

**PROFESSIONAL AGREEMENT  
BETWEEN**

**GENESE0 EDUCATION ASSOCIATION**

**AND**

**GENESE0 CUSD #228  
BOARD OF EDUCATION**

**2006-2010**

Article I

RECOGNITION

1.1 Employee Negotiating Agreement

The Board of Education of School District No. 228, Henry County, Illinois (hereinafter referred to as the "Board") recognizes the Geneseo Education Association (hereinafter referred to as the "Association") affiliated with the Illinois Education Association and the National Education Association as the sole and exclusive negotiating agent for all regularly employed full-time and part-time certificated personnel except the Superintendent, District Office Administration, Principals, Assistant Principals and Substitutes, except for those substitutes who work more than 100 consecutive days (2.13).

1.2 Teacher Definition

The term "teacher" as used in this agreement, shall refer to all employees represented by the Association in the negotiating unit as set forth in the preceding paragraph.

## Article II

### EMPLOYEE AND ASSOCIATION RIGHTS

#### 2.1 Right to Organize and Participate

Teachers shall have the right to organize, join and assist the Association and participate in professional negotiations with the Board through representatives of their own choosing.

#### 2.2 Right of Representation

When a teacher is required to appear before the Board or before any Board committee concerning any matter which could directly affect the continuation of that teacher in his/her employment, except in an emergency, the teacher shall be given 24 hours prior notice of the reasons for such meeting or interview and the teacher shall be notified of his or her right to have a representative of the Association present to represent him or her during such meeting or interview. The teacher is responsible for arranging for the representation if so desired.

When the dismissal or suspension of a teacher is to be formally discussed with the teacher at a conference called by any school administrator, the teacher shall be given reasonable prior notice of the conference and shall be notified of the right to be accompanied by a representative of his/her choice to act as an observer. The teacher is responsible for arranging for the representation if so desired. This provision as respects administrative conferences shall not apply to casual interaction between administrators and teachers, nor conferences pursuant to the normal, routine evaluation procedure of the District.

No final disciplinary action shall be initiated against a teacher as a result of a complaint until the teacher has been notified of the complaint. Notification shall take place through an administrative-teacher conference. The teacher may request the presence of a representative of the Association at such a conference. In all instances, if the employee chooses no representation, the employee will sign off on their right to representation.

#### 2.3 Personnel File - Review

Each teacher shall have the right, upon request, to review the contents of his/her personnel file. A representative of the Association may be present during the examination of the file if requested by the employee. Such review may be by appointment during normal office, business hours (but not including the times when teachers have instructional responsibility) and in the presence of an employee of the Board. Nothing may be removed from the file. The right of review does not extend to college placement or credentials, files or evaluations by colleges or previous employers.

#### 2.4 Payroll Deductions of Professional Dues

The Board agrees to assist the Association in the collection of professional dues in the following manner:

- a. The Association will secure from its members a written authorization for the Board to deduct ten (10) installments, one each month, for dues as designated on said form to the GEA-IEA-NEA.
- b. Such authorization shall not be revocable for a period that is the lesser of one (1) year or the remainder of the term of this agreement.

- c. The District will make one check payable to the GEA each month; September through June.
- d. In the event the GEA members wish to make the entire payment at one time, or by any arrangement other than provided here, the GEA will have the member make payments directly to the GEA and not involve the Board.
- e. The GEA agrees to assume the entire responsibility for securing the authorization of its members for the deductions mentioned in the paragraphs above and present the signed authorization cards to the Board of Education no later than September 15.
- f. The Board agrees to present to the Association a check for all dues collected from the members no later than twenty (20) days after the issuance of the paychecks.
- g. The Association shall indemnify and hold harmless the Board from any and all claims, demand suits and costs incurred in connection with any such claim, demand or suit resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this paragraph.

## 2.5 Meetings, Notices, and General Information

The Association shall have the right to use school buildings during non-school hours to conduct local Association meetings providing notice is given to the building principal at least twenty-four (24) hours in advance. Use of the school building shall not interfere with or interrupt normal school operation or other uses previously committed. When special custodial services are required, the Board may make a reasonable charge for this service.

The Association shall have the right to use the existing inter-school district facilities and teachers' mailboxes for a reasonable quantity of Association materials, provided that such material shall be properly identified as official Association publications and a copy thereof provided to a district administrator. The Association building representative shall be responsible for distributing such materials in each of the teachers' mailboxes.

The Association shall have a right to use a bulletin board located in each faculty room for posting official Association notices.

The appropriate Association members, designated by the Association, shall have the right to use on-site district typewriters, duplicating equipment, audiovisual equipment and computers. The Association shall pay the cost for all materials and supplies and the costs of repairs incident to such use.

## 2.6 Association Announcements

Announcements of Association business which have no impact on the student body, may be read over the intercom system in each school building having an intercom system. Such announcements shall be made at the time regularly scheduled for announcements in each building and may be placed upon the appropriate G.E.A. bulletin board. Any announcements over the intercom shall receive prior approval of the principal.

2.7 Association Meetings - Released Time

The Board and the Association shall agree upon calendar dates for at least three (3) Association meetings. The President of the Association shall provide the Superintendent with a written list of proposed dates not later than August 15 of each school year. Early release time of forty-five (45) minutes will be provided for GEA members so that all Association members may attend.

2.8 Association Leave

The Board will allow fifteen (15) Association leave days per year, not to exceed four (4) persons per day. They shall be excused without loss of salary for such purpose providing the Association reimburses the district for the cost of the substitutes and that the frequency of excused leave does not impair the quality of classroom instruction.

2.9 Board Meetings - Notification

The President of the Association shall be given notice of any regular or special meeting of the Board of Education prior to such meeting. A copy of the tentative agenda shall be made available to the Association President.

2.10 Board Minutes - Association Copies

A copy of the approved Board minutes shall be made available to the President of the Association and his/her designee at the time they are distributed to the Board members.

2.11 School Calendar

The Board shall have the sole authority to establish the school calendar. The Association, through the office of President, may submit recommendations as to the development of the calendar. The decision of the Board shall be final.

2.12 Fair Share Agreement

1. Each bargaining unit member shall join the Association or pay a fair share fee not to exceed the amount of dues uniformly required of Association members. Such fair share fee payment shall be deducted by the employer from the earnings of the non-member employees and paid to the exclusive representative.

