

Board of Education Special Meeting

Monday, May 19, 2025 5:00 PM

D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

1. Call to Order

1.1. Roll Call

2. Closed Session

2.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c) (1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c) (2); 3. Litigation 2(c) (11); and and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c) (8).

2.2. Motion to suspend closed session

3. Reconvene in Open Session

3.1. Roll Call

4. Pledge of Allegiance

5. Approval of the Agenda

6. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby beginning at 4:30pm; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

7. Board Discussion

8. Roll Call Action Items

8.1. Approval of LEAD Collective Bargaining Agreement 2025-2028

8.2. Approval of DESPA MOU Regarding One Year Extension of Collective Bargaining Agreement

8.3. Approval of Human Resources Report

9. **Adjournment**



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

DATE: May 19, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Colleen O’Keefe, Chief Legal Counsel

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	5/19/2025
BOE 2nd Reading	5/19/2025

SUBJECT: LEAD 300 Collective Bargaining Agreement 2025-2028

Background

The current Collective Bargaining Agreement between Community Unit School District 300 and LEAD 300 has been in effect since July 1, 2022 and is set to expire on June 30, 2025. The parties have engaged in bargaining for approximately five months with consistent input from the Board of Education. LEAD 300 membership ratified the proposed CBA on May 14, 2025.

Administrative Recommendation

The Administration recommends approval of the Collective Bargaining Agreement for the duration of July 1, 2025 through June 30, 2028 as proposed.

Negotiated Agreement Between

**The Board of Education of Community Unit School
District 300**

and

Local Education Association District 300 (LEAD 300)

July 1, 2022⁵ – June 30, 2025⁸

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ARTICLE I – PREAMBLE

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

ARTICLE II – RECOGNITION

A. ASSOCIATION RECOGNITION

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

B. DEFINITION

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

C. NEGOTIATIONS

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

D. WORK PRESERVATION

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

E. CLARIFICATION ON RECOGNITION

The Board agrees that positions that are covered by this agreement on the date of ratification will continue to be covered by the agreement for the length of the negotiated agreement. If the statutes or rules and regulations are altered in such a way as to prevent any members of the bargaining unit from being covered by this agreement, the Board agrees to negotiate the

status of the effected individuals to the extent permitted by law. The Board agrees to provide LEAD 300, as part of the Quarterly Teacher Load Report, a listing of individuals in positions they are not certified to perform and the reason for their employment. The Board also agrees to include individuals employed through outside agencies in positions covered by this agreement.

ARTICLE III – NEGOTIATIONS PROCEDURES

A. ADMINISTRATION OF AGREEMENT

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

B. SUCCESSOR AGREEMENT

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

C. BINDING AND PRINTING COSTS

Copies of the Agreement shall be printed, posted on the D300 website and distributed to all members of the bargaining unit, administrators, and school board members. A sufficient supply for future employees and for Board and LEAD 300 use shall be determined by both parties and shall be kept on hand. The costs of binding and printing will be equally shared by both parties.

D. COLLABORATIVE COUNCILS

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

1. Presidents' Council

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

2. District Collaborative Council

A District Collaborative Council consisting of the Superintendent, Deputy Superintendent, the Administrator co-chairs of the Teaching and Learning Collaborative Councils and/or their designees, LEAD 300 Executive Committee and the IEA UniServ Director will be established and meet minimally twice each school year. The District Collaborative Council will by mutual consent establish a process for developing an agenda.

The District Collaborative Council will provide tight and loose requirements regarding processes and procedures for all other Teaching and Learning Collaborative Councils. This may include a staff survey to focus Collaborative Council work.

This council by mutual consent may also recommend that LEAD 300 and the Superintendent (or designee) establish other councils to address specific matters related to system performance and student achievement. LEAD 300 and Superintendent (or designee) will mutually determine the composition and responsibilities of such other councils.

3. Teaching and Learning Collaborative Councils

The parties agree to create Teaching and Learning Collaborative Councils. There will be eight Teaching and Learning Collaborative Councils.

The purpose of the councils will be to:

- a. Identify systemic problems/concerns and identify new topics for exploration with a goal of making recommendations to appropriate stake holders.
- b. Provide an open forum to discuss District initiatives and programs.
- c. Provide communication between teachers, building-level administration and district-level administration.
- d. Maintain consistent communication between all schools.

Teaching and Learning Collaborative Councils	Members*
<p>Pre-K Early Childhood (EG/Kindergarten)</p>	<ul style="list-style-type: none"> • Director of Early Childhood Education (or designee) (co-chair) • LEAD 300 Pre-K-Elementary Specials VP or designee (co-chair) • Up to eight additional administrators to be determined by Superintendent <p>The following members appointed by LEAD 300:</p> <ul style="list-style-type: none"> • 3 Kindergarten teachers, 1 from each HS feeder pattern • 1 Pre-K Speech/Language pathologist • 1 LEAP Pre-K teacher • 2 satellite Pre-K teachers, 1 self-contained, 1 blended • 3 deLacey teachers, 1 self-contained, 1 blended, 1

	PFA
Elementary School (K-5)	<ul style="list-style-type: none"> • Assistant Superintendent of Elementary Schools (or designee) (co-chair) • LEAD 300 Elementary School VP or designee (co-chair) • Up to eight additional administrators to be determined by Superintendent • 1 LEAD 300 member from each elementary building (18) appointed by LEAD 300 • 1 Elementary Specials Rep (if none of the building reps are from elementary specials)
Middle School (6-8)	<ul style="list-style-type: none"> • Assistant Superintendent of Secondary Schools (or designee) (co-chair) • LEAD 300 Middle School VP or designee (co-chair) • Up to eight additional administrators to be determined by Superintendent <p>The following middle school members appointed by LEAD 300:</p> <ul style="list-style-type: none"> • 1 AMS CORE • 1 AMS Non-CORE • 1 CMS CORE • 1 CMS Non-CORE • 1 DMS CORE • 1 DMS Non-CORE • 1 HMS CORE • 1 HMS Non-CORE • 1 WCS CORE • 1 WCS Non-CORE • 1 Oak Ridge
High School (9-12)	<ul style="list-style-type: none"> • Assistant Superintendent of Secondary Schools (or designee) (co-chair) • LEAD 300 High School VP or designee (co-chair) • up to eight additional administrators to be determined by Superintendent <p>The following high school members appointed by LEAD 300:</p> <ul style="list-style-type: none"> • 1 Dundee-Crown HS CORE • 1 Dundee-Crown HS Non- CORE • 1 Jacobs HS CORE • 1 Jacobs HS Non- CORE • 1 Hampshire HS CORE • 1 Hampshire HS Non- CORE • 1 High School Special Education Rep. • 1 High School Guidance Counselor

	<ul style="list-style-type: none"> • 1 Oak Ridge Rep.
Low Incidence	<ul style="list-style-type: none"> • Assistant Superintendent of Ed Services or designee (co-chair) • LEAD 300 Special Education Committee Chair or designee (co-chair) • Up to five (5) additional administrators to be determined by Superintendent or designee <p>The following Education Services members appointed by LEAD 300:</p> <ul style="list-style-type: none"> • 2 Elementary Low Incidence teacher (Multi-needs, LEAP Functional, LIFE) • 2 Middle School Low Incidence teacher (Multi-needs, LEAP Functional, LIFE) • 2 High School Low Incidence teacher (Multi-needs, LEAP Functional, LIFE) • 1 300+ Teacher • 1 Speech-Language Pathologist • 1 social worker • 1 psychologist • 1 school nurse
High Incidence	<ul style="list-style-type: none"> • Assistant Superintendent of Ed Services or designee (co-chair) • LEAD 300 Special Education Committee Chair or designee (co-chair) • up to five (5) additional administrators to be determined by Superintendent or designee <p>The following Education Services members appointed by LEAD 300:</p> <ul style="list-style-type: none"> • 1 Elementary High Incidence Resource teacher • 1 Elementary High Incidence Title Resource Teacher • 1 Elementary High Incidence Self-Contained teacher (SOAR, LDSC, LEAP) • 1 Middle School High Incidence Resource teacher • 1 Middle School High Incidence Self-Contained teacher (SOAR, LEAP) • 2 High School High Incidence Resource teacher • 1 Oak Ridge teacher • 1 Speech-Language Pathologist • 1 social worker • 1 psychologist • 1 school nurse
MTSS (Multi-Tiered Systems of Support)	<ul style="list-style-type: none"> • Director of MTSS (or designee) (co-chair) • LEAD 300 designee (co-chair) • Up to eight additional administrators to be determined by Superintendent

	<p>The following members appointed by LEAD 300:</p> <ul style="list-style-type: none"> ● 1 elementary psychologist ● 1 secondary psychologist ● 1 SPED social worker ● 1 Mental Health Social Worker ● 1 Reading Interventionist ● 1 Math Interventionist ● 1 Academic Coach (ELA, Math, EL, etc.) ● 1 EL teacher ● 3 SPED teachers, 1 each from HS, MS and elementary ● 3 general education teachers, 1 each from HS, MS and elementary ● 1 Dual Language Teacher ● 1 Early Childhood Teacher ● 1 SLP
EL (English Learners)	<ul style="list-style-type: none"> ● Executive Director for English Learners and World Language (or designee) (co-chair) ● LEAD 300 designee (co-chair) ● Up to eight additional administrators to be determined by Superintendent <p>The following members appointed by LEAD 300:</p> <ul style="list-style-type: none"> ● Elementary teachers <ul style="list-style-type: none"> ○ 4 TPI ○ 6 Dual Language ● 4 Secondary TPI/TBE/Dual teachers ● 2 EL SPED (one elementary, one secondary)

*Administrators selected should be appropriate to the collaborative council to which they are assigned.

As needed the Administration and LEAD 300 shall jointly sponsor one large group training meeting after school and without compensation for all collaborative council members. Meeting agendas will be created jointly. Each committee shall meet a minimum of two times per year. Each committee may mutually agree to schedule additional meetings. Each committee may meet up to two (2) full school days (in half-day or full-day increments), with substitutes provided by the District. A committee may choose to meet more frequently after school hours and without compensation.

Each committee shall establish written norms aligned to the guidelines provided by the District Collaborative Council. Membership on the committees is voluntary and members can be removed by agreement of the committee co-chairs and replaced as vacancies arise. The Superintendent (or designee) and LEAD 300 President are considered ex-officio members of all collaborative council committees. Members may be added to each committee by agreement of the Superintendent and LEAD 300 President.

Neither the Board nor LEAD 300, through participation in collaborative council discussions, waives its right to engage in formal collective bargaining or to declare any issue non-negotiable within the meaning of the Illinois Educational Labor Relations Act as interpreted by IELRB rules, regulations or decisions or judicial interpretations thereof, unless such party expressly agrees to such waiver in writing.

ARTICLE IV - EFFECT OF AGREEMENT

A. UNDERSTANDINGS

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

B. SCHOOL IMPROVEMENT

1. The Board of Education of Community Unit School District 300 and the Local Education Association of District 300 (LEAD 300) agree that the extent to which schools guided by Board Policy/direction function effectively is related to the extent they function as schools focused upon student achievement and the extent their stakeholders are involved in making substantive decisions.
2. In the event that a school is identified by the State and is placed in the lowest performing category that LEAD 300 and the District will agree to collaborate and address any and all mandated requirements resulting from said designation.
3. The Superintendent and President of LEAD 300 will meet as needed to discuss issues related to this Article. The Administration will comply with any reasonable request from LEAD 300 for information related to this Article.

C. WAIVER REQUESTS

1. With Board of Education approval, schools may make changes consistent with best practices and allocate available resources without violating current law, Board Policy and the Negotiated Agreement between LEAD 300 and the Board of Education. This does not limit a school's ability to request waivers of current law, Board Policy, or the Negotiated Agreement between LEAD 300 and the Board of Education.
2. If there is a compelling reason to waive a section of the Negotiated Agreement, such waiver must be in writing and must specify the contractual provision waived, the nature and duration of the waiver, and the members of the bargaining unit affected by the waiver. Seventy-five (75%) percent approval of the full-time instructional staff shall be a prerequisite for waiver requests. Such super majority votes shall be determined through an election conducted by LEAD 300 Representatives and overseen by the LEAD 300 Elections Committee. Such waivers will be considered a Letter of

Agreement to the Negotiated Agreement, and any dispute as to its interpretation or application may constitute a grievance within the meaning of Article V, the grievance procedure of said Agreement.

3. Except to the extent waived pursuant to paragraph two (2) above, the Negotiated Agreement will remain in full force and effect, and have full application to the members of the bargaining unit who are affected by this Article.
4. Schools may establish alternative schedules subject to the provisions of paragraph two (2) above. Reasons for establishing alternative schedules include, but are not limited to, accommodating transportation needs, satisfying State mandates or requirements, and scheduling late start/early release days for students to provide common meeting time for staff.
5. The parties agree to continue to maintain and expand partnerships with individuals and agencies in order to build capacity consistent with collaboration, best practices, and meaningful assessment. LEAD 300 and the Board will collaboratively seek and implement grants and programs to enhance student achievement and continuous improvement of educational practice.

ARTICLE V – CONTINUANCE OF OPERATIONS

A. NO STRIKE CLAUSE

LEAD 300 and any and all certified personnel in the bargaining unit shall not cause, engage in, or sanction any strike or slowdown for the term of the Agreement. Nor shall there be any strike or interruption of work during the term of this Agreement because of any dispute or disagreement between any other persons or other employees or unions who are not signatory parties to this Agreement.

B. NO LOCKOUT

The Board agrees that it will not lock out any Bargaining Unit Member during the term of this agreement.

ARTICLE VI – GRIEVANCE PROCEDURES

A. DEFINITION

A grievance is defined as an alleged misapplication, misinterpretation, or violation of this Agreement or the written policy of the Board of Education, and may be brought by a member of the bargaining unit, a group of members of the bargaining unit, or LEAD 300.

B. PURPOSE

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

be made to keep these proceedings as confidential as possible.

C. MEMBER OF THE BARGAINING UNIT RIGHTS

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

D. TIME LIMITS

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

E. WITHDRAWING GRIEVANCES

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

F. PROCEDURES

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

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

Level One (Immediate Supervisor)

If the grievant is not satisfied with the disposition of the claim through informal procedures, a grievance may be submitted within 10 school days of the occurrence giving rise to the grievance, or within 10 school days of the time when such occurrence might reasonably be ascertained. Such grievance must be written on the Grievance Report Form and submitted to the immediate supervisor. The immediate supervisor shall render a decision within 10 school days and shall furnish a written decision to the grievant(s), LEAD 300, and the Superintendent.

Level Two (Superintendent or Designee)

If the grievance is not resolved at Level One, the grievant(s) may within 10 school days of the receipt of the immediate supervisor's written decision, submit to the Superintendent or designee a signed written Grievance Report Form. The Superintendent or designee shall, within 10 school days, hold a conference seeking a resolution to the grievance and render a decision and reason therefore, in writing to the grievant(s) and LEAD 300, within 10 school days of the conference.

Level Three (Board of Education)

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

If the Board decides to hear the grievance, the hearing shall be at a time no later than the next regularly scheduled Board of Education meeting, in closed session with the grievant(s) and LEAD 300 representation. The grievance may be heard by the full Board, or a committee thereof. The Board shall render a decision within 10 school days of the hearing, in writing, to the grievant(s) and LEAD 300.

Level Four (Arbitration)

If LEAD 300 is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made by the Board within the period prescribed above, or if the Board opted not to hear the grievance as provided above, the grievance may be submitted to final and binding arbitration. If LEAD 300 has not filed a demand for arbitration within 30 school days of the decision in Level Three, then the grievance shall be deemed withdrawn.

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

The cost of the arbitration will be equally shared by both the Board and the Grievant(s).

ARTICLE VII – ASSOCIATION AND EMPLOYEE RIGHTS

A. BUILDING USE BY ASSOCIATION

LEAD 300 and its representatives may use school buildings for LEAD 300 meetings. Such meetings will be scheduled through the building principal/designee. All meetings are to be conducted outside the members' regular workday. In the event LEAD 300 wants to use a

building when a custodian is not on duty, it must obtain prior approval from the Superintendent and pay for the custodial costs.

B. BOARD POLICY REVIEW

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

C. BOARD AGENDA, MINUTES, PERTINENT INFORMATION

The President of LEAD 300 shall be furnished with a copy of the school board meeting agenda for all regular and special meetings, along with a copy of the agenda summary, containing pertinent information, not of a confidential nature, to be conducted at the board meetings.

A copy of the Board Packet shall be sent or otherwise be made available to the President of LEAD 300 as soon as they have been prepared.

D. MISCELLANEOUS INFORMATION

The Board shall furnish, upon written request, information requested by LEAD 300 in order to conduct its business and enforce the contract with respect to School District and Association matters. Such requests include but are not limited to the following: annual financial reports and audits, rosters of members of the bargaining unit, tentative budgetary figures presented to the Board in open session, treasurer's reports, census and pupil enrollment data, names and addresses of certified personnel, seniority lists, salary placement of members of the bargaining unit, and such other items covered under the Freedom of Information Act.

E. EMPLOYEE INFORMATION

~~Names and addresses of employees shall be made available to LEAD 300 as soon as possible.~~

Within ten (10) calendar days from the start of the school term and every thirty (30) calendar days thereafter in the school term, the Assistant Superintendent of Human Resources (or designee) shall electronically provide the LEAD President (or designee) a full list of all bargaining unit members name, job title, date of hire, worksite location, work and personal email address, home address, work telephone number, employee identification number, Step and Lane placement, and any home or personal telephone numbers on file.

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

are available.

LEAD 300 will be provided with the most up to date list of members on leave, members returning from leave, dismissals, resignations, retirees, new certified **and non-certified members** employees, administrators returning to the classroom, members of the bargaining unit becoming administrators, long term subs, ESP's in certified positions, employees contracted from outside sources, part time positions, changes in FTE, building changes, assignment changes, name changes, and any other information that would be of value to LEAD 300 in its duty to provide the District with an accurate list of members for dues deduction. This list will be updated as needed throughout the year.

F. PAYROLL DEDUCTIONS FOR DUES

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

LEAD 300 agrees to establish full-time dues for all members of the bargaining unit who have contracts for .76 or above, .75 times dues for all members of the bargaining unit who have contracts between .51 and .75, half-time dues for all members of the bargaining unit who have contracts between .26 and .50 and .25 dues for members of the bargaining unit who have contracts .25 or less.

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

LEAD 300 agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section.

The Board agrees to promptly notify LEAD 300 in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement the provisions of this Section.

G. PRESIDENT RELEASE TIME

The Board and LEAD 300 agree that LEAD 300 shall have available the equivalent of 1.16 FTE of member of the bargaining unit time for the purpose of conducting LEAD 300 business. If LEAD 300 elects to use this time to release members from part or all of their assignment for a particular school year, LEAD 300 shall notify the District by March 1 of the year preceding.

Members so released must be released in increments of no less than .5 FTE. LEAD 300 shall reimburse the District the cost of employing replacement members of the bargaining unit at a rate equal to Step 1, Lane 1, of the Salary Schedule included as part of the negotiated agreement. Members so released shall be considered members of the bargaining unit, and their released status under this Article shall in no way be construed as a break in employment or interruption or surrender of tenure rights the individual released may possess. Members so released shall be considered employees of the District and be compensated as provided for in the negotiated agreement. The Superintendent may extend additional days at LEAD 300 expense upon request for special circumstances. This agreement shall be in effect for the duration of the current agreement and be renewed thereafter on an annual basis subject to the mutual agreement of the Board and LEAD 300.

The LEAD 300 president serves for 182 days. However, the District recognizes that there are issues that arise that require the continued collaboration between D300 staff and LEAD 300. As such, an additional 15 days may be contracted on an extended calendar of fifteen (15) days, excluding the five (5) snow days. The LEAD 300 executive board shall submit a formal request annually to the district Board of Education (on LEAD 300 letterhead) each fall on or before May 1st of each year. The request shall outline the work to be performed as it relates to employee transfers, reduction in force, boundary changes, employee discipline, referendum, memoranda of understanding, or to finalize letters of agreement. These extra days will be processed via extra pay sheets at the president's current per diem rate.

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

H. USE OF SCHOOL BULLETIN BOARDS

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

I. USE OF INTER SCHOOL MAIL DELIVERY SYSTEM/TECHNOLOGY

LEAD 300 shall have the right to use the District inter school mail delivery system and member of the bargaining unit mailboxes for communications purposes. Copies of communications, when appropriate, will be provided to building administrators. Members of the bargaining unit shall have similar access for work related issues. Members of the bargaining unit will have access to technology and tools within the constraints of the District's resources and those of appropriate use.

J. COMMUNICATIONS TO MEMBERS OF THE BARGAINING UNIT

School-related communications will be distributed to members of the bargaining unit in a timely manner.

K. ASSOCIATION REPRESENTATION IN SUSPENSION OR DISMISSAL

Any member of the bargaining unit involved in a suspension or dismissal hearing or meeting involving possible discipline shall have the right to be represented by LEAD 300. Prior to conducting any meeting, the member of the bargaining unit will be given notice of the nature of the charge and will be given notice of his/her right to be represented by LEAD 300.

L. NOTIFICATION OF ASSIGNMENTS

Members of the bargaining unit shall be given written notice of their initial assignments (notice may be electronic). In the event that changes in such assignments are necessary, the member of the bargaining unit shall be notified in writing as soon as practicable after the need for change is known to the District. Upon request, supporting reasons will be furnished to the member of the bargaining unit for the change in assignment. Copies of all assignments and changes in those assignments will be electronically forwarded to LEAD 300.

M. PHYSICAL AND PSYCHOLOGICAL EXAMS

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

N. LEGAL COUNSEL IN ASSAULT CASES

The District will provide the same level of protection and benefit as is offered to the administrative employee group.

O. HANDLING COMPLAINTS AGAINST MEMBERS OF THE BARGAINING UNIT

Members of the bargaining unit shall be notified of any written complaints by members of the public regarding the performance of their duties. The Board and/or Administration shall furnish a copy to the member of the bargaining unit of any written complaints, and the member of the bargaining unit shall be allowed to attach a written statement of rebuttal. If upon investigation, it is found that the complaint has no merit, then the documents will be expunged from the Personnel file of the member of the bargaining unit. Documents related to the **unfounded** complaint and its disposition may be kept in a confidential file maintained by the **District's Chief Legal Counsel** for archival purposes. **Unfounded complaints shall not be referenced in future discipline or evaluative meetings or documentation.**

The Board of Education has adopted procedures in A.R. 5:80-AP, which is attached as Appendix H, for interviewing staff and other persons and when being investigated by an outside agency. A discipline flowchart is also included in Appendix B.

ARTICLE VIII – BOARD RIGHTS

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

ARTICLE IX – WORKING CONDITIONS

A. CALENDAR CONSULTATION

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

B. IN-SERVICE DAYS

There will be three days of in-service/pre-planning scheduled at the beginning of each school year. All three of the in-service/pre-planning days at the beginning of the school year will be scheduled from 8:00 a.m. - 3:00 p.m. On one of the three days, teachers will be provided time between 1:00 p.m. and 3:00 p.m. for the purposes of classroom preparation and first day planning. Administrators will not schedule any mandatory meetings that interfere with this preparation time.

All other full in-service days shall be scheduled from 8:00 a.m. - 3:00 p.m. Part-time teachers will attend all in-service days as indicated on the Board-approved calendar. Part-time teachers will be compensated for the difference between 1.0 and their FTE times their per diem rate. For example, a part time teacher with a 0.6 FTE status would attend the full-day in-service and would be compensated an additional 0.4 of their per diem rate for that day. Each part-time teacher will submit an extra pay sheet to receive the additional compensation.

C. e-LEARNING POLICIES AND PROCEDURES GUIDELINES

1. e-Learning Overview

District 300 may implement e-Learning in an effort to minimize disruptions that occur as a result of inclement weather, ~~and~~ to recapture lost instructional time, **and to ensure, when possible, that students receive the support minutes they would**

receive in a regular school day. Staff will reference the Learning Management System (LMS) for specific, up-to-date, information. While not a requirement, LEAD members will have the flexibility to use a district- approved virtual platform to connect with their students synchronously, if they choose to do so.

2. Make Up Days

~~D300 will utilize the Board approved Kane County In-service date as an e-learning date to ensure continuity of instruction and to serve as one of five makeup dates resulting from school closure due to inclement weather.~~ **Make up days, if they are necessary, will be determined by the school year calendar in the year in which they occur.**

3. Assignments

~~Assignments will mirror activities commonly utilized in traditional classroom instruction. Assignments will align to the scope and sequence of the courses to promote relevance to the topics/themes being taught.~~

Learning activities should feature a variety of activities and subject areas the student would engage in during a typical school day. Activities should be designed that are rigorous and connect to the standards and units decided upon by the collaborative teams through the PLC process. The e-Learning date will reflect only those classes taught on the date that the actual school closure occurred.

Procedures for grading of assignments are referenced in the district's LMS. Whether or not to grade a particular e-Learning assignment is up to the individual educator's discretion.

4. ~~Grading~~

~~While the calendar splits content areas to be addressed on each e-Learning day, teachers may use their discretion to implement cross-curricular activities. However, we acknowledge that some classes cannot be readily supported through e-Learning as the required equipment and hands on nature of the course limit our ability to replicate experiences online (e.g., automotive, carpentry, electrical, cooking, theatre, drivers education, and sewing to name just a few).~~

~~Grading of assignments is at the discretion of the teacher and is related to the lesson's intent. Lessons that introduce new concepts or units are vastly different than assignments used to evaluate or provide evidence of learning/mastery.~~

5. Procedures/Policies

Up-to-date procedures/policies for taking attendance and for fulfilling student support minutes and accommodations on an e-Learning day will be available on the District's Learning Management System (LMS).

~~The use of the e-learning date is predetermined and has been identified on the school calendar. Staff will upload their e-learning assignments no later than the Tuesday of Thanksgiving break to their Haiku page. Staff will direct students to download content from Haiku to their Chromebook at least one week prior to the scheduled e-Learning date.~~

~~Attendance will be determined by a student's login information and the completion of~~

~~assignments. Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence. However, students will only be marked absent for the classes that they failed to complete assignments for.~~

~~Classroom teachers and special education teachers should work together to ensure that work is appropriate and accommodations are made for students with special needs (e.g., IEP and 504 Plans). Support minutes lost during emergency closures will be adjusted and will be delivered upon the students return or on the designated make up dates per the school board approved calendar. E Learning lessons and activities must also support our English Language Learners.~~

D. DUTY- FREE LUNCH PERIOD

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

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

E. PLAN TIME

An individual plan period shall be defined as the time during the day when a teacher is not delivering instruction to students or having his/her assigned lunch. It is at the teacher's discretion as to how to manage this time. Use of the plan period shall be restricted to the performance of professional duties connected with the teaching assignment such as a time when teachers prepare or modify lesson plans or labs, grade papers, contact/meet with parents, assist students who have requested help, or meet with other staff or administration as necessary. Administrators may schedule meetings during plan time as long as the meetings are scheduled in advance.

This period is not to be considered assignable student contact time in a teacher's daily schedule. Teachers are not free to leave the building during plan periods without the express permission of their immediate supervisor. In certain circumstances, it may be necessary to meet during plan time without notice to address time-sensitive issues, such as, student or school safety issues.

1. Pre-K

Pre-K teachers shall be scheduled for a minimum of 150 minutes of individual plan time a week to use for preparation and planning. Administration will make a good faith effort to schedule so that teachers will receive thirty (30) consecutive minutes a day of plan time between the time students are to be in class and the time students are excused at the attendance center. For half day programs, plan time will take place between AM and PM sessions. For full day programs, plan time will take place as determined through the site-based decision-making process.

Specialists such as, speech-language pathologists, etc. shall be afforded planning time as would general education teachers.

2. Elementary School

Teachers and related services staff at the elementary level who receive plan time shall be scheduled for a minimum of 205 minutes of individual plan time a week (during a usual and customary five-day student attendance week) to use for preparation and planning. Administration will make a good faith effort to schedule so that teachers will receive thirty (30) consecutive minutes a day of plan time.

Due to elementary scheduling, the remaining 55 minutes per week may not be scheduled in consecutive minutes.

In the event Administration cannot schedule a teacher to receive 205 minutes of individual plan time per week, the teacher will be compensated per academic quarter at the non-instructional rate per hour.

Teachers will ONLY be eligible to receive this compensation in the event Administration does not schedule the teacher for a total of 205 minutes of individual plan time per week.

In the event a teacher independently chooses to schedule student contact minutes during the teacher's administratively assigned plan time, the teacher will not be compensated for the forfeited plan time.

In the event a teacher is required to respond to a building or student emergency during the teacher's administratively assigned plan time, the teacher will not be compensated for the forfeited plan time.

The District staffing committee will annually review schedules in order to minimize situations that do not meet these guidelines.

3. Middle School

Teachers at the middle school level who are organized into teams are expected to meet as teams **at least two** ~~four~~ days a week. The building principal and team leader will meet to schedule team plan time at the beginning of the school year and on an ongoing basis (at least quarterly) review and revise the team and/or personal planning schedule as necessary. One day a week team teachers will be afforded double personal plan time. **In addition, in the absence of a team leader meeting, teachers will be afforded one extra personal plan period.** Team plan time will be consistent with personal plan time and the average class meeting time. In the event a personal plan and team plan are combined (or double blocked) on a given day the equivalent amount of personal plan will be afforded to the team teachers within a week. Double blocking team time should be scheduled with a minimum of a two week notice to the team teachers.

Teachers who are not assigned to a team but who have team plan time in their schedule, may use this time as a personal plan period, a conference period, or to collaborate with other staff.

4. High School

Under a nine-period school day, teachers at the high school level will receive a minimum of two plan periods. Such periods shall be equal in length to class periods.

F. CO-TEACHING

Co-teaching is an instructional delivery approach in which collaboration between a general education teacher and a special education teacher or related service provider share responsibility for planning, delivery and evaluation of instructional techniques for a group of students. Both the general education teacher and certified support staff collaboratively design and teach lessons to meet the needs of all students within the general education setting.

