

BROOKFIELD-LAGRANGE PARK
DISTRICT 95

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

TEACHERS' ASSOCIATION OF BROOKFIELD (TAB)

AND

BOARD OF EDUCATION

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

TABLE OF CONTENTS

ARTICLE I	5
TERMS OF AGREEMENT - RECOGNITION	5
PARTIES	5
RECOGNITION	5
ARTICLE II	5
TAB and MEMBER RIGHTS	5
BOARD MEETING - NOTIFICATION	5
ARTICLE III	8
BOARD RIGHTS	8
RESERVATION OF RIGHTS	8
MANAGEMENT PREROGATIVES	8
DISCIPLINE	8
TEACHER CERTIFICATION	8
ARTICLE IV	9
NEGOTIATIONS PROCEDURES	9
COMMENCEMENT	9
AUTHORITY	9
OFFICIAL DOCUMENTS	9
AGREEMENT PREPARATION	9
IMPASSE PROCEDURES	9
ARTICLE V	9
WORK DAY/WORK HOURS	9
TEACHER WORK DAY	9
EMERGENCY DAYS	10
DUTIES	10
ATTENDANCE AT MEETINGS	10
ADDITIONAL EVENING REQUIREMENTS	10
PARENT TEACHER CONFERENCES	10
DEPARTURE FROM BUILDING	11
DUTY-FREE LUNCH	11
PREPARATION TIME	11
INTERNAL SUBSTITUTIONS	11
CLASS SIZE	11
CALENDAR COMMITTEE	12

ARTICLE VI	12
REDUCTION IN FORCE	12
ARTICLE VII	12
TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS	12
NOTICE OF ASSIGNMENT	12
VACANCIES	13
TRANSFERS	13
ARTICLE VIII	14
TEACHER EVALUATION	14
ARTICLE IX	15
LEAVES	15
PAID LEAVE	15
JURY DUTY	16
PROFESSIONAL LEAVE	16
PERSONAL BUSINESS	16
UNPAID LEAVE / LEAVE OF ABSENCE WITHOUT PAY	17
ARTICLE X	18
GRIEVANCE PROCEDURE	18
DEFINITIONS - A GRIEVANCE SHALL BE:	18
PROCEDURES	19
INFORMAL CONFERENCE	19
STEPS OF THE GRIEVANCE PROCESS	19
SAMPLE GRIEVANCE REPORT FORM	21
ARTICLE XI	23
COMPENSATION AND FRINGE BENEFITS	23
COMPENSATION	23
BASE SALARY AND YEARLY ADVANCEMENTS	23
ADDITIONAL CONDITIONS	23
INITIAL TEACHER PLACEMENT SCHEDULE	23
EXTRA-DUTY STIPENDS	24
HEALTH/MAJOR MEDICAL AND DENTAL INSURANCE	24
INSURANCE COMMITTEE	25
LIFE INSURANCE	25
FLEXIBLE BENEFIT PLAN	25
RETIREMENT	26
TUITION REIMBURSEMENT	27

LANE ADVANCEMENT	27
ARTICLE XII	28
EFFECT OF AGREEMENT AND DURATION	28
COMPLETE UNDERSTANDING	28
APPENDIX A - STIPEND SCHEDULE	29
STIPEND CATEGORIES/DESCRIPTIONS	30
Category 1: Academic Support Interventionists	30
Category 2: Team Leaders	30
Category 3: Lunchroom Supervisor	31
Category 4: Performance Arts	31
Category 5: Athletics	32
Category 6: Outdoor Education – 6th Grade	33
Category 7: Extracurricular Opportunities	33
Category 8: Summer School Teacher	34
Category 9: Committee Work	34
Category 10: Professional Development Projects	35

ARTICLE I

TERMS OF AGREEMENT - RECOGNITION

A. PARTIES

This Agreement is made and entered into by and between the Board of Education of Brookfield-LaGrange Park School District #95, Cook County, Illinois, hereinafter referred to as the "Board" and the Teachers' Association of Brookfield IEA/NEA, hereinafter referred to as "TAB" pursuant to and in compliance with the Illinois Educational Labor Relations Act (IELRA"), Public Act 83-1014.

B. RECOGNITION

The Board hereby recognizes TAB as the exclusive and sole negotiating agent for the purpose of collective bargaining with respect to wages, hours, and terms and conditions of employment within this agreement for all full time and part time teachers and support services personnel including the District Certified School Nurse(s), except Administrative and Supervisory Personnel, as defined by the IELRA. Part time teachers are those who are less than 1.0 FTE.

C. TEACHER DEFINITION

The term "teacher" when used in this agreement shall refer to all employees represented by TAB in the negotiating unit as determined in Section B above.

ARTICLE II

TAB and MEMBER RIGHTS

A. BOARD MEETING - NOTIFICATION

The President(s) of TAB shall be given notice of any regular or special meetings of the Board, together with a copy of the agenda or statement of purpose of such meetings. The Board will make a good faith effort to deliver such notice when public notice is required by law.

B. BOARD MEETING MINUTES

Copies of approved Board Meeting Minutes shall be available to the President(s) of TAB upon request.

C. TAB RIGHTS - EXCLUSIVE

The rights herein granted to TAB shall not be granted or extended to any competing organization.

D. USE OF SCHOOL FACILITIES AND EQUIPMENT

TAB shall have the right to request in writing, and upon approval of the Building Principal, to use the school building for meetings, provided that such meetings do not interfere with instructional and/or extra-curricular programs. The cost of any special custodial or other services necessitated, as a result of such meeting(s), will be reimbursed to the District by TAB.

TAB may use teacher school mailboxes or District email and one (1) designated workroom bulletin board for TAB matters. The Superintendent and Building Principal shall, concurrent with posting or distribution, be given a copy of all written communications posted on or delivered through building facilities. If approved by the Building Principal, TAB shall be allowed reasonable use of the office equipment. No school equipment shall be removed from the premises or used for political purposes.

E. TAB MEETINGS

TAB meetings must be held outside of the workday. TAB will provide a list of monthly TAB meetings to the Superintendent annually. Every effort will be made to avoid rescheduling teachers' meetings in conflict with regularly scheduled meetings of TAB.

F. PERSONNEL FILE

A teacher may request to view the materials in his/her personnel file during regular school hours and in the presence of office personnel, provided that it does not cause hardship on office staff. A teacher shall be permitted to reproduce any material in his/her file, provided the teacher reimburses the Board the amount established for duplication. Any written response prepared by a teacher to reproduce material in his/her personnel file shall be attached to said material. Effective the 2010-11 school year, any material placed in a teacher's personnel file, excluding those items maintained in the teacher's personnel file as required by law or regulation (e.g., transcripts, physical exams, copies of certification, etc.) shall be provided to and signed by the teacher within ten (10) school days of the materials receipt by the Administration. It is the intent of all parties that this signature merely signifies that the teacher has been shown the material and does not necessarily indicate agreement with its contents, unless otherwise stated in the document executed by the teacher. Should any teacher determine that material placed in the teacher's personnel file was inadvertently not presented for signature, the Administration shall present such material to the teacher for signature within ten (10) school days of notice to the Administration of such inadvertent violation of this provision.

