

PROFESSIONAL AGREEMENT



Between

**The Arlington Heights
School District 25
Board of Education**

And

The Arlington Teachers' Association

2016/17 – 2019/2020

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I - PREAMBLE

The Arlington Heights Public Schools, District 25 Board of Education, and the Arlington Teachers' Association, recognizing that they have a common interest and responsibility to provide the highest quality education for the children of the community, declares their mutual intent to cooperatively work toward the attainment of this common goal.

It is toward this end that the Board and the Association enter into the following agreements.

II - RECOGNITION AND DEFINITIONS

- A. The Board of Education of District 25, Arlington Heights, Cook County, Illinois, hereinafter referred to as the "Board" recognizes the Arlington Heights Teachers' Association hereinafter referred to as the "Association" as the exclusive and sole negotiating agent in matters defined as negotiable hereafter for all regularly employed ISBE licensed personnel of the District except for the following classifications: Superintendent, central office administrative staff, principals, assistant principals, other personnel whose primary function is administrative and/or supervisory in nature, occupational therapists, physical therapists, registered nurses, licensed practical nurses, and paraprofessionals.
- B. Recognition by the Board shall be contingent upon presentation annually by February 1 upon request of the Board of satisfactory evidence that the Arlington Teachers' Association is in fact the designated representative of a majority of regularly employed ISBE licensed personnel eligible for membership in the Association and for representation thereby. Such recognition may be in the form of notarized membership lists, signed designation cards, dues deductions authorizations, election results, or other mutually agreeable forms.
- C. The term teacher when used hereinafter in this agreement shall refer to all employees eligible for representation by the Association as specified in paragraph A above. The Board agrees not to negotiate with any teachers' organization other than the Association during the effective period of this agreement. The Board agrees not to negotiate individually with teachers in matters covered by this contract.
- D. The parties agree that the provisions of this agreement shall not be applied in a manner, which is arbitrary, capricious, nor discriminatory, and both parties agree to active efforts to implement the negotiation agreement in good faith.
- E. The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and invested in it by the Statutes of the State of Illinois. The legal rights inherent in the School Code and the rulings and regulations of the Illinois State Board of Education affecting personnel are in no way abridged by this agreement. In the case of rulings other than those directed at Boards in general or at District 25 the Board shall seek from the Illinois State Board of Education specific clarification as to applicability if requested by the Association. However, the Board, through its designees, agrees to negotiate in good faith in matters specified herein and to honor all legal agreements entered into thereby.
- F. The Board and the Association agree that matters of salaries, fringe benefits, grievance procedures, negotiating procedures, and other matters by mutual agreement shall be negotiable. It is further agreed that negotiations shall begin no later than May 1.

III – IMPASSE PROCEDURE

- A. Negotiations, including any disputes arising thereunder, will be conducted pursuant to the requirements of the Illinois Educational Labor Relations Act.
- B. Any costs associated with impasse shall be equally share by the Board and Association.

IV - RIGHTS AND RESPONSIBILITIES

- A. Teachers shall have the right to organize, join, and assist the Association, to participate in professional negotiations with the Board through representatives of their own choosing, and to engage in other legal activities not inconsistent with the terms of this agreement.
- B. The parties agree that the purpose of this agreement is to arrive at an effective and orderly mutual agreement through the processes outlined. The parties agree to pursue in good faith all procedures including those for resolution of impasse as presented herein. In consideration of this point, the Board agrees not to knowingly take any unilateral action in direct contravention of any item specified in this contract. In consideration of this point, the Association agrees to provide and support continuous, full, effective, uninterrupted service during the term of this contract.
- C. Nothing contained herein shall be construed to deny any teacher rights he/she may have under the School code of the State of Illinois or under other applicable laws.
- D. The Board and the Association agree that they shall not violate the civil rights of employees and Association members nor shall either party discriminate against employees as a result of participation or non-participation in Association activities.
- E. The Board agrees that during teacher negotiations it shall issue contracts to new and non-tenured teachers only. Said contracts shall be subject to modification consistent with any final terms and agreements mutually reached and ratified between the parties.
- F. The Board agrees that the Association will have reasonable opportunity to make presentations to the Board of Education. Representatives of the Association will have access to the Board of Education consistent with adopted Board policy. Requests for provisions to make a formal presentation to the Board at regular meetings will be approved as long as these matters are made known in writing to the Superintendent at least twenty-four hours prior to the regular meeting and provided that the solutions to any problems implicit in such presentations have been sought at a level other than that of the Board prior to such presentation at a public meeting. All presentations shall be subject to the rulings, practices, and procedural limitations of the Board while in session.
- G. The President of the Association or the president's designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of such meeting.

IV - RIGHTS AND RESPONSIBILITIES

- H. The Board of Education secretary shall send a copy of all Board minutes to the President of the Association after they are approved by the Board of Education.
- I. The Association shall be furnished upon request all regularly and routinely prepared information concerning financial conditions of the school district, including the annual financial statement and tentative and adopted budgets. In addition, the Board and the Administration will grant reasonable requests for other readily available and pertinent public information, which is relevant to negotiations. Nothing herein shall require the central administrative staff or other employees of the District or the Association to research and assemble information. The Association agrees to furnish copies of any pertinent information, which is available to the members of the Association, as reasonably requested by the Superintendent or by the Board.
- J. Reasonable requests for access by Association representatives to work areas for professionals represented by the Association will be granted provided that no interference in the instructional program will be occasioned by the granting of such requests and provided all visitors obtain permission from the Superintendent's Office or the office of the building administrator before proceeding to their ultimate destinations.

The Association shall have the right to use faculty mailboxes and inter-school mail, for a reasonable volume of appropriate announcements relating to the Association's business. All material so disseminated through school channels shall be subject to the right of the Superintendent to authorize rejection of the distribution of any material deemed not appropriate under the terms of this agreement; however, this right shall not be arbitrarily nor capriciously exercised.

The Association shall also have the right to hold general membership meetings on school property provided that such meetings in no way interfere with any instructional programs and provided that such meetings entail no additional maintenance or custodial expense. In such an event, utilization of building space or facilities shall be subject to the rules, regulations, and policies of the District relative to the rental and use of school facilities.

The Association will be provided with bulletin board space in each school. Only authorized representatives of the Association shall use bulletin boards. All materials posted will relate only to the Association's official business as negotiating agent of the teaching staff and shall be limited to designated bulletin board space.

The Association is granted the right to use school equipment at reasonable times when such equipment is not otherwise in use and when no cost to the District shall be incurred.

IV - RIGHTS AND RESPONSIBILITIES

- K. The Association and the Board agree that the views of the Association or the Board and/or their members on matters relating to supervisor/teacher or Board/teacher relations or matters under negotiation shall not be discussed in the presence of students. Where such act may be committed by an individual acting independently and without the support or approval of the Association, any action taken by the Board in response thereto shall be limited to the individual(s) directly involved and shall in no way abridge this contract as it relates to the Association as a whole.
- L. In the event that the Association desires to send representatives to local, state, or national conferences, or other business pertinent to Association affairs, these representatives may be excused, on request of the President, with permission of the Superintendent, when in the Superintendent's judgment such participation is necessary and important. The Association will be allowed up to twenty (20) days leave with pay per year to send representatives to the Illinois Education Association convention, leadership seminars, and Association business. The Superintendent will receive in writing the nature of the leave at least seven (7) days in advance. The Association shall delegate which individuals shall utilize these days. The Board may further authorize certain such travel or professional experience at district expense in the event that, in the judgment of the Superintendent, such matters are directly related to the welfare of the school district and within budget limitations
- The Association President shall be granted up to twenty (20) days of leave with pay per year to attend to the official business of the Arlington Teachers' Association. Such business shall include district meetings, meetings with the Superintendent of Schools, and meetings with other district administrators to address issues of mutual concern.
- The Association President's use of the aforementioned leave shall, whenever possible, be scheduled in advance. Every effort will be made to minimize the impact of the Association President's absence from his/her assignment. Such efforts shall include utilizing the same substitute teacher as often as is possible.
- M. The building principal shall permit all members of the Association to leave the building for regular Association meetings, which have been prescheduled and approved by the Superintendent by the submission of a yearly calendar no later than July 15 annually. Release shall be further authorized by the building principal for special Association meetings by mutual consent of the Association and the Superintendent.

V - CITIZENSHIP

- A. Teachers are guaranteed their constitutional rights to be active politically as private citizens. Political rights include registering and voting, participating in party organizations, discussing political issues publicly, campaigning for candidates, contributing to campaigns of candidates, lobbying, organizing political action groups, running for and serving in public offices, and other actions which are not incompatible with their current employment. Nothing herein shall be construed, however, to provide teachers unlimited license to engage in actions which preclude or act to the serious detriment of the effective discharge of their professional duties and responsibilities as teachers.
- B. Teachers shall not use institutional privileges or facilities to promote political candidates or to further partisan political activities.

VI - TEACHER PROTECTION

- A. Any case of assault upon the teacher in pursuit of his/her duties shall be promptly reported to the Board or its designees. The Board shall provide legal counsel to the teacher to advise the teacher of his/her rights and obligations with respect to such assault.
- B. After careful investigation and when there has been no action on the part of the teacher in violation of the laws of the United States, the State of Illinois, the Rules and Regulations of the Board of Education, or the policies and procedures of the District, the Board will provide the legal counsel to the teacher and render assistance in his defense in litigation resulting from action taken by the teacher while in proper pursuit of his employment.
- C. No deduction will be made in the salary or the personal sick leave benefits of a teacher in connection with any event mentioned in this article if it is determined that the teacher acted legally and properly in the pursuit of their teaching duties.
- D. The Board will provide indemnification and protection against claims and suits as required in Section 10-20.20 and other applicable provisions of the School code, in accordance with the specific terms of this agreement. The Board shall further provide such liability coverage as may be required in the School Code and such supplementary coverage, as it may deem appropriate for teacher and Board protection.
- E. Requests for legal counsel as specified herein shall be made to the Board in writing within seven (7) days of the date of the teacher's being made aware of such need. The Board or its representatives shall execute written reply to the teacher within seven (7) days indicating receipt of the request and stating its plan with regard to the provision of such assistance.

VII - PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A.** The Board and Association agree that fully qualified teachers are a vital aspect of an effective educational program. They agree to work cooperatively toward keeping and securing fully ISBE licensed, well-trained professionals in every position. As evidence of this objective the Board and Association agree that new teachers employed by the Board for regular teaching assignments must hold a valid Illinois teaching license for their assigned position. In addition, teachers must be “highly qualified” in compliance with state and/or federal legislation.
- B.** Teachers shall be given notice (written or verbal) of building, grade-level, and/or subject assignments for the forthcoming year as soon as practical and in accordance with established administrative policies and procedures. In the event changes in such assignments are necessary, the teacher affected shall be notified promptly.
- C.** Extra duties involving extra compensation and summer school teaching shall not be obligatory, and assignments shall be made upon the recommendation of the administration after consultation with the teachers involved. In all cases, the basis for such assignments shall be the judgment of the Board or its designees, with primary consideration given to the welfare of students. Compensation for such assignments shall be in accordance with the current collective bargaining agreement. Positions in the summer school program shall, to the extent determined feasible by the administration, be filled by regularly appointed teachers in the school district.
- D.** Nothing in this agreement shall preclude the right of the Board or administrative staff to hire and assign personnel in their judgment best qualified to provide quality programs for the students being served.

VIII - TEACHING HOURS AND ASSIGNMENTS

- A. The teacher's scheduled day shall be in accordance with the policies of the Board of Education. It is agreed that, unless modified by the Board, such schedules are in substance as set forth below:

	<u>Elementary</u>	<u>Middle School</u>
Teacher Reports	8:15 a.m.	7:45 a.m.
Teacher Lunch Period Starts	Equal to that of students (no less than 55 minutes*) scheduled between 11:30 a.m. and	Equal to that of students (no less than 30 minutes) scheduled between 10:45 a.m. and
Teacher Lunch Period Ends	1:30 p.m.	1:23 p.m.
Teacher Day Ends	3:45 p.m.	3:15 p.m.
Student School Day Starts	9:05 a.m.	7:45 a.m.
Student School Day Ends	3:35 p.m.	2:45 p.m.

*Classroom instruction/supervision should begin 60 minutes following the start of the lunch hour for students.

Each year the Assistant Superintendent for Student Learning will review district guidelines and procedures for traveling district program specialists. This annual review should ensure that proposed schedules are based on students' needs and that the guidelines/procedures include the following:

- An opportunity for input from specials/support service teachers prior to the determination of the district schedule.
- An opportunity for revision of district schedules if students' needs change.
- A plan for the dissemination of information about annual release day allocation and procedures for district program specialists' collaboration. This information should be shared with affected teachers at the first district group meeting in the fall of each school year.

For teachers assigned to more than one building, the intent is for no one to be required to work beyond the normal 7.5 hour per day work schedule, inclusive of planning time, travel time, and lunch. The building administrators involved and the teacher shall cooperatively schedule the workday and week to ensure a proper work schedule.

VIII - TEACHING HOURS AND ASSIGNMENTS

- B. Teachers will be available for a sufficient period beyond the teacher school day, as determined by the Board or its designees, to attend to those matters which properly require attention at that time, including but not limited to faculty meetings and consultations with parents when scheduled directly with the teacher. On days preceding holidays and vacations teachers may leave the building as soon as children have been dismissed and all necessary and/or routine tasks have been completed.
- C. Every teacher shall be allowed a duty-free lunch period as required in Section 5/24-9 of the School Code and the legal interpretations of the Illinois State Board of Education.
- D. Under ordinary circumstances the absence of a teacher for illness or urgent personal business as provided herein requires a substitute teacher. However, the Board and the Association recognize that it is difficult to fill some of the positions covered by this Agreement on a short-term basis. Therefore, the parties agree that in some instances where the regular employee's absence is short-term, no substitute may be utilized. The Board agrees that it will use good faith efforts to arrange for a substitute.
- E. Internal Substitution: Interested teachers may volunteer as internal substitutes for colleagues who experience a need for an approved absence from duties. In order to provide such substitute service, the teacher will have administrative approval in order to forfeit plan time to perform the substitute duties. The names of teachers willing to occasionally substitute will be placed on a list compiled by the building administration and substitute opportunities will be rotated among those teachers who volunteer to be placed on the list.

Teachers who are called upon to provide the substitute service will be paid at the rate of \$35 per hour, prorated to actual time worked. The decision on whether to use any of the listed volunteer teachers and which one(s) will be within the discretion of the building administration.

The District "Sunshine Committee" will annually monitor the frequency of the use of teachers to provide internal substitute duties.

- F. Nothing herein, however, shall prohibit special arrangements by mutual agreement or other actions by the Board or its designees necessary to deal with certain unusual or emergency situations.
- G. Planning Time: Planning time is designed to maximize student achievement. Staff instructional planning time will be available to all staff. The building principal shall set the planning time schedule, but planning time is most often directed by teachers.

VIII - TEACHING HOURS AND ASSIGNMENTS

During a normal work week, a full-time classroom teacher for grades one through five shall be provided with at least 165 minutes of planning time during the student school day. During a normal work week, a full-time kindergarten teacher shall be provided with at least 180 minutes of planning time during the student school day. Full-time middle-school teachers shall be provided with a minimum of one academic period of planning time each student school day. Planning time may not be available during non-regular school weeks.

Middle school team planning time is defined as time during the student school day spent with colleagues who work with similar students focusing on reviewing and analyzing individual and group academics and behavior. Planning for differentiated instruction and interventions can be done during team plan time. Team plan time may be directed/utilized to meet the needs/responsibilities of the teachers comprising the team, the school improvement plan, school administrator and/or school district.

