

**BARRINGTON CUSD 220 BEA  
CONTRACT AGREEMENT**

**2023-2024 through 2027-2028**



**Contract Agreement between the Board of  
Education of Barrington Community Unit School  
District 220**

**And the**

**Barrington Education Association, IEA-NEA**

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## **AGREEMENT**

THIS AGREEMENT is entered into this 17th Day of October 2023, by and between the BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 220 OF LAKE, KANE, COOK AND McHENRY COUNTIES, ILLINOIS (hereinafter referred to as the “Board”) and the BARRINGTON EDUCATION ASSOCIATION, IEA-NEA (hereinafter referred to as the “BEA”).

## **PREAMBLE**

The Board and the BEA recognize that the ultimate aim of public schools is to provide the best education possible for students in the District. Attainment of these educational objectives is a joint responsibility of the Board, the administrative and supervisory staff, and the professional teaching personnel, and requires staff participation in the consideration of matters defined as negotiable in Article II, Section 2 of this Agreement.

Attainment of educational objectives of the District also requires mutual understanding and cooperation among the Board, the administrative and supervisory teaching personnel. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations leading to the determination of matters defined as negotiable in Article II, Section 2 of this Agreement.

It is recognized that teaching is a profession requiring specialized educational qualifications and that the success of the educational program in the District depends upon the maximum utilization of the abilities of Educators and professionally licensed personnel, hereinafter referred to as Educators” who are reasonably well satisfied with the conditions under which their services are rendered. As evidence of its acceptance of the professional rights and responsibilities of Educators, the BEA has endorsed the Uniform Code of Ethics of the Education Profession. (see Appendix A).

## **ARTICLE I RECOGNITION**

### **Section 1. BEA Members**

The Board of Education of Barrington CUSD 220 recognizes the Barrington Education Association, IEA-NEA as the sole representative for the purposes of collective bargaining, as herein set forth for all full and part-time licensed personnel, physical therapists and occupational therapists, excluding substitute Educators, the members of the

administrative team and other supervisory employees having the authority to hire, transfer, promote, terminate, or make effective recommendations concerning other employees.

## Section 2. BEA Members Defined

Licensed personnel, “staff member” or “Educator” as used here and elsewhere in this Agreement designates those persons represented by the BEA as provided in this Article. Licensed personnel includes personnel employed in a position for which a professional educator license is required under the School Code.

## Section 3. BEA as Sole Bargaining Unit in Negotiations Matters

For the duration of this Agreement, the Board agrees not to negotiate with any Educators’ organization other than the BEA on matters defined as negotiable in Article II, Section 2, of this Agreement. Further, the Board agrees not to negotiate with any Educator individually during the duration of this Agreement on matters defined as negotiable in Article II, Section 2, of this Agreement.

## Section 4. Negotiations

Each party in any negotiation will select whomever it wishes to represent it in negotiations as its negotiating representative(s), provided that the Board will not select a Educator as its representative. Negotiations will begin no later than March 15, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties. During negotiations, agreed-upon material will be prepared for the Board and the BEA and signed prior to adjournment of the meeting at which agreement was reached. When the BEA and Board reach tentative agreement on all matters being negotiated, the tentative agreements will be reduced to writing and submitted to the membership of the BEA for ratification and to the Board for official approval. Upon ratification by both parties, the agreements will become a part of this Agreement. If an agreement is not reached, the process and procedures set forth in the Illinois Educational Labor Relations Act and the rules and regulations of the Illinois Educational Labor Relations Board will apply.

# **ARTICLE II Definition of Responsibilities and Rights**

## Section 1. Responsibility of the Board

The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois; provided, however, that the Board will abide by the terms and conditions of this Agreement.



## Section 2. Bargaining in Good Faith

It is the mutual responsibility of the Board and the BEA to meet at reasonable times and negotiate in good faith with respect to a professional negotiations agreement, salaries, fringe benefits, grievance procedures, and all terms and conditions of employment.

## Section 3. Tentative Agreements

It is the mutual responsibility of the Board and the BEA to confer upon their respective representatives the necessary power and authority to make proposals in the course of negotiations, and to reach tentative agreements which will be presented to the Board and BEA, respectively, for ratification.

## Section 4. Rights

Licensed personnel will have the right to form, join, support, or assist professional representatives of their own choosing and to engage in other activities, individually or in concert, for the purpose of establishing, maintaining, protecting or improving conditions of professional service and other educational standards. Licensed personnel will also have the right to refrain from any of the aforementioned activities.

## Section 5. Labor Management Committee

In the interest of fostering a positive relationship, the parties agree to continue the Labor-Management Committee, composed of an equal number of Educators appointed by the BEA and an equal number of Board members and Administrators. The purpose of the committee is to seek resolution to matters of mutual concern. Each year the committee will discuss the calendar for the upcoming school years. The committee members may invite others to attend their meetings.

The Labor Management Committee will review proposed school calendars with a view to making recommendations to the Board at least sixty (60) days prior to adoption by the Board.

## Section 6. Comparison School Districts

While no two schools and no two communities are identical, the Board of Education and Barrington Education Association realize that comparisons to other schools and other school districts are inevitable and can serve as a positive evaluation tool. The Board, District Administration, hereinafter referred to as "Administration," and BEA agree that to be fair, one single group of schools should be used for all comparisons: staff, academic, financial, and other. The Administration supports the recommendation of the following twenty-six (26) Districts as a reference group:

## Unit School Districts

- # 95 Lake Zurich
- #203 Naperville
- #300 Dundee
- #205 Elmhurst
- #200 Wheaton-Warrenville

High School Districts with their Elementary Feeder Districts (Two Elementary Districts with largest enrollment).

- #113 Highland Park/Deerfield  
#109 Deerfield  
#112 North Shore
- #125 Stevenson  
# 96 Kildeer  
#102 Aptakisic-Tripp
- #155 Crystal Lake  
# 26 Cary Community Consolidated  
# 47 Crystal Lake Community Consolidated
- #203 New Trier  
# 36 Winnetka  
# 39 Wilmette
- #211 Palatine  
# 15 Palatine  
# 54 Schaumburg
- #214 Arlington Heights  
# 21 Wheeling  
# 59 Elk Grove
- #225 Glenbrook  
# 28 Northbrook  
# 34 Glenview

## **ARTICLE III Professional Qualifications, Assignments and General Working Conditions**

### Section 1. Educator Limitations

No Educator will be required to teach outside the limits of the Educator's license.

## Section 2. Notification of Assignment

All Educators will be given written notice of their assignments for the forthcoming year as soon as possible but in no event later than May 15 of each school year. In the event that changes in such assignments or schedules are proposed, a reasonable effort will be made to inform all Educators affected, including a notice by certified mail if necessary. In no event will changes in Educators' assignments be made later than the July 15th preceding commencement of the school year, unless an emergency situation requires otherwise, and the BEA will be so notified in each instance. Further, the Educator will be allowed to resign if the Educators' assignment is changed after July 15th, and if such change is not acceptable to the Educator.

If a position opens up after assignments are given on May 15th, a position will only be opened to internal applicants if available after recall rights are exhausted. The position will be internally posted and all internal applicants that meet the qualifications for the position will be granted an initial interview.

## Section 3. Internal Applications and Transfers

A currently employed educator has the opportunity to submit an internal application to apply for a posted position at a different school building or within the same building. If the applicant meets the necessary qualifications, they will be granted an initial interview. Educators who submit applications will be guaranteed an interview if they meet the requirements for licensure and the criteria for the vacant position as established by the Board. Such vacancies will be adequately publicized, which will mean, as a minimum, that a notice will be posted on the District's web site website ([www.barrington220.org](http://www.barrington220.org)) and via the e-mail system to all licensed staff clearly setting forth a description of, and the qualifications for, the position and including the duties and salary.

Involuntary transfers will not be made for wholly arbitrary and capricious reasons. Prior to making any involuntary transfers, the Administration will make a reasonable effort to affect transfers voluntarily. In the event more than one applicant volunteers for a transfer and the applicants are deemed equally qualified and competent, length of service in the District will control. Transfers that result because of attendance center, pupil organization, and/or enrollment changes also will be made pursuant to the provisions of this Section.

## Section 4. Job Shares

A tenured Educator may, at the discretion of the Board, obtain a leave of absence to participate in a District job-sharing arrangement. The leave is restricted to one specific school year and may not be divided between school years. At the Educator's request, and with Board approval, the leave may be extended to include the following school year. An Educator in a job-sharing position may return to full-time employment only at the beginning of a school year, provided the Educator has notified the District in writing of the desire to do so prior to February 1.

The responsibilities of an assignment by two (2) job sharers may be divided according to a plan designed by the job sharers, with the concurrence of their immediate supervisor. This plan will include, but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, District meetings, parent conferences, and field trips.

Participants in job-sharing positions will be placed appropriately on the Educators' salary schedule and salaries will be prorated according to the time worked. Employees in job-sharing positions will receive salary step movement at the start of the school year following the accumulation of the equivalency of the one year of full-time service. Participants in job-sharing positions will receive a prorated amount of insurance and leave benefits. Contributions to the Illinois Teachers' Retirement System will be proportionate to the time served and salary earned. During the period of time spent in a job-sharing position, the seniority credit of the Educators will accrue in proportion to the time worked.

The application and proposed plan for a job-sharing leave must be approved by the immediate supervisor and submitted to the Superintendent or designee by February 1st preceding the school year for which the leave is intended.

#### Section 5. Parent Complaints Regarding Educator Conduct

Any complaint or concern communicated by a parent/guardian to Administration regarding Educator conduct will be brought to the attention of the Educator involved, as soon as practicable under the circumstances, unless advised otherwise by law enforcement, DCFS, or District 220 legal counsel. When deemed appropriate by all parties involved, Educator-parent, Educator-parent-administrator, and/or Educator-Board-parent conferences may be scheduled.

#### Section 6. Educator Working Conditions

Educators will not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

#### Section 7. Class Size Workload Guidelines

The Board and the BEA share a commitment to excellence in education for the students of this community. The parties agree that K-5 class size for regular and special subject Educators is an important aspect of an effective educational program and is directly related to the volume of an Educator's work. The Board will make a special effort (consistent with its community commitment and its total educational effort) to maintain effective class sizes not to exceed twenty-nine (29). The class size workload of educational professionals should reflect the nature and intensity of students' special needs. Students with IEPs will be included equally insofar as possible among regular class sections and as appropriate for the students' individual needs. Special education class size and the workload of special education professionals will be in compliance with state/federal regulations and the District's special education workload plan. In a case in which an Educator determines in his/her professional judgment that his/her class size may possibly diminish

achievement of an excellent educational program, the Educator will be granted a conference regarding the matter with the principal/ or Director of Student Services and efforts will be made by all concerned to find an equitable resolution of those situations which merit consideration.

In the event that the pupil contact exceeds twenty-nine (29) students in each subject, the Board will enact one of these two options: (A) Classroom Educators will be compensated at 1/145th of the Educator's base salary for every student in excess of twenty-nine (29) enrolled in each subject; or (B) assign a classroom assistant during the time when that subject is taught. However, this provision will not operate to exclude any voluntary experimental education arrangements (e.g., large group instruction, flexible modular scheduling, etc.).

#### Section 8. Students with Specialized Plans

For all students receiving specialized services, IEP/504 meetings will be scheduled within the school day insofar as staff and parents are mutually agreeable. Virtual meetings will be made available, at parent request. Class coverage will be provided for those Educators identified by State rules and regulations as needed for the IEP/504 Meetings.

All educators that will be servicing a student with a specialized plan (e.g., IEP, 504, MTSS, BIP, Health Plans etc.) will be provided relevant information, by the student's case manager, prior to the student's start in their class, to help support that child's identified needs. In unexpected situations (e.g., a new student with an IEP, a last-minute schedule change, etc.), the student's case manager will provide relevant information as soon as reasonably possible. Educators are expected to be knowledgeable about included students' needs and provide adaptations as required and/or needed.

#### Section 9. School Nurse Coverage

The Board will provide a nurse for each school during the regularly scheduled hours for pupil attendance except for an established daily designated duty-free lunch period determined by the principal. During this duty-free lunch, where the nurse is free to leave the building, the nurse's office will not be staffed with a nurse, but medical needs during that time will be addressed through the principal or designee. Health offices with more than one (1) nurse will be staffed by a nurse throughout the entire school day. If for extenuating circumstances, a nurse cannot take lunch, a timesheet will be completed, and compensation will be provided for working during said duty-free time at the rate of Internal Substitute pay.

#### Section 10. School Day for Students

The school day for students will be as follows: High School will be 447 consecutive minutes per day (no more than 473 minutes on one Wednesday per month, designated for specialized job alike District-level PD meetings); Middle School will be 415 consecutive minutes per day (385 Minutes on Wednesday); Elementary School will be 400

consecutive minutes per day (370 minutes on Wednesday); Pre-K and Kindergarten will be 150 minutes per AM and PM sessions (120 minutes on Wednesday); and Extended Day Kindergarten will be 340 minutes per day (310 minutes on Wednesdays). The regularly scheduled day for Educators in the Extended Kindergarten Program will end ten (10) minutes after the end of the regular afternoon kindergarten session. Start and end times will be approved by the Board at the same meeting in which the Board approves the calendar for the upcoming school year. Start times at any school will not be scheduled before 7:00 or end after 4:00. The Board will maintain like start/stop times for schools of the same level (i.e., all elementary schools or all middle schools). The Board agrees to meet with the BEA to discuss the reasons for the need to vary the start/stop times sixty (60) days prior to the Board meeting in which the calendar for the upcoming school year is approved.

#### Section 11. Instructional Assignment During Preparation Time

Internal Substitutes: Any Educators who forfeit their contractual personal plan/lunch period to accept an instructional assignment will be compensated at the rate set forth in Article 18 Section 3.

Non-Voluntary Substitution: Non-voluntary substitution or coverage of classes of an absent Educator will be required only if necessary to provide adequate coverage of classes or to prevent interruption of the instructional program, to address an immediate student need and only with the acquiescence and knowledge of the principal or designee. This also includes educators who combine classes at the request of administration. Any Educator who accepts such a class which requires forfeiture of a preparation period will be reimbursed at the rate set forth in Article 18 Section 3.

Partial-Week/Partial-Semester Classes: Educators who forfeit their personal plan/lunch period to accept an instructional assignment which requires the staff member to prepare an instructional lesson plan, perform assessment duties, and communicate with parents will be paid at the rate of 20% of their per diem for each day of scheduled instruction (e.g., a class that occurs 1-2 days a week or daily for less than a full semester)

Daily Semester Class: Educators who forfeit their personal plan/lunch period to accept an instructional assignment which meets daily for a semester or more will have their FTE adjusted.

#### Section 12. Work Year

The work year shall consist of 182 days for employee attendance. One (1) staff development day will be scheduled within the final two (2) weeks of the first Pre-K-5 grading period and one (1) staff development day will be scheduled within the final two (2) weeks of the second Pre-K-5 grading period.

The District reserves the right to add an additional day for employee attendance. This additional day shall be used for staff development and not as a student attendance day. If established, the 183rd day shall be paid per diem.

### Section 13. School Improvement Days

Starting with the 2024/2025 school year, three (3) early release days, scheduled evenly throughout the school calendar, will be given as School Improvement Days (SIP Days) and are for teachers and staff to review student data, plan instruction, and engage in development aligned with school priorities. The student attendance day will be two hours and forty-five minutes. Educators will have a forty-five-minute lunch, and each SIP day will be a total of 3 hours and 15 mins.

