

**AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION, KIRBY SCHOOL DISTRICT NO. 140,  
COOK COUNTY, ILLINOIS**

**and**

**KIRBY EDUCATION ASSOCIATION**

**2022-2023 through 2025-2026**

# CONTENTS

	<u>Page</u>
INTRODUCTION AND PREAMBLE .....	1
ARTICLE I.....	1
RECOGNITION .....	1
I-1 <u>RECOGNITION</u> .....	1
I-2 <u>PART-TIME TEACHERS BENEFITS</u> .....	1
ARTICLE II .....	1
ASSOCIATION AND BOARD RIGHTS AND RESPONSIBILITIES.....	1
II-1 <u>PRIORITY OF AGREEMENT</u> .....	1
II-2 <u>NO DISCRIMINATION</u> .....	2
II-3 <u>MEETING WITH PRINCIPAL / DIRECT SUPERVISOR</u> .....	2
II-4 <u>MEETINGS WITH SUPERINTENDENT</u> .....	2
II-5 <u>BOARD AGENDA</u> .....	2
II-6 <u>FACULTY MEETINGS</u> .....	2
II-7 <u>NEW EMPLOYEES</u> .....	2
II-8 <u>VACANCIES</u> .....	2
II-9 <u>EXCHANGE OF INFORMATION</u> .....	3
II-10 <u>MAILBOXES</u> .....	3
II-11 <u>BULLETIN BOARDS</u> .....	3
II-12 <u>USE OF TELEPHONES</u> .....	3
II-13 <u>USE OF BUILDING SPACE</u> .....	3
II-14 <u>DUPLICATING EQUIPMENT</u> .....	4
II-15 <u>FILE CABINET</u> .....	4
II-16 <u>ASSOCIATION BUSINESS</u> .....	4
II-17 <u>MANAGEMENT RIGHTS</u> .....	4
II-18 <u>NO STRIKE</u> .....	4
II-19 <u>INDEMNIFICATION</u> .....	4
II-20 <u>DUES CHECKOFF</u> .....	5
II-21 <u>PREPARATION AND DISTRIBUTION OF AGREEMENT</u> .....	5
II-22 <u>NOTICE OF AVAILABLE SICK LEAVE</u> .....	5
ARTICLE III.....	5
SENIORITY AND REDUCTION IN FORCE .....	5
III-1 <u>SENIORITY LIST</u> .....	5
III-2 <u>SENIORITY DEFINITION</u> .....	5
III-3 <u>REDUCTIONS IN FORCE</u> .....	5
ARTICLE IV.....	7
INSTRUCTIONAL SERVICES.....	7
IV-1 <u>PARTICIPATION</u> .....	7
IV-2 <u>EAC COMMITTEE</u> .....	7
IV-3 <u>COMMITTEE ASSIGNMENTS</u> .....	8
ARTICLE V .....	8

<b>WORKING CONDITIONS</b> .....	<b>8</b>
V-1 <u>TEACHING AIDS AND EQUIPMENT</u> .....	8
V-2 <u>NOTIFICATION OF ASSIGNMENT</u> .....	8
V-3 <u>TEACHERS' LOUNGE</u> .....	8
V-4 <u>NOTICE OF FACULTY MEETINGS</u> .....	9
V-5 <u>MAINTAINING DISCIPLINE</u> .....	9
V-6 <u>CLASSROOM INTERRUPTION</u> .....	9
V-7 <u>DUTY FREE LUNCH</u> .....	9
V-8 <u>CHECK IN/OUT</u> .....	9
V-9 <u>INSERVICE</u> .....	9
V-10 <u>VENDING MACHINES</u> .....	9
V-11 <u>TEACHER PARTNERSHIP / JOB SHARING</u> .....	10
V-12 <u>INTERNAL SUBSTITUTION</u> .....	10
V-13 <u>RELEASE TIME</u> .....	10
V-14 <u>REGULAR WORKDAY</u> .....	11
V-15 <u>SCHOOL CALENDAR</u> .....	11
V-16 <u>INVOLUNTARY TRANSFERS</u> .....	11
V-17 <u>COMBINED GRADE CLASSES</u> .....	11
V-18 <u>PLANNING TIME</u> .....	11
V-19 <u>CLASS SIZE</u> .....	11
V-20 <u>PARENT TEACHER CONFERENCES</u> .....	12
V-21 <u>LICENSURE</u> .....	12
<b>ARTICLE VI</b> .....	<b>12</b>
<b>PERSONNEL FILES AND EVALUATION</b> .....	<b>12</b>
VI-1 <u>PERSONNEL FILE</u> .....	12
VI-2 <u>EVALUATION</u> .....	13
<b>ARTICLE VII</b> .....	<b>13</b>
<b>ACADEMIC FREEDOM</b> .....	<b>13</b>
VII-1 <u>GENERAL</u> .....	13
VII-2 <u>COMPLAINT PROCEDURE</u> .....	13
VII-3 <u>RECOMMENDATION TO BOARD</u> .....	13
<b>ARTICLE VIII</b> .....	<b>13</b>
<b>GRIEVANCE PROCEDURES</b> .....	<b>13</b>
VIII-1 <u>DEFINITIONS</u> .....	13
VIII-2 <u>RESERVED</u> .....	14
VIII-3 <u>STEP 1</u> .....	14
VIII-4 <u>STEP 2</u> .....	14
VIII-5 <u>STEP 3</u> .....	14
VIII-6 <u>STEP 4</u> .....	14
VIII-7 <u>BYPASS</u> .....	15
VIII-8 <u>WITHDRAWAL</u> .....	15
VIII-9 <u>MODIFICATION OF TIME LIMITS</u> .....	15
<b>ARTICLE IX</b> .....	<b>15</b>
<b>LEAVES</b> .....	<b>15</b>
IX-1 <u>SICK LEAVE</u> .....	15

IX-2	<u>WORK RELATED INJURY</u> .....	16
IX-3	<u>DOCTOR'S APPOINTMENTS</u> .....	16
IX-4	<u>MILITARY LEAVE</u> .....	16
IX-5	<u>ACADEMIC LEAVE</u> .....	16
IX-6	<u>EXCHANGE TEACHING LEAVE</u> .....	16
IX-7	<u>FAMILY ILLNESS LEAVE</u> .....	16
IX-8	<u>EXTENDED ILLNESS LEAVE</u> .....	17
IX-9	<u>ADVANCED STUDY LEAVE</u> .....	17
IX-10	<u>CHILDREARING LEAVE</u> .....	17
IX-11	<u>FAMILY LEAVE, CHILDBIRTH/ADOPTION</u> .....	18
IX-12	<u>GENERAL LEAVES OF ABSENCE</u> .....	19
IX-13	<u>GENERAL RETURN PROVISIONS</u> .....	20
IX-14	<u>EMERGENCY BUSINESS LEAVE</u> .....	20
IX-15	<u>WORKSHOPS AND KIRBY EDUCATION UNITS</u> .....	20
IX-16	<u>SALARY SCHEDULE ADVANCE</u> .....	21
IX-17	<u>RELEASE TIME FOR ASSOCIATION PRESIDENT</u> .....	21
IX-18	<u>PARTICIPATION IN GROUP HOSPITALIZATION PLAN</u> .....	21
IX-19	<u>BEREAVEMENT LEAVE</u> .....	22
<b>ARTICLE X</b> .....		<b>22</b>
<b>COMPENSATION AND FRINGE BENEFITS</b> .....		<b>22</b>
X-1	<u>SALARY SCHEDULES</u> .....	22
X-2	<u>COMPENSATION TEAM LEADER, ENRICHMENT, LIFE SKILLS FACILITATOR, AND SPECIAL EDUCATION FACILITATOR</u> .....	23
X-3	<u>EXTRACURRICULAR STIPENDS</u> .....	24
X-3A	<u>NON-PAID EXTRA DUTIES</u> .....	24
X-4	<u>SUMMER SCHOOL AND TUTORS</u> .....	24
X-5	<u>MILEAGE/TRAVEL STIPEND</u> .....	24
X-6	<u>TUITION REIMBURSEMENT</u> .....	25
X-7	<u>NEW TEACHER TRAINING/MENTORS</u> .....	26
X-8	<u>INTERNAL SUBSTITUTION</u> .....	27
X-9	<u>MEDICAL/HEALTH INSURANCE AND ANNUITY</u> .....	27
X-10	<u>SALARY REDUCTION</u> .....	29
X-11	<u>DENTAL INSURANCE</u> .....	29
X-12	<u>VISION INSURANCE</u> .....	29
X-13	<u>LIFE INSURANCE</u> .....	29
<b>ARTICLE XI</b> .....		<b>29</b>
<b>DISTRICT RETIREMENT PROGRAM</b> .....		<b>29</b>
XI-1	<u>RETIREMENT INCENTIVE PROGRAM</u> .....	29
XI-2	<u>COMPENSATION FOR SICK DAYS UPON RETIREMENT</u> .....	31
<b>ARTICLE XII</b> .....		<b>31</b>
<b>GENERAL PROVISIONS</b> .....		<b>31</b>
XII-1	<u>ENTIRE AGREEMENT</u> .....	31
XII-2	<u>SAVINGS</u> .....	31
XII-3	<u>DURATION</u> .....	31
<b>APPENDIX A</b> .....		<b>I</b>
<b>APPENDIX B</b> .....		<b>V</b>

## **INTRODUCTION AND PREAMBLE**

This Agreement is made and entered into by and between the BOARD OF EDUCATION OF KIRBY SCHOOL DISTRICT NO. 140, Tinley Park, Cook County, Illinois, hereinafter referred to as the "Board" and the KIRBY EDUCATION ASSOCIATION, hereinafter referred to as the "Association".

The Board of Education of Kirby School District No. 140 and the Kirby Education Association recognize that the ultimate aim of public schools is to provide the best education possible for the students in the District. Attainment of these educational objectives is a joint responsibility of the Board of Education, the administrative and supervisory staff, and the professional teaching personnel.

## **ARTICLE I RECOGNITION**

### **I-1 RECOGNITION**

The Board agrees that the Association is the sole and exclusive bargaining agent for all regularly employed full- and part-time certified teaching personnel, excluding, however, all supervisors, managerial and administrative employees, school psychologists and short term and substitute teachers.

### **I-2 PART-TIME TEACHERS BENEFITS**

Except as otherwise specifically provided herein, regularly employed certified teaching personnel charged with specific, contractually assigned duties on a part-time basis shall have pro-rata application of salary, sick days and personal days, based on the percentage of a full school year that they are assigned to teach, and may also enroll in the District's group health insurance plan at their expense. Such teachers are not eligible for any other compensation and/or benefits.