- H. Full-time kindergarten teachers shall be provided with one day of evaluation time in the fall prior to the first parent/teacher conference. The evaluation time shall occur on school grounds and shall involve contact with students for the purposes of evaluating each student. All evaluation times shall be scheduled in coordination with the full-time kindergarten teacher's building principal.
- I. Beginning with the 2014 – 2015 school year, the ATA work calendar will include one (1) additional workday to be used for the purpose of teaming and collaboration. Attendance on this day will be required of all members of the bargaining unit, who will be compensated at their per diem rate of pay. The purpose of this day is to allow group/collegial activities at the building level with a focus on preparing teachers to meet the needs of students' learning and development. Activities on this day will not include individual, self-directed teacher work. The building principal and building leadership team will work collaboratively to plan activities for the day. The building principal will be responsible for the final schedule.

IX - TEACHING CONDITIONS AND STAFF FACILITIES

- A. The Board and the Association agree that reasonable class size can be an important part of an effective instructional program. It is recognized that wide variances in class size may occur with regard to the various types of programs involved. It is fully understood that small group instruction in special areas may involve class sizes significantly different from those of programs of large group instruction. The Board and the Association recognize that the welfare of students shall be a matter of primary interest and agree to work cooperatively to seek the revenue and the personnel necessary for effective student-teacher ratios, while at the same time recognizing the dilemmas presented by limited budgets and limited physical facilities. Both parties recognize, encourage, and support individual school faculties seeking creative organizational plans and scheduling to more effectively utilize available staff. Nothing in this agreement shall preclude the right of the Board or administrative staff to determine the class sizes most appropriate, in their judgment, for the students and programs in the District.

- B. When determining the number of students assigned to a class, the District will continue to take into consideration the subject being taught, the physical limitations of the classroom, and the make-up of the students assigned, including the number of students identified as ELL and special needs students..

- C. The Board of Education of District 25 and the Association acknowledge that IDEA mandates that a free, appropriate public education (FAPE) be provided for students with disabilities and that,

“...to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and that special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.”

The Board and Association also acknowledge that the decision about the extent of a disabled student's participation in the general education classroom is the responsibility of the IEP team and includes the participation of a general education teacher. The IEP team will use the guidelines established by Illinois and federal law in their development of the disabled student's IEP. A copy of the most current guidelines and applicable laws can be obtained from the Department of Student Services

IX - TEACHING CONDITIONS AND STAFF FACILITIES

Training: District 25 will continue to provide staff development as needed in regard to the participation of IEP students in the general education classroom in the following ways:

- participation in workshops in the District;
- participation in workshops provided by NSSEO;
- participation in workshops outside the District;
- provision of materials and resources as requested for self-directed study;
or
- participation in informal networking and discussion groups.

Teachers will continue to have the opportunity to participate in workshops offered during the school year through the use of substitutes and in any workshops scheduled on district institute/early release days. At least one general education teacher with IEP students in his/her classroom will be a member of the IEP team.

Class Size/Case Load: It is recognized that the number of students with whom teachers work is a significant factor in the learning environment. The Board will continue to support reasonable teacher/student ratios within its financial abilities. Concerns regarding class size/case load should be referred to the building administrator. At the middle school, the teacher or principal may request the presence of the Department Chair at the meeting. (The Department Chair is responsible for reporting to the ATA President.) If the teacher and principal cannot agree upon a mutually acceptable solution, the teacher and principal shall refer the matter to the Superintendent or his/her designee for consideration of additional support outside the established district class size ranges.

Time: The determination of a schedule of coordinated planning time between special and general education teachers in regard to IEP students should be based on input from the general education teacher and incorporated as part of the planning process for each student. The use of a floating substitute should be considered one option available to schools.

Safety: The safety needs of both general and special education students must be met, while operating within the special education rules and regulations governing the disciplining of IEP students.

Health: For students who are medically fragile and have complex medical needs, the IEP team, including the school nurse, should develop a plan of medical assistance as outlined in the district's guidelines for Individual Health Care Plans and within legal parameters.

IX - TEACHING CONDITIONS AND STAFF FACILITIES

- D. The parties agree that authorized designees of the Board and the Association may, by mutual agreement, confer for the purposes of considering suggestions for appropriate texts and other instructional materials. Nothing herein shall limit the right of the Board or administration to establish any staff committees or study groups, which they deem necessary.
- E. Each instructional staff member and special teacher assigned to a building shall be given the opportunity to submit requests for instructional material and supplies for the following school term. Reasonable efforts shall be made to keep staff members informed with regard to the status of supplies and other materials requested.
- F. A teacher shall not be required to work under unsafe or hazardous conditions or to perform tasks, which may be reasonably assumed to endanger health and safety.

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

- A. All decisions relative to staff member assignments and/or promotions shall be reserved to the Board. It is agreed that reasonable effort shall be made to post notices of vacancies and to encourage members of the professional staff to submit themselves for consideration for such assignments. Vacancy notices will be posted on the district's website. It is incumbent upon staff members interested in seeking new positions or transfers to check the vacancy notices posted on the district's website:

www.sd25.org

- B. Involuntary Transfers or Reassignments: Employees who are transferred to another building or reassigned within the same building must be informed by the responsible administrator or the Assistant Superintendent for Personnel and Planning as to the reason(s) for such a transfer or reassignment. If the transfer or reassignment of an employee is objectionable to the employee, the employee may voice his or her concern in writing to the Assistant Superintendent for Personnel and Planning. The written objection will be placed into the personnel file of the employee as a matter of record and upon the employee's written request.
- C. Voluntary Transfers: The Assistant Superintendent for Personnel and Planning shall annually review administrative procedures in regards to the transfer process for internal candidates. The updated procedures will be shared with district administrators and the Association President. Any teacher may apply for transfer to another building. Such applications shall be made in writing by February 1st to the Assistant Superintendent for Personnel and Planning. Teachers may express an interest in positions that become available after the February 1st deadline by indicating their interest in writing within five working days following the announcement of the opening. However, if the position becomes available between August 1st and the first day of school, teachers must express their interest in writing within two calendar days of the announcement of the opening.

The Personnel Department will publish openings on the district's website www.sd25.org as they become available, balancing the need to respect the confidentiality of employees who choose to retire or resign without wishing their plans to be made public and the need to fill positions in a competitive marketplace.

When filling any teaching position within the district, the administration will interview those teachers who have: (1) submitted a current written request to be considered for that position; and (2) a rating of Proficient or Excellent on their last Summary Evaluation Report to be interviewed prior to the employment of any candidate from outside the district. Should the teacher requesting a transfer be denied the transfer, the employee may request, in writing, the reason(s) why the transfer was not approved. Nothing in this agreement shall preclude the right of the Board or

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

administration to hire and assign personnel, who in their judgment, are best qualified to provide quality programs for the students being served.

The interests of the individual teacher and the welfare of children will be considered in all transfers. The final decision relating to a transfer from one assignment and/or building to another shall be reserved to the Board of Education.

- D. Procedure for Reduction in Staff: The Arlington Heights Public Schools recognizes that, should a significant reduction in the teaching staff be decided upon by the Board of Education, an orderly and well communicated procedure be utilized to implement such a decision. Furthermore, such a procedure should give proper consideration to all relevant factors in reaching decisions specifically including the length of service of teachers who have served this District at a proficient level.

Should the Board of Education determine that a reduction in the teaching staff is necessary, the Assistant Superintendent for Personnel and Planning will prepare and recommend building use of personnel allocation, specific positions required, and positions to be eliminated. All personnel likely to be affected by a reduction in staff action will be considered for all ISBE licensed areas of eligibility throughout the District.

The Assistant Superintendent for Personnel and Planning will hold a private conference with the individuals to be released before the Board of Education formally takes action. Staff members are encouraged to seek further clarification or direction from their principal, the Superintendent of Schools, their Association representative or other appropriate sources. The Board of Education will receive for action recommendations of names of staff members to be honorably dismissed and such persons as dismissed will receive a registered letter of notification at least forty-five (45) days before the end of the school year. The final decision to honorably dismiss any employee shall rest solely with the Board of Education.

If vacancies occur within a period of one year or such periods as may be provided by law, whichever is longer, individuals honorably dismissed will be selected for appropriate positions for which they are eligible and certified. (The final decision to recall any employee shall continue to rest with the Board of Education.)

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

- E. Procedure for Tenured Teachers Who Have Been Honorably Dismissed to Maintain Active Applications for Employment: On or about August 1 of each year, teachers who have been on the recall list since September 1 of the preceding school year will be informed, in writing by the Superintendent or the Superintendent's designee, of the procedure for maintaining an active application for employment in the district's files. To remain an active candidate, each teacher must annually notify the Personnel Office in writing of his/her wish to be considered for positions in the District for which they may be qualified. As candidates, they will receive serious consideration after all qualified teachers remaining on the recall list for the current school year have been returned to employment or have resigned.
- F. Job-Share: Job-sharing is a voluntary opportunity for two currently employed teachers to share one full-time equivalent teaching position. Participants must submit an application by February 1st of the preceding school year for which the job-sharing is requested. To receive consideration, the proposal must be signed by both teachers and approved by the building principal to be considered a viable job-share proposal. Each principal will forward all approved applications to the Assistant Superintendent for Personnel and Planning. The District 25 Administrative Team (Asst. Superintendents, building administrators, and other district administrators as needed) will review the applications, approve job-shares, and make possible assignments. The proposal shall include, but not be limited to provisions for:
1. Teaching responsibilities
 2. Subject integration
 3. Schedule of work hours and/or days
 4. Communication plan
 - With partner
 - With grade level colleagues
 - With team/department
 - With building administrator
 5. Parent communication
 6. Progress reports
 7. Special class schedules
 8. Attendance
 - Building meetings
 - Open House
 - Parent Night
 9. Monday schedules
 10. Special education services/inclusion

The job-sharing pair is expected to attend all district full-day institute and in-service days (including SIP days). Job-share partners will be compensated for their additional time worked upon a prorated per diem basis.

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

The job-sharing pair is expected to attend all parent/teacher conferences. When parent/teacher conferences days are back-to-back (both fall and spring – even when linked to an institute, in-service or SIP day), the job share pair will each work all four, three-hour units but will be compensated for three units of work each.

The job-sharing plan shall be for one year. Participants may re-apply on an annual basis for a one-year extension. Extensions of job-sharing proposals are not guaranteed and are subject to administrative review and approval on an annual basis.

Participants in a job-sharing position shall be responsible for the cost of their own fringe benefits on a prorated basis. Participants in a job-sharing position will be placed appropriately on the teachers' salary schedule, and salaries will be prorated according to the time worked. Contributions to the Teachers' Retirement System will be proportionate to the time served and salary earned. Job-sharing teachers who are employed half-time (.5 F.T.E.) or more will receive full salary step movement for the next school year. Those who work less than half time will receive full salary step movement only after they have worked the equivalent of a half-time employee or more (ex. two years at .25 F.T.E. equals one year at .5 F.T.E. which would result in moving one full salary step under the provision mentioned above).

All tenured teachers participating in job-sharing will retain their tenure status and may return full-time at the beginning of the next school year.

Any teacher whose request for job-sharing is denied will have a personal conference with the building principal.

Should a job-share partner resign or request a leave of absence, it is the responsibility of the job-share pair to find a new partner that is acceptable to the district administration. If the job-share partners are unable to find an acceptable replacement, the remaining partner shall elect full-time employment, resign, or ask for a leave of absence, thus creating a full-time vacancy.

Should a job-share member need to utilize sick days for an illness or accident of at least five consecutive workdays, the District agrees to compensate the remaining partner at the BA-0 rate (pro-rated) for the entire period of time that sick days are utilized. The job-share partner assuming the full responsibility of the position for five or more consecutive workdays will notify the Assistant Superintendent for Personnel and Planning in writing to ensure the necessary adjustment in pay. This does not preclude the use of substitute teachers. Such decisions shall be made in the best interest of the District. Absences of less than five workdays for the same illness or accident will be compensated at the substitute teacher rate.

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

If a job-share member is absent without pay (for example: FMLA or Leave of Absence), the remaining job-share partner, upon assumption of the duties of the full assignment, will be compensated at his/her per diem rate (pro-rated) for the duration of said unpaid absence.

Job-Share Schedules

Job-sharing partners in a regular classroom (where the normal teaching schedule requires that they teach the same children five days per week) may only utilize either one of the two, pre-approved schedules shown below:

1. AM/PM Split – one partner teaches Monday through Friday in the mornings while the other partner teaches in the afternoon Monday through Friday (at the middle school level, this could mean an alternate day AM/PM split to accommodate a “flip” schedule).
2. Monday/Friday Split – one partner teaches a full day on Monday, a half day on Tuesday, Wednesday, and Thursday and does not teach on Friday. The other partner does not teach on Monday, but does teach, a half-day on Tuesday, Wednesday, and Thursday, and teaches all day on Friday.

Job-share teachers who teach different children from day-to-day over a five-day week (examples: ESL, Gifted Education, Special Education Resource Teachers, K – 5 Physical Education, K – 5 Music, and K- 5 Art) may propose teaching schedules other than the two, pre-approved schedules shown above. However, their Job-share Proposal **must show a clear educational advantage for students when proposing a teaching schedule other than the two pre-approved schedules.**

In all cases, the building administrator will retain the right to approve or disapprove any job-share application proposal. Schedules other than the pre-approved schedules shown above must also receive support of the Central Office Administrative Team that is comprised of the Superintendent and All Assistant Superintendents. The decision of the Central Office Administrative Team will be final. If the Central Office Administrative Team does not support the proposal, the proposal must be re-submitted using one of the two pre-approved schedules or be completely withdrawn. The job-share partners shall have until February 15 to re-submit an acceptable proposal.

Access to Job-Share Partnerships

Job-share partnerships (either with the same partner or different partners) shall normally not be extended beyond six consecutive school years (inclusive of leaves of absence that fall within or precede or follow the six school years spent working in a job-share partnership). If, however, a job-share participant returns to a regular, full-time or part-time (if available) teaching assignment before six consecutive school years, the time spent in such teaching assignment shall not count toward the six-year limitation. The Superintendent, in his or her discretion, may grant exceptions to the six-year rule on a limited basis. Any individual who wishes to request an extension must make his or her

X - VACANCIES, TRANSFERS, PROMOTIONS, REDUCTIONS

request in writing to the Superintendent of Schools prior to December 31st of the sixth school year.

At the end of any six-year job cycle, an individual must elect to return to a regular, full-time or part-time (if available) teaching position, request a leave of absence (if a tenured teacher), or resign from employment with the District. Any individual who elects to return to a regular, full-time, or part-time (if available) teaching assignment (either directly from a job-share partnership or upon return from a Board approved leave of absence) must complete at least two complete and consecutive school years in such an assignment before he or she will be eligible for consideration for another job-share partnership in District 25. Any individual who resigns and who may subsequently be re-hired by the District must teach for two complete and consecutive school years prior to being eligible for consideration for another job-share partnership in District 25.

XI – CERTIFICATED STAFF EVALUATION

The Certificated Staff Evaluation Review Committee, which shall consist of an equal number of teachers and administrators, will review the evaluation plan at least once every other year and recommend any necessary changes.

Any changes recommended by the Committee shall be subject to approval of the Association and the Board of Education. Any changes to the evaluation plan that are approved by both parties shall be submitted to the Illinois State Board of Education in accordance with the Illinois School Code and ensure compliance with applicable Illinois and federal law.

The Certificated Staff Evaluation Plan is hereby incorporated into this agreement by reference.

