

Basic Agreement between the Belvidere Education Association and Community Unit School District 100

August 17, 2026 - August 16, 2030

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AGREEMENT

This Agreement is entered into this 4th day of June, 2026, by and between Community Unit School District #100 (hereinafter referred to as the District) and the Belvidere Education Association, IEA/NEA (hereinafter referred to as the Association).

PREAMBLE

WHEREAS, the Association has been designated as the bargaining representative by a majority of the teachers covered by this Agreement;

WHEREAS, the Board and Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the teachers covered by this Agreement, insofar as such practices and procedures are consonant with the paramount interests of the public and the students of the District;

WHEREAS, it is the intention of the parties to this Agreement to provide for the salary schedule, fringe benefits and conditions of employment of the teachers covered by this Agreement, to provide for the continued and efficient operation of the District, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE 1: RECOGNITION

The District hereby recognizes the Association as the exclusive and sole negotiating agent for all full time and regular part-time certificated professional personnel employed by the District but excluding central office personnel, principals, assistant principals, non-certificated personnel, and personnel have the authority to hire, transfer, assign, promote, evaluate, discharge or discipline, or to effectively recommend such action. The term regular part-time certificated personnel shall mean individuals employed on an annual basis and working 50% or more of the school day. Certificated personnel who are not employed for a full semester or more and/or do not work 50% of the school day are specifically excluded from the negotiation unit set forth above. Regular part-time certificated personnel shall participate on a pro-rata basis in the specific fringe benefits set forth in this

Agreement if they are otherwise eligible to participate in such fringe benefits. The term "teacher" when used hereinafter in this Agreement shall refer to all certificated professional personnel included in the negotiation unit set forth above and thereby represented by the Association.

ARTICLE 2: BOARD RIGHTS

There is reserved exclusively to the Board of Education and thereby to the District, all responsibilities, powers, rights, and authority expressly or inherently vested in it by the laws and constitutions of the State of Illinois and the United States of America. Except where limited by the written provisions of this Agreement, the District retains the rights and responsibilities to direct the affairs of the District in all of its various aspects. Such rights and responsibilities shall include, but are not limited to, the determination of District policy, the management, and administration of the District, the establishment, modification, or elimination of courses of instruction, special programs, athletic, recreational, and social events, as deemed necessary or advisable by the District, the direction, supervision, and placement of the teaching staff, and the determination of the placement of personnel in contractual continued service.

Any teacher covered by this Agreement may file a grievance pursuant to the provisions of Article 4 alleging that the District's exercise of any of the rights or responsibilities listed above conflicts with the written terms of this Agreement.

ARTICLE 3: GENERAL PROVISIONS

Section 1. Right To Join Or Not To Join.

The District agrees that teachers shall have the right to organize, join, and assist the Association or any other employee organization, to participate in professional negotiating with the District through representatives of their own choosing, and to engage in other lawful activities, or to refrain from any or all of the foregoing.

Section 2. No Discrimination.

Both parties agree that they shall not discriminate against an employee for reason of race, creed, color, marital status, gender, age, or national origin insofar as such discrimination is contrary to any applicable State or Federal legislation.

Section 3. No Coercion.

Neither the District nor the Association will in any way discriminate against, coerce or intimidate members of the Association, the Board, or the District's staff in the exercise of such rights as citizens as are appropriate in their respective roles as teachers, Board members or District staff, in the course of or by reason of negotiations between the parties, or, in the application of agreements reached, or, because of membership or non-membership in the Association.

Section 4. No Partisan Activity.

Neither the District nor the Association will engage in, support, encourage or condone any activity whatsoever which would calculatedly or knowingly engender or tend to engender partisan action or reaction within the student body.

Section 5. Rules and Regulations.

Any rules and regulations governing teacher conduct that may be established from time to time shall be reasonable.

Section 6. Teacher Discipline.

Enforcement of teacher discipline shall be for just cause.

Section 7. Personnel Files.

The teacher upon reasonable request may review their personnel file excluding credentials and letters of recommendation.

ARTICLE 4: GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. Definition of Grievance.

For the purposes of this Agreement, the term grievance shall mean a dispute or difference of opinion regarding wages, hours, terms, and conditions of employment raised by one or more teachers or the Association against the District involving the meaning, interpretation, or application of the express provisions of this Agreement.

Section 2. Grievance Procedure.

Grievances shall be handled in the following manner:

If the alleged grievance is not submitted at Step 1 within twenty (20) school days after the grievant had knowledge of the act or condition which is the basis of the alleged grievance, it shall not be considered actionable. Timelines identified in Steps 1 through 3 may be extended upon mutual written agreement by both parties.

STEP 1: Informal Discussion - Building Level.

Any teacher who has an alleged grievance as defined in this Article may discuss such grievance with the immediate building principal. Informal discussion at Step 1 may not be limited to the building principal. The principal may refer the alleged grievance to other administrative levels for Step 1 discussion.

STEP 2: Written Grievance - Building Level.

If the teacher is not satisfied with the decision rendered at Step 1, they may appeal the grievance in writing to the immediate building principal (or appropriate administrator as identified in Step 1). Failure to file such an appeal within twenty (20) school days from the date of the discussion with the building principal or appropriate administrator at Step 1 shall be deemed a waiver of the right of appeal. The written grievance shall contain a concise statement of the facts upon which the alleged grievance is based and a reference to the specific provision of the agreement allegedly violated, misinterpreted or misapplied. The teacher may request a meeting with the building principal or appropriate administrator. If a teacher requests such a meeting, they may also request that the Association grievance representative attend such a meeting. Both the meeting, if requested, and the building principal's or appropriate administrator's written answer shall be given within ten (10) school days after receipt of the appeal. Both the teacher and the Association shall receive copies of said answer.

STEP 3: Written Appeal - Superintendent Level.

If the teacher is not satisfied with the decision as rendered in Step 2, they may submit a written appeal to the superintendent or their designated representative. Failure to file such an appeal within ten (10) school days from receipt of the administrator's written answer at Step 2 shall be deemed a waiver of the right to appeal. A hearing, if requested, shall be conducted by the superintendent and action shall be taken on the appeal of the alleged grievance within ten (10) school days after receipt of the appeal. The teacher shall have the right to representation at such hearing by a representative of the Association, but the teacher shall also be present. In addition to the Superintendent or their designated representative, the District may be represented by not more than three (3) persons. The action taken and the reasons for the action shall be reduced to writing and copies sent to the teacher, the principal and the Association.

A grievance may, by mutual agreement between the grievant and the superintendent, be presented initially at Step 3.

Section 3. Arbitration.

If the grievance is not settled in accordance with the foregoing procedure, the Association may refer the grievance within ten (10) school days after final disposition by the superintendent to arbitration by notice in writing delivered to the superintendent. With such appeal, the Association shall include the names of five (5) suggested arbitrators. The District will either accept one of the arbitrators suggested by the Association or, within five (5) school days, will send a list of five (5) suggested arbitrators to the Association. If by the end of five (5) school days after the submission of the District's list, the Association has not accepted one of these as the arbitrator, then promptly the parties shall jointly request the American Arbitration Association to submit to them a list of five (5) arbitrators' names and qualifications. Either party may reject one list in its entirety and request that another list be submitted. From such a list, the Association shall strike one (1) name and the District shall then strike one (1) name, and alternately thereafter until one name remains. The person whose name remains shall be the arbitrator. The arbitrator selected (whether agreed upon or selected from the AAA panel) shall be jointly notified of his selection and requested to contact the parties with

respect to setting up a time for a hearing.

Section 4. Authority of Arbitrator.

The arbitrator's decision shall be binding upon the parties. The arbitrator shall not, however, have the power to add to or subtract from, alter or modify in any manner any of the terms of this agreement. Any grievance appealed to arbitration and on which the arbitrator determines they have no jurisdiction or power to rule, shall be referred back to the parties without decision or recommendation and the superintendent's disposition as determined under Step 3 of the grievance procedure shall then be final.

Section 5. Expenses of Arbitration.

Each of the parties to the arbitration proceeding shall bear the expense of its own representative and witnesses and the fees and expense of the impartial arbitrator shall be divided equally between the parties.

Section 6. Representation.

Grievances shall, in all instances, be handled promptly and expeditiously, as previously set forth, but shall be handled and hearings scheduled so as to avoid interference with the assigned teaching schedules and duties of any of the participants.

ARTICLE 5: NON-INTERRUPTION OF WORK

Neither the Association nor any of its officers or any of the teachers covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, concerted stoppage of work, or any other intentional disruption whatsoever of the operation of the District regardless of the reason for so doing during the term of this Agreement. The District agrees it will not bring any action for damages against the Association for any strike, concerted stoppage of work, or any other intentional disruption whatsoever of the operation of the District which the Association does not instigate, promote, sponsor, engage in, or condone.

ARTICLE 6: LEAVES

Section 1. Sick Leave.

- (a) **Accrual and Use.** Sick leave will be granted on a graduated system outlined in the table below. Sick leave shall be interpreted to mean illness, appointments, quarantine, bereavement, funerals, or caregiving of immediate family or household. In alignment with Illinois School Code, the District requires a medical certification when an employee is absent for more than three consecutive workdays due to illness. Said sick leave at full pay or any portion thereof, may, if unused, be accumulated from year to year.

Consecutive Years of Service in D100	Sick Days Granted
1-10 years of service	14 days
11-15 years of service	16 days
16-20 years of service	18 days
21-25 years of service	20 days
26+ years of service	22 days

For the 2026/2027 school year, anyone who has completed 20 years or more of consecutive service in the district who is not in the pipeline will be given a one-time sick day bonus of 25 days. If an employee retires from the District within four years of receiving the bonus, any unused bonus days may be forfeited or donated to the sick bank prior to TRS reporting.

- (b) **Additional Provisions for Special Needs.** For professional personnel who have demonstrated a willingness to make judicious use of the above sick leave provisions, the following additional benefits may be made available to meet special needs. Special needs would include absence due to prolonged illness or absence due to injury. Such special needs would apply only to absences for the person in the school system and not to absences due to illness, injury, etc., of members of the family.

Special needs would not include intermittent absences for miscellaneous causes. Application for the additional benefits must be made in writing to the superintendent of schools. The superintendent, in turn, will make a recommendation to the Board of Education, and that body will have the power to grant the additional benefits. The following schedule would apply to provisions for special needs:

Length of Service in this System	Additional Time
3 consecutive years	10 days at full pay
6 consecutive years	15 days at full pay
9 consecutive years	20 days at full pay
12 consecutive years	25 days at full pay
15 consecutive years	30 days at full pay

- (c) **Notification of Accumulated Sick Leave and Personal Leave.** The District will provide leave balances within the business/absence management system for teachers to access. Leave

balances will always be up to date.

Section 2. Personal Leave.

All teachers are granted two (2) days each year at full pay to handle personal business; provided, however, that unused personal leave days shall be allowed to accrue to a total of five (5) personal leave days to be used in any given year. No more than 3 teacher attendance days may be used consecutively. Any remaining unused personal leave days shall be added to accumulated sick leave; personal days may be used as sick leave days during the period of employment. The teacher shall request such leave by entering it in the business/absence management system, to be processed by the building principal, at least five (5) days prior to the absence whenever possible. Upon retirement, any unused personal leave days will be added to accumulated sick leave. No reason need be given for requesting personal leave, except as provided in the final paragraph. Personal business leave days shall not be used for any time off for which the employee receives remuneration from another source. A teacher who has exhausted their sick leave days may use their personal leave day(s) if otherwise unused as a sick leave day(s) in accordance with Section 1 of this Article. It is agreed that improper use of the day will result in the loss of the salary for that day.

Unless extraordinary reasons are presented, no teacher shall be granted a personal leave day on the last school day before and the first school day after any holiday or holiday period when school is not scheduled pursuant to the calendar adopted by the Board, during the first week of school, or during the last week of school except for special situations, at the sole discretion of the Superintendent or their designee, with consultation of the BEA President or designee.

Section 3. Parental Leave.

At the discretion of the Board, a teacher may be granted a parental leave of absence. Prior to requesting the leave, the teacher must meet with the building principal as soon as reasonably possible, but no later than ninety (90) calendar days prior to the commencement of the requested leave to discuss the dates for the leave. Such a leave request is limited to parents of children under the age of one (1) year or within a year of adoption placement.

The first twenty (20) workdays of parental leave shall be paid by the District. Following the twenty (20) paid workdays, the teacher may elect to use accrued sick leave during the remainder of the parental leave or may take the remainder of the leave unpaid, consistent with applicable law and Board policy.

