monetary obligation in a manner that would minimize any negative impact on the teacher's retirement annuity.

**P. Professional Workshops**

Teachers who lead an 8-hour professional workshop will be paid \$500.00.

**Q. Workers' Compensation**

The Board shall pay the State of Illinois prescribed workers' compensation payments to any teacher who is determined to be eligible to receive workers' compensation pursuant to 820 ILCS 305/1 *et seq.* Said teacher may elect to receive any additional sick leave compensation paid by the Board and available to the teacher (i.e., 1/3<sup>rd</sup> of a sick day to bring the teacher to full salary) or to receive only the workers' compensation benefits to which the teacher is entitled (i.e., 2/3<sup>rd</sup> of salary).

## ARTICLE XIII

### EFFECT AND TERM OF AGREEMENT

#### A. Priority of Documents

In the event of conflict between this document and other written policies of the Board, this Agreement, if applicable, takes priority over and controls the others.

#### B. Entire Agreement

This Agreement supersedes and cancels all previous agreements between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

#### C. Waiver Of Bargaining

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to during such collective bargaining process, or any item covered specifically in this Agreement. This provision shall not, however, prohibit the parties from mutually agreeing to alter, change, add to, delete or otherwise voluntarily modify this Agreement in accordance with Article XX.

#### D. Applicable State Law

This Agreement shall be governed by the laws of the State of Illinois and constitutes the entire Agreement between the Park Ridge Education Association and the Board of Education, Community Consolidated School District 64, and shall be changed only in writing signed by both parties.

#### E. 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 violated 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.



**F. Non-Interruption Of Work**

During the term of this Agreement, neither the Association nor any teacher covered by this Agreement shall instigate, promote or participate in any strike, sympathy strike, or other concerted stoppage of work.

The Association shall not be held responsible for actions of individual teachers in which it has not participated, instigated or promoted.

**G. Ratification and Duration of Agreement**

This Agreement shall become effective on September 24, 2012, upon ratification first by the Association and then by the Board, and shall be binding upon both parties after ratification. This Agreement shall remain in effect through 11:59 p.m. on the day preceding the first day of teacher attendance for the 2016-2017 school year.

This Agreement is approved and signed by the parties on the dates indicated:

**For the Park Ridge Education  
Association (PREA)**

Erin Breen  
President

Franky Reyes  
Secretary

9-24-12  
Date Ratified

**For the Board of Education  
District 64**

[Signature]  
President

[Signature]  
Secretary

9-24-12  
Date Ratified

## APPENDIX A-1

### 2012-13 PROFESSIONAL COMPENSATION SCHEDULE

Step	Lane							
	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$45,780	\$47,487	\$49,256	\$52,655	\$55,222	\$57,789	\$61,212	\$66,344
2	\$47,487	\$49,202	\$50,911	\$54,371	\$56,938	\$59,501	\$62,927	\$68,059
3	\$49,202	\$50,911	\$52,624	\$56,736	\$59,304	\$61,870	\$65,297	\$70,425
4	\$50,911	\$52,624	\$54,336	\$58,451	\$61,013	\$63,584	\$67,005	\$72,141
5	\$52,624	\$54,336	\$56,046	\$61,148	\$63,713	\$66,286	\$69,703	\$74,843
6	\$54,336	\$56,046	\$57,755	\$62,858	\$65,428	\$67,993	\$71,419	\$76,553
7	\$56,046	\$57,755	\$59,470	\$64,573	\$67,138	\$69,704	\$73,131	\$78,292
8	\$57,755	\$59,470	\$61,180	\$66,286	\$68,851	\$71,419	\$74,843	\$79,978
9	\$59,470	\$61,179	\$62,893	\$68,049	\$70,565	\$73,131	\$76,553	\$81,690
10	\$60,750	\$62,463	\$64,177	\$69,281	\$71,845	\$74,412	\$77,839	\$82,969
11	\$62,038	\$63,747	\$65,458	\$70,565	\$73,131	\$75,694	\$79,122	\$84,254
12	\$63,322	\$65,028	\$66,742	\$71,845	\$74,412	\$76,979	\$80,405	\$85,535
13	\$64,604	\$66,317	\$68,027	\$73,131	\$75,694	\$78,264	\$81,689	\$86,819
14	\$65,888	\$67,597	\$69,308	\$74,412	\$76,979	\$79,542	\$82,969	\$88,104
15	\$67,173	\$68,881	\$70,594	\$75,694	\$78,264	\$80,831	\$84,254	\$89,385
16	\$68,453	\$70,167	\$71,879	\$76,979	\$79,542	\$82,114	\$85,535	\$90,669
17	\$69,738	\$71,448	\$73,158	\$78,264	\$80,099	\$83,397	\$86,819	\$91,955
18	\$71,448	\$73,158	\$74,873	\$80,635	\$83,197	\$85,766	\$89,186	\$94,321
19	\$73,980	\$75,691	\$77,401	\$83,162	\$85,730	\$88,297	\$91,717	\$96,851
20	\$76,824	\$78,539	\$80,249	\$87,449	\$90,061	\$92,670	\$96,153	\$101,374

