

**EAST DUBUQUE SCHOOL DISTRICT 119**

**PROFESSIONAL AGREEMENT**

**2017-2018**

**2018-2019**

**2019-2020**

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SPECIAL THANKS

To the negotiation teams who worked together  
with a renewed commitment  
for excellence in education.

BOARD OF EDUCATION

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## TABLE OF CONTENTS

ARTICLE I-RECOGNITION.....	1
ARTICLE II—WORKING CONDITIONS .....	2
ARTICLE III—TEACHER EVALUATION .....	4
ARTICLE IV—BUDGET & CURRICULUM .....	6
ARTICLE V—ASSOCIATION AND TEACHER RIGHTS.....	7
ARTICLE VI—LEAVES .....	9
ARTICLE VII—EDUCATIONAL INCENTIVE PROGRAM .....	12
ARTICLE VIII—PROFESSIONAL GRIEVANCE PROCEDURE.....	13
ARTICLE IX—NEGOTIATION AND RATIFICATION PROCEDURES .....	15
ARTICLE X—NO STRIKE PROVISION.....	16
ARTICLE XI—EFFECT OF AGREEMENT .....	17
APPENDIX A—TUITION REIMBURSEMENT .....	18
APPENDIX B—FRINGE BENEFITS .....	19
APPENDIX C—PART-TIME TEACHERS .....	21
APPENDIX D—FUNDING FOR NEW ACTIVITIES .....	22
APPENDIX E—2017-2020 .....	25
APPENDIX F—2017-2020 .....	26
APPENDIX G—GRIEVANCE FORM .....	27

## ARTICLE I-RECOGNITION

- A. The Board hereby recognizes the East Dubuque Education Association as the exclusive and sole negotiating authority or agent for all regularly employed certified personnel who are functioning as teachers or other certified personnel, except substitute teachers and paraprofessionals.
- B. The term "Teacher" when used hereinafter will refer to all employees in School District #119 who fall into the classes defined in Section A.
- C. The Board agrees to negotiate only with the Association upon matters covered by this Agreement during the time that this Agreement is in effect.
- D. The terms and conditions set forth in the Agreement represent the full and complete understanding during the negotiations which resulted in the Agreement; each had the unlimited right and opportunity to make demands and proposals upon the other party. All understandings and agreements arrived after the exercise of this right are set forth in the Agreement. Subject matters not referred to in this Agreement will not be considered as part of this Agreement and remain exclusive Board and/or Administration prerogatives.

Both parties may modify or amend this Agreement only by mutual consent or through midterm bargaining rights. Such changes shall be reduced to writing, ratified, and signed by both parties and becomes an amendment to this contract and considered part of this Agreement.

## ARTICLE II—WORKING CONDITIONS

- A. Each teacher's salary will be based on a negotiated increase which will apply to his/her previous year's salary, exclusive of any teacher retirement figure and extra-duty assignment pay. The additional incentive will then be added as explained in Appendix E. Newly hired teachers will be paid according to Appendix F. Newly hired teachers will not be paid more than a present employee with the same experience and education.
- B. Teachers' salaries will be paid in 24 installments to be paid on the 5<sup>th</sup> and 20<sup>th</sup> of every month commencing on September 20. If the payday falls on a day other than a scheduled workday, the paychecks will be distributed the preceding workday.
- C. A teacher will be given written notice of tentative teaching assignments for the forthcoming year no later than ninety (90) calendar days preceding the first day of the new school term. In the event that changes are made in the tentative teaching assignments, the teacher will receive written notification within fifteen (15) calendar days. If the change is made after July 1, the teacher will have the option to resign within fifteen (15) calendar days of receipt of such notice.
- D. Pay for the extra-duty assignment is determined by Appendix D of this document. Such assignment will not be obligatory, but will be with the consent of the teacher. After acceptance of an extra-duty assignment, the teacher will be obligated to complete it unless there is a mutual agreement of alteration between the board and the teacher.
- E. The full-time teacher's scheduled day will not exceed eight (8) hours. A combination of time before and after school shall be no less than one hour as planned by the building principal. All teachers will be permitted to leave on Fridays and days before holidays after the buses have left. Nothing in this definition of the teacher's scheduled day will be construed as a limiting factor for necessary staff meetings, in-service meetings, and or other functions which may require the teacher's presence in the afternoon and/or evening. It is expressly agreed and understood that the Board of Education has the exclusive right to change the structure and length of the instructional day and instructional period within the confines of the contractual day. This includes the understanding that teachers may be required to remain past the contractual day for IEP/504 meetings. Personal time will be given in fifteen (15) minute increments for any additional meeting time outside of the contractual day. This personal time must be used by the end of the academic school year and shall not exceed two (2) days or sixteen (16) hours. The recording of personal time will be the responsibility of the administrator in the meeting.
- F. Each Elementary teacher will have thirty (30) consecutive minutes during the student attendance day for preparation or conference.
- G. Each High School/Junior High teacher will have one scheduled class period per day for preparation or conference. The number of different types of courses for preparation will not exceed four (4).