The Association and the Board agree that any person hired to substitute for a period that exceeds 100 consecutive school days shall be a part of the fair-share agreement and the Board will deduct pro-rata membership dues from the substitutes pay. (See Section 1.1)

In addition, the Board agrees to notify the Association in writing when a teacher agrees to an approved leave of absence and whether or not the substitute teacher qualifies to be a part of the fair-share agreement. Pro-rata dues will be deducted for leaves of less than a full year.

2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Employer shall deduct the fair share fee from the wages of the non-member.

3. The Employer shall pay such fee to the Association no later than twenty (20) days following deduction.
4. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
  - (a) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
  - (b) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
5. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.
  - (a) It is expressly understood that this saves 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 misconduct by the Employer, or the Employer's failure to comply with the rules and regulations of the Illinois Educational Labor Relations Board.
6. Any objections to the amount of the fair share fee shall be made according to the rules and regulations of the Illinois Educational Labor Relations Board.
7. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable nonreligious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Regulations Board (See Page 23, "Religious Dissenters").

Article III  
PROFESSIONAL QUALIFICATIONS AND ASSIGNMENT

3.1 Teacher Notification of Assignments

Written notice of a teacher's tentative assignment for the forthcoming school year shall be sent to the teacher no later than August 1. Nothing herein shall be construed to limit the right to transfer a teacher to a position he/she is qualified to fill if the administration in its sole discretion deems it necessary. In the event that such transfer is not acceptable to the teacher, the teacher shall be allowed to resign.

3.2 Supplemental Jobs

Supplemental Jobs that are set forth in Appendix B-1 and Appendix B-2 and are defined within this Agreement shall be made with the mutual consent of the teacher and administration. Actively employed teachers of District #228 who make an application will be given first consideration. The administration may exercise its option and make the assignment to a person outside the teaching staff.

Those stipends that are listed in Appendix B-1 and Appendix B-2 and are not specified as "Head Coaches Decision" may be split among two or more people provided that there is mutual agreement between the employees involved, the G.E.A. and the Board.

3.3 Payroll Procedure

Supplemental pay shall be paid in the paycheck each pay period. All payroll will be direct deposit and payroll information will be available online. If no online service is available, payroll information will be provided in paper form.

3.4 Department Chairperson Appointment

If a vacancy occurs in the position designated as chairperson of any department, the members of the department may recommend to the administration a candidate from amongst the members of the department to fill the position. The vacancy notice will be electronically posted and a copy will be sent to the GEA President. The Board of Education or its designee shall have the final authority to select the chairperson of any department.

3.5 Teaching Assignments

District personnel may participate together with the administration in the preparation of the teaching schedule. The final acceptance and approval of a proposed teaching schedule shall be at the sole discretion of the district administration.

3.6 Planning Periods - Elementary Teachers

Full-time elementary classroom teachers may under normal circumstances, use for preparation and other professional responsibilities the following time amounts based upon the grade level assigned.

The Board of Education agrees to provide 240 minutes per week for teachers in grades K-5, for preparation and other professional responsibilities. Each teacher will be given at least one thirty

minute planning time per day and the minutes will be divided in no less than thirty minute increments.

Elementary teachers who are administratively directed to give up 30 (thirty) minutes of planning time to substitute shall be compensated at a rate of \$20.00 per hour or any portion thereof.

Teachers will remain in the building during their planning time, unless they have notified their building administration or designee of their need to leave.

### 3.7 Planning Periods - Secondary Teachers

Full-time middle and high school teachers may have at least two (2) administratively scheduled periods each day to use for preparation and other professional responsibilities. This provision is not applicable to teachers who are assigned additional class periods or assigned to study hall supervision. Teachers will remain in the building during their planning time, unless they have notified their building administration or designee of their need to leave.

### 3.8 Expectation for Participation

All PK-12 teachers shall be required to participate in such programs or meetings as are called by the Board or building administrator, to wit: grade level meetings, curriculum meetings, building meetings, parent-teacher meetings, open house or such other special meetings as are required by the building administrator

### 3.9 Faculty Meetings

Except during institute days, each building's general faculty meetings will be held within fifteen (15) minutes after the dismissal of school or forty-five (45) minutes prior to the start of the school day and will not exceed forty-five (45) minutes in duration.

For any regularly scheduled teachers' meeting, teachers shall be notified in advance of the agenda for the meeting. Such notification is not to preclude additions or deletions to the agenda.

### 3.10 Parent-Teacher Conference Day

On parent-teacher conference days when teachers must return to their buildings for evening conferences, school shall be dismissed after fulfilling the requirement for a legal five (5) hour instructional day for students.

### 3.11 Annual Reviews and Staffings

The administration shall ensure that every effort will be made to schedule staffings and/or annual reviews during the normal school day. A teacher may be excused with legitimate conflicts for annual reviews, staffings or other parent-teacher conferences scheduled before the beginning or after the end of the routine school day, or before the beginning or after the end of school calendar year.

### 3.12 Elementary Supervision

Any K-5 teacher who covers any portion of the early arrival supervision prior to that time which a teacher is regularly expected to report, or any K-5 homeroom teacher who covers any portion of noon recess shall be paid \$8.00 per hour, minimum 15 minutes.

### 3.13 Early Student Release - Report Cards



The Board shall grant five hours of early student release time for teachers to work on the preparation of report cards. Such release time shall be granted on the last two days of the first semester and the last three days of the second semester of school.

3.14 Regular Work Day

**Elementary Work Day**

All full-time certified teachers are expected to work 7.5 hours per day, which includes a thirty (30) minute duty-free lunch. Example: A normal workday at Millikin, Northside, and Southwest School will be 8:00 am to 3:30 pm. A normal work day at Atkinson Elementary will be 7:35 am to 3:05 pm. Teachers will be provided the opportunity to flex their time for extenuating circumstances upon approval of their building administrator.