Co-teaching presents unique needs and supports as follows:

1. Administrative support
2. Staff involved need to be fully invested in the process. ~~Participation in co-teaching is to be voluntary on the parts of both educators involved.~~ **As such, voluntary participation is desired. In order to staff positions according to least restrictive environments (LRE):**
 - **Staff who are interested in volunteering will be assigned based on student needs (LRE) initially.**
 - **Once all volunteers are assigned, additional staff will be assigned based upon student needs (LRE) and/or other scheduling needs.**
3. Staff development and training: Staff participating in co-teaching will be provided **staff development, including** proper initial training and on-going training ~~and staff development.~~
4. Plan time: If schedules allow, teachers involved in a co-taught classroom will be provided a common plan period daily. If this is not possible, each co-teaching team will be allotted one (1) hour per week of co-planning time outside of the instructional day. These hours will be paid per person at the non-instructional rate.

G. TRAVELING MEMBERS OF THE BARGAINING UNIT

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

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

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

H. TEACHER LOAD

The Board of Education and LEAD 300 understand best practices regarding class size and the direct impact these practices have on education. The Board of Education agrees to make every effort to keep class sizes at a reasonable number. To that extent, the Board of Education and LEAD 300 agree to form a joint class size committee to monitor class size and to continue to explore options to reduce class sizes in order to create academically sound environments within budgetary and facility constraints. This committee shall be comprised of up to 7 LEAD 300 members, the Assistant Superintendent of Human Resources and relevant Academic Assistant Superintendents. The committee shall meet two times per school year.

1. Definitions

a. Extended Learning Time [ELT] (Middle School Only)

These periods are to extend students' academic or social/emotional learning or to provide interventions. This time counts toward a teacher's student contact minutes and student assignment load. This definition only applies to middle schools.

b. Academic Support Period [ASP] (High School Only)

These periods are supervisory and used to extend students' academic or social/emotional learning or to provide interventions. This time counts toward a teacher's student contact minutes and does not count towards student assignment load. ASP classes are non-graded classes. This definition only applies to high schools.

c. High School Supervision

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

2. Pre-Kindergarten (Pre-K)

Pre-K class size shall be a maximum of 20 children per section with a maximum of 40 different students per week.

In the event the student load exceeds 40 different students per week, the teacher shall be paid overload as outlined in Appendix C.

3. Elementary Teachers

a. The student roll number for K-2 will be 27 with a maximum of 26 students per class. The student roll number for grades 3-5 will be 29 with a maximum class size of 28 students per class.

If an elementary class exceeds the roll numbers on October 1 of the respective school year, then an additional class will be created for that grade level. If an elementary class exceeds the roll numbers after October 1 of the respective school year, then the impacted teacher shall be paid overload as outlined in Appendix C.

In the event that a building does not have the space available to create additional classrooms to stay below the roll numbers, the District will consult with LEAD 300 regarding possible solutions.

- b. Physical education and general music teachers may be assigned up to 1500 minutes of student contact time per week. Assignments shall be made with the understanding that a good faith effort will be made to ensure that the same teacher will be responsible for a grade level and class. Self-contained special education classes, where the students receive 51% or more of their instruction from a special education teacher, will count as one section whether or not they are included in a regular section(s) or taught separately. General education physical education and general music teachers will not be required to travel to more than 2 buildings.
- c. Instrumental music assignments shall be made based on the assumption that each teacher is assigned up to 1575 minutes of student contact time per week to include reasonable travel time as required. This time is to be assigned during the regular school day and is to be used to give small group lessons and whole group rehearsals.
- d. Elementary teachers' excess teaching load is specified in the Extra Pay section of this agreement.
- e. Art, STEM, and Skills for Success teachers **may be assigned up to 1500 minutes of student contact time per week.** Assigned self-contained special education classes, where the students receive 51% or more of their instruction from a special education teacher, will count as one section whether or not they are included in a regular section(s) or taught separately. **To the greatest extent possible, Art and STEM teachers shall be scheduled to teach no more than three (3) consecutive classes without a break. Should scheduling complexities arise that make this impossible, Art and STEM teachers may be scheduled to teach four (4) classes in a row.**
- f. General education and elementary specials teachers shall be paid overload as outlined in Appendix C.

4. Middle School Teachers

- a. Middle school teachers may be assigned a cap of 31 students per class with the exception of physical education and music teachers. In the event the student load exceeds 31 students per period, the teacher shall be paid overload as outlined in Appendix C.
- b. Middle school physical education teachers may be assigned a cap of 35 students per class. In the event the student load exceeds 35 students per class, the teacher shall be paid overload as outlined in Appendix C.
- c. Middle School teachers shall have no more than 285 minutes of student contact time per day.
- d. A full-time teaching load shall be six (6) **classroom teaching** assignments per day

with the exception of music. **All certified members of the bargaining unit, exclusive of nurses, will be assigned 1 Student Advisory period.** Each 1.0 FTE teacher assigned at the middle school level, will be assigned a workload accordingly:

- 6 periods of assignments
 - 5 periods of classroom assignments plus ELT
 - 6 periods of classroom assignments
 - **1 Student Advisory period**
 - 1 period for duty free lunch
 - 2 periods of planning/preparation (team/personal plan time)
- e. A full-time student is one that is scheduled for a total of at least 190 minutes in a week, excluding music students.
- f. Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise students who may be using a particular area. A student is considered to be part of the teacher's load when the teacher is the individual primarily responsible for evaluating the student's progress (grading).
- g. Middle school band programs that enroll 100-150 students constitute a full-time position (FTE). Middle School orchestra programs that enroll 75-125 string students constitute a full-time position (FTE). Instrumental music teachers who travel between buildings shall have the actual travel time plus a reasonable amount of time for set up and take down deducted from their assignable student contact time. Vocal music teachers may be assigned up to 190 full time students at one time. A full-time music student is one who is scheduled for instruction five days a week for a total of at least 220 minutes.
- h. Based on a nine-period day, all general education teachers shall teach no more than five (5) class periods plus one (1) ELT per day or six (6) classes. In the event that a teacher teaches more than five (5) classes plus one (1) ELT per day or more than six (6) classes, he/she shall be paid one-fifth (1/5) of his/her base salary for the duration of each additional class.
- i. Middle school core general education teachers shall not be assigned more than three (3) preparations without additional compensation. A preparation is defined as a course offering with a unique course number. If a middle school core general education teacher is assigned to more than three (3) preps in any given quarter the teacher will be compensated at the rate of \$300.00 per quarter. ELT does count as a preparation.
- j. Middle School special education staff and special program staff not assigned to a regular grade level team may not be assigned more than 285 minutes of student contact time or more than 180 students. In most cases, student load will be determined by statute or regulation.
- k. Provided the length of the actual work day remains the same, the Board in consultation with LEAD 300 may establish "flex schedules" for the media center staff as schools or as an extra pay position for certified staff as the agreed upon

instructional rate.

5. High School Teachers

- a. High School teachers shall have no more than 285 minutes of student contact time per day.

High school teachers may be assigned a cap of 31 students per class with the exception of physical education and music teachers. In the event the student load exceeds 31 students per period, the teacher shall be paid overload with the 32nd student as outlined in Appendix C.

- b. High school physical education teachers may be assigned a cap of 45 students per class. In the event the student load exceeds 45 students per class, the teacher shall be paid overload with the 46th student as outlined in Appendix C.

- c. Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise students who may be using a particular area. A student is considered to be part of the teacher's load when the teacher is the individual primarily responsible for evaluating the student's progress.

- d. A full-time teaching load shall be five (5) classes per day with the exception of music and PE (as detailed below). Each 1.0 FTE teacher assigned at the high school level, excluding Oak Ridge, will be assigned a workload accordingly:

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

- e. For the 2022-2023 school year, each 1.0 FTE PE teacher will be assigned a workload of 6 periods of classroom assignments per day.

- i. In the case that a teacher is assigned PE classes only, that teacher will teach 6 classes with no supervisions.
- ii. In the case that a teacher is assigned any combination of PE and non-PE classes (examples include, but are not limited to, Health, Driver Ed, US History, etc.), that teacher will teach 5 classes and 1 supervision.
- iii. At the teacher's discretion, an individual teacher who has a combination of PE and non-PE courses could elect to teach a 6th section in lieu of supervision. There will be no additional compensation for a teacher who elects this option.

Beginning in the 2023-2024 school year, high school PE teachers will be assigned the same work load as other full-time teachers (with the exception of music).

- f. High school band programs that enroll 100-150 students constitute a full-time position (FTE). High School orchestra programs that enroll 75-125 string students constitute a full-time position (FTE). Instrumental music teachers who travel

between buildings shall have the actual travel time plus a reasonable amount of time for set up and take down deducted from their assignable student contact time. Vocal music teachers may be assigned up to 190 full time students at one time. A full-time music student is one who is scheduled for instruction five days a week for a total of at least 220 minutes.

- g. High School special education staff and special program staff not assigned to a regular grade level team may not be assigned more than 285 minutes of student contact time or more than 180 students. In most cases, student load will be determined by statute or regulation.
- h. High schools will operate on a nine (9) class period school day, excluding Oak Ridge, and shall comply with the teacher load language described above. In the event that a teacher teaches more than five (5) classes per day plus one (1) supervision, he/she shall be paid one-fifth (1/5) of his/her base salary for each additional class.
- i. High school teachers shall not be assigned more than three (3) preparations per semester without additional compensation. A preparation is defined as a course offering with a unique course number. If a teacher is assigned more than three (3) preps in any given semester, the teacher may elect to be compensated at the rate of \$600.00 per additional prep per semester. Supervision period does not count as a preparation.
- j. High school teachers shall not be required to teach in more than two different subject area departments in any given school semester without additional compensation at the rate of \$600.00 per semester.
- k. In non-core elective classes (i.e., Art, Music, CTE, etc.) a preparation is defined as a course offering with a unique course number. With a teacher's consent, sequential classes of the same subject within a department (i.e., Painting 1 and Painting 2, Foods 3 and Foods 4, etc.) may be combined to create one preparation.
- l. Teachers (excluding Oak Ridge) shall teach on the same schedule from building to building.
- m. Provided the length of the actual work day remains the same, the Board in consultation with LEAD 300 may establish "flex schedules" for the media center staff as schools or as an extra pay position for certified staff as the agreed upon instructional rate.

6. Certified Support Staff

- a. Certified support staff, such as media directors, social workers, psychologists, and guidance counselors, etc., are considered to be on a professional day and available to provide educational services when students are normally at the attendance center. The caseload associated with their assignment will be consistent with the length of the professional day and be based on a needs assessment performed by the District. Should they be assigned instructional duties as part of their assignment, they will be afforded appropriate planning time

as part of their day. The maximum staffing ratio for guidance counselors will be 650:1 for middle schools and 350:1 for high schools. Staffing in excess of this ratio will be paid as outlined in Appendix C.

- b. Middle school and high school counselors with approval from their supervisor may choose to flex up to three work days in order to deliver curriculum at night to parents and students. Work hours would be modified from the normal contractual hours in order to accommodate the night presentations. Curriculum topics could include, but are not limited to, financial aid, college and career planning, orientation night, AVID, senior awards and course selection.
- c. Support services such as media centers will be open and ready to accept classes and students on the first day of student attendance. Media centers may go to a restricted schedule during the final week of student attendance to provide time for the recovery and inventory of media.

I. OAK RIDGE SCHOOL

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

J. CLASS SIZE REPORTS

Upon request from LEAD 300, Human Resources will electronically furnish a report on class size for each teacher, by base building, to the LEAD 300 President.

K. LAB-BASED CLASSES

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

L. DRIVERS EDUCATION

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

M. PSYCHOLOGISTS, SOCIAL WORKERS, MS/HS COUNSELORS EXTENDED SCHOOL YEAR

1. School Psychologists

School Psychologists will be contracted on an extended calendar year for up to fifteen (15) days beyond the 182 LEAD 300 contracted days, excluding the five (5) emergency days.

School Psychologists will submit extra pay sheets for the days worked above the LEAD 300 contractual days.

Any days worked beyond the 182 LEAD 300 contracted days shall be paid at the individual's per diem rate. TRS creditable earnings will be reported in the school calendar year the days were worked.

2. School Social Workers

Each school will be allocated a total of seven (7) work days per School Social Worker (Special Education and Mental Health) beyond the 182 LEAD 300 contracted days.

Social Workers may choose to work up to seven (7) days beyond the 182 LEAD 300 contracted days, excluding the five (5) emergency days. These additional days will be guaranteed if requested.

Social Workers may request additional days beyond the seven (7) days allocated per Social Worker. These additional days will only be approved as long the Social Worker's assigned school has days remaining within the school's total allocation. Days requested beyond the seven (7) allocated days must be approved by an administrator.

All additional days worked beyond the 182 LEAD 300 contracted days must be scheduled in collaboration with the building principal or designee. Social Workers will submit a work plan to the principal or designee outlining the work to be completed on these days. These days can be scheduled over school breaks.

Social Workers will submit extra pay sheets for the days worked above the LEAD 300 contractual days.

Any days worked beyond the 182 LEAD 300 contracted days shall be paid at the individual's per diem rate. TRS creditable earnings will be reported in the school calendar year the days were worked.

3. High School Counselors

Each High School will be allocated a total of fifteen (15) work days per Counselor beyond the 182 LEAD 300 contracted days.

High School Counselors must work a minimum of seven (7) days beyond the 182 LEAD 300 contracted days, excluding the five (5) emergency days.

High School Counselors may choose to work between eight (8) and fifteen (15) days beyond the 182 LEAD 300 contracted days. These additional days will be guaranteed if requested.

High School Counselors may request additional days beyond the fifteen (15) days allocated per Counselor. These additional days will only be approved as long the Counselor's assigned High School has days remaining within the school's total allocation. Days requested beyond the fifteen (15) allocated days must be approved by an administrator.

All additional days worked beyond the 182 LEAD 300 contracted days must be scheduled in collaboration with the building principal or designee. High School

Counselors will submit a work plan to the principal or designee outlining the work to be completed on these days. These days can be scheduled over school breaks.

High School Counselors will submit extra pay sheets for the days worked above the LEAD 300 contractual days.

Any days worked beyond the 182 LEAD 300 contracted days shall be paid at the individual's per diem rate. TRS creditable earnings will be reported in the school calendar year the days were worked.

4. Middle School and Oak Ridge Counselors

Each Middle School will be allocated a total of seven (7) work days per Counselor beyond the 182 LEAD 300 contracted days.

Middle School Counselors must work a minimum of three (3) days beyond the 182 LEAD 300 contracted days, excluding the five (5) emergency days.

Middle School Counselors may choose to work between four (4) and seven (7) days beyond the 182 LEAD 300 contracted days. These additional days will be guaranteed if requested.

Middle School Counselors may request additional days beyond the seven (7) days allocated per Counselor. These additional days will only be approved as long the Counselor's assigned Middle School has days remaining within the school's total allocation. Days requested beyond the seven (7) allocated days must be approved by an administrator.

All additional days worked beyond the 182 LEAD 300 contracted days must be scheduled in collaboration with the building principal or designee. Middle School Counselors will submit a work plan to the principal or designee outlining the work to be completed on these days. These days can be scheduled over school breaks.

Middle School Counselors will submit extra pay sheets for the days worked above the LEAD 300 contractual days.

Any days worked beyond the 182 LEAD 300 contracted days shall be paid at the individual's per diem rate. TRS creditable earnings will be reported in the school calendar year the days were worked.

N. DISTRICT INSTRUCTIONAL COACHES FLEX DAYS

D300 Instructional Coaches will flex up to five work days within the Board of Education approved school calendar in order to facilitate Summer Professional Development and/or engage in planning that supports school academic and instructional goals.

Coaches engaging in Flex Days will annually submit a calendar for approval by their direct supervisor outlining their modified schedule.

~~Digital Learning Coaches (DLCs) will flex up to five work days within the Board of Education approved school calendar in order to ensure that the fidelity of the District LMS and digital~~

~~learning tools are in place for instruction. Digital Learning Coaches will annually submit a calendar for approval by the Director of Innovation and Digital Learning outlining their modified schedule. Two of the five flex days will be the District identified PTC days; the other three will be identified jointly with the Director of Innovation and Digital Learning.~~

~~All other District Instructional Coaches will flex up to five work days within the Board of Education approved school calendar and will annually submit a calendar for approval by their direct supervisor outlining their modified schedule. Two of the five flex days will be the District identified PTC days; the other three will be identified jointly with each District Instructional Coach's respective supervisor.~~

NEW. DUAL LANGUAGE/ENGLISH LEARNERS STAFF

District 300 and LEAD 300 are dedicated to providing high-quality education for English learners. Committed to fostering academic success, the District will continue to offer a comprehensive range of instructional and support services tailored to the individual needs of English language acquisition. In alignment with this commitment, District 300 and LEAD 300 actively promote and facilitate the inclusion of all students, regardless of their native language or cultural background. As such, the Dual and English Learners members will follow the PLC protocols and be part of the same curriculum adoption process that all other members follow.

O. ARRIVAL AND DEPARTURE TIMES

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

Pre-K	100 minutes
Elementary	100 minutes
Middle/Oak Ridge	100 minutes
High	100 minutes

All certified LEAD 300 members will work a maximum of 182 contractual days. The last student attendance day is considered the last contractual workday. Any member who is required to be onsite beyond the 182 contractual days will be compensated at their per diem rate of pay, excluding those items compensated at an hourly rate such as items referenced in extra-pay (Appendix D) and pre-K summer screenings.

P. FACULTY AND DEPARTMENT/DIVISION MEETING

Faculty and department/division meetings will be held for no more than 60 minutes per month and a school year schedule will be provided within the first two weeks of the school year. If

held outside of the contractual workday, the meetings will be held adjacent to the student instructional day and will count towards a member's additional required minutes, as outlined in section O of this Article.

Q. LATE START/EARLY RELEASE DAYS FOR STANDARD BASED REPORT CARDS

Elementary teachers required to complete standard based report cards shall be provided one (1) K-5 late start/early release day per grading period built into the District Calendar to complete report cards and student records. The deadline for submitting report cards will comply with the calendar provided by the Student Information System team.

R. LATE START/EARLY RELEASE – PART TIME MEMBERS

Prior to the first instructional day, part-time teachers will confer with their building administrator to establish the schedule regarding late start/early release. Part-time teachers will attend a pro-rated number of late start/early release dates based on their FTE status. For example, if there are 15 late start/early releases in a school year, a part-time teacher with an FTE status of 0.6 will attend 9 late start/early releases. Late starts/early releases focusing on professional development activities will be prioritized over other late starts/early releases. Part-time employees may elect to attend additional late starts/early releases but will not be compensated.

S. NOTICE OF DISTRICT LEVEL CHANGES

Potential changes to the structure of the school day will be discussed in Collaborative Council. If a new schedule is proposed during the duration of the contract and Administration and LEAD 300 cannot reach an agreement on the impact the new schedule will have on working conditions, the current schedule will remain in place until an agreement is reached. The District will provide LEAD 300 with one full semester notice prior to the implementation of a new school schedule.

The District will provide LEAD 300 with one full semester notice prior to the implementation of a new Student Information System, Learning Management System, curriculum adoption, or significant change to the instructional pacing guides/frameworks (unless mutually agreed that a shorter timeframe is appropriate). The term "significant" is defined as one that would equate to more than a 45% deviation from the current frameworks/pacing guides. (Note: The determination pertaining to the amount of change that occurs in the frameworks/pacing guides will be determined by the curriculum writing team).

In the case of new software (as stated previously) the District shall work with LEAD 300 to ensure that any new system meets the needs of its members and that LEAD 300 is a part of the process to develop a timeline for training and transition.

T. TECHNOLOGY COMPATIBILITY

As upgrades to the technology infrastructure occur, the District will work closely with LEAD 300 to ensure that any new technology that is selected is compatible with current programs and equipment.

U. TRAINING

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

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

~~Blood Borne Pathogens, Ethics~~ **training**, and Mandated Reporter **training** and **a training to be determined on an annual basis** Trainings - Each building administrator shall provide the District determined time needed for LEAD 300 members to complete the ~~Blood Borne Pathogens, Ethics, and Mandated Reporter~~, and **one additional** training materials during the institute days at the start of each school year. **LEAD members are required to view the full content of these trainings and successfully complete the module assessment at the completion of the training. CPDUs will be granted for these trainings.**

~~These and other~~ **All other** identified trainings must be completed within four (4) months from the date D300 deploys their availability to LEAD 300 members. Other trainings mandated by State legislation from time to time may be added to LEAD 300 members required trainings schedules and will **be** completed on the members' professional time. **LEAD members are required to successfully complete the module assessment at the completion of the training. CPDUs will not be granted for these additional trainings.**

LEAD members will be responsible for knowing and complying with the content of all mandated trainings.

The annual date the mandated trainings is deployed shall be provided to the LEAD 300 president.

LEAD 300 members hired after the start of the school year, shall complete the ~~Blood Borne Pathogens, Ethics~~ **training**, Mandated Reporter training, and **a training to be determined on an annual basis** during the first fifteen days of employment.

V. PROFESSIONAL LEARNING COMMUNITIES

The District and LEAD 300 agree that Professional Learning Communities (PLCs) are essential for fostering collaboration among educators to enhance student outcomes. District 300 accepts the PLC Process as our structure for collaboration and the “way of work” for Collaborative Teams across all D300 schools.

A highly effective PLC is described in the D300 Strategy Implementation Guide. For guidance on further implementing the PLC Process, visit the PLC Process Learning Hub for resources and support.

All LEAD staff will select a Collaborative Team that allows them to engage in meaningful collaboration around the four PLC questions to improve student learning outcomes. LEAD members will be a member of a collaborative team for their predominant grade-level/course/role.

~~The District and LEAD 300 agree that Professional Learning Communities (PLCs) support a process that allows groups of educators (inclusive of various roles, e.g., specials, electives, interventionists, psychologists, social workers, nurses, counselors, instructional coaches, and administrators) to address issues that may serve as impediments to teacher efficacy or students outcomes. The PLC provides a framework to support the process of reflective practice and collegial dialogue.~~

~~We collectively agree to support the continued integration of the theory and practices outlined by Professional Learning Communities. This includes establishing and maintaining a District PLC Leadership Committee consisting of classroom teachers, school support personnel, school/District administrators, and LEAD 300 leadership that will:~~

- ~~1. Review, maintain and communicate our shared District vision and plan for District implementation of Professional Learning Communities and collaborative teams.~~
- ~~2. Outline the policies, procedures, and processes that will best support the effective implementation and evolution of PLCs across the District.~~
- ~~3. In collaboration with building administration, support the development of yearly professional development and coaching plans for all respective employees (LEAD 300 and Administration).~~
- ~~4. Support building level Guiding Coalition Teams and building Administration to provide leadership and coaching to PLC collaborative teams and in PLC processes.~~
- ~~5. Provide tools and resources for Guiding Coalition Teams, staff, and administration to support effective PLC implementation.~~

~~PLC collaborative teams will meet minimally one time per week for minimally 40 minutes. Teams may meet more frequently as needed and as their schedules permit. Collaborative PLC teams will have the flexibility to create their own PLC collaborative team schedules. However, the schedules need to be shared to allow other staff (e.g., social workers, counselors, psychologists, nurses, primary classroom specialists, interventionists) an opportunity to participate.~~

~~PLC collaborative team time will exist as follows:~~

- ~~● **High School** – High school PLC collaborative teams will be held during the contractual day whenever possible unless the team chooses to meet outside the day.~~
- ~~● **Middle School** – Middle school PLC collaborative teams will be held during the contractual day whenever possible utilizing existing team meeting time unless the team chooses to meet outside the day.~~
- ~~● **Elementary School** – Elementary school PLC collaborative teams will be held before or after school unless their schedule permits them to meet during the contractual day.~~
- ~~● **Pre-K** – Pre-K PLC collaborative teams will be held during the contractual day whenever possible unless the team chooses to meet outside the day.~~
- ~~● **Oak Ridge** – Oak Ridge PLC collaborative teams will be held before or after school unless their schedule permits them to meet during the contractual day.~~
- ~~● **Nurses** – Nurses will not be required to participate in a PLC collaborative team.~~

~~**Note:** Staff will continue to report 15 minutes prior to the start of the student day and remain 5 minutes following the student day. Any PLC time that occurs outside of the contracted day will count towards a member's additional required minutes as outlined in Article VIII, Section O. The 60 minutes of faculty meeting time will remain a professional responsibility as will~~

professional attendance at parent conferences or special education meetings before or after school as needed.

W. ACCESS TO BUILDINGS

Attendance centers shall develop reasonable procedures to provide access to buildings for Members of the bargaining unit while maintaining the security of personnel and property. The District will establish uniform procedures for gaining access to a building after hours for an emergency. Outside of an emergency, the school shall provide a calendar of dates and times that employees can access the school outside of the regular school calendar. These dates and times shall coincide with existing planned events and does not require the creation of a special calendar to meet this need. Employees will comply with the outlined access procedures for utilizing FOBs and/or personally identifiable alarm codes when accessing a building after hours. The employee shall also be responsible for setting the alarm when leaving. After hours employees are not to access areas outside of their classroom or their department spaces.

To the greatest extent possible, staff will be provided access to the school building beginning ten (10) week days prior to the first scheduled inservice day each school year. Building administrators will notify staff regarding the status of building access no later than July 15. Staff are advised that access may be delayed or restricted due to ongoing construction, maintenance projects, or unforeseen circumstances. In such cases, administrators will provide updates as promptly as possible and will work to ensure reasonable access is granted once conditions allow.

NEW. DESIGNATED WORK SPACES

Principals are responsible for designating role-appropriate workspaces for all employees to ensure organized and functional work environments. If a change in room or area assignment becomes necessary (barring any unforeseeable building circumstance), the principal shall provide written notice at least 20 calendar days in advance and provide an alternate working environment.

X. SECURITY

The District and LEAD 300 agree that each building will develop and maintain a comprehensive security plan. Employees will be trained annually to respond to the following emergency scenarios:

- Fire Drill/Evacuation
- Tornado Drill
- Lock Down
- Shelter in Place

Employees shall be responsible for following District guidelines and participating in drills as scheduled. While seemingly inconvenient, the school shall work with the District safety officer to vary the dates and times of drills to best simulate an actual event.

Y. INAPPROPRIATE WORKPLACE BEHAVIOR

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

1. Expectations

CUSD 300 supports a culture of collegiality and excellence. Inappropriate behavior can undermine teamwork and our culture. CUSD 300 recognizes that repetitive inappropriate behavior may be expressed in aggressive, passive, or passive-aggressive forms. Repetitive inappropriate behavior includes, but is not limited to, deliberate words or actions that:

- a. Prevent or interfere with an individual's or group's work, performance, or ability to achieve intended outcomes. Examples include but are not limited to intentionally ignoring questions, limiting access to supplies provided to others or not responding to professional matters.
- b. Create an unsafe, intimidating, hostile or offensive work environment. Examples include but are not limited to verbal abuse, sexual or other harassment, threatening or intimidating words, or words reasonably interpreted as threatening or intimidating.
- c. Threaten personal or group safety, such as aggressive or violent physical actions.

2. Responding to Disruptive Behavior Complaints

- a. Written complaints regarding an administrator shall go directly to the District's Chief Legal Counsel or designee.
- b. Written complaints regarding the Superintendent or Chief Legal Counsel shall go directly to the Board.
- c. The Chief Legal Counsel will develop administrative procedures for the written complaint process.
- d. The outcome of a complaint would not be subject to the grievance process but the procedures/process could be grievable. If an issue is not resolved to a member's satisfaction, the behavior continues, and/or the member believes he/she is being retaliated against; the member is not precluded from filing a subsequent complaint.

3. Reporter ("whistleblower") Protection

- a. Retaliation against reporters ("whistleblowers") who in good faith report disruptive behavior shall not be tolerated under protection of the union labor laws.
- b. Examples of prohibited retaliation in response to whistleblower reports include but

are not limited to discharge, harassment, transfer, financial repercussion, slander or any other manner discriminating or threatening to discriminate against a staff member in the terms and conditions of the staff member's employment.

- c. Protection against retaliation afforded to those who report disruptive behavior is not intended to interfere in any way with the business or conduct of the education system.

Z. SOCIAL MEDIA

The following serves to outline Community Unit School District 300's guidelines regarding the use of online social media as it relates to Board Policies including but not limited to *5:125 Personal Technology and Social Media; Usage Conduct, 5.120 Employee Ethics; Conduct and Conflicts of Interest, 6.235 Access to Electronic Networks, and 7:20 Harassment of Students Prohibited.*

1. Definitions

- a. "Social Media" includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.
- b. "Personal Technology" Any device that is not owned or leased by the District, or otherwise authorized for District use, and: (1) transmits sounds, images, text, messages, videos, or electronic information, or (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other electronic communication devices (example iPod®).

2. Official District Social Media Presence

These guidelines are tailored primarily to social networking sites. Some examples include, but are not limited to:

- Facebook
- Instagram
- Hi5
- Flickr
- Twitter
- YouTube
- LinkedIn
- Blogs (Web Logs)
- Any District social media site

3. Requisite Authorization

- a. Authorization - District presence on any social media site, including school related accounts, such as clubs, teams, field trips, courses, or other sites associated with

the District or a District school, must be authorized by the Director of Communications or designee. Any sites, accounts, or pages existing without prior authorization will be subject to review, editing, and/or removal. If appropriate, a recommendation for disciplinary action may result.

To request permission for a District-related site, please utilize the form provided (Appendix K). Use the form to identify a “content owner,” or individual responsible for performing regular monitoring and maintenance of the website or account. An administrator should also be assigned to the specific site. Please note that for emergency purposes only, each District-affiliated site or social media account must name the District’s Communications Department as an administrator. However, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts.

- b. District Logo - The use of the CUSD300 logo(s) on a social media site must be approved by the District’s Communications Department. Guidelines for logo use, established by the Communications Department, can be found at: https://drive.google.com/file/d/1uSRPDwC5_E5M2UpMnPb9g63iUB4gRqgl/view?usp=sharing
- c. Sponsors and Advertising - Sponsor logos are permissible on school/District-related websites, with the prior approval of the Director of Communication.
- d. Content Disclaimer – Any approved official presence on social media sites outside of those created and monitored by the District’s Communications Department shall include the following text:

“The views expressed on this site do not reflect the views of Community Unit School District 300. This site contains user-created content which is not endorsed by the District. The purpose of this site is” ... (then specify the purpose).”

4. Maintenance and Monitoring Responsibilities

Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

- a. Content must conform to all applicable state and federal laws, as well as all District and School Board policies and administrative procedures.
- b. Content must be kept current and accurate, refreshed at least weekly (website), as established by the Communications Department policy guide.
- c. Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials.

Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child’s photograph taken or published. No student photographs should be published for personal,

promotional use or any other non-school related purpose.

The Communications Department recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes overlooked.

- d. All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or District business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

5. Off-Campus versus On-Campus Social Media and Internet Use Guidelines

When using District technology, electronic communication is governed by the District's Acceptable Use Policy. Documents, files and communications stored or produced on the District's internal system or other District technology, including email, are not private. District technology may only be used for educational purposes. Use for entertainment purposes, such as personal blogging, instant messaging, on-line shopping or gaming is not allowed. The use of District technology is a privilege, not a right.

NEW. Student Behavior

The parties acknowledge that there may be instances when a student's conduct poses a threat to school safety or a significant disruption to other students' learning opportunities. Following these disruptions, a LEAD member may request to meet with a building administrator, along with any designee who may be identified by the administrator, to have a check-back regarding the student's misconduct and strategize any supports that may be implemented to support the LEAD member and/or student within the learning environment. This meeting will be convened as soon as practicable at a mutually agreeable time, but no more than three (3) student attendance days later.

Prior to the first day of student attendance every school year, the District shall electronically provide all members of the LEAD 300 bargaining unit with any board policies, procedures, and rules that relate to student behavior, conduct, and discipline.

ARTICLE X – SPECIAL EDUCATION

A. SUPPORT STATEMENT

District 300 and LEAD 300 are committed to ensuring quality education for students in the District. The District will continue to provide a full continuum of instructional and support services **based on each student's individual needs** ~~which are based on the individual needs of each student.~~ Therefore, District 300 and LEAD 300 support and facilitate the

inclusion of students with disabilities in their local schools, as deemed appropriate by the students' IEP team.

Definitions related to education services will be agreed upon through Collaborative Council and reviewed annually and placed in the education services manual.

B. GUIDELINES FOR LEAST RESTRICTIVE EDUCATION

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

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

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

1. In preparation for least restrictive education, involved teachers may use the Education Services team/staff to facilitate communication among school personnel prior to meeting with parents.
2. Whenever feasible, receiving teacher(s) shall have the opportunity to observe the student in his/her current program and participate in the IEP meeting addressing the change in programming.
- ~~3. The role of inclusion facilitator(s) will be defined by the Annual Review/IEP team.~~
4. Adaptive equipment, materials and/or related services as specified in the IEP or the accommodation plan will be provided.
5. ~~In order to~~ **To** remain compliant with IEP service minutes, the school district will provide substitutes for required individual student paraprofessionals when staff is absent. The school district will continue its current practice of authorizing a substitute for paraprofessionals who are absent for more than a week or in exigent circumstances. Within the first two weeks of the school year, the Assistant Superintendent of Education Services and representatives from LEAD 300 and DESA shall meet to discuss staffing compliance and use of substitutes for paraprofessionals. At this meeting, DESA and LEAD 300 will be provided with a list of paraprofessional positions

that are eligible for a substitute.

6. ~~The facilitator or case manager of an Inclusion Student will establish a schedule of meetings with teachers and support personnel to collaborate.~~ **The case manager of an IEP student will collaborate with the general education teacher and support personnel to support student needs.**
7. Release time, monetary reimbursement, or extended hourly pay at the applicable rate will be provided to the involved teacher(s) or paraprofessionals to meet with the appropriate personnel to modify the curriculum, **as approved by building administration.**
8. The level of support for the program of an ~~inclusion~~ **IEP** student must be consistent with the student's IEP.
9. ~~An inclusion facilitator or case manager may request~~ **instructional planning time with a student's team from the Assistant Superintendent of Education Services** ~~from the Assistant Superintendent of Education Services, instructional planning time with a student's team~~ prior to the commencement of the academic year to prepare for the **student's** instructional needs of the student. Time will be granted based on an individual student's needs as dictated by the IEP. Certified staff who **are approved to meet prior to the start of the school year** will be compensated for **participating** ~~their participation~~ in this instructional planning time at the instructional rate.
10. The inclusive placement of students with disabilities requires ongoing planning, preparation, and modification of the curriculum by both the general and special education teacher. In the event that these efforts require the general and special education teacher to meet outside of the **contractual** ~~normal faculty~~ hours, the Board will compensate said teachers at the Instructional rate for up to one hour per week during the first semester and up to 1/2 hour per week during the second semester, except the Board will compensate teachers for up to one hour per week during the second semester in the following cases: changes in courses and/or instructors at the high school level, newly staffed or enrolled students at the middle school level, and for newly staffed or enrolled students at the elementary level. This arrangement will be created through a collaboration of the special education teacher/case manager, the general education teacher and an administrator.

C. EDUCATION SERVICES POLICIES AND PROCEDURES

1. CUSD 300 will comply with federal and state rules and regulations regarding the membership of the Annual Review/IEP team.
2. Notification to staff of Annual Review/IEP shall be made at the same time as the distribution of the parent notification.
3. After program implementation, the review process requires at least one annual conference, but may include more frequent conferences/meetings upon request of any team member working with the student.
4. Members of the bargaining unit shall not be required to perform self-care activities or

medical procedures, such as, but not limited to, injections, catheterization, and tracheotomy care, except for those specifically certified and/or licensed and hired for such services. Every effort will be made to provide assistance for health care services that may be required.

5. The procedure for referring students for possible special education services can be found in the CUSD 300 Education Services Manual.
6. Federal rules and regulations specify that the local school district, teachers or other persons cannot be held accountable if a student does not achieve the growth projected in the annual goals and objectives section of the IEP.
7. CUSD 300 recognizes that special education case management requires a great deal of time from those involved in the education of students with special needs. This need is continuous throughout the school year. Accordingly, up to eight compliance assurance days each school year for elementary, middle school, Oak Ridge and ~~early childhood~~ **Pre-K** case managers. Case managers will make every attempt to divide and use given days at even intervals throughout the year. High School case managers will receive an additional plan period daily equal to the case manager's individual plan time. Case managers can meet with teachers/students/parents, prepare Annual Review/IEP and Eligibility Review meeting paperwork, update progress on IEP goals, document data and interventions, progress monitor student skills, collect ESY data, **complete observations of students**, etc. during these days.
8. Additional information about Education Services policies and procedures can be found in the CUSD 300 Education Services Manual. Since staff members are held accountable for the information presented in this manual, it is essential that it be up to date at all times. All changes made to policies and procedures shall be updated in this manual and communicated to all Education Services staff weekly via e-mail.
9. If a required Education Service related meeting such as, but not limited to, Eligibility Review, IEP, Domain, Individual Problem Solving/Review, or Data Review takes place before or after the work day as defined by ~~Article VIII, Section H~~ **Article IX, Section O** of the Negotiated Agreement, the required District participants in attendance at the meeting will be compensated at 15 minute increments of the non-instructional hourly rate as per the contract. This meeting arrangement must be cleared through the building administrator who will sign off on the extra pay claim.
10. Related service personnel (school psychologists, school social workers, speech and language pathologists and nurses) shall be afforded thirty (30) minutes of flexible planning time each day to be used for Medicaid reimbursement billing and completion of paperwork and completion of paperwork compliance.

D. CASELOAD

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

If the ISBE Rules governing special education **caseloads** are amended during the term of this Agreement, the Board and LEAD 300 will meet to negotiate the impact of such amendments on this Article.

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

E. TRAINING

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

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

ARTICLE XI – NURSES

A. WORKLOAD

1. Certified Nurses Workload

Reference Article IX Working Conditions

2. Non-Certified Nurses Workload

- a. All non-certified nurse's that are regularly scheduled to work at least thirty-five (35) hours per week during the academic year will be considered full time employees.

All non-certified nurses assigned to a multiple (two or more) nurse building will work the following hours per day based on their school assignment (including a paid 30-minute lunch period):

Elementary School and deLacey	7.0 Hours per Day
Middle School	7.5 Hours per Day
High School	8.0 Hours per Day
Oak Ridge	7.5 Hours per Day

All non-certified nurses assigned to a single (one) nurse building will work the following hours per day based on their school assignment (including a paid 30-minute lunch period):

Elementary School and deLacey	7.5 Hours per Day
Middle School	8.0 Hours per Day
High School	8.5 Hours per Day
Oak Ridge	8.0 Hours per Day

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

b. Full-time non-certified nurses will work a minimum of 182 contractual days. Nurses will also work additional summer hours to prepare for first day compliance/exclusion and will be compensated at their regular hourly rate. Additional summer hours will be based on the needs of each respective building (i.e., enrollment, programming, state mandates, student mobility) for the upcoming school year as determined by Assistant Superintendent of Educational Services or designee.

c. Non-certified Nurses Emergencies and after School Activities:

Non-certified nurses may be required to work beyond their normal work day to provide services for students in cases of emergency or students enrolled in afterschool activities and programs that are District funded. If a non-certified school nurse is required to service students beyond their normal work day, they will be compensated at their regular rate of pay and if overtime is applicable, the District will pay overtime in accordance with Federal and State Laws.

If a non-certified school nurse is asked and agrees to service students that are in programs that are not District funded, they will be compensated at 1 and ½ times their normal rate of pay for the hours worked. In these cases, it is understood that such nurses will be covered under all District liability insurance, worker's compensation and any other policy covered during normal working hours.

B. EXTRA OPEN HOUSE TIME AND CONFERENCE NIGHT TIME

Both Certified and Non-Certified Nurses will be available for an annual open house and a conference night as part of their job assignment. Typically, an open house will be no longer than two hours in length. Conference nights will typically be no longer than three hours in length. Should a school choose to schedule extra open house time and/or conference night time in excess of five hours, Certified Nurses will be compensated with release time or receive compensation at the non-instructional rate and Non-Certified Nurses will be compensated at their hourly rate.

C. PROBATIONARY PERIOD

1. Certified Nurses

Follow Illinois School Code regarding Tenure Attainment.

2. Non-Certified Nurses

New non-certified school nurses will serve a probationary period of one hundred forty (140) calendar days beginning on their date of hire. In the event the new employee does not successfully complete their probationary period, the immediate supervisor will inform the employee in writing prior to the completion of the probationary period. A copy of the written record will be submitted to the Assistant Superintendent of Human

Resources prior to the expiration of the probationary period. Employees whose work performance is deemed unsatisfactory will be subject to immediate dismissal at any time during the probationary period. Such termination of employment will not be subject to the Grievance Procedure.

D. SENIORITY

Both Certified and Non-Certified Nurses reference Article XVIII – Transfer

E. REDUCTION IN FORCE

Both Certified and Non-Certified Nurses reference Article XIX – Reduction in Force

F. RETIREMENT

1. Certified Nurses

Certified Nurses Reference Article XX – Certified Staff Retirement

2. Non-Certified Nurses

Non-certified nurses who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the member for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law.

Non-certified nurses will be paid for time worked every two weeks as captured in the District's timekeeping system.

G. LANE MOVEMENT

1. Certified Nurses

Certified Nurses reference Article XXIII Compensation (Section D)

2. Non-Certified Nurses

Any Non-Certified Nurse that obtains their School Nurse Endorsement will move to the Certified Salary Schedule. The member will be placed in the lane commensurate with his/her level of education and on the same step he/she achieved in the Non-Certified Salary Schedule. Once placed on the Certified Salary Schedule the member will move lanes in accordance with Article XXIII, Section D of this Agreement.

H. STEP MOVEMENT ON THE SALARY SCHEDULE

1. Certified Nurses

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

Part time members of the bargaining unit shall be awarded salary schedule credit

based on whether they were employed prior to the first day of the second semester at the same part of full-time credit as their individual contract rounded up to the nearest quarter. For example, a .4 FTE member of the bargaining unit employed November 1 would get a .5 salary schedule credit.

2. Non-Certified Nurses

Non-Certified Nurses shall advance steps on the Non-Certified Nurse Schedule in accordance with above.

I. EXPERIENCE CREDIT

For both Certified and Non-Certified Nurses reference Article XXIII (Section G)

J. TUITION REIMBURSEMENT

Tenured Certified and Non-Certified Nurses are eligible for tuition reimbursement at Tier II.

Tier II: The tuition reimbursement rate for approved coursework in Tier II shall be **reimbursed up to the member's actual tuition cost of the course but no more than the reimbursement amount of \$85 \$100** per credit hour for a maximum of **9 12** credit hours per fiscal year.

For non-certified nurses with a bachelor's degree, Tier II eligibility applies towards school nurse certification. For non-certified nurses without a bachelor's degree, Tier II eligibility for reimbursement does not apply towards the member's bachelor's degree.

Non-certified nurses will be required to pass the "RNs in Schools: Expanding your Special Education Role" course in order to perform medical reviews for students with Individual Educational Plans in order to comply with Illinois law. The District will reimburse non-certified nurses for the cost of materials associated with the course. Nurses may elect to take the content exam in lieu of the course. The District will reimburse the non-certified nurses for the content exam. Non-certified nurses will be reimbursed for the course materials or content exam a maximum of two times. In the event the Illinois State Board of Education discontinues this course, this agreement shall be null and void.

The District will pay a one-time stipend to those non-certified nurses who have already completed the above course. The employee must provide a record of payment that indicates proof of purchase of required course materials. The stipend will be equal to the cost of the course materials.

K. NURSE REFERENCE CHART

The following chart is provided for reference purposes only. It illustrates some of the requirements and benefits offered to Certified and Non-Certified Nurses.

Area or Topic	Certified Nurses	Non-Certified Nurses
Daily Arrival/Departure for nurses assigned to a multiple (two or more) nurse building	Arrive at least 15 minutes prior to student attendance. Depart at least 5 minutes after student attendance.	ES: 7:45-2:45 (7 Hours) MS: 8:30-4:00 (7.5 Hours) HS: 7:15-3:15 (8 Hours) Oak Ridge: 7:30-3:00 (7.5 Hours)
Daily Arrival/Departure for nurses assigned to a single (one) nurse building	Arrive at least 15 minutes prior to student attendance. Depart at least 5 minutes after student attendance.	Same as above with the addition of 30 minutes. Additional minutes may be worked at the start or end of the day or a combination of two.
Additional Weekly Requirement	100 Minutes	None
Open House Night	Must Attend	Must Attend
Parent Teacher Conference	Must Attend	Must Attend
HS Final Exam (Certified and Non-Certified Nurses assigned to High Schools)	Arrive at least 15 minutes prior to student attendance. Depart at least 5 minutes after student attendance.	7:15-3:15 (8 Hours)
End of School Year	4 Hours Voluntary – Requires an extra pay form be submitted for .5 per diem	4 Hours Voluntary – Requires an extra pay form be submitted for hours worked (paid at hourly rate)
Tuition Reimbursement	After tenure: Tier II: \$85 per credit hour for a maximum of 9 credit hours per fiscal year	Tier II: See Article XI (Nurses), Section J (Tuition Reimbursement)

ARTICLE XII – ATTENDANCE AND PAID LEAVES

Paid leaves are extended to full-time personnel at the established number of days provided herein. Paid leaves are extended to part-time personnel on a prorated basis.

A. ATTENDANCE

LEAD 300 and CUSD 300 agree that excessive absenteeism adversely impacts instruction, student outcomes, and staff morale.

For the purpose of this contract, the term "Excessive Absenteeism" is defined as missing more than 8 instructional days (those where students are in attendance). This does not include approved leave of absences, FMLA, or school/district-led professional development.

In order to both identify and address the issue of excessive absenteeism, the District shall implement the following procedures:

1. The District shall provide all employees with a monthly summary of their absences.

2. The District shall provide LEAD 300 with a full report of all absences by absence type each quarter.
3. The District shall provide LEAD 300 with an annual report of all absences for the current and three previous years by absence type to identify patterns of absenteeism annually.
4. Employees identified as having a pattern of Excessive Absenteeism shall be addressed in accordance with contract language pertaining to progressive discipline as follows:
 - Informal Step - Corrective Conversation
(This may occur after the member has missed a pattern of 5 instructional days. Examples of a pattern include Fridays, Mondays or a combination of Fridays and Mondays inclusive of extending long holiday weekends.)
 - Step 1 - Written Warning 1
(This may occur after the member has missed a pattern of 8 instructional days. Examples of a pattern include Fridays, Mondays or a combination of Fridays and Mondays inclusive of extending long holiday weekends) this will occur after the member missed 8 instructional days.)
 - Step 2 - Written Warning 2
 - Step 3 - Recommendation for Suspension
 - Step 4 - Recommendation for Dismissal

The District shall also require that an employee provide a physician's release for any instance where he/she/they takes sick-leave both the day immediately before and the day immediately following a holiday. This shall be at the employee's cost and must be provided upon return to his/her/their assigned school.

B. SICK LEAVE

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

At the beginning of each work year, each full-time member of the bargaining unit shall be credited with sick leave days per the table below, the unused portion of which shall accumulate from year to year without limitation.

Balance at the start of the school year	Days Credited
Zero (0) to Fifty (50)	Twelve (12) Sick Days
Fifty One (51) to One Hundred and Ten (110)	Thirteen (13) Sick Days

One Hundred Eleven (111) to One Hundred Seventy (170)	Fourteen (14) Sick Days
One Hundred Seventy One (171) to Two Hundred Thirty (230)	Fifteen (15) Sick Days
More than Two Hundred Thirty (231)	Sixteen (16) Sick Days

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

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

Members of the bargaining unit eligible for FMLA leave must use accumulated sick leave days concurrently with FMLA leave.

C. PERSONAL DAYS

At the beginning of each work year, each full-time member of the bargaining unit shall be credited with two (2) personal leave days for the purpose of taking care of personal and/or family issues that cannot be taken care of other than during school time.

The use of personal days shall be subject to the following guidelines:

1. The request for said days shall be in writing to the building principal, or immediate supervisor.
2. The days shall not be used on the day of a District or building workshop or in-service unless approved by the principal or immediate supervisor. Personal days shall not be used on the day prior to or following a holiday unless approved by the building principal or immediate supervisor.
3. Every effort should be made to avoid the use of said days during the last three weeks of the school year.
4. A building should not have more than 5% of the total LEAD 300 members on personal days on any school day.

Unused personal days shall accumulate as sick days.

D. RELIGIOUS HOLIDAYS

For those individuals who are other than the Christian faith and who wish to observe major religious holidays of their faith, two release days may be granted per school term. Any days

requested beyond the two shall be granted but will be considered dock days. Such requests shall be in writing and approved in advance by the building principal or immediate supervisor.

E. JURY DUTY

The District shall compensate LEAD 300 members, at their regular rate of pay; for each day actually spent on jury duty. LEAD 300 members who are required to serve on a jury shall sign their jury duty checks over to the District, except LEAD 300 members may keep mileage and parking reimbursements where applicable and as provided by law.

F. PROFESSIONAL ATTENDANCE AT A LEGAL PROCEEDING

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

Employees who are a party to a personal matter are not eligible for this leave type.

G. MILITARY SERVICE

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

H. HALF DAY/FULL DAY ABSENCES

Absences for certified employees will be charged in increments of half day or full day.

A half-day deduction will occur as follows:

Level and Worksite	Half Day – Morning Worked	Half Day – Afternoon Worked
deLacey Pre-K	Depart at 11:15 a.m.	Arrive at 11:45 a.m.
Satellite Pre-K	Depart at 11:15 a.m.	Arrive at 11:45 a.m.
Full-Day Expansion Pre-K	Depart at 11:15 a.m.	Arrive at 11:15 a.m.
Elementary	Depart at 11:15 a.m.	Arrive at 11:15 a.m.
Middle School	Depart at 12:15 p.m.	Arrive at 12:15 p.m.
High School	Depart at end of 4 th period	Arrive at start of 6 th period

Oak Ridge	Depart at 10:30 a.m.	Arrive at 10:30 a.m.
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A full day deduction will occur when a teacher is absent more than the time prescribed above.

The aforementioned does not preclude internal substitution arrangements.

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

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

FMLA DUE TO CHILDBIRTH OR ADOPTION

Upon the return of a member at the end of FMLA protected leave due to the birth of a child and after working 30 days, the member will be awarded five (5) sick days.

~~I. FAMILY EMERGENCY DAYS~~

- ~~1. In cases where a member of the bargaining unit is required to be absent to care for either her/his spouse or children, the member may be granted up to 20 paid days subject to the following conditions:~~
- ~~2. The paid release of the member is the only reasonable option available and this is substantiated by the treating physician's written opinion on a form agreed to by LEAD 300 and the District.~~
- ~~3. The member has exhausted her/his personal sick leave and sick bank.~~
- ~~4. The request is made in writing prior to the first day of what would be unpaid absence.~~
- ~~5. If a request is denied, the member may appeal to the Family Emergency Day Committee, composed of a member appointed by the President of LEAD 300; a member appointed by the District; and a member selected by the first two. The decisions of this committee shall not be subject to the grievance procedure set forth in Article V of the negotiated agreement.~~
- ~~6. Members of the bargaining unit will be advanced up to 2 sick days from their future allotment after returning from the family emergency.~~
- ~~7. The need for leave beyond the 20 days will be addressed through Article X, Unpaid Leaves.~~
- ~~8. These days are not considered creditable earnings reported to TRS.~~

J. ADMINISTRATIVE LEAVE OF ABSENCE

If a member is placed on paid administrative leave, the District shall provide notice of such leave to LEAD. The member will not suffer loss of pay or benefits during such leave.

If a member is placed on administrative leave pending an internal or outside agency investigation, the Assistant Superintendent of Human Resources, or designee, shall provide the member notice of the status of the investigation/leave on a regular basis (and no less than every twenty-eight (28) work days).

It is the member's responsibility to provide the Assistant Superintendent of Human Resources and the LEAD President with notification of any verbal or written communication they receive from an outside agency regarding the status or resolution of an investigation.

ARTICLE XIII – UNPAID LEAVES

A. PROCEDURES

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

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

A "Short Term Leave" is one that is for 90 teacher attendance days or less. Upon return from a Short Term Leave the member shall assume her/his former position, unless that position no longer exists in which case the member shall enter the Mandatory Transfer Pool. A member of the bargaining unit shall retain unused sick and personal days accrued prior to the commencement of the leave. Members who are tenured do not surrender tenure by going on an approved leave. Members who are not tenured shall follow tenure attainment guidelines per School Code.

A "Long Term Leave" is one that extends for more than 90 teacher attendance days. A Long Term Leave may be extended for no more than one additional school year. Upon return from a Long Term Leave the member shall enter the Voluntary Transfer Pool. Members who are tenured do not surrender tenure by going on an approved leave. Members who are not tenured shall follow tenure attainment guidelines per School Code.

In the event a request for leave is approved by the Board of Education:

1. Members of the bargaining unit will receive experience credit for salary advancement for the year in which leave is taken if the effective date of the leave is February 1 or later.
2. Personal days and sick leave will not accumulate while on unpaid leaves.
3. Participation in the School District health insurance plan will be at the sole expense of the member of the bargaining unit except in cases qualifying under the Family Medical Leave Act (FMLA). Such expense shall commence after twelve weeks of FMLA leave.

B. TYPES OF LEAVE CONSIDERED

The following are examples of the types of leave that will be considered under the terms of this Article:

1. Professional Improvement Leave (Education Leave)
(Last day to apply for education leave is the first Monday in February)
2. Military Leave
(When the member does not have the option to fulfill his/her obligation outside of the school year)
3. Family Medical Leave
(FMLA - see Administrative Procedures: 5:185-AP)
4. Maternity/Adoption
(Also see Article IX –Paid Leaves Section A – Sick Leave)
5. Child Rearing Leave
6. Personal Leave

C. DOCK DAYS

All unpaid leaves of absence must be approved by the Board of Education. If a member has benefit time available to him/her, the member must exhaust all appropriate benefit time prior to taking an unpaid leave of absence (e.g., no employee shall take an unpaid “dock” day in lieu of a sick leave day or personal leave day the employee has available to him/her).

ARTICLE XIV – SICK LEAVE BANK

A. PURPOSE

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

B. FORMATION

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

C. SICK LEAVE BANK ADMINISTRATION

The Sick Leave Bank will be administered by a committee consisting of a member appointed by the President of LEAD 300, a representative appointed by the Superintendent and a third party selected by the first two. The Committee shall establish procedures for filing claims for days from the Bank and for approving or denying such claims. The decisions of this committee shall be final and not be subject to the grievance procedure set forth in Article V of the negotiated agreement.

The Human Resources Department will maintain all required records for the maintenance of the Sick Leave Bank. The Assistant Superintendent of Human Resources or designee will be responsible for approving or denying Sick Leave Bank requests. A committee consisting of a member appointed by the President of LEAD 300, a representative appointed by the Superintendent and a third party selected by the first two will be established

The decisions of this committee shall be final and not be subject to the grievance procedure set forth in Article V of the negotiated agreement.

The Committee shall issue reports on the current status of the Sick Leave Bank to LEAD 300 and the Board upon request.

D. OPERATIONAL GUIDELINES

Any participating member who has had an illness of at least ten consecutive days and has exhausted his or her accumulated sick leave and who has also used two (2) uncompensated sick days, will be eligible to apply for additional sick days through the Sick Leave Bank. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary.

Members of the bargaining unit who are applying for sick bank for the first time as a LEAD 300 member are eligible for a number of days from the Sick Leave Bank equal to the highest number of sick days the individual has accumulated at one time, but no less than 10 days for first year members, 15 days for second year members, and 20 days for members who are in their third year of employment and beyond.

Members of the bargaining unit who are applying for subsequent uses of the Sick Bank are eligible for Sick Bank days only after they have held a higher balance of sick days than they have used in Sick Bank days. Once a member has acquired more sick days, said member is only eligible for the number of days above the original Sick Bank usage.

For example, a member uses 20 Sick Bank days during a first leave in the 2018-2019 school year. The member applies for sick bank again four years later. During those four years, the member is granted 12 sick days and 2 personal days per year. The member uses sick and personal days as reflected in the table below:

School Year	Number of Days Granted	Beginning Benefit Day Balances	Number of Days Used	Sick Bank Days Eligible	Sick Bank Days Used	Ending Balances
2017-18	12 Sick, 2 Personal	12 Sick, 2 Personal	4 Sick, 2 Personal	12	0	8 Sick, 0 Personal

2018-19	12 Sick, 2 Personal	20 Sick, 2 Personal (8+0+12)	20 Sick Days, 0 Personal	20	20	0 Sick, 2 Personal
2019-20	12 Sick, 2 Personal	14 Sick, 2 Personal (0+2+12)	2 Sick, 1 Personal	0	0	12 Sick, 1 Personal
2020-21	12 Sick, 2 Personal	25 Sick, 2 Personal (12+1+12)	5 Sick, 1 Personal	5	0	20 Sick, 1 Personal
2021-22	12 Sick, 2 Personal	33 Sick, 2 Personal (20+1+12)	1 Sick, 2 Personal	13	0	32 Sick, 0 Personal
2022-23	12 Sick, 2 Personal	44 Sick, 2 Personal (32+0+12)	44 Sick, 0 Personal	24	24	0 Sick, 2 Personal

Under this example, the member would be eligible for 24 Sick Bank days during this subsequent leave.

Any additional leaves would require the member to hold a balance of sick days beyond the new total of Sick Bank Days used (44 total). During a third leave the member would need to, at one time, hold a balance of more than 44 sick days since the last sick bank usage before being eligible for additional Sick Bank Days.

Individuals returning from a disability or illness for which they received days from the Sick Leave Bank may petition the Committee for additional family emergency days.

ARTICLE XV – EVALUATION and PROFESSIONAL DEVELOPMENT

A. PERA EVALUATION COMMITTEE

For the duration of this Agreement, a joint PERA Evaluation Committee shall convene at least four (4) times each school year. The PERA Evaluation Committee shall be comprised of equal representation of at least six members of the bargaining unit appointed by the President of LEAD 300, and at least six administrators appointed by the Superintendent.

The PERA Evaluation Committee shall refine and enhance the criteria and procedures and determine the instruments to be used for the evaluation of certified members of the bargaining unit covered by this Agreement in accordance with Section 24a (Evaluation of Certified Employees) of the Illinois School Code and the Performance Evaluation Reform Act (PERA) (Public Act 96-0861). The PERA Evaluation Committee will collect and analyze data regarding the effectiveness of the evaluation criteria and process, developing and organizing yearly training (including inter-rater reliability), and refining and enhancing the evaluation criteria and process. In addition, the committee will be responsive to feedback and needs identified throughout the evaluation process.

The evaluation instrument and rubric will be based on the most updated version of the Danielson Framework. The four summative ratings will be labeled in accordance with PERA as follows: Excellent, Proficient, Needs Improvement and Unsatisfactory. Any member who

receives a summative rating of needs improvement will follow the Assistance Track procedures as outlined in Section 24(a) (Evaluation of Certified Employees) of the Illinois School Code and the Performance Evaluation Reform Act (PERA) (Public Act 96-0861). All agreed upon changes to the criteria, procedures, and the instruments to be used for the evaluation of members of the bargaining unit shall be updated within the District's approved evaluation software system referenced in section B below within seventy-two hours of the agreed upon implementation date.

B. CERTIFIED STAFF EVALUATION HANDBOOK

A Certified Staff Evaluation Handbook shall be prepared and approved by the PERA Evaluation Committee annually. It shall contain the specific criteria, procedures, best practice guidelines, other pertinent information, and timelines of the approved Evaluation Process. This handbook, along with evaluation frameworks, rubrics and other supporting documents, shall be available electronically using the District's approved evaluation software system.

C. NON-CERTIFIED STAFF EVALUATION HANDBOOK

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

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

A Non-Certified Staff Evaluation Handbook shall be prepared and approved annually beginning in the 2023-2024 school year. It shall contain the specific criteria, procedures, best practice guidelines, other pertinent information, and timelines of the approved Evaluation Process. This handbook, along with evaluation frameworks, rubrics and other supporting documents, shall be available electronically using the District's approved evaluation software system.