- H. Each full-time teacher of music, art, physical education, or computers, any librarian, reading specialist, or speech therapist will be provided preparation or conference time not to exceed the equivalent of one class period per day. Time will be given between class periods for transition. This excludes the fifteen (15) minute commute time spent driving between school campuses.
- I. Each certified staff member will have a duty-free lunch period no less than thirty (30) minutes. This excludes the fifteen (15) minute commute time spent driving between school campuses.
- J. Before any regular teacher is asked to teach a class of an absent teacher, the administration will attempt to locate a substitute teacher. In the event a teacher is asked to sub for another teacher during his/her preparation period, he/she will be compensated at the rate of \$15 per period at the elementary school and \$25 per period for the junior high and high schools.
- K. Positions in any summer program will be filled, whenever feasible, by regularly employed teachers of the district. No other part of this Agreement will apply to any summer program.
- L. The school year will not exceed the number of days required by the State Code (180 plus emergency days). Any additional days needed will be mutually agreed upon by administration and any teacher involved. Teachers will be reimbursed for each additional day at the rate of 1/180<sup>th</sup> of their individual salary if the days fall within the school calendar.
- M. The District's special education teachers will be granted two (2) days per teacher to conduct and/or coordinate annual IEP parent conferences and/or screenings. These days will be scheduled with the approval of the administration.

### ARTICLE III—TEACHER EVALUATION

- A. The superintendent will designate the person(s) who will be responsible for evaluation of teachers. Such person(s) will be certified school administrators who are qualified to evaluate pursuant to the Illinois School Code.
- B. No formal or informal observations of teachers will take place until at least ten (10) student contact days of the school year have passed and ten (10) student contact days before school ends, excluding semester review and semester exam days.
- C. Non-tenured teachers shall receive a minimum of three (3) observations each year, two (2) of which will be formal observations. . Such formal observations will be conducted a minimum of ten (10) student contact days apart. Not all of the observations will take place in any one (1) semester. If requested by the teacher, no more than two (2) of the observations will be by the same administrator.
- D. Preconference meetings with evaluator will take place within five (5) student contact days prior to observation. Post conference meetings with evaluator will take place within ten (10) student contact days.
- E. Observations of tenured teachers will adhere to Article 24A of the School Code (Ill. Rev. State., ch. 122, par. 24A-1 et seq., added by Public Act 84-126, effective August 1, 1985). The accepted District Teacher Evaluation Plan will be utilized and can be obtained through the District Office. Changes to the Evaluation Plan will be made through the Joint PERA Committee.
- F. The Board of Education and the Association shall maintain an Evaluation Committee set forth by the requirements of the Performance Evaluation Reform Act (PERA). The Evaluation Committee shall include three (3) representatives from the Association, as appointed by the President of the Association, and three (3) administrators appointed by the District and shall operate by a majority vote with four (4) people needed to make the majority.

G. Each teacher's personnel file can be reviewed upon the teacher's request in writing and a mutually acceptable time will be scheduled during the district office's normal business hours. The superintendent and/or his/her designee will be present during the review. The file will contain, as a minimum, the following information:

1. All required medical and health information.
2. All written evaluation reports and responses.
3. Copies of annual contracts or notifications of re-employment.
4. Job assignments.
5. Current transcripts of credits.
6. Evidence of current licensure status.



#### ARTICLE IV—BUDGET & CURRICULUM

- A. The Superintendent will provide teachers with an opportunity to provide input regarding the development of budgetary and curriculum priorities in the teachers' areas of instruction. This will be done by a memorandum to teachers.
- B. The Association recognizes that the ultimate accountability and responsibility for both the budget and curriculum lies with the Board; therefore, all final decisions belong to the Board.
- C. If Section A is adhered to, this article is non-grievable.

