

HUNTLEY EDUCATION ASSOCIATION
(HEA) COLLECTIVE BARGAINING AGREEMENT

IN AGREEMENT WITH THE BOARD OF EDUCATION (BOE)
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

2015/16 through 2016/17

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**ARTICLE I.
RECOGNITION**

- 1) The Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Huntley, Illinois hereinafter referred to as the "Board" hereby recognizes the Huntley Education Association, hereafter referred to as the "Association", as the negotiation agent for the certified staff. Certified staff are all full-time personnel and part-time personnel scheduled to work at least one full school year that are required to be certified, except the Superintendent and Assistant Superintendents, Principals, Assistant Principals, Teacher Aides, short term employees and any certified employee scheduled to perform administrative duties, including evaluation of certified staff, such as Department Chairs and Director of Bilingual Education, more than half of his/her regularly scheduled work day.
- 2) Any certified person employed by CSD158 in less than a full-time position shall:
 - a) Receive a prorated salary based on the existing schedule.
 - b) Apply evaluation and grievance procedures as defined in this agreement. Timelines may be adjusted, by mutual agreement, based upon the certified staff member's schedule and attendance.
 - c) Be eligible for extra-curricular positions as defined in this contract providing his/her position fulfills state requirements.
 - d) Receive instructional planning benefits at a pro-rated basis.
 - e) Receive no other rights or benefits except personal leave and sick leave on a pro-rated basis.
 - f) Certified staff members working a minimum of thirty (30) hours per week shall receive medical insurance benefits and income protection as provided herein at a pro-rated basis.
- 3) The Board agrees not to negotiate with any certified staff organization other than the Association for the duration of this Agreement; further, the Board agrees not to negotiate with any certified staff member during the duration of this Agreement on matters specified in this Agreement.
- 4) All policies, regulations, and rules of the Board must be readily available to the certified staff members and shall be made available to any such certified staff member upon written request.
- 5) There is reserved exclusively to the Board of Education and thereby to the District, all responsibilities, powers, rights and authority expressly or inherently vested in it by the laws and constitutions of the State of Illinois and the United States of America. Except where limited by written provisions of this Agreement, the District retains the rights and responsibilities to direct the affairs of the District in all of its various aspects. Such rights and responsibilities shall include, but are not limited to, the determination of District policy, the management and administration of the District, the establishment, modification or elimination of courses of instruction, special programs, athletic, recreational and social events, as deemed necessary or advisable by the District, the direction, supervision and placement of certified staff, and the determination of the placement of personnel in contractual continued service.

**ARTICLE II.
SCOPE OF AGREEMENT**

- 1) Scope of negotiations includes negotiations procedures, salary, fringe benefits, curriculum planning, evaluation procedure, grievance procedure, working conditions, and term of Agreement, as defined in this Agreement.

**ARTICLE III.
ASSOCIATION RIGHTS**

A Fair Share

- 1) During the term of this Agreement, certified staff who are not members of the Association shall, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later, pay a fair share fee to the Association for collective bargaining and contract administration services rendered by the Association as the exclusive representative of the employees covered by said Agreement, provided the fair share fee shall not exceed the dues attributable to being a member of the Association. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association. The Association shall annually submit to the Board a list of the certified staff covered by this Agreement who are not members of the Association and an affidavit which specifies the amount of the fair share fee. The amount of the fair share fee shall not include any contributions related to the election or support of any candidate for political office or for member-only benefit.
- 2) Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Association. If the affected non-member and the Association are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization.
- 3) The Association shall indemnify and hold harmless the Board, its members, officers, agents and certified staff from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions. The Board shall promptly notify the Association if there is any lawsuit or other legal challenge to the provisions of this Article and the Association, upon such notice being given, shall have the right to designate legal counsel to defend such action; provided, however, the Board shall have the right to designate its own legal counsel in any such legal proceedings, subject to the approval of the Association, which approval shall not be unreasonably withheld, if such designation becomes necessary to protect its own interests, with the understanding that these indemnification provisions shall cover the cost of such representation.

B Negotiations Procedure

- 1) The Board and the Association shall bargain with respect to wages, hours, and other terms and conditions of employment, as defined in this Agreement.
- 2) It is agreed that the Board and Association will, in a prompt and timely manner, jointly request the services of the Federal Mediation and Conciliation Services (FMCS) if either party to this Agreement declares impasse.

C Board of Education Meetings

- 1) The Association President will be provided electronic notice of Board meetings and electronic copies of the Board Packet.
- 2) A copy of the contract will be posted on the District website.

D Association Executive Board and Superintendent Meetings

- 1) At the written request of the Association or Superintendent, up to nine (9) meetings will be held during the school year between the Association Executive Board and the Central Office Administration to discuss District and contract issues. These meetings are meant to open up District level communications/input. One week prior to the meeting the President of the Association and the Superintendent will mutually set an agenda for each meeting. Neither party has the intent of waiving its rights under the IELRA.

E Association and Board Meet and Confer

- 1) At a time and place mutually agreed, representatives of the Board will meet and confer with the Association up to four (4) times per school year, upon written request of the Association or the Board.

F New Employees

- 1) Names and addresses of new employees shall be provided to the Association within seven (7) school days after their Board approved hiring. At the request of the Association, up to one (1) hour will be made available at the new certified staff member orientation luncheon.

G Use of Facilities and Equipment

Association activity, related to the sections below, should not interfere with the certified staff member's professional responsibilities.

- 1) The Association may use District facilities for meetings upon reasonable advance request to the Superintendent or designee.
- 2) The Association shall have a bulletin board in each employee lounge or other appropriate area in each building subject to the same conditions as mailboxes.
- 3) Announcements of Association business may be sent to bargaining unit members, through the District's e-mail system. Upon written request to the Superintendent, the Association shall also have an electronic mailbox in the employer's e-mail system.
- 4) Announcements of Association business not directly impacting students may be read over the intercom in each building prior to, or at the completion of the student day and subject to examination of such communication by the employer.
- 5) The Association shall have the right to distribute printed materials in each District facility and use the employer's mail service as well as employee mailboxes for communication to employees subject to examination of such communication by the employer.
- 6) The Association shall have the right to request to use equipment for non-political activity including but not limited to telephones, computers, printers, audio-visual equipment, copy machines and duplicators when such equipment is not in use. The Association will reimburse the employer the actual cost of supplies used by the Association.

H Association Leave

- 1) The Association shall be granted eight (8) days per contract year, for Association Officers without loss of salary for Association business, including but not limited to Association conferences and conventions, grievance processing, arbitration hearings, hearings before the Illinois Educational Labor Relations Board or other state agencies, and negotiations. The Association may seek approval from the Superintendent or designee for additional days as needed for Association business.

**ARTICLE IV.
SALARY AND FRINGE BENEFITS**

A Salary:

- 1) The Board will continue to pay, using the add-on method in accordance with the TRS Handbook, 2.5% Board paid teacher retirement (TRS) contribution of the certified staff member contribution to TRS.
- 2) Board paid TRS contributions of a certified staff member's required contribution shall only apply to the Salary Schedule listed in Appendix A and shall not apply to any other creditable earnings, unless explicitly required by a grant for which the District has applied for reimbursement for.

Salary increases over the contract period are as follows:

- 1) Starting with the 2015-16 salary schedule, the following changes would apply:
 - a) All HEA Members currently on the 2014-2015 salary schedule and those that came off the salary schedule in 2014-2015 would move back one (1) step on the 2015-2016 salary schedule.
 - o i.e. Employees currently at Steps 1-2 for school year 2014-2015 would go back to Step 1. Those employees currently at Step 3 would go back to Step 2, etc.

2) Salary increases over the contract period are as follows:

- a) School Year 2015-2016 – Base increase at 7.75%
- b) School Year 2016-2017– Base increase at 3.5% - all employees remain at their 2015-2016 Step.
- c) Employees remaining Off Schedule in school year 2015-16, will receive between a 2% and 5.64% annual increase over prior year’s salary schedule. In school year 2016-17, employees off schedule will receive a 2% annual increase over the 2015-16 school year. The actual increase is reflected in the attached salary schedule.

B 403B Clause

- 1) The district will continue to offer existing 403B plans consistent with IRS requirements. The District will electronically submit all deducted monies to the appropriate vendor(s) within (7) seven business days of each payroll. This benefit will be available to all certified staff members.

C Error Clause

- 1) The district is responsible for maintaining all certified staff member records as required by school code, state and federal law. The district will provide a checklist that shows certified staff member compliance by October 1st for all new certified staff members or upon completion of their file.
- 2) If a certified staff member reports an underpayment over \$50 from their payroll check, the district will provide the employee a separate check to make the certified staff member whole within three (3) business days. In other cases, the correction will come on the next paycheck or electronically as determined by payee.

D Medical Insurance

- 1) Certified staff members working a minimum of thirty (30) hours per week and for a period of nine (9) months or more shall receive Board contributions toward medical insurance.