D. PROFESSIONAL DEVELOPMENT LEADERSHIP and SUPPORT COMMITTEE

1. A Professional Development Leadership and Support Committee (PDLSC) will be established to receive input on the professional development needs of members of the bargaining unit. The purpose of the PDLSC will be to:
 - a. Provide an open forum to discuss the need for professional development as it relates to District initiatives and programs;
 - b. Survey members to solicit the need/want for particular areas of professional development;
 - c. Work with the Collaborative Councils to identify the professional development needs of members at each respective level within the District;
 - d. Work with the District's Director of Professional Development to create a yearly professional development calendar;
 - e. Work with the District's Director of Professional Development to plan professional

- development activities that satisfy state certification and recertification requirements and meet the needs of the members and the District;
- f. Assist in ensuring that all legally mandated professional development is completed by members.
2. The PDLSC will be composed of sixteen (16) members and will contain representation from each level (pre-school/elementary; middle; high) and Education Services. The PDLSC will be co-chaired by the District's Director of Professional Development and the LEAD 300 President or designee. Meeting agendas will be created jointly. Eight (8) of the sixteen (16) members of the PDLSC shall be members of the LEAD 300 bargaining unit.

E. INDUCTION AND MENTORING PROGRAM

1. The intent of the D300 Induction and Mentoring Program is to:
 - a. Attract and retain highly qualified educators.
 - b. Assist newly hired educators in their professional development and increase their level of proficiency.
2. Novice certified staff hired prior to Induction Academy I will participate in a total of no less than 60 hours of induction and mentoring during their first year of teaching consisting of 2 components:
 - a. Pre-service/Induction begins in August at Academy 1
 - b. Continued Professional Development during the year includes mentoring for certified staff new to the profession.
3. Novice certified staff completing Academy 1 will receive \$200 per day of full attendance and participation during each day of Academy 1. Full participation is inclusive of Professional Development activities during the first year of employment.
4. Novice certified staff:
 - a. Hired after Academy 1 and prior to January 1 of the following year may not be assigned a mentor, depending on availability, and will attend Academy 2 the following summer. Every effort will be made to find a mentor for them.
 - b. Hired January 1 or after may not be assigned a mentor, depending on availability, and will attend Academy 1 the following summer. Every effort will be made to find a mentor for them.
5. Novice certified staff beginning their second year of employment will participate in 8 hours of professional development to be offered during August prior to the beginning of the school year. Additionally, they *must* participate in 22 hours of continued formal mentoring and professional development during the remainder of their second year. Certified staff completing Academy 2 will receive \$200 for full day participation inclusive of the year 2 professional development activities during year 2.

6. All LBSI, LBS2, **Early Childhood teachers who are Case Managers** and Speech and Language Pathologists who are Education Services Case Managers and who are new to the District will be assigned an Education Services mentor for the purposes of assisting with compliance matters. The new staff member must meet with the Education Services mentor four times in their first year of employment for a minimum of 60 minutes per meeting.
7. The Education Services mentor may be separate from or the same as the mentor assigned to novice certified staff.
8. New staff with prior certificated experience may not be assigned to the mentoring program. They will still attend both Induction Academies in August of the first two years of employment and will receive \$200 per day of full attendance and participation during each day of Academy 1 and 2. Full participation is inclusive of Professional Development during each for the first two years of employment.
9. LEAD 300 reserves the right to present an informational session at each Induction Academy.
10. Mentors must hold a Professional Educator License, complete an application process, be approved by the Director of Professional Development with input from the LEAD 300 President or designee. Mentors will receive a \$500 stipend for each Mentee assigned by the Director of Professional Education or designee. Education Services Mentors will receive a \$200 stipend for each Mentee.
11. Mentor training will be required and compensated at the rate of \$150 per day.

F. D300 AS A PROFESSIONAL DEVELOPMENT PROVIDER

The District will maintain its status as an approved **Continuing Professional Development Units (CPDUs)** provider **for** professional development activities through the Illinois State Board of Education.

The District will meet the requirements for ISBE preapproval of activities that qualify for licensure renewal credit **for those members who utilize CPDUs for license renewal.**

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

The District is not an approved provider of Continuing Education Units (CEUs), as the District does not meet the required qualifications to issue CEUs.

ARTICLE XVI – PERSONNEL FILE

A. PLACEMENT OF MATERIALS IN FILE

Only one official file shall be maintained by the Human Resources Department. No evaluative materials written by District 300 administrators shall be placed in the file unless the employee has had an opportunity to read such material. A copy of anything placed in a member's file after the date of the signing of this Agreement shall be made available to the member. The member of the bargaining unit shall affix his/her signature on a copy of anything of an evaluative nature placed in the file. Witnessed refusal of the member of the bargaining unit to sign acknowledgment of having received such copies shall be considered a waiver of such right.

B. RIGHT TO EXAMINE FILE

A member of the bargaining unit shall have the right to examine his/her personnel file in the Human Resources Department upon reasonable notice and to have a representative of LEAD 300 present for such an examination. This shall occur no more than five working days following the request. Files are not to be removed from the office and must be examined in the presence of a representative of the Human Resources Department. Materials deemed confidential by the Illinois Personnel Record Review Act shall be exempted.

C. RIGHT TO REPRODUCE MATERIALS IN FILE

Upon member request, the Board will reproduce one (1) copy of any material, not of a confidential nature, in an employee's file.

D. RIGHT TO RESPOND

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

ARTICLE XVII – PROGRESSIVE DISCIPLINE PROCEDURE

A. GENERAL

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

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

1. Written Warning I
2. Written Warning II
3. Recommendation for Suspension
4. Recommendation for Dismissal

Both LEAD 300 and D300 agree that some issues or behaviors can be best addressed through preemptive measures. These "Corrective Conversations" are intended to allow for administrators to address issues or concerns with a LEAD 300 member outside of disciplinary

action. The intent is to provide an opportunity to address patterns of behaviors in a manner that would preclude their escalation and resulting disciplinary action. An administrator may send an email following any corrective conversations for the purposes of addressing related directives.

B. REPRESENTATION

In the event a member of the bargaining unit is required to attend a meeting, the outcome of which can be anticipated to result in the member being disciplined, that member shall be informed of her/his right to representation by LEAD 300. If in the course of any meeting, information develops that may cause a member present to be disciplined or warned of impending discipline, that member will be advised of her/his right to representation.

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

C. REASSIGNMENT

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

D. SUSPENSION

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

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

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

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

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

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

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

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

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

E. REQUEST TO REMOVE DOCUMENTED WRITTEN WARNING I

A LEAD Member may request that a documented Written Warning I be removed from their personnel file. Such requests should be submitted to the Assistant Superintendent of Human Resources. Upon submission, the request shall be reviewed and considered by a committee consisting of a member appointed by the LEAD President, a representative appointed by the Superintendent and a third party selected by the first two. Upon the member's written request, a documented Written Warning I may, upon committee approval, be removed from the member's personnel file after five (5) years from the date of the documented Written Warning I, assuming no similar disciplinary infraction has occurred between the issuance of the Written Warning I and the request for removal. If an incident directly related to the documented Written Warning I happens within the five (5) year time window, the original documented Written Warning I will remain in the personnel file. Once a documented Written Warning

I is removed from the personnel file by approval of the committee, the infraction cannot be referenced in future disciplinary proceedings.

ARTICLE XVIII – TRANSFER

A. DEFINITIONS

1. Seniority

Seniority for certified staff shall be determined by the number of years of current continuous District 300 service. Each year the District shall publish the Seniority List showing years of service in the District and certification on the first Friday after winter break. Members who request to have the list corrected must inform the District by the first Monday in February. Service begins on the employee's first full day of work as per the BOE approved school calendar. In case of ties, the tie breakers will be:

- a. The highest District 300 gross pay as evidenced by TRS earnings for the current school year including base pay, contracted extra pay, and extra pay such as for internal substitution. The cutoff date for extra pay for internal substitution and other similar duties will be earnings as of the end of the first semester.
- b. As determined by lot.

For non-certified nurses, seniority is determined by:

- a. Hire date into a bargaining unit position.
- b. Hire date in District 300 with continuous service.
- c. Ties broken by time of acceptance of offer of employment as documented in personnel file.

2. Vacancy

A vacancy is a part time or full-time position that the District will need to fill. Vacancies will not become open positions until all the conditions listed in the open position definition have been met.

3. Open Position

An open position is a position that will be posted and for which qualified members can apply. Open positions are not open until all the following conditions have been met for a particular teaching level (early childhood, elementary, middle school, high school):

- Placement of members returning from RIF
- Placement of members subject to Mandatory Transfer
- Placement of members returning from approved leave
- Internal movements within the building
- Placement of members returning from Special Assignments
- Shifts in positions within "Special Group"

Once these conditions have been met, a position will be considered open and will be posted.

4. Special Group

The following positions are part of the Special Groups: **Instructional Coaches**, K-8 Reading Specialist, K-12 Physical Education, K-12 Music, K-12 Art, K-5 STEM Science, K-5 Skills for Success, K-8 Interventionists, 6-12 Guidance, K-12 Media/Library, Technology Facilitators, World Language, Title I, Bilingual, Kindergarten, Special Education, Psychologists, Social Workers, Speech Language Pathologists, Nurses, Pre-School and Part-time members of the bargaining unit. Assignment of members of the bargaining unit in a special group shall be made as soon as practicable after pupil enrollment needs are determined.

5. Special Assignment

A special assignment is a temporary assignment to which both LEAD 300 and D300 agree (i.e., LEAD 300 president, administrative interns, District facilitators, etc.). The District may assign certified staff on special assignments prior to posting open positions.

6. Mandatory Transfer (Involuntary Transfer)

Involuntary movement from one building to another except as addressed in the section on Special Groups.

7. Voluntary Transfer

Movement from one building to another through the application process except as addressed in the section on Special Groups Assignments/Reassignments. Employees must apply for voluntary transfers in writing via the District Website.

8. Transfer Council

The District 300 Transfer Council is the ruling body tasked with all transfers that occur in the District, with the exception of those made through Article XVIII, Section E, Subsection 2 on appointment of personnel, or in cases where an appeal of a transfer is filed as outlined in Article XVIII, Section J. The Transfer Council is composed of the following:

- Human Resources Director
- Chief Academic Officer or Superintendent's Designee
- LEAD 300 President
- LEAD 300 Vice President for the appropriate school level, Committee Head, or LEAD 300 President's Designee

B. TRANSFERS ADMINISTRATIVE AND TEACHING

1. Administrative and Teaching Open Positions

Employees will be given the opportunity to apply for those administrative and teaching open positions that occur as long as said employees meet the certification and qualifications required for those positions for which they apply.

Administrative vacancies shall mean part-time and/or full-time administrative positions. The Superintendent of Schools determines whether an administrative vacancy exists and what the administrative vacancy is and if that vacancy will become an open position for which members can apply. The Superintendent of Schools retains the right to make a direct appointment for administrative vacancies. The Superintendent of Schools will communicate with LEAD 300 Leadership and the BOE prior to direct appointments. Employees are responsible for monitoring job postings and open positions. Administrative vacancies may be filled temporarily in emergencies.

Teaching vacancies are defined in the definitions section of this article. Members can not apply for vacancies until they become open positions. Explanation of how to apply for teaching (and other certified) open positions are in the Job Posting and Interview Procedures that follow this section.

2. Internal Movement within a Building

Principals have the right to fill vacancies within their building by internally reassigning staff at the existing building prior to positions becoming open and being posted.

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

3. Returning from Special Assignment

Certified staff members returning from a special assignment are to be returned to the assignment held prior to the special assignment. The only exceptions to this rule are that the position no longer exists, a mutual agreement between the District and the individual or just cause.

In situations where the position is not vacant, the certified staff member who replaced the member on special assignment shall be required to move to a vacant position or, if the individual is the less senior member in the category of position and a position is not available, be dismissed.

4. Student Advisors

When a certified staff member vacates the Student Advisor position, he/she will participate in the Mandatory Transfer process at Tier I as described in Section E of this Article and are not guaranteed to be returned to the assignment held prior to the special assignment.

C. JOB POSTING PROCESS

1. All administrative and teaching open positions will be posted on the District Website for a minimum of 5 business days prior to any offers being made to applicants. If open positions for the current school year become available at any time during said school year, including two weeks prior to the first day of student attendance for said school year, the number of days that a position is posted may be less than 5 business days.
2. Current LEAD 300 Members must apply as internal applicants. Each posting shall contain a link to the appropriate application and, when possible, indicate the physical location of the vacancy.

D. INTERVIEW PROCESS

1. The building administrator in charge shall be responsible for the development of the interview process.
2. The interview session(s) may include the administrator in charge and up to six other persons per session.
3. Persons involved in the interview process shall be advised of the need for confidentiality and respect in relation to the rights and dignity of those involved.
4. A current LEAD 300 member shall be granted an interview, provided that his or her application was received within the appropriate timeframe specified in the posting and that he or she meets the certification requirements for the position for which he or she is applying. No assignment of new members of the bargaining unit will be made until all current employees with pending requests have been given an interview. The parties agree that the guarantee of an interview provided in this section does not extend to open positions posted within two weeks before the start of the school year, or during the school year for a position open for that current school year.

An Individual does not surrender his or her current position by applying for an open position. The individual only surrenders his or her position after he or she accepts a different position that is being offered to him or her.

E. MANDATORY TRANSFER

Mandatory transfer can result from declining enrollment, closing of schools, change of school type, program changes, oversupply within a building, return from leave, or a reduction in force. Mandatory transfer has two tiers. Tier I (with first choice of positions) includes declining enrollment, previously transferred individuals, program changes, change of school type, and oversupply within a building or a reduction in force. Tier II (choose after Tier I individuals have selected their positions) includes those staff members returning from leave, administrators returning from leave and administrators returning to the classroom.

1. Reduction In Force (RIF)

Dismissal of tenured members of the bargaining unit, if necessary, will be according to

the Illinois School Code. Reductions will be made prior to the implementation of the transfer plan and are not part of the plan.

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

2. Appointment Of Personnel

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

Additionally, LEAD 300 may request the (re)assignment of up to 15 members of the bargaining unit prior to the transfer process herein. The parties recognize that LEAD 300's requests for (re)assignment will be made when it is determined by LEAD 300 that it is in the best interest of its members. All requests (up to 15) shall be granted in the event a vacancy is available and the member is properly certified to hold the position.

Prior to assigning a member of the bargaining unit pursuant to this section, both the Superintendent and LEAD 300 President shall consult with the other.

3. Certified Staff Subject to Transfer

a. School Closing

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

b. Oversupply within a Building

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

- i. Notice will be sent to each member of the bargaining unit in the oversupply situation, asking for volunteers to enter the Mandatory Transfer process. If there are more volunteers than needed, those with the most seniority will be selected.
- ii. If there are not enough volunteers within five school days after the request is made, the least senior member(s) of the bargaining unit in the oversupply situation will be placed in the Mandatory Transfer process and will be so notified in writing.

- iii. Principals and/or members of the bargaining unit may petition the Transfer Council for exceptions to subsection a or b and to include members on remediation plans

c. Oversupply District-wide

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

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

d. Previously Transferred Members of the Bargaining Unit

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

e. Members of the Bargaining Unit Returning from Leave

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

f. Administrators Returning to the Classroom

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

g. Traveling Members of the Bargaining Unit

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

h. Members of the Bargaining Unit Leaving Special Groups

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

- i. Transfer will mean movement out of Special Group into another teaching classification.

- ii. If positions within a category in Special Groups are reduced, the least senior person from that category will be transferred unless someone else volunteers to leave the Special Group.
- iii. Members of the bargaining unit who wish to leave a Special Group and participate in the transfer process must petition the Transfer Council by sending notice in writing to the HR Director and LEAD 300 President.
- iv. Those members of the bargaining unit with combination special group assignments and other assignments will be considered a part of the group within which the majority of their position exists.

4. Mandatory Transfer Procedures

a. Vacancies

Vacancies shall be determined prior to the implementation of the transfer procedures. The Transfer Council shall review the list of vacancies. All certified staff subject to transfer shall be notified in writing of all vacancies available for selection.

b. Mandatory Transfer by Seniority

Once overstaffing positions are known to the district staffing committee, the Human Resources Department shall notify the affected members of overstaffing status. All certified staff subject to mandatory transfer shall follow the procedures outlined in the Mandatory Transfer section (E) of this Article.

The transfer council shall provide a list of available positions to the members affected in the oversupply within a building in writing. The oversupply members must rank each position on the list provided in order of their preference. Members will be given until the close of the 3rd business day following the communication being sent to respond. Based on seniority by tier members will be placed in their highest remaining ranked position. If no response is given, the transfer council will make a placement after placing all others who have submitted a response.

Tier I will be placed prior to Tier II

All remaining vacancies that exist following the mandatory transfer shall be subject to voluntary transfer (Sections B, C, and D of this Article).

5. Reassignment Of Non-Tenured Staff

Notwithstanding any other provision in Article XVIII, the District retains the right to assign non-tenured members to certified assignments based on student enrollment, program needs, and District needs.

The right to assign non-tenured members extends up to two weeks before the first student attendance day. If the District wishes to change the assignments of a

non-tenured member to a different assignment less than two weeks before the first student attendance day, both LEAD 300 and the District must mutually agree upon the new assignment.

6. Temporary Reassignment of District Instructional Coaches, Interventionists And Primary Specialists

Notwithstanding any other provision in Article XVI, the District retains the right to assign District instructional coaches, interventionists and primary specialists to a classroom certified position in the event the classroom certified position remains open and unfilled. The District will first seek volunteers for open and unfilled positions prior to reassigning staff. Any remaining positions will be assigned based on seniority, certification and experience.

The District will continue to post and attempt to fill the classroom certified position following the reassignment. Once the classroom certified position has been filled, the reassigned District instructional coach, interventionist or primary specialist will resume his/her original assignment within the District.

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

1. Increasing Enrollment

Positions will be posted following Open Position Definition in this Article.

2. Opening of new school

The Administrator in charge of the new school will be allowed to select a “start-up staff” of up to 30% of the total staff for an elementary school; up to 25% for a middle school; and up to 20% for a high school prior to the start of transfer process, from members of the bargaining unit who have indicated their interest in writing to the HR Office. After the administrator has selected the “start-up staff” Positions will be posted following Open Position Definition in this CBA. The “start-up team” may be part of the interviewing team in the selection of the remaining staff.

3. Re-organized schools

If a school is reorganized and the district identifies an oversupply of teachers by grade or department, the procedures outlined in Section E, Subsection 3, Part b will be followed.

G. IMPORTANT DATES

Date	Transfer Process Event
First Friday after winter break	Publish seniority list
First Monday in February	Correction of the seniority list to HR

First Monday in February	Last day for members of the bargaining unit on leave to send notice of intent to return to work
First Monday in February	Last day to apply for education leaves
First Monday in February	Declaration of teaching level/subject preference for administrators choosing to return to the classroom due to HR
45 calendar days before the end of the school year	A teacher must receive written notice of being the subject of a Reduction in Force (RIF)

Based on student enrollment, LEAD 300 and D300 will develop a transfer timetable every year by the first day of student attendance of the second semester.

H. SPECIAL GROUP ASSIGNMENTS/REASSIGNMENTS

Assignment of members of the bargaining unit in a special group shall be made as soon as practicable after pupil enrollment needs are determined.

1. Assignment will mean placement within the Special Group. The assignment may require moving from one building to another.
2. Reassignment will mean changing teaching areas within the Special Group. If a reassignment is necessary, the Special Group member of the bargaining unit involved in the action may make his/her preferences known in writing to the Department Head and/or the Human Resources Office.
3. A Special Group member of the bargaining unit who is not involved in a reassignment may volunteer for any available Special Group Assignment for which he or she is qualified. Such request is to be made in writing to the Human Resources Office.
4. The Human Resources Office will send acknowledgment to all members of the bargaining unit who applied for reassignment and notify appropriate Department Heads.
5. Reassignments by the Superintendent will be based on previous year's assignment, seniority, personal and District needs.
6. Any Special Group member of the bargaining unit may appeal a reassignment to the Transfer Council as established in Article XVIII, Section A of the negotiated agreement during the school year, or to the Review Committee as established in Article XVIII, Section J during the summer months.

I. OTHER TRANSFERS

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

J. APPEAL PROCESS

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

1. The Superintendent/designee.
2. The LEAD 300 President/designee.
3. An individual selected by "1" and "2".

K. RELEASE FROM CONTRACT

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

L. REHIRING OF TENURED TEACHERS

Any rehiring of tenured members of the bargaining unit will be according to Illinois School Code. Any rehiring of non-tenured members of the bargaining unit will be according to District 300 procedures.

ARTICLE XIX – REDUCTION IN FORCE

A. PRE-REDUCTION IN FORCE PROCESS

In the event the Board determines the need for a reduction of staff, the District and LEAD 300 shall meet by March 1 of the year prior to the reduction to discuss the following:

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

B. R.I.F. UNDER SECTION 24-12 OF ILLINOIS SCHOOL CODE

It is understood by the parties to this Agreement that Section 24-12 of the Illinois School Code (105 ILCS 5/24-12) shall apply with respect to reduction in force.

The Administration and LEAD 300 shall form a joint RIF committee for purpose of initiating and monitoring the reduction in force procedures. The joint committee shall be composed of six members appointed by the Superintendent and six members appointed by the LEAD 300 President. The appointments shall be made by October 1 of each school year, with the appointees serving from October 1 through the following September 30. Each shall designate one of their members as co-convenor and the committee shall convene by no later than December 1 of each year and address the matters described in Section 24-12(c)(1) through (5) of the Illinois School Code. Any agreements reached by the joint committee must be

approved by the affirmative vote of at least a majority of joint committee members. If no agreement is reached by February 1 of each year, statutory definition of Groups 2, 3 and 4 will govern. The joint committee shall also monitor the evaluation rating trends in the District and shall prepare an annual report for the School Board and LEAD 300.

C. SENIORITY

Seniority for the purposes of this Article is defined in Article XVIII, Section A: Definitions, Item 1. The processes for establishing seniority among members, and for breaking ties in seniority between members are also established therein.

D. SEQUENCE OF HONORABLE DISMISSALS LIST

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

E. REDUCTIONS BY GROUPINGS

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

F. REDUCTION OF NON-CERTIFIED NURSES

Reductions in force of non-certified nurses will be done based upon seniority and in accordance with Illinois School Code. Reduced members shall be notified at least sixty (60) days prior to the last student attendance day of the school year. Recalls will be made by seniority (most senior employee recalled first, etc.).

G. RECALL

Members of the bargaining unit who fall within Groups 3 and 4, who are dismissed under the provisions of this Article, shall retain the right to recall for twelve (12) months from the beginning of the school year following the year he/she was dismissed. Members who receive an overall rating of "Needs Improvement" for the first time in their career (and therefore are

part of SB7 Group 2) will have call back rights for twelve (12) months. If their next evaluation is “Proficient” or “Excellent” the member will maintain recall rights as outlined in this Article.

A recalled member of the bargaining unit shall have fourteen (14) calendar days to inform the District he/she accepts the position. Members who do not accept a position shall be stricken from the recall list. Notification of recall shall be by regular mail and mail/message showing proof of delivery to the member’s last known address. It is the responsibility of the member to inform the District of his/her correct mailing address.

ARTICLE XX – CERTIFIED STAFF RETIREMENT

A. EARLY RETIREMENT OPTION

Eligibility to retire under the Early Retirement Option (ERO) will be governed by State law [40 ILCS 5/16-133.2], as currently written and/or hereafter amended] and shall be granted in accordance with criteria adopted by the Board of Education with the mutual consent of LEAD at a meeting held on a mutually agreed date(s).

B. REGULAR RETIREMENT

1. Eligibility: For the duration of this contract (July 1, 2022~~5~~ – June 30, 2025~~8~~) members of the bargaining unit who have served a minimum of ten (10) years in the District and are eligible for “regular retirement” ~~as defined by TRS~~, who present the District with an irrevocable letter of retirement four (4) years prior to the first day of March of their final year of active service, shall be removed from the salary schedule and paid in accordance with the terms set forth below. **A member is not eligible for “regular retirement” if the member will receive a discounted annuity per TRS regulations.**
2. Salary Increase Incentive: Eligible members, who choose to use the local retirement incentive, shall have their compensation, which would include the total of all TRS creditable earnings during their base year, increased by six percent (6.0%) in each of their final four years of service prior to retirement.

This amount shall be in lieu of all step and lane movement, as well as any additional payments or stipends, with the exception of those that are exempted by law. Pay for exempted activities per TRS guidelines shall not be subject to the local retirement incentive.

~~Any member who has submitted a letter of retirement prior to July 1, 2022, with an effective retirement date of the end of the 2025-2026 school year, may elect to amend their letter of retirement to forfeit the previously offered HRA incentive and elect to take advantage this salary increase incentive. All other members who have submitted a letter of retirement prior to July 1, 2022 shall not be eligible for this salary increase incentive. Rather, such members shall be entitled to the HRA retirement incentive provided in the LEAD 300 Collective Bargaining Agreement effective at that time the member submitted his/her letter of retirement.~~

3. The irrevocable notice of retirement may be appealed to the Board of Education if one of the following conditions exist:

- a. Death of a Member's spouse or child;
- b. Life threatening illness of a Member, spouse or child as certified in writing by a physician licensed to practice medicine in all of its branches; or
- c. Other unforeseen circumstances subject to the sole discretion of the Board.

The decision of the Board involving unforeseen circumstances is not subject to the grievance process.

In the event the notice is revoked, the member shall have their salary reduced by the amount that was granted as part of the enhancement that is in excess of the pay increases that would have been granted without the enhancement. The amount shall be withheld from the regular pay of the educator over twelve (12) pay periods during the year of the revocation.

4. **Cap on Creditable Earnings:** Once an irrevocable notice of intent to retire is submitted, in no year shall creditable earnings in excess of 6% from one year to the next be paid to the retiring employee. In situations where creditable earnings exceed 6% in any year of the four years, any amount over 6% will not be paid to the employee, and the Member's final paycheck will be reduced accordingly. However, earnings that are legally exempt from the state imposed "6% liability" rule in effect at the time of ratification of this agreement, or which shall be enacted within the scope of this agreement, shall not be considered in the calculation of the 6% increase limitation.

In the event that a member submits an irrevocable notice of intent to retire fewer than four years before the intended retirement date, the District will review the salary increases from year to year in what would be the member's "average salary" as per the TRS definition. In the event the member's salary has increased (or will increase) more than 6% in one of the four years, the member will not be eligible for the retirement incentive.

5. **Extra Duties:** In consideration of such salary increases, the employee shall continue to perform such extra duties, and any additional/equivalent extra duties performed by the employee after submission of the retirement notice, unless the Superintendent approves the employee's discontinuation of the extra-duty for good cause shown.
6. **HRA Incentive:** As part of the member providing an irrevocable letter of retirement and qualifying for "regular" retirement benefits as delineated in this Section, an HRA deposit will be awarded no less than 60 days post retirement to the employee at the rate of \$100 per unused sick days not used towards years of service via TRS (Teacher Retirement Service) with a maximum of eighty (80) days.

ARTICLE XXI – EXTRA PAY

A. LANGUAGE ITEMS FOR EXTRA PAY

The descriptions and regulations governing extra pay are set forth in Appendix C, and are incorporated herein by reference.

B. PAY SCALES AND SCHEDULES

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

ARTICLE XXII – FRINGE BENEFITS (FULL AND PART-TIME)

Full-time members of the bargaining unit who work a full-time equivalency (FTE) shall be eligible for the paid benefits listed in this Article.

Part-time members of the bargaining unit who work less than 50% of a full-time equivalency (FTE) shall be ineligible for paid benefits listed in this Article. Part-time members of the bargaining unit who work 50% of a FTE shall be eligible for 50% of the paid benefits under this Article. Part-time members of the bargaining unit who work more than 50% of a FTE shall be eligible for full benefits under this Article.

A. HEALTH INSURANCE

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

1. Grandfathered

Individuals with Board Paid Single Coverage, whose current contract commenced prior to the 1999-2000 School Year, may retain the Board Paid Single Coverage until they change their plan such as by going from an HMO to PPO or PPO to HMO; changing from single to family coverage or from family to single; or by resigning their position. These individuals shall pay the employee's share of the cost for health insurance in accordance with this Section.

In addition, the Board shall contribute an amount of the employees' portion of the cost to an HRA account specifically designated for these employees. For the duration of this contract the amount contributed to the employee's HRA/HSA shall be as follows:

2022 5 -2023 6 :	The amount received in the 2024 4 -2022 5 school year plus 2%
2023 6 -2024 7 :	The amount received in the 2022 5 -2023 6 school year plus 2%
2024 7 -2025 8 :	The amount received in the 2023 6 -2024 7 school year plus 2%

2. Both in District (BID)

In situations where two members employed by the District are covered under the same policy, the Board shall pay ~~70~~**5**% of the cost of family health insurance coverage.

In addition, the Board shall contribute an amount of the employees' portion of the

cost of family health insurance coverage to an HRA or HSA account specifically designated for these employees. For the duration of this contract the amount contributed to the employee's HRA/HSA shall be as follows:

- 2022~~5~~-2023~~6~~: The amount received in the 2024~~4~~-2022~~5~~ school year plus 2%
- 2023~~6~~-2024~~7~~: The amount received in the 2022~~5~~-2023~~6~~ school year plus 2%
- 2024~~7~~-2025~~8~~: The amount received in the 2023~~6~~-2024~~7~~ school year plus 2%

This benefit does not apply to any employees who were not covered under the same policy by June 30, 2011.

3. The District contribution for the High Deductible PPO will increase equivalent to any increase to the deductible as set by the Federal Government.
4. If the annual increase to insurance costs to either the PPO or the HMO insurance plan is projected to exceed 14%, then the Insurance Committee shall meet in April and determine plan design changes by June 30 so that the annual increase in the plan does not exceed 14%. If the Committee does not agree upon plan design changes, then the Board and employees enrolled in the plan that is above the 14% will split 50/50 any increase over 14%. Any additional amount that is owed by the employees will be assessed as a separate surcharge, and not an increase in percentage contributions. The new insurance rates go into effect September 1 of each year.

5. Insurance Monitoring Committee

The Insurance Monitoring Committee shall be comprised of four (4) representatives from each of the following groups: administration, LEAD 300, DESA, and DESPA. The purpose of this committee is to monitor trends, costs, explore plan design change options and wellness support programs. The committee shall meet at least once per month during the school year and once during the summer. If the Administration determines that the District will or may be required to pay an excise tax (commonly referred to as a "Cadillac plan tax") provided for in the Internal Revenue Code during the term of this Agreement, the Administration shall notify LEAD 300 of that determination and will provide reasonable supporting documentation. Within thirty (30) calendar days of this notification, the Insurance Monitoring Committee shall meet to discuss implementing plan changes to the health insurance program in an effort to avoid the excise tax.

