

AGREEMENT

between

Chaney-Monge Public Schools
District 88 Board of Education

and

Chaney-Monge Teachers Organization
American Federation of Teachers-Local 604
IFT/AFT, AFL-CIO

July 1, 2022 - June 30, 2026

TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
I	Preamble	1
II	Definitions	1
III	Recognition of Rights and Responsibilities	
	3.1 Organization	1-2
	3.2 The Teacher	2
	3.3 The Board	3
	3.4 The Superintendent	3
	3.5 The Principals and Other Supervisory Personnel	3
	3.6 Personnel File Review	3-4
IV	Union Dues	4
V	Procedure for Negotiations	
	5.1 Committee Membership	4
	5.2 Meetings	4-5
	5.3 Communications	5
VI	Scope of Items in Negotiations	5
VII	Assistance in Negotiations	5
VIII	Impasse Procedures	5-6
IX	Agreement and Appendices	6
X	Amendments	7
XI	Duration and Validity of Agreement	7

APPENDICES

<u>Appendices</u>		<u>Page</u>
Appendix A	A. Salary Schedules	9; 10-15
	B. Board Payment of Teacher Retirement Contributions	9
Appendix B	Fringe Benefits	
	Sick Leave	16
	Retirement Benefit Language	16-17
	Bereavement Leave	17
	Personal Leave	18
	Leaves of Absence	18
	Civic Duty Leave	18
	Military Service Credit	18
	Death Benefit	18
	Insurance	18-21
	Pay for Degree Advancement/Graduate Works	21-22
	Credit Union	22
	Teacher's Personal Property	23
	Professional Conferences	23
	Dues Deduction	23
	Tax Sheltered Annuity Payroll Deductions Plans	24
	Appendix C	Grievance Procedure
Appendix D	Teaching and Employment Conditions	
	Class Load	28
	Teacher Contact Periods	28
	Teacher Aides	28
	Scheduling and Class Length	28
	Duties	28
	Pay Period Options-Balance of Payment	28
	Instructional Supplies	29
	School Sponsored Trips Beyond the Contractual School Day	29
	Evening Attendance	29
	Vacancy Procedures	29
	Discipline Procedure	29-30
	Internal Subbing Stipend	30
	Employee Professional Growth	30-31
	Employee Professional Growth Allocation	31-33
	Employee Professional Growth Plan	34-37
	Teacher Evaluation Plan	38
District Evaluation Plan	39-48	

ARTICLE I – PREAMBLE

- 1.1 The Chaney-Monge Public School, District 88 Board of Education, and the Chaney-Monge Teachers Organization, American Federation of Teachers-Local 604, IFT, AFL-CIO, recognizing that they have a common interest and responsibility to provide the highest quality education for the children of the community, declare their mutual intent to cooperatively work toward the attainment of this common goal.

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

ARTICLE II – DEFINITIONS

- 2.1 The term “teacher” for the purpose of this document means classroom teachers and other certified personnel on the salary schedule who do not have responsibility for rating the performance of teachers.
- 2.2 The term “Board” shall mean the Chaney-Monge Public Schools, District No. 88 Board of Education.
- 2.3 The term “Organization” shall mean the Chaney-Monge Teachers Organization, American Federation of Teachers-Local 604, IFT, AFL-CIO.

ARTICLE III – RECOGNITION OF RIGHTS AND RESPONSIBILITIES

- 3.1 Organization
 - A. The Board of Education School District 88, officially recognizes the Chaney-Monge Teachers Organization, AFT Local 604, IFT, AFL-CIO, as the sole bargaining agent for the teaching staff of District 88.
 - B. The Organization and its representatives shall have the right to use school buildings at all reasonable hours for meetings. Duly authorized representatives of the Organization and their affiliates shall be permitted to transact all official Organization business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. If facilities are needed after school hours or on non-school days, superintendent approval will be required. Such requests shall be made in writing three days in advance.

The Organization shall have the right to use school facilities and equipment normally used by teaching personnel. All other equipment will be used only with the consent of the Superintendent.

The Organization shall have the right to post notices of activities and matters of Organization concern on teacher bulletin boards and may use the school district mail service, teachers' mailboxes, and/or the district's electronic network for communication to teachers.

Materials used by the Organization will be purchased by the Organization.

- C. Meetings of the Organization shall be held in September and May.
- D. The Board will make available upon request, all information deemed necessary for negotiation, such as budget, cost estimates, etc., within 10 days of the request. The Board shall also make available to the president of the Organization, two official copies of the Board agenda and packet for each regular Board meeting and two copies of the minutes from each meeting. Nothing herein shall require the central administrative staff to research and assemble information.
- E. The Organization is responsible for maintaining a high level of educational awareness among the professional teaching staff of District 88. As evidence of its acceptance of the professional rights and responsibilities of teachers, the Organization has endorsed the Uniform Code of Ethics of the Education Profession.
- F. All future and existing Illinois School Laws referring to the rights and responsibilities of Teachers Organizations are hereby included in this Agreement.
- G. The Union president shall be granted release time, as needed, to address union business pending Superintendent approval.

3.2 The Teacher

- A. It is recognized that teaching is a profession requiring specialized education qualifications and that the success of the educational program in the district depends upon the maximum utilization of the abilities of the teachers who are reasonably well satisfied with the conditions under which their services are rendered. The teacher, with the cooperation of all supervisory personnel has the responsibility to help provide a wholesome climate which will enable youngsters to attain optimum educational benefits.

- B. Professional employees shall have the right to form, join, or assist professional negotiations with the School Board through representatives of their own choosing and to engage in other activities, individually or in concert, for the purpose of establishing, maintaining, protecting, or improving conditions of professional service and other educational standards. Professional employees shall also have the right to refrain from any and all such activities.

3.3 The Board

- A. It is recognized that the legal responsibility for education as stated in the School Code of Illinois, is vested in the local Board of Education, and that this responsibility of final decision making cannot be delegated. However, the Board agrees to participate in good faith negotiations.
- B. The Board of this district wishes at all times to safeguard and to promote the economic welfare and professional advancement of teachers and other school personnel. To this end, upon request of a teacher or teachers, the Board, while in session, will discuss personnel policies with the appropriate Organization committee before they are instituted or changed. Grievance procedure in Appendices will determine appropriate levels to be followed.

3.4 The Superintendent

It is recognized that the superintendent has a dual role to fulfill as educational and professional leader of the staff and as chief administrative officer of the Board. However, he shall possess an allegiance to the learner which supersedes either of these loyalties. The superintendent shall, because of his educational and professional insights, and with the cooperation of all professional personnel, help provide those conditions which enable teachers, administrators, and other staff members to achieve their professional goals within a framework of continued quality educational services to all pupils.

3.5 The Principals and Other Supervisory Personnel

- A. The Principals and other supervisory personnel have primary responsibility to assist the teaching staff and other auxiliary services in providing a quality Educational program and with the cooperation of all professional personnel establish the necessary climate for optimum educational growth of the student.

- B. Principals and other supervisory personnel may act, upon the mutual agreement of the Teacher Organization and the Board of Education, as consultants and resources for the Teacher Organization and/or Board of

Education when negotiations are occurring which deal with matters that are related to administrative and supervisory functions.

3.6 Personnel File Review

- A. Each employee shall have the right to review and/or copy the contents of only his/her official personnel file, except for confidential material exempt from disclosure or review under applicable law. This review will take place in the presence of district personnel during normal business hours. A representative of the council may, at the employee's request, accompany the employee in this review.
- B. Each employee shall have the right to add relevant material to his/her official personnel file with the superintendent's approval.
- C. Each employee shall have the right to be notified and receive a copy of any material placed in the official personnel file. The employee may file a written response which shall be attached to the appropriate material in the personnel file.
- D. Neither the official personnel file nor any of its contents shall be copied or otherwise made known to anyone without the employee's written permission, provided such file be available to the Board, the Superintendent, the employee's principal, or as may be required or permitted under applicable law.
- E. Each employee will have only one personnel file to be kept in the district office.

ARTICLE IV – UNION DUES

The Employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for Union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window.

ARTICLE V – PROCEDURE FOR NEGOTIATIONS

5.1 Committee Membership

The Board or designated representative of the Board and the CMTO or their designated representatives shall constitute a joint negotiation committee. The number of representatives designated by each party shall be limited to no more than five (5) representatives at each negotiation meeting. Each party shall designate one (1) member of its committee to act as permanent spokesperson before the commencement of formal negotiations. However, any member of either negotiating team may speak if they so desire.

5.2 Meetings

- A. Negotiations shall begin no earlier than January 1 and no later than January 31 of the year in which the new contract will be in effect unless both parties agree to a later date. Meetings will be held at the time and places agreed to by both parties. Negotiations will begin when CMTO's committee presents the Board's committee with a list of negotiable items.
- B. Facts, opinions and proposals will be exchanged freely during the meeting or meetings in an effort to reach mutual understanding and agreement on matters of mutual concern.
- C. In the interest of time, meetings may be held by mutual consent between the superintendent or his representatives and the CMTO representative to clarify issues and exchange information. These meetings may be requested by CMTO's president or the superintendent.

5.3 Communications

- A. The Board's negotiating committee may communicate the status of negotiations to the superintendent or Board at any time. The CMTO's negotiating committee may communicate the status of negotiations to all certified personnel at any time.
- B. Should the Board's committee or their designated representatives deem it advisable to meet with all certified personnel or should the CMTO's committee or their designated representatives deem it advisable to meet with the full Board to facilitate negotiations, accommodations shall be made by the spokesperson of each committee.

ARTICLE VI – SCOPE OF ITEMS IN NEGOTIATIONS

- 6.1 Both parties agree to meet at reasonable times to negotiate salaries, fringe benefits, grievance procedures, working conditions and items stated in this agreement. This agreement and its provisions shall terminate and supersede any and all prior agreements and practices. Board policies that are presently contrary to this contract and rules and regulations concerning subjects covered herein.

ARTICLE VII – ASSISTANCE IN NEGOTIATIONS

- 7.1 The participants may call upon competent professional and lay representatives to consider the matter under discussion and to make suggestions.
- 7.2 All participants have the right to utilize the service of consultants in deliberations.

ARTICLE VIII – IMPASSE PROCEDURES

- 8.1 If agreement is not reached on all items, either party after ninety (90) calendar days from the commencement of negotiations may declare to the other in writing that an impasse exists and call for mediation.
- 8.2 Mediation
- A. Both parties agree that mediation shall be governed by Public Act 83-1014, Il. Rev. State., Ch. 48, par. 1701 through par. 1721.
- B. The cost for mediation shall be equally shared by the Board and the CMTO.

