

COMMUNITY UNIT SCHOOL DISTRICT 300
BOARD OF EDUCATION'S
FINAL OFFER TO THE
LOCAL EDUCATION ASSOCIATION DISTRICT 300 [LEAD 300]



NOVEMBER 12, 2012

Pursuant to State law, following a declaration of impasse, the parties are to submit their final offers to each other, the mediator, and the Illinois Education Labor Relations Board.

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Introduction and Summary of Final Offer

The Board of Education of Community Unit School District 300 began bargaining with the Local Education Association of District 300 (LEAD 300) in January 2012. In July, the parties jointly requested mediation, and after eleven mediation sessions, on Monday, November 5, LEAD 300 declared impasse. By law, each party is required to submit their final offers to each other, the mediator and the Illinois Educational Labor Relations Board within seven days of a declaration of impasse. Accordingly, the Board is submitting this final offer.

As has been stated by the President of the Board of Education, Anne Miller, “The Board is dedicated to negotiating a contract that is good for students, fair for teachers and fiscally responsible to our community. It is our sincere hope that a strike will be averted. We are fortunate to have a caring, competent and highly qualified staff.”

During the negotiations, LEAD 300 has emphasized that its primary goals are class size and the work environment. The Board listened and responded. For the first time, the Board is committed to including class size limits in its collective bargaining agreement. The Board has committed to lowering class sizes at the elementary schools and to maintaining those lower class sizes.

The Board has also made numerous commitments to address other work environment issues that were raised during negotiations, including flexibility and control over plan time and arrival and departure times. LEAD 300 asked for a bullying policy, and the Board agreed that the two sides should jointly draft one for adoption by the Board. Special Education teachers asked for relief from their ever-increasing paperwork and IEP administration requirements, and the Board responded with five additional compliance assurance days.

LEAD 300 also asked, and the Board agreed, to transition the high schools to a 9-period day, which yields benefits for staff, students and administration. The 9-period day mimics the structure of the current 8-period day by continuing to have 45 minute academic instructional periods of time, something which currently fits all users’ needs. The difference in the 9-period day is that the lunch period for students and staff is extended from 30 minutes to 45 minutes. Students benefit from this change in that they can utilize the additional time to complete school work. Staff benefits in the new configuration because more high school teachers have a five class work load accompanied with an assigned supervision.

Central to every negotiation are the economic proposals— salaries and benefits. Given today’s economic environment, the Board has offered a strong salary and benefit package to its employees with the knowledge that the fiscal strength of the District is in the best interests of its students, its employees and its taxpayers. The Board has asked LEAD 300 to phase out end-of-career salary increases over the life of this contract. It is common knowledge that pension reform is coming to Illinois, and school districts will presumably bear at least some of the cost of that reform. Neither the District nor the State can afford to continue the traditional end-of-career salary and pension enhancements.

The Board’s final offer is summarized in the following pages. There are also other outstanding issues that remain between the parties. A complete copy of the Board’s final offer is attached to this document.

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General Background Information

The Board's primary goals for a new contract are:

- Act in a fiscally responsible manner by ensuring that the District's limited resources are used wisely, that the District's expenditures do not exceed its revenues, and that taxpayers are not unduly burdened; and
- Attract and retain a quality teaching staff; and
- Provide staff with a fair and competitive salary and benefits package; and
- Provide staff with the support and resources necessary to ensure a positive workplace climate and a successful learning environment; and
- Provide current and future students with a quality education and learning environment by carefully allocating the District's limited resources in order to avoid reductions in staff, address large class sizes, and avert programmatic cuts.

Past Negotiations

As illustrated in the chart below, the District's salary increases have averaged 3.2% over the last five years. The average salary increase **includes** annual step increases, a salary increase based on the length of time a teacher has been employed in the district. The average salary increase **does not include** annual lane movement increases, a salary increase based on teachers obtaining advanced degrees.

School Year	Average Salary Increase	CPI
2007-2008 (same contract)	5.4% (includes 2% average step increase)	2.5%
2008-2009 (same contract)	4.1% (includes 2% average step increase)	4.1%
2009-2010 (same contract)	4.9% (includes 2% average step increase)	0.1%
2010-2011 (roll over contract)	2.0% (only 2% average step increase)	2.7%
2011-2012 (one-year contract)	0.0% (hard freeze, no step increase)	1.5%
Total	16.2%	10.9%
Average	3.2%	2.2%

To remain financially stable, it is imperative that the District's expenditure increases are in alignment with the District's revenue increases. Increases to property tax revenue, the District's largest revenue source, are tied to the Consumer Price Index (CPI). For the last five years, the Board's wage and benefit package for teachers has exceeded the average 2.2% CPI for this same period.

The Board's proposed contract provides an average salary increase of 2.4% per year for the 2012-2015 3-year contract. Since the inception of the tax cap, CPI has averaged 2.5%. The Board believes that the current proposed contract is fair and fiscally responsible.

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Comparability Data

The Board believes that teacher compensation for District 300 is competitive with surrounding Kane and McHenry County unit school districts. The chart below illustrates how District 300 beginning and highest teachers' salaries compare among the 14 unit school districts in Kane and McHenry counties on three major benchmarks.

Benchmark (1)	Rank
Beginning Bachelor's Salary	3 rd highest
Beginning Master's Salary	7 th highest
Highest Teacher Salary	7 th highest

(1) Benchmarks based on the *Chicago Sun Times*, "Illinois Teacher Salaries: How School Districts Compare" Database, for Kane and McHenry County unit school districts which can be found at: <http://www.suntimes.com/data/14288435-666/illinois-teacher-salaries-how-school-districts-compare.html>. All data is provided by the Illinois State Board of Education and reflect 2011-2012 teacher schedules and include all pension contributions.

The 14 unit school districts used for this comparison are Alden Hebron SD 19, Harvard CUSD 50, Johnsburg CUSD 12, Kaneland CUSD 302, Huntley CUSD 158, Aurora East USD 131, Elgin SD U-46, Central CUSD 301, Batavia USD 101, Geneva CUSD 304, Woodstock CUSD 200, St. Charles CUSD 303, Aurora West USD 129 and Carpentersville CUSD 300.

Staff Retention

The Board is committed to attracting and retaining high quality teachers. The Board believes that the District's entry level salary amount and award-winning Induction and Mentoring program for novice teachers are two factors that address this commitment. The Board's intention is to bargain a contract providing for a stable financial environment that will continue to positively impact the retention and attraction of quality teaching staff. Data for the last three school years indicates an average teacher retention rate of approximately 98%.

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Proposals with Financial Impact

SALARY SCHEDULE

Board:		
School Year	Average Salary Increase	Notes
2012-2013	2.75%	(includes an average step increase of approximately 2%)
2013-2014	2.00%	(includes an average step increase of approximately 2%)
2014-2015	2.50%	(includes an average step increase of approximately 2%)

Teachers with a Masters or Doctorate degree on Step 25 of the salary schedule and non-certified nurses will receive an increase of 2.75% in 2012-2013; 2.00% in 2013-2014 and 2.50% in 2014-2015. The Board does not agree to place non-certified nurses on a salary schedule.

LEAD 300*:

School Year	Average Salary Increase	Notes
2012-2013	4.25%	(includes an average step increase of approximately 2%)
2013-2014	4.45%	(includes an average step increase of approximately 2%)
2014-2015	4.70%	(includes an average step increase of approximately 2%)

The Union's proposal will place non-certified nurses on a salary schedule.

Board Salary Schedule Proposal Details

Teachers will be paid according to the following:

2012-2013: Teachers will advance one step on the salary schedule. In addition, the salary schedule will be increased by .75%. Teachers with a Master's or Doctorate degree on Step 25 of the salary schedule and non-certified nurses will receive an increase of 2.75% in 2012-2013.

2013-2014: Teachers will advance one step on the salary schedule. Teachers with a Master's or Doctorate degree on Step 25 of the salary schedule and non-certified nurses will receive an increase of 2.00%.

2014-2015: Teachers will advance one step on the salary schedule. In addition, the salary schedule will be increased by .50%. Teachers with a Master's or Doctorate degree on Step 25 of the salary schedule and non-certified nurses will receive an increase of 2.50%.

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The salary schedule for the duration of the contract would be as follows:

2012-2013 & 2013-2014 Salary Schedule												
Step	Without Board Paid TRS						With Board Paid TRS					
	BA	BA+15	MA	MA+15	MA+30	DOCT	BA	BA+15	MA	MA+15	MA+30	DOCT
1	\$39,798	\$41,100	\$42,618	\$45,112	\$47,932	\$52,920	\$41,893	\$43,263	\$44,861	\$47,486	\$50,455	\$55,705
2	\$40,232	\$41,750	\$43,919	\$46,414	\$49,125	\$54,764	\$42,349	\$43,947	\$46,231	\$48,857	\$51,711	\$57,646
3	\$40,666	\$42,401	\$45,221	\$47,606	\$50,317	\$56,606	\$42,806	\$44,633	\$47,601	\$50,112	\$52,965	\$59,585
4	\$41,100	\$43,051	\$46,521	\$48,799	\$51,510	\$58,450	\$43,263	\$45,317	\$48,969	\$51,367	\$54,221	\$61,526
5	\$41,533	\$43,702	\$47,823	\$49,992	\$52,703	\$60,294	\$43,719	\$46,002	\$50,340	\$52,623	\$55,477	\$63,467
6	\$41,967	\$44,353	\$49,125	\$51,185	\$53,896	\$62,138	\$44,176	\$46,687	\$51,711	\$53,879	\$56,733	\$65,408
7	\$42,401	\$45,004	\$50,425	\$52,378	\$55,088	\$63,981	\$44,633	\$47,373	\$53,079	\$55,135	\$57,987	\$67,348
8	\$42,836	\$45,654	\$51,727	\$53,571	\$56,282	\$65,824	\$45,091	\$48,057	\$54,449	\$56,391	\$59,244	\$69,288
9	\$43,268	\$46,305	\$53,029	\$54,764	\$57,583	\$67,668	\$45,545	\$48,742	\$55,820	\$57,646	\$60,614	\$71,229
10	\$43,702	\$46,956	\$54,329	\$55,957	\$58,884	\$69,511	\$46,002	\$49,427	\$57,188	\$58,902	\$61,983	\$73,169
11		\$47,606	\$55,631	\$57,257	\$60,186	\$71,355		\$50,112	\$58,559	\$60,271	\$63,354	\$75,111
12		\$48,257	\$56,932	\$58,559	\$61,487	\$73,199		\$50,797	\$59,928	\$61,641	\$64,723	\$77,052
13		\$48,907	\$58,234	\$59,861	\$62,788	\$75,042		\$51,481	\$61,299	\$63,012	\$66,093	\$78,992
14			\$59,535	\$61,161	\$64,089	\$76,885			\$62,668	\$64,380	\$67,462	\$80,932
15			\$60,836	\$62,463	\$65,391	\$78,729			\$64,038	\$65,751	\$68,833	\$82,873
16			\$62,138	\$63,764	\$66,692	\$80,573			\$65,408	\$67,120	\$70,202	\$84,814
17			\$63,438	\$65,065	\$67,993	\$82,417			\$66,777	\$68,489	\$71,572	\$86,755
18			\$64,740	\$66,367	\$69,511	\$84,259			\$68,147	\$69,860	\$73,169	\$88,694
19			\$66,042	\$67,668	\$71,354	\$86,103			\$69,518	\$71,229	\$75,109	\$90,635
20			\$66,584	\$68,969	\$73,416	\$87,947			\$70,088	\$72,599	\$77,280	\$92,576
21			\$67,126	\$70,270	\$76,561	\$89,790			\$70,659	\$73,968	\$80,591	\$94,516
22			\$67,668	\$71,355	\$79,705	\$91,634			\$71,229	\$75,111	\$83,900	\$96,457
23			\$68,210	\$72,439	\$81,874	\$93,477			\$71,800	\$76,252	\$86,183	\$98,397
24			\$68,753	\$73,524	\$84,368	\$95,321			\$72,372	\$77,394	\$88,808	\$100,338
25			\$69,295	\$74,608	\$88,381	\$97,164			\$72,942	\$78,535	\$93,033	\$102,278

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2014-2015 Salary Schedule												
Step	Without Board Paid TRS						With Board Paid TRS					
	BA	BA+15	MA	MA+15	MA+30	DOCT	BA	BA+15	MA	MA+15	MA+30	DOCT
1	\$39,997	\$41,306	\$42,831	\$45,338	\$48,172	\$53,185	\$42,102	\$43,480	\$45,085	\$47,724	\$50,707	\$55,984
2	\$40,433	\$41,959	\$44,139	\$46,646	\$49,371	\$55,038	\$42,561	\$44,167	\$46,462	\$49,101	\$51,969	\$57,935
3	\$40,869	\$42,613	\$45,447	\$47,844	\$50,569	\$56,889	\$43,020	\$44,856	\$47,839	\$50,362	\$53,231	\$59,883
4	\$41,306	\$43,266	\$46,754	\$49,043	\$51,768	\$58,742	\$43,480	\$45,543	\$49,215	\$51,624	\$54,493	\$61,834
5	\$41,741	\$43,921	\$48,062	\$50,242	\$52,967	\$60,595	\$43,938	\$46,233	\$50,592	\$52,886	\$55,755	\$63,784
6	\$42,177	\$44,575	\$49,371	\$51,441	\$54,165	\$62,449	\$44,397	\$46,921	\$51,969	\$54,148	\$57,016	\$65,736
7	\$42,613	\$45,229	\$50,677	\$52,640	\$55,363	\$64,301	\$44,856	\$47,609	\$53,344	\$55,411	\$58,277	\$67,685
8	\$43,050	\$45,882	\$51,986	\$53,839	\$56,563	\$66,153	\$45,316	\$48,297	\$54,722	\$56,673	\$59,540	\$69,635
9	\$43,484	\$46,537	\$53,294	\$55,038	\$57,871	\$68,006	\$45,773	\$48,986	\$56,099	\$57,935	\$60,917	\$71,585
10	\$43,921	\$47,191	\$54,601	\$56,237	\$59,178	\$69,859	\$46,233	\$49,675	\$57,475	\$59,197	\$62,293	\$73,536
11		\$47,844	\$55,909	\$57,543	\$60,487	\$71,712		\$50,362	\$58,852	\$60,572	\$63,671	\$75,486
12		\$48,498	\$57,217	\$58,852	\$61,794	\$73,565		\$51,051	\$60,228	\$61,949	\$65,046	\$77,437
13		\$49,152	\$58,525	\$60,160	\$63,102	\$75,417		\$51,739	\$61,605	\$63,326	\$66,423	\$79,386
14			\$59,833	\$61,467	\$64,409	\$77,269			\$62,982	\$64,702	\$67,799	\$81,336
15			\$61,140	\$62,775	\$65,718	\$79,123			\$64,358	\$66,079	\$69,177	\$83,287
16			\$62,449	\$64,083	\$67,025	\$80,976			\$65,736	\$67,456	\$70,553	\$85,238
17			\$63,755	\$65,390	\$68,333	\$82,829			\$67,111	\$68,832	\$71,929	\$87,188
18			\$65,064	\$66,699	\$69,859	\$84,680			\$68,488	\$70,209	\$73,536	\$89,137
19			\$66,372	\$68,006	\$71,711	\$86,534			\$69,865	\$71,585	\$75,485	\$91,088
20			\$66,917	\$69,314	\$73,783	\$88,387			\$70,439	\$72,962	\$77,666	\$93,039
21			\$67,462	\$70,621	\$76,944	\$90,239			\$71,013	\$74,338	\$80,994	\$94,988
22			\$68,006	\$71,712	\$80,104	\$92,092			\$71,585	\$75,486	\$84,320	\$96,939
23			\$68,551	\$72,801	\$82,283	\$93,944			\$72,159	\$76,633	\$86,614	\$98,888
24			\$69,097	\$73,892	\$84,790	\$95,798			\$72,734	\$77,781	\$89,253	\$100,840
25			\$69,641	\$74,981	\$88,823	\$97,650			\$73,306	\$78,927	\$93,498	\$102,789

* The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.

Rationale for Board Salary Proposal

The Board is dedicated to negotiating a contract that is good for students, fair for teachers and fiscally responsible to our community. Given today's economic environment, the Board has offered a strong salary and benefit package to its employees with the knowledge that the fiscal strength of the District is in the best interests of its students, its employees and its taxpayers. The District's projections indicate that to provide salary increases greater than what is currently proposed will either jeopardize the District's educational program or place an undue burden on our taxpayers during these difficult economic times. While the Board is willing to provide increases commensurate with the certified LEAD members' increases to non-certified nurses, they do not agree with placing the non-certified nurses on a salary schedule.

Board Salary Cost Summary

The Board's proposed total salary costs and annual salary increases without retirees are as follows:

Contract Year	Salary Costs	Annual Increase
2011-2012	\$62,796,573.63	
2012-2013	\$64,615,423.89	\$1,818,850.26
2013-2014	\$65,997,794.20	\$1,382,370.31
2014-2015	\$67,707,599.65	\$1,709,805.45
Total Contract		\$4,911,026.02

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RETIREMENT

In the collective bargaining agreement that expired on July 1, teachers who submitted a notice of retirement were given a 6% salary increase over their prior year's creditable earnings for up to four years prior to retirement.

Board:

School Year	Proposed change to end-of-career salary increases
2012-2013	6% increase over their prior year's base salary for four years
2013-2014	3% increase over their prior year's base salary for four years
2014-2015	3% increase over their prior year's base salary for four years

The Board is also proposing that if retirement legislation is enacted resulting in additional costs to the District, then the parties may reopen and renegotiate this provision. Additionally, the Board is proposing that the retirement incentive ends with this agreement, so after the 2014-2015 school year, future retirees will not receive an end-of-career salary increase. Lastly, the proposal eliminates post-retirement HRA contributions for unused sick leave not reported to the Teachers' Retirement System.

LEAD 300*:

School Year	Proposed change to end-of-career salary increases
2012-2013	6% increase over their prior year's creditable earnings for four years
2013-2014	4% increase over their prior year's creditable earnings for four years
2014-2015	4% increase over their prior year's creditable earnings for four years

Rationale for Board Retirement Proposal

It is widely reported that the General Assembly is considering legislation that would shift the State's required contributions to the teachers' pension system to local school districts, or penalize local school districts for any end-of-career salary increases. Therefore, the Board has proposed that the current retirement plan's end-of-career salary increases be phased out during the three years of this agreement and that the post-retirement benefit be reduced. This allows teachers at or near retirement age to have a final opportunity to take advantage of end of career salary increases.

Board Retirement Proposal Cost Summary

For the 2012-2013 school year, the salary cost for the 121 staff members currently on the retirement track is \$10,627,043. The salary cost for these staff member would be \$10,226,023 without the current retirement incentive for an increase of \$401,021. The compounding effect of the current retirement benefit is not reflected in this number.

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The Board's proposal is designed to reduce the overall costs of this benefit, but we are unable to determine the projected future cost savings at this time because the District does not know the number of teachers that will elect to retire under the Board's proposed plan.