### Section 14. District Induction and Mentoring Program

New hires will be required to participate in the following District onboarding and orientation activities:

1. New Hire Onboarding week prior to the school year starting. This week shall not exceed twenty(20) hours at a rate of pay to be determined by the Board.
2. New hire Human Resources Orientation day, without pay.
3. New hire ongoing two (2) year school mentoring program. All activities outside of the contractual day will be paid through flex time.

An Educator that has left the district and returned will be required to participate in portions of the above activities as identified by the Director of Learning Services and the staff member's direct supervisor.

An Educator that starts after the school year begins will be provided with a modified induction program, as determined by the Director of Learning Services.

### Section 15. Modification of Educator Work Day

Any Educator whose work day is adjusted (scheduled earlier or later) from the normal Educator work day will be given advance notice and the opportunity to decline such a schedule if a less senior, but qualified, Educator is available. No work day schedule will be modified by more than sixty (60) minutes unless approved by the BEA. Before any modification of a schedule is made, potential modifications will be discussed with the BEA. If it is determined by the Administration and the BEA that the work day for a position is to be modified, the modified position will be posted in the normal prescribed manner.

### Section 16. Educator Workday

Pre-K and Elementary: Wednesday is an early release for students. The student day will end thirty (30) minutes earlier than the standard day. The Educator work day will end up to seventy (70) minutes after the end of the student day.

Middle School: Wednesday is an early release for students. The student day will end thirty (30) minutes earlier than the standard day. The Educator work day will begin up to seventy (70) minutes before the student day each Wednesday of the month, except one Wednesday per month designated for District-level Professional Development, hereinafter referred to as “PD,” meetings. The Wednesday PD schedule, agreed upon by the BEA President and the Assistant Superintendent of

HR, will be published by May 1 of each school year for the following school year. Every effort will be made to schedule the same Wednesday every month. On the District-level PD Wednesday each month, the Educator workday will start ten (10) minutes before the student day and end up to seventy (70) minutes after the end of the student day. Educators that do not have a professional development meeting after school on the District-level PD Wednesday may participate in a before school professional development meeting.

High School: The Educator workday will begin up to thirty-five (35) minutes before the student day except one Wednesday per month designated for District-level PD meetings for specialized job alike. The Wednesday and Friday PD schedule will be published by May 1 of each school year for the following school year. Every effort will be made to schedule the same Wednesday every month. In the event that District-level PD must be held after school on Wednesday, the Educator workday will start five (5) minutes before the student day on Wednesday and Friday of the same week and end up to sixty (60) minutes after the end of the student day on Wednesday. Educators who do not have a professional development meeting after school on the District-level PD Wednesday may participate in a before school professional development meetings.

## Section 17. Parent-Teacher Conferences

Beginning with the 2024/2025 school year, parent-teacher conferences will be held in the fall and spring. Pre-K, Elementary, and Middle School Educators will conference over the course of two (2) days in both fall and spring, while High School Educators will conference on one (1) day in the fall and one (1) day in the spring. For each half ( $\frac{1}{2}$ ) day of conferences attended outside of the contractual day, a half ( $\frac{1}{2}$ ) day of compensatory time will be awarded. In the spring, parent-teacher conferences will follow an identical schedule to the fall, but with a half ( $\frac{1}{2}$ ) day of student attendance replacing the conference preparation time.

### Wednesday Conference Times

ELC: 3:30-7:30 pm (60 min dinner and breaks)

Elem: 3:30- 7:30 pm (60 min dinner and breaks)

MS: 3:30-7:30 pm (60 min dinner and breaks)

HS: Conferences not held

### Thursday Conference Times

ELC: 1:00-7:00 pm (70 min dinner and breaks)

Elem: 1:00-7:00 pm (70 min dinner and breaks)

MS: 1:00-7:00 pm (70 min dinner and breaks)

HS: 1:00-7:00 pm (70 min dinner and breaks)



Pre-K/Elementary: The average length of an elementary parent-teacher conference can vary depending on the school, teachers, and student's needs. However, most conferences typically last between 10-20 minutes per student. Educators will use professional judgment, in collaboration with the administration, to determine whom to conference with and the length of the conference. Some educators may schedule longer conferences if there are specific concerns or if the student has unique needs. It is important to note that the quality of the conference is more important than the length. Only full-time music teachers housed in one building will be expected to attend conferences.

Middle School: The average length of a parent-teacher conference can vary depending on the teacher's and student's needs. However, most conferences typically last between 10-20 minutes per student. Educators will use professional judgment, in collaboration with the administration, to determine whom to conference with and the length of the conference. Some educators may schedule longer conferences if there are specific concerns or if the student has unique needs. It is important to note that the quality of the conference is more important than the length.

High School: Parents who choose to attend have the option to meet with each of their student's educators. Conferences typically last 10 minutes per student, but can be adjusted based on the professional judgment of the educator.

Conference Preparation Time: Time will be given for conference preparation for all levels as designated below:

Three (3) hours on the Thursday morning of conferences in the fall and the staff meeting prior to parent-teacher conferences in the spring.

## Section 18. Evening Activities

The BEA and the Board recognize the need for, and value of, some evening activities as extensions of the school experience. Educators will not be required to attend additional evenings beyond those listed below. Any educator who elects to attend evening activities beyond the required amount as per the administration's request, and is not already being compensated through another source, will receive payment at a rate of \$25.00 per hour. Staff will be expected to attend the number of evening events at each level as follows.

Pre-K/Elementary: Three (3) evening activities (e.g., School Activities, music programs, PTO meetings, Science Night, Back-to-School Night, end-of-year programs, etc.)

Middle School: Two (2) (e.g., School Based Activities, Back-to-School Night, 8th Grade Recognition, etc.)

High School: Back-to-School Night will be required for all Educators to attend and meet with parents face-to-face.

An additional evening meeting may be added at the high school level if agreed upon by a committee composed of the Principal, one (1) Assistant/Associate Principal, two (2) Department Chairs, two (2) high school members from

the BEA Executive Board, and three (3) high school BEA representatives. The Superintendent or designee will appoint the administrators and department chairs; the BEA President will appoint its Executive Board members and BEA high school representatives. In making its decision(s), the committee will use a consensus decisional model. In the event the Committee cannot reach consensus, a mutually selected mediator will be used to assist the Committee in reaching consensus.

#### Section 19. Records Days

The use of this time is at the discretion of the educator to complete their professional responsibilities related to record keeping, including, but not limited to grading, inputting and submitting grades, report cards/progress reports, management of student plans (IEP, 504, MTSS, BIP, health plans, etc.), setting up classes and grade books in IC, Schoology or any other learning management system or grading software, reviewing student data, compiling student artifacts, goal setting, preparation of curricular materials, tending to administrative tasks, or conferring with colleagues on student progress and social-emotional needs.

Records Days shall be allocated as follows per level:

Pre-K/Elementary: Two half ( $\frac{1}{2}$ ) days, each closely following the close of the grading period, and one staff meeting approximately two weeks before the last day of school.

Middle School: Two half ( $\frac{1}{2}$ ) days, each closely following midterms or the end of a grading period.

High School: One full day after the close of the first semester and prior to the start of the second semester.

#### Section 20. Professional Learning and Development

Professional Development (PD) shall be job-embedded and ongoing, addressing needs related to the Educator's primary role and aligning with Board Priorities. PD may include, but not be limited to, vision cycle work, professional learning communities, data analysis, equity training, mandated training, social-emotional learning, legal updates, instructional shifts and best practices, Danielson Framework, and curricular implementation. PD time may also be used for staff recognitions, team building, discussion of logistics, and other building needs.

Professional development will be thoughtfully developed, considered, and approved in accordance with the procedures delineated in the Professional Development Handbook.

The first two Institute Days of the school year shall be designated as PD days. Within these two days, BEA members will be released for a general membership meeting for 1 hour.

Start and end times at all levels will comply with contractual start and end times, except on Full All District Institute Days when it will be 8:00-3:00 with one hour lunch.

Professional learning and development in Barrington 220 is:

- differentiated
- accommodating
- collaborative
- reflective
- intentional
- grounded in best practice
- designed to improve student outcomes

District educators will have opportunities to participate in professional learning and development both within and beyond the school day and year. This may include, but is not limited to district and building-level learning as determined by educator needs and district and/or building-level goals (e.g. strategic plan priority areas/objectives, Summer University, Vision Cycle, curriculum development/implementation). Aligning to the district curriculum review cycle, educators will be required to participate in professional learning prior to the implementation of a new or revised curriculum, as determined by the curriculum steering team.

#### Section 21. Parent Visitors to Classrooms

The BEA and the Board recognize that there will be times when parents/guardians may wish to spend time in the classroom observing their child or the school program. In an attempt to minimize disruption to the classroom, and to provide greater safety, any such visits should be subject to the Board Policy and should include the Teacher Educator being provided advance notice of such visits.

#### Section 22. Multi-Tiered System of Support (MTSS)

To the extent that Multi-Tiered System of Support (MTSS) hereinafter referred to as “MTSS” exists in law and to the extent that MTSS does not prohibit the following provisions, the district agrees to the following:

1. MTSS shall follow the mandates and timelines outlined by the Illinois State Board of Education. The District will continue to work in collaboration with the BEA in the ongoing implementation of MTSS.
2. Upon approval by the administration, buildings will offer release time within the regular contractual workday to facilitate data analysis, curriculum development, and development of instructional strategies as they relate to MTSS.
3. If there is a need, stipends will be provided for Educators assuming facilitative responsibilities connected to the MTSS process which are beyond the normal scope of his/her teaching assignment.
4. The District agrees to provide District Flex Time to Educators for related MTSS research and development activities which meet the District criteria for Flex Time and are approved by a supervisor or designee.

### Section 23. Supporting Student Behavior

The BEA leadership will encourage their members, in grades PreK-8, to cooperate fully with the Administration to participate in student supervision during Educators' presence in the school building. Educators will not be required to do any of the following as an assigned duty, but the parties recognize that all Educators are responsible at all times for the maintenance of discipline and order on the school premises and in their presence at school events:

- a. Take or sell tickets at school events;
- b. Supervise school events;
- c. Chaperone dances or other school events;
- d. Supervise lunchrooms;
- e. Bus duty.

### Section 24. Personnel Out-Sourcing

Although it is the intent of the District to replace licensed Educators with licensed Educators, the Board will notify and consult with the BEA before contracting out services.

### Section 25. Special Education Release Time

Each Pre-K-8 special education Educator, as well as BHS/BTP staff members who carry a caseload (Foundations, SAS, Related Services), will be given a choice of the equivalent of two (2) days each year, for release time from classroom duties to be used for individualized education planning and other work necessary to the special education classroom. This time may be broken up across multiple days as needed. The district will provide a duty-free environment for this time.

### Section 26. Workload Committee

A joint Workload Committee will be formed. This shall include a group of BEA members and district administrators, jointly presided by the BEA President and Assistant Superintendent of Student Services. The number of district administrators shall not exceed the number of BEA members. The committee will meet at least once per year and serve to create and monitor the efficacy of our workload model. The Workload Committee will be instrumental in ensuring the timely implementation of the workload plan no later than the 2026-2027 school year.

## **ARTICLE IV Teaching Conditions – Pre-K**

### **Section 1. Before School and After School Workday Requirements**

The regularly scheduled day for Pre-K licensed TeachersEducators members will be ten (10) minutes before the start of the student day and ten (10) minutes after the student day. In the event of an emergency, as determined by the building administration, Educators will fulfill their professional responsibilities until they are dismissed. Additional regularly scheduled meetings requiring staff attendance, insofar as possible, will be scheduled within the school day. Each school's Building Council will annually assess the progress of implementation of this expectation and address any problems or concerns which may arise. Issues remaining unresolved by the relevant Building Council will be referred to the Labor Management Committee for resolution.

### **Section 2. Preparation Time**

Each Pre-K Educator and Certified School Nurse (nurse with a Professional Educator's License - PEL) will have the equivalent per week of fifty (50) minutes per day, but not less than twenty-five (25) minutes per day for preparation/break time exclusive of lunch, travel time, and time before and after school. The Certified School Nurse's preparation time may occur in a block of time of 250 minutes (50 x 5 days) per week. A float nurse shall be designated solely to the task of providing plan time for nurses at a consistently scheduled time each week.

### **Section 3. Educator Lunch Period**

Each Educator in Pre-K will have a duty-free lunch period scheduled between 10:45 a.m. and 1:30 p.m. Certified School Nurses will have an established daily designated duty-free lunch period determined by the Principal.

### **Section 4. Home Visits**

An Educator will not be required to schedule more than four (4) in-person home visits, in one (1) day or two (2) in-person home visits in a half day. Virtual home visits can be done during the contractual day, from 7:50-2:40 with reasonable breaks for lunch and plan time. Two (2) team members will be present for in-person home visits. In cases where the attendance of both team members in-person is not feasible an alternate virtual home visit option can be availed.

## Section 5. Requisitions for Instructional Materials

Prior to spring break, each Pre-K Educator will be given the opportunity to submit requisitions for supplemental instructional materials or supplies for the following school year.

## Section 6. Special Services Assignments

When developing the assignments of the special education services staff, the principal will seek input from the Educators regarding student contacts, evaluations and therapy time prior to finalizing the schedules.

# **ARTICLE V Teaching Conditions – K-5**

## Section 1. Before School and After School Workday Requirements

The regularly scheduled Educator day will be ten (10) minutes before the start of the student day and ten (10) minutes after the student day. In the event of an emergency, as determined by the building administration, Educators will fulfill their professional responsibilities until they are dismissed. Additional regularly scheduled meetings requiring staff attendance, insofar as possible, will be scheduled within the school day.

Students will be allowed to enter their classrooms five (5) minutes prior to the beginning of the instructional day in order for students to be ready for instruction. Each school's Building Council will annually assess the progress of implementation of this expectation and address any problems or concerns which may arise. Issues remaining unresolved by the relevant Building Council will be referred to the Labor Management Committee for resolution.

## Section 2. Preparation Time

Each K-5 Educator and Certified School Nurse (nurse with a Professional Educator's License - PEL) will have the equivalent per week of fifty (50) minutes per day, but not less than twenty-five (25) minutes per day for preparation/break time exclusive of lunch, travel time, and time before and after school. Each K- 5 Educator may use all time during which pupils are receiving instruction from teaching specialists for preparation/break time. However, Classroom Educators will be responsible for escorting pupils to and from their teaching specialists. The Certified School Nurse's preparation time may occur in a block time of 250 minutes (50 minutes x 5 days) per week. A float nurse shall be designated solely to the task of providing plan time for nurses at a consistently scheduled time each week.

### Section 3. Educator Lunch Period

Each Educator in K-5 will have a duty-free lunch period scheduled between 10:45 a.m. and 1:30 p.m. Certified School Nurses will have an established daily designated duty-free lunch period determined by the Principal.

### Section 4. Specialist Schedules

Insofar as possible, K-5 Specialist Educator schedules will be equitable in terms of pupil contacts, teaching time, and preparation/break time. Specialist Educators will have the average equivalent per week of fifty (50) minutes per day for preparation/break time, exclusive of travel and time before and after school. In calculation of preparation/break time, no schedule block of less than ten (10) minutes will be used.

Full-time, K-5 Teaching Specialists assigned instructional time exceeding 1470 minutes will be paid a prorated portion of their regular salary for such excess minutes. A part-time K-5 Specialist Educator's salary will be determined by the ratio of their assigned instruction and travel time to 1470 minutes. If a K-5 Teaching Specialist is assigned an instructional period with two (2) classes, twenty-five (25) minutes will be added to his/her assigned instructional time for these purposes.