B. WELLNESS PROGRAM

LEAD 300 and District 300 agree that the physical, financial, and social-emotional wellness of all employees is a priority. To this end, the District and LEAD 300 shall support a comprehensive wellness program that offers employees access to high quality programs and offerings through the Human Resources Department.

In addition to a wellness fair and other individualized wellness options, LEAD 300 members covered by District insurance shall also participate in an annual wellness screening. The wellness screening is a confidential process that serves to ensure that participants receive important information regarding their health. Information pertaining to an individual

employee's health is not shared with the District or Board, as this would be a violation of the Health Insurance Portability Accountability Act (HIPAA).

The District shall offer, at its own expense, an annual wellness screening for all LEAD 300 members. LEAD 300 members covered by District 300 insurance who do not opt to obtain a wellness screening, or who do not otherwise provide evidence of obtaining a wellness screening from their own physician, shall contribute an additional \$20.00 per month toward the costs of insurance coverage. LEAD 300 members covered by District 300 insurance are to complete their annual screening or obtain a wellness screening from their private physician on a yearly basis. Evidence of a wellness screening provided by a private physician must be submitted before December 30th of each year.

Specific information regarding the employee wellness screening can be found on the District's website.

C. DENTAL INSURANCE

The Board of Education will provide dental insurance to members of the bargaining unit and their dependents. The Board shall contribute eighty (80) percent of the cost of the Board approved dental insurance plan for each individual fulltime member of the bargaining unit and his/her dependents.

D. LIFE INSURANCE

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

E. VISION INSURANCE

The Board of Education will provide vision insurance to members of the bargaining unit and their dependents. The Board shall contribute 80% of the cost of the Board approved vision insurance plan for each individual full-time member of the bargaining unit and his/her dependents.

F. HRA CONTRIBUTION

Each LEAD 300 member shall receive an annual HRA contribution in the amount of \$250.00.

G. FLEXIBLE SPENDING PLAN, 403(b) PLAN, AND 457 PLAN

Members of the bargaining unit shall be eligible to participate in a Section 125 Flex Plan, 403(b) Plan and a Section 457 tax-sheltered annuity plan selected by the mutual agreement of the Board and LEAD 300.

H. OTHER DEDUCTIONS

The District will deduct from teacher's paychecks, upon request, designated sums for the following purposes:

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

Monies deducted from the paychecks of members of the bargaining unit shall be forwarded to the appropriate body within five (5) business days from which the deductions are made.

ARTICLE XXIII – COMPENSATION

A. TRAVEL REIMBURSEMENT

Members of the bargaining unit who are assigned to two or more buildings will be assigned a base building. Teachers are eligible for mileage reimbursement equal to the distance traveled from the base building to other schools to fulfill teaching assignments. Members of the bargaining unit will be reimbursed at the IRS rate for approved travel necessitated by the requirements of their position.

Members of the bargaining unit may claim in-district mileage for attendance at district wide committee meetings including departmental meetings. District directed late-start and early release days, and regular in-service and institute days are not included in this provision, provided that these dates are identified and communicated to staff and participating members no later than July 1st for semester one and no later than November 15th for semester two of any given school year.

B. PAY PROCEDURES

Certified employees are paid their annual salary in 26 equal installments (with the exception of the first pay check of every school year), which is every two weeks. A list of pay days will be provided to members at the start of each year.

Non-certified nurses will be paid for time worked every two weeks as captured in the District's timekeeping system.

Members shall receive their pay by direct deposit. Members are required to enroll in direct deposit at the time of employment.

C. SALARY SCHEDULES

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

Members on a step that cannot advance on the salary schedule will receive a ~~3%~~2% increase to their base salary for the ~~20252-20263~~, ~~20263-20274~~, and ~~20274-20285~~ school year respectively.

D. LANE MOVEMENT ON THE SALARY SCHEDULE

1. Certified Staff

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

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

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

Upon earning a Master's Degree any semester hours or professional development units that were earned and applied toward B.A. + 15 lane credit, shall be rolled over for credit towards M.A. + 15/+30/+45 lane credit. This applies only to those semester hours and/or professional development units that did not apply toward the Master's Degree.

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

- a. The member of the bargaining unit completes the tuition reimbursement form. The form must be signed by the member of the bargaining unit. One copy is retained by the Human Resources Department, the other is returned to the member of the bargaining unit. This form will serve as the expense allowance form for members of the bargaining unit enrolled in a Master's Degree program.
- b. Upon completing a course in a Master's Degree program as described above, the member of the bargaining unit submits a transcript or grade report to the Human Resources Department. (Please be aware that salary schedule credit will not be given until a transcript is on file). Human Resources will check the completion notice against the teacher's tuition reimbursement form and arrange for payment for the completed courses that are listed on the form.

For lane movement to the M.A.+15, M.A.+30 and MA +45 the following procedures apply:

Pre-approval by the Human Resources department in accordance with the policies developed by the Lane Movement Pre-approval Committee will be required for most coursework for lane movement to MA+ 15 and MA+ 30. Denials made by the Human Resources Department may be appealed to the Lane Movement Pre-approval Committee. Appeals must be submitted in writing or via email to the Assistant Superintendent of Human Resources. The decision of the Lane Movement Pre-approval Committee shall be binding. (The same pre-approval will apply to coursework not part of a Master's Degree program that leads to lane movement to BA+ 15.) Course work from an approved university program as specified above will be accepted by District 300. One (1) semester hour of credit is equal to one (1) professional development unit. Professional development units may also be earned for completing activities developed and/or approved by the Professional Development Committee.

An official transcript which shows professional development units earned must be on file in the Human Resources Office before an evaluation can be made for the purpose of advancement on the salary schedule. Transcripts must be submitted within three years of completion of pre-approved coursework for movement to the B.A.+15, M.A.+30, and M.A.+45 columns. Members of the bargaining unit will be advanced on the salary schedule as of the beginning of the semester following the semester in which the approval for completion of the required professional development units has been received.

2. Lane Movement Appeal Committee

The District and LEAD 300 shall establish a Lane Movement Appeal Committee. This committee shall consist of two (2) members appointed by the LEAD 300 President and two (2) members appointed by the Superintendent. In the event a member does not agree with a decision made by the Director of Professional Development related to lane movement, the Committee will hear the member's appeal within thirty (30) calendar days of the issuance of the decision. The committee may, with a majority vote of the members of the committee, overturn the decision for denial made by the Director of Professional Development.

3. Non-Certified Nurses

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

E. TUITION REIMBURSEMENT

Tuition reimbursement only applies to tenured staff members.

Tier I: The tuition reimbursement rate for approved coursework in Tier I shall be **reimbursed up to the member's actual tuition cost of the course but no more than the reimbursement amount of \$165** per credit hour for a maximum of 9 credit hours per fiscal year. Tier I is defined as Reading, Core Content Area (i.e., English, Mathematics, Social Studies, Science) Industrial Technology, Bilingual Special Education, Early Childhood Special Education, School Counseling and English as a Second Language.

Employees in a District-approved Tier I cohort program shall be **reimbursed up to the member's actual tuition cost of the course but no more than the reimbursement amount of \$165** per credit hour for a maximum of 15 hours per fiscal year.

Tier II: The tuition reimbursement rate for approved coursework in Tier II shall be **reimbursed up to the member's actual tuition cost of the course but no more than the reimbursement amount of \$85 \$100** per credit hour for a maximum of ~~9~~ **12** credit hours per fiscal year. Tier II is defined as Master of Teaching, Curriculum and Instruction and Educational Leadership.

Tier III: The tuition reimbursement rate for approved coursework in Tier III shall be **reimbursed up to the member's actual tuition cost of the course but no more than the reimbursement amount of \$70 \$85** per credit hour for a maximum of ~~9~~ **12** credit hours per fiscal year. Tier III is defined as District approved coursework outside of Tier I and Tier II.

F. STEP MOVEMENT ON THE SALARY SCHEDULE

1. Certified Staff

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

Part time members of the bargaining unit shall be awarded salary schedule credit based on whether they were employed prior to the first day of the second semester at the same part of full-time credit as their individual contract rounded up to the nearest quarter. For example, a .4 FTE member of the bargaining unit employed November 1 would get a .5 salary schedule credit.

2. Non-Certified Nurses

Non-Certified Nurses shall advance steps on the Non-Certified Nurse Schedule in accordance with above.

G. EXPERIENCE CREDIT

1. Certified Staff

The Superintendent shall recommend to the Board the number of years of transferable

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

2. Non-Certified Nurses

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

H. TEACHER RETIREMENT SHELTER

~~In the 2022-2023 school year, the District shall pay 6.0% of the members Teacher Retirement System contribution.~~

~~In the 2023-2024 school year, the District shall pay 7.5% of the members Teacher Retirement System contribution.~~

Beginning with ~~In~~ the 2024-2025 school year, the District shall pay 9.0% of the members Teacher Retirement System contribution.

Teacher Retirement System contributions will be sheltered in accordance with and to the extent allowed by law.

Extra Pay Earnings:

- **In the 2025-2026 school year, the District shall pay 1% of the members' Teacher Retirement System contribution in extra pay earnings.**
- **In the 2026-2027 school year, the District shall pay 2% of the members' Teacher Retirement System contribution in extra pay earnings.**
- **In the 2027-2028 school year, the District shall pay 4% of the members' Teacher Retirement System contribution in extra pay earnings.**

I. ILLINOIS MUNICIPAL RETIREMENT FUND

Beginning with the 2025-2026 school year the Board will pay the following percentage of IMRF for Non-Certified LEAD Members:

- **In the 2025-2026 school year, the District shall pay 1.5% of the Non-Certified LEAD members IMRF contribution.**
- **In the 2026-2027 school year, the District shall pay 3% of the Non-Certified LEAD members IMRF contribution.**
- **In the 2027-2028 school year, the District shall pay 4.5% of the Non-Certified**

LEAD members IMRF contribution.

ARTICLE XXIV – DURATION OF AGREEMENT

A. DURATION

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

This agreement shall be effective July 1, 2022⁵ and shall continue in full force until June 30, 2025⁸

B. SUCCESSOR AGREEMENT

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

C. SIGNATURES

For CUSD 300:

Nancy Zettler, Board President

Leslie LaMarca, Board Secretary

For LEAD 300:

Michael Williamson, President

Tom Domenz, High School V.P.

Kendra Crail, Elementary V.P.

Crystal Szabo, Middle School V.P.

Lisa Harris, Pre-K-Elem. Spec. Grps. V.P.

Julie Krepel, Second. Spec. Grps. V.P.

Sandra Ludwig, Coms. Office

Greg Mason, Bargaining. Com. Chair

Marisa Bellie, Back Table Team Chair

Mark U

APPENDIX A – GRIEVANCE REPORT FORM DISTRICT 300 LEVEL ONE

GRIEVANT: _____

SCHOOL: _____

DATE: _____

Date Cause of Grievance Occurred: _____

Statement of Grievance:

Applicable provisions of Agreement of Board Policy:

Relief Sought:

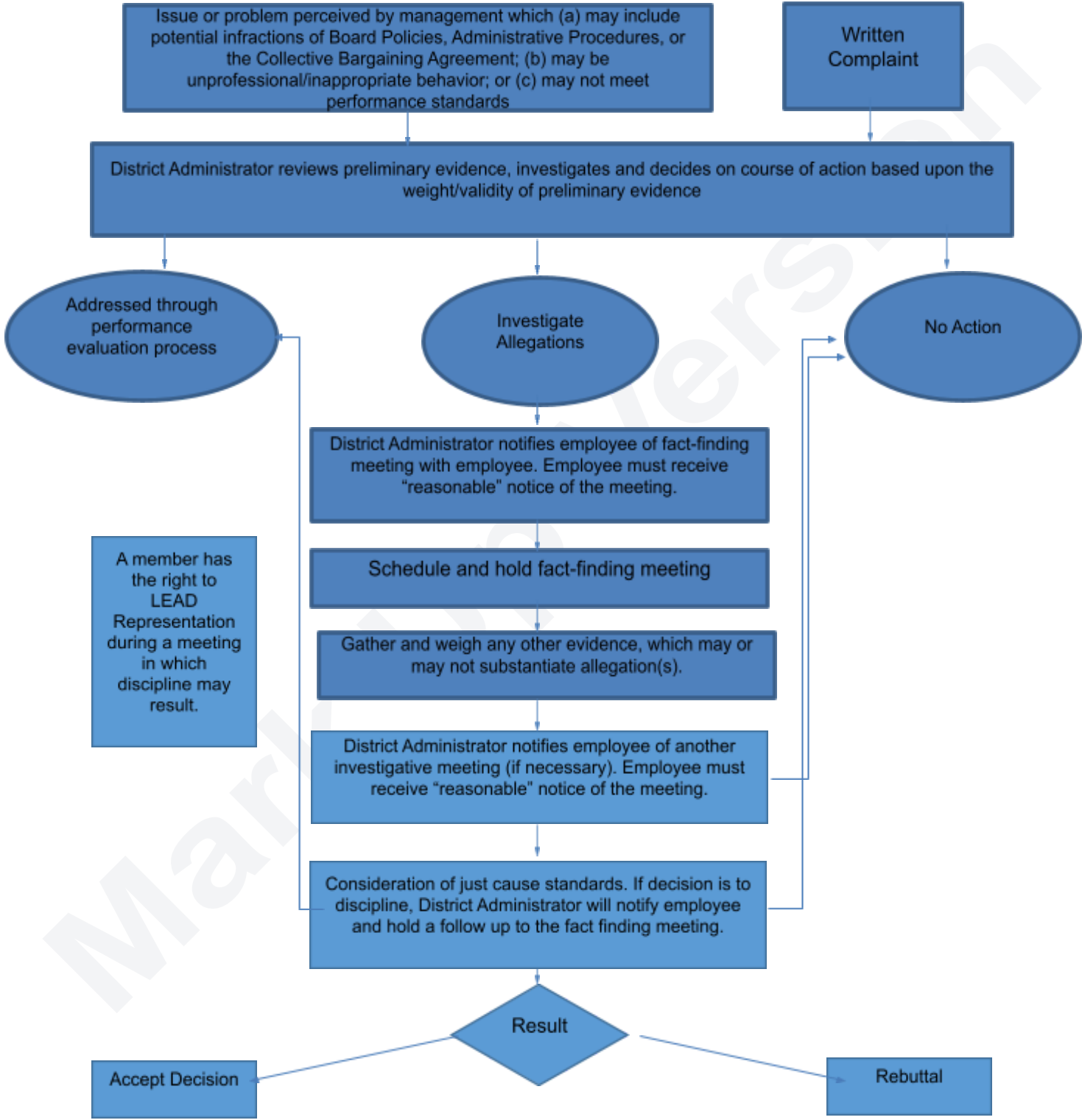
Signature: _____

Date: _____

RESPONSE OF IMMEDIATE SUPERVISOR:

Signature	Date

APPENDIX B – DISCIPLINE FLOWCHART



Considerations:
 Investigative process occurs in an expeditious manner.
 Behavior which may result in discipline is often broken down into (a) Misconduct and (b) Performance.
 Discipline and using the performance evaluation tool are both acceptable ways to correct problems

APPENDIX C – EXTRA PAY FOR EXTRA WORK

A. EXPLANATION and OVERVIEW

COACHING

District 300 offers many opportunities for coaching/sponsoring sports and activities. Personnel are assigned according to abilities, background, and the needs of the program. Coaches are subject to all regulations set forth in the Athletic Handbooks. Coaches/sponsors are responsible for supervising all practice sessions, games and competitions. Coaches/sponsors must arrange transportation when required.

EXTRA PAY ASSIGNMENTS

The extra pay for extra work schedule is presented as follows:

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

STIPEND SPLITTING

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

In the event a stipend is split, and one of the members resigns from his/her portion of the extra duty position, the following steps will be followed:

1. The portion of the stipend forfeited by the resigning member will be offered to the non-resigning member(s), who can elect to receive the full stipend and perform all of the extra duty requirements.
2. In the event the non-resigning member(s) do not elect to receive the full stipend, the split stipend/reduced extra duty requirements will be posted to be filled.
3. In the event the split stipend/reduced extra duty requirement posting cannot be filled, the non-resigning member(s) will be released from his/her portion of the extra duty, and the full stipend position will be posted.

CONTINUATION OF ASSIGNMENT

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

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

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

SUPERVISION AND OTHER ACTIVITIES

The non-instructional hourly rate will be paid for supervision, ticket-taking, ticket-selling, scorekeeping, timing, public announcing, judging, photographing, chaperoning, and any other tasks at events after school and on weekends.

These events include, but are not limited to: athletic events (regular season conference events and IHSA state series contests), concerts, elementary music programs, plays, and dances. Rates for supervision and other activities at Special Athletic Tournaments (non-IHSA, non-conference recognized events, i.e. Hinkle Classic), High School Prom and Homecoming are not subject to this schedule and are to be mutually agreed upon between the member of the bargaining unit and the event coordinator, provided assignments are strictly voluntary.

Coaches and sponsors are not eligible for payments when they are held during the same time period as their extra pay assignment; the time period meaning, the time that the event takes place. EXAMPLE: At a basketball game, those coaches could not also be paid as scorekeepers, supervisors, etc. while their game was in progress. Payment will be made to the nearest half hour.

POSTING EXTRA PAY POSITIONS

All extra duty opportunities will be posted for a minimum of 10 work days prior to people outside of the LEAD 300 Bargaining Unit being considered for any of these positions.

1. The following extra duty positions will be posted on the District's Website and made available to all members of the bargaining unit:
 - Extra duty positions tied to Appendix E of this contract.
 - Summer school teaching positions.
 - District level extra pay coordinator positions.
2. For school based, semester/year long positions i.e., Art Club, Spanish Club, Ukulele Club, Bus Supervision, etc., a school wide email will suffice as a posting; LEAD 300 members interested in such positions will express interest in the position by replying to such email. The hiring administrator will conduct interviews based on the number of individuals who reply to the pertaining email.
3. For extra duty building level positions that do not require an application (ex. ticket takers, event supervision, timekeepers, announcers, etc.), members will be limited to signing up for three (3) positions during the first eight (8) days of posting. In the event that all extra duty positions are not filled on the ninth (9) date of posting, members may sign up for additional positions without limitation.

If it is not possible to fill extra pay positions from within the bargaining unit, extra work duties may be offered to persons outside the bargaining unit at a rate equal to that of a member of the LEAD 300 Bargaining Unit. The principal has the responsibility of assigning extra duties if the assignment cannot be filled after following the above outlined procedure. Such non-volunteer assignments are to be equitably shared.

B. PAYMENT

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

1. Payment for each job type of extra pay for extra work will be a separate line item on the paycheck.
2. New rates will take effect on July 1 of each year. That rate will be effective from July 1 through June 30 of the respective school year.
3. All school owned equipment must be collected and inventoried prior to receiving final payment.

4. ~~ATHLETICS AND YEARLONG ACTIVITIES~~

Athletic Activities shall be paid in three (3) payments as follows:

- a. the second paycheck in September for Fall athletics

- b. the first paycheck in December for Winter athletics
- c. the first paycheck in March for Spring athletics

~~Members in yearlong activities may elect to receive payment in three (3) payments with final payment occurring at the completion of the activity. If the stipend is less than five hundred dollars (\$500.00), payment will be made in one lump sum at the completion of the activity.~~

5. YEARLONG ACTIVITIES

Yearlong activities shall be paid in three (3) payments as follows:

- a. the first paycheck in December
- b. the first paycheck in March

5. SUPERVISORS

For lunchroom supervision, bus transfer supervision, substitution within the building, supervision and other activities including, but not limited to, Initial Evaluation Coordinator, payment will be made following the submission of extra pay sheets and in accordance with the timelines outlined in the annual payroll calendar.

6. SHORT TERM ACTIVITIES

Payment to be made at completion of the activity.

7. HOURLY PAY RATES

The Instructional Rate is typically paid for work that requires planning, instruction, testing, and/or creation of written documents.

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

C. ACADEMIC COMPETITIONS

FUTURE PROBLEM SOLVING/ODYSSEY OF THE MIND (6-12)

The coach will meet regularly with students after school to help them prepare for problems and competitions and assist as needed. He/she will complete and submit all necessary application forms and preliminary student work will arrange transportation and be present at all events.

SPEECH DEBATE (9-12)

The debate team involves coaching and attending a minimum of ten invitational debate tournaments per regular season. The debate coach is responsible for his/her team just as the athletic coaches are responsible for theirs. He/she will arrange transportation, schedule debates, provide judges, etc.

SPEECH INDIVIDUAL EVENTS (9-12)

Head Coach/Assistant

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

SPEECH DRAMA GROUP INTERPRETATION (9-12)

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

STUDENT CONGRESS (9-12)

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

SCHOLASTIC BOWL (9-12)

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

WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING

The Sponsor of this activity will prepare students for the competition, advise them, and provide supervision.

D. ACTIVITIES

CLASS SPONSORS

Senior Class/Junior Class
Sophomore Class/Freshman Class

The sponsor or sponsors shall meet with the class and be responsible for its administration until such time as elections may be held to elect officers. When such officers are elected, the

sponsor shall then become an advisor to the class and a liaison to the school administration and faculty.

DRAMATICS (6-12)

For public performances approved by the principal. Dramatics is broken down into the following categories:

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

YEARLY ASSIGNMENTS – TEACHER COORDINATORS DISTRICT LEVEL

ART – DISTRICT ANNUAL ART SHOW MANAGER

Responsible for arranging time and place of exhibit, publicity, necessary facilities and equipment, and general organization of exhibit

LANGUAGE ARTS DISTRICT COORDINATORS

Language Arts – Battle of Books – District Coordinator (6-8)

The coordinator for each level will chair the Committee and will schedule and oversee the District meets.

Language Arts – Spelling Bee – District Coordinator (6-8)

The coordinator will chair the Spelling Bee Committee and make arrangements for the District Bee.

Language Arts – Writing Contest – District Coordinator (6-8)

The coordinator will chair the Writing Contest and organize the District judging and recognition program for students.

MUSIC CONTESTS AND FESTIVAL MANAGERS

Each of the following events is to be organized and supervised by the instructional coordinator and an appointed staff manager as follows:

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

The duties of the above listed managers include the following:

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

ART EXHIBIT EXTRA PAY ACTIVITIES

K-12 Art Teachers

Teachers must participate in:

- District 300 Art Exhibit
- Community or Special Event Exhibit
- Building Exhibit

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

- The D300 Art Show
- The Fox Valley Conference Show at MCC

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

- The D300 Art Show
- A building special event

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

- The D300 Art Show
- A building special event

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

LANGUAGE ARTS EXTRA PAY ACTIVITIES

Battle of the Books

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

Spelling Bee

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

Writing Contest

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

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

MUSIC EXTRA PAY ACTIVITIES

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

HIGH SCHOOL

Band

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

Orchestra

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

Vocal

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

Musical

- One per year at each school

- Before the production, the principal and the hired director/producer will select the musical production for the school year and jointly will determine the roles to be hired as delineated in the extra pay schedule. Staff may include dramatic director, vocal director, orchestra/band director, technical director, choreographer, possible professional musicians, and any other personnel involved in the production.

MIDDLE SCHOOL

Band

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

Orchestra

- Presents a minimum of three evening concerts
- Participates in District 300 Solo and Ensemble Contest
- Participates in Orchestra Festival
- Provides entertainment at building events

Vocal

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

ELEMENTARY SCHOOL

Music Teacher/Concerts

Stipends for elementary music teachers serving more than one school will increase by 1/6th for any concerts beyond those required.

Instrumental

- Participates in weekend Recruitment Meetings
- Participates in District 300 Solo and Ensemble Contest
- Provides an evening concert experience for every instrumental student

Vocal (General Music)

- Presents a minimum of three evening concerts
- Involves every student in a public performance
- Provides community service programs (upon request)

NEWSPAPER

High School

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

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

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

Middle School

Minimum 6 publications

YEARBOOK SPONSORSHIP

HIGH SCHOOL

- Yearbook Sponsor
- Yearbook Assistant

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

It should:

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

In order to attain maximum value, the sponsor must meet deadlines and keep the work

progressing at a rate which insures full completion of the yearbook prior to the close of the school year.

MIDDLE SCHOOL - MEMORY BOOK

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

ELEMENTARY SCHOOL BELOW 500 ENROLLMENT

The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

ELEMENTARY SCHOOL ABOVE 500 ENROLLMENT

The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

E. CLUBS, LONG OR SHORT TERM ACTIVITIES NOT SPECIFICALLY COVERED IN THE EXTRA PAY SCHEDULE

***CLUBS:** Student initiated and student led. A Club Moderator is responsible for the guidance of the student led meetings that take place during the school year. This would require physical presence of the Club Moderator but no instructional responsibilities. The moderator is also responsible for supervising and ensuring a respectful and productive environment.*

Once a Club is established as a Club, it cannot transition to an Activity without being reevaluated by the CUSD 300 District Stipend Committee discussed below.

CLUB MINIMUM EXPECTATIONS:

- 1. Oversee and provide support for club members*
- 2. Facilitate fundraising and field trip paperwork for the Club if scheduled*
- 3. Collect attendance*
- 4. Work with students to continue the Club's interest levels*
- 5. Help the club board members promote and increase membership*
- 6. Liaison between club and admin*
- 7. Inventory and funds oversight as needed*
- 8. The club meeting time is to be outside of the school day*
- 9. The recommended number of participants in a club should be no less than 15 participants on average*

ACTIVITIES: *Teacher-led. An Activities Manager is responsible for supervising and administering activities outside-of-school hours for interested students. The Activity Manager is also responsible for, but not limited to, the management, planning, instruction; organization and promotion etc. of the activity.*

Once an Activity is established as an Activity, it cannot transition to a Club without being reevaluated by the CUSD 300 District Stipend Committee discussed below.

ACTIVITY MINIMUM EXPECTATIONS:

1. *Collect attendance*
2. *Oversee, guide, develop and provide support for participants*
3. *Facilitate fundraising and competition trip paperwork if scheduled*
4. *Offer students opportunities to participate in and build skills required for the activity.*
 - a. *This would include “competitions” and/or field trips and/or invitations to participate in the same activity with another school or community organization.*
5. *Offer wholesome activities for students to participate in activities beyond the school day.*
6. *Activities are to be hosted outside of the school day*
7. *Help students understand good sportsmanship among peers and develop individual skills.*
8. *Scheduled to meet regularly as agreed upon by the stipend committee.*
9. *Inventory and funds oversight as needed*
10. *The recommended number of participants in an activity should be no less than 20 participants on average*

DISTRICT STIPEND COMMITTEE:

The **CUSD 300 District Stipend Committee** shall consider requests for new clubs, activities, and coaching stipends and review of existing stipends and make recommendations to the Superintendent for the same. The Committee shall have the authority to remove stipends that no longer exist or have limited student participation and to reallocate stipend funding. **The Committee shall also develop and maintain guidelines for the evaluation of student clubs and activities.**

The **CUSD 300 District Stipend Committee** shall comprise six (6) Association members, and six (6) administrators designated by the Superintendent. No less than 4 members from each party shall be present for the committee to vote on any recommendation. Association representation shall consist of 2 (two) high school level members, 2 (two) middle school level school members and 2 (two) elementary level members designated by the LEAD 300 President.

Tie breakers shall be determined by the committee reconsidering their vote and discussing the topic further.

- A. 25-26 School year: Clubs and Activities may be started at the secondary level without pay until the committee is fully operational and is ready to approve appropriate clubs/activities and stipends associated with them. The elementary level will still need building approval per their building process.
- B. The Committee will have to be operational by August 1, 2025, for changes affecting the 26-27 to be effective or the implementation will be delayed until the 27-28 SY.
- C. The committee will establish systems based on the guiding principles set by District 300 and LEAD 300.
 - a. Creation of new clubs or activities
 - b. Continuation of current clubs/activities
 - i. Student attendance expectations
 - ii. Evaluation of club moderators and activity managers (*New language = sponsors)
 - c. Elimination of existing clubs/activities
 - d. Stipend/Pay setting process for each club/activity
 - e. Any club or activity proposal denied approval by the committee will be given a written rationale
- D. If a member of the committee is part of the proposed club or activity, they must abstain from voting for said club or activity.
- E. Final decision will be made based on the committee scheduled meeting cycle.
 - a. Proposal Due on the following dates
 - i. September 1
 - ii. November 1
 - iii. February 1
 - iv. April 1 for clubs starting the subsequent school year
- F. Submitting for a club stipend:
 - a. A potential student submits a proposal to the Activities Director or designee with a secured moderator.
 - b. The proposal would include the who/what/where/when of the club, and will be submitted on a standard form provided by the stipend committee.
- G. Submitting for an activity stipend:
 - a. A potential manager, after informing their building's administration, submits a proposal to the Stipend Committee for approval.
 - b. The proposal would include the who/what/where/when of the activity, and will be submitted on a standard form provided by the stipend committee.

~~Hourly Rate – Hours to Be Negotiated between Principal and Sponsor Payment will be for~~

~~sponsoring groups and supervising students for regular long term or special short term activities that meet outside of the members of the bargaining unit regular class-load time. A cosponsor will assist the sponsor when the membership of a pupil group/club exceeds 100.~~

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

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

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

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

~~AFTER SCHOOL RECREATION (K-12)~~

~~For supervising and administering the late afternoon program for boys or girls. Minimum of 20 students participating~~

~~The purposes of after-school recreation programs are to:~~

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

~~In assigning members of the bargaining units to share this activity, the pay will be shared in accordance with the time and number of pupils enrolled. Members of the bargaining unit in~~

~~charge are responsible for the pupils enrolled and the equipment used. If any accidents occur a written report of the accident must be made to the building principal.~~

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

BETA CLUB

~~Sponsors are responsible for screening potential members, for holding regular meetings, for devising activities which promote the club's ideals of leadership and service, and for supervising Beta Club sponsored activities.~~

NATIONAL HONOR SOCIETY

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

PEER LISTENING

~~The sponsor of this activity will select, train, and supervise students participating in the program as peer listeners.~~

PEER MEDIATION

~~The sponsor of this activity will select, train, and supervise students participating in the program as peer mediators.~~

STUDENT COUNCIL SPONSORSHIP

High School/Middle School

~~Sponsorship of meetings held at least twice monthly and supervision of projects maximum of two sponsors.~~

~~The purposes of the student council are:~~

- ~~● To offer to students the opportunity to develop leadership qualities.~~
- ~~● To provide citizenship training.~~
- ~~● To afford the student body a part of the organization and administration of special activities of the school.~~
- ~~● To make possible a liaison between the student body and the school administration and faculty.~~

- To serve as a service organization benefiting the total school program.

