

**AGREEMENT BETWEEN**

**BOARD OF EDUCATION**

**LOWPOINT-WASHBURN COMMUNITY UNIT  
SCHOOL DISTRICT NO. 21**

**AND**

**LOWPOINT-WASHBURN EDUCATION ASSOCIATION/IEA-NEA  
WASHBURN, ILLINOIS**

**JULY 1, 2019**

**THROUGH**

**JUNE 30, 2024**

## TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I RECOGNITION	5
ARTICLE II NEGOTIATIONS PROCEDURE	7
ARTICLE III GRIEVANCE PROCEDURE	8
1. Definitions - .....	8
2. Procedures - .....	8
3. Bypass to Superintendent - .....	9
4. Bypass to Arbitration - .....	9
5. Class Grievance - .....	9
6. Association Participation - .....	9
ARTICLE IV SALARY AND FRINGE BENEFITS	10
1. Salary Payment - .....	10
2. Co-Curricular Salary Payment - .....	10
3. Substitute Employee - .....	10
4. Board Paid Teacher Retirement - .....	11
5. T.H.I.S. Fund Contribution - .....	11
6. Medical Insurance - .....	11
7. Professional Growth - .....	11
8. ESP Reimbursement - .....	12
9. Tuition Reimbursement - .....	12
10. Additional Load Compensation - .....	12
11. Early Retirement Incentive Program (ERIP).....	12
12. Reimbursement for Committee Work.....	14
13. National Board Certification.....	14
ARTICLE V LEAVES	15
1. Paid Sick Leave - .....	15
1.5 Sick Leave Donation-.....	15
2. Paid Bereavement Leave - .....	16
3. Sick Leave Statement -Salary Worksheet.....	16
4. Paid Personal and/or Emergency Leave - .....	16
5. Paid Professional Leave - .....	16
6. Paid Jury Duty Leave - .....	17
7. Unpaid Leave of Absence - .....	17
ARTICLE VI PERSONNEL FILE	19
1. Personnel File - .....	19
2. Notification of Change to Personnel File - .....	19
ARTICLE VII EMPLOYMENT CONDITIONS	21
1. School Calendar - .....	21
2. Work Year-Educational Support Personnel - .....	21
3. Work Day Teachers - .....	21
4. Work Room - .....	22
5. Preparation Period - .....	22
6. Transfers/Vacancies - .....	22
7. Discipline or Dismissal - .....	23
8. ESP Paid Holidays - .....	23

	3
9. Vacation for Twelve Month ESPs - .....	24
10. Extra Trip Assignment and Bus Driver Hours - .....	24
11. Individual Contracts - .....	25
12. Duplication of the Agreement - .....	25
13. Subcontracting - .....	25
14. Notification of Assignment - .....	25
15. Medications - .....	25
16. Hepatitis B Vaccine - .....	25
17. Bomb Search - .....	26
18. Workers' Compensation - .....	26
19. Physical Assault on an Employee - .....	26
20. Attendance - .....	26
ARTICLE VIII ADDITIONAL ESP WORKING CONDITIONS 27	
1. ESPs Work Day - .....	27
2. Job Descriptions - .....	27
3. Changing Hours - .....	27
4. Work Before or After Regularly Scheduled Hours - .....	27
5. Sunday and Holiday Pay - .....	27
5.1 Overtime Regular .....	27
6. Lunches - .....	28
7. Bus Drivers (Maintenance)	
ARTICLE IX ESP SENIORITY 29	
1. Seniority Applicability - .....	29
2. Posting of Seniority List - .....	29
3. Loss of Seniority - .....	29
4. Transfer-Effect Upon Seniority - .....	29
5. Categories of Position - .....	29
6. Seniority Measurement - .....	30
7. Accruing Seniority - .....	31
ARTICLE X ESP REDUCTION IN FORCE 32	
1. Notice to Employees - .....	32
2. Recall - .....	32
ARTICLE XI EVALUATION 33	
1. Certified Evaluation - .....	33-39
2. ESP Evaluation - 39 .....	
ARTICLE XII OTHER TERMS AND CONDITIONS 40	
1. Complete Understanding - .....	40
2. Management Rights - .....	40
3. Duration - .....	40
4. Approval of Agreement - .....	40
Memorandum of Understanding Technology Duties-.....	41

Appendix A	Certified Staff Salary Schedule 2019-2024
Appendix B	Educational Support Personnel Salary Schedule 2019-2024
Appendix C	Athletic and Co-Curricular Pay Schedules 2019-2024
Appendix D	Sick Leave Donation Form
Appendix E	ESP Evaluation Forms
Appendix 1-18	Certified Evaluation Documents

## ARTICLE I RECOGNITION

1. The Board of Education of Lowpoint-Washburn Community Unit School District No. 21 hereinafter referred to as the "Board" recognizes the Lowpoint-Washburn Education Association/IEA-NEA hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all regularly employed full and part-time certified and educational support personnel excluding administrators and other employees exempt under the Illinois Educational Labor Relations Act.
  - 1.1 Regularly employed part-time employees shall be included in the bargaining unit. Part-time personnel shall have their salaries and benefits based on their fractionalized employment status.
  - 1.2 For the purpose of medical insurance coverage for part-time employee(s) hired before June 30, 2003, said employee(s) must work a minimum of twenty (20) hours per week to qualify for medical insurance coverage. Employees hired after July 1, 2003 must work a minimum of thirty (30) hours per week to qualify for medical insurance coverage.
2. The Board agrees not to negotiate with any other employee organization, individual employee or group of employees with regard to the terms of this Agreement.
3. Definitions -
  - 3.1 **Employee** - The term employee refers to both teachers and education support personnel.
  - 3.2 **Teacher** - The term teacher refers to employees who possess a teaching certificate and teach.
  - 3.3 **Educational Support Personnel** - The term educational support personnel or ESP refers to all non-professional, non-certificated employees, including those who may have, but are not required to have, a teaching certificate, by job description or actual duties.
  - 3.4 **Substitute Teacher** - A substitute teacher is a person who possesses a teaching certificate or substitute teaching certificate, employed temporarily to fill a full or part-time teaching vacancy.
  - 3.5 **Substitute ESP** - A substitute ESP is a person employed temporarily to fill an ESP position on a part or full-time basis.
  - 3.6 **School Year Employee** - A school year employee is an employee employed in a position to work one hundred seventy-four(174) to one hundred eighty (180) days or fewer, and whose employment follows the school calendar for students, rather than a fiscal or twelve month calendar.

- 3.7 **Twelve Month Employee** – A twelve month employee is an employee employed in a position to work on an annual fiscal, or twelve month basis, not related to the school calendar for students.

## ARTICLE II NEGOTIATIONS PROCEDURE

1. The parties agree to negotiate under and abide by the provisions of the Illinois Educational Labor Relations Act. The parties shall commence negotiations for a successor agreement after a written request is received by the Board from the Association, not later than June 1st of the last year of this Agreement.
2. Should either party declare impasse, the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to provide the service of mediation. Should FMCS be unavailable, the parties shall commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
3. **Definitions - Strike means:** An employee's refusal in concerted action with others to report for duty, or his or her willful absence from his or her position, or his or her stoppage of work, or his or her absence in whole or in part from the full, faithful or proper performance of his or her duties of employment, for the purpose of inducing, influencing or coercing a change in the condition, compensation, rights, privileges, or obligations of public employment.
  - 3.1 During the term of this Agreement, employees shall not participate in a strike in whole or in part.
4. Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of this Agreement.

## ARTICLE III GRIEVANCE PROCEDURE

### 1. *Definitions -*

A grievance shall be:

- 1.1 Any claim by the Association or any employee that there has been an alleged violation, misrepresentation, or misapplication of the terms of this Agreement.
- 1.2 All time limits consist of work days, except when a grievance is submitted fewer than ten (10) work days before the close of the employees' work year, then time limits shall consist of all week days (Monday - Friday)

### 2. *Procedures -*

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee, a grievance may be processed as follows:

- 2.1 **STEP I** - Within ten (10) work days of the alleged violation, the employee or the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) work days after receipt of the grievance. The grievance shall specify the article, section, and clause alleged to have been violated and the remedy sought. The Association's representative, should the grievant so request, the grievant, and the immediately involved supervisor shall be present for the meeting. Within ten (10) work days of the meeting, the grievant and the Association shall be provided with the supervisor's written response.
- 2.2 **STEP II** - If the grievance is not resolved at Step I, then the employee or local Association may refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) work days after receipt of the Step I answer. The Superintendent shall arrange with the employee a meeting to take place within ten (10) work days of the Superintendent's receipt of the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) work days of the meeting, the grievant and the Association shall be provided with the Superintendent's written response.
- 2.3 **STEP III** - If the employee or Association is not satisfied with the disposition of the grievance at Step II or the time limits expire without the issuance of the Superintendent's written reply, the grievant may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceeding.

If a demand for arbitration is not filed within fifteen (15) work days of the date for the Step II answer, then the grievance shall be deemed withdrawn.

- 2.3.1 Neither the Board of Education nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which has not



previously been disclosed to the other party.

- 2.3.2 The arbitrator, in his or her opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. His or her authority shall be strictly limited to deciding only the issues presented to him or her in writing by the School District and the Association, and his or her decision must be based only upon his or her interpretation of the meaning or application of the express relevant language of the Agreement.
- 2.3.3 Each party shall bear the full costs for its representation in the grievance procedure.
- 2.3.4 If either party requests a transcript of the proceedings, that party shall bear full cost for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Association.
- 2.3.5 Each party shall share equally the cost of the arbitrator and the American Arbitration Association.

### ***3. Bypass to Superintendent -***

If the Association and the Superintendent agree, Step I of the grievance procedure may be bypassed and the grievance brought directly to Step II.

### ***4. Bypass to Arbitration -***

If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.

### ***5. Class Grievance -***

Class grievance involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level, may be initially filed by the Association at Step II.

### ***6. Association Participation -***

- A. **Employee Represented** - The Board acknowledges the right of the Association's representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present.
- B. **Employee Not Represented** - When an employee is not represented by the Association, the Association shall reserve the right to receive a copy of the final disposition of the grievance, unless such would constitute an unwarranted invasion of privacy.

## ARTICLE IV SALARY AND FRINGE BENEFITS

### 1. *Salary Payment -*

Payroll checks shall be issued every other Friday. Employees may elect to receive their salary in either 21 or 26 installments. Installments begin in August. The employee should notify the bookkeeper by July 1 which option is desired. Once the number of pay periods is established, it cannot be changed during the current school year. If a regular pay period during the school term falls on a day when school is not in session, checks shall be issued on the last school day preceding the regular pay period date. During the summer months, checks will be mailed on the regular pay date to the designated address of the employee. Certified staff shall be paid according to Appendix A and ESP staff shall be paid according to Appendix B. New hires will be placed no higher on schedules than current employees with similar experience and education.

### 2. *Co-Curricular Salary Payment -*

When it is necessary for a building administrator to make any co-curricular assignments outside the basic classroom function of instruction as an extra assignment, it shall be first offered to qualified teachers on a voluntary basis. If administration is unable to fill said assignment on a voluntary basis, the administration retains the right to assign said co-curricular assignments. These involuntary assignments may be rotated within the attendance center staff. District employees will have the option to be paid at the end of the season or be able to have the stipend included in their paychecks throughout the year. By July 15 of each year District employees will notify the Unit Office in writing of whether they want their stipend money divided into equal payment in each check or at the end of the season. Year long co-curricular sponsors may choose to be paid in December and May. Any coach or sponsor who is not employed as a teacher or teacher's aide would be paid at the end of the season. In no case shall the extra co-curricular assignment be included when computing individual employee's regular daily salary of 1/180. Co-curricular pay shall be as set forth in Appendix C.

### 3. *Substitute Employee -*

- A. A teacher who elects to substitute during his or her preparation period, for a fellow teacher, who is absent, will be paid at the following rate or major fraction thereof by the school district:

Regular 8 period day: Base salary/180/8

- B. A substitute teacher upon completion of ten (10) consecutive school days of employment in the same position, shall be entitled to the base salary for a certified teacher at BS Step 1 beginning on the eleventh (11th) day, through completion of the assignment.
- C. A substitute ESP employee will be paid 80% of the lowest rate of pay for that category. Upon completion of ten (10) consecutive days of employment in the same position a substitute ESP employee shall be entitled to the lowest rate of contractual pay according to Appendix B for that job category.