G. PERTINENT INFORMATION

The Board agrees to make available to TAB normally prepared information to be used in collective bargaining and grievance processing, provided it does not cause hardship on the office staff. This information includes: the financial report, the budget, number of teachers and their placement on the salary schedule. In return, TAB agrees to make available to the Board information to be used in collective bargaining and grievance processing.

H. TAB LEAVE

In the event that TAB desires to send the President(s) or designee to conferences, the President(s) or designee shall be excused upon approval of the Superintendent for an aggregate total not to exceed five (5) days in any school year without loss of salary. Written request for such leave must be submitted to the Superintendent seven (7) days prior to the date of such leave except that the Superintendent may waive, without precedent, the seven (7) day notice for emergency situations. No more than two (2) TAB members from one (1) building shall be gone at the same time, unless an exception is made by the Superintendent. TAB shall reimburse the Board for the cost of a substitute for a TAB member who uses a TAB leave day.

I. FAIR SHARE

1. Each teacher as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join TAB or pay a fair share fee to TAB equivalent to the proportionate share of the cost of services rendered by TAB for collective bargaining and contract administration.
2. In the event that the teacher does not pay his/her fair share fee directly to TAB by a certain date as established by TAB, the Board shall deduct the fair share fee from the wages of the non-member, provided that TAB has posted all notices required under the rules of the IELRB with respect to fair share and has certified in writing to the Board the amount of the fair share fee to be deducted annually.
3. Such fee shall be paid to TAB by the Board no later than ten (10) days following deduction.
4. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, TAB agrees to defend such action at its own expense and through its own counsel, provided the Board gives immediate notice of such action in writing to TAB and permits TAB intervention as a party if it so desires; and the Board gives full and complete cooperation to TAB and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
5. TAB, the IEA and NEA, agree to defend, indemnify, and hold harmless the Board from any claims, demands, suits, damages, and costs arising as a consequence of the Board's compliance with the Article provided that it is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful failure by the Board to comply with the obligations imposed upon it by this Article.
6. The obligation to pay fair share fee will not apply to any teacher who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such teacher is a member, or on any other basis, objects to the payment of a fair share fee to TAB. Any teacher who objects to the payment of a fair share fee to TAB shall pay his/her proportionate amount to a non-religious charitable organization pursuant to the rules of the IELRB.

J. CHANGING EXISTING BOARD POLICY/PROCEDURES

Before the Board adopts/revises any policy or procedure, due to a waiver of unfunded mandates, which affects employees' wages, hours, or other terms and conditions of employment, opportunity shall be given to TAB to consult with the Board and to make recommendations with respect to these matters, prior to adoption.

K. SUPERINTENDENT/TAB PRESIDENT(S) MEETINGS

The Superintendent and the TAB President(s) shall endeavor to meet once a month at a

mutually agreeable time to discuss matters of mutual concern. The Superintendent and TAB shall exchange written meeting agendas at least three (3) business days prior to the scheduled meeting. If neither the Superintendent nor TAB provides an agenda, the meeting shall be cancelled by mutual agreement. The meetings shall last thirty (30) minutes. The meeting may be extended in length by mutual agreement of the Superintendent and the TAB President(s).

ARTICLE III

BOARD RIGHTS

A. RESERVATION OF RIGHTS

All terms and conditions of employment, not covered or altered by this Agreement, shall continue to be subject to the Board's exclusive direction and control and shall not be the subject of negotiations during the life of this Agreement.

B. MANAGEMENT PREROGATIVES

TAB acknowledges that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the School District to the full extent provided by law, limited only by the lawful provisions of this Agreement, including, but not limited to, such areas of discretion or inherent managerial policy as the functions of the Board, standards of service, the overall budget, the organizational structure, the selection of new employees and the direction and assignment of employees.

C. DISCIPLINE

No teacher shall be disciplined without proper cause. The Administration shall follow the practice of progressive discipline, subject to the terms and conditions of this Agreement and applicable State law, which includes the following:

1. Oral reprimand;
2. Written reprimand;
3. Paid Suspension;
4. Unpaid Suspension.

No teacher shall be disciplined without first being advised of the reasons in writing and given an opportunity to respond. The degree of discipline shall be reasonably related to the seriousness of the offense.

Dismissal of tenured teachers or non-renewal of non-tenured teachers shall be pursuant to Sections 24-11 and 24-12 of the School Code.

D. TEACHER CERTIFICATION

A teacher who does not take necessary action and participate in the requirements to maintain appropriate teacher certification may be terminated with no rights back to position. If the updated certificate is not available, the teacher may submit proof of submission to ISBE as evidence of having a valid teaching license in the State of Illinois. In the event of a lapsed certificate, a teacher shall receive the substitute teacher pay rate until such evidence is

provided to the district that the certificate is current. Upon presentation of such evidence the teacher shall receive their normal salary. There shall no be retroactive pay for the time during which the certificate was lapsed.

ARTICLE IV

NEGOTIATIONS PROCEDURES

A. COMMENCEMENT

Not later than March 15th of the last year of this Agreement, the Board and TAB agree to begin negotiations over a Successor Agreement. During negotiations, the Board and TAB shall present relevant data, exchange points of view, and make proposals and counter-proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay-representatives to assist in the negotiations.

B. AUTHORITY

The parties mutually pledge that their representatives will be clothed with a necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

C. OFFICIAL DOCUMENTS

There shall be two (2) signed copies of the ratified Agreement. One (1) copy shall be retained by the Board and one (1) by TAB.

D. AGREEMENT PREPARATION

Within ten (10) days of ratification and signing, the Board shall forward one (1) original copy of the Agreement to the President(s) of the TAB for duplication and distribution to their membership, one (1) copy to the members of the Board and one (1) copy to the Administration. Any cost incurred shall be discussed and agreed upon in advance, and shall be shared equally by the Board and the TAB.

E. IMPASSE PROCEDURES

If any impasse in negotiations is reached, as defined under the IELRA, the parties shall jointly request the appointment of a mediator from the Federal Mediation and Conciliation Service (FMCS). If the appointment of a mediator by FMCS cannot be made within three (3) weeks of the parties' request, the parties shall select a mediator from a list provided by the American Arbitration Association. Nothing contained in this Section shall preclude the parties from mutually agreeing to another person to act as a mediator. Any costs of mediation shall be split equally between the parties.

ARTICLE V

WORK DAY/WORK HOURS

A. TEACHER WORK DAY

The teacher work-day shall not exceed seven (7) hours and fifteen (15) minutes. As a matter of professionalism, teachers will fulfill their normal obligations even if a special circumstance causes the teacher to work beyond the typical school day hours.

Building hours for teachers will be 7:45-3:00. Building hours may be adjusted, however will not exceed seven (7) hours and fifteen (15) minutes.

B. EMERGENCY DAYS

Any days to be made up as a result of the use of emergency days will be scheduled the same amount of time as the original missed day(s). Notification regarding make-up days must be made by May 1st, or as soon as is administratively possible.

C. DUTIES

Student supervision can be assigned without pay. Every effort will be made to assign teachers duty if their schedules contain more than one (1) period of planning time on the day of the assigned duty.

D. ATTENDANCE AT MEETINGS

All teachers (full and part-time) are required to attend all scheduled faculty meetings, in-service meetings and institutes in their entirety, as arranged by the Administration. A list of regularly scheduled faculty meetings will be posted in each building by the administration no later than September 15th annually. Every effort will be made to adhere to the posted schedule. In the event a regularly scheduled faculty meeting needs to be rescheduled, teachers will be given forty-eight (48) hours notice of the new meeting date.