The Board and BEA recognize the value of having Library, Art, STEM, Music, and PE Educators at elementary buildings. Because the number of instructional sections vary and fluctuate at each building, the amount of time that LAMPS educators can devote to school and building initiatives is dependent on the building sections for the school year. Principals will review the availability and needs of their buildings and work with their LAMPS educators directly on how to best schedule support with flexibility. Prioritization should be given to a Specialist's particular subject area and supports within the realm of that subject before branching out to other building needs. Each educator shall create and share a schedule with the building principal outlining their support schedules in a mutually agreed upon format.

Elementary Music teachers will not need to attend the evening Parent-Teacher conferences in lieu of directing evening musical programs if they are assigned to more than one building or exceed 3 evening concerts/year.

### Section 5. Break Period

Insofar as possible, given scheduling necessities and the need to maintain reasonable efficiency of operation, the administration will make every reasonable effort to provide K-5 Educators a break period of reasonable duration

(approximately fifteen minutes) in both the morning and afternoon without significantly altering the present program of classroom assistant deployment and utilization. This time is not to be granted in addition to any other period of released time out of the classroom in any given half-day.

## Section 6. Requisitions for Instructional Materials

Prior to the end of the school year, each K-5 Educator will be given the opportunity to submit requisitions for supplemental instructional materials or supplies for the following school year.

# **ARTICLE VI Teaching Conditions – Middle Schools**

## Section 1. Before School and After School Workday Requirements

The regularly scheduled Teacher day will be ten (10) minutes before the start of the pupil day and five (5) after the end of the student day. In the event of an emergency, as determined by the building administration, Educators will fulfill their professional responsibilities until they are dismissed. Additional regularly scheduled meetings requiring staff attendance, insofar as possible, will be scheduled within the school day. Each school's Building Council will annually assess the progress of implementation of this expectation and address any problems or concerns which may arise. Issues remaining unresolved by the relevant Building Council will be referred to the Labor Management Committee for resolution.

## Section 2. Preparation Time

Each Educator assigned to a Middle School will have at least one (1) preparation period equivalent to a class period each day. The Certified School Nurse's preparation time may occur in a block of time equivalent to five (5) periods per week.

## Section 3. Educator Lunch Period

Each Educator at the middle schools will have a duty-free lunch period. Insofar as possible, these will be scheduled between 10:40 a.m. and 1:10 p.m. However, no Educator will be scheduled for a lunch period that begins earlier than 10:30 a.m. or ends later than 1:40 p.m. Certified School Nurses will have an established daily designated duty-free lunch period determined by the Principal.

## Section 4. Development of the Master Schedule

After consultation with the Building Council and Team Council, the principal will develop the master schedule for the subsequent school year.

## Section 5. Educator Schedules

Insofar as possible, Middle School Educators will not be assigned to more than three (3) consecutive instructional periods in any school day. The maximum number of pupil-educator contacts per day for any educator exclusive of music and physical education, is one hundred fifty (150). However, this provision will not operate to



exclude any experimental education arrangements (e.g. large group instruction, flexible modular scheduling, etc.)

### Section 6. Colt Time

The Colt Time Program provides an opportunity for support and/or enrichment of students during the school day during the Colt Time period. These activities are based on the Educators' knowledge of the needs and wants of their students. This may include, but is not limited to:

- Academic support and/or enrichment;
- Social-emotional development;
- Recreational activities;
- Schoolwide business (e.g., bus drills, safety drills, executive functioning activities, technology orientation, District surveys).

Sections for Colt Time shall vary in size in relation to the activity structured. The Colt Time Committee shall determine each year the group size limits for Colt Time activities.

All full-time middle school Educators will be assigned five (5) instructional periods and one (1) Colt Time period. Physical education Educators may be assigned six (6) instructional periods, but no Colt Time period. Part-time middle school Educators may be assigned a Colt Time period commensurate with their part-time status (e.g., a .2 FTE may be assigned one (1) Colt Time period per week).

Any Educator assigned to two (2) or more buildings in one (1) day will not be given a Colt Time period to compensate for their travel time.

### Section 7. Colt Time Committee

A middle school Colt Time Committee will be formed at each middle school. This committee shall include the principal or assistant principal and middle school BEA Vice President(s). Committee members are jointly selected and agreed upon by each middle school administrator and middle school BEA Vice President(s). The Committee will serve to facilitate a Colt Time implementation which provides activities, enrichment, and support for students. The Colt Time Committee will meet at least two (2) times each year and as necessary as need determines. The 1st meeting must be scheduled by December 1. Minutes from the Committee will be shared with middle school staff and the BEA President. If necessary to support the equivalent Colt Time implementation at each school, the Colt Time Committees will meet as a joint committee. The joint committee meeting may be requested by either middle school Colt Time Committee or Administration.

### Section 8. Team Leaders

The position of team leader in the Middle Schools will be posted. The primary purpose of the team leader is to facilitate communication among the team members, the team council, and the Administration. Each team may have a leader who is selected by the principal after consultation with the team. Administration will encourage tenured Educators to apply and make every effort to rotate the position of team leader every two (2) years.

## **ARTICLE VII Teaching Conditions – High School**

### **Section 1. Educator Workday**

The Educator workday will consist of no more than 447 consecutive minutes (no more than 473 minutes on one Wednesday per month for specialized job alike designated for District-level PD meetings), including thirty-five (35) minutes prior to the start of the student day.

The thirty-five (35) minute period, including a five (5) minute transition, prior to the start of the student day shall have the purpose of maintaining office hours for assisting students and completing Educator determined professional duties. The PD schedules will be published by May 1 of each school year for the following school year. On Wednesdays and Fridays, except for the one Wednesday of each month designated as District-level PD, the Educator workday will begin thirty-five (35) minutes prior to the beginning of the student day. Up to thirty (30) minutes of this time will be dedicated to District-directed professional development and staff meeting time. On the designated District-level PD Wednesday and/or Friday the workday for specialized job alike will begin five (5) minutes prior to the student day and there shall be up to sixty (60) minutes of professional development after the student day ends. Every effort will be made to schedule the designated District-level PD on the same Wednesday every month. Throughout the school year, up to ten (10) additional thirty (30) minute blocks prior to the school day on Monday, Tuesday, or Thursday may be set aside for staff to work independently on training models, preparation for standardized testing, surveys, and other professional responsibilities that staff are required to complete.

Extended Workday - Based on student course selection, there may be a need to offer courses prior to and after the standard student day. Only Educators who volunteer for early or late period classes will be required to teach these classes. The workday for early and late period course Educators will be no more than 453 consecutive minutes in length. Early and late courses will only meet on Monday, Tuesday, Thursday, and Friday. Early and late period courses count as one (1) of a full-time Educator's five (5) teaching assignments. Consecutive minutes cannot be waived without Educator approval.

Educator Responsibilities and Supervisory Assignments-Additional regularly scheduled meetings requiring staff attendance, insofar as possible, will be scheduled within the student day. Difficulties in the time of required meetings will be brought to Labor Management. As a maximum, an Educator will have no more than five (5) teaching assignments and one (1) additional period of student and/or building supervision daily, with the exception of traveling Educators, full-time drivers' education Educators, special education case managers and ML Educators, without a planning and an open period. Such supervision includes corridors, study halls, resource centers, open labs, and common areas. The BEA will waive the five (5) class provision for Educators in the Driver's Education Department. However, no driver's education instructor will be assigned more than six (6) classes in substitution for the supervisory assignment as

provided in this Section. Every Educator will have the equivalent of one (1) period of preparation time daily. The certified school nurse's preparation time may occur in a block of time equivalent to five (5) periods per week.

Volunteers will be sought first for the staffing of positions in the lunchroom during lunch periods which are to be covered by Educators during their duty-free lunch period. Educators may so relinquish their preparation period for supervisory purposes in the lunchroom. In the event sufficient seventh-period volunteers should not be forthcoming to staff lunch supervision positions, volunteers will be sought for the staffing of such positions by Educators as their sixth-period student and/or building supervision assignment. In the event sufficient volunteers are still not forthcoming Educators will be assigned such duty on a rotational basis to be performed as their sixth-period student and/or building supervision assignment. Educators performing lunch supervision on either a voluntary or assigned basis will be paid in accordance with Article XVIII, Section 3.

Educators to be accepted as volunteers or otherwise utilized for any student and/or building supervisory assignment must be acceptable to the Administration in terms of the needs and requirements of any such assignment. Judgment under this paragraph will not be made in an arbitrary manner.

## Section 2. Advisory Program

The purpose of this program is to help attend to the social and emotional development of freshman students while developing a stronger connection between the student and their counselor. Freshman students will work with their counselor, their educators, and other members of the student services team to develop a multi-year academic plan, establish goals for their high school career, and investigate additional social and emotional learning topics such as executive functioning skills, service learning, internet safety, and other pertinent topics that impact high school students. An Advisor Coordinator and a Mentor Program Coordinator will facilitate advisory and mentor programs. These positions are listed on the District Stipend Report.

## Session Frequency/Activities

The Advisory Program will meet as follows:

Freshman: Freshman advisory topics will be integrated into core classes (English, Mathematics, PE, Science, Social Studies, World Language). Each core department will be assigned a maximum of two (2) specific topics. The Advisory Coordinator and the Advisory Committee will establish the topics and suggested dates. The Advisory Committee should include one or two (1 or 2) educators from each core content area, two (2) counselors, one (1) librarian, one (1) Associate Principal, one (1) Assistant Principal, and the Advisor Coordinator. Advisory topics will be introduced to students during the suggested time periods.

An additional five (5) physical education class periods may be required for regular small group meetings between counselors and students. Whenever possible, these meetings will be scheduled on days when physical education

classes are limited by space availability. The Advisory Committee will coordinate these dates in conjunction with the counseling staff prior to the beginning of the school year. Curriculum development and revisions will be completed by volunteers from specific content areas in conjunction with members of the Advisory Committee. Work completed outside of the school day will be compensated with flex blocks.

Sophomores, Juniors, and Seniors: Sophomore, junior, and senior students will participate in class advisories covering guidance-related information and such other activities as determined by an Activity Steering Committee composed of sophomore, junior, and senior class sponsors, an Associate Principal, the College Counselors, guidance personnel and the Activity Program Coordinator. The actual number and times of these meetings will be determined by the Activity-Advisory Committee, composed of the two (2) coordinators, an Associate Principal, and one (1) sophomore, junior, or senior class sponsor.

Emergency/Special Meetings: In the event of an emergency or special situation that would affect the whole school, additional advisory-activity meetings may be scheduled. Additional meetings may be scheduled by a committee including the two (2) coordinators, an Associate Principal, and one (1) freshmen representative advisor.

Building Supervisors: The responsibility for building supervision is shared between BEA representatives and the Supervisory Team. Staff members recognize their responsibility to maintain order in the high school. During the times of special need, such as the first week of school or periods of student unrest, Educators may be required to supervise the halls. The need for such requirements will be determined by the Administrative Team.

### Section 3. Sixth-Period Assignments and Supporting Student Behavior

The BEA recognizes and is fully cognizant of the need of the District for supervisory assignments (lunchroom and corridor supervision, etc.) to be staffed by fully licensed Educators, exercising their vital image of authority and respect in this crucial role. Toward this end, the BEA and all its officers and representatives agree to assist and cooperate with the Board and Administration in every possible way in staffing these important supervisory assignments with Educators. Each year a 6th-Assignment Committee composed of the principal, two administrators appointed by the principal, a high school BEA vice president, and two other BEA members will meet by the end of the year to determine the tentative 6th-Assignment schedule for the following year. In preparation for the 24/25 school year, the committee will be responsible for reviewing the supervision needs of the building and assigning Educators with 6th-assignments to the supervisory positions. Educators with four or more preps will be given consideration for exemption from sixth assignments or for job-share responsibilities, when possible. Educators may have the opportunity to volunteer to supervise for a resource centers as a sixth-period assignment. If there are not enough volunteers to staff the resource center positions, department chairs, in collaboration with their department members and the building Administration, will assign Educators to them. If Educators are involuntarily placed, there will be an attempt to ensure a rotation that takes into account the interests of the Educators. This provision is not subject to the final step of arbitration in the grievance procedure.

The BEA will encourage its membership to cooperate fully with the Administration to participate in the control and conduct of student behavior during Educators' presence in the school building.

Educators will not be required to do any of the following as an assigned duty, but the parties recognize that all Educators are responsible at all times for the maintenance of discipline and order on the school premises and in their presence at school events:

- a. Take or sell tickets at school events;
- b. Supervise school events;
- c. Chaperone dances or other school events;
- d. Patrol washrooms or parking lots;
- e. Lunchroom duty.

#### Section 4. Staff Meetings and Educator Lunch Period

Staff meetings, insofar as possible, will be scheduled within the school day. The lunch period for all Educators will be scheduled during the student lunch periods. Educators may leave the building during the lunch period at their option. Certified School Nurses shall have an established daily designated duty-free lunch period determined by the Principal.

#### Section 5. Educator Schedules

No Educator will have more than three (3) consecutive teaching assignments and no Educator will have more than four (4) consecutive periods of teaching class, resource center or open lab assignments.

#### Section 6. Office Periods

Office hour periods will be scheduled in a reasonably quiet and private area to the extent possible.

#### Section 7. Pupil-Educator Contacts

The maximum number of pupil-educator contacts per day for any Educator, exclusive of music, physical education, and driver's education, is one hundred fifty (150). However, this provision will not operate to exclude any experimental education arrangements (e.g. large group instruction, flexible modular scheduling. etc.).

## Section 8. Work Load

Where the nature of the subject is such that the work in that area (e.g., grading, preparation) is such as to create an inequitable load, the principal will give consideration to a reduction of the involved Educators' pupil load.

## Section 9. Traveling Educators

Any Educator assigned to two (2) or more buildings in one (1) day will not be given a sixth assignment to compensate for his/her travel time.

## Section 10. Special Education Educator Working Day, Assignment, and Responsibilities

A full-time special education schedule will consist of either five special education classroom teaching assignments from List A plus a sixth assignment or one Facilitator/Coordinator assignment from List B based upon FTE allotment. Sixth assignments will not include selections from List A.

### List A: Classroom Teaching Assignment

- Instructional Class
- Co-teaching
- Resource
- Online Course Work

Facilitator/Coordinator Assignments listed below are for full-time employees. The caseloads for part-time employees will be prorated.

### List B: Facilitator/Coordinator Assignments

- IEP Case Manager- A caseload not to exceed 62 students in the 23-24 school year. A caseload will consist of up to 65 students in subsequent years. Additional students over 65 students will result in 5 students being removed from the case manager's caseload and will be assigned to a special education educator in lieu of a 6th assignment. This opportunity will be offered on a voluntary basis prior to being assigned as a 6th assignment.
- 504 Coordinator- A caseload will consist of up to 275 students. Additional students over 275 students will result in 25 students being removed from the 504 coordinator's caseload and will be assigned to another educator in lieu of a 6th assignment. This opportunity will be offered on a voluntary basis prior to being assigned as a 6th assignment.

For List B assignments, caseload parameters may be reviewed as requested and adjusted with Administrator and BEA approval.

High school and BTP special education educators who carry a caseload shall be exempt from a 6th assignment for the purpose of case management.

#### Section 11. Independent Learning

The concept of independent learning will be continued. Students approved for independent learning and the assignment of the Educators to independent learning will be made by the Administration, provided that no Educators will be required to accept independent learning assignments. Evaluation and verification of student achievement will be in accordance with a policy of the Board. All independent learning options at the High School will be for credit and no independent learning credit will be granted to any student unless:

- a. The Educator is paid for this extra program;
- b. An outline of the student's responsibility and objectives is submitted to the principal and/or designee; and
- c. Records and copies of work completed, testing and other materials indicative of learning are submitted to the principal and/or designee.