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HEALTH INSURANCE

Currently, the Board pays 80% of the monthly health insurance premium for teachers and nurses who elect single coverage and 70% of the monthly health insurance premiums for teachers and nurses who elect family coverage. The Board also pays 80% of the premium for dental and vision insurance.

Board:

The Board is proposing no changes to the current contribution levels. The teachers' proportionate share for health, dental and vision insurance will not increase. If the annual premium increases beyond 14%, a joint administration and LEAD insurance committee will meet to discuss plan changes to limit the increase.

In addition, the Board proposed that if additional costs or taxes may be imposed on the District as a result of federal health care reform legislation or accompanying regulations, then the contract may be reopened at the request of the Board to negotiate plan design changes or other health plan terms that will be sufficient to avoid such additional costs or taxes.

LEAD 300*:

LEAD does not agree with the Board proposal that if additional costs or taxes may be imposed on the District as a result of federal health care reform legislation or accompanying regulations, then the contract may be reopened at the request of the Board to negotiate plan design changes or other health plan terms that will be sufficient to avoid such additional costs or taxes.

Rationale for Board Health Insurance Proposal

With the volatility in health insurance renewal rates and the unknown quantification of the Patient Protection and Affordable Care Act on future renewals, this language will allow the District to minimize the impact of future increases.

Board Health Insurance Cost Summary

The District's annual cost for teachers' health insurance is \$8,889,181. The 2013 health insurance increase was 6%. The proposed language would not have impacted the 2013 health insurance rates for the school district since the increase was less than 14%. However, this language allows the District to limit future costs if renewals exceed 14%.

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NATIONAL BOARD CERTIFICATION

Under the expired Agreement, when a teacher attains a credential under the National Board for Professional Teaching Standards, he or she receives an annual increase of 7% to their base pay.

Board:

The 7% annual increase for National Board Certified teachers would be reduced to an annual stipend of \$1,200.

LEAD 300*:

Current National Board Certified teachers would receive an annual base salary increase of 5% until the expiration of their initial credential, which is valid for ten years. Any member who achieves the status of National Board Certified or renews their credential after July 1, 2013 would receive an annual stipend of \$3,500.

Rationale for Board National Board Certification Proposal

National Board Certification is an advanced teaching credential that a teacher may choose to attain. This credential does not increase a teacher's endorsements and does not require any additional responsibilities. The Board of Education believes that the salary incentive for National Board Certified employees is a much greater benefit than other surrounding districts. In general, the National Board Certification incentives are flat dollar amounts that are not tied to an employee's salary and limit the compounding effect for this extra pay.

Board National Board Certification Cost Summary

In 2011-2012, the Board paid \$219,839.85 for the 47 National Board Certified teachers, an average of \$4,677.44 per National Board Certified teacher. For the current National Board Certified teachers, they will now receive \$56,400.00 resulting in an annual savings of \$163,439.85.

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ELEMENTARY SCHOOL CLASS SIZE

The collective bargaining agreement that expired on July 1 does not contain limits on class size. The current practice is that new classes are opened when a classroom enrollment reaches between 33 to 37 students, depending on the grade level. The Board agreed to add elementary class size limitations to the contract.

Level	Current Classroom Limits	Proposed Guaranteed Classroom Limits
Kindergarten	Maximum of 32 students	Maximum of 28 students
Grade 1-2	Maximum of 34 students	Maximum of 28 students
Grade 3-5	Maximum of 36 students	Maximum of 31 students

Board Elementary School Class Size Proposal Details

When elementary school classroom enrollments reach the limits proposed by the Board, then a new class would be added at that building and grade, as long as there is room in the building to add a class.

Rationale for Board Elementary School Class Size Proposal

The Board and LEAD 300 agree that lowering our current elementary class sizes would positively impact our students' learning environment and enhance opportunities for children, as well as improve working conditions for our teachers. Currently, our classrooms are staffed with the potential for teachers to have between 32 and 36 students. Our proposal ensures a maximum number of students per classroom at 28 students for K-2 and 31 students for 3-5. Past contract language described an overall staffing ratio, while the proposed language guarantees a cap to the number of students per classroom. The Board estimates that this language could reduce the class size of up to 85 classrooms beginning in the 2013-14 school year.

Board Elementary School Class Size Cost Summary

Based upon projected student enrollment figures, the proposed language will require the addition of approximately 23.5 teachers beginning with the 2013-2014 school year. The average salary and benefits for a new teacher will be \$55,259.78 for the 2013-2014 school year and \$56,640.38 for the 2014-2015 school year based upon the Board's salary proposal. This proposal will also secure overload savings as indicated below. The estimated total cost for this proposal for the life of the contract is as follows:

Contract Year	Teachers	Average Salary & Benefits	Total Teacher Salary & Benefit	Overload Savings	Total Teacher Cost Less Overload Savings
2013-2014	23.5	\$55,529.78	\$1,298,604.92	(\$132,600.00)	\$1,166,004.92
2014-2015	23.5	\$56,640.38	\$1,331,048.93	(\$133,926.00)	\$1,197,122.93
Total Contract	23.5		\$2,629,653.85	(\$266,526.00)	\$2,363,127.85

* The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.

EXTRA DUTY PAY PROPOSAL

The Board proposed and LEAD 300 is agreement to the following increases to the extra pay schedule:

2012-2013: 2% increase

2013-2014: 1% increase

2014-2015: 1% increase

Rationale for Board Extra Duty Pay Proposal

The Board values the commitment of our employees who perform extra pay duties which benefit a myriad of students in our school system. We celebrate their contributions to our numerous programs and diverse offerings which enhance our schools and the lives of our students. In keeping with that commitment, the Board proposed to add dollars to the extra pay structure so that extra pay remains competitive.

Board Extra Duty Pay Cost Summary

The Board's proposed extra duty costs are as follows:

Contract Year	Extra Duty Cost	Annual Increase
2011-2012	\$2,418,516	
2012-2013	\$2,466,886	\$48,370
2013-2014	\$2,249,555	\$24,669
2014-2015	\$2,516,471	\$24,916
Total Contract		\$97,955

** The union position referenced references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

EDUCATION SERVICES PROPOSAL

Under the collective bargaining agreement that expired on July 1, the special education section of the contract had not been updated to comply with current state and federal laws since 2006. The Board has proposed to update the language to align with current laws and practices, and to address the concerns of Education Services staff with regard to compliance and instructional planning time. Education Services staff asked for relief from their ever-increasing paperwork and IEP requirements. The Board proposal added an additional 5 compliance assurance days. The Board proposal, in the area of working conditions, addressed the concern of a common plan time for staff involved in a co-teaching model.

Rationale for Board Education Services Proposal

The Board and LEAD 300 have been in general agreement with regard to many of the changes to Education Services language. The Board of Education recognizes the challenges of continued legal requirements associated with maintaining student Individual Education Plan (IEP) compliance. These requirements impact special education teachers, psychologists, social workers, and speech and language therapists. The Board of Education has offered the allocation of an additional five compliance assurance days, for a total of eight days, each school year. These additional days allow Education Services staff the appropriate time to meet the ever changing IEP requirements and maintain appropriate communication with parents and outside agencies.

Further items proposed related to Education Services are:

- Addressing the job description of Education Services Coordinator; and
- Addressing the responsibilities of inclusion facilitators; and
- Addressing training for Education Services staff; and
- Addressing procedures/policies for Education Services and communication of those procedures/policies.

Board Education Services Cost Summary

The annual cost for this proposal is approximately \$117,075. The total cost for the life of the contract is \$351,225 related to the costs for the additional compliance assurance days.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

MIDDLE SCHOOL TEACHER WORKLOAD

Under the expired contract, middle school core general education teachers received additional compensation if they were assigned more than three preparations, but the definition of a “preparation” meant that different courses within the same content area were not always considered a separate preparation. The Board proposed to redefine a preparation to include different courses within the same content area department and agreed to increase the compensation for middle school teachers who are assigned more than three preparations from \$150 per quarter to \$300 per quarter.

Rationale for Board Middle School Teacher Workload Proposal

The Board of Education understands that planning and preparation are essential components in order for effective instruction to occur and to meet the diverse set of student needs within any classroom. The Board of Education recognizes the challenges placed on middle school teachers who are assigned more than three different preparations on a daily basis. The Board and union agree that different courses within the same content area department require separate planning and preparation.

In order to address this concern, the Board of Education has offered to redefine a separate preparation to include different courses within the same content area department and to increase the amount of compensation for middle school teachers who are assigned more than three preparations.

Board Middle School Teacher Workload Cost Summary

In 2011-2012 the Board paid \$1,800.00 to core general education middle school teachers for additional preparations. The Board estimates that the cost would increase to approximately \$9,600.00 annually when the proposal is implemented.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

HIGH SCHOOL NINE PERIOD DAY

The Board agreed that high schools will operate on a 9-period day. Each 1.0 FTE high school teacher (with the exception of music, PE, and Oak Ridge) will be assigned the following workload:

- 5 periods of classroom assignments
- 1 period of supervision, e.g. compliance period for educational services staff, Academic Support Period, lunchroom, tutoring center, study hall, etc.
- 1 period for duty free lunch
- 2 periods of planning/preparation

The Board proposes that the 9-period day begins with the start 2013-2014 school year.

LEAD 300*:

The Union proposed that the 9-period day begins with the start of second semester of the 2012-2013 school year.

Rationale for Board High School Nine Period Day Proposal

The transition to a 9-period day yields benefits for staff, students, and administration without substantive changes to the start and end times of the school day. The 9-period day mimics the structure of the current 8-period day by continuing to utilize 45 minute academic instructional periods of time, which currently fits all users' needs.

A difference in the 9-period day is that the lunch period for students and staff is extended from 30 minutes to 45 minutes. Students benefit from this change in that they can utilize the additional time to complete school work. It also provides an opportunity for the school system to examine the "open campus" concept for student lunch periods in the future. Staff benefits in the new configuration because more high school teachers have a five class work load accompanied with an assigned supervision. It also benefits staff and administration by making all periods of the day one common length (45 minutes), which mitigates the scheduling challenges presented by the current lunch period structure in the 8-period day.

The district benefits by a more user-friendly student schedule while maintaining current graduation requirements and course offerings. The assignment of supervisions also benefits the district in the cost savings derived from the assignment of lunch supervision, which would no longer require extra pay.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

Board High School Nine Period Day Cost Summary

The proposed language would require the addition of approximately 10 teachers for the 2013-2014 school year. The average salary and benefits for a new teacher would be \$55,259.78 for the 2013-2014 school year and \$56,640.38 for the 2014-2015 school year based upon the Board's salary proposal. The proposal also secures supervision pay savings as indicated below. The estimated total cost for this proposal for the life of the contract is as follows:

Contract Year	Teachers	Average Salary & Benefits	Total Teacher Salary & Benefit	Supervision Savings	Total Teacher Cost Less Supervision Savings
2013-2014	10	\$55,529.78	\$552,597.80	(\$47,520.00)	\$507,777.80
2014-2015	10	\$56,640.38	\$566,403.80	(\$47,995.20)	\$518,408.60
Total Contract	10		\$1,119,001.60	(\$95,515.20)	\$1,026,186.40

* The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.

Proposals without Financial Impact

TEACHER PLAN TIME

The recently expired agreement provides for teacher plan time, which is a time during the day when teachers are not delivering instruction to students and is used by teachers to prepare for instruction, meet with parents, or meet with other staff or administration as necessary. At the elementary level, teachers receive 150 minutes of plan time per week, but some may not receive plan time every day due to scheduling challenges.

Board:

The Board committed to making a good faith effort to schedule the day so that elementary teachers receive 30 consecutive minutes of plan time each day. In addition, the Board agreed to allow teachers at all levels more discretion over their plan time, and agreed that meetings during plan time will be scheduled in advance when possible.

LEAD 300*:

Administrators may schedule meetings during teachers' plan time only for teachers' evaluations and only if the meetings are scheduled 48 hours in advance.

Rationale for Board Teacher Plan Time Proposal

The Board and LEAD 300 agree that providing teachers with appropriate plan time can improve the service teachers provide to students and parents. Additionally, teachers are sometimes required to use part of their plan time to attend to other duties that may take time away from their planning. The Board's proposal requires administration to make a good faith effort to provide 30 consecutive minutes of plan time daily at the elementary level. This language also provides LEAD 300 an outlet to discuss concerns related to the scheduling of plan time for elementary teachers if administration is unable to provide planning in this manner. The Board agrees that when possible the teacher be given advance notice when a meeting would be scheduled during their plan time; however, in certain circumstances, advance notice may not be possible. Examples include, but are not limited to, issues related to student safety, crisis situations, etc.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

BULLYING POLICY

Board:

The Board has proposed that a task force of Board, administration and LEAD 300 members draft a Board policy that addresses workplace bullying. The Board agrees to use an outside mediator to resolve disputes that arise under the policy.

LEAD 300*:

The Union agrees to the Board's proposal that a task force be created which will develop a Board policy on bullying. The Union proposes that disputes under this policy would be subject to grievances and arbitration.

Rationale for Board Bullying Policy Proposal

The Board seeks to address issues of harassment and bullying among its employees. The Board is committed to working in cooperation with LEAD 300 representatives to formulate appropriate Board Policy and supporting Administrative Procedures that will effectively inform all employees of proper procedures and protocols. The Board does not agree with the LEAD 300 proposal that the policy should be subject to the grievance process, as no other Board policies are subject to the grievance process.

The Board and LEAD 300 are attempting to delineate more clearly the steps in the harassment complaint process to better inform both LEAD 300 members and administrators what procedures to follow in the event of alleged harassment or bullying. Current Board Policy addresses harassment, but does not specifically include the term "bullying." The goal is to create an enforceable policy that enables employees to file complaints and have fair hearings against bullying behaviors by other adults.

By agreeing to these recommendations, the Board is attempting to clarify policy language, provide more definitive procedures, and establish protocols of communication and training regarding the policies and procedures.

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TEACHER ARRIVAL AND DEPARTURE TIME

Under the collective bargaining agreement that expired on July 1, teachers were required to be at school 20 or 30 minutes before the start of the school day and to remain at school for 20 or 30 minutes after the school day, depending on the school level.

Board:

The Board and LEAD 300 are in agreement that all certified staff are expected to be on site 15 minutes before and 5 minutes after the student instructional day. All certified staff at the elementary and middle school levels and Oak Ridge School are expected to be on site an additional 150 minutes per week at their discretion. All certified staff at the high school level are expected to be on site an additional 100 minutes per week at their discretion. Mandatory meetings that are scheduled in advance shall take precedence over the member's discretion.

LEAD 300*:

The Union's proposal would only allow mandatory meetings that are scheduled at least 10 calendar days in advance (e.g., faculty or department meetings) to take precedence over the members' discretion and must be factored into the additional weekly minutes.

Board Teacher Arrival and Departure Time Proposal Details

Members of the bargaining unit will be expected to be on site 15 minutes before and 5 minutes after the student instructional day. In addition, members shall be on site for weekly minutes as outlined below. In weeks that there are less than 5 student instructional days, the minutes will be prorated in accordance with the number of student instructional days within that week. It will be at the member's discretion when these minutes are worked, but shall occur adjacent to the student instructional day. Mandatory meetings that are scheduled in advance (e.g. faculty or department meetings) shall take precedence over the member's discretion and must be factored into the additional weekly minutes defined below. This shall not be assignable student supervision time but extra pay supervision may be offered in this time frame.

Elementary	150 minutes
Middle/Oak Ridge	150 minutes
High	100 minutes

Rationale for Board Teacher Arrival and Departure Time Proposal

The Board accepts the concept proposed by LEAD 300 to provide teachers with greater flexibility with regard to their arrival and departure times. Currently, teachers are required to be on site between 20 to 30 minutes before and after school. This new language defines some required time prior to and after the school day. However, this proposal would allow teachers more flexibility with the preponderance of their professional responsibility time.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

EVALUATION AND PROFESSIONAL DEVELOPMENT

The Board has proposed to update the evaluation provision in the agreement to comply with the recently passed Performance Evaluation Reform Act. This includes the creation of a joint committee to determine how the use of data and indicators of student growth will be included in certified staff evaluation.

Rationale for Board Evaluation and Professional Development Proposal

The Board of Education recognizes the importance of evaluation and professional development within the education profession to encourage continuous improvement of instruction for students and professional practice. The Board of Education has a long standing history of working collaboratively with LEAD 300 to develop and implement a high quality evaluation and professional growth model for staff through a joint Evaluation Committee.

The Board understands the impact changes in the Illinois School Code and recent legislation including the Performance Evaluation Reform Act (PERA) have on the evaluation of certified staff members. The Board agrees with the implementation of the new summative rating system aligned to PERA. The Board supports the proposal of a Joint PERA Committee to work collaboratively with LEAD 300 to determine how the use of data and indicators of student growth will be included in certified staff evaluation. The Board agrees that materials related to evaluation and professional development should be easily accessible to all staff via the District Share Point.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

FACULTY MEETINGS

The recently expired agreement does not address faculty and department meetings.

Board:

The Board proposed that faculty and department meetings will be held for no more than 60 minutes per month. If held outside of the contractual workday, the meetings will be held adjacent to the student instructional day and will count towards a member's additional required minutes at the site. The Board's proposal will allow administration to schedule meetings in advance and shall take precedence over the member's discretion and to be factored into the weekly minutes.

LEAD 300*:

The Union's proposal would only allow mandatory faculty and department meetings that are scheduled at least 10 calendar days in advance.

Rationale for Board Faculty Meetings Proposal

Dissemination of pertinent information from school administration to the entire faculty in a timely manner is critical to effective communication. Scheduling meetings before or after school reduces the amount of professional development time potentially lost. Faculty meetings are part of a teacher's professional responsibility, and the Board agrees that these meetings should not create a hardship on any staff by overtly and frequently extending the workday, but should not be a reason to generate additional compensation due to length of such meetings. Per the proposed language, limiting the number of minutes to 60 per month would require prioritizing information disseminated during faculty meetings.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

TRANSFER

The Board proposed to update the transfer provision in the agreement to reflect recent legislative changes, to update the language to reflect current practice and to eliminate cumbersome and unwieldy transfer timelines.

Rationale for Board Transfer Proposal

As a result of recent legislative changes including PERA and Senate Bill 7, the transfer provision in the agreement was out of date. Vacancies are now required to be filled based on merit, qualification, experience and certifications, with seniority being considered only if all other factors are equal. Further, much of the language in the provision did not match the parties' current practice in transferring teachers from one building to another or recognize that paperwork and postings may be done electronically. Lastly, the provision contains timelines that make it very cumbersome and unwieldy to transfer teachers to match student enrollment needs.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

REDUCTION IN FORCE AND RECALL

Under the expired agreement, the Reduction in Force language does not reflect needed changes to comply with the recently passed Senate Bill 7.

Board:

The Board has proposed to update the reduction in force and recall provisions in the agreement to comply with the recently passed Senate Bill 7. The Board's proposal provides recall rights as provided by law. The Board does not agree with LEAD 300 that teachers with "needs improvement" or "unsatisfactory" summative evaluations be given recall rights.

