



Sycamore Educational Association and  
Sycamore Community Unit School District  
427 Board of Education

# PROFESSIONAL AGREEMENT

EFFECTIVE FY22-FY26



Sycamore Community  
**School District 427**

**2022 Sycamore Education Association  
Negotiating Team**

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# TABLE OF CONTENTS

	Page
ARTICLE 1 RECOGNITION AND SCOPE.....	1
A. Recognition.....	1
B. Scope.....	1
ARTICLE 2 NEGOTIATION PROCEDURES.....	2
A. Representatives.....	2
B. Negotiations Commencement.....	2
C. Tentative Agreements.....	2
D. Ratification and Approval.....	2
E. Impasse/Mediation.....	2
F. Negotiations Information.....	2
G. Preparation of Agreement.....	2
ARTICLE 3 PROFESSIONAL GRIEVANCE PROCEDURE.....	3
A. Definitions.....	3
B. Procedure.....	3
C. General Provisions.....	4
ARTICLE 4 ASSOCIATION RIGHTS AND RESPONSIBILITIES.....	5
A. Use of Bulletin Boards.....	5
B. Use of Interschool Delivery.....	5
C. Use of Facilities.....	5
D. Transaction of Association Business.....	5
E. Board Meetings.....	5
F. ISBE Waiver or Modification of State Board Rules and/or School Code Mandates.....	6
G. Association Leaves.....	6
H. Board Policy Book.....	6
I. Committee Membership.....	6
J. Labor Management Meetings.....	6
ARTICLE 5 TEACHER RIGHTS AND RESPONSIBILITIES.....	7
A. Organizational Rights.....	7
B. Non-Discrimination.....	7
C. Disciplinary Meetings.....	7
D. Academic Freedom.....	7
E. Confidential Examination/Referral.....	7
F. Student Discipline.....	7
G. Teacher Protection.....	8
H. Insurance, Liability.....	8
I. Transportation of Students.....	9

## TABLE OF CONTENTS (continued)

ARTICLE 6 LEAVES.....	10
A. Professional Leave.....	10
B. Sabbatical Leave.....	10
C. Leave of Absence.....	10
D. Child-Rearing Leave.....	10
E. Notification of Intent to Return From a Leave.....	11
F. Sick Leave.....	11
G. Personal Leave.....	13
H. Religious/Veteran Holidays.....	14
I. Jury/Witness Duty.....	14
J. Association Leave.....	14
K. Family and Medical Leave Act.....	14
L. Job Sharing Leave.....	14
ARTICLE 7 SCHOOL DAY AND YEAR.....	17
A. School Year.....	17
B. Calendar.....	17
C. School Day.....	17
D. Emergency School Closing.....	19
ARTICLE 8 ASSIGNMENT AND TRANSFERS.....	20
A. Notification of Assignments.....	20
B. Voluntary Transfers.....	20
C. Posting of Vacancies.....	20
D. Involuntary Transfers.....	20
E. Response to Applicant.....	20
ARTICLE 9 TERMS AND CONDITIONS OF EMPLOYMENT.....	21
A. Professional Qualifications.....	21
B. Student Teaching.....	21
C. Administrative Assignments.....	21
D. Special Education Transition Meeting.....	21
E. Adverse Criticism of Instructional Materials.....	21
F. Class Size.....	21
G. In-Service Training.....	22
H. Professional Responsibility.....	22
I. Supported Education.....	23
J. Response to Intervention Team (RTI).....	24
ARTICLE 10 TEACHER EVALUATION.....	25
A. Evaluation Procedures.....	25
B. Unsatisfactory Ratings.....	26
C. Consulting Teachers.....	26
D. Remediation Plan.....	26

## TABLE OF CONTENTS (continued)

E. Personnel Files.....	27
F. Dismissal of Non-Tenured Teachers.....	27
G. Changes in the Evaluation Plan.....	27
ARTICLE 11 COMPENSATION AND FRINGE BENEFITS.....	28
A. Compensation Schedule.....	28
B. Board-Paid Retirement.....	28
C. Credit for Prior Experience.....	28
D. Additional Training.....	29
E. Master's Degree.....	29
F. Increments Withheld.....	29
G. Pay for Tutors.....	30
H. Pay Options.....	30
I. Payroll Deduction.....	31
J. Deduction of Salary.....	31
K. Insurance.....	31
L. Coaches, Advisors and Sponsors as Specified.....	36
M. Department Chairpersons, Middle School Team Leaders, & Elementary Grade Level Team Leaders.....	36
N. Substitute Teachers.....	37
O. Travel Allowance.....	37
P. Retirement Announcement/Compensation.....	37
Q. Service Recognition Bonus.....	38
R. Unused Sick Leave.....	39
S. Annuity Payments.....	39
T. Board-Paid TRS Retirement Health Insurance.....	39
U. Use of Facilities.....	39
V. Coaches/Sponsors Transportation Stipend.....	39
W. Posting of Curricular Pilot Programs Offering Stipends.....	40
X. Additional Paid Days.....	40
ARTICLE 12 REDUCTION OF STAFF.....	41
A. Reduction Procedure.....	41
B. Progression of Layoffs.....	41
C. Recall Procedures.....	42
D. Licensure Requirements.....	42
ARTICLE 13 EFFECT OF THE AGREEMENT AND DURATION.....	43
A. Complete Understanding.....	43
B. Amendments.....	43
C. Policy and Individual Contracts.....	43
D. Severability.....	43
E. Additional Bargaining.....	43
F. Management Rights.....	43
G. Bargaining with Individuals or other Organizations.....	43
H. No Strike.....	43
I. Duration.....	44

**TABLE OF CONTENTS (continued)**

	COMPENSATION SCHEDULES AND FACTOR SCHEDULES.....	45
APPENDIX A	COMPENSATION SCHEDULES.....	46
APPENDIX B	COMMITTEE INFORMATION.....	47
APPENDIX C	FACTOR SCHEDULE FOR DEPARTMENT CHAIRS.....	48
APPENDIX D	FACTOR SCHEDULE FOR DISTRICT TEAM LEADERS.....	49
APPENDIX E	EXTRACURRICULAR FACTOR SCHEDULES.....	50
APPENDIX F	ELEMENTARY BEFORE/AFTER-SCHOOL ACTIVITIES.....	51
APPENDIX G	CONDITIONS PERTAINING TO COACHES SALARY AND INDEX.....	52
APPENDIX H	DISTRICT EVENTS.....	53
APPENDIX I	MEMORANDUM OF UNDERSTANDING FOR HIGH SCHOOL OFFICE HOURS.....	54
APPENDIX J	MEMORANDUM OF UNDERSTANDING REGARDING HEALTH INSURANCE FOR CERTIFIED STAFF DURING THE 2025-2026 SCHOOL YEAR.....	55
APPENDIX K	MEMORANDUM OF UNDERSTANDING REGARDING HEALTH INSURANCE SAVINGS BONUSES FOR CERTIFIED STAFF.....	60

## ARTICLE 1 - RECOGNITION AND SCOPE

### A. RECOGNITION

1. The Board of Education of Community Unit District No. 427, DeKalb and Kane Counties, Illinois (hereinafter referred to as the "Board") recognizes the Sycamore Education Association (hereinafter referred to as the "Association") affiliated with the IEA and NEA as the sole exclusive bargaining agent for all full and part-time employees regularly required to be licensed except personnel employed by the Board as the administrative district and agent for and on behalf of Northwestern Illinois Association or other educational cooperatives, substitutes, aides, paraprofessionals, the Superintendent, Assistant Superintendent, principals, assistant principals, administrative assistants, managerial employees, supervisors, short-term employees and confidential employees.
2. Any licensed employee who is employed for a period of more than ninety (90) consecutive school days or one (1) semester to fill a vacancy due to resignation, death, or a leave of absence shall be a member of the bargaining unit. Such benefit shall not be extended to any licensed employee who is replacing an employee absent on a day-to-day basis eligible to return at any time.
3. The term "teacher/member," when used hereinafter, shall refer to all employees represented by the Association in the negotiating unit defined above.

### B. SCOPE

The Board and the Association acknowledge their mutual legal responsibility to negotiate in good faith with respect to wages, hours and terms and conditions of employment; provided that nothing contained herein shall require the Board to bargain over matters of inherent managerial policy as defined by the Illinois Educational Labor Relations Act.

## ARTICLE 2 - NEGOTIATION PROCEDURES

### A. REPRESENTATIVES

1. Each party in any negotiations shall select its negotiating representatives provided that the Board shall not select a teacher as herein defined as its representative and the Association shall not select a Board member, the Superintendent, Assistant Superintendent, Principal, or Assistant Principal.
2. It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

### B. NEGOTIATIONS COMMENCEMENT

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

### C. TENTATIVE AGREEMENTS

During negotiations, each party shall present items and material for consideration. Items upon which there is tentative agreement shall be initiated by the chief negotiator from each side.

### D. RATIFICATION AND APPROVAL

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

### E. PUBLIC POSTING PROCESS/MEDIATION

1. Upon submission of the parties' joint request for mediation, or upon invocation of mediation by the Illinois Education Labor Relations Board (IELRB), the parties shall request that Federal Mediation and Conciliation Service (FMCS) appoint a mediator from its staff. If the FMCS is unable to provide a mediator so that mediation can commence 10 days after submission of the parties' joint request for mediation or invocation of mediation by the IELRB, or if the IELRB directs that mediation commence at a time sooner than FMCS can supply a mediator, the mediator shall be selected from a list or lists to be supplied by American Arbitration Association (AAA).
2. After 15 calendar days from the commencement of mediation, either party or the mediator can initiate the public posting process set forth in section 12(a) of the Illinois Educational Labor Relations Act (IELRA).
3. Cost for consultants chosen by any party shall be paid by that party.

### F. NEGOTIATIONS INFORMATION

The Board shall provide the Association, upon request, regularly prepared public information germane to matters within the scope of negotiation. This shall include but not necessarily be limited to the current annual financial audit, the tentative budget, the adopted budget and a scattergram indicating the numbers of teachers at each step and lane on the salary schedule. Nothing herein shall require the Board to research or assemble information. The cost of copying such material shall be borne by the Association.

### G. PREPARATION OF AGREEMENT

Within thirty (30) days of Board approval of the Professional Agreement, the Association shall prepare the contract after which the Board shall compile and deliver within thirty (30) days fifty (50) copies to the Association President. The cost shall be shared equally by the Board and the Association. Any additional copies required by either party shall be paid for by that party.

### **ARTICLE 3 - PROFESSIONAL GRIEVANCE PROCEDURE**

#### **A. DEFINITIONS**

1. Any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.
2. As used herein, days shall mean teacher employment days except during the summer recess when it shall mean days on which the district business office is open.

#### **B. PROCEDURE**

The parties acknowledge that it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher, the building representative may intervene to assist in this resolution. However, should such informal process fail to satisfy the teacher or the Association, then a grievance may be processed as follows:

Step 1 - The employee or the Association may present the grievance in writing to the immediately involved supervisor who will notify the grievant(s) and the Association and will arrange for a meeting at a reasonable time to take place within ten (10) days after receipt of the grievance. The grievance shall set forth the specific clause or clauses of the Agreement which it is alleged have been violated. The grievance must be filed within fifteen (15) days after grievant(s) has knowledge or should reasonably have been aware (per "reasonable man" standard) of event giving rise to the grievance. The grievant(s) shall be present for the meeting. The immediately involved supervisor must provide the aggrieved teacher and the Association with a written answer on the grievance within ten (10) days after the meeting. Such answer shall include the reasons upon which the decision is based.

Step 2 - If the grievance is not resolved at Step 1, then the Association shall refer the grievance to the Superintendent or his/her official designee within ten (10) days after receipt of the Step 1 answer. The Superintendent shall arrange for a meeting with the representatives of the Association's grievance committee to take place within ten (10) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent will have ten (10) days in which to provide his written decision to the Association and the grievant(s).

Step 3 - If the Association is not satisfied with the disposition of the grievance at Step 2, or the Step 2-time limits expire without the issuance of the Superintendent's written answer then the Association may submit the grievance to final and binding arbitration. The arbitrator shall be selected from panel(s) to be secured from the AAA. If a demand for arbitration is not filed within thirty (30) days of the date for the Superintendent's Step 2 reply, then the grievance will be deemed withdrawn. If the parties mutually agree, the expedited labor arbitration rules of the AAA may be utilized in any arbitration proceeding.

The arbitrator shall have no power to alter the terms of the Agreement, nor to ignore or add to the provisions of the Agreement. His decision shall be based solely upon his interpretation of the meaning or application of the express relevant language of the Agreement. He shall be empowered to render any award which shall be consistent with this Agreement and within his lawful authority.

Each party shall bear the full cost for its representation in this arbitration. Any cost of the arbitrator and the AAA will be divided equally between the parties.

Should either party request a transcript of the proceedings, then that party shall bear the full cost for that transcript. Should both parties order a transcript, then the cost of the transcripts will be divided equally between the parties.

## ARTICLE 4 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

### A. USE OF BULLETIN BOARDS

The Association shall have the right to post a reasonable volume of notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building.

### B. USE OF INTERSCHOOL DELIVERY

The Association shall have the right to distribute a reasonable number of appropriate announcements through the district delivery service, in faculty mailboxes, or e-mail. Upon request, a copy of any item so distributed shall be given to the Superintendent.

### C. USE OF FACILITIES

The Association shall be provided reasonable use of meeting space in school facilities for general membership meetings provided: 1) an Association written request is made to the building principal or designee in advance of the meeting; 2) such meeting space is available; 3) such meeting neither interferes with instructional and extracurricular programs of the school district nor conflicts with school events or employees' assignments; 4) the Association promptly reimburses the Board for any damages and reasonable maintenance costs.

### D. TRANSACTION OF ASSOCIATION BUSINESS

1. Duly authorized representatives of the Association and their respective affiliates shall have the right to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt the scheduled instructional programs. And further, no views of the Association on matters relating to supervisor-teacher or school board-teacher relationship will be discussed with students.
2. The Association president may use his/her preparation time to attend to lawful Association business, provided he/she shall not without the express written authorization of an appropriate administrator contact any teacher then supervising students or otherwise in any way interfere with the educational program of the district.
3. The Association President, Vice President, and negotiating team will be granted four school days each to be used to conduct meetings and the work of the Association. Such time may be divided into half days at the discretion of the president or vice president based on need. Substitutes for this time will be paid by the Association. This time shall be considered Association leave and will not be deducted as sick or personal time from the employee's accrued days.

### E. BOARD MEETINGS

1. The Association may submit items for inclusion on the agenda of the next regular Board meeting by transmitting these in writing to the Superintendent at least seven (7) calendar days prior to such meeting. The Board shall receive such items at its next regular meeting provided the president may limit the length of such presentation consistent with the time available.
2. The president of the Association and the president's designee shall be given written notice of any regular meetings of the Board held other than as normally scheduled and of any special meeting. Such notice shall be delivered by District electronic mail no later than 24 hours before such meeting.
3. A copy of the minutes of all Board meetings shall be sent electronically to the Association president and the president's designee on the next business day following the approval of said minutes.

