



**SKOKIE SCHOOL DISTRICT 68**

**AND**

**DISTRICT 68 EDUCATION ASSOCIATION**

**PROFESSIONAL NEGOTIATIONS AGREEMENT**

**2021-2026**



# TABLE OF CONTENTS

Article I – Recognition	
1.1    General .....	1
1.2    Scope .....	1
Article II – Purpose .....	2
Article III – Bargaining	
3.1    Association and Board Negotiating Teams .....	3
3.2    Consultants .....	3
3.3    Meetings of Bargaining Teams .....	3
3.4    Mediation .....	3
3.5    Completion of Negotiations .....	3
Article IV – Grievance Procedure	
4.1    Definition .....	4
4.2    Statement of Basic Principles .....	4
4.3    Procedures .....	4
Article V – Teacher and Association Rights	
5.1    Teacher Protections .....	6
5.2    Equitable Treatment of All Persons .....	8
5.3    Right to Organize .....	8
5.4    Dues Deduction .....	8
5.5    Use of District Facilities/Equipment .....	8
5.6    Access to District Records .....	9
5.7    Notification of Board and District Meetings .....	9
5.8    Distribution of Board Minutes .....	9
5.9    Board Policy Access .....	9
5.10   Distribution of Contract .....	9
5.11   Bulletin Board .....	9
5.12   Association Leave .....	9
5.13   Safety .....	10
Article VI – Insurance	
6.1    Health Insurance .....	11
6.2    Dental Insurance .....	12
6.3    Group Term Life Insurance .....	13
6.4    Long-Term Disability Insurance .....	13
6.5    Health and Dental Insurance Continuation .....	13
6.6    Insurance Committee .....	13

Article VII – Leaves	
7.1 Absences from School .....	14
7.2 Family and Medical Leave .....	16
7.3 Temporary Disability Absence, Permanent Disability, and Termination of Employment .....	17
7.4 Temporary and Extended Personal Absence Leaves .....	17
7.5 Partial Leave for Tenured Teachers with Annual Renewal .....	19
7.6 Reduction in Force .....	19
7.7 Employment and Benefit Status of Reinstated Personnel .....	21
Article VIII – Working Conditions	
8.1 Temporary and Part-Time Personnel .....	22
8.2 School Day .....	22
8.3 Calendar .....	24
8.4 Class Size .....	24
8.5 Planning Time .....	24
8.6 Assignment and Transfer of Teachers .....	25
Article IX – Salary	
9.1 Salary, Teacher Benefits, and Other Considerations .....	26
9.2 Salary Checks and Deductions .....	27
9.3 Payroll Deduction for Teacher Retirement .....	27
9.4 Activities .....	27
9.5 Teacher Leadership .....	28
Article X – Benefits	
10.1 Health Care Expense Program .....	30
10.2 Dependent Care Assistance Program .....	30
10.3 Tax-Deferred Savings Plans .....	30
10.4 Tuition Reimbursement .....	31
10.5 Retirement Service Recognition Benefits .....	32
10.6 Workers’ Compensation .....	35
Article XI – Evaluation	
11.1 Evaluation Procedures .....	36
11.2 Joint Evaluation Plan Committee .....	36
Article XII – Effective of Agreement	
12.1 No Strike .....	37
12.2 Understanding .....	37
Article XIII – Duration of Agreement .....	38
Salary Schedules .....	40
Stipends .....	45

## **ARTICLE I - RECOGNITION**

### **1.1 General**

The Board of Education recognizes the District 68 Education Association as the sole representative for licensed teachers of the District.

### **1.2 Scope**

The parties will negotiate wages, hours, and other terms and conditions of employment.

## **ARTICLE II - PURPOSE**

The broad purposes of this Agreement are to promote the welfare of the professional staff with respect to salary, benefits, and conditions of employment through harmonious, collaborative, and constructive relationships between the Board and the Association. To that end, the Board and the Association will endeavor to maintain a positive, effective, and communicative working relationship.

## **ARTICLE III - BARGAINING**

### **3.1 Association and Board Negotiating Teams**

Unless otherwise agreed between the President(s) of the Association and the Superintendent, the number of Association and Board of Education bargaining team members at the bargaining table will not exceed ten for each team. The Association may request additional at-the-table team members if needed to adequately represent the interests of its members and/or as needed for particular topics.

### **3.2 Consultants**

Consultants may be invited to present information or views for consideration.

### **3.3 Meetings of Bargaining Teams**

Negotiations between the Association and the Board will begin no later than March of the year in which the contract expires, unless the Association President(s) and the Superintendent agree on a later date. Meeting dates and agenda will be determined by the bargaining teams.

### **3.4 Mediation**

If in the course of good faith negotiations, there is no reasonable expectation of reaching an agreement, either party may request in writing to the other that the parties mutually agree to the appointment of a mediator by the Federal Mediation and Conciliation Service (FMCS), as an alternative to the appointment of a mediator through the Illinois Educational Labor Relations Board.

### **3.5 Completion of Negotiations**

Upon the completion of negotiations between the respective negotiations teams, the Agreement will be reduced to writing and will be submitted first to the members of the Association and then to the Board for ratification.

## **ARTICLE IV - GRIEVANCE PROCEDURE**

### **4.1 Definition**

A grievance will mean a complaint by the Association, teacher or group of teachers that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.

### **4.2 Statement of Basic Principles**

1. Every teacher covered by this Agreement will have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement will be construed to prevent any individual from discussing a problem with the administration and having it adjusted without intervention or representation of Association representatives.
2. A teacher who participates in these grievance procedures will not be subjected to discipline or reprisal because of such participation.
3. The failure of a teacher or the Association to act on any grievance within the prescribed time limits will act as a bar to filing or to any further appeal and an administrator's failure to give a decision within the time limits will permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. Any teacher has a right to be represented in the grievance procedure. The teacher will be present at any grievance discussion when the administration and/or the Association deems it necessary.
5. All time limits will consist of school days; however, during summer recess, time limits will consist of days when the central administrative office is open to the public for business.
6. With the agreement of both parties, any of the grievance steps can be bypassed.

### **4.3 Procedures**

1. **First Step:** An attempt will be made to resolve any grievance in informal, verbal discussion between complainant, accompanied by an Association representative if requested by the complainant, and their immediate superior. The Association will be informed by the administration of the outcome achieved at this step.
2. **Second Step:** If any grievance cannot be resolved informally, grievant(s) will file the grievance in writing with the principal. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, and the principal will meet to resolve the grievance. The written grievance must state the nature of the grievance, note the specific clause or clauses of the Agreement allegedly violated, and state the remedy requested. Any grievance filed by the Association or a group of teachers must specifically state by name each teacher included within the grievance, the nature of the grievance, and the remedy sought for each such teacher at the Step 2 meeting.



The filing of the grievance at the second step must be within twenty-five (25) days from the date of the occurrence of the event giving rise to the grievance, except for grievances pertaining to payroll which must be filed within thirty-five (35) days of the receipt of the initial paycheck involved in the grievance. The principal or other administrator who has authority to make a decision on the grievance will make such decision and communicate it in writing to the teacher(s) and the Superintendent within ten (10) days of the second step meeting, with a summary of reasons for the decision.

3. Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the grievant(s) will file, within ten (10) days of the principal's written decision or answer at the second step, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the principal and the Superintendent or designee, will meet to resolve the grievance. The Superintendent, or designee, will file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the grievant(s), the principal, and the Association, with a summary of reasons for the decision.
4. Fourth Step: If the grievance is not resolved satisfactorily at Step 3, there will be available a fourth step of impartial, binding arbitration. The Association may submit, within thirty (30) days from receipt of the Step 3 answer, a demand for arbitration to the American Arbitration Association (AAA), which will act as the administrator of the proceedings unless the parties can mutually agree on another arbitrator. The parties will operate under the Voluntary Rules of the AAA unless they both agree to the expedited rules. The decision of the Arbitrator will be binding on the parties. The Arbitrator will have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. Expenses for the Arbitrator's services will be borne equally by the District and the Association.

## **ARTICLE V - TEACHER AND ASSOCIATION RIGHTS**

### **5.1 Teacher Protections**

#### **A. Review and Release of Personnel Files**

Upon written request to the Personnel Office, a teacher will be granted an appointment for the purpose of reviewing the contents of their own personnel file, except for confidential documents excluded by the Illinois Personnel Record Review Act or other applicable law.

A representative of the Association may, at the teacher's request, accompany the teacher in this review. Any material of a disciplinary or evaluative nature placed in a teacher's personnel file will be provided to the teacher within five (5) calendar days of such placement. Within thirty (30) calendar days after receiving any material placed in a teacher's personnel file, the teacher will have the right to file a written response and have such response placed in their personnel file.

The review will be held within seven (7) working days of the request at the District office with the personnel officer or designee present.

A teacher involved in a current grievance against the District may designate, in writing, a representative to inspect those personnel records having a bearing on the resolution of the grievance, under the same inspection rights and procedures as for teachers.

When the District receives a request for records of a disciplinary report, letter for reprimand, or other disciplinary action in relation to an employee under the Freedom of Information Act (FOIA), the District will send notification to the employee in written form on or before the day the District responds to the FOIA request. The notification will include the name of the person making the request.

Any documents pertaining to a grievance filed by a teacher will be placed in a separate file, not in the teacher's personnel file.

#### **B. Professional Treatment**

Teachers, Administrators and Board members recognize the importance of treating each other with professionalism, dignity, and respect.

#### **C. Notification and Response to Complaint**

Teachers will be advised of any complaint made by any individual to an administrator that requires investigation and may reasonably lead to adverse disciplinary action. Before any such action is taken, the administration will attempt to arrange and participate in a conference with the concerned parties, if desired by the teacher or the complainant. Nothing in this section prohibits the administration from temporarily reassigning a teacher without loss of pay or benefits pending the disposition of any such complaint.

#### **D. Teacher Suspension or Discipline**

No teacher will be given a written reprimand or suspended without first having received notice of the basis for the reprimand or suspension, a reasonable amount of time to prepare a response, written or verbal, and an opportunity to respond, with assistance from the Association if requested by the teacher. Any disciplinary action may be appealed to the Superintendent. A suspension without pay must be for just cause. This section does not apply to the suspension of a tenured teacher as part of a dismissal initiated under the applicable tenured teacher dismissal provisions of the Illinois School Code nor does it limit the temporary reassignment of a teacher while a potential disciplinary matter is under investigation.

