



## LZEA MASTER CONTRACT 2022-2026

**Article 4.19 of the Master Contract states:**

*4.19 Communication Committee*

*Representatives of the Board, Administration, and other Association members, including members of the current contract negotiating team, will meet once per semester to address any contract items or professional matters of concern to either the Association or the District. Prior to the meeting, the Association President and Superintendent will provide each other with the agenda item topics. Each topic will be designated as either a Contract Item or a Professional Matter. A letter of understanding may result from these meetings. Such meetings shall occur within fifteen (15) school days of the request calling for the meeting.*

**The following is a summary of all 4.19 meetings held and agreements/modifications to the Master Contract.**

<b>Meeting Date</b>	<b>Article in contract</b>	<b>Topic/discussion</b>	<b>Agreements made</b>
8/30/2022	20.3	<b>Stipend Payments-</b> Concerns from some staff members regarding new contract language and payment options in the contract. The new contract does not allow for payment proration for the entire year of	Request to consider one year of transition to pay those that only have spring sports full year. Have a sign off that this is a one-year grandfathering and that they will have to pay back if they do not work the sport. Only eligible for those only with a winter or spring sport/activity that coached previously.

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		<p>stipends that are later in the season. For example, a spring stipend cannot be paid from September through June. It can only begin at the start of the spring season. These options were changed to prevent a situation where a staff member is overcompensated and has to return or refund the District in the event that an activity/sport does not occur or if the staff member no longer fulfills it.</p>	
8/30/2022	5.15	<p><b>Attendance Incentive-</b> discussion again if the District wants to re-institute the incentive that was put on pause the past two years with COVID as to not encourage sick staff members to come to work.</p>	Agree to pause again for 22/23 school year.
8/30/22	11.1	<p><b>Weather Emergency Days/Remote Learning-</b> Given options of continue remote learning during weather related days, should emergency days be regular "snow days", remote synchronous or remote asynchronous for students.</p>	Agree to have traditional "snow days" in case of weather. Goal is to utilize the late start as much as possible. Will review if need to use more days. Need to communicate to staff and families about extended 5 days.
8/30/2022	7.3A	<p><b>Teaching Load 7.3</b> and elementary section cutoff date of August 5th. Due to calendar changes and the start of school moving so much earlier, this date is a hardship in regard to last minute staffing and section changes. The Administration requests an earlier date to allow for adequate hiring, classroom set up, and planning for section additions. A possible date is July 15th.</p>	Agreeing to 30 calendar days prior to the start of the school year but agree that Superintendent has discretion and will monitor for needs to add later if needed
8/30/2022	22.1	<p><b>Retirement Incentive-</b> several questions have arisen in regard to the retirement</p>	a. Need calculations and full board discussion to see options. Extend date for letter submission to 9/16. Kathy to

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		<p>incentive option in the contract:</p> <p>a. Does historical work prior to this contract that may have been over 6% count for purposes of consideration for the penalty (would Board consider penalty in relation to staff retirement savings)</p> <p>b If a staff member submits for retirement and would be over 6%, can they rescind and if so, what is the time frame to do so?</p> <p>c. Can a staff member waive payment for work that may put them over the 6% threshold? Legally, yes they can- would need written confirmation from staff member to waive payment</p>	<p>communicate date extension to membership.</p> <p>b. Will be reviewed on a case-by-case basis. Some situations would be approved where others may not.</p> <p>c. Need to educate staff on their maximums and picking up assignments. Can we add a disclaimer on internal sub forms acknowledging that if they are retiring and this could put them over the 6%.</p> <p><b>MOU:</b></p> <p>The Parties agree that in order for a member to remain eligible for the post-retirement health insurance benefit set forth in Section 22.3 of the CBA, the member must meet all other eligibility requirements set forth in Section 22.3 and must begin participating in TRIP, Medicare or TRAIL no later than December 31<sup>st</sup> of the calendar year during which the member retired from the District. For example, if an eligible member retired from the District on May 26, 2023, he/she must begin participating in TRIP, Medicare, or TRAIL no later than December 31, 2023.</p>
8/25/2022	7.3C	<p>Teaching Load- Middle School/High School</p> <p>Calculation of lead nurse stipend</p>	<p>The Association and District have agreed to a calculation for additional instructional assignments for staff. Past practice has provided an additional assignment stipend to the Lead School Certified Nurse for additional annual responsibilities. Given the nature of the position, the responsibilities vary vastly from an additional teaching period. Therefore, the Administration and Association agree that a different calculation is warranted to compensate the staff member in this role based on required responsibilities. The calculation for the additional stipend will be at .25 (rather than .17) of the BA-0 step for the duration of</p>