ARTICLE IX – AGREEMENT AND APPENDICES

- 9.1 When the participants reach agreement, it will be reduced to writing and will be submitted separately to the Board of Education and to the membership of the Organization for ratification. Upon ratification, it shall become part of the official minutes of the Board of Education.
- 9.2 When further agreements are reached, they will be acted upon in like manner and will become part of this agreement as appendices.
- 9.3 Signed copies of the written, agreed upon material will be prepared for the Board and the Organization prior to the adjournment of the meeting at which agreement was reached. When necessary, provisions in the agreement shall be reflected in the individual teachers' contracts. The agreement shall not discriminate against any member of the teaching staff, regardless of membership or non-membership in any teacher's Organization.

ARTICLE X – AMENDMENTS

10.1 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 the agreement.


ARTICLE XI – DURATION AND VALIDITY OF AGREEMENT

11.1 This agreement shall become effective on July 1, 2022 and shall continue in effect until June 30, 2026.


11.2 This agreement shall be terminated when a challenging Organization is declared the exclusive representative as provided for in this agreement.

11.3 The Board and the Organization acknowledge that during the negotiations which resulted in this agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the Parties after exercise of that right and opportunity are set forth and solely embodied in this agreement.

This agreement is signed this June 24, 2022 and witnessed thereof:



President, Board of Education
Chaney-Monge S.D. #88



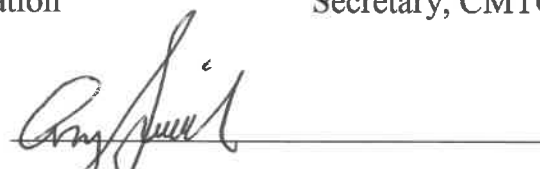
Patricia K. Pawlica
President, Chaney-Monge Teachers
Organization, AFT-Local 604



Secretary, Board of Education



Secretary, CMTO

Attested to: 

Superintendent of Schools

APPENDICES

The following appendices have been approved and are added as extensions of this agreement. These appendices shall remain a part of this agreement until amended or deleted as provided in the procedures of this agreement.

- Appendix A: Salary Schedule
- Appendix B: Fringe Benefits
- Appendix C: Grievance Procedure
- Appendix D: Teaching and Employment Conditions

APPENDIX A

A. Salary Schedules

1. The salary and extra-duty provisions as negotiated by the Board and the Organization for the 2022-2023 through 2025-2026 school years can be found in this appendix.
2. All new hires starting with the 2022-2023 school year will freeze at the following:

BA	10 Years of Service at Chaney-Monge District 88
BA+15	13 Years of Service at Chaney-Monge District 88
BA+30	16 Years of Service at Chaney-Monge District 88
3. For all employees frozen at a step in the BA, BA+15, or BA+30 columns, they shall remain at the salary they were receiving at the time they became frozen. At such time as the employee completes the necessary requirements to move, they will be placed in the appropriate column and move one step for completing the necessary requirements.
4. Longevity Steps

Step 1	Years 16-20	\$800
Step 2	Years 21-25	Step 1 + \$500
Step 3	Years 26+	Step 2 + \$500

Cumulative years of service at Chaney-Monge School District 88

B. Board Payment of Teacher Retirement Contribution

1. The Board will pay 9.0% retirement contribution to the Teachers' Retirement System of Illinois.
2. It is expressly understood that figures appearing on the schedules include a sum equal to 9.0% of the full salary of each teacher which is, in fact, payable to the Teachers' Retirement System on the teacher's behalf. The teacher shall have no claim upon this money except as such may arise upon retirement or upon severance from the Teachers' Retirement System.
3. The Organization agrees to indemnify and hold harmless, the Board, the individual members thereof, and its agents and employees from any and all claims, including but not limited to the cost of the defense thereof, resulting from any action taken to affect compliance with this section.
4. In the event this provision becomes inoperable because of legal mandate, the 9.0% contribution now paid by the Board for each teacher into the Teacher's Retirement System will be directly paid to the teacher.

2022-2023 Step	Salary Schedule						
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$41,202	\$42,167	\$43,131	\$44,578	\$45,542	\$46,507	\$47,472
2	\$42,402	\$43,395	\$44,388	\$45,877	\$46,869	\$47,861	\$48,854
3	\$42,818	\$43,820	\$44,823	\$46,326	\$47,328	\$48,331	\$49,332
4	\$43,323	\$44,337	\$45,351	\$46,872	\$47,887	\$48,900	\$49,914
5	\$44,585	\$45,629	\$46,672	\$48,237	\$49,280	\$50,325	\$51,369
6	\$45,883	\$46,957	\$48,032	\$49,642	\$50,717	\$51,791	\$52,864
7	\$46,618	\$47,710	\$48,799	\$50,436	\$51,528	\$52,619	\$53,710
8	\$47,188	\$48,293	\$49,397	\$51,055	\$52,159	\$53,264	\$54,368
9	\$47,771	\$48,888	\$50,008	\$51,686	\$52,803	\$53,922	\$55,041
10	<u>\$48,361</u>	\$49,496	\$50,626	\$52,324	\$53,455	\$54,588	\$55,719
11	\$49,135	\$50,303	\$51,471	\$53,226	\$54,395	\$55,564	\$56,732
12	\$49,919	\$51,732	\$53,544	\$55,359	\$57,377	\$59,393	\$61,411
13	\$51,175	<u>\$52,990</u>	\$54,801	\$56,615	\$58,631	\$60,647	\$62,667
14	\$52,674	\$54,485	\$56,299	\$58,113	\$60,129	\$62,147	\$64,164
15	\$54,097	\$55,911	\$57,724	\$59,537	\$61,555	\$63,570	\$65,588
16	\$56,106	\$57,917	<u>\$59,733</u>	\$61,545	\$63,563	\$65,579	\$67,595
17	\$56,646	\$58,478	\$60,307	\$62,140	\$64,176	\$66,213	\$68,248
18	\$57,193	\$59,042	\$60,891	\$62,740	\$64,796	\$66,851	\$68,907
19	\$57,746	\$59,610	\$61,478	\$63,346	\$65,420	\$67,499	\$69,573
20	\$59,812	\$61,679	\$63,545	\$65,413	\$67,486	\$69,564	\$71,639
21	\$61,876	\$63,743	\$65,610	\$67,479	\$69,553	\$71,628	\$73,705
22	\$63,943	\$65,811	\$67,678	\$69,543	\$71,619	\$73,695	\$75,772
23	\$66,005	\$67,872	\$69,740	\$71,608	\$73,680	\$75,756	\$77,834
24	\$68,070	\$69,939	\$71,803	\$73,671	\$75,749	\$77,822	\$79,898
25	\$71,547	\$73,413	\$75,282	\$77,147	\$79,224	\$81,301	\$83,376
26	\$74,414	\$76,451	\$78,318	\$80,184	\$82,262	\$84,338	\$86,414
27	\$77,769	\$79,633	\$81,500	\$83,367	\$85,442	\$87,520	\$89,595
28		\$82,309	\$84,177	\$86,046	\$88,119	\$90,198	\$92,273
29		\$85,095	\$86,960	\$88,829	\$90,905	\$92,981	\$95,056
30		\$89,595	\$91,462	\$93,329	\$95,405	\$97,481	\$99,556
31				\$96,406	\$98,479	\$100,557	\$102,633
32				\$98,472	\$100,547	\$102,624	\$104,699
33				\$100,537	\$102,613	\$104,688	\$106,766
34				\$102,603	\$104,678	\$106,755	\$108,832
35				\$104,670	\$106,747	\$108,820	\$110,898

2023-2024 Step	Salary Schedule						
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$42,232.00	\$43,221.00	\$44,209.00	\$45,692.00	\$46,681.00	\$47,670.00	\$48,659.00
2	\$43,262.00	\$44,275.00	\$45,288.00	\$46,807.00	\$47,819.00	\$48,832.00	\$49,846.00
3	\$44,522.00	\$45,565.00	\$46,607.00	\$48,171.00	\$49,212.00	\$50,254.00	\$51,297.00
4	\$44,959.00	\$46,011.00	\$47,064.00	\$48,642.00	\$49,694.00	\$50,748.00	\$51,799.00
5	\$45,489.00	\$46,554.00	\$47,619.00	\$49,216.00	\$50,281.00	\$51,345.00	\$52,410.00
6	\$46,814.00	\$47,910.00	\$49,006.00	\$50,649.00	\$51,744.00	\$52,841.00	\$53,937.00
7	\$48,177.00	\$49,305.00	\$50,434.00	\$52,124.00	\$53,253.00	\$54,381.00	\$55,507.00
8	\$48,949.00	\$50,096.00	\$51,239.00	\$52,958.00	\$54,104.00	\$55,250.00	\$56,396.00
9	\$49,547.00	\$50,708.00	\$51,867.00	\$53,608.00	\$54,767.00	\$55,927.00	\$57,086.00
10	<u>\$50,160.00</u>	\$51,332.00	\$52,508.00	\$54,270.00	\$55,443.00	\$56,618.00	\$57,793.00
11	\$50,779.00	\$51,971.00	\$53,157.00	\$54,940.00	\$56,128.00	\$57,317.00	\$58,505.00
12	\$51,592.00	\$52,818.00	\$54,045.00	\$55,887.00	\$57,115.00	\$58,342.00	\$59,569.00
13	\$52,415.00	<u>\$54,319.00</u>	\$56,221.00	\$58,127.00	\$60,246.00	\$62,363.00	\$64,482.00
14	\$53,734.00	\$55,640.00	\$57,541.00	\$59,446.00	\$61,563.00	\$63,679.00	\$65,800.00
15	\$55,308.00	\$57,209.00	\$59,114.00	\$61,019.00	\$63,135.00	\$65,254.00	\$67,372.00
16	\$56,802.00	\$58,707.00	<u>\$60,610.00</u>	\$62,514.00	\$64,633.00	\$66,749.00	\$68,867.00
17	\$58,911.00	\$60,813.00	\$62,720.00	\$64,622.00	\$66,741.00	\$68,858.00	\$70,975.00
18	\$59,478.00	\$61,402.00	\$63,322.00	\$65,247.00	\$67,385.00	\$69,524.00	\$71,660.00
19	\$60,053.00	\$61,994.00	\$63,936.00	\$65,877.00	\$68,036.00	\$70,194.00	\$72,352.00
20	\$60,633.00	\$62,591.00	\$64,552.00	\$66,513.00	\$68,691.00	\$70,874.00	\$73,052.00
21	\$62,803.00	\$64,763.00	\$66,722.00	\$68,684.00	\$70,860.00	\$73,042.00	\$75,221.00
22	\$64,970.00	\$66,930.00	\$68,891.00	\$70,853.00	\$73,031.00	\$75,209.00	\$77,390.00
23	\$67,140.00	\$69,102.00	\$71,062.00	\$73,020.00	\$75,200.00	\$77,380.00	\$79,561.00
24	\$69,305.00	\$71,266.00	\$73,227.00	\$75,188.00	\$77,364.00	\$79,544.00	\$81,726.00
25	\$71,474.00	\$73,436.00	\$75,393.00	\$77,355.00	\$79,536.00	\$81,713.00	\$83,893.00
26	\$75,124.00	\$77,084.00	\$79,046.00	\$81,004.00	\$83,185.00	\$85,366.00	\$87,545.00
27	\$78,135.00	\$80,274.00	\$82,234.00	\$84,193.00	\$86,375.00	\$88,555.00	\$90,735.00
28	\$81,657.00	\$83,615.00	\$85,575.00	\$87,535.00	\$89,714.00	\$91,896.00	\$94,075.00
29	\$85,180.00	\$86,424.00	\$88,386.00	\$90,348.00	\$92,525.00	\$94,708.00	\$96,887.00
30	\$89,300.00	\$89,350.00	\$91,308.00	\$93,270.00	\$95,450.00	\$97,630.00	\$99,809.00
31	\$93,420.00	\$94,075.00	\$96,035.00	\$97,995.00	\$100,175.00	\$102,355.00	\$104,534.00
32	\$97,540.00	\$98,195.00	\$100,155.00	\$101,226.00	\$103,403.00	\$105,585.00	\$107,765.00
33	\$101,660.00	\$102,315.00	\$104,275.00	\$103,396.00	\$105,574.00	\$107,755.00	\$109,934.00
34	\$105,780.00	\$106,435.00	\$108,395.00	\$105,564.00	\$107,744.00	\$109,922.00	\$112,104.00
35	\$109,900.00	\$110,555.00	\$112,515.00	\$107,733.00	\$109,912.00	\$112,093.00	\$114,274.00