		<u>2015-2016</u>	<u>2016-2017</u>
i) Single Coverage	=	\$550.00 per month	\$575.00 per month
ii) Employee + 1	=	\$650.00 per month	\$685.00 per month
iii) Family	=	\$875.00 per month	\$920.00 per month

- 2) If the Board contribution exceeds the annual medical premium and if the certified staff member is enrolled in the District’s dental insurance plan, the remaining contribution amount may be applied towards the dental insurance premium.
- 3) If medical insurance premium does not exceed Board’s contribution as listed above, the certified staff member shall pay \$10.00 per month towards medical insurance premiums and \$10.00 per month towards dental insurance premiums.
- 4) Beginning in school year 2016-2017, in the event the total premium for all plans offered by the District exceeds 8% from the previous year’s premiums, the Board and certified staff members shall respectively be responsible to pay for 50% each of the insurance premium increase over the 8% increase.
- 5) Married couples working in the District who are eligible for medical and dental benefits will be eligible for dual coverage. One spouse will elect family coverage. The Board of Education will contribute the family contribution equal to the amounts as listed above and the single contribution equal to the amounts listed above.
- 6). Employees hired prior to 2006/2007 that work less than thirty (30) hours and received medical/dental coverage, shall be grandfathered in for continued coverage.
- 7) At a minimum, an HMO and a PPO option will be available to members for the duration of this contract.

E Insurance Committee

- 1) Membership: Two (2) HEA members, two (2) Administrators, one (1) Board member, two (2) HESPA members, two (2) district office support staff employees. Chair: Chief Human Relations Officer, who is a non-voting member.
 - a) Each member has one vote.
 - b) The committee meets on a quarterly basis.

- c) The committee is responsible for review and analysis of providers, coverage, premiums and claim reports. All bids received by the district will be reviewed by the committee. The committee will choose from all bids received.
- d) The committee will make a recommendation to the Board for approval.

F Life Insurance/Long Term Disability

- 1) The Board of Education will provide all full-time certified staff members with life insurance equal to \$50,000 and long-term disability supplement to the TRS long-term disability.

G Insurance during Disability

- 1) The district shall provide all insurance benefits set forth in this Agreement to certified staff members who are temporarily disabled. Such district paid insurance coverage shall cease when one of the following events first occurs:
 - a) Disability ceases,
 - b) The certified staff member becomes eligible for long term disability, or
 - c) A temporarily disabled certified staff member, when eligible for long term disability, shall be given an opportunity to continue insurance coverage in the school insurance program during the period of disability, but will be required to pay all premiums connected with this coverage. All premiums are due no later than the last day of the month.

H Extra Curricular Assignments

- 1) The Extra-Curricular stipends will be outlined in Appendix B.
 - a) All extra-curricular stipends will be increased by approximately 7.75% as a result of new salary schedule.
 - b) In addition, in year 2 of the contract, a 5% allotment will be provided to the Extra-curricular committee to determine stipend increases by position. A new Appendix B will be updated for 2016-17.
- 2) Any assignments in addition to the normal load will be open to volunteers. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.
- 3) Except in emergencies, when extra-curricular positions become available, certified staff will have the first opportunity to apply.
- 4) In the event that two or more certified staff members wish to divide or split a stipend, the involved certified staff members may present a written plan for the dividing of the stipend. The plan shall specify the duties of each certified staff members and the percentage to be paid to each certified staff members. Approval of the plan shall be at the sole discretion of the administration and shall not be subject to the grievance procedures.
- 5) A certified staff member who is not selected for an extra-curricular position for which he/she had applied has the right to written reason(s) for not being selected. A request must be submitted in writing by the certified staff member to the official in charge of the hiring decision within thirty (30) days of notification of not receiving the position. The official in charge of the hiring decision must respond within ten (10) calendar days.
- 6) If a person is to be discontinued in his/her assignment, the Principal or Athletic/Activities Director shall give written notification of such action to the person within thirty (30) calendar days of the decision.

I Extra Curricular Committee

- 1) The Extra Curricular Committee will be made up of the Superintendent and/or designee and HEA designees, at least one from elementary level, one from middle school level and one from high school level and will work to establish equitability between the current schedule and those of other Fox Valley Conference schools.
- 2) The extra-curricular committee will make recommendations to the Board of Education for final approval of extra-curricular positions that may be created, changed or eliminated in the schedule on a yearly basis. They will also make recommendations as to how to spend the allocated funds to these programs.
- 3) The extra-curricular committee will meet on a quarterly basis, after school hours, to discuss the current status of the various extra-curricular programs throughout the district.

J Supervision Assignments

- 1) Any assignments as contained in this section, in addition to the normal load will be open to volunteers. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.
- 2) When supervision positions become available, certified staff, non-certified staff and any individual not currently employed by the District will have the opportunity to apply. The Superintendent or designee shall have the sole discretion to select the individual to fill any assignment and determine the rate of pay for the individual who is not a certified staff member.
- 3) Certified staff members will be paid \$14.00 per hour for the following supervisory duties approved by the principal/designee:
 - a) Lunch room Supervisor (Duty free time)
 - b) In School Suspension
 - c) Bus Duty (inside school day)
 - d) Score Keeping
 - e) Concert Attendance (Non-supervision)
 - f) Ticket Taking
 - g) Concert Attendance (Supervision)
 - h) Theatrical Performance (Supervision)
 - i) Athletic Events (Supervision)
 - j) Bus Duty (Outside school day)
 - k) Saturday Suspension
 - l) After School Detention as required/issued by Building Administration
- 4) Certified staff members will be paid \$23.00 per hour for the following supervisory duties approved by the principal/designee:
 - a) Raider Aide and 9th hour remediation
 - b) Homework Club
 - c) Power Hour
 - d) Now Academy
- 5) When someone not covered by this agreement performs the duty, compensation will be at the discretion of the Superintendent or his/her designee.

K Salary Schedule Mobility:

With the following provisions, the salary schedule will be followed:

- 1) Previous certified credit:
 - a) One year-credit is equal to one lettered step on the salary schedule with the first year-credit coinciding with Step A. Credit for initial placement on the salary schedule may be counted for each full time year employed, or the equivalent thereof, up to a maximum of ten (10) years. Thereafter, one half-year credit shall be given for each fulltime year employed, or the equivalent thereof.
 - b) Certified Staff, hired after July 1, 2011, will be recognized and placed in the lane of pay in accordance with all educational credits earned in the course of attaining their specific designation or certifications which are required for the position in which they were hired.

- 2) Certified staff members will be reimbursed per credit hour or the cost of the class (whichever is less), at \$130.00 per credit hour. The Board offers incentives to certified staff to continue their education by earning graduate credits related to degree programs and/or courses that directly apply to assigned teaching responsibilities. Any coursework must be approved by the Superintendent or designee. No program will be approved unless there is a demonstrable link to the improvement of teaching and learning. Those teachers who are currently (August 2015) in a master’s or certificate program may apply for tuition reimbursement until the program is completed.

- 3) In order for coursework to be applicable for salary advancement said coursework must fulfill the following requirements:
 - a) Master’s or Post graduate degrees, or endorsements/certificate in designated high need areas by the district, or post master’s graduate coursework that is in the staff member’s content area or literacy
 - b) Courses must be from an accredited college/university
 - c) Must be pre-approved by Superintendent or designee prior to enrollment in the course
 - d) Credit will not be given for courses taken to remove deficiencies for Illinois licensure, or to remove provisional certification.
 - e) If a certified staff member feels that a course is germane to their assigned teaching responsibility and does not meet the above criteria the staff member can request approval and may need to provide a rationale as to the demonstrable link to the improvement of teaching and learning in their current teaching assignment. These requests will be reviewed by a committee of HEA members and administration.

- 4) Certified staff members are eligible to change salary lanes in September each year. All paperwork must be received in Human Resources by the third Thursday of August for the current school year. Any lane change beyond a Master can only be made for credits received after the Master was obtained. Additionally, any additional advanced degrees received by certified staff members shall be eligible for a change in salary lane in February each year. All paperwork must be received in Human Resources by the third Thursday of January for the current school year.

- 5) A certified staff member not in an advanced degree program will be reimbursed for a maximum of nine (9) credit hours per contract year. A certified staff member within an advanced degree program will be reimbursed a maximum of twelve (12) credit hours per contract year. When combining non-advanced degree programs with degree programs, a certified staff member will be reimbursed for a maximum of twelve (12) credit hours per contract year.

- 6) First year certified staff members will be excluded from being approved for coursework. Eligibility begins July 1st after your first year of full-time employment.

- 7) Successful completion of the course, a grade of "B" or better, is required.
- 8) Individuals will be required to share their enhanced educational experience as directed by the building principal / designee.
- 9) Deadlines for application for reimbursement:
 - a) First semester: August 30th
 - b) Second semester: January 21st
 - c) Summer: May 1st
- 10) Coursework must be completed within one year of the original application date.

