



NEGOTIATED AGREEMENT

2018-19 to 2022-23

between

**The Board of Education
Northfield Township High School District #225**

and

**The Glenbrook Education Association
(GEA)**

for the period July 1, 2018, through June 30, 2023.

*The Glenbrook High Schools are learning communities
dedicated to students and committed to
quality of thought, word, and deed.*

Table of Contents

Article I	Recognition
Article II	Association Rights and Responsibilities
Article III	Board Rights and Responsibilities
Article IV	Rights and Responsibilities of Teachers
Article V	Voluntary and Involuntary Transfers
Article VI	Seniority
Article VII	Staff Reduction/Honorable Dismissal Process
Article VIII	Recall
Article IX	Teaching Load
Article X	Evaluation
Article XI	Leaves of Absence
Article XII	Grievance Procedure
Article XIII	Compensation Policy
Article XIV	Negotiations Procedures
Article XV	Term of the Agreement
Appendix A	2018-2019 Teacher Salary Schedules
Appendix B	2019-2020 Teacher Salary Schedules
Appendix C	2020-2021 Teacher Salary Schedules
Appendix D	2021-2022 Teacher Salary Schedules

Table of Contents (continued)

Appendix E	2022-2023 Teacher Salary Schedules
Appendix F	2018/19 - 2022/23 Differential Responsibilities
Appendix G	DRS Assignments - MOU
Appendix H	Guidelines for Academic Attainment Coursework
Appendix I	Medical Insurance Cost Containment Committee
Appendix J	Insurance Plan Changes - MOU
Appendix K	Special Education/Off-Campus/Transition - MOU
Appendix L	Transitional Science Committee - MOU
Appendix M	Student Services Committee - MOU
Appendix N	Changes to Retirement Policy - MOU
Appendix O	Pension or Legislative Change

NEGOTIATED AGREEMENT

2018 - 2023

This Negotiated Agreement, entered into May 21, 2018 between the Glenbrook Board of Education, District #225, hereinafter called the “Board”, and the Glenbrook Education Association, hereinafter called the “Association”, becomes effective July 1, 2018. This Agreement constitutes a successor Negotiated Agreement entered into during the term of an existing predecessor Negotiated Agreement and shall take effect on July 1, 2018, and terminate on June 30, 2023. This Negotiated Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Negotiated Agreement and supersedes all prior agreements, arrangements and communication between the parties concerning such subject matter. Specifically, as of May 21, 2018, this Negotiated Agreement terminates and replaces any and all previous Negotiated Agreements between the Board and the Glenbrook Education Association.

WHEREAS, the Board and the Association both agree that providing quality education for all youth of the Glenbrook High Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed licensed teaching personnel in the District excluding the Superintendent, Assistant Superintendents, district-level directors, principals, associate and assistant principals, associate deans, instructional supervisors, and other administrative personnel, stipended evening school personnel while employed as such, stipended summer school personnel while employed as such, personnel employed in a capacity or in a program which is not usually or typically associated with the regular school year program or with extracurricular programs while acting as such.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the GEA to the Board on behalf of the employee. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section.

C. **Association Leave.** Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time. The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board of Education is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent may, at his/her sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

D. **GEA FTE.** The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment. The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the building Principals by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

E. **Use of School Equipment.** The Association shall have the right to make use of school equipment, such as copiers, calculators, computers, telephones, email and audio-visual equipment when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

F. **Use of School Buildings.** The Association and its representatives may be permitted to use school buildings for meetings at times that do not conflict with instructional responsibilities. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. **No Strike Agreement.** The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

H. **Professional Conduct.** The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

I. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the GEA executive board.

ARTICLE III. BOARD RIGHTS AND RESPONSIBILITIES

Except as otherwise specifically provided in this Negotiated Agreement or otherwise specifically agreed to in writing between the parties to this Negotiated Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Negotiated Agreement shall not be the subject of negotiations during the life of this Negotiated Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. **Compliance with Rules and Regulations.** Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

B. **Length of Work Day.** Full-time teachers of Northfield Township High School District 225 shall be assigned to teach or supervise educational activities for each 465-minute

work day. The 465-minute work day shall begin fifteen (15) minutes prior to the start of the school day. Teachers shall remain working beyond the school day to complete their 465 minute work day. More specific information regarding teaching load and instructional minutes is found in Article IX of this Negotiated Agreement.

C. **Shared Discipline Responsibility.** The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

D. **Personnel File Review.** Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher, which are included in the teacher's official personnel file, shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal.

The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

E. **Substitute Teacher Procurement.** The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department, when asked to substitute by their instructional supervisor for their absent colleague, shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

F. **Non-discrimination.** As a duly elected board exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Negotiated Agreement.

G. **Academic Freedom.** Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

H. **Progressive Discipline.** The Board and the Administration believe in the tenets of progressive discipline, which include: verbal reprimand, written reprimand, suspension and dismissal. However, nothing herein will require the exhaustion of all of the above disciplinary steps when a decision is made that an incident requires a more severe disciplinary outcome.

When a Teacher is required to appear before the Board or the Administration concerning any matter which the Teacher believes could result in disciplinary action, the Teacher is entitled to have a representative of the Association present. Furthermore, the Teacher directed to appear at such investigatory meetings will receive reasonable advance written notice of the meeting, except where an emergency or extraordinary situation exists which prohibits the provision of such written notice. The Teacher's right to Association representation shall not apply to evaluation conferences or impromptu meetings relative to the Teacher's regular daily performance.

At any such investigatory meeting, the Teacher will be presented with a factual explanation of any evidence gathered to date and will be offered a reasonable amount of time to review and an opportunity to respond to the evidence.

Prior to the time disciplinary action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. The Teacher, and if represented,

the Association shall be provided an opportunity to respond both to the basis for the discipline and the possible disciplinary consequences.

ARTICLE V. VOLUNTARY AND INVOLUNTARY TRANSFERS

A. **Promotion.** The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. **Notice of Vacancies.** During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent or his/her designee within ten (10) business days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix F of this Negotiated Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. **Decline of Offer.** In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. **Transfer Definition.** A transfer is defined as a change in the building to which a teacher is assigned. A vacancy exists when the number of positions available exceeds the number of teachers available.

1. Voluntary Transfer

Teachers wishing to be considered for transfer must notify the Assistant Superintendent for Human Resources in writing indicating the reasons for requesting the transfer and the school and position desired. Approval of the Superintendent, building principals and the instructional supervisors involved is a prerequisite for such transfer. Internal transfer applicants will be offered an opportunity to interview for the position sought.

The decision to fill the vacancy will be based on the consideration of the following factors: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that seniority must not be considered as a factor unless all other factors are determined by the Board to be equal.

If the request for transfer is not approved, the reasons for the non-approval shall be given to the teacher in writing by the Assistant Superintendent for Human

Resources as soon as possible but no later than 10 days after the position has been filled.

2. Involuntary Transfer

Notice of involuntary transfer shall be given to the teacher as soon as practicable (no later than May 1 if for the subsequent school year) by the Assistant Superintendent for Human Resources or the principal under whom the teacher was assigned prior to the transfer.

