

Negotiated Agreement

Between

Board Of Education of Lyons Township High School

District 204, Cook County, Illinois

and

Lyons Township Education Association (LTEA)

2023 – 2028

2023-2028 Negotiated Agreement
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**A Negotiated Agreement
between
The Board of Education of Lyons Township High School District 204, Cook County
and
The Lyons Township High School Education Association**

Article I. Preamble

The Board of Education of Lyons Township High School District 204, Cook County, and the Lyons Township High School Education Association recognize that the ultimate aim of public schools is to provide the best possible education for youth in the District. Attainment of this educational objective is a joint responsibility of the Board of Education, the Superintendent, his/her staff and certified employees.

Article II. Recognition

- A. The Board of Education of Lyons Township High School District 204, Cook County, Illinois, hereafter called the "Board," recognizes the Lyons Township High School Education Association, hereafter called the "Association," as the sole and exclusive negotiating agent for all certified employees, including certified nurses, except the Administrative Cabinet (i.e., Superintendent, Principal, Director of Curriculum and Instruction, Director of Human Resources, and Director of Business Services), Associate Principals, Assistant Principals, Division Chairpersons, and Assistant Division Chairpersons (in their administrative roles). Any certified employee serving in administrative position(s) who also engages in certified instructional activities will be covered by the terms of this **Agreement** with respect only to such activities as they may be assigned.
- B. The term "certified employees," when used hereinafter in this **Agreement**, shall refer to all certified employees represented by the Association in the negotiating unit as determined in paragraph "A" above.
- C. The Board agrees not to negotiate with any certified employee organization other than the Association for the duration of this **Agreement**; further, the Board agrees not to negotiate with any certified employee individually during the duration of this **Agreement** on matters subject to negotiations.

Article III. Principles

Attainment of educational objectives of the District requires mutual understanding and cooperation between the Board and the Association. To this end, free and open exchange of views is desirable and necessary, with both parties participating in good faith negotiations.

The success of the educational program in the District depends upon the maximum utilization of the abilities of well-qualified certified employees who are satisfied with the conditions under which their services are rendered. Constant effort should be given to obtaining and retaining the best professional staff.

Article IV. Mediation

- A. When an impasse is declared pursuant to the *Illinois Education Labor Relations Act (IELRA)*, the Federal Mediation and Conciliation Service shall be notified by both parties in writing of the need for a mediator. Nothing herein prevents the parties from agreeing to use other sources for a mediator.
- B. Costs for the services of consultants utilized by a party shall be paid by that party. The cost of a mediator and/or arbitrator shall be shared equally by the Board and the Association.

Article V. Definition of Board and Association Responsibilities and Rights

- A. The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois, provided that such rights and responsibilities shall be exercised, to the extent not inconsistent with law, in conformity with the provisions of this **Agreement** and all other agreements between the parties.
- B. "Good faith" bargaining is defined as the mutual responsibility of the Board and the Association to deal with each other openly and fairly and to endeavor sincerely to reach agreement on items being negotiated.
- C. Contracts
 - 1. The Board shall not issue individual certified employee contracts or employment agreements during negotiations or mediation; however, the Board may issue individual contracts to newly employed certified employees.
 - 2. The individual contracts of newly employed and/or non-tenured certified employees shall be binding and shall be adjusted to conform to the negotiated settlement.
 - 3. It is agreed that no contracts or memorandum of a new salary schedule shall be issued to tenured certified employees until there is a negotiated agreement.
- D. In the application of the terms and conditions of this **Agreement**, neither the Board nor the Association will discriminate against any certified employee on the basis of race, creed, color, religion, marital status, sex, age, national origin, sexual orientation, sexual identity, disability defined under the Americans with Disabilities Act (ADA) or any other characteristic protected by law.

- E. The Association and its representatives shall have the right to use school buildings for a reasonable number of meetings, provided that no such meeting shall be held during the regular school day, nor shall it in any way unreasonably interfere with any aspect of the instructional program, and provided further that when special custodial service is required and other costs are incurred, the Board may make a reasonable charge therefore.
- F. Duly authorized representatives of the Association and their respective affiliates shall have the right to transact official Association business on school property, at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, and further provided that no Association or Administration view on matters relating to certified employee discipline will be discussed in the presence of anyone other than the parties directly involved.
- G. The Board agrees to furnish as promptly as possible to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including, but not limited to, annual financial reports and audits, treasurer's reports, names and addresses of all certified employees, register of certified employees, topical agendas and minutes of all open Board meetings, demographic report and membership data.
- H. During the period that this **Agreement** is in effect, the Association hereby agrees not to strike, engage in, support or encourage any concerted refusal to render full and complete services to the District.
- I. The Association shall have the right to post notices of its activities and matters of Association concern on the bulletin board in each of the staff cafeterias (a portion of which shall be retained exclusively for Association announcements), the right to use the District mail service, certified employee mailboxes, e-mail and voicemail for communication. A copy of all official communications will also be placed in the mailbox of each Administrative Cabinet member, or forwarded to them electronically, for the purpose of keeping all responsible personnel adequately informed. The Superintendent (or his/her designee) shall forward a copy of each communication received by the Superintendent's Office from the Association to each Board member.
- J. The Board agrees that its Rules and Regulations governing certified employees' conduct will continue to be reasonable. Enforcement of discipline will be private, equitable and in accord with the due process to which certified employees are entitled.
- K. Each certified employee shall have the right, upon request, to review the contents of all his/her own Human Resources files. A representative of the Association may, at the request of the certified employee, accompany the certified employee in this review.
- L. The Board shall conduct a criminal background check on each new certified employee per State law.

- M. The Board and Association agree that each certified employee is subject to the Professional Appraisal System as negotiated by both parties. An Oversight Committee comprised of certified employees and administrators monitor and make recommendations for improvement to the Professional Appraisal System to the Association and Board of Education.

A joint PERA committee shall be established to incorporate the use of data and indicators on student growth as a significant factor in rating teacher performance into the current Professional Appraisal System for both tenured and non-tenured teachers in accordance with Article 24A-4 of the School Code.

- N. Each certified employee has the legal obligation and professional responsibility to fulfill State recertification requirements in order to maintain his/her certificate(s) in active status. The District and the Association agree to assist certified employees in the recertification process.

Article VI. Grievance Procedures

A. Definition

1. A grievance shall be any claim by a certified employee or the Association that there has been a violation, misinterpretation, or misapplication of the **Negotiated Agreement** and any subsequent letters of understanding.
2. All time limits consist of working days except when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all week days in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. Working days for purposes of the grievance procedure shall mean certified employee employment days. During the summer break, working days shall mean all week days through June 30, and shall not include any days from July 1 until the first Teacher Institute Day in August. The failure of the aggrieved party to act on any grievance within the prescribed limits established by the grievance procedures will act as a bar to any further appeal.
3. Upon selection and certification by the Association, the Board shall recognize a grievance representative in each building and an Association grievance committee. At least one Association representative shall be present at any meeting, hearing, appeal, or other proceeding relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any certified employee having a grievance to discuss the matter personally and informally with his/her Supervisor(s), Principal, and Superintendent, and having the grievance adjusted without intervention of the Association, provided the Association shall be notified of the final disposition of the grievance, and the adjustment is not inconsistent with the terms of this **Agreement**.

B. Procedures

1. **Step One** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate Supervisor. When requested by the certified employee, an Association representative may accompany the certified employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the certified employee and the Association, a grievance may proceed to Step two.
2. **Step Two** The certified employee or the Association may present the grievance in writing to

the Principal who will arrange for a meeting to take place within five (5) working days after receipt of the grievance, with the Association's representative, the aggrieved certified employee, and the immediately involved Supervisor. The Principal shall provide a written answer of the grievance to the aggrieved certified employee and the Association within two (2) working days after the meeting. This answer shall include the reasons for the decision. A grievance shall be considered waived unless it is presented to the Principal in writing within sixty (60) working days after the occurrence of the situation giving rise to the grievance.

3. Step Three If the grievance is not resolved at Step Two, then the Association may refer the grievance to the Superintendent (or his/her official designee) within six (6) working days after receipt of the Step Two answer or within eight (8) working days after the Step Two meeting, whichever is the later. The Superintendent shall arrange for a meeting with the representatives of the Association's grievance committee to take place within five (5) working days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) working days in which to provide his/her written decision to the Association. Such answer shall include the reasons for the decision.
4. Step Four If the grievance is not resolved at Step Three, then the Association may refer the grievance in writing to the Board's Grievance Committee within six (6) working days after receipt of the written decision of Step Three. The Association may present a written brief to the Board, and may request an oral hearing on the grievance. If requested by the Association, a hearing will be conducted by the full Board or by a subcommittee of the Board, as the Board may designate. The number of Association requests for such hearings will be reasonable. Step Four's hearing shall occur within forty-five (45) working days after referral by the Association to Step Four. The full Board shall consider the grievance within thirty (30) working days of the receipt of the committee's recommendation. The Board shall then render its decision within ten (10) working days after its consideration of the grievance and shall communicate in writing its decision to the Association.
5. Step Five If the Association is not satisfied with the disposition of an arbitrable grievance at Step Four, or the Step Four time limits expire without the issuance of the Board's written answer, then the Association may submit the grievance to final and binding arbitration. A list of at least seven (7) arbitrators shall be secured from the American Arbitration Association. Final selection of the arbitrator shall be made by the parties, alternately striking a name from the list until one name remains, and this person shall serve as arbitrator. The party eligible for the first deletion shall be determined by chance. If the final arbitrator is unable to serve, the last name struck from the list shall be the alternate. If a demand for arbitration is not filed within ten (10) working days of the Board's Step Four decision, the grievance shall be deemed withdrawn; however, if Step Five is used, the following procedures will be observed.
 - a. It is agreed that the arbitrator is empowered to include in any award such financial reimbursements or other remedies as they judge to be proper; however, the arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the **Agreement**. His/her authority shall be strictly limited to deciding only the issue or issues presented to them in writing by the Board and the Association, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express

relevant language of this **Agreement**.

- b. Each party shall bear the full costs for its representation in the arbitration, and the cost of the arbitrator shall be divided equally between the parties.
- c. Should either party request a transcript of the proceedings, then that party shall bear the full costs for that transcript. Should both parties request a transcript, then the cost of the two transcripts shall be divided equally between the parties.