#### 4. **Board Paid Teacher Retirement -**

According to authority granted by the Pension Act of 1974, Section 414(h)(2) of the Internal Revenue Code, the Board of Education agrees to pay to the Teacher Retirement System on behalf of each teacher, in addition to the established compensation schedule, nine percent (9.0%) of earnings reflected for each teacher. The Board will continue pay to TRS from future established compensation schedules, on behalf of each teacher, nine percent (9.0%) of the teacher's respective gross scheduled earnings. If the teacher's required contribution is increased above the current 9.0%, effective during the term of this Agreement, the District shall also pay on behalf of each teacher such increase up to an amount not to exceed 1% of the teacher's respective gross scheduled earnings. Should any of the above be declared improper by a TRS ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent that it violated the ruling or opinion.

#### 5. **T.H.I.S. Fund Contribution -**

The Board shall contribute to the Teacher Health Insurance Security Fund through the appropriate state agency on behalf of each teacher 0.5% of the teacher's salary.

#### 6. **Medical Insurance -**

The Board will continue to offer BCBS PPO Plan NPP71123 and HSA plan NPSC 1807 during the life of the contract or until BCBS no longer offers said plans as an option for District employees. Employees who choose BCBS PPO plan NPP71123 will pay \$150 per month toward premium for said medical coverage. Employees choosing HSA plan NPSC 1807 will pay no premium for said medical coverage. The Board will pay \$75 per month to an employee Health Savings Account for those employees that choose the HSA plan NPSC 18017.

The LWEA and the Board agree to open Article 4 Item #6 (medical insurance) during the life of the contract when BCBS notifies the District that either or both of the plans currently offered are no longer available for District employees.

The Board will pay any employee that is eligible for medical insurance who chooses not to take a medical plan a \$200 per month stipend paid twice a year in May and December. The employee must notify the Unit Office in writing by September 1 of each year if they choose not to take a medical plan for the following year.

#### 7. **Professional Growth -**

Teachers who earn credit in courses as approved by the Superintendent may be advanced horizontally on the salary schedule provided the following requirements were met:

7.1 The teacher shall present a request for course subject approval to the Superintendent in advance. In situations where a teacher is required to teach a new course or in a new area without prior notice, the "in advance" criterion will be waived. Among the reasons the Superintendent may accept or reject a course are the following considerations, including but not limited to:

7.1.1 Its pertinence to the area of education.

7.1.2 Its relevance to subject(s) taught.

7.1.3 Its relevance to the school improvement plan.

7.2 When a request for course subject approval is submitted to the Superintendent, said request shall be granted or rejected within ten (10) days of its submission. If

the request is rejected, the Superintendent shall notify the teacher in writing of the reasons for the rejection.

- 7.3 Once advance approval for the course is given and the course is completed, the following conditions must be met prior to the teacher receiving the appropriate salary schedule placement.

7.3.1 All hours must be earned at an accredited institution of higher learning.

7.3.2 The completed course work must count toward a graduate program or the teacher must have earned a grade of C or better, or pass for a pass fail course.

7.3.3 The course must have been completed by September 1st. Satisfactory completion of a course must be demonstrated by either a grade card or other official written document bearing the course instructor's signature, submitted to the Superintendent as soon as possible, but no later than October 1st.

7.3.4 An official transcript from the institution demonstrating successful completion of the course must be on file in the District's Unit Office as soon as it becomes available.

- 7.4 Teachers shall be advanced at the appropriate earned step on the salary schedule only at the beginning of an academic year.

#### **8. *ESP Reimbursement -***

ESPs who are required by the District to attend workshops and/or classes shall be reimbursed the cost of the workshop or class and the reasonable cost of meals and travel, (not to exceed \$75 per day) and lodging that is necessarily incurred.

#### **9. *Tuition Reimbursement -***

Teachers shall be reimbursed for each credit hour of pre-approved course work at a rate not to exceed the prevailing state college (Illinois State University) per hour rate per credit hour or actual rate paid, whichever is lower, for up to twelve (12) credit hours earned per fiscal year.

Request for reimbursement for completed course work must be accompanied by proof of payment.

The Superintendent may accept or reject reimbursement based on the stated criteria in Article IV 7.1, 7.1.1, 7.1.2 and 7.1.3 of this Agreement. A rationale for the course of study or individual course will be submitted by the employee upon the request of the administration.

#### **10. *Additional Load Compensation -***

Any regular division junior and senior high school teacher with more than the normal six (6) academic teaching periods in a regular eight period schedule (in one day) shall receive additional compensation at the rate of 1/8th of the base salary per period per year, or 1/16th of the base salary per period per semester.

#### **11. Early Retirement Incentive Program (ERIP)**

##### **11.1 Qualifications for ERIP**

1. At least 50 years of age prior to the regularly scheduled Board meeting

- in August.
- 2. Certified staff member
- 3. Has completed eighteen or more years of creditable service with District #21
- 4. If a employee is planning (electing) to take the state of Illinois TRS Early Retirement Option Plan (ERO), in which the District is responsible for a one-time lump sum ERO contribution, that employee is **not** eligible to participate in the District #21 ERIP.

#### 11.2 Notice of Retirement

If an employee gives the Board an irrevocable notice of retirement by August 15 four (4) years prior to the year of retirement, the Board shall pay him/her a **three percent (3%)** retirement incentive, inclusive of any other increases in compensation for each of his/her remaining four years of service.

If an employee gives the Board an irrevocable notice of retirement by August 15 three (3) years prior to the year of retirement, the Board shall pay him/her a **three percent (3%)** retirement incentive, inclusive of any other increases in compensation for each of his/her remaining three years of service.

If an employee gives the Board an irrevocable notice of retirement by August 15 two (2) years prior to the year of retirement, the Board shall pay him/her a **three percent (3%)** retirement incentive, inclusive of any other increases in compensation for each of his/her remaining two years of service.

If an employee gives the Board an irrevocable notice of retirement by August 15 one (1) year prior to the year of retirement, the Board shall pay him/her a **three percent (3%)** retirement incentive, inclusive of any other increases in compensation for each of his/her remaining year of service.

To be eligible, an employee must also submit with their irrevocable letter of resignation a (TRS) member "personal statement of benefits".

#### 11.3 Calculation of ERIP

Once an employee submits an irrevocable notice of retirement by August 15 that employee shall be removed from the salary schedules contained in Appendix A and C of this agreement. All calculations for salary increases will be based on the Teacher Retirement System (TRS) creditable earnings in the year prior to submission of the irrevocable notice of retirement. Once the employee submits an irrevocable notice of retirement in no case will the Employees TRS creditable earnings increase exceed **three percent (3%)** of the previous year.

If after submitting an irrevocable notice of retirement by August 15, the employee resigns from, or is dismissed from activities covered in Appendix C of this agreement, the retirement incentive for that employee will be recalculated accordingly. **Further, during the ERIP period, no new assignments for activities covered in Appendix C or any other additional assignments will be undertaken by the employee that will increase an employee's salary, unless offset by dropping an assignment that will decrease the employee's salary in an equivalent or greater amount during the same school year.**

#### 11.4 Limitations of ERIP

The Board of Education reserves the right to limit participation based on seniority with the District to three persons annually. The limitation shall be determined at the meeting specified above for deadlines. In the case of limitations, letters of resignation will be acted upon at the next meeting of the Board after individual consultation with all persons involved. Each year when applying, a teacher who is denied early retirement the year before must re-apply for reconsideration.

**11.5 Future Changes to Illinois Statutes**

During the term of this Agreement, should changes be made to the statutory or regulatory provisions of either the Illinois School Code or the Teachers Retirement System (TRS) provisions in the Illinois Pension Code that would permit an increase in an employee's annual salary to be more than three percent (3%) without the District incurring a penalty under TRS, the parties hereby agree that the provisions under Section 11.2 shall be increased accordingly in this Agreement as soon as such change is effective. This Section 11.5 shall apply to any such changes that may be limited in application to a specific category of employees, may be limited to employees that meet specified requirements, or are applicable to all employees covered under TRS. Further, if such change contemplated by this Section 11.5 is made during the ERIP period that has already commenced for an employee pursuant to Section 11.5, the remaining years during the employee's ERIP period shall be adjusted respectively to allow the increase in salary during the remainder of the employee's ERIP period in accordance with such change.

**12. Reimbursement for Committee Work**

Teachers will be reimbursed \$20 per meeting for each meeting attended with the following restrictions:

**Discipline-** 1 meeting per year and 3 teachers maximum per meeting

**School Improvement-** 2 meetings per year for both elementary and Jr-Sr High schools with a maximum of four teachers per meeting.

**13. National Board Certification**

Any certified teacher who successfully completes the National certification will receive an annual stipend of \$1,000 from the District. If the state's annual stipend falls below \$3,000, the Board will pay up to a maximum of \$2,000 per year. Example: State only pays \$1,500 for 2016-2017 school year. District would pay teacher an additional \$1,000. Total paid by District- \$2,000 for 2016-2017 school year. If the teacher has not received payment by December 1, 2016 from the state, the District will pay the difference by December 31, 2016.

## ARTICLE V LEAVES

### ***1. Paid Sick Leave -***

Teachers shall be entitled to fifteen (15) days sick leave per year. Eligible ESP staff, those who work three (3) or more hours per day, shall be entitled to ten (10) sick leave days per year. Unused sick leave shall accumulate to a maximum of one work year total days for each eligible ESP position, meaning 180 days for 9 month employees, 200 days for 10 month employees and 240 days for twelve month employees. Unused sick leave shall accumulate to a maximum of 340 days for certified employees. Employees who have accumulated their maximum sick leave days at the beginning of the year shall be granted their annual number of sick leave days to be used during the current school year, and if not used, will not accumulate.

- 1.1 Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. "Immediate family" for the purpose of this Agreement shall mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers/sisters-in-law, sons/daughters-in-law, and legal guardians. The Principal/Superintendent shall monitor the use of employees' sick leave.
- 1.2 An absence of three or more consecutive days for an employee illness may require a physician's certificate of treatment. Excessive absenteeism or a recurring pattern of absenteeism may be reviewed by the Superintendent and/or his/her designee.
- 1.3 In case of adoption, the Board may, on a case by case basis, grant permission to use sick leave for a bonding period, if required by the adoption agency.
- 1.4 Part time employees shall be granted sick leave based on their pro-rata employment status.
- 1.5 Sick Leave Donation Plan
  - A. The Board and the Association hereby agree to establish a sick leave donation plan. This plan's purpose is to allow all employees the ability to donate their sick days to another employee for the purpose of a catastrophic illness.
  - B. Employees may apply for donated sick leave days upon complete exhaustion of their accumulated sick leave days. Employees desiring to use the sick leave donation plan should contact the Association president. The Association president will notify the superintendent and make arrangements to implement the plan.
  - C. Employees wishing to donate a sick day will use the form provided in Appendix F.

## **2. *Paid Bereavement Leave -***

At the beginning of each school year, each employee shall be granted up to six (6) days bereavement leave with four (4) days maximum per death of immediate family, two (2) days maximum for extended family or personal friend. In extreme circumstances, the Superintendent may authorize the use of sick leave for bereavement if the maximum bereavement under this article has been used.

- 2.1 For the purpose of bereavement leave, "extended family" shall include aunts, uncles, first cousins, and close personal friends.

## **3. *Sick Leave Statement /Salary Worksheet-***

The employer shall furnish each employee with a written statement at the beginning of each school year setting forth the total sick leave credit and salary information.

## **4. *Paid Personal and/or Emergency Leave -***

Employees who work four and one-half (4.5) or more hours per day shall be granted two (2) days and employees working between 15 and 20 hours per week shall be granted one (1) day personal leave at full pay per school year for the purpose of attending to legal or personal business, and moral obligations which cannot be attended to at any other time except during school hours. Except in cases of an emergency, written advance notice shall be submitted two (2) school days prior to date of leave to the Superintendent or his/her designee. In the case of an emergency, the eligible employee must provide reason for the leave as soon as possible, and in any event, no later than the day he/she returns to work.

- 4.1 If approved by the building Principal and the Superintendent, personal leave days may be used during the first and last weeks of school, a day prior to or a day after holidays, vacation period, or institute days for extenuating circumstances.
- 4.2 Personal leave days not used by June 1, by school year employees, or June 30, by all other employees, will be reimbursed. Teachers will be reimbursed at 1.5 times the substitute rate and other full time employees will be reimbursed at \$52.50 per day. Part time employees will be reimbursed on a pro-rated status based on their fractionalized employment.

## **5. *Paid Professional Leave -***

Each teacher or ESP may have professional leave days (generally not to exceed 2 days per year, exclusive of conference attendance required by the District) if approved by the Superintendent

- A. To attend a conference, workshop or seminar related to the employee's assignment and supportive of the District goals and action plan.
- B. To visit other schools, view other techniques or programs, view new related equipment or to observe exemplary programs related to the employee's assignment.

Requests for a professional leave day shall be submitted in writing to the building Principal and the Superintendent at least five (5) working days prior to the requested



leave. The Superintendent retains the final authority to accept or reject any or all use of professional leave days.