L Sick Leave

- 1) Certified staff members whose start date is prior to July 1, 2009 shall be entitled to fourteen (14) days of sick leave per school term without loss of pay.
- 2) Certified staff members whose start date is after June 30, 2009 will be granted sick time as follows:

0 to 4 years of service	12 days
5 and up	14 days
- 3) Sick leave shall accumulate to a maximum of 340 days for all, except those certified staff members with more than 180 days on the books as of July 1, 1998, whose cap will be the number of days at that time.
 - a) Sick leave shall be defined as per the School Code. Immediate family as defined in the law means parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, civil union partners and legal guardians.
 - b) Each year, each certified staff member shall be able to access accumulated sick leave accruals in E-time.
- 4) Certified staff members will be reimbursed at \$15.00 per day for unused sick leave upon retirement, up to 40 days.
- 5) The Sick Bank will operate according to the Sick Bank Committee's ground rules.

M National Board Certification

- 1) Starting with the 2008-09 school year, teachers will be eligible to receive additional compensation for obtaining National Board Certification.

Year 1	\$2,000.00
Year 2	\$3,000.00
Year 3 continuing while valid	\$4,000.00
- 2) Eligibility Requirements:
 - a) Each year, certified staff members shall successfully complete forty (40) hours of District directed and approved curriculum work, staff development classes to other certified staff members, or principal directed school improvement outside of their standard day in order to request the additional compensation. All work must be pre-approved by the Curriculum Department. This compensation will be paid upon approval of the Superintendent or his or

her designee. Opportunities to receive this stipend will be available on an annual basis for eligible staff.

3) Nationally Certified school nurses, Nationally Certified speech-language pathologists, Nationally Certified school psychologists and Nationally Certified school social workers will be reimbursed for one (1) conference and the annual professional dues necessary to maintain their professional national certification, as funding through the Federal IDEA part B grant is available. Staff will need to provide their National Certification to Human Resources prior to the first day of the school year.

N Teacher Retirement System Tax Shelter

All certified staff members shall be compensated in accordance with the appendixes salary schedules for the respective years. However, due to penalty provisions of the Illinois Teachers' Retirement System (TRS), no certified staff member upon reaching a date of employment within four (4) years of first becoming eligible for TRS retirement (early or ordinary) shall be entitled to receive an increase in total creditable earnings greater than 6% of the prior year's creditable earnings regardless of any other provisions or salary schedules of this Agreement. Any such earnings over 6% shall be considered forfeited, but shall not preclude the member from future schedule advancements and future earnings, subject to the annual application of the limitations of this provision. For the purpose of implementing this provision, certified staff members over age 50 shall be required to provide the District with the member's official TRS demographic data (age, service, etc.) as reported annually by the TRS.

O Personal Leave

- 1) At the beginning of each school term each certified staff member shall be credited with two (2) days of leave to be used for personal business, which cannot be handled during non-school days or hours. All requests shall be made at least five (5) workdays in advance of the desired date of the leave, except in an emergency approved by the Superintendent or designee.
- 2) Personal leave shall not be allowed for participation in a work stoppage.
- 3) Except in the case of an emergency, or a unique circumstance approved in advance by the Superintendent or his or her designee, or for observations of a recognized religious holiday of the certified staff member's faith, the following days shall not be utilized for personal business leave:
 - a) The last two days of the school year,
 - b) A week day immediately preceding or following a week day legal holiday, observed by the district,
 - c) A week day immediately preceding or following a week day of student non-attendance,
 - d) A Friday before a Monday student non-attendance day / half day.
- 4) Personal leave days accumulate up to four (4) days. If a staff member is requesting more than 2 consecutive days, the staff member will need to submit a request to the Assistant Superintendent overseeing Human Resources. These requests are for extenuating circumstances.
- 5) Unused personal leave days after four (4) will accumulate as sick leave.
- 6) Personal leave days can be requested in increments of ½ day or a whole day.

P Jury Duty

A certified staff member called for jury duty will be paid his or her salary for those days and will turn over to the district the amount received for being a juror, exclusive of the monies received for

travel expenses, meals, and days not counted as working days, paid holidays, or weekend jury pay.

Q Family Medical Leave Act (FMLA)

The District will follow the law in terms of Family Medical Leave. During the approved FMLA, the Certified Staff member's benefits will continue as pursuant to Policy 5:185.

R Bereavement Leave

Each certified staff member shall be entitled to two (2) days bereavement leave per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the certified staff member's accumulated sick leave. The bereavement days shall be used for the loss of an immediate family member. In addition bereavement days can be utilized for aunts, uncles, nephews, nieces, cousins and fiancés.

S Mileage Reimbursement

The rate of reimbursement for approved mileage shall be at the recognized IRS rate.

T Curriculum Compensation

- 1) Curriculum work must be approved in advance by the Superintendent or designee. Approval shall include specification of the maximum number of hours per project and the compensation option. For approved curriculum work, certified staff members will be paid \$23.00 per hour for curricula activities that involve training or understanding of new curricular initiatives (for example, training of Read 180 or technology strategies). For approved curriculum work, certified staff members will be paid \$30.00 per hour for curricula activities that involve the development of curriculum or assessments.
- 2) Submission by the staff member of the request for compensation must be submitted within thirty (30) days of the completion of the work and should be paid within sixty (60) days.

U Compensation for Supervising Other Teacher's Class(es)

- 1) A teacher who supervises another teacher's class(es), as authorized by the building principal/designee, during his/her preparation period or during their contract time not normally assigned to supervising students shall be compensated at the rate of \$30.00 per hour.

V Driver Education Pay

- 1) For Driver Education instruction beyond the contract day, the teacher will be paid \$30.00 per student contact hour.

W Summer School Pay

- 1) Summer school teachers, both traditional and online will be paid \$2,500 per four (4) week session full session of summer school will be defined as four (4) weeks of instruction for four (4) days per work, comprised of four and one half (4.5) hours of work per day. All other summer programming will be compensated at a pro-rated amount of \$34.72 per hour.
- 2) All other summer programming will include ESY, Jump Start Middle School and Gifted/Enrichment programs.

X Certified Staff Members Who Live in the District

- 1) Certified Staff Members who live within the District may request their children attend a specific school. The request shall be submitted to the Superintendent, who has the discretion to grant the request provided space is available at the school requested.

**ARTICLE V.
OTHER PROVISIONS**

A Certified Staff Member Participation on Committees

- 1) Certified staff members shall participate on curriculum and policy committees related to the educational program.

B Planning for Institute and In-service Days

- 1) Institute Days are designed to be comprised of both district and/or building level activities. The planning of district led activities shall be determined by the Curriculum Council/Committee, composed of teachers and administrators. The planning of the building led activities will be determined by a building based committee comprised of a diverse group of certified staff and building administrators. The building level committee will work with administration to ensure productive use of time, which will include teacher directed work time between four (4) - eight (8) hours per year. Teacher directed work time is defined as working collaboratively on curriculum and content-related activities. Certified staff members shall participate in the evaluation of such programs within a reasonable time following i.e. before the next such day. The evaluations shall be taken under consideration when planning future institute and in-service days.

C School Calendar

- 1) The superintendent or his/her designee and a representative from the Association will meet to determine construction of the school calendar for the coming school year. The Association will be present and give its position during the official board discussions on calendar as well as when the Superintendent or his/her designee makes a recommendation for the coming school year.
- 2) This calendar will provide a minimum term of no more than 185 days to insure 176 days of actual pupil attendance computed under Section 18-8 of the School Code of Illinois. The 185-day calendar will include built-in emergency days. The calendar shall contain no more than 182 certified staff member workdays, two of which will be considered a floating day.

D Certified Staff Member Day

- 1) The length of the certified staff member's work week shall be thirty-eight (38) hours and forty-five (45) minutes with a typical work day being defined as seven (7) hours and forty-five (45)-minutes as scheduled by the administration. The specific hours will be determined by the Superintendent or his/her designee. It is the intent of both parties that this time be continuous.
- 2) Grades K-5 teachers shall supervise students ten (10) minutes before the first school bell.
- 3) Supervision of students from the classroom to the bus shall not be required after the month of September.
- 4) On Fridays and Holiday Eves (listed below), the certified staff member day will end 15 minutes early or immediately after the last student enrolled in the teacher's assigned grade(s) is scheduled to depart, whichever comes last (*Labor Day Friday, Columbus Day Friday, Veteran's Day Eve, Thanksgiving Wednesday, Last school day before Christmas vacation, Lincoln's Birthday Eve, Good Friday Eve, Memorial Day Eve*).
- 5) Certified staff members may leave immediately after student dismissal for those days when they must return to school for an evening meeting or event.

- 6) Certified staff members in Grades PK – 5 shall not be required to supervise recess except in emergencies.