LEAD 300*:

The Union proposed that teachers with "needs improvement" or "unsatisfactory" summative evaluations, who do not have recall rights by law, also be given recall rights.

Rationale for Board Reduction in Force and Recall Proposal

The Board of Education recognizes that Reduction in Force language is governed by the Illinois School Code and is an important issue. The Board of Education feels strongly that their proposal should address the required components of reduction in force and recall within recent legislation, without making any substantive changes to the intent of the laws. The Board does not believe that teachers rated unsatisfactory should provide services to our students.

** The union position represented references the most recent LEAD 300 position and does not reflect any changes LEAD 300 may be contemplating for its final offer.*

COMMUNITY UNIT SCHOOL DISTRICT 300
BOARD OF EDUCATION'S
FINAL OFFER TO THE
LOCAL EDUCATION ASSOCIATION DISTRICT 300 [LEAD 300]



NOVEMBER 12, 2012

Pursuant to State law, following a declaration of impasse, the parties are to submit their final offers to each other, the mediator, and the Illinois Education Labor Relations Board.

ARTICLE III – NEGOTIATIONS PROCEDURES

B. SUCCESSOR AGREEMENT

The parties shall commence bargaining for a successor agreement on or before February 15 of the year in which the agreement expires 2010. The parties shall bargain as per the Illinois Educational Labor Relations Act and its rules and regulations.

D. COMMUNICATIONS COUNCILS

4. Collaborative Council. The parties agree to create a Teaching and Learning Collaborative Council.

The purpose of the council will be to:

- a. Provide an open forum to discuss District initiatives and programs.
- b. Provide communication between teachers, building-level administration and district-level administration.
- c. Maintain consistent communication between all schools.

There will be ~~three~~ four committees, one for each level (pre-school/elementary; middle; high) and one for Educational Services. Each committee will be chaired by the Assistant Superintendent at the respective level.

Members:

Pre-school/Elementary Committee

1. Assistant Superintendents for Teaching and Learning
2. LEAD Elementary School VP
3. 3 elementary principals – appointed by T & L Team
4. LEAD member from each pre-school/elementary building (15) appointed by LEAD

Middle School Committee

1. Assistant Superintendents for Teaching and Learning
2. LEAD Middle School VP
3. 1 middle school principal – appointed by T & L Team
4. LEAD Member from each middle school building (6) appointed by LEAD

High School Committee

1. Assistant Superintendents for Teaching and Learning

2. **LEAD High School VP**
3. 1 high school principal – appointed by T & L Team
4. Two LEAD member(s) from each high school building, and one member from Oak Ridge appointed by LEAD

Education Services Committee

The Education Services Committee member will be:

1. **Assistant Superintendent for Educational Services Teaching and Learning**
2. **Director of Education Service: Compliance**
3. **Director of Education Services Instruction**
4. **Ten LEAD members, 1 of whom appointed by LEAd as co-chair**

The meeting agendas will review current special education laws and regulations as related to compliance, instruction and working conditions.

Participation **on the committees** will be voluntary. Meetings will occur after normal working hours. Each committee shall meet a minimum of three times per year.

Neither the Board nor the Association, through participation in communication council discussions, waives its right to engage in formal collective bargaining or to declare any issue non-negotiable within the meaning of the Illinois Educational Labor Relations Act as interpreted by IELRB rules, regulations or decisions or judicial interpretations thereof, unless such party expressly agrees to such waiver in writing.

ARTICLE VI – ASSOCIATION AND EMPLOYEE RIGHTS

E. EMPLOYEE INFORMATION

Names and addresses of employees shall be made available to the Association as soon as possible. A copy of the notification of assignment of a member of the bargaining unit shall be sent to the President of LEAD 300, as well as any change in assignment of a member of the bargaining unit. Such notification shall include the location, base building, assignment, years of experience credit granted under Article XXI, Section F, and salary placement of the member. **An electronic copy** of the Personnel Directory shall be furnished to the Association as soon as they are available.

Beginning August 15 of each calendar year, the Association will be provided with the most up to date list of members on leave, members returning from leave, dismissals, resignations, retirees, new certified employees, administrators returning to the classroom, members of the bargaining unit becoming administrators, long term subs, ESP's in certified positions, employees contracted from outside sources, part time positions, changes in FTE, building changes, assignment changes, name changes, and any other information that would be of value to the association in its

duty to properly invoke Fair Share and provide the district with an accurate list of members/fee payers for dues deduction. This list will be updated as needed throughout the year either by highlighting changes to the entire list or through memorandums identifying specific changes to particular areas of the list.

Each District site will provide LEAD 300 with a list of certified staff assigned to that site by September 15th of each school year. This list will identify those individuals who are based in the building.

G. PAYROLL DEDUCTIONS FOR DUES

The President of LEAD 300 shall submit a list of members of the bargaining unit for payroll deduction of dues and/or fair share fees to the payroll office no later than October 15th of each year. Said list shall indicate the members' names and the amount to be deducted. All authorizations to add or drop a name from payroll deductions for dues and/or fair share fees shall come from the President of LEAD 300 by signed memorandum. A mid-year termination of pay will result in a termination of dues deductions and/or fair share fee deductions with the last check issued to that member of the bargaining unit; a mid-year start for a member of the bargaining unit will pick up the dues deductions at the first check thereafter. The district will notify LEAD 300 of such terminations and starts within five working days.

LEAD 300 agrees to establish full-time dues for all members of the bargaining unit who have contracts for .51 or above, part-time dues for all members of the bargaining unit who have contracts between .26 and .50, and .25 dues for members of the bargaining unit who have contracts .25 or less.

The Board agrees to remit, within ten (10) days all amounts collected, with respect to this provision, to LEAD 300, along with a list of members of the bargaining unit for whom such deductions were made, and the amount deducted. The dues deduction shall continue from year to year unless revoked between May 15th and June 15th.

M. NOTIFICATION OF ASSIGNMENTS

Members of the bargaining unit shall be given written notice of their initial assignments. In the event that changes in such assignments are necessary, the member of the bargaining unit shall be notified in writing as soon as practicable after the need for change is known to the District. Upon request, supporting reasons will be furnished to the member of the bargaining unit for the change in assignment. Copies of all assignments and changes in those assignments will be electronically forwarded to the Association.

ARTICLE VIII – WORKING CONDITIONS

B. DUTY FREE LUNCH PERIOD

All members of the bargaining unit shall have a duty free lunch period of not less than 30 minutes exclusive of passing time. Members of the bargaining unit may leave the building for their lunch period, following notification to the main office.

~~Due to the nature of their positions, non-certified school nurses are required to be available during their lunch period to service students. Therefore, lunch periods shall be paid at their normal hourly rate of pay.~~ Moved to Article XXII

C. PLAN TIME

An individual plan period shall be defined as the time during the school day when a teacher is not delivering instruction to a designated group of students and is at the teacher's discretion as to how to manage this time. ~~It should be the time~~ Use of the plan period shall be restricted to the performance of professional duties connected with the teaching assignment such as a when teachers prepare or modify lesson plans or labs, grade papers, contact/meet with parents, assist students who have requested help, or meet with other staff or administration as necessary. Administrators may schedule meetings during plan time as long as the meetings are scheduled in advance. In certain circumstances, it may be necessary to meet during plan time without notice to address time-sensitive issues, such as, student or school safety issues.

~~Use of the plan period shall be restricted to the performance of professional duties connected with the teaching assignment.~~ This period is not to be considered assignable student contact time in a teacher's daily schedule. Teachers are not free to leave the building during plan periods without the express permission of their immediate supervisor.

1. Elementary School

Elementary regular grade general education teachers shall be scheduled for 150 minutes of individual plan time a week to use for preparation and planning. ~~Teachers will receive preferably~~ Administration will make a good faith effort to schedule so that teachers will receive thirty consecutive minutes a day of plan time between the time students are to be in class and the time students are excused at the attendance center; and/or during any time his/her classes are receiving instruction from teaching specialists such as music, physical education, art, or other special classes or as determined through the site-based decision making processes. The district staffing committee will annually review schedules in order to minimize situations that do not meet these guidelines.

Specialists such as music, elementary physical education, ~~learning center,~~ media, special education teachers, speech and language pathologists, ~~therapists,~~ etc. shall be afforded planning time as would other regular general education teachers.

2. Middle School

Teachers at the middle school level who are organized into teams and who are expected to meet as teams will be afforded team planning time consistent with personal planning time and the average class meeting time. Teachers who are not assigned to a team but who have team plan time in their schedule, may use this time as a personal plan period, a conference period, or to collaborate with other staff.

3. High School

Teachers at the high school level will receive a minimum of two planning periods. Such periods shall be equal in length to class periods.

D. CO-TEACHING

Co-teaching is an instructional delivery approach in which collaboration between a general education teacher and a certified support staff (including, but not limited to, a special education teacher, related service provider, or other certified support staff) share responsibility for planning, delivery and evaluation of instructional techniques for a group of students. Both the general and certified support staff collaboratively design and teach lessons to meet the needs of all students within the general education setting.

Co-teaching presents unique needs and supports as follows:

1. Administrative support
2. Staff involved need to be fully invested in the process. Participation in co-teaching is to be voluntary on the parts of both educators involved.
3. Staff development and training: Staff participating in co-teaching will be provided proper initial, on-going training and staff development.
4. Plan time: If schedules allow, teachers involved in a co-taught classroom will be provided a common planning period daily. If scheduling does not allow for a common plan time during the instructional day, each co-teaching team will be allotted one hour per week of co-planning time outside of the instructional day. These hours will be paid per person at the non-instructional rate.

F. TEACHER LOAD

The Board of Education and LEAD 300 understand best practices regarding class size and the direct impact these practices have on education. The Board

of Education agrees to make every effort to keep class sizes at a reasonable number.

1. Definitions

a. Extended Learning Time [ELT]

These periods are to extend students' academic or social/emotional learning or to provide interventions. This time counts toward a teacher's student contact minutes and student assignment load (Effective 2013-2014 school year).

b. Academic Support Period [ASP]

These periods are used to extend students' academic or social/emotional learning or to provide interventions. This time counts toward a teacher's student contact minutes and does not count towards student assignment load. ASP classes are non-graded classes. (Effective 2013-2014 school year)

c. High School Supervision

These periods are assignable time that count towards student contact minutes but does not count towards student load. Examples include but are not limited to compliance period for educational services staff, ASP, lunchroom, tutoring center, study halls, etc.

The District shall attempt to adhere to the following guidelines regarding teacher load:

2. Elementary Teachers

~~a. Regular classroom teachers. Elementary attendance centers shall be staffed at a ratio of 1/26 for regular classroom teachers grades K-5. The enrollment for October 1 shall be used in determining this rate.~~

a. Effective the 2013-2014 school year, general education elementary classroom size shall not exceed the roll numbers as of October 1 of the respective school year. The roll number for K-2 will be 29 and grades 3-5 will be 32. When a classroom in a particular grade level at a specific building reaches the roll number then a new class for that grade level will be added, provided that classroom space is available.

b. Physical education and general music specialists may be assigned up to 1575 **1,500** minutes of student contact time per week. If the student-teacher ratio is in excess of current overload, LEAD 300 and the

administration will reopen the overload payment for physical education and general music specialists. Assignments shall be made with the understanding that a good faith effort will be made to ensure that the same teacher will be responsible for a grade level and class. Self-contained special education classes, where the student receives 51% or more of their instruction from a special education teacher will count as one section whether they are included in a regular section or taught separately. In the event that self-contained special education students are added to a general education section, the teacher will receive overload pay for the self-contained special education students as referenced in Appendix D. Self-contained special education students will not be factored into a teacher's assignable minutes as an additional section unless the class is taught as a separate section pursuant to the student's IEP.

- c. Instrumental music assignments shall be made based on the assumption that each teacher is assigned up to 1575 minutes of student contact time per week to include reasonable travel time as required. This time is to be assigned during the regular school day and is to be used to give small group lessons and whole group rehearsals.
- d. Elementary teachers' excess teaching load is specified in the Extra Pay section of this agreement.
- e. Library media specialists may be assigned instructional duties as part of their assignment. Self-contained special education classes, where the students receive 51% or more of their instruction from a special education teacher, will count as one section whether or not they are included in a regular section(s) or taught separately.

3. Secondary Middle School Teachers

- a. Middle school teachers may be assigned an average of 31 students per class and up to 186 students per day and ~~310 minutes of student contact time with the exception of physical education teachers~~ excluding physical education, health and music teachers.
- b. Middle School teachers shall have no more than 300 minutes of student contact time per day.
- c. Physical education teachers may be assigned up to class sizes shall be an average of thirty-five (35) students per class with a maximum of 210 students per day.
- d. A full time student is one that is scheduled for a total of at least 190 minutes in a week, excluding music students.

- e.** Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise students who may be using a particular area. A student is considered to be part of the teacher's load when the teacher is the individual primarily responsible for evaluating the student's progress (grading).
- f.** **M**iddle school band programs that enroll 100-150 students constitute a full time position (FTE). Middle School orchestra programs that enroll 75-125 string students constitute a full time position (FTE). Instrumental music teachers who travel between buildings shall have the actual travel time plus a reasonable amount of time for set up and take down deducted from their assignable student contact time. Vocal music teachers may be assigned up to 190 full time students at one time. A full time **music** student is one who is scheduled for instruction five days a week for a total of at least 220 minutes.
- g.** **Based on a nine period day, all general education teachers shall teach no more than five (5) class periods plus one (1) ELT per day. In the event that a teacher teaches more than five (5) classes plus one (1) ELT per day, he/she shall be paid one-sixth (1/6) of his/her per diem rate for the duration of each additional class or shall be released from ELT assignment.**
- h.** Middle school core general education teachers shall not be assigned more than three (3) preparations without additional compensation. A preparation is defined as a course offering with ~~specific goals, objectives, and textbooks~~ **a unique course number.** If a middle school core general education teacher is assigned to more than three (3) preps in any given quarter the teacher will be compensated at the rate of **\$300.00** per quarter. **ELT does not count as a preparation.**
- i.** **Middle School** special education staff and special program staff not assigned to a regular grade level team ~~or not teaching on a block schedule~~ may not be assigned more than 310 minutes of student contact time or more than 180 students. In most cases student load will be determined by statute, or regulation.
- j.** **Issues related to schedules within buildings will be discussed at Collaborative Council in order to increase consistency.**
- k.** **Potential changes to the structure of the school day will be discussed in Collaborative Council**

- l. Provided the length of the actual work day remains the same, the Board in consultation with LEAD 300 may establish “flex schedules” for the media center staff as schools or as an extra pay position for certified staff as the agreed upon instructional rate.

4. High School Teachers

- a. High School teachers ~~on a four by four block schedule may be assigned up to 93 students and~~ **shall have no more than 285 300 minutes of student contact time per day.** ~~with the exception of physical education teachers may be assigned up to 135 students with the goal of 45 students per block.~~
- b. High school teachers, **excluding physical education and music teachers, may be assigned an average of 31 students per class and 155 students per day. The student count number does not include students within the supervision period.**
- c. ~~A full-time student at the high school level is one who is scheduled for instruction five days a week for a total of at least 425 minutes. Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise students who may be using a particular area. A student is considered to be part of the teacher’s load when the teacher is the individual primarily responsible for evaluating the student’s progress (grading).~~
- d. Physical education teachers may be assigned up to ~~490~~ **a maximum of 270 students per day** with the goal being to average 45 students per ~~block~~ **class. Each 1.0 FTE PE teacher will be assigned a workload of 6 periods of classroom assignments per day.**
- e. High school band programs that enroll 100-150 students constitute a full time position (FTE). High School orchestra programs that enroll 75-125 string students constitute a full time position (FTE). Instrumental music teachers who travel between buildings shall have the actual travel time plus a reasonable amount of time for set up and take down deducted from their assignable student contact time. Vocal music teachers may be assigned up to 190 full time students at one time. A full time **music** student is one who is scheduled for instruction five days a week for a total of at least 220 minutes.
- f. **Effective with the 2013/2014 school year, a full time teaching load shall be five (5) classes per day with the exception of music and PE. Each 1.0 FTE teacher assigned at the high school level, excluding Oak Ridge, will be assigned a workload accordingly:**

- 5 periods of classroom assignments
 - 1 period of supervision, e.g., compliance period for educational services staff, ASP, lunchroom, tutoring center, study hall, etc.
 - 1 period for duty free lunch
 - 2 periods of planning/preparation
- g. Effective with the 2013/2014 school year, high schools will operate on a nine (9) class period school day or other configurations that would comply with the teacher load language described in paragraph d above. In the event that a teacher teaches more than five (5) classes per day plus one (1) supervision, he/she shall be paid one-sixth (1/6) of his/her base salary for-each additional class.
- h. Teachers shall not be assigned more than four (4) preparations per semester without additional compensation and agreed upon by the teacher. A preparation is defined as a course offering with a unique course number. If a teacher agrees to more than four (4) preps in any given semester, the teacher may elect to be compensated at the rate of \$600.00 per additional prep per semester. Supervision period does not count as a preparation.
- i. High school teachers shall not be required to teach in more than two different subject area departments in any given school semester without additional compensation at the rate of ~~\$300 per term (nine weeks)~~ \$600.00 per semester.
- j. In non-core elective classes (i.e. Art, Music, CTE, etc.) a preparation is defined as a course offering with a unique course number. With a teacher's consent, sequential classes of the same subject within a department (i.e. Painting 1 and Painting 2, Foods 3 and Foods 4, etc.) may be combined to create one preparation.
- k. High School special education staff and special program staff may not be assigned more than 310 minutes of student contact time or more than 180 students. In most cases student load will be determined by statute, or regulation.
- l. Teachers (excluding Oak Ridge) shall teach on the same schedule from building to building.
- m. Potential changes to the structure of the school day will be discussed in Collaborative Council.
- n. Provided the length of the actual work day remains the same, the Board in consultation with LEAD 300 may establish "flex schedules"

for the media center staff as schools or as an extra pay position for certified staff as the agreed upon instructional rate.

3.5. Certified Support Staff

- a. Certified support staff, such as media directors, social workers, psychologists, and guidance counselors, etc., are considered to be on a professional day and available to provide educational services when students are normally at the attendance center. The caseload associated with their assignment will be consistent with the length of the professional day and be based on a needs assessment performed by the District. Should they be assigned instructional duties as part of their assignment, they will be afforded appropriate planning time as part of their day. The maximum staffing ratio for guidance counselors will be 650:1 for middle schools and 350:1 for high schools. Staffing in excess of this ratio will be paid as follows: ~~at high school level \$45.00 per student per term, at the middle school level, \$24.00 per term~~ (See) **outlined** in Appendix **D**.

- b. Middle school and high school counselors with approval from their supervisor may choose to flex up to three work days in order to deliver curriculum at night to parents and students. Work hours would be modified from the normal contractual hours in order to accommodate the night presentations. Curriculum topics could include, but are not limited to, financial aid, college and career planning, orientation night, AVID, senior awards and course selection.**

G. CLASS SIZE

Human Resources will **electronically** furnish a mid-quarter report on class size for each teacher, by base building, to LEAD 300 within 2 weeks of the mid-quarter of each school term, for a total of 4 yearly reports.