#### **E. Disciplinary Action**

If disciplinary action is to be taken against a teacher as a result of a complaint by any individual, the affected teacher will be notified of the complaint, and the identity of the complainant, unless otherwise requested by DCFS or the police, and must be given the right to respond to the complaint prior to such action being taken, unless the safety and health of the students or other persons are in jeopardy. When any teacher is required to appear before the Board, or any Board committee or Board member, concerning any matter which could adversely affect the continuation of that teacher's employment or salary, the teacher will, reasonably in advance of the meeting, be given written notice of the reasons for the meeting, and will be entitled to have a representative of the Association present to advise and represent them during the meeting.

#### **F. Assistance in Cases of Battery or Threat**

Any battery or verbal or physical threat against a teacher in pursuit of their duties will be promptly reported to the administration. In turn, the administration will promptly report any such verbal or physical threat to each teacher who is the subject of the threat and take reasonable measures to attempt to avoid imminent danger to the teacher.

A teacher who is the victim of such a battery or threat in appropriately carrying out the teacher's responsibilities will be assisted, as appropriate, by the building principal or the Superintendent in communications and conferences with law enforcement and court officials. Consultation with the Board's legal counsel may also be arranged with the approval of the Superintendent as part of the assistance provided under this section.

Nothing in this section limits a teacher's right to pursue independent legal action against the perpetrator.

#### **G. Non-Tenured Teacher Dismissal**

Non-tenured teachers whose contracts are not renewed will have the right to request a conference with the Superintendent or designee to discuss reasons for non-renewal of contract.

## **5.2 Equitable Treatment of All Persons**

Teachers will not be restricted from filing complaints under applicable state and federal law pertaining to equal treatment and/or prohibited discrimination.

## **5.3 Right to Organize**

The teachers will have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board through representatives of their own choosing in accordance with the Illinois Educational Labor Relations Act. The Board will not discriminate against any teacher by reason of their participation in any such activity.

## **5.4 Dues Deduction**

1. The Board will deduct from the pay of each teacher all current membership dues of the Association and its affiliates, provided that at the time of such deduction the Board has received a current signed authorization card for dues deduction, voluntarily executed by the teacher. Such authorization will specify the amount of dues to be deducted from each teacher's salary for the current school year. A list of teachers and the amount of dues to be deducted will be annually certified by the Association and submitted, in writing, to the Superintendent or designee by October 1 along with the current year authorization cards from the teachers.
2. The amount specified will be prorated and deducted from paychecks starting in November and ending in May. A termination of employment for any reason will constitute revocation of authorization for dues deduction (if not otherwise provided) on the last day of employment.
3. All dues deducted by the Board will be remitted to the Treasurer of the Association no later than ten (10) days after such deductions are made.

## **5.5 Use of District Facilities/Equipment**

1. The Association will have the right to use during non-instructional time faculty mailboxes, internet and local telephone service, computers, printers and copiers for Association business. No such use may interfere with any facet of the school's educational, administrative, or extracurricular programs. The telephones, computers, printers, and copiers which may be used under this paragraph are those regularly available for teacher use, unless other equipment is approved by the administration. The usage permitted under this paragraph will be substantially consistent with the Association's past usage.
2. The Association will have the right to use school buildings for Association meetings, provided: (1) the building principal is notified two (2) school days before any such meeting; (2) no extra custodial help is necessitated because of such meetings; and (3) such meetings are during non-school hours and do not interfere with any facet of the school's educational, administrative, or extra-curricular programs.

## **5.6 Access to District Records**

The Board will annually provide the Association, upon request, with regularly prepared public information. This will include, but not be limited to, the current annual financial report, the annual audit, the tentative budget, the adopted budget, staffing scatter gram and pupil enrollment figures by grade and by school. Nothing in this paragraph requires the Board to prepare any information not regularly prepared and made available to the public.

## **5.7 Notification of Board and District Meetings**

The President(s) of the Association will be provided an electronic copy of the agenda of each regular and special meeting of the Board at the time the notice of the meeting is given to the public.

## **5.8 Distribution of Board Minutes**

An electronic copy of the minutes of the open session portions of all regular and special Board meetings will be made available to the Association President(s) promptly following their approval.

## **5.9 Board Policy Access**

Teachers shall have access to all current Board policies through the publicly accessible district website link. A reminder of that access will be sent to all district staff covered under this agreement by September 1st of every school year.

## **5.10 Distribution of Contract**

The District will issue a link to an electronic copy of the Agreement to newly employed teachers at the time of their orientation and all district staff covered under this agreement by September 1st of every school year.

## **5.11 Bulletin Board**

The Association will be provided reasonable space on one bulletin board per school for the posting of official Association notices and materials.

## **5.12 Association Leave**

The Association President(s) or designee will be allowed up to fifteen (15) school days of non-accumulative leave in the aggregate in any school year, with pay, to conduct Association business. The leave will be taken in one-half or full day increments. No teacher may use more than five (5) school days of Association business leave in any school year. The Association will reimburse the Board for the full cost of the substitutes employed to replace the teacher(s) on Association leave. At least two (2) weeks' notice will be given in writing to the Superintendent of leave to be used for out-of-district conferences. At least two (2) days' notice will be given in writing to the Superintendent of leave to be used for in-district purposes, except in emergency situations.

### **5.13 Safety**

A teacher who encounters a condition in school facilities, such as mold or air quality, which is likely to endanger the health or safety of users of the facility will promptly report the condition to the teacher's supervisor or building principal. The supervisor or principal will promptly investigate the reported condition, and share the results of the investigation with the teacher, and inform the teacher of the action, if any, to be taken in response to the teacher's report.

## ARTICLE VI - INSURANCE

### 6.1 Health Insurance

#### A. Plan Options

The Board will provide options for comprehensive group medical/hospitalization insurance.

Options to be offered include:

1. A Participating Provider Option (PPO) plan which provides two benefit levels for hospital-related services and doctors, with higher benefits for hospitals and doctors in the network.
2. A qualified High-Deductible Health Plan (HDHP) which provides a Health Savings Plan (HSA) in exchange for higher deductibles and out-of-pocket costs.
3. Health Maintenance Organization (HMO) which requires participants to manage their health care through a primary care physician and provides first dollar coverage for most services.

#### B. Eligibility and Cost Sharing

Membership in the group insurance plan is optional and teachers may elect to participate:

1. If a full-time teacher elects to participate in the group health insurance plan, the Board will pay the following percentage of the premium:

Single Coverage	80%
Family/Other (any tier other than single) Coverage	70%

2. Family coverage extends to those with domestic partners.
3. Teachers who work at least one-half time throughout the school year will be eligible to participate in the group health insurance plan, in accordance with proration of benefits described in Section 8.1 of this Agreement.

Participating teachers will authorize the District to make payroll deductions for their share of the premium cost.

If the total premium cost for health insurance increases in any of the plans by 8% or more from the previous plan year, the Insurance Committee provided for in 6.6 below will be convened to consider ways to reduce the premium increase. If, by no less than fourteen (14) days before the premium increase takes effect, the Insurance Committee cannot agree on alternatives that would lower the premium increase below 8%, then 50% of the amount over the 8% increase in the overall premium will be paid by the teachers participating in the plan in which the premium increase exceeds 8%.

If the District is projected to become subject to a tax or penalty (either directly for self-insured coverage or indirectly through an insurer for fully-insured coverage) for any calendar year, the Insurance Committee provided for in 6.6 will be convened to consider ways to avoid this tax.

### **C. Continuation of Coverage**

#### **A. Leave of Absence**

Teachers on extended personal leaves, in accord with Section 7.4 of this Agreement, may elect to retain their group membership at the time the leave is granted for the duration of the leave. The teacher is responsible for payment of the full premium to the District in advance. This continuation of coverage includes the COBRA continuation period.

#### **B. Medical/Disability Leave**

Teachers absent from the District due to a leave covered under the Family and Medical Leave Act, in accord with Section 7.2 of this Agreement, may elect to continue group coverage if they reimburse the District in advance for the teacher's share of the premium.

Teachers absent from the District for reasons of extended temporary disability, in accord with Section 7.3 of this Agreement, will be entitled to retain group coverage provided they reimburse the District for the teacher's share of the premium.

### **6.2 Dental Insurance**

The Board will make available a group dental insurance plan. The plan will pay, to a total annual \$2,000 limit per individual, the usual and customary costs of diagnostic and preventive treatments, and after a \$50 annual deduction, 85% of basic treatments for the preservation of natural teeth and 60% of major treatments and replacements. The plan will also pay 50% of orthodontic costs for dependents under 19 years of age, after a \$100 lifetime deductible to a lifetime limit of \$1,000.

If a regular, full-time teacher elects to participate in the group dental insurance plan, the Board will pay 60% of the premium costs; for part-time teachers the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.

Teachers absent from the District due to a leave covered under the Family and Medical Leave Act (in accordance with Section 7.2 of this Agreement) will be entitled to continue group coverage if they reimburse the District in advance for pro rata costs.



### **6.3 Group Term Life Insurance**

The Board will make available group term life insurance in an amount equal to the teacher's annual salary rounded up to the next even thousand but not less than \$5,000 to those teachers eligible for fringe benefits who elect such coverage. If a regular, full-time teacher elects to participate in the group term life insurance plan, the Board will pay 60% of the premium costs; for part-time teachers the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.

### **6.4 Long-Term Disability Insurance**

The Board will make available, to those teachers eligible for fringe benefits, long-term disability insurance that pays 70% of the teacher's present gross salary in conjunction with any other group disability benefit coverage or 60% if not coordinated with another group disability program. Benefits are available after a disability that uses all sick leave credit, but not sooner than thirty (30) calendar days after the start of the disability. If a regular, full-time teacher elects to participate in the long-term disability insurance plan, the Board will pay 60% of the premium costs; for part-time teachers, the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.

### **6.5 Health and Dental Insurance Continuation**

Federal law, commonly known as COBRA, provides for the continuation, at employee expense, of health and dental insurance benefits in certain circumstances after termination or retirement from employment. The law also requires that specific notice about these rights be given individually upon termination of employment. To facilitate awareness, the Board will provide teachers with a summary of their COBRA rights upon termination of employment.

