

***AGREEMENT***

***BETWEEN***

***THE BOARD OF EDUCATION  
KANELAND COMMUNITY UNIT SCHOOL  
DISTRICT #302***

***AND***

***THE KANELAND EDUCATION ASSOCIATION  
IEA/NEA***

2024-2025

2025-2026

2026-2027

2027-2028

2028-2029

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## **Article I – Recognition**

- 1.1 The Board of Education of District #302 recognizes the Kaneland Education Association (KEA), an affiliate of the Illinois Education Association and the National Education Association, as the sole negotiating agent for all full time and part time regularly-employed certificated personnel, including FVCC teachers, heretofore known as Professional Employees. Both parties agree that KEA President and/or designees (hereafter ‘the Association’ ) is the sole negotiating agent for Professional Employees except for the Superintendent and all other administrative personnel having the authority to hire, or transfer, or assign, evaluate or promote, or discharge, or discipline, or process grievances of other Professional Employees. It is the understanding of both parties that administrative assistants, custodians, cafeteria workers, bus drivers, paraprofessionals, secretaries, and maintenance personnel are not part of this bargaining unit.
- 1.2 Regularly employed part-time Professional Employees shall participate in and be entitled to receive fringe benefits on a pro rata basis or as otherwise outlined in this Agreement.
- 1.3 The Board agrees not to negotiate with any other employees’ organizations with regard to items contained in this Agreement unless otherwise provided for in this Agreement. It is understood and agreed, however, that the Board, Administration, individual employees or group of employees in the District retain their right to discuss problems relating to educational matters which are beyond the scope of salaries and the terms covered by the Agreement.

## **Article II – Association Rights**

### **2.1 Right to Organize and Bargain**

Professional Employees shall have the right to form, join, or assist Professional Employees’ organizations, to participate in professional negotiations with the School Board through representatives of their own choosing and to engage in other legal activities, individually or in concert, for the purpose of establishing, maintaining, protecting or improving conditions of professional service. Professional Employees shall also have the right to refrain from any or all of such activities as stated above.

### **2.2 Shared Decision Making**

New initiatives, major committees or substantive issues of concern in the District shall be jointly discussed through a shared decision making process involving a team composed of both the Administration and the Association. The goal of this process is to maintain effective communications between the Association and the Administration. The Administration and the KEA shall maintain a shared decision making process regarding the frequency of meetings required to achieve district goals and initiatives. For the purpose of scheduling institute and SIP day activities/events, the District will solicit input from the Association and in turn provide to the Association a summary of the input provided.

- A. District-wide: For the purpose of identifying the following, the Superintendent and the Association shall meet twice- by May 15th prior to the upcoming school year and subsequently by October 1st:

1. New District initiatives (duties/tasks new to certified staff members' work load)
  2. Revised District initiatives (duties/tasks which change the certified staff members' work load)
  3. Expectations, personnel responsible, and timeline of initiatives
  4. Current initiatives/duties to be removed from certified staff members' work load
- B. Building level: For the purpose of identifying the following, each building principal and the Association shall meet twice- by May 15th prior to the upcoming school year and subsequently by October 1st:
1. New building initiatives (duties/tasks new to Professional Employees' workload)
  2. Revised building initiatives (duties/tasks which change the Professional Employees' workload)
  3. Expectations, personnel responsible, and timeline of initiatives
  4. Current initiatives/duties to be removed from Professional Employees' workload
- C. The personnel responsible shall provide feedback to the appropriate administrator(s) and Association leadership, which shall be shared at scheduled District and building Leadership meetings. In some instances, feedback may include survey results.

### 2.3 Association and Superintendent Meetings

The Superintendent and/or designee shall meet at a minimum quarterly with representative(s) of the Association to discuss matters relating to the implementation of this Agreement. By mutual agreement, a meeting may be canceled.

### 2.4 Association and Principal Meetings

The Principal of each school shall meet monthly with the Association Building Representative(s) to discuss questions relating to the implementation of this Agreement. By mutual agreement, a meeting may be canceled.

### 2.5 Harassment Language

The Board of Education and the Association agree that language regarding harassment will not be changed or removed from board policy during the effective dates of this agreement without both the Board of Education's and Association's approval.

### 2.6 Non-Reprisal

The Board of Education shall not impose or threaten to impose reprisals on Professional Employees, or discriminate or threaten to discriminate against Professional Employees in regard to hiring, promotions, assignment, grievance(s), salary increment, termination of contract, tenure of service, or any other terms or conditions of service by reason of their exercise of the rights provided by this Agreement.

### 2.7 Meetings, Notices and General Information

The Association shall have the right to use the school buildings for meetings provided that such meetings do not interfere with instructional programs or any scheduled district events. Any out of the ordinary expenses, as a result of said meeting(s), shall be reimbursed to the

District by the Association. The Association may use Professional Employee school mailboxes and workroom bulletin boards for Association matters. The Association shall be allowed use of computers and copiers. No school equipment shall be removed from the premises without the Building Principal's authorization.

## 2.8 Association Release Time

- A. The substitute teacher shall be paid by District 302 for the representatives (not to exceed five [5]) of the Kaneland Education Association to attend region, state, or national Illinois Education Association or National Education Association meetings. Attendance at such meetings shall be charged to the KEA member as a district conference/professional day. The Kaneland Education Association shall reimburse District 302 for the actual cost of the substitute teacher. The other expenses of delegates to these meetings shall be paid by the Kaneland Education Association. Persons who wish to attend such meetings shall notify their principal at least 21 calendar days in advance.
- B. The responsibility of District 302 to pay substitute teachers or any other expenses for persons attending Illinois Education Association or National Education Association meetings shall not extend beyond the delegates representing the local Kaneland Education Association at such meetings.
- C. In the negotiating year, the bargaining team will be allowed two days for negotiation purposes. These two (2) full days may be utilized as four (4) half-day sessions or a combination thereof to minimize instructional time missed, provided that the total negotiation time does not exceed two (2) full days. During non-negotiating years, the bargaining team will be allowed one day upon mutual agreement between Administration and the Association leadership. Substitutes, not to exceed 15, will be paid by District 302. Principals will be notified by participating association representatives at least two (2) weeks in advance. Upon request by the Association, the Superintendent may allocate additional days; with any cost to be mutually determined by the District and Association.
- D. For the purpose of fostering communication and contract maintenance discussion, the KEA President and Chief Negotiator shall be allotted the following conditions:
  - 1. The KEA President shall be provided a duty free KEA planning time of ½ a school day, daily, which shall be scheduled upon mutual agreement between the Association and the Superintendent.
  - 2. The Chief Negotiator shall be provided a duty free KEA planning time of approximately 45 minutes daily in a non-contract year and approximately 90 minutes daily in a contract year, which shall be scheduled upon mutual agreement between the Association and the Superintendent.
  - 3. Whenever possible, the duty free KEA planning time of the KEA President and the Chief Negotiator shall be concurrent at the end of the day.

## 2.9 Dues Check Off

- A. The Board shall deduct from the regular paycheck of each teacher listed by the KEA the required amount of Association dues as authorized by the KEA. The District will send the Association an updated Bargaining Unit Member list no later than September 15<sup>th</sup>. The Association will send the District a dues deduction list no later than one week prior to the first October payroll pay date. The dues will be deducted in 16 installments beginning with the second payroll in October. The dues and a list of Professional Employees from whom the dues have been deducted and the amount deducted from each shall be forwarded to the proper Association officer no later than ten (10) days after such deductions were made. Deductions shall continue unless and until the authorization is withdrawn by written notice to the District by the Association.
- B. The KEA and the Illinois Education Association agree to defend, indemnify, and save the Board harmless against any claim, demand, suit or other form of liability that may arise by reason of any action taken by the KEA or the Board in complying with the provisions of this Section, provided that this paragraph shall not apply to any claim, demand, suit or other form of liability that may arise as a result of the Board's failure to comply with the lawful obligations imposed upon it by this Section.

## 2.10 Posting of Agreement

Upon ratification of this Agreement, the office of the Superintendent shall prepare the Agreement and post it on the District's web-site. Memoranda of Understanding and Letters of Agreement that change the terms of this Agreement will be posted on the same web page as the Agreement.

## 2.11 Curriculum Content and Textbook Selection

In order to promote effective curriculum coordination and development, curriculum content and selection of instructional materials shall be determined with input provided by the Professional Employees and other supervisory staff. To meet this goal, articulation between various grade levels and academic disciplines will occur.

In the event that curriculum needs to be developed or revised, the involved Professional Employees will have input into when the work occurs i.e. during the school day, after school, weekends, or summer. Professional Employees will be compensated according to section 11.15.2. The plan created by the committee must be approved by the Director(s) of Education Services.

## 2.12 Association Notification of New Hire

Names and addresses of new Professional Employees shall be provided to the Association President within five (5) school days after their Board approved hiring.

## **Article III – No Strike Provisions**

It is agreed and understood that there shall be no strike, work stoppage, picketing, or other concerted action or refusal or failure to fully and faithfully perform job functions and responsibilities or other

interference with the operations of the District by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

#### **Article IV – Negotiations Procedures**

- 4.1 Negotiations shall be conducted pursuant to the Illinois Educational Labor Relations Act.
- 4.2 When negotiations are conducted during regular work hours, release time shall be provided by District #302 for the Association's negotiating committee members.
- 4.3 Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- 4.4 Both parties agree to negotiate in good faith.
- 4.5 It is the mutual responsibility of District #302 and the Association that their respective negotiating agents shall be clothed with necessary power and authority to make and consider proposals, counter-proposals, and tentative agreements.
- 4.6 By mutual agreement of both parties, negotiations shall begin on or before May 1<sup>st</sup> of the year the Agreement expires, except as provided by law.
- 4.7 All tentative Agreements shall be written and initialed by the spokesperson of the respective teams at the meeting the tentative Agreement is reached. Initialed copies shall be given to each negotiating team. The next negotiating session will be scheduled prior to adjournment whenever possible.
- 4.8 The Agreement or any phase of it shall be considered tentative until the entire Agreement is negotiated. After the Professional Employees have ratified the Agreement, the Employer shall take official action on the tentative Agreement at or before its next regularly scheduled meeting.
- 4.9 All negotiating meetings shall be closed sessions.
- 4.10 It is agreed that the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) or another mutually agreed upon mediation service, if either party to this Agreement declares impasse. In the event the parties cannot agree upon a mediation service, the Illinois Educational Labor Relations Board shall be notified.
- 4.11 If any of the following documents are not on the District's website, the Employer shall furnish them in an electronic format, at no charge, to the Association president or his/her designated representative upon their written request: Board agendas, official minutes of the Board meetings, monthly budget summaries, Board policy manual, proposed and/or amended Board policies, annual auditor's report, proposed budget, current fiscal year budget, a list of Professional Employee salaries; salary matrix scatter gram of the placement of Professional Employees on the salary matrix, a list of differential/stipend and recipients; differential scatter gram, present and projected insurance costs, a list of Professional Employees who are participating in the District's health and dental plan and their tier of coverage, possible

retirement list and projected costs; and any other additional information to which the Association is entitled under law.

## Article V – Conditions of Employment

### 5.1 School Calendar

The Board shall establish for the coming year a school calendar which does not exceed one hundred eighty-five (185) school days. The calendar shall contain no more than one hundred eighty (180) employee work days to include days scheduled for institute, school improvement, and parent/teacher conferences. The Association may make recommendations and discuss them with the Superintendent on or before March 1.

In the course of a school year, the Administration shall assign a minimum of four (4) regular length workdays as institute days and an additional number of regular length School Improvement Days (SIP). These days shall include the following to address the goals of the District and may be scheduled according to level needs.

- A. On four (4) separate Kaneland Institute/SIP days, Professional Employees shall receive a two (2) hour session of individual work time.
- B. On four (4) separate Kaneland Institute/SIP days, Professional Employees shall receive one (1) hour of collaborative/team duties work time.

If there is a change in the number, length, or schedule of Institute/SIP days required by the Illinois General Assembly, Illinois State Board of Education, or Regional Office of Education, both parties agree to come back and bargain in good faith related to this Section.

### 5.2 Class Size

- A. It is recognized by the Board and the Association that the pupil-teacher ratio is an important aspect of a quality program. In order to keep class sizes at a level conducive to effective learning, the Board shall make an effort to achieve the lowest possible class sizes that finances and facilities will allow based on the suggested guidelines that follow:
  - 1. Classrooms:
    - K-2: 22 pupils
    - 3-5: 24 pupils
    - 6-12: 26 pupils
  - 2. Physical education:
    - 35-38 pupils per class
  - 3. Special education:
    - As per state regulation and as established by committee (ref. 5.14)
  - 4. Labs/workstation classes:
    - Enrollments will be capped in classrooms that have specific size limitations based on safety considerations. Classes requiring lab or workstations will not be enrolled over the number of workstations available. The number of lab/work stations available in a given room will be determined by the building principal in consultation with the department chair/team leader/grade level leader and the Professional Employee involved. A class requiring

lab/workstations is defined as one where students spend a significant portion of class time at the station.

5. Any KPASS block class shall follow the guidelines listed in 5.2.A.1.

- B. It is recognized by the Board and the Association that the ratios within support services are an important aspect of a quality program. Support service providers, including but not limited to social workers, school counselors and school psychologists are recognized as resources on said ratios. The Board shall make an effort to achieve the lowest ratios that finances and facilities will allow based on the suggested guidelines of the American School Counselors Association, the School Social Work Association of America, the National Association of School Psychologists, and other professional associations.
- C. The Superintendent or designee shall provide projected rostered class sizes to the KEA President within ten (10) school days after announcing tentative Professional Employee assignments for the following year.
- D. The Board and the Association agree to communicate concerns related to growth and work together to try to maintain educationally appropriate class sizes or class compositions. Professional Employees will be recognized as a resource on class size, class composition, and learning environment. As finances and facilities allow, the Board will continue to give high priority to reducing class sizes to the suggested guidelines/ratios listed above and to ensure educationally appropriate class compositions.
  - 1. When a concern exists regarding numbers of pupils exceeding the above listed guidelines/ratios, or with a specific class composition, the following will apply:
    - a. Concerns may be submitted to the building administrator. After review by the building administrator and Professional Employee(s), a recommendation for relief will be submitted to the Superintendent, if so desired, by either the Professional Employee(s) or building administrator. The Association and the Board assume that class size/ratio concerns or class composition will have been discussed first and in detail at the building level.
    - b. Upon request of the KEA President, the Superintendent and/or designee shall meet with the KEA President and/or designee to address concerns regarding rostered class sizes or specific class composition.
    - c. The Association may submit a written request for relief directly to the Superintendent and Board of Education, who shall meet with the Association to review the request. Written rationale shall be provided by the District to the Association for any requests denied.
  - 2. Types of relief may include, but are not limited to: release time, stipend, paraprofessional, relief from extra duties, clerical support, change of class composition and shall not create a precedent.
    - a. It is understood that relief requiring the expenditure of funds is predicated upon approval by the Board of Education.
    - b. Any relief that could result in direct remuneration to a Professional Employee shall be negotiated by the District with the Association.

