

# **NEGOTIATED AGREEMENT 2023-2028**

between

**The Board of Education  
Glenbrook High School District 225**

and

**The Glenbrook Education Association (GEA)**





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**NEGOTIATED AGREEMENT**  
**July 1, 2023 through June 30, 2028**

**PREAMBLE**

This Negotiated Agreement (“Agreement”), entered into January 23, 2023, between the Glenbrook High School District 225 Board of Education, (“Board”), and the Glenbrook Education Association (“Association”), becomes effective July 1, 2023.

This Agreement constitutes a successor negotiated agreement entered into during the term of an existing predecessor negotiated agreement and shall take effect on July 1, 2023, and terminate on June 30, 2028. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communication between the parties concerning such subject matter.

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

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

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

**ARTICLE I - RECOGNITION**

**A. Recognition/Exclusions**

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all the employees in the unit set forth below.

Included: All regularly employed licensed teaching and related services personnel of Glenbrook High School District 225.

Excluded: Superintendent, Associate and Assistant Superintendents, district-level Directors, Principals, Associate and Assistant Principals, Associate Deans, Instructional Supervisors, and other administrative personnel, stipended evening school personnel while employed as such, stipended summer school personnel while employed as such, permanent and daily substitutes while employed as such, personnel employed in a capacity or in a program which is not usually or typically associated with the regular school year program, or with extracurricular programs while acting as such.

**B. Teachers**

Unless otherwise expressly provided or clearly indicated by the context, the term “Teacher” when used in the Agreement shall mean all employees included in the bargaining unit as described in Article I, Section A.

## **ARTICLE II - ASSOCIATION RIGHTS AND RESPONSIBILITIES**

### **A. Board of Education Provisions**

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

1. A copy of the tentative school district annual budget at least thirty (30) days prior to adoption; and
2. Other data relating to the financial resources of the district which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.

### **B. Dues Deduction**

The Board agrees to deduct Association membership dues, once per pay period for eighteen (18) pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the financial institution designated by the Association.

Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the GEA to the Board on behalf of the employee. Revocation shall become effective within thirty (30) days after such notice is given.

The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section.

### **C. Association Leave**

Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent or designee, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time.

The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent or designee may, at their sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

### **D. GEA FTE**

The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment.

The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the Principal by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

### **E. Use of School Equipment**

The Association shall have the right to make use of school equipment and other regularly available resources when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

### **F. Use of School Buildings**

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

### **G. No Strike Agreement**

The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the Board.

### **H. Professional Conduct**

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

### **I. Professional Performance of Members**

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

## **ARTICLE III - BOARD RIGHTS AND RESPONSIBILITIES**

### **A. Scope of Agreement**

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

### **B. Terms and Conditions**

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

## **ARTICLE IV - RIGHTS AND RESPONSIBILITIES**

### **A. Compliance with Rules and Regulations**

Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

### **B. Length of Work Day**

1. Full-time teachers of the school district shall be assigned to teach or supervise educational activities for each four-hundred and sixty-five (465) minute work day.
2. The four-hundred and sixty-five (465) minute work day shall begin fifteen (15) minutes prior to the start of the school day.

3. Teachers shall remain working beyond the school day to complete their four-hundred and sixty-five (465) minute work day.
4. More specific information regarding teaching load and instructional minutes is found in Article IX.

### **C. Shared Discipline Responsibility**

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

### **D. Personnel File Review**

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

The rebuttal shall be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

### **E. Substitute Teacher Procurement**

The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies.

In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department, when asked to substitute by their Instructional Supervisor for their absent colleague, shall comply with the requests in the best interests of the students and the school. The Instructional Supervisor shall make a reasonable effort to obtain a substitute for any absence.

### **F. Non-Discrimination**

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

### **G. Academic Freedom**

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

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.
2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.
3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

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

#### **H. Progressive Discipline**

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

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

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

Prior to the time disciplinary action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. The Teacher, and if represented, the Association shall be provided an opportunity to respond both to the basis for the discipline and the possible disciplinary consequences.

## **ARTICLE V - VOLUNTARY AND INVOLUNTARY TRANSFERS**

### **A. Promotion**

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

### **B. Notice of Vacancies**

During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions within the bargaining unit before filling the vacancy. Notices of vacancies will be posted on the District website and shared via all-staff email at least ten (10) business days prior to filling the position.

Any teacher who meets specified requirements for job opportunities and desires to apply for any vacancy must file a written application in the manner identified within the notice of vacancy within ten (10) business days following the announcement of the vacancy.

In the case of positions listed on the Differential Responsibilities Schedule contained in Exhibit F, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

### **C. Decline of Offer**

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

### **D. Access to Assignments in Multiple Buildings**

1. The Board recognizes that it is often beneficial to have teachers assigned to teach at one location. However, conditions may exist when a staff member will be assigned to teach at multiple locations or change locations.
2. In the event that a teacher's assignment in one building is reduced to less than 1.0 FTE, the teacher shall be allowed to teach sections at another location to maintain 1.0 FTE employment or the maximum possible portion thereof, in accordance with the teacher's qualifications, the staffing plan as approved by the Board and the Reduction in Force (RIF) List.
3. Should a teacher wish to remain assigned to one building, the teacher may submit a Special Leave Request to be considered in accordance with Article XI - Leaves of Absence. In this scenario, the February 1 deadline referenced in Article XI will not apply. Instead, after receiving notice they have been assigned to teach in multiple locations, the teacher will have five (5) days to submit a Special Leave Request.

### **E. Transfer Definition**

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

#### **1. Voluntary Transfer**

- a. Teachers requesting to be considered for transfer must file a written application in the manner identified within the notice of vacancy.
- b. Internal transfer applicants will be offered an opportunity to interview for the position sought.

- c. Approval of the Principals is a prerequisite for such transfer. The Principals will consult with the appropriate Associate Principals and Instructional Supervisors prior to making their decision

The decision to fill the vacancy will be based on the consideration of the following factors:

- i. Licensure;
  - ii. Qualifications;
  - iii. Merit and ability (including performance evaluations, if available); and
  - iv. Relevant experience provided that seniority must not be considered as a factor unless all other factors are determined by the Board to be equal.
- d. If the request for transfer is not approved, the reasons for the non-approval shall be given to the teacher in writing by the most senior Human Resources administrator as soon as possible but no later than ten (10) days after the position has been filled.

## **2. Involuntary Transfer**

- a. When it is necessary to involuntarily transfer a teacher due to changes in the needs of a school, volunteers shall first be sought and considered (See Section - Voluntary Transfer). The decision to determine which teacher will be involuntarily transferred will be made by the Principals. The Principals will consult with the appropriate Associate Principals and Instructional Supervisors, prior to making their decision.
- b. Involuntary transfers to new or vacant positions for teachers will be based on the consideration of the following factors:
  - i. Licensure;
  - ii. Qualifications;
  - iii. Merit and ability (including performance evaluations, if available);
  - iv. Effect on extra-curricular assignments;
  - v. Number of preparations; and
  - vi. Relevant experience provided that seniority must not be considered as a factor unless all other factors are determined by the Board to be equal.
- c. Notice of involuntary transfer shall be given to the teacher as soon as practicable (no later than May 1 if for the subsequent school year) by the most senior Human Resources administrator.
  - i. A Human Resources Administrator and building administrator will meet (in person) with and notify the teacher of the transfer.

- ii. The Association President will be notified of the transfer prior to the conference. The Association's President or designee may be present at the teacher's request.
- d. Within five (5) business days after receipt of notification of transfer, a teacher dissatisfied with the new assignment may make a request in writing for a meeting with the Principal (or the Director of Special Education, in the event that the transfer includes a position not under the jurisdiction of a Principal), under whom the teacher was assigned prior to the transfer to discuss reasons for the transfer.
- e. Within five (5) business days after such meeting, the teacher, if dissatisfied with the reasons given for the transfer, shall have the further right to request a meeting with the Superintendent or designee to discuss said reasons. Such meeting shall be held five (5) business days after receipt of a request thereof by the Superintendent.

#### **F. Final Decision**

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

#### **G. Temporary Appointments**

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

#### **H. Application for Future Vacancies**

Any involuntarily transferred teacher shall have the ability to apply for future vacancies in their original building through the Voluntary Transfer Process described in Article V, Section E, Subsection 1.

## **ARTICLE VI - SENIORITY**

### **A. Seniority Lists**

The Board shall develop district-wide seniority lists of teachers by service areas to be determined and as defined by the Illinois State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in Glenbrook High School District 225, including service in Glenbrook High School District 225 in an administrative position as defined by Article I, Section A. Full-term shall be defined as employment in the District not later than January 1st.

### **B. Certification Requirement**

To be included on a seniority list, teachers must have been legally licensed and qualified in Illinois for employment in that service area and have been employed in that service area in Glenbrook High School District 225.

### **C. Seniority Placement**

Placement on a seniority list for teachers will be established in accordance with the process as outlined by the District Reduction in Force (RIF) Committee as defined by the Illinois State Board of Education.