F. ISBE WAIVER OR MODIFICATION OF STATE BOARD RULES AND/OR SCHOOL CODE MANDATES

The Association shall receive copies of any application for ISBE Waiver or Modification of State Board Rules and/or School Code Mandates at least seven (7) days prior to the date of public hearing.

G. ASSOCIATION LEAVE

1. In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary, limited to three (3) days per individual. Additional days shall require Superintendent approval. A written notification of leave shall be submitted to the Superintendent at least four (4) school days prior to the use of any of the leave days provided for in this section. The Association shall reimburse the Board of the full cost of the substitute(s) employed to replace the absent teacher(s).
2. In the event a teacher is elected or appointed to a state or national office or committee affiliated with the Association, the Board shall grant to him/her a minimum of five (5) leave days with pay for conducting state or national association business. A written notice of such leave shall be made to the Superintendent four (4) days prior to the use of such leave. The Association shall reimburse the Board for the full cost of the substitute(s) employed to replace the absent teacher(s).

H. BOARD POLICY BOOK

The Superintendent or designee shall maintain the adopted Board Policy. Said Policy shall be posted on the District's website. The Board shall supply a printed copy of the Policy Manual to the Association President upon written request. The Association President will be notified electronically within five (5) business days of any changes to Board Policy.

I. COMMITTEE MEMBERSHIP

1. The Association, in conjunction with Administration, shall develop procedures to nominate Association members to administrative/teacher district committees where the outcome directly impacts the evaluation of teachers (PERA), curriculum changes, and membership on the district insurance committee. Nominated members will be approved by the Association's Representative Council.
2. Appointments shall be in accordance with established procedures as described above. Appointments will be made by June 15th when possible or when a vacancy occurs. Notification of all committee members shall be made known to Association members by the Association President prior to the first day of student attendance.
3. SEA members shall make up at least fifty percent (50%) of the insurance committee membership.

See Appendix B for compensation rates.

J. LABOR/MANAGEMENT MEETINGS

The Superintendent and one other representative of the Administration shall meet at least monthly with the Association President and one other representative of the Association to discuss any labor/management issues. If both parties agree, additional representatives from the Association and/or District administration may attend these meetings.

## ARTICLE 5 - TEACHER RIGHTS AND RESPONSIBILITIES

### A. ORGANIZATIONAL RIGHTS

Professional employees shall have the right to form, join, or assist professional employees' organizations, and to participate in professional negotiations with the School Board through representatives of their own choosing and to engage in other activities for the purpose of establishing, maintaining, protecting, or improving conditions of professional service and other educational standards.

### B. NON-DISCRIMINATION

The Board undertakes and agrees that it will continue not to discriminate against any teachers with respect to hours, wages, terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association or collective professional negotiations with the School Board, or their institution of any grievance, complaint or proceeding under this Agreement.

### C. DISCIPLINARY MEETINGS

If a teacher is required to appear at any meeting at which the teacher is to be disciplined, including dismissal, suspension, demotion, or reprimand, the teacher shall be given one work day's notice except in the case of an emergency or by mutual consent. The teacher may request to have a representative of the Association present at such meeting.

### D. ACADEMIC FREEDOM

The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights of the United States and the Constitution of the State of Illinois, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can be best transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for teacher and student is encouraged. It is further recognized that instructional materials to be used and discussions to be held shall be pertinent to the subject and level taught within the appropriate planned instructional program, if any, as determined by normal procedures as approved by the Board.

### E. CONFIDENTIAL EXAMINATION/REFERRAL

1. A physical examination may be required upon employment and is to be given by a licensed physician and recorded on forms supplied by the school district.
2. The Board reserves the right to require a confidential physical or mental examination at any time for consideration of continuation of employment. Any expenses for such examinations will be incurred by the Board. If the employee in question is already under the care of a physician or psychiatrist, the Board will make a reasonable effort to obtain a report on the teacher's condition from the teacher's physician or psychiatrist.
3. The Employee Assistance Plan (EAP) may be used as a confidential referral by the Board of Education or its designee.

### F. STUDENT DISCIPLINE

1. The teacher bears the primary responsibility for maintaining proper control and discipline in the classroom and understands that all disciplinary actions and methods involved must be reasonable and just. Discipline outside the classroom is a prime responsibility of the principal, working in cooperation with the assistance of the teaching personnel. The Board and Association recognize that the teacher has the responsibility for the maintenance of discipline within his/her classroom. It is recognized that the Board has responsibility to give reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.

2. A teacher may exclude a pupil from a class when in the opinion of the teacher the grossness of an offense, the persistence of behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable.
3. When a pupil is so excluded by a teacher, the student shall be sent from the classroom to the building administrative office and the problem shall be referred for solution to the building principal or his/her designee.
4. Following administrative action taken for the discipline problem, should the administrative decision include the re-admittance of the pupil to class, the teacher shall be notified of the conditions, if any, under which re-admittance is granted. Note: Teachers and administrators will use a district discipline referral report.
5. If the disobedience or misconduct continues or the conditions for re-admittance are not met by the pupil, the administrator shall exclude the pupil from the teacher's class, if in the opinion of the administrator such exclusion is necessary.

#### G. TEACHER PROTECTION

1. Teachers shall report immediately in writing to the administration all cases of assault and/or battery or threats to emotional/physical well-being, suffered by them in connection with their employment.
2. As may be required by section 5/ of The School Code of the State of Illinois, in lawsuits resulting from incidents in which the teacher acts within the scope of their employment, the Board shall defend and indemnify the teacher.
3. Time Lost: Work time lost to the teacher as a result of personal emotional/physical injury due to such assault shall result in no time loss of wages to the teacher and shall not be charged to the teacher's sick or personal leave account. Furthermore, in the event a teacher is called by subpoena to appear as a witness in connection with an assault, it shall result in no time loss of wages to the teacher and shall not be charged to the teacher's sick or personal leave account.
4. Complaint or Incident Report: A complaint about a teacher from a parent, student, or other individual shall be made known to such teacher in writing, including the name of the complainant, the nature of the complaint, and /or any video footage (unless superseded by outside authorities or outside investigation) before any disciplinary action based upon such complaint is taken against the teacher. The administration shall conduct a thorough investigation to determine if there is a reasonable basis for any action to be taken before any reference pertaining to such complaint is placed in the teacher's personnel file. The teacher shall be notified in writing within ten (10) school days of the district's decision. If the district is aware of a concurrent investigation by a non-district agency, the teacher involved will be notified in writing by the district of said fact within five (5) days of notification, and the requirement for notification of district decision within ten (10) school days shall not apply. Upon the completion of said investigation, the district shall notify the teacher within ten (10) school days.
5. The Board acknowledges and appreciates the private life of teachers and will take no position concerning such activities, subject to the Board's right to evaluate teacher competence, performance, or effectiveness as a teacher.

#### H. INSURANCE, LIABILITY

Teachers shall be provided with liability insurance in accordance with Illinois statutes. In the event the Board elects to discontinue liability insurance due to the cost or the Board is unable to secure liability insurance, the Board shall provide liability coverage through alternate methods for alleged negligent or wrongful acts committed in the scope of employment or under the direction of the Board.

I. TRANSPORTATION OF STUDENTS

1. Teachers shall not be required to transport children in their own personal vehicles. Teachers shall not transport children in their own vehicles without the express permission of the Superintendent, school principal or a designee thereof.
2. Teachers assume no liability or responsibility for students not picked up after school or a school activity provided the teacher has met his/her assigned responsibilities.

## ARTICLE 6 - LEAVES

### A. PROFESSIONAL LEAVE

Professional leave may be granted to a teacher to attend a conference or professional meeting in his/he field of licensure/assignment with reimbursement by the school district when prior approval has been obtained. Approval to attend, together with a statement of the program and purpose of the meeting, shall be filed with the Superintendent or designee in advance of the meeting.

Transportation shall be by use of the school owned vehicle, whenever possible. Reimbursement for the teachers who use their own cars for attendance at professional meetings shall be at the prescribed district rate per mile.

The Board shall retain a list of teachers who have requested professional leave during the current school term, the purpose or description of the leave, and the disposition of the request.

### B. SABBATICAL LEAVE

Teachers who have rendered at least seven (7) consecutive years of satisfactory service to the district may be eligible for sabbatical leave of one full year to further education in a specific area; such leave shall be spent wholly in such study or educational pursuits as the principal, the Superintendent of schools, and the Board of Education approve. The teacher may receive a pro rata salary not to exceed one-half salary for the current year to be paid in equal monthly installments during leave of absence based upon academic load. The teacher must sign a declaration of intent to return to service in the district for at least three (3) years following sabbatical leave or reimburse the District for a pro rata amount of the salary paid for sabbatical leave depending upon how many school years they complete after their return from sabbatical leave. Upon teacher's return from sabbatical, a reasonable effort shall be made to assign that teacher to the grade or subject previously taught and to the same building. The teacher is to be recommended or selected by the principal and Superintendent with approval of the Board. No more than one teacher from each level (i.e., elementary, middle, and high school) shall be granted such leave during any one school year. Each application shall be considered on an individual basis and submitted in writing to the Superintendent or designee on or before January 15, provided the Board may in its sole discretion waive such submission date.

The granting of leave shall be in the sole discretion of the Board of Education, and the granting or withholding of such leave in one instance shall be non-precedential as regards all other requests.

### C. LEAVE OF ABSENCE

1. A leave of absence without pay may be given to a tenured teacher at the discretion of the Board.
2. The granting of leave shall be in the sole discretion of the Board of Education, and the granting or withholding of such leave in one instance shall be non-precedential as regards all other requests.
3. As a condition of unpaid leave of absence granted pursuant to this Agreement, the teacher agrees to waive any claim to unemployment compensation during the term of such leave.

### D. CHILD-REARING LEAVE

Child-rearing leave shall be granted without pay to tenured teachers as follows:

1. If child-rearing leave is desired, the teacher shall notify the Superintendent or his/her designee of the fact of pregnancy, no later than the fourth month of pregnancy. At least ninety (90) calendar days prior to the anticipated birth of the child, the teacher shall request leave in writing and shall arrange for a meeting with the building principal, the Superintendent, or his/her designee, and a representative of the Association, if said representative is requested by the teacher. Such leave shall commence at the end of the period of disability or the exhaustion of sick leave, whichever shall occur first. Such leave shall not terminate during the course of the school year unless

approved by the Superintendent, either during the planning of the leave or during the term of the leave. Such leave shall not exceed the balance of the school term in which it is commenced, provided that if the leave shall commence in the second semester, it may include up to one (1) additional school term. Successive child-rearing leave shall not be granted unless the teacher shall return to full time continuous service in the District for at least one (1) year.

2. Any teacher granted child-rearing leave who has completed one (1) semester or more of the school term prior to his/her leave shall be considered to have completed a full year for purposes of advancement on the compensation schedule.
3. A teacher who shall adopt a child shall likewise qualify for a child-rearing leave as hereinbefore set forth, except that the initial notice to the Superintendent shall be given upon making of application for adoption. This paragraph shall not be applicable to the adoption of a child who at the time is more than six (6) years of age and attending school full time.

Such initial notice shall require only that the Superintendent be notified of the making of an application for adoption. The teacher shall be entitled to a leave to commence at any time during the first year after receiving de facto custody of an adopted child or prior to receiving such custody, if necessary, in order to fulfill the requirement for adoption.

4. Sick leave shall not be applicable during the period of the leave, but any accumulated sick leave available at the time of the commencement of the leave shall be available upon termination of such leave and return to employment in the district.
5. Upon returning from child-rearing leave, an effort shall be made to assign the teacher to the grade or subject previously taught and to the same building.
6. Under special circumstances, a child-rearing leave may be granted to a non-tenured teacher by action of the Board, subject to compliance with the foregoing provisions and the requirement to work at least one hundred twenty (120) school days to obtain a year of probationary service towards tenure accrual under School Code Section 24-11. The granting of a child-rearing leave to one non-tenure teacher shall not constitute a precedent for the granting of leave to any other, but each case will be judged upon its own merits.
7. A teacher not eligible for or not desiring child-rearing leave may utilize accumulated sick leave during any period of illness related to her pregnancy and/or to the delivery of the child. If such a teacher shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay during such period of illness.

#### E. NOTIFICATION OF INTENT TO RETURN FROM A LEAVE

As a condition of any unpaid leave of absence (Article 6-C) or child-rearing leave (Article 6-D) of eight (8) month duration or longer, the teacher shall give written notification of intent to return to employment in the district to the Superintendent or designee at least 180 calendar days prior to the scheduled date of return, provided that within thirty (30) calendar days before such deadline the Superintendent or designee shall advise the teacher by certified mail, return receipt requested, or personal service of the requirement of this section. Failure of the teacher to provide such notification may be treated by the Board as an unqualified resignation.

#### F. SICK LEAVE

1. The Board shall grant to teachers according to the following schedule:
  - a. 1-15 years of service - sixteen (16) days sick leave
  - b. 16-20 years of service - eighteen (18) days sick leave
  - c. 21+ years of service - twenty-one (21) days sick leave

without loss of pay each school term regardless of the number of days previously accumulated. A teacher may accumulate sick leave days to a maximum of 395 days. Sick leave shall be interpreted to mean personal illness or

quarantine at home, serious illness or death in the employee's immediate family, household, or of an immediate step relative, or birth, adoption, or placement for adoption. Immediate family or immediate step relatives shall be interpreted to mean parent, grandparent, grandchild, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, aunt, uncle, husband, wife, partner, child, daughter-in-law, son-in-law, niece or nephew. Partial day absence shall be deducted from available sick leave at the rate of one half (1/2) day for each absence. A partial day absence shall be defined as three-point five (3.5) clock hours or less. Sick leave may also be utilized to attend the funeral of a close friend or family member not listed above, provided any such leave for two or more consecutive days or three days in the aggregate per school year must be approved by the Superintendent or designee in his or her sole discretion and without precedential effect.

2. The Board of Education, in cooperation with the Association, shall offer Bargaining Unit Members the opportunity to participate in a Sick Leave Bank.

The intent of the Sick Leave Bank is to provide extended sick leave to those teachers who incur a personal period of prolonged illness or hospitalization and have exhausted all of their accumulated sick leave and personal leave.

No later than October 1st, the Superintendent or his/her designee will provide the Association President a list, the names of those participating in the Sick Leave Bank and the total number of days available in the bank.