## **ARTICLE II ASSOCIATION AND BOARD RIGHTS AND RESPONSIBILITIES**

### **II-1 PRIORITY OF AGREEMENT**

It is understood that this Agreement supersedes any and all Board policy, past Board practices, rules and regulations that are to the contrary.

## **II-2 NO DISCRIMINATION**

The Board and Administration agree not to discriminate with respect to hiring, tenure or continuity of employment, or in promotional opportunities because of an employee's membership or non-membership in the Association or any other employee organization. The Board is an equal opportunity employer. The Board and Administration will not impose reprisals on members of the bargaining unit or discriminate against them by reason of their exercising the rights provided by the Agreement. The Association also agrees to admit to membership, and to represent and treat fairly, all employees in the bargaining unit regardless of race, religion, color, sex, age, political affiliation, marital status, national origin and membership or non-membership in any other employee organization. Any grievance arising under Section II-2 may proceed up to, but not including, Step 4 of the Grievance Procedure.

## **II-3 MEETING WITH PRINCIPAL / DIRECT SUPERVISOR**

Upon request of the Association Building Representative or his/her designee, the building principal or his/her designee will meet at an agreeable time to discuss the implementation of this Agreement.

## **II-4 MEETINGS WITH SUPERINTENDENT**

Upon the request of the Association President or his/her designee, the Superintendent or his/her designee will meet monthly at an agreeable time to discuss the implementation of this Agreement or other school matters affecting teachers in School District No. 140.

## **II-5 BOARD AGENDA**

The Association shall have a place on the agenda of regularly scheduled Board meetings provided it gives notice to the Superintendent before the agenda is made up for such meetings. The Association President will be furnished with two copies of regular or special Board meeting agendas when they are prepared.

## **II-6 FACULTY MEETINGS**

The Association will be allowed time at the conclusion of District faculty meetings and institutes.

## **II-7 NEW EMPLOYEES**

The Association President will be supplied with the home address and telephone number of a teacher employed by the District within fourteen (14) days after the teacher has signed a contract.

## **II-8 VACANCIES**

Whenever a vacancy or newly created position requiring certification occurs, notice of each such position will be posted in each school office or on a faculty bulletin board within the school building for at least seven (7) days prior to filling the vacancy, provided, however, that posting shall not be required if the vacancy occurs during the

month of August. For the purpose of this section of the Agreement, a vacancy shall be defined only as an open regular full or part-time certified position available due to retirement, resignation of a teacher in the District, or discharge. A copy of all notices posted under this section of the Agreement shall be given to the Association President by mailing or, during the school term, by placement in the President's school mailbox.

The Board's selection of a candidate for a new or vacant position not otherwise required to be filled pursuant to Section 24-12 of the Illinois School Code shall be based on consideration of factors that include without limitation certifications, qualifications, merit and ability (including performance evaluations if available), and relevant experience. The length of continuing service with the School District shall not be considered as a factor unless all other factors are determined by the School District to be equal. The School District's decision to select a particular candidate to fill a new or vacant position is not subject to review under the grievance procedure of this Agreement.

#### **II-9 EXCHANGE OF INFORMATION**

The Board and the Association agree to make available upon reasonable request by their respective Presidents or designees any and all information, statistics and records of a non-confidential nature relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. The cost of information provided under this section of the Agreement shall be paid in accord with the District's Freedom of Information Act Policy.

#### **II-10 MAILBOXES**

The Association's elected or appointed Association officials shall have the right to use the teachers' mailboxes, email and intranet system in each building for the dissemination of announcements and other literature, provided that all District policies are complied with during such use.

#### **II-11 BULLETIN BOARDS**

A space on a designated bulletin board will be provided in each building for the posting of Association materials. Professional discretion will be used when posting such materials.

#### **II-12 USE OF TELEPHONES**

The Association President or designee will have the right to use the District's telephone system for official business as long as such use does not extend outside the District nor interfere with the normal operation of the District. Any calls for Association business outside the local area are the responsibility of the Association and the Association will assume the cost of the calls.

#### **II-13 USE OF BUILDING SPACE**

The Association shall be permitted the use of a school building room at reasonable hours for the purpose of holding meetings. Except in cases of emergency, this request to use the building will be made at least three (3) working days in advance of the meeting. When

special custodial services are required, the Board may charge the Association for such services.

#### **II-14 DUPLICATING EQUIPMENT**

The Association will have the right to use the school duplicating equipment. The Association agrees that it will furnish necessary supplies and that its use of the equipment will not interfere with the normal educational and/or business use of the equipment.

#### **II-15 FILE CABINET**

The Association will have a permanent location for a filing cabinet in a general office area with the location to be determined by the Superintendent or his/her designee.

#### **II-16 ASSOCIATION BUSINESS**

Representatives of the Association shall not contact employees while they are on assigned duty. Official representatives of the Association shall report to the school office before visiting an employee on the premises of a District building.

#### **II-17 MANAGEMENT RIGHTS**

The Board shall have and retain all management rights and functions not specifically modified or abridged by any provisions of this Agreement. The Association recognizes that the Board has full authority and responsibility under the laws of the State of Illinois for making decisions as to the employment, tenure or discharge of any of its employees. The Board and the Association recognize, understand and agree that the Board cannot enter into any agreement that is in contradiction with the authority vested in the Board by law and that the provisions of this Agreement cannot conflict with the provisions of the Illinois School Code, or other pertinent statutes of the United States and the State of Illinois as well as the decisions of the courts of the United States and the State of Illinois. The Association recognizes that in the operation of its schools, the Board is guided by the regulations and criteria for the approval, recognition, and accrediting of schools promulgated by the Illinois State Board of Education, the Superintendent of the Suburban Cook County Regional Office of Education, and the Federal Education Agencies when applicable. The Association recognizes the Board's right to delegate to its administrators the assignment, transfer, and promotion of all certified personnel.

#### **II-18 NO STRIKE**

During the life of this Agreement, neither the Association nor any of its members nor any bargaining unit member shall engage in work stoppages or boycotts or picketing in any manner which would tend to disrupt operation of any public school in School District No. 140 or the administrative offices of the Board of Education of School District No. 140.

#### **II-19 INDEMNIFICATION**

The Kirby 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, costs, losses, and expenses or other forms of liability including, but not limited to, the cost of defense thereof and attorneys' fees therewith in any manner resulting from or arising out of or connected with this Agreement or this Article or the consequences therefor or that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

**II-20 DUES CHECKOFF**

The Association and the Board shall agree upon a method of dues checkoff.

**II-21 PREPARATION AND DISTRIBUTION OF AGREEMENT**

An executed copy of this Agreement shall be posted on the District website.

**II-22 NOTICE OF AVAILABLE SICK LEAVE**

The number of sick days shall continue to be shown on the check stub.

**ARTICLE III  
SENIORITY AND REDUCTION IN FORCE**

**III-1 SENIORITY LIST**

The Board shall keep an updated seniority list of all certified teaching employees covered by this Agreement.

**III-2 SENIORITY DEFINITION**

Seniority shall be defined as the length of continuous full-time service an employee has as a certified teacher in District No. 140. If length of service is the same, date of employment and then date of signed contract will be the determining factor. Seniority shall commence when an employee is first hired by the Board. All tenured part-time teachers working 50% or more shall accrue seniority half a year for each year worked.

**III-3 REDUCTIONS IN FORCE**

A. In the event that the Board determines it to be necessary to reduce the number of certified employees in the school system or to discontinue some particular type of teaching service, then written notice is to be mailed to the teacher and also given to the teacher either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term together with a statement of honorable dismissal and the reasons therefor. The sequence of dismissal shall be as provided in B. below.

B. The sequence of dismissal shall be established each year by not less than 75

days before the end of the school term. A copy of the list shall be given to the Association President, provided that the Superintendent may, with notice to the Association, move teachers from one Group to another during the period of time from 75 days until 45 days before the end of the school term. Each teacher will be categorized into one or more positions for which the teacher is qualified to hold based upon legal qualifications and any other qualifications established by the District in a job description in place no later than May 10 of the prior school year.

Within each position the District shall establish four groupings of teachers qualified to hold the position as follows:

1. Group 1 shall consist of each teacher who is not in contractual continued service and who (i) has not received a performance evaluation rating, (ii) is employed for one school term or less to replace a teacher on leave, or (iii) is employed on a part-time basis. "Part-time basis" for the purposes of this subsection means a teacher who is employed to teach less than a full-day, teacher workload or less than 5 days of the normal student attendance week. For the purposes of this Section, a teacher (A) who is employed as a full-time teacher but who actually teaches or is otherwise present and participating in the district's educational program for less than a school term or (B) who, in the immediately previous school term, was employed on a full-time basis and actually taught or was otherwise present and participated in the district's educational program for 120 days or more is not considered employed on a part-time basis.

2. Group 2 shall consist of each certified teaching employee with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the certified teaching employee's last 2 performance evaluation ratings.

3. Group 3 shall consist of each certified teaching employee with a performance evaluation rating of at least Proficient on both of the certified teaching employee's last 2 performance evaluation ratings, if 2 ratings are available, or on the certified teaching employee's last performance evaluation rating, if only one rating is available, unless the certified teaching employee qualifies for placement into Group 4.

4. Group 4 shall consist of each certified teaching employee whose last 2 performance evaluation ratings are Excellent and each certified teaching employee with 2 Excellent performance evaluation ratings out of the certified teaching employee's last 3 performance evaluation ratings with a third rating of Proficient.

Among certified teaching employees qualified to hold a position, certified

teaching employees must be dismissed in the order of their groupings, with certified teaching employees in Group 1 dismissed first and certified teaching employees in Group 4 dismissed last.

Within Group 1, the sequence of dismissal is at the discretion of the school district. Within Group 2, the sequence of dismissal must be based upon average performance evaluation ratings, with the certified teaching employee or employees with the lowest average performance evaluation rating dismissed first. A certified teaching employee's average performance evaluation rating must be calculated using the average of the certified teaching employee's last 2 performance evaluation ratings, if 2 ratings are available, or the certified teaching employee's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among certified teaching employees in Group 2 with the same average performance evaluation rating and within each of Groups 3 and 4, the certified teaching employee or employees with the shorter length of continuing service with the school district must be dismissed first.

Nothing in this Agreement shall be construed as limiting the right of the Board to dismiss non-tenured teachers or certified teaching employees in accordance with Section 24-11 of the Illinois School Code.

## **ARTICLE IV INSTRUCTIONAL SERVICES**

### **IV-1 PARTICIPATION**

Staff members will be insured of participation in educational decision-making.

### **IV-2 EAC COMMITTEE**

An Educational Advisory Committee (EAC) shall be formed and chaired by the Superintendent or his/her designee. Membership on the EAC shall include the Association President, and at least one (1) elected representative chosen by the Association from each District Building, appropriate central office administrators, and at least one principal representative. District buildings shall include each school and the central office.