### **D. Administrator Placement**

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

## **ARTICLE VII - STAFF REDUCTION / HONORABLE DISMISSAL PROCESS**

### **A. Reduction Procedures**

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

### **B. Honorable Dismissal List**

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

### **C. Grouping of Teachers Within the Honorable Dismissal List**

Grouping of teachers within the honorable dismissal list will follow Illinois School Code, specifically the Performance Evaluation Reform Act (PERA), as well as the District Reduction in Force (RIF) Committee's agreements.

### **D. Order of Dismissal**

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings and procedures determined by the District Reduction in Force (RIF) Committee, with teachers in Group One (1) dismissed first and teachers in Group Four (4) dismissed last.

1. Within Group One (1), the sequence of dismissal is at the sole discretion of the district.
2. Within Group Two (2), the sequence of dismissal is based on the average of the last two (2) summative performance evaluation ratings, if two (2) ratings are available, or the teacher's last summative performance rating if only one (1) rating is available.
  - a. The average is calculated using the following numeric values:
    - i. Four (4) for "Excellent";
    - ii. Three (3) for "Proficient";
    - iii. Two (2) for "Needs Improvement"; and
    - iv. One (1) for "Unsatisfactory".
  - b. Teachers with the lowest average summative performance evaluation rating shall be dismissed based on seniority, with teachers that have shorter length of continuing service with the district dismissed first.

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

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

## **ARTICLE VIII - RECALL**

### **A. Honorable Dismissal**

In the event the Board has any vacancies, the positions thereby becoming available shall be tendered to Teachers in the following order:

1. Teachers who were in Group Four (4), and Group Three (3), shall be recalled to a vacancy for which they are licensed for the following school term or within one (1) calendar year from the beginning of the following school term. Teachers shall be eligible for recall in reverse order of dismissal.
2. Teachers who were in Group Two (2), who are eligible for recall in accordance with the Illinois School Code, shall be recalled to a vacancy for which they are licensed through February 1 of the following school term.
  - a. To qualify for recall under the Illinois School Code, a Group 2 teacher must have received a Needs Improvement on either of his or her last two evaluations and, if two ratings are available, at least a Proficient rating on the second evaluation. All other Group 2 teachers will have no recall rights.

Eligibility shall be based upon legal qualifications, licensure and any other qualifications established in a District job description.

### **B. Information Responsibility**

Teachers are responsible for informing the most senior Human Resources administrator of any changes in their qualifications and/or contact information after the date of their dismissal.

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

## **ARTICLE IX - TEACHING LOAD**

### **A. Appropriate Number of Students**

The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher.

Appropriateness is based upon the following criteria:

1. The skills and experience of the teacher;
2. The capabilities of the student enrolled;
3. The content of the course;

4. The techniques of teaching required; and
5. Other considerations as mutually agreed upon by the Administration and Association on a case by case basis.

**B. Maximum Class Size or Caseload**

Prior to the start of each semester, class size data (enrollment/sectioning) will be shared with the GEA President or designee. The goal in determining teaching load will be to balance class sizes. In working to achieve this goal, reasonable efforts will be made to place students in classes that are under the noted maximums (below) before exceeding the size of a given class.

The following will serve as maximums for class size or caseload:

	Max Class Size or Caseload*
Art	25
Health	28
English	26
Applied Technology	25
Business Education	28
Family & Consumer Science	25
World Languages	27
Mathematics	28
Physical Education	37
Science	26
Social Studies	28
Driver Education	According to State Code
School Counselor Caseload+	265
Special Education Caseload+	16 (Unless Required by Law)
<p>* Additional Considerations</p> <ul style="list-style-type: none"> <li>- Unless otherwise limited by facility design (e.g., number of stations for students).</li> <li>- Excludes the Glenbrook Academy of International Studies.</li> </ul> <p>+ Caseload Clarification</p> <ul style="list-style-type: none"> <li>- The maximum caseload will be pro-rated for school counselors and special education teachers who are part-time, rounded to the nearest whole number, and based only on their teaching FTE on the staffing plan.</li> </ul> <p>For example:</p> <ul style="list-style-type: none"> <li>- A special education teacher with a 0.8 teaching FTE will have a caseload of 13 (<math>0.8 \times 16 = 12.8</math>, rounded to 13), and a school counselor with a 0.7 FTE will have a caseload of 179 (<math>0.7 \times 265 = 179.2</math>, rounded to 179).</li> <li>- A teacher with a 0.6 special education teaching FTE and a 0.4 TOSA FTE will be assigned a caseload of 10 (<math>0.6 \times 16 = 9.6</math>, rounded to 10).</li> </ul>	

### **C. Exceeding Maximum Class Size or Caseload**

In the event circumstances require exceeding the noted class size maximums, a meeting will be held with the affected teacher, a GEA representative, and the Principal to discuss the circumstance resulting in exceeding the maximum number of students, the instructional impact of the class size and appropriate classroom supports available to the teacher. The supports that may be provided include:

1. Access to an Instructional Coach.
2. Services of an Instructional Aide.
3. Relief from supervisory duties.
4. Consideration of reassignment of students to other teachers.

Teachers assigned a class size or caseload above the maximums will be paid the relevant stipend or may elect to receive additional personal leave as defined in Article XIII, Section I. A teacher who has submitted a notice of intent to retire and has a class or caseload size exceeding the identified maximum will only be allowed to receive the additional personal leave noted above. The use of personal leave will be governed by the requirements for the use of such leave found in Article XI, Section C.

Class and caseload sizes exceeding the identified maximum are also subject to the following rules:

1. Class size shall not exceed thirty (30) students per semester, except for physical education.
2. School counselor caseload shall not exceed two-hundred and seventy-five (275) students.
3. No teacher will have more than two (2) classes per semester above the noted maximums.

### **D. Class Schedules**

The Board shall have the right to conduct either eight (8) period class schedules or block class schedules under the terms and conditions described below in Sections E and F.

If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

### **E. Eight (8) Period Class Schedule**

Teachers shall be assigned to instructional assignments for five (5) of the eight (8) period class day.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first period of each teaching day, or fifteen (15) minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and fifteen (15) minutes at the end of the school day.

Teachers are expected to be at their respective period one (1) assignment at least five (5) minutes prior to the start of period one (1). Those teachers who do not have a period one (1) assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

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

	All Days
<b>Period 1</b>	Class
<b>Period 2</b>	Unscheduled
<b>Period 3</b>	Lunch
<b>Period 4</b>	30 min. Conferences 20 min. Resource Time
<b>Period 5</b>	Class
<b>Period 6</b>	Class
<b>Period 7</b>	Class
<b>Period 8</b>	Class

#### F. Block Class Schedule

Full-time teachers shall be assigned to instructional assignments for five (5) ninety (90) minute blocks plus one (1) ninety (90) minute resource period over two (2) days. The ninety-minute resource period referenced above constitutes a “Sixth Assignment”.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of teaching day, or fifteen (15) minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and fifteen (15) minutes at the end of the school day.

Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

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

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

	Blue/Green Day	Gold Day
<b>Block 1</b>	Class	Class
<b>Block 2</b>	Unscheduled	30 min. Conferences 60 min. Unscheduled
<b>Block 3a</b>	Class	45 min. Lunch
<b>Block 3b</b>	45 min. Lunch	45 min. Sixth Assignment
<b>Block 3c</b>	Class	45 min. Sixth Assignment
<b>Block 4</b>	Class	Class

## **G. Sixth Assignment**

Full-time teachers shall be assigned to one (1) ninety (90) minute resource period over two (2) consecutive instructional days, referred to as a “Sixth Assignment”. Teachers are not expected to take attendance during the ninety (90) minute resource period.

Certain teachers fulfill their Sixth Assignment requirement through their regular assignment. This includes:

1. Special Education teachers with case management; and
2. Applied Technology, Family & Consumer Science, and Science teachers with lab preparation.

Certain teachers will receive a pro-rated Sixth Assignment:

1. Special Education teachers will be assigned a pro-rated caseload in accordance with Article IX, Section B of this agreement.

Certain teachers are exempted from a Sixth Assignment due to certain conditions, with the exception of those teachers who fulfill a Sixth Assignment through their regular assignment. This includes:

1. Part-time teachers;
2. Teachers with an FTE greater than 1.0;
3. Teachers with a co-teaching or team teaching assignment;
4. Teachers who are assigned to teach at more than one campus; and
5. Teachers assigned four (4) or more preparations.

The administration will determine a list of Sixth Assignments that can be assigned to teachers that will be shared and reviewed with the GEA Executive Board annually.

## **H. Unscheduled Time**

A teacher’s unscheduled time shall be used for tasks directly related to the teacher’s instructional responsibilities, except for occasional breaks.

When necessary, a teacher may leave the building during unscheduled time with approval of the teacher’s Instructional Supervisor. In those cases when the teacher’s Instructional Supervisor is not available, the teacher may leave the building with the knowledge of the main office.