### **6.6 Insurance Committee**

The District 68 Insurance Committee will be composed of three administrative representatives designated by the Superintendent and three representatives designated by the Association President(s). Up to three CORE (Classified Organization Representing Employees) representatives will be invited to attend and participate in committee meetings as non-voting members. The Chief School Business Official will be one of the administrative representatives designated by the Superintendent and will serve as the Chair of the Committee. The Committee will meet at least three times each school year.

The primary and continuing functions of the Committee will be the monitoring and the making of recommendations to the Board and the Association regarding employee insurance plans provided for in 6.1 and 6.2 above, so as to maintain modern, cost-effective plans, about which employees are well educated. Such recommendations may include, but are not limited to, the establishment of employee tiers for premium purposes, more extensive and cost-effective usage of current options, and new plan design/benefit change options. Recommendations of the Committee are advisory only and subject to negotiations between the Board and the Association to the extent required by law or the collective bargaining provisions of this agreement. However, recommendations of the committee for plan changes to avoid additional costs or taxes will be implemented to the fullest extent permitted by the Board's insurance provider and applicable law, including the Affordable Care Act.

## ARTICLE VII - LEAVES

### 7.1 Absences from School

#### A. Personal Illness

Full time teachers will be granted the following number of sick leave days per year:

- Years 1-4: 12 Days
- Years 5-10: 14 Days
- Years 11-19: 17 Days
- Years 20+: 20 Days

Teachers joining at mid-term or mid-year will be credited with a pro rata share of sick leave based upon the remaining time left in the school term. Fractions of days so computed will be rounded off to the nearest whole number.

When a teacher is absent for three days or more, they may be required, at the discretion of the appropriate administrator, to furnish evidence at the teacher's expense from a qualified physician or practitioner that such leave was for valid reasons. Nothing in this paragraph diminishes the Board's rights under the School Code to require health examinations and reports at its expense.

There is no limit on the number of days that may be accumulated.

Teachers who carry long-term disability insurance may advance on sick leave up to 15 days, limited to the period prior to the date when the teacher becomes eligible for the long-term disability insurance payments.

Once per career, upon resumption of duty, sick leave used for a verified catastrophic illness or accident or childbirth which required 20 or more consecutive sick days, 10 days of such sick leave will be returned to the teacher's sick leave account. Family illness is to be included in this benefit. Teachers who have accessed this benefit prior to this contract will be eligible on the same basis as those who have not going forward.

Pay deductions for absences in excess of available days will be made on the basis of the teacher's daily rate.

#### B. Family Illness

Leave will be granted to eligible teachers for reasons of serious illness or death in the immediate family. Paid leave and time granted are not to be used to provide childcare or healthcare which would enable the primary care givers of the sick family member to be at work. Immediate family means parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, and legal guardians.

Leave granted under this section will be deducted from the teacher's sick leave and will be limited to a reasonable period of time until other care arrangements can be made. The teacher may be requested by the appropriate administrator to demonstrate evidence of need. All leave granted under this policy is subject to review by the teacher's supervising administrator and approval of the Superintendent.

### **C. Bereavement**

Five days bereavement leave will be allowed for the absence of a teacher due to the death of someone very close to the teacher. Such days, if used, will not be deducted from accumulated sick leave.

### **D. Personal Leave**

Full-time teachers will be granted two (2) days of paid personal leave per year without explanation required. A leave request will be submitted to the appropriate administrator at least two (2) school days in advance of the leave, except in emergency situations for which the request and an explanation must be submitted in writing to the administrator as soon as reasonably possible

Personal leave will not be granted on personal leave blackout days during the first or last week of school, institute days, parent teacher conferences, or on work days immediately preceding or following a school holiday or recess except in the following situations:

1. Legal business, such as court proceedings
2. Emergency situations
3. Weddings and graduations of someone very close to the teacher
4. Birth of grandchildren
5. Pressing business appointments scheduled by others, such as moving dates, or house closings
6. Transporting or accompanying a child to the initial day of college one-time per child

Prior to approval, the administration will require an explanation for leave requested during blackout days.

The administration, after discussion with the Education Association presidents(s), may declare an emergency blackout day for rare and unforeseen events that may trigger higher absence rates than usual.

The Education Association and the administration shall cooperate to insure the use of the personal leave provision of this Contract by teachers is appropriate.

Under unique and non-recurring circumstances, the Superintendent may grant up to two (2) additional personal days to be deducted from sick leave. At the end of the teacher's work-year, unused personal days will be added to accumulated unused sick leave.

## **E. Religious Observance**

When established religious holidays fall on regular working days, affected teachers will be excused for religious observance. Deductions from pay or sick leave will not be made for three days absence due to this reason. Up to eight additional days may be taken as temporary personal absence leave (7.4). All such persons anticipating such absences will inform the appropriate administrator.

## **F. Jury Duty**

Leave of absence will be granted to a teacher who is summoned for jury duty. A teacher serving on a jury will be paid at the normal rate of pay.

## **G. Absence from Summer School**

On those days summer school is in session, summer school personnel who have been employed during the previous school year may use up to two (2) days of sick leave from the regular accrued sick leave by charging one-half day or taking up to two (2) summer school days without pay for each summer school day's absence due to illness.

## **H. Birth/Adoption Leave**

For mothers, fathers, or adopting parents, the Board will provide up to five (5) days non-disability leave at full compensation immediately following the birth or adoption of a child in compliance with the Family and Medical Leave Act without deduction from accumulated sick leave. This leave must be taken within three (3) weeks of the date the child arrives in the home. This benefit is in addition to the benefits provided in section 7.2.

## **7.2 Family and Medical Leave**

A full-time teacher with at least one (1) year of experience in District 68 is eligible for up to twelve (12) weeks per year of unpaid leave pursuant to the Family Medical Leave Act for the following reasons:

1. The birth of a child and to care for a newborn child within one (1) year of birth;
2. The adoption of a child or the placement of a child for adoption and foster care within one year of placement;
3. To care for a spouse, domestic partner, son, daughter, or parent who has a serious health condition;
4. For military leave pursuant to applicable law;
5. A serious health condition that makes the employee unable to perform their job;
6. Eligible employees will be granted up to a total of twenty-six (26) workweeks of unpaid leave during any twelve (12) month period to care for a covered service member with a serious injury or illness if the employee is the spouse, domestic partner, son, daughter, parent, or next of kin of the service member.

During the period of family and medical leave, teachers may continue health and dental insurance benefits if they reimburse the District in advance for any pro rata costs of applicable benefits for which they apply.

A teacher may substitute business leave or accumulated sick leave for all or a portion of this unpaid leave if the teacher's situation meets the requirements of personal or family illness as described in Section 7.1 of this Agreement.

A teacher eligible for an Extended Personal Leave under Section 7.4 of this Agreement may incorporate an approved Family Medical Leave into that Personal Leave.

### **7.3 Temporary Disability Absence, Permanent Disability, and Termination of Employment**

After a tenured teacher has exhausted all sick leave and continues to be unable to perform their job assignment because of health conditions, the teacher will be on unpaid, extended temporary disability absence for a maximum of one hundred and eighty (180) work days. Additional time may be requested by the teacher. If, upon exhaustion of this extended temporary disability absence, the teacher is found by the Superintendent to be unable to return to work, the teacher will be classified as permanently disabled and employment status will be terminated.

Disability is defined as that condition in which a teacher is incapacitated because of ill health or for any other reason is physically or mentally unfit for performance of their duties. Determination of such disability will rest with the Superintendent; however, the Superintendent may at their discretion require the teacher to submit medical reports as to the extent of the disability, and provide access to documents about the disability status from the Teachers' Retirement System. In addition, the Superintendent may require independent verification from two District-designated physicians.

After the Superintendent determines that a teacher on disability is able to return to the former job assignment, the teacher will resume regular employment and payroll status. Although the initial reassignment may be to a temporary job classification, return to a job classification similar to that held before disability status is to be scheduled as soon as possible with a view of maintaining effective service in the position.

Health insurance benefits during disability will follow the provisions of Section 6.1 of this Agreement. Access to the District term life insurance premium will be provided in accord with Section 6.3 of this Agreement. The disabled teacher pays 100% of the premium for the first six (6) months of the disability. The premium is waived by the insurance company for any subsequent period.

### **7.4 Temporary and Extended Personal Absence Leaves**

#### **A. Temporary Personal Absence Leave**

A teacher may request temporary personal absence leave without pay for religious observance (7.1.6) or for personal circumstances not otherwise described in the District's leave provisions covered in Section 7.1 of this Agreement. Such temporary personal leave will be for a reasonable period of time, usually for a day or several

days, and may be granted by the Superintendent with the prior approval of the appropriate administrator. To ensure continuity of the educational program, non-emergency related leaves will be approved only for unique, rare, and non-recurring circumstances.

Requests for leave under this section must be submitted in writing to the Superintendent not less than ten (10) school days in advance of the leave, except in emergencies when the request will be submitted as soon as possible. Nothing requires the Superintendent or Board to grant this type of leave and any grant is not precedential.

## **B. Extended Personal Absence Leave**

Extended leaves of absence without pay may be granted to tenured teachers upon the recommendation of the Superintendent and the approval of the Board. Such leaves may be for a period of one (1) month up to one and one-half (1.5) years. Leave must be requested in writing to the Superintendent at least ninety (90) days in advance of the leave. A tenured teacher desiring an extended leave as a result of becoming an adoptive parent must notify the Superintendent in writing, upon the initiation of such adoption proceedings. It is the responsibility of the applying teacher to keep the Superintendent informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child. If circumstances change (e.g. the death of a child or a cancelled adoption), the leave request may be rescinded upon approval of the Superintendent if a teaching position in the District for which the teacher is qualified is available.

A leave of less than one-half a year that terminates before or at the end of the school year is considered as one leave. This leave may be extended up through the end of the following year and will still count as one leave. A leave of one-half year or more that ends on the school year is considered as one leave.

The beginning and ending dates for extended personal absence leaves will be determined by the Superintendent after consultation with the teacher and the program appropriate administrator. For a teacher's leave, the interest of the pupils in having regular and complete teaching service will be paramount in the establishment of this date. Extended leave for teachers will end at the end of the school year, and usually will not be granted in the middle of a school year. Nothing requires the Board to grant this type of leave and any grant is not precedential.