H. EXTENDED SCHOOL YEAR

~~Special Education Supervisors~~ School Psychologists **and** High School Guidance Counselors will be contracted on an extended calendar of fifteen (15) days beyond the regular school calendar, excluding the five (5) snow days. Middle School Guidance Counselors may be offered an extended calendar of up to seven (7) days beyond the regular school calendar, excluding the five (5) snow days, based on building and student needs.

I. ARRIVAL AND DEPARTURE TIMES

Members of the bargaining unit ~~who are assigned at the elementary levels, will be expected to be on site 20 minutes before and 30 minutes after the student attendance day. Members at the middle school levels are expected to be on site 30 minutes before and 20 minutes after the student attendance day. Members of the bargaining unit who are assigned to grades nine through twelve are expected to be on site 20 minutes before and 20 minutes after the time students are scheduled for instruction. This shall not be assignable student supervision time but extra pay supervision may be offered in this time frame. Members may request reasonable exceptions to their arrival and departure time, subject to building administrator written approval, without requiring the use of benefit time.~~ **fifteen (15) minutes before and five (5) minutes after the student instructional day. In addition, members shall work weekly minutes as outlined below. In weeks that there are less than five (5) student instructional days, the minutes will be prorated in accordance with the number of student instructional days within that week. It will be at the member's discretion when these minutes are worked, but shall occur adjacent to the student instructional day. Mandatory meetings that are scheduled in advance (e.g. faculty or department meetings) shall take precedence over the member's discretion and must be factored into the additional weekly minutes defined below. This shall not be assignable student supervision time but extra pay supervision may be offered in this time frame.**

<u>Elementary</u>	<u>150 minutes</u>
<u>Middle/Oak Ridge</u>	<u>150 minutes</u>
<u>High</u>	<u>100 minutes</u>

All certified LEAD members will work a maximum of 181 contractual days. The last student attendance day is considered the last contractual workday. Any member who is required to be onsite beyond the 181 contractual days will be compensated at their per diem rate of pay, excluding those items compensated at an hourly rate such as items referenced in extra-pay (Appendix E) and pre-K summer screenings.

J. FACULTY AND DEPARTMENT MEETING

Faculty and department meetings will be held for no more than 60 minutes per month. If held outside of the contractual workday, the meetings will be held adjacent to the student instructional day and will count towards a member's additional required minutes, as outlined in section H of this article.

M. OAK RIDGE SCHOOL

Notwithstanding any other provision of this Agreement, the student contact hours at Oak Ridge School shall be 1,800 minutes per week. ~~Arrival and departure time~~

~~shall be 20 minutes before and 30 minutes after the student attendance day.~~

O. LAKEWOOD SCHOOL

For the purposes of determining length of workday, planning time, and other issues related to working conditions, Lakewood School will be considered a middle school. Actual arrival and departure times of Lakewood staff may vary somewhat from those of other District 300 middle schools due to transportation needs, but the length of the actual work day will be the same. However, if Lakewood is changed from a 5-6 building to an elementary building, Lakewood will be considered an elementary school, not a middle school.

~~p. LAST DAY OF SCHOOL~~

~~The last day of school will be shortened to an early release day for students in grades K-12 and will be the last contractual day for K-12 teachers. The last day of school for pre-k students will be one day prior to the last day of school for K-12 students. The last contractual day for pre-k teachers will be the same as teachers of K-12 students.~~

~~R. PROBATIONARY PERIOD (NON-CERTIFIED NURSES)~~ Moved to XXII

~~S. SENIORITY (NON-CERTIFIED NURSES)~~ Moved to XXII

~~T. NON-CERTIFIED NURSES WORKLOAD~~ Moved to XXII

V. TRAINING (New Section from MOU)

The parties recognize the importance of training on new initiatives. The District will make a good faith effort to provide appropriate training to affected members when an initiative is introduced or updated.

Annually, the Collaborative Councils will review and discuss District areas of focus and related activities for their effectiveness.

Blood Borne Pathogens Training - Each building administrator shall give appropriate time during the first two institute days of each school year for the LEAD 300 members to view and complete the blood borne pathogens training materials. For LEAD 300 members hired after the start of the school year, they shall take the training during the first fifteen days of employment.

W. DRIVERS EDUCATION (New section from MOU)

No more than 3 students shall be in a moving vehicle while participating in behind the wheel instruction in Driver's Education.

ARTICLE IX – PAID LEAVES

F. HALF DAY/FULL DAY ABSENCES

Absences for certified employees will be charged in increments of half day or full day. A full day is equal to the total student contact time a teacher is assigned. A half-day deduction will occur when a teacher is absent half or less than half of the student contact time for which he/she is assigned. A full day deduction will occur when a teacher is absent more than half of her/his assigned student contact time.

Student contact time includes instruction and assigned supervision.

The aforementioned does not preclude internal substitution arrangements.

Absences occurring when students are not in attendance shall be charged based on clock hours the member is normally scheduled to be on site.

~~Absences for non-certified nurses will be charged in two-hour increments.~~ **(Moved to Article XXII)**

ARTICLE X – UNPAID LEAVES

All unpaid leaves are subject to the following: Members of the bargaining unit will receive experience credit for salary advancement for the year in which leave is taken if the effective date of the leave is February 1 or later; personal business days and sick leave will not accumulate while on unpaid leaves; and, participation in the School District health insurance plan will be at the sole expense of the member of the bargaining unit except in cases qualifying under the Family Medical Leave Act (FMLA). Such expense shall commence after twelve weeks **of FMLA leave.**

A. PROCEDURES

Requests for leave shall be made to Human Resources and forwarded for consideration to the Board.

Requests should be submitted in writing at least four weeks prior to the anticipated date of the leave. In situations involving pregnancy, or other circumstances involving a combination of paid and unpaid leave, an estimated start time for the unpaid may be used.

A "Short Term Leave" is one that is for 90 **teacher** attendance days or less and the member returns to work at the beginning of the next semester. Upon return from a Short Term Leave the member shall assume her/his former position, unless that position no longer exists in which case the member shall enter the Mandatory Transfer Pool. Tenure status is not impacted by a Short Term Leave and a member

of the bargaining unit shall retain unused sick and personal days accrued prior to the commencement of the leave.

A "Long Term Leave" is one that extends for more than 90 teacher attendance days. A Long Term Leave may be extended for one additional school year. Upon return from a Long Term Leave the member shall enter the Voluntary Transfer Pool. Members who are tenured do not surrender that tenure by going on an approved leave. Members who are not tenured **shall follow tenure attainment guidelines per School Code.** ~~must begin the cycle for gaining tenure when they return from a long term leave and will be deemed to be a new probationary member of the bargaining unit.~~

ARTICLE XII – EVALUATION & PROFESSIONAL DEVELOPMENT

A. EVALUATION COMMITTEE

For the duration of this Agreement, a joint Evaluation Committee shall convene at least once a quarter each school year for the purpose of collecting and analyzing data regarding the effectiveness of the evaluation criteria and process, developing and organizing yearly training (including inter-rater reliability), and refining and enhancing the evaluation criteria and process. The Evaluation Committee shall be comprised of at least six members of the bargaining unit appointed by the President of LEAD 300, and at least six administrators appointed by the Superintendent.

The Evaluation Committee shall refine and enhance the criteria and procedures and determine the instruments to be used for the evaluation of certified members of the bargaining unit covered by this Agreement in accordance with Section 24a (Evaluation of Certified Employees) of the Illinois School Code **and the Performance Evaluation Reform Act (PERA)(Public Act 96-0861).** ~~All agreed upon changes to the criteria, procedures and the instruments to be used for the evaluation of members of the bargaining unit shall be place or referenced in the downloadable version of the Evaluation Handbook available to LEAD 300 member online.~~ **The evaluation instrument and rubric will be based on the most updated version of the Danielson Framework. The four summative ratings will be labeled in accordance of PERA as follows: Excellent, Proficient, Needs Improvement and Unsatisfactory. Any member who receives a summative rating of needs improvement will follow the Assistance Track procedures as outlined in Section 24(a) (Evaluation of Certified Employees) of the Illinois School Code and the Performance Evaluation Reform Act (PERA)(Public Act 96-0861).**

All agreed upon changes to the criteria, procedures, and the instruments to be used for the evaluation of members of the bargaining unit shall be placed or referenced on the District 300 Share Point under Evaluation and Professional

Growth available to LEAD 300 members online within seventy-two hours of an agreement.

B. EVALUATION HANDBOOK

An Evaluation Handbook shall be prepared and approved by the Evaluation Committee. It shall contain the specific criteria, procedures, frameworks, instruments, examples, other pertinent information, and timelines of the approved Evaluation Process. It shall be available on the District's website **SharePoint**.

C. JOINT PERA COMMITTEE

A joint PERA Committee will be formed to determine how the use of data and indicators of student growth will be included in the evaluation plan pursuant to Illinois Public Act 96-0861. The joint PERA committee will be composed of equal representation selected by the President of LEAD 300 and appointed by the Superintendent.

~~F. NON-CERTIFIED NURSES EVALUATION-~~Moved to Article XXII

ARTICLE XV – TRANSFER

I. DEFINITIONS

B. TRANSFER

Movement from one building to another except as addressed in the section on Special Groups. ~~Employees must apply for transfers in writing.~~

D. SPECIAL GROUP - Proposed

The following positions are part of the Special Groups: K-8 ~~Reading Specialist~~ **Literacy Teachers**, K-12 Physical Education, K-12 Music, 6-12 Art, K-12 Guidance, K-12 Media/Library **Media Specialist**, Foreign Language **World Language**, Chapter I, Bilingual **Title I, ELL/ ESL, TBE, TPI and Dual Language**, Kindergarten, Special Education, Psychologists, Social Workers, Nurses, At Risk Pre-School **Early Childhood, Speech Language Pathologists** and Part-time members of the bargaining unit. Notwithstanding the timeframe in Part V, assignment of members of the bargaining unit in a special group shall be made as soon as practicable after pupil enrollment needs are determined.

E. JOB POSTING PROCESS

1. All administrative and teaching vacancies will be posted for a minimum of 5 business days.

2. Such notice shall be posted for at least five (5) business days prior to any offers being made to applicants. Vacancies shall be posted and/or sent to: **on the District Website with a link to apply.**

- ~~• District Website~~
- ~~• District Office~~
- ~~• LEAD 300 Office~~
- ~~• All D-300 Buildings~~

3. The District may assign certified staff on special assignments (i.e. LEAD 300 president, administrative interns, etc.) prior to posting vacancies.

~~4. Each posting shall contain directions for the applicant where to send an application, letter of interest or resume. Additionally, the posting shall indicate the physical location of the vacancy.~~

F. INTERVIEW PROCESS

1. The building administrator in charge shall be responsible for the development of the interview process.

~~2. The interview session(s) may include the administrator in charge and up to six other persons per session.~~

~~3. Persons involved in the interview process shall be advised of the need of confidentiality and respect the rights and dignity of those involved.~~

2. Current LEAD 300 Members shall be granted an interview, provided their application was received within the appropriate timeframe specified in the posting, **and provided that they have the required certification and any posted qualifications for the position.** No assignment of new members of the bargaining unit will be made until all pending requests from current employees have been given an interview. The parties agree that the guarantee of an interview provided in this section does not extend to vacancies posted within two weeks before the start of the school year.

3. Application for any position does not constitute a surrender of the position the individual holds until the individual accepts a position that has been offered.

III. MANDATORY TRANSFER

~~Mandatory transfer can result from declining enrollment, closing of schools, return from leave, program changes, and oversupply within a building or a reduction in force. Mandatory transfer has two tiers. Tier I (with first choice of positions) includes declining enrollment, previously transferred individuals, program changes, and oversupply within a building or a reduction in force. Tier II (choose after Tier I~~

~~individuals have selected their positions) includes those staff members returning from leave, administrators returning from leave and administrators returning to the classroom.~~

A. REDUCTION IN FORCE (RIF)

Dismissal of ~~tenured~~ members of the bargaining unit, if necessary, will be according to the Illinois School Code. Reductions will be made prior to the implementation of the transfer plan and are not part of the plan.

~~Reductions in force of non-certified nurses will be done based upon seniority and in accordance with Board Policy and the Illinois School Code. Recalls will be made in inverse order of seniority by Human Resources. Former employees will be contacted via phone and have twenty four (24) hours to respond to notification of recall.~~ **Moved to Article XXII**

C. CERTIFIED STAFF SUBJECT TO TRANSFER

Mandatory transfer can result from the declining enrollment, closing of schools, returns from leave, program changes, oversupply with a building or reduction in force. In any event that results in need of a mandatory transfer, the following will be set in place:

~~1. School Closing~~

~~When a school closes, members of the bargaining unit will be subject to transfer~~

21. Oversupply Within A Building

Members of the bargaining unit may also be subject to transfer when there are more members of the bargaining unit **based on teacher certification** in a department, (secondary) or at a grade level (elementary) in a building than there are positions available for the following year.

- a. Notice will be sent to each member of the bargaining unit in the oversupply situation, asking for volunteers to enter the transfer process in Part III, D. If there are more volunteers than needed, those with the most seniority will be selected.
- b. If there are not enough volunteers within five school days after the request is made, the least senior member(s) of the bargaining unit in the oversupply situation will be placed in the transfer process outlined in Part III, D and so notified in writing.
- c. Principals and/or members of the bargaining unit may petition the Transfer Council for exceptions to subsection a or b and to include

members on remediation plans

- d. Member who have been identified for an Assistance Track are not eligible to volunteer for a transfer unless agreed upon by the Director of Human Resources and LEAD President.**

3.2. Insufficient Vacancies, District-wide

If there are insufficient vacancies **based on teacher certification** within a department at a specific level (district-wide) to accommodate all personnel being transferred because of declining enrollment, closing schools or program changes, Members of the bargaining unit will be added to the transfer pool until the imbalance is corrected.

- a. Notice will be sent to each member of the bargaining unit in the department (district-wide at level) asking for volunteers to enter the transfer process. If there are more volunteers than are needed, those with the most seniority will be selected.
- b. If there are not enough volunteers within five school days after the request is made, the least senior member(s) of the bargaining unit in the departments (secondary) or grade level (elementary) district wide will be placed in the transfer process and notified in writing.

4.3. Previously Transferred Members of the Bargaining Unit

Any member of the bargaining unit who was involuntarily transferred the previous school year out of his/her major teaching field and/or level may apply in writing to the ~~Transfer Council~~ **Director of Human Resources and LEAD President** to have his/her name placed into the Mandatory Transfer Process.

5.4. Members of the Bargaining Unit Returning from Leave

Members of the bargaining unit returning from a long term leave of absence will participate in the Mandatory Transfer process at second tier.

6.5. Administrators Returning to the Classroom

Administrative personnel returning to a classroom assignment shall petition the transfer council prior to entering the transfer process. These individuals must declare a teaching level and subject preference by the designated date.

7.6. Traveling Members of the Bargaining Unit

Members of the bargaining unit traveling between buildings will participate in the transfer process, except for Special Group Members of the Bargaining Unit.

8.7. Members of the Bargaining Unit Leaving Special Groups

Members of the Bargaining Unit in Special Groups are subject to the following:

- a. Transfer will mean movement out of Special Group into another teaching classification.
- b. If positions within a Special Group are reduced, the least senior person will be transferred unless someone else volunteers to leave the Special Group.
- c. Tenured members of the bargaining unit who wish to leave a Special Group and participate in the transfer process must ~~petition to the Transfer Council~~ **obtain the approval of the LEAD President and the Director of Human Resources.**
- d. Those members of the bargaining unit with combination special group assignments and other assignments will be considered a part of the group where the majority of the position exists.
- e. In situations where the numbers of kindergarten members of the bargaining unit at an attendance center are to be reduced, the following criteria will be used to determine the order of transfer.
 1. The individual with the longest continuous service as a kindergarten teacher at the center where the reduction will occur shall have first refusal on a transfer. If none of the kindergarten teachers at the center elect to transfer, the kindergarten teacher with the least continuous service as a kindergarten teacher at that center shall be the one required to transfer. This rule applies only to those teaching kindergarten at the time the transfer is ordered.
 2. In case more than one teacher is the more senior using the criteria in "1" then length of continuous service as a kindergarten teacher in the District shall determine who has first refusal. This rule applies only to those teaching kindergarten at the time the transfer is ordered.
 3. If seniority is not determined by "2", seniority as defined in Section I of the Transfer Plan will be used.

D. MANDATORY TRANSFER PROCEDURES

1. Vacancies

Vacancies shall be determined prior to the implementation of the transfer procedures. All positions which are vacated during the school year shall be part of this transfer process. ~~A subcommittee of the Transfer Council shall review the list of vacancies.~~ All certified staff subject to transfer shall be notified in writing of all vacancies available for selection.

2. Mandatory Transfer ~~by Seniority~~

On the appointed day, all certified staff ~~subject to transfer as defined in Part III, C,~~ **who are mandatorily transferred shall select the position to which they will be transferred from a list of positions created by Human Resources. Teachers must legally qualify for the position they select base on required certification and job description. The order of selection of position shall be Tier I by date of hire first, and then Tier II by date of hire.** ~~shall list in rank order of preference, any or all positions they would like with the following limitations:~~

a. ~~Must be legally qualified for all positions listed.~~

b. ~~Must list only subjects taught during the last three years.~~

c. ~~Must list positions which are at the same level currently teaching. These limitations do not apply to members of the bargaining unit who must change subjects or level due to an oversupply situation or those who have approval to transfer out of a Special Group. If more than one person lists a single vacancy, the most senior one shall get the position. The Human Resources Office will send a written notice to all personnel who applied for positions through the Mandatory Transfer Procedure.~~

1. ~~All remaining vacancies that exist following the mandatory transfer shall be~~ **posted as required in this article and made available to those who wish to apply. Vacancies are filed based on certifications, qualifications, merit, ability and relevant experience.** ~~subject to voluntary transfer (Section II, B of the Comprehensive Transfer Plan).~~

2. ~~Tier I makes selections from the Mandatory Transfer Pool, prior to Tier II.~~

IV. TRANSFERS DUE TO INCREASING ENROLLMENT AND/OR OPENINGS OF SCHOOLS.

A. Vacancy notices will be posted as outlined in Part I, ~~C~~**E**.

B. Members of the bargaining unit shall certify their interest, in writing, to the

Human Resources Office.

C. The Administrator in charge of the new school will be allowed to select a “start-up staff” of up to 30% of the total staff for an elementary school; up to 25% for a middle school; and up to 20% for a high school prior to the start of transfer process.