1	Teachers in the Masters Lane who have been on Step 20 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 20 or \$2,027.
2	The minimum compensation paid to a beginning teacher with a Bachelor's Degree and no experience in teaching is \$45,780.
3	From the compensation set forth above, the Board shall pick-up the teacher's required contribution to the Illinois Teachers Retirement System (TRS). Teachers shall indemnify and hold harmless the Districts for any payments the District makes on their behalf to TRS.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,318.

## APPENDIX A-2

### 2013-14 PROFESSIONAL COMPENSATION SCHEDULE

Step	Lane							
	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$46,696	\$48,437	\$50,241	\$53,708	\$56,327	\$58,945	\$62,436	\$67,671
2	\$48,437	\$50,186	\$51,929	\$55,459	\$58,077	\$60,691	\$64,185	\$69,420
3	\$50,186	\$51,929	\$53,676	\$57,871	\$60,490	\$63,107	\$66,603	\$71,833
4	\$51,929	\$53,676	\$55,423	\$59,620	\$62,234	\$64,855	\$68,345	\$73,584
5	\$53,676	\$55,423	\$57,167	\$62,371	\$64,988	\$67,611	\$71,097	\$76,339
6	\$55,423	\$57,167	\$58,910	\$64,115	\$66,736	\$69,353	\$72,847	\$78,084
7	\$57,167	\$58,910	\$60,659	\$65,865	\$68,481	\$71,098	\$74,594	\$79,857
8	\$58,910	\$60,659	\$62,404	\$67,611	\$70,228	\$72,847	\$76,339	\$81,577
9	\$60,659	\$62,403	\$64,151	\$69,410	\$71,977	\$74,594	\$78,084	\$83,324
10	\$61,965	\$63,712	\$65,460	\$70,667	\$73,282	\$75,900	\$79,396	\$84,628
11	\$63,279	\$65,022	\$66,767	\$71,977	\$74,594	\$77,208	\$80,704	\$85,939
12	\$64,589	\$66,329	\$68,076	\$73,282	\$75,900	\$78,519	\$82,013	\$87,245
13	\$65,896	\$67,643	\$69,387	\$74,594	\$77,208	\$79,829	\$83,323	\$88,555
14	\$67,206	\$68,949	\$70,694	\$75,900	\$78,519	\$81,132	\$84,628	\$89,866
15	\$68,517	\$70,259	\$72,006	\$77,208	\$79,829	\$82,448	\$85,939	\$91,172
16	\$69,822	\$71,570	\$73,317	\$78,519	\$81,132	\$83,756	\$87,245	\$92,482
17	\$71,133	\$72,877	\$74,621	\$79,829	\$81,700	\$85,065	\$88,555	\$93,794
18	\$72,877	\$74,621	\$76,371	\$82,247	\$84,861	\$87,482	\$90,970	\$96,207
19	\$75,460	\$77,204	\$78,949	\$84,825	\$87,445	\$90,063	\$93,551	\$98,788
20	\$78,361	\$80,110	\$81,854	\$89,198	\$91,862	\$94,523	\$98,076	\$103,401

1	Teachers in the Masters Lane who have been on Step 20 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 20 or \$2,068.
2	The minimum compensation paid to a beginning teacher with a Bachelor's Degree and no experience in teaching is \$46,696.
3	From the compensation set forth above, the Board shall pick-up the teacher's required contribution to the Illinois Teachers Retirement System (TRS). Teachers shall indemnify and hold harmless the Districts for any payments the District makes on their behalf to TRS.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,344.