## **I. Conference Time**

The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher’s unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher’s supervisor.

#### **J. Part-Time Teacher Unscheduled and Conference Time**

1. In addition to teaching, part-time teachers assigned an FTE of 0.8 are required to be present and available for an additional two (2) blocks of time within the school building.
2. In addition to teaching, part-time teachers assigned an FTE between 0.1 and 0.7 are required to be present and available for an additional one (1) block of time within the school building.

#### **K. Part-Time Teacher Participation During School Improvement Morning Activities**

1. Tenured, part-time teachers on a special leave as defined in Article XI, Section H are strongly encouraged to attend school improvement morning activities.
  - a. Attendance at school improvement morning activities will fulfill one (1) block of unscheduled and conference time as outlined in Article IX, Section J.
2. Non-tenured, part-time teachers are required to attend school improvement morning activities. If, for any reason, the teacher is unable to attend a school improvement morning activity, they must request an excused absence from their supervisor in advance.

#### **L. Non-Classroom Assignments**

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

#### **M. Block and a Half Class Assignments**

Block and a Half Class Assignments: Classes which meet one hundred thirty five (135) minutes every two days are the equivalent of one and a half (1.5) block classes. For example, a teacher assigned to two (2) block and a half classes and two (2) block classes would be considered as teaching five (5) block classes and therefore, could be assigned a Sixth Assignment.

A teacher who teaches one (1) block and a half class and four (4) block classes would be considered as teaching five and a half (5.5) block classes and would be compensated in accordance with Article XIII, Section H of this agreement. Additionally, the teacher will not be given a Sixth Assignment.

#### **N. Preparation Definition**

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

#### **O. Number of Preparations**

It shall not be a practice to assign teachers to more than three (3) teaching preparations.

#### **P. Staff Meetings**

When possible, staff meetings will take place during the contractual day. The Principal or designee may schedule a staff meeting outside of the contractual day, if necessary. All efforts shall be made by teachers to attend these meetings.

### **Q. Activity Supervision**

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

### **R. Parent Night in the Classroom**

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

### **S. Needs of Students**

Teachers share in the responsibility for addressing the educational needs of the students, the community and the school district, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to:

1. Honoring the designated time of arrival and departure from school;
2. Assisting students outside of the regularly scheduled school day;
3. Attending special conferences with parents as they are needed;
4. Spending sufficient time in the school building to fulfill the teacher’s total professional responsibilities.

### **T. Glenbrook and Institute Days**

In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook Days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook Days shall be used for purposes deemed appropriate by the Board, such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development and student assessment.

The Board shall schedule not less than three (3) Glenbrook Days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the 2027-28 school year.

The total number of workdays, inclusive of Glenbrook and institute days, shall not exceed one hundred and eighty-three (183) days during any school year, unless negotiated by the Board and the GEA. For each day so scheduled greater than one hundred and eighty-three (183) days, the Board shall increase teacher salaries by an amount equal to 1.0 FTE per diem for each such day scheduled, for the school year in which the days are scheduled.

### **U. Staff Development**

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

## **V. School Improvement Committee**

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

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

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

## **W. Building Special Education Committees**

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

The subcommittees will be composed as follows:

1. The building Special Education Instructional Supervisor;
2. The building Assistant Principal for Student Services;
3. The district Director of Special Education;
4. Three (3) teachers selected by the GEA President from each building's special education programs; and
5. A non-voting representative of the GEA leadership selected by the GEA President.

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

## **X. Mandated Compliance Training**

The district shall provide no less than one designated professional learning morning prior to October 31 for the purposes of completing mandated compliance training.

**Y. Letters of Recommendation**

Teachers receiving students' requests for letters of recommendation will annually be provided with released time as follows:

Number of Letters Requested	Amount of Released Time
11-15	½ day
16+	1 full day

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

## **ARTICLE X - EVALUATION**

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

### **A. Observations**

Non-Tenured teachers shall be:

1. Formally observed at least two (2) times by March 1 of each school year. At least one formal observation will occur by November 1.
2. Informally observed at least one (1) time, by March 1 of each school year as stipulated in the Teacher Appraisal Handbook.

Tenured teachers shall be:

1. Formally observed at least one (1) time by March 1 every three (3) school years following the receipt of an “excellent” or “proficient” summative evaluation rating.
2. Informally observed at least one (1) time, by March 1 in the first or second year following the receipt of an “excellent” or “proficient” summative evaluation rating.

### **B. Evaluations**

Non-Tenured teachers shall be evaluated at least one (1) time each school year by March 1st.

Tenured teachers shall be evaluated at least one (1) time every three (3) school years by March 1st following the receipt of an “excellent” or “proficient” summative evaluation rating.

The written evaluation will include reflection on the teacher’s goals and include evaluative comments in accordance with the evaluation instrument used by the school district.

The teacher shall sign the written evaluation. The teacher shall be given a copy of any evaluation prepared by their evaluator. Each evaluation will become part of the teacher’s personnel file.

### **C. Teacher Appraisal Handbook**

On or before the first day of school or the first day of employment and before the evaluation process begins, the Principal or immediate supervisor shall provide each teacher with a copy of, and training on, the Teacher Appraisal Handbook.

### **D. Formal Observations**

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

### **E. Evaluation Instruments**

Administrators shall use such procedures, instrument(s), or form(s) as are set forth in the District’s Teacher Appraisal Handbook. All teacher evaluations will be completed no later than March 1.

**F. Right to Respond**

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

**G. District PERA Committee**

In accordance with Illinois School Code and the Performance Evaluation Reform Act (PERA), a Joint Board-Association committee composed of administrators and teachers will annually review the District's Teacher Evaluation Plan and recommend changes, if any, to the Board for approval.

## **ARTICLE XI - LEAVES OF ABSENCE**

### **A. Sick Leave**

1. Each teacher shall be eligible for fifteen (15) days of sick leave with pay per school year.
2. Sick leave may be used in increments of no less than one-quarter (1/4) day. This calculation will be based upon the total length of the teacher's work day.
3. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, as well as, birth, adoption or placement of adoption. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the most senior Human Resources administrator may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family.
4. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent or designee may require the teacher to provide the Superintendent or designee with a physician's certificate; or if the Superintendent or designee believes there may have been an abuse of the sick leave policy, the Superintendent or designee may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent or designee shall be at the Board's expense.
5. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the Board's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the Board provide payment for a teacher's unused sick days.
6. All teachers shall have access to a statement of total unused, accumulated sick leave.
7. When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

### **B. Sick Bank**

1. The Board shall establish a sick leave bank. The sick leave bank shall be administered under the guidelines of Board Policy 5:200.
2. Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

### **C. Personal Leave**

1. Each teacher shall be eligible for two (2) days of personal leave with pay per school year.
2. Personal leave may be used in increments of no less than one-quarter (1/4) day. This calculation will be based upon the total length of the teacher's work day.
3. Personal leave shall be used for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.
4. Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the Principal. The application shall be made at least one week before taking said leave, if possible.
5. In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the Principal immediately upon return to school.
6. All such applications shall be subject to the approval of the Principal or designee.
7. It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacations. However, the Principal or designee may make exceptions to this rule in unusual circumstances.
8. Personal leave may be accumulated from year to year up to a maximum of five (5) days. Accumulated personal leave in excess of five (5) days shall be added to the teacher's accumulated sick leave.
9. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System as accumulated sick days for service credit upon the teacher's retirement.
10. When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

### **D. Professional Leave**

Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that:

1. The administration considers the impact on the department and determines that such a visit, meeting or conference would be worthwhile for the participating teacher;
2. The administration determines that funds are available;
3. The teacher granted such permission is encouraged to share new knowledge of the school visit, meeting, or conference;

4. Under no circumstances shall a teacher be paid more than the teacher's per diem pay and varied expenses without the prior written approval of the administration; and
5. The teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions.

### **E. Leave for Legal Purposes**

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

### **F. Jury Duty**

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

### **G. Sabbatical Leaves**

The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent, the Board may permit teachers to take sabbatical leaves for one (1) semester. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's Instructional Supervisor, the Principal, and the Superintendent.
2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the Principal, the Superintendent, and the supervisory personnel (in the case of a teacher).
3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.
4. Further, it is the policy of this Board to give priority to requests for one (1) year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.
5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24-8 of the School Code, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teacher's Retirement System, State of Illinois. The Board will maintain the

premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.
7. During the sabbatical, the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.
8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's service for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.
9. All requests for sabbaticals shall be submitted to the Superintendent through the Instructional Supervisor and the Principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

#### **H. Special Leaves of Absence**

1. The Board may grant a special leave of absence to tenured staff members when it is deemed to be in the best interest of the district, the building, and the staff member.
2. In order for the Board to approve any request for a Special Leave of Absence, evidence must be submitted in writing by the applicant's supervisor and Principal clearly showing that the applicant has rendered satisfactory performance.
3. All requests for Special Leaves of Absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.
4. Special Leaves of Absence shall be determined between the teacher and most senior Human Resources administrator to establish the starting and ending time.
5. All staff members granted Special Leaves of Absence must notify the Human Resources department in writing by February 1 in the year of their leave of their intent to return or resign from the school district.
6. Failure to notify the Human Resources department in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each Special

Leave of Absence is specifically predicated upon this resignation condition.