Meetings shall be held at the mutual convenience of the parties quarterly or as needed. The parties may discuss, without limitation, any matter concerning educational policies and developments or any other problems or subjects of interest or concern to either party, providing individual grievances shall not be discussed. The general objectives of the EAC, among others, shall be to solicit suggestions from the parties on how to maximize the educational opportunities for students or the school district, identify problems, investigate

and initiate alternative solutions and increase communications between the parties. The EAC shall not have any power to negotiate changes in this Agreement.

a. Committee Recommendations. Recommendations, as well as dissenting opinions from the EAC shall be presented, in writing, to the Superintendent and the Board of Education.

b. Presentation of Recommendations. If recommendations from the EAC are presented to the Board of Education, members on this committee shall be advised of the time of such presentation and shall be afforded an opportunity to be present and comment on the recommendations.

#### **IV-3 COMMITTEE ASSIGNMENTS**

Committees, consisting of teacher representatives and other staff, shall assist in the development of other instructional services and inservice activities.

## **ARTICLE V WORKING CONDITIONS**

#### **V-1 TEACHING AIDS AND EQUIPMENT**

A list of all supplementary teaching aids and equipment will be made available to teachers. The list will be periodically revised as new materials and equipment are purchased. Each building is considered as part of the District in total. All supplies and audio-visual materials will be equally available among the buildings.

#### **V-2 NOTIFICATION OF ASSIGNMENT**

Teachers will be notified of their tentative programs for the coming year no later than the Friday following the regular May Board meeting. Notification will include subjects, grade level, special or unusual assignments, number of assigned periods and classes. Changes in a teacher's program will be discussed between the Administration and the teacher. Tentative class lists and schedules will be available August 15<sup>th</sup> at individual buildings. In the event that a teacher's assignment is changed (subject, grade level or building) ten (10) calendar days or less prior to the first day of the new school year, the teacher will be compensated per Article X-8 for a maximum of seven (7) hours. If a teacher's assignment is changed during the school year, the teacher shall be compensated per Article X-8 for a maximum of seven (7) hours.

#### **V-3 TEACHERS' LOUNGE**

The Board will provide clean and comfortable teachers' lounges. These lounges will be spacious enough to provide work space for the teachers during their preparation periods.

Each school will be equipped with a stove and refrigerator, two (2) microwaves, hot and cold running water and separate men's and women's lavatories.

**V-4 NOTICE OF FACULTY MEETINGS**

Faculty meetings may be called by central office administrators or by building administrators. The administration will make every reasonable effort to ensure that faculty meetings will not exceed 30 minutes before or after the teacher work day. The Administration will give a minimum of 24 hours' notice to call or cancel each faculty or teacher meeting. It is understood that emergency situations may prevent such notice. No additional compensation is provided for faculty meetings.

**V-5 MAINTAINING DISCIPLINE**

The responsibility of maintaining discipline will rest with the teachers and the Administration.

**V-6 CLASSROOM INTERRUPTION**

Classroom interruptions other than by school personnel, whether in person or by means of communication, are to be permitted only in case of emergency or where no other alternative is possible. Only the Superintendent, the principal or their designee, may authorize such emergency interruptions.

**V-7 DUTY FREE LUNCH**

Every teacher whose duties require attendance at school for four or more clock hours in any school day shall be entitled to a duty free lunch period equal to the regular school lunch period but not less than 30 minutes. Except in cases of emergency, no teacher shall be required to remain in the building during his or her lunch period.

**V-8 CHECK IN/OUT**

Teachers will check in and out.

**V-9 INSERVICE**

Inservice programs and workshop meetings at which attendance is mandatory, may be held during the normal work day or before or after the normal work day. Due to the variety of starting times, every attempt for articulation will be made to accommodate the variance of schedule. Some articulation may be outside the regular work day. Accommodations for teachers will be made for schedule conflicts. Hours outside the normal work day shall be compensated per Article X-8.

**V-10 VENDING MACHINES**

Suitable vending machines will be available in the teachers' lounges of all buildings. Operation and control of such vending machines will be the responsibility of the Association.

#### **V-11 TEACHER PARTNERSHIP / JOB SHARING**

In the event that two (2) tenured teachers desire to share a single teaching position for an entire school year, they shall prepare a detailed job-sharing plan and present it to the Superintendent. The plan must be submitted by February 15 of the school year preceding the requested job-sharing school year. The plan shall include all relevant details and explain how the job will be shared between the two (2) tenured teachers and shall address all the specific issues presented to the satisfaction of the Superintendent, including, without limitation, pay, benefits, work schedules, seniority accrual, holidays, planning time, responsibilities, return to regular duty, and provisions for deviation from or termination of the plan. The Superintendent shall have sole discretion to approve or deny the job sharing plan, and his/her decision shall be final, non-precedential, and not subject to the grievance procedure.

#### **V-12 INTERNAL SUBSTITUTION**

Teachers may be asked to assume responsibility for substituting for a colleague on the direction of a principal or their designee during the teacher's preparation period. In the event that a principal or their designee has exhausted all attempts to secure a voluntary substitute, they may direct an available teacher to supervise the class. At the beginning of the year, the building committee and building administration shall jointly establish a list of all certified staff members who wish to be considered as voluntary substitutes. Staff members who do not have instructional assignments may be part of the list. When it is determined by administration that an internal substitute is needed, administration will attempt to select a voluntary substitute using the list in rotating order. In the event that a voluntary substitute is not available from the list, administration may direct any teacher to serve as an internal substitute based on its determination of qualifications and availability.

- a. Time worked must be submitted on a Certified Timesheet according to the Payroll Dates schedule. Time will be paid in quarter (1/4) hour increments according to Fair Labor Standards Act (FLSA) seven (7) minute rounding rule.
- b. The administration will make every effort to secure substitutes for all certified teaching personnel; however, substitutes will not be provided for itinerant teachers.
- c. See X-8 for compensation.

#### **V-13 RELEASE TIME**

Teachers who are required to participate as a committee member will be given release time for any District sponsored committee. When a teacher is required to attend a full-day District planning committee meeting during the school day, the teacher will receive two (2) hours of internal substitution pay at the rate set forth in Section X-8. If the meeting is a half (1/2) day, on a day when students are present for a full day, the teacher shall receive one (1) hour of internal substitution pay.

#### **V-14 REGULAR WORKDAY**

A teacher's total workday shall not exceed seven (7) hours except during emergencies involving the safety of children or on those days when building meetings are scheduled.

#### **V-15 SCHOOL CALENDAR**

Prior to the adoption of any school calendar, the Board will provide the Association with the calendar proposals and seek from the Association their suggestions. The Board agrees that not more than two (2) school holidays will be considered available for use as an emergency day make-up per year.

#### **V-16 INVOLUNTARY TRANSFERS**

In all cases, the Board shall make teaching assignments based on the needs of the District and its students. An involuntary transfer shall be defined as any transfer for which a teacher has not applied. The involuntary transfer of teachers between buildings, grade levels, teams or subjects shall be avoided whenever possible. Prior to any involuntary transfer to fill an existing vacancy, building administration shall make every attempt to solicit volunteers for transfer positions. However, in the event it becomes necessary to involuntarily transfer a teacher to fill an existing vacancy, if the skills, abilities, evaluations and other educational qualifications of candidates are deemed equal, seniority between teachers shall be the determining factor. The building administration shall hold a meeting with any affected teacher for the specific purpose of discussing the rationale for such transfer prior to final decision of transfer. Involuntary transfers shall not be made for arbitrary and capricious reasons. Should any teacher involuntarily transferred request the reasons for such transfer they shall be provided in writing by administration.

#### **V-17 COMBINED GRADE CLASSES**

Regular classroom teachers in K-5 levels who are assigned to combined grade classes will be compensated at two thousand five hundred dollars (\$2,500) extra pay for each school year during which they are so assigned.

#### **V-18 PLANNING TIME**

All full-time teachers shall receive at least one hundred ninety (190) minutes per week of planning time during the student day. Of the one hundred ninety (190) minutes, at least ninety (90) minutes shall be reserved for unscheduled, unassigned, individualized planning time. The parties recognize and agree that from time to time the full amount of planning time set forth in this Section may not be provided or available.

#### **V-19 CLASS SIZE**

The Board and the Association agree that the pupil/teacher ratio/class size is an important part of an effective educational program. A committee shall be formed by the Board and the Association to pursue guidelines and recommendations to maintain Kirby School District 140's excellence in education in the 21st century. We agree that this committee shall consist of teachers (3) and administrators (3) to solicit suggestions on how to adjust

class size to provide valuable educational opportunities for every student in the Kirby School District. Meetings will be held at the mutual convenience of all parties involved. These meetings will begin no later than December of each school year. The committee may discuss without limitation any matter concerning class size and its impact on the classroom environment.

#### **V-20 PARENT TEACHER CONFERENCES**

All teachers are required to participate in two (2) formal parent teacher conference sessions. Both conferences will be held on a non-student attendance day. Neither of these days will exceed seven (7) hours in duration. On these days, staff will be provided a sixty (60) minute duty-free period. The dates and times of all conference sessions are to be determined annually in conjunction with the District Calendar.

#### **V-21 LICENSURE**

- a. By October 1 of each school year, the District will notify affected teachers that are in the final year of their Professional Educators License (PEL) renewal cycle.
- b. Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), Licensed Speech Language Pathologist (SLP/L), and Private Educator License- Certified School Nurse (PEL-CSN) will be reimbursed for their renewal fees.

### **ARTICLE VI**

#### **PERSONNEL FILES AND EVALUATION**

##### **VI-1 PERSONNEL FILE**

Teachers shall have the right upon request and at reasonable times to review the contents of their personnel files, except for confidential pre-employment references. Only one official file shall be kept for each teacher. This official file shall be kept in the administrative offices of the District.

a. A teacher shall have the right to insert materials related to his/her work performance or work qualifications into his/her personnel file. In addition, a teacher shall have the right to attach dissenting material to any item in his/her file. No material shall be added to a teacher's personnel file until a copy has been given to the teacher. A teacher shall be requested to sign as received any document/material to be placed into the teacher's file if the document/material is critical of the teacher's conduct or performance. In the event that the teacher refuses to sign as received any such document or material, a notice of such fact shall be attached to the document or material prior to its placement in the teacher's file.

b. Personnel files shall be kept confidential, access shall be limited to the administration, the Board and its duly authorized agents or representatives and, to



any person as specifically required by state or federal law.

## **VI-2 EVALUATION**

Evaluations shall be conducted in accordance with the procedures and timelines set forth in the evaluation plan as well as Section 24A of the Illinois School Code and all applicable sections of the Illinois Administrative Code. Prior to any change in the evaluation procedures set forth in that plan, the administration shall meet with the Association to reach mutual agreement on such change(s).