## APPENDIX A-3

### 2014-15 PROFESSIONAL COMPENSATION SCHEDULE

Step	Lane							
	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$47,630	\$49,406	\$51,246	\$54,783	\$57,453	\$60,124	\$63,685	\$69,024
2	\$49,406	\$51,190	\$52,968	\$56,568	\$59,238	\$61,905	\$65,469	\$70,808
3	\$51,190	\$52,968	\$54,749	\$59,028	\$61,700	\$64,370	\$67,935	\$73,270
4	\$52,968	\$54,749	\$56,531	\$60,812	\$63,478	\$66,152	\$69,712	\$75,056
5	\$54,749	\$56,531	\$58,310	\$63,619	\$66,287	\$68,964	\$72,519	\$77,866
6	\$56,531	\$58,310	\$60,089	\$65,397	\$68,071	\$70,740	\$74,304	\$79,646
7	\$58,310	\$60,089	\$61,873	\$67,182	\$69,851	\$72,520	\$76,086	\$81,455
8	\$60,089	\$61,873	\$63,652	\$68,964	\$71,632	\$74,304	\$77,866	\$83,209
9	\$61,873	\$63,651	\$65,434	\$70,798	\$73,416	\$76,086	\$79,646	\$84,990
10	\$63,204	\$64,987	\$66,770	\$72,080	\$74,747	\$77,418	\$80,984	\$86,321
11	\$64,544	\$66,323	\$68,102	\$73,416	\$76,086	\$78,752	\$82,319	\$87,658
12	\$65,880	\$67,655	\$69,438	\$74,747	\$77,418	\$80,089	\$83,653	\$88,990
13	\$67,214	\$68,996	\$70,775	\$76,086	\$78,752	\$81,426	\$84,989	\$90,326
14	\$68,550	\$70,328	\$72,108	\$77,418	\$80,089	\$82,755	\$86,321	\$91,663
15	\$69,887	\$71,664	\$73,446	\$78,752	\$81,426	\$84,097	\$87,658	\$92,996
16	\$71,218	\$73,001	\$74,783	\$80,089	\$82,755	\$85,432	\$88,990	\$94,332
17	\$72,556	\$74,335	\$76,113	\$81,426	\$83,334	\$86,766	\$90,326	\$95,670
18	\$74,335	\$76,113	\$77,898	\$83,892	\$86,558	\$89,231	\$92,789	\$98,132
19	\$76,969	\$78,748	\$80,528	\$86,522	\$89,194	\$91,864	\$95,422	\$100,763
20	\$79,928	\$81,712	\$83,491	\$90,982	\$93,700	\$96,414	\$100,038	\$105,469

1	Teachers in the Masters Lane who have been on Step 20 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 20 or \$2,109.
2	The minimum compensation paid to a beginning teacher with a Bachelor's Degree and no experience in teaching is \$47,630.
3	From the compensation set forth above, the Board shall pick-up the teacher's required contribution to the Illinois Teachers Retirement System (TRS). Teachers shall indemnify and hold harmless the Districts for any payments the District makes on their behalf to TRS.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,371.