Leaves may be granted for such reasons as:

1. Child adoption or child care
2. Family affairs
3. Health and hardship
4. Other reasons at the discretion of the Superintendent and the Board wherein the pupils' interests are well served during the leave period.

Teachers on such leaves may continue insurance benefits at their cost for the full premium. Teachers will not advance on the salary schedule while on approved leave

of absence without pay nor will they earn sick leave, but will have access to unused accumulated sick leave upon regaining status.

For seniority purposes other than salary, experience will accumulate during such extended personal absence leaves at the proportion of employment in effect at the time the leave is granted.

## **7.5 Partial Leave for Tenured Teachers with Annual Renewal**

1. Upon mutual agreement and where pupils' interest will be well served, a tenured teacher may be granted partial leave along with a part-time assignment without loss of tenure. Such leaves will be for a period of one (1) school year and will be annually renewable by mutual agreement. When on such leave, the teacher will be eligible for Board subsidy of fringe benefits based on the percentage worked.
2. One (1) full year of experience for seniority purposes other than salary will be credited for each year of partial teaching service when combined with partial leave to provide the equivalent of a full-time assignment. Salary credit will be based on the percentage worked.
3. Teachers may make job sharing proposals under this section for consideration by the Superintendent, and if recommended by the Superintendent, by the Board.
4. Nothing requires the Board to grant this leave and any grant is not precedential.

## **7.6 Reduction in Force**

1. Annually, a joint committee will convene by no later than December 1 to address the matters within its authority under Section 24-12 of the Illinois School Code. The joint committee will be composed of six (6) members, three (3) members to be appointed by the Superintendent and three (3) members to be appointed by the Association. The appointments will be made by October 1 of each school year, with appointees serving from October 1 through the following September 30. Any agreements reached by the joint committee must be approved by the affirmative vote of at least four members. Any agreements reached by the Joint Committee will be communicated to the Superintendent and to the Association on or before February 1 of each year. Each year the Board will establish in consultation with the Association a Seniority List showing the name and length of continuing service of each teacher and coded and decoded Sequence of Honorable Dismissal Lists. A copy of all lists will be provided to the Association President(s) each year at least seventy-five (75) days before the end of the school term. The decoded list will be kept strictly confidential by the Association President(s) except to the limited extent required for assessment and proper application of the List.

The Joint Committee must consider topics (1) through (5) listed below, may consider topic (6), may reach agreement on topics (1) through (3) and (6) and may make recommendations on topics (4) and (5).

- a. Criteria for excluding from grouping 2 and placing into grouping 3 a teacher

whose last two performance evaluations include a “needs improvement” and either a “proficient” or “excellent.”

- b. An alternative definition for grouping 4 which must take into account prior ratings and may take into account other factors that relate to the school district’s educational objectives. The alternative definition for Group 4 may not permit the inclusion of a teacher in Group 4 with a “needs improvement” or “unsatisfactory” rating on either of the teacher’s last two ratings.
  - c. Including within the definition of a rating a performance evaluation rating administered by a school district other than the school district determining the sequence of dismissal.
  - d. Handling rating systems inconsistent with the ratings specified in subsection d. of Section 24A-5 of School Code.
  - e. Considering whether a disproportionate number of teachers with greater seniority have received recent performance ratings lower than prior ratings. This will not impact the order of reductions in force.
  - f. A definition of ratings to be used to determine the sequence of RIFs as an alternative to the overall rating on the annual or bi-annual evaluations under Article 24A.
2. When the Board deems it necessary to undertake a reduction-in-force (RIF) of teachers, the Superintendent will give the Association President(s) written notice of such determination at least thirty (30) days before the Board takes final action on such reduction.

By no later than March 1 of each school year, the Superintendent will consult with the Association President(s) 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 will complete the list and provide the Association President(s) with a copy by no later than 75 days before the end of the school term. Thereafter, the Superintendent will promptly inform the Association President(s) of any changes in the list made between the time of consultation with the Association President(s) and any RIF action taken by the Board, but in any event by no later than forty-five (45) days before the end of the school term.

Teachers dismissed as a result of a RIF and entitled to recall pursuant to Section 24-12 of the Illinois School Code will be notified of recall by certified mail (unless currently employed by the District in another capacity in which case they will receive a hand-delivered hard copy), return receipt requested, to the teacher at the last known address contained in the teacher’s personnel file. In addition, such notification will be given to the telephone number and e-mail address provided by the teacher in writing to the Superintendent by no later than the teacher’s last employment day. A copy of all such recall notices will be sent to the Association President(s) by the same method. Failure of the teacher to respond to the recall notice within fifteen (15) days



of the last date notice is given as provided above, will automatically terminate the teacher's right of recall.

3. Where seniority is to be applied under Section 24-12 of the Illinois School Code and seniority in the District is equal, the following criteria will be applied in descending order to break any ties in seniority:
  - a. The teacher with the least teaching experience in the subject matter of the remaining positions will be RIFed first.
  - b. The teacher with the lowest placement attained on the salary schedule will be RIFed first.
  - c. The teacher with the latest date of action by the Board to hire will be RIFed first.

If a tie remains after application of the above criteria, the tie will be broken by lot as determined by the President(s) of the Association and a designee of the Superintendent.

4. Tenured teachers reduced to less than full-time service as a part of a RIF will retain their tenure and accrue seniority on a pro-rata basis. Acceptance of part-time employment by such teachers will in no way affect their rights to return to a full-time position.

## **7.7 Employment and Benefit Status of Reinstated Personnel**

Teachers honorably dismissed due to a RIF and reinstated within the recall period established under the provisions of Section 24-12 of the Illinois School Code will retain tenure, if applicable, and previously accrued seniority. Such teachers will also be credited with sick leave benefits and salary placement accrued prior to dismissal.

Sick leave benefits and salary placements of RIFed tenured teachers will be restored in the event of reinstatement on non-tenure status within one school year following the expiration of the period during which tenured reinstatement is provided by law.

Non-tenured teachers who are honorably dismissed due to a RIF or who resign due to birth or adoption of a child, and who are rehired within two school years, will receive salary lane placement and the accumulated sick leave that they had at the time of dismissal or resignation.

**ARTICLE VIII - WORKING CONDITIONS**

**8.1 Temporary and Part-Time Personnel**

Teachers assigned half-time or more will be subject to all policies and procedures governing full-time employment, except as modified by the provisions of this Agreement. Salary will be prorated based on the percentage of a full time assignment worked. For part-time teachers, the proportion of full-time scheduled salaries paid will be used to determine the percentage of benefits for which the teacher is eligible.

<u>Teacher’s Proportion of Full-Time Salary</u>	<u>% of full-time Board subsidy for health, dental, life, and disability insurance benefits</u>
50%	65%
62%	85%
75%	100%

The following fringe benefits are available to all teachers prorated according to average daily hours:

1. Sick leave
2. Personal leave

**8.2 School Day**

1. Teachers will devote sufficient time to meet their professional responsibilities. Meetings of District and building committees on which teachers voluntarily serve, special education student periodic reviews and special education staffings, may extend beyond the normal teacher workday as part of their professional responsibilities. In addition, music concerts, eighth grade graduation, and parent meetings may extend beyond the normal teacher workday as part of their professional responsibilities.

2. For Pre-K-5 teachers, the normal teacher workday at school will be as follows:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 – 4:00	8:30 – 3:35	8:30 – 3:35	8:30 – 3:35	8:30 – 3:35

For 6-8 teachers, the normal teacher workday at school will be as follows:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:50 – 3:30	7:50 – 3:00	7:50 – 3:00	7:50 – 3:00	7:50 – 3:00

3. Teachers (Pre-K-8) will be required to attend one evening Curriculum Night/Open House and to participate in designated teacher institute days as part of their professional responsibilities without additional compensation. The normal teacher work day for parent-teacher conferences and teacher institute days will be six hours in length. Teachers conducting evening parent conferences will be given a compensatory half-day off for each parent conference evening.

4. Teacher participation in other required meetings and duties that begin within the scope of the normal teacher workday and extend beyond the conclusion of those hours, or which take place entirely outside of the normal teacher workday, will be compensated at the curriculum rate. However, special education staffings and parent meetings may extend beyond the conclusion of the normal teacher workday, and in unusual circumstances may be scheduled before the start of the normal teacher workday, as part of professional responsibilities without additional compensation.
5. Teachers (6-8) may be required to provide one (1) night of evening supervision per year as part of professional responsibilities without additional compensation. Teachers (6-8) may be required to provide bus supervision for which the Supervision stipend will be paid.
6. All teachers will have a duty-free lunch period equivalent to the student lunch period but no less than forty (40) minutes. Teachers will have discretion over their lunch period including leaving the building during the lunch period provided they notify the school office of their departure.
7. Teacher participation in any learning team or curricular committee work outside of the normal teacher workday will be compensated according to the stipend schedule.

Only teachers who apply may be considered for and selected to serve on learning teams. Teachers who choose not to apply for learning teams will not be disciplined or down-graded within Domain Four of their professional practices evaluations.

8. The Board recognizes the importance of instructional continuity. Teachers will be required to attend no more than the equivalent of eight (8) days of required staff development during the student day per school term, and no more than two (2) sessions per month, unless the Superintendent gives written notice to the Association President(s) explaining the need for, and the dates of, any such additional staff development days and, if requested by the Association President(s), discusses the need and the dates with representatives of the Association. Grade level meetings and voluntary committee service are not subject to the above limitations.

If a teacher requests additional staff development during the student day which would exceed the general limitation of eight (8) days referenced above, the teacher will submit a written request to the Superintendent and the Association President(s) explaining the need for, and the dates of, the additional staff development days and, if requested by the Superintendent, discusses the need and dates with the Superintendent or administrative designee.

The Association President(s) will be given written notice of the Superintendent's final decision under the first paragraph of this Section and the Association President(s) and the teacher will be given written notice of the Superintendent's final decision under the second paragraph of this Section.

### **8.3 Calendar**

The school calendar will consist of one hundred eighty-seven (187) days including five (5) emergency days. During the first week of both fall and winter conference periods, Monday will be designated for parent-teacher conference preparation. However, parent-teacher conferences may be scheduled on that Monday afternoon as needed. During the week prior to report card due dates, Monday will be designated for report card preparation. To allow for classroom preparation time at the start of the school year, a teacher plan day will be scheduled prior to the first day of school. In addition to this, adequate time for planning will be provided on the Institute Day of a Curriculum Night/Open House.