C. Rights and Responsibilities

- 1. If the Association and the Superintendent agree, Step Two and/or Step Three of the grievance procedure may be by-passed and the grievance brought directly to the next Step.
- 2. The Association may file initially at Step Three grievances involving more than one (1) Supervisor and/or any Administrative Cabinet member.
- 3. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a formal grievance procedure at any level, and no certified employee may be required to discuss any grievance if the Association's representative is not present.
- 4. When a certified employee is not represented by the Association, the Association shall have the right at its request to have its representative present to state its views at all stages of the formal grievance procedure.
- 5. The Board and the Administration will cooperate with the Association in its investigation of any grievance, and further, will make immediately available to the Association such pertinent information as is reasonably requested for the processing of any grievance.
- 6. No reprisals of any kind will be taken by the Board or the Administration against any certified employee because of his/her participation in this grievance procedure.
- 7. The party losing the grievance shall pay the full cost of salary and substitute wages incurred by the Board as a result of releasing certified employees to testify at grievance hearings. Any dispute concerning the application of this paragraph shall be determined by the arbitrator.
- 8. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the Human Resources files of the participants.
- 9. A grievance may be withdrawn at any level without establishing precedent.

Article VII. Maintenance of Standards

- A. Prior to any change by the Board and/or Administration in a term or condition of employment not covered by this **Agreement**, which may include an arbitrable, recognizable past practice, the parties shall meet at reasonable times and negotiate in good faith with respect to any such change, and execute a written addendum incorporating any agreement which is reached, provided that neither party is compelled to agree to a proposal or is required to make a concession.

- B. The parties recognize that the Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the employer, standards of services, its overall budget, the organizational structure and selection of new certified employees and direction of certified employees. The Board, however, shall be required to bargain collectively with the Association with regard to policy matters directly affecting wages, hours and terms and conditions of employment, as well as the impact thereon, upon request by the Association and to the extent that such matters are not otherwise covered by this **Agreement**.
- C. The Board and the Association agree that in the event of any dispute concerning the interpretation or application of Article VII; the party allegedly aggrieved may file an appropriate unfair labor practice charge pursuant to the *IELRA* and/or may file a grievance pursuant to Article VI.

Article VIII. Certified Employee Protection

- A.
 - 1. Any case of assault upon a certified employee while in the course of his/her duties must be reported promptly by the certified employee to his/her Supervisor, who will so advise the Principal, who will report the assault to the Superintendent as the Board's designee.
 - 2. The Board shall provide legal counsel selected by the Board to advise the certified employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the certified employee in connection with the handling of the incident by law enforcement and judicial authorities.
 - 3. Certified employees are responsible for exercising reasonable care and caution, and otherwise adhering to the District's reasonable safety directives. The Board is not responsible for the loss or damage to personal property except in the following circumstances: civil commotion, concerted student violence, and/or vandalism. In such instance(s), the Board will reimburse a certified employee for loss or damage of personal property while in the course of his/her duties in an amount not to exceed five hundred (\$500.00) dollars or the certified employee's insurance deductible, whichever is less. Any claim submitted under this Section must be at least twenty (\$20.00) dollars. The Board will reimburse the certified employee upon submission of documentation deemed appropriate by the Administration.
- B. The Board shall provide legal counsel selected by the Board and shall render all necessary assistance to the certified employee in his/her defense when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the Board.
- C. Deductions in the salary of a certified employee shall not be made in connection with court appearances or time required in consultation with the State's Attorney's Office or private counsel to prepare a case for litigation arising under the provisions of this Article.
- D. With this provision, the parties express their mutual intent to avoid, to the extent possible, false and unsupported parent complaints as the basis for disciplinary action against certified employees.
 - 1. Any complaint(s) by a parent/guardian of a student directed toward a certified employee shall be channeled through the certified employee. A person-to-person conference is preferred. The certified employee shall be required to attend any such conference. A telephone or email

contact is acceptable if both the parent/guardian and certified employee agree. No additional action shall be initiated by the Administration until a parent-teacher conference has been completed.

2. If the parent/guardian or the certified employee is not satisfied with the results of this conference, the dissatisfied party may request a conference with the parent/guardian, certified employee, and certified employee's Supervisor. The certified employee may also request that an Association representative attend such conference.
 3. If the parent/guardian or the certified employee is not satisfied with the results of this conference, the dissatisfied party may request a conference with the parent/guardian, certified employee, Supervisor, and Principal. The certified employee may also request that an Association representative attend such conference.
 4. If the parent/guardian or the certified employee is not satisfied with the results of this conference, the dissatisfied party may request a conference with the parent/guardian, certified employee, Supervisor, Principal, and Superintendent. The certified employee may also request that an Association representative attend such conference.
 5. The parties recognize that there may be occasions when a parent/guardian, for whatever reason, refuses or is reluctant to physically participate in a conference with the certified employee about which the parent is complaining. In such circumstances, the parties recognize that the parent/guardian-certified employee conference may occur through other appropriate means as facilitated by an Administrator. Further, we also recognize that a complaint against a certified employee by a parent/guardian and the certified employee's response may be corroborated by independent and credible sources.
- E. In accordance with Section 105 ILCS 5/10-20.20 of **The Illinois School Code**, the Board shall provide indemnification and protection against claims and suits.
- F. The Board shall provide legal counsel selected by the Board as specified in this article upon written request from the certified employee to the Board (or its designee). Where possible, such request shall be executed by the certified employee within seven (7) working days from the date the certified employee is made aware of such need. The Board (or its designee) shall execute a written reply within seven (7) working days, indicating receipt of the request and stating the assistance to be provided.
- G. Nothing contained in this article shall be construed to require the Board to furnish counsel for defense of any certified employee in any criminal proceeding resulting from accusations not related to the normal course of his/her assigned duties.

Article IX. Full-Time Continuous District Service

- A. Service credit will be granted for District certified employees only.
- B. For purposes calculating full-time continuous service in the District, the following will be applied.
1. Certified employees will receive one year (1.0) service credit for each school year of full-time service.

2. Certified employees working a school year on a part-time assignment will receive pro-rated service credit for each such year on a full-time equivalency (F.T.E.) basis.
 3. Certified employees working for less than a school year will receive pro-rated service credit for each such partial school year on a F.T.E. basis with 183 days accepted as the number of work days in a school year.
 4. Service credit will not be awarded to a certified employee during any time they were on an unpaid leave of absence. If a certified employee was on unpaid leave of absence, for part of a school year, a F.T.E. calculation will be made for the portion of school year employed.
 5. Service credit will be extended on a F.T.E. basis to certified employees while on any leave for which they receive pay from the District.
 6. Service credit will be granted to certified employees who were previously employed full-time by LADSE in a program in which there are predominantly District students.
 7. Service credit will be granted on a F.T.E. basis for a certified employee who is on an approved disability leave and who is drawing compensation for such.
 8. The counting of service credit will begin on the first day of service, which is the first official teacher work day of the school year. An interruption in service credit for any reason other than for a Board-approved leave of absence will cause the certified employee to lose all service credit earned in the District.
- C. Service credit for administrators will be earned and counted per the following.
1. All administrators who have previous District certified employee service credit shall be allowed to retain that service credit for the calculation of continuous service and seniority.
 2. Administrators without any prior bargaining unit service credit who are transferred or reassigned to the bargaining unit for any reason shall not be credited with any seniority provided that if such an Administrator has achieved tenure as a certificated employee, they shall be placed on the seniority list as the least senior tenured teacher.

Article X. Reductions in Personnel

Reductions in force shall be done in accordance with the requirements of the Illinois School Code, Section 105 ILCS 5/24-12.

Article XI. Certified Employee Work Load and Duties

- A. A certified employee shall not be permanently assigned to perform duties outside his/her major

or minor field.

- B. Certified employees will be notified in writing of their tentative assignments prior to the end of the school year. In the event that these tentative assignments are changed, the certified employee shall be notified no later than thirty (30) days preceding the first date of the new school year. In no event shall changes in the certified employee's assignments be made later than thirty (30) days preceding the commencement of the next school year unless an emergency situation requires same. In the event of such change in assignment, the Association shall be notified in writing, and the certified employee shall be allowed to resign if such change is not acceptable to them.
- C. The normal certified employee load for classroom teachers shall not exceed five (5) teaching periods per day.
- D. To support students and general education teachers, special education teachers will be provided with fifteen (15) hours of paid compensatory time to review the IEPs of all students on their caseloads and communicate with the student's parents/guardians, LTHS teachers and any related service providers (if the student requires related services). Special education teachers are required to read the IEPs, compile a written summary of needs and accommodations, and provide a copy of that summary to each general education teacher who will work with that student. Copies will also be provided to the Director of Special Education and be placed in the student's special education file. Program Coordinators will complete summaries for students assigned to LADSE personnel case management rosters and will be compensated as same. All summaries must be submitted to the Director of Special Education by September 1. Specific requirements for communications with families, staff and related services, as well as an example of the IEP summary to be used, will be on file in the Special Education Office. Compensation will be paid according to the summer workshop rate. (See attached Letter of Understanding)
- E. The Board agrees that the President and Vice-president of the Association shall
 1. share two (2) released periods per year, divided as the Association deems necessary;
 2. notify the Administration of the division of released periods by March 15 each year;
 3. be scheduled for common planning periods.
- F. The School Year
 1. Certified employee attendance for a school year will be 183 days for the duration of this **Agreement**.
 2. A draft school calendar for the next school year will be submitted to the Association for suggested modifications at least thirty working days prior to adoption by the Board.
- G. Work Day
 1. Except as may otherwise be required by law, the regular work day for full-time certified employees shall not exceed seven and one-half (7 1/2) hours including a thirty (30) minute duty-free lunch period.
 2. Except as may otherwise be required by law, the regular work day for part-time certified employees shall be their assigned classes/positions, and planning shall be proportionate to the work day for full-time certified employees, including a thirty (30) minute duty-free lunch

period.

The following applied to part-time certified employees:

Institute Days: Employees are expected to be in attendance for the full work day on Institute Days and Teacher Work Days as listed in the official school calendar.