SCIENCE FAIR ADVISORS (6-12)

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

Student Assistance and Preparation Outside of the Classroom

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

Local School Fair Prep/Attendance

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

District Science Fair Prep/Attendance

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

District Host School Coordinator

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

Regional Project Session

Prior to fair the teacher (s) will assist in the following: register students for fair, prepare project

~~listings, and recruit judges. The day of the fair, the teacher (s) will assist in the following: supervise and assist students at the fair, judge participants, attend awards ceremony and distribute student awards at the end of the ceremony. (Saturday, 8 am — 3 pm)~~

Regional Paper Session

~~Prior to fair the teacher (s) will assist in the following: register students for the fair, prepare project listings, and recruit judges. The day of the fair, the teacher (s) will assist in the following: supervise and assist students at the fair, judge participants, attend awards ceremony and distribute student awards at the end of the ceremony. (Saturday 8 am — 12 pm)~~

State Science Fair

~~This is a multiple day event. Duties may include: supervise students, attend banquet with students, transport students to/from all events as needed, judge and tally projects, attend awards ceremony and distribute awards at the end of the ceremony. Duties may vary by building and by needs of students and contests.~~

Science Manager/Assistant Manager of District Fair

~~Duties include: Responsibility of scheduling judges, preparing or providing news releases, program printing, and facilities with the necessary equipment and over all organization of the District events.~~

F. LEADERSHIP EXTRA PAY

ACTIVITIES DIRECTOR (HIGH SCHOOL)

The Activities Director is responsible for the management, promotion and organization of clubs and activities that take place during the school year.

Duties include, but are not limited to:

1. Oversee and provide support for clubs and activities sponsors
2. Assist in hiring club and activity sponsors as needed
3. Assist/manage Homecoming Week, dances and Prom and other activities as assigned
4. Facilitate fundraising and field trip paperwork for activities and clubs with sponsors
5. Collect attendance from activity sponsors (ensure clubs attendance numbers)
6. Work with students to create new clubs
7. Monitor emerging clubs throughout the year
8. Meet with activity sponsors to promote student growth and increase membership
9. Attend Fox Valley conference meetings for activities director
10. Liaison between club and activities sponsors with admin
11. Update monthly calendar in 8-18 and work with fine arts calendar
12. Inventory oversight as needed
13. Other duties as assigned by the Athletic Director

ASSISTANT ATHLETICS DIRECTOR (HIGH SCHOOL, SEASONAL)

The Assistant Athletics Director is responsible to act as the athletic director at designated sporting events and to assist in Athletic Director tasks as needed. This is a seasonal position and will be filled in Fall, Winter, and Spring of each year.

Duties include, but are not limited to:

1. Work in cooperation with Athletic Director
2. Administer and supervise designated athletic contests and programs
3. Meet regularly with the Athletic Director and coaches
4. Assist in the hiring process of athletic coaches
5. Act as a liaison between coaches and Athletic Director
6. Help manage designated conference, state or invitational contests hosted by the high school
7. Assist the Athletic Director in determining schedules, facility use, budgets, purchasing of supplies, coaching assignments, officials and transportation
8. Assist in equipment maintenance, management of storage and inventory
9. Shall work an average of three events per week (events that have been historically longer or that are scheduled to last longer than four (4) hours such as Friday night football, invites and tournaments will count as a double event)
10. Any away events must be agreed upon by both the Athletic Director and Seasonal Assistant Athletic Director
11. Other duties as assigned by the Athletic Director

ATHLETICS/ACTIVITIES MIDDLE SCHOOL COORDINATOR

The Middle School Coordinator of Activities will recruit sponsors for pupil groups meeting regularly (clubs) and sponsors for after-school recreation (intramural sports).

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

Other duties include, but are not limited to:

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

DEPARTMENT/GRADE LEVEL REPRESENTATIVES/TEAM LEADERS

Members of the bargaining unit who are assigned to perform tasks that may include but are not limited to those listed below are to be compensated at the agreed upon rate:

- Chairperson of an identified group of members of the bargaining unit that meets regularly to disseminate information, discuss activities of the group and share opinions.
- Responsible for communicating with other groups at the building, the administrators of the attendance center and/or appropriate District administrators.
- Responsible for submitting a complete budget for the department or other organizational structure within a school.
- Responsible for the accounting, distribution and collection of materials assigned to an organizational structure within a school.

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

For example, a school decides to have a team/department leader who is assigned items one and two and gets half of the stipend and assigns a second team/department leader items three and four and the balance of the stipend.

MIDDLE SCHOOL NON-SPECIFIC GRADE LEVEL TEAM LEADER

This category of middle school team leader applies to teams that don't meet daily but are still required to collaborate as assigned. The provision for team members beyond three does not apply to this assignment.

TEACHER – BUILDING LEVEL COORDINATORS

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

PBIS COACH

Coaches will have a working knowledge and understanding of school-wide PBIS systems at all three Tiers (1/2/3) and should be familiar with the building School Improvement Process as it relates to developing the Whole Child. Coaches will attend district PBIS meetings and have the ability to facilitate building team meetings. In addition, Coaches will be able to develop positive relationships with faculty/staff and demonstrate the ability to work collaboratively with administrators/decision makers in the building. Further details of this extra pay position will be included in the position posting by tier.

If it is determined to be in the best interest of the school, the coach position may be split between 2 or more members of the bargaining unit. Both members of the bargaining unit must agree to the split position. In the event of a split position, the stipend is to be split between those assigned to do the position. This should be done prior to the members of the bargaining unit involved actually performing the tasks.

G. COMPENSATION FOR EXTRA WORK

ELEMENTARY SAFETY PATROL

The advisor for elementary safety patrol will be responsible for training and supervising students participating in this program. The training phase will be subject to the instructional rate while the supervisory portion of the assignment will be subject to the non-instructional rate. Hours will be agreed upon in advance.

SUPERVISION ARRIVAL AND DEPARTURE

Bus supervision and the supervision of students arriving at and departing from school is compensated at the rate per quarter hour shown in the Extra Pay Schedule.

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

SUPERVISION LUNCHROOM

Rate Is for Clock Hour with a Half Hour Minimum Supervision

Supervision of the lunchroom periods will be an extra pay for extra work activity for elementary and middle school members of the bargaining unit. High school lunchroom supervision is an assignable period per this contract. Lunchroom supervision programs would entail:

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

ADULT GROUPS PARENT EDUCATION

Teachers assigned to instruct classes for parents or community members will be paid a stipend. Typically, such classes will be established through the school improvement process.

BILINGUAL TESTING FOR PROGRAM EXIT/ENTRANCE

Members of the bargaining unit who administer required tests for entrance into or exit from the Bilingual program will receive the instructional rate.

INITIAL EVALUATION COORDINATOR

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

completion of the case study evaluation components, and the scheduling and facilitation of eligibility review meetings. It also involves data entry (startup) of My Service Tracker (or its successor) data. Initial Evaluation Coordinators will be compensated 2 hours for each case study at the instructional rate.

2. Triennial eligibility review, for a current special education student, shall be the responsibility of such student's special education case manager. Triennial eligibility review responsibilities are not subject to extra pay.

ELEMENTARY 504 COORDINATOR

This role is dedicated exclusively to coordinating 504 Plans at the elementary level. Key responsibilities include identifying students through the referral system, gathering data for evaluation purposes and working with the team to determine eligibility. Duties involve scheduling and facilitating referrals, distributing 504 data collection forms, and sending invitations for draft 504 documentation. Additionally, the coordinator leads and facilitates team meetings, including annual reviews and triennial eligibility assessments. The role also includes entering initial data into My Service Tracker (or any future equivalent system). Elementary 504 coordinators receive additional compensation as outlined in Appendix D.

SECONDARY 504 COORDINATOR

~~A separate extra duty position does not exist for executing the responsibilities associated with the coordination of 504 Plans at the secondary level. Coordination of 504 Plans at the secondary level is handled through the counseling department job description.~~

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

Allocation per Building

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

Allocations are by the following categories:

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

TESTING/SPECIAL ED STAFFING – SUMMER

- Testing – Summer Kindergarten Testing Placement per Hour

- Testing – Summer Reading Testing/Placement per Hour
- Testing – Summer Special Ed Staffings per Hour
- Testing – Summer Speech Screening Per Hour

CHANGING CLASSROOMS (INVOLUNTARY)

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

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

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

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

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

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

EXTRA OPEN HOUSE TIME and CONFERENCE NIGHT TIME

Pre-K:

Pre-K school members of the bargaining unit will be available for an annual family meet and greet/school supply drop off, open house and conference night as part of their job assignment. Typically, a family meet and greet/school supply drop off and open house will be no longer than one hour each in length (for a total of two hours). Conference nights will typically be no longer than three hours in length. Should a school choose to schedule extra school supply drop off, open house and/or conference night time in excess of five hours, members of the bargaining unit will be compensated with release time or receive compensation at the non-instructional rate.

Elementary:

Elementary school members of the bargaining unit will be available for an annual school supply drop off, open house and conference night as part of their job assignment. Typically, a school supply drop off and open house will be no longer than one hour each in length (for a total of two hours). Conference nights will typically be no longer than three hours in length. Should a school choose to schedule extra school supply drop off, open house and/or conference night time in excess of five hours, members of the bargaining unit will be compensated with release time or receive compensation at the non-instructional rate.

Secondary (High School, Middle School, Oak Ridge):

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

Prior to the first instructional day, part-time teachers will confer with their building administrator to establish the schedule regarding parent-teacher conferences and open house events. Parent-teacher conferences will be prioritized over open houses or other activities. Part-time teachers will be expected to arrange time for parent-teacher conference appointments. Part-time certified teachers will annually attend a pro-rated number of hours as outlined in “Teaching – Extra Open House Time and Conference Night Time” in the Extra Duty section of the contract. For example, a part time teacher with a 0.5 FTE status will attend 2.5 hours for open house/conference night time events. Part-time teachers may elect to attend the full five hours of parent teacher conferences and open house events. If the part-time teacher elects to do so, the part-time teacher will be compensated for the additional time at the instructional rate. Each part-time teacher will submit an extra pay sheet to receive the additional compensation.

INCLUSION PLANNING

Members of the bargaining unit involved in the planning, preparation, and modification of the curriculum for inclusion students, if it requires meetings to occur outside of the school day, will be paid the instructional rate for one hour per week during the first semester and up to ½ hour per week during the second semester.

EXCESS CLASS SIZE AND LOAD

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

Extra Pay - Excess Load					
	Grade Level	Overload payment occurs in excess of the number of students	Overload payment:		
			Per student, per quarter (9 weeks)		
			25/26	26/27	27/28
Pre-K	Pre-K	Over 40 different students per week	\$294.69	\$306.47	\$318.73
			25/26	26/27	27/28
Elementary	Half-day Kindergarten	26	\$294.69	\$306.47	\$318.73
	K-2	26	\$589.35	\$612.93	\$637.44
	3-5	28	\$589.35	\$612.93	\$637.44
	K-2 Music and PE	26 (general education)	\$25.18	\$26.18	\$27.23
	3-5 Music and PE	28 (general education)	\$25.18	\$26.18	\$27.23
	K-2 Media Specialists	26 (general education)	\$12.61	\$13.12	\$13.64
	3-5 Media Specialists	28 (general education)	\$12.61	\$13.12	\$13.64
			25/26	26/27	27/28
Middle School	6-8	31 per class	\$98.22	\$102.15	\$106.24
	6-8 Vocal Music	190	\$98.22	\$102.15	\$106.24
	6-8 Band	150	\$98.22	\$102.15	\$106.24
	6-8 Orchestra	125	\$98.22	\$102.15	\$106.24
	6-8 PE	35 per class	\$98.22	\$102.15	\$106.24
	6-8 Counselors	650	\$36.27	\$37.72	\$39.22
			25/26	26/27	27/28
High School	9-12	31 per class	\$98.22	\$102.15	\$106.24
	9-12 Vocal Music	190	\$196.47	\$204.32	\$212.50
	9-12 Band	150	\$196.47	\$204.32	\$212.50
	9-12 Orchestra	125	\$196.47	\$204.32	\$212.50
	9-12 PE	45 per class	\$196.47	\$204.32	\$212.50
	9-12 Counselors	350	\$68.02	\$70.74	\$73.57

Extra Pay - Excess Load			
-	Grade Level	Overload payment occurs in excess of	Overload payment:

		the number of students	Per student, per quarter (9 weeks)		
			22/23	23/24	24/25
Pre-K	Pre-K	Over 40 different students per week	\$261.98	\$272.46	\$283.35
-	-	-	22/23	23/24	24/25
Elementary	Half-day Kindergarten	26	\$261.98	\$272.46	\$283.35
	K-2	26	\$523.93	\$544.89	\$566.68
	3-5	28	\$523.93	\$544.89	\$566.68
	K-2 Music and PE	26 (general education)	\$22.38	\$23.28	\$24.21
	3-5 Music and PE	28 (general education)	\$22.38	\$23.28	\$24.21
	K-2 Media Specialists	26 (general education)	\$11.21	\$11.66	\$12.13
	3-5 Media Specialists	28 (general education)	\$11.21	\$11.66	\$12.13
-	-	-	22/23	23/24	24/25
Middle School	6-8	31 per class	\$87.32	\$90.81	\$94.44
	6-8 Vocal Music	190	\$87.32	\$90.81	\$94.44
	6-8 Band	150	\$87.32	\$90.81	\$94.44
	6-8 Orchestra	125	\$87.32	\$90.81	\$94.44
	6-8 PE	35 per class	\$87.32	\$90.81	\$94.44
	6-8 Counselors	650	\$32.24	\$33.53	\$34.87
-	-	-	22/23	23/24	24/25
High School	9-12	31 per class	\$87.32	\$90.81	\$94.44
	9-12 Vocal Music	190	\$174.66	\$181.64	\$188.91
	9-12 Band	150	\$174.66	\$181.64	\$188.91
	9-12 Orchestra	125	\$174.66	\$181.64	\$188.91
	9-12 PE	45 per class	\$174.66	\$181.64	\$188.91
	9-12 Counselors	350	\$60.47	\$62.88	\$65.40

GIFTED ACTIVATOR (K-12)

Each building will have one or more Gifted Activators as determined by the District Gifted Coordinator based on program needs. The Gifted Activator(s) is responsible for identifying those students who qualify for the program, implementing the Gifted Curriculum, and for coordinating and facilitating the District Gifted Program at the building level. Other activities which may include gifted students and be part of some school gifted programs are separate jobs from the Gifted Activator and are listed elsewhere in this schedule (see Academic Competitions and Pupil Groups) and should be compensated separately. Stipends for Gifted Activator will be paid at the rates specified in the yearly state grant.

INTERNAL SUBSTITUTION

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

Instructional Rate divided by 60 minutes equals the internal sub rate

$$\text{\$45.00 / 60 minutes} = \text{\$0.75 per minute}$$

~~Example (in the event the daily substitute rate is \\$130.00)~~

$$\text{————— } 130/5 = 26; 26/40 = .65 (\text{\$0.65}); \$0.65 \times \text{Number of Minutes Worked}$$

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

PARENT /STUDENT ORIENTATION

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

ATTENDING SPECIAL EDUCATION MEETINGS

If a required Education Services meeting such as, but not limited to, Eligibility Review, IEP, Domain, Individual Problem Solving/Review, or Data Review takes place before or after the work day as defined by Article VIII, Section H of the Collective Bargaining Agreement, the required District participants in attendance at the meeting will be compensated at 15 minute increments of the non-instructional rate as per the contract. This meeting arrangement must be cleared through the building administrator who will sign off on the extra pay claim.

DRIVER EDUCATION

The instructional hourly rate will be paid for teaching the Behind the Wheel portion of Driver Education outside of the assignable workload.

TEACHING SUMMER SCHOOL CLASSES

Certified members of the bargaining unit with the required backgrounds may be employed for the summer school session and shall be paid at the instructional rate per class hour of actual time spent in class instruction.

WRITING/CURRICULUM WORK

When the need arises and funds are available in District 300, there may be opportunities for staff members to put concerted effort into the development of various types of resource units and other curricular materials. Any proposed units must first be approved through the appropriate building administrator or through the central office.

All approved projects will be posted.

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

NATIONAL CERTIFICATION

Members of the bargaining unit who have achieved and maintained the status of certification under the National Board for Professional Teaching Standards as of March 1, 2013, shall be eligible for extra pay as set forth in Appendix D. Such extra pay shall be awarded as long as criteria and standards do not substantially change from those set forth in 1998. This payment will continue until the expiration of their current National Board Certificate.

H. FACILITIES MANAGEMENT EXTRA PAY

~~ATHLETICS H.S. WEIGHT ROOM SUPERVISOR~~

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

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

ATHLETICS H.S. WEIGHT ROOM SUPERVISOR Facilitator

The weight room ~~supervisor~~ **facilitator** is responsible for supervising after school weight training by students. Weight training programs, safety rules, etc. will be compiled with input from other Coaches.

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

AUDITORIUM DIRECTOR

The Auditorium Director is responsible for:

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

- Opening and closing the auditorium on days and nights of actual use.
- Issuing auditorium keys if necessary for rehearsals, to the director whose group will use the auditorium, and collecting them at the end of that time.

- Supervising the cleaning and maintenance of the auditorium and equipment.
- Being present at any and all meetings when the auditorium is being used, unless determined to be unnecessary by the appropriate administrator.
- Ordering auditorium supplies and equipment repairs.

Notes on Auditorium Director:

- A. The auditorium director stipend is intended as compensation for District 300 activities and events only. Groups and/or organizations not under the supervision and/or control of District 300 are to be charged a fee and notified of the fee at the time they contract to use a District 300 auditorium. This fee shall be at the rate set for teacher curricular/summer work. This amount is to be paid to the auditorium director if the director is required to be present at the time of use.
- B. Every effort should be made to ensure that events for schools without auditoriums be split equally among the auditoriums. Geographic location and feeder school should determine this.
- C. Outside groups (non-District 300) will be responsible for compensating the auditorium director.

APPENDIX D – EXTRA PAY SCALE

Extra Pay Linked to Hourly Rates	Rate
Activities, After school Recreation (K-12) Per Hour 60 Hour Max.	30.00
Adult Groups Parent Education (Per Hour)	45.00
Inclusion Facilitator-Team Building Level Coordinators (Per Hour)	45.00
Instructional Rate	45.00
Non-instructional Rate (prof dev.)	30.00
Pupil Groups/Clubs Long or Short Term Per Hour Max Negotiable	45.00
Student Assistance & Science Fair Preparation Outside of Class per hr.	30.00
Supervision & Other Activities Hourly Rates	30.00
Supervision Bus And/Or Arrival And Departure Supervision	30.00
Supervision Lunchroom Per Hour	30.00
Teaching Changing Classrooms (Involuntary) See description	30.00
Teaching Extra Open House Time & Conference Night Time	30.00
Teaching Inclusion Planning	45.00
Teaching Parent/Student Orientation	30.00
Teaching Summer Coop Work Per Hour	45.00
Teaching Summer Driver Ed Per Hour	45.00
Teaching Summer School Per Hour	45.00
Testing Bilingual Program Exit/Entrance per hr.	45.00
Testing Summer Kindergarten. Testing Placement Per Hour	45.00
Testing Summer Reading Testing Placement Per Hour	45.00
Testing Summer Special Ed Staffings Per Hour	45.00
Testing Summer Speech Screening Per Hour	45.00
Writing /Curriculum Work District Level) Per Hour Minimum Rate	45.00
Writing Contest Readers/Judges	45.00
Writing/Curriculum Work (Building Level) Per Hour Minimum Rate	45.00
Extra Pay Linked to Daily or Per Person Rates	Rate
Academy I & II Training Pay (Per Person/Per Day)	200.00
Pre-K & K-12 Ed Services Paperwork Compliance Mentor Pay (Per Mentee)	200.00
Mentor Pay (Per Mentee)	500.00
Mentor Training Pay (Per Person/Per Day)	150.00

Extra Pay Linked to Hourly Rates	Hourly Rate
Activities, After school Recreation (K-12) Per Hour 60 Hour Max:	\$ 25.00
Adult Groups Parent Education (Per Hour)	\$ 40.00
Inclusion Facilitator Team Building Level Coordinators (Per Hour)	\$ 40.00
Instructional Rate	\$ 40.00
Non-instructional Rate (prof dev.)	\$ 25.00
Pupil Groups/Clubs Long or Short Term Per Hour Max Negotiable	\$ 40.00
Student Assistance and Science Fair Preparation Outside of Class per hr.	\$ 25.00
Supervision and Other Activities Hourly Rates	\$ 25.00
Supervision Bus and/or Arrival and Departure Supervision	\$ 25.00
Supervision Lunchroom Per Hour	\$ 25.00
Teaching Changing Classrooms (Involuntary) See description	\$ 25.00
Teaching Extra Open House Time and Conference Night Time	\$ 25.00
Teaching Inclusion Planning	\$ 40.00
Teaching Parent/Student Orientation	\$ 25.00
Teaching Summer Coop Work Per Hour	\$ 40.00
Teaching Summer Driver Ed Per Hour	\$ 40.00
Teaching Summer School Per Hour	\$ 40.00
Testing Bilingual Program Exit/Entrance per hr.	\$ 40.00
Testing Summer Kindergarten Testing Placement Per Hour	\$ 40.00
Testing Summer Reading Testing/Placement Per Hour	\$ 40.00
Testing Summer Special Ed Staffings Per Hour	\$ 40.00
Testing Summer Speech Screening Per Hour	\$ 40.00
Writing Contest Readers/Judges	\$ 40.00
Writing/Curriculum Work (District Level) Per Hour Minimum Rate	\$ 40.00
Writing/Curriculum Work (Building Level) Per Hour Minimum Rate	\$ 40.00
Extra Pay Linked to Hourly Rates	Hourly Rate
Academy I and II Training Pay (Per Person/Per Day)	\$ 200.00
Ed Services Paperwork Compliance Mentor Pay (Per Mentee)	\$ 200.00
Mentor Pay (Per Mentee)	\$ 150.00
Mentor Training Pay (Per Person/Per Day)	\$ 150.00

Extra Pay Linked to Appendix E	Lane
Activities Director HS	D
Activities, Middle School Coordinator	G
Assistant Athletic Director (Fall, Winter, Spring)	D
Auditorium Director	F
Band (HS)	B
Baseball (HS) Asst.	F
Baseball (HS) Head	B
Basketball (HS) Asst. Boys	D
Basketball (HS) Asst. Girls	D
Basketball (HS) Head Boys	A
Basketball (HS) Head Girls	A
Basketball (MS) Boys	G
Basketball (MS) Girls	G
Beta Club (6-12)	K
Bowling (HS) Head	F
Cheerleader Coach (MS)	H
Cheerleader Coach, Asst., Fall (HS)	K
Cheerleader Coach, Asst., Winter (HS)	H
Cheerleader Coach, Fall (HS)	I
Cheerleader Coach, Winter (HS)	E
Class Sponsor Freshman Class	J
Class Sponsor Junior Class	H
Class Sponsor Senior Class	J
Class Sponsor Sophomore Class	J
Co-sponsor when membership exceeds 100	L
Cross Country (HS) Asst.	H
Cross Country (HS) Head	B
Cross Country (MS)	I
Dance Team Coach (MS)	I
Dance Team Coach, Asst. Fall (HS)	K
Dance Team Coach, Asst. Winter (HS)	J
Dance Team Coach, Fall (HS)	I
Dance Team Coach, Winter (HS)	E
E-Sports	K
Football (HS) Asst.	D
Football (HS) Head	A
Golf (HS) Asst.	I

Golf (HS) Head	D
Girls Flag Football (HS) Head	C
Girls Flag Football (HS) Asst.	H

Extra Pay Linked to Appendix E	Lane
Lacrosse (HS) Asst.	F
Lacrosse (HS) Head	B
Music Elementary, Instrumental	L
Music Elementary, Vocal	L
Music High School, Orchestra	J
Music High School, Vocal	H
Music Middle School, Band	K
Music Middle School, Orchestra	K
Music Middle School, Vocal	K
National Honor Society (9-12)	J
PBIS Coach (Tier 1, Tier 2, Tier 3)	I
Peer Listening	H
Peer Mediation	H
Scholastic Bowl (9-12)	H
Science Assistant Manager of District Fair	L
Soccer (HS) Head	B
Soccer (HS) Asst.	F
Softball (HS) Asst. Girls	F
Softball (HS) Head Girls	B
Special Olympics Basketball Asst.	J
Special Olympics Basketball Head	H
Special Olympics Bowling Asst.	J
Special Olympics Bowling Head	H
Special Olympics Coordinator	G
Special Olympics Track Asst.	J
Special Olympics Track Head	H
Speech Debate (9-12)	H
Speech Individual Events (9-12) Assistant	I
Speech Individual Events (9-12) Head Coach	H
Student Congress (9-12) Assistant	I
Student Congress (9-12) Head Coach	H
Student Council (6-8)	I

Student Council (9-12)	F
Swimming (HS) Asst.	H
Swimming (HS) Head	C
Tennis (HS) Asst.	I
Tennis (HS) Head	D

Extra Pay Linked to Appendix E	Lane
Track (HS) Asst.	F
Track (HS) Head Boys	A
Track (HS) Head Girls	A
Track (MS) Asst.	I
Track (MS) Head	H
Volleyball (HS) Asst.	F
Volleyball (HS) Head	B
Volleyball (MS)	H
Worldwide Youth in Science (WYSE)	H
Wrestling (HS) Asst.	E
Wrestling (HS) Head	B
Wrestling (MS)	H
Yearbook (Elementary) School, below 500 enrollment	K
Yearbook (Elementary) School, 500 or above enrollment	J
Yearbook (Memory Book) Sponsor (6-8)	G
Yearbook Sponsor (9-12)	A
Yearbook Sponsor, Assist. (9-12)	F

Extra Pay Linked to Stipend	25/26	26/27	27/28
504 Coordinator (Elementary Building 0-399)	1,057.20	1,099.49	1,143.47
504 Coordinator (Elementary Building 400-599)	1,480.09	1,539.29	1,600.86
504 Coordinator (Elementary Building 600-699)	1,904.57	1,980.76	2,059.99
504 Coordinator (Elementary Building 700+)	2,686.23	2,793.68	2,905.42
Art District Annual Art Show Manager	1,590.59	1,654.21	1,720.38
Art Exhibits, (K-12) Art Teachers	1,105.25	1,149.46	1,195.44
Battle of Books (K-8)	595.88	619.71	644.50
Department Rep and/or Team Leader (6-12) Base Amount 1-3 members	1,656.28	1,722.53	1,791.44
Department Rep and/or Team Leader (6-12) per add'l >3 Max 10	229.04	238.20	247.73
District Host School Coordinator	160.18	166.59	173.25
District Science Fair Prep/Attendance	240.27	249.88	259.88
Dramatics, (6-8), for each one act play	754.45	784.63	816.01
Dramatics, (9-12), for each one act play	754.45	784.63	816.01
Dramatics, (9-12), Costumer	584.93	608.32	632.66
Dramatics, (9-12), Crew Coordinator	2,924.65	3,041.63	3,163.30
Dramatics, (9-12), Director	2,924.65	3,041.63	3,163.30
Dramatics, (9-12), Producer	2,924.65	3,041.63	3,163.30
Dramatics, (9-12), Set Designer	1,169.85	1,216.65	1,265.31
Dramatics, (9-12), Tech Director	1,169.85	1,216.65	1,265.31
Future Problem Solving/Odyssey Mind	1,433.62	1,490.96	1,550.60
Grade Level Rep K-5	643.93	669.68	696.47
Lang. Arts Battle of Books District Coordinator (6-8)	1,425.59	1,482.61	1,541.92
Lang. Arts Battle of Books District Coordinator (K-5)	1,425.59	1,482.61	1,541.92
Lang. Arts Spelling Bee (6-8) District Coordinator	1,150.08	1,196.09	1,243.93
Lang. Arts Writing Contest District Coordinator	1,150.08	1,196.09	1,243.93
Lang. Arts Young Authors Inter. District Coordinator	1,425.59	1,482.61	1,541.92
Lang. Arts Young Authors Primary District Coordinator	1,425.59	1,482.61	1,541.92
Local School and District Science Fair	240.27	249.88	259.88
Middle School Non-specific Grade Level Team Leader	1,656.28	1,722.53	1,791.44
Music Contests & Festivals Band Solo & Ensemble (5-8)	1,976.63	2,055.70	2,137.93
Music Contests & Festivals MS Honors Band	799.30	831.27	864.53
Music Contests & Festivals MS Vocal Contest	1,150.08	1,196.09	1,243.93
Music Contests & Festivals Orchestra Festival	799.30	831.27	864.53
Music Contests & Festivals Orchestra Solo & Ensemble (5-8)	1,656.28	1,722.53	1,791.44
Music Contests & Festivals Piano Contest (3-12)	1,656.28	1,722.53	1,791.44
Music Contests & Festivals Vocal Festival (MS & HS)	1,976.63	2,055.70	2,137.93