### 5.3 Professional Employee Work Days

#### A. District-wide

1. The building schedules do not preclude the specific assignment of other duties during the school day.
2. Time after contractual hours may include:
  - a. Attendance at faculty meetings
  - b. Professional conferences
  - c. A mutually agreed upon time to meet with parents
3. Professional Employees assigned to multiple attendance centers must contact the attendance center's administrator regarding information missed from a faculty meeting within one week of the missed meeting.
4. Professional Employees who miss a faculty meeting must contact the building administrator regarding information missed from a faculty meeting within one week of the missed meeting.
5. The Board agrees to implement a schedule that provides every Professional Employee whose duties require attendance at school for four (4) or more clock hours in any school day a duty free lunch period not less than thirty (30) minutes in each school day.
  - a. The thirty (30) minute duty free lunch will not be deducted from personal or sick time if the Professional Employee is present at work for a total of 3.5 hours of the school day.
  - b. Thirty (30) minutes is the maximum amount of time that will be guaranteed for lunch allowance when sick time is taken even if a Professional Employee has additional time allotted for lunch due to scheduling.
  - c. The responsibility for notifying the building secretary to deduct the thirty (30) minute duty free lunch from the amount of time absent rests solely with the Professional Employee requesting the sick or personal time.
6. All part-time Professional Employees shall attend full day of all Institute/SIP days and shall receive compensation paid at their hourly rate for any extra hours worked above a regular contract day on those Institute/SIP days. To receive compensation, all extra hours worked should be reported by the Professional Employee on a time card and given to the building secretary.
7. E-learning day expectations for Professional Employees shall be discussed with the Association before implementation.

#### B. Elementary

1. Elementary Professional Employees will be required to be at their first point of duty at 8:05 a.m. and may leave at 3:35 p.m. Student arrival: 8:45 a.m.; student tardy bell: 8:50 a.m. Student dismissal from the classroom will be completed by 3:30 p.m.

2. Elementary Professional Employees shall receive 300 minutes of planning time per week with planning periods not less than 30 minutes uninterrupted per day.
3. Collaboration time will be conducted from 8:05-8:40 a.m.
4. A maximum of two (2) faculty meetings per month may be conducted during the collaboration time; after school faculty meetings may occur when emergencies arise, as determined by administration.
5. A maximum of two (2) days per A-E rotation of elementary Professional Employee collaborative plan time may be scheduled by the administration. The remaining time will be scheduled by the Professional Employees.
6. Elementary Professional Employees will be required to participate in one open house and one curriculum night per school year, not to exceed two hours for each event.
7. The curriculum night for kindergarten will be held within seven days prior to the start of the school year as determined by each building.

C. Middle School

1. Middle School Professional Employees will be required to be at their first point of duty at 7:20 a.m. and may leave at 2:50 p.m.
2. The typical middle school work day will include five instructional periods, an individual planning period, a team collaboration planning period (where each is the same length as a regular class period), one supervision period, and one shortened period for homeroom not to exceed twenty-six (26) minutes.
  - a. Exploratory Professional Employees and PE Professional Employees may be assigned a 6<sup>th</sup> class in lieu of a supervision.
  - b. The supervision period is defined as student contact time that does not include whole group instruction and does not include any additional preparations.
  - c. A Professional Employee with three (3) preparations as defined in the Student Course booklet will be given an additional individual planning period in lieu of a supervision.
  - d. Two-fifth ( $\frac{2}{5}$ ) of Team Collaboration planning periods will be scheduled by the administration prior to the start of the school year. Three-fifths ( $\frac{3}{5}$ ) of Team Collaboration planning periods will be scheduled by the Professional Employees.
3. The number of faculty meetings conducted before or after the duty day should not exceed more than one 60-minute meeting per month except where emergencies arise as determined by the principal.
4. Middle school Professional Employees will be required to participate in one open house evening, not to exceed two hours.
5. Professional Employees who are working in the co-teaching model shall have common plan time.
  - a. If common plan time is not possible during the regular instructional day, plan time will occur outside of contractual hours, paid at 11.15 (teacher related duties) for forty-five (45) minutes, up to thirty-six (36) times per school year.
6. Homeroom – The District will provide the curriculum and materials, including the Social/Emotional lesson and/or any activities for use during the homeroom period without any additional preparations by Professional Employees.

- a. The homeroom period will not exceed twenty-six (26) minutes.
- b. A maximum of one pre-prepared social/emotional lesson will be required per week.
- c. All Professional Employees will be assigned a homeroom with the exception of the following:
  - i. Counselors, social workers, MTSS interventionists, speech language pathologists, and behavior facilitators who will use the homeroom period to meet with students and groups.
  - ii. Special Education Case Managers will use the homeroom period as a Data Period and/or to meet with students on their caseload.

D. High School

1. High School Professional Employees will be required to be at their first point of duty at 7:30 a.m. and may leave at 3:00 p.m.
2. The typical high school work day will include five instructional periods, two (2) planning periods, and one shortened homeroom.
  - a. Professional Employees may accept a supervision during a planning period at the following rates:
    1. MTSS \$1,750 per semester (does not apply to MTSS Professional Employees)
    2. Math Resource Study Hall, Journalism, HOPE Lunch, \$1,375 per semester
    3. Study Hall, Hallway Monitor, Dean Duty, Lunch Detention, Shop, and Locker Room \$1,000 per semester
  - b. Administration reserves the right to offer the supervisions in (a.1) and (a.2) above to the most qualified Professional Employees.
  - c. If there are multiple Professional Employees interested in the supervisions in (a.3) above, a lottery will be conducted.
  - d. In the event that a supervision is unfilled, the Administration shall assign the supervision during a Professional Employee's planning period. Administration will make a good faith effort to minimize assigned supervisions.
  - e. Professional Employees who accept and assume a supervision will be notified of the pay rate, and semester assigned, in writing within two weeks of acceptance.
  - f. Any additional supervision stipends will be mutually agreed upon between the Association and the District.
3. High School Professional Employees shall have team/department collaboration time equal to 60 contiguous minutes per week in addition to their planning period (D.2). The high school will have an early release schedule once per week, typically on Wednesdays, to allow for team/department collaboration time.
4. The number of faculty meetings conducted before or after the duty day should not exceed more than one 60-minute meeting per month except where emergencies arise as determined by the principal.
5. High school Professional Employees will be required to participate in one open house evening, not to exceed two hours.

6. Professional Employees who are working in the co-teaching model shall have common plan time.
  1. If common plan time is not possible during the regular instructional day, plan time will occur after school, paid at 11.15.2 (teacher related duties) for forty-five (45) minutes, up to thirty-six (36) times per school year.
  2. If one of the co-teachers cannot be subbed out of their duty/supervision period, plan time will occur after school, paid at 11.15.2(teacher related duties) for forty-five (45) minutes, up to thirty-six (36) per school year.
  3. If common plan time is not possible during the regular instructional day, plan time will occur outside of contractual hours, paid at 11.15 (teacher related duties) for forty-five (45) minutes, up to thirty six (36) times per school year.
7. Homeroom – The District will provide the curriculum and materials, including the Social/Emotional lesson and/or any activities for use during the homeroom period without any additional preparations by Professional Employees.
  - a. The homeroom period will not exceed thirty minutes and will occur simultaneously across the entire building.
  - b. A maximum of one pre-prepared social/emotional lesson will be required once per month.
  - c. All Professional Employees will be assigned a homeroom with the exception of the following:
    - i. Counselors, social workers, MTSS interventionists, speech language pathologists, and behavior facilitators who will use the homeroom period to meet with students and groups.
    - ii. Special education case managers will use the homeroom period as a data period and/or to meet with students on their caseload.
8. High School Counselor Summer Work  
Professional Employees working as High School Counselors may work up to an additional fifteen (15) pre-approved days during each summer and shall be paid at the greater of the teacher-related duty rate listed in section 11.15.2, or an hourly rate calculated by dividing their most recently completed school year base salary by 1,350 hours (7.5 hours per day x 180 days per year).

The building Principal shall determine the number of needed additional summer work days (up to fifteen (15) days) and notify the High School Counselor by May 15th of each year, for dates to be worked after July 1 of the following school year. (e.g.: Notice by May 15, 2024 of five (5) days to be worked in July/August 2024 and five (5) days to be worked in June 2025).

The High School Counselor shall record the additional work days on a timesheet, and submit the timesheet to the Business Office in accordance with payroll procedures.

A High School Counselor who has submitted a retirement notice shall be pre-approved to work up to the same number of additional summer work days that

they worked in the year in which they submitted the retirement notice during each school year in which they receive a retirement enhancement.

E. Fox Valley Career Center

1. Fox Valley Career Center (FVCC) Professional Employees shall have a planning period of at least 60 minutes.
2. FVCC Professional Employees are to follow the same scheduled start and finish time as the High School Professional Employees.
3. FVCC Professional Employees only have to be in attendance on final exam days when they must administer an exam for a KHS class they teach.
4. Faculty meetings conducted before or after the duty day should not exceed more than one 60-minute meeting per month except where emergencies arise as determined by the director.
5. FVCC Professional Employees will be required to participate in one open house evening, not to exceed two hours.
6. FVCC Professional Employees shall have team/department collaborative time equal to 60 contiguous minutes per week in addition to their planning period, as approved by the FVCC Board. The Association and Board of Education will work to achieve mutual agreement on the implementation of this collaborative time.

F. Kaneland IgKnight Personalized Learning Academy (Grades 3-8)

1. The KIPLA (Grades 3-8) student day will be from 7:40 am to 2:35 pm. Professional Employees will be required to be at their first point of duty at 7:35 am and may leave at 3:05 pm.
2. KIPLA (Grades 3-8) Professional Employees will participate in collaboration time from 2:35 pm to 3:05 pm each day. Two-fifths ( $\frac{2}{5}$ ) of the instructional day collaboration times may be scheduled by the administration. The remaining three-fifths ( $\frac{3}{5}$ ) of instructional day collaboration times will be scheduled by the Professional Employee.
3. KIPLA (Grades 3-8) Professional Employees shall receive 300 minutes of planning time per week with planning periods not less than 30 minutes uninterrupted per day.
4. KIPLA (Grades 3-8) Professional Employees will be required to participate in one (1) open house and one (1) curriculum night per school year, not to exceed two (2) hours for each event.
5. The typical KIPLA (Grades 3-8) Professional Employee work day will include one (1) shortened period for homeroom not to exceed thirty minutes. The homeroom period is defined as student contact that may include whole group instruction on pre-prepared Social Emotional lessons.
  - a. A maximum of one (1) pre-prepared Social/Emotional lesson will be required per week. The District will provide to Professional Employees the Social/Emotional lesson and/or any activities or curriculum for use during the homeroom period without any additional preparations by Professional Employees.

6. The number of faculty meetings conducted before or after the duty day should not exceed more than one (1) sixty (60) minute meeting per month except where emergencies arise as determined by the principal.

#### 5.4 Class Load

It is also recognized by the Board and the Association that the class load is an important aspect of an effective program.

- A. The following applies to Elementary: A Professional Employee who accepts an overload at the elementary level, beyond their regular teaching schedule, will be compensated at the following rates:
  - a. 30 minutes – 8.33% of current salary
  - b. 45 minutes – 12.5% of current salary
  - c. 60 minutes - 16.67% of current salary
  - d. Or prorated incrementally
  
- B. The following applies to the Middle School:
  1. A class preparation shall be defined as a separate class listing, as described in the middle school course description booklet. Annually the Student Course Booklet will be collaboratively reviewed by the Association and administration, followed by recommendation to the Board of Education for approval. The Association will be given at least ten (10) professional employee work days to consult with its members before the course book goes before the Board of Education for approval.
  2. Middle school Professional Employees will not be required to have a class load of more than five (5) classes and three (3) preparations. In specific instances, in order to cover a single section of a particular class, a Professional Employee may be asked, but not required, to accept either a sixth class or a fourth preparation.
    - a. The areas of physical education, vocal music and band will count as one (1) preparation. The aforementioned standards apply for regular education Professional Employees; state and federal rules and regulations apply for all special education Professional Employees.
    - b. In industrial technology and art a reasonable effort will be made not to exceed 3 class preparations in one quarter, but a maximum of 4 will be allowed, as long as the total number does not exceed 6 per year. Such decisions will be made in consultation with the Professional Employee in question. Prior to the publication of the schedule to all building staff, the Professional Employee impacted will be allowed time to share input and ideas with the administrator. A summary of the conversation will be sent to the member by the administrator within one week of the conversation.
    - c. For the purposes of calculating an overload, Spanish is to be considered a Core class and not an Exploratory class.
  3. A Middle School Professional Employee who accepts an overload that exceeds 5 classes and/or 3 preps will be compensated at the following rate:
    - a. For four (4) preparations – 12.5% of current salary.
    - b. For six (6) classes – 20% of current salary.
    - c. For six (6) classes and four (4) preparations – 22.5% of current salary.