Late Start Days: Employees are expected to participate in weekly PLC meetings. If the nature of the part-time assignment creates conflicts with attendance at PLC meetings, employees must contact their Division Chair to discuss their individual circumstances.

Early Dismissal Days: Employees are not required to be in attendance for the afternoon sessions on Early Dismissal days. However, employees that are not in attendance will be responsible for communicating and coordinating with their Division Chair or colleagues within the division to obtain information and materials that were presented in their absence.

IEP/504 Meetings: Employees are required to attend IEP/504 meetings that immediately precede or follow the start or end of the normal work day.

Parent-Teacher Conferences: Employees who have a 0.6 FTE assignment or higher must attend all parent-teacher conference sessions. Employees who have a 0.5 FTE assignment or lower will be required to attend half of the total number of parent-teacher conference sessions.

- H. Certified employees are assigned to a 25-minute structured study period on each student attendance day as determined by the Administration. Certified employees may be assigned to support rooms by Administration. Administration will make a reasonable effort so that an employee is not assigned to a support room for both semesters in a school year. Employees assigned to a support room will receive \$500 per semester. Employees assigned to a drop-in room will receive \$250 per semester. A joint committee composed of an equal number of Association and Administration representatives, selected by the respective parties, will meet each quarter per school year to review the content of the 25-minute structured study period and make recommendations about the structure of this period. Counselors, Social Workers and Special Education Program Coordinators are exempt from the structured study period requirement.
- I. Certified staff assigned as a mentor in the Induction and Mentoring Program, Snowball, the Student Intervention Team, Equity Ambassadors, or the Co-teaching Program will be compensated at \$250 per year.
- J. Classroom Environment

The Board and Administration recognize that their commitment to provide the highest quality education possible to students of the District can best be fulfilled by continuing to maintain class sizes which enhance effective education, by providing classroom teachers with daily preparation and planning time, and by recognizing and, if possible, relieving the particular stresses of commuting and the difficulties inherent in preparing for an excessive number of courses and/or academic ability levels. This recognition includes the assumption of a continuing and cooperative effort between the Board and the Association to provide quality learning environments. Regular communication between the Board and Administration and the

Association regarding classroom environment of classroom teachers, and the particular needs and responsibilities of other certified employees, is imperative to these ends. In keeping with this commitment, the parties to this contract agree to the following.

1. The universal class load will be a maximum of 130 students per teacher, except teachers of Physical Education and Music. Physical Education and Music teachers will have a maximum teaching load of 180 students per teacher. Physical Education class sizes may exceed 180 students per teacher beginning in the 2006-2007 school year and beyond.
2. In cases where there are multiple teachers in a single class, the number of students will be divided by the number of teachers assigned to the class. The resulting number will count toward each teacher's maximum teaching load.
3. When establishing Science sections, the Board agrees to give serious consideration to maintaining a class size consistent with the number of workstations available (one person per station) and safety considerations of the students.
4. When establishing study halls, the Board agrees to give serious consideration to establishing study halls with manageable sizes consistent with a positive educational environment.

K. Instructional Aides/Paraprofessionals

1. The Board will consider the addition of instructional aide/paraprofessional assistance to divisions where it can be demonstrated that the addition of such assistance will result in
 - a. increased certified employee effectiveness; and/or
 - b. more time for students to work individually with certified employees.
2. When a certified employee is assigned an instructional aide/paraprofessional, then the certified employee's supervisor will inform them of the supervisory and evaluative duties.
3. The instructional aide/paraprofessional will be directly responsible to the certified employee to whom they are assigned. Certified employees who have instructional aide/paraprofessionals assigned to them will be responsible for the daily supervision, appraisal, and evaluation of those instructional aide/paraprofessionals. When an instructional aide/paraprofessional's performance is not satisfactory, the certified employee and their Supervisor will jointly prepare and conduct the annual evaluation, and the certified employee's Supervisor will lead the annual evaluation conference.

L. Certified Employee's Responsibility to Update Human Resources File

1. It is the responsibility of each certified employee to review their Human Resources file and to update transcripts, credentials, certifications and any other information.
2. It is the responsibility of each certified employee to notify the Human Resources and Business Offices in writing within thirty (30) calendar days of any change in their status or the status of dependents that affects insurance coverage. Failure to do so may jeopardize the certified employee's dependents' insurance coverage.
3. Employees will be notified and provided the name of anyone, other than District Administration or agents of the District, who are given access to or copies of any portion

of the employee's personnel file in response to a FOIA request, within 14 days of disclosing the information.

- M. It is the responsibility of each certified employee to immediately notify the school nurse, their Supervisor, or a building Administrator of involvement in an incident which may result in a worker's compensation claim.
- N. If the Board decides to reduce its Driver Education, Health or Physical Education programs for reasons other than a drop in student enrollment, the Board will give the Association sixty (60) school days' notice prior to the change at which time the Association may exercise its right to bargain the impact of such changes.

Article XII. Compensation and Related Provisions

A. Step Advancement

A certified employee who is absent for more than sixty consecutive working days or seventy total working days in one school year shall not advance one step on the salary schedule for the subsequent year. For the purposes of salary advancement, a day of absence is defined as being physically absent from the workplace, with or without pay. Pre-approved attendance at seminars or conferences shall not count as a day of absence for purposes of this provision.

B. Salary Schedules

- 1. The salary schedules for the years of the **Negotiated Agreement** are contained in Appendix A.

For the 2023-2024 school year, the dollar value of the Step 1 base salary will be increased by 4.0%.

For the 2024-2025 school year, the dollar value of the Step 1 base salary will be increased by 3.0%. The District will pay to all capped certified nurses and all teachers on step 22 for the 2023-2024 school year a stipend amount equivalent to 1.0% of their 2024-2025 base salary, not including longevity. The 1.0% stipend will be paid in a one-time lump sum payment. The lump sum payment will be made within the first quarter of the school year.

For the 2025-2026 school year, the dollar value of the Step 1 base salary will be increased by 3.0%. The District will pay to all capped certified nurses and all teachers on step 22 for the 2024-2025 school year a stipend amount equivalent to 1.0% of their 2025-2026 base salary, not including longevity. The 1.0% stipend will be paid in a one-time lump sum payment. The lump sum payment will be made within the first quarter of the school year.

For the 2026-2027 school year, the dollar value of the Step 1 base salary will be increased by 2.0%. The District will pay to all capped certified nurses and all teachers on step 22 for the 2025-2026 school year a stipend amount equivalent to 1.0% of their 2026-2027 base salary, not including longevity. The 1.0% stipend will be paid in a one-time lump sum payment. The lump sum payment will be made within the first quarter of the school year.

For the 2027-2028 school year, the dollar value of the Step 1 base salary will be increased by 2.0%. The District will pay to all capped certified nurses and all teachers on step 22 for the

2026-2027 school year a stipend amount equivalent to 0.5% of their 2027-2028 base salary, not including longevity. The 0.5% stipend will be paid in a one-time lump sum payment. The lump sum payment will be made within the first quarter of the school year.

2. The salary schedule for stipends for the years of the **Negotiated Agreement** are contained in Appendix B.
3. Stipend Committee
 - a. The Stipend Committee is composed of an equal number of representatives from the Board and the Association but will not exceed three for each. The Committee shall be composed of the Chair of the Board of Education Human Resources Committee (ex officio), the Director of Human Resources, the Athletic Director, the Director of Student Activities, and three certified employees. The Board of Education and Administration members shall be permanent members. The certified employees shall be appointed by the Association, and their terms on the Committee shall be at the discretion of the Association. This Committee will be charged with reviewing proposals for new positions and reviewing athletics, activities, and events for which there are stipend positions.
 - b. The Committee will meet at least once per academic quarter.
4. The Board and the Association agree that 14.4 hours of contact time will equate to a 1% compensation level of the base salary being used to calibrate stipend compensation.
5. The Board and the Association agree that all employees in stipend positions will meet the expectations as provided in the *Activity Handbook*. All employees who hold stipend positions are directly responsible to the designated program head for those groups of stipends, except where there are no such head positions in which case employees will be directly responsible to the appropriate Division Chair, the Director of Student Activities, or the Athletic Director. Employees who are designated program heads for stipends shall supervise and annually appraise and evaluate employees who hold stipend positions within those groups of stipends except where there are no such program head positions in which case the appropriate Division Chair, the Director of Student Activities, or the Athletic Director will supervise, appraise, and evaluate those employees. When an employee's stipend performance is not satisfactory, the designated program head and the appropriate Division Chair, the Director of Student Activities, or Athletic Director will jointly prepare and conduct the annual evaluation, and the appropriate Division Chair, the Director of Student Activities, or the Athletic Director will lead the annual evaluation conference.
6. The formula for computing Summer Academic and Activity Programs compensation for the years of the **Negotiated Agreement** are contained in Appendix C. Staff for the Summer Academic Program will be selected based on factors including certifications, qualifications, merit and ability, and relevant experience. Seniority within the district will not be considered unless all other factors are determined by the Administration to be equal.
 - a. On or about May 15th, the Director of Summer Programs shall notify certified employees of their Summer Academic Program assignments. If late enrollments necessitate the addition of classes after May 15th, certified employees shall be notified as soon as it is known that additional classes will be offered.
 - b. The formula for computing summer workshop compensation for the years of the **Negotiated Agreement** are contained in Appendix D.

7. The District desires to employ certified employees, whose qualifications and experience benefit the District's students and programs. If District certified employees do not possess the qualifications and experience necessary for the vacant positions, the District may employ District non-certified employees or individuals from outside the District.
 - a. Stipend positions listed in Appendix B. of the Negotiated Agreement are one year, renewable stipends.
 - b. In filling vacancies for positions contained in Appendix B. and which require payment of a stipend, the Administration will give first and serious consideration to currently employed certified employees of the District.
 - c. Whenever possible, the District desires to employ certified employees of the District for head coaching/head activity stipends. Only after the District has decided not to hire from certified employees of the District, will non-certified employees (ParaEducators, Classified/Non-Contractual, Administrative, non-District employees, retired employees) be considered for head coaching/head activity stipends.
 - d. For stipend vacancies at lower levels (including head junior varsity/sophomore/frosh-soph/freshman, assistants, and other activity stipend positions) the Athletic Director and Assistant Athletic Director and Head Varsity Coach for athletic stipends, or the Activity Director and Head Activity Sponsor for activity stipends will interview all District employees who have applied for a vacant position, as well as those lower level and assistant coaches/sponsors (including head junior varsity/sophomore/frosh-soph/freshman, assistants, and other activity stipend positions), who have been employed in those positions previously.
8. Certified employees who are granted child care leaves or any other paid or unpaid leaves (except sick/personal leave) shall not be eligible for stipend positions. Employment in and payment for stipend positions for certified employees who are granted child care leaves or any other paid or unpaid leaves (except sick/personal leave) shall end at the start of such leaves of absence.