7. No salary or other remuneration will be paid to the staff member on a full-time Special Leave of Absence. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time Special Leave of Absence. Life insurance and disability insurance are not provided for staff members on a full-time Special Leave of Absence.
8. Upon the completion of the Special Leave of Absence, the staff member shall be returned to a position for which they are professionally trained and licensed. The tenure status of the staff member shall not be affected by the terms of the Special Leave of Absence.
9. Teachers on a partial Special Leave of Absence shall advance on the salary schedule in accordance with Article XIII, Section C.
10. Teachers on a partial Special Leave of Absence shall be given a full year of seniority credit for the time spent on leave.
11. In addition to teaching, teachers on a partial Special Leave of Absence shall be responsible for the requirements outlined in Article IX, Section J and Article IX, Section K.
12. Teachers on a partial Special Leave of Absence shall receive the same employee benefits as listed in Article XIII, Section M, Subsection 3.

#### **I. FMLA Leaves**

Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 5:185.

## **ARTICLE XII - GRIEVANCE PROCEDURES**

### **A. General Policy**

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.
4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.
5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.
6. Re-employment of probationary teachers is not a proper subject for grievance under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference time as required in Article IX).
9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.
10. If the grievant and the Superintendent agree, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.
13. Article IV, Section F is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

## **B. Procedure for Grievance**

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

### **1. Step 1**

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

### **2. Step 2**

- a. If the grievance cannot be resolved informally, the teacher may file the grievance with the Principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied, and shall state the remedy requested.
- b. Within seven (7) working days after such a written grievance is filed, the Principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance.
- c. Within seven (7) working days after the second step grievance meeting, the Principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

### **3. Step 3**

- a. If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step 2.

- b. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance.
- c. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the Principal, and the Board.

#### **4. Step 4**

- a. If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step 3, a notice of intent to enter into arbitration.
- b. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association.
- c. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

## **ARTICLE XIII - COMPENSATION**

### **A. Intent and Purpose**

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

### **B. General Policies**

1. Any teacher employed by the Board on or after July 1, 2023, shall be placed on the appropriate salary schedule denoted "Teacher Salary Schedule" found in the Exhibits of this Agreement.
2. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Human Resources department by the Principal and shall be in conformity with statutory provisions.
  - a. In the absence of an annual evaluation the teacher will be entitled to the annual increment.
  - b. One (1) step on the salary schedule will be credited for each effective year of teaching in the Glenbrook High School District 225 including the current year, but no more than one (1) step on the salary schedule may be granted in any one (1) year.
  - c. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or designee. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file.
3. Experience outside of Glenbrook High School District 225 may be counted at Board discretion.

### **C. Salary Schedule Advancement/Compensation for Part-Time Teachers**

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

### **D. Academic Attainment**

1. A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.
2. Coursework submitted for Academic Attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.
3. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the most senior Human Resources administrator at least ten (10) business days in advance of the start of the course. Application will be made using the appropriate form provided

by the Human Resources department. Courses not approved in advance by the most senior Human Resources administrator shall not be considered for approval at a later date.

4. Denials of academic attainment requests shall be accompanied by a written rationale from the administrator issuing the decision. In the event of an appeal, written rationales will be provided to the Academic Attainment Committee.
5. The Academic Attainment Committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of:
  - a. The most senior Human Resources administrator;
  - b. The Associate Principals for Curriculum and Instruction; and
  - c. GEA representatives appointed by the GEA President or designee from Glenbrook North and Glenbrook South.
    - i. If a Glenbrook Off Campus teacher requests an appeal, an Academic Attainment Committee member from Glenbrook Off Campus will be seated.
6. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources department no later than September 15. An official transcript must be on file in the Human Resources department no later than October 15.

#### **E. Salary Schedules**

1. The Teacher Salary Schedules and Differential Responsibilities Salary Schedules in effect for the life of this Agreement are contained in Exhibits A through E. The salary schedules are derived by increasing each step of the Teacher Salary Schedules and the Differential Responsibilities Salary Schedules based on a negotiated percentage increase for each year.
2. If, in the judgment of the Board of Education, legislation is enacted which affects teacher pensions or other wages, hours or terms and conditions of employment, or if fundamental changes occur in the method of financing public school education in the State of Illinois, which adversely affects the financial condition of the school district, the Board shall have the option of having Article XIII and Article IX, Section T of this Agreement expire as of June 30, 2025, and renegotiate Article XIII and Article IX, Section T with the Association for the remaining school years of this Agreement.
3. If the Board desires to renegotiate Article XIII and Article IX, Section T, the Board shall notify the Association of its intentions no later than February 1, 2025. Such a negotiation shall be limited to Article XIII and Article IX, Section T of this Agreement.

#### **F. Differential Responsibilities Schedule**

1. The Differential Responsibilities Schedule (DRS) is an instrument designed to compensate those teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher would occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which

compensation has been paid.

2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board, the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Exhibit F.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the Principals. Continued assignment of an individual in a given activity is the Principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate student response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the appropriate administrator, the following information:
  - a. The names of all participants, and
  - b. The beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.
8. The above regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.
9. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
10. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility.

- a. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory.
  - b. Request for payment shall be initiated by the appropriate administrator for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above.
  - c. Whenever possible, payment for differential responsibilities will be made throughout the length of the season/activity.
11. The administration shall attempt to fill the positions listed on the DRS on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed provided that:
  - a. No teacher shall be involuntarily assigned to more than one assignment per year;
  - b. No teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years;
  - c. A teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and
  - d. Assignments shall be related to the teacher's training or experience.
12. The notice period prior to filling vacancies on the DRS contained in Exhibit F shall be five (5) days.
13. Activities listed on Exhibit F may only be split or shared if approved by all of the following:
  - a. The employee(s);
  - b. The Head Coach/Sponsor (if applicable); and
  - c. The Athletic/Activities Administrator; and
  - d. The GEA President or designee.
14. In the event a stipend listed on Exhibit F is no longer to be utilized for its designated purpose, and is going to be used for another DRS purpose, a meeting will occur with the GEA President or designee to discuss the situation.

### **G. Longevity Pay**

Teachers already receiving a \$500 longevity payment during the 2022-23 school year, and who are currently receiving a retirement incentive during the 2022-23 school year will continue to receive this payment until their retirement. Thereafter, no other longevity payment will be paid.

## H. Compensation for a Teacher Assigned to More Than a 1.0 FTE

A full-time teacher with a 1.0 FTE is assigned to teach five (5) classes. In the situation that a teacher is assigned to teach more than five (5) classes, the teacher will receive additional compensation as outlined in this section.

A teacher assigned to more than a 1.0 FTE shall be additionally compensated at a rate of 7.5% per semester of the teacher's teaching salary. In practice, the following scenarios would apply:

	FTE Representation	Salary Calculation
<b>Year-Long, 1 Block Course</b>	0.2	15%
<b>One Semester, 1 Block Course</b>	0.1	7.5%
<b>Year-Long ½ Block Course</b>	0.05	7.5%
<b>One Semester, ½ Block Course</b>	0.025	3.75%

For the purposes of determining salary enhancements in accordance with Board Policy 5:110, compensation for a sixth class shall be considered part of a teacher's contractual salary (e.g., base pay).

## I. Compensation for Exceeding Class Size or Caseload Maximums

Teachers assigned a class size or caseload above the maximums will be paid the relevant stipend or may elect to receive additional personal leave as follows:

### 1. Stipend

- a. A teacher will be compensated \$600 per class, per semester that exceeds that maximum class size or caseload for a minimum of ten (10) school days. Teachers will be responsible to submit a request for an overload stipend through the process identified by the Business Services department. Requests for the fall semester must be submitted by January 31; requests for the spring semester must be submitted by June 1.
- b. The stipend will be paid to the teacher through the regular payroll process.

### 2. Personal Leave

- a. In lieu of the stipend identified in (1) above, a teacher may elect to receive one (1) additional day of personal leave. This election must be made by the teacher within five (5) days of notification of their eligibility for an overload stipend.
- b. A teacher who has submitted a notice of intent to retire and has a class size overload will only be allowed to receive the additional personal leave noted above.
- c. The use of personal leave will be governed by the requirements for the use of such leave found in Article XI, Section C.