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			the 2022-2026 Master.
3/15/2023	20.8	<p><b>Counselor lead</b> stipend for 23-24- Administration would like to add a stipend for a Lead Counselor, much like lead nurse but not like a department chair or team leader. Discussed with Kathy and shared job description (see attached). Would like stipend to be around \$5,000 annual.</p>	<p>*Counselor lead engages in training support, building leadership support, guidance and support to team, PLC lead            *Up to 5 days is included in the stipend amount and outside of any additional days a counselor works and gets paid for per diem for            *Any required training or anything over the summer would be included in these 5 additional days            *\$5000 stipend amount frozen for the remainder of the contract period</p>
3/15/2023	12.3	<p><b>File cabinets-</b> new furniture orders for elementary staff are coming in. Some staff members do not want file cabinets- we will give choice to staff based on their needs (heads up so staff are aware based on new contract language)</p>	<p>*Furniture committee met, some staff want file cabinets and some do not. We are giving choice of what they can get            *As new staff hired will have choice</p>
3/15/2023		<p><b>Training of new SIS</b> does not count as PD during institute day- this will alter the Institute day schedules at the start of the year</p>	<p>*Angela planning for institute days to start the year- just want to make all aware that this training has to happen- may need to happen during one of the first non-institute days for training to happen            *Phil looking to make training around an hour and create some online or other training method for staff to access            *Also looking for opportunities to offer training over the summer to get training- non paid and voluntary for staff that want to be trained            *Maybe offer a lunch or learn option during first week of school or other options if staff need more one on one training</p>
3/15/2023		<p><b>Institute Day/Grading-</b> have had requests from some levels for grading time back at certain institute day. Also, if finals are</p>	<p>*Can't really do anything for this summer to move grading up for this summer            *Suggest giving the early release day prior to winter break as</p>

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		returned, need clarification on day for grading and when grades must be completed (for example prior to break and not 1 weeks after 2nd semester begins)	grading time for MS and HS only *Hold decision on grades due prior to winter break until know more details on what finals administration would look like *Could come back mid-May to finalize what would look like for 23/24 school year
3/15/2023	20.1	<b>Double stipend payments</b> - when is it appropriate and how do we compensate if not? This has happened a few times when sponsors or coaches cannot be hired and someone takes on two levels of teams (for example 6/7th grade and 8th grade teams).	*Not fair to get full 2 stipends if all hours are not full- suggestion to modify if taking double stipend to remove practice hours *Concern that staff will not take stipends and students will lose opportunities. *Admin make a greater effort to fill stipends- but don't want to dis-incentivize staff to take assignments *Keep practice for now and monitor and attempt to fill coaching positions
9/25/2023		<b>Middle School and High School semester grades deadline.</b> The contract does not address deadlines for grades submission, however the Administration would like to clarify deadlines due to the return of High School finals and shifting of schedules prior to winter break. For the 23/24 school year, middle school and high school grades must be submitted by Wednesday, January 10, 2024 and will be posted by January 12, 2024.	Question if Canvas grades will disappear prior to grades posting- need to confirm with Technology to make sure have access in Canvas until posted
9/25/2023	5.15	<b>Attendance Incentive return for 23/24</b> - discussion of returning Attendance Incentive payment per 15.15 of the contract. Would recommend excluding any Covid absences for self from exclusion criteria for payment.	Ok with team
9/25/2023		<b>COVID Admin Days</b> - Board and Administration would like to provide to all	Will help people stay home if sick and test

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		<p>staff relief days for anyone testing positive for COVID. The Board would grant 2.5 COVID Admin days per occurrence to any employee that shows a positive test result (at home test is acceptable). The use of days are only applicable to the staff member's own absence and not family members and are not accumulated or granted if not used.</p>	
9/25/2023		<p><b>Coaches/Sponsors driving activity bus</b> and possibly larger school bus. Would like to have a discussion around allowing our coaches/sponsors the ability to drive activity buses or get their CDL to drive a school bus for team events. Items of consideration include:</p> <ul style="list-style-type: none"> <li>● Voluntary nature of driving and/or getting license</li> <li>● Stipend payment for performing the duty of driving</li> <li>● Any possible lost work time due to having to pick up bus, prepare, etc</li> </ul>	<p>Need to clarify communication about driving activity bus. Email sent by Leslie this summer to HS staff- ask to see what that said. Ask if any interest from staff to get CDL to drive.</p>
9/25/2023	Appendix D	<p><b>Additional Stipend Requests:</b>            *Special Olympics Coordinator (information will be provided by Dr. McArdle at the meeting)            *review SNAP/Allied Soccer stipends            *Special Olympics coordinator- added position not added to another responsibility. Coach short season for basketball, oversee special Olympics events            *Adjust Allied Soccer and SNAP stipends</p>	<p>*Could look to see if someone just wants to be coordinator and then stipend would be separate            *Also looking to add a stipend for MS special needs stipend            *Lauren to work on stipend details and bring to Julia and Kathy</p>

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9/25/2023		<b>Hourly rates</b> for various work done outside of the school day-review for current practice and any potential updates	<ul style="list-style-type: none"> <li>*see previous list BOE approved in 2013 to be updated</li> <li>*Middle School- need to review hours and see what is needed- pay hourly for now until know if should be hourly or a stipend</li> <li>*Look at what comps are paying and if we are aligned and what rates may be</li> <li>*Collect data- pay at the end of the year after we determine pay is hourly or stipend (for MS positions)</li> </ul>
9/25/2023	15.18	<b>15.18 Military Leave-</b> The District will observe all of the statutory rights of staff members who are or were members or enlistees of the armed service, the reserve of any armed service or a member of the National Guard.	<p><b><u>Memorandum of Understanding</u></b>  Article 15 Leaves  15.18 Military Leave- The District will observe all of the statutory rights of staff members who are or were members or enlistees of the armed service, the reserve of any armed service or a member of the National Guard.  This memorandum of understanding is to clarify Article 15.18 of the 2022-2026 Master Contract pertaining to Military Leave as it relates to Extra-curricular stipends or assignments. The district and LZEA have agreed that any staff member that has provided appropriate notice in utilizing this provision will be guaranteed their extra-curricular stipends/assignments upon their return to their position for a one-year period as long as the return is at the start of the season. If the staff member returns in the middle of a season or once a season has begun, they will have the opportunity to return to that assignment the following season. If the military leave extends into an additional year, upon return the staff member can request an interview but is not guaranteed the position or assignment. This agreement will remain in effect for any staff member out on leave during the 2023-2024 school year. The district and LZEA will review this agreement at the 2024 Spring 4.19 joint communications meeting.</p>
1/10/2024	20.8	<b>Elementary and Middle School Team Leader Stipend and job description.</b> The Department of C & I have worked with	Need to gather more information from buildings on roles, how they will fit with current and changes in responsibilities. Need to consider the amount of work and stipend calculations for a