C. Payroll Procedures

1. Paydays shall be the 5th and 19th of each month. The first payday will be the second official certified employee workday of the school term. Should the payday fall on a holiday or weekend, the payday shall be the last working day prior to such holiday or weekend, excepting the situation where the first payday of January occurs during winter break. Payday for such an occurrence shall be January 2.
2. Changes, additions, or corrections of any kind will be made on the first payday of the month only and must be submitted to the Payroll Department seven (7) working days prior to the 5th pay date.
3. Certified employees shall receive their pay in either 20 or 24 pay installments.
4. Prior to the adoption of the final **Negotiated Agreement** between the Board and the Association, step increases on the basic pay schedule will be made only as required by statute.
5. Payroll deductions for the Association, Illinois Education Association (IEA), and National Education Association (NEA) dues shall be made on an authorization form supplied by the Association and signed by the individual member.

- a. Time of such deductions shall be mutually agreeable to both the Association and the Board.
- b. Payment will be made to the Association by the seventh (7th) working day following the issuance of payroll checks.

D. Insurance Coverage

1. All certified employees will be included in the District's health insurance plans, as approved by the Board and the Association, subject to the conditions set forth below.
 - a. The Board will pay all premiums for each certified employee and eligible dependents under the insurance plan with respect to hospitalization, surgical-medical, major medical, dental, life, and disability; except for the following:
 1. certified employees under the single, couple, or family plan will pay 22% annually of the total health insurance premium rate for the 2023-2024, 2024-2025, 2025-2026, 2026-2027 and 2027-2028 school years.
2. An Insurance Committee composed of two (2) members of the Board's Negotiating Committee (or its designees) and two (2) members of the Association's Negotiating Committee (or its designees) will meet quarterly to review problems with the insurance plan and to negotiate needed changes or adjustments to the plan. During the 2015-2016 school year, the committee will review options including participation in an insurance pool and other changes to the insurance plan.
1. Medical Insurance Plan Components
 - a. The hospitals/physicians to be included on the PPO list are to be the same or equivalent to the One Plan network (including La Grange Memorial and Good Samaritan Hospitals).
 - b. A certified employee has the opportunity to accept or reject a physician's second opinion. Specifically, the Insurance Committee will agree to a list of surgeries requiring a second opinion. If the second opinion conflicts with the first opinion, then a third opinion must be obtained. After the third opinion, the patient can make the final determination with no penalty of benefits.
 - c. Eligible dependents consist of the following:
 1. the certified employee's spouse; and
 2. the certified employee's unmarried children under twenty-six (26) years of age.
4. All insurance is effective to August 31 of 2023, except as follows:
 - a. certified employees who resign, are non-renewed, or are part of a reduction in force effective at the end of the school year will have their insurance plans (life, dental, vision, disability, medical) in force through August of said year as members of the Lyons Township High School District 204 Group;
 - b. all other terminated certified employees will be covered to the expiration date of the current month's payment; and
 - c. insurance commences on the first day of the calendar month following the first official certified employee work day.
5. Insurance coverage provisions, regulations and exclusions are as outlined and explained in the Lyons Township High School District 204 Employees' Group Healthcare Plan. A copy of this Plan will be provided to all certified employees. Any changes in the benefits as outlined in the Plan shall be agreed to by the Association and the Board.

6. An HSA plan option will be included, with a tentative effective date of January 1, 2016.
7. The parties agree that if legislation is passed during the life of this agreement that affects the insurance benefits as set forth in this section or the Group Healthcare plan, including the cost of benefits, then the parties agree to meet within thirty days of the passage of the legislation to renegotiate the provision.
8. Dental
 - a. Comprehensive Dental Expense
 1. 80% of Reasonable and Customary (R&C) coinsurance, of crowns, gold restorations, implants and composite fillings, fixed bridgework and full and partial removable dentures \$50 Deductible per family per calendar year \$2,000 Calendar Year Maximum
 2. Orthodontia Benefits - For insured, spouse and dependent children (Lifetime maximum of \$2,000)
 3. 50% of Reasonable and Customary (R&C)
 - b. Coinsurance
 1. \$50 Deductible lifetime
 2. \$1,000 Lifetime Maximum
 - c. Preventive Dental Care - 100% coverage per insured
 1. Cleanings twice yearly
 2. Dental exams twice yearly
9. Vision insurance, excluding laser surgery vision correction, will be a component with all employees receiving single coverage for the vision component.
10. Disability Insurance

A group long-term disability plan will be provided at 60% of base salary plus Appendix B. stipends. With TRS, the maximum amount of benefit is 70% of base salary plus Appendix B. stipends. The maximum benefit payable is \$8,000 per month. Disability benefits end at age 65.
11. Life Insurance

The Board shall provide each certified employee with \$60,000 term group life insurance and accidental death and dismemberment insurance.
12. Termination of Insurance

Insurance terminates under this **Agreement** as follows.

 - a. For insurance purposes, employment is deemed terminated when the certified employee ceases active work. The coverage will continue:
 1. if a certified employee is absent from work because of injury or sickness and has sufficient sick leave days available for the duration of the absence or if using approved Sick Leave Bank days;
 2. if a certified employee is absent from work and the Board designates that time period under the Family and Medical Leave Act (FMLA), in which case the certified employee shall pay the active rate of their insurance plan for the period of time they are on FMLA leave;
 3. if a certified employee is absent from work because of injury or sickness, has exhausted available sick leave days, FMLA, approved Sick Leave Bank days, and

the Board has granted a leave of absence, the certified employee shall pay for the full cost (100%) of the certified employee's insurance plan;

4. if a certified employee is granted an unpaid leave of absence, the certified employee will pay for the full cost (100%) their insurance plan. An unpaid leave of absence may be granted for a one-year period and may be renewed annually, at the Board's discretion, upon written request.

13. With respect to an individual dependent:

- a. When such person becomes insured as a certified employee.
- b. On the last day of the month during which such person ceases to be an eligible dependent; except that the coverage of a dependent shall not cease because of the attainment of the anniversary of their date of birth specified in the definition of dependent in Article XII. D. 3. c. of this **Agreement**, if on such anniversary the dependent is incapable of self-sustaining employment by reason of mental retardation or physical handicap and is chiefly dependent upon the certified employee's support and maintenance. The coverage as to such dependent will be continued while such incapacity continues and while the insurance with respect to the dependent remains in force, provided such dependent meets all the requirements of the definition of dependent (Article XII. D. 3. c.) except age. The insurance carrier shall have the right to request proof of such incapacity of such dependent within sixty (60) days before such anniversary and from time to time thereafter. If such proof is not furnished within sixty (60) days of said request the coverage on such dependent will terminate.
- c. In the event of the certified employee's death while insured, the insurance for the dependents of the certified employee shall be continued for a period of ninety (90) days.

E. Tuition Reimbursement/Lane Advancement

1. The Board of Education will provide reimbursement for tuition, books and fees of certified employees during their employ in the District and who complete previously approved courses of study at District approved/accredited colleges or universities with a grade of "B" or better, or pass in a pass/fail course.
2. A certified employee who chooses to receive tuition reimbursement for a graduate level course may not use the course for advancement beyond the Master's Degree lane.
3. Certified employees advancing to columns on the salary schedule beyond the Master's Degree will not be credited for more than nine (9) college/university credits earned per semester of the regular school term unless part of an established cohort or degree-seeking program. This limitation does not apply to courses taken during summer break, including courses that begin up to three weeks prior to the end of the regular school year.

Staff development and professional development type courses will be considered if relevant to a certified employee's teaching assignment, Professional Growth Plan, or District goals or initiatives.

Courses used for advancement on the salary schedule must be part of a degree or licensure program or curriculum based (aligned with one or more of the Illinois Professional Teaching Standards). Courses taken online may either be in a structured or self-paced format.

4. Prior to registration, the certified employee will submit the course(s) to the Superintendent (or their designee) for approval.
5. A certified employee will be reimbursed only upon receipt of a transcript and receipt. Employees will not receive more than \$5,000 during their employ with the District, unless they are obtaining an endorsement in English as a Second Language, Bilingual, LBS1 (Special Education) or as a Reading Specialist, in which case they may receive reimbursement up to a total of \$10,000 during their employ with the District.
6. A certified employee will be eligible for tuition reimbursement at the beginning of their third year of service (.6 FTE or greater).
7. The District shall provide tuition reimbursement not to exceed \$75,000 per school year. If the amount requested for reimbursement exceeds \$75,000, monies will be equally distributed among certified employees seeking approved reimbursement during that school year.
8. Any certified employee who begins receiving tuition reimbursement agrees to remain in the District for two years beyond the semester when reimbursement was last received, or the certified employee will reimburse the District the full amount of tuition reimbursement received.

F. Retirement Benefits

1. When a teacher is first employed in the District, the teacher shall provide the District with the amount of the teacher's total creditable service with TRS and any other service which may be purchased or available for creditable service with TRS.
2. Any teacher who provides irrevocable written notice to retire four (4) years prior to their first eligibility for non-discounted annuity retirement under TRS shall receive a retirement incentive of a 3% annual increase in TRS creditable earnings (defined as all compensation paid to the teacher, including payment for extra duties/activities, stipends, and step and lane movement). However, to be eligible for continued payments for stipends or extra duties/activities during this period, the teacher must continue to work such activity or stipend or its equivalent. If a teacher does not continue the duty/activity or stipend, then the 3% increase will be reduced accordingly. The teacher may receive the retirement incentive for up to six (6) years (i.e. two years after eligibility for non-discounted annuity retirement). As additional incentive, the District will also pay the full individual employee health insurance premium to TRS until the certified employee is eligible for Medicare. To receive the payment of the insurance premium, the employee must enter TRS retirement upon leaving employment with the District.