Involuntary transfers to new or vacant positions for teachers will be based on the consideration of the following factors: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that seniority must not be considered as a factor unless all other factors are determined by the Board to be equal.

Within ten (10) business days after receipt of notification of transfer, a teacher dissatisfied with the new assignment may make a request in writing for a meeting with the principal under whom the teacher was assigned prior to the transfer to discuss reasons for the transfer. An Off-Campus teacher whose position prior to transfer does not come within the jurisdiction of any principal shall have the right to request a meeting with the Director of Special Education.

Within five (5) business days after such meeting, the teacher, if dissatisfied with the reasons given for the transfer, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Assistant Superintendent for Human Resources has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Assistant Superintendent for Human Resources confer with the teacher in the Superintendent's place. Such meeting shall be held five (5) business days after receipt of a request thereof by the Superintendent.

E. **Final Decision.** If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary reassignment shall be final.

F. **Temporary Appointments.** Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Negotiated Agreement.

ARTICLE VI. SENIORITY

A. **Seniority Lists.** The Board shall develop District-wide seniority lists of teachers by service areas to be determined and as defined by the State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225,

including service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.

B. **Certification Requirement.** To be included on a seniority list, teachers must have been legally certified and legally qualified in Illinois for employment in that service area and have been employed in that service area in District #225.

C. **Seniority Placement.** Placement on a seniority list for teachers will be established in accordance with the process as outlined by the District RIF Committee as defined by the State Board of Education.

D. **Administrator Placement.** If an administrator is assigned exclusively to the classroom, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience. The administrator will be placed in accordance with the process as outlined by the District RIF Committee as defined by the State Board of Education.

ARTICLE VII. STAFF REDUCTION / HONORABLE DISMISSAL PROCESS

1. **Reduction Procedures.** When the Board determines that a decrease in the number of teachers or a discontinuance of some teaching service is necessary, such reductions in force will be accomplished in accordance with Section 24-12 of the School Code and other applicable sections of the School Code.

2. **Honorable Dismissal List.** Annually, the District will establish an Honorable Dismissal List based on a categorization of each teacher into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications, certifications, endorsements, and any other qualification established in a District job description. Job descriptions must be established on or before May 10 prior to the school year during the sequence of dismissal is determined. Copies of the list shall be distributed to the Association at least seventy-five (75) calendar days before the end of the school term.

3. **Grouping of Teachers Within the Honorable Dismissal List.**

Group One (1) will consist of each non-tenured Teacher who has not received a summative performance evaluation rating;

Group Two (2) will consist of Teachers with a “Needs Improvement” or “Unsatisfactory” summative performance evaluation rating on either of the Teacher’s last two summative performance ratings;

Group Three (3) will consist of each Teacher with a summative performance evaluation rating of at least “Proficient” on both of the Teacher’s last two (2) summative performance ratings, if two (2) ratings are available, or on the Teacher’s last summative performance evaluation, if only one (1) evaluation is available, unless the Teacher qualifies for placement into Group Four (4);

Group Four (4) will consist of each Teacher whom last two (2) summative performance evaluation ratings are “Excellent” as well as each Teacher with two (2) “Excellent” summative performance evaluation ratings out of the Teacher’s last three (3) summative performance evaluation ratings with a third rating of “Proficient”.

4. Order of Dismissal:

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Group One (1) dismissed first and teachers in Group Four (4) dismissed last.

a. Within Group One (1), the sequence of dismissal is at the sole discretion of the district.

b. Within Group Two (2), the sequence of dismissal is based on the average of the last two (2) summative performance evaluation ratings, if two (2) ratings are available, or the teacher’s last summative performance rating if only one (1) rating is available. The average is calculated using the following numeric values: four (4) for “excellent”; three (3) for “Proficient” or “Satisfactory”; two (2) for “Needs Improvement”; and one (1) for “Unsatisfactory”. Teachers with the lowest average summative performance evaluation rating shall be dismissed based on seniority, with teachers that have shorter length of continuing service with the District dismissed first.

c. Within Groups Three (3) and Four (4), the sequence of dismissal is based on certification qualifications, and seniority, with teachers that have shorter length of continuing service with the District dismissed first.

This article is not evidence that the Board waives any rights it may have to determine the qualifications of a Teacher to perform the duties of a specific position.

ARTICLE VIII. RECALL

Honorable Dismissal. With respect to any Teacher who has been honorably dismissed, in the event the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall

be tendered to the Teachers who were in Group Four (4) and Group Three (3) and based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the date of the position becoming available. Teachers from Group Three (3) or Four (4) shall be eligible for recall in reverse order of dismissal.

Information Responsibility. Teachers are responsible for informing the Office of the Superintendent of any changes in their qualifications and/or contact information after the date of their dismissal. The Board is responsible for sending notice to Teachers eligible for recall. A copy of this Article will be enclosed with the notice. Notice will be sent by registered mail to the last address on file with the Board. The Teacher must give a written response postmarked within seven (7) days of receipt of the notice of vacancy, or within fourteen (14) days of the mailing of the notice of the vacancy, whichever occurs first. Any Teacher who fails to respond to a proper notice of vacancy or who declines to accept the position offered shall be placed at the bottom of the recall list as it then exists and shall be eligible for one more recall opportunity.

ARTICLE IX. TEACHING LOAD

A. **Appropriate Number of Students.** The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. The background and experience of the teacher,
2. The capabilities of the student enrolled,
3. The content of the course,
4. The techniques of teaching required, and
5. Other considerations as mutually agreed upon by the Administration and Association on a case by case basis.

B. The following will serve as maximums for class size and load:

	Max Teacher Load	Max Class Size
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Family & Consumer Science	120	24/30
Applied Technology	120	24/28
Mathematics	140	34
Science	112 130 starting in '20-'21	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code
Special Education	Max Case Load*	*15 (Unless Required by Law) 16 starting in '20-'21

C. **Class Schedules.** The Board shall have the right to conduct either eight (8)-period class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. **Eight (8)-Period Class Schedule.** Teachers shall be assigned to instructional assignments for five (5) of the eight (8)-period class day. Teachers are expected to be in the building at least 15 minutes prior to the start of the first period of each teaching day, or 15 minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and 15 minutes at the end of the school day. Teachers are expected to be at their respective period one (1) assignment at least five (5) minutes prior to the start of period one(1). Those teachers who do not have a period one (1) assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

An example of a teacher schedule in an eight (8)-period schedule is shown below:

Period 1	Class
Period 2	Unscheduled
Period 3	Lunch
Period 4	30-min conf/20 min for available resource time
Period 5	Class
Period 6	Class
Period 7	Class
Period 8	Class

E. **Block Class Schedule.** Full-time teachers shall be assigned to instructional assignments for five (5) ninety (90) minute blocks plus one (1) ninety (90) minute resource period over two (2) days. The ninety-minute resource period referenced above constitutes a sixth assignment. Teachers are not expected to take attendance during the ninety (90) minute resource period.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of teaching day, or fifteen (15) minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and fifteen (15) minutes at the end of the school day. Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the total teacher loads over the two (2) days, quarters, semesters. Each teacher shall have at least one (1) unscheduled block each day.