4. Calculation of Additional Preparations and Overload Compensation

Sample Salary	Rate		Compensation
\$45,000	.125	1 additional class preparation	\$5,625.00
\$45,000	.20	Teaching 6 classes	\$9,000.00
\$45,000	.225	Teaching 6 classes and 4 preparations	\$10,125.00

5. Within one (1) week of a middle school Professional Employee accepting an overload, the administrator shall provide them with a copy of their new agreed-upon schedule, including the overload compensation rate. A copy of this schedule shall also be forwarded to the business office. Upon processing of the overload, the Professional Employee shall receive a new payroll information sheet for review.

C. The following applies to the High School:

1. A class preparation shall be defined as a separate class listing and credits awarded as described in the course description booklet. Annually the Student Course Booklet will be collaboratively reviewed by the Association and administration, followed by recommendation to the Board of Education for approval. The Association will be given at least ten (10) Professional Employee work days to consult with its members before the course book goes before the Board of Education for approval.
2. High School Professional Employees will not be required to accept more than three (3) class preparations during the same semester.
  - a. If Personal Fitness I and Personal Fitness II are taught in the same period, they will be counted as one (1) class preparation.
  - b. In industrial technology, physical education, performance music, and art, a reasonable effort will be made not to exceed 3 class preparations in one semester, but a maximum of 4 will be allowed, as long as the total number does not exceed 6 per year. Prior to the publication of the schedule to all building staff, the Professional Employee impacted will be allowed time to share input and ideas with the administrator. A summary of the conversation will be sent to the member by the administrator within one week of the conversation.
  - c. Special education and driver education behind the wheel will be exempt from 5.4 C.1 and 5.4 C.2.
3. A High School Professional Employees who accepts an overload that exceeds 5 classes and/or 3 preps in one semester will be compensated at the following rate (excluding the exceptions outlined in 5.4/C.2.b and 5.4/C.2.c)
  - a. For four (4) preparations – 12.5% of current salary.
  - b. For six (6) classes – 20% of current salary.
  - c. For six (6) classes and four (4) preparations – 22.5% of current salary.
4. Within one (1) week of a high school Professional Employee accepting an overload, the administrator shall provide them with a copy of their new agreed-upon schedule, including the overload compensation rate. A copy of this schedule shall also be forwarded to the business office. Upon processing of the overload, the Professional Employee shall receive a new

payroll information sheet for review.

Calculation of Additional Preparations and Overload Compensation

Sample Salary	Rate		Compensation
\$45,000	.125	1 additional class preparation	\$5,625.00
\$45,000	.20	Teaching 6 classes	\$9,000.00
\$45,000	.225	Teaching 6 classes and 4 preparations	\$10,125.00

- D. The following applies to Fox Valley:
- A class preparation shall be defined as a separate class listing and credits awarded as described in the course description booklet.
  - FVCC Professional Educators will not be required to accept more than two (2) different class preparations during an academic year.
  - Within one (1) week of a FVCC Professional Employee accepting an overload, the administrator shall provide them with a copy of their new agreed-upon schedule, including the overload compensation rate. A copy of this schedule shall also be forwarded to the business office. Upon processing of the overload, the Professional Employee shall receive a new payroll information sheet for review.
  - In the event a Professional Employee teaches courses at both Kaneland High School and FVCC both parties agree to bargain in good faith regarding this section.
- E. The following applies to Kaneland IgKnight Personalized Learning Academy (Grades 3-8):
- A Professional Employee who accepts an overload at the KIPLA (Grades 3-8), beyond their regular teaching schedule, will be compensated at the following rates:
    - 30 minutes – 8.33% of current salary
    - 45 minutes – 12.5% of current salary
    - 60 minutes – 16.67% of current salary
    - Or prorated incrementally
- F. The district and the Association recognize both the importance of a Professional Educator’s planning time and addressing the needs of students. Upon administrator request, Professional Employees will be reimbursed at the extra duty pay rate (11.15) for individual plan time missed in excess of six individual plan times per year to attend a parent/student meeting, including, but not limited to an MDR, IEP, or annual review. A missed plan time shall be defined as missing 50% or more of an individual plan period. The language of 5.4E shall not supersede any agreements developed under 5.14.
- G. The following applies to Certified School Nurse Overload:  
Certified School Nurses who perform pre-approved CSN duties at another building level during or outside of the school day will be paid a twenty percent (20%) overload of the CSN's hourly per diem rate, including TRS. The CSN Overload shall not exceed 180 hours in a given school year. (For example, if the CSN's base salary is \$50,000, then \$50,000 divided by 180 days, divided by 7.5 hours equals \$37.03 per

hour. Twenty percent would then be added to the hourly rate, equating to \$44.44 per hour.) The CSN shall confer with the Director of Special Services when prioritizing work and pre-approving hours. The CSN shall complete a district Record of Time Worked form and submit it to the Director of Special Services on a weekly basis.

Certified School Nurse duties subject to this section include, but are not limited to; health history, IEP attendance, health goal writing, report writing, IWAS reporting, vision/hearing screening, health care plans, and other health-related duties. This section is not applicable to internal substitute nursing.

#### 5.5 Internal Substitution

- A. Every effort shall be made to secure substitute teachers to assume the duties of regularly employed Professional Employees in their absence. Professional Employees may be asked, but not required, to serve as substitutes except in cases of emergency, as determined by the building administrator.
- B. Any Professional Employee who, as an internal substitute, accepts a class in addition to their assigned schedule and student load shall be compensated at the extra duty pay rate as indicated in Section 11.15.
- C. Any part-time Professional Employee who accepts a class outside their contractual day shall be compensated at the substitute teacher pay rate as established by the District.
- D. Professional Employees reserve the right to occasionally substitute for their colleagues without compensation and with administrative approval so that another Professional Employee might engage in a professional endeavor.
- E. Each elementary building principal will identify one (1) Professional Employee per trimester who holds the proper and valid administrative licensure and is willing to act as a substitute administrator. The Professional Employee will be paid a stipend of \$300 per trimester, which includes TRS.
- F. If a PE Professional Employee must absorb the responsibilities of another PE Professional Employee's entire class, the affected Professional Employee shall be compensated at the extra duty pay rate as indicated in Section 11.15.

If a Professional Employee must absorb the responsibilities of another Professional Employee's entire homeroom roster, the affected Professional Employee shall be compensated at the extra duty pay rate as indicated in Section 11.15.

In the event of a co-teacher's absence in the co-teaching model where a substitute cannot be secured, Professional Employees identified below shall be compensated for the additional responsibilities and workload resulting from the absence of the co-teacher at the extra duty pay rate as indicated in Section 11.15.

- At the Elementary School where the co-teacher is scheduled to work with a classroom teacher for at least thirty (30) minutes on a daily basis.
- At the Middle School as assigned on the Master Schedule.

- At the High School as assigned on the Master Schedule.

5.6 Professional Employee Assignment, Vacancy, Voluntary and Involuntary Transfers

“Professional Employee Assignment” is defined as the administrative placement of a Professional Employee in a given position and is subject to the involuntary transfer procedures listed below.

“Vacancy” is defined as any opening in a full-time or part-time teaching position, which results from a Professional Employee’s resignation, retirement, termination, or the creation of a new position after Professional Employee Assignments have been made for the following school year.

“Transfer” is defined as:

- a change in school building
- a change in elementary grade level and/or content area
- a change in middle school grade level and/or content area
- a change in high school department

Vacancies can be filled either through a voluntary or involuntary transfer.

A. Professional Employee Assignment

1. Prior to District staffing changes via Professional Employee Assignment for the following school year, Professional Employees may express interests in different grade levels, schools, and content areas by completing the online form sent by District administration, no later than January 15<sup>th</sup>. If possible, the District will provide a list of anticipated openings in each school with the online form.
2. Annually, prior to any posting of vacancies, the Administration shall make Professional Employee assignments for the successive school year, taking into consideration the expressed interest in A.1 above.
3. The administration will make every reasonable effort to minimize involuntary assignments.
4. Any open positions remaining after Professional Employee assignments are posted shall be subject to the vacancy process.

B. Voluntary Transfer

1. Vacancies shall be sent via email to all Kaneland staff. A copy shall be sent to the President of the KEA or his/her designated representative, at least two weeks prior to interviewing or hiring anyone for the position. In emergency situations, as identified by District administration, the two-week notice may be waived by mutual agreement of the District and Association. Vacancy notices required of this Section shall only include the job title, effective date of vacancy, minimum certification, salary range, statement of assurance of external posting, information concerning the securing of an application and the deadline for filing it and any other information required by law. When school is not in session, District #302 shall post all vacancies through the web-site and employee email prior to interviewing and hiring and is exempt from the two-week notice.

2. Any Professional Employee with contractual continued service status may file an email request with the hiring administrator to fill a posted vacancy and shall be granted an individual interview before any final decision is made to fill the vacancy with an applicant from outside of the district provided that, to be considered, the email request must be received in writing by the hiring administrator within two (2) weeks or 48 hours in the summer, of the date the notice is posted, and the internal candidate must be available at a mutually agreed upon time that does not impede the hiring process.
3. A Professional Employee who requests a transfer to a particular position must accept the position if it is offered, unless the Professional Employee notifies administration within 24 hours of the interview that they are no longer interested. A vacancy resulting from the selection of a current Professional Employee to fill a posted vacancy shall be subject to Section 5.6. Within two (2) weeks of Board approval of the voluntary transfer, written notice including basis for final action shall be given to all In-District applicants who were not selected for the position.

C. Involuntary Transfer

1. When it becomes necessary to involuntarily transfer a Professional Employee at times when the Professional Employee has not requested it, that Professional Employee shall be notified prior to the end of the school year when possible. The administrator shall meet with the Professional Employee to discuss the rationale for the involuntary transfer before the involuntary transfer becomes effective.
2. It is most desirable to have Professional Employees working in positions and buildings in which they choose to work. The Association acknowledges that it is not always possible to accommodate the desires of all Professional Employees regarding professional assignments, for a variety of reasons.

Except in cases where an unexpected vacancy occurs during a school year, or a staffing contingency arises due to enrollment changes, or there are extenuating circumstances, Professional Employees shall be given no less than thirty (30) days' notice, including the reason for the involuntary transfer.

3. Except in extenuating circumstances, seniority in the district and frequency of transfers will be considered in the decision of which Professional Employees will be transferred. The final decision will rest with the Administration.

Any Professional Employee who is to be involuntarily transferred may request to meet with the Director of Human Resources to review the involuntary transfer. Such review shall take place no later than ten (10) school days following notification of such request.

4. Any Professional Employee who experiences an involuntary transfer will be paid a one-time, non-repeating payment of \$350 (No TRS). The payment is not available to Professional Employees who indicated interest in other positions on the mid-year interest form.
5. Given the unique educational approach of KIPLA, a Professional

Employee will not be involuntarily transferred to a position at KIPLA.

5.7 Previous Teaching Credit

- A. The Board reserves the right to determine placement on the salary matrix of Professional Employees hired after the effective date of this Agreement provided that said new Professional Employee is placed in the lane commensurate with his or her degree earned and/or credit hours earned.
- B. Upon initial employment, Professional Employees working at FVCC shall receive credit on the salary matrix at the rate of one year's credit for 2,000 hours of work experience related to their teaching assignment provided; however, no more than two years of credit shall be granted on this basis.

5.8 Credit for Military Service

- A. Veterans employed by District 302 who were engaged in teaching in a public school immediately prior to their entrance into military service shall receive credit to count as teaching experience equal to the amount of teaching time lost as a result of such military service.
- B. Any person who has had one year or more of active military service not covered by the above paragraph shall receive one year of credit on the salary matrix.

5.9 Salary Payment

- A. Professional Employees shall receive their pay on a twenty-four (24) payment basis. Payment shall be made on the fifteenth and the last school day of each month. If either of these days falls on a weekend or holiday, the date of payment shall revert to the last working day prior to the normal date of payment.
- B. Newly hired Professional Employees in a stipend/differential position shall have the option to receive their differential/stipend payment over the remaining payrolls in that contract year, after approval by the Board of Education, or receive a lump sum payment on the closest salary payment date after services are rendered.
- C. It is understood that an individual's net amount per check shall be based on the variation of authorized payroll deductions that may be required.

5.10 Professional Growth

- A. Professional Growth on the Salary Matrix shall be selected from:
  - 1. Courses taken from a fully accredited and recognized college or university or;
  - 2. A professional development opportunity (such as, yet not limited to, workshops, seminars, or conferences) aligned with District curricular needs or goals, which is designed for individual Professional Employees, for Professional Employees at a specific grade or building level, for Professional Employees within a certain discipline, or an entire staff.

B. Credit for Professional Growth on the Salary Matrix - Courses:

1. All courses must be pre-approved by the building principal and Superintendent or designee.
2. No more than two (2) "C" grades will be accepted for any courses for salary credit.
3. For mid-year completion of Master's degree, see Article 11.2 for compensation information.
4. Courses corresponding to simultaneous pursuit of more than one (1) advanced degree may be counted separately for lane movement on the salary matrix. This circumstance applies only to two (2) completely separate degrees taken during District 302 employment.
5. Documenting Professional Growth Credits
  - a. The District office shall create and accurately maintain up-to-date records of the credits earned by each certified Professional Employee to accurately determine salary placement.
  - b. By August 31<sup>st</sup> of each new school year, evidence of successful completion of college credit (i.e., grade report, letter from university and/or course instructor) must be turned in to the District office in order for the credits to count on the salary matrix that year. Official transcripts for each class must be in the District Office by October 1 for lane movement. Salary will be readjusted to the previous lane if official transcripts are not received by October 1; lane movement may then be obtained the following school year. For mid-year Master's Degree movement, see section 11.2.
6. Tuition Waivers

In recognition of the District's willingness to accept "student teachers" for their clinical experience, some college/universities provide tuition waivers to the District. These waivers are maintained by the Administration for use by employees as outlined below.

Unless contrary to the terms set by the college/university, tuition waiver requests for all available tuition waivers will be prioritized as follows:

1. Professional Employee(s) who hosted a student teacher or clinical observation student during the previous semester have first right of refusal for use of the resulting earned waivers during the subsequent semester. If the earned waivers are not used by the cooperating Professional Employee within two terms immediately following their supervision of a student teacher, the waivers revert to the District for further distribution. The host cooperating Professional Employee shall be included in paragraph two (2) for distribution of waivers beyond those earned by that cooperating Professional Employee.
2. All Professional Employee(s) who have submitted a pre-approved waiver request shall receive an equal number of waivers. In the event that the number of requests exceeds the available remaining waivers, the remaining waivers will be distributed by lottery.

