OFFICIAL COPY

AGREEMENT

BETWEEN THE

BOARD OF EDUCATION
ANTIOCH COMMUNITY CONSOLIDATED GRADE
SCHOOL DISTRICT 34
LAKE COUNTY, ILLINOIS

AND THE

ANTIOCH ELEMENTARY EDUCATION ASSOCIATION, IEA/NEA

for the school years

2026-2027 to 2028-2029

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ARTICLE I
RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

The Board of Education of Antioch District 34, Lake County, Illinois (hereinafter referred to as the "Employer" or the "Board") recognizes the Antioch Elementary Education Association IEA-NEA (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all certified/licensed Certified Staff Members (hereinafter referred to as "Certified Staff" and/or "Certified Staff Member") exclusive of supervisors, as defined by the *Illinois Educational Labor Relations Act* (IELRA). Certified Staff includes all members of the Bargaining Unit.

1.2 DEFINITIONS

Bargaining Unit includes all certified personnel of District 34. Excluded are the Superintendent, Assistant Superintendent, Business Manager/CSBO, Principals, other persons who are hereafter employed by the Board in a similar District-wide administrative position, substitute Certified Staff, agency certified staff or homebound tutors. Nothing in this Agreement shall limit the right of the Association to determine who shall be Association members.

ARTICLE 2
FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 GOOD FAITH

The Parties agree that their duly designated representative shall negotiate in good faith. Good faith, for the purpose of the Agreement, is defined as the willingness of both Parties to meet, discuss the issues, and make proposals and counter proposals in an effort to reach an agreement.

2.2 AUTHORITY TO NEGOTIATE

Both Parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals, and seek tentative agreements. Tentative agreements shall be reduced to writing and initialed and upon final agreement the entire contract shall be submitted to the Association for ratification and subsequently to the Board for adoption.

2.3 NEGOTIATIONS PROCEDURE

Negotiations shall begin no later than the last week of May of the school year in which this Agreement expires. Issues of interest shall be presented by the Association and the Board at the first mutually agreed upon joint negotiation meeting.

2.4 BARGAINING MEETINGS

The time and place for negotiations shall be established by mutual agreement between the Parties.

2.5 ILLINOIS EDUCATIONAL LABOR RELATIONS ACT

All procedures and timelines established by the IELRA with respect to negotiations shall be followed by both the Association and the Board.

2.6 MEDIATION

It is agreed that the Parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either Party to this agreement determines that the assistance of a mediator would be helpful. Should FMCS be unavailable, the Parties shall immediately commence discussions as to a replacement. In the event that the Parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board (IELRB) shall be notified. Any mediator or mediation administration costs incurred through mediation shall be shared equally by both Parties.

2.7 IELRB JURISDICTION

Any issues regarding interpretation and/or implementation of Sections 2.1 through 2.6 shall be subject to the exclusive jurisdiction of the IELRB in accordance with the IELRA and applicable rules, in lieu of the grievance procedure.

ARTICLE 3
GRIEVANCE PROCEDURE

3.1 DEFINITIONS

A. Any claim by a Certified Staff Member or the Association that there has been an alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.

B. For the purpose of this Article, "days" shall mean days during which the Administrative Services Center is open.

C. Nothing contained herein shall be construed as limiting the right of any Certified Staff Member having a grievance to discuss the matter informally with the supervisor and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

D. Failure on the part of the Certified Staff Member and/or the Association to act within the time limits set forth shall be deemed a withdrawal of the grievance.

E. Failure on the part of the Administration and/or the Board to act within the time limits set forth shall allow the Certified Staff Member and/or the Association to proceed to the next step.

F. Grievances beyond the scope of authority of immediate supervisors shall be filed directly with the Superintendent or designee at Step 2 of the procedure.

3.2 PROCEDURE

The Parties hereto acknowledge that it is usually most desirable for a Certified Staff Member and the immediately involved supervisor to resolve problems through free and informal communication. If, however, such informal processes fail to satisfy the Certified Staff Member, a grievance may be formally processed as follows:

A. Step 1

The Certified Staff Member and/or the Association shall submit the grievance in writing within fifteen (15) days of the occurrence giving rise to the cause of the grievance, specifying the Article, Section, and/or Clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. The supervisor shall arrange for a Step 1 meeting to take place within ten (10) days after receipt of the grievance. The

supervisor shall provide a written answer to the Certified Staff Member and the Association within ten (10) days after this meeting. This answer shall include the reasons for the decision.

B. Step 2

If the grievance is not resolved at Step 1, the Certified Staff Member and/or the Association shall submit the grievance to the Superintendent or designee within ten (10) days after the receipt of the Step 1 answer. The Superintendent or designee shall consult with the Board within thirty (30) days following receipt of the grievance at Step 2 or the next regularly scheduled board meeting thereafter. Within ten (10) days following such consultation, the Superintendent or designee shall hold a Step 2 meeting with the Association. The Superintendent shall provide a written answer to the Certified Staff Member and the Association within ten (10) days after this meeting. This answer shall include the reasons for the decision.

C. Step 3

Within thirty (30) days of its receipt of the Superintendent's or designee's written answer, the Association may appeal the decision of the Superintendent or designee by submitting in writing to the American Arbitration Association a demand that the matter be carried forward to final and binding arbitration. The Association shall provide a copy of any such demand to the Superintendent or designee. The arbitrator shall be selected from a panel to be secured from the American Arbitration Association. The cost of the arbitrator shall be shared equally by the Board and the Association.

1. The arbitrator shall have no power to alter the terms of this Agreement.

2. Each Party shall bear full cost for its representation in the arbitration process.

3. If either Party requests a transcript of the proceedings, that Party shall bear the full cost for that transcript. If both Parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Association.

3.3 BY PASS

If the Association and the Superintendent or designee agree, Step 1 of the grievance procedure may be bypassed and the grievance brought directly to Step 2.

3.4 CLASS GRIEVANCE

Class grievances involving one (1) or more Certified Staff Members or one (1) or more supervisors and grievances involving an Administrator above the building level may be initially filed by the Association at Step 2.

3.5 ASSOCIATION PARTICIPATION - CERTIFIED STAFF REPRESENTED

No Certified Staff Members shall be required to discuss any formal grievance if the Association's representative is not present. Any individual Certified Staff Member or a group of Certified Staff Members may at any time present grievances to their Employer and have them adjusted without the intervention of the bargaining representative as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement then in effect, provided that the bargaining representative has been given an opportunity to be present at such adjustment.

3.6 NO REPRISALS CLAUSE

No Certified Staff Member shall suffer retaliation, reprisal, or adverse action as a result of initiating or participating in a grievance.

3.7 GRIEVANCE WITHDRAWAL

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

3.8 TIME LIMIT

The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.

3.9 RECORD

All documents, communications, and records dealing with the processing of a grievance shall be maintained separate and apart from the Certified Staff Member's personnel file.

ARTICLE 4
CERTIFIED STAFF MEMBER RIGHTS

4.1 RIGHT TO ORGANIZE AND PARTICIPATE

Certified Staff Members shall have the right to join, or not to join, the Association. The Board and Association shall not discriminate against any Certified Staff for reason of membership or non-membership in the Association, participating in lawful negotiations with the Board, or the institution of any grievance or proceeding under the Agreement.

4.2 APPEARANCE BEFORE THE BOARD/ADMINISTRATION

If any Certified Staff is required to appear before the Board, at a time when a Building Administrator will be recommending the Board take action to discipline the Certified Staff Member, the Certified Staff Member shall be given written notice of the reasons for such meeting within a reasonable amount of time and shall be informed of their right to have representation during the meeting.

A Certified Staff Member who is required to meet with an Administrator for an investigatory conference, from which there is a reasonable expectation discipline might result, shall be given verbal notice of the reasons for the conference within a reasonable amount of time prior to the conference, where appropriate, circumstances allow and immediate action is not necessary. The Certified Staff Member shall also be informed of their right to have representation present.

In the case of a meeting with a Certified Staff Member to communicate a reduction in force or recommendation for dismissal, the Association President(s) shall be notified so that they may be available to meet separately with the Certified Staff Member at the conclusion of the meeting.

4.3 RULES AND REGULATIONS

All written policies, written regulations, and written rules of the Board/District must be published and placed on the District website. The Board (or designee) will provide electronic communication to the AEEA Leadership when existing written regulations and written rules have changed.

4.4 CERTIFIED STAFF MEMBER NOTIFICATION OF ASSIGNMENTS

Certified Staff Members shall be notified of their assignment for the following school term as to school, grade level, and/or subject area ten (10) business days before the last day of the school term. If it is a different assignment than the Certified Staff Member currently has, the Certified Staff Member may request to meet with the Administrator making the change. After the last day of the school

term, said assignment may only be changed by the Administration if necessitated by an emergency. The term "emergency" may include, but is not limited to, a significant change in enrollment, or a vacancy created by death, disability, resignation, dismissal, or the leave of absence of a Certified Staff Member. In the event of any emergency changes of assignments, the Certified Staff Member affected shall be notified promptly.