During the regular school year, each teacher (full and part-time) will complete a total of twelve (12) hours beyond the school day of staff development work each school year.

All teachers (full and part-time) may have an opportunity, at the discretion of the Superintendent, to be an active participant in district committee work that extends beyond the school day. Participation on such committees is voluntary. Notice of such committee work shall electronically posted to all members at least five (5) days prior to filling of the positions Teachers selected to participate in such work may choose to be compensated at the rate of \$35 per hour or may earn one day of release for every eight (8) hours of committee work to be used in the year it is earned not to exceed two (2) days in a single school year.

E. ADDITIONAL EVENING REQUIREMENTS

All teachers shall be required to attend one evening work session not to exceed one and one half (1.5) hours in length. The date and times for these events/work sessions will be determined with input from the Calendar Committee and the Administration in accordance with the development of the school calendar. Any teachers required to work evenings beyond this requirement will be compensated at a rate of \$35 per event.

F. PARENT TEACHER CONFERENCES

All teachers are required to participate in four (4) formal parent teacher conference sessions. Two (2) conferences will be scheduled from 4:00 PM-8:00 PM after a student attendance day. Two (2) conferences will be held on a non-student attendance day. Neither non-student

attendance day will exceed eight (8) hours in duration, nor go later than 8:00PM. On these days, staff will be provided a 45 minute duty-free period. The dates and times of all conference sessions are to be determined annually in conjunction with the District Calendar. It is agreed that the conference periods in the first half of the year are an effort to reach all parents and the additional conference periods are intended to be for the benefit of the students who are having academic difficulty.

G. DEPARTURE FROM BUILDING

A teacher may be permitted to leave upon notification, submitted to, and approved by the Building Principal.

H. DUTY-FREE LUNCH

During each workday, the teacher shall be entitled to a duty-free lunch period equal to that of the students. Teachers who accept lunchroom supervision assignments at shall be compensated as provided in Appendix A of this Agreement.

I. PREPARATION TIME

During the student attendance day, preparation periods for all teachers will be no less than two hundred-seventy (270) minutes per week, with two hundred (200) minutes being individual time and a minimum of seventy (70) minutes on common plan time, within the limitations of each building schedule. The segments shall be at least thirty (30) minutes in duration.

J. INTERNAL SUBSTITUTIONS

The Administration has the responsibility to maintain the daily education program by assigning teachers to internal substitution duty when necessary. Forfeiture of a teacher's preparation period for internal substitution shall be compensated at a pro-rata basis of \$35 per hour.

In event an absent teacher's class must be divided among other teachers or given to another teacher in addition to his/her own class (the receiving teacher(s) will be reimbursed one-half the daily sub rate if they absorb any students for at least one period and the full day sub rate if they absorb students for more than half a day.

K. CLASS SIZE

A Class Size Review Committee consisting of the Superintendent, both Principals, the Special Education Supervisor, and two teachers, one from each building as appointed by TAB, will be established to consider employing an aide for any classroom where the need is considered necessary by the classroom teacher. The committee will meet within five (5) school days of the teacher's written request for a meeting. The requesting teacher will be present at the meeting. The recommendation of the committee shall be reduced to writing and submitted to the Board for consideration and action. Copies of the committee recommendation shall also be forwarded to the requesting teacher as well as the President(s) of TAB.

The committee will use the following criteria in making its recommendation to the Board:

1. Number of children in the class;

2. Numbers of students with special needs including those with Individual Education Plans (IEP's) and/or 504 Plans. This would include students with social emotional, and behavior goals, students returning to a regular education classroom from a self-contained placement, students who receive LD resource assistance, students who receive special services, gifted students and/or students with speech and language needs.

L. CALENDAR COMMITTEE

The Superintendent and TAB President(s) shall meet to develop the proposed school calendar. The Superintendent shall submit the proposed calendar to the Board for approval prior to a March meeting of the Board. The Board has final responsibility for establishing the school calendar.

ARTICLE VI

REDUCTION IN FORCE

At least seventy-five (75) calendar days prior to the end of the school year, the District will provide the TAB President(s) with a copy of the RIF list and post it in each building. The list shall include:

- All valid professional educator licenses and endorsements;
- Each classification for which the individual is qualified to teach;
- Ratings from the two to three most recent evaluations;
- The employees' tier placement;
- Employment date;
- An employee identification number will be provided on the posted list.
- The employee's names shall be listed only on the list provided to the President(s).

If a teacher wishes to review the accuracy of the information on this documentation, they will have seven (7) calendar days to bring evidence to the Superintendent to correct the alleged inaccuracy.

Within ten (10) calendar days of the receipt of such challenges, the District will notify the individual and TAB of whether they consider the challenge valid or without merit. If the District considers the challenge valid, appropriate changes will be made to the RIF list. A final RIF list will be provided to the TAB and posted in each building at least fifty-five (55) calendar days prior to the end of the school year.

In the event of a RIF, the TAB will receive notification of which positions and/or programs are being eliminated at least forty-five (45) calendar days prior to the end of the school year.

ARTICLE VII

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

A. NOTICE OF ASSIGNMENT

1. All teachers shall be given written notice of any changes in their building assignments, class and/or subject assignments, for the forthcoming year not later than May 15th, except in an emergency, as determined by the Administration. Barring such emergencies and recognizing the need to possibly hire replacement staff over the summer, the Administration will use reasonable attempts to complete building schedules prior to July 1st.
2. Teachers shall be assigned within the scope of their teaching certificates.
3. Teachers who are assigned to more than one school shall have their schedules arranged so that travel time does not infringe upon the traveling teacher's lunch period or preparation time.

B. VACANCIES

A vacancy shall be defined as an opening that has been created by resignation, retirement, dismissal, transfer, or death. It shall also be any newly created bargaining unit position.

1. After staffing determinations are made for the following school year or if a teacher is transferred into a vacant position during the school year, the Superintendent or designee shall notify membership of any bargaining unit vacancy which occurs within the District.
2. It is agreed that those presently employed, who are qualified and have applied for such positions, shall be given consideration and afforded an interview for each application. If the vacancy is posted externally, such interview shall be consistent with that provided to external candidates.
3. Notice of any vacancies, which occur after the conclusion of the school term and prior to the commencement of the next school term, shall be sent to
 - a. The TAB President(s); and
 - b. Any teacher who has requested such notice by filing a written report for the same with the Superintendent, along with a current electronic mail address.

C. TRANSFERS

It is understood that all transfers are at the discretion of the administration and/or the Board. Best efforts will be used not to transfer any one teacher in two consecutive years. Any teacher involuntarily transferred shall be given written notice, including reasons, at least (14) working days prior to being transferred, when possible. Such transfers shall give careful consideration to seniority. The written notice may be followed by a conference with the Superintendent if

requested by the teacher within ten (10) working days of receipt of said notice. If there is any classroom item the teacher specifically wishes to be transferred, his/her request will be given every consideration. Teachers will not be responsible for the physical moving of boxes from one room to another and/or one building to another.