#### Sick Leave Bank Procedures

Bargaining unit members in their first four years of employment in the District may, by September 15, of any of his/her first four (4) years of employment, elect to participate in the Sick Leave Bank. By September 15th of his/her fifth (5) year of employment, a teacher who has not elected to participate in the Bank previously, must decide whether or not to participate. This decision will be final and individuals choosing not to participate in the Sick Leave Bank will be barred from participation at any future date

Bargaining unit members may elect to participate in the Sick Leave Bank by contributing two (2) days during their first year of participation in the Sick Leave Bank and one (1) day each year thereafter. If the Bank has a balance of four hundred (400) days or more on the first day of school, then no contribution will be necessary from anyone except first-[year] time contributors who will contribute the initial two (2) days.

Application for the use of the Sick Leave Bank shall only be applicable to the personal illness of the teacher and not to the serious illness, hospital confinement, or death of any other person.

A Bargaining Unit Member may use up to thirty (30) days from the Sick Leave Bank per year upon approved application.

The bank shall not be available under any circumstances to any teacher on leave of absence.

The Bank shall be administered exclusively by the Association's Executive Board. The Association agrees to indemnify and hold harmless the Board of Education, its members, employees and agents for and against any claims, grievances, actions, causes of action, or liability resulting from the Association's exclusive operation and administration of the Sick Leave Bank, including, but not limited to, any claims based upon the Executive Board's denial of a teacher's application of Sick Leave Bank benefits. District Human Resources will maintain an up-to-date roster of members as well as cumulative days in the bank.

A Bargaining Unit Member who has exhausted all of his/her sick and personal leave who suffers catastrophic illness or injury to their person resulting in their inability to return to work for an extended period of time, as certified by a duly licensed physician, or if treatment is by prayer or spiritual means, as certified by a spiritual advisor or practitioner of the employee's faith, may access the sick leave bank.

Prenatal-related complications will only be considered when there is a prenatal health issue (i.e. toxemia, premature labor, bleeding, prenatal exposure to infectious disease) resulting in the employee's inability to perform his/her duties as assigned.

Elective surgery applications will only be considered if injury or cancer related (i.e. burns, accidents, reconstructive surgery).

Applicants may apply up to five (5) business days after their personal accumulated sick leave is exhausted. Applications received after five (5) business days will not be effective until the date of application, or approval, whichever is earlier.

In the event a member of the Sick Leave Bank is physically or mentally incapacitated and is unable to complete the application for benefits, the Sick Leave Bank Committee, with the approval of the Association's Executive Board, will act on behalf of the member upon exhaustion of his/her sick leave days.

Applications for sick bank coverage are to be submitted, using district form, to the Association President. Applications will be reviewed by a special committee of teachers selected by the Association's Executive Board. Applications shall state the cause for the absence and expected dates of the leave. The application shall be accompanied by a note from the attending physician which clearly confirms the specific nature of the serious health condition. The committee shall be responsible for verifying the teacher's serious health condition and determining the eligibility of the teacher to draw on the bank. The committee may require a second evaluation by another physician before determining the status of the application. The committee shall make a recommendation to the Association's Executive Board which shall determine the teacher's eligibility for sick bank benefits.

In order to increase service credit reported to TRS, any Sick Leave Bank member may, upon retirement, withdraw from the Sick Leave Bank any days he/she has contributed to the Sick Leave Bank but has not personally used it. Any days withdrawn in accord with this provision shall not increase the member's total accumulated sick leave to more than three hundred forty (340) days and shall decrease the number of days in the Sick Leave Bank by the number of days withdrawn.

A Sick Leave Bank Member who decides to drop his/her Sick Leave Bank Membership may do so by submitting a letter of resignation from the bank to the Association President or his/her designee who will notify Human Resources of the change. Sick leave days contributed by a member resigning from the Sick Leave Bank shall be forfeited to the bank and shall remain in the Sick Leave Bank.

The Review Committee shall have the authority to, by majority vote, in extenuating circumstances, grant exceptions to the procedures established in the PNA.

## G. PERSONAL LEAVE

Three (3) days of personal leave per school year are to be granted without deduction of pay. Notification of such leave shall be submitted to the principal and Superintendent or designee at least twenty-four (24) hours in advance whenever possible. Personal leave shall not be taken on a day preceding or following a holiday or recess period or during the first five (5) or the last five (5) teacher employment days of the school term without the written approval of the Superintendent or designee for good reason shown. Personal leave may be granted on a day preceding or following a holiday or recess period or during the first five (5) or the last five (5) teacher employment days of the school term to attend to personal family business:

1. Attend immediate family member or immediate step-relative's wedding
2. Take immediate family member or step-relative to school or selective service obligation
3. Attend family members or step-relative's performance, whether academic, athletic or professional
4. Attend immediate family member or step-relative's graduation ceremony
5. Meet the needs of an adoption and/or other legal obligations.

Unused Personal leave shall be converted to sick leave. Personal leave shall not be used as the extension of a vacation not compelled by factors beyond the teacher's control, to participate in any form of work stoppage, or for any purpose which shall result in ordinary income accruing to the teacher.

Partial day absences shall be deducted from available personal leave or sick leave at the rate of one-half (1/2) day for each absence. A partial day absence shall be defined as three-point five (3.5) clock hours or less.

#### H. RELIGIOUS/VETERAN HOLIDAYS

A teacher shall be entitled to a maximum of three (3) employment days without loss of compensation for the observance of a recognized religious holiday of the teacher's faith. No deduction of personal or sick days shall be used in recognition of use of this day.

A teacher who currently serves or has served in a branch of the military shall be entitled to use one of the following:

One (1) paid professional leave day for the observance of Veteran's Day (November 11) when it falls on a school day and said leave will be used for educational purposes; or

One (1) personal leave day for the personal observance of Veteran's Day (November 11) when it falls on a school day.

Notice of intention to use such days shall be given to the building principal by 9:00 a.m. of the preceding working day. Teachers wishing to use a professional day will submit a form outlining their plans and the educational component of their observance.

#### I. JURY/WITNESS DUTY

The Board shall pay the regular salary to teachers required to serve as jurists, or subpoenaed as a witness, provided the teacher shall promptly remit to the Board any fees paid as a consequence of such service or subpoena (other than reimbursement for expenses), and provided this Article shall not apply to any matter wherein the teacher is subpoenaed by a teacher or the Association or its affiliates and the Board is an adverse party.

#### J. ASSOCIATION LEAVE (see Article 4 - G)

#### K. FAMILY AND MEDICAL LEAVE ACT

1. The Board will comply with applicable provisions under the Family and Medical Leave Act as amended and as reflected in adopted Board Policy 5:185.
2. All of the following provisions are an enhancement of the FMLA as amended.
  - a. The "year" is defined as July 1 to June 30.
  - b. FMLA leave may be taken to care for a family member as defined in Section F of Article 6 of this Agreement.
  - c. If an eligible teacher is employed in an instructional capacity and begins family and medical leave and wishes to return from such leave pursuant to these provisions, the teacher must notify the employer as to the intended return date. Such requests will be granted as long as extra-ordinary accommodations are not necessitated.
  - d. All medical information received by the district related to medical certification of the teacher's serious health condition to qualify for FMLA leave will be maintained as confidential, subject to FMLA obligation.

#### L. JOB SHARING LEAVE

Job Sharing is defined as a voluntary employment arrangement in which two (2) teachers share one (1) full-time position and a leave of absence. Both teachers applying for job sharing leave must have been granted tenure by the District prior to application.

## Administration of Job Sharing

A job-sharing leave may be granted to tenured teachers at the sole discretion of the Board of Education. The goal of a job-sharing arrangement is to provide benefits to all parties involved: teachers, students, parents, and the District. It is appropriate that all parties to a job-sharing arrangement have a common understanding of their rights and responsibilities in order to accomplish this goal.

### Job Sharing Procedures

Teachers interested in job sharing shall submit an application with a detailed, written plan and discuss the proposed plan for job sharing leave with the building Principal by February 1st of the year preceding the school year for which the job sharing arrangement is requested. The job-sharing leave plan shall include, at a minimum, the following:

1. Teaching responsibilities
2. Schedule of work hours
3. Days in attendance
4. Attendance at staff meetings
5. Staffings
6. In-service days
7. Parent meetings
8. Daily overlap time
9. Other teaching responsibilities
10. Length of the plan
11. Assignment, salary, benefits, and seniority after termination of the plan
12. Termination of the plan
13. Salary and benefits under the plan
14. Tenure status

### Preliminary Plan Approval

Upon preliminary approval by the Principal, the plan shall be reviewed by the Superintendent or his designee and if approved shall be recommended to the Board of Education. Job sharing applications may be granted at the sole discretion of the Board. The Board shall notify applicants in writing by April 1<sup>st</sup> concerning their decision regarding approval or denial of the application. If the application is denied, a written explanation for the denial will be given to the applicants. The granting or denial of a leave does not set a precedent with respect to the granting or denial of future leaves and the denial of a job-sharing application shall not be subject to challenge through the grievance procedure.

### Salary Credit Allowable

Participants in job sharing positions shall accumulate credit on the salary schedule according to their prorated teaching responsibility. Participants shall advance a step on the salary schedule when they have accumulated one (1) full-year of teaching credit. Participants may change lanes when they are so qualified. Board paid contributions to TRS shall be prorated based on teaching responsibility.

### Length of Leave

The length of the job-sharing leave shall be for one (1) school year. The Board of Education may, but is not obligated, to renew the leave for subsequent years if so requested by the participants. Participants shall submit a request for renewal, with the Principal's endorsement, to the Superintendent or designee by February 1 of the preceding year.

### Seniority

Teachers participating in the job-sharing program as set forth in this section shall accrue seniority in proportion to the time worked.

### Insurance Benefits

Teacher(s) participating in the job-sharing program shall be eligible for insurance benefits. The Board of Education's obligation toward the premium shall be on a pro rata basis equal to the percentage of employment of each job-sharing teacher. The job-sharing teacher shall pay the balance of any premium via payroll deduction. The teacher(s) shall be responsible for the full amount of the premium co-pay required in the agreement between the SEA and the Board of Education.

Teachers participating in the job-sharing program who elect cash payments in lieu of Board insurance coverage shall receive a pro rata amount of the contractual cash option equal to the percentage of employment of each job-sharing teacher.

### Substituting

Job shares will be given the first opportunity to substitute for each other. The District substitute rate will be applied.

### Sick Days/Personal Leave Days

Sick days and personal leave days shall be provided in proportion to the time worked.

### Return To Full Time Status

Participants in a job-sharing program shall submit written notice of their intent to return to full-time employment by February 1. Upon return, the teacher(s) shall be returned to his/her former position, or an alternative position the teacher is qualified to teach based on the School District's staffing needs. Such return rights shall be applicable for two (2) years. If the leave extends for more than two (2) years, the teacher shall be returned to a comparable position upon his/her return to full-time employment. Comparable position shall mean a position at the same level (elementary, middle, or high school) and the same grade for elementary when possible or subject area assigned for secondary

## ARTICLE 7 - SCHOOL DAY AND YEAR

### A. SCHOOL YEAR

The teacher work year will be 182 workdays.

1. One workday shall be dedicated entirely by the district at the beginning of the school year for staff to use in preparation of their teaching area.
2. One workday will be scheduled as a teacher professional development institute day, the subject of which shall be determined based on district goals and teacher input and priorities.
3. No more than two evening activities will be required of a staff member.
4. "Duty" shall be defined as a responsibility that occurs outside bell-to-bell minutes. Duty assignment will not require instructional planning or assessment of students.
5. "Professional Responsibility/Supervision" shall occur inside bell-to-bell minutes and will not require instructional planning or assessment of students.

### B. CALENDAR

The president of the Association shall appoint two representatives to meet with the Superintendent to seek to formulate the school calendar and to join in a recommendation for the adoption of such calendar. If the Superintendent and Association representatives cannot agree on such joint recommendation, the Association representatives may submit their own recommendation to the Board concurrently with that of the Superintendent. The Superintendent shall advise the Association president of any recommendation to modify the adopted calendar and offer to meet with the Association representatives to seek to submit a joint recommendation to the Board. The Board shall establish written policy regarding unused emergency days and inform teachers of said policy.

### C. SCHOOL DAY

1. The "Normal School Day" shall be defined as conventional school hours starting in the early to mid-morning and ending early to midafternoon. The Association President or designee and the Superintendent or designee will meet no later than July 1 to define the normal school day for the upcoming school term.
2. The District shall make every effort to communicate no later than thirty (30) days prior to the start of the school year any significant changes to the start and end time of the school day. This notice may be subject to unforeseen events.
3. The professional workday will consist of 7.25 consecutive hours, Monday through Friday during the school term, excluding holiday and vacation periods, as set by the school calendar.
4. Teachers will be present before and/or after the student instructional day a sufficient amount of time to fulfill all of their daily professional responsibilities.
5. Teacher professional responsibilities immediately before and after the student instructional day include participation in faculty meetings (not to exceed two per month), department meetings (not to exceed one per month), providing student assistance (not to include 504 or IEP meetings) or implementing student discipline.
6. Professional Learning Community (PLC) time shall be granted to all teachers, no less than 40 minutes per week.
7. Each teacher shall have an uninterrupted duty-free lunch period per Illinois School Code. At the high school and middle school levels, this lunch period shall be no less than thirty (30) minutes. At the elementary level, a lunch period shall be no less than forty (40) minutes.
8. Elementary Work Day
  - A. General Education elementary teacher workday shall have a minimum of two hundred forty (240) minutes weekly planning time with a minimum of forty (40) uninterrupted minutes per day, one (1) duty and one (1) duty-free lunch.

- B. Special Education teacher and Interventionist workday shall include one (1) duty, one (1) duty free lunch, and two hundred (200) minutes weekly planning time.
  - C. Each Special Education teacher will be provided three (3) school days to be used for case management purposes. Substitutes shall be provided by the district.
  - D. To the extent sound economic responsibilities permit, the Board will continue to utilize Para educators to reduce the amount of duty responsibilities for elementary teachers.
9. Middle School Workday
- A. General Education teacher workday shall include five (5) class periods, one (1) preparation period, one (1) study hall period, one (1) team planning and one (1) duty-free lunch.
  - B. School Counselor workday shall include one (1) preparation period, one (1) professional responsibility/supervision, and one (1) duty free lunch.
  - C. Special Education teacher workday shall include five (5) class periods, one (1) preparation period, one (1) case management/team period, one (1) study hall period, and one (1) duty-free lunch.
  - D. Allied Arts and Physical Education teacher workday shall include five (5) class periods, one (1) preparation period, (1) one professional responsibility/supervision period, (1) one Team Planning and one (1) duty free lunch. If itinerant, refer to Article 7, section 10.
  - E. In the event a teacher is assigned by Administration, to teach four (4) or more subject preparations, the affected teacher will not be assigned one (1) professional responsibility/supervision period and will have two (2) preparation periods. This clause will go into effect for non-General Education teachers at the beginning of the 2022-2023 school year.
  - F. Interventionist workday shall include one (1) preparation period, one (1) case management period, one(1) duty-free lunch, and 1 (one) professional responsibility/supervision.
10. High School Workday
- A. General Education teacher workday shall include five (5) class periods, one (1) preparation period, one (1) professional responsibility/supervision period, one (1) Spartan Stretch and one (1) duty-free lunch.
  - B. School Counselor workday shall include one (1) preparation period, one (1) professional responsibility/supervision period, and one (1) duty free lunch.
  - C. Special Education teacher workday shall include five (5) class periods, one (1) preparation period, one (1) case management period, one(1) Spartan Stretch and one (1) duty-free lunch.
  - D. In the event a General Education teacher is assigned by Administration, to teach four (4) or more subject preparations, the affected teacher will not be assigned one (1) professional responsibility/supervision period and will instead have two (2) preparation periods.
  - E. Zero-hour/After-hour shall be defined as any course being implemented outside of the normal student school day.
  - F. Zero-hour/After-hour courses will be based on department and administrative recommendations. Student requests for these courses will be utilized in determining if the course will be implemented.
  - G. Teacher assignment to a Zero-hour/After-hour course will be on a volunteer basis.
  - H. Zero-hour/After-hour assignments that conflict with scheduled professional responsibilities (as listed in Article 7.C.4) may have accommodations made by a building administrator.