XII - STUDENT DISCIPLINE

- A. The Board recognizes that teachers have a primary responsibility for the maintenance of discipline within the schools. The Board also recognizes its responsibility to give reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in such schools. Both parties recognize the importance of protecting the rights of students to an education. Nothing in this article shall be construed to support arbitrary or willful denial of the rights of any student to educational opportunities.
1. A teacher may temporarily exclude a student from a class period when in the opinion of the teacher the grossness of any offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the student in the classroom intolerable.
 2. When a student is so excluded by a teacher, the student shall be sent from the classroom to the building administrative office, and the problem shall be referred for solution to the building principal or his designee.
 3. It is recognized by the Board and the Association that communication between the teacher and principal or assistant principal is an important aspect in solving discipline problems. The building principal or principal's designee will take action to seek to solve the discipline problem. Consultation with the teacher for background, insight, and other purposes will continue wherever practicable. Parent conferences and other methods will be considered and utilized wherever such procedures may be of support or aid in resolving the situation.
 4. The School Code empowers the Board of Education to specify procedures and policy in regard to student discipline, expulsion, and suspension through the Board's Policies and Procedures. In the absence of applicable rules or regulations, action shall be governed by the School Code.
 5. Both the Board and the Association recognize that it is their mutual concern to continue to seek the resources necessary to reinforce the program of identifying students with chronic personal or psychological problems and attempt correction of such problems to the full extent of available talent and funds.
 6. Nothing in Article XII shall be interpreted or construed as limiting the authority of the Board to establish policies and procedures relative to student discipline or to make decisions as to the nature and type of support necessary to maintain effective student discipline within the school district.

XIII - LEAVE

A. Sick Days

Each full-time teacher shall be entitled to a total of fifteen (15) sick leave days with full pay per school year. Teachers who are less than full-time but are working at least half-time (.5 FTE) are entitled to sick leave days that are pro-rated based upon their full-time equivalency (FTE). Teachers may use sick leave days for their own personal illness or injury or to care for a member of their immediate family as defined by School Code.

Teachers who work less than half-time are entitled to three days absence for work with pay for illness.

Such sick leave shall accumulate to 355 days. Each teacher with an accumulation of 355 sick days will be granted an additional fifteen (15) sick days at the beginning of the school year, bringing the possible maximum for those teachers to 370 sick days. Sick days used during the course of the school year will be taken from this total. Unused sick days above the 355 cumulative maximum will not be carried over into the next year.

This same procedure exists for staff members entering the school year with 341 – 354 days accumulated. In their case, carry-over of unused sick days could occur up to the established 355-day maximum.

If a teacher's yearly sick leave allotment, or portion thereof, is used for an absence due to a duty connected injury, the number of those sick leave days so used will be reinstated upon return to full employment in accordance with the provisions in the Workers' Compensation Policy.

B. Sick Leave Bank

A Sick Leave Bank was established during the 1991 – 1992 school year. All those individuals continuously employed and eligible for sick leave benefits as of the first day of school in the fall of 1991 are vested members of the Sick Leave Bank. All other individuals become members of the Sick Leave Bank upon their first date of employment. As of July 1, 2013 there are 2,629 days in the Sick Leave Bank.

1. A Sick Leave Bank Committee will act in all matters that concern the policies and the administration of the Sick Leave Bank and report its decisions in writing to the Assistant Superintendent of Personnel and Planning prior to any payment for extended sick leave. The committee shall be made up of the Association Chairperson and six Association members (all of the seven to be appointed by the Association President), and two district representatives (appointed by the Superintendent).

XIII – LEAVE

2. Employees will enroll in the Sick Leave Bank by donating one sick day to the Bank at the beginning of each school year for five consecutive years. These days will be automatically deducted from the employee's sick leave day entitlement. Employees who are not eligible for sick leave benefits are not entitled to membership in the district's Sick Leave Bank.

3. The intent of the Sick Leave Bank is to provide extended sick leave to those members; who experience an extended absence due to the employee's own prolonged illness or hospitalization, or the prolonged illness or hospitalization of an employee's immediate family member. For the purposes of this policy, "immediate family member" shall be defined by the Illinois School Code. The Sick Leave Bank shall not be available for use in conjunction with any illness due to elective surgery or cosmetic surgery. In order to be eligible to draw from the Bank, a member must:

- Be a contributor to the Bank.
- Present a doctor's certificate of continuing illness, including the date that they are anticipated to return to work.
- Have used all of his/her accumulated sick leave and all other available compensation days (i.e. personal business days, vacation days, comp time, etc...).

4. A maximum number of days available annually to an eligible member shall be as follows:

<u>Members Years of Experience in District 25</u>	<u>Number of Available Sick Leave Bank Days</u>
4 or less	10 per year
5 to 10	20 per year
11 to 14	40 per year
15+	60 per year

Each member may make application to draw from the Sick Leave Bank the number of sick leave days equal to the lesser of: 1) the number of days remaining until the employee's anticipated date of return to work; 2) the number of teacher work days remaining in the term; or 3) the maximum number of available Sick Leave Bank days set forth in the above chart not to exceed twenty days. An employee whose years of experience qualifies him/her to more than twenty days on the above chart, shall be entitled to such additional days upon the submission of a doctor's certificate of continuing illness, including an anticipated date of return to work, to the Sick Leave Bank Chairperson. Upon a doctor's release to return to work, any unused sick days granted to the employee from the Sick Leave Bank shall be returned to the Sick Leave Bank.

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5. Should the total number of days in the Sick Leave Bank ever fall below 200 days, members of the Association and School District 25 representatives shall meet to assess the viability of the Sick Leave Bank and the potential need for additional days to be contributed by members of the Sick Leave Bank.

6. It shall be noted that any medical documentation required herein is requested at the direction of the Sick Leave Bank Committee for the purpose of determining eligibility for sick leave bank benefits. Notwithstanding the Sick Leave Bank Committee's approval of an employee's request to draw days from the Sick Leave Bank, the Board does not waive any right to request medical documentation and/or to require employees to submit to medical examinations, subject only to any limitations existing under applicable law.

7. The Association following the procedures outlined above shall have the sole right to determine how Sick Leave Bank days shall be utilized and in addition shall indemnify and hold harmless the Board from any and all claims arising from any and all decisions by the Association in relation to the use or denial of use of the Sick Leave Bank. This obligation to hold harmless shall only be applicable if the District gives the Association written notice within fifteen (15) days of receipt of any charge, lawsuit or claim arising under this section.

C. Family Medical Leave Act (FMLA)

The provisions of this Leave Article (XIII) will be administered in accordance with the Board's Family and Medical Leave Act policy (5:185), a copy of which is available on the district web site and is also available upon request.

Employees may be eligible to receive benefits under the FMLA. Due to the complexities of FMLA, please contact the Supervisor of Business Services to learn more about the provisions of this benefit.

D. Pursuant to section 24-6 of the Illinois School Code, individuals may access up to thirty (30) of their available sick days for the birth or adoption of a child, beginning with the first day of absence from work.

E. Personal Days

The Board shall grant three days per year at full pay that may be used for urgent personal business. Urgent personal business involves situations beyond the ordinary and with real importance or urgency which cannot reasonably be controlled or in which it would be unreasonable to expect matters to be accomplished at time other than school hours. While it is the intent of the Board to rely primarily on the certification of teachers as to the use of such days, the Board reserves the right to make the final decisions in all cases as to the approval or disapproval of such absence. Except in the case of emergency, advance notice of the necessity for personal leave shall be given to the principal or immediate

XIII - LEAVE

supervisor as soon as possible. Such leave shall be non-cumulative. At the end of the school year unused emergency personal business days will automatically be converted into sick days and will be allowed to accumulate in accordance with Article XIII A.

For those individuals who work at least half-time (.5 FTE) but less than full-time (1.0 FTE), all urgent personal business leave shall be prorated based upon the employee's full-time equivalency. Those individuals who work less than half-time shall not be entitled to urgent personal business leave.

The day immediately preceding or immediately following a legal holiday or school recess shall not be recognized as a personal leave day except in the case of an emergency or religious holiday. However, the employee shall have the option to submit a written request to use a personal leave day on a day immediately preceding or immediately following a legal holiday or school recess. Such request may be for reasons other than an emergency or a religious holiday, but shall not be for the purpose of taking or extending a vacation. Approval of such requests shall be at the discretion of the Assistant Superintendent of Personnel and Planning. Requests for a personal leave day that are not approved will result in a per diem rate of reduction in pay.

F. Religious Holidays

Any teacher who uses one of the three personal leave days for religious observation shall have the option of converting one current sick leave day to a personal day.

G. Bereavement Leave

Reasonable time at full pay (usually not to exceed four (4) days by special arrangement with the building principal) shall be granted for funeral leave.

1. Immediate family or household (including stepchildren) of employee and/or spouse: two (2) days plus reasonable travel time not to exceed two (2) days. In special cases when additional time is needed, the Board shall allow the use of sick leave days.
2. Brothers, sisters, grandparents, grandchildren, step-grandchildren, guardians, uncles, aunts, and nieces and nephews of the first degree (and spouses of the aforementioned relatives) of the employee and/or spouse: two (2) days plus reasonable travel time not to exceed two (2) days.

XIII - LEAVE**H. Parental Leave**

Parental leave shall be granted without pay to tenured teachers anticipating the birth or adoption of a child. Such leave shall be for a period up to the end of the current school year. Leave may be extended thereafter for one school year by mutual agreement. Teachers have a professional responsibility to notify the District in writing of their request to extend their leave in a timely fashion. Upon return from parental leave, the teacher shall be returned to a position for which the teacher is certified. The contractual continued service status of a teacher shall not be affected because of said parental leave of absence.

1. If a parental leave is desired, the tenured teacher shall make a written request to the Assistant Superintendent for Personnel and Planning prior to the birth of the child.
2. Written notification of intent to return to the system shall be made to the Assistant Superintendent for Personnel and Planning by the teacher prior to reinstatement. Teachers have a professional responsibility to notify the District in a timely manner if they choose to resign their position at the close of the leave, so that the District can find a suitable replacement.
3. Any benefits under the provisions of this agreement which would otherwise accrue to a teacher granted parental leave shall be suspended during the leave of absence; however, any tenured teacher granted parental leave who has completed a term equivalent to 120 school days of the school year shall be considered to have completed a full year for purpose of advancement on the salary schedule.
4. A teacher granted parental leave may make arrangements during the leave to continue medical, dental, and vision insurance at the teacher's expense.
5. Parental leave shall be granted to any tenured teacher who furnishes satisfactory notification of pending adoption proceedings and who applies in writing to the Board not less than sixty (60) days prior to the requested leave.
6. The intent of parental leave is to provide an expanded opportunity for child rearing. Its use for other purposes will result in immediate cancellation of the leave and jeopardize continued employment by the school district.

I. Military Leave

Anything in this Agreement notwithstanding, the Board will comply with the provisions of the United States Employment and Reemployment Act of 1994 and all applicable Illinois laws, and regulations there under, or as such statutes and regulations may be amended. In no event, shall a teacher receive less than fourteen (14) consecutive days of leave for a National Guard or Reserve military obligation provided advance notification has been provided to the Superintendent.

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J. **Sabbatical Leave**

Sabbatical leave may be granted to members of the professional staff consistent with the School Code and the regulations and policies of the Board of Education. Leave may be granted for a period of at least four (4) months, but not in excess of one (1) year, for resident study, research, travel or other purposes designed to improve the teacher's effectiveness in the school system.

A leave of absence of up to two (2) years without pay may be granted to any tenured teacher, upon application, for the purposes of participation in:

1. Exchange teaching programs in other states, territories, or countries.
2. Foreign or military teaching programs.
3. Peace Corps, Teachers Corps as a full participant.

To qualify for such leave the teacher shall state his/her intention in writing to return to the District in a timely manner.

The teacher shall advance the number of steps on the salary schedule equivalent to the time on leave.

K. The contractual continued service status of a teacher shall not be affected by virtue of his/her involuntary induction for military duty in any branch of the armed forces of the United States.

Probationary teachers who are involuntarily inducted into the military service of the United States during the regular school year of employment may, provided such teacher shall not have been notified of intent not to re-hire prior to his/her receipt of official notice of induction, be granted leave without pay. Such leave shall not exceed the actual period of involuntary induction.

For purposes of this section, such years of military service shall be equivalent to years of teaching experience for advancement on the salary schedule to a maximum of the actual period of involuntary induction

L. A leave of absence of up to two (2) years may be granted to any tenured teacher, upon application, for the purpose of serving as an officer of the Association or as a staff member of the Illinois Education Association or the National Education Association. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the system during such periods. The teacher shall advance the number of steps on the salary schedule equivalent to the time on leave. Leave may be extended thereafter for one school year by mutual agreement. Teachers have a professional responsibility to notify the District in writing of their request to extend their leave in a timely fashion.

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- M. A leave of absence of up to two (2) years may be granted to any tenured teacher, upon application, for the purpose of running for or serving in a public office to the extent necessary for such activities. Upon return from such leave the teacher shall be placed at the same position on the salary schedule, as he/she would have been had he/she taught in the system during such period.
- N. Upon application, a leave of absence for the purpose of advanced study in an educationally-related field not to exceed two (2) years may be granted to any tenured teacher who does not qualify or elect to take a sabbatical leave, provided the teacher states his/her intention in writing to return to the school system.
- O. The Board shall pay the regular salary to staff members who are called to serve jury duty or because such employee, pursuant to subpoena as issued by the clerk of a court and served upon such employee, attends as a witness upon trial or have his or her deposition taken in any school related matter pending in court, in which the employee is not a plaintiff, without withdrawing from the employee's allotment of personal days.
- P. Upon application, a leave of absence of up to one (1) year may be granted to any tenured teacher for reasons other than those previously indicated in Section XIII. The teacher shall not advance on the salary schedule while on leave. However, if any tenured teacher completed a term equivalent to the time period of 120 school days before the commencement of the leave, he or she shall be considered to have completed a full year for purpose of advancement on the salary schedule. The leave may be extended for one school year thereafter by mutual agreement. Teachers have a professional responsibility to notify the District in writing of their request by February 1st in the school year preceding the leave request.
- Q. For individuals who receive approval for a leave of absence described in Section XIII that lasts for less than a full school year, the Board paid costs associated with medical, dental, and vision insurance coverage will be prorated based upon the amount of service rendered during the course of the school year. The teacher will be responsible for the balance of the costs necessary to maintain full coverage for each category of insurance.
- R. Teachers in their first year of a leave of absence shall be required to inform the Assistant Superintendent for Personnel and Planning in writing by February 1st of their intent to return to work in the following school year, to make a request to extend their leave of absence, or to resign their position.

XIII – LEAVE

Teachers in their second year of a leave of absence shall be required to inform the Assistant Superintendent for Personnel in writing by February 1st of their intent to return to work in the following school year or to resign their position. The Superintendent or designee may make adjustments to the timeline.

- S. While on an approved leave of absence, no teacher shall accept employment in another public/private/charter school in Illinois. If extenuating circumstances exist, the teacher may request an exception to this rule. No exceptions will be granted unless mutually agreed upon by the Association and the Superintendent or designee. Any teacher who violates this provision shall be subject to termination of employment by Arlington Heights School District 25.

XIV - PROFESSIONAL LEARNING/ LICENSE RENEWAL

License Renewal

A. It is recognized that the responsibility of the license renewal process will be that of the employee. To that end employees will be responsible for completing the online license renewal process, maintaining all documentation of the process and filing for license renewal and payment of their license renewal through the Illinois State Board of Education.

B. It is recognized that it is in the best interest of the District and the Association membership to support each other in the license renewal process. Through a collaborative effort, the Administration and the Association will update staff on any changes to the license renewal process to assist the staff in developing an understanding of that process. However, neither the District nor the Association shall be responsible to any teacher due to their potential failure to provide an update on any changes to the license renewal process.

Professional Learning

The District will continue to promote a staff development program that addresses the needs of its staff. The District will also work to develop alliances with other educational institutions to offer graduate credit within the District or within the area surrounding Arlington Heights District 25.

