NEGOTIATED AGREEMENT BETWEEN

Lead 300
LOCAL EDUCATION ASSOCIATION OF D300

AND

THE BOARD OF EDUCATION

JULY 1, 2012 – JUNE 30, 2015
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ARTICLE I – PREAMBLE

The Board of Education of Community Unit School District No. 300, hereinafter referred to as The Board, and The Local Education Association of District 300, hereinafter referred to as LEAD 300, recognize the ultimate aim of the public schools is to provide the best education possible for the children and youth of the District.

ARTICLE II – RECOGNITION

A. ASSOCIATION RECOGNITION
The Board recognizes the Local Education Association of District 300, an affiliate of the Illinois Education Association and the National Education Association (LEAD 300/IEA/NEA) as the sole and exclusive bargaining agent for all full and part-time certified personnel including and certificated nurses, social workers, special education facilitators, psychologists, and all full time and part time registered nurses and licensed practical nurses, except for the following personnel: Administrators, confidential employees, students as defined by the Illinois Educational Labor Relations Act and substitute teachers.

B. DEFINITION
The term "member of the bargaining unit", when used hereafter in this agreement shall refer to all employees represented by LEAD 300 in the bargaining unit as identified above. In most cases, the term teacher will be used to refer to members of the bargaining unit with instructional duties. Specific job titles referred to in this agreement shall be defined where appropriate.

C. NEGOTIATIONS
The Board agrees not to negotiate with any other certified employee's organization or group of employees unless mutually agreed to by the parties during the term of this agreement.

D. WORK PRESERVATION
The Board agrees that work responsibilities currently assigned to employees represented by LEAD 300 shall not be transferred to or from any other persons or bargaining group during the term of this agreement except where suitable personnel are not available to fill positions that have been posted. It is not the intent of this section to prevent the Board from engaging in associations with other educational institutions to educate students of the District so long as those associations do not transfer work responsibilities to or from members of the bargaining unit.

E. CLARIFICATION ON RECOGNITION
The Board agrees that positions that are covered by this agreement on the date of ratification will continue to be covered by the agreement for the length of the negotiated agreement. If the statutes or rules and regulations are altered in such a way as to prevent any members of the bargaining unit from being covered by this agreement, the Board agrees to negotiate the status of the effected individuals to the extent permitted by law. The
Board agrees to provide LEAD 300, as part of the Quarterly Teacher Load Report, a listing of individuals in positions they are not certified to perform and the reason for their employment. The Board also agrees to include individuals employed through outside agencies in positions covered by this agreement.

ARTICLE III – NEGOTIATIONS PROCEDURES

A. ADMINISTRATION OF AGREEMENT
For the duration of this Agreement representatives of the Board and LEAD 300 will meet as necessary to review the administration of the Agreement and to resolve problems that may arise from time to time. Should such a meeting result in a mutually acceptable amendment to the Agreement, it shall be reduced to writing, ratified by both parties, and made a part of this Agreement.

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. The parties shall bargain as per the Illinois Educational Labor Relations Act and its rules and regulations.

C. BINDING AND PRINTING COSTS
Within 30 days after the Agreement is signed, copies of the Agreement shall be printed, posted on the D300 website and distributed to all members of the bargaining unit, administrators, and school board members. A sufficient supply for future employees and for Board and LEAD 300 use shall be determined by both parties and shall be kept on hand. The costs of binding and printing will be equally shared by both parties.

D. COMMUNICATIONS COUNCILS
The Board and LEAD 300, from time to time, by mutual agreement, may establish communications councils to deal with concerns and/or topics of mutual interest. These councils will operate on a consensus basis. The President of LEAD 300 will appoint the Association representatives, and the Board, or its designee, will appoint the Administration representatives. The total number of people to be on any given council will be mutually agreed upon by the President of LEAD 300 and the Board, or its designee. The following councils are established as a part of this negotiated agreement and others may be established at a later date.

1. Presidents Council. The District agrees to establish with the concurrence of the bargaining units, a communication council consisting of the Superintendent and such other members of the administration as he/she may designate and the Presidents of the local bargaining units and such other representatives of the bargaining units as the Presidents may designate. The council will by mutual consent establish an annual schedule of meetings and a process for developing an agenda.

2. LEAD 300/Administration Council. A communication council consisting of the Superintendent, Director of Human Resources and/or their designees, the LEAD 300 Executive Committee and the IEA UniServ Director will be established and by mutual consent establish an annual schedule of meetings and a process for
developing an agenda. This council by mutual consent may also recommend that the Association and Board establish other councils, including a District Collaborative Council, to address specific matters related to system performance and student achievement. The Association and the Board will mutually determine the composition and responsibilities of such other councils.

3. **Supplemental Compensation Committee.** For the duration of this Agreement, a joint Supplemental Compensation Committee shall be convened on or before January 15. The purpose of this Committee shall be to explore supplemental means of compensation. The Committee will revise and resubmit by mutual agreement the Teacher Incentive Fund Program grant (also known as PACE) funded by the United States Department of Education. This Committee shall also define and reduce to writing the nature and terms of the partnership between LEAD 300 and District 300 regarding the implementation and oversight of the PACE grant, should it be funded. The Committee shall be comprised of four members of the bargaining unit appointed by the President of LEAD 300 and four members of the Board or its designee.

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 four (4) committees, one for each level (pre-school/elementary; middle; high) and one (1) for Education Services. The pre-school/elementary, middle and high school committees will be co-chaired by the Assistant Superintendent at the respective level and the LEAD Vice-President at the respective level. Meeting agendas will be created jointly.

Members:

**Pre-school/Elementary Committee**

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

**Middle School Committee**

1. Assistant Superintendent(s) for Teaching and Learning
2. LEAD Middle School VP
3. One (1) middle school principal – appointed by T & L Team
4. LEAD Member from each middle school building six (6) appointed by LEAD
High School Committee
1. Assistant Superintendent(s) for Teaching and Learning
2. LEAD High School VP
3. One (1) high school principal – appointed by T & L Team
4. Two (2) LEAD members from each high school building and one (1) member from Oak Ridge appointed by LEAD

Education Services Committee
The Education Services Committee members will be:
1. Assistant Superintendent for Education Services Teaching and Learning
2. Director of Education Services: Compliance
3. Director of Education Services: Instruction
4. Ten (10) LEAD members, one (1) of whom will be 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 IV - EFFECT OF AGREEMENT

A. UNDERSTANDINGS
The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual written consent of the parties in an amendment hereto. The parties agree that those practices in effect at the time this Agreement is signed shall be maintained unless the parties agree to change such practices in accordance with the Illinois Educational Labor Relations Act.

B. SCHOOL REFORM AND NCLB
1. The Board of Education of Community Unit School District 300 and the Local Education Association of District 300 agree that the extent to which schools guided by Board Policy/direction function effectively is related to the extent they function as schools focused upon student achievement and the extent their stakeholders are involved in making substantive decisions.
2. With Board of Education approval, schools may make changes consistent with best practices and allocate available resources without violating current law, Board Policy and the Negotiated Agreement between LEAD 300 and the Board of Education. This does not limit a school's ability to request waivers of current law, Board Policy, or the Negotiated Agreement between LEAD 300 and the Board of Education.

3. If there is a compelling reason to waive a section of the Negotiated Agreement, such waiver must be in writing and must specify the contractual provision waived, the nature and duration of the waiver, and the members of the bargaining unit affected by the waiver. Seventy-five (75%) percent approval of the full-time instructional staff shall be a prerequisite for waiver requests. Such super majority votes shall be determined through an election conducted by Association Representatives and overseen by the LEAD 300 Elections Committee. Such waivers will be considered a Letter of Agreement to the Negotiated Agreement, and any dispute as to its interpretation or application may constitute a grievance within the meaning of Article V, the grievance procedure of said Agreement.

4. Except to the extent waived pursuant to paragraph three (3) above, the Negotiated Agreement will remain in full force and effect, and have full application to the members of the bargaining unit who are affected by this Article.

5. No member will be excluded from the bargaining unit as a supervisory or managerial employee, within the meaning of the Labor Relations Act, by reason of his or her participation in School Improvement Processes or Reform unless agreed upon by the Board of Education, LEAD 300, and the individual affected.

6. The Superintendent and President of LEAD 300 will meet as needed to discuss issues related to this Article. The Administration will comply with any reasonable request from LEAD 300 for information related to this Article.

7. Participation on School Improvement Planning Teams and Design Teams shall take place purely on a voluntary basis. Failure to volunteer shall not form the basis for any evaluation or any adverse employment action. Members of the bargaining unit, who volunteer to participate on a SIP team or Design Team, will not be removed from the process so long as they adhere to the established operating procedures. Removal shall occur by way of a nondiscriminatory process that applies equally to all participants in the School Improvement Process and shall not be subject to the grievance procedure outlined in Article V. A member of the bargaining unit may appeal removal from the School Improvement Process to the Superintendent and/or the Board of Education as would a parent or community member. Should volunteers exceed the needs of the teams at a given site; the site will institute a nondiscriminatory process to select the desired number of staff, parent, and community members to serve on the teams.

8. The Association and Administration will collaboratively monitor, assist, and support improvement processes and corrective actions under the Federal No Child Left Behind Act of 2001 (NCLB) as such steps become necessary.
a. The Board and the Association agree to form a steering committee at schools identified as not making AYP to consider the impact on bargaining unit employees of issues arising from the legal requirements imposed by NCLB’s choice, supplemental services, corrective action and restructuring provisions.

b. Whenever the Board determines actions must be taken to comply with provisions of NCLB, the Association will be notified of such necessity. The Board will consult and confer with the Association and its members at impacted sites in order to maximize the effectiveness of such actions and to the fullest extent possible gain the support and involvement of Association members.

c. The Association acknowledges existing legal obligations of the Board to comply with NCLB. Accordingly it is recognized that the Board may be required to take certain corrective actions or restructuring measures. Such actions shall be accomplished with the involvement of and participation of the Association and in accordance with the provisions of this section of the Agreement.

d. Schools may establish alternative schedules subject to the provisions of Number three (3) above. Reasons for establishing alternative schedules include, but are not limited to, accommodating transportation needs, satisfying NCLB requirements, fulfilling CSR plans, and scheduling early release days for students to provide common meeting time for staff.

e. If through the Choice provisions of NCLB, reconstitute mandates, or any other legal requirement, the Board finds it necessary to transfer/reassign members of the bargaining unit, the transfer council shall be convened, informed and participate in these processes.

f. LEAD 300 and District 300 agree to maintain active participation in the Consortium for Educational Change (CEC), and the PETAL Compact. Further, the parties will seek to expand partnerships with individuals and agencies in order to build capacity consistent with CEC’s Emerging Curriculum (Collaboration, Best Practice and Meaningful Assessment).

g. The Association and the Board will collaboratively seek and implement grants and programs to enhance student achievement and continuous improvement of educational practice.
ARTICLE V – GRIEVANCE PROCEDURES

A. DEFINITION
A grievance is defined as an alleged misapplication, misinterpretation, or violation of this Agreement or the written policy of the Board of Education, and may be brought by a member of the bargaining unit, a group of members of the bargaining unit, or the Association.

B. PURPOSE
The grievance procedure may be used by any member of the bargaining unit or group of members of the bargaining unit. No participants in these grievance procedures will be subject to discipline or reprisals because of such participation. Both parties agree that every effort will be made to keep these proceedings as confidential as possible.

C. MEMBER OF THE BARGAINING UNIT RIGHTS
Nothing herein contained will be construed as limiting the right of any member of the bargaining unit having a grievance to discuss the matter informally with the appropriate member of the Administration and having the grievance resolved, providing that the resolution is not inconsistent with provisions of this Agreement or Board Policy. Any member of the bargaining unit shall have the right to present grievances in accordance with these procedures and to be represented by LEAD 300.

D. TIME LIMITS
Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement. In the event a grievance is filed which might not be finally resolved at the District level under the time limits set forth herein by the end of the school term, and which if left unresolved until the beginning of the following school term, could result in irreparable harm, the time limits set forth herein may be waived to expedite the processing of the grievance in order that the procedure may be exhausted at the District level prior to the end of the school term or as soon thereafter as is practical. The term days, as used in this article, shall mean school days.

E. WITHDRAWING GRIEVANCES
A grievance may be withdrawn at any level by the grievant(s) without establishing precedent.

F. PROCEDURES
LEAD 300 or any member(s) of the bargaining unit who believe(s) that there is a basis for a grievance shall discuss the matter informally with his/her immediate supervisor prior to utilizing the formal grievance procedure below:

(The formal grievance procedure may be invoked by a grievant(s) by using the grievance report form, set forth in Appendix A.)

Level One (Immediate Supervisor)
If the grievant is not satisfied with the disposition of the claim through informal
procedures, a grievance may be submitted within ten (10) school days of the occurrence giving rise to the grievance, or within ten (10) school days of the time when such occurrence might reasonably be ascertained. Such grievance must be written on the Grievance Report Form and submitted to the immediate supervisor. The immediate supervisor shall render a decision within ten (10) school days and shall furnish a written decision to the grievant(s), the Association, and the Superintendent.

**Level Two (Superintendent)**
If the grievance is not resolved at Level One, the grievant(s) may within ten (10) school days of the receipt of the immediate supervisor's written decision, submit to the Superintendent or designee a signed written Grievance Report Form. The Superintendent or designee shall, within ten (10) school days, hold a conference seeking a resolution to the grievance and render a decision and reason therefore, in writing to the grievant(s) and Association, within ten (10) school days of the conference.

**Level Three (Board of Education)**
If the grievance is not resolved at Level Two, the grievant(s) may, within ten (10) school days of the receipt of the Superintendent's written decision, submit to the Board of Education a signed written Grievance Report Form. The Board may decide whether to hear the grievance or not, except where the parties agreed to bypass Level Two. In such cases, the Board shall hear the grievance. In all other cases, should the Board decide not to hear the grievance, it may be advanced to Level Four.

If the Board decides to hear the grievance, the hearing shall be at a time no later than the next regularly scheduled Board of Education meeting, in closed session with the grievant(s) and Association representation. The grievance may be heard by the full Board, or a committee thereof. The Board shall render a decision within ten (10) school days of the hearing, in writing, to the grievant(s) and the Association.

**Level Four (Arbitration)**
If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made by the Board within the period prescribed above, or if the Board opted not to hear the grievance as provided above, the grievance may be submitted to final and binding arbitration. If the Association has not filed a demand for arbitration within thirty (30) school days of the decision in Level Three, then the grievance shall be deemed withdrawn.

If the parties cannot agree to an arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules, which rules shall likewise govern the arbitration proceedings. The arbitrator shall have no power to alter, add to, or subtract from, the terms of this Agreement or Board Policy. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decisions or recommendations on any issues not so submitted. The arbitrator shall be without power to interpret in any way the applicable laws, rules, and regulations having force and effected laws. The decision shall be based solely upon the policy or expressed language of this agreement as applied to the facts of the grievance presented.

The cost of the arbitration will be equally shared by both the Board and the Grievant(s).
ARTICLE VI – ASSOCIATION AND EMPLOYEE RIGHTS

A. BUILDING USE BY ASSOCIATION
The Association and its representatives may use school buildings for Association meetings. Such meetings will be scheduled through the building principal/designee. All meetings are to be conducted outside the members’ regular workday. In the event the Association wants to use a building when a custodian is not on duty, it must obtain prior approval from the Superintendent and pay for the custodial costs.

B. BOARD POLICY REVIEW
Prior to any modifications, changes, or alterations of any provision of the Board of Education Policy that may impact members of the bargaining unit, the Board shall notify LEAD 300 within a reasonable period of time for negotiations to occur between the Board and LEAD 300 to the extent required by law. This will occur prior to implementation and/or notification to Employees.

C. BOARD AGENDA, MINUTES, PERTINENT INFORMATION
The President of the Association shall be furnished with a copy of the school board meeting agenda for all regular and special meetings, along with a copy of the agenda summary, containing pertinent information, not of a confidential nature, to be conducted at the board meetings.

A copy of the Board Packet shall be sent or otherwise be made available to the President of the Association as soon as they have been prepared.

D. MISCELLANEOUS INFORMATION
The Board shall furnish, upon written request, information requested by the Association in order to conduct its business and enforce the contract with respect to School District and Association matters. Such requests include but are not limited to the following: annual financial reports and audits, rosters of members of the bargaining unit, tentative budgetary figures presented to the Board in open session, treasurer's reports, census and pupil enrollment data, names and addresses of certified personnel, seniority lists, salary placement of members of the bargaining unit, and such other items covered under the Freedom of Information Act.

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.

F. FAIR SHARE
Each member of the bargaining unit, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of his/her agreement, whichever is later, shall join the Association or pay a fair share fee to the Association, equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.

In the event that the member of the bargaining unit does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member. Such fee shall be paid to the Association by the Board no later than ten (10) days following the deduction.