ARTICLE VIII

TEACHER EVALUATION

- A. The teacher shall be evaluated for the purpose of determining the teacher's effectiveness in the assignment and to improve classroom instruction. Teachers will participate in both formative observations and student growth goals during an evaluation cycle. The evaluation cycle will culminate with a summative evaluation that provides an overall ranking, which will combine formative observations with student growth goals.
- B. Formative observations consist of classroom observations and may include other observations of a teacher in his/her responsible roles (i.e. team meetings, IEP settings, faculty meetings etc.) Student growth goals are developed by the teacher and administrator and demonstrate student growth in an identified area. The summative evaluation documents three things: 1) data from all the formative observations and provides a ranking for the formative observations 2) the rating of the two student growth goals (the completed student growth goals should be attached to the summative evaluation), and 3) the overall teacher rating by combining the ranking of the formative observations and the rankings of the student growth goals. The formative ranking shall be 70% and the student growth shall be 30% of the overall summative ranking.
- C. Each non-tenured teacher will participate in the evaluation cycle each year of non-tenured status. A minimum of two formative observations and two student growth goals shall be required in the evaluation cycle. The evaluation cycle concludes with a summative evaluation.
- D. Tenured teachers are evaluated a minimum of once every two (2) years.

For each tenured teacher who received either an "excellent" or "proficient" performance evaluation rating in his or her last performance evaluation, a minimum of one formative and two student growth goals shall be required in the evaluation cycle. The evaluation cycle concludes with a summative evaluation.

For each tenured teacher who received a "needs improvement" or "unsatisfactory" performance evaluation rating in his or her last performance evaluation, shall be required in the school year immediately following the year in which the "needs improvement" or "unsatisfactory" rating was assigned to participate in the evaluation cycle. A minimum of three formative observations and two student growth goals shall be required in the evaluation cycle. The evaluation cycle will conclude with a summative evaluation.

- E. Part-time teachers with five or more years of teaching in the District shall follow the same evaluation cycles as a tenured teacher. Additional evaluations may be requested by a teacher or an administrator.
- F. On or before the first day of student attendance, the administrator to evaluate each teacher shall acquaint the teacher with the job description, evaluation procedure, standards, and instruments of evaluation. No formative observations shall take place until such orientation has been completed.
- G. Each formative observation shall include a pre-conference, formative observation and post-conference relating to the teacher's performance. If more than one (1) formative observation is scheduled within five (5) days of each other, these observations shall be discussed in one post-observation.
- H. The evaluator will schedule a post-observation conference with the teacher that must be held no later than ten (10) school days following the observation.
- I. Annually, student growth goal due dates are set as they relate to MAP testing windows. The teachers may submit their student growth goals anytime prior to the due date and it is not required that they turn both goals in at the same time. Administrators shall notify teachers if their goal is not acceptable within 7 days of receiving the student growth goal. All student growth goal completion data shall be submitted within 7 school days after the final MAP test has been completed.
- J. The summative evaluation shall be completed by and delivered to teachers no later than April 1 indicating the ranking of the formative observations. The evaluator and teacher shall schedule a time within 10 school days of the summative evaluation being delivered to discuss the evaluation. The summative evaluation will contain areas of strength and/or recommendations to improve areas of weakness. If weaknesses are noted, the evaluator shall include written evidence of such weaknesses and state the supports they shall provide to the teacher to correct said deficiencies.

Summative evaluations that are in progress due to student growth goals not yet being completed by the teacher, shall not require a second summative evaluation meeting. An updated summative evaluation indicating the student growth goal ranking and overall ranking shall be provided to the teacher within 5 school days of receiving the goals, unless the administration requires the teacher to provide evidence of instruction.
- K. The teacher shall have the right to attach an explanation to his/her evaluation(s) within ten (10) school days of receiving the written evaluation.
- L. Evaluation of any teacher shall be based upon the honoring of all teachers' rights included in this Agreement and applicable statutes.

ARTICLE IX

LEAVES

A. PAID LEAVE

1. SICK LEAVE

The Board of Education shall grant to all full-time teachers sick leave at full pay for each school year according to the following schedule:

- Teachers in Years 1-8 = 12 sick days
- Teachers in Years 9-15 = 13 sick days
- Teachers in Years 16 & UP = 14 sick days

Part-time teachers shall receive sick leave on a pro rata basis. Such leave shall accumulate without limit.

Sick leave is interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family or household or birth, adoption or placement for adoption of a child. Immediate family for the purposes of this section shall include child, step-child, spouse, parent, step-parent, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, legal guardian of teacher or spouse, and blood relations residing in the home.

After sick leave allowance is exhausted, pay will be deducted by an amount equal to 1/180th of the teaching salary. Pay will likewise be deducted by 1/180th of the teaching salary for each day missed, which cannot be interpreted as sick leave, professional leave, personal leave, or bereavement.

A teacher may be required to submit a physician's certificate after an absence of three (3) consecutive school days or as is deemed necessary by the Administration.

2. JURY DUTY

A teacher required to serve on jury duty shall do so without loss of pay, provided the teacher submits proof of such service. Compensation for jury duty is not submitted to the district.

3. PROFESSIONAL LEAVE

A teacher may be granted professional leave to acquire knowledge useful in the implementation of District programs. Professional leave is not cumulative. The District will strive to allow all teachers to attend one (1) out-of-district professional development activity related to each teacher's assignment annually. A teacher denied approval may appeal the decision to the Superintendent.

The District will provide the substitute teacher when the teacher takes a professional

leave day.

Superintendent or designee must approve the request for the professional leave day. Teachers may be required to share, report, or explain the acquired skills or knowledge in formal presentations or professional development activities.

For the professional leave day, the District may, at its option, reimburse the registration fee.

4. PERSONAL BUSINESS

Each full-time teacher shall be entitled to three (3) days of personal business or emergency leave without loss of pay for matters which cannot be handled during the non-school day or hours, or for compelling personal reasons. Part-time teachers shall receive personal business leave on a pro rata basis.

The Principal should be notified five (5) days prior to the use of the personal leave day. It is recognized that in isolated cases, an emergency might arise that would limit this stipulation to a shorter period of notification time. Personal business days will be approved only when a qualified substitute teacher can be obtained for the teacher requesting the personal leave day.

Personal leave cannot be used in increments of less than one-half (½) day at a time.

These days are exclusive of the annual allotment of sick leave. Personal business days are not cumulative. Unused personal days annually are converted to sick days which accumulate.

Personal business days may not be granted during the first five (5) teacher employment days or on the days immediately preceding or following a school vacation, holiday or recess period, provided that this restriction shall not apply to recognized religious holidays or for emergencies approved at the discretion of the Superintendent. No more than four (4) teachers in the District may use personal leave on the same day. However, in the event an emergency exists an exception may be made by the Superintendent.

5. BEREAVEMENT

A teacher is granted three (3) days of absence due to a death in the immediate family without loss of salary nor use of sick leave benefits for the purpose of attending services provided the teacher provides proof of such service. Part-time teachers shall receive leave on a pro rata basis. Any additional days requested for this purpose will be deducted from the teacher's accumulated sick leave. Immediate family, for the purpose of this section shall include child, step-child, spouse, parent, step-parent, sister, brother, in-laws, grandparents, and blood relations residing in the home.