Irrevocable letters of retirement with the proposed retirement date must be submitted to the Human Resources Office on or before October 1 of the school year four (4) years prior to first eligibility for non-discounted annuity.

3. An employee eligible to retire with a discounted annuity who provides irrevocable written notice four (4) years prior to retirement shall receive a retirement incentive of a 3% annual increase in TRS creditable earnings (defined as all compensation paid to the teacher, including payment for extra duties/activities, stipends, and step and lane movement). However, to be eligible for continued payments for stipends or extra duties/activities during this period, the teacher must continue to work such activity or stipend or its equivalent. If a

teacher does not continue the duty/activity or stipend, then the 3% increase will be reduced accordingly. As additional incentive, the District will also pay the full individual employee health insurance premium to TRS until the certified employee is eligible for Medicare.

Irrevocable letters of retirement must be submitted to the Human Resources Office on or before October 1 of the school year four years prior to retirement.

If the employee ends their employment prior to the Board approved date of retirement, the employee will not receive District payment of the individual employee health insurance premium to TRS.

4. In the event that a certified employee otherwise eligible for the benefits provided for in this Section suffers a catastrophic injury or disability (for example, a disabling stroke) at any time during the term of the contract, that certified employee will receive the benefits of this Section if they or their designated agent so applied for same, in writing, to the Superintendent within ninety (90) calendar days of the date the catastrophic illness or disability occurs.
5. If a certified employee experiences a life-changing event (i.e. the death of a spouse), which would require the employee to retire prior to first eligibility, the Board, at its sole discretion, may consider paying the full individual employee health insurance to TRS until the certified employee is eligible for Medicare if the employee provides a written request to the Board for approval.
6. Employees who do not provide four (4) years' irrevocable notice of retirement may receive upon retirement District payment of the individual employee health insurance premium to TRS until eligible for Medicare if their total TRS creditable earnings do not exceed 6% during each of the last four (4) years of their employment. Employees who do not provide four years' irrevocable notice of retirement will not receive the other retirement incentives in paragraphs 2 and 3 of this section. To receive the payment of the insurance premium, the employee must enter TRS retirement upon leaving employment with the District.
7. The parties recognize that the continuance of these provisions (Retirement Benefits) is not a guarantee and that it (like other provisions of this Negotiated Agreement) is subject to renegotiation and reconsideration at the end of this Negotiated Agreement. No certified employee should rely on its continuance into a successor Negotiated Agreement.

G. Other Benefits

1. The Board will provide flu inoculations at no cost to certified employees, provided vaccines are available through the District.
2. The Board will provide tuberculosis (TB) skin tests at no cost to certified employees.
3. The Board will pay for criminal background checks for certified employees.
4. The District shall provide workers' compensation benefits to all certified employees as required by State law.

Article XIII. Leaves of Absence

A. Sick Leave

1. The Board shall grant full-time certified employees sick leave provisions of fifteen (15) days at full pay in each school year. The sick leave days shall accumulate at the rate of fifteen (15) days per school year. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The immediate family, for purpose of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, in-laws, and legal guardians.
2. Sick Leave Bank
 - a. The Board, in cooperation with the Association, shall establish a Sick Leave Bank available to certified employees for participation on a voluntary basis.
 - b. The intent of this Bank is to provide for employees of the Sick Leave Bank, extended sick leave to those participants who incur a period of catastrophic illness. Catastrophic illness shall be defined as life threatening, as verified by the employee's physician. The Bank shall be used only for the catastrophic illness of the participant, and their spouse, or children.
 - c. A certified employee may enroll in the Bank by signing an authorization form agreeing to contribute one (1) day of their sick leave to the Bank at the beginning of each year. A certified employee thereby becomes a "participant". When the total number of days in the Bank equals twice the number of participants, no yearly contribution will be required until such time that the Bank is depleted to the number of days equal to the number of participants.
 - d. A certified employee who is a current participant and who has a catastrophic illness which requires continuous and prolonged absence from work shall be able to utilize days from the Bank after their own accrued sick leave days have been depleted and a five-day salary deduction period has transpired for each such disability or illness. The certified employee must submit a doctor's statement at the time they request Sick Leave Bank days and must otherwise comply with the reasonable request of the Sick Leave Bank Committee under h. below.
 - e. The maximum number of days from the Bank allowed for any certified employee shall be sixty (60) days. No more than two (2) certified employees may be participating at any one time unless the Sick Leave Bank Committee waives this provision.
 - f. Participants withdrawing from the Bank or the Association for whatever reason will not be allowed to withdraw the contributed days.
 - g. Certified employees utilizing sick leave days from the Bank will not be required to replace those days.
 - h. A joint Sick Leave Bank Committee appointed by the Association and Administration shall serve as an advisory committee to implement and administer the Bank and review requests for sick leave days. The Committee shall be composed of the Director of Human Resources, the Principal, an Administrator (appointed by the Administration), and three certified employees. The certified employees shall be appointed by the Association. With the exception of the Director of Human Resources and the Principal, all other Committee members shall serve three year terms. In its first rotation and in order to maintain Committee continuity, the Administrator and one certified employee shall each serve a two year term. With the approval of the Board, this Committee may, upon emergency, request that contributing members donate an additional day to the Sick Leave Bank if its reserves become depleted.
 - i. A participant with more than 170 accumulated sick leave days who has filed an intent to retire and is in their last year of employment will have access to the Sick Leave Bank, if

otherwise eligible, upon depleting their accumulated sick leave to 170 days.

B. Personal Leave Days

The Board will grant three (3) personal leave days at full pay to each certified employee for personal business. Such leave days are non-accumulative, year to year. Except in extenuating circumstances (which must be discussed with the Director of Human Resources), these days shall not be taken on days immediately prior to or following school holidays. Personal leave days will be deducted from accumulated sick leave days.

C. Bereavement Leave

Eligible employees may use up to 10 workdays of unpaid bereavement leave when there is a death in the immediate family, a miscarriage, unsuccessful assisted reproductive technology procedures, a failed adoption or surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

In the event of a death of more than one immediate family member in a twelve-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the twelve-month period not to exceed available leave under FMLA.

To be eligible, an employee must have worked at least 1,000 hours with the District during the prior 12-month period. If an employee has paid sick leave or personal days available, the employee may elect to substitute the paid leave for unpaid leave.

For purposes of bereavement leave, an immediate family member means an employee's child, stepchild, spouse, domestic partner, siblings, parents, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of event. Employees shall provide at least 48 hours' advance notice of the intention to take bereavement leave, unless such notice is not reasonable and practicable. The District may require reasonable documentation of the need for the leave. Administration of the leave shall be consistent with the Family Bereavement Leave Act and may not exceed unpaid leave time allowed under the FMLA.

D. Religious Holiday Leave Days

The Board may grant two days per school year of paid leave for an employee to take part in a religious holiday of their faith not otherwise recognized as a school holiday. Personal days may be used for any additional need. The Board may ask for a statement from a recognized leader of the religion identifying religious observances within that faith. Religious Holiday leave days are non-cumulative and will not carry over into the next school year.

E. Child Care Leave

1. An employee may take child care leave for the birth, adoption or placement for foster care of a child. The maximum length of leave may be for the remainder of the semester in which the birth, adoption or placement for foster care takes place, plus one additional calendar year. The end of a leave in excess of 60 days must coincide with the end of a semester or school year.

If available, accumulated sick leave days must be used for the first 60 days of the leave. Employees will be allowed to hold five sick days for use upon return. In the case of an adoption or fostering, the leave will commence upon the submission of documentation acceptable to the Board. The certified employee will give the Administration as much notice as possible of their leave separation date, but no less than 60 days prior to the separation date.

If both parents are employed by the District, a total of 60 paid days may be used between both of them.

2. The certified employee will give notice to Human Resources of their expected return date at least 60 days prior to their return. The Administration may delay their return until the beginning of the school year following their request to return in order to maintain continuity of instruction.
3. Any certified employee who is granted a child care leave shall pay the active rate of their insurance plan for the duration of the leave granted under the *Family and Medical Leave Act* (FMLA), and after which time, the certified employee shall pay for the full cost (100%) of their insurance plan.
4. If spouses are employed by the District, they may together take only twelve weeks for FMLA leave.

E. Family Leave

1. The Board will implement the required provisions of the *Family and Medical Leave Act* (FMLA), effective February 5, 1994.
2. The Board reserves the right to place a certified employee on FMLA to run concurrently with other applicable leaves of absence.

F. Unpaid Leave

The Board may grant a leave of absence without pay or benefits (including insurance, sick leave, etc.) for up to one year. In order to be eligible for an unpaid leave, the certified employee must have been employed by the District for a minimum of five years before the commencement of the leave. The leave will be either for an entire semester or an entire school year. Requests for leaves must be received by the Human Resources Office by February 1 for leave during the upcoming school year. Upon completion of the leave, the teacher shall be assigned to the first vacant position for which the teacher qualifies. Decisions on whether to grant an unpaid leave are at the Board's discretion and are not subject to the grievance process.

G. Professional Meetings

Certified employees may attend professional meetings, which shall be approved in advance by Supervisors and the Principal (or other appropriate Administrators) in accordance with budgetary allocations for travel, per guidelines in the Faculty Manual.

Article XIV. Entire Agreement

This **Agreement** constitutes the entire agreement between the parties concerning salaries and terms and conditions of employment for the term of the **Agreement**. The parties hereby agree that this

Agreement terminates and supersedes any and all prior written agreements concerning any subjects covered herein and is in full settlement of all outstanding issues between the parties; however, the parties may at any time amend this **Agreement** in writing by mutual consent. Any such Amendment will be an addendum to this **Agreement** and each certified employee will receive a copy of the Amendment.

Article XV. Duration

This **Agreement** shall become effective upon ratification by the Association and adoption by the Board and shall continue in effect until August 31, 2028. Negotiations for a successor contract shall commence upon written notice by one party to the other no earlier than March 1, 2028, and no later than April 1, 2028, and negotiations shall continue thereafter in accordance with the *IELRA*.