The time period for a parental leave shall be up to twelve (12) weeks according to the Family and Medical Leave Act (FMLA), one semester, or one full school year, whichever is applicable. All parental leaves shall run concurrently with FMLA leave. When both spouses are employed by the District, each spouse will receive their own twelve (12) weeks of parental leave. The maximum time period for a parental leave shall be three semesters if the leave commences with the Spring semester.

A parental leave should, if at all possible, begin at the commencement of a semester, and the teacher shall return from such leave at the commencement of a semester. Notice of desire to return to work must be given by March 1 prior to the termination of the leave. Failure to supply written notice of desire to return from leave within the specified time limits shall be treated as a violation of the provisions of this Agreement, and the teacher shall be considered to have waived all rights to

continued employment and reinstatement. Upon request, the Board, at its discretion, may grant an exception to the above. Such a request shall include a statement of the compelling reason(s) for requesting an exception. The request shall be submitted in writing to the Superintendent, who will forward it, along with the Superintendent's recommendation, to the Board for action.

A teacher returning from parental leave shall be placed in their former position or in a position the District determines they are qualified and suited to teach, if such a position exists.

Any teacher granted parental leave who has worked eighty-five (85) days shall be considered to have completed the academic year for purposes of advancement on the salary schedule. While parental leave shall not constitute a break in service, such leave shall not count toward completion of a teacher's probationary period.

A teacher who has been granted parental leave shall notify the District immediately if, due to circumstances beyond the teacher's control, the teacher no longer desires the leave or desires to discontinue the leave. In such cases, at the discretion of the District, the teacher may be placed in a position the teacher is qualified to teach if such a position exists.

Under special circumstances, a teacher may request leave for the care of a child over the age of one (1) year. The Board shall have the discretion to grant such leave without pay and shall have the sole authority to determine the time and conditions of the leave, which may differ from the above provisions. The Board may require verification for this leave. Any teacher granted such leave shall be expected to fully abide by the terms of the leave.

Section 4. Military Leave.

Teachers who have achieved contractual continued service and are called to active military service shall be granted a military leave of absence in accordance with applicable state and federal law, including ISERRA and USERRA. Upon return, accumulated sick leave shall be reinstated, and the teacher shall receive salary schedule advancement as required by law and this Agreement, up to a maximum of two (2) years.

Notice of intent to return to work must be provided by March 1 prior to the termination of the leave. Failure to provide timely notice may be considered a waiver of reinstatement rights under this Agreement.

Section 5. All Other Leaves

General Leave Provisions

Unless otherwise stated in this Article:

1. Any teacher who has achieved contractual continued service with the District and be eligible

for the below leaves if they so qualify. Said requests should be submitted in writing to the Superintendent.

2. A teacher returning from leave shall be placed in their former position or in a position for which the District determines the teacher is qualified.
3. Sick leave and other accrued benefits held prior to the leave shall be reinstated upon return, if applicable.
4. Notice of intent to return from leave must be provided to the District by March 1 prior to the termination of the leave. Failure to provide timely notice may be considered a waiver of reinstatement rights under this Agreement.
5. Approved leave shall not constitute a break in service. Seniority shall continue to accumulate during any paid leave and during unpaid leave where the teacher receives salary schedule advancement credit.
6. Employees on unpaid leave may maintain insurance coverage at their own expense in accordance with COBRA and applicable law.

Public Service Leave

A tenured teacher elected to the Illinois General Assembly may be granted an unpaid leave of absence upon written request to the Superintendent.

Educational Leave

A tenured teacher may be granted up to two (2) school years of unpaid leave for the purpose of completing educational/research requirements at a recognized university towards a planned program leading to a Bachelor's, Master's, or Ph.D. or for the purpose of a teaching position in another country. Requests must be submitted by March 1 unless waived by the Superintendent due to extenuating circumstances. Teachers shall advance on the salary schedule if otherwise eligible; however, no advancement shall occur during a second year of leave.

Exchange Teaching Leave

Upon recommendation of the Superintendent, the Board may grant up to one (1) year of leave for participation in an approved exchange teaching program under the provisions of the Exchange Teaching Program established under Public Law 584, 79th Congress, and Public Law 402, 80th Congress, as amended. Such leave may be with or without pay depending on program requirements.

Sabbatical Leave

The Board may grant sabbatical leave pursuant to Section 24-6.1 of the Illinois School Code. If applications exceed available funded leaves, preference shall be based on order of application.

IEA/NEA Office Leave

A tenured teacher elected to specified state or national office in the IEA or NEA shall be granted an unpaid leave of absence for at least one (1) full school year. The leave may be extended with written notice. No more than one teacher shall be on such leave at one time unless mutually agreed

otherwise.

Excused Leave Without Pay

A building principal may approve unpaid leave at their discretion. Requests should be submitted in writing at least five (5) school days in advance when possible.

Jury or Court Leave

Teachers required to serve on a jury, respond to a subpoena, or participate in legal proceedings arising from employment activities shall receive their regular salary during such service. This provision shall not apply to traffic violations, personal legal matters unrelated to employment, or proceedings initiated by the Association. Any fees received for such service, excluding mileage reimbursement, shall be remitted to the District.

Professional Leave

Teachers may apply for professional leave to attend workshops, conferences, conventions, or observe colleagues. Requests shall be submitted in writing to their building principal and include the educational benefit to the teacher and the District. The building principal shall approve or deny the request in writing. Denials may be appealed to the Superintendent or designee within five (5) school days, whose decision shall be final.

Association Convention Leave

The Association shall receive up to thirty (30) days of non-accumulative leave annually for attendance at official IEA conventions or conferences or for Association business conducted by the Association President or designee. The Association shall reimburse the District for substitute costs beyond three (3) days used annually. Requests shall be submitted at least ten (10) days in advance when possible.

Religious Leave

Teachers may receive up to two (2) paid days annually for observance of bona fide religious holidays with at least five (5) school days advance notice. Teachers shall reimburse the District for substitute costs incurred during such leave. Teachers may also use personal leave for religious observances.

Section 6: Sick Leave Bank

The Purpose of the Sick Leave Bank is to provide continuation of income to Sick Leave Bank members who incur a period of severe and/or life-threatening illness and/or injury and have expended all their personal paid leave.

The Association, in cooperation with the Board, shall establish the Sick Leave Bank on a voluntary basis. The Association shall administer the Sick Leave Bank and shall establish rules for the implementation of the Bank. A copy of the established rules shall be on file in the District Human Resource office. The Association shall provide to the District business office the names of participating members and the subsequent charges against the Bank. The Association agrees to hold harmless the Board for any claim, damages, or legal actions associated with the administration of the sick leave bank pursuant to this section.

At the time of retirement, a teacher who has accumulated sick days in excess of requirements for TRS service credit may donate those days to the Sick Leave Bank.

ARTICLE 7: TEACHER RESPONSIBILITY AND AUTHORITY

Section 1. Preparation of Daily Lesson Plans.

Each teacher shall prepare and shall have readily available for administrative personnel, adequately detailed lesson plans.

Section 2. Reporting Teacher Absence Due to Sickness.

If a teacher is going to be absent they shall enter their absence into the current business/absence management system, teachers shall give reasonable notice to the building principal or designated representative. Such notice, whenever possible, is to be given the evening preceding the absence, or between the hours of 6:00 a.m. and 6:30 a.m. of the day of the absence, and intent not to return to duty (notice to be given whenever possible no later than 2:45 p.m. for each day of absence).

Section 3. Student Control and Discipline.

The District will provide support, assistance, guidance and ultimate recourse for teachers in the maintenance of control and discipline.

Teachers are delegated authority, with direction, and shall be directly responsible and accountable for student behavior within any and all District facilities and whenever or wherever on school or school-related activities. A teacher may refer a student to the building principal or their representative when, in the opinion of the teacher, the grossness of an offense, the persistence of the behavior, or the disruptive effect of a violation makes continued presence of the student in the classroom intolerable. When a student is returned to the classroom, the teacher shall be advised and/or counseled as to the circumstances. Where practical and where the circumstances reasonably permit, this will occur prior to the student's re-admittance.

Section 4. Complaints Against Staff.

Any complaint deemed by the building principal or designated supervisor to justify investigation and/or subsequent action of any nature shall be brought to the attention of the employee involved. Should such an investigation occur, the building principal or designated supervisor will conduct the investigation according to the guidelines established in the administrative procedures for complaints against staff.

If a written complaint submitted by a parent or student is placed in the teacher's personnel file maintained by the District, the teacher may add his written comments to the complaint.

The BEA and the Administration will develop the administrative procedures for complaints against staff jointly. Such procedures shall be reviewed annually.

ARTICLE 8: INSTRUCTIONAL EQUIPMENT, MATERIALS, SUPPLIES AND FACILITIES

The District will provide functional instructional equipment, materials, supplies and facilities. Teachers will, whenever and to whatever degree practicable, through departmental channels and other District structured participative means, be involved and/or consulted as to the nature and type of such instructional equipment, materials, supplies and facilities to be provided. Teachers shall be responsible and accountable for instructional equipment, materials, supplies and facilities provided. Teachers shall not use District facilities, equipment, supplies or their institutional privileges for private ends or gain.

When new programs, initiatives, and/or standards are added or changed, the District will work cooperatively with the Association to provide adequate professional development for all affected staff.

When a teacher is reassigned to a unique district-initiated program that requires specialized training or knowledge, professional development that is appropriate to the assignment shall be made available to the teacher.

Optional paid training may be made available pursuant to ARTICLE 15, Section 1. In addition, optional unpaid training may be made available.

ARTICLE 9: CALENDAR

The District will prepare a tentative annual or bi-annual school calendar which shall be posted on the teachers' bulletin board in each building on or before December 1st. All teachers covered by this Agreement may submit their suggestions or comments to the Association concerning the tentative

calendar not later than December 15th. On or before December 15th the Association shall have the right to request a meeting with the superintendent to discuss any suggestions or comments it may have concerning the tentative calendar. If such a meeting is requested, it shall be held within two (2) weeks at a mutually agreeable time and place. No more than three (3) representatives for either the Association or the District shall be present at such meeting.

Before any supplemental modifications in the school calendar are made, the Association shall have the opportunity to meet with the superintendent. If such a meeting is requested within three (3) school days following receipt of any proposed supplementary modifications, it shall be held within three (3) school days at a mutually agreeable time and place. No more than three (3) representatives for either the Association or the District shall be present at such meeting. This Article shall not cover use of emergency days or any supplemental modifications that are necessitated by an interruption of work by teachers covered by this Agreement.

A copy of the calendar to be submitted to the Board for its action shall be provided to the Association, if possible, prior to the date on which the agenda is prepared for the meeting at which the Board is scheduled to act on the calendar. The District will endeavor, whenever possible, formally to adopt and to inform the teachers and the Association of the official calendar on or before April 22nd.

If the five emergency days or any portion thereof are not used for emergencies, they shall not become teacher workdays. This provision shall not be applicable in the event of a strike or work stoppage by any of the teachers covered by this Agreement.

ARTICLE 10: PAYROLL DEDUCTIONS

Section 1. Dues Deduction.

During the term of the Agreement, the District will, upon receipt of written authorization from the individual teacher, provide payroll deductions for annual membership dues to the Belvidere Education Association, and/or the Illinois Education Association, and/or the National Education Association. Signed authorization cards are to be delivered annually to the District on or before October 15. Eighteen equal deductions equal to the pro rata share of the annual membership dues shall be made from October through June provided the individual teacher is still employed by the District. Such authorization shall continue in effect from year to year unless revoked in writing.

Section 2. Other Deductions.

The District will, further, provide payroll deductions in accordance with a schedule provided by the District for the following:

- (a) Health Care Plan Premiums, FLEX Health Accounts and Supplemental Insurance Plans from District's Health Care Provider;
- (b) District approved charitable organization;

- (c) Financial Institutions approved by the District;
- (d) Tax Sheltered Annuities approved by the District;

Section 3. Indemnification.

The Association will protect the District from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the District for the purpose of complying with Section 1 of this Article.

ARTICLE 11: REDUCTION IN PERSONNEL

Section 1. Reduction in Force.

If the Administration is considering making a recommendation to the Board of Education to reduce the total number of Full-Time Equivalent Employees (FTE) in the bargaining unit, the Administration shall notify the President of the Association no later than thirty (30) calendar days before making the final recommendation to the Board. The Administration shall seek input from the President of the Association before making the final recommendation to the Board.

If there is a tie in seniority between two or more such teachers (i.e., two or more teachers have the same length of continuous service within a group), prior teaching experience shall control as the tie-breaker, and if prior teaching experience is equal, the educational position of the respective teachers on the salary schedule at the time of their removal shall control as the tie-breaker.