Educators assigned independent learning will, insofar as possible, meet these students during the defined school day. An Educator who supervises independent learning must have at least one (1) year prior teaching experience in the District. An Educator who supervises independent learning will be paid in accordance with Article XVIII, Section 3.

#### Section 12. Math Resource Center/Academic Resource Center as Sixth Assignment

Any educator whose sixth assignment is at the MRC or the ARC will be compensated \$20 per hour for all time spent therein.

### **ARTICLE VIII Reduction in Force**

#### Section 1. Reduction in Force

Reduction in Force shall be conducted pursuant to the Illinois School Code.

#### Section 2. Seniority

Seniority will be defined as years of continuous service in the District. Years of service will continue to accrue during paid leave and military service that occurs after employment in the District. With the exception of the aforementioned military service, non-paid leave will not be included in the years of service counted in determining seniority. Years of service as part-time Educators will be counted in tenths whether such service is full-time for part of

the school year or part-time for all of the school year, or any combination thereof. The District will provide a seniority list by February 1st.

### Section 3. Reduction in Force for Educators with the Same Level of Seniority

Reduction in Force shall be conducted pursuant to the Illinois School Code. In the event two or more Educators are at the same level of seniority, seniority for Reduction in Force purposes will be determined in the following manner for one or more Educators having the same seniority:

1. By Board approved hire date
2. By start date, if different than Board approved hire date
3. By National Board certification (earned prior to November 1st of that school year)
4. By highest degree earned (Doctorate, Masters of Fine Arts, Masters, Bachelors) and on record with the District prior to November 1st of that school year
5. By the highest number of university-issued graduate hours beyond their degree counted in step two and on record with the District prior to November 1st of that school year

## **ARTICLE IX Supervisory Process**

Supervisory Process (Supervision and Evaluation Procedures): The supervisory process will be implemented as developed by the Supervisory Process Task Force. This committee will be comprised of equal numbers of the BEA and Administration. With the implementation of any new supervisory process, there will be ongoing training for Educators and their supervisors. The Supervisory Task Force Committee will be the decision-making entity, with Board approval, regarding implementation of the evaluation process.

NOTE: In Article IX, the use of the term supervisor refers to the persons responsible for the supervisory process. The supervisor will be a current employee.

### Section 1. Supervisor/Evaluator

The supervisor, designated by the Superintendent or designee, in charge of Educator supervision, will be responsible for the administration of the supervisory process, which includes the supervision and evaluation phases.



## Section 2. Formal Observations and Evaluation Tools/Instruments

All formal observations of the teaching and learning performance of an Educator will be conducted openly and with the full knowledge of the Educator. The designated supervisor will orient all Educators under his/her supervision to the supervisory process and tools/instruments during the first six weeks of their employment, and advise the Educators as to who will observe and evaluate their performance. No formal observation of teaching and learning performance will take place until such orientation has been completed. The notice of supervisory process, tools/instruments and the designated evaluator shall comply with the requirements of the Illinois School Code.

## Section 3. Educator Response to Observation Tool

In the event the Educator desires, the Educator may prepare a written supplement to the observation tool and have same attached to the observation tool to be placed in the Educator's Central Office personnel file.

## Section 4. Educator Performance Documents

All information concerning the performance of an Educator in the Educator's assigned duties and essential functions of their job, which is set forth in a written document by the Educator's supervisor, will be included in his/her personnel file.

Acknowledgment through the District evaluation platform is considered an electronic signature indicating receipt of the evaluation. Educators will have the opportunity to write a written response to the evaluation that can be electronically attached to the completed evaluation done by the Educator's evaluator, as set forth in the Supervisory Taskforce Handbook.

## Section 5. Content in Summative Evaluation

The summative evaluation will contain no information not previously made known to the Educator, save for events which transpired between the last formal observation of teaching and learning performance and the rendering of the summative evaluation.

## Section 6. Remediation Plan

The Administration will develop a remediation plan for tenured Educators receiving an unsatisfactory rating. Prior to implementation of the plan, the Administration shall solicit input of the Educator and consulting Educator.

## Section 7. Remediation Plan and BEA Representation and Notification

If requested by the employee, a BEA representative may observe at the conference at which an “unsatisfactory” rating is delivered. A copy of the remediation plan will be provided to the President of the BEA.

## Section 8. Tenured Educator Evaluation Phase

Every tenured Educator will participate in the evaluation phase at least once every three (3) years.

## Section 9. Tenured Educator Dismissal

Tenured Educators’ dismissals will be handled through the applicable State statutory provisions.

## Section 10. Non-Tenured (Probationary) Educator Dismissal

Non-tenured Educators will be entitled to fair treatment with respect to a dismissal that is non-evaluative in nature. All dismissals/non-renewals will follow requirements of Section 24-11 of the Illinois School Code. No final action will be taken prior to a fair investigation and until the Educator has had an opportunity to have a meeting with his/her supervisor to review all allegations of inappropriate or improper behavior. The employee may be accompanied at such meeting by a BEA representative. An Educator may appeal his/her dismissal to the Superintendent or designee and may be accompanied at such meeting by a BEA representative. If the Educator is not satisfied with the decision of the Superintendent or designee, he/she may appeal the decision to the Board of Education and may be accompanied at such hearing by an BEA representative. Dismissal of a probationary (non-tenured) Educator under this section is not subject to the grievance procedure. This section does not apply to non-renewals under Section 24-11 of the Illinois School Code. Non-renewals do not require notification in writing other than as provided by the Illinois School Code.

# **ARTICLE X Academic Freedom**

## Section 1. Acknowledgment of Academic Freedom

Educators will have academic freedom in the District. To guarantee this protection, the Board, Administration, and the BEA acknowledge their separate responsibilities.

## Section 2. Definition of Academic Freedom

Through the adoption of policies, the Board must create an atmosphere in which students are free to learn, and Educators are free to teach. In particular, the Board agrees that it has a responsibility within the school to take reasonable

measures to protect Educators, the educational process, curriculum, and students from disruption by any individual or groups. The Board also agrees that decision-making in the schools, if it is to be responsive to the needs of all the students of the District, must be removed from biased political constraints. The Board further agrees that the professional staff, including the Administration, by reason of its training and experience, has the right and responsibility to play a major role in the establishment and implementation of curriculum and in the selection of the instructional materials supportive thereof, subject to the Board's final legal responsibility in these matters.

### Section 3. Role of Administration

The Administration agrees to develop through the Labor Management Committee procedures supportive of Board policy. In particular, the Administration will develop procedures for the establishment of curricula, the adoption of methodology, the disposition of complaints, and the manner of communication between the community and the teaching staff.

### Section 4. Professionalism in Teaching

The BEA agrees that only the highest standards of scholarship and methodology are appropriate as guides in establishing what will be included in the curriculum, how it will be taught, and what materials will be used. The BEA also agrees that Educators will present facts of controversial issues in a scholarly and objective manner, including course content areas related to health and wellness and social sciences. The BEA further agrees that it is inappropriate for any Educator to use the classroom as a forum for the promulgation of partisanship, whether it is political, moral, religious, social or economic.

### Section 5. Educator Expression of Opinion

Whenever an Educator expresses the Educator's' own view on a subject under discussion, it will be made clear to the students that the Educator is expressing only the Educator's' own opinion.

### Section 6. Educator Violation of Right to Academic Freedom

Whenever it is alleged that an Educator has abused the right to academic freedom, the Board and the Administration will notify both the BEA and the Educator, and inform them of the specific charges reasonably in advance of any hearing or other action taken.

## **ARTICLE XI Building Councils**

### **Section 1. Building Council Membership and Meetings**

Each building will have a Building Council. Pre-K, Elementary Schools, and Middle Schools Building Council will be composed of the building principal, one (1) Educator representative for every twelve (12) Educators or the major portion thereof, and the BEA building representative(s). The High School Building Council will be composed of the building principal, two (2) Assistant/Associate principals, one (1) department chair, two (2) BEA building representatives and two (2) Educators.

Each Building Council will meet as necessary to study and discuss subjects of concern to the Building Council members and to study and discuss subjects assigned to it by the Labor-Management Committee. The agenda for each Building Council meeting will be prepared by the BEA building representative(s) in cooperation with the principal.

## **ARTICLE XIII BEA Rights**

### **Section 1. BEA Representation and Investigation Procedures and BEA Release Time**

It is understood and agreed that every effort will be made by the parties to conduct negotiations and the discussion of grievances outside the regularly scheduled school day. However, should it ever become necessary for an Educator to participate during working hours in mutually scheduled conferences, meetings or negotiations, the Educator will suffer no loss of pay or time allotted for sickness or personal leave. BEA grievance representatives will be able to conduct grievance investigations during the regularly scheduled school day so long as such investigations do not interfere with the regularly scheduled duties.

The President of the BEA will have a 0.6 FTE release time to conduct BEA business, and the BEA will reimburse the District at a rate of 11.5% of the top cell of the salary schedule for this release time. In so far as possible, the BEA President will be required to attend and participate in building and district PD that occurs during the BEA release time.

In the event that the BEA desires to send representatives to local, state, or national conferences or on other business pertinent to the BEA, these representatives will be excused without loss of salary for an aggregate number of days not to exceed twenty-five (25) during each school year; provided that the frequency of excused leaves does not impair the quality of classroom instruction and that a written request for leave has been submitted to the Superintendent and/or designee for his/her approval; and provided further that the BEA will reimburse the District for the cost of any substitution required by such absences. An Educator elected to serve as an officer in the IEA or NEA will be entitled a leave for such purposes. The need and number of days will be identified by the BEA and submitted to the Superintendent and/or designee for his/her review and approval. The IEA-NEA will reimburse the District for the cost of any necessary substitute for those classes assigned to the elected officer.

## Section 2. BEA Communication and Meetings

The BEA will have the right to post official notices in each department office and faculty lounge. At least one (1) bulletin board will be provided in each school building for the purpose of posting official announcements of the BEA. The BEA will have the right to use the District's mail service and Educator mailboxes for a reasonable volume of official BEA communications to Educators. Any material posted or mailed by the BEA will be signed by an authorized BEA representative.

The BEA and its representatives will have the right to use school buildings for general meetings before or after the regularly scheduled student day, provided that when special custodial service is required, the Board may make a reasonable charge therefore.

## Section 3. BEA Use of School Facilities and Equipment

Duly authorized representatives of the BEA will have the right to meet and transact official BEA business on school property at all reasonable times, provided that this will not interfere with or interrupt normal school operations or the regularly scheduled duties of any Educator.

The BEA will have the right to use school facilities and equipment with the permission of the Superintendent or designee, which permission will not be unreasonably withheld.

## Section 4. Vending Machine Proceeds

The proceeds from all vending machines installed in Educators' lounges and lunchroom areas will be retained by each building and used as designed by each Building Council.

## Section 5. District Financial Information

The BEA will be furnished on request all regularly and routinely prepared information concerning the financial condition of the District, including the annual financial statement, adopted budget, Board minutes, and Board agendas. In addition, the Board and the Administration will grant reasonable requests for any other readily available and pertinent information which may be relevant to the negotiations and the Administration of the Agreement. Nothing herein will require the central Administration staff to research and assemble information.

## Section 6. Salary Deductions for BEA Membership

Salary deductions for BEA dues, for those electing to establish BEA membership, as recognized by the business

office receiving the signed BEA/IEA/NEA membership form, will be made on the fifteenth and last day of each month for twenty-one (21) pay cycles beginning with the September 30th paycheck. For those establishing BEA membership after 30 days of employment, dues will be adjusted accordingly. The Board will not be required to honor any month's authorizations for deductions that are delivered to the Business Office later than the first of the month prior to the distribution of the payroll from which the deductions are to be made.

The BEA will provide the Business Office with a list of members along with the dues amount owed no later than September 15. The BEA will communicate to members hired after September 15 that dues will be deducted from the number of payroll checks issued prior to June 30.

No later than September 30 of each school year, Human Resources will provide the BEA with a list of those employees who have voluntarily authorized the Board to deduct dues for the BEA. Human Resources will notify the BEA monthly of any changes in said list. Any Educator desiring to have the Board discontinue deductions the Educator has previously authorized must notify the Board and the BEA in writing by September 15 of any year.

If an Educator resigns from the employment of the District prior to termination of the effective period of the then current authorization, the Business Office will deduct the unpaid portion for the last month of employment of such authorization from the Educators' final paycheck.

In the event of any legal action against the Board brought in a court or before an administrative agency because of its compliance with this Section, the BEA agrees to defend such action, at its own expense and through its own counsel, provided the Board gives immediate notice of such action in writing to the BEA, permits the BEA intervention as a party if it so desires, and gives full and complete cooperation to the BEA and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels. The BEA agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Section. It is expressly understood that this save-harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Section.

#### Section 7. BEA Representation on District Committees

Staff participation in the decision-making process of the District shall be encouraged. The Superintendent is authorized to establish committees to facilitate this as he/she deems appropriate. BEA representation will be requested to serve on all District Committees. The BEA President will be notified in writing when committees are formed.

## **ARTICLE XIV Individual Personnel Folders**

### **Section 1. Personnel File**

Only one official Central Office personnel file may be maintained. All materials placed in the Educators' official Central Office personnel file will be available to the Educator at the Educators' request for inspection, except for materials exempt from disclosure under the Illinois Personnel Records Act.

### **Section 2. Educator Right to Notice of Material in Personnel File**

Material which is derogatory to an Educators' conduct, service, character or personality will not be placed in the Educator's Central Office personnel file unless the Educator has received a copy and had an opportunity to read the material. The Educator will have the right to answer any material filed, and the Educators' answer will be placed into the personnel file.

## **ARTICLE XV Non-Discrimination Clause**

Educators will be entitled to full rights of citizenship, and no religious or political activities of any Educator, or the lack of, will be grounds for any discipline or discrimination with respect to the professional employment of such Educator, provided such religious and political activities are conducted outside of the Educators' established duty hours, and provided such activities do not result in a criminal conviction. The private and personal life of any Educator is not within the appropriate concern or attention of the Board unless such has a clearly deleterious impact on the discharge of the Educators' professional duties for the District.

## **ARTICLE XVI Grievance Procedure**

### **Section 1. Grievance**

A grievance is any claim by the BEA or an Educator that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

### **Section 2. Grievance Time Limits**

All time limits herein will consist of school days, except that when a grievance is submitted on or after June 1st, time limits will consist of all weekdays so that the matter may be resolved before the close of the school year or as soon as possible thereafter. Time limits may be extended only with the written consent of the Administration and the BEA.

### **Section 3. Grievance Procedure**

The Grievance Procedure will be as follows:

Step 1: An employee and the employee's principal or immediate supervisor should first attempt to resolve a grievance problem through free and informal communications. When requested by either party, the BEA representative may intervene to assist in this resolution. Should such informal processes fail to satisfy the supervisor and/or Educator, then a grievance may be processed as follows:

Step 2: If the grievance is not resolved in the initial meeting, the employee must present the grievance in writing within fifteen (15) days after the occurrence of the event giving rise to the grievance. This written grievance is to be presented to the principal who will arrange a meeting within ten (10) days. The BEA's representative, the principal, and the grievant will be present for the meeting. The principal will provide the grievant with a written answer on the grievance within ten (10) days. Such answer will include the reasons on which such answer was based.

Step 3: In the event a grievance has not been satisfactorily resolved at Level Two, the aggrieved will file a copy of the grievance with the Superintendent within five (5) days of the principal's written decision. Within ten (10) days after such written grievance is filed, the aggrieved, the BEA representative, the principal, and the Superintendent or the Superintendent's designee, will meet to resolve the grievance. The Superintendent, or the Superintendent's designee, will file an answer within ten (10) days of the third level grievance meeting and communicate it in writing to the Educator and the principal.