All institute days must meet the minimum number of hours required for the approval of institute days by the North Cook Intermediate Service Center or such other authority charged by law with the approval of institute days. Any time remaining in the work day after meeting the required number of hours for the institute day may be allocated for teacher-directed preparation time.

### **8.4 Class Size**

The Board acknowledges the interest of teachers in the maintenance of reasonable class size consistent with the financial and physical resources of the District. Concerns with class size or make-up will be discussed by the teacher with the building principal. In considering such concerns, the importance of maintaining the lowest teacher/pupil ratio at the K-2 grade levels, next at the 3-5 grade levels, and then at the 6-8 grade levels should be recognized. The inclusion of Special Education students will also be taken into consideration when determining class size.

### **8.5 Planning Time**

1. Full-time K-5 teachers will be provided a minimum of one hundred and eighty (180) minutes of aggregate individual planning time during a regular school week. Full-time 6-8 teachers will be provided a minimum of two hundred (200) minutes of aggregate individual planning time during a regular school week. Teachers who manage caseloads may request assistance from building administration to ensure that the required one hundred and eighty (180) minutes of individual planning time are present within their schedule. If this required planning time cannot be scheduled by the teacher and building administrator, the teacher may request that the Director of Special Services and/or the Assistant Superintendent for Instruction assist in scheduling planning time. When new students are added to caseloads who significantly impact existing planning time structures, an informal caseload review will be initiated. If these steps do not result in a resolution, a subsequent meeting with the Superintendent will be scheduled.
2. Part-time teachers will be entitled to pro-rated individual planning time per week.
3. If the Administration is unable to obtain a substitute, teachers may voluntarily substitute for the absent teacher during their planning time. Grades 6-8 teachers who substitute during their planning time will be compensated at the curriculum stipend rate for the amount of time they substitute.

## **8.6 Assignment and Transfer of Teachers**

It will be the responsibility of the Superintendent to assign, or transfer, teachers to positions within the school system in which the Superintendent feels they can render the greatest service to the system. In doing so, the following procedures will be observed:

1. Vacancies in teaching positions will be announced or posted for at least seven (7) days before a final decision is made on the selection of the person to fill the vacancy, unless a shorter period is necessary to fill the vacancy to minimize disruption of the delivery of educational services to students. Vacancy notices will be announced via email. The Association President(s) will be provided with an electronic copy of each vacancy notice at the time of announcement or posting. Internal building reassignments are not considered vacancies and need not be posted.
2. Teachers requesting transfers to vacant teaching positions must file a written transfer request with the person designated and within the time provided in the notice of vacancy. A written acknowledgement must be sent to the teacher that the proper administrator has received this request. If the principal chooses not to honor the teacher's request, the teacher may request a conference with the administrator to discuss the decision. An Association representative may accompany the teacher. If not given the transfer, and upon request after the conference, the teacher must be given a letter summarizing the reasons for denial.
3. The Administration will consider all internal candidates who apply for any vacant teaching position for which they are qualified and internal candidates will be notified of the final decision concerning their application.
4. Except in emergency situations, a building administrator or the Superintendent will meet with any teacher proposed for an involuntary transfer at least fourteen (14) days before a final decision on the transfer. The administrator will consider the opinions of the affected teacher as part of the transfer decision-making process and notify, in writing, the teacher of any decision to involuntarily transfer the teacher, with a summary of the reasons for doing so, if requested by the teacher. Any teacher who is involuntarily transferred may have a conference with the Superintendent or central administrative office designee to review the involuntary transfer decision.
5. If a teacher is transferred, or if their assignment is changed leading to the teacher needing to move work spaces within fourteen (14) days of the start of school, the teacher will be compensated for moving their classroom supplies and materials at a rate of \$25.00 per hour for a maximum of eight (8) hours.

## ARTICLE IX - SALARY

### 9.1 Salary, Teacher Benefits, and Other Considerations

1. The Salary schedules for the 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26 school years are attached as Appendices 1 through 5. Salary increases for the four years of the contract are as follows:

2021-22:	Base salary increases 1.10%, step increases awarded based on the 2020-21 salary schedule
2022-23:	Base salary increases 1.10%, step increases awarded based on the 2021-22 salary schedule
2023-24:	Base salary increases 1.10%, step increases awarded based on the 2022-23 salary schedule
2024-25:	Base salary increases 1.10%, step increases awarded based on the 2023-24 salary schedule
2025-26:	Base salary increases 1.10%, step increases awarded based on the 2024-25 salary schedule

If the combination of the base salary increase and step increase provides an annual increase of less than 2.60% for steps 1-15 or less than 2.30% for steps 16 through 30, the step increment for that cell of the schedule will be increased to reflect a total increase of 2.60% for steps 1-15 and 2.30% for steps 16 through 30.

If the combination of the base salary increase and step increase provides an annual increase of more than 3.70% for steps 1-15 or more than 2.85% for steps 16 through 30, the step increment for that cell of the schedule will be reduced to reflect a total increase of 3.70% for steps 1-15 and 2.85% for steps 16 through 30.

Once a teacher has reached the top step of the schedule in any lane, the teacher's salary increase will be limited to the base salary increase.

A joint Board/Association Compensation Committee will be established to study current developments in the salary component of teacher compensation and report to the Board and Association. The committee will consist of four (4) persons appointed by the Superintendent, at least one (1) of whom will be a Board member, and four (4) teachers appointed by the Association President(s). The committee will begin meeting no later than February 1, 2025, and deliver its written report to the Association and Board by no later than November 1, 2025.

2. Credit for teaching experience prior to employment by School District 68 may be granted at the recommendation of the Superintendent. Such credit may be given on the basis of recent experience and quality of the teaching experience and may be credited up to 100%.

3. Credit for experience that falls into the general category of teaching, but is not commonly considered school teaching, will be given at the discretion of the Superintendent and the Board.
4. All college training must be acceptable toward a District-approved advanced degree program, or it must be approved for salary credit in advance by the Superintendent or designee if credit toward salary is to be given.
5. Credit for training is cumulative and salaries will be adjusted semi-annually, with full year credit earned for coursework completed by the first day of school, and one-half year credit for coursework completed by January 31. All course completion or satisfaction of degree requirements must be verified by official university documents submitted to the personnel office.
6. For teachers who participate in the National Board Certification program, the District will provide two (2) release days over the course of the initial certification process and pay a one-time stipend of \$2,000 to the teacher upon completion of the certification. Teachers who have National Board Certification and choose to recertify will be provided with two release days over the course of the recertification process.

## **9.2 Salary Checks and Deductions**

Beginning with the applicable period of service, the annual salary of teachers will be paid in bi-weekly installments over twelve (12) months unless the person completes the work year in a shorter period of time. If the work year is completed within ten (10) months, the teacher will be given the option of being paid in bi-weekly installments from September through the last day of school in June or over twelve months with the summer pay amounts included in the pay distributed on the last day of school.

Deductions will include compulsory deductions for retirement, Social Security, Medicare, state and federal income taxes, and any other deductions required by law or provided for in this agreement. No other salary deductions will be made without the expressed written request of the teacher.

## **9.3 Payroll Deduction for Teacher Retirement**

As a condition of employment of each licensed teacher who is eligible to participate in the Teachers' Retirement System, payments for licensed teachers will be deducted from salary payments and made to the Teachers' Retirement System in the percentage amount required by Illinois law.

## **9.4 Activities**

Compensation for activities will be as shown in the attached Stipend Appendix.

Fully qualified volunteers will be solicited for activities. If a fully qualified volunteer bargaining unit member cannot be found for the activity it will be assigned to a suitably qualified teacher with compensation as shown in the Stipend Appendix or to a non-bargaining unit staff member. Required service in this category will be limited to one (1)

school year, subject to reassignment after a one school year break. Teachers receiving activity stipends must reapply after two (2) years of service.

At OOH, a building activity committee consisting of a building administrator and teacher representatives will meet each year to review proposals for activities for the school year. Based on the annual building unit allocation, the committee will allocate units to support such activities. A unit is an activity or club that meets eight (8) times after school or before school.

At the elementary schools, principals will work with teachers to develop an ongoing homework club based on student needs.

## **9.5 Teacher Leadership**

Teacher Leadership positions will be described in Administrative Procedure. Compensation for all Teacher Leadership positions will be included in the attached Stipend Appendix.

### **A. Elementary Team Leaders**

Team Leaders will be appointed on a three (3)-year cycle at each school with one (1) team leader from each grade level or one to two (1-2) teacher leaders from each grade level band (K-1, 2-3, 4-5) if it is not possible to have a leader from each grade level or if it is not instinctive for current staff, as well as one (1) from Special Education (including Speech and Social Work), one (1) from the Specialists group (instructional coach, reading specialist, math specialist, AIM, EL/Bilingual), and one (1) from the Specials team (P.E., Art, Music, and LMC). Elementary Team Leaders will participate on district curriculum implementation teams.

### **B. Junior High Department Chairs and Team Leaders**

Department Chairs and Team Leaders will be appointed on a three (3)-year cycle. Department Chairs will, as requested, participate on district curriculum implementation teams.

### **C. District Specials (Instrumental Music and AIM) Coordinators**

Specials Coordinators will be appointed on a three (3)-year cycle.

### **D. District Learning Team Member**

Learning Team Members will be selected upon formation of a District Learning Team and will be actively involved in the process.

### **E. New Teacher Mentors**

Whenever a new teacher is hired, they will be assigned a mentor. Additionally, current district teachers that make a significant change in position will be assigned a mentor upon request.

Teacher mentor candidates will be appointed to serve on a one (1)-year basis. Ideally teacher mentor candidates are tenured and have successfully taught in the position of the person they will be mentoring.



Mentors will participate in and/or help facilitate district-sponsored orientation/induction meetings, as well as provide individualized assistance to newly-hired teachers on their team or within their department during the new teacher's first year of employment and will receive an additional stipend as indicated in the Stipend Appendix.

Mentors will be supplied with a list of all meeting dates and list of responsibilities by July 1st of each year. Notification of mentor assignments will be made by August 10th of each school year or as soon as practical following the hiring of a new teacher.

Only teachers who apply may be initially considered for selection to serve in teacher leadership positions. If a fully qualified volunteer teacher cannot be found for a leadership position it will be assigned to a suitably qualified teacher with compensation as shown in the Stipend Appendix. Required service in this category will be limited to two (2) school years, subject to reassignment after a two (2) school year break.