No more than two (2) employees per district may use professional leave on the same day. However, the Superintendent may waive this restriction.

If the Superintendent approves such leave, the District shall pay registration plus the reasonable cost of meals and travel, not to exceed \$75 per day. If an overnight stay is required for attendance, the Superintendent may approve motel fees. The employee must furnish receipts for all conference expenses.

#### **6. *Paid Jury Duty Leave -***

Any employee called for jury duty during working hours or who is subpoenaed to testify during work hours in any judicial matter shall be paid his/her full salary for such time and suffer no loss of benefits or contractual advantage. Daily rates received for such duties shall be reimbursed to the District only for those working days when the employee was absent from school and do not include any compensation for food or travel.

#### **7. *Unpaid Leave of Absence -***

Leaves of absence without pay may be granted to tenured teachers or non-probationary ESPs. Any employee granted such leave shall be returned to employment in a similar capacity, if said position remains available at the termination of such leave and provided the employee meets the following criteria:

- 7.1 Written requests for leaves of absence without pay should be made at least ninety (90) days before the leave is desired, subject to approval by the Board.
- 7.2 Dates of departure and return must be acceptable to the administration and determined prior to initiating the request.
- 7.3 Leaves of less than two (2) calendar weeks, if acceptable and approved by the Superintendent, will not require Board approval, nor ninety (90) days advance notice.
- 7.4 The employee shall inform the Superintendent of his/her intent to return to a similar position the following school year not later than March 1. If the employee fails to inform the Superintendent prior to March 1, the employee waives his/her right to future employment in the District.
- 7.5 Tenured or non-probationary status shall not be impaired by virtue of an unpaid leave.
- 7.6 Employees taking an unpaid leave of ninety (90) days or more shall not receive experience credit for the year they are on leave.

- 7.7 During the unpaid leave, the employee may purchase hospitalization and major medical insurance at the District group rate. The employee shall be responsible for the full amount of the full monthly premium. Said payments shall be made fifteen (15) days prior to the District's premium due day to the Unit District Bookkeeper.
- 7.8 Under this policy, no leave shall exceed one year unless an extension thereof is requested by the employee in writing and recommended by the Superintendent and approved by the Board. Any request for an extension must be submitted to the Superintendent no later than ninety (90) calendar days prior to the end of the school year during which the employee is on leave. In no event shall any employee be granted an unpaid leave of absence in excess of two (2) years.

## ARTICLE VI PERSONNEL FILE

### ***1. Personnel File -***

Only a master file of all materials related to an employee shall exist at the Unit Office. Each employee, upon twenty-four (24) hours notice, shall have the right to review the contents of said employee's personnel file, with the exceptions identified in the Personnel Record Review Act. Such review shall take place during the regular business hours established by the Unit Office or at a time mutually agreeable with the Superintendent and the employee.

- 1.1 Each employee, giving proper notice, shall have the right to review the contents of said employee's personnel file and to respond to any material that has been entered in his/her file and his/her response shall be attached to the file.
- 1.2 Each employee shall have the right to have a representative of the Association accompany him/her in such review.
- 1.3 Upon request, the District will reproduce all reviewable materials in the employee's personnel file.
- 1.4 Material which is derogatory to the employee shall not be placed into the employee's file unless the employee has been made aware of said material. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material.
- 1.5 The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or his designee.

### ***2. Notification of Change to Personnel File -***

Each employee shall be notified of any changes to his or her personnel file with the following exceptions:

- 2.1 Letters of reference, such as those received from the employee's former teachers and employers.
- 2.2 Test documents, except for the cumulative test scores.
- 2.3 Materials used by the employer for management planning, including external peer review documents or recommendations concerning salary increases, promotions and job assignments or other comments or ratings used for planning purposes.

- 2.4 Records relevant to a pending claim between the employer and employee which are subject to discovery in a lawsuit.
- 2.5 Security records incident to an investigation of criminal conduct or other harmful activities by an employee.

## **ARTICLE VII EMPLOYMENT CONDITIONS**

### **1. School Calendar -**

The school calendar shall consist of 185 days. The teacher work year will consist of 180 attendance days to both student contact days and institute days. Unused emergency days shall not become work days for the teacher. The LWEA has the right to provide input on the final school calendar for each year of the contract. The LWEA will provide input to the superintendent prior to January 1 of each year regarding the calendar for the next school year. The Board will have the final decision on the school calendar adopted each year.

### **2. Work Year-Educational Support Personnel -**

The normal work year shall consist of the following for full-time employees:

Custodial/Maintenance Personnel	260 days
Bookkeeper	260 days
Secretary/clerical	180 or 200 days as assigned
Teacher's Aides	174
Choral Accompanist	as needed
Cafeteria/Cooks	174
Saturday Detention Supervisor	as needed
Bus Drivers	174

- 2.1 **Notification of Extended Assignments** - Twenty (20) work days prior to the last day of student attendance, employees shall be notified by the Superintendent or designee of the number of extra days of work offered during the summer months beyond the employee's normal work year when school is not in session.

### **3. Work Day Teachers -**

The normal teacher's day shall be as follows: Fifteen minutes before school starts and may leave fifteen minutes after the end of the usual student day. The maximum work day should not exceed 7 hours and 50 minutes. The normal work day shall be followed, except the beginning and ending times may be altered for the following:

- 3.1 Faculty meetings, not to extend 30 minutes beyond the latest normal teacher dismissal time.
- 3.2 Altered bus service.
- 3.3 Curriculum meetings, not to extend 30 minutes beyond the latest normal teacher dismissal time.

- 3.4 Scheduled appointments with parents or students by the principal for parent/teacher conferences. If a parent requests a conference with a teacher concerning a student(s), the teacher shall have the authority to schedule those appointments.
- 3.5 Open house.
- 3.6 Emergency situations where employees' presence is required by the Superintendent to protect the welfare or safety of the students.
- 3.7 Other professional meetings or at the request of the administration, not to extend 30 minutes beyond the latest normal teacher dismissal time.
- 3.8 In the event that students are dismissed early due to holidays, weather or spring break, teachers, teacher aides, secretaries, and cooks shall be dismissed following the departure of the last bus from the school unless needed for supervision of students as requested by the administrator.

#### **4. *Work Room -***

Each school building will be furnished with an employee work room. Each work room will be supplied with table, chairs, coffee pot, microwave and refrigerator. The parties agree that should specified equipment malfunction the absence of those items shall not be subject to the grievance procedure pending repairs.

#### **5. *Preparation Period -***

All full-time junior and senior high school teachers shall have a daily preparation period equal in length to the student's instruction period. All full-time elementary school teachers shall at a minimum have 150 minutes per work week of preparation time. The average shall be computed on the basis of 176 work days per year.

#### **6. *Transfers/Vacancies -***

When it is necessary to transfer or reassign employees, all qualified volunteers shall be considered. If there are no volunteers, the least senior employee having the necessary qualifications, in that classification, to perform the duties required for that job shall be transferred.

- 6.1 The Superintendent and his/her designee shall post in all administrative offices, a list of all known vacancies in the bargaining unit as they occur, including extra summer work. The posting shall be for at least five (5) working days. This shall not prevent the temporary filling of vacancies while the posting period is pending.

- 6.2 Qualified employees may apply for a vacant position in the District. Such application shall be in writing and given to the Superintendent. The Superintendent and the Board shall give fair consideration to such applications taking into account seniority and years of experience, but retains the final authority when filling vacant positions. Applicants denied the transfer shall be given written notice within five working days of filling the vacant position.

## 7. *Discipline or Dismissal -*

- 7.1 **Just Cause Discipline** - No employee shall be disciplined without just cause. Discipline includes reprimands, suspensions and discharge, but does not include transfer or reassignment. This section shall not apply to teacher dismissals or suspensions preliminary to dismissal, nor shall this section apply to probationary employees or non-tenured teachers. ESP employees shall be probationary employees for 90 work days from the first day of actual work.
- 7.2 **Representation at Discipline/Evaluation Meetings** - In the event an Administrator requires an employee to attend a meeting with a view toward disciplining an employee, the employee, upon request, may have an Association representative present.

## 8. *ESP Paid Holidays -*

Twelve month ESPs shall have the following 12 paid holidays:

January 1, New Year's Day  
 The third Monday in January, the birthday of Martin Luther King, Jr.  
 The Monday commonly known as President's Day  
 The first Monday in March (Casimir Pulaski Day) (waived by Dist. 21)  
 The day designated as Memorial Day by federal law  
 July 4, Independence Day  
 The first Monday in September, Labor Day  
 The second Monday in October, Columbus Day  
 November 11, Veterans Day  
 Thanksgiving Day  
 The day after Thanksgiving Day  
 Christmas Day

Should an employee be required to work on any of the above-designated holidays, the employee shall receive an additional day's pay. Should any of these days be waived by the District, the employee has the option of taking a floating holiday or an additional day's pay. Floating holidays must be approved by the employee's supervisor.

- 8.1 A twelve month employee must work the day preceding and the day following a legal school holiday to receive pay for the holiday unless he/she is on an approved vacation, or has an excused absence satisfactory to the Superintendent.

### ***9. Vacation for Twelve Month ESPs –***

- 9.1 Employees hired after January 1, 2000 shall not be eligible to take vacation until after one year of employment. They will be eligible for 10 days of vacation beginning with year two through ten. Beginning with year eleven they will be eligible for 15 days of vacation per year.
- 9.2 Employees hired before January 1, 2000 who have between two and ten years of service are eligible for ten vacation days beginning on July 1 of each year. Beginning with year eleven they will be eligible for 15 days of vacation per year.
- 9.3 Part time twelve month employees who work at least half time (20 hours per week) are entitled to vacation on the same basis as for full time employees, but their vacation pay will be based on the employee's part-time pay.
- 9.4 Employees shall be able to carry over up to five vacation days from one year to the next. For new employees hired after January 1, 2000 their date of hire would be used to begin their year and with employees hired before January 1, 2000, July 1 would be used as their date of hire.

### ***10. Extra Trip Assignment and Bus Driver Hours -***

Regular route drivers must maintain their name on the list for extra trips throughout the year to meet the 600 hours work requirement for Illinois Municipal Retirement Fund participation and payment into this fund on behalf of the employee by the District. Failure of a driver to place his/her name on this list will constitute notification to the District that the regular route driver does not wish to participate in the IMRF retirement program.

The Administration will attempt to assign extra trips equitably among regular route drivers. In the event regular drivers are unavailable, extra trips will be offered to substitute drivers. Pay for extra driving shall be as specified in the Appendix B to this document.

If an employee was scheduled to drive a bus for an extra trip, and travels to school for such a trip, but the trip is canceled, the employee shall be paid one (1) hour of pay at the extra trip rate. The District may avoid payment of this wage by notifying the employee in advance of the time they would be required to leave their home to meet the appointment for extra driving.

- 10.1 **Bus Driver Meal and Lodging Reimbursement** - When required for out of town bus trips that exceed two (2) hours one way, drivers will be reimbursed for the actual cost of meals not to exceed \$8.00 based on the presentation of receipts to the Unit Office. Lodging expense will be reimbursed when required for the trip.



- 10.2 **Bus Driver Physical and Drug Tests** - The District will pay the cost of physicals and drug tests required by the District or by law. The District shall specify the physician or other health professional to perform these tests.
- 10.3 **Bus Driver Refresher Course** - The District will pay bus drivers at the hourly rate paid for extra duty trips for the actual time of their attendance at refresher courses as required by law.
- 10.4 **Extra Duty Trip** - Extra duty driving pay shall include standing time.
- 10.5 **Bus Permit and Renewal of Commercial Drivers License** - The District shall pay the actual cost of bus permits and renewal fees for the CDL.

#### ***11. Individual Contracts -***

Any individual contract between the employer and an employee shall be subject to and consistent with the terms and conditions of this Agreement.

#### ***12. Duplication of the Agreement -***

Within thirty (30) calendar days after ratification by the Association and adoption by the Board, the Board shall make available two (2) original counterparts of the Agreement for signatures and copies of this Agreement shall be reproduced by the Board at its expense, and made available to all members of the bargaining unit.

#### ***13. Subcontracting -***

During the life of this Agreement the employer shall not subcontract work of the bargaining unit if the effect of such subcontracting is that the bargaining unit members lose regular, as opposed to additional or overtime, hours of employment. This paragraph shall not prohibit the employer from engaging outside persons or entities to perform technical, out-of-the-ordinary work.

#### ***14. Notification of Assignment -***

Employees shall be given tentative assignments no later than thirty (30) days prior to the start of the school year. Changes in tentative assignments may be made in case of changed circumstances.

#### ***15. Medications -***

Under no circumstances shall employees be required to administer medications to students. This shall not prohibit employees from providing emergency assistance to students.