**Middle School and High School Work Day**

All full-time certified teachers are expected to work 8 hours per day, which includes a duty-free thirty (30) minute lunch period. Teachers are provided the opportunity to “flex” their times, but at a minimum are in the building 15 minutes before the school day normally begins, and at a minimum remain in the building 15 minutes after student dismissal. Ex: If the normal school day begins at 8:00 am and a teacher arrives at 7:45 am, that teacher must stay until 3:45 pm. If the teacher arrives at 7:15 am, the 8-hour day ends at 3:15 pm

Article IV

EMPLOYEE EVALUATION

- 4.1 The classroom teaching performance of regular full-time first and second year classroom teachers shall be formally evaluated a minimum of twice each school year, once each semester. Beyond their second year of service, classroom teachers will be formally evaluated as deemed practical and possible by the administration.
- 4.2 Within three (3) weeks after the beginning of each school year, teachers shall be acquainted by a member of the administrative staff with the evaluation procedure and the evaluation instrument to be utilized.
- 4.3 Results of the minimum number of formal classroom observations provided for in paragraph 1 above, shall be in writing, with a copy to be given to the teacher, and shall be preceded by an in-class observation of at least twenty (20) minutes of the teacher's performance.
- 4.4 Following the classroom observation, the evaluator shall have a meeting with the teacher within fifteen (15) days following the classroom evaluation. At that meeting, the evaluator shall provide the teacher with a written summary of the observation and the completed, formal evaluation instrument. A copy of both the written summary and the completed, formal evaluation shall be given to the teacher and the teacher shall acknowledge the file copy that shall be placed in his/her personnel file. Acknowledgement of the file copy by the teacher shall not denote agreement with the observation.
- 4.5 The teacher shall have the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personnel file. Such response shall be made within ten (10) working days of receiving the completed, formal evaluation.

- 4.6 All formal evaluation of classroom teaching performance of a classroom teacher shall be conducted openly and with full knowledge of the teacher.
- 4.7 This article deals with but a single method of teacher evaluation, i.e., evaluation of classroom teaching performance. Nothing in this article is to be construed as precluding evaluation of teachers by any means deemed appropriate by the administration, with the exception of the teacher's personal life.
- 4.8 The evaluator shall, if possible, provide assistance in correcting deficiencies noted in the observation.
- 4.9 The Board may use district teachers who have obtained their Type 75 certification to evaluate teachers within the district following mutual agreement between the GEA and administration. Under no circumstances will those teachers with Type 75 certification be involved in an evaluation in which the outcome may result in a less than satisfactory rating and no teacher in this circumstance will be asked to evaluate more than five teachers within the district in a one year period. The Board agrees to provide qualified individuals release time to attend evaluation training in the Administrator's Academy and to engage in the evaluation procedure. District teachers who assist in evaluations shall be provided two clock hours release time from their classroom responsibilities per evaluation.
- 4.10 All regular, formal classroom observations of classroom teachers shall be concluded before the last two weeks of the end of the year and the completed, formal evaluation instrument shall be given to the teacher before the end of the school year.

## Article V

### PROFESSIONAL IMPROVEMENT

#### 5.1 Professional Improvement Committee

The District Professional Improvement Committee will encourage and guide the professional development of staff members. At all times the members of this committee will represent the feelings and concerns of the staff. It is the responsibility of each member of the committee to serve as a communicator among staff and the Board of Education.

##### Membership

- A. The PIC shall consist of the following members:
  - A District Office Administrator
  - Three Building Administrators (one elementary, one middle school, and one high school)
  - Three teachers (one elementary, one middle school, and one high school)
  - One Dist. #228 School Board Member (non-voting)
- B. The District Office Administrator shall act as chairperson. The chairperson shall vote only in the case of a tie.
- C. The Geneseo Education Association may recommend a slate of candidates for the teacher positions on this committee. The Board of Education or its designee shall have the final authority to select the teacher members. Teachers shall serve two-year terms. A teacher cannot serve consecutive terms. The middle school terms expire on the odd year, and the elementary and high school terms expire on the even year.

##### Meetings

PIC meetings shall be held as needed. There is a minimum expectation of sixty hours outside the normal workday for a time commitment. Stipend for each GEA member of this committee will be 6% of the base.

##### Committee Responsibility

- A. The District PIC shall review all requests for tuition reimbursement and make recommendations for approval.
- B. The District PIC will assist with inservice needs.
- C. The District PIC will plan inservice programs, after school workshops, courses and other professional development opportunities for the district.
- D. The District PIC will develop recommendations in any other areas deemed necessary by the committee.

#### 5.2 Credit for Professional Advancement

Salary adjustment for courses which have been previously approved by the Superintendent or his/her designee shall only be made at the beginning of the new school term or at the beginning of the thirteenth (13) pay. Salary schedule adjustments for professional advancement will be made at the time of record and are not retroactive. Evidence of the satisfactory completion of courses shall be by the submission of the official grade slip to be followed by the official transcript. This evidence must be submitted to the Superintendent or his/her designee by September 1 or March 1.

Credit hours advancing a teacher on the salary schedule beyond the BA column shall be in the teaching area assigned or in areas approved by the Superintendent or his/her designee. Effective January 1, 1996, only master degree programs in educational administration, guidance, or in the teaching area assigned within the District shall be accepted for advancing a teacher on the salary schedule beyond the BA column. Beyond the MA column, all hours must be graduate level courses.

A teacher's horizontal position on the salary schedule cannot be reduced due to reassignment within the district. Further, approval granted to teachers working toward a Master's Degree in a field of study approved by the Superintendent or his/her designee will not be affected by reassignment to another teaching discipline.

For teachers working on a MA+16 or MA+32, graduate hours earned while an employee of Dist. #228 prior to the awarding of an MA degree shall be counted toward advancement on the salary schedule provided they are not counted as credit toward the degree.

Effective September 1, 1999, movement on the salary schedule which is the result of the completion of approved graduate hours shall be limited to a maximum of two horizontal lanes and a maximum gain of one vertical cell per year and any teacher who earns an approved Master's Degree in which the degree requires more than 36 hours of graduate credit shall be allowed to count the graduate hours above 36 towards movement on the salary schedule beyond the master's column.

Beginning in the 2006-2007 school year, the Board will establish and maintain an annual college course reimbursement fund of \$20,000 to be used to reimburse teachers who are acquiring approved course work up to and including a master's degree or who are taking courses to meet state requirements or the requirements to become highly qualified. This fund will also be used to reimburse current teachers in a severe shortage area who are acquiring approved course work up to and including a master's degree in their content area or to reimburse current teachers who are acquiring a 2<sup>nd</sup> master's degree/endorsement in such an area. The Professional Improvement Committee will determine the division of funds between these two areas.

To be eligible for "shortage area" tuition reimbursement, the teacher must sign a formal agreement (the District 228 *Tuition Reimbursement Agreement*), in which the employee is to remain in the employment of District 228 for a period of time after the completion of each semester that is proportionate to the period of time the teacher has received financial assistance, or to repay the amount of money if the individual fails to stay in the employment of District 228 for the period of time equal to the number of semester lengths for which the employee was reimbursed.