LEAD 300 agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Sections F. and G. of Article VI.

The Board agrees to promptly notify LEAD 300 in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement the provisions of Sections F. and G. of Article VI.

The obligation to pay a fair share fee will not apply to any member who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such member is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable nonreligious charitable organization as per Association policy and the rules and regulations of the Illinois Educational Labor Relations Board.

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 (5) 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.

H. PRESIDENT RELEASE TIME
The Board and LEAD 300 agree that the Association shall have available the equivalent of 1.16 FTE of member of the bargaining unit time for the purpose of conducting Association business. If LEAD 300 elects to use this time to release members from part or all of their assignment for a particular school year, the Association shall notify the District by March 1 of the year preceding. Members so released must be released in increments of no less than .5 FTE. LEAD 300 shall reimburse the District the cost of employing replacement members of the bargaining unit at a rate equal to Step 1, Lane 1, of the Salary Schedule included as part of the negotiated agreement. Members so released shall be considered members of the bargaining unit, and their released status under this Article shall in no way be construed as a break in employment or interruption or surrender of tenure rights the individual released may possess. Members so released shall be considered employees of the District and be compensated as provided for in the negotiated agreement. The Superintendent may extend additional days at association expense upon request for special circumstances. This agreement shall be in effect for the duration of the current agreement and be renewed thereafter on an annual basis subject to the mutual agreement of the Board and LEAD 300.

The release of up to two (2) additional officers of the Association in increments of no less than .25 FTE shall also be possible through mutual agreement between LEAD 300 and the Board. Such release would be for projects or programs of mutual interest to the would be subject to mutual agreement.

I. USE OF SCHOOL BULLETIN BOARDS
LEAD 300 shall have access to a bulletin board in each school building for the purpose of posting notices and other information relative to conducting the business of the Association. Such information shall not be abusive or defamatory and LEAD 300 assumes the legal responsibility for its communication.

J. USE OF INTER SCHOOL MAIL DELIVERY SYSTEM/TECHNOLOGY
LEAD 300 shall have the right to use the District inter school mail delivery system and member of the bargaining unit mailboxes for communications purposes. Copies of communications, when appropriate, will be provided to building administrators. Members of the bargaining unit shall have similar access for work related issues. Members of
the bargaining unit will have access to technology and tools within the constraints of the District’s resources and those of appropriate use.

**K. COMMUNICATIONS TO MEMBERS OF THE BARGAINING UNIT**
School-related fax, mail, and inter school mail communications will be distributed to members of the bargaining unit in a timely manner.

**L. ASSOCIATION REPRESENTATION IN SUSPENSION OR DISMISSAL**
Any member of the bargaining unit involved in a suspension or dismissal hearing or meeting involving possible discipline shall have the right to be represented by the Association. Prior to conducting any meeting, the member of the bargaining unit will be given notice of the nature of the charge and will be given notice of his/her right to be represented by the Association.

**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.

**N. PHYSICAL AND PSYCHOLOGICAL EXAMS**
No member of the bargaining unit shall be required to take a physical or psychological exam unless there is cause for the Superintendent or Director of Human Resources to believe that the member's performance warrants such an exam. In all such cases the member of the bargaining unit shall be informed of the scope of the examination to determine fitness for duty, in consultation with LEAD 300, and shall select the physician, subject to approval by the Board, and the Board shall pay for such an examination. The District may at its own expense require a second opinion. The District shall identify the scope of the examination required to determine fitness for duty. The District shall select a new physician to perform the second examination, subject to consultation with LEAD 300. Any further exams are at the discretion and cost of the party requesting the exam.

**O. LEGAL COUNSEL IN ASSAULT CASES**
The district will provide the same level of protection and benefit as is offered to the administrative employee group.

**P. HANDLING COMPLAINTS AGAINST MEMBERS OF THE BARGAINING UNIT**
Members of the bargaining unit shall be notified of any written complaints by members of the public regarding the performance of their duties. The Board and/or Administration shall furnish a copy to the member of the bargaining unit of any written complaints, and the member of the bargaining unit shall be allowed to attach a written statement of rebuttal. If upon investigation, it is found that the complaint has no merit, then the documents will be expunged from the Personnel file of the member of the bargaining unit. Documents related to the complaint and its disposition may be kept in a confidential file maintained by the District for archival purposes.
The Board of Education has adopted procedures in A.R. 5:80-AP, which is attached as Appendix I, for interviewing staff and other persons and when being investigated by an outside agency. A discipline flowchart is also included in Appendix B.

**ARTICLE VII – BOARD RIGHTS**

The Board retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in by any and all statutes including School Code and the Illinois Educational Labor Relations Act, Board Policy, and the Constitution of the State of Illinois and that of the United States and will follow such laws.

**ARTICLE VIII – WORKING CONDITIONS**

**A. CALENDAR CONSULTATION**

The Superintendent shall consult with the Association regarding the construction of the school calendar for the coming school year. The Association's position will be a part of the written presentation to the Board when the Superintendent makes a recommendation for the coming school year. The LEAD 300 President and/or their designee will serve on a joint LEAD 300/District Calendar Committee. The purpose of the committee is to provide input to the Superintendent for the school calendar. The committee shall also evaluate school calendar issues including but not limited to parent-teacher conference days and teacher check-out day. The deadline for the recommendation from this committee shall be November 30th of each year. The calendar shall be posted on the District's website by the Board. The per diem shall be calculated based on the regular school calendar, excluding snow days.

**B. DUTY FREE LUNCH PERIOD**

All members of the bargaining unit shall have a duty free lunch period of not less than thirty (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.

**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 students and is at the teacher’s discretion as to how to manage this time. Use of the plan period shall be restricted to the performance of professional duties connected with the teaching assignment such as a time 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.
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. 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.

1. **Elementary School**
   Elementary general education teachers shall be scheduled for one hundred fifty (150) minutes of individual plan time a week to use for preparation and planning. Administration will make a good faith effort to schedule so that teachers will receive thirty (30) 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, media, special education teachers, speech and language pathologists, etc. shall be afforded planning time as would 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**
   Under a nine period school day, teachers at the high school level will receive a minimum of two (2) 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 this is not possible, each co-teaching team will be allotted one (1) hour per week of co-planning time outside of the instructional day. These hours will be paid per person at the non-instructional rate.

E. TRAVELING MEMBERS OF THE BARGAINING UNIT
Traveling members of the bargaining unit on any level shall be afforded preparation periods and lunch periods as would any other member of the bargaining unit in the District. Traveling time shall be included as part of the standard assignment.

Members of the bargaining unit traveling daily between assignments shall have their assignable time reduced by the amount of time they spend traveling plus a reasonable amount of time to disengage from their first school and to prepare for the next class. Members of the bargaining unit traveling between assignments during contractual time shall be eligible for travel reimbursement.

Members of the bargaining unit, who are assigned to multiple buildings, or multiple levels, shall be provided with a schedule showing the times they are assigned to particular buildings, or levels and the time set aside for travel. Any changes to that schedule are to be communicated to the member by the Human Resources Department.

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. To that extent, the Board of Education and LEAD agree to form a joint class size committee to monitor class size and to continue to explore options to reduce class sizes in order to create academically sound environments within budgetary and facility constraints.

1. Definitions
   a. Extended Learning Time [ELT] (Middle School Only)
      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). This definition only applies to middle schools.

   b. Academic Support Period [ASP] (High School Only)
      These periods are supervisory and 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). This definition only applies to high schools.

   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 education services staff, ASP, lunchroom, tutoring center, study halls, etc.

2. **Pre-Kindergarten (Pre-K)**
Starting with the 2013-2014 school year, the district will only offer a five (5) day Pre-K program for new enrollees. Beginning with the 2014-2015 school year, all Pre-K classrooms’ class size shall be twenty (20) children with a maximum of forty (40) different students per week.

Beginning with the 2013-2014, Pre-K teachers may be assigned a cap of forty (40) different students per week. In the event the student load exceeds forty (40) different students per week, the teacher shall be paid overload as outlined in Appendix D.

3. **Elementary Teachers**
   a. Effective the 2013-2014 school year, no general education elementary classroom size shall exceed the roll numbers as of October 1 of the respective school year.

   For the 2013-2014 school year, the student roll number for K-2 will be twenty-eight (28) with a maximum of twenty-seven (27) students per class. The student roll number for grades 3-5 will be thirty-one (31) with a maximum class size of thirty (30) students per class.

   Beginning with the 2014-2015 school year, the student roll number for K-2 will be twenty-seven (27) with a maximum of twenty-six (26) students per class. The student roll number for grades 3-5 will be twenty-nine (29) with a maximum class size of twenty-eight (28) students per class.

   In the event that a building does not have the space available to create additional classrooms to stay below the roll numbers, the district will consult with LEAD regarding possible solutions.

   b. Physical education and general music teachers may be assigned up to fifteen hundred (1,500) minutes of student contact time per week. 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 students receive fifty-one percent (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. General education physical education and general music teachers will not be required to travel to more than two (2) buildings.

   c. Instrumental music assignments shall be made based on the assumption that each teacher is assigned up to fifteen hundred seventy-five (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. Media teachers assigned self-contained special education classes, where the students receive fifty-one percent (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.

f. General education, physical education, music and media teachers shall be paid overload as outlined in Appendix D.

4. Middle School Teachers

a. For the 2012-2013 school year, middle school teachers may be assigned an average of thirty-one (31) students per class and up to one hundred eight-six (186) students per day with the exception of physical education and music teachers. If the student load exceeds one hundred eight-six (186) students, the teacher shall be paid overload as outlined in Appendix D.

For the 2013-2014 school year, middle school teachers may be assigned a cap of thirty-two (32) students per class with the exception of physical education and music teachers. In the event the student load exceeds thirty-two (32) students per class, the teacher shall be paid overload as outlined in Appendix D.

Beginning with the 2014-2015 school year, middle school teachers may be assigned a cap of thirty-one (31) students per class with the exception of physical education and music teachers. In the event the student load exceeds thirty-one (31) students per period, the teacher shall be paid overload as outlined in Appendix D.

b. For the 2012-2013 school year, middle school physical education teachers may be assigned up to two hundred ten (210) students. If the student load exceeds two hundred ten (210) students, the teacher shall be paid overload as outlined in Appendix D.

Beginning with the 2013-2014 school year, middle school physical education teachers may be assigned a cap of thirty-five (35) students per class. In the event the student load exceeds thirty-five (35) students per class, the teacher shall be paid overload as outlined in Appendix D.

c. Middle School teachers shall have no more than three hundred (300) minutes of student contact time per day.

d. A full time student is one that is scheduled for a total of at least one hundred ninety (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. Middle school band programs that enroll one hundred (100) to one hundred fifty (150) students constitute a full time position (FTE). Middle School orchestra programs that enroll seventy-five (75) to one hundred twenty-five (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 one hundred ninety (190) full time students at one time. A full time music student is one who is scheduled for instruction five (5) days a week for a total of at least two hundred twenty (220) minutes.

g. Based on a nine (9) period day, all general education teachers shall teach no more than five (5) class periods plus one (1) ELT per day or six (6) classes. In the event that a teacher teaches more than five (5) classes plus one (1) ELT per day or six (6) classes, he/she shall be paid one-fifth (1/5) of his/her base salary for the duration of each additional class.

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 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 may not be assigned more than three hundred (300) minutes of student contact time or more than one hundred eighty (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.
5. **High School Teachers**
   
a. High School teachers shall have no more than two hundred eighty-five (285) minutes of student contact time per day.

   For the 2012-2013 school year, high school teachers teaching five (5) classes plus one ASP may be assigned one hundred fifty-five (155) students; high school teachers teaching six (6) classes may be assigned one hundred eighty-six (186) students, with the exception of physical education and music teachers. In the event the student load exceeds one hundred (155) students or one hundred eight-six (186) students, respectively, the teacher shall be paid overload as outlined in Appendix D.

   For the 2013-2014 school year, high school teachers may be assigned a cap of thirty-two (32) students per class with the exception of physical education and music teachers. In the event the student load exceeds thirty-two (32) students per class, the teacher shall be paid overload beginning with the thirty-third (33rd) student as outlined in Appendix D.

   Beginning with the 2014-2015 school year, high school teachers may be assigned a cap of thirty-one (31) students per class with the exception of physical education and music teachers. In the event the student load exceeds thirty-one (31) students per period, the teacher shall be paid overload with the thirty-second (32nd) student as outlined in Appendix D.

b. For the 2012-2013 school year, high school physical education teachers may be assigned up to a maximum of two hundred seventy (270) students per day with the goal being to average forty-five (45) students per class.

   Beginning with the 2013-2014 school year, high school physical education teachers may be assigned a cap of forty-five (45) students per class. In the event the student load exceeds forty-five (45) students per class, the teacher shall be paid overload with the forty-sixth (46th) student as outlined in Appendix D.

c. 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.

d. Beginning 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:
• Five (5) periods of classroom assignments
• One (1) period of supervision, e.g., compliance period for educational services staff, ASP, lunchroom, tutoring center, study hall, etc.
• One (1) period for duty free lunch
• Two (2) periods of planning/preparation

e. Each 1.0 FTE PE teacher will be assigned a workload of six (6) periods of classroom assignments per day.

i. In the case that a teacher is assigned PE classes only, that teacher will teach six (6) classes with no supervisions.

ii. In the case that a teacher is assigned any combination of PE and non-PE classes (examples include, but are not limited to, Health, Driver Ed, US History, etc.), that teacher will teach five (5) classes and one (1) supervision.

iii. At the teacher’s discretion, an individual teacher who has a combination of PE and non-PE courses could elect to teach a sixth (6th) section in lieu of supervision. There will be no additional compensation for a teacher who elects this option.

f. High school band programs that enroll one hundred (100) to one hundred fifty (150) students constitute a full time position (FTE). High School orchestra programs that enroll seventy-five (75) to one hundred twenty-five (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 one hundred ninety (190) full time students at one time. A full time music student is one who is scheduled for instruction five (5) days a week for a total of at least two hundred twenty (220) minutes.

g. High School special education staff and special program staff not assigned to a regular grade level team may not be assigned more than two hundred eight-five (285) minutes of student contact time or more than one hundred eighty (180) students. In most cases, student load will be determined by statute or regulation.

h. Beginning with the 2013-2014 school year, high schools will operate on a nine (9) class period school day, excluding Oak Ridge, and shall comply with the teacher load language described in section (d) and (e) 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-fifth (1/5) of his/her base salary for each additional class.
i. High school teachers shall not be assigned more than three (3) preparations per semester without additional compensation. A preparation is defined as a course offering with a unique course number. If a teacher is assigned more than three (3) 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.

j. High school teachers shall not be required to teach in more than two (2) different subject area departments in any given school semester without additional compensation at the rate of $600.00 per semester.

k. 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 (1) preparation.

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.

6. **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 six hundred fifty to one (650:1) for middle schools and three hundred fifty to one (350:1) for high schools. Staffing in excess of this ratio will be paid as outlined in Appendix D.

   b. Middle school and high school counselors with approval from their supervisor may choose to flex up to three (3) 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.
c. Support services such as media centers will be open and ready to accept classes and students on the first day of student attendance. Media centers may go to a restricted schedule during the final week of student attendance to provide time for the recovery and inventory of media.

7. **Non-Certified Nurses Workload**
   
a. 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. All requests for time off will be confirmed with the building principal in as far in advance as possible. It is the responsibility of the non-certified nurse who is unable to report for work to enter absences into Smartfind and notify the nurse substitute coordinator.

b. Full-time non-certified nurses’ work load and compensation will be based on student attendance 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. 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.

c. 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 (2) weeks prior to the start of the school year.

d. Non-certified Nurses after School Activities: Non-certified nurses may be required to work beyond their normal work day to provide services for students enrolled in afterschool activities and programs 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.

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 one and a half (1½) 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.

e. 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.
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 two (2) weeks of the mid-quarter of each school term, for a total of four (4) yearly reports.

H. **EXTENDED SCHOOL YEAR**
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 will be expected to be on site 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>150</td>
</tr>
<tr>
<td>Middle/Oak Ridge</td>
<td>150</td>
</tr>
<tr>
<td>High</td>
<td>100</td>
</tr>
</tbody>
</table>

All certified LEAD members will work a maximum of one hundred eighty-one (181) contractual days. The last student attendance day is considered the last contractual workday. Any member who is required to be onsite beyond the one hundred eighty-one (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/DIVISION MEETING**
Faculty and department/division meetings will be held for no more than sixty (60) minutes per month and a school year schedule will be provided within the first two (2) weeks of the school year. 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 I of this article.

K. **TECHNOLOGY COMPATIBILITY**
As upgrades to the technology infrastructure occur, the District will work closely with LEAD to ensure that any new technology that is selected is compatible with current programs and equipment.
L. ACCESS TO BUILDINGS
Attendance centers shall develop reasonable procedures to provide access to buildings for members of the bargaining unit while maintaining the security of personnel and property.