4.5 CERTIFIED STAFF PRIVACY

Certified Staff shall have the right to receive personal mail in Certified Staff mailboxes, subject to the hold harmless provision appearing in Section 5.12 of this Agreement.

4.6 REQUEST FOR VERIFICATION OF SERVICE

Upon request by a Certified Staff Member or prospective employer, an administrative officer of the Board shall furnish to the chief officer of another school district or other prospective employer a verification of the Certified Staff Member's service, including all notifications as required by law (e.g. *Faith's Law*). The request for such verification and recommendations shall not be construed as notice of intention to resign.

ARTICLE 5
ASSOCIATION RIGHTS

5.1 PERTINENT INFORMATION - ASSOCIATION

The Board shall provide to the Association President(s) all regularly and routinely prepared information concerning the financial statement, audit, and treasurer's report. Nothing herein shall require the central administrative staff to research and assemble information.

5.2 BOARD OF EDUCATION AGENDA TO ASSOCIATION REPRESENTATIVES

The Board shall provide to the Association representatives and the Association President(s) the prepared Board agenda for regular and special meetings prior to the meetings.

5.3 ASSOCIATION MATTERS - BOARD AGENDA

The Association President(s) or designee shall be given the opportunity during that portion of each regular Board meeting set aside for comments from the audience to address the Board briefly, provided such remarks exclude any references to grievances or negotiations then in process, and that the Superintendent or designee be advised of the substance of such remarks at least twenty-four (24) hours in advance of the meeting.

5.4 NAMES AND ADDRESSES - NEW CERTIFIED STAFF MEMBERS

New Certified Staff lists, including home addresses, shall be given to the Association President(s) on or about September 30 of each year. Names and addresses of new hires shall be given to the Association President(s) as they become available.

5.5 ASSOCIATION LEAVE

The Association shall be granted an aggregate number of leave days equal to ten (10) regular school days. Use shall be at the discretion of the Association with the Association reimbursing the Board for the regular substitute pay. Certified Staff Members using Association leave days shall suffer no loss of salary. The Association agrees to supply in writing the names of the Certified Staff and the dates for these days to the Superintendent or designee and to each Building Administrator affected at least forty-eight (48) hours prior to such leave. No more than two (2) Certified Staff Members from any one (1) building on any one (1) date may use this leave.

5.6 DISSEMINATION OF CONTRACT

Upon execution of the Collective Bargaining Agreement, the Board shall post it electronically within thirty (30) calendar days after execution by the Parties. The Association shall provide notification to its members of the posted Agreement.

5.7 LABOR - MANAGEMENT MEETINGS

The Superintendent or designee and the Association President(s) agree to make themselves available to each other for occasional meetings to discuss mutual concerns as the need arises.

5.8 CHANGING EXISTING BOARD POLICY AND PROCEDURES

Before the Board changes any existing policies or procedures which affect the Certified Staff Member's wages,. hours, or other terms and conditions of employment (not including matters of employer rights as defined in Section 4 of the IELRA), they shall notify the Association of any potential change. If the proposed changes are not acceptable to the Association, the Association shall, within ten (10) calendar days of the notice, serve written demand to bargain pursuant to Article 2 of this Agreement. Failure on the part of the Association to serve such demand in a timely manner shall be considered a waiver of the Association's right to bargain.

5.9 SUSPENSION WITHOUT PAY

No Certified Staff Member shall be suspended without pay without reasonable cause. Any Certified Staff Member charged with misconduct, neglect, or violation which may lead to their suspension with or without pay shall have the right to be represented by the Association in any meeting conducted by the Board or Administration with such Certified Staff Member regarding such charge. Prior to scheduling any such meeting or hearing, the Certified Staff Member will be given reasonable notice of the nature of the charge and informed of their right to be represented by the Association at such meeting. This provision shall be non-grievable.

5.10 PAYROLL DEDUCTIONS

A. Any Certified Staff Member who is a member of the Association may sign and electronically deliver to the Business Office at the Administrative Services Center an assignment authorizing deduction of Association dues in an amount to be certified annually by the Association. Such authorization and assignment shall continue in effect from year to year unless canceled by the originating Certified Staff Member. Termination of employment for any reason shall constitute revocation of authorization for dues deduction.

B. The Board shall deduct Association dues from each paycheck beginning in September when the AEEA membership roster has been received and continuing through May, providing that the Board has no responsibility for collecting past or overdue dues. It shall be the responsibility of the Association to collect directly from the Certified Staff Member:

1. Dues owed after cancellation of a deduction authorization.

2. Dues owed before the time the deduction authorization became effective.

3. Dues missed because of insufficient earnings.

C. The Board shall remit to the Treasurer of the Association the total amount of money deducted for that pay period within ten (10) working days. Such remittance shall be accompanied by a listing of the names of Certified Staff Members from whose salary the dues were deducted.

D. The Association agrees to indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Section or in reliance of any assignment furnished under the provisions of this Section.

5.11 ASSOCIATION USE OF DISTRICT FACILITIES AND EQUIPMENT

A. The Association may have the use of the school buildings for meetings by reaching mutual agreement with the respective Building Administrator regarding time, date, and room location. Should these meetings be held during regular school days and hours, or immediately thereafter, there shall be no interruption or interference with school activities. If facilities are requested at times other than days and times indicated above, the Association shall follow established Board rules and regulations for permission.

B. The Association may use duplicating equipment, computers, and other word processing equipment for Association business at times that are not during student instruction times. The Association shall reimburse the Board for all consumable supplies and materials.

5.12 BULLETIN BOARD, MAIL FACILITIES, AND MAILBOXES

A. A bulletin board shall be provided in the lounge at each school for the purpose of posting announcements of local Association business.

B. The Association shall have the right to use Certified Staff mailboxes for official Association announcements and materials. Any individual flyers/notices regarding endorsements of political candidates in the local area or local area business/political issues of a controversial nature shall be provided to the Superintendent or designee prior to distribution. Should there be a difference of opinion as to whether the materials (concerning local area business/political issues) are of a controversial nature, the matter must be resolved by the Superintendent or designee and the Association President(s) prior to distribution. There shall be no restrictions on any materials concerning negotiations between the Board and the Association. Use of school mail services shall be without U.S. Postage unless otherwise required by the U.S. Postal Service or other appropriate agency or court. Furthermore, the Association shall indemnify and hold harmless the Board from any liability, damages, fines, or other costs arising from the Association's use of such mail service. All use of email or other district electronic resources are subject to the District Acceptable Use Policy. All activities covered by this Section should take place outside of student instruction times.

5.13 WORK AREA

The Board recognizes that in order for a Certified Staff Member to accomplish their job effectively, it is necessary for each building to have a designated work area which can be used for the purpose of preparation, grading papers, storage of materials and other functions for the practice of their profession. If the Certified Staff Member's position requires storage of or exchange of confidential information, that Certified Staff Member shall have access to a secure area for this purpose. This matter shall be referred to the respective Building Administrator committees and, if necessary, to the Superintendent or designee.

5.14 SCHOOL CALENDAR

Each year, before the Superintendent or designee submits the next year's calendar to the Board for approval, the Superintendent or designee will meet with the Association President(s) or their designee to allow him/her to give input into the school calendar. However, Board decisions regarding the school calendar shall be final and non-grievable except where the calendar may violate other provisions of this Agreement.

ARTICLE 6
WORKING CONDITIONS

6.1 CLASS SIZE

The Board and the Association recognize the importance of class size and its relationship to effective instruction. The Board shall attempt to maintain class sizes which are equitable for all children in the same grade level within a school in grades K-5. If a classroom class size exceeds the established optimal thresholds for a minimum of ten (10) days (K–1: 24; 2–5: 27; 6–8: 29), a paraprofessional may be assigned for that given school year. A meeting will be held at the request of the Certified Staff Member or Union Representative between the affected Certified Staff Member, Building Principal, and District Administrator to discuss whether a paraprofessional will be assigned, provided the District maintains the managerial right to assign the paraprofessional. However, if the classroom class size decreases in the given school year, the paraprofessional may be reassigned. This Section nor Board Policy nor practice regarding class size shall be subject to the grievance procedure.

6.2 STUDENT GRADES

The responsibility for assigning grades rests with the Certified Staff Member of Record. Neither the Board nor the Building Administration nor the District Administration shall change any recorded grade without the knowledge of and consultation with the Certified Staff Member of Record. If such a change is made, the person making the change shall assume responsibility for determining the grade and shall initial such change. However, if the Certified Staff Member of Record is unavailable, the Administrator will oversee this responsibility in consultation with the Certified Staff Member of Record, if available. If the District Administrator assigns a Certified Staff Member to assist with planning, grading, and other duties as requested, they will receive the Teaching/Academic Work Rate. The Teaching/Academic Work Rate will end when an overload is assigned by District Administration or the position is otherwise filled by the District. No overload pay will be applied retroactively.