- 7) Certified staff will be available for meetings that may include professional development, grade level articulation, school improvement, general district/school related information, data, assessment and professional learning communities that will not exceed one hundred eighty (180) minutes per month. Staff will be informed seven (7) calendar days in advance of any meeting that will extend past thirty (30) minutes. No meeting shall exceed sixty (60) minutes. All meetings will be held within the contractual certified staff member’s work week of thirty-eight (38) hours and forty-five (45) minutes.

- 8) Certified staff members may be allowed to leave the building during unassigned time. Unassigned time shall be defined as those periods of time when a certified staff member has no assigned class or duty, nor any conference scheduled with a parent or student. Prior to leaving the campus, the certified staff member shall notify the principal or designees.

- 9) Certified staff, working in the Middle Schools and High School, shall have a minimum thirty (30) minute duty-free lunch not inclusive of passing times. Certified staff members working in the elementary schools shall have a minimum forty (40) minute duty-free lunch not inclusive of passing times.

- 10) The Board will continue to utilize teacher aides to reduce the amount of duty responsibilities for elementary teachers.

- 11) For those teachers who are required to attend student staffing’s, IEP meetings, etc., the administration will provide substitutes if available for such teachers to attend IEP staffing’s or meetings.

- 12) Certified staff member planning time at the Elementary level will consist of a minimum of three hundred (300) minutes/week. Planning time will be scheduled in blocks containing a minimum thirty (30) consecutive minutes, with at least one block scheduled per day. Any plan time schedule under this minimum must be agreed to by mutual consent and paid at the pro-rata amount of the certified staff member’s salary. Administration shall make a reasonable effort to provide an uninterrupted planning period.
 - a) For certified staff members teaching music classes at the elementary level, there will be 17 classes held three times a week for 30 minutes per period.
 - b) Teachers who teach such special classes shall be paid, at his or her per diem rate as a stipend, for any loss of teacher preparation time.

- 13) Middle School certified staff members will have sixty (60) minutes a day dedicated to planning, organized in blocks of not less than thirty (30) minutes.

- 14) High School overloads will be paid at six thousand, seven hundred fifty dollars (\$6,750) per year. The standard high school schedule shall consist of five (5) regularly scheduled classes, a regularly scheduled planning period, and a non-teaching assignment period. If a sixth teaching class period is added to a teacher’s schedule, that class shall be considered an overload.
 - a) Supervision is defined as duties assigned by the administration that takes place during the contractual work day. These duties will not include teacher instructional responsibilities such as planning and direct instruction.

E Class Size

- 1) The Huntley Community School District 158 Board of Education recognizes that the student/teacher ratio is an important aspect of an effective educational program. The Board also acknowledges the desire of maintaining optimal class size averages within the parameters of financial responsibility and availability of appropriate facilities. Our community values public education and expects reasonable class sizes. Where disparities in class size exist, the Board shall attempt to minimize these disparities, consistent with the needs of the entire District, utilizing a variety of options, including but not limited to aides, additional faculty, student/special program transfers, provided appropriate resources are available to the District. As a desirable goal, the core courses regarding student/teacher ratio in the District buildings will seek a student/teacher ratio of the lower 20s in grades K-2, the mid 20s in grades 3- 5, and no higher than the low 30's in grades 6-12. There will be a standing joint HEA-Administration class size committee. This committee will be made up of up to five (5) members from administration and of up to five (5) members from HEA. This committee will meet at least once per year, within two weeks prior to the start of school and at any other times requested by either administration or the HEA. This committee will meet to review the class size and discuss solutions to class size concerns. The committee may make recommendations addressing class size concerns to the Administration. If a certified staff member has concerns related to the effects of class size on student or staff safety or the effects of class size on the maintenance of an effective learning environment, the certified staff member shall discuss with his/her building principal the concerns and look for possible solutions. A response will be provided to the staff member within ten (10) school days of the meeting. If the certified staff member's concerns remain unresolved after this meeting, the certified staff member may bring their concerns to the committee. The committee will mutually agree to meet within ten (10) school days of the concern being brought forward to the committee. Within ten (10) school days a response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) days if there is an extenuating circumstance or more information is needed for the meeting.

F No Child Left Behind Act of 2002 (NCLB)

- 1) The Board and Association agree to form a committee to consider the impact on the bargaining unit employees of issues arising from the legal requirements imposed by NCLB on schools identified as not making adequate yearly progress. The committee shall focus primarily on NCLB's choice, supplemental services and other corrective action provisions.
- 2) The Board agrees that it will notify the Association of any action that must be taken to comply with provisions of NCLB that would impact the terms and conditions of this agreement. The Board further agrees that it will bargain over the implementation of such required actions as provided by law.
- 3) The Board and Association agree that no provision in this Agreement shall be construed to prevent or prohibit the Board from taking legally required actions under NCLB regarding school improvements, school corrective actions or school restructuring.

G Special Education

- 1) A Special Education instructor's caseload will not exceed state and federal guidelines at any one time.
- 2) Staffing of programs shall be done with consideration of the severity of student needs, maintenance of a safe and adequate learning environment, the physical size of equipment needed and the physical space of classrooms. If a certified staff member has concerns related to the effects of class size on student or staff safety or the effects of class size on the maintenance of an effective learning environment, the certified staff member shall meet with

his/her supervisor to discuss the concerns. If the certified staff member's concerns remain unresolved after this meeting, the certified staff member may request a meeting with the Director of Special Education Services to discuss the concerns.

- 3) A Workload Analysis committee of equal representation of administrators and association members will be established. The committee will include a representative from each special education professional discipline (including special education teacher, school psychologist, social worker and speech/language pathologist.)The purpose of this committee shall be to collaboratively review and develop a workload analysis process that shall be used to identify staffing needs for special education services and programs throughout the District. The committee shall meet afterschool on a quarterly basis. The committee will also be utilized to identify solutions to areas of workloads that are approaching or exceeding the maximum desired values as outlined in the District's Workload Analysis process.
- 4) Special Education Case Management requires a great deal of time from those involved in the education of students with special needs. Through mutual agreement and collaboration between the building administrator, special education coordinator and certified staff member, up to four (4) release days, per certified staff member responsible for special education, will be provided each school year for all case management responsibilities including: scheduling, collaboration with related staff, completion of IEP/Re-Evaluation paperwork, progress reports, meeting with parents or home visits, and curriculum modification. The staff member making the request for a release day shall seek approval for the desired day from his/her building administrator. S/he will provide documentation, through utilizing a district approved form, that the day(s) is needed due to workload. This request must be submitted at least five (5) school days prior to the requested case management day. Once a date is mutually agreed upon, this day should not be denied them unless there is a crisis where the staff member is needed. Should the staff member become unable to take the case management day due to illness or bereavement, the staff member and administration will work mutually to agree on an alternate day. The certified special education staff member may seek approval from their building administrator for additional days of release time if needed. In the event that release time is not appropriate or available, with approval of the Superintendent, the certified staff member will be compensated with extended hourly pay, according to the staff member's standard hourly rate outside of the regular school day hours.
- 5) The District will maintain inclusion class enrollment levels in line with state and federal guidelines.

H Lesson Plans

- 1) It is agreed that daily lesson plans are essential for maximizing teaching and learning in the classroom. Each certified staff member shall have written plans completed and readily available, for each daily assignment, to be turned in to the principal/designee at the end of the school year.
 - a) Non-tenured certified staff member shall turn in lesson plans to the principal/designee for review and suggestions for improvements.
 - b) Tenured certified staff member shall keep daily lesson plans readily available in the classroom for review by the principal/designee. A tenured certified staff member will be required to submit lesson plans to the principal/designee if the certified staff member has been notified in writing that a specific problem in planning exists, i.e. no completed plans available, plans insufficient or ineffective.

I Job Sharing

- 1) The Superintendent at his/her discretion may create or approve a proposal from certified staff members in which 1.0 FTE position is voluntarily shared by more than one certified staff member. Certified staff members involved in job sharing are required to meet all of the professional requirements of a full-time certified staff member. Only tenured certified staff members may request to share a full-time position.

- 2) Eligibility
 - a. Approval for participation: Proposals for job sharing assignments must be submitted by March 1st for the following school year. Certified staff members must be provided in writing the reasons behind the denial of the job sharing proposal. Certified staff members must reapply for participation in the Job Sharing Program on a yearly basis.

 - b. Any certified staff member leaving a full-time equivalent position to participate in the job sharing program may request to return to full-time status at the end of the job sharing assignment. There shall be no guarantee of an assignment in the same position.

- 3) Salary and Fringe Benefits
 - a) Compensation: All salary shall be calculated based upon a pro-rated basis and fringe benefits shall be offered consistent with current District plans and policies.

 - b) Two years of job sharing would be the equivalent of one-year advancement on the salary schedule.