Each Principal and the Department of Student Learning will monitor teacher participation on district committees in order to minimize the amount of time that teachers on such committees are taken away from student instruction. The Principal and effected teachers will utilize collaboration software (i.e. Google docs) to keep track of the number of committees, the participation levels and the scheduling of committee meetings.

XV - PROFESSIONAL COMPENSATION & RELATED PROVISIONS**A. Supplementary Policies**

1. Teacher salary schedules shall be included in this agreement.
2. New teachers hired will be granted a full year of experience on the salary schedule provided their previous experience was full-time contracted service and consisted of 120 school days of employment of the school year in question (or a period of time equivalent to 120 school days).
3. Additional training which advances the teacher another step on the salary schedule shall be allowed effective for the full year, provided the teacher notifies the Personnel Department in writing by August 1st of all the coursework completed or to be completed which would qualify the teacher for a lane change. Coursework that is completed following the start of the new school year for teachers will not advance those teachers on the salary schedule in the fall semester but may be utilized to qualify for mid-year salary adjustments. All coursework must be graduate level coursework that could be used for a new endorsement from ISBE or would qualify as credit hours towards a graduate degree in Education from institutions of higher learning that are accredited, with the accrediting body recognized by the Accreditation and Eligibility Determination Department of the U.S. Office of Education (i.e. NCATE, North Central Association, etc.).

Official transcripts showing all the necessary coursework that is required for a lane change must be submitted no later than November 1st. Teachers who fail to submit the required transcripts will have their salary retroactively adjusted to the previously approved lane for the entire first semester.

Additional training which advances the teacher another lane on the salary schedule shall be allowed effective for the second semester, provided the teacher notifies the Personnel Department in writing by January 15th of all coursework completed or to be completed which would qualify the teacher for a lane change. Coursework that is completed following February 15th will not advance teachers on the salary schedule in the spring semester but may be utilized to qualify for salary adjustments in the fall. All coursework must be graduate level coursework that could be used for a new endorsement from ISBE or would qualify as credit hours towards a graduate degree in Education from institutions of higher learning that are accredited, with the accrediting body recognized by the Accreditation and Eligibility Determination Department of the U.S. Office of Education (i.e. NCATE, North Central Association, etc.).

Exceptions may be made with the pre-approval of graduate coursework from the Assistant Superintendent for Personnel and Planning.

XV - PROFESSIONAL COMPENSATION & RELATED PROVISIONS

Official transcripts showing all the necessary coursework that is required for a lane change must be submitted no later than March 30th. Teachers who fail to submit the required transcripts will have their salary retroactively adjusted to the previously approved lane for the entire second semester.

Effective as of the 2018-19 contract year, lanes BA24 and MA24 are closed to any movement into these lanes. Teachers who are paid based on lane BA24 as of the end of 2017-18 will be grandfathered into lane BA24. Teachers who are paid based on lane MA24 as of the end of 2017-18 will be grandfathered into lane MA24. Teachers grandfathered into lanes BA24 or MA24 will continue to progress down those lanes unless additional coursework moves them into a new lane.

B. Payroll Procedures

1. Payroll will be issued twice monthly for a total of twenty-four (24) pay periods per year and will be electronically deposited into the employee's designated bank account(s) prior to the start of the business day on the 15th and the 30th of each month (or on the last day of February). New teachers will have an option of receiving a salary advance of \$500 (full-time) or \$250 (part-time) on the August 30th payday. The remaining balance of their first year's compensation shall be equally divided among the twenty-four (24) pay periods beginning on September 15th.
2. Those employees who do not wish to have their payroll electronically deposited into their bank account(s) will have their payroll checks mailed via interoffice mail to their base school and to their address of record during the summer months when school is not in session.
3. If a regular pay date during the school term falls on a weekend or a legal holiday, teachers shall receive their pay on the last business day (business day shall be defined as Monday through Friday when the central administrative offices are open) prior to the normally scheduled pay date.
4. Any teacher terminating employment with the District may be authorized by the Superintendent to receive his/her final paycheck immediately following termination regardless of method of payment chosen.
4. Authorization for payroll deductions approved by the Board, other than those required legally or approved as a part of the Professional Agreement with the Association, shall be authorized by written consent of the professional employee on a form supplied by the District.
6. Payroll deductions for Association, IEA, and NEA dues shall be made on an authorization form provided to the District. In order to seek these deductions

XV - PROFESSIONAL COMPENSATION & RELATED PROVISIONS

a staff member must belong to all three mentioned associations. Deductions will be made in twenty (20) consecutive paychecks. The Association agrees to indemnify and hold harmless the employer from any claims, demands, suits, and costs incurred in connection with any such claim, demand or suit resulting from any reasonable action taken by the employer for the purpose of complying with the provisions of this section.

C. Guidelines For Seminars Or Workshops, Which May Be Used As Graduate Credit For Salary Schedule Advancement

1. To be eligible, the seminar or workshop must meet on non-school time.
2. Staff members may not be paid for their participation in the seminar or workshop.
3. The time spent in the seminar or workshop must be in a formalized setting with an accredited institution.
4. All seminars and/or workshops must receive pre-approval from the Superintendent or his designee.
5. Evidence of completion and the amount of instructional time must be submitted by the institution offering the seminar or workshop.
6. A total of 15 instructional hours in an approved seminar or workshop will constitute one (1) graduate level credit to be applied toward the salary schedule (only beyond the Master's degree level).
7. A maximum of eight (8) graduate level credits of this type (as computed in Number 6 above) may be applied to the salary schedule and only after the candidate has completed a Master's degree.
8. The teacher should demonstrate that no bonafide graduate level courses exist in the Chicago-Metropolitan area (in addition to those appearing in the candidate's transcripts) before a seminar or workshop will receive consideration, or that other highly unusual circumstances warrant the substitution of the seminar or workshop as an alternative.
9. Only seminars and/or workshops directly related to the teacher's assignment or anticipated assignment will be given consideration for pre-approval.
10. Other circumstances of a highly unusual nature should be dealt with on a case-by-case basis. The Superintendent's decision on the acceptability of proposed workshops or seminars will be final.

XV - PROFESSIONAL COMPENSATION & RELATED PROVISIONS

D. Limitations on Graduate School Course Work

The number of graduate school hours, which can be credited, for horizontal movement on the salary schedule is limited to:

Fall Semester (start of school to mid school year) - 8 semester hrs.

Spring Semester (mid year to close of school) - 8 semester hrs.

Summer school (close of school to start of school) - 10 semester hrs.**

**additional graduate hours may be credited upon approval through the Assistant Superintendent for Personnel and Planning

XVI - PROFESSIONAL RELATIONS

- A. The Association's Executive Board, or a committee they shall designate, shall meet at regular intervals with the Superintendent of Schools and/or the Superintendent's designee to discuss matters of mutual concern including for example, the number and scheduling of meetings. Every effort shall be made to use such meetings to solve problems prior to submission to the Board of Education or to grievance procedures, and to keep lines of cooperation and communication open and effective. This provision shall not serve to prevent concerns from being addressed at the building level on an as needed basis.
- B. The Arlington Heights Public Schools will maintain adherence to the current State School Code of Illinois, as it relates to sections on Tenure, Seniority, Special Education, Evaluation and Licensure. For any anticipated waivers being filed with the State regarding other sections of the School Code of Illinois an opportunity to participate in joint discussions will be provided with representatives including, but not limited to, the following entities: (1) the Arlington Teachers' Association; (2) District 25 administration; and (3) Board of Education prior to the public hearing and official filing with the State.
- C. The District places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, or unjustified criticism, complaints or discipline by supervisory personnel. In the event an employee feels that a supervisor's criticism, complaint or discipline is unnecessary or unjustified, he/she shall first bring his/her concerns to the immediately involved supervisor. If the issue is not resolved by involvement of the immediate supervisor and/or at the building level, the employee can refer the concern to the Superintendent for review and decision.

If the above steps do not resolve the employee's concern, he/she may request a closed meeting of the School Board, provided the purpose of such meeting fits an applicable exception under the *Open Meetings Act*, for the purpose of review of the Superintendent's decision. If the School Board grants the request for a meeting, the parties involved with knowledge of the facts, including the school administration, may be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues underlying the concern. The employee shall be given reasonable opportunity for explanation, comment, and presentation of the facts as he/she sees them. At all levels of the concern resolution process, the employee shall have the right to representation by the Association.

No concern under Section XVI.C of this agreement shall be subject to the grievance/arbitration procedure of this Agreement unless it involves a tenured teacher who has been suspended without pay.

XVI - PROFESSIONAL RELATIONS

- D. Prior to the implementation of any new district initiative, the Superintendent or designee will direct that a report be created which includes the following information:
1. An assessment of how the initiative will interface with or complement, if at all, the-current initiatives and best practices.
 2. A timeline for the adoption and implementation of the new initiative.
 3. Identification of professional learning activities necessary for the implementation of the new initiative. This report will include the nature of the professional learning, an assessment of the amount necessary and a timeline for offering the same.
 4. A provision for reflection and assessment of the implementation of the initiative, as well as any modifications necessary.

This report will be shared with the ATA President and also provided to the Board of Education prior to implementation of the initiative.

- E. The Board and Association agree to the establishment from time to time by mutual agreement of joint committees to study and make recommendations on topics and problems of concern to the school district.

XVII - PROFESSIONAL GRIEVANCE PROCEDURE

A. PHILOSOPHY

The resolution of grievances promotes professional working conditions, elevates teacher morale, and encourages employee contributions of services and talents for the maximum benefit of the school, the students, and the community. An orderly procedure to resolve grievances facilitates the mutual desire of the Board and the teachers to achieve the objectives set forth below.

B. OBJECTIVES

This Grievance Procedure aims:

1. To provide an orderly procedure for an aggrieved teacher(s) to communicate through the Association with the appropriate administrator.
2. To assure the teacher(s) that there are open channels for redressing a Grievance without fear of intimidation, coercion, discrimination, or any form of reprisal.
3. To secure an equitable solution to a Grievance at the lowest possible procedural level.

C. DEFINITIONS

1. A Grievance is a claim that there has been a violation of a specific provision of this Agreement.
2. The Grievant is the teacher(s) or Association alleging a violation of this Agreement.
3. The Professional Rights and Responsibilities Committee (PR & R Committee) is a committee selected by the President of the Association with the advice and consent of the Executive Board of the Association to act upon a Grievance.
4. All days referred to herein shall be school days.
5. The outside arbitrator, if necessary, shall be selected by mutual agreement or from a list of five names provided by the American Arbitration Association. The parties will alternately strike names from the list until only one name remains. This person shall be selected as the outside arbitrator.

XVII - PROFESSIONAL GRIEVANCE PROCEDURE**D. GENERAL PROVISION**

1. A Grievance will be filed, in writing, within fifteen (15) school days of the knowledge of the incident or pattern of incidents being grieved.
2. At any stage of the Grievance Procedure, teachers will be entitled to representation from the PR & R Committee at any meeting with any administrator or with his/her representative, or with the Board. In order to facilitate effective communication, hearings will be limited to three (3) participants per side, unless increased by mutual agreement of the parties. In addition, either party may have counsel or support personnel present for purposes of advice and clarification, not to exceed two (2) such persons, except where expanded by mutual agreement. At Steps III and IV, the numbers of support personnel will be expanded to include up to six (6) per side.
3. In addition to the representation provided in Paragraph 2 above, each party is entitled to call witnesses to testify as to the facts surrounding the Grievance.
4. Participants in a Grievance hearing during school hours will be excused to participate without any loss of pay or credit toward retirement.
5. The fees and expenses of the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.
6. Grievance Procedures may terminate at any level upon the recommendation of the PR & R with the majority consent of the Association Executive Board.
7. Failure of an administrator to grant a hearing or present a decision within the specified time automatically advances the Grievance to the next Step. Failure of the Grievant to act within specified time limits bars further appeal.
8. The forms used for Steps I - III of the Grievance Procedure should be completed in triplicate and distributed to the Grievant, the PR & R Committee and the responsible administrator.
9. The Grievance Procedures provided in this Agreement will be supplementary or cumulative to, rather than exclusive of, any procedure or remedies to any member(s) by law.

XVII - PROFESSIONAL GRIEVANCE PROCEDURE

10. Ten school days prior to the end of the school year, representative(s) of the PR & R Committee and the Administration shall meet for the purpose of agreeing on a procedure for handling all pending Grievances. The parties shall determine which Grievances will be held in abeyance until the start of the forthcoming school year and which Grievances are of such nature to warrant further processing during the summer based on a mutually agreeable time schedule.

E. PROCEDURE

Informal Resolution – Prior to filing a Grievance, the Grievant and the PR & R representative(s) will orally notify the Administrator involved of the intent to grieve. Within five (5) school days after receiving the notice, the Administrator will hold a conference with the Grievant and the PR & R representative(s). Within one (1) school day after the conference, the Administrator will meet with the Grievant and the PR & R representative(s) again and orally respond. If the Grievant is not satisfied with the response, within five (5) school days of the receiving the response, the Grievant may file a written Grievance.

If a Grievance is filed, the following procedure will be used to resolve the Grievance:

Step I - Within five (5) school days after the Grievance is filed, the Administrator will hold a hearing with the Grievant and the PR & R representative(s). Within five (5) school days after the hearing, the Administrator shall render a decision. If the Grievant is not satisfied with the response at this Step, within five (5) school days of the receiving the response, the Grievant may advance the Grievance to Step II by appealing to the Superintendent.

Step II - Within fifteen (15) school days following advancement of the Grievance to this Step, the Superintendent shall hold a hearing. Within five (5) school days of the hearing, the Superintendent will render a decision. If the Grievant is not satisfied with the response at this Step, within five (5) school days of the receiving the response, the Grievant may advance the Grievance to Step II by appealing to the Board.

Step III – Within thirty (30) days following advancement of the Grievance to this Step, the Board will hold a closed hearing with representatives of the PR & R Committee and the Administration. Within five (5) school days of the hearing, the Board will render a decision..

Step IV - Within ten (10) school days following the decision of the Board, the Association may file a demand for arbitration with the American Arbitration Association. The outside arbitrator shall be selected as in XVII.C.5. The arbitrator's decision shall be final and binding upon the parties.

XVIII - TEACHERS' COMPENSATION SCHEDULE

Progression on the Compensation Schedule

The Board recognizes the relative status of our compensation package and will make every effort to address the concerns of the professional staff, while still providing the breadth, scope, and quality of programs expected by our community. The board will propose a fair and equitable salary schedule that can be funded within the Board's ability to pay.

Placement on the salary schedule is determined by Bachelors Degree and additional graduate coursework earned after the Bachelor's degree is obtained. Additional salary will be paid for training between a Bachelor's Degree and a Master's Degree only upon the basis of training secured after a Bachelor's Degree has been conferred. Additional salary will be paid for training above a Master's Degree only upon the basis of training secured after a Master's Degree and an Illinois State Board of Education teaching license have been conferred.

Psychologists and Social Workers shall be compensated on the MA + 32 salary column of the Teachers' Compensation Index and Schedule. Placement on the Teachers' Compensation Index and Schedule is contingent upon their actual teaching experience and/or experience as a Psychologist or Social Worker. Psychologists and Social Workers may be awarded a maximum of seven years of service credit upon their employment or return to employment (after broken service) in District 25.

Credit for Previous Teaching Experience

Full credit shall be given for the first seven years of teaching experience. No half-credits shall be given. Newly hired teachers shall be awarded a full year of credit on the salary schedule for their previous experience provided that their teaching experience was full-time contracted service for 120 school days of the school year in question (or a period of time equivalent to November 1st through the end of the school year).