The determination of the qualifications of teachers for the assignment or assignments remaining shall not be done in an arbitrary or capricious manner.

Section 2. Notice of Honorable Dismissal.

The Board shall provide a written statement of honorable dismissal for those teachers in Groups 2, 3 or 4 under SB7.

Section 3. Recall Rights.

If the Board increases the number of teachers employed by the District or decides to fill a full-time vacancy that subsequently occurs, the Board shall first offer re-employment to teachers from Groups 3 or 4 for those who are qualified to hold such positions. ¶ Eligible Group 2 teachers are recalled after qualified teachers in Group 3 and 4 have been offered positions, based on the inverse order of dismissal. This recall right shall last for a period of fifteen (15) months.

A teacher's failure to respond affirmatively within seven (7) calendar days after the mailing by Board's letter sent by certified mail to the teacher's address on file with the Board recalling such teacher shall result in termination of the teacher's rights of recall hereunder.

Section 4. Effects of Layoff.

In addition to the other applicable provisions of this Article, the following provisions shall be applicable to teachers who are laid off:

1. Upon being recalled pursuant to the provision of this Article, the accumulated and unused sick leave days that the teacher had at the time of their layoff shall be restored. No credit shall be granted for purposes of advancement on the salary schedule for the period of the layoff.
2. During the period of time that the teacher has recall rights, the teacher shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage.
3. While the seniority of a teacher who is laid off shall not be terminated if the teacher is recalled within fifteen (15) months from the beginning of the school term following the teacher's layoff, seniority credit shall not accrue during the period of the layoff.

ARTICLE 12: TEACHER ASSIGNMENT

Section 1. Generally.

It is agreed that the convenience and any expressed preference of an individual teacher will be given consideration in making an assignment, insofar as such consideration does not conflict with the instructional requirements and best interests of the District. Where two or more teachers are considered by the District to be equally qualified for and suited to a given vacancy, in the light of the District's need, expressed teacher preference will be honored according to the teacher's relative seniority within the District. If a teacher believes that the District has acted arbitrarily or capriciously in determining that they are not equally qualified for and suited to a given vacancy, the teacher may file a grievance alleging the same pursuant to the provisions of Article 4 of this Agreement.

The teacher shall be notified in writing by May 20th of tentative building, grade and/or subject assignment for the coming year. The teacher shall then notify the District, in writing, on or before June 1st of their acceptance or other intent.

The District shall advise the Association as soon as practicable of any written resignations received by the District between the last meeting of the Board in May and the opening of the school year from full-time teachers covered by this Agreement. Nothing in this paragraph shall be construed to require the District to fill any such position or to prevent the District from filling such position.

Teachers who must be reassigned after tentative assignment will be advised of such reassignment as soon as possible. Any teacher reassigned after July 1st in a given contract year, if the new assignment is deemed for personal reasons unacceptable by the teacher, and if the teacher so requests, will, without prejudice, be released from a further contractual obligation to the District. If a teacher accepts an involuntary transfer after July 1st, said teacher shall be given priority consideration, upon timely written request, if there is a vacancy at the commencement of the succeeding school year for which the teacher is qualified and is for the teaching level or field previously taught by the teacher.

while employed by the District.

Any teacher who is involuntarily transferred within two weeks of the beginning of the school year is eligible for reimbursement of necessary school supplies and materials not to exceed \$200.00.

Except in the case of reassignment unacceptable to the teacher (above), the Association acknowledges the teacher's individual obligation not to request release from their contract after that date which is sixty (60) days prior to the opening of the regular school year, except in case of incapacitating illness or comparable emergency.

Section 2. Posting of Vacancies.

Notification of vacancies covered by this Agreement that the Board intends to fill (including extracurricular assignments for which stipends are set forth in this Agreement) shall be posted electronically and a copy of the notice shall be sent to all staff/the Association via email and posted in all buildings. Such notices shall include the title and the location. If the position is going to be filled, all qualified bargaining unit employees who apply for such posted vacancies by the date specified in the posting shall be interviewed. Any vacancies not filled by qualified bargaining unit employees by October 15th shall be filled on an end of year contract with outside candidates. Any current employees cannot voluntarily move to a new position after the first day of student attendance. These positions will be posted again in the spring for qualified district employees to apply. Nothing herein shall be construed to require the Board to fill any such position.

Section 3: Seniority

Movement of Certified Staff Within the District: When a reduction in FTE occurs within a building, all qualified teachers within that building shall be notified in an effort to seek a volunteer to transfer to the open vacancy in a different building based on district seniority. If a qualified volunteer from that school is not found, then the qualified teacher from that school with the least district seniority shall be assigned.

Movement of Certified Staff Within a School: In making staffing decisions, prior to posting vacancies the Building Principal or designee may consider certification, qualifications, program needs, and factors related to maintaining a positive building climate and collaborative school culture. Such assignments shall be made after consultation with the President of the local association or President's designee. Final determination of all assignments shall remain with the building Principal or designee.

ARTICLE 13: TEACHER EVALUATION AND MENTORING

Section 1. Evaluation.

The evaluation of teachers and certified staff shall be under the direction of the building principal and/or district-level administrator. Within the first month after the beginning of each school term, the building principal or designated representative shall acquaint each newly employed teacher under

their supervision with District evaluation procedures, standards, and instruments.

The District's evaluation instrument shall be for the purpose of setting forth the major criteria that should be considered in preparing written evaluations. Written evaluations shall be a part of the teacher's official personnel file maintained by the District. The District evaluation committee shall meet annually to review and revise as necessary, the evaluation process and tools.

Evaluative monitoring or observation (i.e. informal and formal) of the classroom work performance of a teacher that results in a written evaluation shall be conducted openly and with full knowledge of the teacher. Specific formal observation times will be mutually agreed upon by the evaluator and the teacher. No evaluative monitoring or observation that results in a written evaluation shall be done during the first ten school days, the last ten school days, the day following or preceding a school holiday, or the day following the teacher's absence; however, at the teacher's request, an observation may occur during the days previously referenced as "non-evaluative observation days". Pre and post-conferences may occur during the "non-evaluative observation days".

The evaluator shall conduct a post-observation conference with the teacher within five (5) school days after the observation and shall provide a copy of the written evaluation to the teacher no more than five (5) school days after the post-conference. Both parties shall sign the written evaluation. A teacher may add their written comments to the evaluation report that is placed in their personnel file within five (5) school days after receipt of the written evaluation.

Guidelines for the evaluation of both tenured and probationary teachers will be identified in the District Teacher Evaluation Plan. Before a probationary teacher in their third year is advised that their contract will not be renewed, they shall have had a minimum of three (3) written evaluations based on classroom observations.

A tenured teacher with previous evaluations in either group 3 or group 4, who receives an evaluation that would place that teacher in group 2 for the most current evaluation cycle, shall: a) temporarily be allowed to remain in group 3, b) shall be placed on a professional development plan and c) shall lose all seniority earned with the district, placing the individual at the bottom of all group 3 individuals reflective of their date/time of hire. If the tenured teacher successfully completes the professional development plan, within the timelines set forth in said plan, the teacher shall: a) be allowed to remain in group 3 for the remainder of the evaluation cycle and b) have their seniority restored. If the tenured teacher does not successfully complete the aforementioned professional development plan, within the timelines set forth in said plan, the teacher will be moved to group 2 and shall be placed on a teacher remediation plan for the balance of the evaluation cycle.

If a teacher is placed on remediation, the District may freeze the teacher's placement on the salary schedule until they are no longer on a remediation plan.

Section 2. Instructional Coaches

Guidelines for the mentoring of new teachers will be identified in the District Induction and Mentoring Plan. Instructional coaches will work with all "novice" teachers new to the District during their first

year of employment and additional teachers beyond the first year of teaching as deemed appropriate by the administration. Instructional coaches will have no more than 30 teachers on their assistance roster at any one time. The instructional coaches' salary will be reflective of where they would fall experience/educationally on the Teacher's Salary Schedule.

The instructional coach shall have no more than ten (10) first-year teachers on their assistance roster at any one time. The instructional coach and the administration shall monitor the workload of the coaches. It is understood that necessary adjustments may include the reduction of the workload or the assignment of the instructional coach to assist in another building.

Sufficient travel time will be allotted to the instructional coaches who are assigned to clients in more than one (1) building in any one day. Instructional coaches will be given between 45-50 minutes to change buildings, pack and unpack materials in preparation for teaching at a new site. Employees required to travel between assignments during the workday will be reimbursed at the current standard IRS mileage reimbursement rate.

ARTICLE 14: EXTRA-CURRICULAR ASSIGNMENTS

Section 1. Extra-Curricular Assignments.

As long as sufficient individuals who are determined to be qualified are willing to volunteer, extra-curricular assignments will be on a voluntary basis. Once a teacher volunteers or is assigned an extra-curricular assignment, they will complete said assignment, except for extenuating circumstances.

Section 2. Notice of Non-Retention and Request for Consideration.

A teacher who will not be retained in the same capacity in a paid extra-curricular assignment shall be notified in writing within thirty (30) days after the end of the activity.

A teacher who desires to be considered for any coaching assignment may submit a written request to the Athletic Director. A teacher who desires to be considered for any other extracurricular assignment may submit a written request to the appropriate building principal.

ARTICLE 15: PAID EXTRA WORK

Section 1. General.

Paid extra work assignments may be made only with the consent of the employee.

Section 2. Staff Development.

- A. Compensation for staff development is \$40 per hour.
- B. Optional professional development opportunities will be made available by the district for

Special Populations staff (ie: special education and dual language/EL) outside of the contractual day/year and will be paid at the per diem rate. Staff members in the retirement pipeline can earn a flex day in exchange for this work.

Section 3. Curriculum Development.

Reimbursement for curriculum development projects will be paid at the rate of \$40.00 per hour.

Section 4. Internal Substituting.

Reimbursement for internal substituting will be paid at the rate of \$.75 per minute(\$45 per hour).

Additional compensation for elementary-level internal substituting will be provided when directed to do so by the administration when a substitute vacancy is not filled by an outside substitute. For a full day substitute coverage at the elementary level staff will be compensated for 45 minutes at the internal sub rate in addition to any lost plan time for their regular assignment. For a half-day substitute coverage at the elementary level staff will be compensated for 30 minutes at the internal sub rate in addition to any lost plan time for their regular assignment.

Staff will not be asked to substitute at another building outside of their assigned building(s). Annually the internal substitute process will be reviewed at each building in a joint review process with administration and BEA members. This process will be communicated to all staff by September 1st.

Section 5. Cafeteria Duty.

Pay for cafeteria duty will be \$40.00 an hour

Section 6. New Course Development

1. Teachers identified to build a new course offering will be paid for the course development with a flat stipend equal to \$1,500 for a year-long course and \$750 for a semester course.
2. One teacher per campus may be paid the full stipend to develop each new course; each teacher who partners with a teacher from the other high school will be paid a full stipend.
3. Teachers must submit a course proposal following the timeline for this process each school year, so it can be added in the course catalog. Teachers will be informed of the status of their request by the following March 1st based on student course requests and the intention to offer the course in the coming school year.
4. If more than one teacher requests to build the same new course from the same school, the teachers will each be paid a percentage of the full stipend with a 25% reduction per teacher for a given course. Therefore, two teachers will each receive 75% of the full stipend, three teachers will each receive 50% of the stipend, etc.
5. Stipends will be paid only for the initial development of a course.
6. Course Development Timeline, teachers will be paid 25% of their stipend for the completion of each component by the identified deadline as outlined in the new course curriculum document appendix
 - o Prioritized Standards Identified & Report Card Prep Doc by May 1st
 - o Scope & Sequence and Resource Identification by May 1st

- Mastery/Prerequisite Skills Progressions (old scale level 2 and 3) by July 1
 - Canvas Course Shell Set Up by July 1st
 - Course Syllabus by August 15th
 - The Director of Curriculum (or designee) will review the development of these materials.
7. Teachers who develop a new course are expected to coordinate reviews of the new course resources outlined above with their school/department's Content Leader at mutually agreeable times to be determined prior to May 1st. This review of materials must take place at least one week prior to the first day of school.