Mentor Stipends		
# of Mentees	Stipend for Mentoring Any teacher new to District 68 during their first year	Stipend for Mentoring A teacher who is in their second year in District 68 and was new to the profession the previous year
1	\$900	\$300
2	\$1,300	\$500
3	\$1,700	\$700

## **ARTICLE X - BENEFITS**

### **10.1 Health Care Expense Program**

A Health Care Expense Program is available to District 68 teachers. The program includes premium conversion and a health care expense reimbursement account. Through this program, teachers may elect to have the cost of their District insurance premiums excluded from gross income for Medicare and income tax purposes. Benefit-eligible employees who are not participating in the High Deductible Health Plan (HDHP) may also contribute up to \$2,500 per year to a Health Care Reimbursement Account which is excluded from gross income for Medicare and income tax purposes and can be used for qualified health care expenses.

The premium conversion portion of the program covers the teacher share of dental and health insurance offered by the District.

The medical expense reimbursement account may be used only for those expenses allowable as tax deductions by the Internal Revenue Service (IRS). Any amount not so used will revert to the District, as provided for in Federal regulations.

This program is subject to IRS non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

### **10.2 Dependent Care Assistance Program**

The Board of Education will make a Dependent Care Assistance Program available to teachers. Through this program, teachers may elect to have up to the lesser of \$5,000 (\$2,500 if married and filing separately) or maximum amount permitted under Section 129 of the Internal Revenue Code (IRC) per year deducted through a salary reduction agreement and exclude this amount from gross income for Medicare and income tax purposes. This money is to be used only to reimburse the teacher for dependent care expenses incurred under the program. Any amount not so used will revert to the District, as provided for in Federal regulations.

This program is subject to the non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these non-discrimination provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

### **10.3 Tax-Deferred Savings Plans**

The Board will sponsor 403(b) and 457(b) plans to be available to all eligible teachers of School District 68. To participate in the plans, teachers must complete a salary reduction agreement provided by the plan administrator and must select a 403(b) or 457(b) investment provider recognized by the plan.

## 10.4 Tuition Reimbursement

The Board will pay fees for tuition and workshops and accredited degree programs taken outside the regular work day which are directly related to the teacher's current assignment and can be expected to enhance and improve the ability of the teacher to serve the educational needs of the District. In order to be eligible for reimbursement, a teacher must have completed three consecutive school years of full time teaching or, if part time, a teacher must have completed a minimum of four consecutive school years in at least a 50% teaching assignment.

The Board will pay 70% of the tuition for eligible teachers engaged in accredited degree programs or other approved college courses up to an annual maximum of \$2,500 per teacher, or an approved Master's Degree program at any accredited college or university may receive up to \$4,500 per year.

The Board will pay 100% tuition reimbursement for undergraduate and graduate courses for teachers who are required by the District to take course work for retraining for full licensure.

The Board will pay registration fees required to receive credit for prescribed courses being pursued by all eligible teachers. Textbook, material, miscellaneous graduation fees, health, library, recreation, parking, transportation, and housing fees are not paid.

All requests for tuition reimbursement described above will be submitted in advance. A Tuition Reimbursement Committee will review all requests for tuition reimbursement and make recommendations for approval to the Superintendent or designee. The committee will be comprised of two administrative representatives appointed by the Superintendent and two teacher representatives from each building appointed by the Association.

Teachers whose classes have been pre-approved by the tuition reimbursement committee and/or the Superintendent will be reimbursed upon providing proof of payment and transcripts demonstrating satisfactory course completion (grade of B or better.)

When a teacher does not render services for at least 120 working days after completion of a reimbursable workshop or college course, a refund will be made by the teacher to the District as follows:

1. 100% refund for service of less than sixty (60) working days after workshop or course completion;
2. 50% refund for service of sixty-one (61) to one hundred and twenty (120) working days after workshop or course completion .

Teachers who become disabled or leave employment at the initiative of the District will not be required to return tuition payments.

Teachers who are awarded tuition waivers for supervising student teachers may apply those waivers toward payment of their personal tuition costs. In the event that the teacher chooses not to use the waiver, the waiver will be forwarded to the Association representative responsible for administering the dispersal of vouchers.

## **10.5 Retirement Service Recognition Benefit**

### **A. Introduction**

The following Retirement Service Recognition Benefit (the “Benefit”) recognizes the contributions of teachers who have provided extended service to the students of District 68. The Benefit is designed to provide such teachers with the opportunity to increase the earnings which the Illinois Teachers’ Retirement System (TRS) will use to calculate the teacher’s pension up to the limit above which TRS will impose penalties on the Board. Currently the TRS limitation is a 6% increase in creditable earnings over the previous school year. The Benefit and all other pre-retirement benefits for teachers will sunset at the conclusion of this contract.

### **B. Eligibility and Application**

To be eligible for the Benefit, a teacher must give timely and irrevocable notice of resignation and retirement effective at the end of the applicable school term and, as of the effective date of resignation and retirement:

1. have completed at least the equivalent of fifteen (15) years of full-time active service or twenty (20) years of part-time active service to the District, of which the last eight (8) must be continuous on either a full or part-time basis. An unpaid extended leave of absence under Section 7.4.2 of this Agreement will not be deemed to interrupt continuous service for purposes of receipt of the benefits of this section;
2. be at least fifty-eight (58) years of age or have at least thirty-five (35) years of creditable service with the Teachers’ Retirement System of the State of Illinois (TRS) at the time of resignation from the District and retirement with TRS (Note: Teachers with less than 35 years of service will incur a 6% penalty per year for every year under age 60 from TRS);
3. have filed for participation in the TRS retirement program.

A retiring teacher must provide the Superintendent with an irrevocable, written notice of resignation and retirement by February 1 of the year in which the Benefit is to be first paid or as provided in C. below, but in any event not later than February 1 of the last year of this Agreement. The last year for resignation and retirement under this section and receipt of a pre-retirement creditable earnings increase will be three (3) years after the expiration of this Agreement.

### **C. Determination and Payment of the Benefit**

1. Starting with, and including, the school year in which the notice is given, and ending with the year of resignation and retirement up to a maximum for four (4) years, the teacher’s creditable earnings shall be increased by the maximum percentage without the Board incurring an excess salary penalty from TRS (currently, and not to exceed, 6%). This amount will be paid in two (2) equal installments each applicable school year, the first in December and the second in June. If necessary, the final paycheck will be adjusted to insure that the TRS limitation is not exceeded.

2. In the event the current 6% TRS limit is lowered, a lump sum payment will be made to the teacher after the date of the teacher's retirement and last regular paycheck but in any event no later than thirty (30) days after the later of these dates. The amount of this payment will be the total amount the teacher would have received had the TRS limit remained at the current 6% level, less the amount actually received due to the lowered TRS limit.
3. Once a teacher starts receiving the Benefit, the teacher will no longer receive increases in compensation under Section 9.1.1 or any other provision of this Agreement and may not take on any assignments for which additional compensation is paid and which would cause the teacher's creditable earnings to exceed the TRS limit. If a teacher voluntarily leaves an extra-duty assignment performed in the school year before the school year in which the teacher starts receiving the Benefit, the teacher's total creditable earnings will be commensurately reduced through the period during which the Benefit is received.

#### **D. Sick Leave**

A teacher who gives the irrevocable, written notice of resignation and retirement by February 1 of the fifth year before resignation and retirement will be credited in such fifth year with the lesser of eighty-five (85) days or the number of days sufficient to bring the teacher's accumulated sick leave up to three hundred and forty (340) days as of the date of receipt of the written notice of resignation and retirement. A teacher retiring at the close of the 2024-25 school term may access this benefit by giving notice of resignation and retirement by no later than May 20, 2021.

#### **E. Creditable Earnings Limitations and Changes in a Teacher's Retirement Plans**

If a teacher participating in the Benefit resigns prior to the date originally approved for their retirement for any reason other than physical or mental disability which permanently renders the teacher unable to perform their duties, the Board will have no obligation to pay the remaining retirement enhancements which would otherwise have been due under the Benefit. Additionally, the teacher will repay to the Board all amounts of creditable earnings necessary to avoid, or which would have avoided, the Board being subject to TRS penalties. Repayment will be made by salary withholding to the extent possible, but in any event, the teacher will make full repayment within thirty (30) days after the date of the teacher's resignation or, if later, after the Board's receipt of notice of penalties from TRS. If the teacher fails to make repayment when due and the Board incurs attorney's fees to collect such repayment, through litigation or other collection efforts, the teacher will reimburse the Board for its reasonable attorney's fees and other costs and expenses of collection. Upon repayment, an amended creditable earnings report will be made by the Board to TRS. Finally, the Board will pay to the teacher before retirement one dollar (\$1.00) for each of the sick leave days provided for in subparagraph D. above that was not used, which days will then not be reported to TRS and for which the teacher will not seek service credit from TRS.

If a teacher participating in the Benefit or a member of the teacher's immediate family becomes ill or injured, resulting in the teacher's use of sick leave which then subjects the teacher to a discounted pension, the teacher may request, and the Board, in its sole discretion, may grant an extension of the retirement date by a minimum of one (1) school term.

If a teacher participating in the Benefit begins to receive the Benefit and a catastrophic life event (such as the death or serious illness of a spouse) causes the teacher to request to continue teaching in the District and the Board, in its sole discretion, accepts such request, the Board will not be obligated to continue payment of the Benefit. The teacher will then repay the entire amount of the Benefit paid to date. Such repayment may either be made in one lump sum or through a series of deductions from the teacher's salary, with final repayment to be made by the date which reflects the length of time the teacher received the retirement enhancement (i.e., a teacher who received the Benefit for one (1) year and then was permitted to rescind their retirement, must repay the retirement enhancements within one (1) year). The teacher may also include in the request modification of the retirement date.

Notwithstanding any provision of this collective bargaining agreement other than as permitted in the paragraph immediately below, a teacher within four (4) years of eligibility for TRS retirement will be limited to an increase in creditable earnings over the previous year if the payment of such creditable earnings could result in the Board being required to make a penalty payment to TRS. The limitation is the reduction in creditable earnings to an amount sufficient to avoid any penalties. Any adjustments necessary to meet this limitation will be made to the teacher's creditable earnings in the teacher's final paychecks for the school year in which the TRS limitation could be exceeded.