3. All remaining District employee(s) who have submitted a pre-approved waiver request shall receive an equal number of waivers. In the event that the number of requests exceeds the available remaining waivers, the remaining waivers will be distributed by lottery.

Each semester (Fall, Winter, Summer) the Administration will provide the Association with a waiver report that includes the number of waivers used the previous semester, and the basis upon which decisions were made to award waivers (i.e. priority consideration). The administration will communicate to the Association any change in the tuition waiver practice of the waiver provider.

C. Credit for Professional Growth on the Salary Matrix – Professional Development Opportunities

1. Based on an assessment of staff needs and on the availability of funding sources, the District will continue to offer after-school, virtual, summer or weekend professional development opportunities related to District curricular goals or District initiatives.
2. All professional development opportunities must be pre-approved by the building principal and Superintendent or designee.
3. Attendance at professional development opportunities during a workday will not be counted toward professional credit on the salary matrix but may be counted for license renewal.
4. Ten (10) clock hours of professional development opportunities will equal one (1) professional growth credit. A maximum of nine (9) professional growth credits may be earned and credited on the salary matrix while in the bachelor lanes (BS, BS+9, BS+18, BS+27). A maximum of eighteen (18) professional growth credits may be earned and credited on the salary matrix while in the master's degree lanes.
5. Credits for other professional activities will be set by Board policy.
6. Summer curriculum academies may be offered and attendance at said academies shall be voluntary. Every effort will be made to provide cost-free child care to Professional Employees; notice of child care availability will be provided at the time of registration. Professional Employees may choose one of the following compensation methods:
  1. Extra Duty Pay as Outlined in Section 11.15
  2. In-District credit

5.11 In-District Professional Development Presentation(s)

1. Professional Employees asked to give professional development presentations within their contractual hours will be compensated at the Teacher-Related Duty Rate set forth in section 11.15 of this Agreement for planning, but not for the actual presentation. Professional Employees asked to give professional development presentations outside of their contractual hours will be compensated at the Teacher-Related Duty Rate set forth in Section 11.15 of this Agreement for planning and actual presentation time.
2. For each initial presentation, up to two (2) Professional Employees pre-approved by Administration as lead presenters shall each be paid two (2) hours of planning time

outside of the work day for each hour of presentation. Up to four (4) Professional Employees, pre-approved by Administration as support presenters, shall each be paid a half-hour (30 minutes) of planning time outside of the work day for each hour of presentation.

3. For subsequent delivery of repeated presentations and facilitation that requires preparation, up to two (2) Professional Employees pre-approved by Administration as lead presenters shall each be paid a half-hour (30 minutes) of planning/revision time outside of the work day for each hour of presentation. Up to four (4) Professional Employees pre-approved by Administration as support presenters shall each be paid a quarter-hour (15 minutes) of planning time outside of the work day for each hour of presentation.
4. Professional Employees asked to facilitate discussion groups within contractual hours typically would not receive extra pay.
5. Professional Development Lead Presenter(s) shall submit a presentation proposal to the Administration. The Administration shall provide the Lead Presenter(s) and any Support Presenter(s) with a copy of the approved proposal, including the compensation for the planning and presentation.

#### 5.12 Committees

Administration shall establish, modify, or discontinue committees for the purpose of collaboration and shared decision-making. Each party shall have the discretion to approve their own representation on each committee.

Each party shall designate a representative to serve as a co-chair for the committee. The Association co-chairs shall have input on committee meetings, organizing agendas, and facilitating discussions.

Each committee shall establish, maintain, and review a regular meeting calendar annually. Committees will use a consensus model to make recommendations and/or decisions as charged by the District.

District Committees shall be defined as those that address district responsibilities, the strategic plan, or activities that span multiple grade levels.

1. Structure:
  - a. All committees (District and building) shall be filled on a strictly volunteer basis.
  - b. On school days, after school meetings shall last no longer than two hours.
  - c. KEA Leadership and the Superintendent and/or designee shall meet by the end of each school year to review the list of committees, membership seats, and hours of service for each committee that met during that school year.
  - d. Unless noted differently below, the District will notify all Professional Employees prior to October 1<sup>st</sup> of each year the list of committees including descriptions of each committee, anticipated open membership seats, and anticipated hours of service each committee will serve during the school year.
  - e. A committee membership application may be used with any committee that has a limited number of seats and more than one (1) Professional Employee has expressed interest serving on the committee.

2. Compensation:

Membership on committees shall be compensated at the Teacher-Related Duty rate set forth in Section 11.15 Extra-Duty Pay of this agreement for meeting times that take place outside the contractual day. Committee work done during the school day is not eligible for hourly reimbursement.

3. Standing Committees:

- A. Curriculum Review Committee (KHS) – The Curriculum Review Committee meets to review any new proposals for classes to be included. The Curriculum Review Committee shall be composed of one (1) representative per department.
- B. Differentials and Stipends Committee – The Differential/Stipend Committee shall be composed of two (2) KEA high school representatives (one athletic and one non-athletic), two (2) KEA middle school representatives (one athletic and one non-athletic), one (1) KEA elementary school representative, two (2) general non-voting members (the Director of Human Resources and the KEA President or Designee). The Association may appoint representatives from other levels if representatives from the above-identified levels cannot be secured.

The committee shall receive the Differential and Stipend plan for the following school year by January 30<sup>th</sup>. The committee may make adjustments in differential placements and stipend placement.

The following criteria will be used when making adjustments:

1. Length and frequency of season/activity
2. Supervision responsibilities
3. Event/contests
4. Intangibles (liability, underserved populations, community expectations, etc.)

The committee may initiate a project to gather information of the various differential positions and/or stipend positions to help inform placements.

The above does not preclude the Board from eliminating, creating, or funding new positions on its own, provided the Committee has the responsibility for determining placement of created/funded positions on the applicable schedule.

- C. District Mentoring Committee – The District Mentoring Committee shall be co-chaired by the District and the Association and will meet at least quarterly to review the program and propose changes to the Administration.

The Committee shall be composed of one (1) Association member from each building, one (1) Administrator from each level (Elementary School, Middle School, KIPLA, High School), the KEA President (or designee), and the Director of Human Resources.

- D. District-Wide Initiatives Committee – For the purpose of identifying the following, the Superintendent and the Association shall meet twice- by May 15th prior to the upcoming school year and by October 1<sup>st</sup>:
1. New District initiatives (duties/tasks new to Professional Employees' workload).
  2. Revised District initiatives (duties/tasks which change the Professional Employees' workload).
  3. Expectations, personnel responsible, and timeline of initiatives.
  4. Current initiatives/duties to be removed from Professional Employees' workload.
  5. Membership on this committee shall not be compensated.
  6. The personnel responsible shall provide feedback to the appropriate administrator(s) and Association leadership, which shall be shared at scheduled District and building Leadership meetings. In some instances, feedback may include survey results.

The Committee shall be composed of two (2) Association members from each building, at least one (1) Administrator from each level (Elementary School, Middle School, KIPLA, High School) the KEA President, the KEA Chief Negotiator, the Directors of Educational Services, the Director of Human Resources, and the Superintendent.

- E. Educator Advisory Counsel (EAC)  
The Educator Advisory Committee is a shared advisory team that reviews available information and makes recommendations to the Administration for decisions around curricular and professional development plans at the EC-5 level.
- F. Evaluation Committee – The Evaluation Committee shall meet at a minimum of once annually to maintain the Kaneland specific evaluation handbook.

The Committee shall be composed of one (1) Association member from each building, one (1) Administrator from each level (Elementary School, Middle School, High School) the KEA President, the KEA Chief Negotiator, and the Director of Human Resources.

- G. Health Insurance Committee – The Health Insurance Committee shall monitor employee benefits, including insurance plan design, coverages, deductibles, copays, and other topics as warranted, make recommendations for the same to the Board of Education, and manage the provisions set forth in Section 11.5.

The Committee shall be composed of one (1) Association member from each elementary school, two (2) Association members from the middle school, one (1) Association member from KIPLA, two (2) Association members from the high school, the Assistant Superintendent for Business, the KEA Chief Negotiator, the Benefits Administrator, two (2) SPEAK Members, and one (1) non-voting Board member.

The co-chairs of the committee shall be the Assistant Superintendent for Business and the KEA Chief Negotiator.

H. Middle School and High School Homeroom Committees

The Middle School and High School Homeroom Committees are responsible for coordinating the homeroom experience by planning engaging activities and lessons. These committees actively seek input from students and Professional Employees to ensure that homeroom is meaningful, inclusive, and aligned with the Social Emotional Learning Standards for student well-being and academic success.

I. Building School Improvement Plan Committee (SIP)

The Building School Improvement Plan committee creates, plans, and supports professional development that assists our Professional Employees and students in achieving a school-based SIP goal that aligns with Kaneland's Strategic plan.

- J. Sick Leave Bank Committee – The Sick Leave Bank Committee shall convene when mutually agreed upon by the Association and the Administration. The Sick Leave Bank Committee shall consist of the KEA President, the KEA Chief Negotiator, one (1) additional KEA Cabinet member appointed by the KEA President, and three (3) administrators appointed by the Board President. All proposed changes in procedures or terms require four (4) votes to be adopted and must be determined by the end of May for the next school year.

The KEA President will notify the membership within two weeks of meeting with the Administration and determining that the committee shall convene.

- K. Special Education Workload Committee – The Special Education Workload Committee shall meet yearly to monitor the plan regarding class size, caseload, and workload for Special Education Professional Employees. The committee will meet annually by May 1<sup>st</sup> to review and revise the plan as appropriate.

The Special Education Workload Committee shall be composed of the Director of Special Services, an administrator that oversees IEPs at each level (elementary, middle, and high school), the KEA President or designee, a SPED Caseload Manager from each level (elementary, middle, and high school), a School Social Worker, a Speech/Language Pathologist, an Occupational Therapist, and a School Psychologist.

5.13 Supervisions

- A. The most updated list of paid supervisions shall be made available on/or prior to the first day of the new school term. Additional events/activities will be posted to all Professional Employees as far in advance of the activity/event as possible. Individual Professional Employees shall submit supervision requests to the administration. A reasonable effort will be made to equitably distribute the number of supervisions among those requesting them.
- B. Supervision openings at a particular campus will first be offered to Professional Employees from that campus. If there are unfilled supervisions on some campuses, Professional Employees may elect to fill paid supervisions at another campus. In the event not enough Professional Employees elect to supervise an event or activity, the District may employ non-bargaining unit members.

1. Sixth grade Step-Up Night is a supervision that will first be offered to Professional Employees who work with Sixth (6th) Grade students. If there are unfilled supervisions, the supervision openings will be offered to the rest of the Professional Employees at Harter Middle School and will be paid at the supervision rate set forth in Section 11.15.
  2. Fifth Grade Choral Concert is a supervision available only to Fifth Grade Professional Employees and will be paid at the supervision rate.
- C. Each supervision shall be reimbursed at the extra duty pay rate in Section 11.15
- D. Elementary Professional Employees may, once per year, be required to be in attendance at a class performance outside the school day. These Professional Employees shall be compensated at the extra duty pay rate in 11.15. A classroom educator may arrange for their substitute provided they notify the Principal not less than 48 hours before the performance.

#### 5.14 Building Environment

The employer has the responsibility to provide a safe, clean and healthful environment for its Professional Employees.

#### 5.15 \*NEW\* Assault and Battery During Assigned Duties or Work Responsibilities

1. Definitions
  - a. Assault: Knowingly engaging in conduct that places a staff member in reasonable apprehension of receiving a battery.
  - b. Battery: Knowingly causing bodily harm to a staff member or making physical contact of an insulting or provoking nature.
  - c. Anyone who encourages or directs another to commit an assault and/or battery may also be subject to disciplinary action.
2. A Professional Employee who believes they are the victim of assault and/or battery by a student shall notify the principal/other administrator within two (2) school days of the incident.
  - a. The Professional Employee shall complete the Assault and Battery on Staff Reporting Form and submit it to their principal/other administrator within two (2) school days of the incident.
  - b. The Assault and Battery on Staff Reporting Form shall also be linked on the Kaneland website.
  - c. The Professional Employee shall receive a copy of the completed Assault and Battery on Staff Reporting Form when the administrator(s) have completed the process.
  - d. The Association President will be notified anytime an Assault and Battery on Staff Reporting Form is submitted by a Professional Employee and may review the form to the extent allowed under State and Federal Law.
3. When an Assault and/or Battery occurs, administration may release the affected Professional Employee from their duties for the remainder of the day.
4. Submitting the Assault and Battery on Staff Reporting Form does not preclude the Professional Employee's obligation to follow all other necessary processes.
5. Administration will seek and document the reporting staff member's input to

minimize the recurrence of the incident. Administration will meet with the reporting staff member within five (5) school days of receiving the Assault and Battery on Staff Reporting Form to review steps taken to minimize the recurrence of the incident. These steps will be communicated in writing to the affected staff member.

6. Prior to any changes in the Assault and Battery on Staff Reporting Form input will be solicited from Association Leadership before being implemented for usage.

#### 5.16 Special Education

The District and the KEA recognize that special education students will be placed in regular classrooms. These students shall be provided appropriate programs and services which may include individual and or program paraprofessionals as determined by the IEP and applicable law. To ensure the success of all students, the Professional Employees shall be provided with appropriate staff development.

#### 5.17 Discipline

The Board believes in the steps of progressive discipline which are:

1. Oral reprimand, to be documented in a written summary
2. Written reprimand
3. Suspension
4. Dismissal

The Board is not required to exhaust all of the above steps when circumstances require a more serious level of discipline. Discipline shall be for just cause. This just cause standard shall not apply to oral reprimands, dismissal, or change in employment status that are due to non-disciplinary reasons (e.g. reduction in workforce, etc.)