Block and a Half Class Assignments: Classes which meet one hundred thirty five (135) minutes every two days are the equivalent of one and a half (1.5) block classes. For example, a teacher assigned to two (2) block and a half classes and two (2) block classes would be considered as teaching five (5) block classes and therefore, could be assigned a sixth assignment. A teacher who teaches one (1) block and a half class and four (4) block classes would not be given a sixth assignment.

An example of a teacher schedule in the block schedule is shown below:

	(A) Day	(B) Day
Block 2-3	Class	Class
Block 4-5	Unscheduled	30 min conf/Unscheduled
Block 6-7	Class with 45 min embedded lunch	6th assignment with 45 min embedded lunch
Block 8-9	Class	Class

Special Assignments: If a full-time teaching assignment does not fulfill the five (5) blocks over two (2) day instructional assignment referenced above, a teacher may be assigned to any of the following Special Assignments to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. A period assignment, such as Advocacy
6. Other educational activities assigned by the principal

Teachers who are assigned to a Special Assignment shall be expected to teach educational activities during the resource period as mutually agreed upon by the Association and the Administration. Teachers assigned to any of the above special Assignments shall be expected to record student attendance. These Special Assignments periods shall not exceed an average of 25 minutes per day.

For example, a teacher who teaches four (4) blocks over two (2) days may be assigned a twenty-five (25) minute Advocacy period in addition to a ninety (90) minute resource period. Or a teacher who teaches four (4) could be assigned two (2) ninety (90) minute resource periods.

Teachers assigned to a Special Assignment must meet at least one of the following criteria:

1. The teacher has volunteered to accept a Special Assignment, or
2. The teacher has fewer than three preparations in his/her regular teaching assignment, or
3. The part-time teacher has an F.T.E. of 0.75 or greater

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #(1) through #(3) above, if the pool of teachers provided by items #(1) through #(3) fails to satisfy the full complement of Special Assignment needs for not more than two grade levels during any one school year. If a teacher with five blocks assigned or volunteers for a Special

Assignment, this will constitute that teacher's sixth assignment. The overall average class size shall be maintained in a range of from 20 to 25 students whenever teachers outside of items #(1) through #(3) are utilized.

F. **Class Size Exceptions.** The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. **Number of Preparations.** It shall not be a practice to assign teachers to more than three (3) teaching preparations; in no case shall a teacher with four (4) or more teaching preparations have any additional assignments during the teaching school day.

H. **Preparation Definition.** A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. **Unscheduled Time.** The teacher's unscheduled time shall be used for tasks directly related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor.

J. **Non-teaching Assignments.** Teachers not engaged in classroom teaching shall have two (2) fifteen (15) break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. **Staff Meetings.** All teachers shall be required to attend up to one (1) staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at staff meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever

possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. **Activity Supervision.** All teachers, as part of their regular school responsibilities, will be required to supervise one (1) non-athletic student activity per school year. This supervision may not include an activity for which the teacher receives compensation.

M. **Parent Night in the Classroom.** All teachers as part of their regular school responsibilities shall be required to attend one (1) "Parent Night in the Classroom" per school year.

N. **Needs of Students.** Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. **Glenbrook Days.** In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook Days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook Days shall be used for purposes deemed appropriate by the Board, such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development and student assessment. The number of such days scheduled shall not exceed five (5) days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to 1.0 FTE per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three (3) Glenbrook Days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the 2022-2023 school year.

P. **Staff Development.** All teachers, as part of their regular school responsibilities, shall be required to attend up to one (1) special staff development activity of up to four (4) hours per year outside the regular school day if the activity cannot reasonably be conducted during a regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

Q. **School Improvement Committee.** The Board and the Association agree that a school improvement committee shall be established in each building to enhance the partnership in the creation, execution, evaluation, and revision of building and district improvement initiatives.

Each building school improvement committee shall include a representative from each department and selected members of the administrative staff. The Board and GEA may add to the committee membership by mutual agreement.

The operation of the committees, including regular meeting times and agendas, shall be determined within each building.

R. Building Special Education Committees:

Beginning with the 2018-19 school year, and each year thereafter, each building will convene a subcommittee to discuss the allocation of six (6) full-time equivalent special education teachers to reduce the workload of building special education. Allocation of the above referenced six (6) full-time equivalent special education teachers will begin with the 2020-21 school year.

The subcommittees will be composed as follows:

- The building Special Education Instructional Supervisor
- The building Assistant Principal for Student Services
- The District Director of Special Education
- Three (3) teachers selected by the GEA President from each building’s special education programs
- A non-voting representative of the GEA leadership selected by the GEA President

Using a consensus decision model, each subcommittee will formulate its own allocation recommendations before meeting jointly to formulate final recommendations, which shall be made by March 1, annually, to the GEA President and the Assistant Superintendent for Human Resources. In the event the subcommittees cannot reach consensus on final allocation recommendations, the matter will be referred to the GEA President and Superintendent or designee for a final determination.

S. Global Compliance Network. Activities required by the District’s participation in the Global Compliance Network program will be completed in each building on a designated “late start day” prior to October 31, annually.

T. College Recommendations. Teachers receiving students’ requests for college application letters of recommendation will annually be provided with released time as follows:

<u>Number of Letters Requested</u>	<u>Amount of Released Time</u>
11-15	½ days
16+	1 full day

Such release time may be scheduled in increments of no less than one-quarter day and shall only be utilized for this given purpose. Teachers shall be on campus during this release time.

U. Notice of Vacancies. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position.

When an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

ARTICLE X. EVALUATION

The Board and the Association have developed a Teacher Evaluation Plan for all certificated staff covered by this Agreement. Future modifications to the Plan will be collaboratively developed by the Board and the Association, consistent with the Illinois School Code. Evaluations will be conducted pursuant to the procedures in the Teacher Evaluation Plan.

A. **Observations:** Non-Tenured teachers shall be formally observed at least two (2) times, and informally observed at least one (1) time, by March 1 of each school year. At least one formal observation will occur by November 1. Tenured teachers shall be formally observed at least once, and informally observed at least once, by March 1 every other school year.

B. **Evaluations:** Non-Tenured teachers shall be evaluated at least once each school year by March 1st. Tenured teachers shall be evaluated at least once every other school year by March 1st.

The written evaluation will include reflection on the teacher's goals and include evaluative comments relative to all four (4) teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy shall be sent to the principal, one (1) copy shall be given to the teacher, and one (1) copy shall be sent to the Assistant Superintendent of Human Resources for placement in the teacher's personnel file.

C. **Teacher Evaluation Plan.** On or before the first day of school or the first day of employment and before the evaluation process begins, the building principal or immediate supervisor shall provide each teacher with a copy of, and training on, the Teacher Evaluation Plan.