M. OAK RIDGE SCHOOL
Notwithstanding any other provision of this Agreement, the student contact hours at Oak Ridge School shall be eighteen hundred (1800) minutes per week.

N. EARLY RELEASE DAYS FOR STANDARD BASED REPORT CARDS
Elementary teachers required to complete standard based report cards shall be provided one (1) K-5 early release day per grading period built into the District Calendar to complete report cards and student records. The deadline for submitting report cards to administration will be one (1) week after the end of the trimester for the first two (2) trimesters. For the third (3rd) trimester, report cards will be due to administration two (2) days prior to the last student attendance day. Fifth Grade teachers at Lakewood School required to complete standards based report cards shall be afforded time during three (3) middle school late start days, scheduled closest to the end of their grading period, to complete their student report cards.

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. SECURITY
The parties agree that each building will develop and maintain a comprehensive security plan.

Q. IN-SERVICE DAYS
The first two (2) in-service days of the school year shall be scheduled from 8:00 a.m. to 1:00 p.m. All other full in-service days shall be scheduled from 8:00 a.m. to 3:00 p.m.

R. 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.
S. 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.

T. 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.

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 (2) 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 (15) days of employment.

U. DRIVERS EDUCATION
No more than three (3) students shall be in a moving vehicle while participating in behind the wheel instruction in Driver’s Education.

V. LAB BASED CLASSES
In high school lab based classes as identified by the curriculum guide (ex., Biology, Foods, Woods, Electricity, etc.) students will not exceed the number of lab stations in each classroom.

W. INAPPROPRIATE WORKPLACE BEHAVIOR
CUSD 300 administrators shall treat all LEAD 300 members with courtesy, respect and dignity. CUSD 300 personnel shall conduct themselves in a professional, collaborative, and cooperative manner in accordance with CUSD 300’s core beliefs as stated in Board Policy. CUSD 300 fosters a just and safe culture by addressing unprofessional, inappropriate, intimidating, disruptive, threatening, and /or violent behavior, or mistreatment (hereinafter “inappropriate behavior”) within the workplace.

1. Expectations
CUSD 300 supports a culture of collegiality and excellence. Inappropriate behavior can undermine teamwork and our culture. CUSD 300 recognizes that repetitive inappropriate behavior may be expressed in aggressive, passive, or passive-aggressive forms. Repetitive inappropriate behavior includes, but is not limited to, deliberate words or actions that:
a. Prevent or interfere with an individual’s or group’s work, performance, or ability to achieve intended outcomes. Examples include but are not limited to intentionally ignoring questions, limiting access to supplies provided to others or not responding to professional matters.

b. Create an unsafe, intimidating, hostile or offensive work environment. Examples include but are not limited to verbal abuse, sexual or other harassment, threatening or intimidating words, or words reasonably interpreted as threatening or intimidating.

c. Threaten personal or group safety, such as aggressive or violent physical actions.

2. Responding to Disruptive Behavior Complaints
   a. Written complaints regarding an administrator shall go directly to the Associate Superintendent or Human Resources Legal Counsel.

   b. Written complaints regarding the Superintendent, Associate Superintendent or Human Resources Legal Counsel shall go directly to the Board.

   c. The Associate Superintendent and Human Resources Legal Counsel will develop administrative procedures for the written complaint process.

   d. The outcome of a complaint would not be subject to the grievance process but the procedures/process could be grievable. If an issue is not resolved to a member’s satisfaction, the behavior continues, and/or the member believes he/she is being retaliated against; the member is not precluded from filing a subsequent complaint.

3. Reporter (“whistleblower”) Protection
   a. Retaliation against reporters (“whistleblowers”) who in good faith report disruptive behavior shall not be tolerated under protection of the union labor laws.

   b. Examples of prohibited retaliation in response to whistleblower reports include but are not limited to discharge, harassment, transfer, financial repercussion, slander or any other manner discriminating or threatening to discriminate against a staff member in the terms and conditions of the staff member’s employment.

Protection against retaliation afforded to those who report disruptive behavior is not intended to interfere in any way with the business or conduct of the education system.
ARTICLE IX – PAID LEAVES

Paid leaves are extended to full-time personnel at the established number of days provided herein. Part-time members of the bargaining unit paid leaves are established on a prorated basis.

A. SICK LEAVE
At the beginning of each work year, each full-time member of the bargaining unit shall be credited with twelve (12) sick leave days, the unused portion of which shall accumulate from year to year without limitation.

Sick leave shall be interpreted to mean personal illness, quarantine at home, illness in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Members of the bargaining unit may use up to three (3) sick leave days per incident for leave connected with the death of member of the immediate family as defined above. The Superintendent may extend such time to allow for special circumstances.

Members of the bargaining unit may use accumulated sick leave days for FMLA eligible leave. Such paid sick leave days shall run concurrently with the FMLA leave.

B. PERSONAL DAYS
Full-time members may be entitled to be absent without loss of pay for two (2) days for the purpose of taking care of personal and/or family issues that cannot be taken care of other than during school time. The use of personal days shall be subject to the following guidelines: 1) The request for said days shall be in writing to the building principal, or immediate supervisor; 2) The days shall not be used on the day of a District or building workshop or in-service unless with the principal or immediate supervisor's approval, and shall not be used on the day prior to or following a holiday unless with approval of the building principal or immediate supervisor; 3) Every effort should be made to avoid the use of said days during the last three (3) weeks of the school term; 4) A building should not have more than five percent (5%) of the total teaching staff on personal business days on any school day.

Unused personal days shall accumulate as sick days.

C. RELIGIOUS HOLIDAYS
For those individuals who are other than the Christian faith and who wish to observe major religious holidays of their faith, two (2) release days may be granted per school term. Any days requested beyond the two (2) shall be granted but will be considered dock days. Such requests shall be in writing and approved in advance by the building principal or immediate supervisor.

D. JURY DUTY
Any member of the bargaining unit called for jury duty, required to provide a statement before the Illinois Department of Children and Family Services, or subpoenaed to testify in
his/her capacity as a witness in a judicial or administrative matter (including an arbitration, fact-finding or deposition), during work hours, shall be paid full compensation for attendance at such proceeding without any loss of leave time, seniority or other benefits. The employee shall submit to the School District any jury duty stipend or subpoena fee (less mileage, meals, and parking expenses).

E. MILITARY SERVICE
Members of the bargaining unit shall not suffer loss of salary or benefits due to being called to active duty as prescribed by law. The employee shall continue to receive the same regular base salary plus any health insurance benefits he or she was receiving at the time of being called to active duty and other benefits he or she was receiving or accruing at that time, minus the amount of base pay received for military service for the duration of his or her active military service. Members of the bargaining unit shall immediately notify their supervisor or building principal upon receipt of a call to active duty. The aforementioned procedure shall be in force during the school term or work year and applies to those situations in which the member of the bargaining unit has no choice in when her/his service is to take place.

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 (2) hour increments.

G. FAMILY EMERGENCY DAYS
In cases where a member of the bargaining unit is required to be absent to care for either her/his spouse or children, the member may be granted up to twenty (20) paid days subject to the following conditions:

1. The paid release of the member is the only reasonable option available and this is substantiated by the treating physician’s written opinion on a form agreed to by LEAD 300 and the District.

2. The member has exhausted her/his personal sick leave.

3. The request is made in writing prior to the first (1st) day of what would be unpaid absence.
4. If a request is denied, the member may appeal to the Family Emergency Day Committee, composed of a member appointed by the President of LEAD 300; a member appointed by the District; and a member selected by the first two. The decisions of this committee shall not be subject to the grievance procedure set forth in Article V of the negotiated agreement.

5. Members of the bargaining unit will be advanced up to two (2) sick days from their future allotment after returning from the family emergency.

6. The need for leave beyond the twenty (20) days will be addressed through Article X, Unpaid Leaves.

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 (12) 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 (4) 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 ninety (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 ninety (90) teacher attendance days. A Long Term Leave may be extended for one (1) 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.
B. TYPES OF LEAVE CONSIDERED
The following are examples of the types of leave that will be considered under the terms of this article:

1. Professional Improvement Leave
2. Military Leave (When the member has the option to fulfill his/her obligation outside of the school year)
3. Family Medical Leave (See Administrative Procedures: 5:185-AP)
4. Maternity (Also see Article IX –Paid Leaves Section A – Sick Leave)
5. Child Rearing Leave
6. Adoption Leave (Also see Article IX – Paid Leaves, Section A – Sick Leave)
7. Personal Leave
8. District #300 Charter School Leave

C. DOCK DAYS
Except for leaves approved under this Article, no employee shall be permitted to substitute unpaid leave days for paid leave days provided under Article IX (e.g., no employee shall take a dock day in lieu of a sick leave day or personal leave day).

ARTICLE XI – SICK LEAVE BANK

A. PURPOSE
The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bargaining unit who suffer a disability or illness according to the provisions of this policy.

B. FORMATION
The Sick Leave Bank is established for the participation of all members. After an initial contribution no further donations will be requested from members until the Sick Leave Bank has been depleted to two hundred (200) or fewer days. At that time each member will be required to contribute a day to the Sick Leave Bank. Members who have never been advanced days from the Sick Leave Bank and who have letters of retirement on file at the time of the new donation period, will be excluded from this new donation. In such instances, the Board may also consider a one-time contribution up to two hundred (200) days.

C. SICK LEAVE BANK ADMINISTRATION
The Sick Leave Bank will be administered by a committee consisting of a member appointed by the President of LEAD 300; a representative appointed by the Superintendent and a third party selected by the first two. The Committee shall establish procedures for filing claims for days from the Bank and for approving or denying such claims. The decisions of this committee shall be final and not be subject to the grievance procedure set forth in Article V of the negotiated agreement.
The Human Resources Office will maintain all required records for the maintenance of the Sick Leave Bank. The Committee shall issue reports on the current status of the bank to LEAD 300 and the Board upon request.

**D. OPERATIONAL GUIDELINES**

Any participating member who has had an illness of at least ten (10) consecutive days and has exhausted his or her accumulated sick leave and who has also used two (2) uncompensated sick days will be eligible to apply to the Sick Leave Bank Committee for additional days. Sick days from the bank shall be remunerated at one hundred percent (100%) of the employee's scheduled salary. Members of the bargaining unit are eligible for a number of days from the Sick Leave Bank equal to the highest number of sick days the individual has accumulated but no less than ten (10) days for a first year member, fifteen (15) days for a second year member, and twenty (20) days for members who are in their third year of employment and beyond.

The number of days granted to any member shall not exceed one hundred eighty-five (185) days. Members shall not have to pay back the number of days granted by the Committee.

Applications for days from the Sick Leave Bank will be submitted on the form available from the Human Resources Department. The application must be completed and signed by the applicant or designee and must include a statement signed by her/his physician describing the nature of the disability or illness. Applications shall be submitted to the Human Resources Office. A second opinion may be requested from a physician approved by the District and LEAD 300. When possible, applications shall be submitted two (2) weeks prior to the expiration of the applicant’s personal sick leave.

The Sick Leave Bank can be used only for personal disability or illness. Disability or illness in the family will not qualify for days from the bank. This plan does not cover days lost due to elective surgery. Elective surgery is defined as that surgery where exercising the option to delay surgery or treatment would not impair the physical health, well-being or day-to-day job performance of the individual as certified by a physician. Disability or illness which is covered by workers compensation shall not be eligible for days from the Bank.

Certified members who qualify for the Sick Leave Bank and who suffer a recurrence of the same illness will have the uncompensated provision waived if they need additional days from the bank.

Individuals returning from a disability or illness for which they received days from the Sick Leave Bank may petition the Committee for additional emergency days.
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 (6) members of the bargaining unit appointed by the President of LEAD 300, and at least six (6) 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). The evaluation instrument and rubric will be based on the most updated version of the Danielson Framework. The four (4) 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 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. LEAD 300 representatives will be selected by the President of LEAD 300 and administrative representatives will be appointed by the Superintendent.

D. PROFESSIONAL DEVELOPMENT LEADERSHIP & SUPPORT COMMITTEE
1. A Professional Development Leadership and Support Committee (PDLSC) will be established to receive input on the professional development needs of members of the bargaining unit. The PDLSC will approve and plan professional development activities that satisfy state certification and recertification requirements and meet personal, school, district, and state needs for members of the bargaining unit based on that input.
2. Eight (8) of the sixteen (16) members of the PDLSC shall be members of the LEAD 300 bargaining unit. Additional members may be added at a rate of one bargaining unit member for every non-bargaining unit member. Compensation for members of the bargaining unit who serve on the PDLSC is found in the Extra Pay Schedule (Appendix E) and Extra Pay Lane Schedule (Appendix F). Descriptions of the duties of PDLSC members are to be found in Extra Pay for Extra Work (Appendix D) or Administrative Regulations.

E. INDUCTION AND MENTORING PROGRAM

1. The intent of the D300 Induction and Mentoring Program is to:
   a. Attract and retain highly qualified educators.
   b. Assist newly hired educators in their professional development and increase their level of proficiency.

2. Novice certified staff hired prior to Induction Academy I will participate in a total of sixty (60) hours of induction and mentoring during their first year of teaching consisting of two (2) components:
   a. Pre-service/Induction begins in August at Academy 1 (1.5 PDU’s; PDU’s are defined in Appendix K).
   b. Continued Professional Development during the year includes mentoring for certified staff new to the profession (2.5 PDU’s).

3. Novice certified staff:
   a. Novice certified staff hired after Academy 1 and prior to January 1 of the following year may not be assigned a mentor, depending on availability, and will attend Academy 2 the following summer. Every effort will be made to find a mentor for them.
   b. Novice certified staff hired January 1 or after may not be assigned a mentor, depending on availability, and will attend Academy 1 the following summer. Every effort will be made to find a mentor for them.

4. New staff with prior certificated experience may not be assigned to the mentoring program. They will still attend both Induction Academies in August of the first two (2) years of employment and will receive PDU’s based on their participation (1.5 PDU’s for Academy 1 and .5 for Academy 2).

5. Educators beginning their second year of employment will participate in eight (8) hours of professional development (Induction Academy 2 for .5 PDU) to be offered during August prior to the beginning of the school year. Additionally, they may choose to participate in twenty-two (22) hours of continued formal mentoring and professional development during the remainder of their second year. They will receive 1.5 PDU’s for full participation at the end of the year.

6. Facilitators for the Academies and Mentor trainers will be first sought from current D300 members of the bargaining unit and will receive a stipend of $300 per day or
fraction thereof, based on presentation time. Facilitators and mentor trainers will be chosen based on Induction and Mentoring Leadership Team recommendations.

7. LEAD 300 reserves the right to present an informational session at each Induction Academy.

8. The Induction and Mentoring Leadership Team will be comprised of administrators appointed by the Superintendent and members of the bargaining unit appointed by the LEAD 300 President so that the majority shall be members of LEAD 300. The team will meet six (6) to eight (8) times a year with a stipend of $800 for each LEAD 300 member (based on full participation). Their duties shall include but are not limited to designing the academies, monitoring the mentor application process, and designing/overseeing the mentor training. In addition, members will also be involved in the design of Academies I and II and participate in their evaluation/revision.

9. The Induction and Mentoring Coordinator’s duties will be determined on an annual basis in consultation with the Induction and Mentoring Leadership Team for a minimum of seventy-five (75) per diem days. The Coordinator will be a current or retired member of the bargaining unit.

10. Mentors must hold a Standard Illinois Certificate, complete an application process, be approved by the Induction and Mentoring Leadership Team, and participate in designated training activities. Mentors will receive a stipend based on documented completion of duties and number of mentees they have mentored. Stipend for one (1) to two (2) Mentees is $1000. Stipend for three (3) to four (4) Mentees is $1200.

11. Mentor training will be required and compensated at the rate of $50 per day.

F. THE DISTRICT AS A PROVIDER OF PROFESSIONAL DEVELOPMENT ACTIVITIES
The District will maintain its status as an approved provider of professional development activities through the Illinois State Board of Education and State Teacher Certification Board.

The District will meet the requirements for ISBE preapproval of activities that qualify for recertification credit.

It will be the responsibility of the building administrator/designee or district administrative staff, when appropriate, to submit the necessary paperwork for ISBE preapproval of qualifying activities for recertification that are offered in district in-services, staff development days and other similar opportunities.

G. 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.
ARTICLE XIII – PERSONNEL FILE

A. PLACEMENT OF MATERIALS IN FILE
Only one (1) official file shall be maintained and it shall reside in the Human Resources Office of the District Central Administration Center. No evaluative materials written by District No. 300 administrators shall be placed in the file unless the employee has had an opportunity to read such material. A copy of anything placed in a member's file after the date of the signing of this Agreement will be sent to the member of the bargaining unit, unless it originated with the member of the bargaining unit. The member of the bargaining unit shall affix his/her signature on a copy of anything of an evaluative nature placed in the file. Witnessed refusal of the member of the bargaining unit to sign acknowledgment of having received such copies shall be considered a waiver of such right.