Article XVI. Notice

All notices hereunder shall be in writing and shall be deemed to have been lawfully given if delivered personally or sent by certified mail, postage prepaid, as follows:

1. if to the Board or to the Superintendent, addressed to 100 South Brainard Avenue, La Grange, Illinois, 60525; and
2. if to the Association, to the President or Secretary thereof, addressed to the residence.

Article XVII. Validity

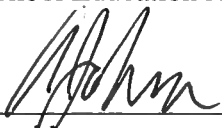
If any section, paragraph, sentence or clause of this **Agreement** is held invalid or unconstitutional, such decision shall not affect the remaining portion of this **Agreement** or any section or part thereof.

Article XVIII. Signatures

This **Agreement** is signed and adopted at La Grange, Illinois.

In witness thereof:

For the Lyons Township High
School Education Association



President

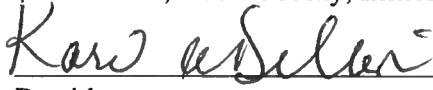


Secretary

4/17/23

Date

For the Board of Education of
Lyons Township High School
District 204, Cook County, Illinois



President



Secretary

4/17/23

Date

APPENDIX A.

1. 2023-2024 Salary Schedule

	B.A.			M.A.			M.A. + 30			M.A. + 60	
Step	Index	Salary		Index	Salary		Index	Salary		Index	Salary
1.0	1.000	62,283.71		1.080	67,266.40		1.160	72,249.10		1.240	77,231.80
2.0	1.038	64,650.49		1.130	70,380.59		1.210	75,363.29		1.293	80,532.83
3.0	1.076	67,017.27		1.180	73,494.77		1.260	78,477.47		1.346	83,833.87
4.0	1.114	69,384.05		1.230	76,608.96		1.310	81,591.66		1.399	87,134.91
5.0	1.152	71,750.83		1.280	79,723.15		1.360	84,705.84		1.452	90,435.94
6.0	1.190	74,117.61		1.330	82,837.33		1.410	87,820.03		1.505	93,736.98
7.0	1.228	76,484.39		1.380	85,951.52		1.460	90,934.21		1.558	97,038.02
8.0	1.266	78,851.17		1.430	89,065.70		1.510	94,048.40		1.611	100,339.05
9.0	1.304	81,217.95		1.480	92,179.89		1.560	97,162.58		1.664	103,640.09
10.0	1.342	83,584.74		1.530	95,294.07		1.610	100,276.77		1.717	106,941.13
11.0	1.380	85,951.52		1.580	98,408.26		1.660	103,390.95		1.770	110,242.16
12.0	1.418	88,318.30		1.630	101,522.44		1.710	106,505.14		1.823	113,543.20
13.0	1.456	90,685.08		1.680	104,636.63		1.760	109,619.32		1.876	116,844.23
14.0	1.494	93,051.86		1.730	107,750.81		1.810	112,733.51		1.929	120,145.27
15.0	1.532	95,418.64		1.780	110,865.00		1.860	115,847.70		1.982	123,446.31
16.0	1.570	97,785.42		1.830	113,979.18		1.910	118,961.88		2.035	126,747.34
17.0				1.880	117,093.37		1.960	122,076.07		2.088	130,048.38
18.0				1.930	120,207.55		2.010	125,190.25		2.141	133,349.42
19.0				1.980	123,321.74		2.060	128,304.44		2.194	136,650.45
20.0				2.030	126,435.93		2.110	131,418.62		2.247	139,951.49
21.0				2.080	129,550.11		2.160	134,532.81		2.300	143,252.53
22.0 ^a				2.130	132,664.30		2.210	137,646.99		2.350	146,366.71

a. Longevity Increment

For those above Step 22, including those in the BA lane, an additional one percent (1%) of the base will be granted for each full five (5) years of **certified employment** above Step 22 in the District.

APPENDIX A. (cont.)

2. 2024-2025 Salary Schedule

Step	B.A.			M.A.			M.A. + 30			M.A. + 60	
	Index	Salary		Index	Salary		Index	Salary		Index	Salary
1.0	1.000	64,152.22		1.080	69,284.40		1.160	74,416.57		1.240	79,548.75
2.0	1.038	66,590.00		1.130	72,492.01		1.210	77,624.18		1.293	82,948.82
3.0	1.076	69,027.79		1.180	75,699.62		1.260	80,831.80		1.346	86,348.89
4.0	1.114	71,465.57		1.230	78,907.23		1.310	84,039.41		1.399	89,748.95
5.0	1.152	73,903.36		1.280	82,114.84		1.360	87,247.02		1.452	93,149.02
6.0	1.190	76,341.14		1.330	85,322.45		1.410	90,454.63		1.505	96,549.09
7.0	1.228	78,778.92		1.380	88,530.06		1.460	93,662.24		1.558	99,949.16
8.0	1.266	81,216.71		1.430	91,737.67		1.510	96,869.85		1.611	103,349.22
9.0	1.304	83,654.49		1.480	94,945.28		1.560	100,077.46		1.664	106,749.29
10.0	1.342	86,092.28		1.530	98,152.89		1.610	103,285.07		1.717	110,149.36
11.0	1.380	88,530.06		1.580	101,360.51		1.660	106,492.68		1.770	113,549.43
12.0	1.418	90,967.85		1.630	104,568.12		1.710	109,700.29		1.823	116,949.49
13.0	1.456	93,405.63		1.680	107,775.73		1.760	112,907.90		1.876	120,349.56
14.0	1.494	95,843.41		1.730	110,983.34		1.810	116,115.52		1.929	123,749.63
15.0	1.532	98,281.20		1.780	114,190.95		1.860	119,323.13		1.982	127,149.70
16.0	1.570	100,718.98		1.830	117,398.56		1.910	122,530.74		2.035	130,549.76
17.0				1.880	120,606.17		1.960	125,738.35		2.088	133,949.83
18.0				1.930	123,813.78		2.010	128,945.96		2.141	137,349.90
19.0				1.980	127,021.39		2.060	132,153.57		2.194	140,749.97
20.0				2.030	130,229.00		2.110	135,361.18		2.247	144,150.03
21.0				2.080	133,436.61		2.160	138,568.79		2.300	147,550.10
22.0 ^a				2.130	136,644.23		2.210	141,776.40		2.350	150,757.71

a. Longevity Increment

For those above Step 22, including those in the BA lane, an additional one percent (1%) of the base will be granted for each full five (5) years of **certified employment** above Step 22 in the District.

APPENDIX A. (cont.)

3. 2025-2026 Salary Schedule

Step	B.A.			M.A.			M.A. + 30			M.A. + 60	
	Index	Salary		Index	Salary		Index	Salary		Index	Salary
1.0	1.000	66,076.78		1.080	71,362.93		1.160	76,649.07		1.240	81,935.21
2.0	1.038	68,587.70		1.130	74,666.77		1.210	79,952.91		1.293	85,437.28
3.0	1.076	71,098.62		1.180	77,970.61		1.260	83,256.75		1.346	88,939.35
4.0	1.114	73,609.54		1.230	81,274.45		1.310	86,560.59		1.399	92,441.42
5.0	1.152	76,120.46		1.280	84,578.28		1.360	89,864.43		1.452	95,943.49
6.0	1.190	78,631.37		1.330	87,882.12		1.410	93,168.27		1.505	99,445.56
7.0	1.228	81,142.29		1.380	91,185.96		1.460	96,472.11		1.558	102,947.63
8.0	1.266	83,653.21		1.430	94,489.80		1.510	99,775.95		1.611	106,449.70
9.0	1.304	86,164.13		1.480	97,793.64		1.560	103,079.78		1.664	109,951.77
10.0	1.342	88,675.05		1.530	101,097.48		1.610	106,383.62		1.717	113,453.84
11.0	1.380	91,185.96		1.580	104,401.32		1.660	109,687.46		1.770	116,955.91
12.0	1.418	93,696.88		1.630	107,705.16		1.710	112,991.30		1.823	120,457.98
13.0	1.456	96,207.80		1.680	111,009.00		1.760	116,295.14		1.876	123,960.05
14.0	1.494	98,718.72		1.730	114,312.84		1.810	119,598.98		1.929	127,462.12
15.0	1.532	101,229.63		1.780	117,616.68		1.860	122,902.82		1.982	130,964.19
16.0	1.570	103,740.55		1.830	120,920.52		1.910	126,206.66		2.035	134,466.26
17.0				1.880	124,224.36		1.960	129,510.50		2.088	137,968.33
18.0				1.930	127,528.19		2.010	132,814.34		2.141	141,470.40
19.0				1.980	130,832.03		2.060	136,118.18		2.194	144,972.47
20.0				2.030	134,135.87		2.110	139,422.02		2.247	148,474.54
21.0				2.080	137,439.71		2.160	142,725.86		2.300	151,976.61
22.0 ^a				2.130	140,743.55		2.210	146,029.69		2.350	155,280.44

a. Longevity Increment

For those above Step 22, including those in the BA lane, an additional one percent (1%) of the base will be granted for each full five (5) years of **certified employment** above Step 22 in the District.

APPENDIX A. (cont.)