6.3 OPENING DAY CLASSROOM PREPARATION

The District shall not require Certified Staff to attend any meetings during the last two and a half (2.5) hours on the first day of Certified Staff attendance, except in cases of extreme emergency. This time shall be reserved for Certified Staff to prepare classrooms and materials for the arrival of students.

6.4 LUNCH PERIODS

All Certified Staff Members shall have a duty-free lunch period of no less than the time allotted for the student lunch/recess or lunch/homeroom period, but not less

than thirty-five (35) minutes. If the student schedule permits, the Building Administration will schedule lunch no earlier than two and a half (2.5) hours after the regular school start time and no later than two (2) hours before the regular dismissal time.

6.5 PREPARATION TIME

Antioch Upper Grade School (AUGS) Certified Staff shall receive one (1) period per school day for preparation and planning. All PreK-5 Certified Staff shall receive individual preparation and planning time of one hundred fifty (150) minutes per week (pro-rated for part-time Certified Staff Members and/or partial school weeks) during student attendance hours. Anything outside one hundred fifty (150) minutes may be assigned by the Building Administrator for other educational responsibilities that may include, but is not limited to, collaboration with colleagues, team time, professional development, peer observations, or IEP/parent meetings. When out on field trips, Certified Staff may not be able to make up plan time from that day. Planning and preparation must be done at a District 34 building unless approved by a Building Administrator or designee.

The Board recognizes the value of individual plan time. The Building Administration will attempt to schedule thirty (30) minutes of individual plan time per day during student contact time. Thirty (30) minutes of individual plan time each day cannot be guaranteed; however, a total of one hundred fifty (150) minutes for a full week will be granted. In the event that a Certified Staff Member loses their only thirty (30) minute individual plan time on a given day, the Building Administration will attempt to arrange for coverage at an alternate time that day.

6.6 COMPENSATION FOR OVERLOAD ASSIGNMENTS

A. Certified Staff Members Not in Related Services

An individual overload teaching assignment shall be assigned and approved by the Building Administration, in consultation with the District Administration. An overload is defined as completing the below stated responsibilities for an unfilled position. A Certified Staff Member may only take an overload assignment equal to or less than the Certified Staff Member's individual plan time.

The overload shall be paid as follows:

1. Calculate the overload student contact minutes needed to be covered.

2. For the Certified Staff Member who is willing to take additional student contact overload minutes, calculate the Certified Staff Member's daily student contact minutes rate by taking the Certified

Staff Member's per diem divided by Certified Staff Member daily student contact minutes.

3. Multiply the Certified Staff Member's daily student contact minute rate by the overload student contact minutes.

An overload teaching assignment refers to instructional duties that exceed a Certified Staff Member's standard or contractual teaching load. In order to qualify for an overload stipend, the following must be completed:

Instructional Responsibilities

- Planning and delivering lessons aligned with the curriculum.
- Ensuring learning objectives are met for all students.
- Using appropriate teaching strategies and materials.

Assessment and Grading

- Creating and administering quizzes, tests, and assignments.
- Recording grades and providing timely feedback.
- Maintaining grade books and reporting student progress.

Classroom Management

- Maintaining a safe, respectful, and productive learning environment.
- Enforcing school rules and policies.
- Addressing student behavior issues appropriately.

Communication and Reporting

- Communicating with parents, guardians, and support staff.
- Attending required meetings, conferences, or professional development sessions.
- Completing documentation related to student progress or school programs.

B. Certified Staff Member Related Service Providers

An overload related service provider assignment shall be assigned and approved by the Building Administration, in consultation with the District Administration. An overload is defined as completing the below stated responsibilities for an unfilled position.

The overload shall be paid as follows:

1. Calculate the overload student contact minutes needed to be covered.

2. For the Certified Related Service Staff Member who is willing to take additional student contact overload minutes, determine the Certified Related Service Staff Member's contractual individual plan time minutes.

3. For the Certified Related Service Staff Member who is willing to take additional student contact overload minutes, calculate the Certified Related Staff Member's daily minute rate by taking the Certified Staff Member's per diem divided by Certified Staff Member contractual daily minutes minus the contractual individual plan time minutes and lunch.

4. Multiply the Certified Related Service Staff Member's daily minute rate by the overload student contact minutes.

An overload related service provider assignment refers to duties that exceed a Certified Staff Member's standard or contractual obligations. In order to qualify for an overload stipend, the following must be completed:

Service Delivery Responsibilities

- Providing direct and/or indirect services to students in accordance with IEPs, 504 Plans, RTI/MTSS plans, or district service guidelines.

- Delivering interventions, therapies, evaluations, or consultative services aligned with professional standards and district expectations.

- Ensuring that service minutes and program objectives are met for all assigned students.

Assessment, Documentation, and Compliance

- Conducting evaluations, assessments, observations, or screenings as required by federal, state, or district mandates.

- Completing required documentation, including reports, progress updates, and service logs, in a timely and accurate manner.

- Maintaining compliance with timelines for IEP processes, eligibility determinations, and other mandated procedures.

Caseload and Case Management

- Coordinating with multidisciplinary team members regarding student needs and service plans.
- Participating in problem-solving meetings, eligibility conferences, IEP meetings, and relevant team consultations.
- Managing increased caseload demands, including scheduling, service coordination, and documentation.

Communication and Collaboration

- Communicating with parents, guardians, teachers, administrators, and support staff regarding student progress, concerns, and recommendations.
- Attending required meetings, conferences, or professional development sessions.
- Collaborating with school personnel to support student learning, social-emotional functioning, behavior, and/or access to curriculum.

If more than one (1) Certified Staff Member completes an overload, the overload stipend shall be divided equally between the Certified Staff Members.

6.7 RELEASED TIME

All special education personnel who are mandated to write IEPs and update them each trimester shall be granted up to three (3) days of released time annually for the purpose of writing IEPs and conducting yearly IEP conferences with parents. The released days shall be determined by mutual agreement between the individual Building Administrators and the involved special education personnel including, but not limited to, Learning Disability Certified Staff Members, Speech Therapists, Behavior Disordered Specialists, Social Workers, and Psychologists.

6.8 INTERNAL SUBSTITUTION

A. The District shall continue to recruit and provide a competitive compensation incentive to attract substitute teachers.

B. All substitution requests must be entered by the Certified Staff Member in the District's absence system tool as soon as possible by requesting an external substitute, regardless of the length of time off requested. Timely entry (i.e. as soon as the Certified Staff Member is aware) of substitute

requests is essential to ensure adequate coverage and minimize scheduling challenges. Coverage that is informally arranged between Certified Staff Members or self-assigned is not eligible for compensation.

C. Internal substitution will only be considered if external and/or permanent substitutes are not available. If more Certified Staff Members volunteer than needed, every effort will be made to distribute internal opportunities equitably. The Building Administration retains the managerial right to assign substitutions and ensure that absences are covered.

D. When Administration requests that Certified Staff Members give up their individual plan time or Certified Staff Members voluntarily agree to give up their lunch period to cover a classroom substitute shortage, they will be compensated at the Internal Substitute Rate. Every effort will be made to distribute internal opportunities equitably.

E. If, as a last resort, the Administration requests that Certified Staff Members give up their team/collaborative plan time, they will be compensated at the Internal Substitute Rate.

F. Certified Staff Members without a regular classroom assignment who are assigned to cover a classroom will be compensated at the Internal Substitute Rate.

G. As a last resort, if Administration requests combining of classrooms due to the absence of another classroom or specials/encore Certified Staff Members for half (½) day or more, they will be compensated at the Internal Substitute Rate.

H. Individuals who have been approved for upcoming retirement may not be eligible to internally sub. They would need to contact the Business Office for approval to participate.

6.9 LEAVING THE BUILDING

When a Certified Staff Member leaves the building during the school day, the Certified Staff Member must sign in and/or sign out in the office or via an electronic building-wide digital sign in/out form.

6.10 DISTRICT-DIRECTED AFTER SCHOOL AND/OR EVENING ACTIVITIES

Certified Staff will be required to supervise and/or participate in three (3) District-directed after school and/or evening activities (involving parents and/or students) per school year without compensation. Notification of the activities and corresponding assignment shall be provided in an electronic form no later than the first staff meeting of the year. Dates and times may be subject to change, however

in the case of unforeseen circumstances requiring a change, a minimum of twenty one (21) business days shall be provided unless otherwise agreed to by the District and Union President(s). If a Building Administrator requests staff to supervise and/or participate in an after school and/or evening activity that exceeds their required three (3) events, then the District will compensate the Certified Staff Member at the "hourly meeting rate".

Any activities for which the Certified Staff Member is already compensated (as specifically specified in Appendix B), or other activities for which the Certified Staff Member already receives pay in addition to their regular salary, shall not be considered part of the staff member's required three (3) activities.