ARTICLE V—ASSOCIATION AND TEACHER RIGHTS

- A. Teachers will have the right to join the Association and to participate in professional negotiations with the Board through a representative body of Association members of their own choosing.
- B. Fair Share
1. Each bargaining unit member as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay the fee to the Association equivalent to the amount of dues uniformly required to members of the Association, including local, state, and national dues.
  2. In the event that the bargaining unit member does not pay his/her fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fee from the wages of the non-member.
  3. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
  4. The obligation to pay the fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body, of which such Employee is a member, objects to the payment of the fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.
  5. The Association shall save, indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability arising out of or by reason of any action taken or not taken by the Board for purposes of complying with this Article or in reliance upon any list or notice furnished pursuant to this Article, provided such claim is not due to any negligence on the part of the Board and provided the Board:
    - a. Gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
    - b. Gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

- C. The Board will not issue individual employment agreements to tenured teachers during negotiations or before agreement has been reached between the Board and the Association. The Board may issue individual agreements to non-tenured and newly-employed teachers; such contracts will be adjusted to conform to the terms agreed to by the Board and the Association.
- D. When any teacher is requested to appear before the Board, the teacher will be given prior notice of the reason for such request as follows:
  - 1. Commendation of teacher
  - 2. Consideration of tenure
  - 3. Concerns about teaching performance
  - 4. Other (specified)
- E. Upon consultation with the teacher, the Building Principal may permit the teacher to leave the building during a preparation period for duties attendant to Association or other professional responsibilities.

## ARTICLE VI—LEAVES

### A. Sick Leave

1. Each full-time teacher is entitled to a total of twelve (12) days of sick leave (as defined by statute) with full pay per school term. Such sick leave days will accumulate as ordained by current state statute.
2. Sick Leave Bank
  - a. The Board of Education, in cooperation with the Association will maintain and govern a Sick Leave Bank.
  - b. All certified employees will only be eligible to join at the beginning of their employment. If the employee does not join at that time, he/she forfeits the right to join in the future. If an employee leaves the bank, he/she forfeits his/her right to join again. No days will be added to the maximum until the Bank is depleted to three hundred (300) days. The Bank will then be built up again to the four hundred (400) days or closest proximity by each teacher's contribution of one (1) day or two (2) days as necessary.
  - c. Additions will be made to the Bank at the beginning of each fiscal year according to the above limitations.
  - d. An employee who withdraws from the district will not be allowed to withdraw the contributed days.
  - e. The intent of the plan is to provide extended leave to those teachers who incur a period of prolonged illness or hospitalization and have exhausted all of their personal accumulated sick leave.
  - f. A teacher who has contributed will not be able to withdraw days from the bank until he/she has exhausted all of his/her accumulated sick leave followed by an intervening period of five (5) consecutive unpaid days before use of the Bank is available, except as provided in item "O."
  - g. The maximum number of days that a teacher may withdraw from the Bank will be one hundred (100) days.
  - h. Persons who withdraw sick leave days from the Bank will not be required to replace those days except as a regular contributing member of the Bank.
  - i. A teacher will not be eligible to utilize the Sick Leave Bank in two (2) successive years unless he or she has been actively employed and working full-time for at least sixty (60) days prior to drawing from the Bank in said second year.
  - j. The Bank will be applicable only to the illness of the teacher and not to the serious illness or death of any other person.

- k. The Bank will not be applicable to illness or disability resulting from cosmetic surgery or any surgical or other procedures which may be safely deferred until a vacation or recess period.
- l. Nothing in this article will be construed as placing any obligation on the Board to advance or loan additional sick leave days to the Bank should all days be used up in any period or periods of its operation.
- m. The Sick Leave Bank will not be available under any circumstances to any teacher on leave of absence, notwithstanding that sick leave under any section of the article hereof should be construed or held to be available to a teacher on leave.
- n. A teacher may not be receiving benefits from the Sick Leave Bank and benefits from the Teacher's Retirement System at the same time (double dipping). All personal sick leave, followed by Bank Sick Leave as authorized, will be exhausted before disability payments or retirement benefits become effective. A teacher may elect to stop sick leave payment and take advantage of disability benefits should he/she so desire.
- o. Any teacher in his/her final year prior to retirement may protect accumulated sick leave days as defined by state statute by using up to twenty (20) days from the Sick Leave Bank as authorized by the Association.
- p. Application for use of the Bank will be made in writing to the approval committee. The three-member approval committee, consisting of appointed members of the Association, will have the responsibility of reviewing requests and recommending approval of the Association

B. Personal Leave

- 1. The Board will grant three (3) personal business days each year for matters which cannot reasonably be handled during non-school hours or non-school days. Said leave will not be allowed during the first or last seven (7) contract days of each school year unless granted leave at the discretion of the superintendent or his/her designee. Requests for personal business days will be made five (5) days in advance to the Building Principal for approval. No more than two (2) such leave days will be permitted at each school site (elementary and high school) on the same day. No more than two (2) days may be taken consecutively unless at the discretion of the superintendent or his/her designee.
- 2. Each teacher may roll over up to one (1) unused personal day to the next year to a maximum total of four (4) personal days per year.
- 3. Unused personal leave days remaining at the end of the school year will be added to the teacher's cumulative sick leave.