All documents related to Professional Employee discipline will be stored in the Professional Employee's personnel file. Oral reprimands will be reviewed by the Professional Employee, the administrator, and the Director of Human Resources after one year and at that point there will be a determination about the need to keep the documentation of the discipline within the file. The district has the final determination in this matter. The rationale for the decision will be provided to the Professional Employee in the meeting. This decision is final and not grievable.

#### 5.18 Videotaping

In reference to members of administration videotaping in the classroom or other learning environment:

- A. Videotaping of any kind will only be permitted with the Professional Employee's consent.
- B. If there is an appropriate reason for a member of administration to videotape a Professional Employee, at least 48 hours prior to the taping the Professional Employee must:
  1. Be given, in writing, the rationale for the taping.
  2. How and where (Facebook, school web page, etc.) the video will be used.

- C. Videotaping of a Professional Employee may be used by an administrator for evaluative purposes only when requested by the Professional Employee. Otherwise, at no time should videotaping of a Professional Employee by an administrator be used for evaluative purposes.
- D. Any videotape must be destroyed or securely archived after it is used solely for its intended purposes.
- E. The Association and the administration recognize the value of videotaping a learning environment. However, in unusual circumstances, the Professional Employee reserves the right to respectfully decline videotaping in their classroom/learning environment.

5.19 Yearly Mandated Training Modules

Professional Employees are required to complete assigned mandated compliance modules yearly by September 15th. Professional Employees will be compensated in the amount of \$100, which includes TRS, for completion of the module in the first October payroll. Professional Employees will need to submit the certificate of completion to the school office for payment submission.

5.20 Surveillance Equipment

If a review of District surveillance video requires investigation into a Professional Employee's actions, the following process will be used when discussing the investigation with the Professional Employee:

1. The Professional Employee will be advised of their Weingarten Rights when appropriate. The Professional Employee may decline to be represented after advisement.
2. The Professional Employee, the Association representative and/or the Professional Employee's representation may review the data depicting the alleged incident.
3. Any discipline that may be imposed against the Professional Employee as a result of the alleged incident investigation shall be in accordance with the applicable provisions in this Agreement.

**Article VI – Leaves**

6.1 Sick Leave

- A. Each Professional Employee shall be entitled to sick leave days per school year without loss of pay or benefits based on the following years as a Professional Employee in the District.

Years 1-10:	12 Sick Days
Years 11- 19:	14 Sick Days
Years 20 + :	16 Sick Days

This includes retiring Professional Employees in the final year of service. If, during the school year, any Professional Employee does not use the full amount of annual

sick leave thus allowed, the unused amount shall accumulate to 340 sick leave days. Sick leave will be calculated in increments of .1 day (i.e. 45 minutes)

<b>Time Absent</b>	<b>Time recorded in payroll</b>
1-45 minutes	.1 of day deducted
46 min.-1 hr. 30 min.	.2 of day deducted
1 hr. 31 min.- 2 hrs. 15 min.	.3 of day deducted
2 hrs. 16 min.- 3 hrs.	.4 of day deducted
3 hrs. 1 min.- 3 hrs. 45 min.	.5 of day deducted
3 hrs. 46 min.-4 hrs. 30 min.	.6 of day deducted
4 hrs. 31 min.-5 hrs. 15 min.	.7 of day deducted
5 hrs. 16 min.- 6 hrs.	.8 of day deducted
6 hrs. 1 min.-6 hrs. 45 min.	.9 of day deducted
6 hrs. 46 min.-7 hrs. 30 min.	1.0 day deducted

- B. Sick leave shall be interpreted to mean personal illness, treatment, diagnostic services, quarantine at home, or serious illness or death in the immediate family (parents, spouse, partners in a legally recognized civil union, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, grandparents-in-law, legal guardians) or household, or birth, adoption, or placement for adoption. Additionally, sick leave may be used for the death of an individual with whom the Professional Employee had a close personal or familial relationship. Sick leave for birth is limited to 30 days, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to 30 days. In the event the Professional Employee's use of sick leave for birth, adoption or placement for adoption, is not for workdays immediately contiguous to the birth, adoption, or placement for adoption, the Professional Employee must provide at least 14 calendar days advanced written notice of the use to the Superintendent or designee.
- C. In the event a Professional Employee has exhausted all available sick leave and is required to be absent without pay for illness purposes, the first 10 days of any salary deduction shall be at the substitute teacher rate. Thereafter, the Professional Employee will experience a full daily salary deduction for the remainder of any unpaid sick leave used.
- D. If a Professional Employee is absent for more than three consecutive days, they may be required to produce a doctor's note or letter of explanation upon their return.

6.2 Sick Leave Bank

There will be a Sick Leave Bank. The operational procedures and all other terms will be determined by a committee that shall consist of three Professional Employees appointed by the KEA President and three administrators appointed by the Board President. All proposed changes in procedures or terms require 4 votes to be adopted and must be determined by the end of May for the next school year. Information regarding the sick leave bank is available from the KEA President, District Office, or district website.

6.3 Personal/Emergency Leave

- A. The Board shall grant each Professional Employee three (3) personal/emergency leave days without the loss of pay or benefits. Except in cases of emergency, advance written notice of the necessity for such leave shall be submitted to the Building Principal forty-eight (48) hours prior to the leave. Unused personal/emergency leave shall be added to the Professional Employee's accumulated sick leave at a 1:2 ratio (i.e. for every one (1) unused personal/emergency leave day, two (2) sick days will be added to the Professional Employee's accumulated sick leave). Personal leave will be calculated in increments of .1 day (i.e. 45 minutes, see chart in 6.1.A for breakdown).
- B. Personal leave shall not be granted the day before or after vacation periods, holidays, or institute/SIP days nor on parent-teacher conference days nor in conjunction with more than one deduct day (day taken off without pay). Professional Employees whose children attend Kaneland C.U.S.D #302 schools may attend their child's parent-teacher conference without loss of personal leave or compensation. Professional Employees are encouraged to schedule their child's conference during a time that minimizes the loss of conference or instructional time for their students. Personal leave is available for Professional Employees to attend parent-teacher conferences relating to their own children who attend school outside of District #302 when such conferences are scheduled to coincide with Kaneland's parent-teacher conferences. Such days may be approved by the Superintendent or designee for any day noted above for emergencies or other extenuating circumstances.

6.4 Leave of Absences

Leave of absences can be requested from the Board of Education on an annual basis. When the term of the approved leave of absence is expiring, the member must give written notice to the School District by March 1st, if the Professional Employee intends to return for the next year.

**Article VII – Grievance Procedure**

7.1 Definition

Any claim by a Professional Employee, a group of Professional Employees or the Association that there has been a violation, misrepresentation, and/or misapplication of the terms of this Agreement shall constitute a grievance. Such grievance shall be filed not later than twenty (20) Professional Employee attendance days from the time of the original occurrence of the event giving rise to the grievance.

## 7.2 Procedure

The parties hereto acknowledge that it is usually most desirable for a Professional Employee(s) and/or the Association and the Professional Employee(s) immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the Professional Employee(s) and/or the Association, a formal grievance may then be filed.

### A. Filing a Grievance

The written information contained in the filed grievance shall include:

1. A description of the specific grounds of the grievance, including name(s), dates and places necessary for a complete understanding of the grievance;
2. A listing of the provisions of this Agreement which are alleged to have been violated or misapplied, and
3. A listing of specific actions requested of the administration which shall remedy the grievance.

### B. Step I

The Professional Employee(s) or the Association may present the grievance in writing to the immediately involved supervisor(s), who shall arrange for a meeting to take place within ten (10) Professional Employee attendance days after receipt of the grievance. The Association, the grievant(s), and the immediately involved supervisor(s) shall be present for the meeting. Within ten (10) Professional Employee attendance days of the meeting, the grievant(s), the Association shall be provided with the supervisor's response, including the reasons for the decisions.

### C. Step II

If the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent within ten (10) Professional Employee attendance days after receipt of the Step I answer. The Superintendent and/or designee shall arrange with the Association representation for a meeting to take place within ten (10) Professional Employee attendance days of the Superintendent's receipt of the appeal. Within ten (10) Professional Employee attendance days of the meeting, the Association and Board of Education shall be provided with the Superintendent and/or designee's written response, including the reasons for the decision.

### D. Step III

If the grievance is not resolved at Step II, the Association may refer the grievance to the Board of Education by giving a copy of the grievance to the Secretary of the Board of Education within ten (10) Professional Employee attendance days after the receipt of the Step II answer. The Board shall arrange for a meeting to take place with the Association representation and the applicable administration within ten (10) Professional Employee attendance days. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) Professional Employee attendance days after the meeting, the Board shall

provide to the Association a written decision of the grievance, including the reason for the decision.

E. Step IV

If the Association is not satisfied with the disposition of the grievance at Step III, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. The grievance shall be deemed withdrawn if a request for arbitration is not filed within thirty (30) Professional Employee attendance days of the Step III answer.

The parties shall jointly request the American Arbitration Association to submit to them a list of five (5) arbitrators' names and qualifications. Either party may reject one list in its entirety and request that another list be submitted. From such list, the party initially requesting the arbitration shall strike two names and the other party shall then strike two names. The person whose name remains shall be the arbitrator. The arbitrator selected shall be jointly notified of his/her selection and requested to contact the parties with respect to setting a time for the hearing.

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he/she shall be empowered, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

7.3 Association Participation

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

7.4 Release Time

If, with administrative permission, the investigation or processing of any grievance requires that a Professional Employee or an Association representative be excused from his/her duties, he/she or they shall be released without loss of pay or benefits.

7.5 Filing of Materials

All records related to a grievance shall be filed separately from the personnel file of the teacher(s).

7.6 Grievance Withdrawal

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

7.7 No Written Response

If no written decision has been rendered within time limits indicated by a Step, then the grievance may be processed to the next.

7.8 AAA Rules

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

7.9 Fees

All expenses incurred shall be shared equally by the Board and Association. It is understood that such expenses shall be limited to the arbitrator's fee. Any legal expenses incurred shall be paid by the party engaging the legal counsel.

7.10 Bypass

By mutual agreement for any grievance, any Step of the grievance procedure may be bypassed.

**Article VIII – Evaluation**

The Board and Association acknowledge that legislative enactments (i.e. IL Senate Bill 7 and PERA) require modifications to principal and teacher evaluations. As a result, the Board and Association commit to collaborate to implement these new requirements, as more information becomes known.

- 8.1 The parties agree that an objective of Professional Employee evaluation is to improve the quality of instruction. The parties recognize the importance and value of a procedure for assisting and evaluating the progress of all Professional Employees. Modifications to the plan shall be in writing and shall be decided upon mutual agreement between the Superintendent and the Association.
- 8.2 The Building Principal, Assistant Principal, or appropriately certificated designee shall be responsible for evaluation in written form of all Professional Employees in their school. However, nothing in this Article shall limit the right of the Superintendent or their designee to assist in the evaluation of a Professional Employee.
- 8.3 The District will comply with the requirements of the law when providing annual written notice about performance evaluations to Professional Employees. The District Evaluation Committee has created an evaluation rubric with the indicators of each domain to be evaluated and this rubric is included in the evaluation handbook. The Kaneland specific evaluation handbook and rubric clearly explains how overall summative ratings are obtained. Each domain evaluated, as well as the summative rating, will be supported by clearly articulated evidence. The District Evaluation Committee will meet annually to maintain the Kaneland specific evaluation handbook.
- 8.4 Except due to extenuating circumstances, the Board and Association agree to follow the timelines, guidelines and procedures delineated in the Professional Employee evaluation

plan. Exceptions to timelines, guidelines and procedures in the plan shall be in writing and shall be decided by the Superintendent and the Association.

- 8.5 A copy of the final evaluation rating/summary signed by the evaluator and the Professional Employee shall be submitted to the Superintendent's office and placed in the personnel file by the end of the school year. If the Professional Employee feels his/her formal written evaluation or a written observation report is incomplete, inaccurate or unjust, they may put their objections in writing and have them attached to the evaluation report to be placed in their personnel file. The Professional Employee shall submit objections within ten (10) Professional Employee attendance days of receipt of the formal written evaluation or of a written observation report. A copy signed by both parties shall be retained by both parties. Any response to a formal written evaluation or to a written observation report shall be placed in the Professional Employee's personnel file within seven (7) Professional Employee attendance days following receipt of the response. Signature of the Professional Employee and the evaluator shall signify only that the instrument or response has been examined and shall not necessarily constitute agreement. There will be a form on the district website for any evaluation rebuttal. Administration will sign and date upon receipt.
- 8.6 The evaluator shall provide the Professional Employee constructive assistance to improve the quality of instruction, as well as a written statement of deficiencies. Suggestions for improving deficiencies shall be offered by the evaluator, recognizing that the responsibility for improvement rests with the Professional Employee.
- 8.7 Should a tenured Professional Employee receive an overall rating of "Unsatisfactory", the Association may provide the Administrator/Principal with a list of qualified teachers to be the consulting teacher. The Administrator/Principal shall then appoint a consulting teacher who meets state requirements to work with that teacher in the remediation process as outlined in the current teacher evaluation plan and the Illinois School Code.

In all instances the participation of the consulting or mentor teacher is voluntary. If the consulting teacher agrees to the assignment, he/she shall serve in this capacity as outlined in the current Professional Employee evaluation plan.

- 8.8 Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in Article 8.
- 8.9 Nothing contained herein shall limit the right of the administration to utilize informal observations and other first-hand evaluative criteria for considering competency of any Professional Employee. Any informal observations which are to be used to evaluate the Professional Employee shall be reduced to writing and discussed with the employee prior to being placed in the Professional Employee's personnel file.
- 8.10 There shall be no formal or informal observations the first two days and the last two days of student attendance each school year. A Professional Employee may give written permission to be evaluated on the aforementioned days.
- 8.11 If an administrator needs to cancel a scheduled formal observation, a good faith effort will be made to give notice to the Professional Employee as soon as practicable.

## Article IX – Management Rights

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and of the United States, including, but without limiting the generality of foregoing the right:

- A. To the executive management organization and administrative control of the District and its properties and facilities, and the activities of its Professional Employees during the work day;
- B. To establish educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of District operations;
- C. To direct the work of its Professional Employees, determine the time and hours of operation and determine the kinds and levels of services to be provided and the methods and means of providing those services;
- D. To hire all Professional Employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign and transfer all such Professional Employees;
- E. To build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.