Section 7. Blended Course Development

1. Teachers identified to build their course into the school district's learning management system will be paid for the course development with a flat stipend equal to \$1,500 for a year-long course and \$750 for a semester course.
2. One teacher per campus may be paid the full stipend to develop each blended course; each teacher who partners with a teacher from the other high school will be paid a full stipend.
3. Teachers must complete a request that includes the traditional course's transition to a blended learning course no later than the 1st of the month that the course catalog will be presented to the Curriculum Committee, so it can be noted in the course catalog. If more than one teacher requests to build the same blended course from the same school, the teachers will each be paid a percentage of the full stipend with a 25% reduction per teacher for a given course. Therefore, two teachers will each receive 75% of the full stipend, three teachers will each receive 50% of the stipend, etc.
4. Stipends will be paid only for the initial development of a course, as a blended course, into the district's learning management system.
5. For year-long courses:
 - "Curriculum" needs to be built by the start of each semester. The "curriculum" will consist of the learning outcomes, an assessment plan and tools, projected pacing for the semester, and the first ten to fifteen days of instructional resources.
 - "Resources" are to be reviewed near the end of the semester & year which include such things as activities, playlists, discussions, and additional assessments, as well as submitting a revised pacing plan and reflection.
 - Teachers will be paid 25% for the semester 1 curriculum build in August, 25% for semester 1 resources & 25% for semester 2 curriculum building in December, and 25% for semester 1 resources in May.
6. For semester-long courses,
 - Teachers will be paid 50% for the semester curriculum built by the start of the semester and 50% for the semester resources at the end of the semester.
7. Once a quarter, the school's instructional coach, the instructional coach for technology, the content leader connected to the course, and the principal or designee will provide support and feedback on the design of the blended learning course.
8. The course content developed in the school district's learning management system may be made available for other teachers to use.

Section 8. Mentoring

When mentoring opportunities from an external organization arise the BEA and District will use criteria to determine the appropriate stipend, such as time commitment, workload, program requirements on a case by case basis.

ARTICLE 16: DISCHARGE

Any teacher on contractual continued service who is discharged shall have recourse to such Board hearing and judicial review procedures as are provided by the Illinois School Code.

ARTICLE 17: TEACHING HOURS AND ASSIGNMENTS

Section 1: School Year and Basic School Day

The school year work schedule shall consist of all days required for student attendance by the Illinois School Code, as well as two teacher institute days and a school improvement day at the beginning of the year, two school improvement days during the school year, and a teacher institute day at the end of the year for the preparation of report cards.

A committee of teachers and administrators shall be appointed by the Superintendent and the President of the BEA, who shall determine the agenda for the teacher institute days as well as the school improvement days during the year.

Teachers shall be in attendance and engaged according to assignment and schedule between the hours of 7:00 a.m. and 4:00 p.m. It is understood that the obligation of teachers as professionals may, on occasion, extend beyond the basic school day.

A building principal/immediate supervisor may approve a certificated employee's request to alter their hours on a given workday to arrive later (but not later than the start of the first period) or to leave before the end of the workday (but not before the end of the last period) and to make up the time at another time.

The District may modify the basic school day for some or all teachers in a school to begin no earlier than 7:00 a.m., provided that the basic school day for any such teachers shall not exceed seven (7) hours and forty-five (45) minutes consecutive clock hours, including the duty-free lunch period.

High school teachers with an assigned zero hour may have their contract day start before 7:00 a.m., but shall not exceed seven (7) hours and forty-five (45) minutes consecutive clock hours, including the duty-free lunch period.

The basic school day for new facilities will be no longer than that for comparable grade/age facilities.

Section 2: Workday by Position

Nurses: The workday for full-time nurses shall be the same as the workday for full-time teachers assigned to the same building.

Social Workers, Counselors, and Psychologists: The workday for full-time social workers, counselors, and psychologists shall be the same as the workday for full-time teachers assigned to the same building, provided that it shall not be less than seven and three-quarter (7-3/4) hours, including the duty-free lunch period. It is understood that the obligation of social workers, counselors, and psychologists as professionals may, on occasion, extend beyond the basic school day.

Section 3: Duty Free Lunch

Every teacher shall be allowed a duty-free lunch period in accordance with Section 24-9 of the School Code, which requires that any teacher whose duties require attendance at the school for four or more clock hours in any school day shall be entitled to and be allowed a duty free lunch period equal to the regular local school lunch period but not less than 30 minutes in each school day.

Psychologists, Social Workers, Counselors, Learning Center Teachers, Instructional Coaches, Speech Pathologists, Student Support Specialists, and Nurses are entitled to a sixty (60) minute lunch period as a result of no scheduled planning or preparation time throughout the week.

Section 4: Planning and Preparation Time

High school and middle school teachers (traditional calendar) will have, substantially as heretofore, one scheduled period per day free of assigned responsibilities, including class instruction or study hall/driver's education class supervision, for the purpose of planning and preparation, conferences related to the instructional responsibilities, and other activities appropriate to the promotion of effective teaching.

Elementary school teachers (K-5) will have planning and preparation time during physical education, library, art, and music classes, as well as during a 20 minute period adjacent to their duty-free lunch.

Preparation and planning time will be scheduled in increments of no less than 15 minutes.

Regular part-time certified personnel will be provided planning and preparation time on a pro rata basis.

Section 5: Meeting Schedule and Protected Time

Within the first ten (10) school days, the building administration shall provide staff with a written outline of the anticipated planned meeting schedule for the school year.

No more than two (2) administratively scheduled meetings per week shall be required before or after the student instructional day. At the Elementary level, one of the two meetings will be designated for Professional Learning Community/Team (PLC/PLT).

At the elementary level, staff shall be provided with three (3) days per week of protected after-school time consisting of no less than forty (40) continuous minutes. This time shall not be scheduled for administrative meetings. Elementary teachers shall receive 15 minutes of protected time before school every day, excluding supervision duties as outlined in the contract.

Staff members are expected to review published meeting agendas and schedules that they missed.

Definition of Administrative Scheduled Meeting: A meeting required by administration outside of a teacher's voluntary participation or contractual instructional duties (e.g., faculty meetings, committees, department meetings).

More specifically:

Meeting Type	Is it an administrative schedule meeting?
PLC/PLT	Yes (Already Designated)
Faculty	Yes
Building and District Committees	Yes
DL and SPED Monthly Department Meetings	Yes
IEP Meetings	No (Legal Compliance Obligation)
Evaluation Conferences	No
Problem Solving Student Support *The school psychologist and SW staff will attend each team's PLC/PLT once a month for Tier 2 or Tier 3 problem-solving	No
Voluntary Committees	No

Section 6: Professional Learning Communities/ Teams (PLC/PLT)

The district and the association agree that having a professional learning community is beneficial for staff and students. A professional learning community/team is a group of people who participate in an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Any teachers who would like guidance for facilitating their professional learning community efforts may ask for assistance. Parties

can mutually agree upon what kind of assistance they would like, who can assist them, and the duration of the assistance.

Teachers must attend one PLC/PLT per week as scheduled and directed by the principal. Teachers may convene additional meetings as determined by their PLCs/PLTs.

PLC/PLT Time Occurs:

- High School – before the student attendance day
- Middle School – during team prep time
- Elementary School – after the student attendance day

Section 7: Early Release/Late Start

Elementary and Middle School students will be dismissed one (1) hour early from school nine (9) times during the year to extend the time for Professional Learning Communities/Teams (PLC/PLT). Elementary teachers will be paid at the internal substitute rate if they miss regularly scheduled planning time on an early release day.

High School students will be given a sixty (60) minute late start time weekly on Wednesdays for the same PLC/PLT purposes.

Schools will have two (2) additional early releases for elementary and one for middle and high school (late start) between terms for the purpose of protected teacher preparation time for at least one (1) hour.

Whenever possible, building principals will coordinate interschool collaboration for the purpose of allowing elective and “singleton” teachers to participate in professional learning community efforts with efficiency and efficacy.

On District-designated Early Release days at the 6th-8th grade level, Special Population teachers (including Special Education and Dual Language) shall receive no less than forty-five (45) continuous minutes of protected department collaboration time.

Section 8: Teacher Work Load

Administration will create a Staffing/Overload Report each year after student requests and before class sectioning is completed for the Superintendent’s or designee’s review. This report will consist of data representing the number of student requests for courses, student to school support personnel ratios, and current staffing levels. The intent of the report is to assist the Administration, Association and Board in determining the number of teachers for classes offered.

A. Contract Day by Level

Level	Contract Day Begins	Contract Day Ends
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High School	35 minutes prior to students' attendance day	15 minutes after students' attendance day
Middle School	38 minutes prior	35 minutes after
Elementary	25 minutes prior	55 minutes after

B. High School Work Load

- Each high school teacher shall be assigned five (5) teaching assignments during both the fall and spring semesters and a 30 minute advisory/intervention time (on normal schedule days).
- One (1) half-semester supervisory assignment either first or second semester.
- Teachers will have one (1) planning period and one supervisory assignment for half of a semester and two (2) planning periods otherwise.
- Every effort will be made by administration to limit supervisory duties to study halls and driver's ed supervision (max 30 students).
- Supervisory assignments rotate; may not be required every year.
- Teachers with 2 courses in the same period or teachers with an overload assignment (first/second semester or full year or part-time teaching assignments) are exempt from supervisory assignments.
- Staff teaching special education, Dual Language/EL, and Advanced Placement will be last selected to fill supervision duty positions.

Zero or Sixth Assignment Procedures

1. Volunteers sought first.
2. Selected by highest seniority among qualified volunteers within a department.
3. If insufficient volunteers, assigned equitably for no more than one semester.
4. Assigned by reverse seniority by tenure after consultation with BEA.
5. Teachers teaching academic sixth assignment paid stipend (ARTICLE 26, Section 13).
6. Involuntary assignments not used to implement reduction in force.
7. Steps 1-4 repeated each school year.
8. Overloads added after the master schedule has been completed must be offered by seniority within a department and the schedule reconfigured until the following dates:
 - a. August 1st for 1st semester
 - b. December 10th for 2nd semester

Teachers Teaching Dual Credit.

1. Class size will be limited to the numbers set forth in the Collective Bargaining Agreement with

the BEA and District 100. (ARTICLE 18, TEACHER-PUPIL RATIO).

2. Dual Credit teachers will maintain office hours under the following guidelines (ARTICLE 17, Section 4). All teachers shall hold a minimum of 50 minutes of office hours per week at times which maximize student access.
3. Dual Credit teachers shall be evaluated on their non-Dual Credit classes using the District's Evaluation Plan (ARTICLE 13).
4. Dual Credit teachers may attend professional development opportunities through Rock Valley College if appropriate and if approved by their administrator.

Content Leaders

1. Content Leaders will have one of their five teaching periods off each school day to fulfill Content Leader responsibilities.
2. In order to ensure that Content Leaders have the dedicated time necessary to complete the requirements of the content leader position, Content Leaders will be last to be offered from taking an overload.
3. The work schedule for Content Leaders shall be jointly developed by the administration and the Content Leaders. The dates during the school year when the Content Leaders will not be assigned to work duties shall also be jointly developed by the administration and the Content Leaders. The number of days that may be assigned outside the regular year shall not exceed (5). The work schedules shall be developed no later than May 1st in the event the work schedule exceeds 180 days. Content Leaders shall have their salaries adjusted on a per-diem basis for any such days according to their placement on the salary schedule.
4. All extended contracts need pre-approval by the Superintendent or their designee. If necessary, additional time may be requested, based on extenuating circumstances, by the building-level administrator to be approved in advance by the Superintendent or their designee.

C. Everest

In order to better serve the needs of the students attending Everest High School (alternative high school), the standard school teacher contract day, teacher-student contact time, and teaching periods may need to be modified within the parameters of the "basic work day" (as defined in ARTICLE 17, Section 1). Teacher schedules will be developed to ensure adequate preparation and planning time equal to the number of minutes as provided within the high school-teacher work loads.

D. Middle School Work Load

- 1250–1260 minutes per week of student contact time.
- Core-subject teachers: maximum five (5) fifty-minute classes.
- ENCORE teachers: maximum six (6) forty-two minute classes.
- "Individual" and "team" planning period totaling 76–84 minutes per day.
- For student safety and well-being, building principals will determine appropriate duty schedules on a rotational basis, not to exceed one (1) week-long morning duty every six (6) weeks throughout the school year; dual language and special education classroom teachers

will be last selected to fill supervision duties.

- Additional teaching assignments: Volunteers sought first. Involuntary assignments rotated starting with the least senior qualified teacher. Stipend paid per ARTICLE 24, Section 10.

E. Elementary Work Load

- No elementary teacher (K-5) teaching in a regular, self-contained classroom (excluding EL/Dual) will be assigned students from more than one grade level within the same classroom setting.
- Planning time: 250 minutes per week + twenty (20) minutes adjacent to lunch daily.
- Teachers short of 250 minutes paid at Internal Substituting Reimbursement rate (ARTICLE 15, Section 4).
- Substitutes provided when possible for art, music, PE, and Library absences.
- For student safety and well-being, building principals will determine appropriate duty schedules on a rotational basis, not to exceed one (1) week long duty per week throughout the school year, dual language and special education classroom teachers will be last selected to fill supervision duties.