11. Social Worker, Psychologist, and Speech/Language Pathologist Workday:
  - a. Workday shall include one (1) professional responsibility/supervision or duty, one (1) duty free lunch, and two hundred (200) minutes weekly planning.
12. Speech/Language Pathologist with case loads will be provided three (3) school days to be used for case management purposes. Substitutes shall be provided by the district.
13. Itinerant Teacher workday shall include one (1) preparation period, one (1) professional responsibility/supervision or duty, and one (1) duty free lunch. If teachers travel to more than two (2) buildings, no professional responsibility/supervision or duty shall be assigned. Travel time for itinerant teachers will not count toward weekly planning time received.
14. Middle school and high school teachers who teach more than five (5) classes requiring lesson plans and/or assessment of students at the middle school or high school will be paid an overload stipend according to the schedule below for each additional class lasting the entire school year or pro rata for any class lasting less than the entire school year.
15. In the event a teacher is assigned to simultaneously teach a course at multiple sites, via technology, he/she will be eligible for the designated overload stipend. Teachers teaching simultaneously at multiple sites via technology will be assigned on a voluntary basis.
16. The Board will make a reasonable effort not to assign a teacher to more than three (3) preparations.
17. Elementary/Specialist/Interventionist teachers not receiving two hundred (200) minutes of weekly planning time shall also be entitled to an overload stipend prorated based on their assignment up to thirty percent (30%) of the base salary in that given year.
18. Part Time Employees (.5 FTE and Greater) Professional Work Day:
  - a. The workday (student contact time/non-student contact time) shall be prorated based on part time employee's FTE percentage.
  - b. Other professional responsibilities (staff meetings, supervision, etc.) shall be agreed upon between the building principal and employee prior to the start of the school year.
19. Overload Stipends:

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$8,084.00	\$8,124.42	\$8,144.73	\$8,165.09	\$8,165.09

20. Teachers may be allowed to leave the building during unassigned time. Unassigned time shall mean those periods of time when a teacher has no assigned class, nor any conference scheduled with a parent or student. Prior to leaving the building, the teacher shall notify the principal or designee how he/she may be reached.

**D. EMERGENCY SCHOOL CLOSING**

Notification of the closing of schools will be communicated to all staff, preferably no later than 6:30 a.m. When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by a teacher will be deducted for such emergency days.

## ARTICLE 8 - ASSIGNMENT AND TRANSFERS

### A. NOTIFICATION OF ASSIGNMENTS

The administration shall notify teachers (including those teachers returning from leave), in writing, of their tentative teaching assignment for the following school year by May 15<sup>th</sup> of the current year. The administration may, upon personal explanation to the teacher, modify or change the teaching assignment given. When requested, the Board will provide custodial help to assist teachers whose room assignments are changed from the previous year.

### B. VOLUNTARY TRANSFERS

Teachers may apply for transfer and/or reassignment at any time. Requests for transfer or reassignment shall be made in writing to the Superintendent or designee. The Superintendent or designee shall provide written acknowledgment of the receipt of such request. Such acknowledgment may be sent by District electronic mail to the requestor's District e-mail address. Building administrators are responsible for assigning staff in their building and may request additional materials when considering voluntary transfer requests.

### C. POSTING OF VACANCIES

As vacancies in the bargaining unit or promotional vacancies occur, they shall be made known to teachers at least one (1) week prior to the permanent filling of such vacancy. Openings in the bargaining unit which become known during the school term, but which will not be effective until the following school terms, shall likewise be made known. As used herein "made known" shall mean posting a notice in each school building. Notice for all certified and stipend-earning positions will be e-mailed to all bargaining unit employees utilizing district e-mail addresses. This section shall not be effective in an emergency or where delay is clearly inappropriate.

### D. INVOLUNTARY TRANSFERS

1. The involuntary transfer of teachers may become necessary due to the pupil distribution, instructional requirements and/or for other reasons. When a reduction in the number of teachers in a school is necessary, volunteers shall be given consideration. Notice of transfer shall be given to the teacher to be transferred as soon as practicable. Any teacher who is to be involuntarily transferred may request an opportunity to meet with the Superintendent or designee to review the involuntary transfer. Such review shall take place no later than ten (10) school days following such transfer.
2. When transfers in assignment from one school to another are to be made, the teachers concerned shall, at their request, be given consideration for comparable vacant positions in other schools.
3. A teacher shall not be transferred during his/her probationary period unless it shall be in the best interest of the district.

### E. RESPONSE TO APPLICANT

Any Bargaining Unit member who has applied for a vacant position within the District will be notified by administration regarding the position within seven (7) business days of the Board's hiring decision.

## ARTICLE 9 - TERMS AND CONDITIONS OF EMPLOYMENT

### A. PROFESSIONAL QUALIFICATIONS

1. No teacher shall be assigned to teach outside the limits of his/her professional educator's license and any applicable endorsements. Teachers are responsible for obtaining and maintaining any required endorsements or subject area qualifications established by the state/district to be legally qualified for their teaching assignment.
2. Every consideration shall be given to assigning teachers to subjects which are consistent with their major and minor fields of study.

### B. STUDENT TEACHING

1. No teacher shall be compelled to accept the supervision of a student teacher.
2. Student teachers shall not be utilized in contravention of The School Code.

### C. ADMINISTRATIVE ASSIGNMENTS

The Board acknowledges that it is undesirable to require a teacher to assume administrative responsibilities and duties on a continuing basis inasmuch as teachers are not fully trained or accredited to perform such.

At no time shall Association members be placed in an administrative capacity to evaluate other Association members or be solicited by a building administrator for formal and/or informal evaluations of another Association member's teaching performance.

### D. SPECIAL EDUCATION TRANSITION MEETING

The Board and the Association acknowledge that it is typically desirable that staffings of students considered for some change of status in relation to a special education program should include the current teacher(s) and the receiving teachers (if known), as well as other appropriate professional personnel, and where feasible the Board shall seek to include all such affected teachers in such staffings. Teachers and/or other professional personnel to be involved in such a staffing shall typically be notified concurrently with the notice to the student's parent(s) or guardian(s).

### E. ADVERSE CRITICISM OF INSTRUCTIONAL MATERIALS

The Board agrees that the existing policy with respect to adverse criticism of instructional materials shall not be altered without first giving the Association thirty (30) calendar days notice of its intention and providing an opportunity for representatives of the Association to meet with a committee of the Board to discuss the proposed change(s).

### F. CLASS SIZE

The Board of Education acknowledges the preference of maintaining educationally appropriate class size/caseload averages and equitable teacher load.

The Superintendent and/or designee shall meet with the SEA President and up to two Association members within five (5) days of the conclusion of student registration, but prior to the beginning of the school year, to make the SEA aware of the current enrollment status within the district.

The Superintendent and/or designee shall meet with the SEA President and up to two Association members within five (5) days of the beginning of each quarter to review class size and address concerns regarding specific class composition.

Where disparities in class size/caseload average and equitable teacher load exist, the Board of Education, reserving its right to determine class size/caseload, at their convenience shall reasonably attempt to minimize those disparities as financial conditions permit.

To this end:

- A. The Board may assign students new to the District to alternate attendance centers.
- B. The Board may choose to reduce class size/caseload.
- C. The Board may choose to assign additional personnel.
- D. The Board may choose to modify grade level structures for educational purposes.

If a teacher is of the opinion that:

- A. Class/caseload numbers exceed an appropriate educational size, or
- B. Class/caseload composition creates extraordinary educational needs, or
- C. Classroom physical environment creates extraordinary educational needs;

Then the teacher shall work with the building principal to develop a plan for relief.

If the principal and teacher(s) cannot develop a mutually agreed upon plan for relief within ten (10) school days, the teacher(s) may submit a written request for relief to the Superintendent. The request must include:

- 1. Statement of the problem/description of concern
- 2. Type of relief requested
- 3. Rationale for proposed resolution
- 4. Educational benefit of proposed solution

The Superintendent or designee shall meet with the teacher and building principal to review the request presented. Decisions requiring the expenditure of funds will require approval by the Board of Education.

#### G. IN-SERVICE TRAINING

- 1. District professional development activities shall be developed by the district administration. These activities will be in accordance with the Strategic Design and goals established by the Board of Education in accordance with the requirements of the Illinois State Board of Education.
- 2. Prior to the beginning of the school year, the Superintendent or designee shall invite the Association President or designee to meet and review adopted goals and the professional development activities and give input on teacher needs and priorities for the year.
- 3. Teachers who have agreed to provide training for fellow staff members shall be compensated for the required preparation at the following rates:
  - A. For training provided during regular school days and hours, teachers will be compensated for the required preparation/delivery at a rate of \$100.00. Teachers will submit a compensation request form to the designated administrator for approval. Upon approval, teachers will be expected to prepare for and provide the agreed upon training.
  - B. For training provided outside the regular school day and hours, teachers will be compensated at a rate of \$30.00/hour for the duration of the training. This compensation will be in addition to the compensation provided to the teacher for necessary preparation (as described above).

#### H. PROFESSIONAL RESPONSIBILITY/SUPERVISION/DUTY NOTIFICATION

Preliminary schedule of assigned responsibilities for the upcoming school year will be communicated by the building administrator to staff prior to the first teacher workday. Any concerns regarding assigned responsibilities shall be

discussed with building administration. If agreement cannot be reached, the Superintendent or designee will make the final decision. These responsibilities will be executed during the teacher workday as defined in Article 7.C.

Professional responsibility may also be covered by other district personnel where applicable and within the guidelines of the School Code.

## I. SUPPORTED EDUCATION

1. Students with disabilities will participate in regular education programs appropriate to their unique needs. Appropriate placement of these students will be determined at the Eligibility Review (ER) and/or the Individual Educational Program (IEP) meeting. The educational needs of each student with disabilities will be considered on an individual basis and accommodations made to ensure that his/her needs are addressed within the range of service delivery options. Within the delivery of supported education, the needs of regular education students will be considered. If any teacher has concerns about the learning or safety of the students in the class, the teacher will report his or her concerns to the building administrator and a meeting will be convened as soon as possible, but no later than 10 school days, to review the situation and/or address recommendations.
2. Assigned physical responsibilities such as but not limited to changing diapers, catheter care, or other invasive procedures related to the included students shall be provided by an individual with appropriate training. Such training will be voluntary for classroom teachers.
3. No regular classroom teacher shall be assigned regular responsibility for substantially impaired students during passing period, lunch or before or after regularly scheduled classroom sessions.
4. Any bargaining unit member who will be providing instructional or other services to a student with disabilities in a regular education classroom setting shall be invited, in writing, to provide input relevant to the Individual Educational Program (IEP) meeting. One general education teacher shall be invited to and attend the IEP. A classroom teacher who has been involved in the delivery of supported education services shall be included in decisions about the inclusion of students new to the program. The IEP meeting shall be scheduled at a time when teachers can attend or the district will provide substitutes for such teachers.
5. When a teacher has at least one student with an IEP in his/her classroom, the Board and Administration agree to provide a joint planning time for the special education teacher, the classroom teacher and the related service personnel who are delivering services per the IEP (employed by the District) that is in addition to the teacher's individual planning time. The duration of the attendance at the planning meeting of the related service personnel will be mutually agreed upon by all parties and based on the student's goals. The planning meeting will occur during student attendance hours and at least one time a month for no less than 40 minutes. Prior to September 1st, an initial schedule for the elementary level planning will be determined through collaboration with the building principal, special education staff and related service personnel. At the high school and middle school levels the monthly planning schedule will be determined through collaboration with the co-teaching pairs and related service personnel. Should the members of the team determine that an additional meeting up to 40 minutes is necessary, then a time and date during student attendance hours will be mutually agreed upon by all parties.
6. The district will provide appropriate staff training or professional development for the teachers involved with supported education students. The district will provide the support personnel and equipment necessary to meet the student's unique needs and the goals and objectives of the IEP.
7. The district will provide trained substitutes for all personnel involved in direct student contact with program-specific students when such personnel are absent. Substitutes shall be trained for the unique needs of the student involved by someone who has been appropriately trained other than the regular education classroom teacher.

8. The district will establish a committee which shall meet regularly, at least once a semester, and at other times when requested by the SEA president or an administrator. This committee will discuss, review and suggest procedures regarding the least restrictive environment mandate. The committee will include administrators, regular education teachers and certified special education teachers. The committee shall not exceed 8 individuals and will be comprised of an equal number of administrators and SEA members. The teacher representatives will be appointed by the SEA. Issues germane to supported education will be discussed.

J. MULTI TIERED SYSTEM OF SUPPORT (MTSS)

Multi-Tiered System of Support (MTSS) meetings will be held twice (2) monthly, during the school year. MTSS meetings will be held during the teacher workday. A bargaining unit member will serve as the MTSS building lead and each school building.

The building lead position will be posted internally. Bargaining unit members may apply for the building lead position only in their assigned home school. The position will be reviewed on a yearly basis for assignment.

The MTSS building lead will be responsible for implementation of the job description as developed and approved by the District Senate Bill Seven (SB7) committee.

The MTSS building lead will meet with the building Principal or designee on a monthly basis outside of the conventional student school day.

See Appendix D for stipend.

## ARTICLE 10 - TEACHER EVALUATION

### A. EVALUATION PROCEDURES

#### 1. Definitions

- A. As defined herein a formal observation is any planned, deliberate, observation of teacher duties and responsibilities which extends for at least forty (40) minutes or the entire class period.
- B. Informal observations are unscheduled or unannounced observations made in the course of performing administrative functions and responsibilities.