- 4) The Proposal
 - a) When a job sharing team wishes to share a teaching position for a school year, specific guidelines need to be met. The certified staff members must jointly write their program proposal in detail and minimally cover the following:
 1. How will the school year be divided equally between two certified staff members?

 2. Both certified staff members must agree to attend in-service and institute days.

 3. Both certified staff members must attend parent teacher conferences.

 4. Both certified staff members must jointly distribute an evaluation to the building principal, parents, and students at mid-year and at the end of the year to better determine how the program is viewed.

 5. Job sharers must develop an ongoing system of communication with each other, their principal, parents, and other teachers involved. They must be responsible for sharing any concerns and general information pertaining to their students and the program.

- 5) Communication with Parents
 - a) Certified staff members participating in the Job Sharing Program will be required to write a letter home to parents at the beginning of the school year. This letter should define job sharing and include a detailed schedule of when each certified staff member will be working.

J Voluntary Transfers

- 1) Voluntary transfers will be considered before involuntary transfers. The Superintendent or designee shall have posted in all school buildings and on the Human Resource's "Internal Applicants Only" website, a notice of all vacancies in the bargaining unit. A copy of such notice shall be given or mailed to the Association President or designee. Such notice shall be

accompanied by a statement of minimum qualifications and anticipated salary range. If a vacancy occurs during summer vacation, notice thereof shall be posted in all school buildings, sent through district email to HEA Presidents, and on the District website. Such vacancies shall be permanently filled only after the lapse of ten (10) calendar days from the posting date unless emergency occurs. During the hiring process any qualified internal candidate shall be given priority to fill the position consistent with the criteria stated below:

- a) Certified staff members wishing to apply for a transfer shall notify the Human Resources Department in writing. The internal applicant will receive confirmation of request and the process that will follow from the district office. After qualified certified staff members are interviewed for such vacancies, they shall be notified in writing of the District’s decision when the vacancy is filled. The District may consider the following criteria in filling the vacancies:
 - i) Qualifications, including years in subject area, degrees, overall teaching experience and evaluations.
 - ii) Seniority
 - iii) Balancing the talent level within each building.

K Involuntary Transfers

- 1) A certified staff member who is involuntarily transferred, shall be given written notification by the appropriate administrator, and if a request is submitted in writing by the certified staff member to the appropriate administrator within thirty (30) days of notification, the appropriate administrator must provide the reasons for the transfer in writing within ten (10) calendar days.
- 2) District Administration will meet with the Association President(s) prior to the transfer process to discuss the needs of the district and the process being used to determine the transfers needed.
- 3) Any staff member who is involuntarily transferring classrooms or buildings will have boxes provided by the district, for packing of district owned materials. The district will also be responsible for moving these boxes/materials to the new classroom.

L Seniority

- 1) Length of continuous service shall be computed from the most recent date on which the certified staff member commenced working on a full-time basis, and will apply irrespective of intervening transfers from one area to another; in the event two or more certified staff members possess the same length of continuous service, the length of service will be computed from the date of hire. If the date of hire is the same, the date upon which the certified staff member(s) signed a contract shall be used. Sabbaticals and/or leaves shall not generate additional seniority or break the continuous service record of any employee.

M Seniority List Procedures

- 1) At least seventy-five (75) days from the end of each school year, the Superintendent or designee shall post a tentative listing, categorized by years of service, listed by hire date, showing the seniority of all certified staff members employed by District 158. The listing shall provide the following information for each certified staff member:
 - a) Name
 - b) Current position
 - c) Years of continuing tenured service
 - d) Other certifications/endorsements
- 2) Each certified staff member shall have thirty (30) calendar days thereafter to file written objections to his/her ranking. A certified staff member’s failure to make a timely objection shall be deemed in acceptance of the ranking, and the certified staff member cannot thereafter challenge his/her seniority until the following year.

- 3) At least seventy-five (75) days before the end of the school year, the Superintendent or designee shall provide a list of the groupings of certified staff members, to the HEA leadership, as required by the Illinois School Code.

N Returning from Leave of Absence

All certified staff members on a one (1) year leave will notify the district, in writing, of their intent for the next school year by February 15.

O Leave of Absence

All certified staff members may request a one (1) year leave of absence without pay for personal reasons. Requests shall be submitted to Human Resources for Board approval. During a yearlong leave of absence, the staff member shall not accrue a year of service for seniority purposes.

P Flex Days Flex days are intended to be used for needed activities outside the regular school day and these activities will be mutually agreed upon between the certified staff member and administration.

Day 1:

- Preschool Certified Staff: To be used for Mandated Trainings and required Family Events outside of the school hours.
- Elementary Certified Staff: To be used for Open House, Curriculum Night and Mandated Trainings.
- Middle Certified Staff: To be used for Curriculum Night, Open House and Mandated Trainings.
- High School Certified Staff: To be used for Back to School Night, Mandated Trainings and Graduation.

Day 2: To be used as a teacher preparation/classroom set up day at any point in the school year.

All certified staff members must turn into their building administrator, by the last day of school, written documentation of the dates and times supporting the 7 ¾ hours.

Q Reduction in Force

- 1) When the Board decides that it is necessary to terminate the employment of tenured certified staff in order to reduce the number of certified staff members in the , the President of the Association will be notified in writing of such action in advance of any public announcement. Upon written request of the Association to the Superintendent, representatives of the Association shall be given an opportunity to discuss and provide input relative to such reductions in staff at a meeting with the Superintendent.

ARTICLE VI. CERTIFIED STAFF EVALUATION

The Board and the HEA shall meet during the term of this Agreement to discuss changes to the evaluation plan and instrument required by Public Acts 96-0861, 97-008 and 97-0007. The parties recognize that the Performance Evaluation Reform Act (PERA) requires a committee, consisting of equally numbered representation from the Board and HEA be formed to determine how the district will incorporate the use of student data and indicators of student growth as a significant factor in rating teacher performance in evaluation plans. The parties will work together to discuss formation of such a committee and to implement the changes as required by law. Changes to the evaluation plan may be prospective unless otherwise required by any new or existing state laws/mandates.

- 1) The purpose of evaluation shall be to improve the instructional skills of certified staff member with the goal of maximizing learning by students in the classroom. Accordingly, the evaluative process defined below shall include both the identification of teaching deficiencies and constructive suggestions needed for improvement.

A Annual Notification

- 1) By October 15th, the Superintendent (or designee) and/or the building principal shall inform the teaching staff of the procedures of evaluation, including who may evaluate the certified staff member's performance. Each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation. All certified staff members will be given a copy of the Huntley CSD 158 Teacher Evaluation Plan. No formal evaluation may be conducted until this has been completed. Specialists shall be evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.

B Evaluation of Tenured Certified Staff Members

- 1) Tenured certified staff members shall be formally evaluated at least once in every two (2) years. All tenured certified staff member, by mutual agreement, may participate in either the Clinical Model, Hybrid Clinical Model, or Professional Growth Plan Methods of Evaluation, with the exception of those participating in the Professional Assistance component. Numerical ratings shall be utilized for each model in accordance with PERA.
- 2) The Professional Growth Plan Method of Evaluation consists of the following required meetings between the evaluator and the certified staff member, all of which shall happen during the certified staff member's work day:
 - a) A meeting prior to October 15th of the school year to establish a new Professional Growth Plan or review the status of previously submitted Professional Growth Plans. The goals in the plan will be mutually agreed upon by the certified staff member and evaluator,
 - b) A mid-year conference to discuss progress made toward achieving outlined goals,
 - c) A meeting no later than May 15th of the school year. An Annual Summary will be completed by the evaluator and discussed with the certified staff member. Both the certified staff member and the principal/designee will sign the Annual Summary, which will be forwarded with all progress review reports to the District Office for placement in the certified staff member personnel file. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate Agreement with its contents.
- 3) All forms and paperwork to be completed by the certified staff members, which have been mutually agreed upon, can be found in Appendix as attached. The evaluation tool to be used must be mutually agreed upon by the Association and the District.
- 4) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.

C Evaluation of Non-Tenured Certified Staff Members

- 1) Non-tenured certified staff members shall be formally evaluated in the classroom twice each school year. A third formal evaluation can be conducted if a certified staff a member receives and overall rating of "Unsatisfactory" on one of their first two formal evaluation. Certified staff members in year one or two will be evaluated using the Clinical Model of evaluation. Certified staff members in years three or four may be evaluated using the Clinical or Hybrid Clinical Models of evaluation at the choice of their evaluator. The building principal/designee must complete these evaluations before January 20th. Numerical rating shall be utilized for each model in accordance with PERA.