Elementary Specialist Section Limits - (25 minute sections)

Subject	Maximum Without Additional Compensation
Physical Education	55 Weekly Sections
Technology	55 Weekly Sections
Art	55 Weekly Sections
Music	55 Weekly Sections
Library	27 Weekly Sections

Sections 56, 57, & 58 paid at internal sub rate.

Sections 59 & 60 paid using Additional Assignment stipend language.

Should the Board determine that it needs to assign one or more elementary teacher(s) an additional teaching assignment, the Board shall seek qualified volunteers. The Administration will not make involuntary assignments. If a teacher is assigned to an additional teaching assignment, the teacher shall be paid a stipend in accordance with ARTICLE 24, Section 10.

F. Early Childhood

In order to better serve the developmental and instructional needs of students within the Early

Childhood Program, the following modifications to the standard elementary workday shall apply:

- The basic workday for Early Childhood-certified staff, including start and end times, shall remain consistent with the elementary school schedule in which the program is housed.
- Due to the unique student attendance hours, teacher-student contact time may be modified from the standard elementary model. However, teacher schedules shall be developed to ensure that daily preparation and planning time is protected at least three (3) days per week in the morning and five (5) days per week after school.
- To facilitate specialized Early Childhood professional development, program coordination, and required parent-teacher outreach, the student attendance calendar for the Early Childhood program shall consist of five (5) fewer student attendance days than the standard elementary calendar. Two days of which will be designated for early childhood staff to support the transition to kindergarten. The other three days are to be used throughout the year for the purpose of planning and preparation, team PLC, and state-mandated assessment reporting.

Section 7: Additional Programs/ Extended Contracts

In the event the Board decides to add a program for enrichment or intervention, teachers shall be paid at the Summer School rate of pay. The positions will be posted prior to the beginning of the program. Teachers who have applied for the positions shall be notified of the action taken regarding their applications as soon as possible. Curriculum, technology, and materials will be provided for by the district. Teachers will be selected from a list of qualified tenured volunteers. Those qualified teachers with the highest seniority in Group 4 shall be first offered the assignment.

All extended contracts need pre-approval by the superintendent or designee.

Section 8: Travel Time (Split Assignments)

Sufficient travel time will be allotted to teachers who are assigned to more than one (1) building in any one day. Teachers will be given between 45-50 minutes to change buildings, pack and unpack materials in preparation for teaching at a new site. Employees required to travel between assignments during the work day will be reimbursed at the current standard IRS mileage reimbursement rate.

Section 9: Job Sharing

- (a) Eligibility and Definition. Job sharing is defined as a voluntary opportunity for two (2) tenured employees to share one (1) full-time position. In the event a job share situation is dissolved after approval, a tenured employee may share one (1) full-time teaching position with a part-time employee hired by the District for that school year.
- (b) Application. Employees who are interested in a job sharing opportunity shall submit a written request to the Assistant Superintendent of Human Resources for a job sharing leave to the Superintendent or designee by March first (1st) of the year preceding the school year for which the leave is requested. The employer shall notify the applicants of its disposition of the request by the May School Board meeting following the request. Each application for job

sharing leave shall be granted or denied within the sole discretion of the employer.

- (c) Length of Job Sharing Leave. The length of a job sharing leave shall be for one school year and may be renewed by the employer, provided that a request is made by March first (1st) by the tenured participants to extend the leave for an additional year. The employer shall notify the applicants of the decision to extend the leave by the May School Board meeting.
- (d) The Plan for Responsibility. The responsibilities of an assignment of two (2) job sharers may be divided according to a plan designed by the job sharers, subject to the approval by the building administrator. This plan will include, but not be limited to, teaching responsibilities, schedule of work hours and/or days, attendance at staff meetings, District meetings, and field trips. Both teachers shall attend the first day of school and the last day of school, parent/teacher conferences, and open houses. The substitution procedure remains the same as for the rest of the District. If a job sharer substitutes for their partner, they would receive substitute pay. The total planning and conference time shall not exceed the planning time for a full-time employee. The plan shall accompany and be part of the application for job sharing leave.
- (e) Salary and Fringe Benefits. Participants in job sharing positions shall be placed appropriately on the salary schedule of the basic agreement between the Association and the employer, and salaries shall be pro-rated according to the time worked. For the purpose of determining the annual salary, tenured participants shall receive a full salary step advancement credit for each school year of job sharing experience. Benefits, in addition to salary, shall be administered according to the actual time worked.
- (f) Seniority and Tenure. Tenured employees who participate in job sharing opportunities shall enjoy continual contractual services which shall not be abandoned.

Section 10: Open House/ Parent-Teacher Conferences

All teachers shall be required to attend two (2) Parent-Teacher Conferences and at least one (1) open house per school year. The District may modify the basic school day for parent-teacher conference day in order to schedule hours convenient to parents. Building-level parent-teacher conferences shall not exceed four (4) hours in duration per event. Open house events shall not exceed two (2) hours in duration per event. Non-classroom teachers (ie: elementary specialists, student support personnel, instructional coaches, interventionists, TPI, etc) may work alternative events with the same number of hours outside contract hours in lieu of attending parent-teacher conferences.

Section 11: Grant Required Activities

The District may award early release after student dismissal to individual teachers who attend grant required evening activities. Teachers assigned to planning grant-funded activities may take half a day of release time a semester to collaboratively plan and prepare.

ARTICLE 18: TEACHER - PUPIL RATIO

Section 1. Regular Education.

The District will establish class sizes and teacher - pupil ratios that are reasonable. It is recognized, however, that the nature of the subject matter, teacher workload, appropriate and/or varying teaching techniques, availability of District facilities, and budgetary limitations of the District are factors that affect class size and must be considered in determining what is reasonable. Therefore, they agree that the class size set forth below shall be established as the standards for the maximum number of pupils per teacher and that this policy shall be effected in all schools to the extent possible.

(a) For grades K-2: 25 students

- (i) Beginning at the start of 2027-2028 school year each kindergarten class will have a dedicated 1.0 paraprofessional assigned.
- (ii) Beginning at the start of the 2027-2028 school year each 1st grade class will have a dedicated .5 paraprofessional assigned.

(b) For grades 3-12: 30 students

If there is a mid-year increase in student enrollment over and above the student enrollment as of the sixth day of the school year that unreasonably alters what the parties sought to accomplish with respect to class sizes, the Board will try to employ sufficient additional staff to reasonably rectify this situation.

Elementary art, music, library, and PE class sizes will normally be no larger than the regular elementary classes sent to them, except when combination classes are deemed appropriate by the building administrator. The building administrator will seek input from affected teachers in identifying students to be assigned to combination classes. In the case of special needs students, program assistants may be assigned to combination classes.

Section 2. Performance Classes

High School performance class loads shall be limited to 175 students across five sections during the semester. After the sixth day of each semester, should those limits be exceeded, staff teaching those classes shall be paid a per-student (for students 176-190) stipend equal to an Additional Assignment Stipend divided by 30. After the sixth day of the semester, should the number of students exceed 190 students, a sixth assignment shall be created and an Additional Assignment Stipend paid.

Middle school performance class loads shall be limited to 60 students per grade level. Should those limits be exceeded, the building administrator will seek teacher input in identifying support for the middle school program and determine a solution within five school days to be implemented as soon as reasonably possible. (e.g., offer an overload assignment to an in-district fine arts teacher, hire a part-time or full-time teacher, etc.)

Section 3. Middle and High School Lab Classes

For instruction requiring specialized facilities, FACS, Science, and Industrial Technology labs, the available work stations shall control class size. Classes involved in hazardous materials, equipment,

machinery, etc., will be controlled by the number of fixed/lab workstations.

Section 4. Special Education.

The District will work to ensure that there is adequate staff available so that services required under student's IEP's can be provided at the requisite level of intensity. The district will not exceed class size guidelines recommended by the State of Illinois for special education classes.

Upon a case manager's request, they will receive three (3) release days per year for the purpose of managing IEP's.

If a general education teacher misses plan time more than two (2) times per month for an IEP/504 Meeting, then the teacher will be reimbursed at the \$40/hour rate for missed plan time.

Section 5: Dual and Access Testing.

Upon request, an elementary Dual Language teacher shall be granted up to three (3) release days per school year for the purpose of completing program-related responsibilities.

Teachers requiring ACCESS certification will receive up to 0.5 (½) day release per school year to be coordinated with the building principal.

Section 6: Remedial Math Classes

Remedial math classes will be staffed based upon the following parameters:

1. Class size max is 20.
2. Each remedial class will be staffed with 2 teachers (1 regular ed, 1 special ed) if there are students within the remedial class who receive special education services and have an Individualized Education Plan (IEP).
3. If the remedial class does not contain students with IEPs then the remedial class will be staffed with one regular ed teacher.
4. During the first 10 days of each semester, every effort will be made to ensure that the percentage of special ed students does not exceed 50%.
5. After the first 10 days of each semester, percentages will continue to be monitored and a good faith effort will be made to maintain special ed percentages at 50% or below.
6. In the event that the percentage of special ed students should exceed 50% after the first 10 days of each semester, it is agreed that no students will be moved for the sole purpose of maintaining a special ed student percentage of 50%.

ARTICLE 19: MINIMUM STANDARDS AND PROFESSIONAL GROWTH

Section 1. Graduate and Approved Coursework for Salary Advancement

Graduate semester hours earned through a recognized accredited university may be used for

placement or horizontal advancement on the District salary schedule. Online courses may qualify for approval.

Teachers may earn a maximum of 82 semester hours in approved graduate coursework designated to improve teaching performance and qualify for salary advancement.

Non-graduate coursework may also qualify for advancement when approved in advance by the Superintendent or designee based on a determination that the coursework provides a direct and substantial benefit to the teacher's assignment and the District. The parties recognize that approval of non-graduate coursework is intended to be a limited exception.

Requests for approval of graduate or non-graduate coursework must be submitted prior to enrollment using the designated District form. The request must include the nature of the course and its anticipated benefit to the teacher's professional responsibilities. Approval or denial shall be provided in writing, including the reason for any denial.

Section 2. Filing of Transcripts and Salary Advancement

To receive salary advancement credit, a teacher must earn a grade of B or better. Courses offered only on a pass/fail basis may qualify if previously approved and the teacher earns a passing grade.

Official transcripts must be filed according to the following schedule:

Transcript Filing Period	Payroll Process Dates
August 1	First paycheck of new school year
January 1	First paycheck of second semester

Section 3. Misplacement on the Salary Schedule

Any teacher who demonstrates an error in salary schedule placement shall be moved to the correct placement beginning with the next pay period. Any compensation adjustment or deduction resulting from the correction shall be retroactive only to the beginning of the current school year, subject to approval by the Superintendent or designee.

Section 4. Annual Review

Upon request, a committee composed of representatives designated by the Superintendent or designee and the Association shall meet annually to review the horizontal salary advancement process and procedures.

Section 5. Tuition Reimbursement for Teachers at BA+82

Teachers on the BA+82 salary lane who are not enrolled in a planned degree program shall be eligible for reimbursement of up to \$500 per school year for pre-approved graduate coursework completed

with a grade of B or better.

Section 6. Years of Service Credit for New Hires

Newly hired teachers shall receive full salary schedule credit for up to 15 years of prior public school teaching experience. Additional years beyond 15 may be granted for hard-to-fill positions, as determined annually by the Superintendent or Designee and the Association. Non-public school teaching experience may be granted partial credit at the discretion of the Assistant Superintendent for Human Resources.

Section 7. Tuition Waiver Lottery

The District shall conduct an annual tuition waiver lottery when tuition waivers are available. Notification shall be provided to all staff via email.

ARTICLE 20: TEACHER TRANSPORTATION, IDENTIFICATION, AND STUDENT ENROLLMENT

Teachers authorized to use a personal vehicle for District business shall be reimbursed at the current Internal Revenue Service mileage rate. Reimbursement requests shall be submitted in the business management system.

The District shall provide each teacher with an identification card that grants admission for the teacher and one guest to District-sponsored extracurricular events, excluding post-season tournament competition. Teachers will also be provided a means for building access. Lost or misplaced identification cards or means for building access must be reported immediately to the Director of Buildings and Grounds. A replacement fee may be assessed.

Teachers residing within the District may enroll their children in the school where they are assigned to teach. Transportation shall be the responsibility of the parent or guardian.