## **J. Compensation for Internal Substituting**

1. The compensation for a teacher who is asked by an administrator to substitute for an absent colleague as described in Article IV, Section E, shall be based on the hourly rate of pay of a teacher salaried at the MA-O Column, Step H, of the Teacher Salary Schedule for the applicable year, rounded to the nearest dollar amount.
2. For illustrative purposes, for the 2024-25 school year, this amount would be:

$$\begin{aligned} \$78,881 \div 183 \text{ Days} &= \$431.04 \text{ Per Diem} \\ &\div 7.75 \text{ Hours (465-minute school day)} \\ &= \$55.62, \text{ rounded to } \$56.00 \text{ per Hour } \underline{\text{or}} \text{ } \$84.00 \text{ per 90-minute Block} \end{aligned}$$

3. Part time teachers can access available substitute opportunities when not otherwise working for the District. The compensation for such part time teachers shall be based on the hourly rate of pay of a teacher salaried at the BA-O Column, Step A, of the Teacher Salary Schedule for the applicable year, rounded to the nearest dollar amount.
4. For illustrative purposes, for the 2024-25 school year, this amount would be:

$$\begin{aligned} \$71,403 \div 183 \text{ Days} &= \$390.18 \text{ Per Diem} \\ &\div 7.75 \text{ Hours (465-minute school day)} \\ &= \$50.35, \text{ rounded to } \$50.00 \text{ per Hour } \underline{\text{or}} \text{ } \$75.00 \text{ per 90-minute Block} \end{aligned}$$

## **K. Compensation for Summer School Employment**

1. The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to  $\frac{1}{6}$  of the per diem pay of a teacher salaried at the BA-15 Column, Step A, of the Teacher Salary Schedule for the school year preceding the summer school session, rounded to the nearest dollar amount.
2. For illustrative purposes, for the summer school session that will be held between June and July 2025, this amount would be:

$$\begin{aligned} \$71,403 \div 183 \text{ Days} &= \$390.18 \text{ Per Diem} \\ &\div 6 \\ &= \$65.03, \text{ rounded to } \$65.00 \text{ per Hour} \end{aligned}$$

## **L. Salary Payments**

1. Beginning with the 2023-24 school year, a teacher will be paid the teacher's total salary over twenty-four (24) equal bi-monthly payments starting in September.
2. Teachers employed prior to July 1, 2023, may elect to receive their teacher's total salary over nineteen (19) equal bi-monthly payments, with the remaining five (5) payments being disbursed during the last teaching week of the school year. This one-time election must be made prior to August 30, 2023 through the process defined by the Business Services department.
3. The bi-monthly pay dates for each school year shall be on the 15th and last teaching day of the month during the school year. In the event the normal payday falls on a weekend or a holiday, the salary payment will be made on the last teaching day prior to the weekend or holiday.

## **M. Employee Benefits**

Teachers shall be provided with the benefits as outlined within this section.

### **1. Individual Medical Insurance Coverage**

- a. The Board shall provide individual medical insurance coverage under the district's medical benefit plans. The Board shall pay an amount equal to 95% of the premium for the duration of the Agreement for those teachers with a 1.0 FTE.
- b. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of January 1, 2019 or as mutually agreed to by the Board and the Association.
- c. In all cases, the teacher shall be responsible for the payment of the remaining cost of the premium.

### **2. Family Medical Insurance Coverage**

- a. The Board shall provide family medical insurance coverage under the district's medical benefit plans. The Board shall pay an amount equal to 88% of the premium for the duration of the Agreement for those teachers with a 1.0 FTE.
- b. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of January 1, 2019 or as mutually agreed to by the Board and the Association.
- c. In all cases, the teacher shall be responsible for the payment of the remaining cost of the premium.

### **3. Medical Insurance Premiums for Part-Time/Special Leave Teachers**

- a. For all part-time teachers or teachers on a Special Leave of Absence (less than 1.0 FTE) the Board shall pay a prorated amount of the percentages of the health insurance premiums stated in Article XIII, Section M, Subsections 2 and 3 in direct proportion to the contractual instructional assignment carried by the teacher.

### **4. Board Payment of Required Medical**

- a. The Board shall pay the cost of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50 toward the cost of the pre-employment physical.

### **5. Life Insurance Coverage**

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

### **6. Individual Disability Insurance Coverage**

- a. The Board shall provide full individual disability insurance coverage under the district's Group Long Term Disability Plan at no cost to the individual teacher.

- b. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

**7. Section 125 Flexible Benefit Plan**

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

**8. Tax-Sheltered Annuities**

- a. The Board shall maintain a tax-sheltered annuity program.

**9. Professional Dues**

- a. The Board shall reimburse each teacher up to \$100 annually for dues to professional organizations not including the GEA, IEA, NEA, or other similar teaching organizations.
- b. The dues shall be paid after July 1 and evidence of payment shall be submitted to the Human Resources department by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

**10. Registration of Teaching Licenses**

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

**11. Additional Fringe Benefits for Teachers Hired Prior to July 1, 2000**

- a. The Board shall provide a non-TRS creditable \$1,000 allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for a given plan year for the duration of the contract.
- b. In addition, the Board shall provide a TRS creditable \$2,350 allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for a given plan year for the duration of the contract.
- c. The allowances shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.
- d. Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and

Accountability Act, (HIPAA).

**12. Additional Benefit for TRS Tier 2 Participants**

- a. The Board shall provide a matching contribution to the TRS Supplemental Savings Plan, a 457(b) savings account, for each teacher enrolled in the TRS Tier 2 pension plan for the duration of the contract. The benefit shall be provided as outlined below:
  - i. The Board’s contribution shall serve as a matching contribution up to \$400 each year.
  - ii. To receive this contribution the teacher must also contribute an equivalent amount to the TRS Supplemental Savings Plan.
  - iii. This matching contribution and required minimum contribution amounts will be prorated for teachers with an FTE less than 1.0.
  - iv. The matching contribution shall be administered by the Business Services department and be remitted to the TRS Supplemental Savings Plan administrator no later than June 30th of each fiscal year.

**N. Insurance Risk-Sharing**

- 1. Effective for implementation on January 1, 2021, the Board and the GEA agree to implement a process for health insurance plan cost containment/reduction.
- 2. In the event the Board experiences an annual increase in premium equivalent rates (as recommended by the District plan consultant) in excess of five percent (5%) over the prior year’s premium equivalent rates, the District Cost Containment Committee will be charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 5% threshold. Any such recommended changes will take effect on January 1 following the announced final premium equivalent rates.
- 3. Premium equivalent increases at or under 5% will be shared by the Board and the employees as required by Article XIII, Section M.
- 4. In the event that premium equivalent rates are reduced over the prior year’s rates, the Cost Containment Committee will be charged with recommending ways to share the reduction in premiums with employees insured under the affected insurance plan. Such recommendations might include benefit enhancements, wellness benefits, declaring a partial “premium holiday”, building District insurance reserves, etc.
- 5. In the event the Cost Containment Committee is unwilling or unable to eliminate the increases in premium equivalent rates over 5%, the Board of Education may determine the plan design changes or premium increases necessary to eliminate the increases over 5%.
  - a. As an example of the implementation of this provision, assume the prior year’s premium equivalent rate totaled \$1,000. The new premium equivalent rate announced in September is \$1,100 (an increase of 10%).

- b. Under this scenario, the first 5% (i.e. \$50) would be shared by the Board and the employee pursuant to Article XIII, Section M, Subsections 1 and 2 (i.e. 95% Bd./5% employee or 88% Bd./12 % employee). The remaining \$50 would be the targeted amount Cost Containment must eliminate or the Board would make the necessary decision(s) before open enrollment and a January 1 implementation.
6. It is anticipated that this process would occur as follows:
- a. The new premium equivalent rates will be announced annually in September.
  - b. Cost Containment will formulate its recommendations no later than the end of October.
  - c. Open enrollment would occur in November, with the resulting rates known to employees prior to electing coverage.
  - d. The resulting premium equivalent rates would be implemented in January.

## **ARTICLE XIV - NEGOTIATIONS PROCEDURES**

### **A. Procedures**

1. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.
2. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
3. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.
4. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

### **B. Impasse Procedures**

1. Definition. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XV - TERM OF AGREEMENT**

This official Agreement shall become effective July 1, 2023, and remain in effect until June 30, 2028.