Extra Pay Linked to Stipend	25/26	26/27	27/28
Musical (9-12) Producer	3,509.57	3,649.96	3,795.95
Musical (9-12) Choreographer	2,339.72	2,433.31	2,530.64
Musical (9-12) Costumer	1,169.85	1,216.65	1,265.31
Musical (9-12) Crew Coordinator	3,509.57	3,649.96	3,795.95
Musical (9-12) Director	3,509.57	3,649.96	3,795.95
Musical (9-12) Pt Director	1,754.79	1,824.98	1,897.98
Musical (9-12) Producer	3,509.57	3,649.96	3,795.95
Musical (9-12) Set Designer	1,462.32	1,520.82	1,581.65
Musical (9-12) Tech Director	1,462.32	1,520.82	1,581.65
Musical (9-12) Vocal Director	1,754.79	1,824.98	1,897.98
Musical, (6-8)	5,939.49	6,177.07	6,424.15
Newspaper (6-8) 6 issues	1,691.52	1,759.18	1,829.55
Newspaper (9-12) 4 issues per year	643.93	669.68	696.47
Newspaper (9-12) each additional issue	395.65	411.47	427.93
Regional Paper Session	160.18	166.59	173.25
Regional Project Session	320.35	333.17	346.49
Regional Science Fair	560.64	583.07	606.39
Science Manager of District Fair	3,203.60	3,331.74	3,465.01
Speech Drama Group Interpretation (9-12)	807.32	839.61	873.20
Spelling Bee (6-8)	595.88	619.71	644.50
State Science Fair	607.07	631.35	656.61
Teaching Gifted Activator	634.32	659.69	686.08
Teaching Internal Sub. (6-12) 1/5 Sub. Rate Per Class	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Teaching Internal Sub. (K-5) 1/5 Sub. Rate Per Hour	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Testing Reading Test/Place. Per Building 400-599	1,480.09	1,539.29	1,600.86
Testing Reading Test/Place. Per Building 600-699	1,904.57	1,980.76	2,059.99
Testing Reading Test/Place. Per Building below 400	1,057.20	1,099.49	1,143.47
Testing Reading Test/Place. Per Building over 700	2,686.23	2,793.68	2,905.42
Writing Contest (6-8) over 500	688.78	716.33	744.99
Writing Contest (6-8) under 500	551.03	573.07	596.00
Young Authors (K-5)	698.39	726.33	755.38

Extra Pay Linked to Stipend	22/23	23/24	24/25
504 Coordinator (Elementary Building 0-399)	939.85	977.44	1016.54
504 Coordinator (Elementary Building 400-599)	1315.79	1368.42	1423.16
504 Coordinator (Elementary Building 600-699)	1693.15	1760.88	1831.32
504 Coordinator (Elementary Building 700+)	2388.05	2483.57	2582.91
Art District Annual Art Show Manager	1414.03	1470.59	1529.41
Art Exhibits, (K-12) Art Teachers	982.57	1021.87	1062.74
Athletics HS Weight Room Supervisor (Per hr., 90hr. Max per qtr.)	1472.43	1531.33	1592.58
Battle of Books (K-8)	529.73	550.92	572.96
Department Rep and/or Team Leader (6-12) Base 1-3 members	1472.43	1531.33	1592.58
Department Rep and/or Team Leader (6-12) per add'l >3 Max 10	203.62	211.76	220.23
District Host School Coordinator	142.40	148.10	154.02
District Science Fair Prep/Attendance	213.60	222.14	231.03
Dramatics, (6-8), for each one act play	670.70	697.53	725.43
Dramatics, (9-12), Costumer	520.00	540.80	562.43
Dramatics, (9-12), Crew Coordinator	2600.00	2704.00	2812.16
Dramatics, (9-12), Director	2600.00	2704.00	2812.16
Extra Pay Linked to Stipend	22/23	23/24	24/25
Dramatics, (9-12), for each one act play	670.70	697.53	725.43
Dramatics, (9-12), Producer	2600.00	2704.00	2812.16
Dramatics, (9-12), Set Designer	1040.00	1081.60	1124.86
Dramatics, (9-12), Tech Director	1040.00	1081.60	1124.86
Future Problem Solving/Odyssey Mind	1274.48	1325.46	1378.48
Grade Level Rep K-5	572.45	595.35	619.16
Lang. Arts Battle of Books District Coordinator (6-8)	1267.35	1318.04	1370.76
Lang. Arts Battle of Books District Coordinator (K-5)	1267.35	1318.04	1370.76
Lang. Arts Spelling Bee (6-8) District Coordinator	1022.42	1063.32	1105.85
Lang. Arts Writing Contest District Coordinator	1022.42	1063.32	1105.85
Lang. Arts Young Authors Inter. District Coordinator	1267.35	1318.04	1370.76
Lang. Arts Young Authors Primary District Coordinator	1267.35	1318.04	1370.76
Local School and District Science Fair	213.60	222.14	231.03
Middle School Non-specific Grade Level Team Leader	1472.43	1531.33	1592.58
Music Contests & Festivals Band Solo & Ensemble (5-8)	1757.22	1827.51	1900.61
Music Contests & Festivals MS Honors Band	710.58	739.00	768.56
Music Contests & Festivals MS Vocal Contest	1022.42	1063.32	1105.85

Music Contests & Festivals Orchestra Festival	710.58	739.00	768.56
Music Contests & Festivals Orchestra Solo & Ensemble (5-8)	1472.43	1531.33	1592.58
Music Contests & Festivals Piano Contest (3-12)	1472.43	1531.33	1592.58
Music Contests & Festivals Vocal Festival (MS & HS)	1757.22	1827.51	1900.61
Musical (9-12) Choreographer	2080.00	2163.20	2249.73
Musical (9-12) Costumer	1040.00	1081.60	1124.86
Musical (9-12) Crew Coordinator	3120.00	3244.80	3374.59
Musical (9-12) Director	3120.00	3244.80	3374.59
Musical (9-12) Pit Director	1560.00	1622.40	1687.30
Musical (9-12) Producer	3120.00	3244.80	3374.59
Musical (9-12) Set Designer	1300.00	1352.00	1406.08
Musical (9-12) Tech Director	1300.00	1352.00	1406.08
Musical (9-12) Vocal Director	1560.00	1622.40	1687.30
Musical, (6-8)	5280.18	5491.39	5711.05
Newspaper (6-8) 6 issues	1503.75	1563.90	1626.46
Newspaper (9-12) 4 issues per year	572.45	595.35	619.16
Newspaper (9-12) each additional issue	351.73	365.80	380.43
Regional Paper Session	142.40	148.10	154.02
Extra Pay Linked to Stipend	22/23	23/24	24/25
Regional Project Session	284.79	296.18	308.03
Regional Science Fair	498.41	518.35	539.08
Science Manager of District Fair	2847.98	2961.90	3080.38
Speech Drama Group Interpretation (9-12)	717.70	746.41	776.27
Spelling Bee (6-8)	529.73	550.92	572.96
State Science Fair	539.68	561.27	583.72
Teaching Gifted Activator	563.90	586.46	609.92
Teaching Internal Sub. (6-12) 1/5 Sub. Rate Per Class	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Teaching Internal Sub. (K-5) 1/5 Sub. Rate Per Hour	.2 Sub Rt.	.2 Sub Rt.	.2 Sub Rt.
Testing Reading Test./Place. Per Building 400-599	1315.79	1368.42	1423.16
Testing Reading Test./Place. Per Building 600-699	1693.15	1760.88	1831.32
Testing Reading Test./Place. Per Building below 400	939.85	977.44	1016.54
Testing Reading Test./Place. Per Building over 700	2388.05	2483.57	2582.91
Writing Contest (6-8) over 500	612.33	636.82	662.29
Writing Contest (6-8) under 500	489.87	509.46	529.84
Young Authors (K-5)	620.87	645.70	671.53

APPENDIX E – EXTRA PAY LANE SCHEDULE

2026-2028 Extra Pay - Lanes												
25/26	A	B	C	D	E	F	G	H	I	J	K	L
Step I	7,420	7,157	6,537	5,914	5,295	4,672	4,054	3,429	2,810	2,189	1,569	1,000
Step II	8,944	8,210	7,367	6,631	5,895	5,157	4,526	3,789	3,157	2,420	1,788	1,052
Step III	10,525	9,789	8,102	7,367	6,735	5,681	5,054	4,210	3,472	2,735	1,947	1,265
Step IV	12,647	11,432	9,607	8,996	8,325	7,127	6,561	5,571	4,795	3,942	2,997	2,161
26/27	A	B	C	D	E	F	G	H	I	J	K	L
Step I	7,717	7,443	6,799	6,150	5,507	4,859	4,216	3,566	2,922	2,276	1,632	1,040
Step II	9,301	8,538	7,661	6,896	6,131	5,363	4,707	3,941	3,284	2,517	1,859	1,094
Step III	10,946	10,181	8,427	7,661	7,004	5,908	5,256	4,379	3,611	2,845	2,025	1,315
Step IV	13,153	11,889	9,991	9,356	8,658	7,412	6,823	5,794	4,987	4,100	3,117	2,247
27/28	A	B	C	D	E	F	G	H	I	J	K	L
Step I	8,026	7,741	7,071	6,396	5,727	5,054	4,384	3,709	3,039	2,367	1,697	1,082
Step II	9,673	8,880	7,968	7,172	6,376	5,578	4,896	4,098	3,415	2,618	1,933	1,138
Step III	11,384	10,588	8,764	7,968	7,284	6,144	5,466	4,554	3,755	2,958	2,105	1,368
Step IV	13,679	12,365	10,391	9,730	9,004	7,708	7,096	6,025	5,187	4,264	3,242	2,337

Extra Pay - Lanes												
22/23	A	B	C	D	E	F	G	H	I	J	K	L
Step I	6,597	6,363	5,812	5,257	4,707	4,154	3,604	3,048	2,498	1,946	1,395	889
Step II	7,951	7,299	6,549	5,895	5,241	4,584	4,024	3,369	2,807	2,152	1,589	935
Step III	9,357	8,703	7,203	6,549	5,987	5,050	4,493	3,743	3,087	2,432	1,731	1,124
Step IV	11,243	10,163	8,540	7,998	7,401	6,336	5,832	4,952	4,263	3,505	2,664	1,921
23/24	A	B	C	D	E	F	G	H	I	J	K	L
Step I	6,861	6,617	6,044	5,467	4,895	4,320	3,748	3,170	2,598	2,024	1,450	925
Step II	8,269	7,591	6,811	6,131	5,450	4,768	4,185	3,503	2,919	2,238	1,653	972
Step III	9,731	9,051	7,491	6,811	6,227	5,252	4,673	3,893	3,210	2,529	1,800	1,169
Step IV	11,693	10,569	8,882	8,318	7,697	6,589	6,066	5,151	4,433	3,645	2,771	1,998
24/25	A	B	C	D	E	F	G	H	I	J	K	L
Step I	7,135	6,882	6,286	5,686	5,091	4,493	3,898	3,297	2,702	2,105	1,508	962
Step II	8,600	7,894	7,083	6,376	5,668	4,958	4,352	3,643	3,036	2,327	1,719	1,011
Step III	10,120	9,413	7,791	7,083	6,476	5,462	4,859	4,048	3,339	2,630	1,872	1,216
Step IV	12,161	10,992	9,237	8,650	8,005	6,853	6,308	5,357	4,611	3,791	2,882	2,078

- Step I Those members new to District 300 or new to activity.
Placement of applicants with outside experience will be based on the building principal's recommendation.
- Step II All members paid or assigned from two through four years to the same activity within the District.
Same activity is defined as the same sport.
- Step III All members paid or assigned for five or six years to the same activity within the District.
Same activity is defined as the same sport.
- Step IV All members paid or assigned for seven or more years to the same activity within the District.
Same activity is defined as the same sport.

APPENDIX F – CERTIFIED SALARY SCHEDULE

2025-2026														
Step	Without Board Paid TRS							With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD/MFA	BA	B15	MA	M15	M30	M45	PHD/MFA
A	51,661	53,729	56,951	59,799	63,387	65,922	69,877	56,770	59,043	62,584	65,713	69,656	72,442	76,788
B	52,695	54,803	58,090	60,995	64,656	67,241	71,276	57,907	60,223	63,835	67,027	71,051	73,891	78,325
C	53,748	55,898	59,251	62,213	65,948	68,586	72,702	59,064	61,426	65,111	68,366	72,470	75,369	79,892
D	54,824	57,016	60,437	63,458	67,266	69,957	74,154	60,246	62,655	66,414	69,734	73,919	76,876	81,488
E	55,921	58,157	61,646	64,727	68,611	71,355	75,636	61,452	63,909	67,743	71,129	75,397	78,412	83,116
F	57,039	59,319	62,878	66,023	69,984	72,784	77,150	62,680	65,186	69,097	72,553	76,905	79,982	84,780
G	58,180	60,504	64,135	67,341	71,380	74,237	78,692	63,934	66,488	70,478	74,001	78,440	81,579	86,475
H	59,343	61,712	65,416	68,689	72,808	75,720	80,266	65,212	67,815	71,886	75,482	80,009	83,209	88,204
I	60,529	62,948	66,724	70,063	74,266	77,235	81,872	66,515	69,174	73,323	76,992	81,611	84,874	89,969
J	61,739	64,207	68,061	71,462	75,750	78,781	83,509	67,845	70,557	74,792	78,530	83,242	86,573	91,768
K	62,974	65,492	69,421	72,892	77,265	80,356	85,181	69,202	71,969	76,287	80,101	84,907	88,303	93,605
L	64,234	66,802	70,811	74,350	78,810	81,964	86,885	70,587	73,409	77,814	81,703	86,604	90,070	95,478
M	65,518	68,140	72,227	75,838	80,388	83,606	88,622	71,998	74,879	79,370	83,338	88,338	91,875	97,387
N	66,828	69,503	73,674	77,356	81,996	85,278	90,396	73,437	76,377	80,960	85,007	90,105	93,712	99,336
O	68,165	70,895	75,147	78,903	83,637	86,985	92,204	74,907	77,907	82,579	86,707	91,909	95,588	101,323
P	69,528	72,311	76,651	80,482	85,310	88,724	94,046	76,404	79,463	84,232	88,442	93,747	97,499	103,347
Q	70,919	73,758	78,182	82,093	87,016	90,499	95,928	77,933	81,053	85,914	90,212	95,622	99,449	105,415
R	72,337	75,233	79,747	83,736	88,758	92,310	97,849	79,491	82,674	87,634	92,018	97,536	101,440	107,526
S	73,784	76,738	81,340	85,410	90,532	94,154	99,804	81,081	84,327	89,385	93,857	99,486	103,466	109,675
T	75,260	78,273	82,969	87,117	92,342	96,038	101,800	82,703	86,014	91,175	95,733	101,475	105,536	111,868
U	76,765	79,838	84,628	88,860	94,189	97,961	103,836	84,357	87,734	92,998	97,648	103,504	107,649	114,105
V	78,300	81,435	86,322	90,637	96,073	99,919	105,914	86,044	89,489	94,859	99,601	105,575	109,801	116,389
W	79,866	83,064	88,049	92,449	97,995	101,919	108,033	87,765	91,279	96,757	101,592	107,687	111,999	118,718
X	81,463	84,725	89,810	94,299	99,956	103,957	110,194	89,520	93,104	98,692	103,625	109,842	114,238	121,092
Y	83,092	86,420	91,605	96,183	101,956	106,037	112,397	91,310	94,967	100,665	105,696	112,040	116,524	123,513
Z	84,754	88,148	93,437	98,108	103,994	108,157	114,643	93,136	96,866	102,678	107,811	114,279	118,854	125,981
AA	86,449	89,911	95,304	100,070	106,074	110,319	116,937	94,999	98,803	104,730	109,967	116,565	121,230	128,502
BB	88,178	91,709	97,211	102,070	108,195	112,525	119,275	96,899	100,779	106,825	112,165	118,896	123,654	131,071
CC	89,942	93,543	99,155	104,113	110,360	114,777	121,661	98,837	102,794	108,962	114,410	121,275	126,129	133,693
DD	91,741	95,414	101,138	106,195	112,567	117,072	124,093	100,814	104,851	111,141	116,698	123,700	128,651	136,366

2026-2027

Step	Without Board Paid TRS							With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD/MFA	BA	B15	MA	M15	M30	M45	PHD/MFA
A	53,211	55,341	58,660	61,593	65,289	67,900	71,973	58,474	60,814	64,462	67,685	71,746	74,615	79,091
B	54,276	56,447	59,833	62,825	66,596	69,258	73,414	59,644	62,030	65,751	69,038	73,182	76,108	80,675
C	55,360	57,575	61,029	64,079	67,926	70,644	74,883	60,835	63,269	67,065	70,416	74,644	77,631	82,289
D	56,469	58,726	62,250	65,362	69,284	72,056	76,379	62,054	64,534	68,407	71,826	76,136	79,182	83,933
E	57,599	59,902	63,495	66,669	70,669	73,496	77,905	63,296	65,826	69,775	73,263	77,658	80,765	85,610
F	58,750	61,099	64,764	68,004	72,084	74,968	79,465	64,560	67,142	71,169	74,730	79,213	82,382	87,324
G	59,925	62,319	66,059	69,361	73,521	76,464	81,053	65,852	68,482	72,592	76,221	80,792	84,026	89,069
H	61,123	63,563	67,378	70,750	74,992	77,992	82,674	67,168	69,849	74,042	77,747	82,409	85,705	90,851
I	62,345	64,836	68,726	72,165	76,494	79,552	84,328	68,511	71,248	75,523	79,302	84,059	87,420	92,668
J	63,591	66,133	70,103	73,606	78,023	81,144	86,014	69,880	72,674	77,036	80,886	85,740	89,169	94,521
K	64,863	67,457	71,504	75,079	79,583	82,767	87,736	71,278	74,129	78,576	82,504	87,454	90,953	96,413
L	66,161	68,806	72,935	76,581	81,174	84,423	89,492	72,704	75,611	80,148	84,155	89,202	92,773	98,343
M	67,484	70,184	74,394	78,113	82,800	86,114	91,281	74,158	77,125	81,752	85,838	90,989	94,631	100,309
N	68,834	71,588	75,884	79,677	84,456	87,836	93,108	75,642	78,668	83,389	87,557	92,809	96,523	102,316
O	70,211	73,022	77,401	81,270	86,146	89,595	94,970	77,155	80,244	85,056	89,308	94,666	98,456	104,363
P	71,615	74,480	78,951	82,896	87,869	91,386	96,867	78,698	81,846	86,759	91,094	96,559	100,424	106,447
Q	73,047	75,971	80,527	84,556	89,626	93,214	98,806	80,271	83,485	88,491	92,919	98,490	102,433	108,578
R	74,508	77,490	82,139	86,248	91,421	95,079	100,784	81,877	85,154	90,263	94,778	100,463	104,482	110,752
S	75,998	79,040	83,780	87,972	93,248	96,979	102,798	83,514	86,857	92,066	96,673	102,470	106,570	112,965
T	77,518	80,621	85,458	89,731	95,112	98,919	104,854	85,185	88,594	93,910	98,605	104,519	108,702	115,224
U	79,068	82,233	87,167	91,526	97,015	100,900	106,951	86,888	90,366	95,788	100,578	106,610	110,879	117,529
V	80,649	83,878	88,912	93,356	98,955	102,917	109,091	88,625	92,174	97,705	102,589	108,742	113,096	119,880
W	82,262	85,556	90,690	95,222	100,935	104,977	111,274	90,398	94,018	99,659	104,640	110,918	115,359	122,279
X	83,907	87,267	92,504	97,128	102,955	107,076	113,500	92,205	95,898	101,653	106,734	113,137	117,666	124,725
Y	85,585	89,012	94,353	99,068	105,015	109,218	115,769	94,049	97,815	103,685	108,866	115,401	120,020	127,219
Z	87,297	90,792	96,240	101,051	107,114	111,402	118,082	95,931	99,771	105,758	111,045	117,708	122,420	129,760
AA	89,043	92,608	98,163	103,072	109,256	113,629	120,445	97,849	101,767	107,871	113,266	120,062	124,867	132,357
BB	90,824	94,460	100,127	105,132	111,441	115,901	122,853	99,807	103,802	110,030	115,530	122,463	127,364	135,003
CC	92,640	96,349	102,130	107,236	113,671	118,220	125,311	101,802	105,878	112,231	117,842	124,913	129,912	137,704
DD	94,493	98,276	104,172	109,381	115,944	120,584	127,816	103,838	107,996	114,475	120,199	127,411	132,510	140,457

2027-2028

Step	Without Board Paid TRS							With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD/MFA	BA	B15	MA	M15	M30	M45	PHD/MFA
A	54,807	57,001	60,420	63,441	67,248	69,937	74,132	60,227	62,638	66,396	69,715	73,899	76,854	81,464
B	55,904	58,140	61,628	64,710	68,594	71,336	75,616	61,433	63,890	67,723	71,110	75,378	78,391	83,094
C	57,021	59,302	62,860	66,001	69,964	72,763	77,129	62,660	65,167	69,077	72,529	76,884	79,959	84,757
D	58,163	60,488	64,118	67,323	71,363	74,218	78,670	63,915	66,470	70,459	73,981	78,421	81,558	86,451
E	59,327	61,699	65,400	68,669	72,789	75,701	80,242	65,194	67,801	71,868	75,460	79,988	83,188	88,178
F	60,513	62,932	66,707	70,044	74,247	77,217	81,849	66,498	69,156	73,304	76,971	81,590	84,854	89,944
G	61,723	64,189	68,041	71,442	75,727	78,758	83,485	67,827	70,537	74,770	78,508	83,216	86,547	91,742
H	62,957	65,470	69,399	72,873	77,242	80,332	85,154	69,184	71,945	76,263	80,080	84,881	88,277	93,576
I	64,215	66,781	70,788	74,330	78,789	81,939	86,858	70,566	73,386	77,789	81,681	86,581	90,043	95,448
J	65,499	68,117	72,206	75,814	80,364	83,578	88,594	71,977	74,854	79,347	83,312	88,312	91,844	97,356
K	66,809	69,481	73,649	77,331	81,970	85,250	90,368	73,416	76,353	80,933	84,979	90,077	93,681	99,305
L	68,146	70,870	75,123	78,878	83,609	86,956	92,177	74,886	77,879	82,553	86,679	91,878	95,556	101,293
M	69,509	72,290	76,626	80,456	85,284	88,697	94,019	76,384	79,440	84,204	88,413	93,719	97,469	103,318
N	70,899	73,736	78,161	82,067	86,990	90,471	95,901	77,911	81,029	85,891	90,184	95,593	99,419	105,386
O	72,317	75,213	79,723	83,708	88,730	92,283	97,819	79,469	82,652	87,608	91,987	97,505	101,410	107,493
P	73,763	76,714	81,320	85,383	90,505	94,128	99,773	81,058	84,301	89,363	93,827	99,456	103,437	109,641
Q	75,238	78,250	82,943	87,093	92,315	96,010	101,770	82,679	85,989	91,146	95,707	101,445	105,505	111,835
R	76,743	79,815	84,603	88,835	94,164	97,931	103,808	84,333	87,709	92,970	97,621	103,477	107,616	114,075
S	78,278	81,411	86,293	90,611	96,045	99,888	105,882	86,020	89,463	94,827	99,573	105,544	109,767	116,354
T	79,844	83,039	88,022	92,423	97,965	101,887	108,000	87,741	91,252	96,727	101,564	107,654	111,964	118,681
U	81,441	84,700	89,782	94,272	99,925	103,927	110,160	89,496	93,077	98,662	103,596	109,808	114,205	121,055
V	83,070	86,394	91,579	96,157	101,924	106,005	112,364	91,286	94,938	100,636	105,667	112,004	116,489	123,477
W	84,731	88,122	93,411	98,079	103,963	108,126	114,612	93,111	96,837	102,649	107,779	114,245	118,820	125,947
X	86,426	89,884	95,279	100,042	106,044	110,288	116,905	94,974	98,774	104,702	109,936	116,532	121,196	128,467
Y	88,155	91,682	97,184	102,040	108,165	112,495	119,242	96,874	100,749	106,796	112,132	118,863	123,621	131,035
Z	89,918	93,516	99,127	104,083	110,327	114,744	121,624	98,811	102,765	108,931	114,377	121,238	126,092	133,653
AA	91,716	95,386	101,108	106,164	112,534	117,038	124,058	100,787	104,820	111,108	116,664	123,664	128,613	136,327
BB	93,550	97,294	103,131	108,286	114,784	119,378	126,539	102,802	106,916	113,331	118,996	126,136	131,185	139,054
CC	95,421	99,240	105,194	110,453	117,081	121,767	129,070	104,858	109,055	115,598	121,377	128,660	133,810	141,835
DD	97,329	101,225	107,297	112,662	119,422	124,202	131,650	106,955	111,236	117,909	123,804	131,233	136,486	144,670

2022-2023

Step	Salary Without Board Paid TRS							Salary With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD	BA	B15	MA	M15	M30	M45	PHD
A	48,209	50,138	53,145	55,803	59,151	61,517	65,208	51,286	53,339	56,537	59,364	62,927	65,444	69,371
B	49,173	51,141	54,208	56,919	60,336	62,748	66,512	52,312	54,405	57,668	60,552	64,187	66,753	70,758
C	50,157	52,163	55,291	58,056	61,541	64,002	67,843	53,358	55,492	58,820	61,762	65,469	68,087	72,173
D	51,160	53,206	56,398	59,217	62,771	65,282	69,198	54,426	56,603	59,998	62,997	66,778	69,449	73,615
E	52,184	54,270	57,525	60,402	64,027	66,587	70,582	55,515	57,734	61,197	64,257	68,114	70,837	75,087
F	53,227	55,355	58,676	61,611	65,308	67,919	71,995	56,625	58,888	62,422	65,543	69,476	72,254	76,590
G	54,291	56,461	59,849	62,841	66,610	69,277	73,433	57,757	60,065	63,669	66,852	70,862	73,699	78,121
H	55,377	57,588	61,045	64,098	67,942	70,661	74,902	58,912	61,264	64,942	68,190	72,279	75,172	79,683
I	56,484	58,742	62,266	65,380	69,303	72,074	76,400	60,090	62,491	66,241	69,553	73,726	76,674	81,276
J	57,614	59,916	63,513	66,687	70,688	73,516	77,928	61,291	63,741	67,567	70,944	75,200	78,208	82,902
K	58,766	61,115	64,781	68,021	72,102	74,986	79,488	62,517	65,016	68,916	72,363	76,704	79,772	84,561
L	59,941	62,338	66,079	69,381	73,544	76,487	81,078	63,767	66,317	70,297	73,810	78,238	81,369	86,254
M	61,140	63,586	67,400	70,770	75,016	78,019	82,700	65,042	67,645	71,702	75,287	79,804	82,999	87,979
N		64,858	68,750	72,118	76,516	79,579	84,354		68,998	73,138	76,794	81,400	84,659	89,739
O		66,156	70,124	73,631	78,048	81,172	86,042		70,379	74,600	78,330	83,030	86,353	91,534
P		67,479	71,528	75,104	79,608	82,795	87,762		71,786	76,094	79,898	84,690	88,080	93,364
Q		68,829	72,958	76,607	81,201	84,451	89,518		73,223	77,615	81,497	86,384	89,842	95,232
R		70,206	74,418	78,140	82,826	86,141	91,310		74,687	79,168	83,128	88,113	91,640	97,138
S		71,609	75,905	79,702	84,482	87,863	93,135		76,180	80,750	84,789	89,875	93,471	99,080
T			77,424	81,296	86,170	89,620	94,997			82,366	86,485	91,671	95,341	101,061
U			78,973	82,922	87,895	91,414	96,897			84,014	88,214	93,505	97,249	103,082
V			80,554	84,581	89,653	93,242	98,836			85,695	89,980	95,375	99,194	105,145

W			82,164	86,271	91,446	95,108	100,813			87,409	91,778	97,283	101,178	107,248
X			83,807	87,998	93,277	97,010	102,829			89,157	93,614	99,230	103,202	109,393
Y			85,484	89,756	95,142	98,951	104,885			90,940	95,485	101,215	105,267	111,580
Z			87,193	91,551	97,044	100,930	106,983			92,759	97,395	103,239	107,372	113,812
AA			88,936	93,382	98,985	102,947	109,123			94,612	99,343	105,303	109,518	116,088
BB			90,714	95,249	100,965	105,006	111,304			96,505	101,329	107,409	111,708	118,408
CC			92,528	97,156	102,985	107,106	113,531			98,434	103,357	109,558	113,943	120,777
DD			94,380	99,098	105,044	109,248	115,801			100,404	105,424	111,749	116,222	123,193

2023-2024														
Step	Without Board Paid TRS							With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD	BA	B15	MA	M15	M30	M45	PHD
A	49,173	51,141	54,208	56,919	60,334	62,747	66,512	53,160	55,288	58,603	61,534	65,226	67,835	71,905
B	50,157	52,164	55,292	58,057	61,542	64,003	67,843	54,224	56,394	59,775	62,764	66,532	69,192	73,344
C	51,160	53,206	56,397	59,217	62,772	65,282	69,200	55,308	57,520	60,970	64,018	67,862	70,575	74,811
D	52,183	54,270	57,526	60,402	64,026	66,587	70,582	56,414	58,670	62,190	65,299	69,217	71,986	76,305
E	53,227	55,356	58,676	61,610	65,307	67,919	71,993	57,543	59,844	63,434	66,605	70,602	73,426	77,830
F	54,292	56,462	59,850	62,843	66,614	69,278	73,434	58,694	61,040	64,703	67,938	72,015	74,895	79,388
G	55,377	57,590	61,046	64,098	67,942	70,662	74,902	59,867	62,259	65,996	69,295	73,451	76,391	80,975
H	56,485	58,740	62,266	65,380	69,301	72,074	76,400	61,065	63,503	67,315	70,681	74,920	77,918	82,595
I	57,614	59,917	63,511	66,688	70,689	73,515	77,928	62,285	64,775	68,661	72,095	76,421	79,476	84,246
J	58,766	61,115	64,783	68,021	72,102	74,986	79,487	63,531	66,070	70,036	73,536	77,948	81,066	85,932
K	59,941	62,337	66,077	69,381	73,544	76,486	81,078	64,801	67,391	71,435	75,006	79,507	82,688	87,652
L	61,140	63,584	67,401	70,769	75,015	78,017	82,700	66,097	68,739	72,866	76,507	81,097	84,343	89,405
M	62,363	64,858	68,748	72,185	76,517	79,579	84,354	67,419	70,117	74,322	78,038	82,721	86,031	91,194
N		66,156	70,125	73,630	78,047	81,171	86,042		71,520	75,811	79,600	84,375	87,752	93,018
O		67,480	71,527	75,103	79,609	82,795	87,763		72,951	77,326	81,192	86,064	89,508	94,879
P		68,828	72,959	76,606	81,201	84,451	89,517		74,409	78,875	82,817	87,785	91,298	96,775
Q		70,206	74,417	78,139	82,825	86,140	91,308		75,898	80,451	84,475	89,541	93,124	98,711
R		71,610	75,906	79,703	84,483	87,864	93,136		77,416	82,061	86,165	91,333	94,988	100,688
S		73,042	77,423	81,296	86,172	89,620	94,997		78,964	83,701	87,888	93,159	96,886	102,699