- 2) Specialists shall be evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.
- 3) Prior to the initiation of the evaluation process, each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation.
- 4) Announced classroom observations will be accompanied by the following required meetings, to be held during the certified staff member's work day:
 - a) Pre-Observation conference to discuss the Pre-Observation Information Sheet and to set a time and date for the formal observation.
 - b) A Post-Observation conference between the building principal/designee and the certified staff member within ten (10) school days after each classroom observation. At this conference, the written evaluation being placed in that certified staff member's personnel file shall be signed and dated by the teacher and the principal/designee. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.
- 5) All forms and paperwork to be completed by the certified staff member, which have been mutually agreed upon can be found in the Appendix. Any forms used for evaluation in addition to those in the Appendix must be mutually agreed upon by the Association.
- 6) Any classroom observation for the purpose of evaluation shall be conducted with the full knowledge of the certified staff member. The certified staff member and evaluator will mutually agree upon the date of the observation and the lesson being observed.
- 7) Observations shall not be conducted during the day immediately preceding or following a student non-attendance day.
- 8) Within ten (10) school days after each classroom observation, a conference between the principal/designee and the certified staff member will be held. At this conference, the written evaluation being placed in that certified staff member's personnel file shall be signed and dated by the certified staff member and the principal/designee.
- 9) By February 15th, or by March 1st if hired after the start of the school year or on a part-time basis, the principal/designee will complete a final summative evaluation report for each certified staff member. The report will be discussed with the teacher, signed and dated by the certified staff member and principal/designee, and forwarded to the District Office for placement in the certified staff member's file.
- 10) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.

D Informal Evaluation

- 1) Informal observations may be held as determined by the principal/designee or requested by the certified staff member.
- 2) Any informal observations, which are to be used to evaluate the certified staff member, shall be reduced to writing within ten (10) school days. Such written report may contain references to documented prior occurrences of similar incidents without regard to the ten (10) day limitation. The administrator will meet with the certified staff member to present this report and discuss this observation.

- 3) All dates listed above are not binding should the certified staff member not be available to meet within, or at, the requested dates or by the requested time-lines.

E Procedure for Records

- 1) The certified staff member shall be given a copy of any formal and/or informal evaluation placed in his/her personnel file. Such copies will be signed by the principal/designee and certified staff member, with a copy given to the certified staff member in accordance with the time limitations specified above. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.
- 2) The certified staff member shall have the right to review the contents of his or her personnel file.
- 3) The certified staff member shall have the right to respond in writing to any evaluative material, to place said response in the certified staff member's personnel file, and to forward a copy of the response to the evaluator and to the Superintendent.

F Ratings

- 1) The final summative evaluation report for each certified staff member shall contain an overall rating of "Excellent", "Proficient", "Needs Improvement" or "Unsatisfactory" based on his/her evaluation(s). Certified staff members who are rated "Unsatisfactory" will be provided with a Professional Assistance Plan, as outlined in the Huntley CSD 158 Teacher Evaluation Plan. A certified staff member rated "Proficient" or "Needs Improvement" will be provided with input, if requested, for improved professional performance.

ARTICLE VII.

GRIEVANCE PROCEDURE

A Definitions

- 1) A grievance shall be any claim by an employee, group of employees or the Association that there has been violation, misinterpretation or misapplication of the terms of this Agreement.
- 2) All time limits shall consist of school days, unless otherwise stated. School days shall be defined as student attendance days. Should the grievance occur during the last two weeks of the school year or prior to the start of the new school year, "school days" become "business days".

B Procedure

- 1) The parties hereto acknowledge that it is usually most desirable for a grievant and the immediate supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the grievant, a grievance may be filed. The following steps establish the grievance process:
 - a) The grievant presents the grievance, in writing, to the building principal within ten (10) school days of the claim of the contractual violation. The principal will arrange a time and date for a meeting to take place within ten (10) school days after receipt of the grievance. The principal or grievant may also include at this meeting such persons as they deem beneficial to the successful resolution of this problem. The principal shall provide the aggrieved a written answer to the grievance within ten (10) school days after the meeting.
 - b) If the grievance is not resolved at step number one, then the grievant shall refer the grievance in writing to the Superintendent or his official designee within ten (10) school

days after receipt of the step number one answer. The same procedures as outlined in step number one regarding meeting arrangements, time limitations, persons present at the meeting, and written answers to the grievance shall be in effect for step number two.

- c) If the grievance is not resolved at steps number one or number two, then the grievant has the option of requesting in writing that the grievance be placed on the agenda of the next regularly scheduled Board meeting. The grievant may then present the grievance personally to the Board for their consideration and decision. The Board shall provide the grievant with their written decision within twenty (20) school days after the date of which the grievance was heard.
 - d) If the Association is not satisfied with the disposition of the grievance in step three, the Association must file its demand for arbitration with the AAA within thirty (30) school days from the date the decision at step three was rendered. The voluntary labor arbitration rules of the AAA shall apply. The cost of the arbitrator services and other costs of a transcript will be borne equally by the parties.
 - i) Neither party shall be permitted to present any grounds or evidence before the arbitrator, which had not previously been disclosed, to the other party.
 - ii) The arbitrator shall have no power to amend, modify, nullify, ignore, and/or add to the terms of this Agreement. The arbitrator's authority shall be strictly and narrowly limited to deciding only the issues of the grievance filed at the step one level within the limits established in the definition of a "grievance".
- 2) Other Conditions
- a) First Step Bypass
By mutual written agreement between the Superintendent and grievant, the first step of the grievance procedure can be by-passed.
 - b) Meetings Outside of Regular Working Hours
All scheduled step meetings will be held outside regular work hours for employees unless mutually agreed between the Superintendent and grievant to meet at another time.
 - c) Grievant and Association Cooperation
The grievant and the Association shall not interrupt the operation of the District in the investigation of any alleged grievance.
 - d) Timeliness by Parties
Failure of any grievant to act on a grievance within the prescribed time limits will bar any further appeal. Failure by the Administration or Board to act on a grievance response within the prescribed time limits will permit the grievance to automatically move to the next step within the time limits provided in that step.
 - e) Extension of Time Limits
Time limits can be extended by mutual written agreement by the Superintendent and the grievant.
 - f) No Reprisals
No reprisals of any kind shall be taken by the grievant, Association, Administration and/or Board against any certified staff member because of his/her participation or lack of participation in the grievance procedure.
 - g) Filing of Materials
All documents dealing with a grievance shall be filed separately from a certified staff member's personnel file.
 - h) Exclusion of Remedies
In the event a grievant commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, charging the Board and/or Administration with an alleged violation of this Agreement, such remedy shall be exclusive and said grievant shall be barred from invoking any remedy by this grievance procedure while pursuing a remedy in another jurisdiction. Upon being knowledgeable of the decision

by another jurisdiction, a grievant has the right to re-instate the grievance within ten (10) school days.

i) Expedited Arbitration

Upon completing a mutual written agreement by the Superintendent and the grievant, the expedited arbitration rules of the AAA shall be utilized instead of the voluntary labor arbitration rules.

j) Bypass of Arbitration to Grievance Mediation

By mutual written agreement, the Superintendent and grievant may elect to enter into grievance mediation prior to submitting the grievance to arbitration. The parties shall mutually agree, in writing, on the procedures for mediation, including the handling of costs to implement the process.

ARTICLE VIII.

TERM OF AGREEMENT

A Scope

1) The terms and conditions set forth in this Agreement represent the full and complete understanding and agreement between the parties hereto. The terms and conditions of this Agreement may be modified only by mutual consent of the parties.

B Management Rights

1) The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois provided that, to the extent allowed by law, such rights and responsibilities shall be exercised in accordance with the provisions of this Agreement. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

C No Strike Clause

1) The Association hereby agrees not to strike for the duration of this Agreement.

D Duration

1) This Agreement shall commence at 12:01 a.m., July 1, 2015 and expire at 11:59 p.m. on June 30, 2017.

E Reopening:

1) This Contract shall remain in force from year to year unless notice is given prior to April 1st, by both parties, of its desire to terminate, amend, or modify this Agreement for the following year.

Bradley Aney
Bradley Aney, HEA Co-President,

9-17-15
Date

Christine M. Laird
Christine Laird, HEA Co-President

9-17-15
Date

Donald Drzal
Donald Drzal, Board of Education President

9-9-2015
Date

Memo of Understanding

- The Administration and HEA will form a joint committee, of equal representation of HEA members and administration, to review the certified staff member school day. While the primary focus is on elementary collaboration and planning other levels and areas can be discussed. The committee will make recommendations to the Board of Education for the structure of the school day including both the student day and certified staff member day. Any recommendation and agreements would result in an addendum to the contract.
- During the summer of 2015, Huntley High School implemented the first online course. During the 2015-16 school year, Administration and HEA will form a joint committee to review Online learning. There will be equal representation of HEA members and administration on the committee. The committee will make recommendations, to the bargaining agents for both parties, on such topics as course determination, course content, course duration/calendar, class size, and compensation and teacher office hours. After agreement is reached the recommendations are to be used to set parameters for the 2016-17 school year in terms of online learning courses. The result will become a Memo of Understanding.