D. **Formal Observations.** Within ten (10) school days of a formal teacher observation, the evaluator shall meet with the teacher to discuss the observation and provide a written summary of the observation. The teacher shall acknowledge receipt of such written summary.

E. **Evaluation Instruments.** The Administrators shall use such procedures, instrument(s), or form(s) as are set forth in the District's Teacher Evaluation Plan. All teacher evaluations will be completed no later than March 1.

F. **Right to Respond.** The teacher shall have the right to attach written comments regarding the evaluation within ten (10) school days after the meeting with the evaluator. Receipt of such attachment shall be acknowledged by the Administrator's signature.

G. **District Evaluation Committee.** A Joint Board-Association committee composed of administrators and teachers will annually review the District's Teacher Evaluation Plan and recommend changes, if any, to the Board for approval.

ARTICLE XI. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of fifteen (15) days per school year. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the District's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the District provide payment for a teacher's unused sick days. Sick leave may be used in increments of no less than one-quarter (1/4) day. This calculation will be based upon the total length of the teacher's work day.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, as well as, birth, adoption or placement of adoption. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers, upon request, shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Human Resources Office under the guidelines of Board Policy 6270: [Certificated Personnel Sick Leave Bank](#).

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee

covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

B. Professional Leave. Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration considers the impact on the department and determines that such a visit, meeting or conference would be worthwhile for the participating teacher; (2) the administration determines that funds are available, (3) the teacher granted such permission is encouraged to share new knowledge of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and varied expenses without the prior written approval of the administration; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

C. Leave for Legal Purposes. Time off with pay shall be granted to any teacher when necessary for appearance in legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Negotiated Agreement by either the teacher or the Association.

D. Jury Duty. The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. Sabbatical Leaves. The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one (1) semester. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.

2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.

4. Further, it is the policy of this Board to give priority to requests for one (1) year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.

5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24-8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teacher's Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.

7. During the sabbatical, the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's service for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.

9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

F. **Personal Leave.** Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the teacher's personal leave bank. Any days, in excess of three (3), in a teacher's personal leave bank shall be transferred to the teacher's accumulated sick leave. Upon termination / retirement, all unused accumulated personal days will be reported to the Teacher Retirement System as accumulated sick days for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacations. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: (a) deducted from accumulated personal leave, or (b) paid back at the rate of one (1) day per year from the two (2) days allotted annually.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days until all borrowed days have been repaid

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

G. **Special Leaves of Absence.** The Board may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district, the building, and the staff member.

In order for the Board to approve any request for a Special Leave of Absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

All requests for Special Leaves of Absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.

Special Leaves of Absence shall be determined between the teacher and Assistant Superintendent of Human Resources to establish the starting and ending time.

All staff members granted Special Leaves of Absence must notify the Human Resources Office in writing by February 1 in the year of their leave of their intent to return or resign from District #225.

Failure to notify the Human Resources Office in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each Special Leave of Absence is specifically predicated upon this resignation condition.

No salary or other remuneration will be paid to the staff member on a full-time Special Leave of Absence. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time Special Leave of Absence. Life insurance and disability insurance are not provided for staff members on a full-time Special Leave of Absence.

Upon the completion of the Special Leave of Absence, the staff member shall be returned to a position for which she/he is professionally trained and certified. The tenure status of the staff member shall not be affected by the terms of the Special Leave of Absence.

Teachers applying for a partial Special Leave of Absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured staff members on a partial Special Leave of Absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial Special Leave of Absence FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made. Teachers on a partial Special Leave of Absence shall receive the same benefits as listed in Article XIII, Section T, "Benefits / Compensation for Part-Time Teachers".

H. **Family & Medical Leave of Absence.** Teachers employed by District #225 for at least twelve (12) months shall be eligible for leave under the Family & Medical Leave of Absence (FMLA) as outlined in Board Policy: Family & Medical Leave of Absence. FMLA leave shall run concurrently with the teacher's other applicable leaves of absence.

ARTICLE XII. GRIEVANCE PROCEDURE

A. General Policy.

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.

3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.

4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.

5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers is not a proper subject for grievance under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.

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

8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference modules as required by Section I of Article VI of this Agreement).

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.

10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

13. Section F of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

14. **Procedure for Grievance.** It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days, for the purposes of the grievance procedure, shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

Step 1 - A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

- Step 2 -** If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.
- Step 3 -** If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the Principal, and the Board.
- Step 4 -** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based

solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE XIII. COMPENSATION POLICY

A. Intent and Purpose. It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

B. General Policies.

1. Any teacher employed by the Board on or after July 1, 2018, shall be placed on the 32-step salary schedule denoted "Teacher Salary Schedule" found in Appendices A, B, C, D and E.

2. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One (1) step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one (1) step on the salary schedule may be granted in any one (1) year.

3. Experience outside the District may be counted at Board discretion.

C. Academic Attainment.

1. A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.

2. Coursework submitted for Academic Attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.

3. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Assistant Superintendent of Human Resources at least ten

(10) business days in advance of the start of the course. Application will be made using the appropriate form provided by the Human Resources office. Courses not approved in advance by the Assistant Superintendent of Human Resources shall not be considered for approval at a later date.

4. Denials of academic attainment requests shall be accompanied by a written rationale from the administrator issuing the decision. In the event of an appeal, written rationales will be provided to the Academic Attainment Committee.

5. The Academic Attainment Committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of the Assistant Superintendent of Human Resources, the Assistant Principals for Curriculum and GEA representatives from Glenbrook North and Glenbrook South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member from Off-Campus will be seated.

6. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources office no later than September 15th. An official transcript must be on file in the Human Resources office no later than October 15th.

D. Salary Schedules.

The Teacher Salary Schedules and Differential Responsibilities Salary Schedules in effect for the life of this Agreement are contained in Appendices A through E of this Agreement. The salary schedules are derived by increasing each step of the Teacher Salary Schedules and the Differential Responsibilities Salary Schedules based on a negotiated percentage increase for each year.

If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois, which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section O of Article IX of this Agreement expire as of June 30, 2019, and renegotiating Article XIII and Section O of Article IX with the Association for the remaining school years of this Agreement. If the Board desires to renegotiate Article XIII and Section O of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2019. Such a negotiation shall be limited to Article XIII and Section O of Article IX of this Agreement.

E. Differential Responsibilities Schedule.

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional

teacher would occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.

2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board, the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix F.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Assistant Superintendent of Human Resources through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.

This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, and submitted to the Assistant Superintendent of Human Resources for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above. Whenever possible, payment for differential responsibilities will be made throughout the length of the season / activity.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories 1A through 1X of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.
11. The notice period prior to filling vacancies on the Differential Responsibilities Schedule contained in Appendix F of this Agreement shall five (5) days.

F. **Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

Teacher pay for July and August will be received in separate direct deposits at the same time the June payment is made.

The pay dates for each school year, shall be on the 15th of each month or the last teaching day prior to the 15th, if the 15th should fall on a weekend or holiday. It is understood that variances to this procedure may be necessitated for June.