# **ARTICLE VII ACADEMIC FREEDOM**

## **VII-1 GENERAL**

Teachers will be free to explore issues without fear of penalties by the administration and/or Board of Education; however, any deviation from the existing curriculum must have administrative approval. Teachers will have the right to use learning materials and to structure learning activities within the planned educational program.

## **VII-2 COMPLAINT PROCEDURE**

In the event of adverse criticism by third persons, of teaching methods or materials used by the teacher, the following procedures will be applied in all cases:

1. If necessary, the teacher and principal will hold a conference to solve the complaint or objection.
2. Objections and complaints regarding the use of any instructional materials and/or methods must be in writing to the Superintendent.
3. Written objections and complaints will be reviewed by a committee composed of three teachers appointed by the Association President and three members of the administration appointed by the Superintendent.

## **VII-3 RECOMMENDATION TO BOARD**

After careful investigation, the committee will submit its findings and will communicate said findings to the Superintendent for his/her recommendations to the Board.

# **ARTICLE VIII GRIEVANCE PROCEDURES**

## **VIII-1 DEFINITIONS**

A grievance is a written complaint that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement. No grievance shall be processed or

entertained unless it is filed in writing in accord with Step 1 within 20 days of its occurrence or knowledge of the occurrence or if agreed to by the parties.

Except where otherwise specifically stated in this Article, the word "day" when used herein shall mean school day except that between the end of a school term in June and the beginning of the next school term, "day" shall mean days when the District's main office is open.

**Informal Complaint:** A sincere attempt should be made to resolve any concerns by oral interview between the teacher and the appropriate administrator before differences become formalized as grievances.

#### **VIII-2 RESERVED.**

#### **VIII-3 STEP 1**

The grievant, with or without Association representation, shall file a written grievance with the employee's principal within twenty (20) days of the occurrence of the event giving rise to the grievance or knowledge of the occurrence. The principal will then attempt to adjust the matter and shall respond in writing to the employee and the Association representative, if one was present, within five days after receipt of the written grievance.

#### **VIII-4 STEP 2**

In the event that the grievance has not been satisfactorily resolved at step 1, the grievant and/or the Association representative shall, within five (5) days after the step 1 decision was due, present the grievance to the Superintendent. The Superintendent, or his/her designee, shall respond in writing to the grievant and the Association representative, if one was present, within five (5) days of receipt of the grievance.

#### **VIII-5 STEP 3**

If the grievance cannot be settled at step 2, the grievance shall be submitted to the Board within five (5) days after the step 2 response was due. The Board shall consider the grievance at its next regularly scheduled meeting and it may continue the matter for a hearing to a later date, not to exceed thirty (30) calendar days from the date it received the grievance. The Board shall respond in writing to the grievant and the Association representative, if one was present, within five (5) days after the last meeting of the Board at which the grievance was considered.

#### **VIII-6 STEP 4**

If the grievance is not settled in accordance with the foregoing procedure, the Association may refer the grievance to arbitration within ten (10) days after the step 3 decision was due or issued. The parties shall attempt to agree upon an arbitrator. In the event the parties are unable to agree upon an arbitrator within five (5) days of the date of referral, the Association shall request a panel of seven (7) arbitrators from the Federal Mediation

and Conciliation Service ("FMCS"). The parties shall alternately strike names from the panel, with the Association striking first, until only one (1) name is left and that person shall be the arbitrator; provided, however, that each party shall have the right to strike an entire panel before any individual names are stricken. The arbitrator shall not have the right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue submitted to him/her in writing and shall have no authority to make a recommendation on any other issue not so submitted to him/her. The arbitrator shall make no decision that is in contradiction with the authority vested in the Board by law and the Illinois School Code, or other pertinent statutes of the United States and the State of Illinois as well as decisions of the courts of the United States and the State of Illinois. The arbitrator shall submit in writing his/her decision within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later. The decision shall be based only upon the arbitrator's interpretation of the meaning or application of the terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding. The fees and expenses of the arbitrator shall be divided equally between the Association and the Board. All other expenses shall be borne by the party incurring them and each party shall be responsible for compensating its own representatives or witnesses.

#### **VIII-7 BYPASS**

If the Association and the Superintendent agree, a written grievance may bypass step 1 and be brought directly at step 2.

#### **VIII-8 WITHDRAWAL**

A grievance may be withdrawn at any step without precedent.

#### **VIII-9 MODIFICATION OF TIME LIMITS**

Any time limit provided for herein may be modified only by the express agreement of the Association and the Superintendent.

### **ARTICLE IX**

#### **LEAVES**

##### **IX-1 SICK LEAVE**

At the commencement of each school year, teachers shall receive twelve (12) days of paid sick leave for each year of work. A teacher on any unpaid leave at the commencement of any school term shall not be credited with sick leave for that term unless the teacher returns to work during that school term. Upon such return to work, the teacher will be credited with a prorated amount of sick leave based on the number of work days remaining in the school year. Unused sick leave shall accumulate without limit. All absences will be reported to the administration as soon as possible. Sick leave shall be interpreted to mean personal illness,

quarantine at home, or serious illness or death in the immediate family or household. The Board may require a physician's certificate as a basis for pay during a leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases. For purposes of sick leave, immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partners, and legal guardians. With forty-eight (48) hours advance notice, teachers may convert one (1) sick day to a personal day which must follow the same guidelines as listed under Section IX-14.

#### **IX-2 WORK RELATED INJURY**

In the event that a teacher is injured while discharging an assigned duty and is judged by a competent physician to be physically incapable of returning to work due to said injury, then such absence, up to a maximum of three (3) days, will not be charged to the teacher's sick leave. In all cases, a physician's statement will be submitted to the Superintendent.

#### **IX-3 DOCTOR'S APPOINTMENTS**

Teachers may use one-half day sick leave for the sole purpose of health appointments, provided that application for such leave be presented, in writing, twenty-four (24) hours prior to the day of leave. Any absence of more than three and one-half hours will be deducted as a full day's leave from the teacher's available sick leave.

#### **IX-4 MILITARY LEAVE**

The Board will grant military leaves to any teacher who is inducted or enlists in any branch of the armed forces of the United States in accordance with applicable law. The District shall provide such information at the time of the leave, including, but not limited to, the "escalator principle" to all affected teachers.

#### **IX-5 ACADEMIC LEAVE**

The Board may grant a leave of absence without pay to any teacher who receives a fellowship, internship, or scholarship.

#### **IX-6 EXCHANGE TEACHING LEAVE**

With the approval of the Board, leave for an exchange teacher position may be granted to tenured teachers subject to conditions prescribed in the Illinois School Code. Upon return from such leave a teacher will be placed on the salary schedule at the level which he/she would have attained had he/she remained actively employed in the District during the period of his/her absence up to a maximum of three (3) years.

#### **IX-7 FAMILY ILLNESS LEAVE**

The Board will grant a leave of absence without pay or increment up to one year upon written request of the teacher for the purpose of caring for a sick member of the teacher's immediate family. During a leave granted to care for a sick member of the teacher's immediate family, the District will maintain the employee's coverage under any applicable

group health plan for 12 workweeks at the level and under the same terms and conditions of coverage that would have been provided if the employee had continued to be at work during those 12 workweeks. Thereafter, the employee's continued participation may continue provided that the employee pays the total cost of the premium. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partners, and legal guardians. A leave of absence for the purpose of caring for a sick person not listed above may be granted by the Board.

#### **IX-8 EXTENDED ILLNESS LEAVE**

The Board shall grant an extended illness leave up to one year without pay if the teacher's sick leave is exhausted of usable days and the teacher makes a written request for such leave. During any such leave, the District will maintain the employee's coverage under any applicable group health plan for 12 workweeks at the level and under the same terms and conditions of coverage that would have been provided if the employee had continued to be at work during those 12 workweeks. Thereafter, the employee's continued participation may continue provided that the employee pays the total cost of the premium. The length and other conditions of such leave will be determined by the Board and attending physician.

- a. A teacher on extended illness leave, subject to the conditions and limitations of this section, will have a position within the scope of his/her certificate guaranteed for the duration of said leave.
- b. Extended illness leave is not intended to be used in conjunction with, or as a substitute for, childrearing leave. Childrearing leave shall not be granted before or after an extended illness leave.
- c. The Board may make exceptions to Article IX-8b.

#### **IX-9 ADVANCED STUDY LEAVE**

The Board may grant tenured members of the professional staff a leave of absence without pay to pursue graduate studies. Application will be made in writing to the Superintendent, who will make his recommendations to the Board for action.

#### **IX-10 CHILDREARING LEAVE**

Accrued sick leave may be used for the birth, placement for adoption, or fostering of a child. In addition, however, a childrearing leave of absence, without pay, shall be granted to any employee expecting the birth of a child, the adoption of a child, or the fostering of a child. When granted, childrearing leaves shall be subject to the following conditions and limitations:

- a. All requests for childrearing leaves must be submitted in writing to the

Superintendent at least three (3) months prior to the date requested for the commencement of the leave. The request must include a statement as to the expected delivery date, adoption date, or placement date, and the requested dates for both the commencement and termination of the leave.

b. The childrearing leave shall begin on the date requested by the employee, provided, however, that the leave must begin on a date not later than the delivery date, the adoption date, or the foster placement date, whichever is later.

c. The duration of a child rearing leave shall be limited to the longer of (1) the amount of accrued sick leave the teacher has at the commencement of the leave, or (2) twelve (12) workweeks. Childrearing leave, whether paid or unpaid, shall count against the teacher's annual FMLA leave entitlement, if any. In the event that a teacher fails to return to work at the conclusion of a child rearing leave, the Board may seek to recover any insurance premiums paid for maintaining health insurance coverage for any non-sick leave portions of the leave pursuant to the FMLA. The return date shall be requested, and agreed upon prior to the granting of the leave. The Board of Education in its sole discretion may upon request by the employee grant a modification of the previously agreed return date.

d. An employee on childrearing leave is subject to dismissal due to a reduction in force on the same terms as employees not on leave.

e. Childrearing leaves in excess of the lesser of sixty (60) days or accrued sick leave are without pay. No benefits shall be available to employees on childrearing leave, except those specifically stated herein below:

1. An employee on childrearing leave may continue to participate in the District's group insurance plans provided the employee pays the total cost of the premium, provided, however, that the District will maintain the employee's coverage under any applicable group health plan for twelve (12) workweeks from the starting date and under the same terms and conditions of coverage that would have been provided if the employee had continued to be at work during those twelve (12) workweeks.

2. An employee on childrearing leave shall suffer no loss of accrued seniority. Neither sick leave nor seniority shall accrue during the unpaid portion of any leave.

f. No more than sixty (60) paid sick days may be used for child rearing leave.