- 2. The parties agree that the primary objective of teacher evaluation is to improve the quality of instruction. The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of all teachers.
- 3. The building principal who is a qualified evaluator shall be primarily responsible for evaluation of all teachers assigned to the building or program, provided this shall not preclude other appropriate administrators, providing they are qualified evaluators (but not including any teacher), from also evaluating teachers.
- 4. At the beginning of each school term, the building principal or immediate supervisor shall acquaint each teacher under his/her supervision with teacher evaluation procedures and instruments then in use and advise each teacher as to who shall typically observe and evaluate his/her performance. No formal evaluation shall take place until at least seven (7) calendar days after such orientation has been completed. If an outside evaluator is to be used, the teacher will be notified of such use no less than thirty (30) calendar days in advance as to who will evaluate him/her. All evaluations shall comply with the state approved district evaluation plan. A teacher newly employed or a teacher reassigned after the beginning of a school term shall be notified by his/her building principal or immediate supervisor of the evaluation procedures in effect. If a new evaluation plan and/or professional growth plan is adopted, the building principal or immediate supervisor shall acquaint each teacher with the new evaluation procedure at least one (1) week prior to its implementation.
- 5. Formal observation of all teacher duties and responsibilities shall be conducted with the full knowledge of the teacher. No teacher shall be formally evaluated during the first five (5) or the last five (5) student attendance days of each school term.
- 6. All teachers shall participate in the Teacher Evaluation Process. Classroom observation by a building administrator will occur on a date mutually agreed upon by the teacher and administrator. The date of each classroom observation will be confirmed on the evaluation tool. The administrator and teacher will share any insights gained from the classroom visit. Formal observations alone will not serve as the sole evaluative tool but will be part of the total Teacher Evaluation Process. Each tenured teacher shall receive a summative evaluation at the end of his or her evaluation cycle.
- 7. A non-tenured teacher shall be observed in writing at least three (3) times during each year; including at least two formal observations. No new formal observation of a teacher shall be commenced until five (5) days after all steps of the previous formal evaluation have been completed.
- 8. Each formal observation shall be reduced to writing within ten (10) school days following the observation. A copy will be retained by the district and available to the teacher upon request. . A post observation conference between teacher and evaluator regarding the observation will be held within ten (10) school days following issuance of his/her observation form.
- 9. Any adverse informal observations which may be used in the summative evaluation of the teacher shall be discussed with the teacher within ten (10) school days following the informal observation, exclusive of days when the teacher or observer shall be away from school. The evaluator will also prepare a written informal observation report and provide a copy to the teacher within ten (10) school days after the observation.

10. If the teacher feels his/her summative evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the summative evaluation to be placed in his/her personnel file, provided such shall be submitted within thirty (30) calendar days of receipt of the copy of the summative by the teacher.
11. The evaluation of teachers shall not involve or use any video recording without the teacher's consent.

#### B. UNSATISFACTORY RATINGS

Any tenured teacher receiving an overall rating of unsatisfactory in a summative evaluation shall be placed on a remediation plan and assigned a consulting teacher. The appropriate qualified evaluator shall develop a remediation plan in consultation with the consulting teacher and tenured teacher rated unsatisfactory designed to correct the areas identified as deficient as provided in School Code Section 24. Such a plan will be in accordance with the School Code Section 24.

#### C. CONSULTING TEACHERS

1. The participation of the consulting teacher shall be voluntary.
2. The qualified consulting teacher shall be one who has received an excellent rating on their most recent evaluation, has a minimum of five (5) years' experience in teaching, and has reasonable familiarity with the assignment of the teacher under remediation.
3. The consulting teacher shall be chosen from a list, developed by the Association of qualified teachers. If the Association chooses not to supply a list of qualified consulting teachers, the list shall be developed by the district.
4. Where no consulting teacher is available or has volunteered, the Superintendent or designee will meet with the Association President or designee to secure a consulting teacher who meets the requirements.
5. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in the same manner as the initial consulting teacher. The remediation plan shall be amended as necessary upon consultation with the new consulting teacher.
6. The consulting teacher shall provide advice to the teacher rated as unsatisfactory on how to improve teaching skills and to successfully complete the remediation plan.
7. The consulting teacher shall not participate in any of the required mid-point or final evaluations, nor be engaged to evaluate the performance, or make recommendations regarding the employment of the teacher under remediation.
8. The consulting teacher shall be informed, through conferences with the qualified administrator and the teacher under remediation of the results of the mid-point evaluations in order to continue to provide assistance to the teacher under a remediation plan.
9. Released time shall be provided to consulting teachers in order to perform their duties as consultants. The scheduled amount of release time will be determined when the remediation plan is developed.

#### D. REMEDIATION PLAN

The remediation plan shall be designed to correct the deficient areas of teaching performance identified in the teacher's summative evaluation.

#### E. PERSONNEL FILES

1. Each teacher shall have the right, upon reasonable request, to review the contents of his/her personnel file with the exception of recommendations and evaluations from colleges and previous employers and any other confidential personnel file documents not subject to inspection under the Illinois Personnel Records Review Act. Such review shall be in the presence of a designated employee of the Board and shall occur during normal business hours. The teacher shall not remove any items from the file without the consent of the Superintendent or his/her designee.
2. Each teacher shall have the right to place a written response to any material (other than that excepted by the preceding paragraph) placed in the teacher's personnel file within thirty (30) days following such placement. No material shall be placed in the teacher's personnel file without promptly giving the teacher an opportunity to review such material. If the teacher requests a copy of the material, it shall be given to the teacher who shall acknowledge the same.

#### F. DISMISSAL OF NON-TENURED TEACHERS

1. In all cases where a non-tenured teacher shall not be recommended for continued employment, the Superintendent shall advise the Board no later than sixty (60) calendar days prior to the end of the school term. At least five (5) school days prior to such meeting of the Board, the teacher's evaluator shall meet with him/her and advise him/her of such recommendation and the reason therefore. If a request is made by the teacher within two (2) school days following the meeting with his/her evaluator, a conference shall be arranged which will include the teacher's evaluator, the personnel administrator, the Superintendent, the teacher, and, if requested by the teacher, his/her representative. This conference will be held prior to the meeting of the Board described above.
2. Dismissal of non-tenured staff shall not take place during summative evaluation meetings.

#### G. CHANGES IN THE EVALUATION PLAN

Changes in the district evaluation procedures affecting any member of the bargaining unit shall be made only after study and agreement by the PERA committee of four (4) administrators and four (4) representatives of the bargaining unit contingent upon formal ratification by the Association.

**ARTICLE 11 - COMPENSATION AND FRINGE BENEFITS**

A. COMPENSATION SCHEDULES

1. The Compensation Schedule for 2022-2026 school year shall be set forth in Appendix A.
2. New hires will receive a total of \$200.00 per day that they may be required to work prior to the start of the school calendar years.
3. Longevity: Bargaining unit members who have been on the last step of the BA+36/MA, MA+15, MA+30, MA+45, or MA+60/DOC columns for one or more years shall be compensated as follows:

BA+36/MA: The dollar amount shown in the final step of the BA+36/MA column plus one point five (1.5%) percent.

MA+15: The dollar amount shown in the final step of the MA+15 column plus two (2%) percent.

MA+30: The dollar amount shown in the final step of the MA+30 column plus two-point five (2.5%) percent.

MA+45: The dollar amount shown in the final step of the MA+45 column plus three (3%) percent.

MA+60/DOC: The dollar amount shown in the final step of the MA+60/DOC column plus three-point five (3.5%) percent.

B. BOARD-PAID RETIREMENT

1. The Board shall pay for each teacher 9.8901% of such teacher's compensation to the Illinois Teachers' Retirement System to be applied to the retirement account of such teacher. The teacher shall have no right or claim to monies so paid and remitted except as it may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System.
2. The balance of the amount due each teacher, pursuant to such Compensation Schedules, shall be payable to the teacher as salary in installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as requested by law or as authorized by the teacher pursuant to this Agreement. Such withholding shall include any and all additional amounts requested to be paid to the Illinois Teachers' Retirement System for the account of such teacher.
3. In the event the Internal Revenue Service shall determine that such amounts paid to the Illinois Teachers' Retirement System are not properly excludable from income, the Board shall immediately commence to withhold Federal and State income taxes therefrom.
4. The Association and each teacher will hold harmless the Board of Education, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liabilities by reason of faithful payment of the contributions to the Illinois Teachers' Retirement System pursuant to the provision of this section. No such claim, demand, action, complaint or suit may be settled or compromised by the Association or any teacher without written consent of the Board if such claim, demand, action, complaint or suit adversely affects the Board of Education, its members, its agents and/or its employees.

C. CREDIT FOR PRIOR EXPERIENCE

1. In no event shall a newly hired teacher's salary exceed that of a current employee with the same level of educational achievement and the same years of recognized experience. A newly hired teacher will receive the same salary as a current employee with the same level of educational achievement and same years of recognized experience. In the event there is no current teacher with the same level of educational achievement and the same

years of recognized experience, the salary of the new hire will be determined according to the salary schedule.

2. Full credit for previous public-school teaching experience may be granted on the basis of the salary schedule in effect at the time of employment for teachers/members with ten (10) or less years. Teachers/members entering the system with more than ten (10) years prior public-school experience shall be granted no less than ten (10) years credit on the salary schedule for that experience, unless granting these years credit exceeds the recognized experience of a current employee as indicated in number one (1) above.
3. A teacher's/member's work experience, other than teaching of value to the school, is to be evaluated by the Superintendent of schools; however, the maximum salary schedule experience credit applicable for teachers new to the system shall not exceed three (3) years. Vocational teachers and coordinators who must have work experience to qualify for the State reimbursement program will be granted one additional step on the experience column of the salary schedule.

#### D. ADDITIONAL TRAINING

1. The Superintendent or his/her designee shall review and approve or disapprove all course work beyond the Bachelor's and Master's Degree if it is to be considered for horizontal advancement on the salary schedule. The teacher/member shall submit his/her request for approval within two (2) weeks of the commencement of class.
2. If any course or program is not approved, the teacher/member may submit his/her request to an advisory committee which shall consist of two (2) persons selected by the Superintendent or his/her designee and two (2) teachers selected by the Association president. If the committee concludes such course should be approved, the reasons therefore shall be submitted to the Superintendent or his/her designee who shall respond thereto within thirty (30) calendar days. Thereafter the teacher/member may file all the documents (in his/her request) with the Board.
3. Courses shall be approved which directly relate to the teacher's area of instruction or would directly benefit the teacher and the district in the exercise of his/her professional role as a teacher as determined by the Superintendent or designee as provided in paragraph D.1 above.
4. Salaries shall be adjusted effective with the beginning of the school term when an official transcript and/or report card is presented no later than September 15 as evidence of sufficient credit to qualify for horizontal advancement on the salary schedule. Salaries shall also be adjusted at the beginning of the second semester when such evidence is submitted no later than February 15.

#### E. MASTER'S DEGREE

Full credit for the Master's Degree will be allowed only when at least twenty (20) hours of graduate work have been in the applicant's major teaching field or teaching assignment. However, this stipulation shall apply only to teachers new to the system and previously employed teachers who have not filed for candidacy in a Master's program.

No teacher shall lose prior recognition of his Master's Degree through reassignment. When a Master's Degree is not fully recognized, a teacher may meet the minimum requirement for full credit through subsequent course work.

Teachers whose Master's degree coursework required more than 36 credit hours to complete in order to be qualified for a district position shall be granted credit toward horizontal advancement on the salary schedule for those credit hours beyond 36.

#### F. INCREMENTS WITHHELD

The Board reserves the right to hold a teacher/member at the step on the salary schedule on which he/she was placed during the current school year. Such holding on the step shall be taken only if the teacher's/member's performance during the current school year was unsatisfactory based upon a summative evaluation rating, preceded by the faithful execution of the teacher/member evaluation process, and the honoring of any applicable statute with respect to such

teacher/member.

The teacher shall be given notice by the Superintendent or designee of his/her intention to make the recommendation to hold on step, together with his/her reasons therefore. Notification by the Superintendent or his/her designee shall be made at least sixty (60) days prior to Board action. The teacher may appear before the Board at a closed meeting to discuss this recommendation and may be accompanied by an Association or other representative. Board action shall be taken no later than the last day of May.

Upon satisfactory completion of the remediation plan, the teacher shall be entitled to advance one step on the salary schedule for the next school year.

#### G. PAY FOR TUTORS

Rate of pay for Association members providing tutoring for home - or hospital-bound convalescents, children with disabilities, emotionally disturbed, etc., shall be \$55.00 per hour.

#### H. PAY OPTIONS

1. Payment shall be made over twenty-four (24) payroll periods. The first payroll shall be on September 15th. Staff employed by the district as of June 1, 2006 shall be allowed to continue with their previous payroll option (twenty four or nineteen pay periods). If such staff chose the nineteen (19) payroll period pay option, and then in the future opt to select the twenty-four (24) payroll period option, such selection shall be irrevocable.
2. Payroll dates shall be the fifteenth (15th) and thirtieth (30th) of each month, with the exception of February, where the second payment of the month shall be the twenty-eighth (28<sup>th</sup>) or twenty-ninth (29<sup>th</sup>), unless such payroll dates fall on a banking holiday, Saturday, or Sunday, in which case said payroll shall occur on the first preceding business day.
3. Payroll shall be transmitted via direct deposit to an employee's account of their choice at a bank, credit union, or other financial institution.
4. The Board may impose such conditions as may be necessary relative to the time teachers shall elect a pay schedule, the timing of deductions for teachers/members on a nineteen (19) pay schedule, etc.
5. Retirees in their final year of employment shall be paid over nineteen (19) payroll periods due to TRS retirement reporting requirements. Retiree payments will be made in nineteen (19) equal payments, beginning September 15 and ending on June 15 in their final year.
6. The Board shall include a financial statement entitled a Statement of Earnings with the paycheck for October 15. The statement and/or the paycheck shall include the following:
  - A. Gross yearly salary - location on salary schedule
  - B. Total deductions, itemized
  - C. Gross pay for extra-curricular duties
  - D. Available sick leave
  - E. Available personal leave
  - F. College credit approved
7. Teachers/members who are reimbursed on the factor schedule shall be paid in the following manner:
  - A. If the activity extends over the entire year, remuneration for extra factors will be paid over the entire year.
  - B. For activities that are seasonal, teachers/members will be paid seasonally. Fall activities will be paid on October 15 and October 30, Winter activities on January 15 and January 30, and Spring activities on April 15 and April 30.

## I. PAYROLL DEDUCTION

1. Any teacher/member who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, the N.E.A. and the I.E.A. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct dues from the salary check of the teacher, with the first deduction on September 15 and the last on May 30 of each year. Deduction for teachers/members employed after the commencement of the school term shall be so prorated as to complete payments by the following May 30.

With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board agrees to remit the same promptly to the treasurer of the Association.

If the board shall make and remit such deductions as provided above, the Association shall defend and hold the Board harmless from liability including any loss, cost, damage or expense incurred by the Board based upon such deductions.