2024-2025		Salary Schedule					
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$42,865.00	\$43,869.00	\$44,872.00	\$46,377.00	\$47,381.00	\$48,385.00	\$49,389.00
2	\$43,499.00	\$44,518.00	\$45,535.00	\$47,063.00	\$48,081.00	\$49,100.00	\$50,119.00
3	\$44,560.00	\$45,603.00	\$46,647.00	\$48,211.00	\$49,254.00	\$50,297.00	\$51,341.00
4	\$45,858.00	\$46,932.00	\$48,005.00	\$49,616.00	\$50,688.00	\$51,762.00	\$52,836.00
5	\$46,308.00	\$47,391.00	\$48,476.00	\$50,101.00	\$51,185.00	\$52,270.00	\$53,353.00
6	\$46,854.00	\$47,951.00	\$49,048.00	\$50,692.00	\$51,789.00	\$52,885.00	\$53,982.00
7	\$48,218.00	\$49,347.00	\$50,476.00	\$52,168.00	\$53,296.00	\$54,426.00	\$55,555.00
8	\$49,622.00	\$50,784.00	\$51,947.00	\$53,688.00	\$54,851.00	\$56,012.00	\$57,172.00
9	\$50,417.00	\$51,599.00	\$52,776.00	\$54,547.00	\$55,727.00	\$56,908.00	\$58,088.00
10	<u>\$51,033.00</u>	\$52,229.00	\$53,423.00	\$55,216.00	\$56,410.00	\$57,605.00	\$58,799.00
11	\$51,665.00	\$52,872.00	\$54,083.00	\$55,898.00	\$57,106.00	\$58,317.00	\$59,527.00
12	\$52,302.00	\$53,530.00	\$54,752.00	\$56,588.00	\$57,812.00	\$59,037.00	\$60,260.00
13	\$53,140.00	<u>\$54,403.00</u>	\$55,666.00	\$57,564.00	\$58,828.00	\$60,092.00	\$61,356.00
14	\$53,987.00	\$55,949.00	\$57,908.00	\$59,871.00	\$62,053.00	\$64,234.00	\$66,416.00
15	\$55,346.00	\$57,309.00	\$59,267.00	\$61,229.00	\$63,410.00	\$65,589.00	\$67,774.00
16	\$56,967.00	\$58,925.00	<u>\$60,887.00</u>	\$62,850.00	\$65,029.00	\$67,212.00	\$69,393.00
17	\$58,506.00	\$60,468.00	\$62,428.00	\$64,389.00	\$66,572.00	\$68,751.00	\$70,933.00
18	\$60,678.00	\$62,637.00	\$64,602.00	\$66,561.00	\$68,743.00	\$70,924.00	\$73,104.00
19	\$61,262.00	\$63,244.00	\$65,222.00	\$67,204.00	\$69,407.00	\$71,610.00	\$73,810.00
20	\$61,855.00	\$63,854.00	\$65,854.00	\$67,853.00	\$70,077.00	\$72,300.00	\$74,523.00
21	\$62,452.00	\$64,469.00	\$66,489.00	\$68,508.00	\$70,752.00	\$73,000.00	\$75,244.00
22	\$64,687.00	\$66,706.00	\$68,724.00	\$70,745.00	\$72,986.00	\$75,233.00	\$77,478.00
23	\$66,919.00	\$68,938.00	\$70,958.00	\$72,979.00	\$75,222.00	\$77,465.00	\$79,712.00
24	\$69,154.00	\$71,175.00	\$73,194.00	\$75,211.00	\$77,456.00	\$79,701.00	\$81,948.00
25	\$71,384.00	\$73,404.00	\$75,424.00	\$77,444.00	\$79,685.00	\$81,930.00	\$84,178.00
26	\$73,618.00	\$75,639.00	\$77,655.00	\$79,676.00	\$81,922.00	\$84,164.00	\$86,410.00
27	\$77,378.00	\$79,397.00	\$81,417.00	\$83,434.00	\$85,681.00	\$87,927.00	\$90,171.00
28		\$82,682.00	\$84,701.00	\$86,719.00	\$88,966.00	\$91,212.00	\$93,457.00
29		\$86,123.00	\$88,142.00	\$90,161.00	\$92,405.00	\$94,653.00	\$96,897.00
30		\$89,017.00	\$91,038.00	\$93,058.00	\$95,301.00	\$97,549.00	\$99,794.00
31				\$96,068.00	\$98,314.00	\$100,559.00	\$102,803.00
32				\$100,935.00	\$103,180.00	\$105,426.00	\$107,670.00
33				\$104,263.00	\$106,505.00	\$108,753.00	\$110,998.00
34				\$106,498.00	\$108,741.00	\$110,988.00	\$113,232.00
35				\$108,731.00	\$110,976.00	\$113,220.00	\$115,467.00

2025-2026 Salary Schedule

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$43,508.00	\$44,527.00	\$45,545.00	\$47,073.00	\$48,092.00	\$49,111.00	\$50,130.00
2	\$44,151.00	\$45,185.00	\$46,218.00	\$47,768.00	\$48,802.00	\$49,837.00	\$50,871.00
3	\$44,804.00	\$45,854.00	\$46,901.00	\$48,475.00	\$49,523.00	\$50,573.00	\$51,623.00
4	\$45,897.00	\$46,971.00	\$48,046.00	\$49,657.00	\$50,732.00	\$51,806.00	\$52,881.00
5	\$47,234.00	\$48,340.00	\$49,445.00	\$51,104.00	\$52,209.00	\$53,315.00	\$54,421.00
6	\$47,697.00	\$48,813.00	\$49,930.00	\$51,604.00	\$52,721.00	\$53,838.00	\$54,954.00
7	\$48,260.00	\$49,390.00	\$50,519.00	\$52,213.00	\$53,343.00	\$54,472.00	\$55,601.00
8	\$49,665.00	\$50,827.00	\$51,990.00	\$53,733.00	\$54,895.00	\$56,059.00	\$57,222.00
9	\$51,111.00	\$52,308.00	\$53,505.00	\$55,299.00	\$56,497.00	\$57,692.00	\$58,887.00
10	\$51,930.00	\$53,147.00	\$54,359.00	\$56,183.00	\$57,399.00	\$58,615.00	\$59,831.00
11	\$52,564.00	\$53,796.00	\$55,026.00	\$56,872.00	\$58,102.00	\$59,333.00	\$60,563.00
12	\$53,215.00	\$54,458.00	\$55,705.00	\$57,575.00	\$58,819.00	\$60,067.00	\$61,313.00
13	\$53,871.00	\$55,136.00	\$56,395.00	\$58,286.00	\$59,546.00	\$60,808.00	\$62,068.00
14	\$54,734.00	\$56,035.00	\$57,336.00	\$59,291.00	\$60,593.00	\$61,895.00	\$63,197.00
15	\$55,607.00	\$57,627.00	\$59,645.00	\$61,667.00	\$63,915.00	\$66,161.00	\$68,408.00
16	\$57,006.00	\$59,028.00	\$61,045.00	\$63,066.00	\$65,312.00	\$67,557.00	\$69,807.00
17	\$58,676.00	\$60,693.00	\$62,714.00	\$64,736.00	\$66,980.00	\$69,228.00	\$71,475.00
18	\$60,261.00	\$62,282.00	\$64,301.00	\$66,321.00	\$68,569.00	\$70,814.00	\$73,061.00
19	\$62,498.00	\$64,516.00	\$66,540.00	\$68,558.00	\$70,805.00	\$73,052.00	\$75,297.00
20	\$63,100.00	\$65,141.00	\$67,179.00	\$69,220.00	\$71,489.00	\$73,758.00	\$76,024.00
21	\$63,711.00	\$65,770.00	\$67,830.00	\$69,889.00	\$72,179.00	\$74,469.00	\$76,759.00
22	\$64,326.00	\$66,403.00	\$68,484.00	\$70,563.00	\$72,875.00	\$75,190.00	\$77,501.00
23	\$66,628.00	\$68,707.00	\$70,786.00	\$72,867.00	\$75,176.00	\$77,490.00	\$79,802.00
24	\$68,927.00	\$71,006.00	\$73,087.00	\$75,168.00	\$77,479.00	\$79,789.00	\$82,103.00
25	\$71,229.00	\$73,310.00	\$75,390.00	\$77,467.00	\$79,780.00	\$82,092.00	\$84,406.00
26	\$73,526.00	\$75,606.00	\$77,687.00	\$79,767.00	\$82,076.00	\$84,388.00	\$86,703.00
27	\$75,827.00	\$77,908.00	\$79,985.00	\$82,066.00	\$84,380.00	\$86,689.00	\$89,002.00
28		\$81,779.00	\$83,860.00	\$85,937.00	\$88,251.00	\$90,565.00	\$92,876.00
29		\$85,162.00	\$87,242.00	\$89,321.00	\$91,635.00	\$93,948.00	\$96,261.00
30		\$88,707.00	\$90,786.00	\$92,866.00	\$95,177.00	\$97,493.00	\$99,804.00
31				\$95,850.00	\$98,160.00	\$100,475.00	\$102,788.00
32				\$98,950.00	\$101,263.00	\$103,576.00	\$105,887.00
33				\$103,963.00	\$106,275.00	\$108,589.00	\$110,900.00
34				\$107,391.00	\$109,700.00	\$112,016.00	\$114,328.00
35				\$109,693.00	\$112,003.00	\$114,318.00	\$116,629.00

Extra Duty Salary Schedule

All extra duty job descriptions will be posted on the district website. Interested persons may submit a letter for any extra duty position to the superintendent and principal by May 1. Any unfilled extra duty positions shall be made known to teachers in the fall through a staff memo, staff email, bulletin board, or a designated location in the building.