## APPENDIX A-4

### 2015-16 PROFESSIONAL COMPENSATION SCHEDULE

Step	Lane							
	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
1	\$48,582	\$50,394	\$52,271	\$55,878	\$58,602	\$61,327	\$64,959	\$70,405
2	\$50,394	\$52,213	\$54,027	\$57,699	\$60,423	\$63,143	\$66,778	\$72,224
3	\$52,213	\$54,027	\$55,844	\$60,209	\$62,934	\$65,657	\$69,294	\$74,735
4	\$54,027	\$55,844	\$57,662	\$62,028	\$64,748	\$67,475	\$71,106	\$76,557
5	\$55,844	\$57,662	\$59,477	\$64,891	\$67,613	\$70,343	\$73,969	\$79,423
6	\$57,662	\$59,477	\$61,290	\$66,705	\$69,433	\$72,154	\$75,790	\$81,238
7	\$59,477	\$61,290	\$63,110	\$68,526	\$71,248	\$73,971	\$77,607	\$83,084
8	\$61,290	\$63,110	\$64,925	\$70,343	\$73,065	\$75,790	\$79,423	\$84,873
9	\$63,110	\$64,924	\$66,742	\$72,214	\$74,884	\$77,607	\$81,238	\$86,690
10	\$64,468	\$66,286	\$68,105	\$73,522	\$76,242	\$78,967	\$82,603	\$88,047
11	\$65,835	\$67,649	\$69,464	\$74,884	\$77,607	\$80,327	\$83,965	\$89,411
12	\$67,198	\$69,008	\$70,827	\$76,242	\$78,967	\$81,691	\$85,326	\$90,770
13	\$68,558	\$70,376	\$72,191	\$77,607	\$80,327	\$83,055	\$86,689	\$92,133
14	\$69,921	\$71,735	\$73,550	\$78,967	\$81,691	\$84,410	\$88,047	\$93,497
15	\$71,285	\$73,097	\$74,915	\$80,327	\$83,055	\$85,779	\$89,411	\$94,856
16	\$72,643	\$74,461	\$76,279	\$81,691	\$84,410	\$87,140	\$90,770	\$96,218
17	\$74,007	\$75,822	\$77,635	\$83,055	\$85,001	\$88,502	\$92,133	\$97,583
18	\$75,822	\$77,635	\$79,456	\$85,570	\$88,289	\$91,016	\$94,645	\$100,094
19	\$78,508	\$80,323	\$82,138	\$88,252	\$90,978	\$93,702	\$97,330	\$102,779
20	\$81,526	\$83,346	\$85,161	\$92,802	\$95,574	\$98,342	\$102,038	\$107,579

1	Teachers in the Masters Lane who have been on Step 20 for more than one year are eligible for a longevity stipend equal to two percent of the MA+48 Step 20 or \$2,152.
2	The minimum compensation paid to a beginning teacher with a Bachelor's Degree and no experience in teaching is \$48,582.
3	From the compensation set forth above, the Board shall pick-up the teacher's required contribution to the Illinois Teachers Retirement System (TRS). Teachers shall indemnify and hold harmless the Districts for any payments the District makes on their behalf to TRS.
4	Teachers who attain a Doctoral Degree from an accredited university shall receive a stipend of \$1,399.

## APPENDIX B

### STIPEND SCHEDULE

POSITION	2012-13	2013-14	2014-15	2015-16
Battle of the Books	\$890	\$908	\$926	\$944
Before School Playground Supervision	\$668	\$681	\$695	\$709
Before School Supervision	\$671	\$685	\$698	\$712
Beginning Band	\$624	\$636	\$649	\$662
Beginning Orchestra	\$624	\$636	\$649	\$662
Bus Supervisor-Elementary	\$1,929	\$1,967	\$2,007	\$2,047
Bus Supervisor-Middle School	\$1,160	\$1,183	\$1,207	\$1,231
Cadet Band	\$949	\$968	\$987	\$1,007
Cheerleading Coach	\$1,597	\$1,629	\$1,662	\$1,695
Chorus-Elementary	\$815	\$831	\$848	\$865
Chorus-Middle School	\$1,428	\$1,457	\$1,486	\$1,515
Coaching (Basketball)	\$3,017	\$3,078	\$3,139	\$3,202
Coaching (Cross Country)	\$2,151	\$2,194	\$2,238	\$2,283
Coaching (Volleyball)	\$2,151	\$2,194	\$2,238	\$2,283
Computer Club	\$740	\$755	\$770	\$786
Concert Band	\$1,402	\$1,430	\$1,458	\$1,487
Concert Orchestra	\$1,957	\$1,997	\$2,036	\$2,077
Curriculum Specialist	\$1,991	\$2,031	\$2,072	\$2,113
Curriculum Writing ( <i>hourly</i> )	\$43.21	\$44.08	\$44.96	\$45.86
Department Chairpersons	\$1,991	\$2,031	\$2,072	\$2,113
Department Liaisons	\$712	\$726	\$741	\$755
Drum Club	\$815	\$831	\$848	\$865
Girls on the Run	\$671	\$685	\$698	\$712
High School Tutor Program	\$624	\$637	\$649	\$662
Homework Club	\$624	\$637	\$649	\$662
Intermural Sports	\$1,381	\$1,408	\$1,437	\$1,465
Jazz Band	\$1,342	\$1,369	\$1,397	\$1,424
Mathletes	\$624	\$636	\$649	\$662
Mentor Facilitator	\$3,261	\$3,326	\$3,393	\$3,461
Mentor-1 <sup>st</sup> year	\$1,669	\$1,702	\$1,736	\$1,771
Mentor-1 <sup>st</sup> year 2 teachers	\$2,499	\$2,549	\$2,600	\$2,652
Mentor-2 <sup>nd</sup> year	\$830	\$847	\$864	\$881