Pre K-5 General Music Certified Staff are subject to the general "after school and/or evening activities involving parents and/or students requirements with the following expectations/additions:

1. PreK-5 General Music Certified Staff may, but are not required to be present during the time scheduled by the District for fall Student/Family Conferences;

2. PreK-5 General Music Certified Staff must work their set number of hours on the day the District holds Meet and Greet but are not required to adjust their regular schedule to be available for the Meet and Greet activities; and

3. PreK-5 General Music Certified Staff may be required to prepare and present at four (4) after school and/or evening music programs (involving parents and/or students), plus an additional two (2) after school and/or evening activities (involving parents and/or students) as determined by the Building Administration.

6.11 STUDENT CRISIS INTERVENTION SUPPORT

A student crisis is any situation in which a student's safety, physical well-being, emotional stability, or ability to function in the school environment is significantly compromised, requiring an immediate response from school personnel. This may include behaviors or circumstances that pose a risk to the student or others, or that require urgent intervention to maintain a safe and supportive environment.

All Certified Staff Members are required to provide their daily schedule to the administration no later than September 1 of each school year.

Designation of Crisis Team Members

The District shall designate crisis team members at each school. Crisis response expectations shall be limited to those Certified Staff Members so designated.

Designations shall be determined by the District and may vary by building based on student needs and staffing.

A. Lunch: In the event that a Certified Staff Member is required to forgo a duty-free lunch as a result of a crisis, and such time cannot be rescheduled, the staff member shall receive compensation calculated at the established Internal Substitution Rate per-minute rate.

B. Preparation Time: In the event that an Administrator requests that a Certified Staff Member miss their preparation time as a result of a crisis, and such time cannot be rescheduled within the allotted contractual work time for that week, the staff member shall receive compensation calculated at the established Internal Substitution Rate per-minute rate.

C. Contractual Hours: Time spent, at the request of an Administrator, addressing student crisis situations before or after the student instructional day, beyond fifteen (15) minutes, shall be compensated at the established crisis fee Internal Substitution Rate per minute rate.

D. General Provisions: Compensation under this section shall apply only when a crisis response is directed by an Administrator. Compensation shall apply only to actual time lost or worked, as applicable. Compensation pursuant to this Section shall not be duplicative of any other stipend, duty pay, or assignment compensation.

ARTICLE 7
IN-SERVICE TRAINING

7.1 DISTRICT-WIDE AND BUILDING IN-SERVICE PLANNING COMMITTEES

A district-wide in-service planning committee shall be established to make advisory recommendations regarding the content of district-wide in-service programs. Final decisions regarding the program selection shall be made by the Superintendent or designee. The Superintendent or designee and the Association shall seek Certified Staff to serve on the district-wide in-service committee. However, the final selection of the committee members shall be made by the Superintendent or designee.

7.2 IN-SERVICE TRAINING DAY HOURS

The Certified Staff attendance hours on days of in-service and district-wide professional development, with the exception of the Meet and Greet Day at the beginning of the school year, shall be the same for all Certified Staff, 7:45 am – 3:05 pm. Should there be a need to change the stated times to provide flexibility for the training plan, a twenty-one day (21) notice of the time change will be given.

ARTICLE 8
LEAVES

8.1 SICK LEAVE DEFINED

A. Sick leave benefits as herein provided are to be credited at the beginning of each school year. If the teaching contract is not fulfilled, appropriate deductions from the final pay shall be made for any Certified Staff who terminates their contract early and has utilized more than the appropriate pro-rata number of leave days.

B. Sick time may be taken in one-half (1/2) day blocks, except that sick time may be taken in increments of an hour (no more than two (2) hours) for the purpose of attending a doctor's appointment or immediate, unforeseen circumstances which requires the Certified Staff Member's immediate attention. Documents must be submitted to the Human Resources Department within two (2) school days to substantiate taking the leave in less than one-half (1/2) day blocks. Policies governing sick leave usage shall be uniformly interpreted from building to building. If substantiation is not provided within two (2) school days, the absence becomes non-compensated time. After the cumulative third incident of failing to provide notice and substantiation, a formal letter of reprimand will be provided and added to their personnel file.

C. As a condition for utilizing sick leave after three (3) consecutive days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate pursuant to the Illinois School Code.

D. Sick leave shall be determined to mean personal illness, quarantine at home, or serious illness or death in one's immediate family or household. Use of sick leave for this purpose shall be at the discretion of the Certified Staff Member.

E. For the purpose of the Agreement, immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

F. A Certified Staff Member shall also be permitted to use available sick leave for birth, adoption or placement for adoption. However, in the case of adoption or placement for adoption, the number of available sick leave days a Certified Staff Member may use shall not exceed sixty (60) sick leave days per occasion. The adoption of multiples shall constitute one occasion. A Certified Staff Member may use available sick leave for any legitimate adoption-related activity that cannot be conducted outside the workday (*e.g.,* overseas travel, court appearance, etc.) However, once the child(ren)

is/are placed, if the Certified Staff Member elects to use any portion of their remaining sixty (60) day sick leave allotment for adoption or placement for adoption, they must use it within the first twelve (12) weeks following placement and it must not be used on an intermittent basis. A Certified Staff Member, whose recovery period after giving birth exceeds twelve (12) weeks, may use additional available sick leave if the need for such leave is medically substantiated.

8.2 SICK LEAVE

Years of Antioch District 34 Service Sick Leave Days per School Year

0-4	12 days	
5-14	15 days	
15+	20 days	(Must have accumulated 150 days)
25+	25 days	(Must have accumulated 200 days)

Sick leave days may be accumulated to a maximum of four hundred (400) days and if unused at the time of separation and/or retirement of employment shall be reported to the Illinois Teachers' Retirement System "TRS". Any days not used toward retirement and/or reported to TRS may be donated to the Sick Bank and will not be paid out.

8.3 SICK LEAVE BANK

The Sick Bank will be administered by the Executive Board of the Association. The committee shall establish rules and regulations, where appropriate, governing procedural aspects of the Bank such as the application process for use of Bank days.

8.4 PERSONAL LEAVE

In addition to sick leave, three (3) days at full pay may be used annually for personal leave. At least forty-eight (48) hours in advance of the anticipated leave day(s) (except in situations where an emergency exists and is approved by the Superintendent or Superintendent-appointed designee), the personal leave request must be entered into the absence reporting system. The Administration reserves the right to deny the personal day request for failure to provide forty-eight (48) hours notice where an emergency does not exist.

Personal leave may not be used:

- to extend a scheduled holiday or break;
- on days immediately preceding or following a school holiday;
- on the first and last day of the school calendar;
- in increments of less than one-half day; and/or
- on in-service days.

Requests for an exception to any of the above must be made in writing via email to the Superintendent at least two (2) weeks prior to the requested leave, except in emergency situations. The Superintendent will communicate with the Certified Staff Member within five (5) District Office business days regarding the Certified Staff Member's request. The Superintendent reserves the right to deny the use of personal leave to extend a scheduled holiday or break, on days immediately preceding or following a school holiday, and on the first and last day of the school calendar.

Any unused personal days will roll into sick leave.

8.5 BEREAVEMENT LEAVE

The Board shall provide each employee up to three (3) days of paid leave each school year for bereavement purposes. Such leave may be used to the extent it is necessary for the Certified Staff Member to make any arrangements for, or attend, services related to the death of an immediate family member. The term "immediate family member" includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, nieces, nephews, aunts, uncles, and legal guardians. Unused bereavement leave shall not carry-over to the following school year. If the Certified Staff Member's personal leave days have been used or approved, sick leave may then be used to attend funerals outside one's immediate family.

8.6 JURY LEAVE

Leave for jury duty shall be regulated according to the *Illinois School Code*.

8.7 PROFESSIONAL CONFERENCE LEAVE

Upon the approval of the Building Administrator and the Superintendent or designee, Certified Staff shall be allowed to attend professional conferences. When the Certified Staff Member is notified of an approval, they shall also be informed whether any of the expenses for food, lodging, and travel will be reimbursed. In the event attendance at a professional conference is approved and then substitutes become unavailable, approval may be withdrawn, provided preapproved prepaid expenses of the Certified Staff Member will be reimbursed.

8.8 UNPAID LEAVES OF ABSENCE

Certified Staff may be eligible for unpaid leaves of absence for any of the following reasons, subject to the general conditions for leave (Section 8.9).

A. Parental Leave

Any Certified Staff Member who has entered upon contractual continued service shall be entitled to parental leave without pay or other benefits subject to the general conditions of Section 8.9. The effective dates of the leave shall be determined pursuant to Section 8.9 except that the leave may extend for one additional school year beyond the balance of the year in which it commences.

Nothing in this Section shall be construed as requiring a Certified Staff Member to apply for parental leave, nor is it intended to limit the right of the Certified Staff Member to the use of sick leave, or any combination thereof, during pregnancy-related disability. Should a Certified Staff Member on sick leave exhaust such leave prior to termination of the disability, the Certified Staff Member shall be granted a limited leave of absence without pay or other benefits for such period of disability, except that major medical and life insurance benefits shall continue during such leave to the extent required under the *Family and Medical Leave Act* or Section 8.9.E, whichever is applicable.