Extra Duty Assignment	2022-2023		2023-2024		2024-2025		2025-2026	
	Hourly Stipend	Maximum Stipend	Hourly Stipend	Maximum Stipend	Hourly Stipend	Maximum Stipend	Hourly Stipend	Maximum Stipend
Elementary Newspaper	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Junior High Newspaper	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Junior High Science Club	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Junior High Student Leadership	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Elementary Division Liaison	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Junior High Division Liaison	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Watch D.O.G.S. Program Facilitator	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
<i>Flex Assignment</i>	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
<i>Flex Assignment</i>	\$30.52	\$1,059.62	\$31.44	\$1,091.56	\$32.38	\$1,124.20	\$33.35	\$1,157.88
Yearbook	\$30.52	\$2,116.91	\$31.44	\$2,180.72	\$32.38	\$2,245.92	\$33.35	\$2,313.20
Baseball Coach (2)	X	\$2,563.68	X	\$2,640.59	X	\$2,719.81	X	\$2,801.40
Basketball Coach (2)	X	\$2,563.68	X	\$2,640.59	X	\$2,719.81	X	\$2,801.40
Volleyball Coach (2)	X	\$2,563.68	X	\$2,640.59	X	\$2,719.81	X	\$2,801.40
Music Director	X	\$5,666.53	X	\$5,836.53	X	\$6,011.63	X	\$6,191.98
Activities Director	X	\$5,666.53	X	\$5,836.53	X	\$6,011.63	X	\$6,191.98
*Technology Associate	\$30.52	\$13,407.99	\$31.44	\$13,812.16	\$32.38	\$14,225.12	\$33.35	\$14,651.26
Bilingual/EL Director	\$30.52	\$13,407.99	\$31.44	\$13,812.16	\$32.38	\$14,225.12	\$33.35	\$14,651.26

*Technology Associate and Bilingual/EL Director may exceed maximum stipend with Board approval.

APPENDIX B – FRINGE BENEFITS

1. Sick Leave

Each full-time teacher shall be granted 15 days of sick leave at full pay in each school year. If any teacher does not use the full amount of annual leave thus allowed, the unused amount shall accumulate to the TRS maximum allowable for service credit at full pay, including the leave of the current year. In the event that a teacher has already accumulated days beyond the current contractual allowance of 340 days, he/she may use these additional days for service credit.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family. The immediate family shall include: parents, spouse, children, siblings, parents-in-law, siblings-in-law, grandparents, grandparents-in-law, and legal guardian(s). Both a marriage between persons of the same sex, a civil union, or a substantially similar, legal relationship other than common law marriage, legally entered into recognized in Illinois shall be recognized.

2. Retirement Benefit Option Program

a. Any teacher who renders a minimum of 15 years of cumulative creditable service to the district preceding his or her retirement and who does not cause the district to incur costs payable to TRS under the Early Retirement Option (ERO) will be paid a salary increase during his/her last 4 years of service equal to six percent (6%) above the previous year's contracted salary for the same assignment/workload. The six percent (6%) increase shall be in lieu of any annual salary/stipend increase, step, longevity, and/or lane advancement and shall be adjusted to reflect any changes in assignments or duties from year to year during the duration of the retirement option. Eligibility for this option is limited to teachers who will be at least sixty (60) years old, or will be between the ages of fifty-five (55) and fifty-nine (59) with at least 35 years of creditable TRS service at the time of retirement.

b. An employee may submit an irrevocable letter of intent to retire, which shall include a specific retirement date, by June 1st four years prior to the intended date of retirement.

c. Total salary increase from year to year shall be established at six percent (6%) after the submission and acceptance of the ILIR (irrevocable letter of intent to retire).

d. Post retirement lump sum severance benefit: An employee who retires under the terms and conditions of this section shall qualify for a port retirement lump sum severance benefit. For each year of full-time active service with School District 88, the Board shall pay the eligible employee .5% of the employee's final

school year's salary (excluding extra duty, extended learning or any other additional form of compensation) up to a maximum of fifteen percent (15%) of the employee's final salary. Example, \$75,000 x .15 x 30 years = \$11,250. The payment shall be made to the employee 30 to 60 days after the teacher's last day of work or the last paycheck, whichever occurs intended by the teacher nor the Board to be creditable earnings under TRS.

Between September 1st and October 1st of every school year, the Organization will provide a list of employees who are within five years of being eligible, or who are eligible to retire under any TRS retirement program to the Superintendent. Between October 31st and December 15th of every school year, the Superintendent or his/her designee, a union representative and each employee on the list will meet to determine whether the employee, under the current salary schedule, collective bargaining language (horizontal lane movement, promotion, extra-curricular, stipends, any possible additional payment) would earn more than the TRS maximum allowable rate without penalty to the Board of Education over the previous year's creditable earnings in any year of this contract.

The parties agree that under no circumstances will the increases in creditable earnings for teachers who are within four years of becoming eligible for retirement or who are eligible to retire under any TRS retirement program, exceed the TRS maximum allowable rate without penalty to the Board of Education from one year to the next. The parties agree that if the cap might be exceeded, the parties will meet and agree to restructure the teacher's assignment or compensation so that the cap will not be exceeded. The parties acknowledge, the purpose of such an agreement is to avoid liability for penalties which may result from increases in creditable earnings from one year to the next in excess of TRS maximum allowable rate without penalty to the Board of Education.

3. Bereavement Leave

Up to three bereavement days with pay shall be allowed upon the superintendent's approval in the event of death in the immediate family as defined in B.1 providing such days are days when school is in session. The bereavement leave may be extended for up to two additional workdays upon approval by the Superintendent and the use of up to two of the employee's accumulated sick leave days.

4. Personal Leave

Two paid personal leave days shall be granted each teacher in years 1-4 of service to Chaney-Monge SD #88 and three paid personal leave days in years 5-19 of service. Teachers with 20 or more years of service to Chaney-Monge District #88 shall be granted up to four paid personal leave days. Teachers shall receive sick leave credit for any unused personal days. Employees may request additional

personal leave days in an emergency or unavoidable situation in excess of their annual allotment. If approved by administration, one sick leave day shall be deducted from the employee's accumulated sick leave total and half the per diem cost of the substitute teacher shall be charged to the employee. The charge will be made commensurate with the number of additional personal leave days approved by administration.

5. Leaves of Absence

All leaves of absence shall be unpaid, governed by school district policy and, where applicable, the Family Medical Leave Act of 1993. Employees may use unpaid family and medical leave, guaranteed by the federal Family Medical Leave Act, for up to a combined total of 12 weeks during a 12 month eligibility period which shall commence on the first day of the employee's family medical leave.

Definition: Eligibility period is the 12 month period of time that shall begin with the first day of the approved family and medical leave and 365 days (12 months) thereafter. An employee may use up to a combined total of 12 weeks of family and medical leave during the eligibility period.

6. Civic Duty Leave

A teacher shall be excused at full pay for the purpose of performing civic duties such as jury duty and witnessing. The teacher will be allowed to keep any money received for jury duty. Scheduling of time away from school for civic duty shall be processed through the Superintendent. Civic duty shall not be counted as a personal or sick leave day.

7. Military Service Credit

One year shall be granted for each year of active military service, up to a maximum of two years.

8. Death Benefit

Life insurance coverage in the amount of \$50,000 shall be provided for employees included in this agreement.

9. Insurance

a. Employee Insurance

The Board shall fully pay the premiums for the following insurance for full-time certified employees covered under this agreement except as provided in part (i) of this section:

I. Major Medical and Hospitalization

II. Dental

III. Vision

IV. Life Insurance: \$50,000 policy

b. Employee Family Major Medical-Hospitalization Insurance for Employees Hired Prior to June 30, 1993

The Board shall contribute a maximum of \$280.00 for major medical and hospitalization family rider premiums for employees that qualify for the plan hired before June 30, 1993.

Beginning FY98 and henceforth, the Board shall pay a maximum of \$280.00/month for employee family coverage.

Employees may elect to have their portions of premiums paid directly to the business office or through a payroll deduction plan.

c. Employee Family Major Medical-Hospitalization Insurance for Employees Hired July 1, 1993 or Thereafter

The Board shall offer family major medical and hospitalization insurance coverage to employees hired on or after July 1, 1993, through the district's health care insurance plan. The employee shall be required to pay for the total cost of the premium and may elect to pay the district directly or through a payroll deduction plan.

d. Family Dental and Vision Coverage: All Employees

The Board shall offer family dental and vision insurance to all employees. Employees will pay for the total cost of selected coverage either through direct payment to the business office or through a payroll deduction plan. Employees covered under the district's vision plan shall be able to obtain frames every two years as enumerated in the VSP plan.

e. Participation

Employees participating in any of the above insurance programs shall follow the procedures enumerated for each plan. Copies of the procedures and policies are available in the school business office.

Employees may elect to enroll in any health insurance plan offered by the school district.

f. Change in Insurance Carrier

The Board may, when deemed necessary, change the insurance carriers. However, the benefits therein must be equal to and comparable to the original (replaced) insurance program. (Note: Master plan on file in the district business office.)