#### ***16. Hepatitis B Vaccine -***

The Employer will provide at no cost or loss of pay to all employees requesting Hepatitis B vaccine; in addition, the Employer will provide protective clothing such as latex gloves.

**17. Bomb Search -**

Employees shall not be required to search for a bomb or explosive materials.

**18. Workers' Compensation -**

If any employee is paid temporary disability under Workers' Compensation for a work-related injury incurred while performing services for the District, the Board shall, upon written request of the employee, pay the employee the difference between the Workers' Compensation rate and the employee's rate of pay up to the limit of that employee's accumulated sick leave. If and only if the employee makes such a request, sick leave shall be charged to the employee. The charge shall be proportional.

Example: An employee is injured on the job. Workers' Compensation pays the employee two-thirds (2/3) of the employee's regular rate of pay. The employee had five (5) days of accumulated sick leave remaining. The Board, upon request, shall pay one-third (1/3) of the employee's regular rate of pay to the employee as sick leave for fifteen (15) days.

If an employee is not covered by Workers' Compensation, the employee shall be entitled to sick leave to the extent the employee has accumulated days available.

**19. Physical Assault on an Employee -**

All employees shall promptly report to the Principal or Superintendent any case of physical assault on such employee while performing his/her duties. If the State's Attorney decides to prosecute the perpetrator of the assault, the employee shall be released from his/her duties while testifying without loss of salary benefit.

**20. Attendance -**

All school employees are encouraged to attend all school events appropriate to their grade level, including extracurricular.

## **ARTICLE VIII ADDITIONAL ESP WORKING CONDITIONS**

### **1. ESPs Work Day -**

The normal work day for ESPs shall be a shift of not more than eight and one-half (8½) hours in length and shall include a thirty (30) minute duty-free non-paid lunch, providing the work day consists of at least five (5) hours. Employees who are regularly scheduled to work six hours or more per day shall be entitled to two 10 minute breaks, one in the morning and one in the afternoon. Employees who are regularly scheduled to work four hours, but less than six, shall be entitled to one 10 minute break. Breaks will be scheduled with the approval of the employee's immediate supervisor and may be modified as building conditions or events occur. This paragraph does not apply to bus drivers. Cooks who work less than six hours per day shall be entitled to one break.

### **2. Job Descriptions -**

Employer shall provide job descriptions to all ESPs.

- 2.1 Official job descriptions for each position within the Bargaining Unit shall be maintained at the Superintendent's office and shall be available for inspection by Bargaining Unit Employees upon request.
- 2.2 Copies of all job descriptions and revisions thereto will be given to the Association President.
- 2.3 The Administration shall meet with Association representatives upon request to review existing and proposed job descriptions/categories.

### **3. Changing Hours -**

The Employer shall not split work hours or change the starting or ending time of an employee's shift to avoid paying overtime.

### **4. Work Before or After Regularly Scheduled Hours -**

Whenever practical the Administration shall utilize volunteers for work before or after the regularly scheduled hours. If there are no volunteers, the Administration may assign work to qualified employees. All work before or after regularly scheduled hours, up to 40, shall be paid at the rate specified in this contract.

### **5. Sunday and Holiday Pay -**

Employees will be assigned to work Sundays and holidays only in emergency and on special occasions. Such work will be paid in addition to any paid holidays. This paragraph shall not apply to Bus Drivers or building checks.

- 5.1 **Regular Overtime** - Monday shall be the beginning of each work week for the purpose of calculating overtime. For ESPs, all work over and above forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the normal rate of pay. For purposes of computing overtime, "work" as used in the preceding sentence shall include time spent on behalf of the District at a refresher course, at an "in service" or with a court proceeding at the request of the District.

5.2 **Overtime Procedures** - No overtime shall be allowed or incurred without the approval in advance of the building principal or superintendent except in emergencies. There is no guarantee to overtime work for any employee. Whenever practical, the Administration shall endeavor to offer overtime equally among employees within the same classification over the course of the work year.

5.3 **Building/Boiler Checks** - Building and boiler checks performed when school is not in session and outside the normal shift shall be paid at a minimum of one hour.

**6. Lunches -**

The two custodians who are assigned to cafeteria or food service duty, cooks and all cafeteria workers shall receive school lunches free of charge.

**7. Bus Drivers (Maintenance)**

Upon request, bus drivers shall be reimbursed any cost incurred in connection with maintenance of the bus. Bus drivers are paid for all hours worked and shall be paid the extra trip hourly rate of pay for washing buses or performing any other maintenance task required of them as bus drivers.

## **ARTICLE IX ESP SENIORITY**

### **1. Seniority Applicability -**

Seniority shall accrue in categories of position for ESPs. Substitute and temporary employees shall not accrue seniority. However, once applicable, seniority shall relate back to the first day of employment. No seniority shall accrue to a person employed as a substitute for an ESP on leave of absence for one year or less, unless that person continues employment after the return of the ESP on leave. ESPs may accrue seniority in more than one category of position at the same time.

### **2. Posting of Seniority List -**

A seniority list shall be posted by February 1, current through that school year. The seniority list shall set forth the seniority of each ESP. The Association shall be given a copy of the list upon request. By March 1 of each year, any ESP who believes his/her seniority is incorrectly shown shall submit to the Superintendent in writing an explanation of any claimed error, and shall have the right to meet with the Administration to correct errors. If agreement cannot be reached as to seniority, the grievance procedure shall apply, but shall be limited to seniority for that year. Unless such claim is made by March 1, seniority shall be deemed accurate through the end of that year and may be relied upon by the Administration.

### **3. Loss of Seniority -**

Once attained, seniority is not lost, except as set forth herein. Seniority is lost upon the following:

- 3.1 Resignation
- 3.2 Dismissal, including a reduction in force after the recall period has expired.
- 3.3 Retirement

Seniority is not lost due to leaves approved by the Board, or as allowed under this agreement.

### **4. Transfer-Effect Upon Seniority -**

When an ESP is transferred from one category of position to another, either by employee request, or administrative or Board action, the employee shall retain any accrued seniority in that category of position.

An ESP subject to layoff shall have the right to bump another ESP who has less seniority in any category of position than the ESP subject to layoff, providing the ESP subject to layoff is qualified to perform the job.

EXAMPLE: ESP 'A' has worked five (5) years as cafeteria staff and four (4) years as an aide. The Board determines to RIF one aide, and 'A' is the least senior aide. 'A' has the right to "bump" into a cafeteria staff position if a person in that category has less than five (5) years of seniority at the time of layoff.

### **5. Categories of Position -**

Categories of position shall be as follows:

Bookkeeper 8 or more years	
Bookkeeper 0 to 7 years	
Secretary 25 or more years, hired before 7/1/16	
Secretary 8 or more years, hired after	

7/1/2016	
Secretary 8 to 24 years	
Secretary 0 to 7 years	
Secretary 0 to 7 years, hired after 7/1/2016	
Aides 8 or more years	
Aides 8 or more years, hired after 7/1/2016	
Aides 0-7 yrs	
Aides 0 to 7 years, hired after 7/1/2016	
Custodian 0-7 yrs hired after 7/1/2016	
Custodians 0-7 years	
Custodians 8 or more years, hired after 7/1/2016	
Custodians 8 or more years	
Custodian/Gym	
Maintenance/Custodian	
Maintenance/custodian, hired after 7/1/2016	
Head Cook	
Cooks 25 or more years, hired before 7/1/16	
Cooks 8-24 years	
Cooks 8-24 years, hired after 7/1/2016	
Cooks 0-7 years	
Cooks 0-7 years, hired after 7/1/2016	
Bus drivers 0-7 years, hired after 7/1/2016	
Bus drivers 0-7 years	
Bus drivers 8 or more years, hired after 7/1/2016	
Bus drivers 8 or more years	
Bus Monitor hired after July 1, 2016	
Bus Monitor	
Permanent sub bus driver, hired after 7/1/2016	
Permanent Sub Bus driver	
Bus Driver Extra-C. Trips	
Sat. + after school detentions supervisor hired after 7/1/2016	
Academic tutor certified including btw driving	

#### 6. Seniority Measurement -

Seniority shall be measured in terms of years. ESPs employed after the start of a school year, upon completion of thirty (30) consecutive working days, shall receive prorata credit for one (1) year's service based upon the actual days worked. For school-year employees, one year's service shall be measured from the first day of school for employees in that category. For twelve-month employees, one year's service shall measure from the beginning of the fiscal year (July 1 through June 30).

EXAMPLE: A cook is hired with twenty-five (25) work days left in the school year. The cook shall not receive seniority that year, because the cook did not have thirty (30) days consecutive employment. However, the next year the cook shall be deemed to have one and 25/174 years seniority (for this example only it is assumed that the work year is 174 days).

#### 7. Accruing Seniority -

Employees regularly scheduled to work over 3½ hours per day shall gain one (1) full year of seniority for each 174 days worked in a fiscal year.

Employees regularly scheduled to work less than 3½ hours per day shall gain one-half (½) year of seniority for each 174 days worked in a fiscal year.

Bus drivers regularly scheduled to work a full route or two (2) runs shall gain one (1) full year of seniority for each 174 days worked in a fiscal year.

A route for bus drivers is a regularly scheduled morning and afternoon pick-up and delivery of students. A run is one-half (1/2) of a route. For example, the kindergarten run picks up children and delivers them to school.

Any employee who works 174 days or more shall accrue one (1) year of seniority. No employee shall accrue more than one (1) year of seniority in any year.

## ARTICLE X ESP REDUCTION IN FORCE

### 1. Notice to Employees -

ESPs shall be dismissed or have hours reduced on the basis of seniority within categories of position. An ESP subject to layoff, reduced hours, or affected by bumping shall have the right to bump another ESP who has less seniority in a category of position than the ESP subject to layoff providing the employee subject to layoff is qualified to perform the job. No layoff or reduction in hours shall be deemed to occur if there is no reduction in pay.

### 2. Recall -

Employees who are reduced shall have recall rights for a period of one (1) year, measured from first day of the school term following a reduction in force.

**2.1 Notice of Recall** - An employee subject to recall shall be notified in writing of the vacant position. Should an employee refuse to accept a vacant position within ten (10) calendar days of receipt of notice, that employee's recall rights shall be terminated for the position offered at that time and the position shall be offered to the next employee with recall rights who is qualified to fill the position. Employees on layoff are obligated to advise the administration office of their current address and telephone number so as to facilitate notice of recall.

**2.2 Retained Rights After Recall** - Recalled employees shall have the accumulated sick leave, salary schedule position, and seniority they had when honorably dismissed. Employees recalled shall retain the right of recall to open positions in categories in which they had greater seniority than another employee with recall rights.



## **ARTICLE XI EVALUATION**

### **1. Certified Evaluation**

#### **A. Statement of Purpose**

The purposes of this plan are the establishment of a valid and reliable performance evaluation for teachers that assess both professional practice and student growth.

#### **B. Philosophy of Plan**

This evaluation plan uses Charlotte Danielson's Framework for teaching to establish a common definition of effective teaching for all Lowpoint-Washburn Schools. This plan seeks to use the Framework for Effective Teaching to define effective practice, encourage conversations about instruction and identify areas for professional growth.

#### **C. Statement of Teacher Involvement**

Representatives of the LWEA were involved in the development of the District Evaluation Plan. An assurance statement documenting said involvement is included in **Appendix #1**.

#### **D. Identification of Evaluators**

The principals and district superintendent are the administrators approved to conduct evaluation and observation of certified staff.

#### **E. Descriptions/Standards of Performance**

District #21 presently employs certified personnel for the job classification of teacher. For the purpose of this evaluation plan, teachers shall be evaluated utilizing the Framework for Teaching model. All certified staff will be evaluated by administrators approved to conduct evaluation of certified staff. All tenured teachers will be formally evaluated a minimum of once every two years. In the "off" year of the evaluation cycle, teachers and administrators can accumulate evidence that may be utilized during the next formal evaluation. All non-tenured teachers will be formally evaluated a minimum of one time per year.

Each certified staff member is expected to achieve a "proficient" or "excellent" rating on the Summative Evaluation document (Appendix #6). Certified tenured or non-tenured teachers receiving a "needs improvement" rating will be subject to the professional assistance plan outlined later in this document.

Any certified non-tenured teacher who receives a rating "unsatisfactory" shall be subject to dismissal at the end of their professional contract period. Certified tenured teachers receiving an "unsatisfactory" rating will be required to follow remediation activities as outlined later in this document. Teachers who fail to complete the ninety (90) school day remediation plan with a "proficient" or above rating shall be dismissed in accordance with 105 ILCS 5/24A-1 through 5 of The Illinois School Code.