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

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

\_\_\_\_\_  
Matt Whipple, President  
Glenbrook Education Association

\_\_\_\_\_  
Bruce Doughty, President  
Glenbrook High School District 225

**EXHIBIT A**  
**2023-24 183-DAY TEACHER SALARY SCHEDULE**

Negotiated Base Schedule Increase 3.00%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	65,979	69,323	76,584	78,179	79,951	82,118	84,967
B	67,298	70,710	78,115	79,743	81,549	83,760	86,665
C	68,644	72,124	79,678	81,337	83,181	85,435	88,400
D	70,017	73,567	81,271	82,964	84,844	87,144	90,167
E	71,417	75,038	82,896	84,624	86,542	88,887	91,971
F	72,847	76,538	84,554	86,316	88,272	90,665	93,809
G	74,302	78,070	86,246	88,041	90,037	92,478	95,686
H	75,789	79,630	87,970	89,804	91,838	94,328	97,600
I	77,305	81,224	89,731	91,599	93,675	96,213	99,552
J	78,851	82,847	91,525	93,431	95,548	98,138	101,543
K	80,429	84,505	93,355	95,300	97,460	100,102	103,574
L	82,037	86,195	95,222	97,205	99,408	102,104	105,645
M	83,678	87,919	97,127	99,150	101,397	104,145	107,759
N	-	89,677	99,070	101,133	103,424	106,228	109,913
O	-	91,470	101,050	103,156	105,494	108,353	112,111
P	-	93,300	103,072	105,219	107,604	110,519	114,354
Q	-	-	105,133	107,323	109,755	112,730	116,640
R	-	-	107,235	109,468	111,951	114,985	118,974
S	-	-	109,380	111,659	114,190	117,284	121,354
T	-	-	111,568	113,892	116,473	119,630	123,780
U	-	-	113,799	116,170	118,802	122,023	126,256
V	-	-	116,075	118,493	121,178	124,464	128,781
W	-	-	118,396	120,863	123,602	126,953	131,356
X	-	-	120,765	123,280	126,074	129,493	133,983
Y	-	-	123,180	125,745	128,596	132,081	136,663
Z1	-	-	125,644	128,261	131,167	134,723	139,396
Z2	-	-	128,157	130,826	133,791	137,418	142,184
Z3	-	-	130,719	133,443	136,467	140,167	145,028
Z4	-	-	133,335	136,111	139,195	142,969	147,929
Z5	-	-	136,000	138,834	141,980	145,828	150,888
Z6	-	-	138,720	141,610	144,820	148,745	153,905
Z7	-	-	141,495	144,443	147,716	151,720	156,983
Z8	-	-	144,380	147,388	150,728	154,813	160,184

**EXHIBIT B**  
**2024-25 183-DAY TEACHER SALARY SCHEDULE**

Negotiated Base Schedule Increase 3.00%

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	67,958	71,403	78,881	80,524	82,349	84,581	87,516
B	69,317	72,831	80,459	82,135	83,996	86,272	89,265
C	70,704	74,287	82,068	83,777	85,676	87,998	91,052
D	72,118	75,774	83,709	85,453	87,390	89,759	92,872
E	73,560	77,289	85,383	87,162	89,138	91,554	94,730
F	75,032	78,834	87,090	88,906	90,920	93,385	96,624
G	76,531	80,412	88,833	90,683	92,739	95,252	98,557
H	78,063	82,019	90,609	92,498	94,593	97,158	100,528
I	79,624	83,660	92,422	94,347	96,486	99,100	102,538
J	81,216	85,332	94,271	96,234	98,414	101,083	104,589
K	82,841	87,040	96,156	98,159	100,383	103,105	106,681
L	84,499	88,780	98,079	100,121	102,391	105,167	108,814
M	86,189	90,556	100,041	102,124	104,439	107,270	110,991
N	-	92,367	102,042	104,167	106,527	109,415	113,211
O	-	94,214	104,082	106,250	108,658	111,603	115,475
P	-	96,100	106,164	108,375	110,832	113,835	117,784
Q	-	-	108,287	110,543	113,047	116,112	120,139
R	-	-	110,452	112,752	115,309	118,435	122,543
S	-	-	112,661	115,009	117,616	120,803	124,994
T	-	-	114,915	117,309	119,968	123,219	127,494
U	-	-	117,212	119,655	122,366	125,684	130,044
V	-	-	119,557	122,048	124,814	128,198	132,644
W	-	-	121,948	124,489	127,310	130,761	135,297
X	-	-	124,388	126,978	129,856	133,377	138,003
Y	-	-	126,875	129,518	132,453	136,043	140,763
Z1	-	-	129,413	132,109	135,102	138,765	143,578
Z2	-	-	132,001	134,751	137,805	141,541	146,450
Z3	-	-	134,641	137,446	140,561	144,372	149,379
Z4	-	-	137,335	140,195	143,371	147,258	152,366
Z5	-	-	140,080	142,999	146,240	150,203	155,414
Z6	-	-	142,882	145,858	149,165	153,208	158,522
Z7	-	-	145,740	148,776	152,148	156,272	161,693
Z8	-	-	148,711	151,810	155,250	159,458	164,989
Z9	-	-	151,743	154,905	158,415	162,709	168,353

**EXHIBIT C**  
**2025-26 183-DAY TEACHER SALARY SCHEDULE**

For the 2025-26 year, the negotiated base schedule increase will be CPI, no less than 2% and no more than 3%.

**Negotiated Base Schedule Increase (CPI) 2.90%**

STEP	BA-0	BA-15	MA-0	MA-15	MA-30	MA-45	MA-60
A	69,929	73,473	81,169	82,860	84,737	87,034	90,054
B	71,327	74,943	82,792	84,517	86,432	88,774	91,854
C	72,754	76,442	84,448	86,207	88,161	90,550	93,692
D	74,209	77,971	86,137	87,932	89,924	92,362	95,566
E	75,693	79,530	87,859	89,690	91,723	94,209	97,477
F	77,208	81,121	89,616	91,484	93,557	96,093	99,426
G	78,751	82,744	91,410	93,312	95,428	98,014	101,415
H	80,327	84,398	93,237	95,180	97,336	99,976	103,443
I	81,933	86,087	95,103	97,083	99,284	101,974	105,512
J	83,571	87,807	97,004	99,025	101,268	104,014	107,622
K	85,244	89,565	98,944	101,005	103,295	106,095	109,775
L	86,949	91,355	100,923	103,025	105,360	108,217	111,970
M	88,688	93,182	102,942	105,086	107,468	110,381	114,210
N		95,046	105,001	107,187	109,616	112,588	116,494
O		96,946	107,100	109,331	111,810	114,840	118,823
P		98,886	109,243	111,518	114,046	117,136	121,200
Q			111,427	113,748	116,326	119,480	123,624
R			113,656	116,022	118,653	121,869	126,097
S			115,928	118,344	121,026	124,306	128,619
T			118,247	120,711	123,447	126,793	131,191
U			120,612	123,125	125,915	129,329	133,815
V			123,024	125,587	128,433	131,916	136,491
W			125,485	128,099	131,002	134,553	139,220
X			127,996	130,660	133,622	137,245	142,005
Y			130,555	133,274	136,295	139,989	144,846
Z1			133,166	135,940	139,020	142,789	147,742
Z2			135,829	138,659	141,801	145,646	150,697
Z3			138,546	141,432	144,637	148,558	153,711
Z4			141,317	144,260	147,529	151,529	156,785
Z5			144,143	147,146	150,481	154,559	159,921
Z6			147,026	150,088	153,490	157,651	163,119
Z7			149,967	153,091	156,560	160,804	166,382
Z8			153,024	156,212	159,752	164,082	169,774
Z9			156,144	159,397	163,009	167,428	173,235

**EXHIBIT D**  
**2026-27 183-DAY TEACHER SALARY SCHEDULE**

For the 2026-27 year, the negotiated base schedule increase will be CPI, no less than 2% and no more than 3%.

The CPI calculation to be used is defined as the “All Urban Consumers CPI” as used in the Property Tax Extension Limitation Law for the District’s annual tax levy. The following CPI announcements by the U.S. Bureau for Labor Statistics will be utilized for this purpose:

<b>Announcement Date</b>	<b>Applicable Salary Schedule Year</b>
January 2026	2026-27

**EXHIBIT E**  
**2027-28 183-DAY TEACHER SALARY SCHEDULE**

For the 2027-28 year, the negotiated base schedule increase will be CPI, no less than 2% and no more than 3%.

The CPI calculation to be used is defined as the “All Urban Consumers CPI” as used in the Property Tax Extension Limitation Law for the District’s annual tax levy. The following CPI announcements by the U.S. Bureau for Labor Statistics will be utilized for this purpose:

<b>Announcement Date</b>	<b>Applicable Salary Schedule Year</b>
January 2027	2027-28

**EXHIBIT F**  
**2023-24, 2024-25, 2025-26 and 2026-27**  
**DIFFERENTIAL RESPONSIBILITIES SCHEDULE**

**Head Athletic Coach**

STEP	WEEKLY	NUMBER OF WEEKS IN THE SEASON*						
	RATE	9	10	11	12	13	14	15
A	930	8,370	9,300	10,230	11,160	12,090	13,020	13,950
B	949	8,537	9,486	10,435	11,383	12,332	13,280	14,229
C	968	8,708	9,676	10,643	11,611	12,578	13,546	14,514
D	987	8,882	9,869	10,856	11,843	12,830	13,817	14,804
E	1,007	9,060	10,067	11,073	12,080	13,087	14,093	15,100
F	1,027	9,241	10,268	11,295	12,322	13,348	14,375	15,402
G	1,047	9,426	10,473	11,521	12,568	13,615	14,663	15,710
H	1,068	9,614	10,683	11,751	12,819	13,888	14,956	16,024
I	1,090	9,807	10,896	11,986	13,076	14,165	15,255	16,345
J	1,111	10,003	11,114	12,226	13,337	14,449	15,560	16,672
K	1,134	10,203	11,337	12,470	13,604	14,738	15,871	17,005
L	1,156	10,407	11,563	12,720	13,876	15,032	16,189	17,345
M	1,179	10,615	11,795	12,974	14,154	15,333	16,513	17,692
N	1,203	10,827	12,031	13,234	14,437	15,640	16,843	18,046
O	1,227	11,044	12,271	13,498	14,725	15,952	17,180	18,407

\* Some sports have been purposefully assigned a different category through the negotiations process.