When a change in insurance vendors takes place, the level of coverage in the new plan shall be comparable to the plan being replaced. The Board may also provide alternative health insurance products to employees covered by this agreement at any time.

g. Employee Family Major Medical-Hospitalization Insurance:

Prescription Drug Card Plan Employee Co-payments

1. Effective July 1, 2003, the following employee co-payment fees shall be applicable: \$7.00 for all generic brand drugs; \$12.00 for all formulary brand name drugs (brand name drugs that are included in the drug card provider's formulary listing); and \$20.00 for all brand-name prescriptions drugs not listed on the drug card provider's formulary listing.

h. Employee Family Major Medical-Hospitalization Insurance Health Insurance Plan:

Single/Family Plan Annual Deductibles

1. Effective July 1, 2006, employees participating in the health insurance preferred provider option (PPO) plan, single deductibles shall be \$400. Family plan deductibles shall be as per the policy plan.

i. Annual Combined Health Care Premium Increase Contribution:

Annual Premium Increase Employee Contribution

1. Effective July 1, 2003, employees shall pay for 10% of the annual single coverage premium increase for the combined cost of health, life, vision, and dental insurance.

j. New employees who begin full-time employment in the fall of 2014 or after shall be frozen at the year 3 health premium percentage for the life of the contract. All other current employees shall pay the following premium percentage for the life of the contract:

Year 1	25% of single premium
--------	-----------------------

Year 2	20% of single premium
Year 3	15% of single premium
Year 4	10% of single premium
Year 5+	10% of annual single premium increase

k. Allow Employees the Option of Enrolling in an HSA Plan.

- l. Insurance communications between the Superintendent and the Union will occur at least once per year, before the conclusion of the school year, or when possible, to discuss and explore changes, increases, adjustments, claims, etc. The administration will share the following with the Union: benefit plan financial information, meeting agendas and minutes, and the benefit plan renewal timeline. The administration will communicate with and seek input from the Union when changes to the benefit plan are being considered by the Lincoln-Way Area Affiliation of Participating School Districts Employee Benefit Plan.

10. Pay for Degree Advancement/Graduate Work

- a. All graduate programs, state certification programs, and course work must be approved by the Superintendent for reimbursement and/or movement on the salary schedule before any course work is attempted.
- b. The pre-requisite for approval is that the course work shall be:
1. in an approved program for an advanced degree in education
 - or
 2. able to aid in professional growth by enhancing teaching performance.
- c. Course work used for salary lane advancement must be earned outside of the regular school day.
- d. All semester hours of credit for salary advancement must be on file in the office of the superintendent before September 1 of the current school year.
- e. If available to employee through the university, the employee could elect

deferred payment of tuition upon the completion of the approved course and upon evidence thereof filed with the Superintendent, the District will submit payment to the university on behalf of the employee. If deferred payment is not available, upon completion of an approved course and upon evidence thereof filed with the Superintendent, a teacher will be reimbursed. The District will pay or reimburse at the rate of \$350 per graduate credit hour and not to exceed the cost of the class. Each employee shall be limited to 15 graduate credit hours per fiscal year.

- f. Degree Completion Employment Guarantee: Upon completion of a graduate or post graduate degree for which the district has reimbursed an employee in whole or in part for at least 50% of the graduate hours in the degree program, said employee shall remain in good standing and in contractual continued services in the district for two school years following the end of the school year in which the degree was earned. If the employee leaves the district prior to this time, the employee shall reimburse the district \$1,000 for each full year and/or portion thereof that the employment guarantee is not fulfilled.

Reimbursement shall be made to the school district prior to the Board's acceptance of the employee's letter of resignation.

When a teacher has met the requirement for, and received, the M.S. or M.A. Degree, after the school year has begun and prior to the beginning of the second semester, his/her salary shall be prorated after the 90th teaching day of the same year to reflect the granting of the advance degree upon filing the proper documentation in the school business office.

After the district has reimbursed a teacher 45 graduate credit hours the employee will be limited to 6 credit hours per fiscal year for reimbursement.

- g. Reimbursement will be limited to either college credit or Professional Growth activities, in a given fiscal year, after the teacher has earned a Masters degree.

11. Credit Union

The Canals and Trails Credit Union is established as the sole credit union authorized for Payroll deductions. Any teacher requesting payroll deductions must do so within a reasonable time after the negotiable salary is determined for the new year or no later than 10 days before the paycheck showing the salary for the new year. The teacher has the right to terminate the deduction at any time during the year.

12. Teacher's Personal Property

The Board shall provide to teachers, personal property insurance on all personal items of significant value that the teachers request be covered under this insurance. However, the request must first meet the approval of the building principal and superintendent. In addition:

- a. If applicable, the teacher must claim under his homeowners policy before the Board insurance coverage will apply.
- b. A request form must be completed describing the article, serial number, new, used, value, length article will remain in District 88.
- c. The article must, except when directly used, be under lock and key. No article will be insured by the Board of Education unless the article has been properly and safely secured.

IMPORTANT NOTE: Only those articles that have been properly processed with a request form and that have the approval of the building principal and superintendent shall be insured by the Board of Education.

13. Professional Conferences

Upon the discretion and approval of the Superintendent or designee, teachers shall be allowed to attend professional conferences and workshops. Pre-approved expenses for conferences/workshop fees, food, and travel will be reimbursed. Receipts for all expenses claimed shall be turned in before reimbursement is approved. Travel expenses shall be reimbursed at the current allowable rate as defined by the Internal Revenue Service.

14. Dues Deduction

Upon receipt of a lawfully executed, written authorization from a teacher, the Board agrees to deduct AFT and/or Organization dues in equal installments over 20 pay periods. The CMTO treasurer will provide the business office with the "Certification to Educational Employer" document with the amount to be deducted.

Deduction shall automatically continue the following school year unless and until the CMTO Treasurer notifies the Business Office of a member's stoppage or changes to payments.

The Union agrees to indemnify and hold the Board harmless against any and all claims, suits, or judgements brought or issued against the Board, directly or indirectly, as a result of any action taken or not taken by the Board pursuant to any written communication from the Union.

15. Tax Sheltered Annuity Payroll Deduction Plans

The Board of Education will enter into an agreement for TSA (Tax Sheltered Annuity) payroll deduction plans for a vendor having a minimum of five school district employees or more enrolled in the plan and meets and agrees to the terms and conditions of the District 403b plan document.

APPENDIX C – GRIEVANCE PROCEDURE

A grievance is defined as a complaint or claim by a teacher or the Union that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement.

The Board acknowledges the right of the Organization to assist a grievant at any level of the grievance procedure if it obtains the consent of the grievant, and the Organization acknowledges the right of any member of the Administration to receive assistance as desired in any step of the grievance procedure. Failure of any employee or the Union to act on a grievance within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual consent. At any stage of the grievance procedure, the grievant may be represented by a representative of his or her choice.

A grievance involving the act of any administrator above the building level shall initially be filed at Step 3 of the grievance procedure after the grievant first having consulted the Administrator involved.

- Step 1: A complaint shall first be discussed with the object of resolving the matter informally. If the matter is resolved and a Union representative was not present at the adjustment of the complaint, the principal shall inform the Union president of the adjustment.
- Step 2: If the grievance cannot be resolved informally, the grievant shall present the grievance in writing to his/her immediate supervisor no later than twenty (20) business days after the occurrence of the claim or complaint. The supervisor will arrange for a meeting to take place within five (5) business days after receipt of the grievance. The aggrieved party, the immediately involved supervisor, and union representation when requested, shall be present for the meeting. The supervisor will then, within five (5) business days after the meeting, provide the aggrieved party and the superintendent with a written memorandum setting forth the disposition of the grievance. Such memorandum shall contain reasons upon which the disposition of the matter was based.
- Step 3: If the grievant is not satisfied with the disposition of the grievance at step 2, or if step 2 time limits expire without the issuance of the supervisor's memorandum, the grievant shall present the grievance in writing to the superintendent within ten (10) business days. The superintendent shall arrange for a meeting to take place within five (5) business days after receipt of the grievance. The superintendent shall conduct the meeting with the same parties being present as were in

Step 2. Upon the conclusion of the hearing of the grievance, the superintendent shall have ten (10) business days in which to provide his/her written decision to the grievant.

Step 4: If the grievant is not satisfied with the disposition of the grievance at Step 3, or if step 3 time limits expire without the issuance of the superintendent's decision, the grievant may refer to the Board of Education.

Upon receipt of the request, the Board shall schedule, within thirty (30) days, a closed session hearing on the grievance, and shall promptly thereafter render its decision in writing.

Step 5: If the grievance is not resolved at Step Four, the grievant may submit the grievance to mediation by giving the Board and Superintendent or Designee written notice within ten (10) business days of receipt of the Step Four response. The parties shall select the mediator within ten (10) business days of such notice. If the parties cannot agree to a mediator within ten (10) business days of the mediation demand, the Federal Mediation and Conciliation Service will be requested to provide a panel of mediators. The mediation shall be considered non-binding.

Step 6: If the grievance is not resolved satisfactorily at Step 5, there shall be available a step of impartial, binding arbitration. The Union may submit, in writing, a request to the superintendent within ten (10) business days from receipt of the step 4 *answer*. The arbitrator shall be selected from the American Arbitration Association in accordance with their voluntary labor tribunal rules.

Each party shall be entitled to representation and witnesses. The arbitrator shall have no power to alter the terms of the Agreement, nor to make any award void or prohibited by law, statutory or decisional.

The cost of the arbitrator shall be borne equally between the aggrieved party and the school district. Should either party request a transcript of the proceedings, that party will bear the cost of the transcript. The arbitrator's decision shall be final and binding upon the parties. His/her decision must be based solely and only upon his or her interpretation of the meaning or application of the express relevant language of the Agreement.

A business day is defined as a day on which the School Administration Office is open for business.

Should the investigation of any grievance require, in the judgement of the superintendent, that an employee be released from his/her regular assignment, he/she will be released without loss of pay or benefits.

The Board agrees not to take reprisal against any person for his participation in the grievance process. The Union agrees to take no reprisals against any person because of his or her participation or refusal to participate in the grievance process.

Furthermore, should any member of the bargaining unit commence an action against the Board and/or any of its members individually or collectively, before any State or Federal Administrative agency, Court or Tribunal, charging the Board or any of its members as aforesaid with any alleged violation of any of the rights granted to or enumerated herein, said proceeding shall act as a bar to the commencement of further proceedings of any grievance filed herein which alleges as its subject matter any violation of any rights specifically enumerated herein.

The final determination of a grievance at any step shall be included in the interested teacher's (s') official Board file.

APPENDIX D – TEACHING AND EMPLOYMENT CONDITIONS

1. Class Load

The Board of Education will do all within its power and within the financial limits and building capacities of the district to provide the most efficient and effective class size possible. They will strive for as low a teacher-pupil ratio as possible.

2. Teacher Contact Periods

Every effort will be made to equalize the contact and preparation periods as each school permits. Every teacher should have the same number of instructional contact periods at Chaney-Monge.

3. Teacher Aides

The Board of Education will consider the possibility of providing a teacher aide in the classroom when student needs or classroom conditions warrant.

4. Scheduling and Class Length

The administrators of School District 88 shall hereby be charged with the responsibility of meeting annually with a CMTO Committee to freely discuss teacher opinions and suggestions in regard to scheduling and class length for the following year.