Retired teachers who are employed in a part-time capacity shall be placed on the salary schedule with up to seven years of teaching experience and on the column (lane) that accurately reflects their education. Retired teachers so placed will not advance on the salary schedule but will be frozen on that step and lane for the duration of their service in the District. Retired teachers hired prior to the start of the 2002-03 school year will be frozen on the compensation step and lane attained at the start of the 2002-03 school year.

Military experience, not to exceed two years, may be credited on the compensation schedule as teaching experience. The total credit for any teaching experience shall not exceed seven years.

XVIII - TEACHERS' COMPENSATION SCHEDULE

First-Year Teacher's Work Year and Compensation

All first-year teachers will have their contract year extended by six days. Four of the six days will be scheduled within seven workdays prior to the start of the school year for the experienced staff. The equivalent of at least one full day out of the four at the beginning of the year will be dedicated to work in the teacher's classroom, team-oriented activities, and/or working with the teacher's mentor. Two full days (or their equivalent) will be dedicated to orientation activities as planned by the Administration. The equivalent of one full day will be dedicated to technology training.

Days five and six will be scheduled by the administration during the first year of employment and may be scheduled as half-day or full workdays. These days may be scheduled after the normal end of any workday (not beyond 8:00 p.m.) or may be scheduled on a weekend. Days four, five, and six, with one dedicated to technology, will be compensated at current substitute pay rate.

For teachers hired after new teacher training has occurred, the Superintendent or designee will determine if the required training will occur at the beginning of their second year.

New teachers will have an option of receiving a salary advance of \$500 (full-time) or \$250 (part-time) on the August 30th payday. The remaining balance of their first year's compensation shall be equally divided among the twenty-four (24) pay periods beginning on September 15th.

Withholding Salary Increments/Stipends

In specific cases, with cause, the Board of Education may withhold the salary increment/stipend for a given teacher at the recommendation of the Superintendent.

Special Increments/Stipends

The Board of Education reserves the right to pay added amounts for additional duties assigned to members of the staff.

Insurance Coverage

The District provides all full-time teachers individual insurance to cover:

1. **Hospital, Medical, and Major Medical Insurance:**

This insurance may take the form of a PPO, an HMO, and/or a self-insurance plan. Teachers will also have access to a separate high-deductible PPO plan or the separate Blue Advantage HMO plan. Teachers who have single medical insurance coverage agree to pay 3% of the cost for single coverage, while the Board agrees to pay 97% of the cost of single insurance coverage. Teachers who elect to have family medical insurance coverage agree to pay 33% of the cost, while the Board agrees to pay 67% of the cost for family coverage. These percentages are subject to the Board contribution being capped at 6% over the previous calendar year.

XVIII - TEACHERS' COMPENSATION SCHEDULE

- The Board contribution for premium increases shall be capped at 6% per calendar year. Any additional increase above the cap of 6% shall result in increased costs to the employee or immediate adjustments to the insurance plan to bring the projected increase in costs back to the capped amount or less.
 - When the employee and his/her spouse each have family medical insurance coverage, dependent coverage will be “carved out” (requiring that the spouse’s insurance company assume primary responsibility for the dependent’s medical costs). In cases where both plans covering the dependent have “carved out” provisions, the insurance companies will be responsible for determining the responsibility for payment.
 - The District will not offer medical insurance coverage after retirement.
2. **Dental and Vision Insurance:**
The cost of single coverage for dental and vision insurance will be paid entirely by the Board of Education. Any additional costs for family coverage for dental and vision insurance will be paid entirely by the employee.
 3. **Prescription Drug Insurance:**
 - The co-payment for the prescription drug plan offered by the District is subject to annual review by the District 25 Insurance Committee.
 - All brand name prescriptions will require a co-pay. If a brand name prescription is written by the physician as “substitutable” and the employee refuses the generic substitution, then the employee is responsible for the brand name co-pay and the difference between the generic and brand name drug cost.
 4. **Life Insurance:**
 - Full-time teachers will be provided term life insurance coverage in the amount of \$50,000.
 - Supplementary life insurance on a salary deduction basis will be made available.
 5. **Insurance Committee:**
The District shall maintain an Insurance Committee made up of representatives from the Association, representation from other collective bargaining groups, the administration, and selected members from employee groups not covered by a collective bargaining agreement. The purpose of the Insurance Committee shall be to keep abreast of current trends and to seek ways to make our insurance program better and more cost effective. The Insurance Committee may only make recommendations to the Association and Board of Education, with changes occurring through the Professional Agreement or Memoranda of Understanding. The Board of Education reserves the right to select the most appropriate insurance provider or

XVIII - TEACHERS' COMPENSATION SCHEDULE

administrator, but agrees to discuss any changes in providers or administrators with the Association. Changes in coverage are negotiable and may not be made without mutual agreement between the Association and the Board.

6. **Premium Holiday:**

The District agrees to place a cap on the insurance reserves of 40% of the annual premium. Any excess beyond the 40% cap will be returned to the employees in the form of a premium holiday.

The District provides all part-time teachers, **with an FTE of 0.5 or higher**, individual insurance to cover:

1. **Hospital, Medical, and Major Medical Insurance:**

- This insurance may take the form of a PPO or a separate high-deductible PPO plan. HMO insurance coverage is not available for part-time employees. The Board of Education agrees to pay the equivalent of 25% of the single insurance premium. Part-time teachers electing the coverage agree to pay the other 75% of the single insurance premium.
- Part-time teachers who elect to have family medical insurance coverage agree to pay the difference between the Board contribution (25% of the single insurance premium) and the family premium.
- When the employee and his/her spouse each have family medical insurance coverage, dependent coverage will be “carved out” (requiring that the spouse’s insurance company assume primary responsibility for the dependent’s medical costs). In cases where both plans covering the dependent have “carved out” provisions, the insurance companies will be responsible for determining the responsibility for payment.
- The District will not offer medical insurance coverage after retirement.
- The Board contribution for premium increases shall be capped at 6% per calendar year. Any additional increase above the cap of 6% shall result in increased costs to the employee or immediate adjustments to the insurance plan to bring the projected increase in costs back to the capped amount or less.

2. **Dental and Vision Insurance:**

Part-time employees are not eligible to participate in the district’s dental and vision insurance plans.

XVIII - TEACHERS' COMPENSATION SCHEDULE**3. Prescription Drug Insurance:**

- The co-payment for the prescription drug plan offered by the District is subject to annual review by the District 25 Insurance Committee.
- All brand name prescriptions will require a co-pay. If a brand name prescription is written by the physician as “substitutable” and the employee refuses the generic substitution, then the employee is responsible for the brand name co-pay and the difference between the generic and brand name drug cost.

4. Life Insurance:

Part-time employees are not eligible to participate in the district’s life insurance plan.

Teachers' Compensation Program

The teachers’ compensation program of this agreement conforms with rulings of the Internal Revenue Service allowing the Board of Education to pick up part or all of a teacher's contribution to the Teachers' Retirement System. Should there be any changes to these rulings, it is agreed that the Board of Education will not incur the tax liability of any teacher.

All teachers hired to work beginning with the 2014-15 school year shall be paid according to the salary schedules found on pages 18.05 through 18.08. Teachers who began teaching service in the District prior to July 1, 2014, shall be paid according to the salary schedules found on pages 18.09 through 18.12.

Longevity

Annual for the duration of this Agreement, teachers who are not entitled to salary schedule step movement, by virtue of reaching the last step of their salary lane, will receive a longevity increase of one percent (1%).

XVIII - TEACHERS' COMPENSATION SCHEDULE A

2016-17 Salary Schedule A (Teachers first hired beginning with 2014-15 school year)							
Step	BA	BA8	BA16	MA	MA8	MA16	MA32
A	41,794	42,630	43,467	45,205	46,109	47,013	48,893
B	42,505	43,355	44,205	45,974	46,893	47,813	49,725
C	43,228	44,092	44,957	46,755	47,690	48,625	50,570
D	43,962	44,841	45,721	47,550	48,501	49,452	51,430
E	44,710	45,604	46,499	48,359	49,325	50,292	52,304
F	45,471	46,379	47,289	49,180	50,164	51,147	53,194
G	46,243	47,168	48,093	50,017	51,017	52,018	54,098
H	47,030	47,970	48,911	50,867	51,884	52,902	55,017
I	47,829	48,785	49,741	51,732	52,766	53,800	55,953
J	48,642	49,615	50,587	52,611	53,663	54,715	56,904
K	49,469	50,459	51,447	53,506	54,575	55,645	57,872
L	50,310	51,316	52,322	54,415	55,503	56,591	58,855
M	51,165	52,188	53,212	55,340	56,446	57,554	59,856
N	52,035	53,075	54,116	56,280	57,407	58,532	60,873
O	52,919	53,978	55,036	57,238	58,382	59,527	61,908
P	53,819	54,895	55,971	58,211	59,375	60,539	62,961
Q	54,733	55,828	56,924	59,200	60,384	61,568	64,031
R	55,664	56,778	57,891	60,207	61,411	62,615	65,120
S	56,610	57,743	58,875	61,230	62,454	63,679	66,227
T	57,573	58,725	59,876	62,271	63,516	64,762	67,352
U	58,551	59,722	60,893	63,330	64,596	65,863	68,497
V	59,547	60,738	61,929	64,407	65,694	66,983	69,662
W	60,559	61,771	62,982	65,501	66,811	68,121	70,846
X	61,589	62,821	64,052	66,615	67,947	69,279	72,051
Y	62,636	63,889	65,141	67,747	69,102	70,457	73,275
Z	63,700	64,975	66,249	68,899	70,277	71,655	74,521
AA			67,375	70,070	71,471	72,873	75,788
BB			68,520	71,262	72,687	74,112	77,076
CC			69,685	72,473	73,922	75,371	78,386
DD			70,869	73,705	75,179	76,653	79,719
EE			72,075	74,958	76,457	77,956	81,074
FF				76,232	77,757	79,281	82,452
GG				77,528	79,079	80,629	83,854
HH				78,846	80,423	81,999	85,279
II				80,186	81,790	83,393	86,729

XVIII - TEACHERS' COMPENSATION SCHEDULE A

2017-18 Salary Schedule A							
(Teachers first hired beginning with 2014-15 school year)							
Step	BA	BA8	BA16	MA	MA8	MA16	MA32
A	42,338	43,184	44,032	45,793	46,708	47,625	49,529
B	43,058	43,919	44,780	46,572	47,502	48,434	50,372
C	43,790	44,665	45,541	47,363	48,310	49,257	51,227
D	44,534	45,424	46,315	48,168	49,132	50,094	52,099
E	45,291	46,197	47,103	48,987	49,966	50,946	52,984
F	46,062	46,982	47,904	49,819	50,816	51,812	53,885
G	46,845	47,782	48,718	50,667	51,680	52,694	54,802
H	47,641	48,593	49,547	51,528	52,558	53,590	55,732
I	48,451	49,419	50,388	52,404	53,452	54,500	56,680
J	49,275	50,260	51,245	53,295	54,360	55,426	57,644
K	50,112	51,115	52,116	54,201	55,285	56,368	58,624
L	50,964	51,983	53,003	55,123	56,225	57,327	59,620
M	51,830	52,866	53,904	56,060	57,180	58,302	60,634
N	52,711	53,765	54,820	57,012	58,153	59,293	61,665
O	53,607	54,679	55,752	57,982	59,141	60,301	62,713
P	54,518	55,609	56,699	58,968	60,147	61,326	63,779
Q	55,445	56,554	57,664	59,969	61,169	62,368	64,863
R	56,388	57,516	58,644	60,989	62,209	63,429	65,966
S	57,346	58,494	59,640	62,026	63,266	64,507	67,088
T	58,321	59,488	60,655	63,081	64,342	65,604	68,228
U	59,313	60,499	61,685	64,153	65,436	66,719	69,387
V	60,321	61,528	62,734	65,244	66,548	67,853	70,568
W	61,346	62,574	63,801	66,352	67,680	69,007	71,767
X	62,390	63,638	64,885	67,481	68,830	70,180	72,987
Y	63,450	64,719	65,988	68,628	70,000	71,373	74,228
Z	64,529	65,820	67,110	69,795	71,190	72,586	75,490
AA			68,251	70,981	72,400	73,821	76,773
BB			69,411	72,188	73,632	75,076	78,078
CC			70,591	73,415	74,883	76,351	79,405
DD			71,791	74,663	76,156	77,649	80,755
EE			73,012	75,932	77,451	78,970	82,128
FF				77,223	78,768	80,312	83,524
GG				78,536	80,107	81,677	84,944
HH				79,871	81,469	83,065	86,388
II				81,228	82,853	84,477	87,856

XVIII - TEACHERS' COMPENSATION SCHEDULE A

2018-19 Salary Schedule A (Teachers first hired beginning with 2014-15 school year)							
Step	BA	BA8	BA16	MA	MA8	MA16	MA32
A	42,888	43,746	44,604	46,388	47,315	48,244	50,173
B	43,618	44,490	45,362	47,177	48,120	49,064	51,026
C	44,359	45,246	46,133	47,979	48,938	49,897	51,893
D	45,113	46,015	46,917	48,795	49,771	50,746	52,776
E	45,880	46,798	47,716	49,624	50,616	51,609	53,673
F	46,660	47,593	48,526	50,467	51,476	52,486	54,586
G	47,454	48,403	49,352	51,326	52,352	53,379	55,514
H	48,260	49,225	50,191	52,198	53,242	54,286	56,457
I	49,080	50,062	51,043	53,086	54,147	55,208	57,417
J	49,915	50,913	51,911	53,988	55,067	56,147	58,393
K	50,763	51,779	52,794	54,906	56,004	57,101	59,386
L	51,626	52,658	53,692	55,839	56,956	58,072	60,395
M	52,504	53,553	54,604	56,788	57,924	59,060	61,423
N	53,396	54,464	55,533	57,753	58,909	60,064	62,466
O	54,304	55,390	56,477	58,735	59,910	61,085	63,529
P	55,227	56,332	57,436	59,734	60,929	62,123	64,609
Q	56,166	57,289	58,413	60,749	61,964	63,179	65,706
R	57,121	58,263	59,406	61,782	63,018	64,253	66,824
S	58,092	59,254	60,415	62,832	64,089	65,346	67,960
T	59,079	60,261	61,443	63,901	65,178	66,457	69,115
U	60,084	61,285	62,487	64,987	66,286	67,587	70,290
V	61,105	62,328	63,549	66,092	67,413	68,735	71,485
W	62,144	63,387	64,630	67,215	68,560	69,904	72,700
X	63,201	64,465	65,728	68,358	69,725	71,092	73,936
Y	64,275	65,561	66,846	69,520	70,910	72,301	75,193
Z	65,367	66,675	67,983	70,702	72,116	73,530	76,471
AA			69,138	71,904	73,342	74,780	77,771
BB			70,313	73,126	74,589	76,052	79,093
CC			71,509	74,370	75,856	77,344	80,437
DD			72,724	75,634	77,146	78,659	81,805
EE			73,961	76,920	78,458	79,996	83,196
FF				78,227	79,792	81,356	84,610
GG				79,557	81,148	82,739	86,048
HH				80,909	82,528	84,145	87,511
II				82,284	83,930	85,576	88,999