## Article X – Seniority List and Sequence of Honorable Dismissal

### 10.1 Seniority List Definition

Seniority shall be computed by adding the Professional Employee's FTE (described as 'length of continuous service') during each year of service. In the event two or more Professional Employees possess the same length of continuous service, the length of service will be computed from the BOE hire date. If the BOE hire date is the same, the date upon which the Professional Employee(s) signed a contract shall be used if they exist. If the contract signature date is the same, or if no signed contract exists, the Association President and Director of Human Resources shall determine length of continuous service by lottery.

Professional Employees hired after the first day of the school year or Professional Employees who take a partial year leave of absence will have their days of employment during that school year count toward their length of continuous service according to the following formula:

$$\frac{\text{Days of Employment} \times \text{FTE}}{180}$$

Professional Employees who take a full year leave of absence will not have that year count toward their length of continuous service.

Unpaid suspensions, unpaid sick leave, and deducted days during a school year shall not impact a Professional Employee's length of continuous service for that academic year.

## 10.2 Seniority List

At least seventy-five days before the end of the school year, the Superintendent or designee shall post a tentative seniority list of all Professional Employees, including tenured administrators, employed by District 302 that includes the following information:

- a. Name
- b. Current Position
- c. Hire Date
- d. Length of continuous service
- e. Certificate endorsements

## 10.3 Sequence of Honorable Dismissal

The seniority defined in Paragraph 10.1 shall be used to determine seniority within the Sequence of Honorable Dismissal groupings.

### **Article XI – Salary, Reimbursements and Fringe Benefits**

## 11.1 Salary Matrix(s) - attached herein

- A. During the school years 2024-2025, 2025-2026, 2026-2027, 2027-2028, 2028-2029, the Board will pay an aggregate amount of 21% over five (5) years. Professional Employees shall be paid in accordance with the salary matrix attached hereto as an appendix incorporated herein.
- B. Full-time Professional Employees who work 95 or more days in a school year will advance one (1) row on the salary matrix.
- C. No Professional Employee shall earn less than their prior salary for the same FTE.
- D. The parties shall agree to come back and bargain in good faith related to this Section after any of the following occurs during the term of this 2024-2029 Agreement:
  1. State legislation is enacted that revises the State's school funding formula to the District's financial loss of 25% or more over the previous year's revenues.
  2. State legislation is enacted that imposes a pension "cost shift", including any statutory amendment or revision to the Illinois Pension Code, that imposes additional pension contributions or costs on the District;
  3. State legislation is enacted that imposes a property tax 'freeze', including any statutory amendment or revision to the current PTELL that reduces or otherwise modifies the Board's tax levy/extension authority under the current PTELL tax cap limitations.

## 11.2 Master's Degree Compensation

Professional Employees who earn a Master's Degree prior to the beginning of Kaneland's second semester but after the beginning of the current school year will be paid one-half the

difference of Master's Degree rate for their level and their current scheduled salary position. Professional Employees must notify the Business Office by May 1 of the school year prior to earning the Master's Degree. Official transcripts must be in the District Office by January 31 of the semester after the Master's Degree is earned. Payment at the new rate will not begin before the start of the second semester. Salary will be readjusted to the previous lane if official transcripts are not received by January 31; lane movement may then be obtained the following school year.

### 11.3 Placement/Movement of Part-Time Professional Employees

- A. A part-time certificated Professional Employee who has remained at the same level for two years of service and has been paid at least 50 percent of the amount normally paid to a full-time Professional Employee at the same level shall be moved one level down on the salary matrix. A part-time Professional Employee who has remained on the same level for three years of service shall be moved one level down on the salary matrix.
- B. Part-time is defined as any Professional Employee who works less than a full-time position and who has the same part-time assignment for one full school year.

### 11.4 Salary for Non-Degreed Professional Employees

The salary for Professional Employees holding a provisional vocational license, and do not have a bachelor's degree shall be reduced by the following:

- A. Less than 90 semester credit hours towards a bachelor's degree: Salary reduced by \$883.00, which includes TRS, from the corresponding cell in Column A (BA +0).
- B. 90 or more semester credit hours towards a bachelor's degree: Salary reduced by \$662.00, which includes TRS, from the corresponding cell in Column A (BA +0).

### 11.5 Insurance Benefits

- A. Professional Employees and the families of the Professional Employees of Kaneland School District 302 may participate in group accident, health, hospitalization, and dental plans. Additionally, Professional Employees of Kaneland School District may participate in vision and life insurance plans. Companies selected for such group insurance shall be approved by the Board of Education only after consultation with the Kaneland Education Association.
- B. Kaneland School District 302 shall provide an accident, health, hospitalization, vision and dental insurance programs for Professional Employees and their families. Only Professional Employees may participate in the life insurance plans for Professional Employees. Professional Employees' premium contributions shall be via payroll deduction, in accordance with federal laws and regulations, on a pre-tax basis.
  - 1. Professional Employees electing single coverage will pay five percent (5%) of the respective monthly premium rate for this coverage.

2. Professional Employees electing dependent coverage will pay twenty-five percent (25%) of the additional cost associated with the premium rate.
  3. The Board will make available a flexible spending account program for Professional Employees. The Board will pay the administrative costs of this program. The accounts provided for in this program are unreimbursed medical and dependent care. The Board and the Association will mutually agree to the plan administrator.
- C. Professional Employees who are employed on or reduced to a part-time status shall be entitled to insurance benefits on a pro rata basis, provided that they work at least thirty (30) hours per week.
  - D. In no instance shall a Professional Employee's insurance and benefits be terminated before the end of August. Professional Employees who resign or are terminated prior to the last attendance day of the school year shall continue Board paid insurance benefits through the end of the month of their resignation or termination.
  - E. The Superintendent and the KEA President will establish an Insurance Committee to advise both the Administration and the Association. Association members on the committee will be paid for committee work performed during non-work time, as provided in Section 5.11 of the Collective Bargaining Agreement. The Committee shall meet on an as needed basis in order to:
    1. Maintain a high level of expertise;
    2. Help evaluate requests for proposals;
    3. Evaluate the current plan.
  - F. If the insurance carrier is changed within the duration of this Agreement, it is agreed that the new insurance plan shall contain substantially equivalent accident, health, hospitalization and dental insurance benefits.
  - G. The parties shall agree to come back and bargain in good faith related to this Section during the term of this 2024-2029 Agreement after any Federal health care legislation or regulation that results in the assessment of a Cadillac or other excise tax against the District with respect to its health insurance plan.
  - H. \*NEW\* Health Insurance Deductibles – Effective January 1, 2028, the required Professional Employees insurance plan deductible will be \$750 for single coverage and \$1,500 for all other dependent tiers of coverage.
  - I. \*NEW\* In the event the premium increase exceeds 10% per calendar year, the Health Insurance Committee shall convene to attempt to identify adjustments to the insurance plan to bring the projected increase in costs back to 10% or less. If an agreement is not reached by the Health Insurance Committee, the parties agree to come back and bargain in good faith.

## 11.6 Investment

Professional Employees of Kaneland School District may participate in investment plans. Professional Employees' contributions shall be via payroll deduction, in accordance with Federal laws and regulations. A list of providers is distributed annually to members.

11.7 Driver Education

For extra duties, Driver Education Professional Employees in District 302 shall be paid at the extra duty pay rate as indicated in Section 11.15.

11.8 Summer School

Summer school Professional Employees in District 302 shall be paid at the Teacher Related Duties rate (11.15), which includes TRS, and also which shall include preparation time for said programs. After posting the summer school teaching position, if no in-district Professional Employee has applied, the Board reserves the right to employ summer school teaching staff who are not District 302 staff members.

The following formula will be used to calculate total summer pay:

$$\# \text{ days} \times \# \text{ hours} \times 1.4 \times \text{Teacher-Related Duties Rate (11.15)} = \text{Total paid}$$

- Total paid includes TRS
- # days = number of days summer school is in session
- # hours = total assigned hours per day for the summer school class taught
- 1.4 = multiplier to account for planning/preparation

11.9 Fox Valley Career Center

There shall be a pool of one hundred five (105) hours allocated per FVCC Professional Employee. FVCC Professional Employees will be compensated at the rate established in Section 11.15 of this agreement. Hours not used by an Professional Employee will be placed in a pool and other FVCC Professional Employees may apply to the director, in writing, to utilize those additional hours. Unused hours from the pool will not carry forward to the next fiscal year.

11.10 Differential and Stipend

Differential positions are identified by the Board of Education and are defined as those that are subject to lane movement based on experience. Stipend positions are identified by the Board of Education and are defined as those that are compensated at a fixed amount per school year, regardless of experience.

1. Years shall be defined as years assigned to a given sport or activity, e.g. year 1 means the first year in a sport or activity.
2. Professional Employees shall be credited with up to five (5) years of school-based same activity experience outside of the district.
3. Kaneland full-time volunteer coaches in the same Kaneland school-based program shall be credited up to five (5) years of experience.

A. Language for the posting and evaluations of differential/stipend positions:

1. Articulation of positions:
  - a. All differential/stipend positions are at-will positions.
  - b. First consideration will be given to qualified current bargaining unit members.
  - c. Annual feedback will be given to all Professional Employees holding a differential/stipend position.
  - d. Any openings will be posted in accordance with section 5.6.
2. Filling and retaining positions:
  - a. Positions will be posted to all staff in compliance with Section 5.6.
  - b. A Professional Employee who will not be retained in their differential/stipend will be notified in writing by August 31.
  - c. Reasons for non-retention may include but are not limited to, performance of the individual and the possible district reduction in programs.
  - d. In the event that a decision is made to remove a Professional Employee or to reduce a differential/stipend position after August 31 the Professional Employee will be compensated for the work completed on a prorated basis.
3. Feedback for those holding positions:

Annually, within three (3) weeks of the completion of an athletic season, or within three (3) weeks of the end of the school year for a club, Professional Employees will receive written feedback regarding their performance as a coach or sponsor.

B. When a Professional Employee seeks to add an athletic program or activity, the following procedure will be used:

- The Professional Employee will complete and submit the “New Extra Duty Differential/Stipend Form” to the appropriate building administrator, the Superintendent or designee, and the KEA President by January 1<sup>st</sup>.
- The Professional Employee may meet with the Superintendent or designee by January 10<sup>th</sup> to discuss whether or not the activity should be established.
- Administration shall notify the Committee by January 15<sup>th</sup> of new extra duty athletics or activities for which a differential or stipend will be paid.
- The Professional Employee may appear before the Committee to discuss the rate of pay for any newly approved differential/stipends.
- The Committee shall recommend to the Board of Education the rate of pay.
- The Professional Employee shall be notified in writing within three (3) days of the Committee’s recommendation.

C. When a Professional Employee seeks a review of the compensation of an existing athletic program or activity, the following procedure will be used:

- The Professional Employee will complete and submit the “Review of Extra Duty Differential/Stipend Form” to the appropriate building administrator, the Superintendent or designee and the KEA President by January 1<sup>st</sup>.
- The Professional Employee may meet with the Superintendent or designee by January 10<sup>th</sup> to discuss why the pay rate should be adjusted.
- Administration shall notify the Committee by January 15<sup>th</sup> of differential or stipends to be adjusted.
- The Professional Employee may appear before the Committee to discuss the rate of pay for any revised differential/stipends.

- The Committee shall recommend to the Board of Education the rate of pay.
- The Professional Employee shall be notified in writing within three days of the Committee’s recommendation.

E. Stipend Categories: Amounts to be paid include TRS

District Head Nurse	\$5,298/total
District Printing Stipend	\$3,500/total
E.S. Building Mentor	\$300/total
H.S. Assistant Athletic Director	\$5,200/each
H.S. CTE Grants Coordinator	\$2,100/total
H.S. Department Chairs	\$4,305/each
H.S. Driver Education Coordinator	\$3,532/total
H.S. Graphics Communications Manager*	\$4,000/total
H.S. Greenhouse Manager*	\$4,000/total
H.S. Weight Room	\$9,189/total
M.S. Team Leaders	\$1,987/each
Moving rooms (packing)**	\$215 (Not TRS Eligible)
Multi-day (Overnight) Chaperone***	\$500/ per event
SLP Mentor for ASHA Certification	\$1,750/total

\*The Manager’s stipend shall only be applied when, by virtue of being solely assigned to Kaneland High School, the Manger is not able to access the FVCC stipend (found in Section 11.9). In a year where the Manager is either solely assigned to FVCC, or split between Kaneland High School and FVCC, the FVCC stipend shall replace the Manager stipend.

\*\* The following conditions/exceptions apply:

Packing shall occur outside of teacher-student contact time. Professional Employees may be eligible for multiple stipends only if an administrative directed move is required and the Professional Employee has unpacked the classroom from an initial move.

\*\*\* Overnight chaperone as outlined in the Field Trip Guideline procedures.

F. During the term of this Agreement, Professional Employees shall be paid in accordance with the following differential pay schedule.