The Administrators will, wherever they deem feasible, attempt to incorporate in the schedule any suggestions offered by the teachers' committee.

5. Duties

All non-teaching duties shall be kept at a minimum and assigned on a fair and equitable basis.

6. Pay Period Options – Balance of Payment

Salary shall be paid to teachers using a bi-weekly pay period schedule. New hires may receive the first paycheck at a later date than current employees.

Should there be any balance in the Board's contractual salary commitment to a teacher who is not returning to the district, said teacher shall have the option to be paid on the last pay date of the school term, if requested by May 1.

7. Instructional Supplies

The Board of Education will do all within its power and within the financial limits of the district to assure that adequate instructional supplies shall be made available to all teachers.

8. School Sponsored Trips Beyond the Contractual School Day

The Board and Union agree that most school sponsored trips take place during the school day; however, there are some that take place beyond the contractual work day, such as the eighth grade trip. It is agreed that such school sponsored trips must be approved by the principal. If during those approved trips a teacher is required to work beyond the contractual school day, Union employees shall submit receipts of expenses incurred during the duration of the trip, not to exceed a pre-determined dollar amount that will be agreed upon annually between the Union and the Superintendent, using the current GSA (U.S. General Services Administration) as a reference.

9. Evening Attendance

A 1:30 p.m. dismissal will occur when evening attendance is requested of the teachers.

10. Vacancy Procedures

- a. The superintendent shall make available a listing of teaching vacancies that exist in the district as they occur. Notices shall be distributed to all teachers. Positions will be held open for at least five (5) school days.
- b. A teacher shall submit a written request to the superintendent indicating his or her interest in the available position.
- c. If more than one teacher applies for the same vacancy, the teacher deemed best qualified by the superintendent shall be appointed to the position.
- d. Upon the request of the teacher, reasons for denial shall be given in writing by the superintendent.

11. Discipline Procedure

In the event of any disciplinary action by an administrator toward a teacher, the following procedure will occur:

- a. A conference with the superintendent, the teacher and a union representative, if requested, will be held.

- b. A written reprimand or official letter of Notice to Remedy may be placed in the teacher's personnel file.
 1. The letter WILL NOT be placed in the teacher's file until he or she has an opportunity to read the material.
 2. The teacher shall acknowledge that he or she has read such material by affixing his or her signature on the actual copy to be filed with the understanding that such signature merely signifies that he or she read the material to be filed, but does not indicate agreement with its content.
 3. A teacher shall have the right to answer the material within seven (7) days, in writing, and his or her answer shall be attached to the corresponding file material.

12. Internal Subbing Stipend

In the event of an emergency, teachers shall be reimbursed at the rate of \$30.00 per class period for internal substitute teaching services as directed or as authorized by the administration during the teacher's normal non-contact and/or planning periods.

The Internal Subbing Stipend shall also be paid to a teacher for covering two or more classes simultaneously ("doubling") during a regularly scheduled contact period as directed or as authorized by the administration.

The Internal Subbing Stipend shall not be applicable for staff members who voluntarily agree to cover for a colleague's limited or temporary absence from his/her work assignment with the prior approval of the administration.

13. Employee Professional Growth

As part of the ongoing professional growth of all certified employees of District #88, each employee shall submit a signed affidavit (available at the District office) of intent to participate in professional growth activities for the forthcoming contractual year to the Superintendent of school. Activities may include, but not limited to:

Undergraduate credit for coursework in subject/grade level areas;

Graduate coursework in subject/grade level areas;

Supervisory coursework relative to education;

Workshops pertaining to subject/grade level areas;

Training seminars relative to education, students, teachers, or classroom management;

Research work done independently or within a group that has been approved by the superintendent;

Project sponsorship, development that will enhance the overall quality of educational services offered by the school;

Presenting at Conferences – This must have a direct relationship to the individual’s current teaching assignment (Pre-Approval by both the superintendent and the Board of Education and limited to reimbursement covered in article 14, page 31: Employee Professional Growth Allocation).

Failure to comply with the terms and conditions of this article will cause the employee to be frozen (vertically) on the current step he/she maintains on the salary schedule for the forthcoming school year.

School sponsored in-service activities, institutes, and/or meetings held with the course of the normal school day may not be considered as part of this professional growth plan. However, workshops held during the school day at another location that meet the intent of the professional growth article, may be considered.

All professional growth activities must be completed by the end of the school fiscal year for which the plan was developed. All professional growth activities submitted for approval during the academic school year shall receive a written response within 10 school days of submission. The employee will notify the superintendent if a response is not received within 10 school days. The superintendent will have 5 school days to respond.

14. Employee Professional Growth Allocation

Definition: A guaranteed annual budgetary allocation made by the Chaney-Monge Board of Education equal to the number of employees covered by the collective bargaining agreement times the established allocation per employee listed below.

Annual non-cumulative allocations per certified employee: \$500. This would include conference fees and mileage.

Purpose: To cover, in whole or in part, expenses related to annual, approved professional growth activities as per the employee’s professional growth affidavit (or approved 5-year professional development plan).

- Limitations:**
1. Employees covered under this collective bargaining agreement.
 2. Dollar amount is non-cumulative. Therefore, if a teacher does not utilize said funds, the funds will not rollover into the following school year allotment.
 3. Maximum reimbursement per employee = to the amount indicated in the contract.
 4. The activity and Actual/Estimated Expenditures must be pre-approved by the superintendent or his/her designee.
 5. This is a reimbursement process, not a pre-pay program.
 6. Reimbursement will be limited to either college credit or Professional Growth activities, in a given fiscal year, after the teacher has earned a Masters degree.
- Exclusions:**
1. Expenditures related to graduate level coursework: i.e., tuition, books, fees, mileage, and supplies.
 2. Expenditures covered in whole or part by specific grant or entitlement programs.
- Samples:** Registration fees, materials, mileage, tolls, parking, lodging, meals, transportation fair, Internet coursework, software, postage, supplies.
- Time frame:**
1. Allocation year (reimbursement deadline) = Fiscal Year July 1 - June 30.
 2. Submission deadline = Minimum 15 calendar days prior to the actual date of the activity/event.
- Process:**
1. Submit activity info/description to the Principal or Administrative Designee with an estimate of expenses at least 15 days prior to the date of the activity. All professional growth activities submitted for approval during the academic school year shall receive a written response within 10 school days of submission. The employee will notify the Principal or Administrative Designee if a response is not received within 10 school days. The Principal or Administrative Designee will have 5 school days to respond.

2. Complete the activity and collect verification documentation, receipts, etc.
3. Submit activity expense voucher with receipts, verification, etc. to the Principal or Administrative Designee.
4. Reimbursement will be made during the next pay period cycle.

**CHANEY-MONGE ELEMENTARY
SCHOOL DISTRICT 88**

400 Elsie Avenue
Crest Hill, Illinois 60403
Telephone (815) 722-6673
Fax (815) 722-7814

**EMPLOYEE PROFESSIONAL GROWTH PLAN
as per Appendix D, #14 of the Contract between
Chaney-Monge School District #88 and CMTO, Local #604, A.F.T.
For the school years 2022-2026**

As part of the ongoing professional growth of all certified employees of District #88, each employee shall submit a signed affidavit of intent to participate in professional growth activities for the forthcoming contractual year to the superintendent of schools. Activities may include, but are not limited to:

- Undergraduate coursework in subject/grade level area.
- Graduate coursework in subject/grade level areas.
- Supervisory coursework related to education.
- Workshops pertaining to subject/grade level areas.
- Training seminars relative to education, students, teachers or classroom management.
- Research work done independently or within a group that has been approved by the superintendent.
- Project sponsorship: development and implementation of a school based program that will enhance the overall quality of educational services offered by the school.
- Presenting at Conferences-This must have a direct relationship to the individual's current teaching assignment (Pre-Approval by both the superintendent and Board of Education and limited to reimbursement covered in article 14 page 25: Employee Professional Growth Allocation).

As you can see, the possibilities are limitless. Also, if you are actively working on an advanced degree in education, your yearly coursework in most instances satisfies the Employee Professional Growth provision.

Failure to comply with the terms and conditions of this article will cause the employee to be frozen (vertically) on the current step he/she maintains on the salary schedule for the forthcoming school year.

School sponsored in-service activities, institutes, and/or meetings held within the course of the normal school day may not be considered as part of this professional growth plan. However, workshops held during the school day at another location that meet the intent of the professional growth article, may be considered.

All professional growth activities must be completed by the end of the school fiscal year for which the plan was developed.

An approved activity may only be used for one fiscal/school year unless the plan is approved for more than one year as in the case of a long term research/project orientated activity. It is highly recommended to have your professional growth plans completed and submitted to the superintendent no later than the last Friday in September.

Furthermore, do not assume that an activity that you plan to engage in will be approved by the superintendent. Save some time, aggravation and possibly money by having the activity approved well in advance.

**AFFIDAVIT FOR THE
CHANEY-MONGE SCHOOL DISTRICT #88
EMPLOYEE PROFESSIONAL GROWTH AGREEMENT**

DATE SUBMITTED: _____ FOR FISCAL YEAR: FY _____
(SCHOOL YEAR) _____

EMPLOYEE NAME: _____

DATE APPROVED: _____ SUPT. SIGNATURE: _____

ANTICIPATED DATE OF COMPLETION: _____

DATE COMPLETED: _____ SUPT. SIGNATURE: _____

Please answer the following questions concerning your professional growth activity(ies) for the upcoming school year as completely as possible. Use additional paper if necessary.

1. What type of professional growth activity(ies) are you proposing to participate in for the coming fiscal year?

2. How will your plan enhance or improve your overall effectiveness as an educator? For example: Is the activity content oriented? Method oriented? Will it enhance your overall skill as a teacher or add to your knowledge base in your particular subject area? Or, will the activity expand your general knowledge of the art and science of education?

3. Please describe when and where this activity will take place and, if possible, the name of the sponsoring institution, company or service that is providing the program.

4. What type of evidence and/or documentation will you submit to your superintendent upon completion of the program that indicates that you have attended, participated, passed or achieved the intended purpose of your proposed professional growth program?

I understand the terms and conditions of Appendix D, #15 and agree to complete the above professional growth plan by June 30 of the fiscal year for which the plan was developed.

Signed: _____ Date: _____

GUIDELINES FOR RESEARCH OR PROJECT ORIENTED PROGRAMS

EMPLOYEE PROFESSIONAL GROWTH AGREEMENT

School-based research and/or project based professional growth activities are highly recommended for the following reasons:

1. School district employees will be focusing on school District issues.
2. Action research is ongoing and improvement oriented.
3. School based projects usually put educational theory into practice.
4. The outcome of the project is highly relevant and often transferable to other grade and subject areas within the school.
5. More than one person can/may be involved in a research/project based professional growth activity - a team effort.
6. Facilitates creative thinking and problem solving among educational professionals.
7. Fosters an atmosphere of experimentation and "tinkering" with accepted "sacred" practices.