2. The Board shall make deductions for tax-sheltered annuities for teachers/members who authorize the same in writing, such to be effective no later than forty-five (45) calendar days after receipt of the authorization by the office or administrator designated by the Superintendent. This section shall not be applicable unless at least five (5) teachers/members have made authorization for such deductions from the same company (except for those teachers for whom deductions were being made on June 1, 1978) and shall not be applicable in any event as to require deduction from more than fifteen (15) companies.

Changes in the amount to be withheld from a given teacher's/member's salary pursuant to an already established enrollment must be submitted in writing on the company's amendment authorization form to the Office of the Superintendent no later than the 15th of the month preceding the month the revised deduction is to take place. Such a change shall not be filed more than once in any single calendar year.

## J. DEDUCTION OF SALARY

When it is necessary, for any purpose, to deduct salary from a teacher/member, the per diem deduction or adjustment shall be determined by dividing the annual salary by 1/182nd.

If an absence is for part of a day, salary shall be deducted by multiplying the teacher's/member's daily rate by one-seventh (1/7) times the number of hours the teacher/member was absent.

## K. INSURANCE

1. The Board shall maintain a cafeteria plan which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or related Regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
2. The Board shall make available for each full-time teacher/member (75% of full-time or more) single insurance coverage. Teachers/members participating in job-sharing shall be eligible for insurance benefits as outlined in Article 6, Section L.
  - A. Single insurance coverage shall be defined as single coverage group health/major medical insurance, group dental insurance, and group term life insurance in the amount of \$20,000. Any new member electing single coverage will be enrolled in a high-Deductible Health Plan. (HDHP). Any member enrolled in the HDHP, will receive board paid contributions towards their Health Savings Account (HSA) on January 15th and June 15th. Those members electing single coverage with fifteen (15) years of district service as of January 1, 2021, may choose to retain their current health plan or change to another health option offered by the District.
  - B. Teachers/members electing single coverage in the HDHP and who choose to participate in the District

sponsored Wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Single HDHP (Participation in Wellness Testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$600	\$621	\$648	\$648	\$648

- C. Teachers/members electing single coverage in the HDHP and who choose not to participate in the District sponsored Wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Single HDHP ( No Participation in Wellness Testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$1,592	\$1,712	\$1,840	\$1,840	\$1,840

- D. Teachers/members electing to be covered under the district plan and who choose to participate in the District-sponsored wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Single Low Deductible(participation in wellness testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$660	\$706	\$755	\$755	\$755

- E. Teachers/members electing to be covered under the district plan and who choose not to participate in the District sponsored wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Single Low Deductible (No Wellness Testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$2,087	\$2,244	\$2,412	\$2,412	\$2,412

F. Prior to the beginning of the plan year, or prior to the first day of employment if the first day of employment is after the beginning of the plan year, each full-time teacher/member shall have the option of electing a cash payment in lieu of Board insurance coverage. Teachers/members electing to take the cash option in lieu of insurance coverage shall receive the following:

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$2,400	\$2,400	\$2,400	\$2,400	\$2,400

3. The Board shall make available to all employees:

A. dependent coverage group health/major medical;

Teachers/members electing dependent coverage group health/major medical and who choose to participate in the District sponsored wellness testing may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Dependent Low Deductible(participation in wellness testing)

2021-2022	2022-2023	2023-2024	2024-2025	2024-2025
\$9,434	\$9859	\$10,248	\$10,248	\$10,248

Teachers/members electing dependent coverage group health/major medical and who choose not to participate in the District-sponsored wellness testing shall pay the annual amount listed below toward the premium cost of such coverage.

Dependent Low Deductible (Not participation in wellness testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$13,000	\$13,975	\$15,023	\$15,023	\$15,023

Teachers/members electing a dependent-high-deductible health plan (HDHP), who choose to participate in the District sponsored wellness testing, shall pay the annual amount listed below toward the premium cost of such coverage. Teacher/Member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Dependent HDHP (participation in wellness testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$7,000	\$7,490	\$8,014	\$8,014	\$8,014

Teachers electing a dependent high-deductible health plan (HDHP) who choose not to participate in the District sponsored wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Teacher/Member may elect to pay insurance premium out of pocket or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

Dependent HDHP (No participation in wellness testing)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$10,000	\$10,750	\$11,556	\$11,556	\$11,556

- B. disability insurance coverage;
  - C. group dental insurance;
  - D. Group term life insurance (available only to those employees who are eligible to be covered as a dependent on another Sycamore employee's family coverage);
  - E. vision insurance.
4. Members entering the HDHP, will receive the following contributions towards their Health Savings Account (HSA):

**Single HSA:**

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$2,400	\$2,400	\$2,400	\$2,400	\$2,400

**Family HSA:**

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

5. Voluntary Health Screening shall be provided to any employee who elects health plan coverage at no charge during the duration of the PN agreement. Wellness Day Testing parameters:
- A. One testing date will be offered by the District. If an employee does not utilize that date, he/she shall test on his/her own within 15 working days of the District's testing date.
  - B. New employees hired after the District testing date shall have 30 working days to participate in Voluntary Health Screening.

- C. If an employee has a condition that precludes him/her from participating in Wellness Testing, he/she may still take advantage of the lower premium contribution outlined in Article 11.K provided he/she has supplied the District with the appropriate documentation from his/her healthcare provider outlining the reason(s) he/she cannot participate.
- D. Individual test results are subject to all HIPAA (privacy) conditions. The District's Insurance Committee will be provided an overall report regarding the Wellness Day testing, but an individual plan member's follow-up actions based on any health information provided to him/her will be at the sole discretion of the plan member.
- E. Any employee's spouse, dependents, or non-health plan members may utilize the screening at their own expense.

- 6. The insurance choices selected by the teacher/member may not change during the plan year except if there is a change in family status or other circumstances provided in the Regulations issued by the Internal Revenue Service.

Those individuals electing the disability insurance option as prescribed in Article 11, Section K-3, of the Professional Agreement, may change this election in the event that their application is rejected by the insurance carrier. Such change shall be made within ten (10) days following notification of unacceptability. Forms for such a change are available at the Administration Office.

- 7. The dollar total of the designated fringe benefits elected pursuant to the plan will be deducted in equal amounts from the teacher's salary payments during the plan year.
- 8. The policies of insurance hereunder shall be approved by the Board, provided any such policies shall not thereafter be altered by the Board without prior notification to the Association and an opportunity provided to the Association to react to any proposed change in specifications or carrier and provided the scope of insurance benefits shall not be less than those in effect during the scope of this contract except as otherwise specifically agreed by the Association.

The Board/Association Insurance Committee shall meet at least three (3) times each year to discuss the status of the plan and possible changes in health insurance coverage. The Board shall provide quarterly reports of the financial status of the plan to the Association President and/or Insurance Committee members. Health insurance coverage may be changed if a majority of the Association-appointed members agree to the change.

- 9. In the event the Board shall be required as a consequence of statutory enactment(s) to make payments for health and/or major medical insurance or the premiums therefore, for teachers, this Article shall be promptly renegotiated.
- 10. This section shall be effective for as soon as it may be implemented, but in no event later than September 1, except for teachers newly employed for whom it shall be effective pro rata as soon thereafter as the insurance carrier(s) shall authorize. Part-time teachers/members (less than 75% of full-time) shall receive these benefits in proportion to their employment.
- 11. If two bargaining unit members are eligible to receive family insurance due to marriage or eligibility under the Young Adult Coverage of the Affordable Care Act, they may elect, in lieu of both members receiving Board paid single coverage, to have the Board apply a dollar amount equal to the Board's contribution to the cost of single coverage for the second member toward the cost of family coverage. Both members shall be assured of having no less benefits under this arrangement than would be accorded to an employee under the single insurance coverage.

L. COACHES, ADVISORS, AND SPONSORS AS SPECIFIED

1. A separate index schedule for these assignments, approved by the Board of Education, provides additional compensation for extra time and responsibilities. (See Appendix E)
2. If the Board shall create additional assignments for coaches, advisors or sponsors which require substantial involvement outside of the regular teacher day, the stipend, if any, of such additional assignment shall not be finally established until an effort has been made to agree upon such amount with the Association.
3. The Sycamore Education Association and the Sycamore C.U.S.D. #427 Board of Education mutually agree that the term "Club Pilot Program" applies to the high school, middle school and elementary school levels. Establishment of a club under this factor shall be subject to application directed to the building principal and subject to approval by the building principal and Director of Curriculum.
4. The existence of a club not on the factor schedule shall terminate at the end of the school term in which it was approved unless a teacher volunteers to accept such sponsorship.
5. When assigning activities listed on the factor schedule, the Board shall make every effort to distribute such assignments equitably among qualified teachers/members. Such assignments shall consider positions on the factor schedule which teachers have voluntarily accepted.
6. The Board will defend and hold harmless the Association from any and all claims, demands, actions, complaints or suits which allege sex discrimination under any federal or state statute or valid regulation thereunder by reasons of the Association's good faith agreement to the separate factor schedule as provided herein; provided that the Board shall not be required to defend or hold harmless the Association, if after receiving notification of such claim, demand, action, complaint, or suit, the Association refuses to agree to alter, amend, or change (without resulting in the reduction for any teacher) such factor schedule in settlement of such claim, demand, action, complaint, or suit.

M. DEPARTMENT CHAIRPERSONS, MIDDLE SCHOOL TEAM LEADERS, AND ELEMENTARY GRADE-LEVEL TEAM LEADERS

1. For the purposes of appointing Department Chairpersons, the following departments are established:

6-12 School Counselor  
6-12 World Languages  
K-12 Art  
K-12 Certified Nurses  
K-12 Music  
K-12 Psychology  
K-12 Social Work  
K-12 Speech Language Pathology  
K-12 Technology  
Agriculture  
Business Education  
Driver's Education  
High School English/Speech  
High School Family & Consumer Science  
High School Industrial Technology  
High School Math  
High School P.E./Health  
High School Science  
High School Social Studies  
High School Special Education  
Middle School English

Middle School Math  
Middle School P.E./Health  
Middle School Science  
Middle School Social Studies  
Middle School Special Education  
Middle School STEM/CTE

Department Chairperson vacancies shall be posted per Article 8.C. Department Chairpersons shall be approved by the Board or its designee. Department Chairpersons shall be paid a stipend pursuant to the Factor Schedule for Extra-Curricular Activities.

2. Middle School and Elementary Grade-Level Team Leader vacancies shall be posted per Article 8.C. Middle School Team Leaders and Elementary Grade-Level Team Leaders shall be paid a stipend pursuant to the Factor Schedule for Extra-Curricular Activities.

#### N. SUBSTITUTE TEACHERS

The Board will attempt to obtain a qualified substitute to replace an absent teacher. If a teacher shall be required to teach a class of an absent teacher, the first teacher shall be compensated at the following rate:

- A. 0 - 35 minutes \$40.00
- B. More than 35 minutes \$45.00

Nothing shall preclude a reciprocal arrangement whereby teachers may substitute for one another if approved by the building principal.

#### O. TRAVEL ALLOWANCE

Whenever practical, teachers who find it necessary to travel alone or with a small number of students should make arrangements to use the school car. (Such an arrangement is made through the Assistant Superintendent.) However, if such arrangements cannot be made, or if it is necessary for any teacher/members to use his/her own automobile in pursuit of school business or duties (including changing schools at any time during the school day), their reasonable compensation shall be paid. Compensation shall be as follows:

1. For all coordinators of the cooperative programs, reimbursement shall be monthly upon submission of a written mileage report at the rate hereinafter provided.
2. For teachers/members serving more than one (1) school who must use their own cars in changing schools (including changes at noon periods), reimbursement shall be paid at the end of the semester at the rate hereinafter provided. Computation of payment shall be made by multiplying the pre-measured distance times the rate per mile.
3. Any teacher or coordinator who must leave town or finds it necessary to use his/her own automobile shall be reimbursed at the rate hereinafter provided upon submission of a written report.

As used herein "the rate provided" shall mean an amount equal per mile to that provided by the Internal Revenue Service as an expense deduction without supporting receipts. This rate shall be adjusted no later than sixty (60) days following such alteration by the IRS. At no time, however, shall the rate be less than thirty-one and one-half cents (\$0.315) per mile.

#### P. RETIREMENT – ANNOUNCEMENT/COMPENSATION

1. Teachers hired before the 2021-2022 school year must accrue at least ten (10) years of service to the district, to receive the retirement-announcement/compensation.
2. Teachers hired after the 2020-2021 school year must accrue at least fifteen (15) years of service to the district, to receive

the retirement-announcement/compensation.

3. A teacher/member who provides written notice on or before the last day of this contract of his/her intent to retire, shall have annual increases in his/her compensation, (including vertical and horizontal salary schedule movement, stipends, salary increases, appointments and retirement incentives) of six percent (6%) over each immediate preceding year for a maximum of four (4) years. The pay of the teacher/member-retiree shall, in the pay period option selected by the teacher/member, be increased equally in order that the annual increase shall reflect a six percent (6%) increase over the previous year. Notwithstanding any contrary or other provision of this contract (including vertical and horizontal salary schedule movement, stipends, salary increases and retirement incentives), that would annually increase compensation by more than six percent (6%), the teacher/member shall only receive the maximum six percent (6%) allowed under this provision.
4. No teacher/member who provides written notice of his/her intent to retire within four (4) years of such notice will be required to accept any extracurricular or other assignment that would cause his/her earnings to increase by more than six percent (6%).
5. If a teacher/member submits a notice of retirement and has had reductions in accordance with this provision and subsequently withdraws, and the Board accepts the withdrawal of his/her notice of intent to retire, an amount equal to the reduction in earnings will be added to the teacher's/member's Service Recognition Bonus upon his/her retirement.
6. Any teacher/members who provides written notice of his/her intent to retire within four years of such notice, and who is prior to the submission of the notice currently serving as a coach or other stipend-earning position, shall continue to serve in that capacity until his/her retirement, as documented in the notice, without receiving additional compensation for said position(s). If said teacher/member, solely by his/her own choice, and not by any administrative-initiated action, is unable to complete the requirements of the stipend position, his/her total compensation shall be adjusted to reflect the reduction of payment of the stipend associated with the position(s). Such reduction shall be in effect upon the first date that the teacher/member is unable to complete the requirements of the stipend position(s).
7. In the event legislation is enacted to exempt any particular type of increase in earnings from the six percent (6%) limitation (for example, but not limited to, extracurricular stipend payments or salary lane advancement compensation) the type of earnings thereby exempted shall be immediately and automatically exempted from the six percent (6%) limit imposed by this provision.
8. The benefits available to teachers/members who have announced their retirement on or before the last day of this contract will be no less than those described in this section. In no event shall benefits be less than those contractually available at the time of announcement.