#### Section 4. Grievance Final and Binding Arbitration

If either party is not satisfied with the disposition of the grievance at Step 3, or the Step 3 time limits expire without action, then either the BEA or the Board may submit the grievance to final and binding arbitration. If neither party files a demand for arbitration within thirty (30) days of the date for the Step 3 reply, then the grievance will be deemed withdrawn.

#### Section 5. Role of Grievance Arbitrator

In his/her opinion the arbitrator will not amend, modify, nullify, ignore or add to the provisions of this Agreement. The arbitrator's authority will be strictly limited to deciding only the issue(s) presented to the arbitrator in writing by the Board and the BEA. However, it is mutually agreed that the arbitrator is empowered to include in the arbitrator's award such financial reimbursement as the arbitrator judges to be proper. Each party will bear the full costs for its side of the arbitration and will pay one-half (1/2) the cost of the arbitrator.

#### Section 6. Progression of Grievance

Provided both parties agree, Steps 1 and/or 2 of the Grievance Procedure may be bypassed and the grievance brought directly to the next step.



## Section 7. Disposition of Grievance

No disposition of any grievance will be in conflict with any of the terms or conditions of this Agreement.

## **ARTICLE XVII Complaint Processing Procedure**

### Section 1. Complaint Procedures

With regard to any alleged violation, misinterpretation, or misapplication of, or claimed inequitable treatment with respect to any policy or procedure affecting any working condition(s) of an Educator which cannot appropriately be filed as a grievance under this Agreement, the complaint should be processed as outlined in Board Policy 2:260 - Uniform Grievance Procedure.

## **ARTICLE XVIII Compensation for Licensed Personnel**

### Section 1: Salary Schedules

The salary schedules for the 2023-2024 school year will be:

#### 2023-2024 Salary Schedule

	<b>BA 0</b>	<b>BA 15</b>	<b>MA 0</b>	<b>MA 15</b>	<b>MA 30</b>	<b>MA 45</b>
<b>1</b>	58,138	59,256	60,095	60,909	61,716	62,275
<b>2</b>	58,138	59,256	60,095	60,909	61,716	62,275
<b>3</b>	59,112	60,251	61,160	61,975	62,791	63,522
<b>4</b>	60,084	61,247	62,225	63,039	63,866	64,768
<b>5</b>	61,056	62,242	63,289	64,104	64,940	66,017
<b>6</b>	62,029	63,237	64,356	65,169	66,016	67,262
<b>7</b>	63,002	64,232	65,420	66,234	67,091	68,509
<b>8</b>	63,974	65,227	66,485	67,299	68,164	71,169
<b>9</b>	64,947	66,222	68,490	69,304	70,421	73,953
<b>10</b>	65,919	67,217	70,623	71,438	72,820	76,872
<b>11</b>	66,893	68,212	72,894	73,708	75,375	79,933
<b>12</b>	67,867	69,208	75,308	76,123	78,097	83,140
<b>13</b>			77,881	78,695	80,996	86,505
<b>14</b>			80,619	81,433	84,082	90,034
<b>15</b>			83,533	84,348	87,373	93,736
<b>16</b>			86,638	87,453	90,882	97,622
<b>17</b>			89,947	90,761	94,623	101,819
<b>18</b>			93,473	94,286	98,613	106,796
<b>19</b>			96,963	97,777	102,872	111,626
<b>20</b>			99,621	100,434	107,422	116,301
<b>21</b>			100,855	101,668	111,933	121,756
<b>22</b>					102,483	115,371
<b>23</b>					116,511	131,930
<b>24</b>						

### 2024-2025 Salary Schedule

	BA 0	BA 15	MA 0	MA 15	MA 30	MA 45
1	59,882	61,034	61,898	62,736	63,567	64,143
2	59,882	61,034	61,898	62,736	63,567	64,143
3	60,885	62,059	62,995	63,834	64,675	65,428
4	61,887	63,084	64,092	64,930	65,782	66,711
5	62,888	64,109	65,188	66,027	66,888	67,998
6	63,890	65,134	66,287	67,124	67,996	69,280
7	64,892	66,159	67,383	68,221	69,104	70,564
8	65,893	67,184	68,480	69,318	70,209	73,304
9	66,895	68,209	70,545	71,383	72,534	76,172
10	67,897	69,234	72,742	73,581	75,005	79,178
11	68,900	70,258	75,081	75,919	77,636	82,331
12	69,903	71,284	77,567	78,407	80,440	85,634
13			80,217	81,056	83,426	89,100
14			83,038	83,876	86,604	92,735
15			86,039	86,878	89,994	96,548
16			89,237	90,077	93,608	100,551
17			92,645	93,484	97,462	104,874
18			96,277	97,115	101,571	110,000
19			99,872	100,710	105,958	114,975
20			102,610	103,447	110,645	119,790
21			103,881	104,718	115,291	125,409
22				105,557	118,832	131,166
23					120,006	135,888
24						140,731

### 2025-2028 Salary Schedules

The base salary for 2025-2026 will reflect an increase over the prior year's base salary by sixty-five (65%) of the United States City Average Consumer Price Index for All Urban Consumers (CPI-U), hereinafter defined as "CPI-U," for the twelve-month period for the preceding calendar year. , with a floor of 1% and a ceiling of 4%. The base salary for the years 2026-2027 and 2027-2028 will reflect an increase over the prior year's base salary by seventy (70%) of the (CPI-U).

For each year of the Agreement, Educators will advance one (1) step.

### Section 2. Co-Curricular Stipend Schedule and Committee

No person occupying co-curricular positions will be given released time to perform these functions in lieu of, or in addition to, compensation. If more than one staff member is interested in a single position, the stipend position will be posted for internal applicants. Co-curricular stipends will be paid as follows:

- Step 1 Coaches or sponsors in their first year coaching or sponsoring.
- Step 2 Coaches or sponsors in their second year in the activity.
- Step 3 Coaches or sponsors in their third year in the activity.
- Step 4 Coaches or sponsors in their fourth year in the activity.
- Step 5 Coaches or sponsors in their fifth year in the activity.
- Step 6 Coaches or sponsors in their sixth or beyond year in the activity.

2023-2024 Stipend Schedule (Based on BA 0/1 Salary)

Step	AA	A	B	C	D	E	F	G	H
1	\$9,814	\$8,831	\$7,849	\$6,820	\$5,884	\$4,645	\$3,663	\$2,209	\$1,826
2	\$10,767	\$9,703	\$8,639	\$7,430	\$6,413	\$5,046	\$3,977	\$2,384	\$1,930
3	\$11,726	\$10,575	\$9,424	\$8,122	\$7,023	\$5,477	\$4,291	\$2,558	\$2,052
4	\$12,686	\$11,447	\$10,209	\$8,808	\$7,628	\$5,913	\$4,605	\$2,732	\$2,203
5	\$13,639	\$12,319	\$11,000	\$9,500	\$8,244	\$6,343	\$4,918	\$2,907	\$2,401
6	\$14,593	\$13,192	\$11,790	\$10,197	\$8,854	\$6,779	\$5,232	\$3,093	\$2,651

2024-2025 Stipend Schedule (Based on BA 0/1 Salary)

Step	AA	A	B	C	D	E	F	G	H
1	\$10,108	\$9,096	\$8,084	\$7,024	\$6,060	\$4,785	\$3,773	\$2,276	\$1,880
2	\$11,090	\$9,994	\$8,898	\$7,653	\$6,605	\$5,198	\$4,096	\$2,455	\$1,988
3	\$12,078	\$10,893	\$9,707	\$8,366	\$7,234	\$5,641	\$4,419	\$2,635	\$2,114
4	\$13,066	\$11,791	\$10,515	\$9,072	\$7,857	\$6,090	\$4,743	\$2,814	\$2,270
5	\$14,048	\$12,689	\$11,330	\$9,785	\$8,491	\$6,533	\$5,066	\$2,994	\$2,473
6	\$15,030	\$13,587	\$12,144	\$10,503	\$9,120	\$6,982	\$5,389	\$3,186	\$2,731

### Stipend Schedules

(Based on BA 0/1 salary) The District Co-Curricular Committee will issue a new stipend schedule at the start of each school year. The Board retains the right to review the stipends and raise the dollar amounts of the stipends or the assignment of positions to lanes.

New clubs/activities may be started with the approval of the Superintendent or designee. After approval for renewal by the Co-Curricular Committee and the Superintendent or designee, sponsorship of such clubs/activities will be compensated at the lane and step equivalent to the requirements of the position and the level of experience of the Educator, retroactive to the inception of the club/activity unless the Superintendent or designee authorizes placement at a higher level.

The stipend schedule will be adjusted each year based upon the co-curricular stipend index multiplied against the beginning Educators' salary for the given year (BA 0/1).

### Co-Curricular Index

Step	AA	A	B	C	D	E	F	G	H
1.0000	0.1688	0.1519	0.1350	0.1173	0.1012	0.0799	0.0630	0.0380	0.0314
2.0000	0.1852	0.1669	0.1486	0.1278	0.1103	0.0868	0.0684	0.0410	0.0332
3.0000	0.2017	0.1819	0.1621	0.1397	0.1208	0.0942	0.0738	0.0440	0.0353
4.0000	0.2182	0.1969	0.1756	0.1515	0.1312	0.1017	0.0792	0.0470	0.0379
5.0000	0.2346	0.2119	0.1892	0.1634	0.1418	0.1091	0.0846	0.0500	0.0413
6.0000	0.2510	0.2269	0.2028	0.1754	0.1523	0.1166	0.0900	0.0532	0.0456

A Co-Curricular Committee will meet annually, at least one time each semester, to review the viability of all current co-curricular clubs/activities, consider new clubs/activities, consider consolidation of lanes, identify clubs in existence as stipend positions not listed in the contract, clarify positions at the high school, middle school, and elementary schools, and assist in prioritization and assignment of stipend positions. This Committee will make recommendations by April 30 to the BEA and the Superintendent or designee on the aforementioned items. The Superintendent will have an annual discretionary budget of up to fifty thousand dollars (\$50,000). The Co-Curricular Committee may make recommendations to the Superintendent that requires changes in stipend compensation for the following school year. Any Co-Curricular Committee recommendations must be approved by the Superintendent or designee. Refer to the list of co-curricular stipends in Appendix B.

### Section 3 . Extra Duty Compensation

Additional supervisory responsibilities will be paid as follows:

<b>Extra Duty Compensation for Licensed Personnel</b>	
<b>ASSIGNMENTS</b>	<b>Amount</b>
PreK- 12+ Curricular Overnight Supervision	\$175 per night
K-5 Overnight Outdoor Education (Certified Nurses)	\$1,000 stipend
K-8 Lunchroom/Recess Supervision (Art. XVII, Sec. 9)	\$30 per hour
9-12 Lunchroom Supervisor	\$30 per hour
9-12 MRC/ARC Sixth Assignment (Art.VII, Sec.11)	\$20 per hour
PreK-12+ Extra Duty (e.g., Scorekeeper, Timer, Announcer, Pass-Gatekeeper, Ticket Taker, Chaperone, Supervisor, Bus Duty, Pool Supervisor, etc.)	\$25 per hour
K-12 Intramural Supervisor	\$20 per hour
9-12 Independent Learning (Art. III, Sec. 9)	\$400 per semester
Pre K-12+ Translation Services (beyond regular duties)	\$24 per hour
Pre K-12+ Additional Required Evenings	\$25 per hour
Pre K-12+ Internal Substitute or Missed Lunch/Plan due to addressing an immediate Student Need (approved by Supervisor) (Art. III, Sec. 14)	\$1 per minute
Pre K-12+ Homebound Tutoring	\$40 per hour
Pre K-12+ Workshops, Training, Professional Development Facilitator	\$50 per hour
Pre K-12+ Summer University (if board credit is available, it may be substituted for pay)	\$15 per hour

#### Section 4. Student Load for Middle and High School Music and Physical Education Educators

Exclusive of music and physical education, after thirty (30) days of school, the Board will pay a Middle School or High School Educator 1/150th of the Educator's base salary for every additional pupil in excess of one hundred fifty (150) enrolled in the Educator's classes as assigned by the building principal. For a middle school or high school physical education or music Educator, after thirty (30) days of school, the Board will pay 1/220 of the Educator's base salary for every additional pupil in excess of two hundred twenty (220) enrolled in the Educator's classes as assigned by the building principal. Any overload pay will always be retroactive to the day the overload first occurred.

#### Section 5. Reimbursement of Travel

Educator's required to travel for the District will be reimbursed at the Internal Revenue Service rate for business travel.

#### Section 6. K-5 and Middle School Educator Supervision of Lunchrooms and Playgrounds

The Administration will be authorized to hire volunteer Educators to supervise the K-5 and Middle School lunchrooms and for after school and playground supervision and to pay such volunteers at the rate of pay set forth in Section 3 of this Article. No Educator who supervises such activities will be given any compensatory released time.

#### Section 7. Longevity

Beginning with the 2018-2019 school year, Educators who have completed at least (10) years of full-time service in the District and have completed graduate credit or Board credits as required in Section 1 of Article XVIII and who are on step twenty (20), or final step as defined herein, will receive an annual longevity increment, or prorated portion, of \$1,500, and \$1,900 respectively. Educators hired prior to June 5, 1992, will have all certifiable service credit included in their computation for longevity purposes. Educators hired after June 5, 1992, will not qualify for longevity until they reach step twenty (20) or final step, whichever is applicable, as defined herein. Those already receiving longevity will continue to do so.

#### Section 8. Paycheck Distribution Schedule

All Educators shall be compensated for their regular teaching assignment on a twenty-four (24) pay period basis. The pay schedule will be as follows: Educators will receive one (1) paycheck at the end of August and two (2) paychecks in September, October, November, December, January, February, March, April, and May. Educators will receive their issued paychecks on the 15th and last day of each month. In the event the normal pay date falls on a weekend or holiday, paychecks will be issued on the weekday immediately preceding the scheduled pay date. In the month of June, Educators will be issued five (5) paychecks. One (1) paycheck will be issued on June 15, and four (4) paychecks will be issued on June 30. Although the last four paychecks in June (the June 30, July 15, July 31, and August 15) will be issued on one

day, they will be dated as the last four (4) consecutive business days of June.

#### Section 9. Compensation Schedule for Season-Based Co-Curricular Activities

Activities that span the entire school year will be paid over twenty (20) paychecks, beginning with the first paycheck in October. For fall, winter, or spring activities, five payments will be made as compensation during the season the co-curricular activity is taking place.

Fall Sports will be paid:

September 15, September 30, October 15, October 30, November 15

Winter Sports will be paid:

November 30, December 15, December 30, January 15, January 30

Spring Sports will be paid:

March 15, March 30, April 15, April 30, May 15

### **ARTICLE XIX Salary Schedule Placement**

#### Section 1. Masters Degree Salary Schedule Placement

Upon petition, the Superintendent, or designee, may, in his/her sole and exclusive discretion, waive the requirement of the Master's Degree for placement on the Master's column for programs of exceptional merit that in the Superintendent's, or designee's, sole judgment, constitute Master's equivalency or Master's placement.

#### Section 2. Experience Credit Considerations for Salary Schedule Placement

Educators new to the District may receive full credit on the salary schedule for up to five (5) years teaching experience outside the District. The Board, however, retains the option of recognizing more than five (5) years' experience as indicated in Board policy.

Educators new to the district may be granted credit for up to three (3) years' experience on the salary schedule or for other job/work-related experience as determined by the Board. The Board, however, retains the option of recognizing more than three (3) years' experience for other job/work-related experience.