B. RIGHT TO EXAMINE FILE
A member of the bargaining unit shall have the right to examine his/her personnel file in the Human Resources Office upon reasonable notice and to have a representative of the Association present for such an examination. This shall occur no more than five (5) working days following the request. Files are not to be removed from the office and must be examined in the presence of a representative of the Human Resources Office. Materials deemed confidential by the Illinois Personnel Record Review Act shall be exempted.

C. RIGHT TO REPRODUCE MATERIALS IN FILE
Upon request, the Board will reproduce one (1) copy of any material, not of a confidential nature, in an employee's file.

D. RIGHT TO RESPOND
The member of the bargaining unit shall have the right to respond to such material and his/her response shall be attached and become part of the material placed in the personnel file. The immediate supervisor, or the Human Resources Director if the material originated from other than the immediate supervisor, will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the originator.
ARTICLE XIV – DISCIPLINE PROCEDURE

A. GENERAL
The Board has the right to discipline, suspend or dismiss any bargaining unit member with just cause. Tests for Just and Proper Cause are located in A.R. 5:30-AP6, which is attached as Appendix J. A discipline flowchart is also included in Appendix B.

In cases that could result in discipline, progressive discipline, as outlined below, will be used:

1. Verbal Warning.
2. Written Warning.
3. Recommendation for Suspension.
4. Recommendation for Dismissal.

B. REPRESENTATION
In the event a member of the bargaining unit is required to attend a meeting, the outcome of which can be anticipated to result in the member being disciplined, that member shall be informed of her/his right to representation by the association. If in the course of any meeting, information develops that may cause a member present to be disciplined or warned of impending discipline, that member will be advised of her/his right to representation.

When members of the bargaining unit, upon becoming aware of possible discipline or warnings of impending discipline, request representation, they shall be afforded reasonable time as the circumstances dictate to secure such representation.

C. REASSIGNMENT
In case of emergency, the Superintendent may reassign a member of the bargaining unit with pay pending Board review of the matter. Such a reassignment, the nature of which will be established in consultation with LEAD 300, may not exceed ten (10) working days unless an extension is mutually agreed to by the parties. Emergencies are defined as situations where the continuing presence of a member of the bargaining unit endangers the physical safety of employees, students, or other persons at school or at school sponsored events, endangers school property or interferes with the educational process.

D. SUSPENSION
The Board of Education has the right to suspend members of the bargaining unit for just cause, such as serious violations of Board of Education policy or other serious misconduct, for periods of up to ten (10) school days with or without pay for each incident of misconduct.

Prior to the Board suspending any member of the bargaining unit, the Superintendent or other designee of the Board shall meet with the member of the bargaining unit, explain the incident or conduct being questioned, and advise the member of the bargaining unit of his/her right to have a hearing in person with the Board before the Board takes action on any suspension. The member of the bargaining unit shall have the right to representation at this meeting with the Superintendent or other designee. A written report of this meeting shall be prepared and forwarded to both the Board and the member of the bargaining unit.
by the Superintendent or other designee. The member of the bargaining unit must notify the Board of Education in writing within five (5) working days of the meeting with the Superintendent or other designee of a request for a hearing. If no request is made, the Board may review the written report and suspend the member of the bargaining unit or take whatever other disciplinary action it deems appropriate.

In the event that the Board meets to consider suspending a member of the bargaining unit, the member of the bargaining unit will be given written notice of any such meeting, no less than five (5) working days in advance of the meeting.

If the member of the bargaining unit requests a hearing before the Board, such a request must be made in writing by personal service or by certified mail, return receipt requested, to the Superintendent's secretary or President of the Board.

The member of the bargaining unit shall have the right to representation at the meeting with the Board of Education.

If the Board decides to suspend a member of the bargaining unit, the member of the bargaining unit may appeal the decision to final and binding arbitration under the voluntary labor arbitration rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If no appeal is made within thirty (30) days of the Board's decision to suspend, then the right to an appeal shall be waived. Costs of the arbitration shall be borne by both parties.

Circumstances involving a member of the bargaining unit may arise on rare occasions which are largely indefinable, unforeseen and unpredictable, but which substantially interfere with, or reflect adversely, on the educational process or place the member of the bargaining unit in a position that such member of the bargaining unit is not an acceptable presence of influence within the educational system on a temporary basis. Such circumstances may include, but are not limited to, arrest or indictment for a felony, an infamous crime, a crime involving moral turpitude or other alleged misconduct so truly gross as to be infamous in nature.

In such event, the Board may suspend such a member of the bargaining unit with pay for a period as may be required in the judgment of the Board provided, however, the member of the bargaining unit shall be restored to duty with the School District and shall have any reference to the suspension expunged from the members of the bargaining unit personnel file if: (1) the member of the bargaining unit, if indicted or arrested, is not convicted, (2) it is determined by the Board that the conduct of the member of the bargaining unit does not warrant dismissal or suspension, (3) it is determined by the Board that the member of the bargaining unit was not at fault in the circumstances.

If the member of the bargaining unit is convicted at the state or federal trial level, the Board of Education is not required to continue the members of the bargaining unit pay if the suspension is continued, pending the submission of the issue to a hearing officer for dismissal.
ARTICLE XV – TRANSFER

I. DEFINITIONS
   A. SENIORITY
      Current continuous District 300 experience. In case of ties, tie breakers will be:

      1. District No. 300 gross pay as evidenced by the most recent TRS report of credible earnings.
      2. As determined by lot.

   B. TRANSFER
      Movement from one (1) building to another except as addressed in the section on Special Groups. Employees must apply for transfers in writing.

   C. MANDATORY TRANSFER
      Involuntary movement from one (1) building to another except as addressed in the section on Special Groups.

   D. SPECIAL GROUP
      The following positions are part of the Special Groups: K-8 Reading Specialist, K-12 Physical Education, K-12 Music, 6-12 Art, 6-12 Guidance, K-12 Media/Library, Foreign Language, Chapter I, Bilingual, Kindergarten, Special Education, Psychologists, Social Workers, Nurses, At Risk Pre-School 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 five (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:
         • 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 (6) 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.

4. Current LEAD 300 Members shall be granted an interview, provided their application was received within the appropriate timeframe specified in the posting. 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 (2) weeks before the start of the school year.

5. 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.

II. TRANSFERS ADMINISTRATIVE AND TEACHING
A. ADMINISTRATIVE & TEACHING
1. Administrative & Teaching Vacancies
   Employees will be given the opportunity to apply for those administrative and teaching vacancies that occur.

   Administrative vacancies shall mean part-time and/or full-time administrative positions. The Superintendent of Schools determines whether an administrative vacancy exists and what the administrative vacancy is. Employees are responsible for monitoring job postings and vacancies. Administrative vacancies may be filled temporarily in emergencies. They may not be permanently filled until these procedures are followed.

2. Principals have the right to fill vacancies within their building by internally reassigning staff at the existing building prior to posting a vacancy.

3. In-building transfers are the prerogative of the building principal. Prior to assigning an elementary classroom teacher to a grade level different from that taught during the previous year, the building principal will inform the affected teacher(s) of the change and reasons.

4. Returning from Special Assignment
   Certified staff members returning from a special assignment are to be returned to the assignment held prior to the special assignment. The only exceptions to this rule are that the position no longer exists, a mutual agreement between the District and the individual or just cause.
In situations where the position is not vacant, the certified staff member who replaced the member on special assignment shall be required to move to a vacant position or, if the individual is the less senior member in the category of position and a position is not available, be dismissed.

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.

B. APPOINTMENT OF PERSONNEL
Prior to the transfer process herein, the Superintendent (or designee) may assign up to fifteen (15) members of the bargaining unit to ensure that total building needs will be met. Each appointment which results in an involuntary transfer of a member of the bargaining unit will count as one of the fifteen (15) administrative appointments. The parties recognize that the Superintendent’s decision to assign a member of the bargaining unit pursuant to this section is typically limited to exigent circumstances, such as to preserve the continuity of a particular educational or extracurricular program at a school. Prior to assigning a member of the bargaining unit pursuant to this section, the Superintendent shall consult with the LEAD 300 President.

C. CERTIFIED STAFF SUBJECT TO TRANSFER
1. School Closing
When a school closes, members of the bargaining unit will be subject to transfer
2. Oversupply Within A Building
Members of the bargaining unit may also be subject to transfer when there are more members of the bargaining unit 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 (5) 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.

3. **Insufficient Vacancies, District-wide**
   If there are insufficient vacancies 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 (5) 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. **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 to have his/her name placed into the Mandatory Transfer Process.

5. **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. **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. **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. 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.

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 (1) 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, 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 (3) 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 (1) 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 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.

E. REASSIGNMENT OF NON-TENURED STAFF
Notwithstanding any other provision in Article XV, the District retains the right to assign non-tenured members to certified assignments through the District based upon student enrollment, programs and District needs.

The right to assign non-tenured members extends up to two (2) weeks before the first student attendance day. If the District wishes to change the assignments of a non-tenured member to a different assignment less than two (2) weeks before the first student attendance day, both LEAD and the District must mutually agree upon the new assignment.

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

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

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 thirty percent (30%) of the total staff for an elementary school; up to twenty-five percent (25%) for a middle school; and up to twenty percent (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

**First Board Meeting in April**  
Tenured members of the bargaining unit being released are to be notified sixty (60) days prior to the end of the school term. Non-tenured members of the bargaining unit are to be notified forty-five (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. 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. Any Special Group member of the bargaining unit may appeal a reassignment to the 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 in Section VIII.

VII. 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 Transfer Council. A hearing may be held with a final decision rendered within twenty-one (21) days of receipt of the appeal.

VIII. 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 fourteen (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. RELEASE FROM CONTRACT
Any member of the bargaining unit who is involuntarily transferred within sixty (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 (2) weeks after the notification of transfer, whichever date comes first.

X. 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-REDUCTION IN FORCE PROCESS
In the event the Board determines the need for a reduction of 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
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 (6) members appointed by the Superintendent and six (6) 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 (1) of their members as co-convener 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
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:

1. 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.

2. As determined by lot.

3. Each year the District shall publish the Seniority List showing years of service in the District and certification for a period of fifteen (15) school days to end prior to February 1. Members who wish to have the list edited must inform the District within ten (10) 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 or designee 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 or designee shall complete the list and provide the LEAD 300 President with a copy no later than seventy-five (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 forty-five (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
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 day of the school year. Recalls will be made in inverse order of seniority by Human Resources.

G. 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 (12) months from the beginning of the school year following the year he/she was dismissed. Members who receive an overall rating of “Needs Improvement” for the first time in their career (and therefore are part of SB7 Group 2) will have call back rights for twelve (12) months. If their next evaluation is “Proficient” or “Excellent” the member will maintain recall rights as outlined in this Article.

A recalled member of the bargaining unit shall have fourteen (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

If the State of Illinois amends the retirement provisions of the Teachers' Retirement System in such a way as to increase the amount the Board must contribute toward a member's retirement costs, a member wishing to retire will have the option of selecting either the state plan, or the plan contained in this article. It is the intent of LEAD 300 and the District that members not be able to combine a state mandated incentive with the incentive contained in this article if the combination increases the Board's cost.

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 thirty (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. 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. For the 2012-2013 school year only, eligible members who submit a letter of retirement by March 1, 2013, will receive the regular retirement incentive as outlined in the 2011-2012 LEAD contract Article XVII, Section B.

2. For the 2013-2014 and 2014-2015 school years only, 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 three percent (3%) 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.

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 six percent (6%) from one year to the next be paid to the retiring employee. However, earnings that are legally exempt from the state imposed “six percent (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 six percent (6%) increase limitation.

3. 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 thirty (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. This provision sunsets at the expiration of the collective bargaining agreement and will expire on June 30, 2015.
C. 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.

ARTICLE XVIII – CONTINUANCE OF OPERATIONS

A. NO STRIKE CLAUSE
The Association and any and all certified personnel in the bargaining unit shall not cause, engage in, or sanction any strike or slowdown for the term of the Agreement. Nor shall there be any strike or interruption of work during the term of this Agreement because of any dispute or disagreement between any other persons or other employees or unions who are not signatory parties to this Agreement.

B. NO LOCKOUT
The Board agrees that it will not lock out any Bargaining Unit Member during the term of this agreement.

ARTICLE XIX – EXTRA PAY

A. LANGUAGE ITEMS FOR EXTRA PAY
The descriptions and regulations governing extra pay are set forth in Appendix D, and are incorporated herein by reference.

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 and F and are incorporated herein by reference. The extra pay amounts and schedule will increase by 2%, 1% and 1% beginning with the 2012-2013 (2%), 2013-2014 (1%) and 2014-2015 (1%) for the respective school years.

ARTICLE XX – FRINGE BENEFITS

A. HEALTH INSURANCE
The Board shall contribute an amount equal to eighty percent (80%) 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 seventy percent (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.
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 seventy percent (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 (2) 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 seventy percent (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 to either the PPO or the HMO insurance plan is projected to exceed fourteen percent (14%), then the Insurance Committee shall meet in April and determine plan design changes by June 30 so that the annual increase in the plan does not exceed fourteen percent (14%). If the Committee does not agree upon plan design changes, then the Board and employees enrolled in the plan that is above the fourteen percent (14%) will split 50/50 any increase over fourteen percent (14%). Any additional amount that is owed by the employees will be assessed as a separate surcharge, and not an increase in percentage contributions. 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, DESA, and DESPA. The purpose of this committee is to monitor trends, costs, explore plan design change options and wellness support programs. The committee shall meet at least once per month during the school year and once during the summer.

**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. The Board shall contribute eighty percent (80%) of the cost of the Board approved dental insurance plan for each individual full-time member of the bargaining unit and his/her dependents.

**C. LIFE INSURANCE**
The Board shall contribute an amount equal to the cost of the Board approved term life insurance plan for an individual member of the bargaining unit in the amount of $50,000, and further shall allow members of the bargaining unit to purchase additional supplemental
insurance up to $100,000 at the group rate for such coverage. Such term life insurance
plan shall include an accidental death and dismemberment clause.

**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. The Board shall contribute eighty percent (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.

**E. FLEXIBLE SPENDING PLAN AND 457 PLAN**
Members of the bargaining unit shall be eligible to participate in a Section 125 Flex Plan
and a Section 457 tax-sheltered annuity plan selected by the mutual agreement of the
Board and LEAD 300.

**F. PART-TIME BENEFITS**
Part-time members of the bargaining unit who work less than fifty percent (50%) of a full-
time equivalency (FTE) shall be ineligible for paid benefits under this Article. Part-time
members of the bargaining unit who work fifty percent (50%) of a FTE shall be eligible for
fifty percent (50%) of the paid benefits under this Article. Part-time members of the
bargaining unit who work more than fifty percent (50%) of a FTE shall be eligible for full
benefits under this Article.

**G. OTHER DEDUCTIONS**
The District will deduct from teacher’s paychecks, upon request, designated sums for the
following purposes:

1. Kane County Teacher’s Credit Union and other financial institutions as the
   District’s payroll technology permits.
2. United Way
3. Tax Sheltered Annuities such as 403(b) and 457 Plans
4. Upon mutual agreement, other purposes that comply with the provisions of this
   section, including the D300 Education Foundation

Members of the bargaining unit seeking benefit of this convenience shall comply with
Board policy/Administrative requirements regarding authorization, indemnification, and
revocation. The Business Office shall maintain a list of tax-sheltered annuity vendors
who have complied with IRS and District requirements and are currently being used by the
District. A minimum of two (2) employees will be required before a new tax-sheltered
annuity vendor will be added to the list. Any vendor who does not comply with IRS and
District requirements shall be dropped from the list. No employee will be forced to drop
or change an existing annuity with a company that is in compliance. Monies deducted from
the paychecks of members of the bargaining unit shall be forwarded to the appropriate
body within five (5) business days from which the deductions are made.
H. HRA CONTRIBUTION
Each LEAD 300 member shall receive an annual HRA contribution in the amount of $250.00.

ARTICLE XXI – COMPENSATION

A. TRAVEL REIMBURSEMENT
Members of the bargaining unit who serve two (2) or more buildings claim one (1) building as their base. The distance traveled from the base building to other schools to fulfill teaching assignments is eligible for mileage reimbursement. Members of the bargaining unit will be reimbursed at the IRS rate for approved travel necessitated by the requirements of their position.

Members of the bargaining unit may claim in-district mileage for attendance at district wide committee meetings including departmental meetings. Regular in-service and institute days are not included in this provision.

B. PAY PROCEDURES
Certified employees are paid their annual salary in twenty-six (26) equal installments, which is every two (2) weeks. 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 (2) weeks. Members shall receive their pay by direct deposit. Members are required to enroll in direct deposit at the time of employment.