ARTICLE 21: SUMMER SCHOOL

If the District, in its discretion, offers a summer school program, teacher employment opportunities for summer school will be posted electronically within fifteen (15) days of the Board's decision to offer such a program. Teachers desiring employment in the summer school program will submit their applications on forms provided by the District. Teachers who have applied for such summer school positions will be notified of the action taken regarding their applications as early as practicable. When determining hires of BEA members for Summer School positions, those hired by the administration may be based on seniority for having worked summer school in the past. Overall seniority within the district may also be considered, but will not be a determining factor when making hiring decisions for Summer School positions.

Compensation for summer school will be \$40.00 per hour for each hour of actual classroom instruction plus 30 minutes per day for preparation time. The District shall pay the teacher's TRS or FICA contribution, whichever is applicable.

ARTICLE 22: SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS

Teachers may select and recommend to their students appropriate supplementary reading and other instructional materials in their fields of specialization. Teachers shall, however, be accountable to the District for the appropriateness of their selections and recommendations. Should subject materials be controversial, teachers will be expected to present all sides without personal bias or emphasis.

ARTICLE 23: ASSOCIATION PRIVILEGES

Section 1. Association Communications and Use of Facilities

The District shall provide the Association reasonable access to District communication systems and facilities for legitimate Association business of a non-political nature.

This shall include:

- designated bulletin board space in teacher work areas;
- use of teacher mailboxes, inter-school mail, District email, and other electronic communication systems;
- announcements of Association meetings through normal building communication procedures; and
- use of District facilities and designated equipment outside the regular school day, subject to reasonable scheduling procedures and provided such use does not interfere with school operations.

The Association shall be responsible for monitoring posted materials and reimbursing the District for any materials used, special custodial services, or other costs incurred through Association use.

Section 2. Association Access to Information

The District shall provide the Association with:

- Twenty (20) copies of the finalized professional contract;
- names and contact information of bargaining unit members for Association use by October 1, if possible;
- electronic copies of approved Board meeting minutes and regularly scheduled Board meeting agendas at the same time they are distributed to Board members;

- notice of Board meeting cancellations, postponements, or special meetings as far in advance as practicable; and
- reasonable access to available non-confidential data necessary to administer this Agreement, provided the District is not required to create, collect, or compile new data.

District policies, regulations, and bylaws shall be accessible electronically through the District website.

Section 3. Board Meeting Participation

The Association may request placement on the agenda of a regular Board meeting in accordance with Board policy. The Board President or designee shall respond to such requests in writing.

Section 4. Released Time for Elected Officers.

The Belvidere Education Association President will be assigned up to, but not exceeding, two periods of release time per day to conduct Association business at the cost of the association as outlined in Article 24, Section 10 of the Collective Bargaining Agreement.

At the District's expense, the District may request of the Association that the President be allowed one period of release time per day to support district collaborative efforts including but not limited to: leading committees, supporting interdependence of teachers and administrators, supporting the professional development and general improvement of teachers, and assisting with communication efforts.

Both the Association and the Superintendent will notify the other parties no later than May 1st of the prior year of such release time requests.

If the BEA President and/or Vice-President is a high school teacher, the President and/or Vice-President shall not be assigned study hall supervision. If the President and/or Vice-President is an elementary or middle school teacher, the President and/or Vice-President shall not be assigned before or after school supervision. If the President is an elementary school teacher, the Association and the District will collaborate to create a conducive schedule for the agreed-upon number of release periods.

Annually, the administration and the Association will provide a joint report and presentation to the other party's board on the progress of the District and the Association and how collaborative efforts have led to improved outcomes.

ARTICLE 24: SALARIES AND FRINGE BENEFITS

Section 1. Salaries

The salary schedule for 2026-2027 is attached as Appendix A. The 2026-2027 salary schedule

including the amount of Board paid TRS is attached as Appendix B.

The salary schedule for 2027-2028 is attached as Appendix C, The 2027-2028 salary schedule including Board paid TRS is attached as Appendix D.

The salary schedule for 2028-2029 is attached as Appendix E. The 2028-2029 salary schedule including Board paid TRS is attached as Appendix F.

The salary schedule for 2029-2030 is attached as Appendix G. The 2029-2030 salary schedule including Board paid TRS is attached as Appendix H.

Upon becoming certificated, a nurse shall be placed at the first step of the salary schedule (vertical placement) and on the appropriate horizontal lane based on degree and hours.

Section 2. Extra Assignment Schedule.

The Extra-Curricular Stipends for the duration of this Agreement is attached as Appendix I and is incorporated herein by reference. The Board will pay the teacher's TRS or FICA contribution, whichever is applicable.

Section 3. Hospitalization, Major Medical, and Dental Insurance.

The District will continue to provide a managed health care plan of hospitalization and major medical insurance coverage for each teacher in effect on the date of this Agreement utilizing a Preferred Provider Organization (PPO). The District shall pay 93% of the cost for single coverage, 40% of the cost of Single+Spouse or Single+Children, and 60% of the cost for family coverage plan insurance. Payroll deduction assistance will be extended to each employee upon request. Part-time teachers employed on a 50% or greater basis will be provided group hospitalization and major medical insurance coverage, if desired, on a pro rata basis. The District will cover a single only low option coverage for dental.

After the September 1st renewal rates have been established each year the District's Benefits Coordinator will send out electronically to all employees the effective rates (including discounted contributions if applicable).

The District retains the right to change insurance carriers or to otherwise provide for coverage, provided that the level of benefits shall remain substantially the same.

Section 4. Group Term Life Insurance.

The District will provide group term life insurance coverage for each teacher in the amount of \$25,000.00 or in the amount of the teacher's base salary rounded to the nearest \$1,000, whichever is higher. Part-time teachers employed on a 50% or greater basis will be provided group term life insurance coverage, if desired, on a pro-rata basis. In addition, employees may be able to purchase additional Group Term Life Insurance at their own expense, to the extent the carrier offers said option.

Section 5. Teacher Protection.

The District agrees to protect and indemnify teachers employed by the District and is covered by this

Agreement from suit to the extent provided by Section 10-20.20 of the School Code of Illinois.

Section 6. TRS/FICA and Retirement Incentive.

Teachers who retire pursuant to the Teachers' Retirement System of the State of Illinois shall receive the following benefits.

- (a) Advance Notice: The District will pay each teacher a 6% increase over the base salary earned by the teacher the prior year in the teacher's last four years.
- (b) In order for the teacher to receive the increased salary, the teacher must notify the Superintendent of their intent to retire by July 1st. Once that school year has begun, intent can not be reversed. For example, a teacher who intends to retire at the end of the 2030-2031 school year must notify the Superintendent or designee of their intent to retire no later than July 1, 2027 to receive all four of the 6% increases. A teacher intending to retire at the end of the 2029-2030 school year who notifies the Superintendent of their intent to retire between July 2, 2026, and July 1, 2027, will receive only three of the 6% increases.
- (c) The District shall pay the teacher's TRS or FICA contribution, whichever is applicable, on all earned compensation. The District shall also pay the full health insurance contribution required of active teachers to TRS, commonly known as THIS (Teachers' Health Insurance Security)
- (d) If there is a change reducing the current 6% cap recognized for TRS retirement annuity calculation purposes, or a change in state statute requiring the District to pay a greater share of the annual cost of pensions for TRS members, and such change becomes effective during the term of this Agreement, the District and the Association shall negotiate the impact of the change as it relates solely to Article 24, Sections 6.
- (e) All other terms and conditions of this Agreement shall remain in full force and effect and represent the full and complete understanding between the parties.

Section 7. Extended Contracts.

If social workers, nurses, psychologists, guidance counselors, instrumental music teachers, agriculture teachers, building trades teachers, instructional coaches, or technology integration specialists are scheduled to work beyond the basic 180-day school year, they shall have their salaries adjusted on a pro-rata basis according to their placement on the salary schedule.

For guidance counselors and instrumental music teachers, such additional time shall not exceed 75 hours.

For agriculture and building trades teachers, such additional time shall not exceed 240 hours.

The work schedules for instructional coaches and technology integration specialists shall be jointly developed by the administration and the affected employees. The dates during the school year when

instructional coaches and technology integration specialists will not be assigned work duties shall also be jointly developed. The number of additional days assigned outside the regular school year shall not exceed five (5). Work schedules exceeding 180 days shall be developed no later than May 1.

All extended contracts require prior approval by the Superintendent or designee. Additional time may be approved in advance by the Superintendent or designee upon request of the building administrator due to extenuating circumstances.

Section 8. Disability Insurance.

The Board shall make disability insurance available for purchase by employees. Employees electing such coverage shall be responsible for the full cost of the insurance.

Section 9. Additional Assignment Stipends.

During the term of the Agreement stipends for an additional assignment shall be in accordance with "base salary" equal to Step 1/BA+6.

	One Semester	Both Semesters
High School	1/10 of base salary	1/5 of base salary
Middle School Core	1/10 of base salary	1/5 of base salary
Middle School Encore	1/12 of base salary	1/6 of base salary
Elementary*	1/20 of base salary	1/10 of base salary

* The stipend for other elementary class period configurations will be calculated on a pro-rata basis.

Section 10. Pay Periods

There shall be 26 pay periods each year. Pay periods should begin in August and end in the following August. Certified staff have the option of acquiring a lump sum during the month of June instead of receiving paychecks every two weeks during the summer months.

Section 11. Master Teaching Certificate

If the State of Illinois fails to make the entire \$3,000 payment to all teachers who hold a Master Teaching Certificate (for successfully completing the National Board for Professional Teaching Standards), the district shall pay each teacher with a Master Teaching Certificate that portion of the \$3,000 designated payment that the State of Illinois fails to pay, as long as the payment would not result in an additional employer contribution to TRS under P.A. 94-0004. Teachers earning a Master's Teaching Certificate after August 15, 2014, will not be entitled to the \$3,000 designated payment by the District.

Section 12. Student Support Services and Special Education Stipends

LEA Stipend: Any certified school support personnel assigned the duties and responsibilities of the LEA for Individualized Education Plans shall be compensated at .10 of their salary without TRS. If more than one certified school support personnel in a building is assigned these duties, the stipend shall be divided proportionally.

504 Case Manager: Any certified school support personnel assigned the duties and responsibilities of a 504 Plan Case Manager shall be compensated at .04 of BA+6. If more than one certified school support personnel in a building is assigned these duties, the stipend shall be divided proportionally.

Special Education Overloads: Special education teachers who lose 125 minutes of planning and preparation time per week shall receive a stipend equal to 1/10 of Step 1 BA+6 salary. Additional lost planning time occurring on a weekly basis shall be prorated based on the percentage of 125 minutes lost and calculated proportionally to the 1/10 Step 1 BA+6 stipend.

Special Education Coverage: In the event a special education teacher assumes case management responsibilities from another teacher due to unforeseen circumstances, the teacher shall be compensated at the internal substitute rate for preparing and conducting IEP meetings for newly assigned students, up to four (4) hours per student IEP. Additional hours may be requested from the supervisor when necessary.

Section 13. New Teacher Orientation.

Board-approved new employees attending new teacher orientation shall be compensated at \$100 per day.

Section 14. Translation Services.

Employees providing translation or interpretation services outside of student contact time shall be compensated at a rate of \$0.50 per minute.

ARTICLE 25: TEACHER FACILITIES

Section 1. Physical Facilities.

Teacher dining and/or lounge area, teacher workspace, and male and female lavatories for teachers will be provided in future buildings and, insofar as practicable, in any major additions and/or major renovations to existing buildings.

Section 2. Use of Telephones.

Telephones may be used by teachers for their reasonable and occasional personal use.

Section 3. Classroom Locks.

Where classrooms are fitted with functional locks, teachers will be provided with a key to each such classroom in which they teach.

Section 4. Housekeeping

Teachers shall not be required to perform basic housekeeping functions, such as sweeping, mopping, dusting, and the cleaning of windows, lavatories, and whiteboards provided, however, teachers shall maintain their classrooms and/or work areas in an orderly manner to facilitate housekeeping.

ARTICLE 26: COMMITTEES

Section 1. School Building Committees.

The District will establish at each school a School Building Committee to consist of:

1. Elementary Schools- One classroom teacher elected from each grade level and/or department.
2. Secondary Schools - One classroom teacher is elected from each department.

Committee representatives will be chosen by a simple majority ballot of the teachers in their respective grades or departments in elections to be conducted by the BEA. Elections will be completed by September 30 of each year and representatives chosen will serve for that school year. The building principal shall serve as a committee chairman and shall schedule one meeting each month, October through May. Attendance at any such meeting by teacher representatives shall be voluntary. Either party may, if they so desire, take written notes of such meetings.

The purpose of the committee will be to provide for the informal discussion of matters relating to building rules, procedures or other matters which the principal may, in his discretion, determine or agree can most effectively be treated in such a relatively unstructured and informal context. Such means, however, are not intended and shall not be construed as in any manner or to any degree supplanting regular District administrative structure, organization, and means.