~~V. MANDATORY TRANSFER TIMETABLE~~

~~**Second Friday in January** Last day to make corrections to the Seniority List.~~

~~**First Monday in February** Last day to apply for education leaves, shared positions and part time employment. Last day for members of the bargaining unit on leave to send notice of intent to return to work.~~

~~**The First Board Meeting in April** Tenured members of the bargaining unit being released are to be notified sixty days prior to the end of the school term. Non-tenured members of the bargaining unit are to be notified 45 days prior to the end of the school term. This is done by delivering written notices the week of that meeting of the Board.~~

~~**Second Monday in April** Members of the bargaining unit currently in an assignment where a reduction is required will be notified and asked if they wish to volunteer for transfer.~~

~~**Third Monday in April** Members of the bargaining unit required to transfer will be notified of their placement in the transfer pool and be given their transfer selection forms and a list of available vacancies.~~

~~**Last Monday in April** Transfer selection forms due in to Human Resources.~~

~~**First Monday in May** Notification of assignment to current staff if the assignment is changed.~~

~~VI.V. SPECIAL GROUP ASSIGNMENTS/REASSIGNMENTS~~

A. Assignment will mean placement within the Special Group. The assignment may require moving from one building to another.

B. Reassignment will mean changing teaching areas within the Special Group. If a reassignment is necessary, the Special Group member of the bargaining unit involved in the action may request a meeting with the Department Head to express his/her preference for reassignment, or the member of the bargaining unit may make his/her preferences known in writing to the Human Resources Office.

C. A Special Group member of the bargaining unit who is not involved in a

~~reassignment may volunteer for any available Special Group Assignment. Such request is to be made in writing to the Human Resources Office.~~

~~D. The Human Resources Office will send acknowledgment to all members of the bargaining unit who applied for reassignment and notify appropriate Department Heads.~~

~~E. Reassignments by the Superintendent will be based on previous year's assignment, seniority, personal and District needs.~~

~~F.~~ **C.** Any Special Group member of the bargaining unit may appeal a reassignment to the **Review Committee** Transfer Council as established in Article XV of the negotiated agreement during the school year, or to the Review Committee as established in Section VIII of the Comprehensive Transfer Plan during the summer months as described **as established** in Section VIII **VII**.

VII.VI. OTHER TRANSFERS

On rare occasions, other transfers may be necessary in the best interest of the staff, school and program or to avoid dismissing a tenured member of the bargaining unit. Before deciding to implement this clause, the immediate supervisor will consult with the affected member of the bargaining unit with regard to his/her views about such a transfer. The supervisor will advise the member of the bargaining unit of his/her right to appeal the recommendation to **the Director of Human Resources and LEAD President.** A hearing may be held with a final decision rendered within 21 days of receipt of the appeal.

VIII.VII. APPEAL PROCESS

Any transfer or denial which is not acceptable to the member of the bargaining unit, principal or Superintendent may be appealed to the Review Committee. The appeal must be made in writing via the Superintendent within 14 days of notification of transfer. The committee will consist of:

- A. The Superintendent/designee.
- B. President of LEAD 300/designee.
- C. Individual selected by "A" and "B".

IX.VIII. RELEASE FROM CONTRACT

Any member of the bargaining unit who is involuntarily transferred within 60 days of the beginning of the school year will be given the opportunity to resign prior to the beginning of the school year or within two weeks after the notification of transfer, whichever date comes first.

X.IX. REHIRING OF TENURED TEACHERS

Any rehiring of ~~tenured~~ members of the bargaining unit will be according to Illinois School Code. ~~Any rehiring of non-tenured members of the bargaining unit will be according to District No. 300 procedures.~~

ARTICLE XVI – REDUCTION IN FORCE

A. PRE-REDUCTOIN IN FORCE PROCESS

In the event the Board determines the need for a reduction of ~~tenured~~ staff, the District and the Association shall meet by March 1 of the year prior to the reduction to discuss the following:

1. The reasons for the reduction in force.
2. Review the Seniority List.
3. Review dismissal and recall procedures.
4. Proposals of LEAD 300 to reduce the need for a reduction in force.

B. REDUCTION IN FORCE PROCESS UNDER SENATE BILL 7

~~The number of tenured members of the bargaining units shall be reduced using the following procedures:~~

~~1. No full time tenured member of the bargaining unit may be dismissed as part of a reduction in force until all non-tenured members of the bargaining unit and part time tenured members of the bargaining unit in positions for which a full time tenured member of the bargaining unit is certified have been dismissed. Tenured members of the bargaining unit certified to teach in more than one subject area offered by the District shall not be subject to dismissal under a reduction in force. For the purpose of this Article a subject area shall be defined as classes requiring specific certification as defined by the State Certification Board that were offered by the District in the year the current agreement was ratified.~~

~~2. Part time tenured members of the bargaining unit shall be dismissed as part of a reduction in force in inverse order of seniority by positions for which each individual part time tenured member of the bargaining unit is certified to perform. This will only occur if a position needs to be created for a full-time member of the bargaining unit to maintain full-time employment.~~

~~3. Full time tenured members of the bargaining unit shall be dismissed as part of a reduction in force in inverse order of seniority by positions for which each full time tenured member of the bargaining unit is certified to perform.~~

4. — Moved to Section C below

~~5. — Tenured members of the bargaining unit who are dismissed under the provisions of this Article shall retain the right to recall for twelve months from the beginning of the school year following the year he/she was dismissed. Tenured members of the bargaining unit shall be recalled to positions for which they are certified in order of seniority. A recalled member of the bargaining unit shall have 14 calendar days to inform the District he/she accepts the position. Members who do not accept a position shall be stricken from the recall list. Notification of recall shall be by regular mail and mail/message showing proof of delivery to the member's last known address. It is the responsibility of the member to inform the District of his/her correct mailing address.~~

~~Members of the bargaining unit dismissed due to reduction in force shall be notified sixty days prior to the last day of attendance of the school year.~~

~~C. — In the event the Board determines the need to reduce probationary teachers for economic reasons, the District and the Association shall meet to discuss the reasons, process, and criteria for the reduction and to discuss proposals by the Association to avoid or minimize the need for reduction in force. With respect to the reduction and recall of third and fourth year probationary teachers, the parties agree that the criteria shall be governed by District seniority.~~

It is understood by the parties to this Agreement that School Code 24-12 shall apply with respect to reduction in force.

The Administration and Association shall form a joint SB7 committee for purpose of initiating and monitoring the reduction in force procedures. The joint committee shall be composed of six members appointed by the Superintendent and six members appointed by the LEAD 300 President. The appointments shall be made by October 1 of each school year, with the appointees serving from October 1 through the following September 30. Each shall designate one of their members as co-convenor and the committee shall convene by no later than December 1 of each year and address the matters described in Section 24-12(c)(1) through (5) of the Illinois School Code. Any agreements reached by the joint committee must be approved by the affirmative vote of at least a majority of members. If no agreement is reached by February 1 of each year, statutory definition of Groups 2, 3 and 4 will govern. The committee shall also monitor the evaluation rating trends in the District and shall prepare an annual report for the school Board and Association.

C. SENIORITY

4. — Seniority for the purposes of this article shall be determined by the number of years of current continuous District 300 service. In case of ties, the tie breakers will be:

- a. The highest District 300 gross pay as evidenced by TRS earnings for the current school year including base pay contracted extra pay, and extra pay such as for internal substitution. A cutoff date for extra pay for internal substitution and other similar duties may be established by mutual agreement between LEAD 300 and the Board in order to facilitate the process.
- b. As determined by lot.
 1. Each year the District shall publish the Seniority List showing years of service in the District and certification for a period of 15 school days to end prior to February 1. Members who wish to have the list edited must inform the District within ten school days of the last day the list is published.

D. SEQUENCE OF HONORABLE DISMISSALS LIST

By no later than March 1 of each school year, the Superintendent shall consult with the LEAD 300 President to develop a list establishing the sequence of honorable dismissals in any RIF in accordance with the positions and the groupings required by Section 24-12(b) of the Illinois School Code. The Superintendent shall complete the list and provide the LEAD 300 President with a copy no later than 75 days before the end of the school term. Thereafter, the Superintendent shall promptly inform the LEAD 300 President of any changes in the list made between the time of consultation with LEAD President 300 and any RIF action taken by the Board, but in any event by no later than 45 days before the end of the school term.

E. REDUCTIONS BY GROUPINGS

If the Board deems it necessary to undertake a reduction in force (RIF) of teachers, teachers to be honorably dismissed shall be chosen from among those teachers in the same position in accordance with their statutory grouping, with those in lower groupings being removed before those in higher groupings. Within Group 1, teachers may be removed from employment in any order determined by the District. Within Group 2, teachers with a lower average rating on their last two summative ratings shall be removed before teachers with a higher average rating. For purposes of calculating an average rating, Excellent = 4; Proficient/Satisfactory = 3; Needs Improvement = 2; and Unsatisfactory = 1. Teachers with the same average rating in Group 2 shall be removed by seniority. Teachers in Groups 3 and 4 shall be removed by seniority.

F. REDUCTION OF NON-CERTIFIED NURSES-Moved to Article XXII

F. RECALL

Members of the bargaining unit who fall within Groups 3 and 4, who are dismissed under the provisions of this Article, shall retain the right to recall for twelve months from the beginning of the school year following the year he/she was dismissed. A recalled member of the bargaining unit shall have 14 calendar days to inform the District he/she accepts the position. Members who do not accept a position shall be stricken from the recall list. Notification of recall shall be by regular mail and mail/message showing proof of delivery to the member's last known address. It is the responsibility of the member to inform the District of his/her correct mailing address.

ARTICLE XVII – RETIREMENT

A. EARLY RETIREMENT OPTION

1. Any member of the bargaining unit who has twenty (20) but less than thirty-five (35) years of creditable service with the Illinois Teacher Retirement System, upon reaching age fifty-five (55) within six (6) months of the last day of service for which contributions are required through fifty-nine (59) shall be eligible, upon notice prior to February 15, of each school year, for early retirement in accordance with the early retirement without discount provisions applicable to members of the bargaining unit in the Illinois Pension Code (Ill. Rev. Stat. ch. 108-1/2, para 16-133.2). The Board shall honor the request of not lower than 10 percent of all members of the bargaining unit who are eligible and shall pay the employer share of the early retirement penalty. The employee shall be responsible for his/her share of the penalty.
2. Employees with twenty years of service in Community Unit School District No. 300 shall be allowed to exercise the early retirement option set forth in this agreement without regard to the "10% limit". This section, Article XVII-A-1, shall be subject to renegotiation if the rules for early retirement are changed by action of the legislature or the Teachers' Retirement System.
3. ~~Each early retiree shall be paid for unused sick leave that is not reported to the Teachers' Retirement System for service credit up to a maximum of forty (40) days. Such payment shall be made in the form of a one-time lump-sum retirement incentive payment to an HRA account for the retiree. The lump-sum retirement incentive payment will be made after the individual's retirement with the District, and within 30 days after the individual's final pay check for regular earnings. The amount of the HRA contribution shall be the highest rate paid to substitute teachers for short term substitution in effect during the teacher's final year before retirement. In the event a member of the bargaining unit elects not to and/or does not receive reimbursement for any such days under this Section, the District shall transfer such unused days to~~

~~the Sick Leave Bank.~~

- 4.3. During the term of the Agreement, the parties agree to continue their discussions in the LEAD 300/Administration Council regarding the scope and structure of the foregoing benefit, including the need for modifications due to legislation on retirement incentive programs that may be enacted by the State. The District reserves the right to review and modify or terminate the foregoing Early Retirement benefits upon the expiration of this Agreement subject to the requirements of the Illinois Educational Labor Relations Act and to deny the foregoing benefits to those employees who have theretofore not applied for early retirement in that this provision creates no vested right to benefits.

B. REGULAR RETIREMENT

1. Members of the bargaining unit who have served a minimum of ten (10) years in the District and are eligible for regular retirement, who present the District with a letter of retirement four (4) years prior to the first day of March of their final year of active service, shall be removed from the salary schedule and paid in accordance with the formula set forth below. ~~Employees shall receive an increase equal to six percent (6%) (compounded) of the teacher's TRS creditable earnings for the previous school year for a maximum of four (4) years immediately prior to retirement. In addition, the District shall contribute \$500 to an HRA account specifically designated for the employee for a maximum of four (4) years immediately prior to the employee's retirement.~~

For the 2012-2013 school year, eligible employees who submit a letter of retirement will receive an increase of 6% to their prior year's base salary for four years.

For the 2013-2014 and 2014-2015 school years, eligible employees who submit a letter of retirement will receive an increase of 3% to their prior year's base salary for four years.

In consideration of such salary increases, the employee shall continue to perform such extra duties, and any additional/equivalent extra duties performed by the employee after submission of the retirement notice, unless the Superintendent approves the employee's discontinuation of the extra-duty for good cause shown. Once an irrevocable notice of intent to retire is received by the District, in no year shall creditable earnings in excess of 6% from one year to the next be paid to the retiring employee. However, earnings that are legally exempt from the state imposed "6% liability" rule in effect at the time of ratification of this agreement, or which shall be enacted within the scope of this agreement, shall not be considered in the calculation of the 6% increase limitation. ~~Such exempt earnings include but may not always be~~

limited to and may not always include:

- ~~summer school teaching paid pro-rata~~
- ~~overloads paid pro-rata~~
- ~~change in employment status from part time to full time paid pro-rata~~
- ~~promotions requiring a certificate or endorsement that is different from regular certification of the job~~
- ~~grants or stipends that come from state or federal government and for which the District has no control over~~

~~2. Each retiree shall be paid for unused sick leave that is not reported to the Teachers' Retirement System for service credit up to a maximum of forty (40) days. Such payment shall be made in the form of a one-time lump-sum retirement incentive payment to an HRA account for the retiree. The lump-sum retirement incentive payment will be made after the individual's retirement with the District, and within 30 days after the individual's final pay check for regular earnings. The amount of the HRA contribution shall be the highest rate paid to substitute teachers for short term substitution in effect during the teacher's final year before retirement. In the event a member of the bargaining unit elects not to and/or does not receive reimbursement for any such days under this Section, the District shall transfer such unused days to the Sick Leave Bank.~~

~~3. The District reserves the right to review and modify or terminate the foregoing Regular Retirement benefits upon the expiration of this Agreement subject to the requirements of the Illinois Educational Labor Relations Act and to deny the foregoing benefits to those who theretofore have not applied for regular retirement in that this provision creates no vested right to benefits.~~

~~During the term of the Agreement, the parties agree to continue their discussions in the LEAD 300/Administration Council regarding the scope and structure of the foregoing benefit, including the need for modifications due to legislation on retirement incentive programs that may be enacted by the State. The parties will monitor the dynamics and impact of retirements and early retirements in District 300. Primary goals will be to monitor retirement benefits to employees and to protect/leverage District revenues with regard to retirement benefits and penalties.~~

2. If any changes in retirement legislation are enacted which add or eliminate retirement options, which increase the required TRS contribution of the Board, or increase the financial obligation of the Board in fiscal 2013/2014 or 2014/2015, either the Board or LEAD may give notice of intent to reopen and renegotiate the provisions of this article.

3. This provision sunsets at the expiration of the collective bargaining agreement and will not be continued in a successor contract.

~~C. NON-CERTIFIED NURSES RETIREMENT~~—Moved to Article XXII

ARTICLE XIX – EXTRA PAY

B. PAY SCALES AND SCHEDULES

The rates of pay for extra work and the salary schedule for the extra pay book are set forth in Appendix ~~E~~**D** and ~~F~~**E**, and are incorporated herein by reference.

ARTICLE XX – FRINGE BENEFITS

A. HEALTH INSURANCE

The Board shall contribute an amount equal to eighty (80) percent of the cost of the Board approved PPO or HMO health insurance plan for each full-time member of the bargaining unit employed by the School District. The Board shall pay 70% of the cost of family coverage. The maximum lifetime benefit shall be \$5,000,000 for the PPO. ~~Full time non-certified nurses will receive the same coverage as certified LEAD 300 Members. Part-time non-certified nurses will pay a pro-rated amount for coverage.~~— **Moved to Article XXII**

1. **(Grandfathered)** :Individuals with Board Paid Single Coverage, whose current contract commenced prior to the 1999-2000 School Year, may retain the Board Paid Single Coverage until they change their plan such as by going from an HMO to PPO or PPO to HMO; changing from single to family coverage or from family to single; or by resigning their position. These individuals shall pay the employee's share of the cost for health insurance in accordance with this Section; however, the Board shall contribute an amount equal to 70% of the employee's portion of the cost to an HRA account specifically designated for these employees.
2. **(Both in district – BID)**: In situations where two members employed by the District are covered under the same policy, the Board shall contribute an amount equal to the cost of family health insurance coverage. The Board shall contribute an amount equal to 70% of the employee's portion of the cost of family health insurance coverage. This benefit does not apply to any employees who were not covered under the same policy by June 30, 2011.

3. The District contribution for the High Deductible PPO will increase equivalent to any increase to the deductible as set by the Federal Government.

4. If the annual increase to insurance costs is projected to exceed 14% then the Insurance Committee shall meet in April and determine plan design changes so that the annual increase does not exceed 14% by June 30. The new insurance rates go into effect September 1 of each year.

5. Insurance Monitoring Committee:
The Insurance Monitoring Committee shall be comprised of four (4) representatives from each of the following groups: administration, LEAD 300 and DESA, and DESPA. The purpose of this committee is to monitor trends, costs, explore plan design change options and wellness support programs.

6. Health Insurance Reopener: If additional costs or taxes may be imposed on the District as a result of federal health care reform legislation or accompanying regulations, then the contract may be reopened at the request of the Board to negotiate plan design changes or other health plan terms that will be sufficient to avoid such additional costs or taxes.

B. DENTAL INSURANCE

The Board shall contribute an amount equal to the cost of the Board approved dental insurance plan for each individual full-time member of the bargaining unit and his/her dependents. ~~Effective the 2009-2010 school year, t~~^IThe Board shall contribute eighty (80) percent of the cost of the Board approved dental insurance plan for each individual fulltime member of the bargaining unit and his/her dependents.

D. VISION INSURANCE

The Board of Education will provide vision insurance to members of the bargaining unit and their dependents. The Board shall contribute an amount equal to the cost of the Board approved vision insurance plan for each individual full-time member of the bargaining unit and his/her dependents. ~~Effective the 2009-2010 school year, t~~^IThe Board shall contribute 80% of the cost of the Board approved vision insurance plan for each individual full-time member of the bargaining unit and his/her dependents.

H. HRA CONTRIBUTION

Each LEAD 300 member shall receive an annual HRA contribution in the amount of \$250.00. ~~Payment for the 2011/2012 school year will be suspended.~~

ARTICLE XXI – COMPENSATION

B. PAY PROCEDURES

Certified employees are paid their annual salary in 26 equal installments, which is every two weeks. ~~The first pay period on the new schedule will be August 26, 2011.~~ A list of pay days will be provided to members at the start of each year. Certified members may request in writing a copy of their TRS credible earnings report after August 15.

The Board may approve, upon written request by a certified member of the bargaining unit prior to May 1, the payment of an annual salary in twenty (20) equal installments on a schedule set by the Superintendent. The payment schedule shall remain in effect until termination of employment or until the request is revoked in writing by May 1 of the year prior to the next salary year.