C. SALARY SCHEDULES
The basic salaries of members of the bargaining unit covered by this Agreement shall be as set forth in Appendix G, which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.

Members on a step that cannot advance on the salary schedule will receive a 3%, 2% and 3% increase to their base salary for the 2012-2013 (3%), 2013-2014 (2%) and 2014-2015 (3%) school year respectively.
D. **LANE MOVEMENT ON THE SALARY SCHEDULE**

1. **Certified Staff**

Applications for lane movement on the salary schedule, tuition reimbursement and course/workshop may be secured in the Human Resources Department (attached as Appendix H) and must be completed and returned by the date indicated on the application. Lane movement is accomplished by accumulating semester hours or Professional Development Units as described below. Lane movement is limited to once per school year.

For lane movement from the B.A. to the M.A. column, the following procedures apply:

- Courses must be part of a Master's Degree program in the teaching field (secondary) or related to the teacher's grade level (elementary); be part of a Master's Degree program in another area of educational specialization practiced in District 300 or an activity approved by the Professional Development Committee. The graduate school must be approved by the Illinois Board of Higher Education or the applicable national accrediting association. One (1) semester hour of credit is equal to one (1) professional development unit.

- Upon earning a Master's Degree any semester hours or professional development units that were earned and applied toward B.A. + 15 lane credit, shall be rolled over for credit towards M.A. + 15/+30 lane credit. This applies only to those semester hours and/or professional development units that did not apply toward the Master’s Degree.

- Members of the bargaining unit must complete and submit the tuition reimbursement form to the Human Resources Department (Appendix H) in order to be eligible to receive tuition reimbursement at the rate approved per semester hour. A new form must be completed for each semester the teacher. The rate may be found on the extra pay schedule. The following procedures apply:

1. The member of the bargaining unit completes the tuition reimbursement form. The form must be signed by the member of the bargaining unit. One (1) copy is retained by the Human Resources, the other is returned to the member of the bargaining unit. This form will serve as the expense allowance form for members of the bargaining unit enrolled in a Master's Degree program.

2. Upon completing a course in a Master's Degree program as described above, the member of the bargaining unit submits a transcript or grade report to the Human Resources. (Please be aware that salary schedule credit will not be given until a transcript is on file). Human Resources will check the completion notice against the teacher's tuition reimbursement form and arrange for payment for the completed courses that are listed on the form.
For lane movement to the MA+ 15 and MA+ 30 the following procedures apply:

- Pre-approval through the Professional Development Leadership and Support Committee (PDLSC) or its designee will be required for most coursework for lane movement to MA+ 15 and MA+ 30. (The same pre-approval will apply to coursework not part of a Master’s Degree program that leads to lane movement to BA+ 15.) Course work from an approved university program as specified above will be accepted by District 300. One (1) semester hour of credit is equal to one (1) professional development unit. Professional development units may also be earned for completing activities developed and/or approved by the Professional Development Committee.

- An official transcript which shows professional development units earned must be on file in the Human Resources Office before an evaluation can be made for the purpose of advancement on the salary schedule. Transcripts must be submitted within three (3) years of completion of pre-approved coursework for movement to the BA+ 15, MA+ 15, and MA+ 30 columns. Members of the bargaining unit will be advanced on the salary schedule as of the beginning of the semester following the semester in which the approval for completion of the required professional development units has been received.

Members advancing to the MA+ 30 lane from steps on the salary schedule below Step 16 (17-25) will be placed in accordance with the chart following the salary schedule.

2. **Non-Certified Nurses**

   Non-Certified Nurses may advance lanes in the salary schedule based upon obtaining a higher level degree. Any nurse who wishes to advance a lane will follow the procedures outlined above labeled “Certified Staff”. The appropriate paperwork must be completed to advance lanes. Any Non-Certified Nurse that obtains their type 73 will move to the Certified Salary Schedule in the appropriate lane and to the step obtained on the Non-Certified Salary Schedule.

**E. STEP MOVEMENT ON THE SALARY SCHEDULE**

1. **Certified Staff**

   Full time members of the bargaining unit employed prior to the first day of the second semester shall receive one (1) years’ service credit for the purpose of salary schedule advancement. Those employed on or after the first day of the second semester shall not receive credit for salary schedule advancement for that year.

   Part time members of the bargaining unit shall be awarded salary schedule credit based on whether they were employed prior to the first day of the second semester at the same part of full time credit as their individual contract rounded up to the nearest quarter. For example, a .4 FTE member of the bargaining unit employed November 1 would get a .5 salary schedule credit.
2. **Non-Certified Nurses**
   Non-Certified Nurses shall advance steps on the Non-Certified Nurse Schedule in accordance with above.

F. **EXPERIENCE CREDIT**
   1. **Certified Staff**
      The Superintendent shall recommend to the Board the number of years of transferable experience members of the bargaining unit new to the District will receive. The District will provide, for each new school year, guidelines to be used in determining whether a new member of the bargaining unit will be granted experience credit as well as the number of years to be granted. This information shall be communicated to LEAD 300 prior to anyone being hired under new guidelines.

   2. **Non-Certified Nurses**
      The starting hourly rate for Non-Certified Nurses shall be step 1 in the lane that reflects the new hires education level on the Non-Certified Salary Schedule in Appendix G.

G. **TEACHER RETIREMENT SHELTER**
   The District shall pay five percent (5%) (5/9.5) of the TRS payment. Teacher Retirement System contributions will be sheltered in accordance with and to the extent allowed by law.

H. **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:

   \[(\text{Current hourly rate}\times\text{daily rule})\times12 = \text{pay for holiday}\]

   **Example:** \((22.47\times7)\times12 = 1,887.62\)

   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 – 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 the right are set forth in this agreement.

This agreement shall be effective July 1, 2012 and shall continue in full force until June 30, 2015.

B. **SUCCESSOR AGREEMENT**
Negotiations for a successor agreement shall begin in accordance with Article III, Section B.

C. **SIGNATURES**

Signed this 14th day of January, 2013

For CUSD 300:

Anne Miller, Board President

For LEAD:

Kolleen Hanetho, President

Luann Nelson, Middle School Vice President

Dan Palombi, Secretary

Pat Toomey, Non-Certified Nurse Rep.

Diane Norris, Special Education Rep.

Bridget Demetriou, Media Rep.

Ken Blaus, Elementary School Rep.


Karen Roeckner, Board Secretary

Pam Johnson, Elementary Vice President

Tom Domenz, High School Vice President

Mike Williamson, Communications Chair

Kristin Biegemann, Special Education Rep.

Susan Sliwoski, Specials Rep.

Karen Conzelman, Elementary Education Rep.

Chris Nathan, Middle School Rep./Note Taker

# APPENDIX A – GRIEVANCE REPORT FORM DISTRICT 300 LEVEL ONE

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APPENDIX B - DISCIPLINE FLOWCHART

Issue or problem perceived by management which (a) may include potential infractions of Board Policies, Administrative Regulations or the Collective Bargaining Agreement; (b) may be unprofessional/inappropriate behavior; or (c) may not meet performance standards.

→ District Administrator reviews preliminary evidence and decides on course of action based upon the weightvalidity of preliminary evidence

→ Addressed through performance evaluation process

→ Written Complaint

→ Investigate Allegations

→ No Action

District Administrator notifies employee & LEAD of pre-disciplinary conference with employee. Employee & LEAD must receive "reasonable" notice of the meeting.

→ Predisciplinary Conference

→ Gather & weigh any other evidence which may or may not substantiate allegation(s).

→ Expedient handling of investigation. Consideration of just cause standards.

→ District Administrator notifies employee & LEAD of another pre-disciplinary meeting (if necessary). Employee & LEAD must receive "reasonable" notice of the meeting.

→ Consideration of just cause standards. If decision is to discipline, District Administrator will notify employee & LEAD and hold meeting.

→ Disciplinary Action

→ Accept decision

→ Grievance

Considerations
1. Behavior which may result in discipline is often broken down into (a) Misconduct and (b) Performance.
2. Discipline and using the performance evaluation tool are both acceptable ways to correct problems of performance/behavior.
APPENDIX C – SPECIAL EDUCATION

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 agreed upon through 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 (1) hour per week during the first semester and up to half (1/2) hour per week during the second semester, except the Board will compensate teachers for up to one (1) 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 (1) 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, up to eight (8) compliance assurance days each school year shall be granted to 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.

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 fifteen (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.

The workload plan will be found in the Education Services manual.

**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 two (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.
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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 ten (10) work days prior to being made available to persons outside of the LEAD 300 Bargaining Unit. There will be a signup limit of three (3) events per person during the signup time prior to the ninth (9th) of the tenth (10th) day in order to ensure equal opportunity in the process. After the eighth (8th) 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 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**
   Athletic Activities shall be paid in six (6) 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 (6) payments starting in September, December or March.

5. SUPERVISORS
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.

6. SHORT TERM ACTIVITIES
Payment to be made at completion of the activity.

**ACADEMIC COMPETITIONS**

**FUTURE PROBLEM SOLVING/ODYSSEY OF THE MIND (6-12)**
The coach will meet regularly with students after school to help them prepare for problems and competitions and assist as needed. He/she will complete and submit all necessary application forms and preliminary student work will arrange transportation and be present at all events.

**SPEECH DEBATE (9-12)**
The debate team involves coaching and attending a minimum of ten (10) invitational debate tournaments per normal season. The debate coach is responsible for his/her team just as the athletic coaches are responsible for theirs. He/she will arrange transportation, schedule debates, provide judges, etc.

**SPEECH INDIVIDUAL EVENTS (9-12)**
Head Coach/Assistant

The speech coach is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

**SPEECH DRAMA GROUP INTERPRETATION (9-12)**
Group interpretation consists of events in which groups of three (3) or more students interpretatively present literature. The coach is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

**STUDENT CONGRESS (9-12)**
The student congress sponsor is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

**SCHOLASTIC BOWL (9-12)**
The coach is responsible for supervising practices, selecting participants and devising strategies for competition, obtaining and writing practice questions and arranging for
transportation for conference invitational and state meets. He/she is responsible for enforcing I.H.S.A. regulations, meeting with conference coaches and arranging and supervising all home meets.

**WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING**
The Sponsor of this activity will prepare students for the competition, advise them, and provide supervision.

**ACTIVITIES – AFTER-SCHOOL RECREATION (K-12)**
For supervising and administering the late afternoon program for boys or girls. Minimum of twenty (20) students participating

The purposes of after-school recreation programs are to:

1. Offer pupils opportunities to participate in and build skills in seasonal sports or activities.
2. Offer wholesome recreation for pupils beyond the school day.
3. Offer opportunities to members of the bargaining unit who have the desire and the background or necessary experience to earn extra money in an area that enhances the school program, builds good sportsmanship among pupils, and develops skills in the individual.
4. When possible, be scheduled at least twice weekly during the school term.
5. Set a minimum of students actively participating per supervisor. The recommended minimum is twenty (20) with a maximum of forty (40) students actively participating.

In assigning members of the bargaining units to share this activity, the pay will be shared in accordance with the time and number of pupils enrolled. Members of the bargaining unit in charge are responsible for the pupils enrolled and the equipment used. If any accidents occur a written report of the accident must be made to the building principal.

The length of activity will be jointly determined by the sponsor and administrator.

**ACTIVITIES MIDDLE SCHOOL COORDINATOR**
The middle School Coordinator of Activities will recruit sponsors for pupil groups meeting regularly (clubs) and sponsors for after-school recreation (intramural sports).

The coordinator will assist the Principal in recruitment of the inter-scholastic athletic coaches. The coordinator will make recommendations to the principal and help with the evaluation of the activities programs.

Other duties include:
1. Scheduling of athletic contests.
2. Procuring athletic officials.
3. Requisitioning athletic officials' pay, all bus transportation, and tournament entry fees.
4. Recruiting timers, scorekeepers, and supervisors for athletic coaches.
5. Coordinating the athletic budget and inventory.
6. Coordinating the scheduling and use of athletic and recreational facilities.
7. Verifying to the Principal the fulfillment of coaches' and sponsors' obligations upon completion of their assigned sport or activity.
8. Attending meetings concerned with the middle school activities program.
9. Other duties as assigned by the building principal.

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.

ATHLETICS COACHING
District 300 offers many opportunities for coaching sports activities. Personnel are assigned according to abilities, background, and the needs of the program. Coaches are subject to all regulations set forth in the Athletic Handbooks.

ATHLETICS CHEERLEADING COACH
High School/High School Assistant Fall
High School/High School Assistant Winter
Middle School

Coaches are responsible for supervising cheerleaders at all practice sessions, games and competitions. Coaches must arrange transportation when required.
ATHLETICS DANCE TEAM COACH
High School/Middle School

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

ATHLETICS H.S. WEIGHT ROOM SUPERVISOR
The weight room supervisor is responsible for supervising after school weight training by students. Weight training programs, safety rules, etc. will be compiled with input from other coaches.

Payment will be on an hourly rate equal to the After School Activities rate, with a maximum of ninety (90) hours per quarter. The principal/designee and supervisor(s) will schedule the hours prior to the beginning of each quarter. If two (2) or more teachers decide to divide this supervision, the stipend will be split between them.

AUDITORIUM DIRECTOR
The Auditorium Director is responsible for:

The set-up and operation of lighting and sound systems on any and all occasions when the auditorium is in use.

1. Opening and closing the auditorium on days and nights of actual use.
2. Issuing auditorium keys if necessary for rehearsals, to the director whose group will use the auditorium, and collecting them at the end of that time.
3. Supervising the cleaning and maintenance of the auditorium and equipment.
4. Being present at any and all meetings when the auditorium is being used, unless determined to be unnecessary by the appropriate administrator.
5. Ordering auditorium supplies and equipment repairs.

Notes:

A. This stipend is intended as compensation for District 300 activities and events only. Groups and/or organizations not under the supervision and/or control of District 300 are to be charged a fee and notified of the fee at the time they contract to use a District 300 auditorium. This fee shall be at the rate set for teacher curricular/summer work. This amount is to be paid to the auditorium director if the director is required to be present at the time of use.

B. Every effort should be made to ensure that events for schools without auditoriums (those events not related to the building where the event takes place), be split equally among the auditoriums. Geographic location and feeder school should determine this.

C. Outside groups (Non-District 300), need to be responsible for compensating the auditorium director.
ADULT GROUPS PARENT EDUCATION
Teachers assigned to instruct classes for parents or community members will be paid a stipend. Typically such classes will be established through the school improvement process.

BILINGUAL TESTING FOR PROGRAM EXIT/ENTRANCE
Members of the bargaining unit who administer required tests for entrance into or exit from the Bilingual program will receive the instructional rate.

BUILDING COMPUTER NETWORK ADMINISTRATOR & TECHNOLOGY SPECIALIST
The network administrator/technology specialist is responsible for maintaining the computer network of a school including maintaining the system software, making minor repairs to hardware, trouble-shooting problems on computers within the system. The stipend is to be paid to Teachers when this duty is assigned in addition to the responsibilities associated with their FTE position such as to a 1.0 FTE 4th grade TEACHER. The task may be identified as part of a member of the bargaining unit’s FTE position in which case no stipend would be paid. Hours are to be agreed upon in advance.

CLASS SPONSORS
Senior Class/Junior Class
Sophomore Class/Freshman Class

The sponsor or sponsors shall meet with the class and be responsible for its administration until such time as elections may be held to elect officers. When such officers are elected, the sponsor shall then become an advisor to the class and a liaison to the school administration and faculty.

CURRICULUM COORDINATING COMMITTEE (CCC)
The duties of an individual CCC member as well as the duties of the CCC as a working group are to be found in the Curriculum Coordinating Committee Bylaws dated 12/6/02.

DEPARTMENT/GRADE LEVEL REPRESENTATIVES/TEAM LEADERS
Members of the bargaining unit who are assigned to perform tasks that may include but are not limited to those listed below are to be compensated at the agreed upon rate:

1. Chairperson of an identified group of members of the bargaining unit that meets regularly to disseminate information, discuss activities of the group and share opinions.

2. Responsible for communicating with other groups at the attendance center, the administrators of the attendance center and/or appropriate District administrators.
3. Responsible for submitting a complete budget for the department or other organizational structure within a school.

4. Responsible for the accounting, distribution and collection of materials assigned to an organizational structure within a school.

Members of the bargaining unit at the Secondary (6-12) Level who are assigned to positions covered by this section are to be compensated at the rate established on the pay schedule for Department representatives. Members of the bargaining unit, who are assigned positions covered by this section at the Elementary (K-5) Level, are to be compensated at the rate established on the pay schedule for Elementary Grade Level Representatives.

If the school, through the School Improvement Process decides to divide the tasks between two (2) or more members of the bargaining unit, the stipend is to be split between those assigned to do the tasks. This should be done prior to the members of the bargaining unit involved actually performing the tasks.

**EXAMPLE**: A school decides to have a Team or Curriculum leader who is assigned items one and two and gets half of the stipend and assigns Department manager items three and four and the balance of the stipend.