Beginning August 31, 2019, and annually thereafter, teachers will have the option to be paid their total salary, including payment for Glenbrook Days, in 24 equal bi-monthly payments, or in 19 bi-monthly payments, with the remaining 5 payments being disbursed during the last teaching week of the school year. Changes to a teacher's salary payment method must be submitted to the Business Services Department no later than June 1st of the preceding school year.

The bi-monthly pay dates for each school year shall be on the 15th and last teaching day of the month. In the event the normal payday falls on a weekend or a holiday, the salary payment will be made on the last teaching day prior to the weekend or holiday.

G. **Board Payment of Required Medical.** The Board shall pay the cost of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

H. **Individual Medical Insurance Coverage.** The Board shall provide individual medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO plans and Managed Care plans, the Board shall pay an amount equal to 95% of the premium for the duration of the Negotiated Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of January 1, 2019 or as mutually agreed to by the Board and the Association.

In all cases, the teacher shall be responsible for the payment of the remaining cost of the premium.

I. **Family Medical Insurance Coverage.** The Board shall provide family medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO plans and Managed Care plans, the Board shall pay an amount equal to 88% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of January 1, 2019 or as mutually agreed to by the Board and the Association.

In all cases, the teacher shall be responsible for the payment of the remaining cost of the premium.

J. **Medical Insurance Premiums for Part-Time / Special Leave Teachers.** For all part-time teachers or teachers on a Special Leave of Absence (less than 1.0 full-time equivalency) the Board shall pay a prorated amount of the percentages of the health insurance

premiums stated in Section H and Section I in direct proportion to the contractual instructional assignment carried by the teacher.

K. **Term Life Insurance Coverage.** An amount equal to \$75,000 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier. Teachers, who select to purchase optional additional amounts, shall be responsible for the full premium of the additional coverage.

L. **Additional Fringe Benefits.** The Board shall provide a non-TRS creditable \$1000 allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for a given plan year for the duration of the contract. In addition, the Board shall provide a TRS creditable \$2350 allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for a given plan year for the duration of the contract.

The allowances shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act, (HIPAA).

M. **Section 125 Flexible Benefit Plan.** The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent / child care provisions. To the extent provided by law, the plan may be used for the purchases of health and dental insurance, optional term life insurance offered by the District and other benefits mutually agreed to by the Board and Association.

N. **Tax-Sheltered Annuities.** The Board shall maintain a tax-sheltered annuity program.

O. **Professional Dues.** The Board shall reimburse each teacher up to \$100 annually for dues to professional organizations not including the GEA, IEA, and NEA, or other similar teaching organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

P. **Registration of Teaching Licenses.** The Board shall pay the cost of teacher license renewal for a 5-year renewal period related to the current professional assignment or for the area in which the teacher was hired to teach. The Board's obligation to pay for any such license renewal will be only for timely renewal/registration (i.e. no late fees or penalties).

Q. **Compensation for Short-Term Substituting.** The compensation for a teacher who is asked by an administrator to substitute for an absent colleague as described in Section E of Article IV of this Negotiated Agreement, shall be based on the hourly rate of pay of a teacher salaried at the MA Column, step H, of the Teacher Salary Schedule contained in Appendix A of this Negotiated Agreement, rounded to the nearest dollar amount. Part time teachers can access available substitute opportunities when not otherwise working for the District. The compensation for such part time teachers shall be based on the hourly rate of pay of a teacher salaried at the BA Column, step A, of the Teacher Salary Schedule contained in Appendix A of this Negotiated Agreement.

R. **Compensation for a Sixth Class Assignment.** A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

S. **Compensation for Summer School Employment.** The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to $\frac{1}{6}$ of the per diem pay of a teacher salaried at the BA + 15 Column, Step A, of the Teacher Salary Schedule contained in Appendix A of this Negotiated Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

T. **Salary Schedule Advancement/Compensation for Part-Time Teachers.** Part-time teachers or teachers on a Special Leave of Absence will advance on the salary schedules when the sum of their partial instructional assignments equals or exceeds a 1.0 FTE. For Glenbrook and Institute Days scheduled by the Board, the Board shall increase teacher salaries by an amount equal to 1.0 FTE per diem for each such day scheduled.

U. **Individual Disability Insurance Coverage.** The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

V. **Domestic / Civil Partner Coverage.** Eligible same sex domestic partners and partners in a legally certified civil union shall be entitled to the same health and dental insurance coverage as provided to the other bargaining unit members.

To be eligible for coverage as partners in a civil union, the District employee must produce proof of registration as a civil union from the county of residency.

To be eligible for coverage as same-sex domestic partners, the District employee must meet the eligibility criteria and complete the required affidavit (including providing required supporting documentation) found on the District website.

Criteria for insurance coverage under this provision will be governed by the District Insurance Plan Document.

W. **Longevity Pay.** Teachers who would be on the equivalent of Step Z11 of the salary schedule will receive an annual longevity stipend of \$500 subject to the requirements of Board Policy 6110.

X. **Insurance Risk-Sharing.** Effective for implementation on January 1, 2021, the Board and the GEA agree to implement a process for health insurance plan cost containment/reduction. In the event the Board experiences an annual increase in premium equivalent rates (as recommended by the District plan consultant) in excess of five percent (5%) over the prior year's premium equivalent rates, the District Cost Containment Committee will be charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 5% threshold. Any such recommended changes will take effect on January 1 following the announced final premium equivalent rates. Premium equivalent increases at or under 5% will be shared by the Board and the employees as required by subparagraphs H and I of Article XIII of the Negotiated Agreement.

In the event that premium equivalent rates are reduced over the prior year's rates, the Cost Containment Committee will be charged with recommending ways to share the reduction in premiums with employees insured under the affected insurance plan. Such recommendations might include benefit enhancements, wellness benefits, declaring a partial "premium holiday", building District insurance reserves, etc.

In the event the Cost Containment Committee is unwilling or unable to eliminate the increases in premium equivalent rates over 5%, the Board of Education may determine the plan design changes or premium increases necessary to eliminate the increases over 5%.

As an example of the implementation of this provision, assume the prior year's premium equivalent rate totaled \$1,000. The new premium equivalent rate announced in July is \$1,100 (an increase of 10%). Under this scenario, the first 5% (i.e. \$50) would be shared by the Board and the employee pursuant to Article XIII, paragraphs H and I (i.e. 95% Bd./5% employee or 88% Bd./12 % employee). The remaining \$50 would be the targeted amount Cost Containment must eliminate or the Board would make the necessary decision(s) before open enrollment and a January 1 implementation.

It is anticipated that this process would occur as follows:

1. The new premium equivalent rates will be announced annually in July, 2020.
2. Cost Containment will formulate its recommendations no later than the end of October, 2020.

3. Open enrollment would occur in November, 2020, with the resulting rates known to employees prior to electing coverage.
4. The resulting premium equivalent rates would be implemented in January, 2021.

ARTICLE XIV. NEGOTIATIONS PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. Impasse Procedures

1. **Definition.** An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.

3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.