#### Q. SERVICE RECOGNITION BONUS

1. Teachers hired before the 2021-2022 school year must accrue at least ten (10) years of service to the district, to receive the Service Recognition Bonus.
2. Teachers hired after the 2020-2021 school year must accrue at least fifteen (15) years of service to the district, to receive the Service Recognition Bonus.
3. In exchange for providing no later than the last day of the current contract of the 3rd year prior to the school year in which he/she plans to retire, notice of a teacher's/member's intent to retire, a teacher/member with at least ten (10) or fifteen (15) full years of teaching service to the district, as outlined above, shall receive a post-retirement Service Recognition Bonus of seven hundred fifty dollars (\$750.00) for each full year of service to the district to a maximum of twenty(20) years or fifteen thousand dollars (\$15,000).
4. In exchange for providing, not later than the last day of the current contract of the 2nd year prior to the school year in which he/she plans to retire, notice of a teacher's/member's intent to retire, a teacher/member with at least ten (10) or fifteen (15) full years of teaching service to the district, as outlined above, shall receive a post-retirement Service Recognition Bonus of five hundred eighty six dollars and fifty cents (\$586.50) for each full year of service to the

district to a maximum of twenty (20 years) or eleven thousand two hundred fifty (\$11,210).

5. In exchange for providing, not later than the last day of the current contract of the year prior to the school year in which he/she plans to retire, notice of a teacher's/member's intent to retire, a teacher/member with at least ten (10) or fifteen (15) full years of teaching service to the district, as outlined above, shall receive a post-retirement Service Recognition Bonus of three hundred seventy-five dollars (\$375.00) for each full year of service to the district to a maximum of twenty (20) years or seven thousand five hundred (\$7,500).
6. In exchange for providing, not later than the last day of the current contract immediately preceding the school year in which he/she plans to retire, notice of a teacher's/member's intent to retire, a teacher/member with at least ten (10) or fifteen (15) full years of teaching service to the district, as outlined above, shall receive a post-retirement Service Recognition Bonus of one hundred eighty-seven dollars and fifty cents (\$187.50) for each full year of service to the district to a maximum of twenty (20) years or three thousand seven hundred and fifty(\$3,750).
7. The benefits available to teachers/members who have announced their retirement on or before the last day of the current contract will be no less than those contractually available at the time of his/her announcement.
8. Each full year of service means seventy-five percent (75%) or more of full-time equivalent. Less than seventy-five percent (75%) of full-time shall be prorated.
9. Payment of the bonus under these provisions shall be made in a one-time lump sum payment by September 15th following the final pay period of the teacher's/member's retirement year. It is the intent of the parties that this Service Recognition Bonus shall not be part of the teacher's final year salary as reported to the Teachers' Retirement System. The teacher/member shall be responsible for any and all income taxes associated with this payment.

#### R. UNUSED SICK LEAVE

Should a teacher accumulate in excess of 360 sick days, he or she may choose to redeem up to 20 of those excess days per year at a rate of \$20 per day. Any such payments for accumulated, unused sick leave days shall be paid within thirty (30) days after the teacher's final paycheck and shall not be considered as part of the teacher's final creditable earnings as reported to TRS. The teacher shall be responsible for any and all income taxes associated with this payment.

#### S. ANNUITY PAYMENTS

Upon request of a teacher, the Board will deduct from a teacher's salary annuity payments to a company approved by the Board where the total monthly payment to the company(ies) is \$20.00 or more per month.

#### T. BOARD-PAID TRS RETIREMENT HEALTH INSURANCE

The Board will pay the employee portion of Teacher's Health Insurance Security Fund (THIS) equal to eight-tenths (0.8) of one (1) percent of the teacher's annual salary.

#### U. USE OF FACILITIES

Certified staff members shall have use of the athletic facilities of the Sycamore CUSD 427 field house free of charge for the employee's sole personal use during regular operating hours.

#### V. COACHES/SPONSORS TRANSPORTATION STIPEND

If any coach or sponsor is required to drive the activity bus or district van to a competition or event, they shall be compensated at the current athletic trip bus drivers' rate for estimated travel time to and from event.

W. POSTING OF CURRICULAR PILOT PROGRAMS OFFERING STIPENDS

If the district should pilot a new curricular program for which a stipend is to be made available, the pilot program shall be posted so that all affected bargaining unit members may have the opportunity to apply for said position.

X. Additional Paid Days

Technology Specialists shall have at least five (5) additional days, (outside the school calendar) up to ten (10) to be paid per diem with administrative approval.

Certified School Nurses and School Counselors at the middle and high school levels, as well as Special Education Coordinators, shall have at least five (5) additional days,(outside the school calendar) up to ten (10) to be paid per diem with administrative approval.

**ARTICLE 12 - REDUCTION OF STAFF**

A. REDUCTION PROCEDURE

1. A joint Reduction-in-Force (RIF) committee composed of equal representation appointed by the school board and Association shall meet annually before February 1 to review and determine the following:
  - A. Criteria for excluding a teacher from Group 2 and placement in Group 3;
  - B. Alternative definition for Group 4;
  - C. Including a performance evaluation rating from another school district;
  - D. For performance ratings determined prior to September 1, 2012, the basis for assigning performance ratings to be used in sequence of dismissal (SOD); and
  - E. Upon request from a committee member, review of SOD list to determine whether there is a trend of more senior teachers receiving lower performance ratings.

The Administration shall develop a SOD list categorized by positions and distribute the list to the Association President within seventy-five (75) calendar days before the end of the school term.

2. If removal or dismissal results from a decision of the Board to decrease the number of teachers employed by the Board or from discontinuance of some particular type of teaching service, written notice shall be given the teacher by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term together with a statement of honorable dismissal and the reason therefore.
3. Among tenured and non-tenured teachers who satisfy all certification and qualification requirements, performance evaluations and seniority shall be used to determine the sequence of layoff based upon the teacher's RIF group placement as set forth in section B below.

B. PROGRESSION OF LAYOFFS

1. Layoffs shall start with Group 1 and progress through Group 4. Layoffs in Group 1 shall be at the Board's Discretion.
2. The layoff sequence within Group 2 shall occur based upon a tenured or non-tenured teacher's average performance evaluation rating based on the last two evaluations using the following numerical values:
  - 4 – Excellent
  - 3 – Proficient
  - 2 – Needs Improvement
  - 1 – Unsatisfactory

If there is a tie with respect to determining the average performance evaluation rating in Group 2, then seniority will be used to determine the sequence.

3. Seniority shall be used to determine the layoff sequence in Groups 3 and 4.

C. RECALL PROCEDURES

1. Between the date of reduction of staff and the end of the next succeeding school year the Board shall first offer reemployment to the teachers honorably dismissed from Groups 3 and 4 who meet the qualification requirements for any vacant position. Teachers honorably dismissed from Group 2 and no later than six months after the start of the following school term shall be offered reemployment if they are in Group 2 due to one “needs improvement” rating and, if there are two ratings available, the other rating is not “needs improvement” or “unsatisfactory. Recall is in reverse order of the reduction-in-force. Such offer of reemployment shall be in writing and mailed certified return receipt requested to the teacher's last known address. Notification of such offer shall also be made to the president of the Association or designee and the Senate Bill 7 (SB7) committee chairperson at appropriate intervals. A teacher's failure to respond affirmatively to such offer within seven (7) calendar days exclusive of legal holidays following receipt of such offer, or within twenty-one (21) calendar days of date of mailing such offer, shall result in termination of the teacher's rights of recall hereunder; provided, however, if a vacancy occurs which requires recall within twenty-one (21) calendar days of the start of school, such notification periods shall be seven (7) calendar days of date of receipt or fourteen (14) calendar days of date of mailing.

D. LICENSURE REQUIREMENTS

Anything in this article to the contrary notwithstanding, a teacher to be retained shall be fully licensed and legally qualified as required by the regulations and/or guidelines of the Illinois State Board of Education and any qualifications set forth in the job description for the teaching position as provided in the School Code or such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## ARTICLE 13 - EFFECT OF THE AGREEMENT AND DURATION

### A. COMPLETE UNDERSTANDING

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto.

### B. AMENDMENTS

This Agreement shall not be modified in whole or in part by the parties except by an amendment in writing duly executed by both parties.

### C. POLICY AND INDIVIDUAL CONTRACTS

Board policies and individual contracts shall conform with this Agreement.

### D. SEVERABILITY

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

### E. ADDITIONAL BARGAINING

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

### F. MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois provided that, to the extent allowed by law, such rights and responsibilities shall be exercised in conformity with the provisions of this Agreement. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

### G. BARGAINING WITH INDIVIDUALS OR OTHER ORGANIZATIONS

The Board agrees not to negotiate on salaries and other conditions of professional employment with any teachers' organization other than the Association for the duration of this agreement. Further, the Board agrees not to negotiate with any teacher individually on such subjects during the duration of this Agreement. This paragraph shall not be construed as to preclude the issuance of employment contracts to new and probationary teachers.

### H. NO STRIKE

During the term of this Agreement no employees covered by this Agreement, nor the Association nor any person acting on behalf of the Association will engage in, authorize, or instigate any strike, slowdown, refusal to work or other refusal to render full and complete services to the Board.

I. DURATION

This Agreement shall be effective July 31, 2021 and shall continue until July 31, 2026.

DATED:

BOARD OF EDUCATION SYCAMORE EDUCATION ASSOCIATION SYCAMORE C.U.S.D. 427  
DEKALB AND KANE COUNTIES  
STATE OF ILLINOIS



Board President



SEA Lead Negotiator



Board Secretary



SEA President

## Compensation Schedules and Factor Schedules

1. For the 2021-2022 school year, the base salary shall remain at the 2020-2021 level (\$40,420.03 without TRS contribution/\$44,417.61 with Board Paid TRS contribution). Teachers'/members' 2021-2022 salary will be increased by a step of 3% from their 2020-2021 salary. For those teachers/members initially hired prior to 2018/2019 an additional step of 3% will be added to their salary (Subject to maximum TRS 6.0% creditable earnings increase per year). Those teachers who have already reached longevity (for BA+36/MA, MA+15, MA+30, MA+45, and MA+60/DOC) shall remain in longevity.
2. For the 2022-2023 school year, the base salary shall be increased by 0.5% equaling \$40,622.13 without TRS contributions, \$44,639.69 with Board Paid TRS contributions. Teachers'/members' will also receive a step increase of 3%. Those teachers who have already reached longevity (for BA+36/MA, MA+15, MA+30, MA+45, and MA+60/DOC) shall remain in longevity.
3. For the 2023-2024 school year, the base salary shall be increased by 0.25% equaling \$40,723.69 without TRS contributions, \$44,751.29 with Board Paid TRS contributions. Teachers'/members' will also receive a step increase of 3%. Those teachers who have already reached longevity (for BA+36/MA, MA+15, MA+30, MA+45, and MA+60/DOC) shall remain in longevity.
4. For the 2024-2025 school year, the base salary shall be increased by 0.25% equaling \$40,825.49 without TRS contributions, \$44,863.17 with Board Paid TRS contributions. Teachers'/members' will also receive a step increase of 3%. Those teachers who have already reached longevity (for BA+36/MA, MA+15, MA+30, MA+45, and MA+60/DOC) shall remain in longevity.
5. For the 2025-2026 school year, the base salary shall remain at the 2024-2025 level (\$40,825.49 without TRS contribution, \$44,863.17 with Board paid TRS contributions). Teachers'/members' 2025-2026 salary will be increased by a step of 2.5% from their 2024-2025 salary. For those teachers/members initially hired prior to 2019/2020 an additional step of 2.5% will be added to their salary (Subject to maximum TRS 6.0% creditable earnings increase per year). Those teachers who have already reached longevity (for BA+36/MA, MA+15, MA+30, MA+45, and MA+60/DOC) shall remain in longevity.
6. An additional three (3) vertical steps will be added to Columns BA36/MA through MA60/Doc.
7. For the duration of this agreement, any teacher who has completed the approved coursework to move horizontally on the salary schedule shall be granted that movement.

The Board and the SEA agree that additional steps in this contract were a one time adjustment and nonprecedential.

Retroactivity of salary and stipend increases in Appendices A through E for the 2021-2022 school year and benefit changes to health insurance contributions from the date of ratification back to August 1, 2021, effective upon commencement of this successor agreement.

**APPENDIX A**

**COMPENSATION SCHEDULES**

[2021-2022](#)

[2022-2023](#)

[2023-2024](#)

[2024-2025](#)

[2025-2026](#)

## **APPENDIX B**

### **COMMITTEE INFORMATION**

Association members participating on a joint committee shall be compensated at a rate of \$25.00/hour for all meetings that take place outside the regular school day.

HS Graduation Supervision \$50.00/session

**APPENDIX C**  
**FACTOR SCHEDULE FOR DEPARTMENT CHAIRS**

A. Those whose departments have a full time Equivalency of 1.0 FTE or less.	.02
B. Those whose departments have a full-time equivalency greater than 1.0 but not more than 2.0 teachers.	.04
C. Those whose departments have a full-time equivalency greater than two (2) teachers.	.04 + .01(FTE)
6-12 School Counselor	High School Math
6-12 World Languages	High School P.E./Health
K-12 Art	High School Science
K-12 Certified Nurses	High School Social Studies
K-12 Music	High School Special Education Middle School
K-12 Psychology	English
K-12 Social Work	Middle School Math
K-12 Speech Language	Middle School P.E./Health
Pathology K-12 Technology	Middle School Science
Agriculture	Middle School Social Studies
Business Education	Middle School Special Education Middle School
Driver's Education	STEM/C
High School English/Speech	
High School Family & Consumer Science	
High School Industrial Technology	

**APPENDIX D**  
**FACTOR SCHEDULE FOR DISTRICT TEAM LEADERS**

A. Middle School Team Leader	.03 + .01(FTE)
Eighth Grade Team Leader	
Seventh Grade Team Leader	
Sixth Grade Team Leader	
B. Allied Arts/Education	.03
Physical Education	.03
C. Elementary Grade-Level Team Leader	.03 + .005(FTE)
Kindergarten Team Leader	
First Grade Team Leader	
Second Grade Team Leader	
Third Grade Team Leader	
Fourth Grade Team Leader	
Fifth Grade Team Leader	
D. MTSS Building Lead	.03

**APPENDIX E**  
**EXTRACURRICULAR FACTOR SCHEDULES**

[2021-2022](#)

[2022-2023](#)

[2023-2024](#)

[2024-2025](#)

[2025-2026](#)

**APPENDIX F  
ELEMENTARY BEFORE/AFTER-SCHOOL ACTIVITIES**

	<b>Column A</b>	<b>FACTORS</b>	
	<b><u>1-2 years</u></b>	<b><u>3-5 years</u></b>	<b><u>6+ years</u></b>
BOYS SPORTS -North, North Grove, Southeast, South Prairie, West	.095	.100	.110
Football           - .0092 each			
Basketball       - .0026 each			
Track & Field   - .0023 each			
Wrestling:			
Coach         - .0060			
Coach         - .0060			

	<b>Column A</b>	<b>FACTORS</b>	
	<b><u>1-2 years</u></b>	<b><u>3-5 years</u></b>	<b><u>6+ years</u></b>
GIRLS SPORTS -North, North Grove, Southeast, South Prairie, West	.095	.100	.110
Softball           - .0092			
Basketball       - .0199			
Track & Field   - .0123			
Volleyball/Recreation - .0061			

<b>Activity</b>	<b>Factor A</b>	<b>A</b>	<b>Factor B</b>	<b>B</b>	<b>Factor C</b>	<b>C</b>	<b>Factor D</b>	<b>D</b>
	1-2 years		3-5 years		6-8 years		9+ years	

CROSSING GUARD SUPERVISOR\*:                   \$300.00 annually

\*If no certified bargaining unit member is willing to accept this position, then the building principal shall be granted the responsibility of appointing a certified bargaining unit member to fill the position on an annual basis.