XVIII - TEACHERS' COMPENSATION SCHEDULE A

2019-20 Salary Schedule A (Teachers first hired beginning with 2014-15 school year)							
Step	BA	BA8	BA16	MA	MA8	MA16	MA32
A	43,446	44,314	45,184	46,991	47,930	48,871	50,825
B	44,185	45,068	45,952	47,790	48,745	49,702	51,690
C	44,936	45,834	46,733	48,602	49,574	50,546	52,568
D	45,699	46,613	47,527	49,429	50,418	51,405	53,462
E	46,476	47,406	48,336	50,269	51,274	52,279	54,371
F	47,267	48,212	49,157	51,123	52,146	53,168	55,295
G	48,070	49,032	49,993	51,993	53,032	54,073	56,236
H	48,888	49,865	50,843	52,876	53,934	54,992	57,191
I	49,718	50,713	51,707	53,776	54,851	55,926	58,164
J	50,564	51,575	52,586	54,690	55,783	56,877	59,153
K	51,423	52,452	53,480	55,620	56,732	57,844	60,158
L	52,297	53,343	54,390	56,565	57,696	58,827	61,181
M	53,186	54,250	55,314	57,527	58,677	59,827	62,221
N	54,091	55,172	56,255	58,504	59,675	60,845	63,278
O	55,010	56,110	57,211	59,499	60,689	61,879	64,354
P	55,945	57,064	58,183	60,511	61,721	62,931	65,449
Q	56,896	58,034	59,173	61,539	62,770	64,001	66,561
R	57,864	59,021	60,178	62,585	63,837	65,088	67,693
S	58,847	60,024	61,201	63,649	64,922	66,195	68,843
T	59,847	61,045	62,242	64,731	66,026	67,321	70,013
U	60,865	62,082	63,299	65,832	67,148	68,465	71,203
V	61,900	63,138	64,375	66,951	68,290	69,629	72,414
W	62,952	64,211	65,471	68,088	69,451	70,813	73,645
X	64,023	65,303	66,583	69,247	70,632	72,016	74,897
Y	65,111	66,413	67,715	70,424	71,832	73,241	76,170
Z	66,217	67,542	68,867	71,621	73,053	74,486	77,466
AA			70,037	72,839	74,295	75,752	78,782
BB			71,228	74,077	75,559	77,040	80,121
CC			72,438	75,336	76,842	78,349	81,483
DD			73,669	76,617	78,149	79,681	82,869
EE			74,923	77,919	79,478	81,036	84,278
FF				79,244	80,829	82,414	85,710
GG				80,591	82,203	83,814	87,167
HH				81,961	83,601	85,239	88,649
II				83,354	85,021	86,688	90,156

XVIII - TEACHERS' COMPENSATION SCHEDULE B

2016-17 Salary Schedule B (Teachers who began service prior to 7/1/2014)									
Step	BA	BA8	BA16	BA24	MA	MA8	MA16	MA24	MA32
A	41,415	42,243	43,088	43,950	44,829	45,725	46,640	47,573	48,524
B	42,500	43,350	44,217	45,101	46,003	46,923	47,862	48,819	49,795
C	43,613	44,486	45,375	46,283	47,208	48,153	49,116	50,098	51,100
D	44,756	45,651	46,564	47,495	48,445	49,414	50,403	51,411	52,439
E	45,929	46,847	47,784	48,740	49,715	50,709	51,723	52,758	53,813
F	47,132	48,075	49,036	50,017	51,017	52,037	53,078	54,140	55,223
G	48,367	49,334	50,321	51,327	52,354	53,401	54,469	55,558	56,669
H	49,634	50,627	51,639	52,672	53,725	54,800	55,896	57,014	58,154
I	50,934	51,953	52,992	54,052	55,133	56,236	57,360	58,508	59,678
J	52,269	53,314	54,381	55,468	56,578	57,709	58,863	60,041	61,241
K	53,638	54,711	55,805	56,921	58,060	59,221	60,406	61,614	62,846
L	55,044	56,145	57,267	58,413	59,581	60,773	61,988	63,228	64,492
M	56,486	57,616	58,768	59,943	61,142	62,365	63,612	64,884	66,182
N	57,966	59,125	60,308	61,514	62,744	63,999	65,279	66,584	67,916
O	59,484	60,674	61,888	63,125	64,388	65,676	66,989	68,329	69,696
P	61,043	62,264	63,509	64,779	66,075	67,396	68,744	70,119	71,522
Q	62,642	63,895	65,173	66,476	67,806	69,162	70,545	71,956	73,395
R	64,284	65,569	66,881	68,218	69,583	70,974	72,394	73,842	75,318
S	65,968	67,287	68,633	70,005	71,406	72,834	74,290	75,776	77,292
T	67,696	69,050	70,431	71,840	73,276	74,742	76,237	77,762	79,317
U	69,470	70,859	72,276	73,722	75,196	76,700	78,234	79,799	81,395
V	71,290	72,716	74,170	75,653	77,166	78,710	80,284	81,890	83,527
W	73,158	74,621	76,113	77,635	79,188	80,772	82,387	84,035	85,716
X	75,074	76,576	78,107	79,670	81,263	82,888	84,546	86,237	87,962
Y	77,041	78,582	80,154	81,757	83,392	85,060	86,761	88,496	90,266
Z	77,041	78,582	82,254	83,899	85,577	87,288	89,034	90,815	92,631
AA	77,041	78,582	82,254	86,097	87,819	89,575	91,367	93,194	95,058
BB	77,041	78,582	82,254	88,353	90,120	91,922	93,761	95,636	97,549
CC	77,041	78,582	82,254	90,668	92,481	94,331	96,217	98,142	100,104
DD	77,041	78,582	82,254	90,668	94,904	96,802	98,738	100,713	102,727
EE	77,041	78,582	82,254	90,668	97,390	99,338	101,325	103,352	105,419
FF	77,041	78,582	82,254	90,668	99,942	101,941	103,980	106,059	108,181

XVIII - TEACHERS' COMPENSATION SCHEDULE B

2017-18 Salary Schedule B (Teachers who began service prior to 7/1/2014)									
Step	BA	BA8	BA16	BA24	MA	MA8	MA16	MA24	MA32
A	41,572	42,404	43,252	44,117	44,999	45,899	46,817	47,753	48,708
B	42,661	43,515	44,385	45,273	46,178	47,102	48,044	49,004	49,985
C	43,779	44,655	45,548	46,459	47,388	48,336	49,302	50,288	51,294
D	44,926	45,825	46,741	47,676	48,629	49,602	50,594	51,606	52,638
E	46,103	47,025	47,966	48,925	49,904	50,902	51,920	52,958	54,017
F	47,311	48,257	49,222	50,207	51,211	52,235	53,280	54,346	55,432
G	48,551	49,522	50,512	51,522	52,553	53,604	54,676	55,769	56,885
H	49,823	50,819	51,835	52,872	53,930	55,008	56,108	57,231	58,375
I	51,128	52,151	53,194	54,257	55,343	56,449	57,578	58,730	59,905
J	52,468	53,517	54,587	55,679	56,793	57,928	59,087	60,269	61,474
K	53,842	54,919	56,017	57,138	58,281	59,446	60,635	61,848	63,085
L	55,253	56,358	57,485	58,635	59,807	61,004	62,224	63,468	64,738
M	56,700	57,834	58,991	60,171	61,374	62,602	63,854	65,131	66,434
N	58,186	59,350	60,537	61,747	62,982	64,242	65,527	66,837	68,174
O	59,710	60,905	62,123	63,365	64,633	65,925	67,244	68,589	69,960
P	61,275	62,500	63,750	65,025	66,326	67,652	69,006	70,386	71,793
Q	62,880	64,138	65,421	66,729	68,064	69,425	70,813	72,230	73,674
R	64,528	65,818	67,135	68,477	69,847	71,244	72,669	74,122	75,605
S	66,218	67,543	68,894	70,272	71,677	73,110	74,573	76,064	77,585
T	67,953	69,312	70,699	72,113	73,555	75,026	76,526	78,057	79,618
U	69,734	71,128	72,551	74,002	75,482	76,992	78,531	80,102	81,704
V	71,561	72,992	74,452	75,941	77,460	79,009	80,589	82,201	83,845
W	73,436	74,904	76,402	77,930	79,489	81,079	82,700	84,354	86,042
X	75,360	76,867	78,404	79,972	81,572	83,203	84,867	86,565	88,296
Y	77,334	78,881	80,458	82,068	83,709	85,383	87,091	88,833	90,609
Z	77,334	78,881	82,566	84,218	85,902	87,620	89,372	91,160	92,983
AA	77,334	78,881	82,566	86,424	88,153	89,916	91,714	93,548	95,419
BB	77,334	78,881	82,566	88,689	90,462	92,272	94,117	95,999	97,919
CC	77,334	78,881	82,566	91,012	92,832	94,689	96,583	98,514	100,485
DD	77,334	78,881	82,566	91,012	95,265	97,170	99,113	101,096	103,117
EE	77,334	78,881	82,566	91,012	97,761	99,716	101,710	103,744	105,819
FF	77,334	78,881	82,566	91,012	100,322	102,328	104,375	106,462	108,592

XVIII - TEACHERS' COMPENSATION SCHEDULE B

2018-19 Salary Schedule B									
(Teachers who began service prior to 7/1/2014)									
Step	BA	BA8	BA16	BA24	MA	MA8	MA16	MA24	MA32
A	41,730	42,565	43,416	44,284	45,170	46,073	46,995	47,935	48,893
B	42,823	43,680	44,554	45,445	46,353	47,281	48,226	49,191	50,175
C	43,945	44,824	45,721	46,635	47,568	48,519	49,490	50,479	51,489
D	45,097	45,999	46,919	47,857	48,814	49,791	50,786	51,802	52,838
E	46,278	47,204	48,148	49,111	50,093	51,095	52,117	53,159	54,222
F	47,491	48,441	49,409	50,398	51,406	52,434	53,482	54,552	55,643
G	48,735	49,710	50,704	51,718	52,752	53,807	54,884	55,981	57,101
H	50,012	51,012	52,032	53,073	54,135	55,217	56,322	57,448	58,597
I	51,322	52,349	53,396	54,464	55,553	56,664	57,797	58,953	60,132
J	52,667	53,720	54,795	55,891	57,008	58,149	59,311	60,498	61,708
K	54,047	55,128	56,230	57,355	58,502	59,672	60,865	62,083	63,324
L	55,463	56,572	57,704	58,858	60,035	61,235	62,460	63,709	64,984
M	56,916	58,054	59,215	60,400	61,608	62,840	64,097	65,379	66,686
N	58,407	59,575	60,767	61,982	63,222	64,486	65,776	67,091	68,433
O	59,937	61,136	62,359	63,606	64,878	66,176	67,499	68,849	70,226
P	61,508	62,738	63,993	65,273	66,578	67,910	69,268	70,653	72,066
Q	63,119	64,382	65,669	66,983	68,322	69,689	71,083	72,504	73,954
R	64,773	66,068	67,390	68,738	70,112	71,515	72,945	74,404	75,892
S	66,470	67,799	69,155	70,539	71,949	73,388	74,856	76,353	77,880
T	68,212	69,576	70,967	72,387	73,834	75,311	76,817	78,354	79,921
U	69,999	71,399	72,827	74,283	75,769	77,284	78,830	80,406	82,015
V	71,833	73,269	74,735	76,229	77,754	79,309	80,895	82,513	84,163
W	73,715	75,189	76,693	78,227	79,791	81,387	83,015	84,675	86,368
X	75,646	77,159	78,702	80,276	81,882	83,519	85,190	86,893	88,631
Y	77,628	79,180	80,764	82,379	84,027	85,708	87,422	89,170	90,953
Z	77,628	79,180	82,880	84,538	86,228	87,953	89,712	91,506	93,336
AA	77,628	79,180	82,880	86,753	88,488	90,257	92,063	93,904	95,782
BB	77,628	79,180	82,880	89,026	90,806	92,622	94,475	96,364	98,291
CC	77,628	79,180	82,880	91,358	93,185	95,049	96,950	98,889	100,867
DD	77,628	79,180	82,880	91,358	95,627	97,539	99,490	101,480	103,509
EE	77,628	79,180	82,880	91,358	98,132	100,095	102,097	104,138	106,221
FF	77,628	79,180	82,880	91,358	100,703	102,717	104,771	106,867	109,004

Effective as of the 2018-19 contract year, lanes BA24 and MA24 are closed to any movement into these lanes. Teachers who are paid based on lane BA24 as of the end of 2017-18 will be grandfathered into lane BA24. Teachers who are paid based on lane MA24 as of the end of 2017-18 will be grandfathered into lane MA24. Teachers grandfathered into lanes BA24 or MA24 will continue to progress down those lanes unless additional coursework moves them into a new lane.

XVIII - TEACHERS' COMPENSATION SCHEDULE B

2019-20 Salary Schedule B									
(Teachers who began service prior to 7/1/2014)									
Step	BA	BA8	BA16	BA24	MA	MA8	MA16	MA24	MA32
A	41,889	42,726	43,581	44,453	45,342	46,249	47,173	48,117	49,079
B	42,986	43,846	44,723	45,617	46,530	47,460	48,409	49,378	50,365
C	44,112	44,995	45,895	46,812	47,749	48,704	49,678	50,671	51,685
D	45,268	46,174	47,097	48,039	49,000	49,980	50,979	51,999	53,039
E	46,454	47,383	48,331	49,298	50,284	51,289	52,315	53,361	54,428
F	47,671	48,625	49,597	50,589	51,601	52,633	53,686	54,759	55,855
G	48,920	49,899	50,897	51,915	52,953	54,012	55,092	56,194	57,318
H	50,202	51,206	52,230	53,275	54,340	55,427	56,536	57,666	58,820
I	51,517	52,548	53,599	54,671	55,764	56,879	58,017	59,177	60,361
J	52,867	53,924	55,003	56,103	57,225	58,369	59,537	60,728	61,942
K	54,252	55,337	56,444	57,573	58,724	59,899	61,097	62,319	63,565
L	55,674	56,787	57,923	59,081	60,263	61,468	62,697	63,951	65,230
M	57,132	58,275	59,440	60,629	61,842	63,079	64,340	65,627	66,939
N	58,629	59,802	60,998	62,218	63,462	64,731	66,026	67,346	68,693
O	60,165	61,368	62,596	63,848	65,125	66,427	67,756	69,111	70,493
P	61,741	62,976	64,236	65,521	66,831	68,168	69,531	70,922	72,340
Q	63,359	64,626	65,919	67,237	68,582	69,954	71,353	72,780	74,235
R	65,019	66,320	67,646	68,999	70,379	71,786	73,222	74,687	76,180
S	66,723	68,057	69,418	70,807	72,223	73,667	75,141	76,643	78,176
T	68,471	69,840	71,237	72,662	74,115	75,597	77,109	78,651	80,224
U	70,265	71,670	73,103	74,565	76,057	77,578	79,129	80,712	82,326
V	72,106	73,548	75,019	76,519	78,049	79,610	81,203	82,827	84,483
W	73,995	75,475	76,984	78,524	80,094	81,696	83,330	84,997	86,697
X	75,933	77,452	79,001	80,581	82,193	83,837	85,513	87,224	88,968
Y	77,923	79,481	81,071	82,692	84,346	86,033	87,754	89,509	91,299
Z	77,923	79,481	83,195	84,859	86,556	88,287	90,053	91,854	93,691
AA	77,923	79,481	83,195	87,082	88,824	90,600	92,412	94,261	96,146
BB	77,923	79,481	83,195	89,364	91,151	92,974	94,834	96,730	98,665
CC	77,923	79,481	83,195	91,705	93,539	95,410	97,318	99,265	101,250
DD	77,923	79,481	83,195	91,705	95,990	97,910	99,868	101,865	103,903
EE	77,923	79,481	83,195	91,705	98,505	100,475	102,485	104,534	106,625
FF	77,923	79,481	83,195	91,705	101,086	103,107	105,170	107,273	109,418

Lanes BA24 and MA24 are closed to any movement into these lanes. Teachers who are paid based on lane BA24 as of the end of 2017-18 will be grandfathered into lane BA24. Teachers who are paid based on lane MA24 as of the end of 2017-18 will be grandfathered into lane MA24. Teachers grandfathered into lanes BA24 or MA24 will continue to progress down those lanes unless additional coursework moves them into a new lane.