4. The mediator shall have no authority to make recommendations to either party or the public.

5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XV. TERM OF THE AGREEMENT

This official Agreement shall become effective July 1, 2018, and remain in effect until June 30, 2023. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

Matt Whipple, President
Glenbrook Education Association

Dr. Mike Riggle, Superintendent
Glenbrook High School District #225

May 10, 2018

APPENDIX A

2018-19 183-Day Teacher Salary Schedule

Negotiated Base Schedule Increase 2.10%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	59,121	62,118	68,623	70,053	71,641	73,582	76,135
B	60,303	63,360	69,996	71,454	73,073	75,054	77,657
C	61,509	64,627	71,395	72,883	74,535	76,556	79,211
D	62,739	65,920	72,824	74,341	76,026	78,086	80,795
E	63,994	67,238	74,280	75,828	77,546	79,648	82,411
F	65,275	68,583	75,765	77,344	79,097	81,241	84,059
G	66,579	69,955	77,282	78,891	80,678	82,865	85,741
H	67,912	71,354	78,826	80,469	82,293	84,523	87,455
I	69,270	72,781	80,404	82,078	83,938	86,213	89,204
J	70,655	74,236	82,012	83,720	85,617	87,938	90,988
K	72,068	75,721	83,652	85,394	87,329	89,697	92,808
L	73,510	77,236	85,325	87,102	89,076	91,491	94,664
M	74,980	78,780	87,031	88,844	90,858	93,320	96,558
N	-	80,356	88,772	90,621	92,674	95,187	98,489
O	-	81,963	90,547	92,433	94,528	97,091	100,458
P	-	83,603	92,359	94,282	96,419	99,032	102,468
Q	-	-	94,206	96,168	98,347	101,013	104,517
R	-	-	96,089	98,091	100,314	103,033	106,608
S	-	-	98,011	100,053	102,321	105,094	108,740
T	-	-	99,971	102,054	104,367	107,196	110,914
U	-	-	101,970	104,095	106,454	109,340	113,133
V	-	-	104,010	106,177	108,583	111,527	115,395
W	-	-	106,090	108,301	110,755	113,757	117,703
X	-	-	108,213	110,466	112,970	116,033	120,057
Y	-	-	110,376	112,676	115,229	118,352	122,459
Z1	-	-	112,584	114,929	117,533	120,720	124,907
Z2	-	-	114,836	117,228	119,885	123,135	127,405
Z3	-	-	117,132	119,572	122,282	125,597	129,954
Z4	-	-	119,475	121,964	124,727	128,109	132,552
Z5	-	-	121,865	124,403	127,223	130,671	135,204
Z6	-	-	124,302	126,891	129,767	133,284	137,907
Z7	-	-	126,788	129,429	132,362	135,950	140,666

APPENDIX B

2019-20 183-Day Teacher Salary Schedule

Negotiated Base Schedule Increase 2.10%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	60,363	63,422	70,065	71,524	73,145	75,128	77,734
B	61,570	64,691	71,466	72,954	74,608	76,630	79,288
C	62,801	65,984	72,895	74,414	76,100	78,163	80,875
D	64,057	67,304	74,353	75,902	77,622	79,726	82,491
E	65,338	68,650	75,840	77,420	79,174	81,321	84,142
F	66,645	70,023	77,356	78,968	80,758	82,947	85,824
G	67,978	71,424	78,904	80,547	82,373	84,606	87,541
H	69,338	72,852	80,482	82,159	84,021	86,298	89,291
I	70,724	74,309	82,092	83,802	85,701	88,024	91,077
J	72,139	75,795	83,734	85,478	87,415	89,784	92,899
K	73,582	77,312	85,408	87,188	89,163	91,581	94,757
L	75,054	78,858	87,117	88,931	90,947	93,412	96,652
M	76,555	80,435	88,859	90,710	92,766	95,280	98,586
N	-	82,043	90,636	92,524	94,620	97,186	100,557
O	-	83,684	92,449	94,374	96,513	99,130	102,568
P	-	85,358	94,298	96,262	98,444	101,112	104,619
Q	-	-	96,184	98,188	100,412	103,134	106,712
R	-	-	98,107	100,150	102,421	105,197	108,846
S	-	-	100,069	102,154	104,469	107,301	111,023
T	-	-	102,071	104,197	106,558	109,447	113,243
U	-	-	104,112	106,281	108,689	111,636	115,509
V	-	-	106,195	108,407	110,864	113,869	117,819
W	-	-	108,318	110,575	113,081	116,146	120,175
X	-	-	110,485	112,786	115,342	118,469	122,579
Y	-	-	112,694	115,042	117,649	120,838	125,030
Z1	-	-	114,948	117,342	120,002	123,255	127,530
Z2	-	-	117,248	119,690	122,402	125,720	130,081
Z3	-	-	119,592	122,083	124,850	128,235	132,683
Z4	-	-	121,984	124,525	127,347	130,799	135,336
Z5	-	-	124,424	127,015	129,894	133,415	138,043
Z6	-	-	126,912	129,556	132,492	136,083	140,804
Z7	-	-	129,450	132,147	135,142	138,805	143,620

APPENDIX C

2020-21 183-Day Teacher Salary Schedule

Negotiated Base Schedule Increase 2.00%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	61,570	64,691	71,466	72,954	74,608	76,630	79,288
B	62,801	65,985	72,895	74,413	76,100	78,162	80,874
C	64,057	67,304	74,353	75,902	77,622	79,727	82,492
D	65,338	68,650	75,840	77,420	79,175	81,320	84,141
E	66,645	70,023	77,356	78,968	80,758	82,947	85,825
F	67,978	71,423	78,904	80,547	82,373	84,606	87,541
G	69,337	72,852	80,483	82,158	84,020	86,298	89,292
H	70,725	74,309	82,091	83,802	85,701	88,024	91,077
I	72,139	75,796	83,734	85,478	87,415	89,784	92,899
J	73,582	77,311	85,409	87,188	89,163	91,580	94,757
K	75,053	78,858	87,116	88,931	90,946	93,412	96,652
L	76,555	80,435	88,859	90,709	92,766	95,280	98,585
M	78,086	82,043	90,636	92,524	94,621	97,186	100,557
N	-	83,684	92,449	94,374	96,513	99,129	102,568
O	-	85,358	94,298	96,262	98,444	101,112	104,619
P	-	87,065	96,184	98,187	100,413	103,134	106,712
Q	-	-	98,108	100,151	102,420	105,197	108,846
R	-	-	100,069	102,153	104,469	107,301	111,023
S	-	-	102,071	104,197	106,559	109,447	113,244
T	-	-	104,112	106,281	108,689	111,636	115,508
U	-	-	106,194	108,407	110,863	113,869	117,819
V	-	-	108,318	110,575	113,081	116,146	120,175
W	-	-	110,484	112,786	115,342	118,469	122,578
X	-	-	112,695	115,042	117,649	120,839	125,030
Y	-	-	114,948	117,343	120,002	123,254	127,531
Z1	-	-	117,247	119,689	122,402	125,720	130,081
Z2	-	-	119,592	122,084	124,850	128,235	132,683
Z3	-	-	121,984	124,525	127,347	130,800	135,337
Z4	-	-	124,424	127,015	129,894	133,415	138,043
Z5	-	-	126,912	129,555	132,492	136,083	140,804
Z6	-	-	129,450	132,147	135,142	138,805	143,620
Z7	-	-	132,039	134,790	137,845	141,581	146,493