C. Maternity Leave

1. Pregnancy is to be treated as any other illness under provision of sick leave for a period of time that has been medically indicated by the employee's physician. Any leave beyond that will be without compensation.
2. Teachers who are pregnant will be granted maternity leave of absence without pay by making written application for the leave with the superintendent. The leave of absence will be for a fixed period, but not to exceed one (1) calendar year in duration. Final disposition of the teacher's request will be determined by the Board. Such leave does not apply toward the acquisition of tenure.

D. Teachers may be permitted to attend professional meetings or visit other schools when a request for such attendance or visitation has been submitted to and approved by the Superintendent. The duration of attendance at such meetings and visitations will be at the discretion of the Superintendent.

E. Bereavement Leave

1. Bereavement will be granted for a death in the immediate family. Immediate family will be defined for purposes of this section to include: spouse, brother, sister, children, parent, grandparent, parent-in-law, brother or sister-in-law, grandchildren, aunt, uncle, niece, nephew, and first cousin. Leaves for funerals will be three (3) days plus travel time per death.
2. In the event an employee should use all leaves that might be applied against bereavement, said employee may borrow against his/her personal leave.
3. Employees may be granted up to one (1) day leave of absence with pay in the event of death of a friend or relative outside the employee's immediate family as defined above but with **bonds so close** that good taste demands attendance at the funeral.

F. Leaves not specifically covered in this agreement may be granted at the discretion of the Superintendent with or without pay.

G. During the last year of employment, it is the discretion of the employee to take up to a maximum of three (3) unpaid days in lieu of three (3) sick days.

## ARTICLE VII—EDUCATIONAL INCENTIVE PROGRAM

- A. Credit hours will be credited to the educational incentive scale if they meet one or more of the following conditions:
1. Graduate credit hours are part of an advanced degree program related to education or to the field of teaching and such program has been submitted to the Superintendent.
  2. The credit hours are part of a program for certification in a field not related to the teacher's present certification but in one that could enhance the teacher's abilities. Such program will be submitted to the Superintendent whose approval will be required.
  3. The credit hours may be beneficial to the teacher's effectiveness in the classroom. Prior approval by the Superintendent will be required.
  4. All graduate credit hours beyond a Master's degree must be generated after the Master's is completed to apply for advancement.
  5. All programs previously approved by administration shall be honored.
- B. To advance on the educational incentive scale for the next contract, all transcripts must be turned into the district office no later than fifteen (15) business days before the first paycheck of the new contract year.
- C. Any disputes resulting from course approval will be heard by a committee made up of the president of the Board, the president of the Association, and a third party selected by mutual consent of the other two committee members. The cost of the third member will be borne equally by the Board and the Association. The decision of the committee will be final and non-grievable.

## ARTICLE VIII—PROFESSIONAL GRIEVANCE PROCEDURE

- A. Any claim by any teacher that there has been a violation or misinterpretation of the terms of this agreement will be a grievance according to Illinois Code 115 ILCS 5/10 C. The aggrieved employee will attempt to resolve the grievance informally through his/her immediate supervisor within twenty (20) business days of the employee's knowledge of the event giving rise to the grievance.
- B. The Board and the Association acknowledge that it is more desirable for a teacher and the immediately involved supervisor to resolve the problems through free and open communication.
1. Step 1—The employee and/or the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) business days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor will be present for the meeting. Within five (5) business days of the meeting, the grievant and the Association will be provided with the supervisor's written response, including the reasons for the decision.
  2. Step 2—If the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within fifteen (15) business days after receipt of the Step 1 answer. The Superintendent will arrange with the Association representative for a meeting to take place within five (5) business days of the Superintendent's receipt of the appeal. Each party will have the right to include in its representation such witnesses and counselors as it deems necessary. Within five (5) business days of the meeting, the grievant and the Association will be provided with copies of the Superintendent's written response, including the reasons for the decision.
  3. Step 3—If the grievant and the Association are not satisfied with the disposition of the grievance at Step 2, the Association may submit the grievance to the School Board. Within fifteen (15) business days after receipt of the Step 2 answer, the board will meet and hear the grievance.
  4. Step 4—If the grievant and the Association are not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which will act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) business days of the date of the Step 3 answer, then the grievance will be deemed withdrawn.
    - a. The arbitrator will have no power to alter the terms of this agreement.
    - b. The arbitrator will be empowered to include in any award such financial reimbursements or other remedies he judges to be proper.
    - c. The cost of the arbitrator will be borne equally between the Board and the Association, unless the arbitrator in his award assesses such expenses or any part thereof against either party.