XIX - SUPPLEMENTARY PAY SCHEDULE

- A. **Stipend Positions:** The following stipends for extra duty compensation have been established. Should the Board of Education establish a new stipend position, the salary for that position is subject to negotiations with the Association. However, the Board of Education retains the right to determine the number of positions within any increment category. Priority will be given to ISBE licensed staff members when filling stipend positions. If a staff member is unable to fulfill, for any reason, all duties of a stipend position, the stipend will be prorated accordingly. The building administrator will fill the vacant stipend position in accordance with this agreement.
- B. **National Board Teacher License**
Individuals receiving National Board Certification will receive a “once in a career” stipend of \$1,000 increment after the submission of the license to the Personnel Department. In addition, a \$6,000 pool of money will be available each fiscal year for reimbursement to staff members for National Board Teacher License application/renewal/retake fees. To be eligible for these funds, teachers should apply in writing to the Personnel Department by June 1 each year. The funds shall be allocated on a first-come, first-serve basis.
- C. **ASHA CCC Certification:**
Individuals who hold or who receive ASHA CCC certification shall be awarded a “once in a career” \$500 stipend after submission of proof of certification to the Personnel Department. In the event the Illinois State Board of Education formally recognizes the ASHA CCC certification as being equal to National Board Certification for teachers, the ASHA CCC stipend shall be increased to \$1000. Staff members currently employed by District 25 who already hold such certification shall receive up to an additional \$500 stipend.
- The “once in a career” stipends for ASHA CCC certification holders shall be prorated on the basis of the employee’s FTE status at the time the stipend is paid.
- D. **Team Leaders:**
Team Leader assignments will be for a term of two (2) school years. At the completion of a two-year term the teacher may submit an application or reapply for another term as Team Leader. When filling a Team Leader position, the District agrees to consider tenure as a significant factor in the selection process. Should it be deemed necessary to appoint a non-tenured teacher to serve as a Team Leader, the District agrees to share its rationale with the tenured teacher not selected upon his/her written request.
- E. **Compensation Dates – Payroll:**
Compensation for all coaching increments shall be paid as soon as possible following the completion of their season on one of the following dates: November 15th, February 15th, April 15th, or June 15th.

XIX - SUPPLEMENTARY PAY SCHEDULE**F. Extension of the Work Year:**

Teachers who are required by an administrator to work beyond the normal work year as part of their regular assignment shall be compensated at a per diem rate (annual salary divided by the number of days in the school calendar inclusive of paid holidays).

At times there may be opportunities for building technology advocates to work summer hours. All hours worked must be pre-approved by the Director of Technology and Assessment and shall be compensated at \$30/hour.

G. Longevity Stipends:

Coaches who remain in the same coaching assignment for three or more consecutive years in a specific sport shall receive an annual longevity stipend of \$100 at the beginning of their fourth year in the position for each sport, each season they coach.

H. Special Stipends:

Special stipends of \$100-\$500 may be made for district-wide, multiple building activities, or approved building activities. Special stipends shall only be awarded to projects that have been pre-approved through the Department of Student Learning. Projects originated by the Department of Student Learning Instruction at the district level will carry a stipend as offered by the Assistant Superintendent of Student Learning. As well, teachers may prepare a proposal to the Department of Student Learning. Forms for this purpose may be obtained from the Department of Student Learning. Upon mutual agreement, a stipend may be offered. The Assistant Superintendent for Student Learning shall recommend to the Superintendent payment of special stipends for special district-wide or multiple building activities where such stipends are perceived to be warranted, appropriate, and representative of specific and significant contributions and efforts clearly beyond the scope of normal in-service or cooperative professional activities.

Nothing in this article shall preclude the right of the Board or administrative staff to pay stipends to personnel for purposes determined appropriate in their judgment.

I. Consultant Teachers:

A consultant teacher who assumes the responsibility of working with a teacher who has received an unsatisfactory rating will require time and commitment beyond the regular school day. The consultant teacher may be compensated up to \$1,000. The hourly rate will be determined by dividing the beginning teacher salary by the number of days in the school calendar inclusive of paid holidays, then by 6.5 and rounded to the nearest dollar. It is recognized that the amount of time involved may vary significantly in each remedial circumstance depending on the individual teacher, the remedial plan, and other related factors.

XIX - SUPPLEMENTARY PAY SCHEDULE

J. Doctorate Degrees:

In recognition of teachers receiving their doctorate in an educationally-related field, the Board agrees to pay an annual increment of \$1,000. This increment will be pro-rated in accordance with the teacher's FTE status at the time the stipend is paid. Increments will be paid on the final paycheck at the end of the school year.

K. Certified School Nurses:

The District agrees to provide additional support to certified school nurses by creating a pool of up to nine release days/FTE nurse not to exceed a total of thirty-six days per fiscal year. A certified school nurse may request to use one of the release days to complete certain school related administrative duties. Use of a release day is subject to the pre-approval of the Director of Special Services.

L. Overnight Field Trips:

Teachers chaperoning overnight field trips will be compensated at a flat rate per night per chaperone. All overnight trips and stipends are subject to pre-approval by the building administrator. See stipend chart for rates.

M. Summer Work:

Compensation for work conducted during the summer months shall be as follows:

Summer School Teachers	\$30.00/hour
Summer School Curriculum Writing	\$30.00/hour
Teaching In-Service Workshops (non-technology)	\$30.00/hour
Teaching Technology Workshops	\$30.00/hour
Attendance at Summer Workshops	Current Beginning Sub Rate
Summer Screening of Students*	\$30.00/hour

All summer school compensation will be subject to Teachers' Retirement System credit and corresponding deductions in accordance with TRS regulations. No sick leave will be available during summer employment.

*Beginning in August 2017, teachers selected to perform summer Kindergarten and EL screening of students will be paid the noted rate for screening conducted during the first two weeks in August. Teachers assigned to these subject areas are expected to conduct such screenings although not required. In the event there are insufficient numbers of volunteers to perform the screenings required, the Administration and ATA leadership will collaborate to secure the required numbers of screening participants. Each elementary building will annually set its own August screening schedule. All other decisions relevant to conducting the screenings will be sent to the Kindergarten Screening Committee for resolution.

XIX - SUPPLEMENTARY PAY SCHEDULE

N. **Mileage Reimbursement:**

Teachers who are required to travel between buildings as a part of their assignment are eligible for reimbursement for their expenses associated with the operation of a motor vehicle. It shall be the practice of the District to reimburse eligible employees for their travel expense at the current Internal Revenue Mileage Rate. Mileage expenses will be reimbursed twice during the course of the school year based upon the employee's "Between Schools Transportation" form.

O. **Noon Hour Supervision:**

1. Full-Time Noon Hour Supervision – See Stipend Chart for Rates

Full-Time Noon Hour Supervisors are defined as staff members who work five days per week and least thirty minutes/day as a lunch supervisor. Employees in this category do not need to complete a weekly time sheet and they are allowed to miss up to 15 days during the school year for absences due to illness, personal business, and/or approved professional learning workshops or meetings without losing compensation. Should an individual exceed the 15-day total, a payroll deduction will be made for any additional days absent on a per diem basis. Upon return from the absence, the Assistant Superintendent for Personnel and Planning will determine as to whether or not the employee will move to a time sheet compensation plan for the rest of the school year.

2. Part-Time Noon Hour Supervision & Substitute Noon Hour Supervisors – See Stipend Chart for Rates

Part-Time Noon Hour Supervisors are defined as staff members who work less than five days/week. Staff members in this group will be paid at the hourly rate listed in the stipend chart and each staff member must complete a time sheet for time worked. Teachers who substitute for absent noon hour supervisors will also submit a time sheet for time worked and will be compensated at the same hourly rate. Teachers will receive payment for their hours worked within thirty days of submission of their completed time sheets to the Payroll Department

P. **Part-time Staff Members:**

A part-time staff member may be required to work additional time outside of his/her contracted schedule for SIP Days, Institute Days, Parent/Teacher Conferences and/or additional days due to the district's use of emergency days. When such additional work is required, the building principal or the Director for Special Services shall notify the staff member, who shall be eligible for additional compensation on a per diem basis.

Additionally, there may be occasions when either the part-time staff member or the building principal believes that the part-time staff member should work additional time to attend to other school-related activities or responsibilities. If pre-approved by the building principal and the Assistant Superintendent for Personnel and

XIX - SUPPLEMENTARY PAY SCHEDULE

Planning, the part-time staff member shall be eligible for additional compensation on a per diem basis.

To receive compensation for any approved/required additional work time, the part-time staff member shall submit a time sheet to the Payroll Department. The part-time staff member shall receive compensation within thirty days of the submission of the time sheet.

Q. Job-share Teachers:

In accordance with Article X, section F of the Professional Agreement, job-share teachers will receive payment for additional time worked on Institute Days, In-service Days, Parent/Teacher Conference Days, and School Improvement Days.

The job-share teacher's building administrator shall submit a written request for payment on behalf of the job-share teachers who work beyond their normal work schedule during Institute Days, In-service Days, Parent/Teacher Conference Days, and School Improvement Days. Should a job-share teacher work on a day not normally assigned or work longer than the regular work day as outlined in the job-share proposal (on days other than Institute Days, In-service Days, Parent/Teacher Conference Days, and School Improvement Days), they shall follow the procedures outlined in Article XIX, section P (including pre-approval) to receive additional compensation.

Stipend Schedule 2016-17 Through 2019-20

Activity	Hourly Rate	Stipend	Stipend
Supervisory Positions			
Elementary Lunch Duty	\$29.00	\$4,843	Timesheets for part-time
MS Lunch Duty	\$29.00	\$3,248	Timesheets for part-time
MS AM Bus	\$19.00	\$1,083	Time sheets
MS Late Bus	\$19.00	\$1,083	Time sheets
MS Dance/Activity/Sports Supervision	\$19.00	\$19	Time sheets
Patrol	\$19.00	\$665	
Overnight Stipend	\$100.00	\$100	
Sports			
7th Cheerleading	\$32.00	\$2,240	Travel 1x
8th Cheerleading	\$32.00	\$2,240	Travel 1x
Poms	\$32.00	\$2,240	Travel 1x
Basketball - boys	\$32.00	\$2,560	Travel multiple games-Overnight stipend for State and Nationals only
Basketball - girls	\$32.00	\$2,560	
Volleyball - boys	\$32.00	\$2,560	
Volleyball - girls	\$32.00	\$2,560	
Cross Country	\$32.00	\$2,560	
Track	\$32.00	\$2,560	
Intramurals Coordinator	\$28.00	\$560	
Longevity		\$100	Per sport, per season
Music Performance Groups			
Elementary Music Performance Groups	\$32.00	\$960	Chorus, drama, talent show - 1 per school
MS Chorus	\$32.00	\$2,240	
Jazz Band	\$32.00	\$2,240	
Wind Band	\$32.00	\$4,000	
Symphonic Band	\$32.00	\$2,560	
Concert Band	\$32.00	\$2,560	
Clubs and Activities			
Science Olympiad MS Head Coach	\$32.00	\$1,760	Head Coach Only-events are excluded
Science Olympiad MS Event Coach	\$32.00	\$800	Per Event - Overnight stipend for State and Nationals only
MS Drama - Fall Play	\$32.00	\$2,240	
MS Drama - Spring Play	\$32.00	\$2,240	
MS Student Council	\$26.00	\$2,080	
Yearbook	\$26.00	\$2,080	
Hourly Club Activity Account Pool	\$25.00	\$48,072	Pre-approve by Principal/Preference given to successful pre-existing clubs/includes max of 3 hours of plan time
Leadership - Must be Certified Staff			
Dept Chair MS - math, ss, sci, fl, ca, pe	\$34.00	\$3,400	Includes leadership meetings
Dept Chair MS - SpEd, LA	\$34.00	\$5,100	Includes leadership meetings
Team Leaders District	\$34.00	\$3,400	
Team Leaders SpEd	\$34.00	\$3,400	
Team Leaders IS	\$34.00	\$3,400	
MS Team Leaders	\$34.00	\$5,100	Includes leadership meetings
Elementary Team Leader	\$34.00	\$1,700	
RtI Facilitator	\$34.00	\$3,400	
Elementary Extra Team Leader	\$34.00	\$1,700	Based on per pupil need with no more than 1 per school when building population exceeds 550 students. Must be approved by Asst Supt for Personnel & Planning.
NBTC (pool of funds to reimburse fees)		\$3,750	Reimbursement of application/renewal fees

XX – RETIREMENT PLAN

General Conditions:

- A. To be eligible for the District's Retirement Plan the teacher:
- (1) must meet the age and/or service requirements specified under the Retirement Plan; and
 - (2) must request the retirement plan by notifying the Personnel Department in writing of his/her intent to retire by the date listed in the following table. The request shall specify the month and year of retirement. Any requests for a retirement plan occurring outside of the dates specified below shall be considered on a case-by-case basis and are subject to Board of Education approval.

Letter of Intent to Retire Due to the Personnel Department	Intended Retirement Date * Last day of school term
February 1, 2017	June *, 2021
February 1, 2018	June *, 2022
February 1, 2019	June *, 2023
February 1, 2020	June *, 2024

- B. Upon approval by the Board of Education, the teacher's retirement shall be irrevocable except as provided in sections G and H below.
- C. For the purposes of establishing the amount of creditable service at the point of retirement, it is agreed that the retiring teacher's "Statement of Personal Benefits" form (issued by the Teachers' Retirement System) will be used. It shall be the responsibility of the retiring teacher to provide a current copy of his/her "Statement of Personal Benefits" to the Personnel Department with the employee's letter indicating the decision to retire. The retiring teacher shall also provide, upon written request, an updated current copy of the "Statement of Personal Benefits" to the Personnel Department during the last year of employment in District 25. In order for out-of-state creditable service to count toward retirement credit, the out-of-state service must either be substantiated on the "Statement of Personal Benefits", or evidence must be provided by the Teachers' Retirement System that a payment plan is in place to purchase the out-of-state service in question.
- D. The Board's payment of any retirement benefit shall be conditioned upon the fulfillment of ongoing employment obligations and retirement at the time and under the conditions required herein. Failure to work until the date originally specified for retirement shall result in the forfeiture of any unpaid retirement benefit, and, in some circumstances, as provided below, in the repayment of any retirement benefit already received by the employee.

XX – RETIREMENT PLAN

- E. If a teacher resigns prior to the dates stipulated in this Agreement for any reason other than death or a permanent physical or mental disability which renders the individual unable to perform his/her duties as determined by a Board appointed physician (death and permanent physical/mental disability are addressed in Section G below), the Board shall have no obligation to pay any remaining retirement benefits which would otherwise have been due under this Agreement. Moreover, the teacher shall be required to repay any retirement benefits that had been paid under this Agreement. Under extenuating circumstances, the Board, at its discretion, may waive the repayment of any retirement benefits.
- F. Should the teacher be unable to continue employment as a result of death or permanent physical or mental disability which renders that individual unable to perform his/her duties as determined by a Board appointed physician prior to the specific retirement date, the Board shall have no obligation to pay any remaining retirement benefits which would otherwise have been due under this Agreement. The teacher, or the teacher's family, will keep prior payments made under this Agreement when the teacher's death or disability makes continued employment impossible..
- G. Should illness or injury befall an individual (under obligation to retire under Section XX – Retirement Plan) or a member of the individual's immediate family (as defined by the School Code) resulting in the loss of sick days to the extent that the retiring individual no longer meets the criteria for retirement under the specified option approved by the Board of Education, the Board shall:
1. allow the individual to work the number of days necessary to meet the retirement criteria specified and approved under Section XX;
 2. compensate the individual for work allowed beyond the original retirement date at a gross per diem rate of:
 - \$300 for 90 days or more of TRS creditable work
 - \$250 for 61 to 89 days of TRS creditable work
 - \$200 for 31 to 60 days of TRS creditable work
 - \$150 for 10 to 30 days of TRS creditable work

XX – RETIREMENT PLAN

3. provide insurance benefits (for those who qualified for benefits during the previous year), ten days of sick leave as required by School Code, and shall exclude the emergency personal business days, and holiday pay during the number of days necessary to meet the retirement criteria specified and approved under Section XX; and
4. retain the right to assign the individual to any position for which the individual is qualified and for which TRS creditable service may be earned including (but not necessarily limited to) teaching, substitute assignments, certified teaching assistant/substitute assignments, teacher on assignments, or extended assignment substitute positions.