#### **IX-11 FAMILY LEAVE, CHILDBIRTH/ADOPTION**

An employee who is an "eligible employee," as defined in the Family and Medical Leave

Act of 1993, is entitled to elect to take up to 12 workweeks of parental leave because of the birth of a son or daughter or because of the placement of a son or daughter with the employee for adoption. An employee shall provide at least 30 days advance notice of intention to take this leave except that if the date of birth or placement requires the leave to begin in less than 30 days, the employee shall provide such notice as is practicable. This parental leave must be taken within the 12-month period beginning on the date of birth or placement for adoption. This parental leave shall not be taken intermittently without the written consent of the Superintendent. Any paid sick leave used by an employee due to disability caused or contributed to by pregnancy, childbirth, or related medical conditions shall constitute part of the 12-week parental leave provided for herein. Parental leave under this Section IX-11 shall be without pay and no benefits shall accrue during the period of leave. However, an employee shall not lose any benefits accrued prior to the date on which the leave began. The District shall maintain the employee's coverage under any applicable group health plan for the duration of the leave at the same level and under the same conditions of coverage that would have been provided if the employee had continued to work during the period of leave. Pursuant to the provisions of the Family and Medical Leave Act of 1993, the District reserves the right to recover any insurance premiums paid for maintaining health coverage during the leave period should the employee fail to return to work at the expiration of the leave period, except if the failure to return to work is because of the continuation, recurrence or onset of a serious health condition or for other conditions beyond the control of the employee. When an employee returns from a leave provided under this Section IX-11, the administration will give first consideration to returning the employee to the same position he/she held prior to the leave. However, the administration may assign him/her to a different, similar available position if deemed to be in the best interest of the School District. An employee on leave hereunder shall be subject to dismissal due to reduction in force on the same terms as employees not on leave. The election to take leave under this Section IX-11 is at the employee's option and an alternative to any leave under Section IX-10.

#### **IX-12 GENERAL LEAVES OF ABSENCE**

Upon recommendation of the superintendent the Board may grant a teacher a leave of absence for illness, disability, personal reasons, educational or professional purposes, or for political appointment or election.

The following conditions shall be met:

- a. All leaves of absence shall be for no more than a one-year period. All requested leaves shall state a beginning and ending date of the leave.
- b. All leaves of absence shall be without pay and the teacher shall not be entitled to receive additional experience increments of salary for the time on leave.
- c. Having met the conditions of the leave, the teacher will not lose their sick

leave accumulation(if any), placement on the salary schedule or tenure.

### **IX-13 GENERAL RETURN PROVISIONS**

A teacher returning from leaves specified in Articles IX-5, 7, 9, 10 and 12 above, will be assigned to the same position he/she held at the time leave was granted or to an equivalent position for which he/she is qualified, provided such vacancy exists. Upon resuming teaching duties following leave, the teacher shall receive salary and benefits not lower than those to which he/she was entitled at the time leave was granted.

a. teacher on leave, as specified in Articles IX-5, 7, 8, 9 and 12 above, shall be considered to have resigned if he/she does not file with the Board a request for a return from leave, or a request for an extension of a leave, as aforesaid, at least ninety (90) days before the close of school in the school year in which his/her leave terminates. Such leaves may only extend for a maximum of three (3) years.

b. For the purposes of determining contractual continued service, a school term shall be counted only toward attainment of contractual continued service if the teacher actually teaches or is otherwise present and participating in the district's educational program for 120 days or more, provided that the days of leave under the federal Family Medical Leave Act that the teacher is required to take until the end of the school term shall be considered days of teaching or participation in the district's educational program. A school term that is not counted toward attainment of contractual continued service shall not be considered a break in service for purposes of determining whether a teacher has been employed for 4 consecutive school terms, provided that the teacher actually teaches or is otherwise present and participating in the district's educational program in the following school term.

### **IX-14 EMERGENCY BUSINESS LEAVE**

Each teacher shall be entitled to up to three (3) emergency or personal business leave days per year, subject to approval of the Superintendent. The teacher shall apply to the Superintendent in writing stating the explanation for use of such leave at least two (2) days prior to its use or as soon as practical. Emergency or business leave days shall not be allowed or taken before or after a holiday, or a holiday weekend, with the exception of a bona fide emergency/business leave, that does not result in adverse efficiency in the operation of any school or part thereof, the administration will permit as many teachers to take such time off for emergency/business leave, but in no event more than twenty percent (20%) of the teachers in any one building. Any unused emergency/business leave will accumulate to sick leave.

### **IX-15 WORKSHOPS AND KIRBY EDUCATION UNITS**

a. Workshops. Any teacher who participates in a workshop approved by the



Superintendent will be reimbursed according to established guidelines Handbook Each teacher will receive his/her normal school salary for the duration of the workshop. Continuing Education Unit courses are not “workshops.”

b. Kirby Education Units KEUs). For professional development to be creditable and meaningful, it requires a commitment to and an investment in the program on the part of the teacher and the Board. To this end, teachers may be granted one (1) KEU for every thirteen (13) hours of contact time attending advanced training courses and programs which are approved and offered by the District. The approval of courses for KEU shall rest with the Superintendent or designee. Teachers shall use the standard form provided by the District to request approval for participation in a KEU course. One KEU shall equal one (1) graduate hour for salary schedule credit. Teachers attending a KEU course outside the regular workday may receive KEU credit and they may elect credit toward satisfaction of their CPDU requirement for recertification.

c. A committee, composed of both teachers and administrators of equal numbers, will be established to determine what workshops should be available. The District will provide workshops for KEU courses based on the needs of the District, its teachers, and its students.

#### **IX-16 SALARY SCHEDULE ADVANCE**

Any full time teacher who has completed ninety (90) teacher working days of the school term shall be considered to have completed a full year for purposes of advancement in step on the salary schedule. Any part time teacher (40% or more) who has completed at least 50% of his or her scheduled number of work days shall be considered to have completed a full year for purposes of advancement in step on the salary schedule. For purposes of this Section, completion of work days means that the teacher is physically present for work and not absent.

#### **IX-17 RELEASE TIME FOR ASSOCIATION PRESIDENT**

a. The President of the Association or designee shall be granted five (5) days of paid leave per year to attend to Association business. The Association shall pay for the cost of a substitute for these days of leave.

b. When the Association President is meeting with Administration or the Board to resolve issues of mutual concern, said time will not be deducted from the accumulated association leave as stated above.

#### **IX-18 PARTICIPATION IN GROUP HOSPITALIZATION PLAN**

Teachers on approved leaves may continue in the Group Hospitalization Plan.

a. Participation in the Group Hospitalization Plan will be for the duration of

approved leave.

b. Teachers on approved leaves who continue to participate in the Group Hospitalization Plan shall pay the full monthly premium unless an FMLA leave is being used.

c. *Intentionally left blank.*

d. Checks from on-leave teachers for their monthly premiums must be received in the Business Office no later than the fifth day of the month.

e. Failure of the on-leave teacher to forward payment by the due date shall result in that teacher being dropped from the Group Plan.

f. A signed statement from the teacher, prior to going on an approved leave, must be submitted indicating acceptance of the regulations governing continuance in the Group Plan.

#### **IX-19 BEREAVEMENT LEAVE**

In the case of the death of an immediate family member of a teacher, the teacher will be allowed two (2) days of paid bereavement leave. This leave will not impact the teacher's sick leave accumulation. For purposes of bereavement leave, immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partners, and legal guardians.

In the event that an employee has no available emergency leave, one (1) sick leave day may be used for the death of an aunt, uncle or cousin.

### **ARTICLE X COMPENSATION AND FRINGE BENEFITS**

#### **X-1 SALARY SCHEDULES**

The salary schedules for the 2022-2023 through 2025-2026 school years are set forth in Appendix A of this Agreement.

a. Starting with the 2022-2023 school year, teachers shall be paid semi-monthly on a twelve (12) month basis in accordance with TRS reporting requirements.

b. Lane adjustments on the salary schedule will be made in October.

c. If teachers are required to work more than 180 days during the school year, they shall be compensated for each extra day at the rate of 1/180th of their yearly salary.

d. A teacher may be given full credit on the schedule for each such year of prior teaching experience in other districts, for up to a maximum of twenty (20) years. There shall be no maximum on credit given for prior School District 140 teaching experience. Salary schedule credit may be given for relevant life experience, up to a maximum of 20 years. All placements are at the discretion of the Board.

**X-2 COMPENSATION TEAM LEADER, ENRICHMENT, LIFE SKILLS FACILITATOR, AND SPECIAL EDUCATION FACILITATOR**

The stipends for Team Leaders, Facilitators, and Coordinators are listed in Appendix B.

Team Leaders, Facilitators and Coordinators shall be selected by the Administration, who may deny appointment to a teacher if that appointment may increase a teacher's creditable earnings in a manner that would result in TRS penalties. Teachers who have Team Leader, Facilitator or Coordinator positions which provide compensation in addition to the rates provided in the basic salary schedule will retain such positions from year to year, providing the teacher received an overall excellent evaluation for this assignment and is available to perform all responsibilities of the position. Any person who has a Team Leader, Facilitator or Coordinator position and desires to retain the position for the next year must notify the principal of this desire in writing within fourteen (14) days of the end of the school year.

Team Leaders, Facilitators and Coordinators will be paid the stipend set forth in Appendix B at the end of the school year, on the June 30 payroll. Team Leaders, Facilitators and Coordinators will receive the full stipend provided that they are not absent from work for more than fifteen (15) days in that year. The stipend amount set forth above will be reduced on a per diem basis for each day of absence beyond fifteen (15). The Building Principal may replace a Team Leader, Facilitator and/or Coordinator following fifteen (15) days of absence. The Building Principal shall have discretion to appoint a permanent or temporary Team Leader, Facilitator and/or Coordinator, in the absence of any other Team Leader, Facilitator and/or Coordinator, who will be paid on a per diem amount of the stipend. When a teacher who has been selected to be a Team Leader, Facilitator or Coordinator takes an extended leave, the Board shall have the right to fill the Team Leader, Facilitator or Coordinator position temporarily on the first day of such leave. Upon such temporary replacement, the teacher going on leave

shall cease being paid the stipend as of that same date. The same stipend shall not be paid to two (2) teachers at the same time.

### **X-3 EXTRACURRICULAR STIPENDS**

All positions are approved on an annual basis by administration. Paid extracurricular positions will be posted in all school buildings and made available to the staff. Teachers may apply for an extracurricular position at any building. Priority shall be given to a teacher holding the position if expectations from the previous year have been met as evidenced by a completed evaluation. In all cases, the Administration shall select the applicant it determines to be best qualified for the position, and its decision shall be final and not subject to the grievance procedure. Teachers selected to perform the extracurricular duties set forth in Appendix B shall be compensated according to Appendix B. Full payment for any extracurricular activity shall be based on the completion of the assignment and made within fourteen (14) days, in a lump sum payment. The Board reserves the right to add or not staff extracurricular activities as the needs of the District dictate, provided the Board has notified the Association and fully bargained compensation for such activities.