**Huntley Community School District 158
HEA SALARY SCHEDULE FOR CONTRACT YEAR 2015-2016 TRS Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$39,350	\$40,137	\$40,939	\$41,758	\$42,593	\$43,445	\$44,314	\$45,200	\$46,105
B	\$40,727	\$41,542	\$42,372	\$43,220	\$44,084	\$44,966	\$45,865	\$46,783	\$47,718
C	\$42,152	\$42,995	\$43,855	\$44,733	\$45,627	\$46,540	\$47,470	\$48,420	\$49,388
D	\$43,628	\$44,500	\$45,390	\$46,298	\$47,224	\$48,169	\$49,132	\$50,115	\$51,117
E	\$45,155	\$46,058	\$46,979	\$47,919	\$48,877	\$49,854	\$50,852	\$51,869	\$52,906
F	\$46,735	\$47,670	\$48,623	\$49,596	\$50,588	\$51,599	\$52,631	\$53,684	\$54,758
G	\$48,371	\$49,338	\$50,325	\$51,332	\$52,358	\$53,405	\$54,473	\$55,563	\$56,674
H	\$50,064	\$51,065	\$52,086	\$53,128	\$54,191	\$55,275	\$56,380	\$57,508	\$58,658
I	\$51,816	\$52,852	\$53,909	\$54,988	\$56,087	\$57,209	\$58,353	\$59,520	\$60,711
J	\$53,630	\$54,702	\$55,796	\$56,912	\$58,050	\$59,211	\$60,396	\$61,604	\$62,836
K	\$55,507	\$56,617	\$57,749	\$58,904	\$60,082	\$61,284	\$62,510	\$63,760	\$65,035
L	\$57,449	\$58,598	\$59,770	\$60,966	\$62,185	\$63,429	\$64,697	\$65,991	\$67,311
M	\$59,460	\$60,649	\$61,862	\$63,100	\$64,362	\$65,649	\$66,962	\$68,301	\$69,667
N	\$0	\$62,772	\$64,028	\$65,308	\$66,614	\$67,947	\$69,305	\$70,692	\$72,105
O	\$0	\$0	\$66,269	\$67,594	\$68,946	\$70,325	\$71,731	\$73,166	\$74,629
P	\$0	\$0	\$0	\$69,960	\$71,359	\$72,786	\$74,242	\$75,727	\$77,241
Q	\$0	\$0	\$0	\$0	\$73,856	\$75,334	\$76,840	\$78,377	\$79,945
R	\$0	\$0	\$0	\$0	\$0	\$77,970	\$79,530	\$81,120	\$82,743
S	\$0	\$0	\$0	\$0	\$0	\$0	\$82,313	\$83,959	\$85,639
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,898	\$88,636
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$91,738

Off Schedule

2014-2015									
2013-2014	\$60,649	\$64,028	\$67,594	\$71,359	\$75,334	\$79,530	\$83,959	\$88,636	\$93,573
2012-2013	\$61,862	\$65,308	\$68,946	\$72,786	\$76,840	\$81,120	\$85,639	\$90,409	\$95,444
Off Schedule	\$63,565	\$67,106	\$70,844	\$74,790	\$78,956	\$83,353	\$87,997	\$92,897	\$98,072

Base Increase 7.750%

**Huntley Community School District 158
HEA TOTAL SALARY SCHEDULE FOR CONTRACT YEAR 2015-2016 TRS Not Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$38,366	\$39,133	\$39,916	\$40,714	\$41,529	\$42,359	\$43,206	\$44,070	\$44,952
B	\$39,709	\$40,503	\$41,313	\$42,139	\$42,982	\$43,842	\$44,719	\$45,613	\$46,525
C	\$41,099	\$41,921	\$42,759	\$43,614	\$44,486	\$45,376	\$46,284	\$47,209	\$48,154
D	\$42,537	\$43,388	\$44,256	\$45,141	\$46,044	\$46,964	\$47,904	\$48,862	\$49,839
E	\$44,026	\$44,906	\$45,805	\$46,721	\$47,655	\$48,608	\$49,580	\$50,572	\$51,583
F	\$45,567	\$46,478	\$47,408	\$48,356	\$49,323	\$50,309	\$51,316	\$52,342	\$53,389
G	\$47,162	\$48,105	\$49,067	\$50,048	\$51,049	\$52,070	\$53,112	\$54,174	\$55,257
H	\$48,812	\$49,789	\$50,784	\$51,800	\$52,836	\$53,893	\$54,971	\$56,070	\$57,191
I	\$50,521	\$51,531	\$52,562	\$53,613	\$54,685	\$55,779	\$56,895	\$58,032	\$59,193
J	\$52,289	\$53,335	\$54,401	\$55,489	\$56,599	\$57,731	\$58,886	\$60,064	\$61,265
K	\$54,119	\$55,201	\$56,305	\$57,432	\$58,580	\$59,752	\$60,947	\$62,166	\$63,409
L	\$56,013	\$57,133	\$58,276	\$59,442	\$60,631	\$61,843	\$63,080	\$64,342	\$65,628
M	\$57,974	\$59,133	\$60,316	\$61,522	\$62,753	\$64,008	\$65,288	\$66,594	\$67,925
N		\$61,203	\$62,427	\$63,675	\$64,949	\$66,248	\$67,573	\$68,924	\$70,303
O			\$64,612	\$65,904	\$67,222	\$68,567	\$69,938	\$71,337	\$72,763
P				\$68,211	\$69,575	\$70,966	\$72,386	\$73,833	\$75,310
Q					\$72,010	\$73,450	\$74,919	\$76,418	\$77,946
R						\$76,021	\$77,541	\$79,092	\$80,674
S							\$80,255	\$81,860	\$83,498
T								\$84,726	\$86,420
U									\$89,445

Off Schedule

2014-2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013-2014	\$59,133	\$62,427	\$65,904	\$69,575	\$73,450	\$77,541	\$81,860	\$86,420	\$91,234
2012-2013	\$60,316	\$63,675	\$67,222	\$70,966	\$74,919	\$79,092	\$83,498	\$88,148	\$93,058
Off Schedule	\$61,976	\$65,429	\$69,073	\$72,920	\$76,982	\$81,269	\$85,797	\$90,575	\$95,620

Huntley Community School District 158
HEA SALARY SCHEDULE FOR CONTRACT YEAR 2016-2017 TRS Included

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$40,727	\$41,542	\$42,372	\$43,220	\$44,084	\$44,966	\$45,865	\$46,783	\$47,718
B	\$42,152	\$42,995	\$43,855	\$44,733	\$45,627	\$46,540	\$47,470	\$48,420	\$49,388
C	\$43,628	\$44,500	\$45,390	\$46,298	\$47,224	\$48,169	\$49,132	\$50,115	\$51,117
D	\$45,155	\$46,058	\$46,979	\$47,919	\$48,877	\$49,854	\$50,852	\$51,869	\$52,906
E	\$46,735	\$47,670	\$48,623	\$49,596	\$50,588	\$51,599	\$52,631	\$53,684	\$54,758
F	\$48,371	\$49,338	\$50,325	\$51,332	\$52,358	\$53,405	\$54,473	\$55,563	\$56,674
G	\$50,064	\$51,065	\$52,086	\$53,128	\$54,191	\$55,275	\$56,380	\$57,508	\$58,658
H	\$51,816	\$52,852	\$53,909	\$54,988	\$56,087	\$57,209	\$58,353	\$59,520	\$60,711
I	\$53,630	\$54,702	\$55,796	\$56,912	\$58,050	\$59,211	\$60,396	\$61,604	\$62,836
J	\$55,507	\$56,617	\$57,749	\$58,904	\$60,082	\$61,284	\$62,510	\$63,760	\$65,035
K	\$57,449	\$58,598	\$59,770	\$60,966	\$62,185	\$63,429	\$64,697	\$65,991	\$67,311
L	\$59,460	\$60,649	\$61,862	\$63,100	\$64,362	\$65,649	\$66,962	\$68,301	\$69,667
M	\$61,541	\$62,772	\$64,028	\$65,308	\$66,614	\$67,947	\$69,305	\$70,692	\$72,105
N	\$0	\$64,969	\$66,269	\$67,594	\$68,946	\$70,325	\$71,731	\$73,166	\$74,629
O	\$0	\$0	\$68,588	\$69,960	\$71,359	\$72,786	\$74,242	\$75,727	\$77,241
P	\$0	\$0	\$0	\$72,408	\$73,856	\$75,334	\$76,840	\$78,377	\$79,945
Q	\$0	\$0	\$0	\$0	\$76,441	\$77,970	\$79,530	\$81,120	\$82,743
R	\$0	\$0	\$0	\$0	\$0	\$80,699	\$82,313	\$83,959	\$85,639
S	\$0	\$0	\$0	\$0	\$0	\$0	\$85,194	\$86,898	\$88,636
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,939	\$91,738
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,949