Section 2. District Insurance Committee.

The Board shall defend, indemnify and hold harmless the Association, and its representatives and agents from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken as a result of their participation on the District 100 Insurance Committee.

The parties will jointly agree to define the composition, role and function of the District Insurance Committee. The BEA President will appoint voting and advisory members to serve on the insurance committee to represent the bargaining unit.

Section 3. Extra-Curricular Review Committee.

The District will create an extra-curricular review committee. The committee will consist of BEA representatives and administrators chosen jointly by the BEA President and the Superintendent. The role of the committee will be to recommend new clubs or organizations to the Board for placement on the non-athletic extracurricular salary schedule. The committee will also review existing clubs and organizations for recommendations as to continued placement on the non-athletic extra-curricular salary schedule. The committee shall make recommendations to the Board as to adjustments to the non-athletic extracurricular salary schedule based on the criteria established jointly between the BEA and the Administration. The committee will meet annually in May.

Section 5. Induction/Mentoring/Coaching Committee.

The Induction/Coaching/ Mentoring committee will consist of BEA representatives and administrators chosen jointly by the BEA President and the Superintendent. The Induction/Coaching/ Mentoring committee will review the Mentoring Program annually.

Section 6. New School/School Closing/Boundary Change Transition Committee.

The school transition committee will consist of BEA representatives and administrators chosen jointly by the BEA President and the Superintendent. The committee will make recommendations to the Superintendent on how to transition staffing when any new building is added to the District.

Section 7. Special Education/504 Case Management Workload Committee.

A case Management Workload Committee, co-chaired by the BEA and Administration, will be established by the District for the purpose of developing and maintaining the Case Management Workload document on an annual basis.

Guidelines for the Case Management Workload will reference the current Case Management Workload document that is collaboratively developed by the Case Management Workload Committee and approved by the Board. Such a document is referenced in this contract. Should there be a concern about case management workloads once the school year begins, a committee composed of an equal number of teachers (chosen by the BEA) and administrators will convene after the first six (6) days of each semester to consider case management workloads. The committee may make suggestions for modifications. If a faculty member still has concerns about case management workload following a review of the committee, the faculty member shall notify the District administrator for special education.

Section 8. District Evaluation Committee.

The District Evaluation Committee shall meet annually to review and revise, as necessary, the evaluation process and tools. The parties will jointly agree to define the role and purpose of the District Evaluation Committee. The Committee shall be of equal representation of the BEA and the District. The BEA President will appoint members to serve on the District Evaluation Committee to represent the bargaining unit.

Section 9. Professional Learning Communities Committee.

The Professional Learning Communities Committee will consist of representatives and administrators chosen jointly by the BEA President and the Superintendent. The committee will review the expectations and progress of professional learning communities, and other collaborative efforts in the district. The committee is responsible for the creation and annual review of the district PLC handbook. The committee shall meet annually in May.

Section 10. High School Class Size Committee

The High School Class Size Committee will consist of teacher representatives and administrators chosen jointly by the BEA President and the Superintendent. The committee will review expectations and available resources impacting class sizes in the high schools, including lab stations. The committee shall meet annually before high school registration.

Section 11. English Language Programming Committee

The English Language Programming Committee will meet on an annual basis and consist of teacher representatives and administrators chosen jointly by the BEA President and the Superintendent. The committee will review the various EL services and programs, staff recruitment, and curricula.

Section 12. Elementary Interventionist/TPI Case Management Workload Committee.

A Case Management Workload Committee, co-chaired by the BEA and Administration, will be established by the District for the purpose of developing and maintaining the Case Management Workload document on an annual basis. Should there be a concern about case management workloads once the school year begins, a committee composed of an equal number of teachers (chosen by the BEA) and administrators will convene after the first six (6) days of each semester to consider case management workloads. The committee may make suggestions for modifications. If a faculty member still has concerns about case management workload following a review of the committee, the faculty member shall notify the designated District administrator.

ARTICLE 27: NEGOTIATION PROCEDURES

When a tentative agreement is reached on the amendment or modification, the Association shall prepare and submit an electronic copy of the tentative agreement to the District. When ratified by both parties, no fewer than two copies shall be executed by the respective presidents and/or designated officials and the text of the Agreement shall be entered into the official minutes of the Board.

The District shall place the final Agreement as ratified on the District's website electronically.

In the event that mediation is utilized, the parties agree to use the Federal Mediation and Conciliation Service.

ARTICLE 28: SAVINGS

If any article, paragraph, sentence, or clause is held to be in conflict with any article, paragraph, sentence, or clause of existing written procedures found in the District or building handbooks, then articles, paragraphs, sentences, or clauses of this Agreement shall supersede. Further, in the event that any article, paragraph, sentence, or clause of this Agreement is held to be invalid by law, such article, paragraph, sentence or clause shall be deemed of no effect, but such determination shall not affect any remaining portion of this Agreement. It is agreed by the parties that the salary schedule, extra assignment pay schedule, and all other economic provisions of this contract shall be subject to any wage-price statutes, or rules and regulations issued thereunder.

ARTICLE 29: EFFECTIVE AGREEMENT

Section 1. Entire Agreement.

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties, canceling any and all prior commitments, written or oral, between the parties. The terms and conditions of this Agreement may be modified by alteration, change, addition to, or deletion only through the voluntary, mutual consent of the parties in a written amendment.

Section 2. Waiver.

The District and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or covered in this Agreement. It is specifically understood by the parties, however, that nothing herein shall prevent the District and the Association from mutually agreeing in writing to modify this Agreement.

Section 3. Precedence of Agreement.

If there is any conflict between the terms and provisions of this Agreement and the terms and provisions of individual teacher contracts or agreements, the terms and provisions of this Agreement shall prevail.

ARTICLE 30: TERM OF AGREEMENT

This agreement shall be in full force and effect from August 17, 2026 to and including August 16, 2030, and shall automatically be renewed from year to year thereafter, unless written notice of desire to terminate, modify, or amend this Agreement is served by either party on the other, on or before April 1 in any succeeding year.

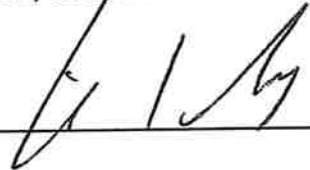
IN WITNESS WHEREOF, the parties hereto have set their respective signatures this 4th day of June, 2026.

BELVIDERE COMMUNITY UNIT

SCHOOL DISTRICT #100

By: 

Jorge Herrera, School Board President

By: 

William Ady, Chief Human Resources Officer

By: 

Holly Houk, School Board Secretary

BELVIDERE EDUCATION

ASSOCIATION

By: 

Wendy Taylor, President of BEA

By: 

Jenn McCormick, Vice President of BEA

49

[illegible]

50

[illegible]

Appendix C

2027-2028 Base Salary Schedule (without TRS contribution)													
	46,383 Base Salary			1.033 Step Index			1.033 Lane Index A-J			1.0165 Lane Index K-L			
	A	B	C	D	E	F	G	H	I	J	K	L	
Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	46,383	47,914	49,495	51,128	52,815	54,558	56,359	58,219	60,140	62,124	63,149	64,191	
2	47,914	49,495	51,128	52,815	54,558	56,359	58,219	60,140	62,124	64,174	65,233	66,310	
3	49,495	51,128	52,815	54,558	56,359	58,219	60,140	62,124	64,174	66,292	67,386	68,498	
4	51,128	52,815	54,558	56,359	58,219	60,140	62,124	64,174	66,292	68,480	69,610	70,758	
5	52,815	54,558	56,359	58,219	60,140	62,124	64,174	66,292	68,480	70,740	71,907	73,093	
6	54,558	56,359	58,219	60,140	62,124	64,174	66,292	68,480	70,740	73,074	74,280	75,505	
7	56,359	58,219	60,140	62,124	64,174	66,292	68,480	70,740	73,074	75,486	76,731	77,997	
8	58,219	60,140	62,124	64,174	66,292	68,480	70,740	73,074	75,486	77,977	79,263	80,571	
9	60,140	62,124	64,174	66,292	68,480	70,740	73,074	75,486	77,977	80,550	81,879	83,230	
10	62,124	64,174	66,292	68,480	70,740	73,074	75,486	77,977	80,550	83,208	84,581	85,976	
11	64,174	66,292	68,480	70,740	73,074	75,486	77,977	80,550	83,208	85,954	87,372	88,814	
12	66,292	68,480	70,740	73,074	75,486	77,977	80,550	83,208	85,954	88,790	90,255	91,744	
13	68,480	70,740	73,074	75,486	77,977	80,550	83,208	85,954	88,790	91,720	93,234	94,772	
14	70,740	73,074	75,486	77,977	80,550	83,208	85,954	88,790	91,720	94,747	96,310	97,900	
15		75,486	77,977	80,550	83,208	85,954	88,790	91,720	94,747	97,874	99,489	101,130	
16			80,550	83,208	85,954	88,790	91,720	94,747	97,874	101,104	102,772	104,468	
17						91,720	94,747	97,874	101,104	104,440	106,163	107,915	
18						94,747	97,874	101,104	104,440	107,887	109,667	111,476	
19											113,286	115,155	
20											117,024	118,955	

Appendix D

2027-2028 Base Salary Schedule (with TRS contribution)												
50,970 Base Salary			1.033 Step Index			1.033 Lane Index A-J			1.0165 Lane Index K-L			
Step	A	B	C	D	E	F	G	H	I	J	K	L
BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	50,970	52,652	54,390	56,185	58,039	59,954	61,933	63,976	66,088	68,268	69,395	70,540
2	52,652	54,390	56,185	58,039	59,954	61,933	63,976	66,088	68,268	70,521	71,685	72,868
3	54,390	56,185	58,039	59,954	61,933	63,976	66,088	68,268	70,521	72,849	74,051	75,272
4	56,185	58,039	59,954	61,933	63,976	66,088	68,268	70,521	72,849	75,253	76,494	77,756
5	58,039	59,954	61,933	63,976	66,088	68,268	70,521	72,849	75,253	77,736	79,019	80,322
6	59,954	61,933	63,976	66,088	68,268	70,521	72,849	75,253	77,736	80,301	81,626	82,973
7	61,933	63,976	66,088	68,268	70,521	72,849	75,253	77,736	80,301	82,951	84,320	85,711
8	63,976	66,088	68,268	70,521	72,849	75,253	77,736	80,301	82,951	85,689	87,102	88,540
9	66,088	68,268	70,521	72,849	75,253	77,736	80,301	82,951	85,689	88,516	89,977	91,461
10	68,268	70,521	72,849	75,253	77,736	80,301	82,951	85,689	88,516	91,437	92,946	94,480
11	70,521	72,849	75,253	77,736	80,301	82,951	85,689	88,516	91,437	94,455	96,013	97,597
12	72,849	75,253	77,736	80,301	82,951	85,689	88,516	91,437	94,455	97,572	99,182	100,818
13	75,253	77,736	80,301	82,951	85,689	88,516	91,437	94,455	97,572	100,792	102,455	104,145
14	77,736	80,301	82,951	85,689	88,516	91,437	94,455	97,572	100,792	104,118	105,836	107,582
15		82,951	85,689	88,516	91,437	94,455	97,572	100,792	104,118	107,554	109,328	111,132
16			88,516	91,437	94,455	97,572	100,792	104,118	107,554	111,103	112,936	114,799
17						100,792	104,118	107,554	111,103	114,769	116,663	118,588
18						104,118	107,554	111,103	114,769	118,557	120,513	122,501
19											124,490	126,544
20											128,598	130,720