In situations where a single member department exists and that is assigned or expected to perform the responsibilities in items two, three, and four in addition to the responsibilities of the assigned teaching position, the designated stipend will be paid

**DRAMATICS (6-12)**
For public performances approved by the Principal. Dramatics is broken down into the following categories:

Dramatics, (9-12), for each one act play Dramatics, (9-12), for each multiple act play Dramatics, (6-8), for each one act play Dramatics, (6-8), for each multiple act play

**ELEMENTARY HEAD TEACHER**
The elementary head teacher will be assigned to perform administrative tasks that require immediate attention in the absence of a building administrator.

**ELEMENTARY SAFETY PATROL**
The advisor for elementary safety patrol will be responsible for training and supervising students participating in this program. The training phase will be subject to the instructional rate while the supervisory portion of the assignment will be subject to the non-instructional rate. Hours will be agreed upon in advance.
**HOURLY PAY RATES**
The Instructional Rate is typically paid for work that requires planning, instruction, testing, and/or creation of written documents.

The Non-Instructional Rate is paid for work that requires physical presence but not instruction.

**LANGUAGE ARTS ACTIVITIES**

**BATTLE OF THE BOOKS**
Building level (K-8) each building will have a coordinator to schedule and oversee the implementation of the meets and interact with district coordinator.

**SPELLING BEE**
Building level (6-8) each building will have a coordinator for its Spelling Bee and interact with district coordinator.

**WRITING CONTEST**
Building level (6-8) each building will have a coordinator to organize its Writing Contest and interact with district coordinator.

Writing Contest readers/judges will read and score student entries according to the standards provided.

**YOUNG AUTHORS**
Building level (K-5) each building will have a coordinator for the Young Authors program and interact with the District coordinator.

**MIDDLE SCHOOL NON-SPECIFIC GRADE LEVEL TEAM LEADER**
This category of middle school team leader applies to teams that don’t meet daily but are still required to collaborate as assigned. The provision for team members beyond three does not apply to this assignment.

**MUSIC**
Stipends are to be paid for music teachers using the following criteria as guidelines. Individual building arrangements will be agreed upon by the principal and the teacher.

**HIGH SCHOOL**
- **Band**
  - Presents a minimum of three (3) evening concerts
  - Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, McHenry County Festival, I.M.E.A., I.H.S.A.)
  - Participates in approved parades
  - Performs at all home football games
  - Performs at a minimum of ten (10) home basketball games
-Provides entertainment at building events
-Provides community service programs (upon request)

**Orchestra**
- Presents a minimum of three (3) evening concerts
- Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, I.M.E.A., I.H.S.A.)
- Participates in Orchestra Parents Association
- Provides entertainment at building events
- Provides community service programs (upon request)

**Vocal**
- Presents a minimum of three (3) evening concerts
- Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, McHenry County Festival, I.M.E.A., I.H.S.A.)
- Participates in the District 300 Vocal Festival
- Provides entertainment at building events
- Provides community service programs (upon request)

**MIDDLE SCHOOL**

**Band**
- Presents a minimum of three (3) evening concerts
- Participates in District 300 Honors Band Festival
- Participates in District 300 Solo and Ensemble Contest
- Provides entertainment at building events

**Orchestra**
- Presents a minimum of three (3) evening concerts
- Participates in District 300 Solo and Ensemble Contest
- Participates in Orchestra Parents Association
- Provides entertainment at building events

**Vocal**
- Presents a minimum of three (3) evening concerts
- Participates in the District 300 Vocal Festival
- Participates in the District 300 Solo and Ensemble Contest
- Provides community service programs (upon request)
- Provides entertainment at building events

**ELEMENTARY SCHOOL**

**Music Teacher/Concerts**
Stipends for elementary music teachers serving more than one (1) school will increase by 1/6th for any concerts beyond those required.

**Instrumental**
- Participates in weekend Recruitment Meetings
- Participates in District 300 Solo and Ensemble Contest
- Provides an evening concert experience for every instrumental student
Vocal (General Music)
-Presents a minimum of three (3) evening concerts
-Involves every student in a public performance
-Provides community service programs (upon request)

MUSICAL-HIGH SCHOOL
One (1) per year at each school

Before the production, the stipend will be allocated by the Director and the Building Principal according to the amount of out-of-class-time spent on the production. Staff may include dramatic director, vocal director, orchestra/band director, technical director, choreographer, possible professional musicians, and any other personnel involved in the production.

NEWSPAPER

High School

A minimum of four (4) issues of the school paper will be published each school year. A stipend will be paid for each issue when not a product of a Journalism class. A stipend per issue will be paid for each issue published over the minimum.

To be of maximum value, the school newspaper should be based in, and developed from, school activities. Much of the preparation of materials should be undertaken as class assignments. The effective newspaper should:

1. Be objective and positive in the views it expresses and be in good taste at all times.
2. Tend to enhance the full school spirit as it reports in a positive light.
3. Tend to improve the school’s image in the reader’s mind.
4. Give opportunity for the production of good writing.
5. Be published for public consumption at regular and stated times.
6. Be a highly positive factor in building good school-community relationships.
7. Offer opportunities to students in understanding newspaper production.
8. Offer opportunities for pupil expression to improve procedures through a positive vein.
9. Not be a vehicle for ridiculing individuals or practices that might otherwise be enhanced or improved in an objective and positive manner.

Middle School

Minimum six (6) publications
PROFESSIONAL DEVELOPMENT LEADERSHIP AND SUPPORT COMMITTEE (PDLSC)
Members serving on this committee will approve and plan professional development activities that satisfy state certification and recertification requirements and meet personal, school, district, and state needs for members of the bargaining unit.

PUPIL GROUP/CLUBS LONG OR SHORT TERM ACTIVITIES
Hourly Rate - Hours to Be Negotiated between Principal and Sponsor Payment will be for sponsoring groups and supervising students for regular long-term or special short-term activities that meet outside of the members of the bargaining unit regular class-load time. A cosponsor will assist the sponsor when the membership of a pupil group/club exceeds one hundred (100).

The type of activity and proposed number of hours allotted must be negotiated in advance between the sponsor(s) and principal. These activities may include but are not limited to: clubs, Math Contest Activities, JETS Contest Activities, Mock Trial Activities, Student Chamber of Commerce, Student Assistance Team Activities, Chess Club, mini-club sponsors, recycling sponsors, and other mutually agreed upon pupil-related activities not specifically covered in the Extra Pay Schedule.

Sponsorship of clubs and other organizations meeting regularly, and special activities, shall be approved for pay under this section only after providing adequate information as to organization, purpose, proposed goals, and proposed schedule of meetings. The administration should be supplied with the approximate number of students enrolled and participating in the activity and regular reports should be made to the Principal/Supervisor as to meetings held and goals accomplished.

Additional consideration should be given when a major contest or activity is hosted by the building.

An evaluation of clubs and their value to the student body should be conducted by the Principal each year. New clubs, organizations, and activities shall not be eligible for pay unless first approved by the administration. Clubs or activities beginning after the school year shall not receive the full amount stated above, but will be prorated according to the number of meetings held.

PUPIL GROUPS BETA CLUB
Middle School
Sponsors are responsible for screening potential members, for holding regular meetings, for devising activities which promote the club's ideals of leadership and service, and for supervising Beta Club sponsored activities.
PUPIL GROUPS NATIONAL HONOR SOCIETY
High School

The chapter advisor shall carry out the duties outlined in the National Honor Society constitution, shall be responsible for supervising the chapter, including maintaining membership files, chapter history, financial transactions, and activities. Each chapter is responsible for one (1) or more service projects each year. The chapter advisor approves activities and attends all meetings and functions. An annual report shall be sent to the national office.

PUPIL GROUPS – Peer Listening
The sponsor of this activity will select, train, and supervise students participating in the program as peer listeners.

PUPIL GROUPS – Peer Mediation
The sponsor of this activity will select, train, and supervise students participating in the program as peer mediators.

PUPIL GROUPS STUDENT COUNCIL SPONSORSHIP
High School/Middle School
Sponsorship of meetings held at least twice monthly and supervision of projects maximum of two (2) sponsors.

The purposes of the student council are:

1. To offer to students the opportunity to develop leadership qualities.
2. To provide citizenship training.
3. To afford the student body a part of the organization and administration of special activities of the school.
4. To make possible a liaison between the student body and the school administration and faculty.
5. To serve as a service organization benefiting the total school program.

SCIENCE FAIR ADVISORS (6-12)
Compensation will be given to Secondary (6-12) school members of the bargaining unit who perform special duties listed below related to Science Fair. Division of the building science fair duties and funds will be agreed upon at the building level by participating members of the bargaining unit and the building principal prior to the commencement of science fair activities. Each member of the bargaining unit will sign an individual contract for this. The stipends listed in Appendix E are for budgetary purposes only and may be used as a general guideline. Science Fair duties include, but are not limited to the following:

Student Assistance and Preparation Outside of the Classroom
Assist students with science fair projects as needed before/after school or during
personal lunch time. Loan and keep records of equipment borrowed by students. Advise students how to improve as they progress through the various levels of competition. Each teacher keeps a log of date, time and name of student(s) assisting. An attempt to coordinate assisting multiple students in one (1) setting is encouraged. Amount of time allowed can be limited at the building level. Time should be agreed upon in advance.

**Local School Fair Prep/Attendance**
Prior to fair the teacher(s) will assist in the following: register students for the fair, prepare project listings and recruit judges. The night of the fair, the teacher(s) will assist in the following: supervise students at the fair, judge participants, score and tally students' performance and assist students as needed.

**District Science Fair Prep/Attendance**
Prior to the fair, the teacher(s) will assist in the following: register students for the fair, prepare project listings and recruit judges. The night of the fair, the teacher(s) will assist in the following: supervise students at the fair, judge participants, score and tally students performance and assist students as needed. (If science teacher only has duties at the actual fair (judging, supervising, scoring), they will get the hourly payment at the Non-Instructional Rate).

**District Host School Coordinator**
Individual(s) will work with district office to coordinate the district fair. Individual(s) will assist in the following ways: number project locations on tables, prepare directional signs for students, parents and community for the event, reserve location in host building for the actual fair, the judges meeting, the refreshment room, and the scoring room, plan and purchase refreshments for judges (budget provided by district), coordinate the audio/visual requirements with host facility management. Troubleshoot any additional host school needs as they arise. If multiple individuals, they will split the stipend.

**Regional Project Session**
Prior to fair the teacher(s) will assist in the following: register students for fair, prepare project listings, and recruit judges. The day of the fair, the teacher(s) will assist in the following: supervise and assist students at the fair, judge participants, attend awards ceremony and distribute student awards at the end of the ceremony. (Saturday, 8 am – 3 pm)

**Regional Paper Session**
Prior to fair the teacher(s) will assist in the following: register students for the fair, prepare project listings, and recruit judges. The day of the fair, the teacher(s) will assist in the following: supervise and assist students at the fair, judge participants, attend awards ceremony and distribute student awards at the end of the ceremony. (Saturday 8 am – 12 pm)
**State Science Fair**
This is a multiple day event. Duties may include: supervise students, attend banquet with students, transport students to/from all events as needed, judge and tally projects, attend awards ceremony and distribute awards at the end of the ceremony. Duties may vary by building and be needs of students and contests.

**Science Manager/Assistant Manager of District Fair**
Duties include: Responsibility of scheduling judges, preparing or providing news releases, program printing, and facilities with the necessary equipment and over all organization of the District events.

**SUBJECT AREA COMMITTEE (SAC)**
Service on this committee will entail formulation of standards based curriculum by following an action agenda prescribed by the CCC. A CCC member serving as the chair of a SAC shall receive compensation as provided in the CCC Bylaws (Lane K rather than Lane L).

**SUPERVISION ARRIVAL AND DEPARTURE SUPERVISION**
Bus supervision and the supervision of students arriving at and departing from school is compensated at the rate per half hour shown in the Extra Pay Schedule.

The District shall budget funds for bus supervision for each attendance center based on the building's needs.

**SUPERVISION LUNCHROOM SUPERVISION**
Rate Is For Clock Hour With A Half (1/2) Hour Minimum Supervision

Supervision of the lunchroom periods will be an extra pay for extra work activity for members of the bargaining unit. Lunchroom supervision programs would entail:

1. Setting up standards regarding behavior, good health and safety practices during the lunch periods.
2. Working out with the principal, standards for traffic patterns, dismissal, etc.

**SUPERVISION AND OTHER ACTIVITIES**
Stipends will be paid at an hourly rate for supervision, ticket-taking, selling, scorekeeping, timing, public announcing, judging, photographing, chaperoning, and any other tasks at events after school and on weekends.

These include, but are not limited to: athletic events, concerts, elementary music programs, plays, and dances. Rates for supervision and other activities at Special Athletic Tournaments, High School Prom and Homecoming are not subject to this schedule and are to be mutually agreed upon between the member of the bargaining unit and the event coordinator, provided assignments are strictly voluntary.
Coaches and sponsors are not eligible for payments when they are held during the same time period as their extra pay assignment; the time period meaning, the time that the event takes place. EXAMPLE: At a basketball game, those coaches could not also be paid as scorekeepers, supervisors, etc. while their game was in progress. Payment will be made to the nearest half hour.

**TEACHER – BUILDING LEVEL COORDINATORS**

A school, through the School Improvement process, may decide it would like to have a member of the bargaining unit coordinate activities including but not limited to the following: staff development, advisory, inclusion and technology.

**Inclusion Facilitator**

Inclusion Facilitators are typically FTE positions and therefore not subject to extra pay.

**Education Services Coordinator**

Members of the bargaining unit who assume this position will be responsible for the coordination of building level Education Services meetings. This activity includes, but is not limited to, the scheduling and facilitation of domain meetings, completing referral forms and related domain paper work, monitoring the completion of the case study evaluation components, and the scheduling and facilitation of eligibility reviews meetings. It may also involve data entry (startup) of My Service Tracker (or its successor) data. Education Services Coordinators will be compensated two (2) hours for each initial case study at the instructional rate.

**TESTING – READING TESTING PLACEMENT DURING THE SCHOOL YEAR (K-5)**

**Allocation per Building**

Each Elementary School will be allocated funds based upon enrollment to reimburse members of the bargaining unit for reading testing and placement that takes place outside their scheduled classroom times.

Allocations are by the following categories:

- Reading Testing/Placement Per Building below 400
- Reading Testing/Placement Per Building 400-599
- Reading Testing/Placement Per Building 600-699
- Reading Testing/Placement Per Building over 700

**TESTING/SPECIAL ED STAFFING – SUMMER**

- Testing – Summer Kindergarten Testing Placement Per Hour
- Testing – Summer Reading Testing/Placement per Hour
- Testing – Summer Special Ed Staffings Per Hour
- Testing – Summer Speech Screening Per Hour
YEARBOOK SPONSORSHIP (HIGH SCHOOL)

Yearbook Sponsor
Yearbook Assistant

The yearbook serves as a written history of the school's and students' achievements for the year.
It should:

1. Reflect excellent planning in showing a good balance among academic, athletic, forensic, and cultural achievement.
2. Be in good taste at all times and errorless in its objective presentation of events.
3. Be accurate in presenting advertising information as given by merchants.
4. Be planned with the administration of the school.

In order to attain maximum value, the sponsor must meet deadlines and keep the work progressing at a rate which insures full completion of the yearbook prior to the close of the school year.

YEARBOOK MEMORY BOOK (MIDDLE SCHOOL)
The Middle School memory book provides a visual record of the students and their activities for the year. The sponsor should be responsible for the planning of the book, organizing the staff, preparing the final copy, reviewing copy, meeting the deadlines, and distributing the book.

YEARBOOK – ELEMENTARY SCHOOL BELOW 500 ENROLLMENT
The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

YEARBOOK – ELEMENTARY SCHOOL ABOVE 500 ENROLLMENT
The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

YEARBOOK VIDEO YEARBOOK
The Video Yearbook provides a visual record and history of the schools and students' activities for the year.

The sponsor(s) will train student camera crews, coordinate the scheduling of photography, supervise students as necessary, hold organizational meetings, work with production company to meet deadlines, promote yearbook sales, handle record keeping, and do those tasks necessary for the production of a video yearbook.
The video yearbook should adhere to the same content standards as the yearbook listed above.

**YEARLY ASSIGNMENTS – TEACHER COORDINATORS DISTRICT LEVEL**

**ART – DISTRICT ANNUAL ART SHOW MANAGER**
Responsible for arranging time and place of exhibit, publicity, necessary facilities and equipment, and general organization of exhibit

**LANGUAGE ARTS DISTRICT COORDINATORS**

**Language Arts – Battle of Books – District Coordinator (6-8)**
The coordinator for each level will chair the Committee and will schedule and oversee the District meets.