APPENDIX D

2021-22 183-Day Teacher Salary Schedule

Negotiated Base Schedule Increase 2.00%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	62,801	65,984	72,895	74,414	76,100	78,163	80,874
B	64,057	67,304	74,353	75,902	77,622	79,726	82,491
C	65,338	68,650	75,840	77,420	79,175	81,321	84,142
D	66,645	70,023	77,357	78,969	80,758	82,947	85,824
E	67,978	71,423	78,904	80,548	82,373	84,606	87,541
F	69,338	72,852	80,482	82,158	84,021	86,298	89,291
G	70,724	74,309	82,092	83,801	85,701	88,024	91,078
H	72,139	75,795	83,733	85,478	87,415	89,785	92,899
I	73,582	77,311	85,409	87,187	89,163	91,580	94,757
J	75,053	78,857	87,117	88,931	90,946	93,412	96,652
K	76,554	80,435	88,859	90,710	92,765	95,280	98,585
L	78,086	82,043	90,636	92,523	94,621	97,186	100,557
M	79,648	83,684	92,449	94,375	96,514	99,129	102,569
N	-	85,358	94,298	96,262	98,443	101,112	104,619
O	-	87,065	96,184	98,187	100,412	103,135	106,712
P	-	88,807	98,108	100,151	102,421	105,196	108,846
Q	-	-	100,070	102,154	104,469	107,301	111,023
R	-	-	102,071	104,197	106,559	109,447	113,244
S	-	-	104,112	106,281	108,690	111,635	115,508
T	-	-	106,194	108,407	110,863	113,869	117,819
U	-	-	108,318	110,575	113,080	116,146	120,175
V	-	-	110,485	112,786	115,342	118,469	122,579
W	-	-	112,694	115,042	117,649	120,838	125,030
X	-	-	114,949	117,342	120,002	123,255	127,531
Y	-	-	117,247	119,689	122,402	125,720	130,082
Z1	-	-	119,592	122,083	124,850	128,235	132,682
Z2	-	-	121,984	124,525	127,347	130,800	135,336
Z3	-	-	124,423	127,016	129,894	133,416	138,043
Z4	-	-	126,913	129,556	132,491	136,084	140,804
Z5	-	-	129,450	132,147	135,142	138,805	143,620
Z6	-	-	132,039	134,790	137,845	141,581	146,492
Z7	-	-	134,680	137,486	140,602	144,413	149,422

APPENDIX E

2022-23 183-Day Teacher Salary Schedule

Negotiated Base Schedule Increase 2.00%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	64,057	67,304	74,353	75,902	77,622	79,726	82,492
B	65,338	68,650	75,840	77,420	79,174	81,320	84,141
C	66,645	70,023	77,357	78,968	80,758	82,947	85,825
D	67,978	71,424	78,904	80,548	82,373	84,606	87,541
E	69,337	72,852	80,482	82,159	84,021	86,298	89,292
F	70,725	74,309	82,091	83,802	85,701	88,024	91,077
G	72,138	75,796	83,734	85,477	87,415	89,784	92,899
H	73,582	77,311	85,408	87,188	89,163	91,581	94,757
I	75,053	78,858	87,117	88,931	90,947	93,411	96,652
J	76,554	80,434	88,859	90,710	92,765	95,280	98,585
K	78,086	82,044	90,636	92,524	94,621	97,186	100,557
L	79,648	83,684	92,449	94,374	96,513	99,130	102,568
M	81,241	85,358	94,298	96,262	98,444	101,112	104,620
N	-	87,065	96,184	98,187	100,412	103,134	106,712
O	-	88,806	98,107	100,151	102,421	105,197	108,846
P	-	90,583	100,070	102,154	104,470	107,300	111,023
Q	-	-	102,071	104,197	106,558	109,447	113,243
R	-	-	104,112	106,280	108,690	111,636	115,509
S	-	-	106,194	108,407	110,864	113,868	117,819
T	-	-	108,318	110,575	113,081	116,146	120,175
U	-	-	110,484	112,786	115,342	118,469	122,579
V	-	-	112,694	115,042	117,649	120,839	125,030
W	-	-	114,948	117,343	120,002	123,255	127,530
X	-	-	117,248	119,689	122,402	125,721	130,081
Y	-	-	119,592	122,083	124,850	128,234	132,683
Z1	-	-	121,984	124,525	127,347	130,799	135,336
Z2	-	-	124,424	127,016	129,894	133,416	138,043
Z3	-	-	126,912	129,556	132,492	136,084	140,804
Z4	-	-	129,451	132,147	135,141	138,805	143,620
Z5	-	-	132,039	134,790	137,845	141,581	146,493
Z6	-	-	134,680	137,485	140,602	144,413	149,422
Z7	-	-	137,374	140,236	143,414	147,301	152,411

**APPENDIX F
DIFFERENTIAL
POSITIONS and CATEGORIES**

Category IA

- Head Debate Coach

Category I

- Head Varsity Basketball – B
- Head Varsity Basketball – G
- Head Varsity Football
- Head Varsity Track – B
- Head Varsity Track – G

Category II

- Head Varsity Baseball
- Head Varsity Soccer – B
- Head Varsity Soccer – G
- Head Varsity Softball
- Head Varsity Swimming – B
- Head Varsity Swimming – G
- Head Varsity Wrestling
- Marching Band Director

Category III

- Assistant Coaches:
 - Basketball – B (4)
 - Basketball – G (4)
 - Football – Head Freshman
 - Football – Head Sophomore
 - Football – Varsity (4)
 - Track – B & G Combined (7)
- Cheerleader Sponsor
- Pompon Sponsor - Competitive
- Head Glenbrook United - District
- Head Individual Events Coach
- Head Chess Team Sponsor
- Head Math Team Sponsor
- Head Varsity Cross Country - B
- Head Varsity Cross Country - G
- Head Varsity Field Hockey
- Head Varsity Gymnastics – B

- Head Varsity Gymnastics - G
- Head Varsity Lacrosse – B
- Head Varsity Lacrosse – G
- Head Varsity Volleyball – B
- Head Varsity Volleyball – G
- Music Show Director

Category IV

- Assistant Coaches:
 - Baseball (4)
 - Debate (4)
 - Football (5)
 - Soccer – B (5)
 - Soccer – G (4)
 - Softball (4)
 - Swimming – B (3)
 - Swimming – G (3)
 - Wrestling (3)
- Assistant Marching Band Director (2)
- Head Varsity Badminton
- Head Varsity Bowling
- Head Varsity Golf – B
- Head Varsity Golf - G
- Head Varsity Tennis – B
- Head Varsity Tennis – G
- Head Varsity Water Polo – B
- Head Varsity Water Polo – G
- Modern Dance Show Director
- Newspaper Sponsor
- Pompon Sponsor -Non-Competitive
- Radio T/V Director (2)
- Variety Show Director
- Yearbook Sponsor