Appendix E

2028-2029 Base Salary Schedule (without TRS contribution)													
	47,635 Base Salary			1,033 Step Index			1,033 Lane Index A-J			1,0165 Lane Index K-L			
	A	B	C	D	E	F	G	H	I	J	K	L	
Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	47,635	49,207	50,831	52,508	54,241	56,031	57,880	59,790	61,763	63,801	64,854	65,924	
2	49,207	50,831	52,508	54,241	56,031	57,880	59,790	61,763	63,801	65,907	66,994	68,100	
3	50,831	52,508	54,241	56,031	57,880	59,790	61,763	63,801	65,907	68,082	69,205	70,347	
4	52,508	54,241	56,031	57,880	59,790	61,763	63,801	65,907	68,082	70,328	71,489	72,668	
5	54,241	56,031	57,880	59,790	61,763	63,801	65,907	68,082	70,328	72,649	73,848	75,066	
6	56,031	57,880	59,790	61,763	63,801	65,907	68,082	70,328	72,649	75,047	76,285	77,544	
7	57,880	59,790	61,763	63,801	65,907	68,082	70,328	72,649	75,047	77,523	78,802	80,102	
8	59,790	61,763	63,801	65,907	68,082	70,328	72,649	75,047	77,523	80,081	81,403	82,746	
9	61,763	63,801	65,907	68,082	70,328	72,649	75,047	77,523	80,081	82,724	84,089	85,476	
10	63,801	65,907	68,082	70,328	72,649	75,047	77,523	80,081	82,724	85,454	86,864	88,297	
11	65,907	68,082	70,328	72,649	75,047	77,523	80,081	82,724	85,454	88,274	89,730	91,211	
12	68,082	70,328	72,649	75,047	77,523	80,081	82,724	85,454	88,274	91,187	92,692	94,221	
13	70,328	72,649	75,047	77,523	80,081	82,724	85,454	88,274	91,187	94,196	95,750	97,330	
14	72,649	75,047	77,523	80,081	82,724	85,454	88,274	91,187	94,196	97,305	98,910	100,542	
15		77,523	80,081	82,724	85,454	88,274	91,187	94,196	97,305	100,516	102,174	103,860	
16			82,724	85,454	88,274	91,187	94,196	97,305	100,516	103,833	105,546	107,287	
17						94,196	97,305	100,516	103,833	107,259	109,029	110,828	
18							97,305	100,516	103,833	107,259	110,799	112,627	114,485
19											116,344	118,263	
20												120,183	122,166

Appendix F

2028-2029 Base Salary Schedule (with TRS contribution)													
		52,346 Base Salary		1,033 Step Index		1,033 Lane Index A-J		1,0165 Lane Index K-L					
		A	B	C	D	E	F	G	H	I	J	K	L
Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	52,346	54,074	55,858	57,701	59,605	61,572	63,604	65,703	67,871	70,111	71,268	72,444	
2	54,074	55,858	57,701	59,605	61,572	63,604	65,703	67,871	70,111	72,425	73,620	74,835	
3	55,858	57,701	59,605	61,572	63,604	65,703	67,871	70,111	72,425	74,815	76,049	77,304	
4	57,701	59,605	61,572	63,604	65,703	67,871	70,111	72,425	74,815	77,284	79,834	81,151	82,490
5	59,605	61,572	63,604	65,703	67,871	70,111	72,425	74,815	77,284	79,834	82,469	83,829	85,213
6	61,572	63,604	65,703	67,871	70,111	72,425	74,815	77,284	79,834	82,469	85,190	86,596	88,025
7	63,604	65,703	67,871	70,111	72,425	74,815	77,284	79,834	82,469	85,190	88,001	90,906	92,405
8	65,703	67,871	70,111	72,425	74,815	77,284	79,834	82,469	85,190	88,001	90,906	92,405	93,930
9	67,871	70,111	72,425	74,815	77,284	79,834	82,469	85,190	88,001	90,906	93,905	95,455	97,030
10	70,111	72,425	74,815	77,284	79,834	82,469	85,190	88,001	90,906	93,905	97,004	98,605	100,232
11	72,425	74,815	77,284	79,834	82,469	85,190	88,001	90,906	93,905	97,004	100,205	101,859	103,539
12	74,815	77,284	79,834	82,469	85,190	88,001	90,906	93,905	97,004	100,205	103,512	105,220	106,956
13	77,284	79,834	82,469	85,190	88,001	90,906	93,905	97,004	100,205	103,512	106,928	108,692	110,486
14	79,834	82,469	85,190	88,001	90,906	93,905	97,004	100,205	103,512	106,928	110,457	112,279	114,132
15		85,190	88,001	90,906	93,905	97,004	100,205	103,512	106,928	110,457	114,102	117,867	121,789
16			90,906	93,905	97,004	100,205	103,512	106,928	110,457	114,102	117,867	121,789	125,808
17													
18													
19													
20													

2029-2030 Base Salary Schedule (without TRS contribution)													
48,921 Base Salary		1.033 Step Index				1.033 Lane Index A-I				1.0165 Lane Index K-L			
	A	B	C	D	E	F	G	H	I	J	K	L	
Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	48,921	50,535	52,203	53,926	55,705	57,544	59,443	61,404	63,430	65,524	66,605	67,704	
2	50,535	52,203	53,926	55,705	57,544	59,443	61,404	63,430	65,524	67,686	68,803	69,938	
3	52,203	53,926	55,705	57,544	59,443	61,404	63,430	65,524	67,686	69,920	71,073	72,246	
4	53,926	55,705	57,544	59,443	61,404	63,430	65,524	67,686	69,920	72,227	74,610	74,630	
5	55,705	57,544	59,443	61,404	63,430	65,524	67,686	69,920	72,227	74,610	75,841	77,093	
6	57,544	59,443	61,404	63,430	65,524	67,686	69,920	72,227	74,610	77,073	78,344	79,637	
7	59,443	61,404	63,430	65,524	67,686	69,920	72,227	74,610	77,073	79,616	80,930	82,265	
8	61,404	63,430	65,524	67,686	69,920	72,227	74,610	77,073	79,616	82,243	83,600	84,980	
9	63,430	65,524	67,686	69,920	72,227	74,610	77,073	79,616	82,243	84,957	86,359	87,784	
10	65,524	67,686	69,920	72,227	74,610	77,073	79,616	82,243	84,957	87,761	89,209	90,681	
11	67,686	69,920	72,227	74,610	77,073	79,616	82,243	84,957	87,761	90,657	92,153	93,673	
12	69,920	72,227	74,610	77,073	79,616	82,243	84,957	87,761	90,657	93,649	95,194	96,765	
13	72,227	74,610	77,073	79,616	82,243	84,957	87,761	90,657	93,649	96,739	98,335	99,958	
14	74,610	77,073	79,616	82,243	84,957	87,761	90,657	93,649	96,739	99,931	101,580	103,256	
15		79,616	82,243	84,957	87,761	90,657	93,649	96,739	99,931	103,229	106,636	108,395	
16			84,957	87,761	90,657	93,649	96,739	99,931	103,229	106,636	110,155	111,972	
17						96,739	99,931	103,229	106,636	110,155	113,790	117,576	
18							99,931	103,229	106,636	110,155	113,790	119,484	
19												121,456	
20												123,427	125,464

Appendix H

2029-2030 Base Salary Schedule (with TRS contribution)													
		53,759 Base Salary		1.033 Step Index		1.033 Lane Index A-J		1.0165 Lane Index K-L					
		A	B	C	D	E	F	G	H	I	J	K	L
Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	BA + 34	BA + 42	BA + 50	BA + 58	BA + 66	BA + 74	BA + 82	
1	53,759	55,533	57,366	59,259	61,215	63,235	65,321	67,477	69,704	72,004	73,192	74,400	
2	55,533	57,366	59,259	61,215	63,235	65,321	67,477	69,704	72,004	74,380	75,607	76,855	
3	57,366	59,259	61,215	63,235	65,321	67,477	69,704	72,004	74,380	76,835	78,102	79,391	
4	59,259	61,215	63,235	65,321	67,477	69,704	72,004	74,380	76,835	79,370	80,680	82,011	
5	61,215	63,235	65,321	67,477	69,704	72,004	74,380	76,835	79,370	81,989	83,342	84,717	
6	63,235	65,321	67,477	69,704	72,004	74,380	76,835	79,370	81,989	84,695	86,093	87,513	
7	65,321	67,477	69,704	72,004	74,380	76,835	79,370	81,989	84,695	87,490	88,934	90,401	
8	67,477	69,704	72,004	74,380	76,835	79,370	81,989	84,695	87,490	90,377	91,868	93,384	
9	69,704	72,004	74,380	76,835	79,370	81,989	84,695	87,490	90,377	93,360	94,900	96,466	
10	72,004	74,380	76,835	79,370	81,989	84,695	87,490	90,377	93,360	96,441	98,032	99,649	
11	74,380	76,835	79,370	81,989	84,695	87,490	90,377	93,360	96,441	99,623	101,267	102,938	
12	76,835	79,370	81,989	84,695	87,490	90,377	93,360	96,441	99,623	102,911	104,609	106,335	
13	79,370	81,989	84,695	87,490	90,377	93,360	96,441	99,623	102,911	106,307	108,061	109,844	
14	81,989	84,695	87,490	90,377	93,360	96,441	99,623	102,911	106,307	109,815	111,627	113,469	
15		87,490	90,377	93,360	96,441	99,623	102,911	106,307	109,815	113,439	115,310	117,213	
16			93,360	96,441	99,623	102,911	106,307	109,815	113,439	117,182	119,116	121,081	
17						106,307	109,815	113,439	117,182	121,049	123,047	125,077	
18						109,815	113,439	117,182	121,049	125,044	127,107	129,204	
19											131,302	133,468	
20											135,635	137,873	

Appendix I
Extra-Curricular Stipends

District Positions	
Nurse Coordinator	6814
Psych Division Leader	3634
SLP Division Leader	3634
Social Work Division Leader	3634
Link/WEB	1704
High School	
Group A	Football, G/B Basketball, Competitive Cheer, Co-Ed Track
Head Coach	9085
Asst Coach	6360
Group B	Wrestling, Softball, Baseball, G/B Track, G/B Soccer, G/B Volleyball, G/B Swimming, Games Manager, Flag Football
Head Coach	7268
Asst Coach	5088
Group C	G/B Bowling, G/B Tennis, G/B Cross Country, G/B Golf, Dance, Musical, Bass Fishing
Head Coach/ Director	6360
Asst Coach/ Asst Director	4452
Group D	Non-Comp Cheer, Band(Marching, Concerts, Pep, Competitions), Debate, DECA, Theatrical Play, Yearbook, Science Olympiad
Head Coach/ Director	4543
Asst Coach/ Asst Director	3180
Group E	Pom Poms, Color Guard, Chorus(Concerts, Tours, Competitions), Scholastic/Quiz Bowl, E-Sports, Special Olympics
Head Coach/ Director	3520
Asst Coach/ Asst Director	2465
Group F	Fitness/Strength Coach
	5361
Group G	Indoor Track
Head Coach	1817
Asst Coach	1272

Middle School	
Group A	Football, Competitive Cheer, Dance, Basketball, Activities Manager
Head Coach	4543
Asst Coach	2272
Group B	G/B Wrestling, G/B Track, G/B Soccer, Team Leader, Volleyball, Golf, Tennis, Content Leader
Head Coach	3634
Asst Coach	2544
Group C	G/B Cross Country
Head Coach	3180
Asst Coach	2226
Group D	Cheer, Theatrical Plays, Band, Chorus, Academic Team, Science Olympiad, Yearbook
Head Coach/ Director	2272
Asst Coach/ Asst Director	1590
Group E	Pom Poms, Scholastic Bowl
Head Coach	1760
Asst Coach	1232
Building-Level Clubs	
Each school will have a committee composed of the principal and three BEA chosen teachers, that is allocated the following amounts to the approved club advisors.	
Elem	5,421
Middle	14,537
High	70,412

Course Approval Form

(Contact the District Certification Specialist for Degree Program approval.)

Guidelines for Course Approval

Personnel files are reviewed at the time of course approval to ensure non-duplication of credit. It is the teacher's responsibility to ensure each of the following requirements are met.

Salary Movement vs. ISBE Licensure Requirements

- Only graduate courses approved from an accredited university or college may be accepted for salary movement.
- To renew an Illinois teaching license or to add endorsements or licenses, one **MUST** take courses from an Illinois Approved Program. The institutions listed in the link are considered approved by the Illinois State Board of Education and will allow you to move on the salary schedule **AND** renew your license or add endorsements to your license.

<https://www.isbe.net/Documents/directory.pdf>

*Example: The district approves a teacher's ability to take a graduate course from the University of Wisconsin. When the official transcripts are reviewed by the district, the teacher will move on the salary schedule according to the contract. They can **not** use that course to renew or add endorsements to their Illinois Professional Educator License because the University of Wisconsin is not an ISBE approved Institution.*

To qualify for advancement on the Teacher's Salary Schedule:

1. A course must be designed to improve teaching performance.
2. The request for approval must state the nature of the course and the improvement in teaching that might result.
3. You must forward an official university transcript to the District Central Office. It is recommended that you forward transcripts only when you have earned enough hours to move up on the salary schedule.

The following do not qualify for advancement on the Teacher's Salary Schedule:

1. Courses taken during the normally scheduled school day (contract hours).
2. Courses where registration fees and/or expenses are paid by the district.
3. Correspondence courses
 - a. Correspondence courses are considered printed courses that do not allow for instructor feedback throughout the course.
4. Courses repeated; a course may not be repeated for credit.
5. Courses where the grade received are below a "B".

Course approval and documentation must be sent through the approval form on the District website.