Off Schedule

	B0/14	B12/15	B24/16	B36/17	M0/18	M12/19	M24/20	M36/21	M45/22
2014-2015									
2013-2014	\$61,862	\$65,308	\$68,946	\$72,786	\$76,840	\$81,120	\$85,639	\$90,409	\$95,444
2012-2013	\$63,100	\$66,614	\$70,325	\$74,242	\$78,377	\$82,743	\$87,351	\$92,217	\$97,353
Off Schedule	\$64,836	\$68,448	\$72,261	\$76,286	\$80,535	\$85,020	\$89,757	\$94,755	\$100,033

Base Increase 3.500%

Huntley Community School District 158
HEA TOTAL SALARY SCHEDULE FOR CONTRACT YEAR 2016-2017 TRS Not Included

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$39,709	\$40,503	\$41,313	\$42,139	\$42,982	\$43,842	\$44,719	\$45,613	\$46,525
B	\$41,099	\$41,921	\$42,759	\$43,614	\$44,486	\$45,376	\$46,284	\$47,209	\$48,154
C	\$42,537	\$43,388	\$44,256	\$45,141	\$46,044	\$46,964	\$47,904	\$48,862	\$49,839
D	\$44,026	\$44,906	\$45,805	\$46,721	\$47,655	\$48,608	\$49,580	\$50,572	\$51,583
E	\$45,567	\$46,478	\$47,408	\$48,356	\$49,323	\$50,309	\$51,316	\$52,342	\$53,389
F	\$47,162	\$48,105	\$49,067	\$50,048	\$51,049	\$52,070	\$53,112	\$54,174	\$55,257
G	\$48,812	\$49,789	\$50,784	\$51,800	\$52,836	\$53,893	\$54,971	\$56,070	\$57,191
H	\$50,521	\$51,531	\$52,562	\$53,613	\$54,685	\$55,779	\$56,895	\$58,032	\$59,193
I	\$52,289	\$53,335	\$54,401	\$55,489	\$56,599	\$57,731	\$58,886	\$60,064	\$61,265
J	\$54,119	\$55,201	\$56,305	\$57,432	\$58,580	\$59,752	\$60,947	\$62,166	\$63,409
K	\$56,013	\$57,133	\$58,276	\$59,442	\$60,631	\$61,843	\$63,080	\$64,342	\$65,628
L	\$57,974	\$59,133	\$60,316	\$61,522	\$62,753	\$64,008	\$65,288	\$66,594	\$67,925
M	\$60,003	\$61,203	\$62,427	\$63,675	\$64,949	\$66,248	\$67,573	\$68,924	\$70,303
N	\$0	\$63,345	\$64,612	\$65,904	\$67,222	\$68,567	\$69,938	\$71,337	\$72,763
O	\$0	\$0	\$66,873	\$68,211	\$69,575	\$70,966	\$72,386	\$73,833	\$75,310
P	\$0	\$0	\$0	\$70,598	\$72,010	\$73,450	\$74,919	\$76,418	\$77,946
Q	\$0	\$0	\$0	\$0	\$74,530	\$76,021	\$77,541	\$79,092	\$80,674
R	\$0	\$0	\$0	\$0	\$0	\$78,682	\$80,255	\$81,860	\$83,498
S	\$0	\$0	\$0	\$0	\$0	\$0	\$83,064	\$84,726	\$86,420
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,691	\$89,445
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,575

Off Schedule

2014-2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013-2014	\$60,316	\$63,675	\$67,222	\$70,966	\$74,919	\$79,092	\$83,498	\$88,148	\$93,058
2012-2013	\$61,522	\$64,949	\$68,567	\$72,386	\$76,418	\$80,674	\$85,168	\$89,911	\$94,920
Off Schedule	\$63,215	\$66,737	\$70,454	\$74,379	\$78,522	\$82,895	\$87,513	\$92,386	\$97,533

EXTRACURRICULAR SCHEDULE Appendix B

Cell 1 Year 15-16

\$38,366

% of Base Salary	POSITION TITLE	15-16 Pay
1.28%	Newspaper/MS Recycling Coord/Elem Recycling Coord/MS Recycling Coord/HS Spanish Club/HS Spanish Club/MS Spelling Bee Coord/MS	\$492
2.05%	Literary Club/HS Play Director Assistant/HS Yearbook Coord/Elem	\$787
2.56%	9th Grade Sponsor/HS 10th Grade Sponsor/HS Art Club/HS Contest Theatre/HS Cultural Diversity/HS Dance Club Assistant/HS Fishing Club/HS Foods Club/HS Friends of Rachel/HS Musical Director Assistant/MS Service Club Asst/MS Student Council Assistant/MS	\$983
3.13%	Art Club/MS Color Guard/HS Foods Club/MS Guitar Club/HS Mallets, Movemnt, More Musical/ELEM Marching Band Asst/HS Mock Trial/HS Musical Director Asst /FRSOPH Musical Director Assistant /HS National Honor Society/HS Ski Club/HS SkillsUSA Club/HS	\$1,200
3.33%	12th Grade Sponsor/HS Ecology Club/MS Pep Band/HS Play Director Assistant/MS Yearbook Coord/MS Young Authors/Elem Young Authors/MS	\$1,278

% of Base Salary	POSITION TITLE	15-16 Pay
3.59%	Cheerleading Football Frosh /HS Poms Football JV /HS	\$1,377
3.84%	Cheerleading Coach/MS Community Service Club/HS	\$1,475
4.10%	Academic Team Assistant/HS Academic Team Assistant/MS Cheerleading Football Soph /HS Dance Club/HS Math Team Assistant/HS One Acts Director FRSOPH /HS Play Director/HS Poms Basketball JV /HS Poms Football/HS Science Team Asst/HS Thespian Show/HS	\$1,573
4.36%	11th Grade Sponsor/HS Math Team/HS Poms Basketball/HS Speech Assistant/HS	\$1,672
4.61%	Cheerleading Varsity Football Asst/HS FBLA/HS Musical Director Associate/MS Play Director/MS	\$1,770
4.87%	Cheerleading Varsity Football Head/HS Cheerleading Varsity Basketball Asst /HS Musical Director Assoc FRSOPH /HS Musical Director Associate/HS	\$1,868
5.13%	Cheerleading Basketball FR/HS Cross Country Assistant/MS Student Council Assistant/HS	\$1,967
5.38%	Cheerleading Basketball Soph/HS Cross Country Head/MS Newspaper/HS Track Assistant/MS Volleyball Assistant/MS Yearbook/HS	\$2,065
5.64%	Service Club/MS	\$2,163

% of Base Salary	POSITION TITLE	15-16 Pay
5.90%	Academic Team Head/HS Academic Team Head/MS Cheerleading Varsity Basketball Head/HS Science Team/HS	\$2,262
6.15%	Track Head/MS	\$2,360
6.66%	Band Director/MS Choral Director/MS Swimming Assistant/HS	\$2,557
6.92%	Basketball Assistant/MS Bowling/HS Choral Director/HS Cross Country Assistant/HS Golf Assistant/HS Swimming Head/HS Wrestling Assistant/MS	\$2,655
7.18%	Soccer Assistant/HS Tennis Assistant/HS	\$2,753
7.69%	Athletic Trainer-Winter/HS Musical Director/MS Volleyball Head/MS	\$2,950
7.95%	6th Grade Team Leader/MS 7th Grade Team Leader/MS 8th Grade Team Leader/MS Counselor Team Leader/MS Exploratory Team Leader/MS PE Team Leader/MS Special Ed Team Leader/MS Speech Team/HS	\$3,048

% of Base Salary	POSITION TITLE	15-16 Pay
8.71%	Student Council/HS Student Council/MS Business,Ind Tech Team LDR /HS Business,Ind Tech Team LDR /HS FA,Foreign Lang Team LDR /HS K-12 Music Team Leader Marching/Concert Bands/HS Musical Director FRSOPH /HS Musical Director/HS PE Team Leader/HS	\$3,343
9.48%	Basketball Head/MS Wrestling Head/MS	\$3,639
10.25%	Baseball Assistant/HS Cross Country/HS Golf Head/HS Lacrosse Boys Asst/HS Lacrosse Girls JV/HS Softball Assistant/HS Tennis Head/HS Track Assistant/HS	\$3,934
11.79%	Volleyball Assistant/HS	\$4,524
12.82%	Basketball Assistant/HS Football Assistant/HS Lacrosse Boys Head/HS Wrestling Assistant/HS	\$4,917
15.38%	Athletic Director Asst/HS Athletic Trainer-Spring,Fall/HS Baseball Head/HS Soccer Head/HS Softball Head/HS Track Head/HS	\$5,900
17.43%	Volleyball Head/HS Wrestling Head/HS	\$6,687
19.48%	Basketball Head/HS Football Head/HS	\$7,474