Certified employees currently receiving payment of annual salary in twenty (20) equal installments will continue on this payment schedule until termination of employment or until the request is revoked. ~~Non-certified nurses will be paid for time worked every two weeks.~~ **Moved to Article XXII**—Members shall receive their pay by direct deposit. Members are required to enroll in direct deposit at the time of employment ~~or by June 30, 2012.~~

H. ~~2011-2012 SALARY SCHEDULE AND MOVEMENT~~

~~There will be no increase to base or step movement for the 2011-2012 School Year. See Appendix G for Certified Staff and Article XXII Section L for Non-Certified Nurses salary information.~~

I. ~~Non-Certified Nurses Holiday Pay Rolled Into Base Pay Calculation-~~ Moved to Article XXII

ARTICLE XXII – NON-CERTIFIED NURSES

A. DUTY FREE LUNCH PERIOD

Due to the nature of their positions, non-certified school nurses are required to be available during their lunch period to service students. Therefore, lunch periods shall be paid at their normal hourly rate of pay.

B. PROBATIONARY PERIOD (NON-CERTIFIED NURSES)

New non-certified school nurses will serve a probationary period of one hundred

forty (140) calendar days beginning on their date of hire. In the event the new employee does not successfully complete their probationary period, the immediate supervisor will inform the employee in writing prior to the completion of the probationary period. A copy of the written record will be submitted to the Director of Human Resources prior to the expiration of the probationary period. Employees whose work performance is deemed unsatisfactory will be subject to immediate dismissal at any time during the probationary period. Such termination of employment will not be subject to the Grievance Procedure.

C. SENIORITY (NON-CERTIFIED NURSES)

This section applies to non-certified nurses. For this group, seniority is determined by:

1. Hire date into a bargaining unit position.
2. Hire date in District #300 with continuous service
3. Ties broken by time of acceptance of offer of employment as documented in personnel file.

D. NON-CERTIFIED NURSES WORKLOAD

1. All non-certified nurse's that regularly scheduled to work at least thirty-five (35) hours per week during the academic year will be considered full time employees. ~~The starting and ending time for non-certified nurses will be established by Administration in accordance with the operational requirements of the applicable building. All requests for time off will be confirmed with the building principal in as far in advance as possible.~~

~~Full time non-certified nurses' work load and compensation will be based on student contact days as established by the school calendar. Non-certified nurse's may be required to work days in addition to the student attendance calendars and will be compensated at their regular hourly rate.~~

~~Non-certified nurses are expected to report to work on time and in accordance with the direction of their supervisor. It is the responsibility of the non-certified nurse who is unable to report for work to notify their supervisor in accordance with District or departmental rules and enter absences into Smartfind and notify the nurse substitute coordinator.~~

~~Non-certified nurses who do not report to work and do not have available approved leave days(s) may be subject to discipline.~~

Nurses will also work the designated necessary summer hours to prepare for first day compliance/exclusion and will be compensated at their regular hourly rate. Full-time non-certified nurse workloads and

compensation will be based upon student attendance days as established by school calendar. Non-certified nurses may be required to work days in addition to the student attendance calendar and will be compensated at their regularly hourly rate. The district will prepare a calendar with additional days to be worked, and send a copy of the calendar to all nurses at least two weeks prior to the start of the school year.

2. Non-certified Nurses after School Activities:

- a. Non-certified nurses may be required to work beyond their normal work day to that are District funded. If a non-certified school nurse is required to service students beyond their normal work day, they will be compensated at their regular rate of pay and if overtime is applicable, the District will pay overtime in accordance with Federal and State Laws.
- b. If a non-certified school nurse is asked and agrees to service students that are in programs that are not District funded, they will be compensated at 1 and ½ times their normal rate of pay for the hours worked. In these cases, it is understood that such nurses will be covered under all District liability insurance, worker's compensation and any other policy covered during normal working hours.

3. Non-certified Nurses Overtime: Non-certified nurse's may be required to work beyond their normal work day to provide service for students enrolled in after school activities and programs. If a school nurses is required to service students beyond their normal work day, they will be compensated at their regular rate of pay and if overtime is applicable, the District will pay overtime in accordance with applicable Federal & State Laws.

E. REDUCTION OF NON-CERTIFIED NURSES

Reductions in force of non-certified nurses will be done based upon seniority and in accordance with Illinois School Code. Reduced members shall be notified at least **sixty (60)** days prior to the last student attendance of the school year. Recalls will be made in inverse order of seniority by Human Resources.

F. NON-CERTIFIED NURSES EVALUATION

Non-certified nurses will be evaluated yearly on a form determined by Administration in accordance with Board Policy and Administrative Regulations.

G. HALF DAY/FULL DAY ABSENCES

Absences for non-certified nurses will be charged in two hour increments.

H. NON-CERTIFIED NURSES RETIREMENT

Non-certified nurses who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the member for unused sick leave up to eighty (80) days. The employee may divide or distribute these day however they choose between IMRF usage and separation pay. Under no circumstances may days be used for both purposes.

I. FRINGE BENEFITS

Full time non-certified nurses will receive the same coverage as certified LEAD 300 Members. Part-time non-certified nurses will pay a pro-rated amount for coverage.

J. PAY PROCEDURES

Non-certified nurses will be paid for time worked every two weeks.

K. NON-CERTIFIED NURSES PAY

Non-certified nurses' hourly rates will be increased as follows:

2012-2013	2.75%
2013-2014	2.00%
2014-2015	2.50%

L. NON-CERTIFIED NURSES HOLIDAY PAY ROLLED INTO BASE PAY CALCULATION

The base pay for non-certified Nurses will include pay for 12 holidays at their average daily rule. The formula for computing would be as follows:

(Current hourly rate x daily rule)*12 = pay for holiday

Example: $(\$22.47*7)12=\$1,887.62$

Pay for holiday + annual salary = new annual salary

Example: $\$1,887.62 + \$28,157.042 = \$30,044.66$

New annual salary/annual hours worked = new hourly rate

Example: $\$30,044.66/1253 = \23.98

ARTICLE XXII ~~XXIII~~ – DURATION OF AGREEMENT

A. DURATION

The parties acknowledge that during the negotiations which resulted in this agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement.

This Agreement shall be effective July 1, 2014~~2~~ and shall continue in full force until June 30, 2012~~5~~.

APPENDIX C – COMMUNITY UNIT SCHOOL DISTRICT NO. 300

SPECIAL EDUCATION – Proposed

SUPPORT STATEMENT

District 300 and LEAD 300 are committed to ensuring quality education for students in the District. The District will continue to provide a full continuum of instructional and support services which are based on the individual needs of each student. Therefore, District 300 and LEAD 300 support and facilitate the inclusion of students with disabilities in their local schools, as deemed appropriate by the students' IEP team.

Definitions related to education services will be discussed at Collaborative Council and reviewed annually and placed in the education services manual.

GUIDELINES FOR LEAST RESTRICTIVE EDUCATION

The goal of CUSD 300 and LEAD 300 is to educate students with disabilities in the Least Restrictive Environment (LRE). The inclusion of a student with a disability in the general education classroom is determined at the Annual Review/Individual Education Plan (IEP). Annual Review/IEP must be attended by the student's special education teacher and/or case manager, a **general** education teacher who has **or had** educational contact with **or potential contact with** the student, the appropriate **Local Education Agency (LEA) representative** and other support service personnel as required.

The purpose of **least restrictive** placement is to place the student with a disability in the **general education** classroom with support as dictated on the IEP. The percentage of students with an IEP being serviced in a general education setting will be in compliance with state/federal mandates as addressed in the Education Service manual.

A **least restrictive** setting can be achieved through the assignment of a special education paraprofessional to the general education classroom in which the students with disabilities are placed. Every effort needs to be made to ensure that special education paraprofessionals are placed according to their individual strengths and the needs of the students. The assignment of the special education paraprofessionals will also be determined after a collaboration of the special education teacher, general education teacher, and an administrator.

1. In preparation for **least restrictive** education, involved teachers may use the **Education Services** team/staff to facilitate communication among school personnel prior to meeting with parents.
2. Whenever feasible, receiving teacher(s) shall have the opportunity to observe

- the student in his/her current program **and participate in the IEP meeting addressing the change in programming.**
3. The role of inclusion facilitator(s) will be defined by the Annual Review/IEP team.
 4. Adaptive equipment, materials and/or related services as specified in the IEP or the accommodation plan will be provided.
 5. **In order to remain compliant with IEP service minutes**, the school district will provide substitutes for required individual student paraprofessionals when staff is absent. The school district will continue its current practice of authorizing a substitute for paraprofessionals who are absent for more than a week or in exigent circumstances. **Within the first two weeks of the school year, the Assistant Superintendent of Education Services, and representatives from LEAD 300 and DESA shall meet to discuss staffing compliance and use of substitutes for paraprofessionals. At this meeting, DESA and LEAD 300 will be provided with a list of paraprofessional positions that are eligible for a substitute.**
 6. The facilitator or case manager of an Inclusion Student will establish a schedule of meetings with teachers and support personnel to collaborate.
 7. Release time, monetary reimbursement, or extended hourly pay at the applicable rate will be provided to the involved teacher(s) or paraprofessionals to meet with the appropriate personnel to modify the curriculum.
 8. The level of support for the program of an inclusion student must be consistent with the student's IEP.
 9. **An inclusion facilitator or case manager may request from the Assistant Superintendent of Education Services, instructional planning time with a student's team prior to the commencement of the academic year to prepare for the instructional needs of the student. Time will be granted based on an individual student needs as dictated by the IEP. Certified staff will be compensated for their participation in this instructional planning time at the instructional rate.**
 10. The inclusive placement of students with disabilities requires ongoing planning, preparation, and modification of the curriculum by both the general and special education teacher. In the event that these efforts require the general and special education teacher to meet outside of the normal faculty hours, the Board will compensate said teachers at the Instructional rate for up to one hour per week during the first semester and up to 1/2 hour per week during the second semester, except the Board will compensate teachers for up to one hour per week during the second semester in the following cases: changes in courses and/or instructors at the high school level, newly staffed or enrolled students at the middle school level, and for newly staffed or enrolled students at the elementary level. This arrangement will be created through a

collaboration of the special education teacher/case manager, the general education teacher and an administrator.

Education Services Policies and Procedures

- 1. CUSD 300 will comply with federal and state rules and regulations regarding the membership of the Annual Review/IEP team.**
- 2. Notification to staff of Annual Review/IEP shall be made at the same time as the distribution of the parent notification.**
- 3. After program implementation, the review process requires at least one annual conference, but may include more frequent conferences/meetings upon request of any team member working with the student.**
4. Members of the bargaining unit shall not be required to perform self-care activities or medical procedures, such as, but not limited to, injections, catheterization, tracheotomy care, except for those specifically certified and/or licensed and hired for such services. Every effort will be made to provide assistance for health care services that may be required.
5. The procedure for referring students for possible special education services can be found in **the CUSD 300 Education Services Manual.**
6. Federal rules and regulations specify that the local school district, teachers or other persons cannot be held accountable if a student does not achieve the growth projected in the annual goals and objectives section of the IEP.
7. CUSD 300 recognizes that special education case management requires a great deal of time from those involved in the education of students with special needs. This need is continuous throughout the school year. Accordingly, **no less than eight compliance assurance days each school year for elementary, middle school, Oak Ridge and early childhood case managers. Case managers will make every attempt to divide and use given days at even intervals throughout the year. High School case managers will receive an additional plan period daily equal to the case manager's individual plan time.** Case managers can meet with teachers/students/parents, **prepare Annual Review/IEP and Eligibility Review meeting paperwork, update progress on IEP goals, document data and interventions, progress monitor student skills, collect ESY data, etc. during these days. At the case manager's discretion, these days/times may be used to hold required meetings including, but not limited to, Annual Review/IEP, Domain or Eligibility Review meetings.**
8. Additional information about **Education Services policies and procedures** can be found in the **CUSD 300 Education Services Manual. Since staff members are held accountable for the information presented in this manual, it is essential that it be up to date at all times. All changes made**

to policies and procedures shall be updated in this manual and communicated to all Education Services staff weekly via e-mail.

9. If a required Education Service related meeting such as, but not limited to, Eligibility Review, IEP, Domain, Individual Problem Solving/Review, or Data Review takes place before or after the work day as defined by Article VIII, Section H of the Negotiated Agreement, the required District participants in attendance at the meeting will be compensated at 15 minute increments of the non-instructional hourly rate as per the contract. This meeting arrangement must be cleared through the building administrator who will sign off on the extra pay claim.
10. Related service personnel (school psychologists, school social workers, speech and language pathologists and nurses) shall be afforded thirty (30) minutes of flexible planning time each day to be used for Medicaid reimbursement billing and completion of paperwork and completion of paperwork compliance.

Case load

CUSD 300 recognizes that case load ratios established by the ISBE assume full-time status. With respect to part-time employees, CUSD 300 will pro-rate case load ratios.

If the ISBE Rules governing special education case loads are amended during the term of this Agreement, the Board and Association will meet to negotiate the impact of such amendments on Appendix C.

Training

The information presented at compliance, instructional and other training sessions is needed for education service staff members to accurately and effectively complete their job and the legal requirements. Therefore, these mandatory staff development sessions and trainings will be provided during the contractual work day whenever possible. Optional training/sessions that are held outside of the staff contractual work day, staff will be compensated with CPDU's.

Appropriate training for teachers and teacher paraprofessionals anticipated to receive a student with special or unique needs will be provided prior to the student's programming or immediately following programming if prior time is not practical. Training should focus on the specific needs of the student in relation to the learning environment.

Education Services Coordinator

1. Members of the bargaining unit who assume this position will be responsible for the coordination and facilitation of building level Education Service meetings. This activity includes, but is not limited to, the scheduling and facilitating of domain meetings, completing referral forms and related domain paperwork, monitoring the completion of the

- case study evaluation components, and the scheduling and facilitation of eligibility review meetings. It also involves data entry (startup) of My Service Tracker (or its successor) data. Education Services Coordinators will be compensated 2 hours for each case study at the instructional rate.
2. Triennial eligibility review, for a current special education student, shall be the responsibility of such student's special education case manager. (Language in the extra pay section titled Education Service Coordinator to be written to reflect title and language changes written here.)

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APPENDIX D – EXTRA PAY FOR EXTRA WORK

EXPLANATION & OVERVIEW

The extra pay for extra work schedule is presented as follows. Assignments will be made by the building Principal on the basis of qualifications. LEAD 300 members shall be given preference for assignments if they meet the minimum qualifications for the assignment. Exceptions to this are LEAD 300 members who have disciplinary action within the last four (4) years that has been taken at the Board Level (Notice to Remedy, Unpaid Suspension) or who is on an Assistance Track Plan or Remediation Plan.

If there is to be a splitting of an amount, individuals must be agreeable to the arrangement prior to the activity. If a job is split due to participation and/or program needs, each person may be eligible for the full stipend if warranted by the work load so long as this is predetermined and prearranged between the Principal and the participants. Splits must be approved by the Principal, who will notify Human Resources on the Extra Pay Contract and the other applicable forms, including how the split is to be allocated in writing with signatures.

All extra duty assignments held by a non-LEAD 300 member as of the close of the 2010-2011 School Year are grandfathered into their assignments through the close of the 2015-2016 School Year and, therefore, the provisions of this article do not apply.

The person involved in the assignment of extra pay will continue with the assignment from year to year with the following procedures:

1. If the person involved asks to be removed from the assignment, he or she must do so in writing at the end of the present school year for the coming school year.
2. If a person is to be discontinued in his/her assignment on the basis of the individual's performance evaluation, the Principal shall give written notification of the reasons to the person prior to the end of the present school year for the coming school year.
3. Employees must continue in positions if notification is not given in writing to the building principal prior to the end of the present school year, unless other acceptable arrangements can be made.
4. If enrollment, participation, or budget consideration does not warrant continuation of an assignment, an evaluation by the Principal shall be made prior to the end of the present school year after discussion with the sponsor and a student representative (high school and middle school only) before

discontinuing the assignment for the next year. The person involved shall be notified in writing prior to the end of the present school year for the coming school year.

If any extra pay assignment is discontinued during the school term, the stipend shall be prorated based upon the number of meetings involved in such activity. If any extra pay assignment is not filled or is discontinued prior to the initiation of an activity, the Board shall not be obligated to make any payments pursuant to this schedule.

Members of the bargaining unit will be given an equal opportunity to apply for extra duties through the online District Website. All extra pay assignments will be posted with the exception of occasional assignments such as ticket takers, event supervision, timekeepers, announcers, etc. These opportunities will be posted for a minimum of 10 work days prior to being made available to persons outside of the LEAD 300 Bargaining Unit. There will be a signup limit of 3 events per person during the signup time prior to the ninth of the tenth day in order to ensure equal opportunity in the process. After the eighth day, members of the bargaining unit may volunteer for events without limitation.

If it is not possible to fill extra pay positions from within the bargaining unit, extra work duties may be offered to persons outside the bargaining unit at a rate equal to that of a member of the LEAD 300 Bargaining Unit. The Principal has the responsibility of assigning extra duties if the assignment cannot be filled after following the above outlined procedure. Such non-volunteer assignments are to be equitably shared. The Extra Pay Schedule for all items applies only to those persons covered by the Professional Agreement Certified Personnel.

PAYMENT

Payment for Extra Pay for Extra Work will be made as follows:

- 1. Payment for extra pay for extra work will be made by separate check.**
Payment for each job type of extra pay for extra work will be a separate line item on the paycheck.
- 2. New rates will take effect on July 1 of each year. All summer work will be based on the new rates; however payment will not be made until after July 1.**
- 3. All school owned equipment must be collected and inventoried prior to receiving final payment.**

4. ATHLETICS AND YEARLONG ACTIVITIES:

~~For athletic activities two payments will be made: mid and end of season.~~

~~Teachers in yearlong activities may elect to receive payment in either one installment (end of year) or two installments (semester and end of year).~~

Athletic Activities shall be paid in six payments starting in September for the Fall, in December for the Winter athletics, and in March for the Spring athletics.

Teachers in yearlong activities may elect to receive payment in six payments starting in either September, December or March.-(from LOA)

5. SUPERVISORS:

~~(Lunchroom supervision, bus transfer supervision, substitution within the building, supervision and other activities.)~~

~~Payment to be made each quarter except in cases where the total amount of the check is less than \$100.~~

For lunchroom supervision, bus transfer supervision, substitution within the building, supervision and other activities including, but not limited to, Education Services Coordinator, payment will be made monthly. (From LOA)

6. SHORT TERM ACTIVITIES

Payment to be made at completion of the activity

ART EXHIBITS

High School/Middle School Art Teachers

Teachers must participate in:

1. District 300 Art Exhibit
2. Community or Special Event Exhibit
3. Building Exhibit

The agreed upon shows for the High Schools are, but not limited to:

- 1. The Otto Exhibit**
- 2. The Fox Valley Conference Show at MCC**

The agreed upon shows for the Middle Schools are, but not limited to:

1. The Otto Exhibit
2. A building special event

In addition, all teachers agree to exhibit art work in each respective building during the remainder of the school year. (From LOA)

ATHLETICS CHEERLEADING SPONSOR

ATHLETICS CHEERLEADING COACH

High School/High School Assistant Football **Fall**
High-School/High School Assistant Basketball **Winter**
Middle School

~~Sponsors are responsible for supervising cheerleaders at all practice sessions and games. Sponsors must arrange transportation when required.~~

Coaches are responsible for supervising cheerleaders at all practice sessions, games **and competitions**. **Coaches** must arrange transportation when required.