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		<p>building leadership to better align the work of the team leader position. They are requesting a change to the job description and to split the position into two different roles/titles. Those would be Team Leader and SIP Leader. The stipend is recommended to be split in half for each. The same individual could apply to fill both positions and receive the two stipends.</p> <p style="text-align: center;">recommend to have stipends as follows:</p> <ul style="list-style-type: none"> <li>● k-8 Team Leader= \$1102.50 (current \$2080 for elementary, \$2205 middle school)</li> <li>● 6-8= 6 per building (one per grade, WL, FAA, PE)</li> <li>● k-5= 9* per building (one per grade, 1 Student Services, 1 Specials, 1 Specialists (EL, Reading, etc))</li> </ul> <p>*MW additional for EC</p> <ul style="list-style-type: none"> <li>● k-12 PLC Activator= \$1102.50</li> <li>● 6-8= 12 per building (4 per grade level)</li> <li>● k-5= 6 per building (one per grade)</li> <li>● 9-12= 10 per building</li> </ul> <p>SIP work- paid hourly for work outside of school day (per rate proposed below)</p>	<p>new position. After training has completed, will have a better idea of work volume and correlate it to a proposed stipend. Angela will work with principals further to gather more information and input from team leaders and staff.</p> <p>Recommendation for stipend for PLC Activator: recommended to be no less than \$2205 to be reviewed and finalized by Spring 2024 after training and responsibilities have been completed.</p>
1/10/2024		<p><b>Hourly rates</b> outside of the contract year- bringing this back from the fall meeting with rate increase recommendations for 2024-2025.</p>	<p>Proposed rates are ok- asking the team to make sure we have covered all extra work that is done to be included. Will come back in spring 4.19 for approval.</p>

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1/10/2024	4.6	<b>Parent Teacher Conference</b> discussion to offer flexibility on the hours/schedule to better align with school end times and to provide greater flexibility in the structure of the days.	Open to offering flexibility to start conferences closer to dismissal time for levels as long as it is not an impact on parents. Or options to have conferences both semesters at the HS level for parents.
1/10/2024	19.2	<b>MOA on the bonus payment</b> language for article 19.2- would prefer to pay bonus in regular paycheck rather than separate as the taxing implications are in favor for staff.	<p><b><u>Memorandum of Agreement</u></b></p> <p>Article 19.2A Compensation Schedules (Bonus Payment) In addition to the percentage increase outlined on the compensation schedules, the Board will make a one-time annual bonus payment to each staff member that will not be counted in their base pay in determining future salary increase percentages. Said bonus will be paid in accordance with the chart below in a separate payroll check with all applicable withholdings applied (mandatory taxes, TRS, IMRF, etc).</p> <p>This memorandum of agreement is to modify Article 19.2A in regard to payment of the annual bonus in a separate payroll check for staff. In accordance with IRS regulations, this type of bonus payment is eligible to be paid with regular wages therefore not subjecting the payments to supplemental mandatory federal taxes. This method of payment would yield a higher net pay to the staff member. The district and LZEA agree that this bonus payment may be paid in conjunction with the regular November 15th payroll annually as outlined rather than a separate paycheck.</p>
1/10/2024		<b>Discussion item:</b> Retiring teachers would like to donate unused sick days to the Sick Bank that are in excess of what is necessary for TRS credit.	Ok to look at option- will need further clarification from TRS and legal on option to do so. Kathy and Julia to get additional information. Would need a limit on how many can be donated.
4/29/2024	20.8	<b>PLC Activator/Team Leader</b> (bring back	Recommendation for stipend for PLC Activator: recommended to be no less than \$2205 to be reviewed and finalized by

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		<p>from Winter meeting)</p> <p>Notes from Winter 4.19: Need to gather more information from buildings on roles, how they will fit with current and changes in responsibilities. Need to consider the amount of work and stipend calculations for a new position. After training has completed, will have a better idea of work volume and correlate it to a proposed stipend. Angela will work with principals further to gather more information and input from team leaders and staff.</p> <p>NOTES: training has occurred, Canvas course also created for more training. After training a draft job description was sent to all those that participated. Most questions centered around logistical questions not really related to the job description. PD hours were given for training. 2 buildings did not participate (SP and MSS) in the additional Canvas course training. Training was not mandatory. Anyone taking the PLC Activator position will have to complete the training- self paced course. Would recommend staying in the role 2-3 years then rotating staff out if possible- depends on team size and options.</p>	<p>Spring 2024 after training and responsibilities have been completed.</p> <p>k-12 PLC Activator= \$2205</p> <ul style="list-style-type: none"> <li>● 6-8= 12 per building (4 per grade level)</li> <li>● k-5= 6 per building (one per grade)</li> <li>● 9-12= 10 per building</li> </ul> <p>(64 positions * \$2205= \$141,120)</p> <p>SIP work- paid hourly for work outside of school day</p> <p>Team leader: original job description (example of what was removed from original)</p> <ul style="list-style-type: none"> <li>● Elementary team leader job description</li> <li>● Middle school team leader job description <ul style="list-style-type: none"> <li>○ k-8 Team Leader= \$1102.50 (current \$2080 for elementary, \$2205 middle school)</li> <li>○ 6-8= 6 per building reduced from current 14 per building (one per grade, WL, FAA, PE)</li> <li>○ k-5= 9* per building (one per grade, 1 Student Services, 1 Specials, 1 Specialists (EL, Reading, etc))</li> </ul> </li> </ul> <p>*MW additional for EC</p>
4/29/2024		<p><b>Retiring teachers</b> - TRS response - members can choose to donate days to the bank - TRS states that teachers can report only the number of days they want to use for retirement. Kathy J and Julia recommend</p>	<p>Ok to move forward- Kathy to create form- to go to LZEA first then to HR.</p>