B. Disability Leave

Any Certified Staff Member who is temporarily disabled and has exhausted all available sick leave shall be entitled to disability leave without pay or other benefits (except as eligible under TRS) subject to the general conditions of Section 8.9. Such leave shall be for the period of temporary disability only.

For purposes of this Section, any absence because of disability or incapacity for less than ninety (90) consecutive school days, or for less than ninety (90) out of one hundred twenty (120) school days from the same illness or incapacity shall be deemed a temporary disability. Thereafter such absence shall be deemed a permanent disability.

C. General Leave

Any Certified Staff may request a leave without pay and other benefits for such other purposes deemed appropriate and beneficial to the School District as determined by the Board subject to the general conditions of Section 8.9.

8.9 GENERAL CONDITIONS FOR LEAVES OF ABSENCE

Unless otherwise set forth in this agreement, any leave of absence granted by the Board for the reasons stated in Section 8.8 is subject to the following general terms and conditions:

A. Timelines for Requesting Leaves

Application for an unpaid leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 1 of the preceding school year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave and the basis for the emergency.

B. Medical Substantiation

Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the Certified Staff Member's ability to perform all assigned duties shall be submitted at least thirty (30) calendar days prior to the return of any Certified Staff Member on an unpaid leave for personal medical reasons. At its option, the Board may require a Board-paid medical examination in lieu of or in addition to the aforementioned physician's statement.

C. Structuring of Leave

After consultation with the Certified Staff Member, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of the related District program, medical factors if relevant, duration of the leave requested, availability of substitutes, and other pertinent time factors related to the request.

Unless expressly agreed otherwise, leaves shall be for one (1) school year. Every effort shall be made to have leaves terminate immediately prior to the start of a new school year. Such leaves shall commence upon (1) the date agreed upon by the Superintendent or designee and the Certified Staff Member, (2) in cases of anticipated disability, no later than thirty (30) calendar days prior to the anticipated date of disability, or (3) the actual date of disability, whichever shall first occur.

D. Sick Leave

Sick leave shall not be applicable during the period of any leave, except parental leave, and then only as outlined in Section 8.1.D. Any unused accumulated sick leave available at the commencement of the leave shall

be available to the Certified Staff Member upon return to employment in the District.

E. Insurance Benefits

With the consent of the carrier, a Certified Staff Member on an unpaid leave of absence may maintain insurance benefits by making timely payment of all premiums which may be due to the Business Office or elsewhere pursuant to its direction.

F. Notice of Intent to Return

Any Certified Staff granted an unpaid leave, as a condition thereof, shall advise the Superintendent or designee in writing as to whether they intend to return, as follows:

Leaves extending to Winter Break — no later than November 1 of such leave;

Leaves extending to Summer Break — no later than February 1 of such leave; and

Full School Year leaves — no later than February 1 of such school year.

In the case of leaves different in duration than described above, the Superintendent or designee shall establish a reasonable notice date in consultation with the Certified Staff Member.

Failure to advise the Superintendent or designee of intent to return as required by this Section shall be treated as an election not to return to employment and as a resignation from the District.

G. Early Return from Leave

A Certified Staff Member on an approved leave of absence may request in writing to return from leave if the reasons for the leave no longer exist, subject to the discretion of the Superintendent or designee.

H. Non-Tenured Certified Staff

A leave may be granted to a non-tenured Certified Staff Member by action of the Board, subject to all the conditions applicable to a tenured Certified Staff Member. However, for a school term to count toward the attainment of tenure, the non-tenured Certified Staff Member must work at least one hundred twenty (120) full time employment days. A school term that is not

counted toward attainment of tenure shall not be considered a break in service for purposes of determining whether the non-tenured Certified Staff Member has been employed for the period of time necessary to attain tenure, provided that the non-tenured Certified Staff Member actually teaches or is otherwise present and participating in the District's educational program in the following school term. The granting of maternity leave to any non-tenured Certified Staff Member shall not constitute a precedent for the granting or withholding of leave to any other non-tenured Certified Staff Member. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any non-tenured Certified Staff Member to apply for such leave or accept the conditions established therefore.

I. Board Discretion

Notwithstanding the general conditions set forth above, the Board retains the sole discretion to grant or extend any discretionary unpaid leave of absence under any conditions deemed appropriate. The granting or denying of an unpaid leave or extension shall be non-precedential with respect to any other request for leave by a Certified Staff Member in the District.

J. Eligibility for Further Leaves

Anything in this Section to the contrary notwithstanding, a Certified Staff Member who has been granted an unpaid leave of absence shall not become eligible for a subsequent leave unless and until such Certified Staff Member has returned to full-time service for at least one (1) complete school term, provided, under exceptional circumstances, the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.

K. Seniority During Leaves

A year's seniority shall be granted for the year of the leave of absence if more than one hundred twenty (120) days were worked the year in which the leave was granted.

L. Return To Active Employment

Upon return to active employment from a leave of absence, the Certified Staff Member shall advance on the Salary Schedule based on days worked. If a Certified Staff Member works less than one hundred twenty (120) days in the school year, the Certified Staff Member shall not advance on the Salary Schedule for the following year. For those who work one hundred

twenty (120) days or more, a full step shall be granted. For the purposes of this section, "days worked" shall be defined as District approved leave days (i.e. sick, personal and/or bereavement leave days as granted by the Collective Bargaining Agreement and/or FMLA leave).

M. Family and Medical Leave Act (FMLA)

The provisions of this Article shall be subject to the District policy regarding the *Family and Medical Leave Act* (FMLA). Such policy shall include a provision which permits Certified Staff the choice of available sick leave or FMLA leave, provided that if the Certified Staff Member chooses sick leave, the Board shall receive credit toward the Certified Staff Member's available FMLA to the extent such sick leave is used (see Board Policy 5:185).

8.10 LEAVE TASK FORCE

A Leave Task Force Committee will be established to consider ways to increase attendance rates and reduce misuse of District leaves. The Committee will be composed of three (3) members appointed by the Superintendent or designee and three (3) members appointed by the Association. The committee shall be chaired by the Director of Human Resources or their designee. The Leave Task Force will meet quarterly and/or upon agreement of the Parties.

ARTICLE 9
EMPLOYEE EVALUATION

9.1 EVALUATION PLAN

The Administration and Association shall form a PERA Joint Committee composed of an equal number of representatives from the Administration and Association. The PERA Joint Committee shall operate pursuant to Section 24A of the *Illinois School Code*.

See "Antioch Professional Appraisal Plan" on the Human Resources Department page of the District website for the full evaluation plan.

ARTICLE 10
PERSONNEL FILE

10.1 PERSONNEL FILE

The official file of all materials related to a Certified Staff Member shall exist at the Administrative Services Center. If any evaluative material is to be placed in a Certified Staff Member's file, the Superintendent or designee shall notify said Certified Staff Member in writing before such placement is made by the Certified Staff Member acknowledging that they have seen such material by affixing their signature and date on the actual copy. Each Certified Staff Member shall have the right to review the contents of their personnel file with the exception of pre-employment confidential materials and to attach and place therein written reactions to the contents. The Certified Staff Member may review their file upon forty-eight (48) hour written notice submitted to the Superintendent or designee during the regular hours established for the Administrative Services Center. The Superintendent or designee shall be present during any review. The Certified Staff Member shall acknowledge that they have reviewed such material by affixing their signature and the date on the actual material reviewed. The signature does not indicate agreement with the content of the materials. Personnel files are the property of the Board and shall remain in the District. Copies of the contents of personnel files shall not be made and forwarded to anyone without written notice to the Certified Staff Member. The Certified Staff Member may not remove any material from the file, however, copies of materials shall be made for the Certified Staff Member (at their expense) if requested.

ARTICLE 11
REDUCTION IN FORCE

11.1 REDUCTION IN FORCE PROCEDURES

A. If removal or dismissal of a Certified Staff Member results from a decision of the Board to decrease the number of Certified Staff Members employed by the Board or from discontinuance of some particular type of teaching service, the District shall follow the procedures prescribed by state law. If, after following the procedures prescribed by law, seniority between two (2) or more Certified Staff is identical, then the Certified Staff Member with the greater total length of in-District teaching experience shall be considered more senior. If there still continues to be a tie, the Certified Staff Member with the greater total length of teaching experience shall be considered more senior. If there is still a tie, the District shall determine seniority using a lottery method.

B. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Certified Staff Members so removed or dismissed in reverse order of reduction in force, so far as they are legally qualified to hold such positions. Vacancies which must be tendered to honorably dismissed Certified Staff Members during their period of recall rights include any full-time or part-time positions becoming available. Vacancies shall not be deemed to include, however, any short-term or substitute position of less than sixty (60) days' duration. To be eligible for recall, the Certified Staff Member must provide the Superintendent or designee, in writing, and prior to the last day of employment, with the address where he or she can be reached. Upon the tendering of any vacancy during the recall period, the Certified Staff Member must notify the Superintendent or designee of the acceptance of the position in writing within ten (10) calendar days of receiving, by certified mail, notice of the vacancy.