B. UNPAID LEAVE / LEAVE OF ABSENCE WITHOUT PAY

During the life of this contract, one (1) leave of absence without pay shall be granted to any tenured teacher upon application to the Board of Education. The leave of absence shall not

exceed the balance of the school year in which it commences. No more than two (2) teachers from each building shall be granted such leave at the same time.

A teacher shall provide the Superintendent an advanced notice of at least thirty (30) calendar days prior to the date the leave is supposed to commence, provided the leave is foreseeable. In addition, the teacher shall provide written notice of their intent to return to work on or before February 1 of the leave. Any leave commencing after February 1 should include in the request an intent to return the following year. Failure to submit the written intent to return will constitute the teacher's resignation from the district effective the final day of the current school year.

Such leave shall be granted without loss of tenure. Unused accumulated sick leave, if any, shall be restored upon the teacher's return to duty. Benefits will not be provided at cost to the district during the period of unpaid leave. Upon return, a teacher on leave will be restored to a position for which he or she is certified.

The teacher requesting leave must work 120 days of the school year by working the actual days to advance on the salary schedule. A teacher who has worked less than that amount of time during the school year the leave commenced shall be restored to the same step of the salary schedule that he/she held at the time of the leave

If teacher wishes to return prior to the initially requested return date, he/she shall apply to the Superintendent to do so.

C. FAMILY MEDICAL LEAVE ACT

Pursuant to the provisions of the federal Family Medical Leave Act, eligible employees may use Paid or Unpaid Leave, for up to twelve (12) weeks, each fiscal year, beginning July 1 and ending June 30 of the next year. Days accrued prior to the FMLA period are available for use toward FMLA.

FMLA may impact movement toward tenure as state legislation indicated teachers must work 120 days to advance toward tenure.

ARTICLE X

GRIEVANCE PROCEDURE

A. DEFINITIONS - A GRIEVANCE SHALL BE:

Any claim by a teacher, group of teachers or the TAB on behalf of some named teacher(s) that there has been a violation, misrepresentation, misapplication of the terms of this Agreement.

The written information contained in the filed grievance shall include:

1. A description of the specific grounds of the grievance, including names, dates, and places necessary for complete understanding of the grievance;

2. A listing of the provisions of the Agreement which are alleged to have been violated, misrepresented, or misapplied;
3. A listing of the specific actions requested of the Administration which will remedy the grievance.

All the time limits consist of school days. When a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall consist of all weekdays.

In the event that a grievance is filed by a group of teachers (2 or more) and subsequently only one grievant continues to be a named party to the grievance, the grievance shall proceed as an individual grievance.

B. PROCEDURES

Any teacher may at any time present grievances to the Administration without the intervention of TAB, provided TAB has been given the opportunity to be present at all meetings beyond the building level.

Any grievance must be filed twenty (20) days from the time of the original occurrence.

The failure of a teacher or TAB to act within the time limits will prevent any further appeal; and an Administrator's failure to render a written decision (except at the informal conference level), or meet within the time limits set forth shall permit the teacher(s) or TAB to proceed to the next step. Time limits may be extended only by mutual written agreement between the Superintendent and the teacher or TAB.

Any step in the grievance procedure, with the exception of arbitration, may be bypassed by the mutual written agreement of the Superintendent and the teacher TAB.

A grievance may be withdrawn at any level without establishing precedent.

Hearings and conferences held under this procedure shall be conducted by mutual consent.

If no written decision has been rendered within the timelines specified in this Article, then the grievance may automatically be processed to the next step.

C. INFORMAL CONFERENCE

The parties hereto acknowledge that it usually is most desirable for a teacher and the teacher's immediately involved Supervisor to resolve problems through free and informal communications. When requested by the teacher, a TAB representative may accompany the teacher to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the teacher, a grievance may be processed as follows:

D. STEPS OF THE GRIEVANCE PROCESS

The required forms to complete all steps in the grievance process are available electronically from the Superintendent or Presidents. Sample forms are provided within the bargaining agreement.

STEP I

The teacher or TAB shall present the grievance in writing, on the specified form to the immediately involved Supervisor, who will arrange for a meeting to take place within five (5) school days after receipt of the grievance. A copy of the written grievance is to be given to the Superintendent on the same date and by the same means of transmission as provided to the involved Supervisor. TAB's representative, the grievant, and the immediately involved Supervisor shall be present for the meeting.

The Principal shall make a decision, including the reason, and communicate it in writing within five (5) school days after the meeting to the teacher, the Superintendent, and TAB.

STEP II

In the event a grievance has not been satisfactorily resolved at the first step, the aggrieved teacher and his/her TAB representative will file within five (5) school days of the receipt of the written decision or answer at the first step a letter to the Superintendent requesting a meeting.

Within five (5) school days after such written grievance is received by the Superintendent, the grievant, the Principal, and the Superintendent will meet to resolve the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. The Superintendent will file an answer within five (5) school days of the second-step grievance meeting and will communicate it in writing to the grievant, Principal, and TAB President(s). The (5) five-day period may be extended due to unforeseen circumstances with mutual agreement by both parties.

STEP III

In the event the grievance is not settled at the Superintendent's level, TAB shall have the right to appeal such grievance to the Board of Education by filing a written request for review within ten (10) school days following the receipt of the Superintendent's response or ten (10) days following the date on which the Superintendent was required to respond. At the option of the Board of Education, it may decide to hear the appeal or it may designate one of its members as a hearing officer to hear the appeal and report to the entire Board. In any event, however, the Board shall decide the grievance no later than forty (40) calendar days after receipt of the request of an appeal.

STEP IV

If the grievance is not resolved satisfactorily to the grievant and TAB after the third step, TAB may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the Administrator of the proceedings.

TAB may submit in writing, within fifteen (15) days of the Board's decision, a request to enter into such arbitration. If a demand for arbitration is not filed with the American Arbitration Association within fifteen (15) days of the date of TAB's receipt of the Board's decision of the Step III answer, then the grievance shall be deemed withdrawn.

Neither the Board, nor TAB shall be permitted to present documentary evidence before the

arbitrator; which was not previously disclosed, to the other party.

The arbitrator shall have no power to ignore, add to, modify, or alter the terms of this Agreement.

The fees and the expenses of the arbitrator shall be shared equally by the Board and TAB. Any legal expenses incurred will be paid by the party engaging the legal counsel.

The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall base the decision solely upon his/her interpretation of the meaning or application of the specific terms of agreement to the facts of the grievance presented.

A sample grievance report form is attached as Appendix A.

ARTICLE XI

COMPENSATION AND FRINGE BENEFITS

A. COMPENSATION

The compensation period is September 1 – August 31. A teacher's annual salary is paid over 365 days with two pay periods per month. A teacher's compensation shall be reduced proportionally (1/180) if the amount of time (irrespective of paid leave) worked by a teacher is less than 180 days. A teacher who works 120 school days will be credited for a full year of employment for purposes of salary advancement.

B. BASE SALARY AND YEARLY ADVANCEMENTS

The base salary shall be defined as the amount of compensation paid as determined by the formula for compensation, absent stipend(s) in any contract year.

Each teacher receives the same percentage increase of their base salary. The base salary increases for each of the years of this agreement will be 3%.

C. ADDITIONAL CONDITIONS

No newly employed teacher will make more than a currently employed teacher who has the same level of experience and education. The Board has the discretion to compensate newly employed teachers for their prior teaching experience up to an amount not to exceed that paid to currently employed teachers with similar experience. A list containing the names and salaries of each teacher shall be provided to the TAB President(s) no later than September 15th of each year.