**Differential Schedules: 2024-2029**

**2024-2025**

LANE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8
A (1)	\$8,399	\$8,639	\$8,878	\$9,119	\$9,358	\$10,202	\$10,457	\$10,712
B (2)	\$6,959	\$7,199	\$7,439	\$7,686	\$7,919	\$8,672	\$8,927	\$9,182
C (3)	\$5,039	\$5,279	\$5,519	\$5,759	\$5,999	\$6,632	\$6,886	\$7,141
D (4)	\$4,079	\$4,319	\$4,559	\$4,799	\$5,039	\$5,611	\$5,866	\$6,121

E (5)	\$3,600	\$3,839	\$4,079	\$4,319	\$4,559	\$5,101	\$5,356	\$5,611
F (6)	\$3,119	\$3,359	\$3,600	\$3,839	\$4,079	\$4,591	\$4,846	\$5,101
G (7)	\$2,400	\$2,639	\$2,880	\$3,119	\$3,359	\$3,826	\$4,081	\$4,336
H (8)	\$1,920	\$2,160	\$2,400	\$2,639	\$2,880	\$3,316	\$3,571	\$3,826
I (9)	\$1,440	\$1,680	\$1,920	\$2,160	\$2,400	\$2,806	\$3,061	\$3,316
J (10)	\$1,030	\$1,030	\$1,030	\$1,030	\$1,030	\$1,030	\$1,030	\$1,030

**2025-2026 AND 2026-2027**

LANE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8
A (1)	\$8,567	\$8,812	\$9,056	\$9,301	\$9,545	\$10,406	\$10,666	\$10,926
B (2)	\$7,098	\$7,343	\$7,588	\$7,840	\$8,077	\$8,845	\$9,106	\$9,366
C (3)	\$5,140	\$5,385	\$5,629	\$5,874	\$6,119	\$6,765	\$7,024	\$7,284
D (4)	\$4,161	\$4,405	\$4,650	\$4,895	\$5,140	\$5,723	\$5,983	\$6,243
E (5)	\$3,672	\$3,916	\$4,161	\$4,405	\$4,650	\$5,203	\$5,463	\$5,723
F (6)	\$3,181	\$3,426	\$3,672	\$3,916	\$4,161	\$4,683	\$4,943	\$5,203
G (7)	\$2,448	\$2,692	\$2,938	\$3,181	\$3,426	\$3,903	\$4,163	\$4,423
H (8)	\$1,958	\$2,203	\$2,448	\$2,692	\$2,938	\$3,382	\$3,642	\$3,903
I (9)	\$1,469	\$1,714	\$1,958	\$2,203	\$2,448	\$2,862	\$3,122	\$3,382
J (10)	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051

**2027-2028 AND 2028-2029**

LANE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8
A (1)	\$8,738	\$8,988	\$9,237	\$9,487	\$9,736	\$10,614	\$10,879	\$11,145
B (2)	\$7,240	\$7,490	\$7,740	\$7,997	\$8,239	\$9,022	\$9,288	\$9,553
C (3)	\$5,243	\$5,492	\$5,742	\$5,992	\$6,241	\$6,900	\$7,164	\$7,429
D (4)	\$4,244	\$4,493	\$4,743	\$4,993	\$5,243	\$5,838	\$6,103	\$6,368
E (5)	\$3,745	\$3,994	\$4,244	\$4,493	\$4,743	\$5,307	\$5,572	\$5,838
F (6)	\$3,245	\$3,495	\$3,745	\$3,994	\$4,244	\$4,776	\$5,042	\$5,307
G (7)	\$2,497	\$2,746	\$2,996	\$3,245	\$3,495	\$3,981	\$4,246	\$4,511
H (8)	\$1,998	\$2,247	\$2,497	\$2,746	\$2,996	\$3,450	\$3,715	\$3,981
I (9)	\$1,498	\$1,748	\$1,998	\$2,247	\$2,497	\$2,919	\$3,185	\$3,450
J (10)	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072

G. Differential Categories

**Lane A**

Middle School Athletic Director

**Lane B**

\* High School Head Coaches

*Football, Volleyball, Basketball, Wrestling, Soccer, Track, Softball, Baseball, Cross Country, Winter Cheer, Theater Director*

**Lane C**

\* High School Head Coaches

*Tennis, Golf, Bowling, and Fall Cheer*

\* High School Assistant Coaches

*Football, Volleyball, Basketball, Wrestling, Track, Soccer, Softball, Baseball, Cross Country, and Winter Cheer*

\* High School Sponsors

*Student Council*

**Lane D**

\* High School Coaches

*Dance*

\* High School Assistant Coaches

*Tennis, Golf, Fall Cheer*

\* High School Sponsors

*Krier, Future Farmers Association (FFA)*

**Lane E**

\* Middle School Head Coaches

*7<sup>th</sup> and 8<sup>th</sup> Grade Volleyball, 7<sup>th</sup> and 8<sup>th</sup> Grade Basketball, Wrestling, Cross Country, Track*

\* High School Sponsors

*Yearbook, Scholastic Bowl, Key Club*

\* High School Choral Director

*for Seasonal Concerts, Competitions and Performances*

**Lane F**

\* High School Sponsors

*Science Club, Musical Band Director, Musical Vocal/Choir Director, Musical Choreographer, Color Guard Sponsor (Fall & Winter), Future Farmers Association (FFA) Co-Sponsor*

\* Middle School Assistant Coaches

*Volleyball, Basketball, Cross Country, Track, Wrestling*

\* Middle School Sponsors

*Student Council, Jazz Band Director*

**Lane G**

\* High School Sponsors

*Chess, Asst. Scholastic Bowl, Educators Rising, Band Director, Assistant Theater Director*

- \* Middle School Sponsors  
*Yearbook, Chorus, Band, Head Fall Play, Head Spring Musical*

**Lane H**

- \* High School Sponsors  
*Mathletes, DECA, Global Culture Club, Madrigals, Pop Culture Club, Marching Band Director, Color Guard Sponsor (Fall & Winter)*
- \* Middle School Sponsors  
*Jazz Lab Band Director, Assistant Fall Play, Assistant Spring Musical*

**Lane I**

- \* High School Sponsors  
*HS Art Club, National Honor Society, Pep Band, Freshman/Sophomore and Junior/Senior Class Sponsors, Prom, ACES, Spanish Club, Jazz Band Director, Assistant Marching Band Director, Assistant Madrigals, Gay/Straight Alliance (GSA), Operation Snowball, Asst. Mathletes, Model UN*
- \* Middle School Sponsors  
*MS Art Club*

**Lane J**

- \* High School Sponsor  
*Kolla Voce, Marching Band Percussion Instructor, Assistant Science Club*
- \* Middle School Sponsor  
*Knight Shift, Snowflake*
- \* Elementary School Sponsor  
*Project KC*

**Please refer to the Stipend and Differential Process folder on the District website for annual changes. Updates will be posted yearly in April.**

**11.11 Expense Reimbursements**

As approved in advance, reimbursement for attendance at professional meetings shall be made as follows:

- A. Mileage for automobile shall follow federal guidelines per mile as established in the previous year's United States Master Tax Guide, or air coach fare, railroad or bus fare as approved in advance.
- B. Meal allowance will be paid as per Board Policy. Payments must be supported by receipts.
- C. Lodging as approved in advance.
- D. All applications to attend meetings should be submitted at least three weeks in advance of the meeting and approved by the Principal and by the Superintendent or designee.
- E. Approved conference registration fees shall be paid by District 302 unless membership dues are included, in which case the dues are the responsibility of the Professional Employee.

- F. The substitute teacher shall be paid by District 302 for all meetings that are approved in accordance with Item D above.

11.12 Mileage Reimbursement for School Business

Any covered Professional Employee who shall use their personal automobile or otherwise provide their own transportation when on school business shall be reimbursed by the Board at the rate referenced in 11.11 A of this Article.

11.13 Professional Employee Retirement Contribution

- A. The salary matrix figures include the amount that is required to be paid by the Board on the Professional Employee's behalf to the Teachers' Retirement System (TRS).
- B. All payments made to TRS on behalf of the Professional Employee shall be tax "sheltered" to the full extent allowed by the tax code.
- C. Kaneland District 302 shall assume .5% of the employee's cost of the Teacher Retirement System Health Insurance contribution paid to Teachers' Health Insurance Security. The portion assumed shall be .5% of creditable earnings.
- D. Required contributions to TRS shall be deducted in equal installments over the 24 payments specified in Section 5.9 (A) of this Agreement.

11.14 Retirement

- A. In the event the law is changed regarding the use of retirement incentives, caps on contributions, or increased financial exposure by the Board, Section 11.14 will be suspended and the parties will agree to come back and bargain in good faith. The Board will not approve TRS Early Retirement Options (ERO) retirements.
- B. Eligibility: A retirement program shall be available for the duration of this Agreement for the Professional Employees who meet all of the following eligibility criteria:
  - 1. Completed at least fifteen (15) years of full time service (or the equivalent thereof) in the District at the time of retirement; and
  - 2. Be eligible for a TRS annuity; and
  - 3. Submitted an irrevocable Letter of Intent to Retire by June 30th preceding the school year when the retirement enhancement takes effect. For those submitting Letters of Intent to begin the retirement enhancement in 2024-2025, letters must be submitted by a maximum of thirty (30) days after the contract is signed by both parties.
- C. Enhancement: As a voluntary retirement enhancement for Professional Employees who qualify as provided above, the following shall apply:
  - 1. The Professional Employee will be removed from the salary matrix and for the final four (4) year(s) of employment, the Professional Employee's

nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Professional Employee's non-exempt TRS creditable earnings for the prior year of employment as follows:

2. A retiring Professional Employee may receive no more than four (4) years of six percent (6%) creditable earnings increases under this program. It is the intent of the parties that the six percent (6%) increases will be paid in the Professional Employee's final years of employment with a range of 1 - 4 years pursuant to the number of years notification indicated in the Letter of Intent.
3. This retirement enhancement shall be in lieu of experience and education increases, as well as any additional payments or stipends including annuity matching contributions for Tier II Professional Employees under Section 11.17, with the exception of those that are exempted from TRS creditable earnings by law. No Professional Employee who has given notice of retirement shall receive a pay increase that will subject the Board to an additional contribution to the TRS.
4. A Professional Employee for whom an extra-duty differential/stipend was part of the Professional Employee's creditable earnings in the school year in which notice is given and who chooses to cease performance of such duty in any year prior to retirement will have the differential/stipend for that duty subtracted from the creditable earnings increases provided under this program for each remaining year.
  - a. If a Professional Employee chooses to cease an extra-duty differential/stipend, administration will make every effort to assist the Professional Employee with finding a mutually agreed upon replacement duty when available.
  - b. Professional Employees who choose to cease performance of any such duty are encouraged to provide notice to administration with as much notice as possible.
  - c. The retiring Professional Employee's salary increases shall not be altered due to any District decisions to cancel differential/stipend positions.
  - d. Revocation: should a Professional Employee wish to request their letter of retirement be revoked, the Professional Employee shall submit an appeal with the rationale for this request to the Board of Education. If the Board refuses, the Board's decision may not be grieved.
  - e. In the event the Letter of Intent is revoked, the Professional Employee shall have their salary reduced by an amount that was granted as part of the retirement enhancement which is in excess to the salary amount they would have received without the enhancement. This amount shall be withheld from the regular pay of the Professional Employee over twelve (12) pay periods during the year of revocation.

5. The Board shall pay a one-time post retirement stipend based on the following:
  - a. Professional Employees who have the equivalent of fifteen (15) or more full time years as a Professional Employee at Kaneland at the time of retirement and who give up to a four (4) year notice shall be paid a lump sum amount of \$500 for each year of that service.
  - b. Professional Employees may receive the post-retirement stipend payment 60 days after the final paycheck has been issued by the District or in the month of January following the effective date of retirement. The Professional Employee shall make the election in writing by April 1<sup>st</sup> prior to the effective date of retirement.
  - c. The Professional Employee shall be responsible for all taxes and payments required by law that may be applicable to post retirement payment.

D. Retiree insurance: For a period not to exceed ten (10) years, retiring Professional Employees (with at least 15 years of full time service or the equivalent thereof in the District at the time of retirement) shall receive 100% of Managed Care Plan Premium (OAP & HMO or PPO Premium) not to exceed \$365/month toward the cost of retiree health insurance coverage paid directly to TRS by the Board of Education until such time the retiree is eligible for Medicare.

Maximum: \$4,380/year x 10 years = \$43,800

#### 11.15 Extra Duty Pay

Pre-approved extra duty pay, which includes TRS, for Professional Employees outside of the school day will be paid as follows:

1. Supervision or District Offered Professional Development: \$24/hour
2. Teacher-Related Duties: \$40/hour

Teacher-related duties are limited to the following: Professional Employees giving staff development presentations as outlined in 5.10.C.2; SIP committee; conducting Fifth Grade Choral Concert; Curriculum creation, review and revision, and Professional Employees teaching Summer School as outlined in 11.8.

Professional development includes attendance at training sessions outside of the contractual day/hours, and the New Professional Employee Induction Academy.

Pre-approved extra duty pay, which includes TRS, for Professional Employees during the school day will be paid as follows:

1. Teacher-Related Duties: \$40/hour

The following duties that occur during the school day shall be paid at the Teacher-related duties rate: missed plan time due to IEP and/or parent meetings as outlined in 5.4.E and internal substitution as outlined in 5.5.

#### 11.16 Master Teacher Compensation

Professional Employees completing the National Board of Professional Teaching Standards (NBPTS) requirements for certification as Master Teacher shall be paid a stipend of \$2,500 which includes TRS in that year. A stipend of \$2,500 which includes TRS shall be paid each year thereafter to Professional Employees securing and maintaining National Board of Professional Teaching Standards (NBPTS) certification as Master Teacher.

#### 11.17 Summer Evaluations and Meetings regarding Students with Disabilities

Professional Employees who conduct administrator-approved evaluations and/or attend meetings regarding students with disabilities during the summer shall be paid at the greater of the teacher-related duty rate listed in section 11.15.2, or an hourly rate calculated by dividing their most recently completed school year base salary by 1,350 hours (7.5 hours per day x 180 days per year).

To qualify for this additional pay, the Professional Employee shall receive written direction from an authorized Administrator to conduct the necessary components of an evaluation and/or attend meetings regarding students with disabilities during the summer months.

1. If there is an assigned case manager, they will have the right of first refusal.
  - If the assigned case manager is not available, or exercises the right of first refusal, the summer hours will be offered to the next qualified Professional Employee of the student's home school before being offered to other Professional Employees in the District.
2. Administration will provide the Professional Employee with clear instructions regarding the necessary components of the process and scheduled meeting dates.
  - A Professional Employee accepting a summer assignment will make a reasonable effort to make themselves available to complete all necessary components of the process and attend necessary meetings through the summer, adhering to all applicable legal timelines and procedures.

The Professional Employee shall record the hours worked on a summer case study evaluation and/or IEP meeting on a timesheet and submit the timesheet to the Business Office in accordance with payroll procedures.