ATHLETICS POM PON SPONSORS

ATHLETICS DANCE TEAM COACH

High School/Middle School

~~Sponsors are responsible for supervising poms at all practice sessions and games. Sponsors must arrange transportation when required.~~

Coaches are responsible for supervising **dance members** at all practice sessions, games **and competitions**. **Coaches** must arrange transportation when required.

PPS Coordinator Education Service Coordinator

Members of the bargaining unit who assume this position will be responsible for the coordination of building level PPS **Education Service** meetings. This activity includes, **but is not limited to**, the **scheduling and facilitation** of **domain** meetings, tracking of **completing** referral forms **and related domain paper work**, monitoring the completion of the case study evaluation components, and the scheduling **and facilitation** of staffings eligibility reviews **meetings**. It may also involve initial **data** entry (startup) of My Service Tracker (or its successor) data. PPS **Educational Services** Coordinators will be compensated 1.5 **2** hours for each initial case study at the instructional rate. Eligibility review of a case study for a current special education student shall be the responsibility of such student's special education case

manager.

MUSIC LIBRARIAN ORCHESTRA

- Update music bibliography
- Oversee check-in/check-out procedure
- End of the year organization

PBIS COACH

Coaches will need to implement multi-leveled programs of PBIS.

Coaches will:

- **Organize building level meetings**
- **Attend District level meetings**
- **Disseminate and present information**
- **Prepare reports**
- **Organize and implement PBIS common procedures**
- **Communicate with District PBIS coordinators**
- **Other duties as determined by District PBIS leadership team**

If the school decides to divide the coach position between 2 or more members of the bargaining unit, the stipend is to be split between those assigned to do the position. This should be done prior to the members of the bargaining unit involved actually performing the tasks.

TEACHING-EXCESS CLASS SIZE AND LOAD

EXCESS CLASS SIZE (K-5)

An instructor in a room containing in excess of 29 pupils in average daily enrollment shall receive compensation per excess student. The overload shall not exceed 10 students. The amount identified in the extra pay schedule shall be figured for each quarter of the school year.

EXCESS CLASS SIZE (6-12)

High school teachers on a four block schedule may be assigned up to 93 students and 310 minutes of instructional contact time with the exception that physical education teachers may be assigned up to 135 students with the goal being to average 45 students per block. High school teachers in other configurations may be assigned up to 190 students and 310 minutes of student contact time. Middle school teachers may be assigned an average of 31 students per class and up to 186 students per day and 310 minutes of student contact time with the exception that physical education teachers may be assigned up to 210 students. A full time student is one who is scheduled for instruction at least 425 minutes a week. Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise

~~students who may be using a particular area. A student is considered to be part of a teachers load when the teacher is the individual primarily responsible for evaluating the students progress (grading).~~

~~The amount identified in the extra pay schedule shall be figured for each quarter of the school year.~~

EXCESS LOAD (6-12)

~~Secondary teachers who are assigned in excess of the normal assignment above will be compensated at their per diem rate. High school teachers on a four block schedule who teach all four blocks will have their per diem calculated as follows: $4/3 = 1.33 \text{ FTE} \times \text{Salary Schedule Rate} = \text{Total Salary}$.~~

EXCESS LOAD

Certified staff will receive overload payment by level, per student per quarter in excess of the number of students as indicated below:

	Level	Overload payment occurs in excess of the number of students	Overload payment: Per student, per quarter (9 weeks)
Elementary- A general education teacher in a room containing in excess of 29 pupils in average daily enrollment shall receive compensation per excess student.	Half-day Kindergarten	29	\$195
	K-5	29	\$390
Elementary	K-5 Music and PE	Per self-contained student taught in a general education section.	\$17
Middle School	6-8	186	\$65
	6-8 Vocal Music	190	\$65
	6-8 Band	150	\$65
	6-8 Orchestra	125	\$65
	6-8 PE	210	\$65
	6-8 Counselors	650	\$24
High School	9-12	155	\$65
	9-12 Vocal Music	190	\$65
	9-12 Band	150	\$65

	Level	Overload payment occurs in excess of the number of students	Overload payment: Per student, per quarter (9 weeks)
	9-12 Orchestra	125	\$65
	9-12 PE	270	\$65
	9-12 Counselors	350	\$45

TEACHING – SPECIAL EDUCATION

For purposes of extra pay, ~~if~~ a required special education **Education Services** meeting such as, **but not limited to, Eligibility Review, IEP, PPS Domain, Individual Problem Solving/Review, or Data Review takes place before or after the work day as defined by Article VIII, Section H of the Collective Bargaining Agreement,** ~~begins one hour before the member of the bargaining unit day or 30 minutes after the work day,~~ the **required** members of the bargaining unit **District participants** in attendance at the meeting will be compensated at 15 minute increments of the non-instructional rate as **per the contract. This meeting arrangement must be cleared through the building administrator who will sign off on the extra pay claim.**

NATIONAL CERTIFICATION

When a member of the bargaining unit achieves **and maintains** the status of certification under the National Board for Professional Teaching Standards, he/she shall be eligible for extra pay ~~as set forth in Appendix E~~ **in the amount of \$1,200 per year.** Such extra pay shall be awarded as long as criteria and standards do not substantially change from those set forth in 1998.

APPENDIX E – EXTRA PAY PAY SCALE - PROPOSED

<u>Extra Pay Category</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2014/2015</u>	<u>2015/2016</u>
Academic Competitions				
Future Problem Solving/Odyssey Mind	895.00	912.90	922.03	931.25
Scholastic Bowl (9-12)	Lane H	Lane H	Lane H	Lane H
Speech Debate (9-12)	Lane H	Lane H	Lane H	Lane H
Speech Individual Events (9-12) Head	Lane H	Lane H	Lane H	Lane H
Speech Individual Events (9-12) Assistant	Lane I	Lane I	Lane I	Lane I
Speech Drama Group Interpretation (9-12)	504.00	514.08	519.22	524.41
Student Congress (9-12) Head Coach	Lane H	Lane H	Lane H	Lane H
Student Congress (9-12) Assistant	Lane I	Lane I	Lane I	Lane I
Worldwide Youth in Science (WYSE)	Lane H	Lane H	Lane H	Lane H
Activities, After school Recreation (K-12) Per Hour 60 Hour Max.	24.00	24.48	24.72	24.97
Activities, Middle School Coordinator	Lane G	Lane G	Lane G	Lane G
Art Exhibits, (9-12) Art Teachers	<u>690.00</u>	703.80	710.84	717.95
Art Exhibits, (6-8) Art Teachers	<u>690.00</u>	703.80	710.84	717.95
Athletics Coaching				
Baseball (HS) Asst. & IHSA Summer Baseball	Lane F	Lane F	Lane F	Lane F
Baseball (HS) Head	Lane B	Lane B	Lane B	Lane B
Basketball (HS) Head Girls	Lane A	Lane A	Lane A	Lane A
Basketball (HS) Asst. Boys	Lane D	Lane D	Lane D	Lane D
Basketball (HS) Asst. Girls	Lane D	Lane D	Lane D	Lane D
Basketball (HS) Head Boys	Lane A	Lane A	Lane A	Lane A
Basketball (MS) Boys	Lane G	Lane G	Lane G	Lane G
Basketball (MS) Girls	Lane G	Lane G	Lane G	Lane G
Bowling (HS) Head	Lane F	Lane F	Lane F	Lane F
Cheerleader <u>Coach</u> (MS)	Lane H	Lane H	Lane H	Lane H
Cheerleader <u>Coach</u> , Asst., <u>Fall</u> (HS)	Lane K	Lane K	Lane K	Lane K
Cheerleader <u>Coach</u> , Asst., <u>Winter</u> (HS)	Lane J	Lane J	Lane J	Lane J
Cheerleader <u>Coach, Fall</u> (HS)	Lane I	Lane I	Lane I	Lane I
Cheerleader <u>Coach, Winter</u> (HS)	Lane H	Lane H	Lane H	Lane H
Cross Country (HS) Asst.	Lane H	Lane H	Lane H	Lane H
Cross Country (HS) Head	Lane B	Lane B	Lane B	Lane B
Cross Country (MS)	Lane K	Lane K	Lane K	Lane K
<u>Dance Team Coach</u> (MS)	Lane I	Lane I	Lane I	Lane I
<u>Dance Team Coach, Asst. Fall</u>	<u>Lane K</u>	<u>Lane K</u>	<u>Lane K</u>	<u>Lane K</u>
<u>Dance Team Coach, Asst. Winter</u>	<u>Lane J</u>	<u>Lane J</u>	<u>Lane J</u>	<u>Lane J</u>

<u>Extra Pay Category</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2014/2015</u>	<u>2015/2016</u>
<u>Dance Team Coach, Fall</u> (HS)	Lane I	Lane I	Lane I	Lane I
<u>Dance Team Coach, Winter</u> (HS)	<u>Lane H</u>	<u>Lane H</u>	<u>Lane H</u>	<u>Lane H</u>
Football (HS) Asst.	Lane D	Lane D	Lane D	Lane D
Football (HS) Head	Lane A	Lane A	Lane A	Lane A
Golf (HS) Asst.	Lane I	Lane I	Lane I	Lane I
Golf (HS) Head	Lane D	Lane D	Lane D	Lane D
Soccer (HS) Head	Lane B	Lane B	Lane B	Lane B
Soccer (HS) Asst.	Lane F	Lane F	Lane F	Lane F
Softball (HS) Asst. Girls	Lane F	Lane F	Lane F	Lane F
Softball (HS) Head Girls	Lane B	Lane B	Lane B	Lane B
Swimming (HS) Head	Lane C	Lane C	Lane C	Lane C
Swimming (HS) Asst.	Lane H	Lane H	Lane H	Lane H
Tennis (HS) Asst.	Lane I	Lane I	Lane I	Lane I
Tennis (HS) Head	Lane D	Lane D	Lane D	Lane D
Track (HS) Head Girls	Lane B	Lane B	Lane B	Lane B
Track (HS) Indoor Asst.	Lane I	Lane I	Lane I	Lane I
Track (HS) Asst.	Lane F	Lane F	Lane F	Lane F
Track (HS) Head Boys	Lane B	Lane B	Lane B	Lane B
Track (HS) Indoor Head	Lane F	Lane F	Lane F	Lane F
Track (MS) Asst.	Lane I	Lane I	Lane I	Lane I
Track (MS) Head	Lane H	Lane H	Lane H	Lane H
Volleyball (HS) Asst.	Lane F	Lane F	Lane F	Lane F
Volleyball (HS) Head	Lane B	Lane B	Lane B	Lane B
Volleyball (MS)	Lane I	Lane I	Lane I	Lane I
Wrestling (HS) Asst.	Lane E	Lane E	Lane E	Lane E
Wrestling (HS) Head	Lane B	Lane B	Lane B	Lane B
Wrestling (MS)	Lane J	Lane J	Lane J	Lane J
Athletics HS Weight Room Supervisor (Per hr, 90 hr Max per quarter)	1,034.00	1,054.68	1,065.23	1,075.88
Auditorium Director	Lane F	Lane F	Lane F	Lane F
Adult Groups Parent Education per hour	35.00	35.70	36.06	36.42
Building Network Administrator & Technology Specialist (Hours agreed upon in advance)	35.00	35.70	36.06	36.42
Class Sponsor Senior Class	Lane J	Lane J	Lane J	Lane J
Class Sponsor Junior Class	Lane H	Lane H	Lane H	Lane H
Class Sponsor Sophomore Class	Lane J	Lane J	Lane J	Lane J
Class Sponsor Freshman Class	Lane J	Lane J	Lane J	Lane J
Curriculum Coordinating Committee (Step 1 of listed lane) + Non-Instr. Rate (See job desc.)	Lane L	Lane L	Lane L	Lane L

<u>Extra Pay Category</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2014/2015</u>	<u>2015/2016</u>
Department Rep and/or Team Leader, (6-12) Base Amount 1 to 3 members	1,034.00	1,054.68	1,065.23	1,075.88
Department Rep and/or Team Leader (6-12) per additional over 3 Max 10	143.00	145.86	147.32	148.79
Grade Level Rep K-5	402.00	410.04	414.14	418.28
Dramatics, (9-12), for each one act play	471.00	480.42	485.22	490.08
Dramatics, (9-12), for each multiple act play	2,297.00	2,342.94	2,366.37	2,390.03
Dramatics, (6-8), for each one act play	471.00	480.42	485.22	490.08
Dramatics, (6-8), for each multiple act play	1,854.00	1,891.08	1,909.99	1,929.09
Hourly Rates				
Instructional Rate	35.00	35.70	36.06	36.42
Non-instructional Rate (prof dev.)	24.00	24.48	24.72	24.97
Language Arts Activities				
Battle of Books (K-8)	372.00	379.44	383.23	387.07
Spelling Bee (6-8)	372.00	379.44	383.23	387.07
Writing Contest (6-8) under 500	344.00	350.88	354.39	357.93
Writing Contest (6-8) over 500	430.00	438.60	442.99	447.42
Writing Contest Readers/Judges	35.00	35.70	36.06	36.42
Young Authors (K-5)	436.00	444.72	449.17	453.66
FFA Sponsor	Lane A	Lane A	Lane A	Lane A
Middle School Non-specific Grade Level Team	1,034.00	1,054.68	1,065.23	1,075.88
Music High School, Band	Lane B	Lane B	Lane B	Lane B
Music High School, Orchestra	Lane J	Lane J	Lane J	Lane J
Music High School, Vocal	Lane H	Lane H	Lane H	Lane H
Music Middle School, Band	Lane K	Lane K	Lane K	Lane K
Music Middle School, Orchestra	Lane K	Lane K	Lane K	Lane K
Music Middle School, Vocal	Lane K	Lane K	Lane K	Lane K
Music Elementary, Instrumental	403.00	411.06	415.17	419.32
Music Elementary, Vocal	Lane L	Lane L	Lane L	Lane L
Musical (9-12)	8,270.00	8,435.40	8,519.75	8,604.95
Newspaper (9-12) 4 issues per year	402.00	410.04	414.14	418.28
Newspaper (9-12) each additional issue	247.00	251.94	254.46	257.00
Newspaper (6-8) 6 issues	1,056.00	1,077.12	1,087.89	1,098.77
<u>PBIS Coach</u>	<u>Lane I</u>	<u>Lane I</u>	<u>Lane I</u>	<u>Lane I</u>
Pupil Groups/Clubs Long or Short Term Per Hour Max Negotiable	35.00	35.70	36.06	36.42
Pupil Groups/Clubs Co-sponsor when membership exceeds 100	Lane L	Lane L	Lane L	Lane L
Pupil Groups Beta Club (6-12)	Lane K	Lane K	Lane K	Lane K
Pupil Groups-Nat. Honor Society (9-12)	Lane J	Lane J	Lane J	Lane J
Pupil Groups-Student Council (9-12)	Lane F	Lane F	Lane F	Lane F

<u>Extra Pay Category</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2014/2015</u>	<u>2015/2016</u>
Pupil Groups-Student Council (6-8)	Lane I	Lane I	Lane I	Lane I
Pupil Groups Peer Mediation	Lane H	Lane H	Lane H	Lane H
Pupil Groups Peer Listening	Lane H	Lane H	Lane H	Lane H
Science Fair Advisor (6-12)				
Student Assistance and Science Fair Preparation Outside of Class	464.00	473.28	478.01	482.79
Local School and District Science Fair	436.00	444.72	449.17	453.66
Regional Science Fair	350.00	357.00	360.57	364.18
State Science Fair	379.00	386.58	390.45	394.35
Subject Area Committee Facilitator Stipend (Step 1 of listed lane) + Non-Instr. Rate (See job description)	Lane L	Lane L	Lane L	Lane L
Supervision Bus And/Or Arrival And Departure Supervision Per 1/2 Hour	4.50	4.59	4.64	4.68
Supervision Lunchroom Per Hour	9.00	9.18	9.27	9.36
Supervision Lunchroom Minimum	4.50	4.59	4.64	4.68
Supervision & Other Activities Hourly Rates	24.00	24.48	24.72	24.97
Teacher Building Level Coordinators				
Inclusion Facilitator	35.00	35.70	36.06	36.42
Teacher Coordinators District Level				
Art District Annual Art Show Manager	993.00	1,012.86	1,022.99	1,033.22
Lang. Arts Battle of Books Dist. Coord.(K-5)	890.00	907.80	916.88	926.05
Lang. Arts Battle of Books Dist. Coord.(6-8)	890.00	907.80	916.88	926.05
Lang. Arts Spelling Bee (6-8) Dist. Coord.	718.00	732.36	739.68	747.08
Lang. Arts Writing Contest Dist. Coord.	718.00	732.36	739.68	747.08
Lang. Arts Young Authors Primary Dist.	890.00	907.80	916.88	926.05
Lang. Arts Young Authors Inter. Dist. Coord.	890.00	907.80	916.88	926.05
Music Contests & Festivals Vocal Festival	1,234.00	1,258.68	1,271.27	1,283.98
Music Contests & Festivals MS Vocal	718.00	732.36	739.68	747.08
Music Contests & Festivals Piano Contest	1,034.00	1,054.68	1,065.23	1,075.88
Music Contests & Festivals Orch. Solo &	1,034.00	1,054.68	1,065.23	1,075.88
Music Contests & Festivals Band Solo &	1,234.00	1,258.68	1,271.27	1,283.98
Music Contests & Festivals Orch. Festival	499.00	508.98	514.07	519.21
Music Contests & Festivals MS Honors	499.00	508.98	514.07	519.21
Music Librarian Band	476.00	485.52	490.38	495.28
Music Librarian Orchestra	235.00	239.70	242.10	244.52
Science Manager of District Fair	Lane K	Lane K	Lane K	Lane K
Science Assist. Manager of Dist. Fair	Lane L	Lane L	Lane L	Lane L