#### Section 3. Experience Increment Considerations for Salary Schedule Placement

Newly appointed licensed staff will receive no experience increment for anything less than one (1) year of full-time (five [5] teaching periods daily or its equivalent) prior teaching experience. However, teaching experience of less than one (1) year of full-time (five [5] teaching periods daily or its equivalent) may be recognized as determined by the Board.

#### Section 4. Professional Credit or Advance Degree Considerations for Salary Schedule Placement

Placement on the salary schedule for professional credit or advance degrees will be approved by the Administration and will be granted if those credits or degrees earned are directly related to the undergraduate degree major and/or are related to the Educators' assignment or, in the sole discretion of the Administration, if the additional credits or degrees earned are of benefit to the District. Notification of approval or reasons for rejection will normally be provided within fifteen (15) workdays of the request. Credits earned prior to the award of the degree, not necessary for attainment of that degree, unless directly related to the undergraduate degree major and/or related to the Educator's assignment, will not be applicable for subsequent lateral movement on the salary schedule. Any disagreement pertaining to administrative discretion in determinations under this Section will be subject to the review processes provided in Article XVII of this Agreement.

#### Section 5. Military Service Credit

Experience credit will be granted for military service pursuant to the law.

#### Section 6. Submission of Graduate Credits, Degrees, and Board Credits

Submission of graduate credits, degrees, and board credits earned prior to the start of the school year (accompanied by official transcripts) must be submitted within 90 days of the course or degree's completion. Fall adjustments will be processed by November 1st through the district office. Salary adjustments will be made retroactively to the beginning of the school year.

Submission of graduate credits degrees and board credits earned prior to the start of the second semester (accompanied by official transcripts) must be submitted within 90 days of the course or degree's completion. Spring adjustments will be processed by March 1st through the district office. Salary adjustments will be made retroactive to the beginning of second semester as measured by the high school calendar.

In all instances, licensed staff must receive the approval of the Assistant Superintendent of Human Resources, or designee, before June 1st of the previous school year for additional degrees and/or graduate credits which will make the Educator eligible for lateral movement. Lateral movement on the salary schedule will be limited to one (1) lane per year. All lateral adjustments that are withheld will be made at the start of the subsequent school year. To be eligible for adjustment laterally for hours earned between the time of employment and the opening date of the school year, an Educator must receive approval of the Administration at the time of employment of intent to complete additional coursework. Salary adjustments resulting from lateral movement will be made retroactively to the beginning of the appropriate semester and will be made in one (1) payment.

To avoid penalties, Educators within four years of retirement or those who have declared an intent to retire shall not receive more than a six percent (6%) increase in total pay per fiscal year.



#### Section 7. Salary Schedule Placement for Master of Fine Arts Degrees (60 Semester Hours and Beyond a BA Degree)

For the purpose of salary schedule placement, an Educator who is awarded a Master of Fine Arts Degree (Sixty (60) semester hours beyond a BA Degree) will have the degree recognized as an MA+30. All psychologists, social workers, and counselors earning a Master's Degree in a program requiring a minimum of fifty-six (56) semester hours (or its equivalent) shall also be paid on the MA+30 column of the salary schedule unless they qualify for placement beyond that column.

#### Section 8. Step Advancement

Step Advancement. No Educator will be allowed to advance more than one step per year. In an effort to ensure that the Board shall not be required to pay a penalty or make additional payments to TRS, no Educator who has either declared an intent to retire or who is within four (4) years of being eligible for retirement shall receive a total pay increase of more than six percent (6%) in any fiscal year.

Since experience cannot be separated from performance, the movement from one salary step to another implies not only an added year of experience, but also satisfactory professional performance. The Board reserves the right, based on the recommendations of the Administration, to stop an Educator's progress on the salary plan until such time as evidence of satisfactory performance (proficient/professional or excellent/distinguished rating) is observed by those charged with evaluating this work. The procedure, criteria, and standards of evaluation have been mutually approved by the Board and the BEA.

The preceding paragraph applies only to any Educator who receives an overall unsatisfactory rating or "needs improvement/basic" rating and is subject to a Professional Development Plan (PDP) or remediation. Any Educator who receives such a rating may, before being placed on PDP or remediation, request that another primary or secondary evaluator observe and evaluate his/her performance. Such evaluations will then be provided along with the original evaluation to the Assistant Superintendent of Human Resources or designee. The Assistant Superintendent of Human Resources or designee will have the authority to recommend to the Board withholding of movement on the salary schedule and will notify the BEA before doing so.

#### Section 9. Retirees Hired to Replace an Educator on Leave

TRS annuitants (retirees) who are employed during the school year to replace another licensed staff member shall be placed on the same step as the person they are replacing, and the column placement must reflect the credentials of the retiree. An Educator on leave is considered to be "replaced" when they are no longer receiving any salary from the District, although they may still be receiving benefits.

TRS annuitants (retirees) who are employed in a vacant licensed opening shall be placed on step six (6), and the column placement must reflect the credentials of the retiree. Any exceptions to this provision will be discussed with the

President of the BEA prior to the Administration offering a contract to the retiree.

#### Section 10. Overpayment or Underpayment

Educators who may have been overpaid or underpaid will have any adjustment made as soon as possible once the error has been discovered. The adjustment or correction will be for the current school year only and no claim by the Board for repayment or claim by the employee for additional payment will be made except for the current year adjustment.

### **ARTICLE XX Leaves of Absence**

#### Section 1. Military Leaves

Military Leaves will be granted to Educators per applicable State and/or Federal Law.

#### Section 2. Jury Duty

Any Educator required to serve on a jury will be entitled to leave and will receive regular pay for workdays spent serving on the jury. Proper documentation is required.

#### Section 3. Exchange Educator Program

The Board may grant to an Educator of the District, upon application, a leave of absence at its option of not more than one (1) year to permit such Educator to teach in a foreign state under the provisions of the Exchange Educators Program established under Public Law 584, 79th congress, and Public Law 402, 80th Congress, as amended; provided said Educator states the Educators' intention to return to the District. Upon return from such leave, an Educator will be placed at the same position on the salary schedule as the Educator would have had, had the Educator taught in the District during such period.

#### Section 4. Unpaid Leaves of Absence

A leave of absence of up to one (1) year may be granted, at the option of the Board, without pay, for the purposes of cultural travel, a work program related to professional responsibilities, advanced study, teaching in the military teaching program, Peace Corps, officer ship in the BEA/IEA/NEA, campaigning for or serving in a public office, or for other purposes.

Although the Board may grant leaves of absence without pay for "other purposes", such absences often impinge upon the effectiveness and continuity of the instructional program. Students are entitled to receive uninterrupted educational instruction from their regular Educators, and absences necessitated by personal illness or unavoidable personal commitments already detract from the educational program. Therefore, only in highly unusual circumstances will leaves for "other purposes" be granted, taking into consideration the impact on student instruction, the effect on the

Educators' performance, and the Educators' tenure in the District.

The Educator to whom a leave is granted must state the Educators' intention to return to the District. Upon return from such leave, an Educator will be placed at the same position on the salary schedule as the Educator would have had, had the Educator taught in the system during such period, but only if, in the judgment of the Board, the activities of the Educator during such leave are comparable to activities valid for sabbatical leave. Requests for leaves of absence for other purposes will be considered by the Administration, and any denials will be reviewed by the Board. Leaves will not be given in place of a Educators' being subject to a Reduction in Force under Article VII of this Agreement.

#### Section 5. Bereavement

The Board will provide up to five (5) days' leave with pay because of death in the immediate family and up to two (2) days for non-immediate family. Immediate family will be defined as follows: child, spouse, mother, father, mother- or father-in-law, brother, sister, aunt, uncle, grandparents, great-grandparents, step-parents, fiancé, ward, half-brother or -sister, brother- or sister-in-law or legal guardian, stepchild, grandchild, son-in-law, daughter-in-law, domestic partner, civil union partner, step-sister or step-brother, niece, nephew, cousin or anyone for whom the bargaining unit member is a legal guardian.

Of the five (5) days, the Educators will receive three (3) paid days per fiscal year for use as Bereavement Leave. Documentation of the need will be required to receive paid days (e.g., obituary, program, etc). Additional Bereavement Leave beyond these three (3) days may be taken from the Educator's available sick or personal days.

#### Section 6. Returning from Leave

Educators on leave for any reason must notify the Superintendent by February 1st, prior to the end of the school year, of their intent to return to the District for the subsequent year. Failure to provide such notice shall constitute a resignation from employment with the District. Upon request from the BEA, the administration will provide a list of individuals on a one-year leave.

#### Section 7. Sabbatical Leave

In order to provide opportunities for maximum professional improvement, sabbatical leaves will be available to staff members for study, travel, writing, or other professional activities as recommended by the Labor Management Committee and as determined appropriate and feasible by the board.

- a. Full-time licensed employees will be eligible for sabbatical leave for the above-stated purposes after having spent six (6) consecutive years in the District. Applicants will not have received a sabbatical leave during the six (6) years immediately preceding any application.

- b. Applications for Sabbatical Leave will be made to the Superintendent or designee on or before December 1 of the year prior to the requested Sabbatical Leave as established by the Superintendent and the Labor Management Council. Each application will be accompanied by plans for the use of the Sabbatical Leave and a statement of the plan's potential for increasing the applicant's professional competence. A copy of the application will be provided to the President of the BEA.
- c. While on Sabbatical Leave, the Educator will receive salary for the time involved as specified by State statute. An Educator will receive the regular insurance as provided by the Board. The Educator will notify the Business Office of the place to which the Educators' payroll check will be addressed or information of the financial institution in which the check should be deposited while the Educator is on leave. Checks will be mailed to that address or processed for deposit on or before the regular paydays.
- d. Sabbatical Leave may be for a portion of the year but may not exceed a full school year. Educators on Sabbatical Leave will inform the Superintendent or designee of any change in plans during the term of the Leave for the Superintendent's approval. Upon return from Sabbatical Leave, the Educator will be advanced on the salary schedule as though the Educator had been employed during the period of leave, and the Educator will be restored to the Educator's former position or to as equivalent a position as possible, given conditions pertaining on the date of return.
- e. Before a Sabbatical Leave is granted, the Educator shall agree in writing that if at the expiration of such leave, s/he does not return to and perform contractual continued service in the District for at least one school year after her/his return, all sums of money received from the Board during the Sabbatical Leave will be refunded to the Board unless such return and performance is prevented by illness or incapacity.

#### Section 8. Sick Leave

Sick leave may be used for personal illness, quarantine at home, illness or death in the immediate family or household, mental health, or birth, adoption, or placement for adoption. "Immediately family" shall include parents, spouse, civil union partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Educators are entitled to sick leave based on years of service as follows:

<b>Consecutive Years of District 220 Service</b>	<b>Sick Leave Days per School Year</b>
0-5	12

6-10	15
11-15	16
16-20	18
21+	23

Sick leave days may be accumulated to a maximum of 400 days.

Sick leave for birth shall be limited to forty-five (45) work days absent certification of medical necessity, as provided in Section 24-6 of the Illinois School Code, taken within 12 months from the date of birth. The educator may utilize up to forty-five (45) days of accrued sick leave, should he/she have adequate sick leave days accumulated, following the birth or adoption of the child. In the event that the educator does not have adequate sick leave days accrued, the balance of their leave will be unpaid to the maximum total of days allowed per the FMLA. The Board may require Educators to provide evidence that the formal adoption process is underway, as provided in Section 24-6 of the Illinois School Code.

For an Educator who has had a good attendance history and has used all accumulated sick leave because of extended catastrophic illness, the Board may grant up to twelve (12) days of additional sick leave days upon return from the illness after use of the sick leave bank in Section 9 of this Article. No severance allowances are permitted for accumulated sick leave upon separation. Accumulated sick leave will be reinstated to a staff member upon return to teaching in the District from an approved leave of absence. Absence due to injury incurred in the course of the Educators' Employment will not be charged against the Educators' sick leave days, unless, for the duration of such absence, the Board will pay to such Educator the difference between his/her salary and benefits received under the Illinois Workers' Compensation Act, the Illinois Teacher's Retirement System or the disability policy of the District. Such Board paid absence will be limited to the remainder of the school year in which the injury occurs. Except in cases of continuing illness, Educators in need of leave should notify the principal or immediate supervisor as far in advance as possible so that the best available substitute may be secured. The BEA will encourage Educators not to abuse or misuse sick leave.

#### Section 9. Sick Leave Bank

The Sick Leave Bank will be administered by the BEA Sick Leave Bank Committee. The BEA will be solely responsible for administering the Sick Leave Bank. In order to be eligible to draw from the Sick Leave Bank, an Educator will be a contributor to the Sick Leave Bank, present a medical professional's certification of continuing illness (in line with FMLA regulations), have used all of the Educator's accumulated sick leave, and be without salary for two

(2) teaching days. The Sick Leave Bank will be used to provide assistance during a catastrophic personal illness, disability, or hospitalization. Generally, a catastrophic medical condition must be both long-term in nature and require extensive recuperation periods. Recovery from a catastrophic illness may require prolonged, intermittent medical attention. Intermittent medical attention may be covered by the Sick Leave Bank if it is directly related to an ongoing personal illness for which a doctor's certification is on file. Days may also be available for catastrophic illness in the immediate family of the Educator, subject to the approval of the BEA Sick Bank Committee in conjunction with the BEA Executive Board. Sick Bank Leave can not be used in lieu of disability. The maximum number of days an employee may be granted for the duration of their employment is based on years of consecutive membership.

12 days = 1st year employee

24 days = 2nd year employee

36 days = 3rd year employee

48 days = 4th year employee

60 days = 5th year employee and beyond

The BEA will defend and indemnify the Board of Education against any actions brought regarding the administration of the Sick Leave Bank. New members will be automatically enrolled and will donate one (1) day upon hire.

If the number of days remaining in the Sick Leave Bank ever falls below two hundred (200) days, retiring Educators will have the option to donate up to twenty-five (25) days to the Sick Leave Bank. In addition, if the days remaining in the Sick Leave Bank drops below two hundred (200) days, present members of the Sick Leave Bank will have the option to donate an additional day to the Sick Leave Bank. The combined donations shall not result in the total number of days in the Sick Leave Bank exceeding four hundred (400) days.

#### Section 10. Personal Business Days

In addition to sick leave, three (3) days at full pay may be used annually for personal business if such leave is required by an emergency or other urgent and compelling business which cannot be transacted outside of work time. Written notice for personal business leave is to be submitted to the building principal or supervisor at least forty-eight (48) hours in advance of the anticipated leave day(s) (except in situations where an emergency exists), using the automated absence reporting system.

Although no reason is required, examples of common permissible use of such leave are: religious holidays not observed in the school calendar, a funeral of a close friend or relative who is not provided for in Section 5 of this Article, legal hearings, appointments requested by civil authorities, completion of important contracts, weddings of relatives or very close friends, graduation ceremonies of a member of the immediate family as defined in Section 5, handling of furniture or belongings in jeopardy, or uncontrollable delays in travel.

Educators are discouraged from taking personal business leave on Mondays and Fridays. Personal business leave

may not be used to extend a scheduled holiday or break, on days immediately preceding or following a school holiday, on the first and last day of the school calendar, or for vacations or recreational purposes, except if the Educator provides a reason that meets one of the aforementioned examples of permissible uses. Administration also reserves the right to deny the use of personal business leave if approval creates an issue in staffing the classrooms/building and there are no other options. If an Educator signifies that a business leave day will be used for the permissible purposes, the Educator recognizes that discipline and/or discharge may occur if the day is not used for a permissible purpose.

Each unused personal day will be accumulated as two (2) sick leave days.