The Board acknowledges that all stipends, including those described in Section X-2 above, are mandatory subjects of bargaining and agrees that it shall not alter any agreed upon stipend amounts without discussion with the Association. The Board agrees that no new stipended activities will be initiated without discussion with the Association. The parties agree that the practice of discretionary activities at the schools shall continue as in the past.

### **X-3A NON-PAID EXTRA DUTIES**

In each building there may be a variety of duties which must be assigned to teachers during the regular work day for which no stipend shall be paid. The building principal is responsible for establishing an equitable and rotating schedule of supervising responsibilities.

### **X-4 SUMMER SCHOOL AND TUTORS**

Summer school teachers shall be paid at the hourly rate of fifty dollars (\$50.00) per hour. They will sign a work agreement which will specify their work dates. They will not have to submit time sheets. The program coordinator will notify payroll of any absences and their pay will be adjusted accordingly. They will be paid on the June 30 payroll for all work dates on or before June 30, and those earnings will count as creditable earnings for that fiscal year. Summer school dates in July or August will be paid according to the payroll dates schedule and will be counted as TRS creditable earnings for the next fiscal year.

Homebound tutors and before and after school tutors shall be paid at the hourly rate of thirty seven dollars (\$37.00) per hour.

### **X-5 MILEAGE/TRAVEL STIPEND**

Teachers who travel from building to building on District business will be compensated for

mileage at the rate allowed by the IRS as of January 1 of each successive year, unless the teacher receives a travel stipend.

#### **X-6 TUITION REIMBURSEMENT**

The Board shall establish a fund, not to exceed \$70,000.00 per year for the duration of this contract (September 1st-August 31st), for purposes of tuition reimbursement. Teachers shall be entitled to receive reimbursement for actual tuition costs not to exceed One Hundred Fifty Dollars (\$150.00) per course hour up to a maximum of fifteen (15) hours, per school year, subject to the conditions and requirements listed below.

- a. To be eligible for tuition reimbursement, the courses must be approved, in advance, by the Superintendent or his/her designee.
- b. To receive the Superintendent or his/her designee's approval, a course must meet the following criteria:
  1. The course must be related to current teaching assignment.
  2. Courses unrelated to current teaching assignment may be approved if requested by the Superintendent.
  3. Courses can be toward a degree in administration.
  4. Courses must be offered from a regionally accredited college or university which has been accredited by one of the following regional accreditation bodies:
    - a. Middle States Association of Colleges and Schools Commission on Higher Education;
    - b. New England Association of Schools and Colleges Commission on Institutions of Higher Education;
    - c. New England Association of Schools and Colleges Commission on Technical and Career Institutions;
    - d. North Central Association of Colleges and Schools, the Higher Learning Commission;
    - e. Southern Association of Colleges and Schools Commission on Colleges;
    - f. Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities;
    - g. Northwest Commission on Colleges and Universities.
  5. Courses must be graduate level courses. Course credit must be equivalent to one (1) graduate hour for every thirteen (13) clock hours of class

work.

6. Programs approved prior to October 1st will be reimbursed, in accordance with this Article.

c. Application for reimbursement must be submitted by October 1st immediately following the completion of the course, accompanied by a paid tuition statement and an official transcript or grade report (P, C grade or better) of courses approved by the Superintendent.

d. The teacher must be employed on a full-time basis, and not on leave, for the school term in which the October 1<sup>st</sup> application deadline falls. If a teacher is on leave, the reimbursement will be paid out in the school year when the teacher returns to work from the leave.

e. If the total amount of reimbursement requests submitted for the school year exceeds the maximum amount available hereunder for that year, then the reimbursement to which the teachers would otherwise be entitled shall be reduced in proportion to the ratio of such maximum amount to the total amount of reimbursement requests.

f. No reimbursements will be made until after October 1<sup>st</sup> of the applicable school year and all applications have been processed.

g. Only approved graduate hours will be credited for lane movement. Only hours earned after the award of a Master's degree will be credited for movement to the Master's + lanes.

h. Any non-renewed teacher who meets the above criteria for tuition reimbursement shall receive the tuition reimbursement as if they were still employed.

i. Any funds remaining in this account after all reimbursements have been made in accordance with the terms set forth hereinabove shall be divided equally among teachers in a Masters' Program for coursework that has been already approved in advance by the Superintendent.

#### **X-7 NEW TEACHER TRAINING/MENTORS**

Teachers new to the District will participate in a 25-hour orientation program. Current staff, selected by principals to be coaches, will provide in-service on numerous topics including KSD policies and procedures, curriculum and building specific information. Both new teachers and their coaches will be paid a maximum of 25 hours for this work which will be completed outside their regular day. Upon request, the Superintendent, in

his/her discretion, may assign a mentor to any teacher determined to have undergone a major change in their work assignment. Such mentor will be paid for six (6) hours.

#### **X-8 INTERNAL SUBSTITUTION**

Internal substitution shall be compensated pro-rata at the clock hour rate of \$37.00 per hour. Time will be paid in quarter hour increments according to the Fair Labor Standards Act seven (7) minute rounding rule.

#### **X-9 MEDICAL/HEALTH INSURANCE AND ANNUITY**

Medical/Health insurance benefits or an optional annuity shall be paid by the Board up to the sums set forth herein and according to the following terms and conditions:

a. Individual Plan. The Board shall pay ninety percent (90%) of the single HMO annual premium for teachers who elect single coverage. The Board shall pay an equivalent amount equal to ninety percent (90%) of the single HMO premium for those employees electing to choose a single PPO Insurance plan.

b. Family Plan. The Board shall contribute seventy percent (70%) of the Family HMO annual premium for teachers who elect family coverage. The Board shall contribute an equivalent amount of 70% of the Family HMO annual premium for those employees electing to choose a Family PPO Insurance plan.

c. Husband and Wife. If both Husband and Wife with dependent(s) are employees and they wish family medical insurance, the Board will, at their election, contribute for both Husband and Wife: (1) 70% of the family HMO premium rate plus, (2) the individual HMO premium rate as provided to other employees up to a maximum total sum equal to the HMO family premium rate. The total sum contributed by the Board toward medical insurance for both Husband and Wife shall not exceed the HMO family premium rate.

d. Annuity Option. Teachers employed during the 2004-2005 school term who elected not to participate in the health insurance plan extended by the Board of Education may elect, as an alternative, to have the Board contribute a total sum of \$2700.00 toward the purchase of an annuity in a Tax Sheltered Annuity Plan. The only teachers eligible for this payment shall be those who elected not to participate in the District's health insurance plan during the 2004-2005 school year and who have continuously not participated. Any teacher electing to participate in the District's health insurance plan at any time after receiving this payment may not re-establish eligibility. The Board will contribute a prorated amount of that sum very other pay check for ten (10) pay checks.

e. Each contract year during the open enrollment period and in no case later than July 1 of each successive contract year, all bargaining unit members must notify the

Superintendent's office in writing as to whether they wish to change their participation in the medical/health benefits or annuity. Those who elect to participate in medical/health benefits must designate either the HMO plan, the PPO plan, or such other plan as may exist at the time. Any employee who fails to give this notice shall be deemed to have selected the same benefit as the employee had during the preceding contract year. Any bargaining unit member employed after September 1 during any school term, shall have five (5) days from the date of commencement of work to make a benefit selection. Any employee who, during the school year, wishes to change from single to family medical/health benefits may do so provided, however, that any additional expense resulting from the change be paid by the individual employee until the next contract year at which time the employee shall participate on the same basis as all other employees in the group. However, if an employee, due to marriage, birth or adoption of a child, death in the employee's immediate family, divorce, or the involuntary lay-off of a spouse, needs to obtain single or family coverage, such employee may enter the appropriate group and participate on the same basis as those already in that group.

f. Upon the death of a certified teacher who is currently insured under the family plan, the District will continue to pay their portion of the family plan premium for a period of three months.

g. In the event that the health insurance premium cost increases more than 15% from one year to the next, the insurance committee must convene to explore cost containment measures. The committee will provide recommendations regarding cost containment measures to the Board of Education.

h. A committee shall be formed and maintained to consider and make recommendations on any and all elements of insurance affecting persons hereunder, including but not limited to, maintaining the quality of the insurance coverage, obtaining and reviewing all pertinent documents related to health plan operation, surveying plan participants with regard to satisfaction levels with current plans, obtaining training in plan operation, data interpretation, legislative impacts and emerging issues and future trends in the industry, examining rate renewal projections from plan administrators, obtaining competitive bids on insurance and possible reinsurance programs, reviewing wellness programs as needed, coordinating benefits between all insurance vehicles, and reviewing any and all other benefit related issues pertaining to insurance. The committee shall consist of persons from the administration as well as a proportionate number of members from each bargaining unit within District 140 appointed by their respective bargaining units. The committee shall meet at the call of the Superintendent or Association President. The committee shall make recommendation(s) to the Board on changes to the insurance program, but the Board shall have the final determination as to any changes to the program. The



Board, with input from the committee, shall determine which plans to offer and retains the right to add or remove plans, so long as any such changes maintain quality health insurance options for employees.

**X-10 SALARY REDUCTION**

The Board will take such action as is necessary to allow for the payment of teacher contributions toward health, dental, and vision insurance to be made by salary reductions so that those contributions may be exempt from federal income tax so long as such is permitted by applicable law. Teachers may elect to participate in a traditional 403(b) or a Roth 403(b) offered through any of the District approved brokerage companies.

**X-11 DENTAL INSURANCE**

Teachers may elect to participate in the District's group dental insurance plan as it may exist from time to time. Any such participation shall be only as permitted by the District's insurance carrier and in accord with the carrier's requirement. The Board will pay one hundred (100%) of the individual premium rate. Employees may elect family coverage and apply the individual premium rate to that option. Teachers who choose not to take the dental insurance shall be provided the option of having that dental premium go toward their health insurance premium.

**X-12 VISION INSURANCE**

The District 140 Board will pay 100% of the cost of monthly premiums for vision insurance for employees. Dependent coverage will be at full cost to the employee.

**X-13 LIFE INSURANCE**

For full time certified teachers the Board will provide a \$40,000.00 term life insurance policy pursuant to the District life insurance program, provided that the total cost of this benefit does not exceed \$25,000.00.

**ARTICLE XI**

**DISTRICT RETIREMENT PROGRAM**

**XI-1 RETIREMENT INCENTIVE PROGRAM**

Eligible teachers who elect to retire at or before the end of the 2029-2030 school term may elect to participate in the District Retirement Program.