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		that a fair and affordable option is to allow retiring staff members to donate up to 20 sick days per person and max at 200 days per year. A form for staff to submit to donate would be created.	
4/29/2024		Categories for work rates: Notes from winter: Final recommendations are linked below. How would the board like to finalize these? MOA or bring to the full Board for approval. Last time the rates were brought to a Board meeting.	Bring to board for approval- bring as action item
4/29/2024	Appendix D	<b>Stipend proposals</b>	<p><b>Girls Wrestling</b></p> <ul style="list-style-type: none"> <li>● Within our current structure, females can participate in IHSA wrestling meets. Over the last few years female wrestling has grown into its own entity during the same time frame that the boys compete. There are female-only dual meets and tournaments, and the IHSA hosts a Female Wrestling State tournament. For the 2024-2025 school year, girls will be able to wrestle on the boy wrestling team, but it is possible in the near future for the girls to only be allowed to compete in “girls wrestling”. We are requesting to begin with one stipend to be dedicated to female wrestling (17 interested participants via the 2023-24 survey). <ul style="list-style-type: none"> <li>○ Season Parameters -November 11th - March 1st (2024-25 season)- 15 weeks long</li> <li>○ Teams Added-Varsity</li> <li>○ Stipends-Coaching Stipend(s)= We recommend starting with a “A” stipend (10,638-12,054)-Adding assistants as needed (Assistant Coach “B” stipend \$9393-10,643)</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>○ Add sport for 2024/25 school year on a three (3) year trial basis for minimum participation</li> <li>○ Dan to determine appropriate minimum participant number to continue program- will be determined prior to start of first year</li> <li>○ Only adding head coach at this time</li> <li>● Approved to add</li> </ul> <p><b>SNAP Bowling stipend Move from Lane H to G</b></p> <ul style="list-style-type: none"> <li>● Increase of hours from 62 to 80+</li> <li>● Additional of 2-3 Special Olympics events 16-24 hours</li> <li>● Dependent upon scheduling Special Olympics events otherwise stipend remains in Lane H</li> </ul> <p><b>Allied Soccer stipend Move from Lane H to G</b></p> <ul style="list-style-type: none"> <li>● Increase of hours from 50 to 80+</li> <li>● Additional of 2-3 Special Olympics events 16-24 hours; plus additional practices</li> <li>● Dependent upon scheduling Special Olympics events otherwise stipend remains in Lane H</li> </ul> <p><b>Additional SNAP Bowling stipend for Middle School South - Lane I</b></p> <ul style="list-style-type: none"> <li>● Bowling 7 weeks * 2 hours</li> <li>● Support Special Olympics (16-24 hours)</li> </ul> <p><b>Additional SNAP Special Olympics Coordinator + Allied Basketball stipend - Lane H</b></p> <ul style="list-style-type: none"> <li>● 6-8 games + 1 tournament</li> <li>● Support Special Olympics (16-24 hours)</li> <li>● Managing registration for Special Olympics for all sports (bowling, soccer, basketball)</li> <li>● Managing communication with families regarding permissions, registration, etc.</li> </ul> <p>Potentially start at a lower stipend then pay the difference if Special Olympics runs- could know at the start of year. Start stipend at lower lane then pay difference at end if did the hours. Monitor for future years and events. Overseen by</p>

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			Activities. Potential cost depending on years- \$14,800- \$16,000
5/20/2024	Appendix A	<b>Clarifying language</b> to allow flexibility of assigning staff to other areas rather than resource centers	<p><b><i>Memorandum of Agreement</i></b></p> <p><b><i>APPENDIX A: HIGH SCHOOL RESOURCE DUTY AND OFFICE HOURS</i></b></p> <p><b><u>Current Language : Section A – paragraph 2</u></b></p> <p>All core staff will be assigned to a Resource Center for one (1) semester (note: rotation must be on a semester basis as attendance is linked in E-School for study hall periods by teacher) and will be assigned to a study hall or non-resource duty for the other semester. In view of the assignment of core staff to the Resource Centers, the list of supervisory duties will be reduced. Additionally, all staff members will have limited opportunities to select specific duties. Until such time as any non-core Resource Centers are established, all non-core staff members will be assigned to a study hall or other non-resource duty during each of the semesters, based on the needs in the building.</p> <p><b><u>Revised language:</u></b></p> <p>All <del>core academic</del> certified staff may <del>will</del> be assigned to a Resource Center for no more than one (1) semester each year based on academic, and supervision needs. <del>(note: rotation must be on a semester basis as attendance is linked in E-School for study hall periods by teacher) and will be assigned to a study hall or non-resource duty for the other semester. In view of the assignment of core staff to the Resource Centers, the list of supervisory duties will be reduced. Additionally, all staff members will have limited opportunities to select specific duties. Until such time as any</del></p>