#### Section 11. Parental Leave

Parental leave will be an unpaid leave, and sick leave benefits will be paid only in accordance with Section 8 of this Article. As a result of the birth or adoption of a child, a tenured Educator will be entitled to parental leave of up to one (1) full school year plus the remainder of the year in which the leave commences. An Educator desiring parental leave must notify the Superintendent at least ninety (90) days prior to the intended commencement of the leave. Such leave will commence upon the date agreed upon by the Superintendent and the Educator or the date on which the Educator exhausts his/her sick leave benefits, whichever will first occur. An Educator may return from parental leave only at the beginning of a regular school year unless specifically agreed by the Superintendent. Notice of intention to return from leave at the start of any school year must be given by February 1st of the school year preceding the school year in which return is to be made.

An Educator on parental leave will not receive credit for vertical movement on the salary schedule or any other benefits for time spent on such leave. However, any Educator granted parental leave who completes one (1) semester or more of the school year will be considered to have completed a full year for salary movement purposes. During any such leave, an Educator may make arrangements to continue insurance coverage as provided in Article XXI, Section 3, at the Educators own expense.

#### Section 12. Family Medical Leave Act

The District will comply with the Family and Medical Leave Act and its regulations for implementation. Information on FMLA benefits is posted in each District building, and more detailed information is available from the Human Resources Offices.

#### Section 13. Religious Leave

Each bargaining unit member shall be given up to one (1) day without loss of pay for leave taken as a religious holiday other than a school holiday. An Educator will be eligible for up to one (1) additional day of religious leave annually to be deducted from Sick Leave should they have sick leave days available. If the Educator has insufficient accumulated sick leave available, the religious leave will be on an unpaid basis. Available personal leave may be used

for additional religious leave days or such leave will be unpaid. The Educator shall advise the building principal or supervisor of their intent to request a religious leave day and shall use the automated absence reporting system to submit a written statement indicating any religious day(s) to be used during the school year, other than school holidays, no later than fourteen (14) calendar days prior to the religious holiday.

## **ARTICLE XXI Other Benefits**

### **Section 1. Tuition Reimbursement**

An Educator will be reimbursed tuition expenses, through an accredited institution, at the rate per semester hour as follows: \$275 for the 23/24 school year, and \$300 for the remaining years of this contract, or full tuition, whichever is less, for credits earned.

An Educator may be eligible for full tuition reimbursements for any Masters dual credit cohort or high need graduate coursework or program approved in advance, by the Superintendent or designee and designed to support dual credit courses taught within the District. Any Educator who is approved for full tuition reimbursement will be required to agree to a payback of tuition agreement should the Educator leave the District within four (4) years of reimbursement of full tuition.

Credits for which reimbursement will be paid will not exceed thirty (30) hours for Bachelor Degree Educators in a non-degree continuing education program. Educators who are pursuing the Master's Degree will be reimbursed only for those courses necessary for the attainment of that degree as verified by an official degree plan.

Upon obtaining a Master's Degree, Educators will be reimbursed at the same rate for an additional thirty (30) hours of approved graduate level educational courses. Only graduate hours, Board credit, or specialty programs, as approved by the Superintendent or designee, will be counted when computing hours beyond the Masters for placement on the pay schedule. Reimbursement will also include Board-approved workshops outside of school time and/or fees for such workshops or other non-college, job-related courses taken by Educators for professional development, subject to prior approval by Human Resources.

Approval for a program of study for which reimbursement is desired will be received from the Superintendent or the Superintendent's designee prior to initiation of classes and will be granted pursuant to the standards provided in Article XIX, Section 4. A list of recommended Universities and programs/courses will be published on the District website.

An employee must complete the Request for Study Approval Process and complete the official request for Study Approval Form before registering for the course(s).

For all tuition reimbursement, the following are required no later than 90 days after completion of the course(s):

- proof of tuition cost,
- completion of the course and verification of a letter grade of A or B on an official transcript



- Pass/Fail credit does not count for tuition reimbursement or for credit towards salary lane advancement.

Tuition reimbursement will be made by Administration, allowing a maximum of 60 days from submission of all required documentation needed to verify credit earned. Reimbursement will provide partial or full payment of the expenses incurred by the Educator and will not be construed as salary.

## Section 2. Board Credit

Board Credit will be defined as credit honored only by the District. Licensed staff members will be able to acquire Board Credits in the following ways:

- Completion of any workshop or course approved by the District for which Board Credit is an option.
- Submission to Human Resources of a written proposal for earning Board Credit. Request *Board Credit Proposal* form from Human Resources.

The guidelines for Board Credit are:

1. One (1) Board Credit will represent fifteen (15) hours of time on task beyond the working day.
2. Board Credits may be used for lateral movement on the salary schedule.
3. The maximum number of Board Credits for any proposal made by a licensed staff member will be three (3), despite the number of hours needed to fulfill the terms of the proposal.
4. In cases where both Board Credit and pay are offered, the staff will choose one or the other.
5. Board Credit or pay will be granted once upon completion of any workshop, course or proposal.

Repetition of any workshop, course or proposal will not be awarded Board Credit or pay.

## Section 3. National Board Credit

National Board Credit: For tenured Educators who are employed to work at least .6 FTE or more, who have attained National Board certification, a stipend of \$1,500 will be paid annually. Educators who enroll in the National Board program during the period in which this Agreement is in effect will receive a reimbursement of entrance fees of up to \$1,975 per person, payable at the end of the fiscal year, with the requirement of missing no more than three (3) of the cohort meetings each year. In addition, portfolios must be successfully completed and submitted to NBCT within a two-year cycle. No TRS payments will be made on this reimbursement amount. If more than six (6) Educators enroll in any single school year, entrance fee reimbursement will be prorated based on \$16,000 divided by the number of Educators who enroll during that school year. In addition, six (6) board credits will be awarded at the completion of the National Board process, and the District will pay for a support class with a trained facilitator. National Board Credit: For Educators who have National Board Certification, a stipend of \$1,500 will be paid annually through the expiration date of this Agreement.

#### Section 4. Flexible Staff Development

Flexible staff development time (Flex Time) is time on-task beyond the contractual day to be used by a staff member or a group of staff members for a specified school/district activity that is directly connected to the goals and objectives of the district and/or school. Flex Time will be available for use by licensed staff members. The guidelines for flexible staff development time are:

1. One hour of Flex Time is equal to one clock hour of time beyond the school day.
2. There are three tiers of Flex Time as described below:
  - Flex Tier 1 (\$40 per hour) New Curriculum Development (e.g. Curricular areas currently in development phase of review, Learner Profile progression development)
  - Flex Tier 2 (\$30 per hour) Curriculum Revision (e.g. Performance assessment revision, instructional unit revision)
  - Flex Tier 3 (\$20 per hour) PD or Meeting (e.g. MTSS Committee, District Equity Team, Assessment Review Committee)
3. Tier 1 and Tier 2 flex work necessitates the completion of a product.
4. For budget purposes, the total number of Flex Time for the District will be calculated by multiplying three (3) times the number of licensed staff members (not FTEs) and then multiplying by the total amount of the Tiers (\$90 in total). The allocation of Flex Time will be mutually agreed upon by the Superintendent or designee and a BEA representative.
5. The Superintendent or designee is responsible for approving requests for flexible staff development time.

#### Section 5. Allocation of Staff Development Funds

When funds are available, in each year of this Agreement the Superintendent or designee will allocate a specified dollar amount to each building for staff development purposes. The allocation will be calculated based on the number of licensed staff (not FTEs) in each building. The description, guidelines, and management procedures for these funds are contained in the staff development handbook. The Superintendent or designee and a BEA representative will consult on any changes made to the Handbook annually.

#### Section 6. Long-Term Disability Insurance

The District will provide, at full premium cost to the District, a long-term employee disability insurance program to cover seventy percent (70%) from all sources of the individual Educator income payable after sixty (60) consecutive days of health or accident disability absence from teaching duties. The length of the insurance coverage provided an employee while on disability will be as follows: The shorter of twenty-four (24) months or when the insurance provider deems the Educator is no longer disabled shall not exceed \$5,000.00 per month for a period not to exceed 24 months.

This benefit is subject to rates provided as part of the District's insurance policy. Should the District's insurance carrier revise the reimbursement rates, Administration will notify the BEA President before implementing the revised reimbursement rates.

#### Section 7. Medical, Dental, and Life Insurance

The total aggregate cost paid by the District for medical and dental insurance for Educators will increase by no more than three percent (3%) over the amount paid by the District in the previous plan year. Adjustments to plan design, employee contribution rates, or other modifications will be determined by the District Insurance Committee based on the District contributions defined above.

The Board will pay for the individual Educator a life insurance benefit of \$50,000.

If an Educator is employed to teach less than three-fifths (3/5) of the normal daily schedule, the Board will pay only the prorated premium rate for that Educator. Similarly, if an Educator is employed to teach less than a full school year, the Board will pay only the prorated premium rate for that Educator. To obtain benefits for which the Board pays a portion (group medical plan, life insurance, group dental plan), the Educator must pay the difference. An Educator working less than two-fifths (2/5) is not eligible for any benefits except sick leave.

#### Section 8. Medical Premium for Married Couples Both Employed by the District

The District will continue to pay the full family medical premium for married couples who are both employed by the District.

#### Section 9. Insurance Committee

The Board and BEA agree to convene an on-going Insurance Committee to consider the following topics:

- a. Possible revision to the PPO and/or HMO Plans
- b. Health Reimbursement Accounts/Health Savings Accounts
- c. Use of District Insurance Consultants
- d. Other mutually agreed matters Committee membership will include:
  1. Two (2) Board Members
  2. The BEA President or designee
  3. A representative appointed by the BEA President from each organizational level (i.e. Pre K-5; middle school; and high school)
  4. The following representatives of the Administration: Assistant Superintendent

for Human Resources; Chief School Business Official; Director of Fiscal Services, Director of Human Resources, Administrative Assistant to the CSBO, and District Benefits Coordinator.

5. BSEO representative(s) as provided in the BSEO Contract Agreement.

The District Benefits Consultant may serve as a resource to the Committee, along with any other individual(s) the Committee deems appropriate. Committee membership will be published on the District intranet. This Committee will meet at least quarterly. Any recommended insurance plan changes will be made annually and will be completed and presented to the Board and BEA consistent with the schedule established with open enrollment. Such changes will require approval by the Board and BEA prior to implementation. The Committee will use a consensus decisional model to arrive at its recommendations.

#### Section 10. Sheltered Pension Contributions

Throughout the term of this Agreement, the Board will ensure that Educators' contributions to the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund, whichever is applicable for the given position, are sheltered for income tax purposes, as permitted by the Internal Revenue Code.

In compliance with regulations, the school district will contribute to the appropriate state pension system and deliver the necessary funds, which include both employee and employer contributions, to the designated pension system.

#### Section 11. Early Retirement Incentive Plan

The Board may, at its option, institute and/or maintain an early retirement incentive plan provided there is prior consultation with the BEA; and the BEA is notified of each early retirement granted or denied and, if granted, the terms under which it is made.

#### Section 12. Flexible Benefit Plan

The Board of Education will establish and maintain a "flexible benefit plan" in compliance with Section 125 of the Internal Revenue Code. Prior to each plan year, an Educator may elect to have the Board reduce his or her pay and contribute such amounts among the following non-taxable benefits, in accordance with the plan document:

- a. Premiums for the District's health insurance plan and dental plan, and life insurance plan which are not paid by the board;

- b. Reimbursement for qualified dependent care assistance expenses, in accordance with Section 129 of the Internal Revenue Code.
- c. Reimbursement of the cost of medical and dental care, as defined in Section 214 (d) of the Internal Revenue Code, to the extent not covered by insurance and incurred by the Educator, the Educator's spouse, and/or the Educator's dependents.

In accordance with the Internal Revenue Code, any amounts remaining unpaid after processing all timely requests for reimbursement will be forfeited and not otherwise paid to the Teacher or carried over to the following plan year. The Board will pay the administrative costs and expenses for maintaining the plan.

### Section 13. Retirement/Service Recognition

#### A. Eligibility

A retirement program shall be available for the Educators who meet all of the following eligibility criteria at the time of retirement:

1. Completed at least 15 years of full-time teaching service in the District or its equivalent; and
2. Be eligible to retire and receive a regular non-discounted pension annuity under TRS rules and regulations; and
3. Have filed retirement with TRS with a retirement date of June 30 in the year of the retirement but no later than June 30, 2032.
4. Submitted an Irrevocable Notice of Retirement as required below.

#### B. Procedures

In order to be eligible to participate in this retirement program, an Educator must submit the Irrevocable Notice of Retirement to the Office of Human Resources by February 1 of the fourth year prior to the year of retirement, setting forth a desired retirement date at the end of a school year not later than June 30, 2032. Educators otherwise eligible to retire under this program may give less than four years notice and be entitled to the relevant benefits of this program only for the years following the Educators' notice until their retirement date. The Board may, in unusual and extraordinary circumstances (for example, death of a spouse, serious illness of the Educator or spouse, change in marital status, or any other catastrophic circumstance as determined by the Board), and in its sole discretion, permit an Educator whose Irrevocable Notice of Retirement has been accepted to rescind the Notice. The Association agrees that the Board's decision regarding a request to rescind an Irrevocable Notice of Retirement is non-grievable, non-reviewable, and non-precedential. Any Educator allowed to rescind the Notice will be required to pay back to the District the value of any

benefits received hereunder through the date the rescission was approved. The method and timeframe for any such repayment will be determined by the Superintendent/designee after consultation with the affected Educator(s).

Participating Educators who elect to retire under the provisions of this program with a retirement date after June 30, 2032 will receive only the benefits of this program. The final date for submitting a Irrevocable Notice of Retirement under this program is February 1, 2028.

Educators who are eligible for this benefit and who elect to participate in this program, shall be removed from the salary schedule and receive an increase in TRS creditable earnings of exactly 5.5% in each year of participation. A retiring Educator may receive no more than four (4) years of 5.5% increases in TRS creditable earnings under this program.

If an Educator's negotiated increase in earnings, including longevity, stipends, extra duty or other creditable compensation for any year under this program would otherwise exceed 6% then the Educator's compensation for that year will be capped at 6% increase, and any amount over a 6% increase will be forfeited.

An Educator for whom an extra-duty or extra-schedule stipend was part of the Educator's TRS creditable earnings in the school year prior to the school year in which notice is given and who chooses not to perform, or is dismissed from such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increases provided under this program each remaining year. If a stipend position is eliminated by the District, the Educator may apply for vacant stipend positions.

Under no circumstances may an Educator participating in this program receive a TRS creditable earnings increase exceeding 6% over the Educator's prior year's TRS creditable earnings.

No additional TRS penalties or contributions will be generated above the threshold provided below by participation in this program.

If the General Assembly or TRS creates any new penalties or require any additional contributions that must be paid by the Board of Education because of the service recognition benefit provided by this section, totaling greater than one one-hundredth of one percent (1/100th of 1%) of the total annual operating funds revenue (Educational, Operations & Maintenance, Transportation, Municipal Retirement/Social Security, Working Cash and Tort Funds) (See AFR line item #273), the service recognition benefit provided by this section will be considered void and terminated from the contract on the effective date of the new legislation or rules (without forfeiting any grandfathering rights that may apply). In the event the total annual operating funds revenue that the threshold is reached, the BEA and Board will immediately negotiate a new service recognition benefit which will not cause any penalties or contributions to be paid by the Board of Education.

#### Section 14. Stipend for Doctorate Degree

For tenured Educators who are employed to work at least .6 FTE or more and who have attained a doctoral degree (Ph.D., EdD, etc), a stipend of \$1,500 will be paid annually.