C. A Certified Staff Member's failure to notify the District of acceptance of a tendered vacancy shall constitute a rejection of the offered position. Any Certified Staff Member who rejects an offer of a full-time vacant position for which they are qualified shall be deemed to have waived their recall rights and will no longer be eligible for any other vacancy becoming available during the remainder of the recall period.

D. The Sequence of Honorable Dismissal List will be shared no later than seventy-five (75) calendar days prior to the end of the school term if there is a reduction in force scheduled to take place during the school term. If there is no reduction in force scheduled during the school term, the

Sequence of Honorable Dismissal List will be shared by the last day of school.

11.2 SENIORITY LIST

By February 1 annually, the Administration will publish a seniority list which will be posted in each building. Each Certified Staff shall have fourteen (14) calendar days thereafter to file written objections to their ranking to the Superintendent or designee. Seniority will include continuous certified/licensed service in the District, including those years as administrative certified/licensed service in the District.

11.3 JOINT RIF COMMITTEE

The Administration and Association shall form a Joint RIF Committee which shall operate pursuant to Section 24-12 of the *Illinois School Code*.

ARTICLE 12
VACANCIES AND TRANSFERS

12.1 NOTIFICATION OF VACANCIES

A. A vacancy shall be defined as a newly created position, or a position that has become available due to the cessation of another Certified Staff Member's employment and is not filled internally through the process defined below.

B. By March 15 of each school year, the District Administration, in collaboration with the AEEA, will develop an electronic survey to be sent to all Certified Staff Members seeking their input regarding placement for the following school year. The District will send the electronic survey and Certified Staff Members will have until March 30 of each school year to complete the survey. The Building Administration will review the survey with the District Administration and make recommendations for any requested placement changes. The Building or District Administration reserves/retains the managerial right to approve internal placement changes via an informal process.

C. No later than April 15 of each school year, the Building Administration at all schools will finalize an initial staffing plan for the following school year. This does not include unforeseen resignations and/or staffing needs that arise after April 15 of each school year.

D. From April 15 through July 15 of each school year, the District Administration will send a weekly email to all Certified Staff Members listing current vacancies including the grade level and building assignment in all administrative and certified staff positions before filling the vacancy. Each Certified Staff Member will have the opportunity to apply in the District's electronic platform as an internal candidate if interested in the posted vacancy.

E. The District Administration retains/reserves the managerial right to fill all vacancies internally by appointment and will only review external candidates once the Superintendent and/or Superintendent-appointed designee, in consultation with the Building Administration, determines not to hire internally.

F. Elementary positions will be posted year-round to create an external candidate pool. Specific positions requiring special endorsements will be posted as needed.

12.2 TRANSFERS

When student population or program changes necessitate staff changes, District Administration shall initially seek volunteers.

For the purposes of this Section, the definitions of voluntary and involuntary transfers are included below:

A. Voluntary Transfer: A Certified Staff Member has explicitly expressed interest in writing for an open position.

B. Involuntary Transfer: A Certified Staff Member has not expressed written interest for an open position as their first choice.

While the District Administration shall encourage a practice of filling vacancies with voluntary transfers, it reserves the right and responsibility to assign personnel to positions which are in the best interest of the District. Typically, written notification of transfers shall be given to the affected Certified Staff Member(s) at least thirty (30) calendar days prior to the implementation of the transfer. In special circumstances determined by the District Administration, less than thirty (30) days notice may be given. The District Administration, when selecting personnel to an assignment by way of involuntary transfer, shall give consideration to past involuntary transfers within the last three (3) years; that is, when possible, a Certified Staff Member who has been involuntarily transferred within the last three (3) years shall be given consideration not to be transferred. Transfers, voluntary or involuntary, are not grievable nor subject to the grievance procedure set forth in this Agreement. However, involuntary transfers may be appealed through the chain of command within ten (10) working days of the initial notification of transfer. Requests for appeal must be in writing.

For purposes of this Section, the chain of command shall be as follows:

First Step: The Certified Staff Member may request a joint meeting between themselves and the Certified Staff Member's current and proposed Building Administrator(s).

Second Step: If the issue is not resolved at the First Step, the Certified Staff Member may request a meeting between themselves and the Superintendent or designee.

Third Step: If the issue is not resolved at Step Two, upon the Certified Staff Member's request, the Superintendent or designee shall submit a written report to the Board regarding the matter and the Certified Staff Member shall be entitled to submit a written report to the Board. Nothing herein shall preclude the Superintendent or designee from reporting to the Board on their own initiative. Notwithstanding anything herein, the Board shall follow the statutory provision for filling a vacancy.

This Section shall not be applicable to circumstances in which significant staff transfers are required, such as the staffing of a new building.

12.3 CERTIFIED STAFF MEMBERS MOVING CLASSROOMS/OFFICES

There may be times when Certified Staff Members are required to change their classroom/office due to a transfer, section change, and/or building reconfiguration. Every effort will be made to notify the Certified Staff Members as soon as practicable when such a move is required.

It is recognized that packing and setting up a new classroom/office requires a significant time commitment. Any Certified Staff Member who is required to change their classroom/office due to an involuntary transfer and/or involuntary section change and packs/unpacks outside regular work hours will be compensated a one-time stipend of fifty dollars ($50.00). Certified Staff Members who voluntarily transfer their classroom/office and/or if a building reconfiguration is necessary, no stipend will be paid.

The stipend applies only to classroom/office changes and not to routine set-up/break-down of classrooms at the beginning and end of school year.

ARTICLE 13
COMPENSATION AND RELATED PROVISIONS

13.1 PLACEMENT ON THE SALARY SCHEDULE

A. Initial Placement

The Board shall place Certified Staff new to the District, including those who may have taught in the District previously and are being re-employed, on the Salary Schedule at a lane and/or step deemed appropriate by the District. For hard-to-fill positions, AEEA leadership will be informed if a new Certified Staff Member's salary will exceed an existing Certified Staff Member's salary who has the same role, education, and years of experience. Such placement shall be non-grievable.

The initial placement of Social Workers, School Psychologists, and Speech/Language Pathologists shall be in the MA+24 lane. If these specific Certified Staff Members have at least twelve (12) hours beyond their initial Master's degree and have met the course requirements in Section 13.3, Subsection A, they shall be placed in the MA+36 lane.

B. Movement

Withholding of increments shall be non-grievable.

Since experience cannot be separated from performance, the movement from one salary step to another implies not only an added year of experience, but also "Proficient" or above based on the PERA Professional Appraisal Plan. The Board reserves the right, based on the recommendations of the Administration, to stop a Certified Staff Member's progress on the Salary Schedule until such time as evidence of "Proficient" performance or above is determined by evaluation. The procedure, criteria, and standards of evaluation have been mutually approved by the Board and the AEEA.

Any Certified Staff who receives a rating of "Needs Improvement" or "Unsatisfactory" may, before being placed on a Professional Development Plan or remediation, request that an academic member of the Cabinet observe and evaluate their performance. Such evaluations will then be provided along with the original evaluation to the Superintendent or designee.

13.2 SALARY SCHEDULE

The Salary Schedule shall be as set forth in Appendix A which is attached to and made a portion of this Agreement. The Salary Schedule shall be based upon a one

hundred eighty (180) day school term, as determined by the Board. Any remaining unused emergency days shall be taken off the calendar at the end of the school term as further clarified under Section 13.9 of this Agreement.

Effective July 1, 2026 and forward, no new Certified Staff Members will be placed on half steps. All half steps have been eliminated. Affected Certified Staff Members were placed pursuant to agreement between the Board and the Association.

13.3 LONGEVITY

Certified Staff who are on Step Y of the Salary Schedule and who have completed at least fifteen (15) years of certified service in the District will receive a longevity salary increase equal to three and three quarters percent (3.75%) over their prior year's annual base salary (which includes any previously paid longevity salary increase), not to exceed three thousand seven hundred fifty dollars ($3,750). Certified Staff will receive this longevity salary increase after completion of their first year on Step Y and may not utilize the longevity payment if they are receiving a retirement incentive.

13.4 PART-TIME/PART YEAR PAY AND BENEFITS

Any Certified Staff employed less than full-time or less than a full year shall receive pro-rata compensation and benefits based upon the actual period of employment, provided the Certified Staff Member is eligible to receive those benefits as defined in any policy of insurance. All pro-rated benefits shall be based on a calendar year beginning September 1, notwithstanding the actual opening day of school. Any Certified Staff whose benefits must be computed pro-rata shall have such done by dividing the actual number of workdays by one hundred eighty (180) and multiplying this number by the annual benefit involved. Insurance premiums shall be paid through the last day of the month in which the Certified Staff Member ceases employment. Sick leave and personal leave shall be rounded to the nearest day.