This retirement program shall be available to qualified full-time teachers with at least ten (10) years of full-time teaching service to the District who retire at or before the end of the 2029-2030 school year. In order to qualify, a teacher must qualify for retirement under the Illinois Teacher Retirement System without cost or penalty to the Board by the date of retirement.

During the term of this Agreement, a teacher may give one (1), two (2), three (3), or four (4) years notice of retirement. Notice for all retirements must be received by March 1 in order for any retirement incentive to be effective the following school year. A teacher giving notice by March 1 will receive salary increases for up to each of his/her last four years of employment such that the teacher's "salary scheduled compensation" for each of the last four school terms is increased by six percent (6%) over the teacher's prior year's salary scheduled compensation provided, however, that the increase to the teacher's TRS creditable earnings for any of the teacher's last four years shall not exceed six percent (6%) of the teacher's prior year's TRS creditable earnings. It is understood that any additional salary increase to be given a retiring teacher in any of his/her last four years of employment is limited under all circumstances to that amount that will cause his/her TRS creditable earnings for that year to increase by no more than six percent (6%) of his/her prior year's TRS creditable earnings. In no event shall any teacher ever receive an increase in excess of six percent (6%), the parties being in agreement that the District shall not incur any TRS penalties as a result of any provision of this Agreement. The maximum number of years for which the six percent (6%) increase will be provided is four (4) years. Eligible teachers wishing to make the 2022-2023 school year the first year of retirement incentive may give notice by September 30, 2022.

"Salary schedule compensation" as used above is the salary provided by the salary schedule plus any longevity and any additional compensation provided by this Section XI-1 but excluding any extra pay for extra work.

Any teacher who submits notice of retirement under this contract and begins receiving or is scheduled to receive one or more six percent (6%) salary increases shall be removed from the salary schedule and shall not receive any other additional compensation from the District regardless of any additional activities the teacher may choose to perform or any horizontal or vertical movement the teacher would otherwise experience on the salary schedule, notwithstanding any other provision of this Agreement. It is the intent of the parties that the compensation increases of such teachers should be capped at six percent (6%) in any of the four (4) years prior to retirement, so that the District may avoid any related TRS surcharges or penalties.

Any eligible teacher electing to participate in this Program who obtained tenure in the District prior to July 1, 1991, and who at the date of retirement has twenty (20) years of full-time service in the District and has accumulated a minimum of one hundred eighty (180) unused sick leave days may elect to have the Board pay the employee's cost for participation in the TRS group medical insurance plan (employee/single coverage), for the same type of plan as the teacher had with the District (HMO or PPO) at the time of his/her notice of retirement, or if at that time the teacher had an annuity, for the TRS HMO Plan for so long as the employee maintains participation in the TRS group medical insurance plan. "Employee's cost" means the amount the employee is required to pay toward the cost of the medical insurance premium employee/single coverage. This

benefit shall not be available to any teacher for whom the District was required to pay a TRS penalty, unless said teacher's retirement was necessitated by a documented medical condition which rendered the teacher unable to work.

In the event of a life changing event, the Board of Education may allow a teacher to withdraw his or her notice of retirement. If the Board allows the withdrawal of the retirement notice, the teacher shall repay the District any retirement incentive received up to the date of said withdrawal.

#### **XI-2 COMPENSATION FOR SICK DAYS UPON RETIREMENT**

For teachers employed prior to June 1, 2014, unused accumulated sick leave days not utilized for retirement purposes with TRS shall be paid at the rate of \$30.00 per day. This payment will be made upon submission by TRS of verification as to what amount of sick leave was used by the teacher for retirement purposes. Teachers employed on or after June 1, 2014 shall not be eligible for any payment for unused sick leave.

### **ARTICLE XII GENERAL PROVISIONS**

#### **XII-1 ENTIRE AGREEMENT**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject matter covered in this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

#### **XII-2 SAVINGS**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction or the legislature, said article, section, or clause, as the case may be, will be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, or clauses will remain in full force and effect for the duration of this Agreement so long as they are not affected by the deleted material.

#### **XII-3 DURATION**

This Agreement shall be effective as of September 1, 2022 and shall remain in full force and effect until August 31, 2026, and shall be automatically renewed from year to year

thereafter unless either party shall notify the other in writing, on or before April 1st, of the year in which this Agreement is to expire, that it desires to modify, change, amend or terminate the Agreement. In the event such notice is given, negotiations shall commence on a mutually agreeable date no later than April 15th of the year in which this Agreement is to expire.

This Agreement is made and dated this 18<sup>th</sup> day of August, 2022.

Kirby Education Association

Board of Education of  
Kirby School District 140

By: Jane Mauer  
President

By: Shawn J. Smith  
President

By: Josephine Jacinto  
Secretary

By: Lisa M. Strand  
Secretary

By: L. D. C. C. C.  
Superintendent

## APPENDIX A

**SALARY SCHEDULE 2022-2023**

**Appendix A**

LINE	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
0	50,640	51,801	52,961	54,333	55,599	56,865	58,131	59,397
1	50,640	51,801	52,961	54,333	55,599	56,865	58,131	59,397
2	51,801	53,003	54,016	55,704	56,970	58,342	59,613	60,874
3	52,961	54,164	55,493	57,181	58,447	59,819	61,195	62,351
4	53,974	55,113	56,495	58,959	59,819	61,085	62,514	63,617
5	55,345	56,748	57,550	60,726	61,507	62,931	64,097	64,724
6	56,031	57,392	58,394	61,897	62,562	64,070	65,125	65,885
7	56,601	58,051	59,344	63,089	63,617	64,640	66,149	67,309
8	57,197	58,758	60,098	64,397	64,703	65,141	66,734	68,681
9	58,278	59,602	60,784	65,837	66,365	66,697	67,968	70,052
10	59,017	60,578	61,522	67,494	67,989	68,311	69,139	71,424
11	59,724	61,327	62,234	68,253	69,514	69,641	70,516	73,112
12	60,452	62,308	62,973	68,797	70,506	70,875	71,914	74,557
13	61,137	63,205	63,843	69,583	71,487	72,426	73,539	75,981
14	61,929	63,970	65,215	70,558	72,980	74,151	75,158	77,574
15	62,720	64,972	66,270	71,677	74,383	75,680	76,783	80,227
16	63,511	66,185	67,483	72,653	75,702	76,936	78,408	81,710
17	64,819	67,662	68,644	73,850	77,126	78,397	80,022	83,435
18	66,006	68,448	69,894	75,422	78,503	79,853	81,736	85,149
19	67,314	69,561	71,265	76,619	79,874	81,367	83,588	86,726
20	68,833	70,674	72,584	77,812	81,383	82,696	85,919	88,367
21		72,035	73,950	79,325	82,955	84,353	87,671	90,055
22				81,008	84,516	85,935	89,200	91,711
23				82,585	86,310	87,554	91,331	93,373
24				84,316	88,024	89,174	93,040	94,997
25				86,019	89,606	90,435	94,750	96,633
26				87,539	91,178	92,592	96,511	98,242
27				89,543	92,529	94,322	98,189	99,634
28				91,062	93,974	96,316	99,982	101,560
29				92,666	96,327	98,131	101,818	103,332

Each cell represents a placeholder on the schedule. Members shall remain on the same cell for all 4 years of the contract.

For the 2022-23 school year, members shall see a 5.5% increase to their 2021-2022 salary in their designated cell.

For the 2023-24 school year, members shall see a 5.0% increase to their 2022-2023 salary in their designated cell.

For the 2024-25 school year, members shall see a 4.5% increase to their 2023-2024 salary in their designated cell.

For the 2025-26 school year, members shall see a 4.5% increase to their 2024-2025 salary in their designated cell.

\*\*\*There shall be no step movement from lines 1-29.\*\*\*

Teachers who move lanes will be guaranteed an additional amount of money no less than \$1100 in the BA lanes per lane moved and no less than \$1200 in the MA lanes per lane moved. Teachers' corrected placement will be in the cell of that same line that matches their educational advancement.

Starting salary each year of the contract is listed in Line 0

In accordance with Section X-1 (d) of this agreement, newly hired teachers may be granted experience credit which shall result in placement into a cell rather than a starting salary.

**SALARY SCHEDULE 2023-2024**

**Appendix A**

LINE	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
0	50,400	51,555	52,710	54,075	55,335	56,595	57,855	59,115
1	53,172	54,391	55,609	57,049	58,378	59,708	61,037	62,366
2	54,391	55,653	56,717	58,489	59,819	61,259	62,593	63,917
3	55,609	56,872	58,268	60,040	61,369	62,809	64,255	65,468
4	56,672	57,869	59,320	61,907	62,809	64,139	65,640	66,797
5	58,113	59,586	60,428	63,762	64,582	66,077	67,301	67,960
6	58,833	60,262	61,314	64,992	65,690	67,274	68,381	69,179
7	59,431	60,954	62,311	66,243	66,797	67,872	69,456	70,674
8	60,057	61,696	63,103	67,617	67,938	68,398	70,071	72,115
9	61,192	62,582	63,823	69,129	69,683	70,032	71,367	73,555
10	61,968	63,607	64,598	70,868	71,389	71,727	72,596	74,995
11	62,710	64,394	65,346	71,666	72,990	73,123	74,042	76,767
12	63,474	65,424	66,122	72,236	74,031	74,419	75,510	78,285
13	64,194	66,365	67,035	73,062	75,061	76,047	77,216	79,780
14	65,025	67,168	68,476	74,086	76,629	77,858	78,916	81,453
15	65,856	68,221	69,583	75,261	78,102	79,464	80,622	84,239
16	66,687	69,495	70,857	76,285	79,487	80,783	82,328	85,795
17	68,060	71,046	72,076	77,543	80,982	82,317	84,023	87,606
18	69,306	71,871	73,388	79,193	82,428	83,846	85,823	89,407
19	70,680	73,039	74,829	80,450	83,868	85,435	87,767	91,063
20	72,275	74,208	76,213	81,702	85,452	86,831	90,215	92,785
21		75,637	77,648	83,292	87,102	88,570	92,054	94,558
22				85,059	88,742	90,232	93,660	96,297
23				86,715	90,625	91,932	95,898	98,041
24				88,531	92,425	93,633	97,692	99,747
25				90,320	94,087	94,956	99,487	101,464
26				91,916	95,737	97,222	101,337	103,154
27				94,020	97,155	99,038	103,098	104,616
28				95,615	98,673	101,132	104,981	106,638
29				97,299	101,143	103,037	106,909	108,499

Each cell represents a placeholder on the schedule. Members shall remain on the same cell for all 4 years of the contract.

For the 2022-23 school year, members shall see a 5.5% increase to their 2021-2022 salary in their designated cell.