4. 2026-2027 Salary Schedule

Step	B.A.			M.A.			M.A. + 30			M.A. + 60	
	Index	Salary		Index	Salary		Index	Salary		Index	Salary
1.0	1.000	67,398.32		1.080	72,790.19		1.160	78,182.05		1.240	83,573.92
2.0	1.038	69,959.46		1.130	76,160.10		1.210	81,551.97		1.293	87,146.03
3.0	1.076	72,520.59		1.180	79,530.02		1.260	84,921.88		1.346	90,718.14
4.0	1.114	75,081.73		1.230	82,899.93		1.310	88,291.80		1.399	94,290.25
5.0	1.152	77,642.87		1.280	86,269.85		1.360	91,661.72		1.452	97,862.36
6.0	1.190	80,204.00		1.330	89,639.77		1.410	95,031.63		1.505	101,434.47
7.0	1.228	82,765.14		1.380	93,009.68		1.460	98,401.55		1.558	105,006.58
8.0	1.266	85,326.27		1.430	96,379.60		1.510	101,771.46		1.611	108,578.69
9.0	1.304	87,887.41		1.480	99,749.51		1.560	105,141.38		1.664	112,150.81
10.0	1.342	90,448.55		1.530	103,119.43		1.610	108,511.30		1.717	115,722.92
11.0	1.380	93,009.68		1.580	106,489.35		1.660	111,881.21		1.770	119,295.03
12.0	1.418	95,570.82		1.630	109,859.26		1.710	115,251.13		1.823	122,867.14
13.0	1.456	98,131.95		1.680	113,229.18		1.760	118,621.04		1.876	126,439.25
14.0	1.494	100,693.09		1.730	116,599.09		1.810	121,990.96		1.929	130,011.36
15.0	1.532	103,254.23		1.780	119,969.01		1.860	125,360.88		1.982	133,583.47
16.0	1.570	105,815.36		1.830	123,338.93		1.910	128,730.79		2.035	137,155.58
17.0				1.880	126,708.84		1.960	132,100.71		2.088	140,727.69
18.0				1.930	130,078.76		2.010	135,470.62		2.141	144,299.80
19.0				1.980	133,448.67		2.060	138,840.54		2.194	147,871.92
20.0				2.030	136,818.59		2.110	142,210.46		2.247	151,444.03
21.0				2.080	140,188.51		2.160	145,580.37		2.300	155,016.14
22.0 ^a				2.130	143,558.42		2.210	148,950.29		2.350	158,386.05

a. Longevity Increment

For those above Step 22, including those in the BA lane, an additional one percent (1%) of the base will be granted for each full five (5) years of **certified employment** above Step 22 in the District.

APPENDIX A. (cont.)

5. 2027-2028 Salary Schedule

Step	B.A.			M.A.			M.A. + 30			M.A. + 60	
	Index	Salary		Index	Salary		Index	Salary		Index	Salary
1.0	1.000	68,746.29		1.080	74,245.99		1.160	79,745.69		1.240	85,245.40
2.0	1.038	71,358.65		1.130	77,683.30		1.210	83,183.01		1.293	88,888.95
3.0	1.076	73,971.00		1.180	81,120.62		1.260	86,620.32		1.346	92,532.50
4.0	1.114	76,583.36		1.230	84,557.93		1.310	90,057.64		1.399	96,176.06
5.0	1.152	79,195.72		1.280	87,995.25		1.360	93,494.95		1.452	99,819.61
6.0	1.190	81,808.08		1.330	91,432.56		1.410	96,932.26		1.505	103,463.16
7.0	1.228	84,420.44		1.380	94,869.88		1.460	100,369.58		1.558	107,106.72
8.0	1.266	87,032.80		1.430	98,307.19		1.510	103,806.89		1.611	110,750.27
9.0	1.304	89,645.16		1.480	101,744.50		1.560	107,244.21		1.664	114,393.82
10.0	1.342	92,257.52		1.530	105,181.82		1.610	110,681.52		1.717	118,037.37
11.0	1.380	94,869.88		1.580	108,619.13		1.660	114,118.84		1.770	121,680.93
12.0	1.418	97,482.24		1.630	112,056.45		1.710	117,556.15		1.823	125,324.48
13.0	1.456	100,094.59		1.680	115,493.76		1.760	120,993.47		1.876	128,968.03
14.0	1.494	102,706.95		1.730	118,931.08		1.810	124,430.78		1.929	132,611.59
15.0	1.532	105,319.31		1.780	122,368.39		1.860	127,868.09		1.982	136,255.14
16.0	1.570	107,931.67		1.830	125,805.71		1.910	131,305.41		2.035	139,898.69
17.0				1.880	129,243.02		1.960	134,742.72		2.088	143,542.25
18.0				1.930	132,680.33		2.010	138,180.04		2.141	147,185.80
19.0				1.980	136,117.65		2.060	141,617.35		2.194	150,829.35
20.0				2.030	139,554.96		2.110	145,054.67		2.247	154,472.91
21.0				2.080	142,992.28		2.160	148,491.98		2.300	158,116.46
22.0 ^a				2.130	146,429.59		2.210	151,929.29		2.350	161,553.77

a. Longevity Increment

For those above Step 22, including those in the BA lane, an additional one percent (1%) of the base will be granted for each full five (5) years of **certified employment** above Step 22 in the District.

3. Salary for Certified Nurses

- a. Certified nurses with a BA will be placed on the salary schedule at BA-9 and be capped at BA-16. Certified nurses with an MA will be placed on the salary schedule at MA-6 and will be capped at MA-15.
 - b. The Board and Association agree that there will be at least one (1) certified nurse, full-time at each campus.
 - c. In recognition of additional responsibilities performed during the school day and after school hours, certified school nurses will receive a 10% stipend according to Appendix B of the negotiated agreement.
4. Certified employees new to the District may be granted credit on the salary schedule and salary schedule for stipends up to, but no more than, all years of successful teaching experience outside the District, such credit to be granted at the discretion of the Superintendent.
 5. In order for a certified employee to qualify for the M.A. + 60 column, they must have been at the M.A. + 30 column in this District for at least one year and have thirty (30) additional semester hours in their area(s) of certification and/or school administration.¹ For the employee whose principal responsibility is not in the classroom, the area of specialization should be in the area of their school responsibility. It is expected that these additional thirty (30) hours will be at the graduate level, recommended by the Division Chair and approved by the Superintendent (or their designee). Any non-graduate courses must be approved by the Division Chair and the Superintendent (or their designee). Any person with an earned doctorate will enter on the M.A. + 60 column at the appropriate step.
 6. Nine (9) per cent of each certified employee's gross annual contract salary shall be tax sheltered by the Board and paid directly to the Illinois Teacher's Retirement System. (TRS).

¹ One-third of these hours (10) for MA + 60 may be in education courses that have relevance for their area(s) of certification. In the event a certified employee earns an administrative certificate because of hours earned under this section and is subsequently appointed to an Administrative position in the District, the Association agrees to consider granting seniority credit for time spent in such a position.

APPENDIX B. Stipends

A. Salary Schedules

1. Stipend position percentages as listed in Appendix B. Sections C., D., E., and F., shall be paid on the basis of the experience and stipend schedule below.

Contract Years	Tier 1 0-4 Years Experience	Tier 2 5 or More Years Experience
2023-2024	\$55,416.73	\$66,500.10
2024-2025	\$57,079.23	\$68,495.10
2025-2026	\$58,791.61	\$70,549.95
2026-2027	\$60,555.36	\$72,666.45
2027-2028	\$62,372.02	\$74,846.44

2. Hourly wage stipend positions will be paid using the figure shown in Sections C., D., E., and F. for the 2023-2024 school year. The hourly wage for each year of the agreement will increase by 2% year to year through the term of this Agreement.

B. Experience

1. A stipend shall be computed for experience in that stipend per the following.
 - a. For 0-4 years of experience: Tier 1.
 - b. For 5 years or more of experience: Tier 2.
 - c. In filling vacancies for positions contained in Appendix B., which require the payment of a stipend, the Administration will give first and serious consideration to currently employed certified employees of the District; however, in accordance with Section 105 ILCS 5/10-22.34 of **The Illinois School Code**, the District is not restricted by this **Agreement** with respect to the employment of non-certified employees for study hall supervision and in-school suspension at such compensation as the District may determine.
 - d. Positions contained in Appendix B. are one-year, renewable positions.
 - e. For Curriculum Coordinator positions in Appendix B. and E., Division Chairs may annually designate allotted positions as needed.

C. Athletics	Head				Assistant
	Varsity	Frosh	Soph	JV	
Fall					
a. Athletic Events Supervisor	4.65% (1)				
b. Athletic Trainer	18.0% (2)				14.0% (1)
c. Competitive Cheer	18.0% (1)				14.0% (1)
d. Cross Country (Boys)	17.1% (1)		14.4% (1)		13.5% (2)
e. Cross Country (Girls)	17.1% (1)		14.4% (1)		13.5% (2)
f. Football	18.0% (1)	15.3% (1)	15.3% (1)		15.3% (11)
g. Football Stats	1.0% (1)				
h. Football Videotaping	3.3% (1)				
i. Golf (Boys)	13.65% (1)	10.72% (1)			
j. Golf (Girls)	13.65% (1)	10.72% (1)			

k. Intramural	5.0% (9)				
l. Soccer (Boys)	17.1% (1)	14.4% (1)	14.4% (1)	14.4% (1)	13.5% (3)
m. Swimming (Girls)	17.1% (1)		14.4% (1)		13.5% (2)
n. Tennis (Girls)	16.2% (1)	13.5% (1)			12.6% (1)
o. Volleyball (Girls)	17.1% (1)	14.4% (1)	14.4% (1)	14.4% (1)	13.5% (1)
Winter					
a. Athletic Events Supervisor	4.65% (1)				
b. Athletic Trainer	18.0% (2)				14.0% (1)
c. Basketball (Boys)	18.0% (1)	15.3% (1)	15.3% (1)		14.4% (3)
d. Basketball (Girls)	18.0% (1)	15.3% (1)	15.3% (1)		14.4% (3)
e. Basketball (Special Olympics)	7.0% (1)				5.0% (2)
f. Bowling	17.1% (1)			14.4% (1)	
g. Gymnastics (Girls)	17.1% (1)			14.4% (1)	13.5% (2)
h. Intramural	6.0% (10)				
i. Swimming (Boys)	17.1% (1)		14.4% (1)		13.5% (2)
j. Wrestling	17.1% (1)	14.4% (1)	14.4% (1)		13.5% (3)
Spring					
a. Aquatics Director	20% (1)				
b. Athletic Trainer	17.1% (2)				14.0% (1)
c. Badminton	16.2% (1)	13.5% (1)	13.5% (1)		
d. Baseball	17.1% (1)	14.4% (1)	14.4% (1)		13.5% (3)
e. Eurythmics	17.1% (1)		12.5% (1)		
f. Gymnastics (Boys)	17.1% (1)	14.4% (1)			13.5% (1)
g. Intramural	5.0% (3)				
h. Kids' Wrestling *	\$32.85/hour				
i. Lacrosse (Boys)	17.1% (1)	14.4% (1)		14.4% (1)	13.5% (2)
j. Lacrosse (Girls)	17.1% (1)			14.4% (1)	13.5% (2)
k. Soccer (Girls)	17.1% (1)	14.4% (1)	14.4% (1)	14.4% (1)	13.5% (3)
l. Softball	17.1% (1)	14.4% (1)		14.4% (1)	13.5% (3)
m. Special Olympics Track/Field	7.0% (1)				3% (1)
n. Summer Baseball	9.5% (1)				7.1% (2)
o. Tennis (Boys)	16.2% (1)		13.5% (1)		12.6% (1)
p. Track (Boys)	18.0% (1)		15.3% (1)		14.4% (3)
q. Track (Girls)	18.0% (1)		15.3% (1)		14.4% (3)
r. Volleyball (Boys)	17.1% (1)	14.4% (1)	14.4% (1)		13.5% (2)
s. Water Polo (Boys)	16.2% (1)			13.5% (1)	12.6% (1)
t. Water Polo (Girls)	16.2% (1)			13.5% (1)	12.6% (1)