If a Certified Staff Member works less than one hundred twenty (120) days in a school year, no longevity credit shall be given for the year and the Certified Staff Member shall not advance a step on the Salary Schedule. For those Certified Staff Members who work one hundred twenty (120) days or more, the Certified Staff Members shall be granted a full year's step on the Salary Schedule. In no case will any Certified Staff Member advance more than one (1) vertical step in any single year.

13.5 RETIREMENT INCENTIVE

To recognize the contribution of Certified Staff who have provided long and dedicated service to the District, the Board shall provide a retirement incentive to Certified Staff who meet the following eligibility requirements:

A. the Certified Staff Member must have completed fifteen (15) years of service to District 34 by the date of his or her retirement;

B. the Certified Staff Member must submit a written, irrevocable, notice of intent to retire to the Superintendent or designee by no later than August 1 of the start of the retirement incentive period; and

C. the Certified Staff Member must not have received an increase of greater than six percent (6%) in creditable earnings (excluding any grandfathered or exempt earnings) in the three (3) school years immediately preceding the proposed start of the retirement incentive.

In up to each of the final four (4) years of their employment, the Certified Staff Member shall receive an incentive of five and one-half percent (5.5%) over their prior year's base salary (in which the second, third, and fourth year of the incentive will include the prior year's retirement incentive). In the event that the State of Illinois should raise the maximum allowable percent increase, the Board will honor an increase up to six percent (6%) so long as the District does not incur any penalty.

Once the Certified Staff Member begins to receive the retirement incentive, they shall not be eligible for earnings from extra duties, summer school, stipends, and/or any other type of compensation that could result in the Board's obligation to pay any additional contribution or "penalty" to TRS. However, the Certified Staff Member may submit a request to the Superintendent's office to continue performing paid extra duties or to earn additional compensation so long as any such additional compensation would not result in the Certified Staff Member receiving a greater than six percent (6%) increase over their prior year's creditable earnings. The Superintendent or designee's grant or denial of such request shall be non-precedential and non-grievable.

Any payment necessary to ensure the retiring Certified Staff Member receives an incentive of five and one-half percent (5.5%) shall be made in a lump sum each year by no later than June 30.

In the event a Certified Staff Member who tenders their irrevocable letter of resignation experiences a drastic and unanticipated change in personal circumstances, the Board may, at its option, permit the Certified Staff Member to revoke their irrevocable letter of resignation.

In the event the Illinois General Assembly enacts any legislation during the term of this Agreement, which legislation would require the District to pay any additional monies (or lose any additional revenues) to the State of Illinois and/or the Illinois Teachers' Retirement System on account of its payment of this retirement incentive, then this retirement incentive shall cease to exist at the end of the current

school term. However, prior to the cessation of the benefit, either Party may demand to bargain concerning whether some or all of the retirement incentive can be continued without adding any additional costs to the District.

Eligibility to submit a request to receive this incentive shall terminate on August 1, 2029, and any such request received prior to August 1, 2029, must be for retirement to occur no later than the end of the 2031-2032 school year.

13.6 EXTRACURRICULAR STIPENDS AND ASSIGNMENTS

Extracurricular stipends shall be set forth in Appendix B. Extracurricular stipends shall be allowed only for those positions listed. Any new extracurricular positions and/or stipends shall be negotiated by the Parties.

A list of extracurricular positions shall be shared building-wide no later than May 15 for the forthcoming school year. Certified Staff Member volunteers shall reply with interest within fourteen (14) calendar days from the date the list of extracurricular positions was shared.

If the Board decides to fill extracurricular positions, the Building Administrator(s) shall first attempt to fill the extracurricular positions with qualified Certified Staff Member volunteers as follows:

A. If one (1) Certified Staff Member is interested in an extracurricular stipend, the Building Administrator or designee shall interview the interested Certified Staff Member. After the interview process, the Building Administrator or designee retains the sole discretion to assign the extracurricular stipend based on the interview and other factors. If the Building Administrator or designee does not deem the interested Certified Staff Member qualified, the Building Administrator or designee shall provide notice to Non-Certified District Employees.

B. If two (2) or more Certified Staff Members are interested in the same extracurricular position, the Building Administrator or designee shall interview each interested Certified Staff Member. After the interview process, the Building Administrator retains the sole discretion to assign the extracurricular position based on the interview and other factors. If the Building Administrator or designee does not deem any of the interested Certified Staff Members qualified, the Building Administrator or designee shall provide notice to Non-Certified District Employees.

C. If no Certified Staff Member volunteers for an extracurricular position, the Administration shall provide notice to Non-Certified District Employees.

D. If the Building Administration is unable to fill a position with a Non-Certified District employee, the Building Administration reserves the right to assign such position in a non-discriminatory fashion to a Certified Staff Member(s) the Building Administration deems qualified.

E. All extracurricular positions and assignments thereof will be reviewed on an annual basis by the Building Administration.

A standing joint committee shall be formed to make recommendations regarding administration of the extracurricular stipends and positions. The committee will establish written criteria for making such recommendations with respect to all aspects of extracurricular positions. The Association and the Board shall each appoint committee members. All recommendations shall be advisory and shall be subject to the rights of the Parties to negotiate wages, hours, and terms and conditions of employment to the extent required by law or this Agreement.

13.7 CERTIFIED STAFF ADDITIONAL HOURLY RATES

A. Teacher/Academic Work Rate

The Teaching / Academic Work Rate applies to work that includes activities that involve teacher planning, instructional preparation, assessment, grading, and the entry or maintenance of student academic records. Examples of work compensated at this rate include planning curriculum maps, scope and sequence, or instructional materials outside the regular workday, including summer work; designing and delivering instruction; grading student work; and maintaining student grades. This rate also applies to internal substitute assignments that go beyond class coverage and require lesson planning, instructional delivery, assessment, and grading. The Teaching/Academic Work Rate will be forty dollars ($40.00) per hour.

B. Internal Substitution Rate

Internal substitution applies to assignments that involve class coverage. This rate compensates Certified Staff Members for providing supervision and continuity of instruction using pre-prepared lesson plans and materials, maintaining classroom order, monitoring student work, and ensuring student safety during the assigned coverage period.

This rate also applies to administrator-directed Student Crisis Intervention Support as defined in Section 6.11 of the Agreement. The Internal Subbing Rate will be thirty-five ($35.00) per hour.

C. Supervisory Work Rate

The Supervisory Work Rate applies to duties that are supervisory rather than instructional and do not involve lesson planning, assessment, or grading. This includes supervision of students during after-school clubs, extracurricular activities, or coverage for students. These responsibilities focus on student supervision, safety, and engagement rather than instructional delivery or academic accountability. The Supervisory Rate will be thirty dollars ($30.00) per hour.

13.8 ORIENTATION/INDUCTION FOR NEW CERTIFIED STAFF MEMBERS

The District may establish an Orientation/Induction Program for new Certified Staff Members consisting of up to three (3) days of activities offering new Certified Staff Members an introduction to the District and a review of its practices. The program will be offered the week before the first (1st) Institute Day.

The time spent by new Certified Staff Members in orientation/induction activities shall not be compensated, except that, in addition to the normal annual allotment the District provides Certified Staff Members for classroom supplies, the District will present a fifty dollar ($50) certificate for classroom supplies to each new Certified Staff Member who attends the Orientation/Induction Program.

New Certified Staff Members are required to attend an unpaid two (2) hour after-school meeting up to four (4) times during their first (1st) year of employment with the District. During their second (2nd) year of employment with the District, Certified Staff Members are invited to continue and/or could be required by the Building Administration to continue for a second (2nd) year of mentoring.

The District shall provide the stipend as set forth in Appendix B to any existing Certified Staff Members who mentor.

Any Certified Staff Members asked to prepare materials for a presentation during the Orientation/Induction Program shall receive a fifty dollar ($50) "honorarium" in recognition of their time spent preparing the materials.

13.9 LENGTHENING OF SCHOOL DAY OR SCHOOL TERM

If, during the life of this Agreement, the school term is lengthened by the Board beyond one hundred eighty days (180), each Certified Staff Member shall be compensated an additional 1/180 of their salary shown on the Salary Schedule for each day the school term is lengthened. For purposes of this provision, the school term shall be defined as one hundred eighty (180) work days and ten (10) emergency days. As already provided in Section 13.2, any unused emergency days shall be taken off the calendar at the end of the school term. Consequently, if the number of work days is increased beyond one hundred eighty (180), the

above compensation formula shall apply unless the Parties mutually agree otherwise.

The school week shall be no more than thirty-eight (38) hours each week. The District Administration shall set the school week in consultation with the Association. If, during the life of this Agreement, the school week is lengthened by the Board beyond thirty-eight (38) hours, each Certified Staff Member shall be compensated an additional 1/38 of their salary shown on the Salary Schedule for each hour the school week is lengthened.