- d. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- e. A grievance may be withdrawn at any level without establishing a precedent.

#### ARTICLE IX—NEGOTIATION AND RATIFICATION PROCEDURES

- A. The Board agrees to participate in negotiations with duly designated representative members of the Association. A list of members will be presented to the Board at the first negotiations meeting any year in which negotiations take place.
- B. Both parties agree that it is their mutual responsibility to confer upon respective representatives the necessary authority to make proposals, consider proposals, make counter proposals, and reach tentative agreements, which will be presented to the Association membership for ratification, after which the Board will consider them for adoption.
- C. When the representatives of the Board and the Association reach tentative agreement on any matter being negotiated, the matter will be reduced to writing and will be signed by the Board and the Association representatives.
- D. When all matters under negotiation are tentatively agreed upon, the individual items will be structured into a package for presentation to the Association membership for ratification, after which the Board will consider it for adoption.
- E. Negotiations will begin no later than March 20 of any year in which negotiations take place unless both the Board and Association agree to a later date. Meetings will be held as necessary and feasible at times and places agreed to by both parties.
- F. If agreement is not reached on all items within sixty (60) days after the commencement of negotiations, either party may declare to the other in writing that a deadlock exists. After a ten (10) day cooling off period, if the deadlock remains, either party may submit to the other party a written request for mediation. Such a written request will be considered a joint request of both parties.
- G. When mediation is requested, the Federal Mediation and Conciliation Services will be requested by the parties to appoint a mediator. If within sixty (60) days the Federal Mediation and Conciliation Service has not taken action, both parties may agree to call upon the American Arbitration Association to mediate. The mediator under either method above will meet with the parties or their representatives, or both, either separately or jointly, and will take such steps as may be appropriate to persuade the parties to resolve their differences and reach agreement.
- H. The mediator will not, without the consent of both parties, make finding of fact or recommend terms of settlement.

ARTICLE X—NO STRIKE PROVISION

- A. Members of the Association will not engage in a work stoppage for the duration of this agreement.

ARTICLE XI—EFFECT OF AGREEMENT


- A. Complete Understanding—The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- B. Saving Clause—Should any article, section, or clause of the agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause will be adjusted to comply with the law. The remaining articles, sections, and clauses will remain in full force and effect.
- C. Terms of Agreement—This agreement will be effective from the beginning date of the 2017-2018 school year and will continue in effect until midnight of the day before the beginning date of the 2019-2020 school year.

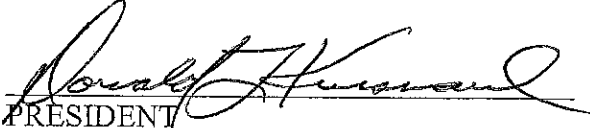
This agreement is signed this 25<sup>th</sup> day of MAY, 2017.

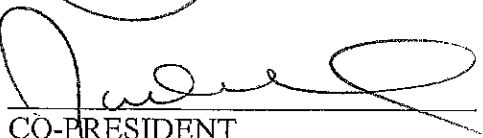
In witness thereof:

For the Education Association

For the Board of Education,  
East Dubuque School District #119

  
CO-PRESIDENT

  
PRESIDENT

  
CO-PRESIDENT

  
SECRETARY

## APPENDIX A—TUITION REIMBURSEMENT

1. In the event that a teacher agrees at the Board's request to take additional course work in regard to the teacher's assignment or reassignment, tuition for such course work will be reimbursed by the district as each course is completed successfully (C or better), provided that such course work will not be totally reimbursable from any other source such as a scholarship stipend, or gift and that any such reimbursement will not exceed the total credit cost. Teachers receiving reimbursement must remain in the District at least two years after the course work is completed, or they must repay the District. If the teacher leaves prior to completing up to one (1) calendar year from completion date, he/she will reimburse the district 100% of the total credit cost. If the teacher leaves between one (1) and the completion of the second calendar year, he/she will reimburse the district 75% of the total credit cost. Advancement on the Educational Incentive Scale for such course work will be waived by the teacher for two years.
2. If the licensure requirements change per state statute in a discipline or licensure area of current position for a teacher, the district will follow the reimbursement procedure in Appendix A.3.b. This teacher must be in good standing and have at least ten (10) years' experience in the district.
3. Graduate Degree Program for Tuition Reimbursement
  - a. Must be enrolled in an accredited Master's Degree Program related to teaching field and be pre-approved by the Superintendent.
  - b. Reimbursement will be one half of the cost per credit hour up to \$250.00 per credit hour in contract year 2017-18, \$300.00 per credit hour in contract year 2018-19, and \$350.00 per credit hour in contract year 2019-20.
  - c. Such reimbursement, when in combination with other stipends, gifts, or scholarship, will not exceed the total credit costs.
  - d. Tuition reimbursement will be paid on all pre-approved courses after the university transcript has been received. The Superintendent will sign off on the pay voucher, and it will be submitted as part of the Board bills for the following month. The check will be sent to the teacher via inter-building mail the day after the Board meeting.

## APPENDIX B—FRINGE BENEFITS

1. The Board will provide single health, prescription drug, and dental insurance for each individual full-time employee in the district.
2. The Board will pay on behalf of each employee from the amount set forth on the compensation schedule (Appendix E-1) nine percent (9%) to the State of Illinois Teacher Retirement System to be applied for the retirement account of such employee (rather than the survivor's annuity account). In addition the Board will pick up and pay the employee's contribution to the State of Illinois Teacher Retirement System for extra duty stipends (Appendix D) at the rate of .098901.

It is the intent of the parties by this agreement to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code. The employees will have no right or claim to the funds so remitted except as they may subsequently become available upon retirement from the State of Illinois Teacher Retirement System.

The Board will deduct from all monies due said teachers required by law or as authorized by the employee pursuant to this agreement or as otherwise authorized by the Board. Such withholding will include any and all additional amounts required to be paid to the State of Illinois Teacher Retirement System for the account of such employee.

3. Any certified employee electing submission of an irrevocable letter of intent to retire will be taken off the salary schedule and have creditable earnings increased as follows:

If the teacher provides two (2) years advance notice, the Board shall increase the teacher's TRS creditable earnings by four and one-half percent (4.5%) for the first service year and five percent (5%) for the second service year. To utilize this benefit, one must submit written notification to the Superintendent by February 1, two (2) years prior to the conclusion of the retirement school year.

If the teacher provides one (1) year advance notice, the Board shall increase the teacher's TRS creditable earnings by four and one-half percent (4.5%) for the one year of service. To utilize this benefit, one must submit written notification to the Superintendent by February 1, one (1) year prior to the conclusion of the retirement school year.

At the time the notice of retirement is given, the teacher and administration shall meet to review the salary for that teacher. In the event that the awarding of the retirement enhancement would result in a TRS penalty, the pay increase shall be reduced to the level where there is no penalty to the Board of Education. This increase shall be a part of the employee's regular pay and shall be paid equally as a part of the employee's regular checks.

If a teacher who is to receive the retirement incentive has a life situation change and it is no longer in his/her best interest to retire, he/she may take this information to the Board for consideration of revoking the intent to retire. If the Board were to approve the revocation, the teacher's salary will be adjusted to the amount it would have been if the retirement incentive had not been given. Possible procedures for adjustment/repayment of any changes will be mutually agreed upon between the District and the teacher.

To qualify for this incentive, one must meet the following conditions:

- a. Have fifteen (15) years of continuous service in District #119 upon retirement.
- b. Minimum age of 55 upon retirement.

APPENDIX C—PART-TIME TEACHERS

1. Regularly employed part-time (50% or more) certified personnel will receive the benefits negotiated in the contract including the following on a pro-rated percent of employment:
  - a. Sick leave
  - b. Retirement payment
  - c. Insurance
  - d. Personal leave



APPENDIX D—FUNDING FOR NEW ACTIVITIES

1. Any new activity or sponsorship may request funding after the following stipulations have been met:

- a. Activity/sponsorship rules and regulations submitted to Principal.
- b. One-year pilot approved by Principal and Superintendent.
- c. Recommendation by administration to the Board for approval. Level of funding, if approved, will be comparable to a similar activity in Appendix D.