Annually, the PIC shall apportion the fund among the applicants by either paying the tuition costs to a maximum of \$125 per credit hour or by prorating the fund among the applicants until the fund is exhausted.

Teachers who are eligible for course reimbursement must apply by May 31<sup>st</sup> of each year. Application for reimbursement shall be accompanied by an official transcript showing satisfactory completion of the course(s). Checks for approved tuition reimbursement shall be issued by the District in the month of June of each year starting in June of 2007.

Each of these funds shall increase by \$1000 each year beginning in contract year 2007-2008 through 2009-2010.

Article VI

EMPLOYEE COMPENSATION AND FRINGE BENEFITS

6.1 School Year

The district will operate a school year of 180-teacher work days plus five emergency days. There will be no more than 176 days of student attendance.

6.2 Payroll Installments

Each employee shall be paid on the basis of twenty-four (24) equal payments. All payroll will be direct deposit and payroll information will be available online. If no online serviced is available, payroll information will be provided in paper form.

6.3 Payday Specified

Paychecks shall be dated and receivable on the 15th and the last day of the month. If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive their paycheck on the last school day prior thereto. The December 31st paycheck shall be made available on the last business day prior. If a payday falls during spring break, the check shall be made available on the last business day prior to the normal payday. Business days shall be defined as any day when the school business office is open.

6.4 Life Insurance

The Board of Education shall provide and pay the premiums to cover the cost of \$40,000 in term life insurance for each full-time teacher during the term of this agreement.

6.5 Health and Medical Insurance

The Board agrees to pay 100% of each individual full-time teacher's premium for medical and hospital insurance regardless of plan.

The difference in premium, if any, in family and/or dependent coverage shall be paid at the rate of 75% by the Board and 25% paid by the employee.

Each participating employee or married couple will contribute a \$100 per year enrollment fee to the plan.

Health and medical coverage is provided through an agreement between the Board of Education and the Insurance Carrier. The Board recognizes the importance of collaboration between the GEA and the Board of Education to provide appropriate coverage within existing financial parameters. The Board will work in a collegial manner to provide for the needs of GEA members and all insured where feasible. The Board has final discretion regarding decisions concerning premium levels, coverages, and benefits provided.

If married employees are both eligible for Board paid individual premiums, then the Board agrees to pay 100% of the family premium. As of January 1, 1995, new teachers hired into the district who have access to comparable health and medical insurance shall only be provided with the option of selecting the district's wrap around policy or the district's dental policy.

6.6 Retired Teacher Insurance Benefit

Upon retirement the retired teacher shall leave the district health insurance plan and participate in the TRS health insurance. The teacher's spouse and dependents may remain on the district's health insurance plan. The retirees shall be paid a maximum of \$100 per month for one (1) year to offset individual TRS health insurance costs. The retired teacher may also opt to exercise any current COBRA benefits prior to their change of coverage to the TRS Health Insurance.

6.7 Extended Salary Schedules

Any teacher on an approved extended contract for services beyond the regular school term shall be paid 1/180 for each additional day of services rendered. Extended contracts shall be Board approved annually.

6.8 Additional Class Assignment, Secondary - Non-Academic

Any full-time teacher who is assigned an additional non-academic class period shall be compensated at the rate of .0455 of the current base salary per semester.

6.9 Additional Class Assignment, Secondary - Academic

Any full-time teacher who is assigned an additional academic class period shall be compensated at the rate .11 of the current base salary per semester.

6.10 Internal Substitution

If a substitute is not secured for an absent faculty member, teachers who are administratively directed to give up a planning period or to combine classes in order to perform internal substitution duties shall be compensated at the rate of \$22.00 per class hour or \$11.00 if the substitution is 30 minutes or less.

6.11 Board Payment to Teachers' Retirement System

From the Compensation Schedule, other than the Board paid contribution, the Board shall deduct and remit for each teacher a sum equal to nine percent (9%) of the amount due such teacher pursuant to the Compensation Schedules to the State of Illinois Teachers' Retirement System to be applied for the retirement account of such teacher. It is the intent of the parties of this Agreement to qualify these payments as "picked-up" contributions within the meaning of Section 414(h) (2) of the Internal Revenue Code so as to be excludable from the gross income of all teachers. The teachers shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System.

No teacher shall have the option of choosing to receive the amount contributed by the Board directly and the assumption and payment of the teacher's required contribution to the Illinois Teachers' Retirement System is a condition of employment made in order to secure the teacher's future services, knowledge and experience.

The balance of the amount due each teacher pursuant to such Compensation Schedule shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the teacher pursuant to this Agreement. Such withholding shall include any and all additional amounts required to be paid to the State of Illinois Teachers' Retirement System for the account of such teacher.

Internal Revenue Service Revenue Rulings indicate that the amounts paid the State of Illinois Teachers' Retirement System are properly excludable from the gross income of the teacher for income taxation purposes, and the District will not withhold Federal and State income taxes on Funds remitted to the State of Illinois Teachers' Retirement System on behalf of teachers.

6.12 Consulting Teacher

When a teacher within the school district is selected by the Board to fulfill the responsibility of a consulting teacher as outlined in the Illinois School Code, the teacher selected, the Association, and the administration shall negotiate compensation for the teacher. Compensation shall be based upon the time and effort required to fulfill the responsibility. If agreement on compensation cannot be reached by the parties, the Illinois State Board of Education shall appoint a consulting teacher.

6.13 Retirement Payment – Service Recognition – Full-time Teachers

Teachers who elect to retire from the school district may opt to receive one of the following two retirement options:

Option One:

- A1) If any teacher, with 20 years of service in the school district, who elects to retire and does not cause any TRS Early Retirement Option costs to the Board, and submits to the Board an irrevocable notice of retirement by October 1st four (4) years prior to the year of retirement, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining four (4) years of service. The provisions of this clause extend one year beyond the ending date of the contract.
- A2) Any teacher who chooses to retire from teaching and who is eligible for benefits under the Illinois Teacher Retirement System and who incurs no Early Retirement Option costs to the Board shall be eligible to receive a Board paid contribution to cover the cost of either his/her military service or maternity leave. Such Board paid contribution shall not exceed \$9,000 per employee. It will be reimbursed in such a way as not to create a penalty.

Option Two:

- B1) Any teacher with 15 years of service in the school district who elects to retire and who is not eligible for option "A1", shall receive a retirement bonus of .015 times the number of years service to the district times the current base salary.
- B2) Any teacher who participates in option "B1" shall receive an additional retirement bonus of \$25.00 times the number of accumulated sick leave days beyond 340 days.