**FACTOR/CELL AMOUNT**

2021-2022     Actual Base Salary (per Appendix A-1)

## **APPENDIX G**

### **CONDITIONS PERTAINING TO COACHES SALARY AND INDEX**

- a. Any coach in the system, changing sport(s) or returning to sport(s) will start in the proper category in accordance with the coach's verifiable prior experience in that sport.
- b. Credit for prior coaching experience for any new coach coming into the system will be as follows:  
  
Full credit shall be granted for coaching with six (6) or less years in that sport. Coaches beginning with more than six (6) years shall be granted no less than six (6) years of credit in that sport.
3. Any coach new to the system or within the system becoming a varsity head coach with no prior head coach experience in that sport shall receive one (1) year credit for every two (2) years of assistant experience in that sport.

**APPENDIX H  
DISTRICT EVENTS**

**Senior High School/Middle School**

**For School Years:**

**2022-2026**

	<u>Middle School</u>	<u>Senior High School</u>
Athletic Events, Supervision	\$50.00/session	\$50.00/session
Ticket Sellers	\$42.00/session	\$50.00/session
Game Officials:		
Scorekeeper	\$45.00/session	\$50.00/session
Timer	\$45.00/session	\$50.00/session
Track Meet (workers)	\$40.00/session	\$45.00/session
Cross Country Starter	\$32.00/session	\$36.00/session
Game Announcers	\$40.00/session	\$50.00/session

A session shall be defined as two (2) games.

The Board of Education shall pay retirement contributions on the duties set forth in this page in the same manner as described in Article 11, Section B of this agreement.

For activities that are seasonal, teachers will be paid seasonally. Fall activities will be paid on November 15. Winter activities will be paid on March 15 and Spring activities will be paid on June 15. Extended seasons (including, but not limited to indoor track, playoffs, sectionals, etc.) will be paid on the first available payroll of the month following the event.

## Memorandum of Understanding for High School Office Hours

The Board of Education and SEA agree that the practice of office hours in lieu of supervision/professional responsibility for High School teachers is desirable. In order to ensure its effectiveness, the Board of Education and SEA will work collaboratively to develop a formal plan for Office Hours that includes the following:

- Supporting students based on their needs
- Ensuring Office Hours are being used effectively
- Indicators of success and appropriate data collection procedures

### Proposed Structure

- Establish a joint team who will develop a plan to utilize Office Hours
  - Identify common goals
  - Develop essential characteristics of Office Hours
  - Identify indicators of success, data collection procedures, and measures for effectiveness
- 
- Revised Office Hours will be implemented
  - Data will be collected and analyzed
  - Joint committee will agree upon any revisions for implementation for second semester
- 
- Implement any changes to Office Hours mutually agreed upon by the team
  - Data will be collected and analyzed
  - Joint committee will decide whether or not to proceed with office hours in the school year.

\*In the event that the joint team is able to implement a plan that is mutually agreed upon by both parties and remains so through the remainder of this contract, this language will be formally incorporated into the next Collective Bargaining Agreement.

Administrators and the SEA will continue to work collaboratively to draft a finished memorandum of understanding within ninety (90) days of ratification and approval of the successor agreement.

**MEMORANDUM OF UNDERSTANDING  
REGARDING HEALTH INSURANCE FOR CERTIFIED STAFF  
DURING THE 2025-2026 SCHOOL YEAR**

This Memorandum of Understanding (“MOU”), is entered into this 30th day of September, 2025, between the Board of Education of Sycamore CUSD 427 (the “Board” or the “District”) and the Sycamore Education Association (“SEA”) (collectively, the “Parties”).

**WHEREAS**, the Board and SEA are parties to a 2022-2026 Collective Bargaining Agreement (the “CBA”), which includes benefits related to health insurance for certified staff members;

**WHEREAS**, the Parties agree that changing the District’s health insurance coverage before the current plan renewal deadline to provide a High-Deductible Health Plan (“HDHP”) with Health Savings Account (“HSA”) contributions and no longer provide a low-deductible plan will result in substantial cost savings while continuing to provide appropriate benefits;

**WHEREAS**, Article 11, Section K-8 of the CBA provides that health insurance coverage may be changed if a majority of the SEA-appointed members of the Board/Association Insurance Committee agree to the change; and

**WHEREAS**, the Board/Association Insurance Committee and a majority of the SEA-appointed members have agreed to proposed changes to the District’s health insurance coverage policies.

**NOW, THEREFORE**, the Parties agree as follows:

**1. Insurance**

Effective with the start of the insurance plan year that begins during the 2025-2026 school year, Article 11, Sections K-1, K-2, K-3, K-4, and K-10 of the CBA are replaced with the language in Appendix A.

**2. MOU Attachment to CBA**

This MOU shall be attached and incorporated into the 2022-2026 CBA.

**3. Effect of Agreement**

The Parties acknowledge and agree that except as otherwise stated herein, this MOU does not constitute an amendment to or revision of the CBA or any other agreements between the Parties.

**D. Entire Understanding**

The terms set forth in this MOU represent all promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof and no other promises, agreements, or understandings whether oral or written, expressed or implied exist between the Parties.

**E. Amendment of MOU**

Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this MOU shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

**F. Effective Date**

This MOU is effective immediately upon execution and will expire at the end of the 2022-2026 CBA.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the dates set forth below.

**SYCAMORE EDUCATION ASSOCIATION**



By: President

Date: 9-30-25

**BOARD OF EDUCATION OF SYCAMORE  
COMMUNITY UNIT SCHOOL DISTRICT  
427**



By: President, Board of Education

Date: 09/30/25

A



Secretary, Board of Education

Date: 09/30/2025

## APPENDIX A

### K. INSURANCE

1. The Board shall maintain a cafeteria plan which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
2. The Board shall make available for each full-time teacher/member (75% of full-time or more) single insurance coverage. Teachers/members participating in job-sharing shall be eligible for insurance benefits as outlined in Article 6, Section L.

- a. Single insurance coverage shall be defined as single coverage group health/major medical insurance, group dental insurance, and group term life insurance in the amount of \$20,000. Any new member electing single coverage will be enrolled in a High-Deductible Health Plan (HDHP). Any member enrolled in the HDHP will receive Board-paid contributions towards their Health Savings Account (HSA) by January 15th and June 15th.
- b. Teachers/members electing single coverage in the HDHP and who choose to participate in the District-sponsored Wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket, or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

#### Single HDHP (Participation in Wellness Testing)

- 2021-2022 \$600
- 2022-2023 \$621
- 2023-2024 \$648
- 2024-2025 \$648
- 2025-2026 \$648

- c. Teachers/members electing single coverage in the HDHP and who choose not to participate in the District-sponsored Wellness testing shall pay the annual amount listed below toward the premium cost of such coverage. Employee/member may elect to pay insurance premium out of pocket, or payment shall be deducted in 24 equal amounts from the teacher salary payments during the plan year.

#### Single HDHP (No Participation in Wellness Testing)

- 2021-2022 \$1,592
- 2022-2023 \$1,712
- 2023-2024 \$1,840
- 2024-2025 \$1,840
- 2025-2026 \$1,840

- d. Prior to the beginning of the plan year, or prior to the first day of employment if the first day of employment is after the beginning of the plan year, each full-time teacher/member shall have the option of electing a cash payment in lieu of Board insurance coverage. Teachers/members electing to take the cash option in lieu of insurance coverage shall receive the following:

- 2021-2022 \$2,400
- 2022-2023 \$2,400
- 2023-2024 \$2,400
- 2024-2025 \$2,400
- 2025-2026 \$2,400

3. The Board shall make available to all employees:

a. dependent coverage group health/major medical;

- i. Teachers/members electing a dependent HDHP, who choose to participate in the District-sponsored Wellness testing, shall pay the annual amount listed below toward the premium cost of such coverage.

Dependent HDHP (Participation in Wellness Testing)

- 2021-2022 \$7,000
- 2022-2023 \$7,490
- 2023-2024 \$8,014
- 2024-2025 \$8,014
- 2025-2026 \$8,014

- ii. Teachers electing a dependent HDHP who choose not to participate in the District-sponsored Wellness testing shall pay the annual amount listed below toward the premium cost of such coverage.

Dependent HDHP (No Participation in Wellness Testing)

- 2021-2022 \$10,000
- 2022-2023 \$10,750
- 2023-2024 \$11,556
- 2024-2025 \$11,556
- 2025-2026 \$11,556

- b. disability insurance coverage;
- c. group dental insurance;
- d. group term life insurance (available only to those employees who are eligible to be covered as a dependent on another Sycamore employee's family coverage);
- e. vision insurance.

4. Members entering an HDHP will receive contributions towards their HSA as follows:

a. Single HSA:

- 2021-2022 \$2,400
- 2022-2023 \$2,400
- 2023-2024 \$2,400
- 2024-2025 \$2,400
- 2025-2026 \$2,400

b. Family HSA:

- 2021-2022 \$4,000
  - 2022-2023 \$4,000
  - 2023-2024 \$4,000
  - 2024-2025 \$4,000
  - 2025-2026 \$4,000
- c. If two family members are both employees of the District and are enrolled together in the family HDHP, they shall receive a combined annual HSA contribution of \$4,800. This contribution shall be distributed in the same manner and timing as other Board HSA contributions.
- d. Members migrating from a low-deductible plan to an HDHP will receive their full HSA contribution by January 15, 2026.

[...]

10. Part-time teachers/members (less than 75% of full-time) shall receive these benefits in proportion to their employment.

**MEMORANDUM OF UNDERSTANDING  
REGARDING HEALTH INSURANCE SAVINGS BONUSES FOR CERTIFIED STAFF**

This Memorandum of Understanding (“MOU”), is entered into this 25th day of November, 2025, between the Board of Education of Sycamore CUSD 427 (the “Board” or the “District”) and the Sycamore Education Association (“SEA”) (collectively, the “Parties”).

**WHEREAS**, the Board and SEA are parties to a 2022-2026 Collective Bargaining Agreement (the “CBA”), which includes benefits related to health insurance and service recognition bonuses for certified staff members;

**WHEREAS**, the Parties previously agreed to provide a High-Deductible Health Plan (“HDHP”) with Health Savings Account (“HSA”) contributions and no longer provide a low-deductible plan, resulting in substantial cost savings while continuing to provide appropriate benefits; and

**WHEREAS**, in recognition of and in further consideration for the agreements and promises made in the September 30, 2025 Memorandum of Understanding that resulted in health insurance cost savings, the Parties wish to provide bonuses to insurance-eligible certified staff members; and

**WHEREAS**, the Parties further wish to provide health insurance savings bonuses to recognize and retain certified staff and temporarily bolster the District’s recruitment efforts.

**NOW, THEREFORE**, the Parties agree as follows:

**1. Bonus Eligibility**

To receive the bonus amount associated with a contract year as specified in Section 2 below, certified staff must:

- Be eligible for health insurance benefits under the CBA;
- Be employed by the District on a date listed in Section 2 below; and
- Be employed by the District as of the first day of student attendance for that contract year.

However, certified staff who are eligible for health insurance benefits, provide written notice to the District of their intent to retire pursuant to Article 11.P, and retire consistent with that notification will receive the bonus amounts associated with the remaining contract years as described in Section 2 below, even if such dates occur after their retirement date.

**2. Bonus Amounts and Payments**

For certified staff who have not provided written notice to the District of their intent to retire consistent with Article 11.P, the bonus amounts and payment dates for each contract year will be as follows:

- 2025-2026: \$1,000 will be distributed on the payroll on December 15, 2025.
- 2026-2027: \$500 will be distributed on the payroll on January 15, 2027.
- 2027-2028: \$500 will be distributed on the payroll on January 15, 2028.
- 2028-2029: \$500 will be distributed on the payroll on January 15, 2029.

Certified staff who provide written notice to the District of their intent to retire pursuant to Article 11.P and who retire consistent with that notification will receive a one-time lump sum payment by September 15th following the final pay period of the teacher's retirement year. The amount of the lump sum payment will be equal to the total of the payments that otherwise would occur during any year when the teacher is receiving an annual compensation increase of six percent (6%) pursuant to Article 11.P. If the teacher is not receiving an annual compensation increase of six percent under Article 11.P for a contract year listed above, the teacher will receive the bonus payment as scheduled above. In no event shall a certified staff member receive pre-retirement and post-retirement bonus payments under this MOU that total more than two thousand, five hundred dollars (\$2500).

Example: On January 1, 2024, a teacher provided written notice of their intent to retire on June 30, 2026. The teacher will not receive payments on December 15, 2025 or January 15, 2026, during years when the teacher is receiving annual compensation increases of six percent (6%). The teacher will receive a lump sum payment of \$2500 between July 1, 2026 and September 15, 2026.

Example: A teacher received the \$1,000 bonus payment on December 15, 2025. On January 1, 2026, the teacher provides written notice of their intent to retire on June 30, 2028. The teacher will not receive payments on January 15, 2027 or January 15, 2028, during years when the teacher is receiving annual compensation increases of six percent (6%). The teacher will receive a lump sum payment of \$1500 between July 1, 2028 and September 15, 2028.

**3. Effect of Agreement**

The Parties acknowledge and agree that except as otherwise stated herein, this MOU does not constitute an amendment to or revision of the CBA or any other agreements between the Parties.

**D. Entire Understanding**

The terms set forth in this MOU represent all promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof and no other promises, agreements, or understandings whether oral or written, expressed or implied exist between the Parties.

**E. Amendment of MOU**

Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this MOU shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

**F. Effective Date**

This MOU is effective immediately upon execution and will expire on January 16, 2029.

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the dates set forth below.

**SYCAMORE EDUCATION ASSOCIATION**

[Redacted Signature]

By: President

Date: 12-2-25

**BOARD OF EDUCATION OF SYCAMORE  
COMMUNITY UNIT SCHOOL DISTRICT  
427**

[Redacted Signature]

By: President, Board of Education

Date: 11/25/25

ATTEST:

[Redacted Signature]

By: Secretary, Board of Education

Date: 11-25-25



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245 West Exchange Street  
Sycamore, Illinois

(815) 899-8100

[www.syc427.org](http://www.syc427.org)