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			<p><del>noncore Resource Centers are established, all non-core staff members will be assigned to a study hall or other non-resource duty during each of the semesters, based on the needs in the building.</del> As outlined in section 7.3A, all full-time high school teachers will normally be assigned a duty each semester. To best meet the needs of students and staff, teachers will be surveyed on their duty preferences prior to finalizing the schedule, and administration agrees to a good-faith effort to accommodate staff requests. Teachers whose duty preferences cannot be accommodated in a year will get priority for assignments the following year.</p> <p><b><u>Clean version:</u></b></p> <p>All certified staff may be assigned to a Resource Center for no more than one (1) semester each year based on academic, and supervision needs. As outlined in section 7.3A, all full-time high school teachers will normally be assigned a duty each semester. To best meet the needs of students and staff, teachers will be surveyed on their duty preferences prior to finalizing the schedule, and administration agrees to a good-faith effort to accommodate staff requests. Teachers whose duty preferences cannot be accommodated in a year will get priority for assignments the following year.</p> <p>This Memorandum of Agreement outlines changes to the language of Appendix A of the Master Contract. This memorandum is based on a change in need for student support and supervision. With the addition of office hours at</p>

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			<p>the high school, student use of resource centers has declined to the point where the number of necessary teachers has decreased. Additionally, there is an increased need for additional supervised study halls and supervision in other spaces. Specifically, these changes are limited to the section that describes the high school resource duty. No changes are intended to the language covering the middle school support duty.</p> <p><b><u>Rationale for the Language change:</u></b></p> <ul style="list-style-type: none"> <li>• Admin is looking to have more study halls available to assign students to, especially those who have lost privileges such as the cafeteria and Hub space, and increase other supervisions as well such as hall duty, etc</li> <li>• The original language forces administration to assign to resource duty which means less available staff for the other areas.</li> <li>• The addition of office hours has reduced the number of students using the resource centers except for math.</li> <li>• HS staff have an opportunity to be assigned to duties preferences.</li> </ul>
11/18/24	7.3	<b><u>7.3 Elementary section cutoff date</u></b> – while this was discussed and agreed upon in the Fall of 2022, it was unfortunately missed in mass communication to the members.	<b><i>Decision:</i></b> LZEA and Board/Administration agreed to keep it at the 30 days prior to the first student day as long as the Board/Administration would continue to provide appropriate supports when needed.

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		<p>Therefore, it was brought forward again for additional discussion and consideration. Since the school year has started earlier for the last several years, the contractual date of August 5<sup>th</sup> for section additions does not allow adequate time to hire, onboard, create a physical classroom (room, furniture, order/receive classroom materials, etc) change master schedules, etc.</p> <p>Administration is proposing setting the cutoff date to 30 calendar days prior to the start of the school year (student attendance days).</p>	<ul style="list-style-type: none"> <li>• <i>After a robust discussion, it was determined that the various numerous factors that would impact the building and staff members did not warrant a change. Those concerns include impact on ability to hire quality staff, onboarding with HR, technology, special services allowing the buildings to have time to interview, redo master schedule, redo class lists, prepare a classroom for students and impact on specials scheduling and staffing.</i></li> <li>• <i>In the last several years, the state of Illinois has started to enforce the law that school districts do not have to release a teacher 30 days prior to the school year which in turn makes it difficult to hire as it reduces the pool to choose from. Lake County has been enforcing the law in the last several years due to the teacher shortage.</i></li> <li>• <i>The Board/Administration has committed to continue to confirm all registrations prior to the 30-day date and keep an eye on class sizes.</i></li> <li>• <i>A section was added before the 30-day deadline, but later deemed unnecessary due to class numbers. However, hiring and the master schedule had already been adjusted.</i></li> <li>• <i>LZEA will work with administration to simplify the process of asking for support as the class sizes reach the cap.</i></li> </ul>
11/18/24	11.2 new	<p><b><u>New 11.2 Procedures – building(s) closure</u></b> - A power outage forced one building to close while the district was in session. Staff weren't required to report to work, but some had pre-planned absences (sick or personal). We did not have contract language to apply to this scenario, and the</p>	<p><b><u>.11.2 New language:</u></b> If a particular school is closed due to an emergency, while other schools in the District remain open and other employees work, the employees from the closed building may be required to report to an alternate work site designated by the Superintendent. When a single building or schools are officially closed by the Superintendent or designee, no leave days previously arranged by a teacher</p>

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		<p>question arose about returning those days. LZEA and the Board/Administration decided to return the personal and sick days to affected staff and agreed to the language below.</p>	<p>shall be deducted for any day that schools are closed.</p>
11/18/24	11.3 new	<p><u>New 11.3 Rescheduling school event due to closure/emergency day (ie. Curriculum night or parent teacher conference)</u></p> <p>New language was adopted to solidify a procedure in the event this happens again.</p>	<p><b>11.3 New language:</b> When an evening event (ie. Curriculum Night or PT conferences) is canceled due to an emergency, then the rescheduling of the event cannot occur earlier than two weeks from the notification of the new date.</p>
11/18/24		<p><b><u>Young Adult Center</u></b>- When staff transitioned from the HS to the YAC, LZEA and District administration collaborated to clarify building/staff hours, expectations, and meetings. These details were communicated to staff.</p>	<p>Both LZEA and the Board/Admin agree that YAC expectations should be included in the next contract.</p>
11/18/24		<p><b><u>½ day curriculum or district meetings</u></b> - Staff are unclear about expectations for curriculum meetings during half days, affecting plan and travel time. Committee members should anticipate missing work and planning time when volunteering on a curriculum committee.</p>	<p>Committee leads will inform members about timing and expectations for missed lunch and travel time.</p>