It shall be the responsibility of the employee who has been allowed to work beyond the previously approved retirement date to meet their originally approved TRS creditable service requirement with District 25 under Section XX of the Professional Agreement promptly and within the timeframe approved by the Superintendent or Superintendent's designee. Such an approved timeframe shall provide the employee enough time to replace the number of sick days necessary to meet the requirements of the originally selected option under Section XX of the Professional Agreement.

Failure to fulfill the work assignment within the approved extension shall result in the employee's disqualification from the Retirement Plan and shall require the employee to pay back all sums of money extended to the employee under the Retirement Plan and a forfeiture of the employee's right to participate in any of the Retirement Plan's options. This provision shall not apply to those who cannot meet the essential functions of their work assignment under the extension because of death or permanent physical or mental disability.

Those individuals who have a physical or mental disability may apply for disability benefits through the Teachers' Retirement System and may remain on disability until they have accumulated the originally required amount of creditable service under the terms of Article XX of the Professional Agreement.

XX – RETIREMENT PLAN

- H. Should a retiring teacher begin to receive his/her retirement benefit and should a significant life event (such as the death of a spouse) cause that teacher to request to continue teaching in the District and should the Board allow the teacher to continue employment as a teacher, the Board shall not be obligated to continue the payment of the retirement benefit. The ability to rescind the retirement decision shall be at the sole discretion of the Board of Education. Under this type of circumstance, the teacher shall repay the entire amount of the retirement benefit paid to date. Subject to Board approval, 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 upon a date which reflects the length of time the teacher received the retirement benefit (*i.e.*, a teacher who received retirement benefits for one year and then was permitted to rescind his/her retirement, must repay the retirement benefits within one year).
- I. In the even the Illinois General Assembly enacts any legislative changes impacting that portion of P.A. 94-0004 requiring employers to make contributions for certain salary increases in excess of six percent (6%), either party may request to bargain concerning the retirement benefits included in this Article XX, by submitting a written request to the other within sixty (60) days of the effective date of such legislation.

Retirement Benefits:

- A. This retirement benefit is available to those staff members with at least 35 years of creditable service but less than 36 years of creditable service retiring into the Teachers' Retirement System and where there are no penalties for the teacher and/or the Board of Education to pay into the Teachers' Retirement System.
- (1) To be eligible, the employee must provide notice in accordance with the table shown in Section A(2) of this Article XX.
 - (2) The employee shall receive annual increases of 6% over his/her base salary in the previous year during the final four years of employment prior to retirement.

XX – RETIREMENT PLAN

- (3) For the purposes of calculating the salary amount upon which the retirement benefit shall be based, the base salary reported for the fifth year prior to the intended date of retirement (as referenced in the employee's letter of intent to retire) shall be known as the base salary for the purpose of calculating the retirement benefit. If a teacher has provided notice of retirement and is to receive the six percent (6%) salary increase under either option, the teacher shall continue to perform the same paid assignments that resulted in the total previous year's base salary upon which the 6% increase is based.
- (4) The employee shall receive a post-retirement, non-reportable (to TRS) stipend in the amount of Fifteen Thousand Dollars (\$15,000), less state and federal taxes and any other deductions required by law or authorized by the employee. Such sum shall be paid to the employee after the employee retires and within thirty days after the employee has received his/her final paycheck for regular earnings. Notwithstanding the fact that the stipend shall not be paid until after the employee retires, the Association does not waive its right to file a grievance to enforce the terms of this provision of the collective bargaining agreement.

ERO:

The Board and the Association agree that the District will not participate in the Early Retirement Option Program of the Teachers' Retirement System.

XXI - FAIR SHARE

- A. It is recognized that the negotiations and administration of this Agreement entail expenses, which appropriately are shared by all teachers who are beneficiaries of said Agreement. To this end, if a teacher does not join the Arlington Teachers' Association, such teacher will:
1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration ("Fair Share Fee") or
 2. Pay directly to the Association a like sum.
- B. In the event such an authorization is not signed or such direct payment is not made within ninety (90) days following commencement of employment of the teacher or the effective date of this Agreement, whichever is later, the Board shall deduct the Fair Share fee in equal payments over the remaining payroll periods provided that the Association shall certify to the Board a Fair Share fee, in conformity with Federal and State law and the rules of the IELRB.
- C. The Board shall cooperate with the Association to ascertain the names of all employee non-members of the Association from whose earnings the Fair Share payments shall be deducted, their work locations and available space to post a notice concerning Fair Share.
- D. The Association shall inform all teachers annually concerning the Fair Share fee information required or permitted by the Labor Relations Act and Board rules.
- E. The Association will provide the Board with a copy of the appeal procedure for those individuals whom may wish to appeal the amount and/or process of the Fair Share. The Association shall advise the Board of any subsequent changes.
- F. Upon receipt of formal notice of an objection or unfair labor practice charge to the Labor Board, the Association and the Board hereby agree to comply with the Labor Board rules. The Board shall forward the objector's fee or portion of the objector's fees being contested to the Labor Board to be placed in an IEA escrow account pending a decision or mutually agreeable settlement between the Association and the objector(s).
- G. Arlington Teachers' Association, the Illinois Education Association and the National Education Association shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of, or by reason of action taken by the Board for the purposes of complying with the above provisions of the Article, or in reliance on any list, notice certification, affidavit, or assignment furnished under any such provisions.

XXI - FAIR SHARE

- H. If during the term of this Agreement, the Labor Board or a court of competent jurisdiction rules any part of this Article void or not enforceable, the Association and the Board agree to convene negotiations on this matter immediately for the sole purpose of bringing this Article into compliance with the standards or rulings of said Labor Board or court.
- I. Effective date will be August 30, 1990.
- J. The parties expressly recognize the rights of non-members as provided for in Section 22 of the IELRB.

XXII - EMERGENCY DAYS

The Board of Education agrees to approve the last two days of each school year covered by this agreement as emergency days should no more than three emergency days be used during a school year prior to that time.

In addition, the Board reserves the right to direct the Administration to utilize the remaining three emergency days for staff development and/or parent-teacher conferences. All efforts will be made by the Board and the Administration to protect the teacher directed day in the spring. Furthermore, the Board recognizes its responsibility to negotiate with the Association prior to implementing any changes in the use of emergency days.

XXIII - MENTORING

- A. The Board and Association agree that the mentoring is essential to the success of teachers new to District 25.
- B. Mentor Selection - Mentors shall be selected in the spring by the professional staff of each building once the specific need has been determined. Mentors shall be selected from the ranks of tenured staff members unless there are extenuating circumstances. Exceptions may be made when the professional staff feels that the expertise and/or experience of the non-tenured staff members would serve to benefit the new colleague. The position of mentor shall be voluntary. Whenever possible individuals will not be asked to mentor more than one new teacher at a time.
- C. Responsibilities - Mentors shall not be expected to perform supervisory tasks. Building administrators should not ask mentors for information about the new colleague that could be evaluative in nature. However, the mentor and new colleague may request assistance from a building administrator relative to information and/or resources to assist the new colleague.

The role of the Mentor shall be to:

- a. serve as a source of information to the new colleague;
 - b. assist the new colleague in assimilating the culture of District 25;
 - c. facilitate social and professional growth within the organization; and
 - d. provide "on the spot" advice and support to the new colleague regarding all aspects of teaching within District 25.
- D. Mentor Evaluation - A teacher's summative evaluation should not be impacted negatively by their ability or inability to mentor effectively and/or their willingness to participate in the mentoring program.

XXIV - EFFECT OF AGREEMENT

- A. The terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties thereto. Agreements on any and all areas included herein are limited to the specific language approved and ratified by the parties and shall not constitute implicit agreement to further negotiate matters related to any general area or topic involved except as specifically required or as provided by mutual agreement. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this agreement.
- B. This agreement and any subsequent changes shall be incorporated into the Board policies of School District 25, Arlington Heights, Cook County, Illinois, and shall be a part of the said policies during the duration of this agreement.
- C. The terms and conditions of this agreement shall be implicit in individual contracts or employment agreements of teachers.
- D. Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the agreement if not affected by the deleted article, section, or clause.
- E. All communications to the Board shall be channeled through the Superintendent and to the Association through its President.
- F. All administrative titles used herein are generic and for convenience of interpretation and implementation. In the event of change of title, modification of administrative structure, or other reasonable cause for uncertainty, communications and requests shall be directed to the Superintendent who shall take whatever action he deems necessary and appropriate to implement and honor the terms and spirit of this agreement.

XXVI – DURATION AND ACCEPTANCE OF AGREEMENT

- A. This agreement shall be in full force and effect for the school years 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 – 2020 and shall continue in force and effect until August 15, 2020 unless extended by mutual agreement. Reopening of this Agreement on any section shall occur in accordance with Article II-Section F.
- B. The Board shall arrange for reproduction of any agreement ratified between the parties for distribution to staff members eligible for Association representation. Such material shall ordinarily be made available within thirty (30) days of ratification.
- C. This Agreement is signed this 6th day of June, 2016.

In witness thereof:

For: Board of Education
School District 25

For: Arlington Teachers'
Association

David Page, President

Kelly Drevline, President

Erin Johannesen, Secretary

Kate Renno, Secretary

Jake Chung

Nancy Abruscato

Rebecca Fitzpatrick

Allison Berg

Brian Kaye

John Dolniak

Stacey Mallek

Tim Morkert

Chuck Williams

INTRODUCTION TO MEMORANDA OF UNDERSTANDING

- 1) The attached memoranda are for informational purposes only. They are clearly not part of the negotiated agreement between the parties but merely serve to provide a common understanding of part of the history of the collective bargaining process between the parties.
- 2) The attached memoranda of understanding were accomplished during negotiations which led to the parties' negotiated agreement, with the understanding that the memoranda would not be in the agreement. However, the parties agreed to include the memoranda following the last official page of the agreement only as a convenience to the Union and the Board of Education, with the original intent remaining permanent and that these memoranda are not a part of the negotiated agreement and as such, the substance of these memoranda are not subject to the contractual grievance process.
- 3) It is not the intent, nor is it the representation of the parties, that the attached memoranda represent each and all of the memoranda of understanding reached during the history of the relationship between the parties.

MEMORANDA OF UNDERSTANDING PROFESSIONAL LEARNING COMMITTEE

This Memorandum of Understanding is entered into between the Board of Education of Arlington Heights School District 25 and the Arlington Teachers Association for the purpose of creating a "Professional Learning Committee".

The Parties agree that the Professional Learning Committee shall follow Section 3-11 of the School Code of Illinois. The Professional Learning Committee shall be composed of $\frac{1}{2}$ teachers, $\frac{1}{4}$ school service personnel, and $\frac{1}{4}$ administrators. Compliance with the School Code will be monitored by the Association's Executive Board at its regularly scheduled meetings with the Superintendent of Schools and/or designees (page 16.00).

Goals of the Professional Learning Committee:

1. Assess current models of delivering professional learning based upon research and best practices
2. Provide input on structure of professional learning programs to support district goals and instructional programs.
3. Ensure that professional learning activities available in District 25 support WIRED and Vision 2020
4. Make recommendations for the annual professional learning plan and present plan to the Board of Education
5. Establish program content and schedules for Institute Days and SIP Days

This Memorandum of Understanding is signed this 6th day of June 2016.

In witness thereof:

For: Board of Education
School District 25

For: Arlington Teachers'
Association

David Page, President

Kelly Drevline, President

Erin Johannesen, Secretary

MEMORANDA OF UNDERSTANDING MEETING MORATORIUM WEEKS

This Memorandum of Understanding is entered into between the Board of Education of Arlington Heights School District 25 and the Arlington Teachers Association for the purpose of clarifying the schedule for the "Meeting Moratorium Weeks."

Meeting Moratorium Weeks are a "professional courtesy" extended to the teachers to complete student progress reports. A moratorium is placed on required teacher attendance at meetings before or after school the last week of each term.

Administration will strive to avoid scheduling meetings during the school day during meeting moratorium week. This would exclude IEP meetings and meetings involving staff who wouldn't have to create sub plans (i.e. psychs, social workers, etc)

The Parties agree that the Calendar Committee will recommend the meeting moratorium weeks for the following school year.

This Memorandum of Understanding is signed this 6th day of June, 2016.

In witness thereof:

For: Board of Education
School District 25

For: Arlington Teachers'
Association

David Page, President

Kelly Drevline, President

Erin Johannesen, Secretary

**MEMORANDA OF UNDERSTANDING
WORKDAY EXPLORATORY COMMITTEE**

The Board and the ATA agree to create a work group to explore, through dedicated study, the current use of student and professional time in order to determine whether the current use of such time results in the highest quality education for all students.

This committee will commence its work March 1, 2016. The intention is to complete its work and make recommendations by March 1, 2017.

This committee would be committed to gathering ongoing input from the community members and stakeholders. Additionally, the committee will bring on additional members, as needed, and will report out regularly.

This work will be spearheaded by a Steering Committee made up of ATA membership and Administration. ATA will have four (4) committee members appointed by the ATA President. The Administration will be represented by an equal number of members, selected by the Superintendent or her designee. The committee will be co-chaired by the ATA and Administration.

The committee will operate under a consensus decisional model. Outside resources may be used if necessary. Any committee recommendations must be approved by the Board and ATA before implementation.

This Memorandum of Understanding is signed this 6th day of June, 2016.

In witness thereof:

For: Board of Education
School District 25

For: Arlington Teachers'
Association

David Page, President

Kelly Drevline, President

Erin Johannesen, Secretary

**MEMORANDA OF UNDERSTANDING
EARLY CHILDHOOD INSTRUCTIONAL DAY COMMITTEE**

The Board and the ATA agree to create a committee to investigate the feasibility of adding a weekly 5th instructional day to the District's Early Childhood Program. In conducting its' investigation, the committee will consider the best interests of the children, the additional cost, the potential loss of funding from outside sources, and other instructional and non-instructional issues which may arise.

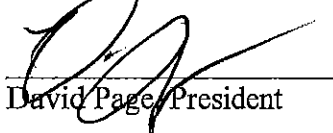
This committee will be made up of an equal number of ATA members working in the Early Childhood Program and District Administrators. The ATA members will be appointed by the ATA President. The Administrators will be appointed by the Superintendent or her designee.

The Committee will commence its investigation no later than March 1, 2016 and provides its recommendation to the Superintendent and ATA President by March 1, 2017. The committee will be co-chaired by the ATA and Administration. The committee will operate using a consensus decisional model and may use outside resources if agreed. Any committee recommendations must be approved by the Board and the ATA before implementation.

This Memorandum of Understanding is signed this 16 day of June, 2016

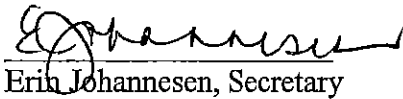
In witness thereof:

For: Board of Education
School District 25


David Page, President

For: Arlington Teachers'
Association


Kelly Drevline, President


Erin Johannesen, Secretary