### **F. IMPORTANT DATES AND DEADLINES**

**At the start of the school term (1<sup>st</sup> day of student attendance)**

- The school district will provide written notice (either electronic or paper) that a performance evaluation will be conducted in that school term to each teacher affected or, if the affected teacher is hired after the start of the school term, then no later than 30 days after the contract is executed. The written notice shall include:
  1. a copy of rubric to be used to rate the teacher (Appendix 6).
  2. a copy of the Teacher Performance Evaluation plan.

**By October 1<sup>st</sup>**

- The Principal and teacher decide on the two assessments, metrics and targets to be used in the evaluation by October 1<sup>st</sup> of each year the teacher is evaluated.

**February 1<sup>st</sup>**

- Each teacher must complete a self-assessment, and portfolio and turn it in to the principal by February 1 of the year they are evaluated.

**March 15<sup>th</sup>**

- Teachers must receive a written evaluation incorporating professional practice (70%) and student growth (30%) by March 15<sup>th</sup> of each year a teacher is evaluated.

**G. Schedule of Evaluations**

The following schedule will be utilized to conduct teacher evaluations:

- **Full-time Non-tenured teachers** – All full-time, non-tenured teachers will be formally evaluated a minimum of one time per year. Evaluations which recommend dismissal will be completed by March 1. An evaluation will consist of two (2) formal observations and two (2) informal observations.
- **Part-time Non-tenured teachers**—All part-time, non-tenured teachers will be evaluated annually. An evaluation will consist of a minimum of one (1) formal observation and one (1) informal observation.
- **Teachers on Contractual Continued Service**—All tenured teachers will be formally evaluated a minimum of once every two years. The evaluation will consist of a minimum of one (1) formal observation and two (2) informal observations.
- Nothing in this plan limits the number of formal or informal observations that an administrator may due during a school year.
- If a teacher has a planned leave of absence or an absence that falls under the Family Medical Leave Act, the administrator will make every effort to complete the evaluation prior to the absence. If this cannot be done, then the teacher will be placed on the evaluation cycle the following school year.

**H. STUDENT GROWTH COMPONENTS**

- Student growth shall represent 30 percent of the overall rating.

- The Joint Committee could not identify a Type 1 or 2 assessments for grades 7-12. Therefore 7-12 teachers will use two type 3 assessments. Grades k-6 teachers will use two type 3 assessments unless the teacher and principal agree to use Aimsweb as one of the assessments.
- The Joint Committee has approved the student growth teacher categories and assessments to be used for each category (Appendix 17).
- The Joint Committee has approved the use of the Divide by Three for regular education students and divide by five for special education students Student Growth Model to be used in all assessments used for student growth in the District.
- On or before October 1st of each year, the principal and teacher shall discuss assessments to be used, student growth model and targets to be used.
  - A minimum of two assessments will be used to provide data for student growth in each teacher category. One of the assessments must be a Type III assessment.
    - Type I: a reliable assessment that measures a certain group or subset of students in the same manner with the same potential assessment items, is scored by a non-district entity, and is administered either statewide or beyond Illinois.
    - Type II: any assessment developed or adopted and approved for use by the school district and used on a district-wide basis by all teachers in a given grade or subject area. Examples include collaboratively developed common assessments, curriculum tests and assessments designed by textbook publishers.
    - Type III: any assessment that is rigorous, that is aligned to the course's curriculum, and that the principal and teacher determine measures student learning in that course. Examples include teacher created assessments, in addition to teacher selected assessments designed by textbook publishers, student work samples or portfolio's assessments of student performance, and assessments designed by staff who are subject or grade level experts that are administered commonly across a given grade or subject. A type I or II assessment may qualify as a Type III assessment if it aligns to the curriculum being taught and measures student learning in that grade or subject area.
- Individual assessment results of any student shall be included in the student growth measurement model, provided that the student has been enrolled in the school for a period of time sufficient for him or her to have results from at least two points in time on a comparable assessment. A student must have an attendance rate of 90% or higher first semester to be included in the student growth roster for a teacher being evaluated.
- The Joint Committee approved the following Teacher Student Growth Rating on assessments used:

Teacher Rating for Student Growth target	Percentage of Students who met the target
Excellent: 4	70 - 100%
Proficient: 3	40% - 69%
Needs Improvement: 2	25% - 39%
Unsatisfactory: 1	Below 25%

### **I. Rating Scale Domains And Elements**

Excellent (4)	3.5-4.0
Proficient (3)	2.5-3.49
Needs Improvement (2)	1.8-2.49
Unsatisfactory (1)	1.79-0.00

### **J. Filing Of Evaluations**

The result of each completed Appendix #4 (Observation Report) shall be completed, communicated, and the receipt confirmed either electronically or hard copy (paper). Appendix #6 (Summative Evaluation/Rubric Score Sheet) shall be completed and communicated either electronically or hard copy (paper) with the final copy being completed in duplicate and signed by the administrator and the teacher for the individual's personnel file. This may include a response by the teacher to the evaluation. Observation Reports must be completed within ten (10) school days of the said observation. One copy of the signed Appendix #6 will be given to the teacher and one will be retained by the administrator and forwarded to the Unit Office for placement in the teacher's personnel file.

### **K. Professional Assistance**

The professional assistance process will provide for a minimum of four scheduled observations and four unscheduled observations for the school year following the receipt of the "Needs Improvement" rating.

A professional assistance plan will be developed with input from the teacher and administrator, utilizing Appendix #15. The professional assistance plan will focus on the areas that need improvement and will outline supports that the district will provide to address the areas of concern that have been identified in the previous evaluation.

Certified tenured or non-tenured teachers receiving a "needs improvement" as an overall rating on Appendix #6 will be subject to the professional assistance process for the next school year.

Should a problem, situation or weak area of teacher performance be identified via "notice of direction" during a non-evaluation year, the process will be put into place:

1. A meeting between the teacher and administrator will take place. The teacher has a right to union representation at this meeting.
2. Identification of the problem will be submitted to the teacher in writing.
3. A plan of action will be developed to remedy the problem/situation. A timeline will be included for review.
4. If the problem is not resolved to meet administrator expectations within the limits of the collaborative timeline, the teacher will be evaluated for the remainder of the current

school year as well as the following school year utilizing the Professional Assistance process.

#### **L. Remediation Activities for Tenured Teachers**

For tenured teachers, a remediation plan will be developed and initiated within thirty (30) school days after an evaluation has been completed which results in an overall “unsatisfactory” rating. This plan will be designed to correct the areas identified as unsatisfactory, provided the deficiencies are deemed remediable. The remediation plan will provide for two 45 day evaluation periods in which a minimum of 2 scheduled and 2 unscheduled observations will be completed in each period. At the conclusion of the first 45 day evaluation, the administrator must complete Appendix #6 and assign an overall rating for that time period. At the conclusion of the second 45-day evaluation period, the administrator must complete Appendix #6 and assign an overall rating for the entire 90 day period.

- a. Failure of the teacher to comply with the timelines for the required evaluations due to events such as summer months, illness, or district approved leaves of absence under a remediation plan shall not invalidate the results of said plan.
- b. Failure of the administration to strictly comply with time requirements contained herein shall not invalidate results of the remediation plan.
- c. There shall be a conference for the overall remediation plan evaluation within ten (10) school days of the completed remediation process.

##### **1. Participants**

The participants in the remediation plan shall include the teacher deemed “unsatisfactory,” a qualified administrator, and a consulting teacher as approved by the LWEA and by the Superintendent. The writing of the remediation plan may include the participation of the above mentioned personnel to assist in connecting areas identified as unsatisfactory.

- a. The participation of the consulting teacher shall be voluntary.
- b. The qualified consulting teacher shall have received a rating of “excellent” or “proficient on the most recent evaluation, has a minimum of five (5) years experience in teaching.
- c. The consulting teacher shall be chosen from the names of all teachers so qualified.
- d. Where no consulting teacher is available in the District, the district shall request the State Board of Education to provide a consulting teacher. The State Board of Education shall then provide a consulting teacher who meets the requirements for qualification as a consulting teacher.
- e. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in like manner as the initial consulting teacher. The remediation plan shall be amended, as may be necessary upon consultation with the new consulting teacher.
- f. The consulting teacher shall provide advice to the teacher under remediation as to how to improve teaching skills and how to successfully complete the remediation plan.
- g. The consulting teacher shall not be required to participate in either of the two 45 day evaluation cycles in an official observation role, nor be engaged to evaluate the performance of the teacher under remediation.
- h. In order to provide assistance to the teacher under a remediation plan, the consulting teacher shall attend each post-observation conference as well as the 45 day evaluation conference.

2. Dismissal

The remediation plan shall provide that if the teacher under remediation fails to complete the ninety (90) school day remediation plan with a “proficient” or above (final) rating, said teacher shall be dismissed in accordance with 105 ILCS 5/24A-1 through 5 of The Illinois School Code.

3. Successful Completion

A teacher who successfully completes a remediation program shall be placed on a regular cycle of evaluation.

## **M. Definitions**

1. **Evaluation**

- The evaluation of a certified staff member consists of the observation process throughout the entire school year.

2. **Observations**

- **Formal Observation**

- Will be scheduled ahead of time and consist of a pre-conference, a documented observation utilizing Appendix #4, and a post-conference.
- Will be a minimum of:
  - ❖ 45 minutes, or
  - ❖ A complete lesson, or
  - ❖ A completed class period

- **Informal Observation**

- May be scheduled or impromptu
- May vary in length
- May allow for documentation and follow up via face to face meeting, or written or electronic communication

3. **Evaluation Rating**

- The overall evaluation rating is provided on the summative evaluation document (Appendix #6).

## **N. Evaluation Documents**

Copies of the evaluation documents are attached as follows:

- Appendix #1 Assurance Statement
- Appendix #2 Framework for Teaching
- Appendix #3 Pre-Observation Report
- Appendix #4 Observation Report
- Appendix #5 Post-Observation Report
- Appendix #6 Summative Evaluation/Rubric Score Sheet
- Appendix #7 Observation Series Guidance
- Appendix #8 Sample Pre-Observation Report
- Appendix #9 Sample Observation Report
- Appendix #10 Sample Post-Observation Report
- Appendix #11 What Teachers Need To Know
- Appendix #12 What Administrators Need To Know

Appendix #13 Evaluation Timeline  
Appendix #14 Artifacts List  
Appendix #15 Professional Assistance Plan  
Appendix #16 Demonstration of Components  
Appendix #17 Student Growth Teacher Categories  
Appendix #18 Self Assessment Form

2. ESP Evaluation –

All formal evaluations shall be reduced to writing and a copy given to the employee within five (5) days. The employee and the supervisor shall mutually agree to a date and time for a post evaluation conference in which to discuss the evaluation. This conference must take place within five (5) days after the employee has received the evaluation. If the employee disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question. If a supervisor believes an employee is doing unsatisfactory work, the reason(s) therefore shall be stated.

See Appendix G for evaluation forms.

## ARTICLE XII OTHER TERMS AND CONDITIONS

### 1. Complete Understanding -

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

The Association agrees that the operating of schools and the direction of staff are vested exclusively in the School Board.

### 2. Management Rights -

The Board shall not be required to bargain over inherent managerial policy which shall include the following areas of direction or policy;

- A. The function of the Board.
- B. Standards of service.
- C. The Board's overall budget.
- D. Selection of new employees.
- E. Direction of all employees.

### 3. Duration -

This Agreement shall be effective upon on July 1, 2019 and shall remain in effect until June 30, 2024.

### 4. Approval of Agreement -

This Agreement is signed this \_\_\_\_ day of March, 2019.