Some examples of research/project oriented professional growth activities:

- The effectiveness of using cooperative learning methods in grade four.
- An analysis of the achievement scores of students from two and single parent households for district #88

- Interdisciplinary learning units: Creating and implementing.

- What do parents think of the quality and quantity of homework being assigned to their children by Chaney-Monge teachers?
- Methods of accommodating the gifted student in junior high math: Do they make a difference?
- Do children learn faster from video taped lessons or teacher-led lessons?
- Four teachers conducting a series of after school tutoring sessions for reading: did the tutoring make a difference?
- Cross-grade teaching: a project.

This is by no means an exhaustive list. For the most part, all of these activities begin with the identification of a problem or need. The ultimate goal of all the projects is **IMPROVEMENT!**

However, do not initiate any study until you have completed a research/project proposal and submitted it to the superintendent. Projects that are not pertinent, not well thought out, nebulous or shallow will not be authorized. The purpose of the proposal is to clearly state the intent, procedure and intended outcome of the project.

Initial proposals should be in the superintendent's office no later than the last Friday of September.

PROFESSIONAL GROWTH – RESEARCH/PROJECT PROPOSAL

SCHOOL YEAR: _____

Name(s): _____

Area of Study: _____

Title of the project: _____

State the problem: _____

Focus-Target group/area/subject: _____

Reason(s) for conducting this project/study: _____

Intended Outcome-Intended product: _____

Methods-Project Narrative: Use additional paper if necessary.

Items that should be addressed in the narrative:

Timeline

Anticipated costs and necessary resources/materials.

Will there be issues involving confidentiality? Privacy?

Will you be using any outside agencies? If so, whom?

How will you evaluate the overall effectiveness of the project?

A Step-by-Step description of the project from beginning to end.

15. Teacher Evaluation Plan

A copy of the Teacher Evaluation plan and Final Summative Rating document shall be included and made a part of the contract. See the District Evaluation Plan for applicable procedures.

The evaluation instrument utilized for teachers shall include a description of each teacher's duties and responsibilities and contain the standards to which the teacher is expected to conform and shall include the following:

- (a) personal observation of the teacher in the classroom by the evaluator;
- (b) consideration of the teacher's attendance, planning, instructional methods, classroom management, where relevant, and competency in the subject matter taught;
- (c) by no later than the applicable implantation date as contained in the Performance Evaluation Review Act (PERA) [105 ILCS 5/24A-2.5] consideration of student growth as a significant factor in the rating of the teacher's performance;] Student growth will be 30% of the evaluation.
- (d) a rating of the teacher as *excellent*, *proficient*, *needs improvement*, or *unsatisfactory*;
- (e) specification as to the teacher's strengths and weaknesses, with supporting reasons for the comments made.

District Evaluation Plan

- I. Teacher Evaluation
 - A. Teacher Involvement
(See attached Assurance Statement.)
 - B. Identification of Evaluators
(See attached List of District Evaluators.)
 - C. Job Description – Certified Teacher
(See attached Job Description – Certified Teacher.)
 - D. Standards
(See attached Charlotte Danielson Framework.)
 - E. Evaluation Process
(See attached Evaluation Process.)
 - F. Schedule of Evaluation
(See attached Evaluation Cycle.)
 - G. Philosophy of Teacher Evaluation
(See attached Philosophy of Teacher Evaluation.)
 - H. Performance Ratings
(See attached Performance Ratings.)
 - I. Evaluation Instrument
(See attached Final Summative Rating document.)

- II. Administrative Evaluation
 - A. Evaluation Procedures
 - B. Job Description
 - C. Areas of Evaluation
 - D. Evaluation Instrument
 - E. Schedule of Evaluation

Annually, but not later than March 1, of each calendar year, the Superintendent shall review with the administrator, principal; Principal’s progress toward established goals, and working relationship among general administration, the School Board, faculty staff and community.
 - F. Report Results of Evaluation
(See Evaluation Process, numbers 6, 7, and 8.)

Chaney-Monge School District #88

400 Elsie Avenue

Crest Hill, Illinois 60403

Assurance Statement Teacher Involvement

Representatives of the PERA Joint Committee were involved in the development of the District Evaluation Plan.

President, Board of Education
Chaney-Monge S.D. #88

President, Chaney-Monge Teachers
Organization, AFT-Local 604

PERA Joint Committee Members:

Superintendent

Date: _____

Chaney-Monge School District 88 Personnel Evaluators

All evaluations of teachers shall only be conducted by qualified evaluators as defined by state law and state regulations.

Job Description

- Title: Licensed Teacher
- Qualification:
1. BA or BS Degree in Education
 2. Proper Illinois Licensure
 3. Such alternatives to the above as the School Board may find appropriate and necessary.
- Reports To: Building Administrators
- Job Goal:
1. To create a flexible instructional programs and an environment most favorable to learning and personal growth.
 2. To motivate each student to develop skills, attitudes and knowledge to the highest level of potential and achievement.
 3. To provide a foundation for coping with an ever changing society and as a base for further education.
 4. To establish cooperative relationships with parents, students, volunteers and colleagues.

Performance Responsibilities:

1. Meets and instructs assigned students/classes in locations/times assigned.
2. Assists in upholding/enforcing school rules, administrative regulations and School Board policies.
3. Establishes/maintains standards of student behavior within the school/classroom conducive to a functional learning atmosphere.
4. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the District.
5. Plans/prepares for classes assigned, and exhibits written evidence of preparation upon request of the immediate supervisor.
6. Evaluates student progress on a regular basis.
7. Communicates with parents through conferences/other means to discuss student progress and interpret the school program.
8. Initiates problem solving conferences to solve student/class problems.
9. Identifies student needs and cooperates with colleagues in assessing and addressing student health, attitude and/or learning problems.
10. Seeks to create an effective environment for learning through functional/attractive displays, bulletin boards and interest centers.
11. Maintains professional competence through in-service activities provided by the District and ongoing self-selected professional growth activities.
12. Selects and requisitions instructional materials within limits of the budget; maintains required inventory records.
13. Attends and participates in faculty meetings.
14. Works both independently and cooperatively with colleagues to plan instructional goals, objectives and methods.
15. Administers group standardized tests in accordance with District testing program. Evaluates student progress with required classroom testing.
16. Participates in District curriculum development projects.

Charlotte Danielson Professional Teaching Standards

<p>Domain 1 — Planning and Preparation</p> <p>1a: Demonstrating Knowledge of Content and Pedagogy</p> <ul style="list-style-type: none"> • Knowledge of content • Knowledge of prerequisite relationships • Knowledge of content related pedagogy <p>1b: Demonstrating Knowledge of Students</p> <ul style="list-style-type: none"> • Knowledge of characteristics of age group • Knowledge of students' varied approaches to learning • Knowledge of students' skills and knowledge • Knowledge of students' interests and cultural heritage <p>1c: Setting Instructional Outcomes</p> <ul style="list-style-type: none"> • Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners <p>1d: Demonstrating Knowledge of Resources</p> <ul style="list-style-type: none"> • Resources for classroom use • Resources to extend content knowledge and pedagogy • Resources for students <p>1e: Designing Coherent Instruction</p> <ul style="list-style-type: none"> • Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure <p>1f: Designing Student Assessments</p> <ul style="list-style-type: none"> • Congruence with instructional outcomes • Criteria and standards • Design of formative assessments • Use for planning 	<p>Domain 2 — Classroom Environment</p> <p>2a: Creating an Environment of Respect and Rapport</p> <ul style="list-style-type: none"> • Teacher interaction with students • Student interactions with other students <p>2b: Establishing a Culture for Learning</p> <ul style="list-style-type: none"> • Importance of the content • Expectations for learning and achievement • Student pride in work <p>2c: Managing Classroom Procedures</p> <ul style="list-style-type: none"> • Management of instructional groups • Management of transitions • Management of materials and supplies • Performance of non-instructional duties • Supervision of volunteers and paraprofessionals <p>2d: Managing Student Behavior e Expectations</p> <ul style="list-style-type: none"> • Monitoring of student behavior • Response to student misbehavior <p>2e: Organizing Physical Space</p> <ul style="list-style-type: none"> • Safety and accessibility • Arrangement of furniture and use of physical resources
<p>Domain 4 — Professional Responsibilities</p> <p>4a: Reflecting on Teaching</p> <ul style="list-style-type: none"> • Accuracy • Use in future teaching <p>4b: Maintaining Accurate Records</p> <ul style="list-style-type: none"> • Student completion of assignments • Student progress in learning • Non-instructional records <p>4c: Participating in a Professional Community</p> <ul style="list-style-type: none"> • Information about the instructional program • Information about individual students • Engagement of families in the instructional program <p>4d: Participating in a Professional Community</p> <ul style="list-style-type: none"> • Relationships with colleagues • Involvement in a culture of professional inquiry • Service to the school • Participation in school and district projects <p>4e: Growing and Developing Professionally</p> <ul style="list-style-type: none"> • Enhancement of content knowledge & pedagogical skills • Receptivity to feedback from colleagues • Service to the profession <p>4f: Showing Professionalism</p> <ul style="list-style-type: none"> • Integrity and ethical conduct • Service to students • Advocacy • Decision making • Compliance with school and district regulations 	<p>Domain 3 — Instruction</p> <p>3a: Communicating with Students</p> <ul style="list-style-type: none"> • Expectations for learning • Directions and procedures • Explanations of content • Use of oral and written language <p>3b: Using Questioning and Discussion Techniques</p> <ul style="list-style-type: none"> • Quality of questions • Discussion techniques • Student participation <p>3c: Engaging Students in Learning</p> <ul style="list-style-type: none"> • Activities and assignments • Instructional materials and resources • Grouping of students • Structure and pacing <p>3d: Using Assessment in Instruction</p> <ul style="list-style-type: none"> • Assessment criteria • Monitoring of student learning • Feedback to students • Student self-assessment and monitoring of progress <p>3e: Demonstrating Flexibility and Responsiveness</p> <ul style="list-style-type: none"> • Lesson adjustment • Response to students • Persistence

Source: Danielson, C. (2007) *Enhancing Professional Practice: A Framework for Teaching*, ASCD.