Any teacher who has been A) Employed by the district for ten (10) years and has not completed their first lane movement or B) employed by the district for 15 years and has not obtained a Masters degree will only receive 50% of the scheduled base salary increase.

D. INITIAL TEACHER PLACEMENT SCHEDULE

The Board has the discretion to compensate newly employed teachers for their prior teaching experience up to an amount not to exceed that paid to currently employed teachers with similar experience.

No newly employed teacher will make more than a currently employed teacher who has the same level of experience and education.

The Initial Teacher Placement schedule shall increase annually by 75% of the salary increase established in paragraph A. The 2018-2019 Initial Teacher Placement Schedule is:

Credited Years	BA	BA15	BA30	MA	MA15	MA30
0	43,512	44,826	46,142	47,455	48,770	50,084
1	44,082	45,413	46,746	48,077	49,409	50,740
2	45,246	46,664	48,082	49,501	50,920	52,237
3	46,375	47,884	49,395	50,906	52,417	53,926
4	47,458	49,066	50,674	52,284	53,893	55,501
5	48,584	50,354	52,123	54,214	55,902	57,512

E. EXTRA-DUTY STIPENDS

All extra-duty stipends must be approved by the first scheduled Board meeting in August. The Board shall publish to the teachers all approved extra duty stipends within seven days of the Board’s approval. The classification of extra duty stipends is attached as Appendix B.

F. HEALTH/MAJOR MEDICAL AND DENTAL INSURANCE

For this Agreement, the Board of Education shall provide coverage for teachers in an amount not to exceed the following:

Medical single coverage PPO	85% of premium cost to the district
Medical HMO	100% of cost to the district for single coverage (2018-2019, 2019-2020, 2020-2021) 90% of single coverage (2021-2022) 85% of single coverage (2022-2023)
Medical family PPO and HMO	the equivalent of single coverage
Dental Coverage	100% of premium for single coverage.

In lieu of receiving single health insurance benefits and to the extent permitted by law, a teacher may elect to participate in a Board-funded health reimbursement arrangement (HRA) established pursuant to Sections 105 and 213(d) of the Internal Revenue Code. The Board shall reimburse any teacher who elects to participate in this program up to \$1,000 annually (July 1st –June 30th) for the teacher’s own qualified medical expenses or the qualified medical expenses of the teacher’s spouse and/or dependents. To qualify for the reimbursement, the teacher must provide proof of coverage under another health insurance plan and must submit appropriate substantiation of all medical claims. Teachers who elect the HRA and then join the District's health plan on or before December 31st, due to a qualifying event as defined in the insurance plan document, must reimburse the district the actual amount reimbursed. Teachers who elect the HRA and then join the District's health plan on or after January 1st due to a qualifying event as defined in the insurance plan document, shall not have to reimburse any amount disbursed. Teachers shall not have the option to receive cash instead of health reimbursement.

G. INSURANCE COMMITTEE

An insurance committee may be formed to review the district insurance plan(s) in terms of existing coverage and benefits and to consider possible alternatives and cost containment measures. The committee shall be composed of two (2) representatives selected by TAB and one (1) Administrator selected by the Superintendent. In addition, two (2) representatives from any other collective bargaining unit in the district shall be invited to participate on the committee. The committee shall convene upon request by either TAB or the Superintendent or by the written request of the Board. The committee’s recommendations shall be given in writing to the Superintendent and the Board of Education as well as to each President(s) of each employee group. Final decisions regarding any changes in the district’s insurance plan(s) are at the sole discretion of the Board.

A teacher must request in writing whether insurance premiums for family coverage are to be deducted from his/her salary.

Teachers on leave of absence, who wish to do so, may remain on the District group plan providing they pay their own individual or family monthly premiums.

Teachers retiring before the age of 65, and who are eligible for a state teachers' retirement pension, may remain on the District individual or family insurance plans at the employee's expense.

Participation in said group insurance plans shall be subject to reasonable enrollment and other requirements of the insurance carrier.

H. LIFE INSURANCE

The District will provide, at no charge to the teacher, a \$50,000 term life insurance policy, as defined by the carrier, with a possible age reduction plan.

The District will provide, at no charge to the teacher, accidental death and dismemberment insurance.

Participation in said group insurance plan shall be subject to reasonable enrollment and other requirements of the insurance carriers.

I. FLEXIBLE BENEFIT PLAN

1. The Board shall maintain a cafeteria plan, which meets the requirements of Sections 125 of the Internal Revenue Code. If at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
2. A teacher may annually elect to participate by choosing to receive benefits in any plan year. The amount elected shall be deducted from the teacher's compensation. The initial plan year shall commence annually on September 1st, and end annually on August 31st. Prior to the beginning day of the plan year, each teacher shall, in writing designate the benefit elected for the year for each of the following:
 - a. Premiums for health and major medical insurance, single or dependent coverage, to the extent such premiums are not paid by the Board.
 - b. Premiums for dental insurance, single, or dependent coverage, to the extent such premium are not paid by the Board.
 - c. Premiums for life insurance, to the extent such premiums are not paid by the Board.
3. The amounts designated may not be changed during the plan year except if there is a change in family status or other circumstances provided in the Treasury Regulations.
4. The dollar total of the designated benefits elected pursuant to the plan will be deducted in equal amounts from the teacher's salary payments during the plan year.
5. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable.

J. RETIREMENT

Any teacher who has served District #95 for at least ten years of full-time service will be provided a post-retirement payment of \$1,250 per year for each year of employment within District #95, not to exceed \$25,000.

A teacher may participate in the voluntary retirement program provided he/she meets the following conditions:

1. Has reached or will reach the required age for Tier 1 or Tier 2 annuitants or who has at least thirty-five (35) years of creditable service in TRS as of the date of retirement from the district.
2. Does not require payment to be made by the Board of Education to TRS.
3. Has at least ten (10) years of full-time certified teaching experience in Brookfield-LaGrange Park District #95.

4. Provides an irrevocable notice of intent to retire to the Superintendent no later than August 1, of the school year two years prior to the school year they are eligible to retire, indicating that termination will occur on the last day of that school year.

The teacher’s retirement shall occur no later than June 30, 2025.

The Board of Education shall limit eligibility to those full-time certified teachers who have met the conditions above, pay the employee a base salary increase of 5% in each of the final two years of service, which will be reported to TRS, and retain the right to limit this benefit to a maximum of five (5) full-time teachers, per year, if desired.

K. TUITION REIMBURSEMENT

Prior approval of courses is to be obtained from the Superintendent or his/her designee.

1. Submission of the Tuition Reimbursement form shall be submitted no earlier than thirty (30) days of beginning the course work.
2. All courses should be graduate level courses from an accredited university or college. Undergraduate level courses the purpose of obtaining additional endorsement(s) or to comply with State mandates may be at the undergraduate level as approved by the Superintendent.
3. Upon completion of coursework, with a minimum of a B, teacher must submit grade report and proof of payment to the Superintendent or his designee within 90 days of completion of the course work. Reimbursement will occur following the next regularly scheduled Board meeting.
4. Reimbursement will be 50% of each credit hour not to exceed \$40,000 in any given school year for all approved coursework.