-

In Witness Whereof

Lowpoint-Washburn Education  
Association/IEA-NEA

For the Board of Education  
Community Unit School District No. 21

\_\_\_\_\_  
Bryce Spangler, President

\_\_\_\_\_  
President

\_\_\_\_\_  
Aaron Davis , President

\_\_\_\_\_  
Secretary

### Bargaining Team

\_\_\_\_\_  
Kim Sullivan

\_\_\_\_\_  
Kim Krohn

\_\_\_\_\_  
Bev Woodward

\_\_\_\_\_  
Ashley Meinders



Appendix C  
Base \$ 33,700.00

L-W #21  
Coaching Pay Scale 2019-2020

<u>Junior High</u>	Ath Director Head Boys Basketball	Assistant Boys Basketball	Girls Basketball Baseball Softball	Head Track	Head Volleyball	Assistant Volleyball Track
1	0.065	0.0425	0.04	0.055	0.055	0.0375
2	0.07	0.0475	0.0425	0.06	0.06	0.04
3	0.075	0.05	0.045	0.065	0.065	0.045
4	0.08	0.055	0.0475	0.07	0.07	0.0475
5	0.09	0.06	0.05	0.075	0.075	0.05
6	0.1	0.065	0.055	0.08	0.08	0.055
7 or more	0.11	0.07	0.06	0.085	0.085	0.0575
<u>\$ Amount</u>						
1	\$2,190.50	\$1,432.25	\$1,348.00	\$1,853.50	\$1,853.50	\$1,263.75
2	\$2,359.00	\$1,600.75	\$1,432.25	\$2,022.00	\$2,022.00	\$1,348.00
3	\$2,527.50	\$1,685.00	\$1,516.50	\$2,190.50	\$2,190.50	\$1,516.50
4	\$2,696.00	\$1,853.50	\$1,600.75	\$2,359.00	\$2,359.00	\$1,600.75
5	\$3,033.00	\$2,022.00	\$1,685.00	\$2,527.50	\$2,527.50	\$1,685.00
6	\$3,370.00	\$2,190.50	\$1,853.50	\$2,696.00	\$2,696.00	\$1,853.50
7 or more	\$3,707.00	\$2,359.00	\$2,022.00	\$2,864.50	\$2,864.50	\$1,937.75

<u>High School</u>	Head BB Head VB Head FB Ath Director	Head Softball Track	Assistant Basketball Volleyball Football	Cross Country	Assistant Softball Track
<u>Year</u>					
1	0.11	0.09	0.059	0.059	0.05
2	0.12	0.1	0.066	0.066	0.056
3	0.13	0.11	0.072	0.072	0.062
4	0.14	0.12	0.078	0.078	0.068
5	0.15	0.13	0.084	0.084	0.074
6	0.16	0.14	0.09	0.09	0.08
7 or more	0.17	0.15	0.1	0.1	0.086
<u>\$ Amount</u>					
1	\$3,707.00	\$3,033.00	\$1,988.30	\$1,988.30	\$1,685.00
2	\$4,044.00	\$3,370.00	\$2,224.20	\$2,224.20	\$1,887.20
3	\$4,381.00	\$3,707.00	\$2,426.40	\$2,426.40	\$2,089.40
4	\$4,718.00	\$4,044.00	\$2,628.60	\$2,628.60	\$2,291.60
5	\$5,055.00	\$4,381.00	\$2,830.80	\$2,830.80	\$2,493.80
6	\$5,392.00	\$4,718.00	\$3,033.00	\$3,033.00	\$2,696.00
7 or more	\$5,729.00	\$5,055.00	\$3,370.00	\$3,370.00	\$2,898.20

Appendix C  
Base \$ 34,500.00

L-W #21  
Coaching Pay Scale 2020-2021

**Junior High**

	<b>Ath Director Head Boys Basketball</b>	<b>Assistant Boys Basketball</b>	<b>Girls Basketball Baseball Softball</b>	<b>Head Track</b>	<b>Head Volleyball</b>	<b>Assistant Volleyball Track</b>
1	0.065	0.0425	0.04	0.055	0.055	0.0375
2	0.07	0.0475	0.0425	0.06	0.06	0.04
3	0.075	0.05	0.045	0.065	0.065	0.045
4	0.08	0.055	0.0475	0.07	0.07	0.0475
5	0.09	0.06	0.05	0.075	0.075	0.05
6	0.1	0.065	0.055	0.08	0.08	0.055
7 or more	0.11	0.07	0.06	0.085	0.085	0.0575
<b>\$ Amount</b>						
1	\$2,242.50	\$1,466.25	\$1,380.00	\$1,897.50	\$1,897.50	\$1,293.75
2	\$2,415.00	\$1,638.75	\$1,466.25	\$2,070.00	\$2,070.00	\$1,380.00
3	\$2,587.50	\$1,725.00	\$1,552.50	\$2,242.50	\$2,242.50	\$1,552.50
4	\$2,760.00	\$1,897.50	\$1,638.75	\$2,415.00	\$2,415.00	\$1,638.75
5	\$3,105.00	\$2,070.00	\$1,725.00	\$2,587.50	\$2,587.50	\$1,725.00
6	\$3,450.00	\$2,242.50	\$1,897.50	\$2,760.00	\$2,760.00	\$1,897.50
7 or more	\$3,795.00	\$2,415.00	\$2,070.00	\$2,932.50	\$2,932.50	\$1,983.75

**High School**

<b>Year</b>	<b>Ath Director Head BB Head VB Head FB</b>	<b>Head Softball Track</b>	<b>Assistant Basketball Volleyball Football</b>	<b>Cross Country</b>	<b>Assistant Softball Track</b>
1	0.11	0.09	0.059	0.059	0.05
2	0.12	0.1	0.066	0.066	0.056
3	0.13	0.11	0.072	0.072	0.062
4	0.14	0.12	0.078	0.078	0.068
5	0.15	0.13	0.084	0.084	0.074
6	0.16	0.14	0.09	0.09	0.08
7 or more	0.17	0.15	0.1	0.1	0.086
<b>\$ Amount</b>					
1	\$3,795.00	\$3,105.00	\$2,035.50	\$2,035.50	\$1,725.00
2	\$4,140.00	\$3,450.00	\$2,277.00	\$2,277.00	\$1,932.00
3	\$4,485.00	\$3,795.00	\$2,484.00	\$2,484.00	\$2,139.00
4	\$4,830.00	\$4,140.00	\$2,691.00	\$2,691.00	\$2,346.00
5	\$5,175.00	\$4,485.00	\$2,898.00	\$2,898.00	\$2,553.00
6	\$5,520.00	\$4,830.00	\$3,105.00	\$3,105.00	\$2,760.00
7 or more	\$5,865.00	\$5,175.00	\$3,450.00	\$3,450.00	\$2,967.00

Appendix C  
Base \$ 34,950.00

L-W #21  
Coaching Pay Scale 2021-2022

Junior High

	Ath Director Head Boys Basketball	Assistant Boys Basketball	Girls Basketball Baseball Softball	Head Track	Head Volleyball	Assistant Volleyball Track
1	0.065	0.0425	0.04	0.055	0.055	0.0375
2	0.07	0.0475	0.0425	0.06	0.06	0.04
3	0.075	0.05	0.045	0.065	0.065	0.045
4	0.08	0.055	0.0475	0.07	0.07	0.0475
5	0.09	0.06	0.05	0.075	0.075	0.05
6	0.1	0.065	0.055	0.08	0.08	0.055
7 or more	0.11	0.07	0.06	0.085	0.085	0.0575
<u>\$ Amount</u>						
1	\$2,271.75	\$1,485.38	\$1,398.00	\$1,922.25	\$1,922.25	\$1,310.63
2	\$2,446.50	\$1,660.13	\$1,485.38	\$2,097.00	\$2,097.00	\$1,398.00
3	\$2,621.25	\$1,747.50	\$1,572.75	\$2,271.75	\$2,271.75	\$1,572.75
4	\$2,796.00	\$1,922.25	\$1,660.13	\$2,446.50	\$2,446.50	\$1,660.13
5	\$3,145.50	\$2,097.00	\$1,747.50	\$2,621.25	\$2,621.25	\$1,747.50
6	\$3,495.00	\$2,271.75	\$1,922.25	\$2,796.00	\$2,796.00	\$1,922.25
7 or more	\$3,844.50	\$2,446.50	\$2,097.00	\$2,970.75	\$2,970.75	\$2,009.63

High School

	Head BB Head VB Head FB Ath Director	Head Softball Track	Assistant Basketball Volleyball Football	Cross Country	Assistant Softball Track
Year					
1	0.11	0.09	0.059	0.059	0.05
2	0.12	0.1	0.066	0.066	0.056
3	0.13	0.11	0.072	0.072	0.062
4	0.14	0.12	0.078	0.078	0.068
5	0.15	0.13	0.084	0.084	0.074
6	0.16	0.14	0.09	0.09	0.08
7 or more	0.17	0.15	0.1	0.1	0.086
<u>\$ Amount</u>					
1	\$3,844.50	\$3,145.50	\$2,062.05	\$2,062.05	\$1,747.50
2	\$4,194.00	\$3,495.00	\$2,308.70	\$2,308.70	\$1,957.20
3	\$4,543.50	\$3,844.50	\$2,516.40	\$2,516.40	\$2,168.90
4	\$4,893.00	\$4,194.00	\$2,728.10	\$2,728.10	\$2,378.60
5	\$5,242.50	\$4,543.50	\$2,935.80	\$2,935.80	\$2,588.30
6	\$5,592.00	\$4,893.00	\$3,145.50	\$3,145.50	\$2,798.00
7 or more	\$5,941.50	\$5,242.50	\$3,495.00	\$3,495.00	\$3,005.70

Appendix C  
Base \$ 35,400.00

L-W #21  
Coaching Pay Scale 2022-2023

Junior High

	Ath Director Head Boys Basketball	Assistant Boys Basketball	Girls Basketball Baseball Softball	Head Track	Head Volleyball	Assistant Volleyball Track
1	0.065	0.0425	0.04	0.055	0.055	0.0375
2	0.07	0.0475	0.0425	0.06	0.06	0.04
3	0.075	0.05	0.045	0.065	0.065	0.045
4	0.08	0.055	0.0475	0.07	0.07	0.0475
5	0.09	0.06	0.05	0.075	0.075	0.05
6	0.1	0.065	0.055	0.08	0.08	0.055
7 or more	0.11	0.07	0.06	0.085	0.085	0.0575
\$ Amount						
1	\$2,301.00	\$1,504.50	\$1,416.00	\$1,947.00	\$1,947.00	\$1,327.50
2	\$2,478.00	\$1,681.50	\$1,504.50	\$2,124.00	\$2,124.00	\$1,416.00
3	\$2,655.00	\$1,770.00	\$1,593.00	\$2,301.00	\$2,301.00	\$1,593.00
4	\$2,832.00	\$1,947.00	\$1,681.50	\$2,478.00	\$2,478.00	\$1,681.50
5	\$3,186.00	\$2,124.00	\$1,770.00	\$2,655.00	\$2,655.00	\$1,770.00
6	\$3,540.00	\$2,301.00	\$1,947.00	\$2,832.00	\$2,832.00	\$1,947.00
7 or more	\$3,894.00	\$2,478.00	\$2,124.00	\$3,009.00	\$3,009.00	\$2,035.50

High School

	Head BB Head VB Head FB Ath Director	Head Softball Track	Assistant Basketball Volleyball Football	Cross Country	Assistant Softball Track
Year					
1	0.11	0.09	0.059	0.059	0.05
2	0.12	0.1	0.066	0.066	0.056
3	0.13	0.11	0.072	0.072	0.062
4	0.14	0.12	0.078	0.078	0.068
5	0.15	0.13	0.084	0.084	0.074
6	0.16	0.14	0.09	0.09	0.08
7 or more	0.17	0.15	0.1	0.1	0.086
\$ Amount					
1	\$3,894.00	\$3,186.00	\$2,086.60	\$2,086.60	\$1,770.00
2	\$4,248.00	\$3,540.00	\$2,336.40	\$2,336.40	\$1,982.40
3	\$4,602.00	\$3,894.00	\$2,548.80	\$2,548.80	\$2,194.80
4	\$4,956.00	\$4,248.00	\$2,761.20	\$2,761.20	\$2,407.20
5	\$5,310.00	\$4,602.00	\$2,973.60	\$2,973.60	\$2,619.60
6	\$5,664.00	\$4,956.00	\$3,186.00	\$3,186.00	\$2,832.00
7 or more	\$6,018.00	\$5,310.00	\$3,540.00	\$3,540.00	\$3,044.40

Appendix C  
Base \$ 36,250.00

L-W #21  
Coaching Pay Scale 2023-2024

**Junior High**

	<b>Ath Director Head Boys Basketball</b>	<b>Assistant Boys Basketball</b>	<b>Girls Basketball Baseball Softball</b>	<b>Head Track</b>	<b>Head Volleyball</b>	<b>Assistant Volleyball Track</b>
1	0.065	0.0425	0.04	0.055	0.055	0.0375
2	0.07	0.0475	0.0425	0.06	0.06	0.04
3	0.075	0.05	0.045	0.065	0.065	0.045
4	0.08	0.055	0.0475	0.07	0.07	0.0475
5	0.09	0.06	0.05	0.075	0.075	0.05
6	0.1	0.065	0.055	0.08	0.08	0.055
7 or more	0.11	0.07	0.06	0.085	0.085	0.0575
<b>\$ Amount</b>						
1	\$2,356.25	\$1,540.63	\$1,450.00	\$1,993.75	\$1,993.75	\$1,359.38
2	\$2,537.50	\$1,721.88	\$1,540.63	\$2,175.00	\$2,175.00	\$1,450.00
3	\$2,718.75	\$1,812.50	\$1,631.25	\$2,356.25	\$2,356.25	\$1,631.25
4	\$2,900.00	\$1,993.75	\$1,721.88	\$2,537.50	\$2,537.50	\$1,721.88
5	\$3,262.50	\$2,175.00	\$1,812.50	\$2,718.75	\$2,718.75	\$1,812.50
6	\$3,625.00	\$2,356.25	\$1,993.75	\$2,900.00	\$2,900.00	\$1,993.75
7 or more	\$3,987.50	\$2,537.50	\$2,175.00	\$3,081.25	\$3,081.25	\$2,084.38