6.14 Salary Schedules 2006-2010

The 2006-2010 salary schedules shall be as shown in Appendix A-1.

6.15 Elementary Pay - Planning period stipend

The Board shall provide additional pay for each full time elementary teacher in the district at the rate of .025 of the current base per teacher per year. This stipend is payable in each regular payroll.

Any teacher who is full-time, but not full-time in an elementary assignment, shall receive a pro-rated planning stipend.

Any new teachers hired beginning the 2006-07 school year whose planning time does not exceed the allotted 240 minutes, shall receive a planning stipend based at .010 of the current base for 2006-2007 and 2007-2008 and .012 for 2008-2009 and 2009-2010.

6.16 Experience Movement - Part-time Teachers

For the purpose of the payment on the salary schedule, teachers who are part-time employees in the district shall be moved one year of experience for each school year that they are employed. If a part-time teacher accepts a full-time position in the school district, their accumulated experience status on the salary schedule shall be converted on a prorated basis to reflect their new full-time status.

Ex: A teacher who has taught half days for 10 years and then is moved to full-time would be placed at Step 6.

6.17 Part-time Teachers - Salary Status

For the purpose of payment on the salary schedule, the salary of part-time employees in the district will be prorated based upon the workday of the building they have been assigned. Salaries will not be calculated on a “per period” basis, but rather a “clock hour” basis.

6.18 Part-time Leave Benefits

All teachers employed on a part-time basis shall have proportionate access to personal leave, sick leave, bereavement leave, and professional leave.

6.19 District Mileage Reimbursement

Employees shall be paid administratively approved mileage reimbursement at the rate of 45 cents per mile.



## Article VII

### LEAVES

#### 7.1 Sick Leave

Each teacher shall be entitled to eighteen (18) sick leave days per school year without loss of pay. Such leave shall accumulate to 340 days plus unused personal leave days. Any full-time teacher hired after the start of school, shall receive sick leave days prorated from the date of hiring to the end of the school year. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household. The immediate family, for purposes of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons-in-law and daughters-in-law, brothers-in-law, sisters-in-law and legal guardians. The Board may require a physicians certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis of pay, after an absence of three (3) days personal illness or as it may deem necessary in other cases.

#### 7.2 Annual Notification of Sick Leave Days Taken

Each teacher shall receive annual notification of the total number of accumulated sick leave days through an online service. If no online service is available, sick leave information will be provided in paper form.

#### 7.3 Personal Leave

Each teacher shall be entitled to two (2) days of personal business leave without loss of pay. Such leave shall be cumulative up to four (4) days. Written application for such leave shall be made to the Superintendent or his/her designee at least two (2) teacher employment days prior to the desired onset of such leave, in accordance with application for Personal Leave, provided that in an emergency, such application may be made at a later time with an explanation of such emergency. At no time shall more than six (6) elementary teachers, three (3) high school teachers and three (3) middle school teachers be granted personal leave for use on the same day except in emergencies as determined by the Superintendent or his/her designee. Any teacher denied personal leave because of the above allocation shall be afforded evidence of prior request for the day in question. Itinerant teachers shall be counted in the above allocation at the building in which they begin the day for those days on which they decide to use personal leave. A teacher may acquire a volunteer substitute from the certified staff who will internally sub without compensation when attending a District 228 school program in which their children are involved. Personal leave requests are granted on a "first in-first served" basis. Unused personal leave shall be forwarded to "sick bank."

#### 7.4 Maternity/Child-Rearing Leave of Absence

1. A tenured teacher who has entered upon contractual service shall be eligible for maternity/child-rearing leave under the following conditions:
  - a. The teacher shall advise the Superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later.
  - b. The teacher shall provide a written statement from her obstetrician or physician indicating the expected date of delivery at least 90 calendar days prior to the anticipated birth of the child.

- c. After consultation with the teacher, the Superintendent or his/her designee shall prepare a plan for the commencement and termination of such leave, including the total number of maternity leave/unpaid days and sick leave days expected to use. Unpaid leave shall be for a semester; the balance of the school term in which the leave commences; or the balance of the school term plus the fall semester or plus one additional school term.
2. A teacher may use a maximum of 30 sick days in combination with unpaid maternity leave for the birth or adoption of a child with the discretion of the Superintendent.
3. Upon return from an unpaid maternity leave the teacher shall be reinstated to his/her former position or an open position for which he/she is certified and qualified.
4. Under special circumstances, the Superintendent and Board of Education may grant a teacher an extended leave of absence due to illness of a child without pay.
5. Nothing in this policy shall be construed as requiring any teacher to apply for maternity/child rearing leave. A teacher not eligible for or not desiring maternity leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child.
6. A contractual male teacher who has fathered, or upon his planned adoption of a child, is eligible for request of child rearing leave of absence. Such leave shall be unpaid and shall be subject to written notice and approval of the Superintendent.
7. Any teacher who has been employed one hundred (100) or more days of the school term prior to the commencement of such leave shall be entitled to such advancement on the salary schedule, as she would have been, if the leave had not been granted. If the leave exceeds the school term in which such leave commences, the second term shall not be considered for step advancement on the salary scale.
8. In the event of a miscarriage or other loss of child, the teacher, on an approved leave shall be permitted to terminate the leave and return to work, provided a replacement teacher has not already been employed by the board.
9. Any teacher on unpaid leave may maintain contractual insurance benefits by making timely payments of all premiums, which are due to the District's Business Office or elsewhere pursuant to its discretion.
10. The Superintendent or his/her designee may waive any of the provisions of this section in his/her sole discretion, and any such waiver shall not be take precedence in any respect.

#### 7.5 Bereavement Leave

Two (2) days of Bereavement Leave per teacher, deductible first from sick bank and then from sick leave, will be granted per year for deaths outside the teacher's immediate family (as defined in 24.6 of the School Code). No more than a maximum of two (2) teachers per day district-wide will be granted bereavement leave on the same day. Verbal requests for Bereavement Leave must be submitted to the appropriate building principal at least 48 hours in advance of the date for which the leave is requested. Written requests will be submitted prior to the commencement of the bereavement leave, except in cases of emergency. In an emergency situation, written requests shall be submitted the first school day following the teachers return from the leave. In case of extenuating circumstances and as determined by the Superintendent, the above restrictions may be waived.