F			78,973	82,922	87,894	91,413	96,897			85,376	89,645	95,021	98,825	104,754
U			80,552	84,580	89,653	93,243	98,835			87,083	91,438	96,922	100,803	106,849
V			82,165	86,272	91,446	95,107	100,813			88,827	93,267	98,861	102,818	108,987
W			83,808	87,996	93,275	97,010	102,829			90,603	95,131	100,838	104,876	111,166
X			85,484	89,757	95,142	98,950	104,886			92,415	97,035	102,856	106,973	113,390
Y			87,193	91,551	97,045	100,930	106,983			94,263	98,974	104,914	109,114	115,657
Z			88,937	93,382	98,985	102,948	109,122			96,148	100,954	107,011	111,295	117,970
AA			90,714	95,250	100,965	105,006	111,305			98,069	102,973	109,151	113,520	120,330
BB			92,529	97,154	102,984	107,106	113,530			100,031	105,031	111,334	115,790	122,735
CC			94,379	99,099	105,045	109,249	115,801			102,031	107,134	113,562	118,107	125,190
DD			96,267	101,080	107,145	111,433	118,117			104,072	109,276	115,832	120,468	127,694

2024-2025

Step	Without Board Paid TRS							With Board Paid TRS						
	BA	B15	MA	M15	M30	M45	PHD	BA	B15	MA	M15	M30	M45	PHD
A	50,156	52,164	55,292	58,057	61,541	64,002	67,842	55,116	57,323	60,760	63,799	67,627	70,332	74,552
B	51,160	53,207	56,398	59,218	62,773	65,283	69,200	56,220	58,469	61,976	65,075	68,981	71,740	76,044
C	52,183	54,270	57,525	60,401	64,027	66,588	70,584	57,344	59,637	63,214	66,375	70,359	73,174	77,565
D	53,227	55,355	58,677	61,610	65,307	67,919	71,994	58,491	60,830	64,480	67,703	71,766	74,636	79,114
E	54,292	56,463	59,850	62,842	66,613	69,277	73,433	59,662	62,047	65,769	69,057	73,201	76,129	80,696
F	55,378	57,591	61,047	64,100	67,946	70,664	74,903	60,855	63,287	67,085	70,440	74,666	77,653	82,311
G	56,485	58,742	62,267	65,380	69,301	72,075	76,400	62,071	64,552	68,425	71,846	76,155	79,203	83,956
H	57,615	59,915	63,511	66,688	70,687	73,515	77,928	63,313	65,841	69,792	73,284	77,678	80,786	85,635
I	58,766	61,115	64,781	68,022	72,103	74,985	79,487	64,578	67,159	71,188	74,749	79,234	82,401	87,348
J	59,941	62,337	66,079	69,381	73,544	76,486	81,077	65,869	68,502	72,614	76,243	80,818	84,051	89,096
K	61,140	63,584	67,399	70,769	75,015	78,016	82,700	67,187	69,873	74,065	77,768	82,434	85,732	90,879
L	62,363	64,856	68,749	72,184	76,515	79,577	84,354	68,531	71,270	75,548	79,323	84,082	87,447	92,697
M	63,610	66,155	70,123	73,629	78,047	81,171	86,041	69,901	72,698	77,058	80,911	85,766	89,199	94,551
N		67,479	71,528	75,103	79,608	82,794	87,763		74,153	78,602	82,531	87,481	90,982	96,443
O		68,830	72,958	76,605	81,201	84,451	89,518		75,637	80,174	84,181	89,232	92,803	98,371
P		70,205	74,418	78,138	82,825	86,140	91,307		77,148	81,778	85,866	91,016	94,659	100,337
Q		71,610	75,905	79,702	84,482	87,863	93,134		78,692	83,412	87,585	92,837	96,553	102,345
R		73,042	77,424	81,297	86,173	89,621	94,999		80,266	85,081	89,337	94,696	98,485	104,394

S		74,503	78,971	82,922	87,895	91,412	96,897		81,871	86,781	91,123	96,588	100,453	106,480
T			80,552	84,580	89,652	93,241	98,835			88,519	92,945	98,519	102,463	108,610
U			82,163	86,272	91,446	95,108	100,812			90,289	94,804	100,490	104,514	110,782
V			83,808	87,997	93,275	97,009	102,829			92,097	96,700	102,500	106,603	112,999
W			85,484	89,756	95,141	98,950	104,886			93,938	98,633	104,551	108,736	115,259
X			87,194	91,552	97,045	100,929	106,984			95,818	100,607	106,643	110,911	117,565
Y			88,937	93,382	98,986	102,949	109,123			97,733	102,618	108,776	113,131	119,915
Z			90,716	95,250	100,965	105,007	111,304			99,688	104,670	110,951	115,392	122,312
AA			92,528	97,155	102,984	107,106	113,531			101,679	106,764	113,169	117,699	124,759
BB			94,380	99,097	105,044	109,248	115,801			103,714	108,898	115,433	120,053	127,254
CC			96,267	101,081	107,146	111,434	118,117			105,788	111,078	117,743	122,455	129,799
DD			98,192	103,102	109,288	113,662	120,479			107,903	113,299	120,097	124,903	132,394

Nurse Salary Schedule								
25/26			26/27			27/28		
Step	LPN	RN	Step	LPN	RN	Step	LPN	RN
1	\$29.45	\$31.80	1	\$30.33	\$32.75	1	\$31.24	\$33.73
2	\$30.04	\$32.43	2	\$30.94	\$33.40	2	\$31.87	\$34.41
3	\$30.64	\$33.08	3	\$31.56	\$34.07	3	\$32.50	\$35.10
4	\$31.25	\$33.74	4	\$32.19	\$34.75	4	\$33.15	\$35.80
5	\$31.88	\$34.42	5	\$32.83	\$35.45	5	\$33.82	\$36.51
6	\$32.51	\$35.11	6	\$33.49	\$36.16	6	\$34.49	\$37.24
7	\$33.16	\$35.81	7	\$34.16	\$36.88	7	\$35.18	\$37.99
8	\$33.83	\$36.52	8	\$34.84	\$37.62	8	\$35.89	\$38.75
9	\$34.50	\$37.25	9	\$35.54	\$38.37	9	\$36.60	\$39.52
10	\$35.19	\$38.00	10	\$36.25	\$39.14	10	\$37.34	\$40.31
11	\$35.90	\$38.76	11	\$36.97	\$39.92	11	\$38.08	\$41.12
12	\$36.61	\$39.53	12	\$37.71	\$40.72	12	\$38.84	\$41.94
13	\$37.35	\$40.33	13	\$38.47	\$41.53	13	\$39.62	\$42.78
14	\$38.09	\$41.13	14	\$39.24	\$42.37	14	\$40.41	\$43.64
15	\$38.86	\$41.95	15	\$40.02	\$43.21	15	\$41.22	\$44.51
16	\$39.63	\$42.79	16	\$40.82	\$44.08	16	\$42.05	\$45.40
17	\$40.43	\$43.65	17	\$41.64	\$44.96	17	\$42.89	\$46.31
18	\$41.23	\$44.52	18	\$42.47	\$45.86	18	\$43.75	\$47.23
19	\$42.06	\$45.41	19	\$43.32	\$46.78	19	\$44.62	\$48.18
20	\$42.90	\$46.32	20	\$44.19	\$47.71	20	\$45.51	\$49.14
21	\$43.76	\$47.25	21	\$45.07	\$48.66	21	\$46.42	\$50.12
22	\$44.63	\$48.19	22	\$45.97	\$49.64	22	\$47.35	\$51.13
23	\$45.53	\$49.16	23	\$46.89	\$50.63	23	\$48.30	\$52.15
24	\$46.44	\$50.14	24	\$47.83	\$51.64	24	\$49.26	\$53.19
25	\$47.36	\$51.14	25	\$48.79	\$52.68	25	\$50.25	\$54.26

Nurse Salary Schedule								
22/23			23/24			24/25		
Step	LPN	RN	Step	LPN	RN	Step	LPN	RN
1	\$26.94	\$29.10	1	\$27.75	\$29.97	1	\$28.59	\$30.87
2	\$27.47	\$29.66	2	\$28.29	\$30.55	2	\$29.14	\$31.47
3	\$28.01	\$30.23	3	\$28.84	\$31.15	3	\$29.71	\$32.08
4	\$28.56	\$30.80	4	\$29.41	\$31.74	4	\$30.28	\$32.70
5	\$29.13	\$31.38	5	\$29.99	\$32.34	5	\$30.89	\$33.33
6	\$29.70	\$31.98	6	\$30.58	\$32.95	6	\$31.49	\$33.95
7	\$30.29	\$32.56	7	\$31.19	\$33.58	7	\$32.11	\$34.60
8	\$30.89	\$33.15	8	\$31.81	\$34.19	8	\$32.75	\$35.26
9	\$31.47	\$33.75	9	\$32.44	\$34.81	9	\$33.40	\$35.90
10	\$32.06	\$34.34	10	\$33.04	\$35.43	10	\$34.06	\$36.55
11	\$32.66	\$34.93	11	\$33.66	\$36.05	11	\$34.69	\$37.21
12	\$33.24	\$35.52	12	\$34.29	\$36.68	12	\$35.34	\$37.85
13	\$33.84	\$36.12	13	\$34.91	\$37.30	13	\$36.00	\$38.51
14	\$34.43	\$36.70	14	\$35.53	\$37.93	14	\$36.65	\$39.16
15	\$35.03	\$37.30	15	\$36.15	\$38.53	15	\$37.31	\$39.82
16	\$35.61	\$37.88	16	\$36.78	\$39.16	16	\$37.96	\$40.46
17	\$36.20	\$38.47	17	\$37.39	\$39.78	17	\$38.62	\$41.12
18	\$36.79	\$39.07	18	\$38.01	\$40.40	18	\$39.26	\$41.77
19	\$37.38	\$39.66	19	\$38.63	\$41.02	19	\$39.91	\$42.42
20	\$37.98	\$40.26	20	\$39.25	\$41.64	20	\$40.56	\$43.08
21	\$38.57	\$40.83	21	\$39.88	\$42.27	21	\$41.21	\$43.72
22	\$39.17	\$41.43	22	\$40.49	\$42.88	22	\$41.87	\$44.38
23	\$39.74	\$42.02	23	\$41.12	\$43.50	23	\$42.52	\$45.02
24	\$40.34	\$42.62	24	\$41.73	\$44.12	24	\$43.18	\$45.68
25	\$40.93	\$43.21	25	\$42.36	\$44.75	25	\$43.82	\$46.33

APPENDIX G – COURSE APPROVAL FORM

The form below is an example Course Pre-Approval form. Actual Pre-Approval forms can be found in Frontline and should be filled out and submitted through that system.

RESET

Course Pre-Approval for Lane Change Credit & Tuition Reimbursement

(Requests must be received prior to attending)

NAME: _____ Employee ID # _____

CURRENT TEACHING ASSIGNMENT: _____

BUILDING: _____

DEGREE SOUGHT: _____ UNIVERSITY: _____

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

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

Masters Program in: _____ Doctoral Program in: _____

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

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

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

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

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

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

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

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

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

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

Maximum 9 semester hours per fiscal year - \$100 per semester hour

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

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

For District Use only

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

Approval Signature: _____

Date: _____

rev 5.5.25

RESET

Course Pre-Approval for Lane Change Credit & Tuition Reimbursement

(Requests must be received prior to attending)

NAME: _____

CURRENT TEACHING ASSIGNMENT: _____

BUILDING: _____

DEGREE SOUGHT: _____ UNIVERSITY: _____

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

Fall (submit no later than September 1) Winter Fall (submit no later than January 1)

Spring (submit no later than April 1) Summer (submit no later than June 1)

Masters Program in: _____ Doctoral Program in: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

For District Use only

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

Approval Signature: Date: _____

rev 5/25/2012

APPENDIX H – ADMIN. REG. 5:80-AP – INTERVIEWING PROCEDURES

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

Administrative Procedure 5:80-AP

General Personnel

Administrative Procedure - Investigation by an Outside Agency

Procedure for interviewing staff when being investigated by an outside agency

1. Except in cases of emergency, the investigating agency shall give at least 24 hours advance notice to the District of their presence on school grounds. Staff being interviewed may have legal counsel, a union representative, and/or an administrative representative present during an interview session held on District property.
2. District 300 may have legal counsel present during any interviews with employees held on school property.
3. Students that may be interviewed in connection with the investigation of an employee shall not be interviewed at school unless the parent is notified and/or present for the interview session, except in cases where DCFS is the investigating agency or a law enforcement official is conducting the investigation, in which case 5:90-AP (Reporting Abused and Neglected Children) shall apply.
4. All investigations are to be conducted in such a manner that the school environment and learning process are not disrupted.
5. Agencies conducting the investigation will not have access to the employee's personnel file unless proper legal documentation requesting said files is presented to the Assistant Superintendent of Human Resources. (This procedure can only be waived by written authorization from the employee being investigated or by authority of a subpoena.)

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

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

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

Administrative Procedure 5:30-AP6

General Personnel

Administrative Procedure - Disciplinary Procedures

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

A. Classes of Employees.

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

B. Rights.

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

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

1. One may not treat a member of a protected group differently than the rest of the employee group without cause. The burden of proof is on the supervisor.
2. If an individual requests an accommodation (job modification) due to special circumstances, it must be granted as long as it is reasonable. For example, if a custodian becomes pregnant and asks to be excused from heavy lifting for a period, it will be granted

until the person is back to full duty.

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

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

1. Verbal Warning (Written Warning I for purposes of this Agreement). This is usually a conference to determine reasons for behavior and knowledge of the proper behavior and/or desired level of performance.
2. Written Warning (Written Warning II for purposes of this Agreement). This is a reprimand that goes into the employee's file. The usual format goes like "I want to ensure you understand ..." or "This is to confirm our conversation of ..."

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

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

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

D. Certain situations require immediate action. The requirements of progressive discipline may be waived.

1. Suspension. The Board of Education hires and fires. Supervisors recommend. To reduce an employee's pay, one must have proper authorization. That means the Board must approve a recommendation to reduce or stop compensation.
2. Dismissal. Unless an individual is a probationary employee, the supervisor needs to be prepared to show cause. Either a specific act is so heinous it warrants immediate dismissal (rare) or the dismissal is the result of chronic (paper trail) misbehavior or poor performance. The final page of this regulation contains a list of guidelines arbitrators use to determine if just cause requirements have been met.

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

TESTS FOR JUST AND PROPER CAUSE

1. Did the agency give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
2. Was the agency's rule or managerial order reasonably related to the orderly, efficient and safe operation of the business?
3. Did the agency, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the agency's investigation conducted fairly and objectively?
5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the agency applied its rules, orders and penalties even-handedly and without discrimination to all employees?
7. Was the degree of discipline administered by the agency in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in his or her service with the agency?

1.

APPENDIX J – PROFESSIONAL DEVELOPMENT CREDIT

Frequently Asked Questions

Professional Development Credit Key Terms

Type	Acronym	Purpose
Professional Development Hours	PD Hours	<p>Clock hours earned from non-graduate coursework activities such as conferences or workshops and used to accrue PDUs (1 clock hour = 1 PD hour).</p> <p>Professional Development Hours need to be issued from an ISBE approved provider.</p>
Professional Development Units	PDUs	<p>PDUs are specific to District 300 only and are calculated for lane change credit. 15 PD hours = 1 PDU 15 PDUs = 1 lane change</p> <p>The PD Hours cannot be granted for activities conducted during the contractual workday or for activities for which one is paid a stipend. CPDUs, in most cases, do not qualify for lane change as CPDUs are granted for clock hours earned from non-lane change credit activities, such as inservice days or late starts.</p> <p>PDU's are calculated in halves or whole amounts. You may receive any number of actual clock hours for a course/workshop/conference/activity.</p>
Continuing Professional Development Units	CPDUs	<p>Clock hours earned from non-lane change credit activities. These hours can be earned during Inservice and Late Start days. LEAD members are responsible for reporting CPDUs for license renewal.</p>
Continuing Educational Units	CEUs	<p>CEU's are a measurement used in continuing professional development to award credit for participation in workshops, seminars, conferences, etc., that require some form of response, interaction, or participation by</p>

		<p>those attending. CEUs are utilized for license renewal for some certified staff members.</p> <p>The District is not an approved provider of Continuing Education Units (CEUs), as the District does not meet the required qualifications to issue CEUs.</p>
--	--	--

What are the differences between PDU’s, Professional Development Hours, CPDUs and CEU’s?

PDU’s (Professional Development Units) are **specific to District 300 only and are** calculated for lane change credit. 15 pre-approved Professional Development Hours and/or Continuing Educational Units = 1 PDU. College and Graduate level courses are awarded one PDU per transcript hour. PDUs are used towards advancement on the salary schedule.

Professional Development Hours (formerly **also** known as Continuing Professional Development Units “CPDUs”) are calculated as clock hours.

Professional Development Hours are credits awarded for participation in a broad range of activities (see ISBE website for more information). These Professional Development Hours are used for teacher recertification.

Professional Development Hours may accumulate to earn **District 300** PDU credit provided they meet District criteria and pre-approval has been submitted.

CEU’s (Continuing Educational Units) are a measurement used in continuing professional development to award credit for participation in workshops, seminars, conferences, etc., that require some form of response, interaction, or participation by those attending. ~~CEU’s are used for teacher recertification.~~ **CEUs are utilized for license renewal for some staff members. The District is not an approved provider of Continuing Education Units (CEUs), as the District does not meet the required qualifications to issue CEUs.**

What type of activities can be used for PDU credit?

- College and Graduate level courses – *must be related to your current teaching assignment*
- Workshops
- Conferences

How do I receive PDU credit?

A pre-approval form must be submitted to the Central Office **at least one week in advance of the start of the activity.**

No ~~professional growth credit~~ **D300 PDU credit** will be granted for activities conducted during the contractual workday or for activities for which one is paid a stipend.

The College or Graduate level course/activity must be related to current teaching position.

Courses must be offered through an institution with regional accreditation recognized by the United States Department of Education.

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

How much credit equals a PDU?

1 (one) PDU = 15 PD Hours.

The PD Hours cannot be granted for activities conducted during the contractual workday or for activities for which one is paid a stipend. CPDUs, in most cases, do not qualify for lane change as CPDUs are granted for clock hours earned from non-lane change credit activities.

~~1 (one) PDU = 15 CPDU's (clock hours)~~

~~PDU's are calculated in halves or whole amounts. You may receive any number of actual clock hours for a course/workshop/conference/activity.~~

~~Any hours less than 7.5 hours will be credited once you have accumulated at least 7.5 hours.~~

Do I need to have anything pre-approved by the District before I attend a Professional Development activity? Yes. You must submit a Course Pre-Approval for Lane Change Credit form at least one week prior to the start date of the activity/course in order to receive credit.

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

How will I know how many PDU's I have accumulated?

Reference your lane change transcript on the District's electronic evaluation platform. College or university credit is maintained in Human Resources.

What do I need to do to advance on the salary schedule?

Make sure that all official transcripts are on file with Human Resources. The combination of transcript credit and PDU credit will be reviewed for lane advancement at the request of the LEAD 300 member. Lane movement can only occur once a year.

Who can I contact if I have questions about courses/workshops, PDU's or lane change credit?

All questions regarding continuing education (**CPDUs, PDUs, and CEUs**) and **pre-approvals** lane change should be directed to the District's Director of Professional

Development (~~847.551.8424~~). **All questions regarding lane change should be directed to the Human Resources Department.**

As District 300 is not an approved provider for CEUs, how can I obtain CEUs for my license renewal?

The employee is responsible for obtaining the necessary CEUs for license renewal. The employee's professional organizations may be a resource for activities to earn CEUs. The District is committed to supporting differentiated professional learning that provides CEUs when feasible.

Mark Up Version

APPENDIX K – SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of CUSD300 who wish to create and maintain an official District or school presence (sports, clubs, activities, and classroom accounts) on any social media site must have a copy of this completed form on file in the school/department supervisor's office, and a copy submitted to the District's Communications Department, prior to a social media site's activation. Either a hard copy or .pdf copy filed electronically is acceptable.

Note: Once authorized by a school principal or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate online conduct and adhering to the district's official Social Media Guidelines.

Date: _____

Dept. or School Site: _____

Employee Name: _____

ID: _____

Employee Title: _____

District e-mail: _____

Nature of request:

Website/page: _____

Blog: _____

Other: _____

Other: _____

Other: _____

Purpose of presence on social media site: _____

SITE ACCOUNT INFORMATION: E-mail address or link associated with site: _____

User name: _____ Password: _____

All individuals with site account access:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____

*New Facebook/social media sites must be created as a "Business" or "Place" – "Personal" sites are not acceptable for conducting official district or school business. As a requirement, the district Communications Department must be named as a site administrator by granting administrator access to: Anthony.McGinn@D300.org, only for the purpose of emergency access. The social media site's sponsor/administrator and school principal/department supervisor are 100% responsible for monitoring the site and adhering to the District's official Social Media Guidelines.

APPENDIX L – MOU INITIAL SPED. EVALUATION COORDINATOR

Memorandum of Understanding

Community Unit School District 300 and Local Education Association District 300, IEA/NEA

Memorandum of Understanding regarding Initial Special Education Evaluation Coordinator:

Whereas Community Unit School District 300 (“District”) and Local Education Association District 300, IEA/NEA (“LEAD”) are parties to a Collective Bargaining Agreement that is in effect from July 1, 2022 through June 30, 2025;

Whereas the Parties previously negotiated to remove language from the Collective Bargaining Agreement specific to the receipt of extra pay by LEAD members who perform duties related to an initial special education evaluation coordinator;

Whereas the Parties jointly agree that it is in their best interests to continue to provide extra pay to LEAD members who perform the duties of an initial special education evaluation coordinator for the term of the current collective bargaining agreement (July 1, 2022 through June 30, 2025);

Whereas, the Parties agree to comply with the following provisions for the term of the Collective Bargaining Agreement:

Members of the bargaining unit who assume this position will be responsible for the initial coordination and facilitation of building level Education Service meetings. This activity includes, but is not limited to, the scheduling and facilitating of domain meetings, completing referral forms and related domain paperwork, monitoring the completion of the case study evaluation components, and the scheduling and facilitation of eligibility review meetings. It also involves data entry (startup) of My Service Tracker (or its successor) data.

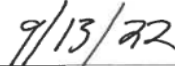
Initial Evaluation Coordinators shall make every attempt to complete these responsibilities within their normal work day. In the event an Initial Evaluation Coordinator cannot complete these responsibilities within the work day, the Coordinator may work up to two hours outside of the work day to complete an initial case study. The time worked outside of the work day (up to two hours per initial case study) will be compensated at the instructional rate.

Triennial eligibility review, for a current special education student, shall be the responsibility of such student’s special education case manager. Triennial eligibility review responsibilities are not subject to extra pay.

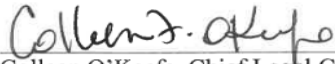
Whereas the Parties agree that no other Article or Section of the previously negotiated Collective Bargaining Agreement shall be amended or impacted by this agreement.



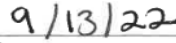
Michael Williamson, President
Local Educational Association District 300



Date



Colleen O'Keefe, Chief Legal Counsel
Community Unit School District 300



Date

Mark Up Version



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

DATE: May 19, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Colleen O’Keefe, Chief Legal Counsel

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	5/19/2025
BOE 2nd Reading	5/19/2025

SUBJECT: DESPA MOU Regarding One Year Extension of Collective Bargaining Agreement

Background

The current Collective Bargaining Agreement between Community Unit School District 300 and District 300 Educational Services Personnel Association (DESPA) has been in effect since July 1, 2022 and is set to expire on June 30, 2025. The parties agree it is in their mutual interest to extend the terms of the current Collective Bargaining Agreement for one (1) additional year.

Administrative Recommendation

The Administration recommends approval of the Collective Bargaining Agreement One Year Extension as proposed.

Memorandum of Understanding
Community Unit School District 300 and District 300 Educational Support Association

This Memorandum of Understanding (“MOU”) is entered into by and between Community Unit School District 300 (“District”) and District 300 Educational Services Personnel Association, (“DESPA”), collectively referred to as “the Parties,” for the purpose of memorializing their agreement to extend the current Collective Bargaining Agreement.

WHEREAS the District and DESPA are parties to a Collective Bargaining Agreement that has been in effect since July 1, 2022, and is set to expire on June 30, 2025;

WHEREAS on October 11, 2023, pursuant to a Unit Clarification Petition, the Illinois Educational Labor Relations Board certified that the job category of “Media Paraprofessional” (now known as “Media Clerical”), was to be added to the DESPA recognition clause;

WHEREAS the District and DESPA are parties to a Memorandum of Understanding dated August 6, 2024, that addresses changes in working conditions in relation to the reclassification of the “Media Paraprofessional” position;

WHEREAS the Parties desire to maintain labor stability and allow for continued discussions toward a long-term agreement;

WHEREAS the Parties agree it is in their mutual interest to extend the terms of the current Collective Bargaining Agreement for one (1) additional year;

NOW, THEREFORE, the Parties agree as follows:

1. Extension of Agreement

The Collective Bargaining Agreement between the Parties, originally set to expire on June 30, 2025, shall be extended for a period of one (1) year and shall now expire on June 30, 2026.

2. Terms and Conditions

Except as otherwise modified by this MOU, all terms, conditions, and provisions of the current Collective Bargaining Agreement shall remain in full force and effect during the extension period.

3. Salary Schedule Adjustment/Wage Increase

For the 2025-2026 school year, bargaining unit members shall receive a six percent (6%) salary increase, effective July 1, 2025. All other compensation and benefits shall remain unchanged.

For the duration of the extension year (2025-2026), bargaining unit members will remain on their current (2024-2025) placement on the salary schedule (and therefore shall not advance a step on the schedule). However, each cell of the existing salary schedule shall be increased by six percent (6%) effective July 1, 2025. This adjustment shall be applied uniformly across all cells of the schedule in lieu of step advancement.

The Salary Schedule attached to this MOU includes this increase and will be added to Appendix C of the Collective Bargaining Agreement.

4. Section 15.5 (Sick Bank Procedure)

The language contained in Section 15.5(f) of the Collective Bargaining Agreement shall be amended and will read as follows:

- A member of the bargaining unit is eligible to draw a maximum of thirty (30) days from the sick bank per fiscal school year. If a member has not accrued thirty (30) days of sick time, then the member may only be eligible to request the number of sick hours they have accrued over their employment with the District and as an employee with this bargaining unit.

5. Media Clerical Personnel

The following language contained in the August 6, 2024 MOU referenced above shall be eliminated or amended as indicated below:

- All Current “Media Clerical” personnel will continue to be classified as 10-month employees ~~until June 30, 2026.~~
- ~~Starting July 1, 2026 all Media Clerical employees will be 12-month employees effective for the 2026-2027 school year.~~

In addition to the above revisions, the Parties agree that Media Clerical personnel may continue to choose to transition to a 12-month employment status, as the August 6, 2024 MOU currently provides.

6. Ratification

This MOU shall be subject to ratification by the Board of Education and the membership of the Union. Upon ratification, this MOU shall become effective immediately.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by their authorized representatives.

Stebe Rivera, President
District 300 Educational Support Association

Date

Nancy Zettler
President
Board of Education
Community Unit School District 300

Date

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

May 19, 2025
Page 1

ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2025 - 2026** school year and be compensated according to the expected Board of Education approved Certified Administrators' and Supervisory Staff Compensation & Benefits Handbook for the 2025-2026 school year:

Name	Position	Location	Annual Salary	Effective
Carvell, Christopher	Dean of Students	Carpentersville Middle School	L Step 1	July 1, 2025
Przybyla, Joseph	Director of School Safety & Security	Central Office	G Step 5	June 1, 2025
Williams, Frank	Chief Financial Officer & CSBO	Central Office	A Step 3	June 23, 2025

RESIGNATION - ADMINISTRATORS

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Buczowska, Rachel	Assistant Principal	Algonquin Lakes Elementary School	June 30, 2025
Marler Conner, Angela	Director of Federal Programs	Central Office	June 30, 2025
Rohlwing, Todd	Director of School Safety & Security	Central Office	June 30, 2025
Sanchez, Ruth	Coordinator of English Learners	Central Office	June 30, 2025

RETIREMENT – ADMINISTRATORS

1. Recommend approval to rescind the following request to retire under IMRF guidelines:

Name	Position	Location	Effective
Rohlwing, Todd	Director of School Safety & Security	Central Office	June 30, 2025

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

May 19, 2025
Page 2

CERTIFIED PERSONNEL

1. Recommend the following be employed by Community Unit School District 300 for the **2025-2026** school year and be compensated according to the LEAD negotiated agreement:

Name	Position	Location	FTE	Salary	Type
Leon, Kaitlin	Cross Categorical	Carpentersville Middle School	1.0	MA Step C	Replacement
Miguel, Matthew	Physical Education (.75) & Health (.25)	Carpentersville Middle School	1.0	B15 Step A	Replacement

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Brister, Nicole	Speech & Language Pathologist	Hampshire High School	End of the 2024-2025 school year
Lourido Otero, Javier	5 th Grade Dual Language	Lakewood Elementary School	End of the 2024-2025 school year
Staehler, Cara	1 st Grade	Neubert Elementary School	End of the 2024-2025 school year
Stephens, Claire	Art	Meadowdale Elementary School	End of the 2024-2025 school year

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

RETIREMENT – CERTIFIED PERSONNEL

None

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

May 19, 2025
Page 3

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Chirillo, Mason	Night Custodian	Algonquin Middle School	\$18.40	Replacement
Sanchez, Arlene	Secretary	deLacey Family Education Center	\$19.51	Replacement

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Dennis, Teresa	Paraeducator	Dundee Middle School	May 23, 2025
Ekstrom, Shawn	Night Custodian	Hampshire Middle School	June 27, 2025
Flatland, Jennifer	Paraeducator	Hampshire Middle School	May 23, 2025
Lopez, Teddy	Custodian	Carpentersville Middle School	May 9, 2025

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

None

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following support personnel:

Name	Position	Location
St. Meyer, Steven	Volunteer-Varsity Football	Dundee-Crown High School
Thornton, Abbigail	Head Coach - Winter Dance	Jacobs High School

DISTRICT POSITION TRANSFERS

None