Meeting Date	Article in contract	Topic/discussion	Agreements made
		<p><b><u>Bloomboard mentor stipend for 24-25</u></b> – With the implementation of the new BloomBoard program and mentor teachers for participants, it was unclear the volume of support staff would need to provide as mentors.</p>	<p>It was determined that BloomBoard mentors will receive a stipend due to the volume of the workload: \$500 for one staff member, \$250 for each additional member, for the 24-25 school year. Mentors will track hours and update LZEA/Board/Administration. <b>Final stipend decisions will be made in Spring 2025.</b></p>
11/18/24	7.4	<p><u>7.4 Professional Responsibilities - Curriculum night –It is currently not listed in the contract.</u></p>	<p>It will be added as a bullet point and add a letter E.</p> <p>7.4E. All staff are required to attend curriculum night. If any staff member is required to attend more than one curriculum night, then they will be compensated based on the categories of work chart under Professional Knowledge.</p> <ul style="list-style-type: none"> <li>● The rate is currently @ \$40 per hour.</li> <li>● The intent is not to increase a requirement for staff to attend more than one night.</li> </ul>
	Discussion	<p><b><u>Staff member on leave</u></b> – Issues have arisen regarding staff leaves and the support needed for substitute lesson planning.</p>	<p>Building leaders are developing consistent protocols to address this. More time is needed to review and gather staff input. <b>This will be revisited in Spring 2025.</b></p> <ul style="list-style-type: none"> <li>● .During the meeting, it was clarified that staff on leave are not required to work or stay in contact with substitutes. However, for pre-planned leave, there are</li> </ul>

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			expectations to ensure a smooth transition.
11/18/24		<p><b><u>Part-time staff sub agreement - LZEA &amp; Board/Administration</u></b></p> <p>There have been ongoing questions about how to properly compensate staff members that are part time and work additional periods.</p>	The LZEA and Board agree that at the beginning of each year, part-time staff schedules will be reviewed to determine which periods that will be paid at internal subbing rate and which periods are considered outside the contracted day and will be paid at \$30 per period. Each part-time staff member will be notified of the determination.
11/18/24		<p><b><u>Learning support coach</u></b> – The coaches' job description includes up to 10 days of paid summer work beyond their salary.</p>	Under the agreement, coaches will be excused from Curriculum Night and parent-teacher conferences, applying those hours toward their summer work, reducing it by 8 hours. This saves the district money. Coaches will collaborate with the Curriculum Department annually to allocate these hours.
4/21/25	<p><b><u>15.18 Military Leave</u></b></p>	MOA has expired but recommend keeping and incorporating language into contract for potential future situations.	<p>15.18 Military Leave- The District will observe all of the statutory rights of staff members who are or were members or enlistees of the armed service, the reserve of any armed service or a member of the National Guard.</p> <p>This memorandum of understanding is to clarify Article 15.18 of the 2022-2026 Master Contract pertaining to Military Leave as it relates to Extra-curricular stipends or assignments. The district and LZEA have agreed that any staff member that has provided appropriate notice in</p>

Meeting Date	Article in contract	Topic/discussion	Agreements made
			<p>utilizing this provision will be guaranteed their extra-curricular stipends/assignments upon their return to their position for a one-year period as long as the return is at the start of the season. If the staff member returns in the middle of a season or once a season has begun, they will have the opportunity to return to that assignment the following season. If the military leave extends into an additional year, upon return the staff member can request an interview but is not guaranteed the position or assignment. This agreement will remain in effect for any staff member out on leave</p> <p>The Board/Administration and Association agree to maintain this language in the contract moving forward.</p>
4/21/25	7.11	Parent teacher conference flexibility scheduling Article 7.11	<p>The team requests to set up the start time of conferences closer to the end of the workday which means conferences will begin and end at different times for each level. The agreed changes are listed below:</p> <ul style="list-style-type: none"> <li>a. 4-7 pm Parent Teacher conference change: <ul style="list-style-type: none"> <li>i. Elementary: The proposed change would adjust conference hours from 4:00-7:00 PM to 3:30-6:30 PM</li> <li>ii. Middle School: The proposed change would adjust conference hours from 4:00-7:00 PM to 3:00-6:00 PM</li> </ul> </li> </ul>

Meeting Date	Article in contract	Topic/discussion	Agreements made
			<p>b. 1-7 pm Parent Teacher conference change:</p> <p>i. Elementary: The time change would be from 1:15-3:10 and 3:30-6:30</p> <p>ii. Middle School: The time change would be from 12:40-2:30 and 3:00-6:00</p> <p>c. Conference dates and the addition of early release for all levels for online only- will trial this for the 2025-26 school year and get feedback on additional time needed and online option, specifically at elementary. Conference schedules will look like the following:</p> <ul style="list-style-type: none"> <li>o 11/5 grades 6-12+ 4-7 pm online</li> <li>o 11/13 grades EC-12+ 1-7 pm in person</li> <li>o 11/20 grades EC-5 3:30-6:30 in person</li> <li>o 11/21 grades EC-12+ 2 hours online only</li> </ul>
4/21/25		BloomBoard Stipend	The stipend and feedback from staff has been reviewed and agreed to maintain the BloomBoard mentor stipend at \$500 for each mentor plus an additional \$250 for additional mentees per person. Review for addition to Article 20.8 Non-Indexed Stipends.
4/21/25	20.7	HS Seasonal Supervision	The position was created spring 2021 and has continued on. Would like to formalize it into the contract and make it possibly

<b>Meeting Date</b>	<b>Article in contract</b>	<b>Topic/discussion</b>	<b>Agreements made</b>
			applicable to Middle School as well. Add to article 20.7  a. Team agrees to maintain a position for High School but will gather additional information for needs and application at the middle school level.