For the 2023-24 school year, members shall see a 5.0% increase to their 2022-2023 salary in their designated cell.

For the 2024-25 school year, members shall see a 4.5% increase to their 2023-2024 salary in their designated cell.

For the 2025-26 school year, members shall see a 4.5% increase to their 2024-2025 salary in their designated cell.

\*\*\*There shall be no step movement from lines 1-29.\*\*\*

Teachers who move lanes will be guaranteed an additional amount of money no less than \$1100 in the BA lanes per lane moved and no less than \$1200 in the MA lanes per lane moved. Teachers' corrected placement will be in the cell of that same line that matches their educational advancement.

Starting salary each year of the contract is listed in Line 0

In accordance with Section X-1 (d) of this agreement, newly hired teachers may be granted experience credit which shall result in placement into a cell rather than a starting salary.

**SALARY SCHEDULE 2024-2025**

**Appendix A**

LINE	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
0	50,160	51,310	52,459	53,818	55,072	56,326	57,580	58,834
1	55,565	56,838	58,111	59,616	61,005	62,395	63,784	65,173
2	56,838	58,158	59,269	61,121	62,510	64,015	65,410	66,793
3	58,111	59,431	60,890	62,742	64,131	65,636	67,147	68,414
4	59,223	60,473	61,989	64,692	65,636	67,025	68,594	69,803
5	60,728	62,267	63,147	66,631	67,488	69,051	70,330	71,019
6	61,480	62,973	64,073	67,916	68,646	70,301	71,459	72,292
7	62,105	63,697	65,115	69,224	69,803	70,926	72,581	73,855
8	62,759	64,472	65,943	70,660	70,996	71,476	73,224	75,360
9	63,946	65,399	66,695	72,240	72,819	73,183	74,578	76,865
10	64,756	66,469	67,505	74,057	74,601	74,955	75,863	78,369
11	65,532	67,291	68,287	74,891	76,274	76,413	77,374	80,222
12	66,330	68,368	69,097	75,487	77,362	77,767	78,908	81,808
13	67,083	69,352	70,052	76,349	78,439	79,469	80,690	83,370
14	67,951	70,191	71,557	77,420	80,077	81,362	82,467	85,118
15	68,819	71,291	72,715	78,647	81,616	83,040	84,250	88,030
16	69,687	72,622	74,046	79,718	83,063	84,418	86,033	89,656
17	71,123	74,243	75,319	81,032	84,626	86,021	87,804	91,549
18	72,425	75,105	76,691	82,757	86,137	87,619	89,685	93,430
19	73,861	76,326	78,196	84,071	87,642	89,280	91,717	95,160
20	75,528	77,548	79,643	85,379	89,297	90,738	94,275	96,960
21		79,041	81,142	87,040	91,022	92,556	96,196	98,813
22				88,886	92,735	94,292	97,875	100,630
23				90,617	94,703	96,069	100,213	102,453
24				92,515	96,584	97,846	102,089	104,236
25				94,385	98,321	99,229	103,964	106,030
26				96,052	100,045	101,597	105,897	107,796
27				98,251	101,527	103,495	107,738	109,324
28				99,918	103,113	105,683	109,706	111,436
29				101,678	105,695	107,674	111,720	113,381

Each cell represents a placeholder on the schedule. Members shall remain on the same cell for all 4 years of the contract.

For the 2022-23 school year, members shall see a 5.5% increase to their 2021-2022 salary in their designated cell.

For the 2023-24 school year, members shall see a 5.0% increase to their 2022-2023 salary in their designated cell.

For the 2024-25 school year, members shall see a 4.5% increase to their 2023-2024 salary in their designated cell.

For the 2025-26 school year, members shall see a 4.5% increase to their 2024-2025 salary in their designated cell.

\*\*\*There shall be no step movement from lines 1-29.\*\*\*

Teachers who move lanes will be guaranteed an additional amount of money no less than \$1100 in the BA lanes per lane moved and no less than \$1200 in the MA lanes per lane moved. Teachers' corrected placement will be in the cell of that same line that matches their educational advancement.

Starting salary each year of the contract is listed in Line 0

In accordance with Section X-1 (d) of this agreement, newly hired teachers may be granted experience credit which shall result in placement into a cell rather than a starting salary.



**SALARY SCHEDULE 2025-2026**

**Appendix A**

LINE	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48
0	50,160	51,310	52,459	53,818	55,072	56,326	57,580	58,834
1	58,065	59,396	60,726	62,299	63,751	65,202	66,654	68,106
2	59,396	60,775	61,936	63,872	65,323	66,896	68,354	69,799
3	60,726	62,106	63,630	65,565	67,017	68,589	70,168	71,493
4	61,888	63,194	64,779	67,604	68,589	70,041	71,680	72,944
5	63,460	65,069	65,989	69,630	70,525	72,158	73,495	74,215
6	64,247	65,807	66,956	70,973	71,735	73,465	74,674	75,545
7	64,900	66,563	68,045	72,340	72,944	74,118	75,848	77,178
8	65,583	67,374	68,910	73,840	74,190	74,692	76,519	78,751
9	66,823	68,341	69,696	75,491	76,096	76,477	77,934	80,323
10	67,670	69,460	70,543	77,390	77,959	78,327	79,277	81,896
11	68,481	70,319	71,360	78,261	79,707	79,852	80,856	83,832
12	69,315	71,444	72,206	78,884	80,844	81,267	82,459	85,489
13	70,102	72,473	73,204	79,785	81,969	83,045	84,321	87,122
14	71,009	73,350	74,777	80,904	83,680	85,023	86,178	88,949
15	71,916	74,499	75,987	82,186	85,289	86,777	88,041	91,991
16	72,823	75,890	77,378	83,305	86,801	88,217	89,904	93,691
17	74,323	77,584	78,709	84,678	88,434	89,892	91,755	95,668
18	75,684	78,485	80,142	86,481	90,013	91,561	93,721	97,634
19	77,184	79,761	81,715	87,854	91,586	93,297	95,844	99,443
20	78,926	81,037	83,227	89,221	93,316	94,822	98,517	101,324
21		82,598	84,793	90,957	95,118	96,721	100,525	103,259
22				92,886	96,908	98,535	102,279	105,158
23				94,695	98,965	100,392	104,723	107,064
24				96,678	100,931	102,249	106,683	108,927
25				98,632	102,745	103,695	108,642	110,802
26				100,374	104,548	106,169	110,663	112,646
27				102,672	106,096	108,152	112,586	114,243
28				104,414	107,753	110,439	114,642	116,451
29				106,253	110,451	112,519	116,747	118,483

Each cell represents a placeholder on the schedule. Members shall remain on the same cell for all 4 years of the contract.

For the 2022-23 school year, members shall see a 5.5% increase to their 2021-2022 salary in their designated cell.

For the 2023-24 school year, members shall see a 5.0% increase to their 2022-2023 salary in their designated cell.

For the 2024-25 school year, members shall see a 4.5% increase to their 2023-2024 salary in their designated cell.

For the 2025-26 school year, members shall see a 4.5% increase to their 2024-2025 salary in their designated cell.

\*\*\*There shall be no step movement from lines 1-29.\*\*\*

Teachers who move lanes will be guaranteed an additional amount of money no less than \$1100 in the BA lanes per lane moved and no less than \$1200 in the MA lanes per lane moved. Teachers' corrected placement will be in the cell of that same line that matches their educational advancement.

Starting salary each year of the contract is listed in Line 0

In accordance with Section X-1 (d) of this agreement, newly hired teachers may be granted experience credit which shall result in placement into a cell rather than a starting salary.

## APPENDIX B

ACTIVITY	GRADES	2021-2022	2022
Girls Basketball	6/7	\$2,958.49	\$3,076.83
Girls Basketball	8	\$2,958.49	\$3,076.83
Boys Basketball	6/7	\$4,780.23	\$4,971.44
Boys Basketball	8	\$4,780.23	\$4,971.44
Boys Volleyball	6/7	\$2,958.49	\$3,076.83
Boys Volleyball	8	\$2,958.49	\$3,076.83
Girls Volleyball	6/7	\$4,780.23	\$4,971.44
Girls Volleyball	8	\$4,780.23	\$4,971.44
Girls Softball	6/7/8	\$2,295.56	\$2,387.38
Boys Softball	6/7/8	\$2,295.56	\$2,387.38
Girls Cross Country	6/7/8	\$2,004.54	\$2,084.72
Boys Cross Country	6/7/8	\$2,004.54	\$2,084.72
Girls Track	6/7/8	\$2,337.59	\$2,431.09
Girls Track	6/7/8	\$2,337.59	\$2,431.09
Boys Track	6/7/8	\$2,337.59	\$2,431.09
Boys Track	6/7/8	\$2,337.59	\$2,431.09
Girls Soccer	6/7/8	\$2,295.56	\$2,387.38
Boys Soccer	6/7/8	\$2,295.56	\$2,387.38
Mathletes	7/8	\$1,456.13	\$1,514.38
Declamation	6/7/8	\$1,456.13	\$1,514.38
Cheerleading	6/7	\$2,629.65	\$2,734.84
Cheerleading	8	\$2,629.65	\$2,734.84
Crowd Supervision		\$2,191.55	\$2,279.21
SWIC Clock		\$2,191.55	\$2,279.21
SWIC Scorebook		\$2,191.55	\$2,279.21

\*\*\*NOTE: Any of the above activities can be split by more than one employee. Total paid cannot exceed the total.\*\*  
The stipend schedule will be the basis for payment for extracurricular activities listed above when conducted by the District. The rate for any newly approved extracurricular activity will be established by agreement with the Association.

## Instructional Schedule

Position	Amount 2022-26
<b>Part 1 Leadership Stipends</b>	<b>Amt.</b>
Team Leaders	\$4,680
Enrichment Facilitator	\$4,680
Life Skills Facilitator	\$4,680
Media Coordinator	\$4,680
Title I Coordinator	\$4,680
Special Education Facilitator	\$4,680
Bilingual Program Facilitator	District
<b>Part 2 Educational Support Stipends</b>	
Special Services Senior Coordinator	\$12,578
Special Services Coordinator	\$7,118
Curriculum Facilitator	\$7,118
Instructional Technology Facilitator	\$7,118
Diversity & Equity Coordinator	District
<b>Part 3 Miscellaneous</b>	
Substance Abuse Coordinator	\$2,016
Band Director	\$4,617
Special Olympics Coordinator	\$5,000
Chorus Director	\$11,440
Audio-Visual Facilitator	Eliminated
Intramural Coach(1/2 if 2)	\$728
Referee (paid per game)	\$37
Middle School Club Fund per school	\$9,880
Elementary School club fund per	\$5,720
Phone Stipends	Included in above stipends
Travel Stipends \$175-740	Pay monthly with records