If a teacher is within four (4) years of eligibility for TRS retirement but is not ready or eligible to participate in the Plan, the teacher may avoid the limitation set forth in the paragraph immediately above by signing an agreement with the Board. The agreement will provide that if the teacher resigns and the Board becomes subject to penalties from TRS, the teacher must repay to the Board all amounts of creditable earnings necessary to avoid the penalties. Repayment will be made by salary withholding to the extent possible, but in any event, the teacher will make full repayment within thirty (30) days after the date of the teacher's resignation or, if later, after the Board's receipt of notice of penalties from TRS. If the teacher fails to make repayment when due and the Board incurs attorney's fees to collect such repayment, through litigation or other collection efforts, the teacher will reimburse the Board for its reasonable attorney's fees and other costs and expenses of collection. Upon repayment, an amended creditable earnings report will be made by the Board to TRS. Entry into the agreement does not preclude the teacher from participation in the Benefit, so long as the teacher meets the eligibility requirements and makes any repayments necessary for the Board to avoid penalties.

Nothing in this part E. relieves the Board of its obligation to pay penalties for excess sick leave or creditable earnings in the event TRS does not recognize the amended creditable earnings reports or the payment for sick leave as provided for above, after exhaustion of all review/appeal processes available to the Board to contest an adverse penalties decision by TRS.

## **F. Changes in TRS Laws or Regulations**

If the TRS law or regulations change in such a way: 1) that teachers would lose money toward their pensions or otherwise be financially burdened if they hold to their retirement year obligations made previously to the District; or 2) that cause the Board to become subject to penalties or unanticipated contributions to TRS, then the Board and the teachers, with Association representation, will have the option to amend the retirement date and/or modify the timing of payments under the Plan to achieve the least amount of monetary hardship to the teacher and the District.

## **10.6 Workers' Compensation**

All work related injuries must be reported to the person designated by the Superintendent. A teacher receiving workers' compensation temporary total disability payments will retain the check from the Board's insurer for such benefits. If the teacher has available sick leave, the Board will pay the teacher one-third of the teacher's regular salary amount per work day of absence and charge the teacher's sick leave one-third of a day.

## **ARTICLE XI - EVALUATION**

### **11.1 Evaluation Procedures**

The evaluation procedures set forth in Sections 5 through 9 of the “Skokie School District 68 Teacher Evaluation Plan” in effect and dated as of the effective date of this Agreement, are incorporated into, and made a part of, this Agreement, except for those provisions of such sections which set forth rating expectations, call for judgment regarding the sufficiency of evidence or involve decisions on assignment of a rating. The forms set forth in Appendix A to the Plan will be used, subject to modification by the Board in cooperation with the Association through the Joint Evaluation Plan Committee provided for in Section 11.2 below to keep the forms consistent with the substantive provisions of the Plan. These sections and Appendix A will be updated, without amendment of this Agreement, to incorporate changes resulting from the Committee process provided for in 11.2 below.

Additionally, a teacher who has significant concerns that their summative rating has been downgraded by the evaluator’s failure to follow the procedural requirements of the evaluation plan may present the concerns to the Superintendent for review. The Superintendent will promptly meet with the teacher and respond to the concerns.

### **11.2 Joint Evaluation Plan Committee**

The Board and the Association agree that the Teacher Evaluation Plan is primarily designed to improve teacher performance and, thereby, student achievement. An essential element of the teacher evaluation plan is to promote professional growth and lifelong learning based on a positive, collaborative approach among educational staff members, administrators, and other professionals within the School District. To help achieve these goals, the Teacher Evaluation Plan should be revised and updated periodically.

At least twice each school year during the term of this Agreement, a Joint Evaluation Plan Committee will review and evaluate the existing teacher evaluation plan under Article 24A of the Illinois School Code, including, but not limited to, the ongoing use of data and indicators on student growth as a significant factor in the rating of teacher performance. The Joint Evaluation Plan Committee will be composed of sixteen (16) members, with eight (8) members appointed by the Superintendent and eight (8) members appointed by the Association President(s). The Committee will strive to reach consensus on all procedural and substantive issues in a manner similar to that of previous evaluation plan committees.

If the Joint Evaluation Committee is unable to reach consensus on proposed changes to the existing student growth model, then the existing model shall remain in place.



## **ARTICLE XII - EFFECT OF AGREEMENT**

### **12.1 No Strike**

During the term of this Agreement, neither the Association nor any teacher will instigate or participate in any strike, sympathy strike, picketing, or other concerted activity which interrupts the operations of the District.

### **12.2 Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. This Agreement will constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in a written and signed amendment to this agreement. The Board will not change any express term or condition contained in this Agreement without negotiating the change with the Association.

### **ARTICLE XIII - DURATION OF AGREEMENT**

This Agreement becomes effective on August 18, 2021, the first day of the 2021-2022 school term, and terminates at the close of the day before the start of the 2026-2027 school term. However, the process described below may be initiated by the Board by giving written notice to the Association Co-Presidents at least one-hundred-thirty-five (135) calendar days before the end of the 2021-2022, 2022-2023, 2023-2024 or 2024-2025 school years if any of the following changes to Illinois or federal law take effect during the term of the Agreement and are not substantially offset by revenue increases in the same year as the changes financially impact the School District:

1. responsibility for the normal cost of teacher pensions is shifted in whole or in part to the Board; or
2. the amount of general state aid or the primary source of state aid to the Board over the previous school year decreases by more than 5%; or
3. the Board's revenue from local property taxes is limited more than is currently the case under the Property Tax Extension Limitation Law; or
4. the Affordable Care Act, or its successor, substantially contributes to a projected year-over-year increase of more than 10% in the Board's health insurance costs after application of Section 6.1.2 or results in the application of a tax or penalty which is not resolved through the process identified in Section 6.6; or
5. the threshold for excess salary penalties from TRS is reduced below the current 6% limitation and this Agreement is not grandfathered from such change.

If initiated as provided above, the Association and the Board shall meet and consider, in an interest-based process, options to address the legislative actions, including, but not limited to, re-opening the contract provisions impacted by the legislation or modifying the Agreement through a memorandum of understanding. If agreement is not reached within thirty-five (35) days (unless extended by agreement) after the Association's receipt of notice from the Board, the Board may terminate the Agreement at the end of any of the 2021-2022, 2022-2023, 2023-2024 or 2024-2025 school years by giving written notice to the President(s) at least ninety (90) calendar days (unless extended by agreement) before the end of the applicable school year with respect to any of the legislative issues. If notice of termination is given for any of the above reasons, negotiations for a successor Agreement shall begin within thirty (30) calendar days.

**Education Association**

**Skokie School District 68  
Board of Education**

---

Brandi Barnett  
Co-President, Education Association

---

Matt Tomenillie  
Co-President, Education Association

---

Una McGeough  
President, Board of Education

Attest:

---

Dr. Katrina Bell-Jordan  
Secretary, Board of Education

---

Date

---

Date



## 2021-22 SALARY SCHEDULE

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	51,678	54,262	57,878	58,913	59,946	60,979	62,013
1	52,970	55,619	59,327	60,385	61,445	62,505	63,564
2	54,332	57,049	60,852	61,938	63,025	64,112	65,198
3	55,729	58,516	62,417	63,531	64,646	65,761	66,875
4	57,163	60,021	64,022	65,165	66,309	67,452	68,595
5	58,633	61,565	65,669	66,841	68,014	69,187	70,359
6	60,140	63,148	67,358	68,560	69,763	70,966	72,168
7	61,687	64,772	69,090	70,323	71,557	72,791	74,024
8	63,273	66,438	70,867	72,131	73,397	74,663	75,928
9	64,901	68,146	72,689	73,986	75,285	76,583	77,881
10	66,848	70,092	75,285	76,583	77,881	79,179	80,476
11	70,092	72,689	78,530	79,828	81,126	82,423	83,722
12	73,338	75,933	81,775	83,073	84,370	85,669	86,968
13	76,583	79,179	85,020	86,318	87,616	88,913	90,212
14	78,011	81,574	88,913	90,212	91,510	92,808	94,106
15	79,168	83,163	92,808	94,106	95,405	96,702	98,000
16			95,909	97,197	98,484	99,771	101,059
17			98,954	100,231	101,507	102,784	104,062
18			101,942	103,209	104,474	105,741	107,007
19			104,874	106,129	107,386	108,642	109,898
20			107,533	108,687	109,808	110,928	112,049
21			108,844	109,977	111,111	112,244	113,379
22			110,136	111,282	112,430	113,577	114,724
23			111,443	112,603	113,765	114,925	116,086
24			112,603	113,765	114,925	116,086	117,247
25			113,765	114,925	116,086	117,247	118,407
26			114,925	116,086	117,247	118,407	119,569
27			116,086	117,247	118,407	119,569	120,729
28			117,247	118,407	119,569	120,729	121,890
29			118,407	119,569	120,729	121,890	123,052
30			119,569	120,729	121,890	123,052	124,212

## 2022-23 SALARY SCHEDULE

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	52,246	54,859	58,515	59,561	60,606	61,650	62,695
1	53,552	56,231	59,979	61,049	62,121	63,192	64,263
2	54,930	57,677	61,522	62,619	63,718	64,818	65,915
3	56,342	59,160	63,104	64,230	65,357	66,484	67,611
4	57,791	60,681	64,727	65,882	67,038	68,194	69,349
5	59,278	62,242	66,391	67,576	68,762	69,948	71,133
6	60,802	63,843	68,099	69,314	70,530	71,747	72,962
7	62,366	65,484	69,850	71,096	72,344	73,592	74,838
8	63,969	67,169	71,646	72,925	74,205	75,485	76,763
9	65,615	68,896	73,489	74,800	76,113	77,426	78,737
10	67,302	70,668	75,379	76,724	78,070	79,417	80,762
11	69,321	72,686	78,070	79,417	80,762	82,109	83,454
12	72,686	75,379	81,436	82,781	84,128	85,473	86,820
13	76,051	78,743	84,800	86,147	87,492	88,839	90,185
14	78,869	82,109	88,166	89,511	90,858	92,203	93,550
15	80,039	84,078	92,203	93,550	94,896	96,241	97,588
16			95,453	96,788	98,124	99,458	100,793
17			98,643	99,967	101,290	102,615	103,940
18			101,774	103,088	104,400	105,714	107,027
19			104,847	106,150	107,452	108,755	110,056
20			107,863	109,154	110,446	111,739	113,030
21			110,041	111,187	112,334	113,479	114,626
22			111,347	112,507	113,667	114,826	115,986
23			112,669	113,842	115,016	116,189	117,363
24			114,006	115,193	116,381	117,568	118,756
25			115,193	116,381	117,568	118,756	119,944
26			116,381	117,568	118,756	119,944	121,131
27			117,568	118,756	119,944	121,131	122,319
28			118,756	119,944	121,131	122,319	123,506
29			119,944	121,131	122,319	123,506	124,694
30			121,131	122,319	123,506	124,694	125,882