**High School**

	<b>Head BB Head VB Head FB</b>	<b>Head Softball Track</b>	<b>Assistant Basketball Volleyball Football</b>	<b>Cross Country</b>	<b>Assistant Softball Track</b>
<b>Year</b>	<b>Ath Director</b>				
1	0.11	0.09	0.059	0.059	0.05
2	0.12	0.1	0.066	0.066	0.056
3	0.13	0.11	0.072	0.072	0.062
4	0.14	0.12	0.078	0.078	0.068
5	0.15	0.13	0.084	0.084	0.074
6	0.16	0.14	0.09	0.09	0.08
7 or more	0.17	0.15	0.1	0.1	0.086
<b>\$ Amount</b>					
1	\$3,987.50	\$3,262.50	\$2,138.75	\$2,138.75	\$1,812.50
2	\$4,360.00	\$3,625.00	\$2,392.50	\$2,392.50	\$2,030.00
3	\$4,712.50	\$3,987.50	\$2,610.00	\$2,610.00	\$2,247.50
4	\$5,075.00	\$4,350.00	\$2,827.50	\$2,827.50	\$2,465.00
5	\$5,437.50	\$4,712.50	\$3,045.00	\$3,045.00	\$2,682.50
6	\$5,800.00	\$5,075.00	\$3,262.50	\$3,262.50	\$2,900.00
7 or more	\$6,162.50	\$5,437.50	\$3,625.00	\$3,625.00	\$3,117.50

# L-W Co-Curricular

Base Pay	\$ 33,700.00		\$ 34,500.00		\$ 34,950.00		\$35,400.00		\$ 36,500.00
<b>Jr. High Co-Curricular</b>	<u>2019-2020</u>	<u>Multiplier</u>	<u>2020-2021</u>	<u>Multiplier</u>	<u>2021-2022</u>	<u>Multiplier</u>	<u>2022-2023</u>	<u>Multiplier</u>	<u>2023-2024</u>
Cheerleading Sponsor	\$ 1,516.50	0.045	\$1,552.50	0.045	\$1,572.75	0.045	\$1,593.00	0.045	\$1,642.50
Jr. High Speech Team	\$ 1,348.00	0.04	\$1,380.00	0.04	\$1,398.00	0.04	\$1,416.00	0.04	\$1,460.00
Elementary Yearbook	\$ 842.50	0.025	\$862.50	0.025	\$873.75	0.025	\$885.00	0.025	\$912.50
8th Grade Sponsor	\$ 589.75	0.0175	\$603.75	0.0175	\$611.63	0.0175	\$619.50	0.0175	\$638.75
Jr. High Student Council	\$ 842.50	0.025	\$862.50	0.025	\$873.75	0.025	\$885.00	0.025	\$912.50
Jr. High Science Club	\$ 337.00	0.01	\$345.00	0.01	\$349.50	0.01	\$354.00	0.01	\$365.00
Jr. High Scholastic Bowl	\$ 1,348.00	0.04	\$1,380.00	0.04	\$1,398.00	0.04	\$1,416.00	0.04	\$1,460.00
<b>Total</b>	<b>\$ 6,824.25</b>		<b>\$6,986.25</b>		<b>\$7,077.38</b>		<b>\$7,168.50</b>		<b>\$7,391.25</b>
<b>High School</b>	<u>2019-2020</u>	<u>Multiplier</u>	<u>2020-2021</u>	<u>Multiplier</u>	<u>2021-2022</u>	<u>Multiplier</u>	<u>2022-2023</u>	<u>Multiplier</u>	<u>2023-2024</u>
Cheerleading Sponsor	\$ 1,685.00	0.05	\$1,725.00	0.05	\$1,747.50	0.05	\$1,770.00	0.05	\$1,825.00
Art Club	\$ 337.00	0.01	\$345.00	0.01	\$349.50	0.01	\$354.00	0.01	\$365.00
Band Activities	\$ 1,348.00	0.04	\$1,380.00	0.04	\$1,398.00	0.04	\$1,416.00	0.04	\$1,460.00
Choral Activities	\$ 674.00	0.02	\$690.00	0.02	\$699.00	0.02	\$708.00	0.02	\$730.00
Captains	\$ 337.00	0.01	\$345.00	0.01	\$349.50	0.01	\$354.00	0.01	\$365.00
Scholastic Bowl	\$ 1,011.00	0.03	\$1,035.00	0.03	\$1,048.50	0.03	\$1,062.00	0.03	\$1,095.00
HS Speech Team	\$ 842.50	0.025	\$862.50	0.025	\$873.75	0.025	\$885.00	0.025	\$912.50
Fr. Class Sponsor	\$ 421.25	0.0125	\$431.25	0.0125	\$436.88	0.0125	\$442.50	0.0125	\$456.25
So. Class sponsor	\$ 421.25	0.0125	\$431.25	0.0125	\$436.88	0.0125	\$442.50	0.0125	\$456.25
Jr. Class Sponsor	\$ 842.50	0.025	\$862.50	0.025	\$873.75	0.025	\$885.00	0.025	\$912.50
Sr. Class Sponsor	\$ 842.50	0.025	\$862.50	0.025	\$873.75	0.025	\$885.00	0.025	\$ 912.50
National Honor Society	\$ 421.25	0.0125	\$431.25	0.0125	\$436.88	0.0125	\$442.50	0.0125	\$ 456.25
Bass Fishing Club	\$ 572.90	0.017	\$586.50	0.017	\$594.15	0.017	\$601.80	0.017	\$ 620.50
School Play	\$ 1,179.50	0.035	\$1,207.50	0.035	\$1,223.25	0.035	\$1,239.00	0.035	\$ 1,277.50
Student Council	\$ 1,011.00	0.03	\$1,035.00	0.03	\$1,048.50	0.03	\$1,062.00	0.03	\$ 1,095.00
Yearbook	\$ 1,179.50	0.035	\$1,207.50	0.035	\$1,223.25	0.035	\$1,239.00	0.035	\$ 1,277.50
<b>Total</b>	<b>\$ 13,126.15</b>		<b>\$13,437.75</b>		<b>\$13,613.03</b>		<b>\$13,788.30</b>		<b>\$14,216.75</b>
<b>Overall Total</b>	<b>\$ 19,950.40</b>		<b>\$20,424.00</b>		<b>\$20,690.40</b>		<b>\$20,956.80</b>		<b>\$21,608.00</b>

3/2/2019

## Appendix B

### Educational Support Personnel Hourly Rates

Category	2018-2019	% incr. 0.021	2019-2020	% incr. 0.0220	2020-2021	% incr. 0.0230	2021-2022	% incr. 0.0250	2022-2023	%incr. 0.0350	2023-24
Bookkeeper 8 or more years	\$ 25.02		\$ 25.55		\$ 26.11		\$ 26.71		\$ 27.38		\$ 28.33
Bookkeeper 0 to 7 years	\$ 18.48		\$ 18.87		\$ 19.28		\$ 19.73		\$ 20.22		\$ 20.93
Secr 25 or m yr, hired bef 7/1/16	\$ 26.15		\$ 26.70		\$ 27.29		\$ 27.91		\$ 28.61		\$ 29.61
Secr 8 or m yr, hired aft 7/1/2016	\$ 14.26		\$ 14.56		\$ 14.88		\$ 15.22		\$ 15.60		\$ 16.15
Secretary 8 to 24 years	\$ 20.63		\$ 21.06		\$ 21.53		\$ 22.02		\$ 22.57		\$ 23.36
Secretary 0 to 7 years	\$ 18.54		\$ 18.93		\$ 19.35		\$ 19.79		\$ 20.29		\$ 21.00
Secr 0-7 yr, hired aft 7/1/2016	\$ 13.20		\$ 13.48		\$ 13.77		\$ 14.09		\$ 14.44		\$ 14.95
Aides 8 or more years	\$ 18.42		\$ 18.81		\$ 19.22		\$ 19.66		\$ 20.15		\$ 20.86
Aide 8 or m yr, hired aft 7/1/2016	\$ 13.73		\$ 14.02		\$ 14.33		\$ 14.66		\$ 15.02		\$ 15.55
Aides 0-7 yrs	\$ 16.38		\$ 16.72		\$ 17.09		\$ 17.49		\$ 17.92		\$ 18.55
Aide 0-7 yr, hired aft 7/1/2016	\$ 13.20		\$ 13.48		\$ 13.77		\$ 14.09		\$ 14.44		\$ 14.95
Cust 0-7 yrs hired aft 7/1/2016	\$ 12.14		\$ 12.39		\$ 12.67		\$ 12.96		\$ 13.28		\$ 13.75
Custodians 0-7 years	\$ 13.69		\$ 13.98		\$ 14.28		\$ 14.61		\$ 14.98		\$ 15.50
Cust 8 or m yr, hired aft 7/1/2016	\$ 13.20		\$ 13.48		\$ 13.77		\$ 14.09		\$ 14.44		\$ 14.95
Custodians 8 or more years	\$ 15.23		\$ 15.55		\$ 15.89		\$ 16.26		\$ 16.66		\$ 17.25
Custodian/Gym	\$ 17.54		\$ 17.91		\$ 18.30		\$ 18.72		\$ 19.19		\$ 19.86
Maintenance/Custodian	\$ 27.13		\$ 27.70		\$ 28.31		\$ 28.96		\$ 29.68		\$ 30.72
Maint/cust, hired aft 7/1/2016	\$ 22.18		\$ 22.65		\$ 23.14		\$ 23.68		\$ 24.27		\$ 25.12
Head Cook	\$ 18.10		\$ 18.48		\$ 18.89		\$ 19.32		\$ 19.80		\$ 20.50
Cook 25 or m yr, hired bef 7/1/16	\$ 16.19		\$ 16.53		\$ 16.89		\$ 17.28		\$ 17.71		\$ 18.33
Cooks 8-24 years	\$ 15.18		\$ 15.50		\$ 15.84		\$ 16.20		\$ 16.61		\$ 17.19
Cook 8-24 yr, hired aft 7/1/2016	\$ 13.20		\$ 13.48		\$ 13.77		\$ 14.09		\$ 14.44		\$ 14.95
Cooks 0-7 years	\$ 13.66		\$ 13.95		\$ 14.25		\$ 14.58		\$ 14.95		\$ 15.47
Cook 0-7 yr, hired aft 7/1/2016	\$ 12.14		\$ 12.39		\$ 12.67		\$ 12.96		\$ 13.28		\$ 13.75
Bus dr 0-7 yr, hired aft 7/1/2016	\$ 17.95		\$ 18.33		\$ 18.73		\$ 19.16		\$ 19.64		\$ 20.33
Bus drivers 0-7 years	\$ 26.37		\$ 26.92		\$ 27.52		\$ 28.15		\$ 28.85		\$ 29.86
Bus dr 8 or m yr, hlr aft 7/1/2016	\$ 19.01		\$ 19.41		\$ 19.84		\$ 20.29		\$ 20.80		\$ 21.53
Bus drivers 8 or more years	\$ 32.95		\$ 33.64		\$ 34.38		\$ 35.17		\$ 36.05		\$ 37.31
Bus Mont hired aft 7/1/ 2016	\$ 11.62		\$ 11.86		\$ 12.13		\$ 12.40		\$ 12.71		\$ 13.16
Bus Monitor	\$ 14.05		\$ 14.35		\$ 14.66		\$ 15.00		\$ 15.37		\$ 15.91
Perm sub busdr, hired aft 7/1/16	\$ 16.90		\$ 17.25		\$ 17.63		\$ 18.04		\$ 18.49		\$ 19.14
Permanent Sub Bus driver	\$ 28.26		\$ 28.85		\$ 29.49		\$ 30.17		\$ 30.92		\$ 32.00
Bus Driver Extra-C. Trips	\$ 16.48		\$ 16.83		\$ 17.20		\$ 17.59		\$ 18.03		\$ 18.66
Saturday det supervisor	\$ 23.23		\$ 22.00		\$ 22.48		\$ 23.00		\$ 23.58		\$ 24.40
Academic Tutor incl extra btw dr	\$ 28.56		\$ 29.16		\$ 29.80		\$ 30.49		\$ 31.25		\$ 32.34

Probationary employees will be paid 80% of the beginning salary for the respective category.  
 After successfully completing the probationary period (90 work days) the employee will be moved to the salary rate for the respective category.