9 Weeks	10 Weeks	11 Weeks	12 Weeks
Head Flag Football Head Boys Golf Head Girls Golf	Head Badminton	Head Boys Bowling (12) Head Girls Bowling (12) Head Boys Cross Country Head Girls Cross Country Head Freshman Football Head Sophomore Football  Head Boys Water Polo Head Girls Water Polo	Head Baseball Head Softball Head Boys Soccer (10.5) Head Girls Soccer Head Boys Tennis Head Girls Tennis (10) Head Boys Volleyball (11.5) Head Girls Volleyball (11.5)
13 Weeks	14 Weeks	15 Weeks	
Head Girls Gymnastics Head Boys Lacrosse Head Girls Lacrosse Head Wrestling	Head Cheerleading Head Poms Head Boys Swimming Head Girls Swimming (13)	Head Boys Basketball (15.5) Head Girls Basketball (15.5) Head Boys Track (16) Head Girls Track  Head Varsity Football (11)	

## Assistant Athletic Coach

STEP	WEEKLY	NUMBER OF WEEKS IN THE SEASON*						
	RATE	9	10	11	12	13	14	15
A	750	6,750	7,500	8,250	9,000	9,750	10,500	11,250
B	765	6,885	7,650	8,415	9,180	9,945	10,710	11,475
C	780	7,023	7,803	8,583	9,364	10,144	10,924	11,705
D	796	7,163	7,959	8,755	9,551	10,347	11,143	11,939
E	812	7,306	8,118	8,930	9,742	10,554	11,366	12,177
F	828	7,453	8,281	9,109	9,937	10,765	11,593	12,421
G	845	7,602	8,446	9,291	10,135	10,980	11,825	12,669
H	862	7,754	8,615	9,477	10,338	11,200	12,061	12,923
I	879	7,909	8,787	9,666	10,545	11,424	12,302	13,181
J	896	8,067	8,963	9,860	10,756	11,652	12,548	13,445
K	914	8,228	9,142	10,057	10,971	11,885	12,799	13,714
L	933	8,393	9,325	10,258	11,190	12,123	13,055	13,988
M	951	8,561	9,512	10,463	11,414	12,365	13,317	14,268
N	970	8,732	9,702	10,672	11,642	12,613	13,583	14,553
O	990	8,906	9,896	10,886	11,875	12,865	13,855	14,844

\* Some sports have been purposefully assigned a different category through the negotiations process.

9 Weeks	10 Weeks	11 Weeks	12 Weeks
Asst. Flag Football - 2 Asst. Boys Golf - 1 Asst. Girls Golf - 1	Asst. Badminton - 2	Asst. Boys Bowling (12) - 1 Asst. Girls Bowling (12) - 1 Asst. Boys Cross Country - 2 Asst. Girls Cross Country - 2  Asst. Boys Water Polo - 2 Asst. Girls Water Polo - 2  Asst. Fresh Football - 3 Asst. Soph Football - 2	Asst. Baseball - 5 Asst. Boys Soccer (10.5) - 5 Asst. Girls Soccer - 4 Asst. Softball - 5 Asst. Boys Tennis - 3 Asst. Girls Tennis - 3 Asst. Boys Volleyball (11.5) - 4 Asst. Girls Volleyball (11.5) - 4
13 Weeks	14 Weeks	15 Weeks	
Asst. Girls Gymnastics - 2 Asst. Boys Lacrosse - 3 Asst. Girls Lacrosse - 3 Asst. Wrestling - 5	Asst. Cheerleading - 2 Asst. Poms - 2 Asst. Boys Swimming - 3 Asst. Girls Swimming (13) - 3	Asst. Boys Basketball (15.5) - 4 Asst. Girls Basketball (15.5) - 4 Asst. Boys Track (16) - 4 Asst. Girls Track - 4  Asst. Varsity Football (11) - 4	

## Activity Sponsors

STEP	LEVEL	INTENSITY LEVEL***							
	RATE	2	3	4	5	6	7	8	9
A	1,150	2,300	3,450	4,600	5,750	6,900	8,050	9,200	10,350
B	1,173	2,346	3,519	4,692	5,865	7,038	8,211	9,384	10,557
C	1,196	2,393	3,589	4,786	5,982	7,179	8,375	9,572	10,768
D	1,220	2,441	3,661	4,882	6,102	7,322	8,543	9,763	10,984
E	1,245	2,490	3,734	4,979	6,224	7,469	8,714	9,958	11,203
F	1,270	2,539	3,809	5,079	6,348	7,618	8,888	10,158	11,427
G	1,295	2,590	3,885	5,180	6,475	7,771	9,066	10,361	11,656
H	1,321	2,642	3,963	5,284	6,605	7,926	9,247	10,568	11,889
I	1,347	2,695	4,042	5,390	6,737	8,084	9,432	10,779	12,127
J	1,374	2,749	4,123	5,497	6,872	8,246	9,620	10,995	12,369
K	1,402	2,804	4,206	5,607	7,009	8,411	9,813	11,215	12,617
L	1,430	2,860	4,290	5,720	7,149	8,579	10,009	11,439	12,869
M	1,458	2,917	4,375	5,834	7,292	8,751	10,209	11,668	13,126
N	1,488	2,975	4,463	5,951	7,438	8,926	10,414	11,901	13,389
O	1,517	3,035	4,552	6,070	7,587	9,104	10,622	12,139	13,657

2	3	4	5
Asst. Speech Coach - 2 (Spring Season)	Head Bass Fishing Coach - 1 Asst. Debate Coach - 3 (Per Season)	Freshman Class Sponsor - 1 Asst. DECA/BPA Sponsor - 2 Asst. FCCLA Sponsor - 1 Literary Magazine Sponsor - 1 Peer Group Sponsor - 1 Asst. Play Director - 4 Sophomore Class Sponsor - 1 Head Speech Coach - 1 (Spring Season) Asst. Variety Show Director - 4	Assoc. Debate Coach - 1 (Per Season) Head Fencing Coach - 1* Junior Class Sponsor - 1 Asst. Modern Dance Director - 1
6	7	8	9
Asst. Chess Coach - 1 Head DECA/BPA Coach - 1 Head FCCLA Sponsor - 1 Asst. Math Coach - 4 Play Director - 3 Head Sci. Olympiad Sponsor - 1 Senior Class Sponsor - 1 Variety Show Director - 1	Asst. Field Hockey - 1 Asst. Boys Gymnastics - 2** Asst. Cheerleading Coach - 2 (Non IHSA Season) Advanced Choir Director - 1 Head Debate Coach - 1 (Per Season) Modern Dance Show Director - 1 Asst. Glenbrook United Coach - 2 Asst. Marching Band Director - 2 Asst. Musical Director - 4 Orchestra Director - 2 Asst. Poms Coach - 2 (Non IHSA Season) Asst. Speech Coach - 4 (Fall/Winter Season)	Head Chess Coach - 1 Head Math Coach - 1 Radio Director - 1 Head Scholastic Bowl Coach - 1 TV Director - 1	Head Field Hockey - 1 Head Boys Gymnastics - 1** Head Cheerleading Coach - 1 (Non IHSA Season) Head Glenbrook United Coach - 1 Head Speech Coach - 1 Marching Band Director - 1 Musical Director - 1 Newspaper Sponsor - 1 Head Poms Coach - 1 (Non IHSA Season) Yearbook Sponsor - 1

\* Stipends are limited to a joint Glenbrook North/Glenbrook South team.

\*\* If student participation declines, the activity may be combined into a joint Glenbrook North/Glenbrook South team, or sunset.

\*\*\*Each activity is assigned an intensity level that takes into consideration the number of student contact days, significant culminating events (e.g., graduation, prom, production) and competitions, and overall intensity of the activity. Intensity levels have been assigned through the negotiations process.

**EXHIBIT G**  
**2027-28**  
**DIFFERENTIAL RESPONSIBILITIES SCHEDULE**

For the 2027-28 year, the negotiated base schedule increase will be CPI, no less than 2% and no more than 3%.

The CPI calculation to be used is defined as the “All Urban Consumers CPI” as used in the Property Tax Extension Limitation Law for the District’s annual tax levy. The following CPI announcements by the U.S. Bureau for Labor Statistics will be utilized for this purpose:

<b>Announcement Date</b>	<b>Applicable Salary Schedule Year</b>
January 2027	2027-28

**EXHIBIT H**  
**GUIDELINES FOR ACADEMIC ATTAINMENT COURSEWORK**  
**MEMORANDUM OF UNDERSTANDING**

**1. Rationale**

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

All applications must include a written rationale that explains how the course(s) or degree program is within the teacher's current professional assignment, general area of instruction, or otherwise of value to the district.