## 2023-24 SALARY SCHEDULE

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	52,821	55,462	59,158	60,216	61,273	62,328	63,384
1	54,142	56,849	60,639	61,721	62,804	63,888	64,970
2	55,534	58,311	62,198	63,308	64,419	65,531	66,640
3	56,962	59,811	63,798	64,936	66,076	67,216	68,354
4	58,427	61,349	65,439	66,606	67,775	68,944	70,112
5	59,930	62,927	67,121	68,319	69,518	70,717	71,915
6	61,471	64,545	68,848	70,076	71,306	72,536	73,765
7	63,052	66,205	70,618	71,878	73,140	74,401	75,662
8	64,673	67,907	72,434	73,727	75,021	76,315	77,608
9	66,336	69,654	74,297	75,623	76,950	78,277	79,603
10	68,042	71,445	76,208	77,568	78,929	80,291	81,651
11	69,792	73,282	78,168	79,563	80,959	82,355	83,750
12	71,886	75,375	80,959	82,355	83,750	85,147	86,542
13	75,375	78,168	84,449	85,844	87,241	88,636	90,032
14	78,865	81,656	87,938	89,334	90,729	92,126	93,522
15	80,920	85,003	91,428	92,823	94,220	95,615	97,011
16			94,831	96,216	97,601	98,984	100,369
17			98,173	99,547	100,920	102,292	103,666
18			101,454	102,816	104,177	105,539	106,902
19			104,674	106,026	107,375	108,726	110,078
20			107,835	109,175	110,514	111,854	113,193
21			110,937	112,265	113,569	114,727	115,887
22			112,572	113,744	114,917	116,089	117,262
23			113,908	115,094	116,281	117,467	118,654
24			115,260	116,460	117,661	118,861	120,062
25			116,629	117,843	119,058	120,272	121,487
26			117,843	119,058	120,272	121,487	122,703
27			119,058	120,272	121,487	122,703	123,917
28			120,272	121,487	122,703	123,917	125,132
29			121,487	122,703	123,917	125,132	126,346
30			122,703	123,917	125,132	126,346	127,562

## 2024-25 SALARY SCHEDULE

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	53,402	56,073	59,809	60,878	61,947	63,014	64,082
1	54,737	57,474	61,306	62,400	63,495	64,590	65,684
2	56,145	58,953	62,883	64,005	65,128	66,251	67,374
3	57,589	60,469	64,500	65,651	66,803	67,955	69,106
4	59,070	62,024	66,158	67,339	68,521	69,703	70,883
5	60,589	63,619	67,860	69,071	70,283	71,495	72,706
6	62,147	65,255	69,605	70,847	72,091	73,334	74,576
7	63,745	66,933	71,395	72,669	73,944	75,220	76,494
8	65,385	68,654	73,231	74,538	75,846	77,154	78,461
9	67,066	70,420	75,114	76,455	77,797	79,139	80,479
10	68,791	72,231	77,046	78,421	79,797	81,174	82,549
11	70,560	74,089	79,027	80,438	81,850	83,261	84,672
12	72,374	75,994	81,060	82,506	83,954	85,403	86,849
13	74,546	78,164	83,954	85,403	86,849	88,297	89,744
14	78,164	81,060	87,574	89,020	90,468	91,915	93,363
15	81,783	84,678	91,192	92,640	94,086	95,534	96,983
16			94,034	95,469	96,905	98,340	99,776
17			97,534	98,958	100,382	101,805	103,230
18			100,971	102,384	103,796	105,208	106,620
19			104,345	105,746	107,146	108,547	109,948
20			107,658	109,047	110,436	111,825	113,215
21			110,909	112,287	113,664	115,042	116,419
22			113,811	114,995	116,181	117,366	118,552
23			115,161	116,360	117,560	118,759	119,959
24			116,528	117,741	118,956	120,169	121,383
25			117,911	119,139	120,368	121,595	122,824
26			119,311	120,553	121,796	123,038	124,282
27			120,553	121,796	123,038	124,282	125,525
28			121,796	123,038	124,282	125,525	126,767
29			123,038	124,282	125,525	126,767	128,010
30			124,282	125,525	126,767	128,010	129,252



## 2025-26 SALARY SCHEDULE

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	53,989	56,689	60,467	61,548	62,628	63,707	64,787
1	55,339	58,107	61,980	63,086	64,194	65,301	66,407
2	56,762	59,601	63,574	64,709	65,844	66,980	68,115
3	58,222	61,134	65,209	66,373	67,538	68,703	69,866
4	59,719	62,706	66,886	68,080	69,275	70,469	71,663
5	61,255	64,319	68,606	69,831	71,056	72,282	73,506
6	62,831	65,973	70,371	71,626	72,884	74,141	75,396
7	64,446	67,669	72,180	73,468	74,758	76,047	77,335
8	66,104	69,410	74,037	75,358	76,680	78,003	79,324
9	67,804	71,195	75,941	77,296	78,652	80,009	81,364
10	69,547	73,026	77,894	79,284	80,675	82,067	83,457
11	71,336	74,904	79,897	81,323	82,750	84,177	85,603
12	73,171	76,830	81,952	83,414	84,878	86,342	87,804
13	75,052	78,806	84,059	85,559	87,061	88,562	90,063
14	77,304	81,056	87,061	88,562	90,063	91,564	93,064
15	81,056	84,059	90,814	92,314	93,816	95,316	96,818
16			93,791	95,280	96,768	98,257	99,747
17			96,714	98,190	99,667	101,142	102,619
18			100,313	101,778	103,243	104,707	106,172
19			103,849	105,302	106,755	108,206	109,659
20			107,319	108,760	110,200	111,641	113,082
21			110,726	112,155	113,583	115,012	116,441
22			114,069	115,487	116,903	118,321	119,737
23			116,428	117,640	118,853	120,065	121,279
24			117,810	119,037	120,264	121,491	122,718
25			119,208	120,449	121,692	122,933	124,175
26			120,623	121,879	123,136	124,392	125,649
27			122,055	123,326	124,598	125,868	127,140
28			123,326	124,598	125,868	127,140	128,412
29			124,598	125,868	127,140	128,412	129,683
30			125,868	127,140	128,412	129,683	130,955

**STIPEND APPENDIX**

<b>Leadership Stipends</b>	2021-22	2022-23	2023-24	2024-25	2025-26
Elementary Team Leaders	1,575	1,575	1,575	1,575	1,575
Junior High Team Leaders	2,850	2,850	2,850	2,850	2,850
District Learning Team Member	350	350	350	350	350
Department Chair - Math, LA, Social Studies, Science, Sped.	2,300	2,300	2,300	2,300	2,300
Department Chair - PE	1,550	1,550	1,550	1,550	1,550
Department Chairs - Encore	1,250	1,250	1,250	1,250	1,250
District Specials Coordinators - Instrumental Music	1,565	1,565	1,565	1,565	1,565
District Specials Coordinators - ALP	750	750	750	750	750
Mentor	See page #30 for the mentor stipend matrix				
<b>Activity Stipends</b>					
<b>Sports</b>					
Volleyball (7th and 8th Grade)	2,400	2,400	2,400	2,400	2,400
Basketball (7th and 8th Grade)	2,400	2,400	2,400	2,400	2,400
Volleyball (6th Grade) (d)	1,185	1,185	1,185	1,185	1,185
Basketball (6th Grade) (d)	1,185	1,185	1,185	1,185	1,185
Soccer	2,400	2,400	2,400	2,400	2,400
Track & Field	835	835	835	835	835
Cross Country	835	835	835	835	835
Cheerleading	2,400	2,400	2,400	2,400	2,400
Intramurals - OOJH	2,936	2,936	2,936	2,936	2,936
K-5 After School Sports	3,912	3,912	3,912	3,912	3,912
<b>Elementary Activities</b>					
Outdoor Education 5th Grade Teacher	776	776	776	776	776
Outdoor Education Chaperone Teacher	633	633	633	633	633
Homework Club (a)	755	755	755	755	755
Student Council	350	350	350	350	350
<b>OOJH Activities</b>					
6th Grade Play	1,000	1,000	1,000	1,000	1,000
All School Play (f)	1,600	1,600	1,600	1,600	1,600
Science Olympiad (per event) (c)	425	425	425	425	425
Snowflake Coordinator	1,020	1,020	1,020	1,020	1,020
Snowflake Teacher (a)	261	261	261	261	261
Student Leaders	1,566	1,566	1,566	1,566	1,566
Yearbook Editor	1,300	1,300	1,300	1,300	1,300
After School Academic Program (a)	2,579	2,579	2,579	2,579	2,579
Other Activities - per unit (b)	265	265	265	265	265
<b>Hourly Work</b>					
Curriculum development, staff development meetings	33.06	33.06	33.06	33.06	33.06
Supervision, other (e)	29.05	29.05	29.05	29.05	29.05

- (a) Stipend to be paid on time sheet - academic program at the curriculum development hourly rate and Snowflake and homework club at the supervision hourly rate
- (b) A unit is an activity or club that meets 6 times at the K-5 Schools and 8 times at OOJH. Stipend to be paid on a time sheet at the supervision hourly rate
- (c) One additional stipend (\$425) to be paid per coach if team qualifies for state tournament regardless of number of events handled by that coach
- (d) When the number of students exceeds 24, an additional stipend will be offered so that the students can be split into two groups
- (e) The category "Supervision, other" includes lunch/recess supervision (except for indoor recess), morning supervision at OOJH, computer lab supervision, bus supervision at OOJH, all-school detention supervision and any required evening supervision beyond contract expectations
- (f) On years when a musical is performed, an additional stipend of \$1600 will be offered for musical leadership
- (g) Stipends are paid at the end of each trimester