4/21/25

15.9

Religious Holidays- Discussion on proposed updates to religious holiday accommodations and process for request of days.

**Contract language: 15.9 Additional Leaves** - In addition to the leave granted elsewhere in this Article, the Board shall authorize absence with pay for religious holiday of the staff member's faith. Such leave shall be granted to a maximum of two days per school term with no loss of pay.

The team discussed and has approved the following language:

**Legal Obligation of the Employer Regarding Religious Leave:**

The district is committed to complying with all relevant laws which require employers to accommodate employees' whose sincerely held religious beliefs and practices require that the employee abstain from work at certain times of the workday or workweek, unless doing so would pose an undue hardship on the district's operations. The district will make reasonable efforts to accommodate requests for time off for religious holidays that do not cause significant disruption to the educational environment or staffing needs.

Such leave shall be granted to a maximum of two (2) days per school term with no loss of pay. Any additional leave granted shall be unpaid. Employees are required to request time off for religious holidays by the first day of student attendance to allow for adequate planning and accommodations. Newly employed staff hired after the start of the school year must submit their request within five (5) work days of being hired.

**Undue Hardship:**

An accommodation will not be provided if it results in an undue hardship to the school district. Factors that may be

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			<p>considered in determining undue hardship include:</p> <ul style="list-style-type: none"> <li>• The impact on the district's operations, including student services and school functions.</li> <li>• The availability of substitute teachers or other resources to cover the absence.</li> <li>• The frequency of requests and their timing in relation to the academic calendar.</li> <li>• The financial cost to the district.</li> <li>• If an accommodation request is denied due to undue hardship, the district will work with the employee to explore alternative accommodations, if possible.</li> </ul> <p><b><u>Notice of Leave Request:</u></b></p> <p>Employees are required to request time off for religious holidays by the first day of student attendance to allow for adequate planning and accommodations. Newly employed staff hired after the start of the school year must submit their request within five (5) workdays of being hired. The district understands the importance of religious observances and will strive to balance the needs of the employee with the needs of the district.</p> <p>The number of religious holiday day requests will be limited to no more than 30 for any given day. Any requests that may be submitted over the maximum 30 will be reviewed on a case-by-case basis.</p> <p><b><u>Cancellation of School:</u></b></p> <p>In the event that a building or entire district may be closed on</p>

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			<p>a previously scheduled and approved religious holiday day, that day may NOT be made up at another time. For example, if a religious holiday day was approved for November 15th and the District calls an emergency closing day for that day, the use of that religious holiday does not return to the staff member for use at another time.</p> <p><b><u>Procedure for Requesting Religious Leave Day:</u></b></p> <p>This form has been created to streamline the religious day request process. This is the only form needed for approval. Staff members will NOT be able to submit their leave day request in Frontline. After submission and approval of this form, the approved day will be entered in Frontline on the behalf of the staff member by the Human Resources Department.</p>
4/21/25		<p><b><u>Staff Members on Leave and substitute support-</u></b> revisit from fall 4.19 meeting</p>	<p>Situations have come up related to staff leaves and support needed for lesson planning for substitutes. Building leaders have developed procedures on how to support staff members and substitute teachers during leave situations. Outline of plan developed and shared.</p>
4/21/25		<p><b><u>Additional Stipend Lane Placement Request</u></b></p>	<p>Flag Football lane placement- in the event Girls Flag Football is added as a sport for the 2025-2026 school year, the stipend placement for the Head Coach will be in Lane C and Lane D for the Assistant Coach.</p>

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4/21/25		<u>YAC Scheduling</u>	<p>YAC scheduling: for clarification purposes, staff members assigned to the Young Adult Center must fulfill the following contractual requirements:</p> <ul style="list-style-type: none"> <li>● <b>Start and end time for building-</b> may need to review different time based on need of that building- must still work at 7 hour 35 minute day</li> <li>● <b>Conferences-</b> YAC staff must still fulfill the required evening conference time to receive the comp day of Wednesday prior to Thanksgiving. Can shift start and end time as long as length of time has been met.</li> <li>● <b>Curriculum night-</b> must fulfill a minimum of 2 evening hours starting no earlier than 5:45 p.m.</li> <li>● <b>Follow the HS schedule for certain elements</b> for contract purposes (lunch period, prep), however students will be in session at YAC unless something happening at YAC (for example HS testing, if YAC students not testing then they are in attendance, similar for finals, etc)</li> </ul> <p>Clarification should be added to the next Master Contract in Article 7 relating to YAC.</p>
4/21/25		<u>Salary Schedule Adjustments for contract years 2015-2019 while frozen</u>	<p>Salary Schedule Adjustments for contract years 2015-2019 while frozen- The team discussed the opportunity to adjust staff to the correct step from the freeze of step movement during the 2015-2019 contract. This would result in a change</p>