2. Extracurricular Incentive Program

- a. Extracurricular incentive pay will be awarded in three (3) year increments to coaches/sponsors who provide three (3) years of consecutive service to a specific activity. A bonus of ten percent (10%) of the current Appendix D salary will be awarded at the completion of each three (3) year increment of service. The longevity pay will be capped at fifty percent (50%) of the current Appendix D base salaries.
- b. A bonus of an additional ten percent (10%) of the Appendix D base for each three years of consecutive service to a specific activity will be awarded per the table below:

YEARS OF SERVICE	PERCENT OF APPENDIX D CONTRACT AMOUNT
1-2	100%
3-5	110%
6-8	120%
9-11	130%
12-14	140%
15 & BEYOND	150%

3. All Appendix D stipends will be paid on the following schedule. When the activity is successfully completed to the building Principal's satisfaction and all required voucher requests are signed by the individual, the Principal, and the Superintendent, the stipend will be paid. This process must be started within 2 weeks of completion of the Appendix D activity.

4. Evaluation Process

- a. Each position listed in Appendix D must be evaluated by a certified evaluator. The evaluation process must be completed within one month of the conclusion of the season or school year, whichever is applicable.
- b. The evaluator is responsible for completing the evaluation in the allotted time frame and using the evaluation tool.
- c. This evaluation will be the basis for rehiring for the following season or year.
- d. If applicable, the athletic director may participate in the evaluation.
- e. The head coach in any program may participate in the evaluation of all other coaches in the program.

APPENDIX D			2017-2018	2018-2019	2019-2020
Activity	Position	% of base	\$32,900.00	\$34,100.00	\$35,300.00
Athletic Director		14%	\$4,606.00	\$4,774.00	\$4,942.00
Football	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Jr. High	5%	\$1,645.00	\$1,705.00	\$1,765.00
	Jr. High	5%	\$1,645.00	\$1,705.00	\$1,765.00
Volleyball	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Freshmen	6%	\$1,974.00	\$2,046.00	\$2,118.00
	Jr. High	5%	\$1,645.00	\$1,705.00	\$1,765.00
Basketball-Boys	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Freshmen	6%	\$1,974.00	\$2,046.00	\$2,118.00
	Jr. High	5%	\$1,645.00	\$1,705.00	\$1,765.00
Basketball-Girls	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Freshmen	6%	\$1,974.00	\$2,046.00	\$2,118.00
	Jr. High	5%	\$1,645.00	\$1,705.00	\$1,765.00
Baseball	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
Softball	Head Varsity Coach	14%	\$4,606.00	\$4,774.00	\$4,942.00
	Asst. Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
Golf	Varsity Coach	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Assistant Coach	6%	\$1,974.00	\$2,046.00	\$2,118.00
Cheerleading	HS Football Season	4%	\$1,316.00	\$1,364.00	\$1,412.00
	HS Basketball Season	5%	\$1,645.00	\$1,705.00	\$1,765.00
	<i>JH Football Season</i>	<i>1.60%</i>	<i>\$526.40</i>	<i>\$545.60</i>	<i>\$564.80</i>
	<i>JH Basketball Season</i>	<i>2.40%</i>	<i>\$789.60</i>	<i>\$818.40</i>	<i>\$847.20</i>
Track	Asst. HS Coach	8%	\$2,632.00	\$2,728.00	\$2,824.00
	Jr. High-Girls	5%	\$1,645.00	\$1,705.00	\$1,765.00
	Jr. High-Boys	5%	\$1,645.00	\$1,705.00	\$1,765.00
<i>Dance</i>	<i>High School</i>	<i>5%</i>	<i>\$1,645.00</i>	<i>\$1,705.00</i>	<i>\$1,765.00</i>
Yearbook	Editor	11%	\$3,619.00	\$3,751.00	\$3,883.00
	Jr. High	4%	\$1,316.00	\$1,364.00	\$1,412.00
<i>Newspaper</i>	<i>Editor</i>	<i>11%</i>	<i>\$3,619.00</i>	<i>\$3,751.00</i>	<i>\$3,883.00</i>
	<i>Jr. High</i>	<i>4%</i>	<i>\$1,316.00</i>	<i>\$1,364.00</i>	<i>\$1,412.00</i>
Plays	Director	8%	\$2,632.00	\$2,728.00	\$2,824.00
	Musical Director	10%	\$3,290.00	\$3,410.00	\$3,530.00
	Jr. High Director	6%	\$1,974.00	\$2,046.00	\$2,118.00
Instrumental Director 5-12		5%	\$1,645.00	\$1,705.00	\$1,765.00
Vocal Music Director 6-12		2%	\$658.00	\$682.00	\$706.00
Vocal Music Programs 1-5		5%	\$1,645.00	\$1,705.00	\$1,765.00
Class Sponsors	Freshmen	3%	\$987.00	\$1,023.00	\$1,059.00
	Sophomores	3%	\$987.00	\$1,023.00	\$1,059.00
	Juniors	7%	\$2,303.00	\$2,387.00	\$2,471.00
	Seniors	3%	\$987.00	\$1,023.00	\$1,059.00
Student Council	High School	4%	\$1,316.00	\$1,364.00	\$1,412.00
	Jr. High	3%	\$987.00	\$1,023.00	\$1,059.00
Academic Bowl	Varsity	5%	\$1,645.00	\$1,705.00	\$1,765.00
	Junior Varsity	4%	\$1,316.00	\$1,364.00	\$1,412.00
	Jr. High	4%	\$1,316.00	\$1,364.00	\$1,412.00
National Honor Society		2%	\$658.00	\$682.00	\$706.00
Leo Club		3%	\$987.00	\$1,023.00	\$1,059.00
			\$125,678.00	\$130,262.00	\$134,846.00