#### Section 15. Sponsorship of Work Visa - Chinese Immersion Teachers

The Board may opt to pay the costs for educators employed or recommended for employment in the District's Chinese Immersion program for the teacher to obtain the rights to continue to reside and work in the United States and to pay the expenses for the teachers to obtain such rights, including attorney fees and sponsorship costs.

### **ARTICLE XXII Summer Employment**

#### Section 1. Notification of Summer School/Extended School Year (ESY) Assignments and Pay

Notification of appointment to the Summer School and ESY faculty, together with assignments to courses, will be given to the Educators by the Summer School Administrator(s) in writing as soon as possible, but no later than the last day of school. A reasonable attempt will be made by the Administration to staff Summer School with Educators from within the District before persons other than District employees are hired. Summer School and ESY Educators will receive compensation at a rate of forty-five dollars (\$45.00) per hour in 2023/24, fifty dollars (\$50.00) per hour in 2024/25, fifty-five dollars (\$55.00) in 2025/26, thereafter indexed to 1/1000 of BA0 Step 1 per hour.

#### Section 2. Compensation Rate for Duties Beyond the Regular School Year for Specified Educators

All student services certified staff who offer to perform and are selected for specific duties required beyond the regular school year (i.e., case studies and IEP meetings) will be compensated at the hourly rate of forty-five dollars (\$45.00). For Summer School or ESY Assignments, please see Article 22 Section 1.

### **ARTICLE XXIII Continuity of Services**

#### Section 1. No Strike, No Work Refusal, or Slowdown Clause

During the term of this Agreement, neither the Association nor its Officers shall recommend, sanction, or participate in a strike or withhold their services, nor shall the District lockout Association Members.

## **ARTICLE XXIV Effect of Agreement**

### **Section 1. Commitment to Terms and Conditions of Agreement**

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, written mutual consent of the parties in an amendment hereto.

### **Section 2. Incorporation of Agreement into Board Policy**

This Agreement will be incorporated into the Board policies of the District and will be a part of the Board policies.

### **Section 3. Incorporation of Agreement into Educators' Contracts**

The terms and conditions of this Agreement will be reflected in individual Educators' contracts.

### **Section 4. Commitment to Agreement Alignment with the Law**

Should any Article, Section, or clause of this Agreement be illegal, then said Article, Section or clause, as the case may be, will automatically be deleted from this Agreement to the extent that it violates the law, but the remaining Articles, Sections, and clauses will remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or clause.

### **Section 5. Agreement Terms**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all the understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Board has no obligation to negotiate any further during the term of this Agreement except as to the impact of Board decisions relating to Educators' employment conditions.



#### Section 6. Property Tax Revenue Agreement Re-Opener

If any state law(s) is passed that reduces the total property tax revenue by greater than or equal to 0.25% received by the District under the existing law (and not offset by new, unallocated revenue), the Board may initiate a renegotiation of all economic terms in the Agreement for the year(s) beginning when the decrease(s) takes effect. If no agreement is reached by June 30, preceding the fiscal year when the change goes into effect, this Agreement will immediately expire.

#### Section 7. Pension Payment Agreement Re-Opener

If any state law is passed that increases pension payments owed by the District by more than 0.5% of BEA payroll, the Board may initiate a renegotiation of all economic terms in the Agreement for the year(s) beginning when the increase(s) takes effect. If no agreement is reached by June 30, preceding the fiscal year when the change goes into effect, this Agreement will immediately expire.

## **Article XXV Duration of Agreement**

This Agreement will be effective on the date hereof, and will continue in effect until June 30, 2028. This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

IN WITNESS THEREOF:

FOR THE BARRINGTON  
EDUCATION ASSOCIATION,  
IEA/NEA:

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Melissa Atteberry, BEA President

FOR THE BOARD OF EDUCATION  
OF COMMUNITY UNIT SCHOOL  
DISTRICT 220 OF LAKE, KANE  
COOK, AND MCHENRY COUNTIES, IL

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Sandra Ficke-Bradform, Board President

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Katie Karam, Board Secretary

## **APPENDIX A**

### **Code of Ethics of the Education Profession**

#### **PREAMBLE**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes this magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code will be exclusive and no such provision will be enforceable in any form other than one specifically designated by the NEA or its affiliates.

#### **PRINCIPLE I**

##### **Commitment to the Student**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator-

1. Will not unreasonably restrain the student from independent action in the pursuit of learning.
2. Will not unreasonably deny the student access to varying points of view.
3. Will not deliberately suppress or distort subject matter relevant to the student's progress.
4. Will make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Will not intentionally expose the student to embarrassment or disparagement.
6. Will not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly –

- a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Will not use professional relationships with students for private advantage.
8. Will not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

## **PRINCIPLE II**

### **Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator will exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the professional, the educator –

1. Will not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Will not misrepresent his/her professional qualifications.
3. Will not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Will not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Will not assist a non-educator in the unauthorized practice of teaching.
6. Will not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Will not knowingly make false or malicious statements about a colleague.
8. Will not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**APPENDIX C**  
Co-Curricular Stipend List

CO-CURRICULAR STIPENDS (as of October 2023)

**LANE AA**

**High School:**

Head Basketball - B(1), G(1)

Head Track - B(1), G(1)

Head Football

Head Wrestling

**LANE A**

**High School:**

Head Baseball

Head Swim - B(1), G(1)

Head Softball

**LANE B**

**High School:**

Head Competitive Cheer

Head Competitive Dance

Head Cross Country - B(1), G(1)

Head Debate

Head Gymnastics - B(1), G(1)

Head Lacrosse - B(1), G(1)

Head Soccer - B(1), G(1)

Head Tennis - B(1), G(1)

Head Volleyball - B(1), G(1)

Head Water Polo - B(1), G(1)

Musical Production Director

Asst Basketball - B(4), G(4)

Asst Football - (11)

Asst Track - B(4), G(3)

Asst Wrestling - (3)

Asst Wrestling - Girls (1)

**LANE C**

**High School:**

Head Badminton - G(1)

Head Bowling - G(1)

Head Golf - B(1), G(1)

Musical Technical Director

Asst Baseball - (4)

Asst Debate

Asst Softball - G(3)

Asst Swim - B(2), G(3)

Student Council (2)

**Middle School:**

MS - Spring Musical Director (1-S, 1-P)

**LANE D**

**High School:**

Head Fall Cheer

Head Math Team

Head Special Olympics

Asst Badminton - G(2)

Asst Bowling - G(1)

Asst Competitive Cheer (2)

Asst Competitive Dance (1)

Asst Cross Country - B(2), G(2)

Asst Golf - B(1), G(1)

Asst Gymnastics - B(2), G(2)

Asst Lacrosse - B(3), G(3)

Asst Soccer - B(5), G(4)

Asst Tennis - B(1.5), G(2)

Asst Volleyball - B(2), G(4)

Asst Water Polo - B(1), G(1)

Barrington Buddies

Color Guard (2)

Fall Play Director

Musical Dance Director

Robotics (2)

Round Up (Newspaper)

Seasonal Coordinator (3)

Spring Play Director

Yearbook

Musical Vocal Director

**Middle School:**

MS Basketball A Team - B (2S, 2P), G (2S, 2P)

MS Track - B (3S, 2P) G (2S, 2P)

MS Wrestling - (3S, 3P)

**LANE E**

**High School:**

Head Fall Dance

Asst Fall Cheer

Asst Math Team (3)

Athletic Event Supervisor (3)

Broadcast Club (.5)

Junior Class

Senior Class

Madrigal

Marching Band

Musical Instrumental Director

National Honor Society

Nuance  
Scholastic (Academic) Bowl  
Weight Room Supervisor - Winter (.5)  
Weight Room Supervisor - Fall (.5)

Orchesis (2)  
Vocal Assistant  
Weight Room Supervisor - Spring (.5)

**Middle School:**

MS Basketball B Team - B (2S, 2P), G (2S, 2P) MS Fall Play Director (1S, 1P)  
MS Softball (1S, 1P) MS Tutorial Program (2S, 2P)

**LANE F**

**High School:**

Head Chess Club  
Asst Fall Dance  
Forensic (Speech)  
Freshman Class (2)  
Rhythm Machine  
Asst Marching Band (2)  
Peer Connections Coordinator (PULSE) (2)  
Sophomore Class (2)

**Middle School:**

MS Activities Sponsor (1S, 1P)  
MS Jazz Band (1S, 1P)  
MS Musical Production Tech Dir (1S, 1P)  
MS Scholastic Bowl (1S, 2P)  
MS Soccer - B (1S, 1P), G (1S, 1P)  
MS Volleyball - B (2S, 2P), G (2S, 2P)  
MS Cross Country - B (1S, 1P), G (1S, 1P)  
MS Musical Prod Choreographer (1S, 1P)  
MS Snowflake (2S, 2P)  
MS Yearbook (2S, 2P)

**Elementary:**

Speech Tournament Director K-8 (1)

**LANE G**

**High School:**

Art Gallery Director  
Big Red Club  
HS Choir  
HS Instrumental Groups (2)  
Asst Special Olympics (2)  
Costume Supervisor (3)  
Musical Prod Instrumental Dir Accompanist

Studio Productions

Sub Machine

**Middle School:**

MS Cheerleading (2S, 2P)

MS Golf (.5S, .5P)

MS Musical & Play Costumer (1S, 1P)

MS Play Technical Dir (1.5 S, 1.5 P)

MS NJHS (2S, 2P)

MS Asst Softball (1S, 1P)

MS Student Council (1S, 1P)

**Elementary:**

4th/5th Grade Orchestra (1 per building)

5th Grade Band (1 per building)

1 Discretionary G Stipend per building as chosen by principal

**LANE H**

**High School:**

A Cappella

Advisory (Advisor Program)

Amnesty International

Angler Club

AP Coordinator/Interdepartmental Prog (2)

Art Club

Asst Chess Club

Athletic Equipment Manager

Aviation Club

B Club

BHS Pride

Book Club

Chinese Club

Code Red Club

Cooking Club

DECA/BPA

Drama Club (2)

E-Sports

Earth Council (Recycling Club)

Filly Football

French Club

Freshman Play

German Club

Graphic Design Club

GSA Club (2)

HOSA Club

Habitat for Humanity

Interact Club

J Kyle Braid Leadership

Key Club (Kiwanis)

Latin Club

Latinos Unidos

Lighting Design

Mariachi Club



Marine Biology  
MultiCultural Club (2)  
Otaku (Anime) Club  
Pep Band  
Spanish Club  
Student Mentor Coordinator  
World Language Honor Society

Model UN  
Orchestra Ensemble  
Peers, Friends & Counselors  
Science Olympiads (2)  
Video Club (Film & TV Club)  
WYSE (World Youth Science Engineering)

**Middle School:**

MS Art Club (1P, 1S)  
MS Band (1S, 1P)  
MS Choir (1S, 1P)  
MS Computer Club (1S)  
MS Friends and Company (1S, 1P)  
MS Guitar Club (1S)  
MS Orchestra (1S, 1P)  
MS Model Rocket/Engineering (1S)  
6th Grade Basketball (.5) (3.5P, 4S)

MS Asian Culture Club (1S)  
MS Bowling (1S, 1P)  
MS Club Latino (1S, 1P)  
MS Drama Club (1S, 1P)  
MS Gamers Club (1P)  
MS Latin Club (1S, 1P)  
MS Pep Band (1S, 1P)  
MS Speech Tournament Coord (1S, 1P)  
MS Robotics Exploration Club (1S, 1P)

**Elementary:**

Basketball - Boys (1 per bldg)  
Basketball - Girls (1 per bldg)  
Speech Tournament Coord (1 per building)  
Vocal Groups (Choir, Chorus, etc.) (1 per building)  
Homework Club (1 per building)  
Boys/Girls Track (1 per bldg)

4 Discretionary H Stipends per building chosen by Principal such as - Art, Computer, Drama, Green Club, Horticulture, Student Council, Yearbook

**Z STIPENDS**

High School: 3

\*6 (2.5 Z stipends) added in addition to B stipend for head coach of following sports: Soccer (G, B), Volleyball (G, B), Lacrosse (G, B)

Middle Schools: 5 each

Elementary Schools: 6 each

Z Stipends are allotted every Spring as directed by the School Principals  
Various activities, athletics and clubs not otherwise accounted for. Each  
Z Stipend is \$250.00 and they may be split between staff.

## **APPENDIX C**

### **Memorandum of Understanding: Essential Migration Rules and Other Details**

#### **Salary Placement:**

- Any educator who is currently on lane BA12 will be placed on lane BA15.
- Any educator who applied for a lateral move to lane BA12 must complete three (3) additional credits to qualify for a lateral move to lane BA15.
- Any educator who is currently on lane BA24 will be placed on lane BA15 and will remain there until they receive their Master's degree and can transition to the MA0 lane.
- Educators will retain the credits they earned beyond BA15, which will be applied to the MA0 lane once they have achieved their Master's degree.
- Any educator who was in lane BA12 (which will change to lane BA15 as mentioned above) and applied for a lane change to BA24 can move to lane MA0 once they have completed their Master's degree (educators need to follow the Submission of Graduate Credits and Degrees in Art. XIX Sec.6).

#### **Retroactive Payments:**

- Retroactive Payments: Retroactive payments will apply exclusively to salary and stipends and will date back to August 15, 2023.
- Salary Lane Changes and Adjustments: Changes to salary lanes and salary adjustments will be finalized and reflected on the November 15th payroll.
- Other Pay Increases: All other pay increases, including but not limited to summer school, extra duty, MRC, and substitute rates, will go into effect the Monday immediately following the Board's approval of the new contract.

- Tuition Reimbursement: Any classes completed after August 31, 2023, will be reimbursed at the new rate of \$275 per semester hour. Any classes completed on or before August 31, 2023, will be reimbursed at the \$250 per semester hour rate.
- Doctoral Stipend: The full doctoral stipend for the 23-24 school year will be granted to those who submit an official transcript to the HR Specialist by November 15th. Submissions received after this date will be prorated based on the submission date of the doctoral degree.
- Year Round Compensation Schedule for Season-Based Co-Curricular Activities: For the 23-24 school year only, activities that span the entire school year will be paid over nineteen (19) paychecks, beginning with the second paycheck in October.

Paycheck Distribution and Union Dues:

- Paychecks: Changing to the first paycheck to August 31st (moving from August 15th) will take effect 2024-2025. Please refer to Art. XVIII Sec. 8.
- Union Dues: Changing the frequency of dues application from 19 checks beginning September 30th to 21 checks starting September 15th will take effect in the 2024-2025 fiscal year. Please refer to Art. XIII Sec. 6.

2023/2024 School Year Parent-Teacher Conference Schedule (remains the same as the previous contract and past practices):

- PreK-5: Four (4) evening parent-teacher conferences will be scheduled, with compensatory time awarded at the rate of one half day for each night of conferences attended (2 evening conferences = one day compensatory time). No teacher will be required to schedule more than sixteen (16) parent-teacher conferences in one (1) conference day and no more than eight (8) conferences in one-half (1/2) conference day.
- Middle School: Four (4) evening parent-teacher conferences will be scheduled, with compensatory time awarded at the rate of one half day for each night of conferences (2 evening conferences = one day compensatory time). If the middle schools follow a traditional conference schedule, no teacher will be required to schedule more than sixteen (16) parent-teacher conferences in one (1) conference day and no more than eight (8) conferences in one-half (1/2) conference day.
- High School: Parent-teacher conferences will be held on the evening of November 2, 2023. On November 3, 2023, teachers will have compensatory time for the evening conference. October 20, 2023, will be a full day of Building Vision Cycle, and March 22, 2024, will be a full PD day.