Category V

- Assistant Coaches:
 - Cross Country - B (1)
 - Cross Country - G (1)
 - Glenbrook United - District
 - Field Hockey - (2)
 - Gymnastics – B (2)
 - Gymnastics – G (2)

- Individual Events (4)
- Lacrosse – B (3)
- Lacrosse – G (3)
- Math Team (4)
- Volleyball – B (4)
- Volleyball – G (4)
- Assistant Director of Musical Show
- Assistant Cheerleader Sponsor (2)
- Assistant Pompon Sponsor - Competitive

Category VI

- Assistant Coaches:
 - Badminton (2)
 - Bowling (1)
 - Golf – B (1)
 - Golf – G (1)
 - Tennis – B (2)
 - Tennis – G (2)
 - Water Polo – B (1)
 - Water Polo – G (1)
- Assistant Director of Modern Dance Show
- Assistant Director of Variety Show
- Assistant Pompon Sponsor - Non-Competitive
- Play Director (3)
- Senior Class Coordinator

Category VII

- Advanced Choral director
- Assistant Director of Play (4)
- Concessions
- Head DECA/BPA Sponsor
- Head FCCLA Sponsor
- Junior Class Coordinator

Category VIII

- Freshman Class Coordinator
- Sophomore Class Coordinator
- Literary Magazine Sponsor (Required 2 Issues)

Category IX

- Assistant DECA/BPA Sponsor
- FCC Radio Responsibilities (1/2 position)
- Life Saving Director

2018-19 Compensation for Differential Responsibility											
			Negotiated Base Schedule Increase				2.10%				
STEP	IA	I	II	III	IV	V	VI	VII	VIII	IX	
1	\$10,189	\$8,351	\$7,499	\$6,656	\$5,995	\$5,095	\$4,245	\$3,680	\$3,110	\$2,116	
2	\$10,756	\$8,918	\$8,061	\$7,219	\$6,567	\$5,657	\$4,812	\$4,245	\$3,680	\$2,409	
3	\$11,619	\$9,634	\$8,704	\$7,795	\$7,090	\$6,109	\$5,186	\$4,586	\$3,971	\$2,596	
4	\$12,433	\$10,309	\$9,314	\$8,343	\$7,585	\$6,538	\$5,552	\$4,911	\$4,245	\$2,776	
5	\$13,301	\$11,034	\$9,961	\$8,926	\$8,118	\$6,995	\$5,939	\$5,255	\$4,543	\$2,972	
6	\$14,234	\$11,803	\$10,661	\$9,548	\$8,687	\$7,487	\$6,358	\$5,621	\$4,868	\$3,180	
7	\$15,227	\$12,631	\$11,410	\$10,218	\$9,294	\$8,009	\$6,804	\$6,014	\$5,208	\$3,399	
8	\$16,295	\$13,515	\$12,211	\$10,934	\$9,947	\$8,567	\$7,282	\$6,435	\$5,568	\$3,636	
2019-20 Compensation for Differential Responsibility											
			Negotiated Base Schedule Increase				2.10%				
STEP	IA	I	II	III	IV	V	VI	VII	VIII	IX	
1	\$10,403	\$8,526	\$7,657	\$6,796	\$6,121	\$5,202	\$4,334	\$3,757	\$3,175	\$2,160	
2	\$10,982	\$9,106	\$8,230	\$7,371	\$6,705	\$5,776	\$4,913	\$4,334	\$3,757	\$2,459	
3	\$11,863	\$9,836	\$8,887	\$7,959	\$7,239	\$6,237	\$5,295	\$4,683	\$4,054	\$2,651	
4	\$12,694	\$10,526	\$9,509	\$8,518	\$7,744	\$6,676	\$5,669	\$5,014	\$4,334	\$2,834	
5	\$13,580	\$11,266	\$10,170	\$9,113	\$8,288	\$7,142	\$6,064	\$5,365	\$4,639	\$3,035	
6	\$14,533	\$12,051	\$10,885	\$9,749	\$8,869	\$7,644	\$6,491	\$5,739	\$4,970	\$3,247	
7	\$15,547	\$12,896	\$11,649	\$10,433	\$9,489	\$8,177	\$6,947	\$6,140	\$5,317	\$3,470	
8	\$16,637	\$13,799	\$12,468	\$11,164	\$10,155	\$8,747	\$7,435	\$6,571	\$5,684	\$3,712	
2020-21 Compensation for Differential Responsibility											
			Negotiated Base Schedule Increase				2.00%				
STEP	IA	I	II	III	IV	V	VI	VII	VIII	IX	
1	\$10,611	\$8,697	\$7,810	\$6,932	\$6,244	\$5,306	\$4,421	\$3,832	\$3,239	\$2,203	
2	\$11,202	\$9,288	\$8,395	\$7,519	\$6,839	\$5,892	\$5,011	\$4,421	\$3,832	\$2,508	
3	\$12,100	\$10,033	\$9,065	\$8,118	\$7,383	\$6,362	\$5,400	\$4,776	\$4,135	\$2,704	
4	\$12,948	\$10,736	\$9,699	\$8,688	\$7,899	\$6,809	\$5,782	\$5,114	\$4,421	\$2,891	
5	\$13,851	\$11,491	\$10,373	\$9,295	\$8,454	\$7,285	\$6,185	\$5,473	\$4,732	\$3,095	
6	\$14,823	\$12,292	\$11,103	\$9,944	\$9,046	\$7,797	\$6,621	\$5,853	\$5,070	\$3,312	
7	\$15,858	\$13,154	\$11,882	\$10,641	\$9,679	\$8,340	\$7,086	\$6,263	\$5,424	\$3,540	
8	\$16,970	\$14,075	\$12,717	\$11,387	\$10,359	\$8,922	\$7,583	\$6,702	\$5,798	\$3,786	

APPENDIX I

MEDICAL INSURANCE COST CONTAINMENT COMMITTEE

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the GEA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the GEA, GESSA, GESPA, and representatives from non-unionized support groups. The committee shall be chaired by the Assistant Superintendent for Business / CSBO.

The committee shall convene at least twice during the first semester of each school year.

The committee shall examine such topics as those contained in the following list:

1. A review of the prescription drug plans,
2. A review of the procedures for setting insurance premiums,
3. Benefit costs and utilization rates,
4. Potential savings and enhancements, and
5. Deductibles and co-pays

Implementation of the committee recommendations shall require the approval of the Board and the GEA.

It is understood that the Board retains the sole right to determine premiums.

APPENDIX O

PENSION OR LEGISLATIVE CHANGE MEMORANDUM OF UNDERSTANDING

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

If during the life of this agreement, legislation is enacted which affects Teacher pensions or other wages, hours or terms and conditions of employment, the Board and the GEA negotiations teams will meet to discuss the impact of any such changes. The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and the GEA membership.

May 10, 2018