## **Memorandum of Understanding Technology duties**

This agreement will be in effect from July 1, 2019 until June 30, 2024. Teachers who volunteer and have the technology expertise will be used on an as needed basis for the following technology related duties in District #21:

1. Troubleshooting maintenance problems with classroom computers, printers, scanners, TV's and other technology related classroom equipment.
2. Troubleshoot problems with classroom software.
3. Assist staff with questions related to computer assisted instruction.
4. Maintain user accounts for E Mail.

Before performing any of the above duties, teachers must gain prior approval from a School District administrator. Staff members will be compensated in the amount of \$34.77 (2019-2020), \$36.16 (2020-2021), \$37.24 (2021-2022), \$38.36 (2022-2023) and \$39.89 (2023-2024) per hour for their technology duties. If a teacher's technology duties takes them past forty (40) hours per week, they will be compensated at the rate of one and one-half times the normal rate of pay. Monday shall be the beginning of each work week for the purpose of calculating overtime.

The School District retains the right to seek assistance from outside sources for all technology-related duties, even duties covered by this agreement. The School District can discontinue the use of teachers for this assistance at any time.



Appendix A									
Certified Teacher Salary Schedule 2019-2020									
% of Base	100%	750		0.022		0.023		0.023	
\$ Base	33700	Incr. down		0.022		0.023		0.023	
Incr. across	0.023	BS		BS + 16		MS		MS + 24	
Experience	BS	BS + 8	BS + 16	BS + 24	MS	MS + 8	MS + 16	MS + 24	MS + 32
Level									
1	33700	34475	35250	36025	38236	39011	39786	40561	41336
2	34441	35217	35992	36767	38977	39753	40528	41336	42112
3	35183	35958	36733	37508	39719	40494	41269	42112	42887
4	35924	36699	37474	38250	40460	41235	42010	42887	43662
5	36666	37441	38216	38991	41202	41977	42752	43662	44437
6	37407	38182	38957	39732	41943	42718	43493	44437	45212
7	38148	38924	39699	40474	42684	43460	44235	45212	45987
8	38890	39665	40440	41215	43426	44201	44976	45987	46762
9	39631	40406	41181	41957	44167	44942	45717	46762	47537
10	40373	41148	41923	42698	44909	45684	46459	47537	48312
11	41114	41889	42664	43439	45650	46425	47200	48312	49087
12	41855	42631	43406	44181	46391	47167	47942	49087	49863
13	42597	43372	44147	44922	47133	47908	48683	49863	50638
14	43338	44113	44888	45664	47874	48649	49424	50638	51413
15	44080	44855	45630	46405	48616	49391	50166	51413	52188
16	44821	45596	46371	47146	49357	50132	50907	52188	52963
17	45562	46338	47113	47888	50098	50874	51649	52963	53738
18		47079	47854	48629	50840	51615	52390	53738	54513
19		47820	48595	49371	51581	52356	53131	54513	55288
20			49337	50112	52323	53098	53873	55288	56063
21			50078	50853	53064	53839	54614	56063	56838
22				51595	53805	54581	55356	56838	57614
23				52336	54547	55322	56097	57614	58389
24					55288	56063	56838	58389	59164
25					56030	56805	57580	59164	59939
26						57546	58321	59939	60714
27						58288	59063	60714	61489
28							59804	61489	62264
29							60545	62264	63039
30								63039	63814
31								63814	64589
32									65365
33									66140

In addition to the amounts on the salary schedule, the District shall pay a teacher who has taught in the District at least 5 years a longevity amount that equals 1.90% of the base times the number of years of service credit a teacher has beyond the last step of the salary schedule in the respective column applicable to that teacher.

		Appendix A Certified Teacher Salary Schedule 2020-2021							
% of Base \$ Base Incr. across Experience Level		100%	800	Incr. down		0.022			
		0.023							
		BS	BS +8	BS + 16	BS+24	MS	MS +8	MS + 16	MS + 24
									MS + 32
1		34500	35294	36087	36881	39144	39937	40731	41524
2		35259	36053	36846	37640	39903	40696	41490	42318
3		36018	36812	37605	38399	40662	41455	42249	43111
4		36777	37571	38364	39158	41421	42214	43008	43905
5		37536	38330	39123	39917	42180	42973	43767	44698
6		38295	39089	39882	40676	42939	43732	44526	45492
7		39054	39848	40641	41435	43698	44491	45285	46285
8		39813	40607	41400	42194	44457	45250	46044	47079
9		40572	41366	42159	42953	45216	46009	46803	47872
10		41331	42125	42918	43712	45975	46768	47562	48666
11		42090	42884	43677	44471	46734	47527	48321	49459
12		42849	43643	44436	45230	47493	48286	49080	50253
13		43608	44402	45195	45989	48252	49045	49839	51046
14		44367	45161	45954	46748	49011	49804	50598	51840
15		45126	45920	46713	47507	49770	50563	51357	52633
16		45885	46679	47472	48266	50529	51322	52116	53427
17		46644	47438	48231	49025	51288	52081	52875	54220
18			48197	48990	49784	52047	52840	53634	55014
19			48956	49749	50543	52806	53599	54393	55807
20				50508	51302	53565	54358	55152	56601
21				51267	52061	54324	55117	55911	57394
22					52820	55083	55876	56670	58188
23					53579	55842	56635	57429	58981
24						56601	57394	58188	59775
25						57360	58153	58947	60568
26							58912	59706	61362
27							59671	60465	62155
28								61224	62949
29								61983	63742
30									64536
31									65329
32									66916
33									67710

In addition to the amounts on the salary schedule, the District shall pay a teacher who has taught in the District at least 5 years a longevity amount that equals 1.90% of the base times the number of years of service credit a teacher has beyond the last step of the salary schedule in the respective column applicable to that teacher.

**Appendix A**

**Certified Teacher Salary Schedule 2021-2022**

% of Base	100%	450		0.022				0.023	
\$ Base	34950	Incr. down		BS+24	MS	MS +8	MS + 16	MS + 24	MS + 32
Incr. across	0.023								
Experience	BS	BS +8	BS + 16						
Level									
1	34950	35754	36558	37362	39654	40458	41262	42066	42870
2	35719	36523	37327	38130	40423	41227	42031	42870	43674
3	36488	37292	38096	38899	41192	41996	42800	43674	44477
4	37257	38061	38864	39668	41961	42765	43569	44477	45281
5	38026	38829	39633	40437	42730	43534	44338	45281	46085
6	38795	39598	40402	41206	43499	44303	45106	46085	46889
7	39563	40367	41171	41975	44268	45072	45875	46889	47693
8	40332	41136	41940	42744	45037	45840	46644	47693	48497
9	41101	41905	42709	43513	45805	46609	47413	48497	49300
10	41870	42674	43478	44282	46574	47378	48182	49300	50104
11	42639	43443	44247	45051	47343	48147	48951	50104	50908
12	43408	44212	45016	45819	48112	48916	49720	50908	51712
13	44177	44981	45785	46588	48881	49685	50489	51712	52516
14	44946	45750	46553	47357	49650	50454	51258	52516	53320
15	45715	46518	47322	48126	50419	51223	52027	53320	54124
16	46484	47287	48091	48895	51188	51992	52795	54124	54927
17	47252	48056	48860	49664	51957	52761	53564	54927	55731
18		48825	49629	50433	52726	53529	54333	55731	56535
19		49594	50398	51202	53494	54298	55102	56535	57339
20			51167	51971	54263	55067	55871	57339	58143
21			51936	52740	55032	55836	56640	58143	58947
22				53508	55801	56605	57409	58947	59751
23				54277	56570	57374	58178	59751	60554
24					57339	58143	58947	60554	61358
25					58108	58912	59716	61358	62162
26						59681	60484	62162	62966
27						60450	61253	62966	63770
28							62022	63770	64574
29							62791	64574	65377
30								65377	66181
31								66181	66985
32									67789
33									68593

In addition to the amounts on the salary schedule, the District shall pay a teacher who has taught in the District at least 5 years a longevity amount that equals 1.90% of the base times the number of years of service credit a teacher has beyond the last step of the salary schedule in the respective column applicable to that teacher.

		Appendix A		Certified Teacher Salary Schedule 2022-2023							
% of Base	100%										
\$ Base	35400	450									
Incr. across	0.023	Incr. down		0.022						0.023	
Experience	BS	BS +8	BS + 16	BS+24	MS	MS +8	MS + 16	MS + 24	MS + 32		
Level											
1	35400	36214	37028	37843	40165	40979	41793	42607	43422		
2	36179	36993	37807	38621	40944	41758	42572	43422	44236		
3	36958	37772	38586	39400	41722	42537	43351	44236	45050		
4	37736	38551	39365	40179	42501	43315	44130	45050	45864		
5	38515	39329	40144	40958	43280	44094	44908	45864	46678		
6	39294	40108	40922	41737	44059	44873	45687	46678	47493		
7	40073	40887	41701	42515	44838	45652	46466	47493	48307		
8	40852	41666	42480	43294	45616	46431	47245	48307	49121		
9	41630	42445	43259	44073	46395	47209	48024	49121	49935		
10	42409	43223	44038	44852	47174	47988	48802	49935	50749		
11	43188	44002	44816	45631	47953	48767	49581	50749	51564		
12	43967	44781	45595	46409	48732	49546	50360	51564	52378		
13	44746	45560	46374	47188	49510	50325	51139	52378	53192		
14	45524	46339	47153	47967	50289	51103	51918	53192	54006		
15	46303	47117	47932	48746	51068	51882	52696	54006	54820		
16	47082	47896	48710	49525	51847	52661	53475	54820	55635		
17	47861	48675	49489	50303	52626	53440	54254	55635	56449		
18		49454	50268	51082	53404	54219	55033	56449	57263		
19		50233	51047	51861	54183	54997	55812	57263	58077		
20			51826	52640	54962	55776	56590	58077	58891		
21			52604	53419	55741	56555	57369	58891	59706		
22				54197	56520	57334	58148	59706	60520		
23				54976	57298	58113	58927	60520	61334		
24					58077	58891	59706	61334	62148		
25					58856	59670	60484	62148	62962		
26						60449	61263	62962	63777		
27						61228	62042	63777	64591		
28							62821	64591	65405		
29							63600	65405	66219		
30								66219	67033		
31								67033	67848		
32									68662		
33									69476		

In addition to the amounts on the salary schedule, the District shall pay a teacher who has taught in the District at least 5 years a longevity amount that equals 1.90% of the base times the number of years of service credit a teacher has beyond the last step of the salary schedule in the respective column applicable to that teacher.

Appendix A				Certified Teacher Salary Schedule 2023-2024					
% of Base	100%								
\$ Base	36500	1100							
Incr. across	0.023	Incr. down		0.022				0.023	
Experience	BS	BS +8	BS + 16	BS+24	MS	MS +8	MS + 16	MS + 24	MS + 32
Level									
1	36500	37340	38179	39019	41413	42252	43092	43931	44771
2	37303	38143	38982	39822	42216	43055	43895	44771	45610
3	38106	38946	39785	40625	43019	43858	44698	45610	46450
4	38909	39749	40588	41428	43822	44661	45501	46450	47289
5	39712	40552	41391	42231	44625	45464	46304	47289	48129
6	40515	41355	42194	43034	45428	46267	47107	48129	48968
7	41318	42158	42997	43837	46231	47070	47910	48968	49808
8	42121	42961	43800	44640	47034	47873	48713	49808	50647
9	42924	43764	44603	45443	47837	48676	49516	50647	51487
10	43727	44567	45406	46246	48640	49479	50319	51487	52326
11	44530	45370	46209	47049	49443	50282	51122	52326	53166
12	45333	46173	47012	47852	50246	51085	51925	53166	54005
13	46136	46976	47815	48655	51049	51888	52728	54005	54845
14	46939	47779	48618	49458	51852	52691	53531	54845	55684
15	47742	48582	49421	50261	52655	53494	54334	55684	56524
16	48545	49385	50224	51064	53458	54297	55137	56524	57363
17	49348	50188	51027	51867	54261	55100	55940	57363	58203
18		50991	51830	52670	55064	55903	56743	58203	59042
19		51794	52633	53473	55867	56706	57546	59042	59882
20			53436	54276	56670	57509	58349	59882	60721
21			54239	55079	57473	58312	59152	60721	61561
22				55882	58276	59115	59955	61561	62400
23				56685	59079	59918	60758	62400	63240
24					59882	60721	61561	63240	64079
25					60685	61524	62364	64079	64919
26						62327	63167	64919	65758
27						63130	63970	65758	66598
28							64773	66598	67437
29							65576	67437	68277
30								68277	69116
31								69116	69956
32									70795
33									71635

In addition to the amounts on the salary schedule, the District shall pay a teacher who has taught in the District at least 5 years a longevity amount that equals 1.90% of the base times the number of years of service credit a teacher has beyond the last step of the salary schedule in the respective column applicable to that teacher.