**Language Arts – Spelling Bee – District Coordinator (6-8)**
The coordinator will chair the Spelling Bee Committee and make arrangements for the District Bee.

**Language Arts – Writing Contest – District Coordinator (6-8)**
The coordinator will chair the Writing Contest and organize the District judging and recognition program for students.

**LANGUAGE ARTS – YOUNG AUTHORS PRIMARY DISTRICT COORDINATOR**

**Language Arts – Young Authors Intermediate District Coordinator**
The coordinator(s) will chair the Young Authors Committee at the level assigned. The major responsibility is to organize and implement the District Young Authors Writing Program.

**MUSIC CONTESTS & FESTIVAL MANAGERS**
Each of the following events is to be organized and supervised by the instructional coordinator and an appointed staff manager as follows:

- District 300 Vocal Festival (7-12)
- District 300 Vocal Solo & Ensemble Contest (7-8) District 300 Piano Contest (3-12)
- District 300 Orchestra Solo & Ensemble Contest (5-8) District 300 Band Solo & Ensemble Contest (5-8)
- District 300 Orchestra Festival (6-12) District 300 Honors Band Festival (6-8)

The duties of the above listed managers include the following:

Organizing the district-wide event by setting and announcing the date and location,
contacting and scheduling the judges/conductors, providing news releases pertaining to the event, overseeing the printing of tickets and programs, and preparing the necessary facilities and equipment.

**MUSIC LIBRARIAN BAND**
- Update music bibliography
- Oversee check-in/check-out procedure
- End of the year organization

**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 two (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 actually performing the tasks.

**TEACHING – CHANGING CLASSROOMS (IN VOLUNTARY)**
A member of the bargaining unit will be paid the non-instructional hourly rate when due to a program change or the needs of the site; it is necessary to change classrooms or assigned work areas from one room to another. Extra pay does not apply in situations where the change will take less than two (2) hours to complete, or where the change is made to honor the request of the individual.

For members of the bargaining unit assigned to high schools as well as members of the bargaining unit serving in itinerant positions, library/media centers, shops, labs, art rooms, and other similar instructional areas/work areas at elementary, middle school, and high school levels, the number of hours will be subject to agreement with the building administrator.

Classroom teachers at elementary and middle school buildings shall be compensated for five (5) hours at the non-instructional rate when an involuntary change in classroom occurs within the building. Teachers shall be compensated for ten (10) hours at the non-instructional rate when there is a change in classroom due to an involuntary
change in elementary or middle school building assignment. Compensation at this level will also occur for a change to or from a mobile classroom.

It is assumed that the classroom into which a member of the bargaining unit is moving is ready for occupancy. If this is not the case, additional compensation may be required subject to agreement between the member of the bargaining unit and the building administrator.

The district will be responsible for transport of district property to the new classroom and also any work related materials owned by the member of the bargaining unit which that individual wishes to entrust to district care.

Members of the bargaining unit who are disabled or are temporarily disabled shall be provided by the district with appropriate assistance in changing classrooms.

**TEACHING – EXTRA OPEN HOUSE TIME & CONFERENCE NIGHT TIME**

Members of the bargaining unit will be available for an annual open house and a conference night as part of their job assignment. Typically an open house will be no longer than two (2) hours in length. Conference nights will typically be no longer than three (3) hours in length. Should a school choose to schedule extra open house time and/or conference night time in excess of five (5) hours, members of the bargaining unit will be compensated with release time or receive compensation at the non-instructional rate. A school may opt to schedule an extra conference night in place of the open house.

**TEACHING – INCLUSION PLANNING**

Members of the bargaining unit involved in the planning, preparation, and modification of the curriculum for inclusion students, if it requires meetings to occur outside of the school day, will be paid the instructional rate for one (1) hour per week during the first semester and up to a half (½) hour per week during the second semester.
### TEACHING OVERLOAD & SALARY/GRANT/MA PROGRAM EXPENSE ALLOWANCE

#### TEACHING-EXCESS CLASS SIZE AND LOAD
Certified staff will receive overload payment by level, per student per quarter in excess of the number of students as indicated below:

<table>
<thead>
<tr>
<th>2012-2013 Excess Load</th>
<th>Grade Level</th>
<th>Overload payment occurs in excess of the number of students</th>
<th>Overload payment: Per student, per quarter (9 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Half-day Kindergarten</td>
<td>29</td>
<td>$198.90</td>
</tr>
<tr>
<td></td>
<td>Full-day Kindergarten-2</td>
<td>29</td>
<td>$397.80</td>
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<tr>
<td></td>
<td>3-5</td>
<td>29</td>
<td>$397.80</td>
</tr>
<tr>
<td></td>
<td>K-2 Music and PE</td>
<td>29 (general education)</td>
<td>$17.00</td>
</tr>
<tr>
<td></td>
<td>3-5 Music and PE</td>
<td>29 (general education)</td>
<td>$17.00</td>
</tr>
<tr>
<td></td>
<td>K-2 Media Specialists</td>
<td>29 (general education)</td>
<td>$8.50</td>
</tr>
<tr>
<td></td>
<td>3-5 Media Specialists</td>
<td>29 (general education)</td>
<td>$8.50</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td>6-8</td>
<td>186</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>6-8 Vocal Music</td>
<td>190</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>6-8 Band</td>
<td>150</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>6-8 Orchestra</td>
<td>125</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>6-8 PE</td>
<td>210</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>6-8 Counselors</td>
<td>650</td>
<td>$45.90</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>9-12</td>
<td>155</td>
<td>$66.30</td>
</tr>
<tr>
<td></td>
<td>9-12 Vocal Music</td>
<td>190</td>
<td>$132.60</td>
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<tr>
<td></td>
<td>9-12 Band</td>
<td>150</td>
<td>$132.60</td>
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<tr>
<td></td>
<td>9-12 Orchestra</td>
<td>125</td>
<td>$132.60</td>
</tr>
<tr>
<td></td>
<td>9-12 PE</td>
<td>270</td>
<td>$132.60</td>
</tr>
<tr>
<td></td>
<td>9-12 Counselors</td>
<td>350</td>
<td>$45.90</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Overload payment occurs in excess of the number of students</td>
<td>Overload payment: Per student, per quarter (9 weeks)</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Pre-K</td>
<td>Over 40 different students per week</td>
<td>$200.89</td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-K</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-day Kindergarten</td>
<td>27</td>
<td>$200.89</td>
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<tr>
<td>K-2</td>
<td>27</td>
<td>$401.78</td>
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<td>3-5</td>
<td>29</td>
<td>$401.78</td>
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<tr>
<td>K-2 Music and PE</td>
<td>27 (general education)</td>
<td>$17.18</td>
<td></td>
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<tr>
<td>3-5 Music and PE</td>
<td>29 (general education)</td>
<td>$17.18</td>
<td></td>
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<tr>
<td>K-2 Media Specialists</td>
<td>27 (general education)</td>
<td>$8.59</td>
<td></td>
</tr>
<tr>
<td>3-5 Media Specialists</td>
<td>29 (general education)</td>
<td>$8.59</td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>32 per class</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>6-8 Vocal Music</td>
<td>190</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>6-8 Band</td>
<td>150</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>6-8 Orchestra</td>
<td>125</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>6-8 PE</td>
<td>35 per class</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>6-8 Counselors</td>
<td>650</td>
<td>$24.72</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>32 per class</td>
<td>$66.96</td>
<td></td>
</tr>
<tr>
<td>9-12 Vocal Music</td>
<td>190</td>
<td>$133.93</td>
<td></td>
</tr>
<tr>
<td>9-12 Band</td>
<td>150</td>
<td>$133.93</td>
<td></td>
</tr>
<tr>
<td>9-12 Orchestra</td>
<td>125</td>
<td>$133.93</td>
<td></td>
</tr>
<tr>
<td>9-12 PE</td>
<td>45 per class</td>
<td>$133.93</td>
<td></td>
</tr>
<tr>
<td>9-12 Counselors</td>
<td>350</td>
<td>$46.36</td>
<td></td>
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</tbody>
</table>
# 2014-2015 Excess Load

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Overload payment occurs in excess of the number of students</th>
<th>Overload payment: Per student, per quarter (9 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K Pre-K</td>
<td>Over 40 different students per week</td>
<td>$202.90</td>
</tr>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-day Kindergarten</td>
<td>26</td>
<td>$202.90</td>
</tr>
<tr>
<td>K-2</td>
<td>26</td>
<td>$405.80</td>
</tr>
<tr>
<td>3-5</td>
<td>28</td>
<td>$405.80</td>
</tr>
<tr>
<td>K-2 Music and PE</td>
<td>26 (general education)</td>
<td>$17.34</td>
</tr>
<tr>
<td>3-5 Music and PE</td>
<td>28 (general education)</td>
<td>$17.34</td>
</tr>
<tr>
<td>K-2 Media Specialists</td>
<td>26 (general education)</td>
<td>$8.68</td>
</tr>
<tr>
<td>3-5 Media Specialists</td>
<td>28 (general education)</td>
<td>$8.68</td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>31 per class</td>
<td>$67.63</td>
</tr>
<tr>
<td>6-8 Vocal Music</td>
<td>190</td>
<td>$67.63</td>
</tr>
<tr>
<td>6-8 Band</td>
<td>150</td>
<td>$67.63</td>
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<td>$24.97</td>
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<td>190</td>
<td>$135.27</td>
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<td>9-12 Band</td>
<td>150</td>
<td>$135.27</td>
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<td>125</td>
<td>$135.27</td>
</tr>
<tr>
<td>9-12 PE</td>
<td>45 per class</td>
<td>$135.27</td>
</tr>
<tr>
<td>9-12 Counselors</td>
<td>350</td>
<td>$46.82</td>
</tr>
</tbody>
</table>
TEACHING GIFTED ACTIVATOR (K-12)
Each building will have one (1) or more Gifted Activators as determined by the District Gifted Coordinator based on program needs. The Gifted Activator(s) is responsible for identifying those students who qualify for the program, implementing the Gifted Curriculum, and for coordinating and facilitating the District Gifted Program at the building level. Other activities which may include gifted students and be part of some school gifted programs are separate jobs from the Gifted Activator and are listed elsewhere in this schedule (see Academic Competitions and Pupil Groups) and should be compensated separately. Stipends for Gifted Activator will be paid at the rates specified in the yearly state grant.

TEACHING – INTERNAL SUBSTITUTION
Members of the bargaining unit are to receive substitution pay as set forth in this section when due to the absence of a teacher, they are assigned to instruct, or supervise students during a time period when they are not normally assigned to students. Internal substitution will be paid at the rate of 1/5 of the highest daily (excluding the long term) substitute teachers’ rate paid by District 300 for every forty (40) minutes or portion thereof taught.

The combination of classes to compensate for the lack of a substitute teacher is to be avoided. When it is unavoidable it will result in a temporary overload which will require the teacher affected to receive compensation consistent with the internal substitution extra pay procedure and the fraction of the class assumed.

TEACHING – PARENT /STUDENT ORIENTATION
Members of the bargaining unit who are required to be present at parent/student orientations and who do not have such activities as part of their normal position (guidance counselors, department heads, etc.) will be paid at the non-instructional rate, or be provided compensatory time.

TEACHING – SPECIAL EDUCATION
If a required Education Services 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 Collective Bargaining Agreement, the required District participants in attendance at the meeting will be compensated at fifteen (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.

TEACHING – SUMMER COOP WORK
Hourly stipends will be paid for approved summer Coop work.

TEACHING SUMMER DRIVER EDUCATION
Hourly stipends will be paid for teaching summer Driver Education.
TEACHING SUMMER SCHOOL CLASSES
Certified members of the bargaining unit with the required backgrounds and who are recommended for teaching by the Superintendent may be employed for the summer school session and shall be paid at the rate per class hour of actual time spent in class instruction.

Many of the summer school courses are remedial or makeup in nature. Others are for enrichment or for more advanced students at the secondary level to cover the work of required courses, thus leaving the participants leeway to take desired electives during the following regular school term.

Effective teaching in summer school classes requires that:

1. Class work be planned according to the purpose for which each class group is organized.

2. Attendance be kept, and good attendance be required, in order to accomplish the proposed goal(s).

Records of attainment by pupils be kept and necessary reports issued and filed at the end of the term.

Class periods be held for the allotted time each day.

TUITION REIMBURSEMENT
Tuition reimbursement only applies to tenured staff members.

Tier I: The tuition reimbursement rate for approved coursework in Tier I shall be $165 per credit hour for a maximum of nine (9) credit hours per fiscal year. Tier I is defined as Reading, Core Content Area (i.e. English, Mathematics, Social Studies, Science) Industrial Technology, Bilingual Special Education, Early Childhood Special Education, School Counseling and English as a Second Language. Employees in a District-approved Tier I cohort program shall be reimbursed at $165 per credit hour for a maximum of fifteen (15) hours per fiscal year.

Tier II: The tuition reimbursement rate for approved coursework in Tier II shall be $85 per credit hour for a maximum of nine (9) credit hours per fiscal year. Tier II is defined as Master of Teaching, Curriculum & Instruction and Educational Leadership.

Tier III: The tuition reimbursement rate for approved coursework in Tier III shall be $70 per credit hour for a maximum of nine (9) credit hours per fiscal year. Tier III is defined as District approved coursework outside of Tier I and Tier II.
**WRITING/CURRICULUM WORK**
When the need arises and funds are available in District 300, there may be opportunities for staff members to put concerted effort into the development of various types of resource units and other curricular materials. Any proposed units must first be approved through the appropriate building administrator or through the central office.

All approved projects will be posted.

Remuneration will be at an hourly rate. Each project will be assigned a number of hours; these hours will be paid at the established rate.

**NATIONAL CERTIFICATION**
Members of the bargaining unit who have achieved and maintained 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. Such extra pay shall be awarded as long as criteria and standards do not substantially change from those set forth in 1998. Current NBC teachers and teachers who achieve National Board Certification by March 1, 2013 will be eligible for extra pay as set forth in Appendix E. Any teacher who decides by March 1, 2013 not to continue pursuing this certification will be reimbursed for personal certification-related expense up to $1,200. This payment will continue until the expiration of their current certificate.
### APPENDIX E – EXTRA PAY PAY SCALE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Competitions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Problem Solving/Odyssey Mind</td>
<td>912.90</td>
<td>922.03</td>
<td>931.25</td>
</tr>
<tr>
<td>Scholastic Bowl (9-12)</td>
<td>Lane H</td>
<td>Lane H</td>
<td>Lane H</td>
</tr>
<tr>
<td>Speech Debate (9-12)</td>
<td>Lane H</td>
<td>Lane H</td>
<td>Lane H</td>
</tr>
<tr>
<td>Speech Individual Events (9-12) Head Coach</td>
<td>Lane H</td>
<td>Lane H</td>
<td>Lane H</td>
</tr>
<tr>
<td>Speech Individual Events (9-12) Assistant</td>
<td>Lane I</td>
<td>Lane I</td>
<td>Lane I</td>
</tr>
<tr>
<td>Speech Drama Group Interpretation (9-12)</td>
<td>514.08</td>
<td>519.22</td>
<td>524.41</td>
</tr>
<tr>
<td>Student Congress (9-12) Head Coach</td>
<td>Lane H</td>
<td>Lane H</td>
<td>Lane H</td>
</tr>
<tr>
<td>Student Congress (9-12) Assistant</td>
<td>Lane I</td>
<td>Lane I</td>
<td>Lane I</td>
</tr>
<tr>
<td>Worldwide Youth in Science (WYSE)</td>
<td>Lane H</td>
<td>Lane H</td>
<td>Lane H</td>
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<tr>
<td><strong>Activities, After school Recreation (K-12) Per Hour 60 Hour Max.</strong></td>
<td>24.48</td>
<td>24.72</td>
<td>24.97</td>
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<tr>
<td><strong>Activities, Middle School Coordinator</strong></td>
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<td></td>
</tr>
<tr>
<td>Art Exhibits, (9-12) Art Teachers</td>
<td>703.80</td>
<td>710.84</td>
<td>717.95</td>
</tr>
<tr>
<td>Art Exhibits, (6-8) Art Teachers</td>
<td>703.80</td>
<td>710.84</td>
<td>717.95</td>
</tr>
<tr>
<td><strong>Athletics Coaching</strong></td>
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<td></td>
</tr>
<tr>
<td>Baseball (HS) Asst. &amp; IHSA Summer Baseball</td>
<td>Lane F</td>
<td>Lane F</td>
<td>Lane F</td>
</tr>
<tr>
<td>Baseball (HS) Head</td>
<td>Lane B</td>
<td>Lane B</td>
<td>Lane B</td>
</tr>
<tr>
<td>Basketball (HS) Head Girls</td>
<td>Lane A</td>
<td>Lane A</td>
<td>Lane A</td>
</tr>
<tr>
<td>Basketball (HS) Asst. Boys</td>
<td>Lane D</td>
<td>Lane D</td>
<td>Lane D</td>
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<td>Bowling (HS) Head</td>
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<td>Cheerleader Coach (MS)</td>
<td>Lane H</td>
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<td>Cheerleader Coach, Asst., Winter (HS)</td>
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<td>Cheerleader Coach, Fall (HS)</td>
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<td>Cheerleader Coach, Winter (HS)</td>
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<td>Dance Team Coach, Asst. Fall (HS)</td>
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<td>Track (HS) Indoor Asst.</td>
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<td>Class Sponsor Sophomore Class</td>
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<td>Class Sponsor Freshman Class</td>
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<tr>
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<td>Music High School, Orchestra</td>
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<td>Music High School, Vocal</td>
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<td>Music Middle School, Orchestra</td>
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<td>Music Middle School, Vocal</td>
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<td>Pupil Groups/Clubs Long or Short Term Per Hour Max</td>
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<td>Pupil Groups-Nat. Honor Society (9-12)</td>
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<td>Pupil Groups-Student Council (9-12)</td>
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<td>Inclusion Facilitator</td>
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<td>Music Librarian Orchestra</td>
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*Teaching Overload & Salary/Grant/Tuition Reimbursement Items Listed On Extra Pay Schedule*
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<td>Teaching Changing Classrooms (involuntary) See</td>
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<tr>
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<td>Testing Summer Speech Screening Per Hour</td>
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<td>36.42</td>
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<tr>
<td>Writing/Curriculum Work (Building Level) Per Hour Minimum</td>
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<tr>
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</tr>
<tr>
<td>Yearbook Sponsor Video (9-12)</td>
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<tr>
<td>Yearbook (Elementary), School below 500 reenrollment</td>
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<tr>
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### APPENDIX F - EXTRA PAY LANE SCHEDULE

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<td>674</td>
<td>681</td>
<td>688</td>
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**Step I** Those teachers new to District 300 or new to activity.