**2. Requirements**

Submission for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district and can be made in three ways:

- a. A graduate degree program; or
- b. A non-degree licensure/endorsement program or a focused grouping of classes; or
- c. A single course.

**3. Standards**

Courses submitted for academic attainment must meet the following minimum standards:

- a. A course must meet the standards as outlined in Article XIII, Section D. In addition the credits must be earned at an approved College or University as described below.
- b. College and University course credit will be composed of graduate courses, but credit for undergraduate work may be granted based on the rationale provided by the teacher.
- c. College and University Coursework: The coursework may be completed on campus or distance learning. The credits hereunder must be earned at institutions which are accredited by at least one of the bodies noted below:
  - i. Higher Learning Commission (HLC);
  - ii. National Council of Accreditation of Teacher Education;
  - iii. North Central Association of Schools and College;
  - iv. Middle States, Association of Colleges and School;
  - v. New England Association of Colleges and School;
  - vi. Northwest Association of School and College;
  - vii. Southern Association of Colleges and School;

- viii. WASC Senior College and University Commission; or
  - ix. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.
- d. Note: A course that meets the above requirements is subject to pre-approval.
- e. The teacher must earn a minimum grade of “B” if the course is to be applied toward Academic Attainment.
- i. Upon appeal, a grade of “C” may be accepted for credit by the Academic Attainment Committee.
  - ii. A pass/fail grade can only be credited toward a teacher’s advancement on the salary schedule if part of an approved degree program.
- f. Courses taken for Academic Attainment must meet the Carnegie unit requirement of 15/16 hours of instruction for each academic credit earned.
- g. Online course or degree programs must:
- i. Meet the standards of academic attainment that are applied to traditional course offerings;
  - ii. Be recognized on the approved university’s official transcript; and
  - iii. Be interactive through email, audio/video conferencing, and/or face-to-face interaction with the instructor and class members.
- h. Audio or video courses cannot be accepted for Academic Attainment.
- i. Graduate or undergraduate courses focused on supportive topics. Credits that relate to teaching, learning, and instruction are not considered supportive topics. Supportive topics are those that relate to a teacher’s personal growth. For example, a class for teachers on helping students manage their own stress and anxiety would not be considered supportive while a class on teachers managing their own stress and anxiety would be a supportive topic. Supportive topics are limited to six hours per lane change. Typically these classes are not part of a degree program.

In the event, a course is submitted and denied because it can be taught "in house" (e.g., a course titled "Using Google Forms" is denied because it can be taught internally by a trainer), the teacher can appeal to the Academic Attainment Committee to present any unique needs that might make a certain course necessary for a particular teacher.

Every year, a discussion will be held with GEA representatives, Educational Services, Human Resources, and Associate Principals to continue conversations pertaining to approved coursework under supportive topics.

- j. Credits that may be offered in conjunction with an approved professional leave may not be applied to advancement on the salary schedule unless the teacher bears the full cost of the professional development activity. Any professional leave activity approved by and paid for by the district is not eligible for Academic Attainment credit. Any credit offered through a professional leave activity which occurs during the regular school day, even if paid for separately by the teacher, is not eligible for Academic Attainment.

#### **4. Reimbursement**

Pre-approved credits will be reimbursed in the following manner:

- a. Maximum of 12 Credit Hours per year (September 1 through August 31).
- b. Maximum of \$250 per Credit Hour.
- c. Maximum of \$3,000 per school year (September 1 through August 31).
- d. All requests for tuition reimbursement must be submitted to the Human Resources department no later than September 15 for the prior year. For example, all reimbursement requests for courses taken between September 1, 2023 and August 31, 2024, must be submitted by September 15, 2024.
- e. Reimbursement applies only to licensed staff members employed after July 1, 2001.

#### **5. Academic Attainment Committee**

- a. The committee will be comprised of:
  - i. The most senior Human Resources administrator;
  - ii. The Associate Principals for Curriculum and Instruction; and
  - iii. A GEA representative from Glenbrook North and South appointed by the GEA President.
    - 1. If a Glenbrook Off Campus teacher requests an appeal, an Academic Attainment Committee member for Off Campus will be seated.
- b. In the event that a request for academic attainment is denied, a written rationale shall be provided to the teacher. The Academic Attainment Committee will provide an appeal option for teachers whose requests for Academic Attainment course approval have been denied. In the event of an appeal, the aforementioned rationale will be provided to the Academic Attainment Committee.

**EXHIBIT I**  
**MEDICAL INSURANCE COST CONTAINMENT COMMITTEE**  
**MEMORANDUM OF UNDERSTANDING**

The Board of Education, the Glenbrook Education Association (GEA), the Glenbrook Educational Support Paraprofessional Association (GESPA), and the Glenbrook Educational Support Staff Association (GESSA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs. Therefore, the Board, the GEA, the GESPA, and the GESSA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the Presidents of the GEA, the GESSA, and the GESPA. The committee shall be chaired by the Assistant Superintendent for Business Services/CSBO.

The committee shall also seek representation from non-unionized support groups.

The committee shall convene at least twice during the school year. The committee shall have its first meeting in the winter and its second meeting in the spring.

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

1. A review of the prescription drug plan;
2. A review of the procedures for setting insurance premiums;
3. Benefit costs and utilization rates;
4. Potential savings and enhancements; and
5. Deductibles and copays.

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

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

**EXHIBIT J**  
**PENSION OR LEGISLATIVE CHANGES**  
**MEMORANDUM OF UNDERSTANDING**

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

The Board and GEA negotiations teams will meet to discuss the impact of such changes if during the life of this Agreement, legislation is enacted which affects Board revenue or expenditures in one or more of the following areas:

1. Local property tax “freeze”;
2. Pension cost shift to the Board; or
3. Reduction in state school funding under the Evidence-Based Funding model.

The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and GEA membership.

**EXHIBIT K**  
**SPECIAL EDUCATION/OFF-CAMPUS/TRANSITION**  
**MEMORANDUM OF UNDERSTANDING**

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

1. Caseloads will be determined through resource classes when possible.
2. Case management is the sixth (6th) assignment for special education teachers.
3. Teachers and related service providers in special education will be granted one full day of release for legal paperwork.
4. Teachers will not be required to administer medication to students.
5. Teachers will not be required to go to students' homes for supportive/aggressive attendance.

**EXHIBIT L**  
**STUDENT SERVICES COMMITTEE**  
**MEMORANDUM OF UNDERSTANDING**

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

1. As part of a more comprehensive review of teacher job descriptions, the Administration will review the job description(s) of those positions which are part of the district's student services departments.
2. The GEA and Administration will convene a subcommittee to review alignment of Student Services' staff workload practices between District schools. This subcommittee will be composed of:
  - a. Five (5) administrators selected by the Superintendent or designee;
  - b. Two (2) teachers representing Glenbrook South;
  - c. Two (2) teachers representing Glenbrook North; and
  - d. One (1) representative representing GEA leadership.
3. The school and GEA representatives will be selected by the GEA President or designee.
4. This subcommittee will convene no later than April 2023, with a goal of addressing (1) and (2) above by May 2024. Subcommittee recommendations will be made to the Superintendent and GEA President.

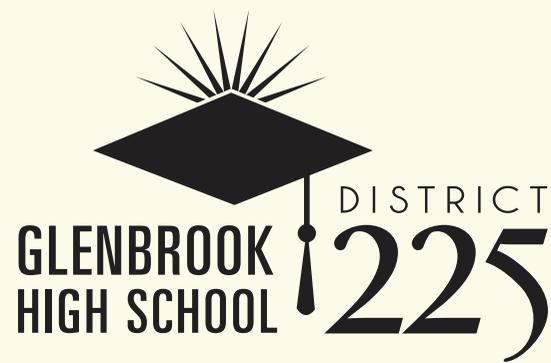
**EXHIBIT M**  
**DIFFERENTIAL RESPONSIBILITIES SCHEDULE**  
**MEMORANDUM OF UNDERSTANDING**

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

1. As part of a more comprehensive review of the Differential Responsibility Schedule (DRS), the GEA and Administration will convene a subcommittee to develop criteria for the placement of existing and new activities in the “Activity Sponsors” schedule.
2. After criteria has been developed, the GEA and Administration will develop a process to be used when considering the placement of existing activities and new activities from Glenbrook North, Off Campus, and South for inclusion within the DRS.
3. This subcommittee will convene no later than April 2023, with a goal of addressing (1) and (2) above by December 2023. Subcommittee recommendations will be made to the Superintendent and GEA President.
4. In accordance with Article XIII, Section F, it is understood that the Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action.

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**GLENBROOK HIGH SCHOOL DISTRICT 225**

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