**Teaching Overload & Salary/Grant/Tuition
Reimbursement Items Listed On Extra Pay
Schedule**

Teaching Changing Classrooms (involuntary) See description	24.00	24.48	24.72	24.97
Teaching Excess Size, K-5, Per Pupil	390.00			
Teaching Excess Size 6-12, Per Pupil	430.00			
Teaching Excess Load 6-12, Per Class Above	Per diem	Per diem	Per diem	Per diem
Teaching Gifted Activator	396.00	403.92	407.96	412.04
Teaching Inclusion Planning	35.00	35.70	36.06	36.42
Teaching Internal Sub. (6-12) 1/5 Sub. Rate	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Teaching Internal Sub. (K-5) 1/5 Sub. Rate	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Teaching Summer Coop Work Per Hour	35.00	35.70	36.06	36.42
Teaching Summer Driver Ed Per Hour	35.00	35.70	36.06	36.42
Teaching Extra Open House Time & Conference Night Time	24.00	24.48	24.72	24.97
Teaching Parent/Student Orientation	24.00	24.48	24.72	24.97
Teaching Summer School Per Hour	35.00	35.70	36.06	36.42
National Certification 7% of Step	<u>1,200.00</u>	<u>1,200.00</u>	<u>1,200.00</u>	<u>1,200.00</u>
Writing /Curriculum Work District Level) Per Hour Minimum Rate	35.00	35.70	36.06	36.42
Testing Bilingual Program Exit/Entrance per hr.	35.00	35.70	36.06	36.42
Testing Reading Test./Place. Per Building below 400	660.00	673.20	679.93	686.73
Testing Reading Test./Place. Per Building 400-599	924.00	942.48	951.90	961.42
Testing Reading Test./Place. Per Building 600-699	1,189.00	1,212.78	1,224.91	1,237.16
Testing Reading Test./Place. Per Building over 700	1,677.00	1,710.54	1,727.65	1,744.92
Testing Summer Kdg. Testing Placement Per Hour	35.00	35.70	36.06	36.42
Testing Summer Rdg. Testing/Placement Per Hour	35.00	35.70	36.06	36.42
Testing Summer Special Ed Staffings Per Hour	35.00	35.70	36.06	36.42
Testing Summer Speech Screening Per Hour	35.00	35.70	36.06	36.42
Writing/Curriculum Work (Building Level) Per Hour Minimum Rate	35.00	35.70	36.06	36.42
Yearbook Sponsor (9-12)	Lane A	Lane A	Lane A	Lane A
Yearbook Sponsor, Assist. (9-12)	Lane F	Lane F	Lane F	Lane F
Yearbook (Memory Book) Sponsor (6-8)	Lane G	Lane G	Lane G	Lane G
Yearbook Sponsor Video (9-12)	Lane A	Lane A	Lane A	Lane A
Yearbook (Elementary), School below 500	Lane K	Lane K	Lane K	Lane K
Yearbook (Elementary), School, 500 or above enrollment	Lane J	Lane J	Lane J	Lane J

APPENDIX F – EXTRA PAY LANE SCHEDULE - Proposed

2011-2012	A	B	C	D	E	F	G	H	I	J	K	L
Step I	4,910.00	4,736.00	4,325.00	3,914.00	3,503.00	3,091.00	2,681.00	2,271.00	1,860.00	1,448.00	1,037.00	661.00
Step II	5,920.00	5,433.00	4,875.00	4,387.00	3,900.00	3,412.00	2,994.00	2,507.00	2,089.00	1,602.00	1,184.00	696.00
Step III	6,965.00	6,477.00	5,362.00	4,875.00	4,457.00	3,760.00	3,344.00	2,786.00	2,298.00	1,811.00	1,288.00	836.00
2012-2013	A	B	C	D	E	F	G	H	I	J	K	L
Step I	5,008.00	4,831.00	4,412.00	3,992.00	3,573.00	3,153.00	2,735.00	2,316.00	1,897.00	1,477.00	1,058.00	674.00
Step II	6,038.00	5,542.00	4,973.00	4,475.00	3,978.00	3,480.00	3,054.00	2,557.00	2,131.00	1,634.00	1,208.00	710.00
Step III	7,104.00	6,607.00	5,469.00	4,973.00	4,546.00	3,835.00	3,411.00	2,842.00	2,344.00	1,847.00	1,314.00	853.00
2014-2015	A	B	C	D	E	F	G	H	I	J	K	L
Step I	5,058.00	4,879.00	4,456.00	4,032.00	3,609.00	3,185.00	2,762.00	2,339.00	1,916.00	1,492.00	1,069.00	681.00
Step II	6,098.00	5,597.00	5,023.00	4,520.00	4,018.00	3,515.00	3,085.00	2,583.00	2,152.00	1,650.00	1,220.00	717.00
Step III	7,175.00	6,673.00	5,524.00	5,023.00	4,591.00	3,873.00	3,445.00	2,870.00	2,367.00	1,865.00	1,327.00	862.00
2015-2016	A	B	C	D	E	F	G	H	I	J	K	L
Step I	5,109.00	4,928.00	4,501.00	4,072.00	3,645.00	3,217.00	2,790.00	2,362.00	1,935.00	1,507.00	1,080.00	688.00
Step II	6,159.00	5,653.00	5,073.00	4,565.00	4,058.00	3,550.00	3,116.00	2,609.00	2,174.00	1,667.00	1,232.00	724.00
Step III	7,247.00	6,740.00	5,579.00	5,073.00	4,637.00	3,912.00	3,479.00	2,899.00	2,391.00	1,884.00	1,340.00	871.00

Step I Those teachers new to District 300 or new to activity.

Applications of outside will be based on the building principal's recommendation.

Step II All teachers paid or assigned from two through four years to the same activity within the district.

Same activity is defined as the same sport.

Step III All teachers paid or assigned for five or more years to the same activity the district.

Same activity is defined as the same sport.

~~For contractual year 2011-2012 the extra pay lane schedule for 2009-2010 applies with the understanding that step movement applies to members on this schedule.~~

Appendix G – 2012-2013 & 2013-2014 Salary Schedule

0.75%	Without Board Paid TRS						With Board Paid TRS					
Step	BA	BA+15	MA	MA+15	MA+30	DOCT	BA	BA+15	MA	MA+15	MA+30	DOCT
1	\$39,798	\$41,100	\$42,618	\$45,112	\$47,932	\$52,920	\$41,893	\$43,263	\$44,861	\$47,486	\$50,455	\$55,705
2	\$40,232	\$41,750	\$43,919	\$46,414	\$49,125	\$54,764	\$42,349	\$43,947	\$46,231	\$48,857	\$51,711	\$57,646
3	\$40,666	\$42,401	\$45,221	\$47,606	\$50,317	\$56,606	\$42,806	\$44,633	\$47,601	\$50,112	\$52,965	\$59,585
4	\$41,100	\$43,051	\$46,521	\$48,799	\$51,510	\$58,450	\$43,263	\$45,317	\$48,969	\$51,367	\$54,221	\$61,526
5	\$41,533	\$43,702	\$47,823	\$49,992	\$52,703	\$60,294	\$43,719	\$46,002	\$50,340	\$52,623	\$55,477	\$63,467
6	\$41,967	\$44,353	\$49,125	\$51,185	\$53,896	\$62,138	\$44,176	\$46,687	\$51,711	\$53,879	\$56,733	\$65,408
7	\$42,401	\$45,004	\$50,425	\$52,378	\$55,088	\$63,981	\$44,633	\$47,373	\$53,079	\$55,135	\$57,987	\$67,348
8	\$42,836	\$45,654	\$51,727	\$53,571	\$56,282	\$65,824	\$45,091	\$48,057	\$54,449	\$56,391	\$59,244	\$69,288
9	\$43,268	\$46,305	\$53,029	\$54,764	\$57,583	\$67,668	\$45,545	\$48,742	\$55,820	\$57,646	\$60,614	\$71,229
10	\$43,702	\$46,956	\$54,329	\$55,957	\$58,884	\$69,511	\$46,002	\$49,427	\$57,188	\$58,902	\$61,983	\$73,169
11		\$47,606	\$55,631	\$57,257	\$60,186	\$71,355		\$50,112	\$58,559	\$60,271	\$63,354	\$75,111
12		\$48,257	\$56,932	\$58,559	\$61,487	\$73,199		\$50,797	\$59,928	\$61,641	\$64,723	\$77,052
13		\$48,907	\$58,234	\$59,861	\$62,788	\$75,042		\$51,481	\$61,299	\$63,012	\$66,093	\$78,992
14			\$59,535	\$61,161	\$64,089	\$76,885			\$62,668	\$64,380	\$67,462	\$80,932
15			\$60,836	\$62,463	\$65,391	\$78,729			\$64,038	\$65,751	\$68,833	\$82,873
16			\$62,138	\$63,764	\$66,692	\$80,573			\$65,408	\$67,120	\$70,202	\$84,814
17			\$63,438	\$65,065	\$67,993	\$82,417			\$66,777	\$68,489	\$71,572	\$86,755
18			\$64,740	\$66,367	\$69,511	\$84,259			\$68,147	\$69,860	\$73,169	\$88,694
19			\$66,042	\$67,668	\$71,354	\$86,103			\$69,518	\$71,229	\$75,109	\$90,635
20			\$66,584	\$68,969	\$73,416	\$87,947			\$70,088	\$72,599	\$77,280	\$92,576
21			\$67,126	\$70,270	\$76,561	\$89,790			\$70,659	\$73,968	\$80,591	\$94,516
22			\$67,668	\$71,355	\$79,705	\$91,634			\$71,229	\$75,111	\$83,900	\$96,457
23			\$68,210	\$72,439	\$81,874	\$93,477			\$71,800	\$76,252	\$86,183	\$98,397
24			\$68,753	\$73,524	\$84,368	\$95,321			\$72,372	\$77,394	\$88,808	\$100,338
25			\$69,295	\$74,608	\$88,381	\$97,164			\$72,942	\$78,535	\$93,033	\$102,278

Members of the Bargaining Unit advancing to the MA+30 lane from steps below step 16 (17-25) will be placed according to this schedule:

MA-15	MA-30
17-18	18
19	19
20-22	20
23-25	21

Appendix G – 2014-2015 Salary Schedule

0.50%	Without Board Paid TRS						With Board Paid TRS					
Step	BA	BA+15	MA	MA+15	MA+30	DOCT	BA	BA+15	MA	MA+15	MA+30	DOCT
1	\$39,997	\$41,306	\$42,831	\$45,338	\$48,172	\$53,185	\$42,102	\$43,480	\$45,085	\$47,724	\$50,707	\$55,984
2	\$40,433	\$41,959	\$44,139	\$46,646	\$49,371	\$55,038	\$42,561	\$44,167	\$46,462	\$49,101	\$51,969	\$57,935
3	\$40,869	\$42,613	\$45,447	\$47,844	\$50,569	\$56,889	\$43,020	\$44,856	\$47,839	\$50,362	\$53,231	\$59,883
4	\$41,306	\$43,266	\$46,754	\$49,043	\$51,768	\$58,742	\$43,480	\$45,543	\$49,215	\$51,624	\$54,493	\$61,834
5	\$41,741	\$43,921	\$48,062	\$50,242	\$52,967	\$60,595	\$43,938	\$46,233	\$50,592	\$52,886	\$55,755	\$63,784
6	\$42,177	\$44,575	\$49,371	\$51,441	\$54,165	\$62,449	\$44,397	\$46,921	\$51,969	\$54,148	\$57,016	\$65,736
7	\$42,613	\$45,229	\$50,677	\$52,640	\$55,363	\$64,301	\$44,856	\$47,609	\$53,344	\$55,411	\$58,277	\$67,685
8	\$43,050	\$45,882	\$51,986	\$53,839	\$56,563	\$66,153	\$45,316	\$48,297	\$54,722	\$56,673	\$59,540	\$69,635
9	\$43,484	\$46,537	\$53,294	\$55,038	\$57,871	\$68,006	\$45,773	\$48,986	\$56,099	\$57,935	\$60,917	\$71,585
10	\$43,921	\$47,191	\$54,601	\$56,237	\$59,178	\$69,859	\$46,233	\$49,675	\$57,475	\$59,197	\$62,293	\$73,536
11		\$47,844	\$55,909	\$57,543	\$60,487	\$71,712		\$50,362	\$58,852	\$60,572	\$63,671	\$75,486
12		\$48,498	\$57,217	\$58,852	\$61,794	\$73,565		\$51,051	\$60,228	\$61,949	\$65,046	\$77,437
13		\$49,152	\$58,525	\$60,160	\$63,102	\$75,417		\$51,739	\$61,605	\$63,326	\$66,423	\$79,386
14			\$59,833	\$61,467	\$64,409	\$77,269			\$62,982	\$64,702	\$67,799	\$81,336
15			\$61,140	\$62,775	\$65,718	\$79,123			\$64,358	\$66,079	\$69,177	\$83,287
16			\$62,449	\$64,083	\$67,025	\$80,976			\$65,736	\$67,456	\$70,553	\$85,238
17			\$63,755	\$65,390	\$68,333	\$82,829			\$67,111	\$68,832	\$71,929	\$87,188
18			\$65,064	\$66,699	\$69,859	\$84,680			\$68,488	\$70,209	\$73,536	\$89,137
19			\$66,372	\$68,006	\$71,711	\$86,534			\$69,865	\$71,585	\$75,485	\$91,088
20			\$66,917	\$69,314	\$73,783	\$88,387			\$70,439	\$72,962	\$77,666	\$93,039
21			\$67,462	\$70,621	\$76,944	\$90,239			\$71,013	\$74,338	\$80,994	\$94,988
22			\$68,006	\$71,712	\$80,104	\$92,092			\$71,585	\$75,486	\$84,320	\$96,939
23			\$68,551	\$72,801	\$82,283	\$93,944			\$72,159	\$76,633	\$86,614	\$98,888
24			\$69,097	\$73,892	\$84,790	\$95,798			\$72,734	\$77,781	\$89,253	\$100,840
25			\$69,641	\$74,981	\$88,823	\$97,650			\$73,306	\$78,927	\$93,498	\$102,789

Members of the Bargaining Unit advancing to the MA+30 lane from steps below step 16 (17-25) will be placed according to this schedule:

MA-15	MA-30
17-18	18
19	19
20-22	20
23-25	21

APPENDIX H – Course Approval Form

RESET

Course Pre-Approval for Lane Change Credit & Tuition Reimbursement

(Requests must be received prior to attending)

NAME: _____

CURRENT TEACHING ASSIGNMENT: _____

BUILDING: _____

DEGREE SOUGHT: _____ UNIVERSITY: _____

Masters, Doctoral & endorsement programs will be pre-approved as a program. Submit course sequence for the entire program by the semester deadline listed below. Only tenured teachers, when requested will be eligible to receive tuition reimbursement.

Fall (submit no later than September 1)
 Winter Fall (submit no later than January 1)
 Spring (submit no later than April 1)
 Summer (submit no later than June 1)

Masters Program in: _____ Doctoral Program in: _____

Submit grade reports or copies of transcripts to Human Resources along with a copy of this approved form for reimbursement, no later than
October 1st or February 14th

For individual coursework or workshops please attach class identification, name of the University/College or provider, number of credit hours and a brief statement of how each course will impact student achievement.

This form along with any additional information should be emailed to pducredit@d300.org

For Coursework-List Course # , Title & Start Date or Program	Tier*	PDU Credit	Semester Hours	Tuition Reimbursement		(Optional) Anticipated Lane Change Information (e.g. BA+15 to MA)		
				Yes	No	From:	To:	Date:
				<input type="radio"/>	<input type="radio"/>			
				<input type="radio"/>	<input type="radio"/>			
				<input type="radio"/>	<input type="radio"/>			
				<input type="radio"/>	<input type="radio"/>			

Fiscal Year is determined by class start date July 1st to June 30th

***Tier 1:** Masters in Reading, Master's School Counseling, Master's in a core content area (English, Mathematics, Social Studies, Science), Endorsements/Approvals - Industrial Technology, Bilingual Special Education, Early Childhood Special Education, Bilingual and English as a Second Language.

Maximum 9 semester hours per fiscal year - \$165 per semester hour

***Tier 1A:** District-identified cohort program. (See list on District website under Professional Development)

Maximum 15 semester hours per fiscal year - \$165 per semester hour

***Tier 2:** Master of Teaching, Curriculum & Instruction, Educational Leadership.

Maximum 9 semester hours per fiscal year - \$85 per semester hour

***Tier 3:** Coursework outside of Tier 1 and Tier 2 (individual courses or doctoral programs) Doctoral programs in C&I, Ed Leadership, Reading, English, Math, Science, Social Studies, Counseling. Doctoral programs in all other areas will be reviewed by the Professional Development team. For programs outside of the areas listed, a statement of impact must be included identifying the impact in 2 of 3 areas: classroom, building, or district.

Maximum 9 semester hours per fiscal year - \$70 per semester hour

For District Use only

Approved for Credit:
 Approved for Tuition Reimbursement:
 Denied:
 Reason: _____

Approval Signature:

Date:

rev 5/25/2012

LETTER OF AGREEMENT REGARDING RETIREMENT PACKAGE

It is agreed that Article XVII, Retirement, of the Negotiated Agreement between LEAD 300 and the Board of Education of CUSD 300 shall be modified as follows and implemented upon the execution of the letter of agreement:

Article XVII, Section B., Regular Retirement

Members who qualify for regular retirement and are interested in retiring at the end of the 2009-

2010 school year will be eligible for the four (4) 6% increases and the \$500.00 annual HRA beginning with the 2006-2007 school year. These members must submit a notice of intent to re-

tire with Human Resources by March 1, 2007. The member will receive the retroactive pay re-

flecting the 6% increase for the 2006-2007 school year by the last paycheck in March 2007.

LETTER OF AGREEMENT REGARDING BULLYING

A task force will be created composed of the President of the Board of Education, the Associate Superintendent and two members chosen by LEAD 300 to create a draft Board policy on bullying. Unresolved disputes would not be subject to the grievance procedure, but the Board will agree to mediation using FMCS as the mediator with the cost of mediation to be split between the parties.

**Memorandum of Understandings between Community Unit School
District #300 & L.E.A.D.**

~~It is agreed that the Agreement between the Board of Education of Community Unit School District #300 and L.E.A.D. and/or practices shall be modified as follows and implemented effective upon the execution of the letter of agreement.~~

~~A.—— Drivers Education~~

~~The parties agree for the 2011-2012 School Year that no more than 3 students shall be in a moving vehicle while participating in behind the wheel instruction in Driver's Education.~~

~~B.—— Training~~

~~The parties recognize the importance of training on new initiatives. The District will make a good faith effort to provide appropriate training to affected members when an initiative is introduced or updated.~~

~~C.—— Blood Borne Pathogens Training~~

~~Each building administrator shall give appropriate time during the first two institute days of each school year for the LEAD 300 members to view and complete the blood borne pathogens training materials. For LEAD 300 members hired after the start of the school year, they shall take the training during the first fifteen days of employment.~~

Payment for Extra Work Letter of Agreement

It is agreed that for the duration of the contract ending June 30, 2010 payment of EXTRA PAY for Extra Work will be made as follows:

1. ~~ATHLETICS AND YEARLONG ACTIVITIES:~~

~~For athletic activities shall be paid in six payments starting in September for the fall athletics, in December for the winter athletics, and in March for spring athletics. Teachers in other year long activities may elect to receive payment in six payments starting in either September, December, or March.~~

2. ~~SUPERVISORS:~~

~~(Lunch supervision, bus transfer supervision, substitution within the building, supervision, and other activities including but not limited to P.P.S. Coordinator.)~~

3. ~~Payment will be made monthly.~~

~~SHORT TERM ACTIVITIES~~

~~Payment to be made at completion of the activity.~~

~~Payment of extra pay for extra work will be made by separate check.~~

5. ~~New rates will take effect on July 1 of each year. All summer work will be based on the new rates, however payment will not be made until after July~~

6. ~~All school owned equipment must be collected and inv~~


4/17/07
Date