Evaluation Process

1. No formal evaluation shall take place until the building principal or evaluator acquaints each teacher under his/her supervision with the evaluation procedures and instruments.
2. The building principal or evaluator shall advise each teacher who shall typically observe and evaluate the teacher's performance.
3. Formal teacher observations may take place on a mutually agreed upon day and time in a week designated by the evaluator provided such observation is preceded by a conference between the evaluator and the teacher and, prior to such conference, the teacher has submitted to the evaluator the written lesson plans and/or other evidence of planning for the instruction that will be observed by the evaluator for the formal observation and the teacher shall make recommendations for areas on which the evaluator should focus during the observation.
4. The Pre-Observation Form (see District Evaluation Plan) must be completed by the teacher and brought to the conference. During such conference the evaluator and the teacher shall discuss the Pre-Observation form and all relevant factors involved in the evaluation process.
5. A formal classroom observation shall be defined as one involving a classroom visitation of approximately thirty (30) minutes, but not less than twenty (20) minutes, and a written observation of the visitation followed by a conference between the evaluator and the teacher. The evaluator will provide verbal feedback to the teacher at the conclusion of the visitation or within one school day. A Post-Observation Reflection Form (see District Evaluation Plan) shall be completed by the teacher and returned to the evaluator within five (5) school days following the formal classroom observation. The conference shall take place within twenty (20) calendar days of the classroom visitation.
6. The evaluator shall formally observe/evaluate each teacher in writing, using an observation/evaluation instrument containing the elements described in the District Evaluation Plan. All formal observations shall be done with the full knowledge of the teacher.
7. The teacher shall sign copies of the written evaluation and receive a copy of said evaluation. If the teacher feels that his/her summative evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing. The evaluator shall sign the teacher's objection. A copy shall be given to the teacher and one copy shall be attached to the summative evaluation report to be placed in the teacher's official personnel file.
8. The Administration may utilize informal observations and other firsthand evaluative criteria for considering the competency of any teacher. An informal observation means observations of the teacher by a qualified evaluator that is not announced in advance of the observation. An informal observation shall be twenty (20) minutes or less. Informal observations which are used to evaluate the teacher shall be reduced to writing, with a copy given to the teacher and a copy signed by the teacher and returned to the evaluator, and shall be discussed with the teacher at the teacher's request.

9. In addition to informal observations, the evaluation process may include notes, memoranda, e-mails or other types of documentation. If the teacher feels that the documentation is incomplete, inaccurate or unjust, he/she may put his/her response in writing. The response shall be attached to the documentation to be placed in the official personnel file.

Evaluation Cycle

Non-Tenured Teachers:

Non-tenured teachers shall receive a minimum of three observations a year, two of which shall be formal. A formal observation means a specific period of time that is scheduled with the teacher to directly observe professional practices in the classroom. Summative Evaluations of non-tenured teachers which recommend termination of contract must be completed by March 15th of the school year.

Tenured Teachers:

Each tenured teacher in contractual continued service will be observed and receive a summative evaluation at least once in the course of every three school years.

Professional Development/Remediation Plan

If a tenured teacher receives an overall "needs improvement" or "unsatisfactory" rating on any summative evaluation report he/she and the Union shall be notified by the qualified evaluator and shall be placed on a Professional Development Plan or Remediation Plan as applicable/procedure developed and implemented in accordance with 105 ILCS 5/24A-5; Ill Rev. Stat. c. 1 1, par. 24A-5.

- (a) A teacher rated as "needs improvement" shall have a professional development plan and procedure developed and implemented in collaboration with the Union in accordance with Section 24A-5 of the School Code [105 ILCS 5/24A-5], which plan shall provide a period of ninety (90) days for improvement with a final evaluation at the end of such period. If the teacher does not receive a rating of "proficient" or "excellent" in his or her final evaluation the teacher shall be rated as "unsatisfactory."
- (b) A teacher rated "unsatisfactory" as provided in subsection A above shall have a remediation plan and procedure developed and implemented in collaboration with the Union in accordance with Section 24A-5 of The School Code [105 ILCS 5/24A-5] which plan shall provide a remediation period of forty-five (45) days.
- (c) A teacher receiving an initial rating of "unsatisfactory" shall have a remediation plan and procedure developed and implemented in collaboration with the Union in accordance with Section 24A-5 of the School Code [105 ILCS 5/24A-5] which plan shall provide a period of ninety (90) days for improvement with a final evaluation as provided in the School Code.

The remediation guidelines shall be submitted to the PERA Joint Committee for final revision/approval.

Consulting Teachers

The Union, in collaboration with the Administration, will create a list of teachers who qualify as Consulting Teachers who have had a rating of at least "proficient" on their previous evaluation. This list will be completed, annually, by the first week of May. The teacher that is under remediation will select from the list three (3) teachers to be his/her potential Consulting Teacher. These preferences will be submitted to the Administration. The Administration will then select one (1) teacher from that list to be the Consulting Teacher.

The consulting teacher shall not be required by either party to participate in a dismissal hearing. The consulting teacher shall provide advice to the teacher rated "unsatisfactory" on ways to improve teaching skills and successfully complete the remediation plan. The consulting teacher shall participate in designing the remediation plan.

Consulting teachers will receive the hourly rate reflected in the current contract and/or release time. The School Board will hold consulting teachers harmless from any legal liability arising from the performance of their responsibilities as consulting teachers.

Philosophy of Teacher Evaluation

The purpose of the Teacher Evaluation Plan is to improve the quality of instruction by:

1. Evaluating teacher knowledge, skills and overall competence.
2. Detecting, preventing and remediating teaching deficiencies.
3. Informing teachers of the required teaching standards.
4. Recognizing successful teaching behaviors.

The evaluation process is designed so that teachers are provided with the necessary professional assistance to aid in the development/maintenance of a quality instructional program. Administrators are expected to work closely/cooperatively with the staff during this evaluation process.

Evaluation of teachers will produce the stated objectives if the process:

1. Requires administrators to thoroughly acquaint teachers with the evaluation instrument/plan.
2. Provides for pre- and post- observation conferences.
3. Allows teacher responses to administrators' comments.
4. Provides for a minimum number of observations held during a designated period.
5. Includes a written evaluation which is specific as to a teacher's strengths and weaknesses.

Teacher performance shall be evaluated on the basis of direct observation or on the basis of objective measures that can be directly and clearly related to the teacher's effectiveness in the classroom and in the performance of his/her other professional duties using the criteria/standards established by the PERA Joint Committee. However, administrators retain the right to schedule observations at any time under the guidelines set forth in this document.

Performance Ratings

Excellent:	Performs commendably in meeting performance criteria by demonstrating: <ol style="list-style-type: none">1. Multiple strengths in skill areas.2. Any identified weaknesses can be improved without administrative intervention.3. A positive impact on student/school environment.
Proficient:	Performs adequately in meeting performance criteria by demonstrating: <ol style="list-style-type: none">1. Acceptable levels of performance in skill areas.2. Any identified weaknesses can be improved with minimal administrative intervention.3. An adequate impact on student/school environment.
Needs Improvement:	Has difficulty meeting performance criteria by demonstrating: <ol style="list-style-type: none">1. Performance weaknesses in skill areas during documented observations.2. Any identified weaknesses require more frequent administrative intervention.3. A minimal impact on student/school environment.
Unsatisfactory:	Does not meet performance criteria as evidenced by: <ol style="list-style-type: none">1. Significant weaknesses of performance in skill areas during documented observations.2. Any identified weaknesses require continual direct administrative intervention.3. Continued performance at this level would have a negative impact on student/school environment.

Final Summative Rating Document

Final Rating

Danielson Components	Average			
Demonstrating Knowledge of Content and Pedagogy	1a	4		
Demonstrating Knowledge of Students	1b	4	Student Growth 5%	STAR
Setting Instructional Outcomes	1c	4	Student Growth of 50% or more	6
Demonstrating Knowledge of Resources	1d	4	Student Growth 25% to 49%	5
Designing Coherent Instruction	1e	4	Student Growth 10% to 24%	4
Designing Students Assessments	1f	4	Student Growth 0% to 9%	3
Creating a Climate of Respect and Rapport	2a	4		
Establishing a Culture for Learning	2b	4		
Managing Classroom Procedures	2c	4		
Managing Student Behavior	2d	4		
Organizing Physical Space	2e	4		
Communicating with Students	3a	4		
Using Questioning/Prompts, Discussion Techniques	3b	4	Student Growth 25%	Type 3
Engaging Students in Learning	3c	4	76% or more met target	30
Using Assessment in Instruction	3d	4	51% to 75% met target	25
Demonstrating Flexibility and Responsiveness	3e	4	25% to 50% met target	20
Reflecting on Teaching	4a	4	Less than 25% met target	15
Maintaining Accurate Records	4b	4		
Communicating with Families	4c	4		
Participating in a Professional Community/Developing	4d	4		
Showing Professionalism	4f	4		
70%		84	Total Points = 120	

FINAL RATING

102 to 120	Excellent	85%-100%
72 to 101	Proficient	60%-84%
48 to 71	Needs Improvement	40%-59%
39 to 47	Unsatisfactory	0%-39%

Signature of Teacher/Date

Signature of Evaluator/Date

MEMORANDUM OF UNDERSTANDING

Now come the parties hereto, the Board of Education of Chancy-Monge School District 88, Will County, Illinois. the Chancy-Monge Teachers Organization, American Federation of Teachers -- Local 604 IFT/AFT, AFL-CIO, and in consideration of the terms herein, and in recognition of the laws of the State of Illinois, hereby agree as follows:

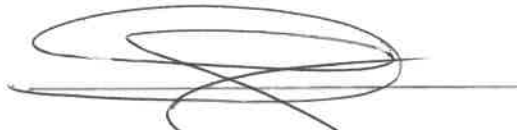
I. APPENDIX A.2/A.3-SALARY SCHEDULE, is amended by grandfathering three certified staff members into the appendix before the July 1, 2022 established date listed below:

EIS Number:

- 1. 1197979
- 2. 1110752
- 3. 112865

It is recognized that the above modifications agreed by and between the parties shall supersede any provisions to the contrary, and shall apply starting July 1, 2022.

This Memorandum of Understanding is signed April 13, 2022, and witnessed thereof:



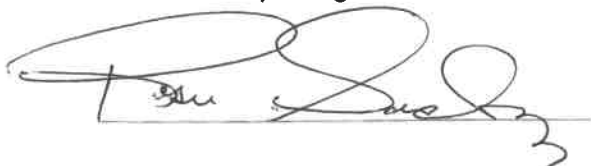
President, Board of Education

Chaney-Monge S.D. #88



Patricia K. Pawlica

President, Chaney-Monge Teachers
Organization, AFT-Local 604



Secretary, Board of Education


Secretary, Board of Education



Secretary, CMTO

Secretary, CMTO

Attested to:



Superintendent of Schools