#### 11.18 Employer Annuity Match Benefit

Beginning in 2024-2025, all Illinois Teacher Retirement System (TRS) Tier II Professional Employees (a Professional Employee who entered TRS for the first time on or after January 1, 2011) continuously employed by the District for at least three (3) school years shall be eligible for a dollar-for-dollar matching contribution, up to a maximum of \$500 per fiscal year, to the Professional Employee's 403(b) plan on the District's approved 403(b) vendor list. The Board's matching contribution shall be a non-elective contribution and shall not be added to the salary schedule.

The Professional Employee must give written notice to the Business Office that the Professional Employee wishes to start or stop contributions to a specific 403(b) account.

Notification shall be on the District's Salary Reduction Agreement form. After the initial notification the employer match will be paid by June 30 and continue on an annual basis.

**Article XII – Duration and Terms of the Agreement**

A. Effective Date(s)

This Agreement shall be effective July 1, 2024, upon ratification by both parties and shall remain in effect until June 30, 2029.

B. Complete Understanding

1. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. In addition, the parties have agreed to the Memoranda of Understanding and/or Letters of Agreement and made a part hereof. The terms and conditions may be modified only through the written mutual consent of the parties.
2. The parties agree that each had the unlimited right to propose and counter-propose during the negotiations leading to this Agreement.
3. Representatives of both parties shall convene to incorporate into the contract, Letter of Agreement and Memorandums of Understanding in each instance of a new contract, a contract extension, or a contract rollover.

C. Conformity to Law

Should any Article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction or in the event the Congress or the Legislature enacts a law in conflict with any Article, section, or clause of this Agreement, said Article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining Articles, sections, or clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted Article, section, or clause.

D. This Agreement is signed and adopted this 29th day of May, 2024. In witness thereof:

For the Kaneland Education  
Association

Kindra Schumacher  
President

Patty Reeder  
Chief Negotiator

For the Board of Education,  
District 302

[Signature]  
President

[Signature]  
Secretary

Attested to: [Signature]  
Superintendent of Schools

**Salary Schedule for 2024-2029**

**Salary Matrix for 2024-2025**

<b>2024-2025</b>	<b>BA</b>	<b>BA + 9</b>	<b>BA + 18</b>	<b>BA + 27</b>	<b>MA</b>	<b>MA + 12</b>	<b>MA + 24</b>	<b>MA + 36</b>
<b>Placement</b>	<b>Lane A</b>	<b>Lane B</b>	<b>Lane C</b>	<b>Lane D</b>	<b>Lane E</b>	<b>Lane F</b>	<b>Lane G</b>	<b>Lane H</b>
1	47,000	47,560	48,790	50,254	51,762	53,314	55,234	57,222
2	47,596	48,164	49,409	50,892	52,418	53,990	55,934	57,948
3	48,164	49,860	51,356	52,897	54,483	56,118	58,138	60,231
4	49,434	50,917	52,445	54,018	55,638	57,308	59,370	61,508
5	50,917	52,445	54,018	55,638	57,308	59,370	61,508	63,722
6	51,730	53,281	54,879	56,526	58,561	60,669	62,853	65,116
7	53,281	54,879	56,526	58,561	60,669	62,853	65,116	67,460
8	54,879	56,526	58,561	60,669	62,853	65,116	67,460	69,889
9	56,526	58,561	60,669	62,853	65,116	67,460	69,889	72,404
10	58,561	60,669	62,853	65,116	67,460	69,889	72,404	75,011
11	60,669	62,853	65,116	67,460	69,889	72,404	75,011	77,712
12	61,405	65,116	67,460	69,889	72,404	75,011	77,712	80,509
13	62,236	65,893	68,266	70,723	73,269	75,907	78,639	81,470
14		66,797	70,723	73,269	75,907	78,639	81,470	84,404
15			72,404	75,011	77,712	80,509	83,407	86,410
16				75,907	78,639	81,470	84,404	87,442
17				78,266	81,084	84,003	87,028	90,160
18				81,084	84,003	87,028	90,160	93,407
19				84,003	87,028	90,160	93,407	96,769
20				87,700	90,857	94,127	97,516	101,026
21				90,396	93,649	97,022	100,514	104,133
22				92,874	96,217	99,681	103,269	106,986
23				95,196	98,623	102,172	105,851	109,661
24				97,575	101,088	104,727	108,496	112,403
25				100,015	103,615	107,345	111,209	115,213
26				102,515	106,205	110,029	113,989	118,093
27				105,569	109,159	112,875	117,317	121,307

As a result of the joint interest of the Board and the KEA in encouraging Professional Employees to pursue additional graduate coursework, progression in Lanes A, B, and C are limited. Professional Employees in Lanes A, B, and C may move to new lanes upon completion of additional graduate coursework.

## Salary Matrix for 2025-2026

2025-2026	BA	BA + 9	BA + 18	BA + 27	MA	MA + 12	MA + 24	MA + 36
Placement	Lane A	Lane B	Lane C	Lane D	Lane E	Lane F	Lane G	Lane H
1	48,645	49,225	50,498	52,013	53,574	55,180	57,167	59,225
2	49,115	49,701	50,986	52,516	54,091	55,713	57,719	59,798
3	49,738	50,331	51,632	53,182	54,777	56,420	58,451	60,556
4	50,331	52,103	53,667	55,277	56,935	58,643	60,755	62,941
5	51,659	53,208	54,805	56,448	58,142	59,887	62,042	64,275
6	53,208	54,805	56,448	58,142	59,887	62,042	64,275	66,589
7	54,057	55,679	57,349	59,070	61,196	63,399	65,681	68,047
8	55,679	57,349	59,070	61,196	63,399	65,681	68,047	70,496
9	57,349	59,070	61,196	63,399	65,681	68,047	70,496	73,034
10	59,070	61,196	63,399	65,681	68,047	70,496	73,034	75,662
11	61,196	63,399	65,681	68,047	70,496	73,034	75,662	78,387
12	61,700	65,681	68,047	70,496	73,034	75,662	78,387	81,209
13	62,236	66,000	70,496	73,034	75,662	78,387	81,209	84,132
14		66,797	71,338	73,905	76,566	79,323	82,178	85,136
15			72,404	76,566	79,323	82,178	85,136	88,202
16				78,387	81,209	84,132	87,161	90,299
17				79,323	82,178	85,136	88,202	91,377
18				81,788	84,733	87,783	90,944	94,218
19				84,733	87,783	90,944	94,218	97,610
20				87,783	90,944	94,218	97,610	101,124
21				91,646	94,945	98,363	101,905	105,573
22				94,463	97,863	101,387	105,037	108,819
23				97,053	100,547	104,166	107,916	111,801
24				99,479	103,061	106,770	110,614	114,595
25				101,966	105,637	109,439	113,378	117,461
26				104,515	108,278	112,176	116,213	120,397
27				107,128	110,985	114,980	119,119	123,407
28				109,699	113,648	117,740	121,977	126,368

As a result of the joint interest of the Board and the KEA in encouraging Professional Employees to pursue additional graduate coursework, progression in Lanes A, B, and C are limited. Professional Employees in Lanes A, B, and C may move to new lanes upon completion of additional graduate coursework.

## Salary Matrix for 2026-2027

2026-2027	BA	BA + 9	BA + 18	BA + 27	MA	MA + 12	MA + 24	MA + 36
Placement	Lane A	Lane B	Lane C	Lane D	Lane E	Lane F	Lane G	Lane H
1	49,034	49,619	50,902	52,429	54,002	55,622	57,624	59,699
2	49,655	50,247	51,547	53,093	54,686	56,326	58,354	60,455
3	50,096	50,693	52,004	53,565	55,172	56,826	58,872	60,992
4	50,583	52,364	53,935	55,554	57,219	58,936	61,058	63,256
5	51,917	53,474	55,079	56,731	58,432	60,186	62,352	64,597
6	53,474	55,079	56,731	58,432	60,186	62,352	64,597	66,922
7	54,328	55,957	57,636	59,365	61,502	63,716	66,010	68,387
8	55,957	57,636	59,365	61,502	63,716	66,010	68,387	70,848
9	57,636	59,365	61,502	63,716	66,010	68,387	70,848	73,399
10	59,365	61,502	63,716	66,010	68,387	70,848	73,399	76,041
11	61,502	63,716	66,010	68,387	70,848	73,399	76,041	78,779
12	62,009	66,010	68,387	70,848	73,399	76,041	78,779	81,615
13	62,236	66,330	70,848	73,399	76,041	78,779	81,615	84,553
14		66,797	71,695	74,570	77,255	80,037	82,918	85,902
15			72,404	76,949	79,720	82,589	85,562	88,643
16				78,779	81,615	84,553	87,596	90,750
17				80,037	82,918	85,902	88,996	92,199
18				82,197	85,157	88,222	91,399	94,689
19				85,157	88,222	91,399	94,689	98,098
20				88,222	91,399	94,689	98,098	101,630
21				92,104	95,420	98,855	102,414	106,101
22				94,936	98,353	101,894	105,562	109,363
23				97,538	101,050	104,687	108,455	112,360
24				99,977	103,576	107,304	111,167	115,168
25				102,476	106,165	109,987	113,945	118,048
26				105,038	108,819	112,736	116,794	120,999
27				107,664	111,540	115,555	119,714	124,024
28				111,783	115,808	119,977	124,295	128,769

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## Salary Matrix for 2027-2028

2027-2028	BA	BA + 9	BA + 18	BA + 27	MA	MA + 12	MA + 24	MA + 36
Placement	Lane A	Lane B	Lane C	Lane D	Lane E	Lane F	Lane G	Lane H
1	49,700	50,293	51,593	53,141	54,736	56,377	58,407	60,510
2	50,097	50,695	52,005	53,566	55,173	56,828	58,874	60,993
3	50,732	51,337	52,665	54,245	55,873	57,548	59,620	61,767
4	51,086	52,885	54,472	56,106	57,789	59,523	61,666	63,885
5	52,433	54,006	55,627	57,295	59,014	60,785	62,973	65,240
6	54,006	55,627	57,295	59,014	60,785	62,973	65,240	67,588
7	54,868	56,514	58,209	59,956	62,114	64,350	66,667	69,067
8	56,514	58,209	59,956	62,114	64,350	66,667	69,067	71,553
9	58,209	59,956	62,114	64,350	66,667	69,067	71,553	74,130
10	59,956	62,114	64,350	66,667	69,067	71,553	74,130	76,797
11	62,114	64,350	66,667	69,067	71,553	74,130	76,797	79,563
12	62,100	66,100	69,067	71,553	74,130	76,797	79,563	82,427
13	62,236	66,500	71,553	74,130	76,797	79,563	82,427	85,394
14		66,797	72,000	75,014	77,715	80,513	83,411	86,413
15			72,404	77,715	80,513	83,411	86,413	89,525
16				79,563	82,427	85,394	88,468	91,653
17				80,513	83,411	86,413	89,525	92,748
18				83,015	86,004	89,100	92,308	95,631
19				86,004	89,100	92,308	95,631	99,074
20				89,100	92,308	95,631	99,074	102,641
21				93,021	96,369	99,838	103,433	107,156
22				95,880	99,331	102,908	106,612	110,451
23				98,509	102,055	105,729	109,534	113,478
24				100,972	104,607	108,372	112,273	116,314
25				103,496	107,221	111,081	115,079	119,223
26				106,083	109,902	113,858	117,957	122,203
27				108,735	112,649	116,705	120,905	125,258
28				112,990	117,058	121,272	125,637	130,160

As a result of the joint interest of the Board and the KEA in encouraging Professional Employees to pursue additional graduate coursework, progression in Lanes A, B, and C are limited. Professional Employees in Lanes A, B, and C may move to new lanes upon completion of additional graduate coursework.

## Salary Matrix for 2028-2029

2028-2029	BA	BA + 9	BA + 18	BA + 27	MA	MA + 12	MA + 24	MA + 36
Placement	Lane A	Lane B	Lane C	Lane D	Lane E	Lane F	Lane G	Lane H
1	51,003	51,611	52,946	54,535	56,171	57,855	59,938	62,096
2	51,411	52,024	53,369	54,970	56,620	58,318	60,417	62,593
3	51,747	52,364	53,718	55,330	56,990	58,699	60,812	63,002
4	52,108	53,943	55,561	57,228	58,945	60,713	62,899	65,163
5	52,816	54,400	56,033	57,713	59,445	61,229	63,432	65,716
6	54,400	56,033	57,713	59,445	61,229	63,432	65,716	68,082
7	56,405	58,096	59,839	61,635	63,853	66,152	68,533	71,001
8	56,926	58,634	60,394	62,567	64,820	67,153	69,571	72,075
9	58,634	60,394	62,567	64,820	67,153	69,571	72,075	74,671
10	60,394	62,567	64,820	67,153	69,571	72,075	74,671	77,358
11	62,567	64,820	67,153	69,571	72,075	74,671	77,358	80,144
12	62,193	66,583	69,571	72,075	74,671	77,358	80,144	83,029
13	62,236	66,985	71,750	74,671	77,358	80,144	83,029	86,017
14		67,732	72,200	77,714	80,513	83,411	86,414	89,524
15			72,404	78,282	81,101	84,020	87,044	90,178
16				80,144	83,029	86,017	89,114	92,323
17				81,479	84,412	87,450	90,599	93,860
18				83,621	86,632	89,750	92,982	96,510
19				86,632	89,750	92,982	96,510	100,567
20				89,750	92,982	96,329	100,567	103,390
21				93,700	97,073	100,567	104,188	108,000
22				96,580	100,057	103,660	108,000	111,257
23				99,228	102,800	106,501	110,334	114,306
24				101,709	105,370	109,163	113,093	117,163
25				104,251	108,004	111,892	115,919	120,093
26				106,857	110,704	114,689	118,818	123,095
27				109,529	113,472	117,557	121,788	126,172
28				114,346	118,462	122,727	127,144	131,721

As a result of the joint interest of the Board and the KEA in encouraging Professional Employees to pursue additional graduate coursework, progression in Lanes A, B, and C are limited. Professional Employees in Lanes A, B, and C may move to new lanes upon completion of additional graduate coursework.