7.6 Professional Leave

At the beginning of each school year, the building principal at each attendance center shall notify all teachers in writing as to the amount of dollars the building center has been allotted for its professional leave budget.

Throughout the school year, teachers in each attendance center may submit application for professional leave. No professional leave shall be granted without administrative approval. Any teacher receiving such administrative approval shall be eligible for reimbursement of expenses that shall not exceed \$100 per day, per teacher. With administrative approval, teachers may agree to attend a professional conference(s) and divide the maximum reimbursement for expenses (\$100 per day, per teacher) to offset their expenses.

7.7 Accident or Injury Leave

If an injury or illness is compensable under worker's compensation, absence due to that injury illness shall not be charged against sick leave days. The injured teacher shall continue to receive wages and benefits in full until worker's compensation payments begin.

7.8 Unpaid Leave

A teacher may apply to the Superintendent's Office for permission to be absent during the school year. Such absence will be short term and without pay. The Superintendent shall have the authority to grant or deny such leave. If approved any payroll deductions will be "docked" from one paycheck.

7.9 Jury Service and Court Appearances

Any teacher called for jury duty, subpoenaed to testify, or required to attend any judicial matter in which the employee is not a party of interest shall suffer no loss of contractual benefit as it relates to pay, personal leave, or sick leave. Any jury duty payment made to the teacher, except mileage, shall be remitted to the school district.

## Article VIII

### GRIEVANCE PROCEDURE

#### 8.1 Definitions

A grievance shall be any claim by a teacher and/or the Association that there has been an alleged violation, misinterpretation or misapplication of the terms of this agreement.

#### 8.2 Basic Principles

- a) All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, the time limit shall consist of all week days in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for purposes of the grievance procedure shall mean teacher employment days.
- b) Every teacher covered by this agreement shall have the right to present grievances in accordance with these procedures.
- c) Failure of the teacher (or in the event of an appeal to arbitration, the association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- d) It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.
- e) Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator above the building level may be initially filed by the teacher and/or the Association at step three.
- f) The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

#### 8.3 Procedures

##### First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal.

##### Second Step

If the grievance cannot be resolved informally, the aggrieved teacher or the Association shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievances and shall state the remedy requested. The filing of the formal written grievance at the second step must be within eighteen (18) days from the date of the occurrence of the event giving

rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Association and the Superintendent within ten (10) school days after receipt of the grievance.

### Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the grievant and the Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the grievant, Association and the Principal.

### Fourth Step

If the grievance is not resolved satisfactorily at step three, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grievant to the Superintendent within thirty (30) days from the receipt of the step three answer to enter into such arbitration. The arbitration proceeding shall be governed by the voluntary labor arbitration rules of the American Arbitration Association.

Expenses for the arbitrator's services shall be borne equally by the school district and the Association. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

- 8.4 If the Association or any employee filed any claim or complaint in any forum other than under the grievance procedure of this agreement, then the school district shall not be required to process the same claim or set of facts through the grievance procedure.
- 8.5 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 8.6 Should the Board's investigation or processing of the arbitration step of any grievance require that a teacher or an Association representative be released from his regular assignment, he/she shall be released without loss of pay or benefits.
- 8.7 A grievance may be withdrawn at any level without establishing a precedent.
- 8.8 No reprisals of any kind shall be taken by the Board or the Administration against the teacher because of his/her participation in this grievance procedure.

Article IX

NEGOTIATION PROCEDURES

9.1 Scope of Negotiations

Both parties agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith with respect to salaries, fringe benefits, grievance procedures, professional qualifications, assignments, teacher evaluation, teacher retirement, vacancies, transfers, promotions, reduction in teaching staff, and other matters covered by this agreement. By mutual agreement, additional items may be added to the list of subjects to be negotiated.

Negotiations shall begin no earlier than October 1 and no later than January 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at time and places agreed by both parties.

Article X

VACANCIES, TRANSFERS, PROMOTIONS

10.1 Vacancies, Promotions - Posted

The Superintendent or his/her designee shall electronically post and notify the GEA President of all teaching vacancies as they occur or as they are anticipated. Except in case of emergency, no vacancy shall be filled on a temporary basis until such notice shall have been posted at least five (5) teacher employment days. During the summer, vacancy notices shall be forwarded to the GEA President or a designee.

10.2 Voluntary Transfers

Any tenured teacher or any teacher eligible for continued contractual status in the forthcoming school term may apply for a transfer to another building where a vacancy exists. Such application shall be in writing to the Superintendent or his/her designee. The Superintendent or his/her designee shall advise the applicant of the decision on the requested transfer.

10.3 Involuntary Transfers

Any teacher affected by an involuntary transfer shall be notified in writing as soon as known or prior to August 1 by his/her building principal. Transfers occurring after that time that are due to emergencies, late resignations, or vacancies, or other unforeseen circumstances shall be notified as soon as possible. Any teacher transferred involuntarily shall receive extra consideration in any requested transfer to a future vacancy.

10.4 Vacancies in Supplemental Jobs - Appendix "B" - Posted

The Superintendent or his/her designee shall electronically post and notify the GEA President of vacancies in supplemental jobs only when a vacancy occurs. The posting shall include a job title and stipend. The category of department head, mathematics through vocational education, as noted on extra-curricular schedule Appendix "B", shall not be subject to the posting requirement. Any changes to Appendix B positions or stipends must be approved by both the Board and GEA.

Article XI

REDUCTION IN FORCE

- 11.1 In the event that the Superintendent proposes a reduction in the certified teaching staff as a result of the need to discontinue a particular teaching service, or to decrease the number of teaching positions, he shall advise the Association President of such proposals in writing, so as to permit the Association to present its views in writing to the Superintendent prior to any action being taken by the Board to implement the recommendation of the Superintendent. The Association shall be presented a reasonable opportunity to state its views to the Superintendent prior to any action to implement such proposals.



## Article XII

### EFFECT OF AGREEMENT

#### 12.1 Complete Understanding

The terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of this agreement. The School District and the Association for the life of this agreement agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement or with respect to any subject or matter not specifically referred to or covered in this agreement. Nothing herein shall restrict the rights of the parties to negotiate with regard to a successor agreement commencing on or after the first workday of the 2006-2007 school year.

#### 12.2 Board Policies

It is understood that Board policies and procedures shall not be contrary to the terms of this agreement.

#### 12.3 Individual Contracts

The Board shall not negotiate individually with any member of the bargaining unit.