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

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

**Step II**

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.
APPENDIX G - 2012-2013 CERTIFIED SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Step</th>
<th>Without Board Paid TRS</th>
<th>With Board Paid TRS</th>
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</thead>
<tbody>
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<td></td>
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<td>$41,202</td>
</tr>
<tr>
<td>2</td>
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<td>$41,853</td>
</tr>
<tr>
<td>4</td>
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<td>$43,811</td>
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<tr>
<td>7</td>
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<td>$45,116</td>
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<tr>
<td>8</td>
<td>$42,942</td>
<td>$45,767</td>
</tr>
<tr>
<td>10</td>
<td>$43,811</td>
<td>$47,072</td>
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<tr>
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<td>$55,769</td>
</tr>
<tr>
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<td>$48,377</td>
<td>$57,073</td>
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<tr>
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<td>$58,378</td>
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<tr>
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<td>$59,683</td>
<td>$61,313</td>
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<td>$60,987</td>
<td>$62,618</td>
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<tr>
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<td>$63,922</td>
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<tr>
<td>17</td>
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<td>$65,227</td>
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<td>$72,619</td>
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<td>$73,707</td>
</tr>
<tr>
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<td>$74,794</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>MA-15</th>
<th>MA-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-18</td>
<td>18</td>
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</tr>
<tr>
<td>19</td>
<td>19</td>
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<tr>
<td>20-22</td>
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<tr>
<td>23-25</td>
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</tbody>
</table>

Member’s on a step that cannot advance on the salary schedule will receive a 3%, 2% and 3% increase to their base salary for the 2012-2013 (3%), 2013-2014 (2%) and 2014-2015 (3%) school year respectively.
### APPENDIX G - 2013-2014 CERTIFIED SALARY SCHEDULE

<table>
<thead>
<tr>
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<th>Without Board Paid TRS</th>
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<tbody>
<tr>
<td></td>
<td>BA</td>
<td>BA+15</td>
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<tr>
<td>1</td>
<td>$39,897</td>
<td>$41,202</td>
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<td>$41,853</td>
</tr>
<tr>
<td>4</td>
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<td>$63,922</td>
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</tr>
<tr>
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<td>$70,444</td>
</tr>
<tr>
<td>22</td>
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<td>$71,532</td>
</tr>
<tr>
<td>23</td>
<td>$68,379</td>
<td>$72,619</td>
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<tr>
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<td>$73,707</td>
</tr>
<tr>
<td>25</td>
<td>$69,467</td>
<td>$74,794</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>MA-15</th>
<th>MA-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-18</td>
<td>18</td>
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<tr>
<td>19</td>
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<td>20-22</td>
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</tr>
<tr>
<td>23-25</td>
<td>21</td>
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</tr>
</tbody>
</table>

Member’s on a step that cannot advance on the salary schedule will receive a 3%, 2% and 3% increase to their base salary for the 2012-2013 (3%), 2013-2014 (2%) and 2014-2015 (3%) school year respectively.
### APPENDIX G - 2014-2015 CERTIFIED SALARY SCHEDULE

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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:

<table>
<thead>
<tr>
<th>Step</th>
<th>MA-15</th>
<th>MA-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-18</td>
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<tr>
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</table>

Member's on a step that cannot advance on the salary schedule will receive a 3%, 2% and 3% increase to their base salary for the 2012-2013 (3%), 2013-2014 (2%) and 2014-2015 (3%) school year respectively.
## APPENDIX G - 2012-2013 NON-CERTIFIED SALARY SCHEDULE

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### APPENDIX G - 2013-2014 NON-CERTIFIED SALARY SCHEDULE

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### APPENDIX G - 2014-2015 NON-CERTIFIED SALARY SCHEDULE

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APPENDIX H – COURSE APPROVAL FORM

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. Under 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 pdhcredit@dxm.org

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<th>Coursework-List</th>
<th>Type</th>
<th>FDU Credit</th>
<th>Semester Hours</th>
<th>Tuition Reimbursement Year (optional)</th>
<th>Anticipated Lane Change Information (e.g. 94% = 94% M/A)</th>
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<td>(e.g. 94% = 94% M/A)</td>
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**Fiscal Year is determined by class start date July 1st to June 30th**

*Tier 1: Masters in Reading, Masters School Counseling, Masters in a core content area (English, Mathematics, Social Studies, Science, Environmental Science - industrial Technology, Bilingual Special Education, Early Childhood Special Education, Bilingual and English as a Second Language).
Maximum 9 semester hours per fiscal year - $105 per semester hour.

*Tier 1A: District-identified cohort program (See list on District website under Professional Development)
Maximum 15 semester hours per fiscal year - $105 per semester hour.

*Tier 2: Master or Teaching, Curriculum & Instruction, Educational Leadership.
Maximum 9 semester hours per fiscal year - $105 per semester hour.

*Tier 3: Coursework outside of Tier 1 and Tier 2 (individual courses or doctoral programs) Doctoral programs in C.A. 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 or 3 areas: classroom, building, or district.
Maximum 9 semester hours per fiscal year - $75 per semester hour.

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For District Use only

Approved for Credit: [ ]
Approved for Tuition Reimbursement: [ ]
Denied: [ ]
Reason: 

Approval Signature: 

Date: 

rev 8/21/2012
This appendix is included for reference purposes. It is possible this appendix could be changed during the life of this agreement. Therefore, if looking for the most recent copy of this administrative regulation/procedure, you would need to contact the Administration Center.

**Administrative Procedure 5:80-AP**

General Personnel

Administrative Procedure - Investigation by an Outside Agency

Procedure for interviewing staff when being investigated by an outside agency

1. Except in cases of emergency, the investigating agency shall give at least 24 hours advance notice to the District of their presence on school grounds. Staff being interviewed may have legal counsel, a union representative, and/or an administrative representative present during an interview session held on District property.

4. District 300 may have legal counsel present during any interviews with employees held on school property.

5. Students that may be interviewed in connection with the investigation of an employee shall not be interviewed at school unless the parent is notified and/or present for the interview session, except in cases where DCFS is the investigating agency or a law enforcement official is conducting the investigation, in which case 5:90-AP (Reporting Abused and Neglected Children) shall apply.

6. All investigations are to be conducted in such a manner that the school environment and learning process are not disrupted.

7. Agencies conducting the investigation will not have access to the employee’s personnel file unless proper legal documentation requesting said files is presented to the Director of Human Resources. (This procedure can only be waived by written authorization from the employee being investigated or by authority of a subpoena.)

The above procedures may be modified by the Superintendent or designee if it appears that the immediate safety or well-being of a child is endangered, that the family may flee or the child may disappear.
APPENDIX J

ADMIN. REG. 5:30-AP6 – JUST CAUSE STANDARDS

This appendix is included for reference purposes. It is possible this appendix could be changed during the life of this agreement. Therefore, if looking for the most recent copy of this administrative regulation/procedure, you would need to contract the Administration Center.

Administrative Procedure 5:30-AP6

General Personnel

Administrative Procedure - Disciplinary Procedures

The purpose of this regulation is to ensure that supervisors and employees are aware of some general principles and procedures that address employee discipline. In addition to what is discussed here it is important to note that the majority of the District’s employees are members of bargaining units and their agreements address disciplinary procedures. If you are dealing with a situation you feel may result in a dismissal and/or some form of suspension, Human Resources should be notified.

A. Classes of Employees.
Employees are generally considered to be supervisors, members of a bargaining unit, exempt and/or non-exempt. Supervisors are generally considered to be those who may evaluate performance and recommended employment, retention or dismissal. A member of a bargaining unit is one whose terms and conditions of employment are set forth in a negotiated agreement (contract). A member of a bargaining unit need not be a dues paying member of the organization. The key is that the position is covered by the negotiated agreement. A non-exempt employee is one who is in a position not covered by a negotiated agreement. Most supervisors and managers are exempt by definition of The Fair Labor Standards Act (FSLA). Other employees are exempt by agreement with the union, by law or due to the fact they have not been organized into a union. A supervisor should be aware of the status of an employee as well as the terms of the agreement under which the employee works.

B. Rights.
Rights derive from a person’s citizenship, special status (protected group) and the agreement under which they are employed. You will most often be concerned with contractual and special status rights. There is a pecking order. The directions of a supervisor may be superseded by Board Policy, Board Policy by a Negotiated Agreement, and the law supersedes them all. A supervisor may direct an employee to do something, or do something to an employee, as long as it does not violate the Constitution, the law, the negotiated agreement or policy. It is the supervisor’s
responsibility to know what is correct. When in doubt, ask.

A member of a protected group is generally one who is older than 40, disabled, a female or a minority. Some general rules of thumb:

1. One may not treat a member of a protected group differently than the rest of the employee group without cause. The burden of proof is on the supervisor.

2. If an individual requests an accommodation (job modification) due to special circumstances, it must be granted as long as it is reasonable. For example, if a custodian becomes pregnant and asks to be excused from heavy lifting for a period, it will be granted until the person is back to full duty.

3. Employees are not to be required to deal with situations out of the bounds of their normal job assignment, and supervisors have a pro-active duty to see that these situations do not occur. This means one must act to prevent harassment.

A. Due Process. Supervisors need to be aware of due process in dealing with disciplinary situations. In general the employee needs to be made aware that there is a problem with her/his performance and be given a reasonable opportunity to correct the behavior. Progressive discipline is the District standard and consists of the following elements:

   1. Verbal Warning. This is usually a conference to determine reasons for behavior and knowledge of the proper behavior and/or desired level of performance.

   2. Written Warning. This is a reprimand that goes into the employee’s file. The usual format goes like “I want to ensure you understand …” or “This is to confirm our conversation of …”

A. Be sure you cover the key points you want done, stopped or improved.

B. The employee must sign the letter and the statement “My signature means that I have seen this memo and understand that I have the right to attach a written response to the copy in my personnel file” should precede the signature line.

C. Employees have one official file. Supervisors should not create an additional one. Having such things as Complaint File, Concerns, is all right.

D. Certain situations require immediate action. The requirements of progressive discipline may be waived.
1. Suspension. The Board of Education hires and fires. Supervisors recommend. To reduce an employee’s pay, one must have proper authorization. That means the Board must approve a recommendation to reduce or stop compensation.

2. Dismissal. Unless an individual is a probationary employee, the supervisor needs to be prepared to show cause. Either a specific act is so heinous it warrants immediate dismissal (rare) or the dismissal is the result of chronic (paper trail) misbehavior or poor performance. The final page of this regulation contains a list of guidelines arbitrators use to determine if just cause requirements have been met.

A. Probationary Employees. There is generally no requirement that due process be used with probationary employees. However, fairness and reasonableness should characterize how these individuals are evaluated for continued employment. A certain need to train new employees should be assumed. How much will vary from position to position. Our attitude should be that a lack of knowledge may be corrected, but attitudes are less amenable to change. Attendance is a key indicator of attitude. With the exception of experience and training influences, we are probably seeing the employee at their best during probation.

TESTS FOR JUST AND PROPER CAUSE

1. Did the agency give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee’s conduct?

2. Was the agency’s rule or managerial order reasonably related to the orderly, efficient and safe operation of the business?

3. Did the agency, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?

4. Was the agency’s investigation conducted fairly and objectively?

5. At the investigation, did the “judge” obtain substantial evidence or proof that the employee was guilty as charged?

6. Has the agency applied its rules, orders and penalties evenhandedly and without discrimination to all employees?

7. Was the degree of discipline administered by the agency in a particular case reasonably related to (a) the seriousness of the employee’s proven offense and (b) the record of the employee in his or her service with the agency?
APPENDIX K

PROFESSIONAL DEVELOPMENT CREDIT

Frequently Asked Questions

What are the differences between PDU’s, CPDU’s and CEU’s?
PDU’s (Professional Development Units) are calculated as lane change credit. 15 hours (CPDU’s) = 1 PDU. These are used towards advancement on the salary schedule. CPDU’s (Continuing Professional Development Units) are calculated as clock hours. CPDU’s are credits awarded for participation in a broad range of activities (see ISBE website for more information). These are used for teacher recertification. CPDU’s may accumulate to earn PDU credit provided they meet district criteria and pre-approval has been submitted.

CEU’s (Continuing Educational Units) are a measurement used in continuing professional development to award credit for participation in workshops, seminars, conferences, etc., that require some form of response, interaction, or participation by those attending. CEU’s are used for teacher recertification.

What type of activities can be used for PDU credit?
Courses – must be related to your current teaching assignment
Workshops
Conferences
Professional Literacy Circles

How do I receive PDU credit?
A pre-approval form must be submitted to the Central Office.

No professional growth credit will be granted for activities conducted during the contractual workday or for activities for which one is paid a stipend.

The course/activity must be related to current teaching position.

Courses must be offered through an institution with North Central Accreditation.

You must submit a copy of the certificate of completion, usually signed by the instructor or provider representative, stating the duration of the session (clock hours). This certificate must be submitted to the Central Office in order to receive credit.

How much credit equals a PDU?
1 (one) PDU = 15 CPDU’s (clock hours)
PDU’s are calculated in halves or whole amounts. You may receive any number of actual clock hours for a course/workshop/conference/activity. Any hours less than 7.5 hours will be credited once you have accumulated at least 7.5 hours.

**Do I need to have anything pre-approved by the District before I attend a Professional Development activity?** Yes. You must submit a Course Pre-Approval for Lane Change Credit form prior to the start date of the activity/course in order to receive credit. For tuition reimbursement eligibility you must submit the form prior to the cutoff date (referenced on the form) for the semester you will be attending.

**Include:** A description of the course/workshop/activity (from a catalog or on-line), provider identification, number of contact or credit hours, and an impact statement – how the course/activity will impact student achievement in your classroom. Pre-approval forms are available on SharePoint under Professional Development.

**How will I know how may PDU’s I have accumulated?**
Each time you submit a Certificate of Completion or documentation of PDU credit to the Central office, you will receive a summary sheet. This sheet will not include college or university credit. College or university credit is maintained in Human Resources.

**What do I need to do to advance on the salary schedule?**
Make sure that all official transcripts are on file with Human Resources. Request a copy of your PDU Credit summary sheet from the Central Office, and submit to Human Resources. The combination of transcript credit and PDU credit will be reviewed for lane advancement at the request of the teacher. Lane movement can only occur once a year.

**Who can I contact if I have questions about courses/workshops, PDU’s or lane change credit?**
Human Resources 847-551-8490
LETTER OF AGREEMENT PAYMENT FOR SIX ACADEMIC HIGH SCHOOL CLASSES (2012-2013 SCHOOL YEAR)

High school teachers (excluding PE and music) teaching a sixth (6th) assignment for the 2012-2013 school year shall receive a one-time, extra pay stipend in an amount up to $2,200. High school teachers who work a combination of PE and other subjects will receive a prorated stipend based upon their non-PE assignment. The total amount of stipends paid cannot exceed $90,000.

LETTER OF AGREEMENT PAYMENT REGARDING TRANSFERS

During the second semester of the 2012-2013 school year, an equal number of Administration and LEAD 300 members will meet to negotiate Article XV Transfer.