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			<p>to the salary schedule and placements of staff but NO increase to salaries from where they would have been placed.</p> <ul style="list-style-type: none"> <li>● During the 2015-19 contract, members were kept at their 2014-15 salary step, receiving only the negotiated percentage increase.</li> <li>● Staff present during any of these four years were "frozen" at their step.</li> <li>● Step advancement resumed with the 2019-22 extension and continues under the current contract.</li> <li>● An unintended consequence is that new hires may be placed on the same step as long-serving staff who were "frozen." For example, a new hire at step 10 is equated with a veteran teacher with 14 years of service since 2011.</li> <li>● The intent is to adjust only for the four years that step movement was frozen from 2015-2019. It will not readjust for any long-serving teachers placed into longevity before 2015. The adjustment is based on the step/cell where staff members were frozen at the start of the 2015 contract.</li> <li>● During the step freeze, no salary was lost; all staff received the percentage increase that was negotiated.</li> <li>● This adjustment will not change the salary for the next year; all staff will receive the salary they are due for 2025-2026, regardless of their hiring date.</li> </ul> <p>Notes on proposal:</p> <ul style="list-style-type: none"> <li>● Adjust step zero to 1 as the first step, allows for more</li> </ul>

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			<p>alignment with years of service</p> <ul style="list-style-type: none"> <li>• Current step 7 has been divided into step 8,9,10,11 with the same dollar amount, staff in step 7 began at zero 2015-19 contract and remained until the extension</li> <li>• Any staff member who was hired from current step 8 on will have to move 4 steps in the proposal to keep the same salary. Example step 8 moves to step 12.</li> <li>• Steps zero to 6, the step number will change by 1 step, example step 6 will change to step 7 with same salary</li> </ul>
4/21/25	11.3	<p><b><u>Waiver for 11.3 Rescheduling of an Event due to School closure</u></b></p>	<p>The team agreed to have a waiver for rescheduling timelines for events. The waiver language is below:</p> <p>11.3 Rescheduling school event due to closure/emergency day (ie. Curriculum night or parent teacher conference)</p> <p>When an evening event (ie. Curriculum Night or PT conferences) is canceled due to an emergency, then the rescheduling of the event cannot occur earlier than two weeks from the notification of the new date.</p> <p>Additional language added to 11.3:</p> <p>In certain cases, specific activities, sports, or events such as musicals or state qualifications might need immediate rescheduling. Participants, along with the Superintendent and LZEA President, must complete and sign a waiver form to bypass the usual two-week rescheduling rule for those</p>

Meeting Date	Article in contract	Topic/discussion	Agreements made
			sponsoring or coaching these events.
9/22/25	18.6	<p><b>Tuition Reimbursement Tenure</b> - Contract language reads like this for processing how much to reimburse staff for tuition reimbursement. However, tenure laws have changed in the last two years. Is the intent to follow tenure laws, or years of service for staff for processing reimbursement?</p> <ol style="list-style-type: none"> <li>1. Non-tenured staff members shall be reimbursed up to six (6) semester hours in any one (1) year period (September 1 to August 31.)</li> <li>2. Tenured staff members, who are at the BA to BA+15 lane, shall be reimbursed up to nine (9) semester hours in any one (1) year period (September 1 to August 31).</li> <li>3. Tenured staff members, who are at the MA to MA+30 lane, shall be reimbursed up to six (6) semester hours in any one (1) year period (September 1 to August 31.)</li> </ol> <p>Tenured staff members, who have reached MA+45 lane and higher,</p>	<p>Meeting notes:  Agree intent is to use years of service- new max years for tenure would be 3 years. Three years of service (including part time years) would allow for:</p> <ul style="list-style-type: none"> <li>● 3 years of service or fewer= 6 hours</li> <li>● 4 years of service or more= 9 hours (at BA or BA+15)</li> <li>● 4 years of service or more= 6 hours (at MA or MA+30)</li> <li>● 4 years of service or more = 3 hours (MA+45 or MA+60)</li> </ul>

Meeting Date	Article in contract	Topic/discussion	Agreements made
		shall be reimbursed up to three (3) semester hours in any one-year period (September 1 to August 31.)	
9/22/25	18.6	<b>Tuition Reimbursement/Lane Change Paperwork submission-</b> contract language requires a sign off- most electronic now. Requesting adjustment to language to not require staff to have to come in to sign paperwork.	Ok to not require sign off
9/22/25	20.3	<b>Stipend Obligations and Understanding if doesn't run- contract language states:</b> <ol style="list-style-type: none"> <li>1. 20.3 "In the event of school closures or activity cancellations the stipend amounts may be recalculated, or the staff member may be offered an opportunity to fulfill the hours in a mutually agreed upon manner.</li> <li>2. The Board and the Association have agreed to the lane placement on the Extra-curricular positions below. It is up to the Board's discretion whether a stipend will be offered from year to year based on need and available funds. The Board will post the list of available stipends by</li> </ol>	If a situation of not having a level and overstaffed and committed to coach/sponsor, that staff member moved to another level or activity. One year adjustment and then re-evaluate levels for next year.

<b>Meeting Date</b>	<b>Article in contract</b>	<b>Topic/discussion</b>	<b>Agreements made</b>
		<p>June 1<sup>st</sup> for the following school year. Any activity in a physical fitness facility requires the sponsor/coach to be CPR/AED certified. The sponsor/coach must show evidence of the certification no later than two weeks prior to the first day of activity. No online certification or renewal will be accepted. All certifications must include a physical test.</p>	