#### 12.4 Contract - Distribution

The Board shall have sufficient copies of the agreement prepared for distribution to each teacher, administrator, and Board member in the District, the cost of which is to be equally shared by the Board and the Association. Arrangements for the printing of contracts shall be mutually agreed upon.

Contracts will be hand delivered to members by building representatives. Documentation/delivery receipts will be tabulated by building representatives and then forwarded to the GEA president and the superintendent. A documentation/delivery receipt page for this purpose will be included at the front of each copy of the contract.

Such copies shall be made available no later than twenty-five (25) school days following mutual acceptance of the agreement.

#### 12.5 Savings Clause

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 effect.

12.6 No Strike - No Lock Out

During the term of this agreement and any extension thereof:

- a. The Board shall not lock out its employees, and
- b. No Employee covered by this agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, instigate or cause any strike, slowdown of teachers or of other employees of the district, or other refusal to perform their professional responsibilities.

12.7 Term of Agreement

Agreement effective the first workday of the 2006-2007 school year and shall continue until 11:59 pm on the day preceding the first workday of the 2010-2011 school year.

IN WITNESS WHEREOF, the parties hereto have set their respective signatures this 13th day of July, 2006.

GENESE0 COMMUNITY UNIT  
SCHOOL DISTRICT NO. 228

GENESE0 EDUCATION  
ASSOCIATION

By \_\_\_\_\_  
PRESIDENT

By \_\_\_\_\_  
PRESIDENT

## Memorandum of Understanding #1

The Board and the Association agree that employees who lost days as a result of limits to the accumulation of sick leave in previous collective bargaining agreement and are eligible under TRS regulations for the 3-Step Rule (as shown below) shall have the days lost due to those restrictions restored for use by affected employees. Unused sick leave that is restored as a result of this agreement shall be reported to TRS. Employees shall be notified of the amount of sick days received as a result of this recapture and their service records shall be reported accordingly to TRS. These restored sick days will not be eligible for reimbursement at retirement.

The screenshot shows a Safari browser window displaying the Teachers' Retirement System of the State of Illinois website. The page title is "Teachers' Retirement System of the State of Illinois - Sick Leave steps". The URL is "http://trs.illinois.gov/subsections/employerservices/SickLeavesteps.htm". The page features a navigation menu on the left with "State Links" selected, and a main content area with the following text:

**Employer Services**

**Sick Leave**

The following steps are used to determine whether any sick leave days granted or reinstated by an employer in addition to the normal annual allotment are actually available for use and reportable to TRS for service credit.

1. From the date the sick leave days are added or reinstated, determine the number of paid days remaining until the member's retirement or termination.
2. Subtract the number of sick leave days already on the member's record. ( \_\_\_\_\_ )
3. The difference is equal to the additional days, if any, that may be added or reinstated and reported to TRS. \_\_\_\_\_

The number of sick leave days reported to TRS as determined above must be reduced by the number of sick leave days used prior to termination. [See Examples 1 and 2.](#)

Unused, uncompensated sick leave days are not eligible for service credit at retirement when the member receives payment for accumulated sick leave days that is reportable to TRS as creditable earnings. [See Examples 3 and 4.](#)

The right sidebar contains a list of "Employer Services" links: Web-based Payment System, Excess Salary Increase Calculator, Excess Sick Leave Calculator, Payment Reminders, Contribution Rates, Billed Amounts, Payroll Deduction Agreements (PDF), Sick Leave Reporting, Social Security Notification Requirements, Publications, Forms, FAQ, Glossary, and Contact Us.

Memorandum of Understanding #2

The Board of Education and the Geneseo Education Association agree to review Article V annually. The PIC committee will prepare a report for this review.

# Appendix B-1

## Extra-Curricular Athletics

### HIGH SCHOOL

Football	122% (HCD)
Boys Basketball	74% (HCD)
Girls Basketball	74% (HCD)

Head Coach -  $20\% \leq S \leq 24\%$   
Assistant Varsity Coach -  $\leq 14\%$   
Head Sophomore -  $\leq 14\%$   
Head Freshman -  $\leq 14\%$

Girls Track	38% (HCD)
Boys Track	38% (HCD)
Wrestling	38% (HCD)
Boys Baseball	36% (HCD)
Girls Softball	36% (HCD)
Boys Soccer	30% (HCD)
Girls Soccer	30% (HCD)

Head Coach -  $12\% \leq S \leq 16\%$   
Assistant Coach -  $\leq 9\%$

Volleyball	28% (HCD)
Cross Country	20% (HCD)

Head Coach -  $10\% \leq S \leq 12\%$   
Assistant Coach -  $\leq 9\%$

Boys Golf	14% (HCD)
Girls Golf	14% (HCD)
Boys Tennis	14% (HCD)
Girls Tennis	14% (HCD)

Head Coach  $8\% \leq S \leq 10\%$   
Assistant Coach -  $\leq 4\%$

HCD = Head Coach's Decision. With the mutual consent of an assistant coach, the GEA, and the Board, any assistant coach stipend can be divided among two or more individuals. The

Building Administrator is responsible to insure all athletic staffing decisions are fair, equitable, and in accordance with District #228 Board policy.

## **Middle School**

### Boys

Head Football	(2)	8%
Head Wrestling	(1)	8%
Head Basketball	(4)	8%
Head Track	(1)	8%

Assistant Football	(2)	6%
Assistant Wrestling	(1)	6%
Assistant Track	(2)	6%

### Boys and Girls

Head Cross Country	(1)	8%
Assistant Cross Country	(1)	6%

### Girls

Head Volleyball	(4)	8%
Head Basketball	(4)	8%
Head Track	(1)	8%

Assistant Track	(2)	6%
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Athletic Coordinator	(1)	9%
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**Appendix B-2**  
**Extra Curricular Schedule**

<u>High School</u>	Number of Positions	% of the base
Vocal Music Director	1	9
Instrumental Music Director	1	11
Asst. Instrumental Music Director	1	7
Basketball Band	1	4
Fall Marching Band	2	4
Jazz Band	1	4
Head Swing Choir	1	3
Asst. Swing Choir	1	1
Audio Visual Director	1	3
Annual (Yearbook)	1	14
Speech	1	10
Asst. Speech	1	6
Fall Play	1	4
Contest Play	1	2
Group Interpretation	1	2
Musical Director	1	5
Musical Asst. Director (Orchestra)	1	3
Musical Asst. Director (Vocal)	1	3
Technical Director (add 2% when musical is added)	1	10
Department Head:		
Business	1	7
English	1	7
Fine Arts	1	7
Foreign Language	1	7
Guidance	1	7
Mathematics	1	7
Physical Education	1	7
Science	1	7
Social Studies	1	7
Special Education	1	7
Vocational Education	1	7
Football Cheerleading	1	4
Basketball Cheerleading	1	4
Maplettes (Pom Pon)	1	6
Class Sponsor		
Freshman	2	2
Sophomore	2	2
Junior	3	4
Senior	3	3