<b>POSITION (con't)</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
Mentor-2 <sup>nd</sup> year 2 teachers	\$1,246	\$1,271	\$1,296	\$1,322
Outside Supervision	\$1,304	\$1,330	\$1,357	\$1,384
Outdoor Education	\$224	\$229	\$233	\$238
Patrol Supervisor	\$1,053	\$1,074	\$1,096	\$1,118
Peaceful Playground Leader	\$712	\$726	\$741	\$756
Peer Mediation Facilitator	\$673	\$687	\$701	\$715
Peer Mediation Sponsor	\$391	\$399	\$407	\$415
Percussion Ensemble	\$1,342	\$1,369	\$1,397	\$1,424
POWER Facilitator	\$816	\$832	\$849	\$866
Program Facilitator	\$2,850	\$2,907	\$2,966	\$3,025
Science Club	\$624	\$636	\$649	\$662
Science Unit Facilitator	\$415	\$424	\$432	\$441
Spark	\$894	\$912	\$930	\$949
String Ensemble	\$815	\$831	\$848	\$865
Student Council	\$740	\$755	\$770	\$786
Student Government Sponsor	\$1,786	\$1,822	\$1,858	\$1,895
Student Govt-Asst. Sponsor	\$1,137	\$1,160	\$1,183	\$1,206
Symphonic Band	\$2,109	\$2,151	\$2,194	\$2,238
Team Leader	\$1,595	\$1,627	\$1,659	\$1,693
Team Liaisons	\$1,198	\$1,222	\$1,247	\$1,272
Video Club	\$624	\$637	\$649	\$662
Web Page	\$816	\$832	\$849	\$866
Yearbook Assistant	\$211	\$215	\$219	\$224
Yearbook Co-Sponsor	\$1,160	\$1,183	\$1,207	\$1,231
Young Authors	\$740	\$754	\$769	\$785

**CLASS SIZE GOALS**

**SIDE LETTER OF UNDERSTANDING  
between  
the PREA and the BOARD OF EDUCATION  
for the 2012-2016 COLLECTIVE BARGAINING AGREEMENT**

The Board of Education as presently constituted remains committed to working toward the Class Size Goals adopted by the Board during the 1995-96 school year and subject to the constraints identified by the Board when it adopted the Class Size Goals.

This Side Letter shall not be subject to the grievance and arbitration provisions set forth in the parties' Collective Bargaining Agreement.

**PARK RIDGE EDUCATION  
ASSOCIATION**

By Erin Bruen  
Date 11-6-12

**PARK RIDGE-NILES CONSOLIDATED  
SCHOOL DISTRICT 64**

By [Signature]  
Date 11/6/12



**MASTERS DEGREE PLACEMENT**

**SIDE LETTER OF UNDERSTANDING  
between  
the PREA and the BOARD OF EDUCATION  
for the 2012-2016 COLLECTIVE BARGAINING AGREEMENT**

For purposes of placement on the Professional Compensation Schedule, teachers who have been awarded a Masters Degree will be placed on the MA Lane regardless of the number of academic credits earned in attaining that Masters Degree.

Beginning July 1, 2009, teachers may advance on the Professional Compensation Schedule directly from their current lane placement. Those teachers on the MA Lane will require no more than twelve (12) hours to advance to the MA+12 Lane; however, no credits previously earned by teachers may be reapplied retroactively to enhance movement in the Masters lanes under this Side Letter of Understanding.

This Side Letter shall not be subject to the grievance and arbitration set forth in the parties' collective bargaining agreement.

**PARK RIDGE EDUCATION  
ASSOCIATION**

By Erin Breen

Date 11-6-12

**PARK RIDGE-NILES CONSOLIDATED  
SCHOOL DISTRICT 64**

By [Signature]

Date 11/6/12