L. LANE ADVANCEMENT

1. Annually by February 1 teachers must submit the Lane Advancement form to qualify for a salary adjustment effective September 1 of the following year.
2. The Lane Advancement form must be accompanied by a transcript(s) confirming completion of the hours.
3. Lane advancements and salary adjustments are as follows:

BA and MA lane advancements are added to the base salary to formulate the total base salary. A teacher with prior hours to a MA degree will be placed at MA 0 once obtaining a MA degree.

BA +15	MA	MA +15	MA +30	MA +45
\$1000	\$3500	\$2000	\$3000	\$2500

4. A teacher who receives National Board Certification will be entitled to \$1,000 base salary increase providing proof of certification by February 1 to be applied to the September 1 salary of the following year.
5. The September 1 salary will be calculated by first adding the salary adjustment and then by applying the annual salary increase percentage.

ARTICLE XII

EFFECT OF AGREEMENT AND DURATION

A. 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.

B. SAVINGS CLAUSE

If any Article, Section, or Provision of this Agreement be declared illegal or unenforceable by a court of competent jurisdiction, said Article, Section, or Provision shall be automatically deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections, and Provision shall remain in full force and effect for the duration of the Agreement if not affected by the deleted Article, Section, or Provision.

C. NO STRIKE CLAUSE

No teacher covered by this Agreement, nor TAB, nor any person acting on behalf of the TAB shall ever, during the period of this Agreement, directly or indirectly, engage in or assist in any work stoppage, or engage in any activity, which would disrupt in any manner the operation of the school during the term of this Agreement.

D. DURATION

This Agreement shall be effective May 25, 2018 and continue in effect until the last day before the first (1st) day of school in 2019.

This contract was signed on the _____th day of _____ 2018.

BOARD OF EDUCATION

TEACHERS' ASSOCIATION OF BROOKFIELD

President

President

SAMPLE GRIEVANCE REPORT FORM

Appendix A

STEP I

Distribution of form to:

1. Superintendent
2. Principal/Supervisor
3. TAB
4. Grievant

Date Filed:

Name of Grievant

Building Assignment_____

- A. Date cause of Grievance occurred:
- B. Statement of Grievance:
- C. Applicable provision of the Contract:
- D. Relief Sought:

Signature of Grievant

Date

Disposition of Principal

Signature of Principal

Date

STEP II

Date Received by Superintendent:

Disposition of Superintendent:

Signature of Superintendent

Date

STEP III

Date Submitted to Board of Education:

Disposition of Board of Education:

Signature of Board President

Date

STEP IV

Date Submitted to Arbitration:

Disposition and Award of Arbitrator:

Signature of Arbitrator

Date

APPENDIX B - STIPEND SCHEDULE

Assignments for all extra-duty positions paid hereunder shall be voluntary. Stipends listed in Categories 1,2, 3 and 8 may be directly filled by Administrative appointment. At no time will stipends listed in categories 1, 2, 3, and 8 be appointed to a non-bargaining unit member. Stipends not administratively appointed in categories 1, 2, 3, and 8 and all other stipends will be applied for in writing when a vacancy exists. A vacancy will exist when (1) a stipend position holder resigns or (2) the administration chooses to replace the stipend holder. The superintendent or designee shall post all vacancies, and shall solicit applicants for the same from the bargaining unit. The superintendent or designee will determine immediate vacancies no later than May 15 of the proceeding academic year. Vacancies may be filled May 16 of the preceding year through the day the activity is to begin. If a vacancy comes available after May 15, it will be posted the no later than the first day of student attendance.

The Building Administrator shall select applicants for the positions in their respective buildings. In the event more than one teacher applies for any one position, the Administration shall select any teacher from the list of applicants, without challenge or review of such selection. Candidates will be based on best-qualified person, not necessarily seniority.

In the event the Administration rejects a single applicant, the teacher affected by such choice shall be given notice of rejection in writing stating the reason(s) for the same.

In the event that positions are not filled as outlined in the agreement, they can be awarded to the most qualified party regardless of whether or not he or she is a district employee, and at a rate, if applicable, that does not exceed the agreed to stipend. Administration will make every attempt to fill the positions.

Any employee paid a stipend and the Administration will do a joint assessment of the program, including the number of hours spent and the number of students served.

The Board of Education shall review and approve all stipend positions annually at a regular board meeting.

STIPEND CATEGORIES/DESCRIPTIONS

For the 2018-2019 school year, the stipend amounts are listed within the collective bargaining agreement. For the remaining years of the collective bargaining agreement, the stipend amounts for each category will increase at the rate of 3% annually.

Category 1: Academic Support Interventionists

\$3000

General Description: District 95 understands that extending learning opportunities outside the school day is beneficial for certain students. Providing students access to additional instructional services in conjunction with their regular education experience, when needed, is facilitated through Academic Support. This is an instructional position that will require the Academic Support Interventionists to plan, instruct, reteach, implement specifically designed instructional programming, evaluate student progress, provide reporting to parents and administrators, and/or provide academic guidance. The superintendent or designee will determine the Academic Support groups and the required instructional support/intervention.

Academic Support persons shall:

- Meet with groups of students not to exceed 10 students.
- Meet a minimum of 75 hours of student contact time outside the academic day.
- Assure that students have an environment conducive to learning.
- Take attendance daily so that student consistency may be observed.
- Provide the academic support/intervention determined for each group.
- Evaluate and monitor student progress.
- Communicate with teams, parents, and administrators student progress to determine eligibility and/or dismissal from the academic support program.
- Other duties as assigned by the superintendent or designee.

The allocation of Academic Support Interventionists is as follows:

Brook Park: 8

SEG: 6

Category 2: Team Leaders

\$2300

General Description: The team leader works primarily with the building principal serving as a liaison to the larger teacher group by communicating general information relative to processes, procedures, district initiatives, etc. and serves as a member of a "think-tank". The team leader is responsible to organize and direct team meetings, frequency as determined by administration and within contractual time allotted, as well as serve as the responsible party to school level initiatives.

Team Leaders shall:

- Meet regularly with the Principal or designee to understand and provide input to processes, procedures, district's initiatives, and general information.
- Act as liaison between each team and the Principal or designee.
- Facilitate co-operative functioning of team members.
- Act as the official mentor of new teachers on their team.

- Be first in the chain of command regarding questions of policy or procedure.
- Function as a lead organizer of building level initiatives.
- Other duties as assigned by the superintendent or designee.

The allocation of Team Leaders is as follows:

Brook Park: 9
 SEG: 4

Category 3: Lunchroom Supervisor

\$2000

General Description: The lunchroom supervisor has general supervisory responsibilities during a student lunch period.

The lunchroom supervisor shall:

- Supervise the assigned lunch period daily providing general guidance to students.
- Supervise during an assigned plan or teacher lunch period.
- When necessary facilitate the flow of the serving of lunch.
- Other duties as assigned by the superintendent or designee.

The allocation for Lunchroom Supervisor is as follows:

SEG: 6

Category 4: Performance Arts

\$2100

General Description: The performing arts are instructional positions, which require the teaching of specific skills necessary for student success in the arts. Students will demonstrate proficiency through various modes including, but not limited to concerts, competitions, rehearsals, practices, and performances. The number of positions will be commensurate with students participating.