Head Student Council	1	8
Asst Student Council	1	6
National Honor Society	1	4
National Vocational Technical Honor Society	1	4
Head Key Club	1	5
Asst Key Club	1	4
Peer Helpers	1	4
Detention Supervisor (AM)	1	4
Detention Supervisor (PM)	1	4
Noon Supervision (6 each semester)	12	6
Saturday School Supervision	*	\$30 per clock hour
In School Suspension	*	\$30 per clock hour
Head Scholastic Bowl	1	4
Asst Scholastic Bowl	1	3
North Central Evaluation	2	2
Studio Club	1	2
Foreign Language Club	1	2
Radio Club	1	2
Black Hawk Liaison	1	4
BHC Instructor	**	\$100 flat fee/semester
Mentoring (for Teacher NEW to the district)	**	\$500 flat fee
Future Farmer of America	1	15
Exploratory Activity	***	\$20/clock hour

### **Middle School**

Instrumental Music	1	6
Head Student Council (One 7 <sup>th</sup> /8 <sup>th</sup> , One 6 <sup>th</sup> )	2	4
Asst Student Council	1	2
Head Scholastic Bowl	1	3
Asst Scholastic Bowl	1	2
Audio Visual Director	1	3
Head Yearbook	1	6.5
Asst Yearbook	1	4

### Middle School Department Chairs

Art	1	3
English	1	3
Mathematics	1	3
Physical Education	1	3
Science	1	3
Social Studies	1	3
Special Education	1	3

Noon Supervision (3 per semester)	6	6
Choral Music	1	6
Head Speech	1	3



Asst Speech	2	2
Mosaic (Literary Publication)	2	2
Grade Level Leaders		
6 <sup>th</sup> grade	1	2
7 <sup>th</sup> grade	1	2
8 <sup>th</sup> grade	1	2
Detention Supervisor (AM)	1	4
Detention Supervisor (PM)	1	4
Mentoring (for Teacher NEW to the district)	**	\$500 flat fee
Exploratory Activity	***	\$20/clock hour
 <b><u>Elementary</u></b>		
Grade Level Leaders	6	3
Mentoring (for Teacher NEW to the district)	**	\$500 flat fee
Registration (District Certified Staff)	***	\$7.50 a clock hour
Exploratory Activity (District Certified Staff)	***	\$20 a clock hour
Kindergarten Orientation	***	\$25 flat fee
Exploratory Activity	***	\$20/clock hour
District Web Site Coordinator		\$2500/year
Summer School		
Driver Education Program Coordinator	1	\$25 a clock hour (maximum 15 hours)
Driver Education Instructor	****	\$20 a clock hour
Gifted Academy	**	\$22.50
Academic Classroom (60 clock hours)	**	5 % of the base
(There must be a minimum enrollment of 15 students enrolled in each class at a fee of \$110 per student in each class)		

\*To be determined by Building Principal

\*\*To be determined by the Building Principal and Curriculum Director

\*\*\*To be determined by the District Superintendent

\*\*\*\* To be determined by Director of Operations



2009- 10 Step	GEA SCHEDULE				
	BA	BA+16	MA	MA+16	MA+32
1	\$29,175.49	\$30,634.64	\$32,092.72	\$33,551.87	\$35,156.72
2	\$29,686.52	\$31,057.82	\$32,385.20	\$33,843.27	\$35,739.53
3	\$30,269.32	\$31,640.62	\$32,968.00	\$34,427.15	\$36,614.80
4	\$31,437.07	\$32,808.37	\$34,135.75	\$35,593.82	\$38,073.95
5	\$32,603.75	\$33,975.05	\$35,302.42	\$36,761.57	\$39,533.10
6	\$33,770.42	\$35,141.72	\$36,469.10	\$37,928.25	\$40,991.18
7	\$34,938.17	\$36,308.40	\$37,636.85	\$39,094.93	\$42,450.33
8	\$36,104.85	\$37,476.15	\$38,803.53	\$40,262.68	\$43,909.48
9	\$37,549.00	\$38,642.83	\$39,970.20	\$41,429.35	\$46,104.63
10	\$39,051.00	\$40,188.75	\$41,569.70	\$43,086.70	\$48,410.13
11	\$40,613.00	\$41,795.75	\$43,232.40	\$44,809.39	\$50,830.26
12	\$42,237.13	\$43,468.09	\$44,961.52	\$46,601.73	\$53,371.45
13	\$42,237.13	\$45,207.93	\$46,759.21	\$48,465.84	\$56,040.13
14	\$42,237.13	\$45,207.93	\$48,629.75	\$50,404.94	\$58,841.66
15	\$42,237.13	\$45,207.93	\$50,575.29	\$52,421.18	\$61,784.60
16	\$44,637.98	\$47,263.81	\$52,807.93	\$54,704.19	\$65,615.67
17	\$44,637.98	\$47,263.81	\$52,807.93	\$54,704.19	\$65,615.67
18	\$44,637.98	\$47,263.81	\$52,807.93	\$54,704.19	\$65,615.67
19	\$44,637.98	\$47,263.81	\$52,807.93	\$54,704.19	\$65,615.67
20	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
21	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
22	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
23	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
24	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
25	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
26	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
27	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
28	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
29	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
30	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
31	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
32	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
33	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
34	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
35	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40
36	\$44,637.98	\$47,263.81	\$55,433.76	\$57,475.71	\$69,291.40

In addition to the above amounts for each teacher at the top of the column, the Board shall pay two and three fourths percent (**2.75%**) of the teacher's required TRS contribution on the amount stated in that cell of the salary schedule, ie the TRS factor of 1.010101 times the individual's salary as reflected on each year's salary schedule, for those who are at Step 21+ in the MA, MA+16 and MA+32 columns. For those in the BA and BA+16 column, Step 16+, the Board shall pay one percent (**1%**) of the teacher's required TRS contribution on the amount stated in that cell of the salary schedule.