D. Clubs and Organizations	Head	Assistant
A Capella Club	2.64% (1)	
Arabic Culture Club	2.64% (1)	
Archery Club	2.64% (1)	
Art Club	6.0% (1)	5.0% (2)
Art Display Coordinator	6.0% (1)	
Auto Club	4.0%	2.64% (1)
Baccalaureate	2.64% (2)	
Black and Multi-Cultural Club	2.64% (1)	
Board Games Club	2.64% (1)	
Bowling Club	5.28% (2)	

Brass Impact	3.5% (1)	
Breakfast with Barbells	11.0% (1)	
Business Professionals of America	3.0% (2)	
Cheerleaders (Fall)	9.0% (1)	7.0% (3)
Cheerleaders (Winter)	12.0% (1)	8.0% (3)
Chess Team	6.0% (1)	
Class Sponsor		
a. Freshman	3.96% (2)	
b. Sophomore	3.96% (2)	
c. Junior	3.96% (2)	
d. Senior	3.96% (2)	
Computer/Tech Club	2.64% (1)	
Congressional Debate	14.0% (1)	9.24% (2)
Corral Manager	26.55% (1)	
Creative Writing Club	2.64% (1)	
Cyber Patriots	3.0% (2)	
Dungeons and Dragons	2.64% (1)	
E-Sports	8.0% (2)	
East Asian Culture Club	2.64% (1)	
Environment/Recycling Club	5.0% (1)	
Fashion Club	2.64% (1)	
Fishing Club	2.64% (1)	
Flag Corps/Winterguard	10.0% (1)	
French Club	2.64% (1)	
German Club	2.64% (1)	
Greek Club	2.64% (1)	
Homework Night		5.0% (2)
Improv Club	2.0% (1)	
Interact Club	5.0% (2)	
International Club/Faces of LT	7.0% (1)	6.0% (1)
Investment Club	2.64% (1)	
Italian Club	2.64% (1)	
Jazz Band	8.0% (1)	
Jazz Lab Band	8.0% (1)	
Jazz Strings	2.64% (1)	
Juggling Club	6.53% (1)	
Latin Club	2.64% (1)	
Latin Dance Troupe	10.0% (1)	
Lifeguarding Club	5.0% (1)	
Lion Friends	5.0% (1)	4.5% (2)
Lions Den Student Section	2.64% (1)	
Menagerie	3.96% (2)	
Menagerie Art	3.96% (1)	
Model UN	14.0% (1)	9.24% (1)/4.62% (1)
Musical Productions		
a. Music	5.0% (1 or more)	
b. Choreographer	4.5% (1 or more)	
National Hispanic Institute	3.96% (1)	2.64% (1)
National Honor Society	5.28% (1)	2.64% (1)
Peer Leadership	4.4% (2)	
Photo Club	5.0% (1)	

Pinball	2.64% (1)	
Ping Pong	2.64% (1)	
Pom Pon (SC)	17.0% (1 Fr; 1 So)	13.0% (1)
Pom Pon (NC)	19.0% (1)	
Peaceable Schools Initiative (PSI)	6.0% (3)	
PRISM	2.64% (1)	
Programming Club	2.64% (1)	
Rock Climbing Club	3.96% (2)	
Roundnet	2.64% (1)	
SAVE Promise Club	3.0% (2)	
Scholastic Bowl	8.0% (2)	
Senior Prom	5.28% (1)	
Shakespeare Society	5.28% (1)	
Sign Language Club	2.64% (1)	
Snowball	6.0% (1)	5.28% (2)
Social Action Club	5.28% (1)	
Spanish Club	2.64% (1)	
Speech Team	14.0% (1)	10.0% (2)/5.0% (1)
Steppers	10.0% (1)	8.75% (1)
Student Council		
Assistant	9.0% (2)	
b. Business Management	10.0% (2)	
c. Events Supervisor	3.0% (5)	
Student Leadership	6.0% (1)	
Sustainability Club	2.64% (1)	
Student Tech Crew (NC)	6.3% (1)	
Student Tech Crew (SC)	4.2% (1)	
Technology Student Association	6.0% (1)	4.0% (1)
Variety Show	5.0% (2)	
Yoga	2.64% (1)	
E. Division/Department Stipends	Head	Assistant
Applied Arts		
a. Aviation Activities	7.92% (1)	2.64 % (1)
b. Catering Club	10.42% (1)	
c. Cooperative Education Coordinator	21.6% (2)	
d. Driver Education Behind the Wheel (BTW) *	\$36.27/hr.	
e. Driver Education Program Coordinator	10.0% (1)	
f. FCCLA	3.0% (2)	
Assistant Principals		
a. After School Detention	13.2% (2)	
b. Saturday Detention/Extended Detention *	\$32.98/hr. (2)	
Curriculum/Instruction		
a. ACT Prep Class Coordinator	19% (1)	
b. ACT Prep Class Teacher *	\$50/hr.	
c. PLC Coordinator**	\$1,500	
d. PSAT Prep Class Coordinator	5.28% (1)	
e. PSAT Prep Class Teacher *	\$50/hr.	
f. Testing Supervisor	6.0% (1)	
Fine Arts		
a. Band		
1. Marching Band	11.5% (1)	7.0% (1)

2. Marching Band Percussion Assistant		10.4% (1)
3. NC Band	8.0% (2)	
4. SC Band	8.0% (2)	
b. Foreign Language Exchange	2.64% (2)	2.0% (2)
c. Orchestra		
1. SC Orchestra	8.0% (1)	
2. NC Orchestra	8.0% (1)	
d. Vocal Music		
1. Sophomore	13.5% (1)	
2. Junior	17.9% (1)	
3. Senior	19.3% (1)	
Global Studies		
a. Constitution Exam (Civics) Tutor	2.64% (1)	
Human Resources		
a. Induction/Mentoring Coordinators	11.0% (1)	4.0% (2)
Language Arts		
a. Drama/Play/Musical Director	9.0% (8)	
b. LION		
1. Head	18.0% (1; Year 1); 30.35% (1; Year 2+)	
2. Assistant		6.45% (1)
3. Photo Director (LION and TAB)		6.45% (1)
c. TAB	18.0% (1; Year 1); 30.35% (1; Year 2+)	8.6% (1)
d. Theater Board	9.0 % (2)	
e. TV Club	23.7% (1)	7.0% (1)
f. WLTL		
1. General Manager	23.7% (1)	
2. Technical Director	23.7% (1)	
3. Assistant		7.0% (1)
Learning Resources		
a. Computer Lab Supervisor	10.56% (2)	
Math/Science		
a. Astronomy Club	2.64% (1)	
b. Chemistry Club	2.64% (1)	
c. Math Club	12.0% (1)	10.0% (4)
d. Science Olympiad (formerly WYSE)	8.0% (1)	6.0% (2)
e. Zoology Club	2.64% (1)	
Special Education		
a. Inclusion Facilitator	5.0% (2)	
Student Services		
a. College/Career Coordinator	10.0% (1)	
b. College Night	3.96% (1)	
c. Counselors/Social Workers	10.0% (21)	
d. Homebound Tutoring *	\$32.98/hr.	
F. Other Stipends		
Cafeteria Supervision	9.0% (per lunch period) (2)	
Campus Commuting (Annual)	\$450.00/yr.	
Sixth Assignment - Class	24.0%	
Substitute Pay (internal) *	\$35/hr.	

* Hourly rates shown for 2023-2024 school year only. The hourly wage for these stipends will increase by 2% year to year through 2022-2023. **PLC Coordinator stipend will increase by 3% each year during the life of the 2018-2023 Negotiated Agreement.

APPENDIX C.

Summer Program Compensation

1. Summer Academic Program

- a. The formula for computing a Summer Academic Program salary for a certified employee shall be as follows:

$$\frac{\text{Certified Employee's Salary} \times .7043 \times 28}{183}$$

Summer Academic Program salaries shall be determined using the table below:

Years	B.A.	M.A.
1	\$39,150.78	\$42,282.84
2	\$40,620.33	\$44,631.87
3	\$42,282.84	\$46,980.94
4	\$43,848.86	\$49,329.97
5	\$45,414.91	\$51,679.02
6	\$46,980.94	\$54,419.57
7	\$48,546.96	\$56,768.63
8	\$50,112.99	\$59,117.67
9	\$51,679.02	\$61,466.72
10	\$53,245.05	
11	\$54,817.52	
12	\$56,377.11	
13	\$57,943.15	
14	\$61,075.21	

- b. The number of pay periods shall be three (3): June 19, July 5 and July 19.

2. Summer Activity Program

- a. The hourly rate for Summer Activity Programs is based on years of service in the District within the specific activity for which the contract is issued and for which the individual is employed.

1. Year 1 - \$25.50
2. Year 2 - \$28.00
3. Year 3 - \$30.50
4. Year 4 - \$33.00
5. Year 5 and beyond - \$35.50

APPENDIX D.

Summer Workshop Compensation

Employees who are currently at the BA lane of the Appendix A salary schedule will be paid a summer workshop compensation hourly rate of \$40/hour.

Employees who are currently at the MA, MA+30 or MA+60 lanes of the Appendix A salary schedule will be paid a summer workshop compensation hourly rate of \$45/hour.

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