Directors of the performance arts will:

- Hold auditions or evaluations when necessary.
- Communicate to participants and parents the expectations and purpose of the activity, as well as the schedule for the activity.
- Conduct meetings outside the student academic day.
- Provide all coordination and implementation of performances or contests
- Must have a minimum of 10 students per group per position.
- Must meet a minimum of 45 hours throughout the academic year.
- A minimum of one concert or performance is conducted outside the school day.
- Other duties as assigned by the superintendent or designee.

SEG:

Chamber Choir	6-8 Grades
Jazz Band	6-8 Grades
Jazz Ensemble	6-8 Grades
Middle School Performance (2)	6-8 Grades
Speech and Drama (2)	6-8 Grades

BP:	
Brook Park Band	5 th Grade
Summer Band	4-5 Grades

Category 5: Athletics

\$3000

General Description: District 95 athletic teams participate in the Salt Creek Valley Conference. General rules and regulations exist within the conference by-laws that serve to govern the athletic teams. In the event that an athletic team is established that participates outside the Salt Creek Valley Conference, that team will adhere to the regulatory guidelines of its local conference or default to the IESA guidelines.

In order to provide for optimal student success coaches shall:

- When necessary, conduct try-outs or participant evaluations.
- Engage athletes at least 4 times per week in practice or competition during season.
- Assure physicals are on record before allowing players to participate.
- Keep record of player uniforms and equipment.
- When necessary help to schedule non-conference games.
- Know and understand conference by-laws and regulations.
- Provide regular communication to parents.
- Other duties as assigned by the superintendent or designee.

SEG:

Soccer	7 th Grade
Soccer	8 th Grade
Girls' Volleyball	7 th Grade
Girls' Volleyball	8 th Grade
Boys' Volleyball	7 th Grade
Boys' Volleyball	8 th Grade
Girls' Basketball	7 th Grade
Girls' Basketball	8 th Grade
Boys' Basketball	7 th Grade
Boys' Basketball	8 th Grade
Cheerleading	7 th Grade
Cheerleading	8 th Grade
Cross Country (2)	6-8 Grades

Category 6: Outdoor Education – 6th Grade

- (A) Outdoor Education Coordinator- \$850
- (B) Outdoor Education Supervisor- \$850

General Description: Outdoor education for 6th grade students is an instructional experience designed to provide students with a unique opportunity to participate in a variety of activities that promote teamwork and self worth. This experience is conducted over 3 continuous school days and

requires overnight attendance. Sixth grade teachers will have priority to serve as Outdoor Education Supervisors, although the experience of other grade level teachers will be taken under consideration. The District reserves the right to not offer this stipend position in any given year.

The Outdoor Education Coordinator (1 position) shall:

- Make all necessary arrangements and reservations with the camp.
- Collect all necessary permission forms and medical release forms.
- Conduct all parent, student, and supervisor meetings as necessary.
- Coordinate with the school nurse all distribution of required medications.
- Collect and account for all fees.
- Coordinate all necessary transportation.
- Coordinate and develop the student groupings for the days' activities.
- Coordinate and plan all lodging arrangements.
- Plan, develop, and schedule the instructional activities for the outing.
- Act as administrative liaison for the trip.
- Other duties as assigned by the superintendent or designee.

The Outdoor Education Supervisors (ratio of 1 per 10 students) shall:

- Lead the students through organized activities providing instruction and direction when necessary.
- Supervise the students during unstructured activity, meals, and evening events.
- Other duties as assigned by the superintendent or designee.

Category 7: Extracurricular Opportunities

\$600

General Description: District 95 recognizes the value of student participation in organized activity directed by adults. The purpose of the extra curricular offerings is to engage as many students as possible, allowing equal access for all students. As such, extra curricular offerings shall be designed and programmed to provide opportunities that maximize the number of students that may participate in any one given activity which may be age or grade exclusive. Given the nature of student interest changing from year to year, the type of extracurricular offerings must also vary from year to year to ensure student interests are met. To that end, extracurricular offerings are not defined by a specific title, but, rather, illustrated as positions available to develop extracurricular opportunities for students. The specific extracurricular offerings will be determined no later than August 15 for fall programs and December 15 for winter/spring programs. Teachers wishing to hold a club will indicate on the Club Intent Form, the maximum number they feel appropriate for that club based on instructional scope, safety and supervision. No club will run with less than 10 participants. The District retains the right to determine the appropriate maximum number of students based on the input provided on the Club Intent Form.

Extracurricular instructors will:

- Hold a minimum of ten (10) hours of student contact time.
- Provide written communication to parents relative to the activity.
- Be conducted outside the student academic day.
- Other duties as assigned by the superintendent or designee.

Unlimited activities may be offered each year.

Category 8: Summer School Teacher

\$35 per hour

- A) This rate is inclusive of all planning time necessary to effectively conduct the course.
- B) Any professional development required, as a prerequisite to the teaching of a course, will be paid at the rate defined in Category 8.
- C) When deemed appropriate by administration, a summer school teacher may be compensated for expenses.

General Description: Summer school programs vary in instructional intensity. Some programs are designed to provide specific instructional intervention while others are designed to allow students to explore personal interests. Some summer school programs will require the teacher to engage students in a specific intervention program or district level instructional curriculum while other teachers will design their own instruction and activities. The length of summer school sessions and the number of class offerings may vary. Summer school classes may be canceled due to low enrollment.

Summer School Teachers will:

- When necessary, provide course proposals to the administration
- Be prepared to utilize an existing instructional program or individually created program participating in professional development when necessary.
- If necessary, provide information to students and parents about course offerings.
- Perform all duties naturally akin to the role of classroom teacher including, but not limited to: planning, discipline, ordering supplies, taking attendance, monitoring student progress, and communicating with parents.
- Supervise students during breaks and transitions.

Category 9: Committee Work

\$35 per hour

General Description: District 95 values teachers conducting certain committee work outside the school day. Examples of this committee work range from specific curricular development to district level committees (i.e. the development of a standards based report card). The work is completed outside the academic day and may include work on weekends or over the summer break. The superintendent or designee develops these committees.

Committee work generally consists of:

- Developing curriculum and/or instructional related projects.
- Developing building level initiatives.
- Developing district level initiatives.

Category 10: Professional Development Projects

\$1000

The intent of the professional development project is to allow for teachers to engage in rigorous, meaningful work towards a goal that supports the overall mission and vision of the District. Typically, a teacher's work will not only support their own professional growth, but further the professional growth of other teachers or support school-wide learning. A professional development project eligible may include one or more of the following characteristics or qualities:

1. district, state or national presentations by the teacher;
2. facilitation of a district committee by the teacher;
3. development and implementation of new academic or social and emotional programs by the teacher; or
4. extensions of current curriculum that provide extended learning opportunities for students.

Up to five (5) projects may be funded annually at the discretion of the superintendent.

If the building Principal approves the project then they shall submit their goal to the Superintendent for a request for approval by May 15th of the prior year. If the Superintendent denies a request for approval the teacher shall have the right to appeal the Superintendent's decision to the Teacher Evaluation Committee. The Teacher Evaluation Committee must present its decision to the Board of Education to support the applicant or to support the Superintendent's decision no later than September 15th of the calendar year in which the denial occurred. The Board will have the sole right and ability to accept or reject the Teacher Evaluation Committee's recommendation.