*If italicized activities are not filled within the three year contract they will be removed from Appendix D.*

APPENDIX E—2017-2020

**SALARY SCHEDULE**

BASE (See Appendix F)

DEGREE + STIPEND	BA+0	BA+8 600	BA+16 700	BA+24 800	BA+32/MA+0 900 / 1000	MA+10 1000	MA+20 1000	MA+30 1000
CUMULATIVE VALUE		600	1300	2100	3000 / 3100	4100	5100	6100

**SALARY CALCULATION**

1. As per Article II Section A

Each teacher's salary will be based on a negotiated increase which will apply to his/her previous year's salary, exclusive of any teacher retirement figure and of extra-duty assignment pay.

2016-2017 contract salary + \$2250 = 2017-2018 Contract Salary

$(2017-2018 \text{ contract salary/base} \times 2018-2019 \text{ base}) + (2017-2018 \text{ contract salary} \times 0.5\%) =$   
2018-2019 Contract Salary

$(2018-2019 \text{ contract salary/base} \times 2019-2020 \text{ base}) + (2018-2019 \text{ contract salary} \times 0.5\%) =$   
2019-2020 Contract Salary

Contract Salary x 9.8901% = Retirement Contribution

Contract Salary + Retirement Contribution = Creditable Earnings

2. If a teacher moves across to a new column, he/she will receive the new stipend for that advancement.

APPENDIX F—2017-2020

The general formula for setting the salaries for newly hired certified staff will be:

	Salary base for the contract year of hire
<b>Plus</b>	Stipend for Degree plus additional graduate hours
<b>Plus</b>	<u>Years experience times current contract year assigned experience value</u>
<b>Equals</b>	Contracted salary for first year on the faculty

**Salary Base for Each Contract Year**

2017-2018	\$32,900
2018-2019	\$34,100
2019-2020	\$35,300

**Stipend for Degree Plus Additional Graduate Hours**

<u>Level</u>	<u>Degree +</u>	<u>Value</u>	<u>Cumulative Value</u>
A	BA+0	\$ 0	\$ 0
B	BA+8	\$ 600	\$ 600
C	BA+16	\$ 700	\$ 1300
D	BA+24	\$ 800	\$ 2100
E	BA+32	\$ 900	\$ 3000
F	MA+0	\$ 100	\$ 3100
G	MA+10	\$1000	\$ 4100
H	MA+20	\$1000	\$ 5100
I	MA+30	\$1000	\$ 6100

**Contract Year Assigned Experience Value Per Year**

Experience 1 through 10 years	
<u>New Contract Year</u>	
2017	\$500
2018	\$500
2019	\$500

The parties agree to form a committee comprised of two representatives for the Association appointed by the president of the Association and two representatives for the District appointed by the Board for the purpose of fairly applying the New Teacher Salary Formula and any proposed additions to Appendix D. This committee is without power to alter the New Teacher Salary Formula. Any change to the New Teacher Salary Formula must be negotiated by the Association and the District.

APPENDIX G—GRIEVANCE FORM

Date of Formal Filing: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home/Cell Telephone No: \_\_\_\_\_

Number of Years in District: \_\_\_\_\_

Name of School and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Contacted: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Grievance Representative Contacted: \_\_\_\_\_

Statement of Grievance (may use an attachment if necessary):

Action Requested:

Signature of Grievant: \_\_\_\_\_