The contractual work week shall be as follows:

ELC	Time In	Time Out	Elementary	Time In	Time Out	Middle School	Time In	Time Out
Mon	8:00 AM	3:20 PM	Mon	8:15 AM	3:35 PM	Mon	7:20 AM	2:50 PM
Tue	8:00 AM	3:20 PM	Tue	8:15 AM	3:35 PM	Tue	7:20 AM	2:50 PM
Wed	8:00 AM	3:45 PM	Wed	8:15 AM	4:00 PM	Wed	7:20 AM	3:20 PM
Thu	8:00 AM	3:20 PM	Thu	8:15 AM	3:35 PM	Thu	7:20 AM	2:50 PM
Fri	8:00 AM	3:20 PM	Fri	8:15 AM	3:35 PM	Fri	7:20 AM	2:50 PM

Should the State Legislature lengthen the school term or school day during the life of this Agreement, salary adjustment shall depend upon special state funds allocated for this purpose and negotiations by the Parties.

13.10 ARRIVAL AND DEPARTURE ON WORK DAYS

For each school year, and for school days other than Early Release/Late Start Days, it is the expectation that Certified Staff at all buildings, other than AUGS, arrive at least fifteen (15) minutes before the start of the student attendance day and remain at least fifteen (15) minutes but no more than twenty (20) minutes after the end of the student attendance day observed at their building. At AUGS, it is the expectation that Certified Staff arrive at least ten (10) minutes before the start of the student attendance day and remain at least seven (7) minutes after the end of the student attendance day observed.

Certified Staff arrival and departure time could be modified by the District Administration in consultation with the Association on Early Release/Late Start days. On Early Release/Late Start days, it is the expectation that Certified Staff Members are in attendance at least eighty-five (85) minutes but no more than one hundred fifteen (115) minutes before and/or after the student school day. Early Release/Late Start days are currently Wednesdays which can be changed at the discretion of the District Administration in consultation with the Association. If the

District needs to add more than ten (10) minutes to the Certified Staff day, the additional time shall be added to Early Release/Late Start days.

The start and end time of the student attendance day and/or the implementation of Late Start days may only be modified in consultation with the Association.

The Parties realize that, occasionally, urgent needs and unforeseen circumstances may arise that would require a Certified Staff Member to ask for a temporary exception to this rule. In such case, the Certified Staff Member must request a temporary exception from their Building Administrator or supervisor as soon as possible. It shall be up to the Building Administrator or supervisor to grant or deny the request and the decision shall be non-precedential and non-grievable.

At the beginning of each school year, the District Administration and the Association shall issue a joint communication at each building reminding Certified Staff of the specific expected arrival/departure times.

13.11 SPECIAL EDUCATION CERTIFIED STAFF MEMBER ADJUSTED WORK YEAR

During periods of non-student attendance, Special Education Certified Staff Member(s) may be requested by District Administration to report to work for the purpose of completing evaluations and/or IEP meeting(s) in compliance with the Individuals with Disabilities Education Act (IDEA). This work must be approved by the Superintendent. The date and time of work shall be scheduled by the District Administration in consultation with the affected Certified Staff Member(s). The Special Education Certified Staff Member shall be paid at the Special Education Certified Staff Member's prorated per diem rate.

13.12 GRADUATE SCHOOL

Certified Staff Members should follow the Graduate School Flow Chart as attached as Appendix D.

A. Course Eligibility

The following criteria shall be applied when determining course eligibility:

1. Courses which are accredited by the Higher Learning Commission.

2. Courses which are part of a degree program in the Certified Staff Member's discipline or in the field of education (i.e. classwork toward Lane MA). Certified Staff Members who have not yet earned a Master's Degree must provide written verification from the college/university of enrollment in a Master's Program before courses can be approved (i.e. acceptance letter, printout college-labeled verification of course enrollment in a Master's Program).

3. Courses which are prerequisite to approved graduate courses after the Certified Staff Member's advancement to Lane MA.

4. Courses including, but not limited to, online courses, clinics, workshops, and seminars if deemed by the Building or District Administrator to be relevant to District initiatives, including, but not limited to, school improvement goals, MTSS, professional learning team goals, differentiated instructional techniques, research-based effective teaching techniques, or curriculum mapping, and only if such online courses, clinics, workshops, and seminars are also regarded by the Building or District Administrator to require a sufficient degree of academic rigor and challenge to the Certified Staff Member. In instances where the District mandates coursework for a specific endorsement, such coursework shall be approved even if the Certified Staff Member has not yet earned a Master's Degree.

5. Courses for National Board Certification (as detailed in Section 13.13) are not subject to eligibility requirements and/or graduate school reimbursement as detailed in this Section.

6. Courses or seminars related to extracurricular activities shall not be eligible for reimbursement unless such course or seminar is deemed by the Superintendent or designee to be relevant to the Certified Staff Member's instructional responsibilities.

B. Graduate Tuition Budget

The Board shall budget for the terms of this Agreement the equivalent of three hundred twenty-five dollars ($325) per Certified Staff Member at the start of each school year for voluntary graduate coursework taken. For the purpose of this Section, this budget shall be referred to as the "Budgeted Amount."

The Board shall pay three hundred twenty dollars ($320) per semester hour for the coursework taken, and does not include the cost of books, materials, or fees. For the purpose of this Section, these monies shall be referred to as the "Semester Hour Rate."

Should the total number of Board approved credit hours times the "Semester Hour Rate" exceed the "Budgeted Amount" per Certified Staff Member for the applicable school year, the approved voluntary hours shall be paid at a prorated amount.

Upon request by the Association, the District shall provide a written, end-of-year accounting of graduate credit reimbursement payments.

C. Reimbursement

The Board shall pay the applicable Semester Hour Rate of approved credit for which a grade of "A" or "B" is earned, up to a maximum of nine (9) hours taken during the school year. For the purpose of this Section, the nine (9) hours annual limitation shall be calculated based on the number of hours for which the education provider has issued verification of completion within a school year (July 1 - June 30).

Reimbursement shall be paid after verification of completion to the Superintendent or designee by all participating Certified Staff Members. Reimbursement for tenured Certified Staff shall be paid within sixty (60) days from turning in paperwork after completion of the course. Any probationary Certified Staff earning approved credit during the first four (4) years of employment in the District shall be entitled to reimbursement on September 1 of the next year of employment for credit earned in the previous year. No probationary Certified Staff shall be entitled to such payment if such Certified Staff voluntarily elects not to return to employment in some capacity in the District for the aforementioned "following school year." Failure to submit a complete request for reimbursement within a six (6) month period shall result in forfeiture of reimbursement.

Any employee who leaves the District voluntarily will be responsible for reimbursement to the District as follows:

1. 100% of all tuition paid by the District if the Certified Staff Member leaves the first year after receipt of tuition reimbursement;

2. 66% of all tuition paid by the District if the Certified Staff Member leaves the second year after receipt of tuition reimbursement; and

3. 33% of all of tuition paid by the District if the Certified Staff Member leaves the third year after receipt of tuition reimbursement.

If a Certified Staff Member has pays remaining at the time of resignation, the District reserves the right to discuss and arrange payment plan with the Certified Staff Member.

D. Lane Advancement

1. When a Certified Staff Member has achieved sufficient credit for lane advancement on the Salary Schedule, the Certified Staff Member shall submit to the Human Resources Department an official sealed or e-mailed transcript provided by the university and proof of payment. The advancement shall be effective on the start of the school term provided the above mentioned documentation is submitted on or before September 30. If the documentation is submitted after September 30, but on or before February 28, the advancement shall be effective on the thirteenth (13^{th}) paycheck of the school term. In this case, the compensation shall be computed

to equal credit for one-half (½) of the school year and pro-rated over the Certified Staff Member's remaining checks. Only one (1) lane advancement can take place per school year.

2. Lane advancement shall be granted only for coursework approved in accordance with the Graduate School Flowchart. Initial placement on the salary schedule shall include all verified coursework submitted at the time of hire. No additional credit shall be awarded for coursework completed prior to the hire date that was not part of the initial salary placement. If coursework verified by the Human Resources Representative used for initial salary placement is not enough for an additional lane advancement at the time of hire, such verified coursework will be noted on the offer letter and held for future lane advancement. Only coursework presented at the time of hire and verified by the Human Resources Representative may be used for lane advancement in the future.

13.13 NATIONAL BOARD CERTIFICATION

Certified Staff attaining National Board certification through the National Board for Professional Teaching Standards will receive a one thousand five hundred dollar ($1,500) stipend each year provided the certification is maintained. This stipend shall not be added to the base pay of the Certified Staff. Certified Staff must submit a notice of enrollment into the National Certification program and/or evidence of completion. Section 13.12 Graduate School reimbursement will not be applicable.

Each school year, in order to receive the stipend, the Certified Staff Member shall substantiate that the certification has been maintained for that given school year. Certified Staff can either submit paperwork to the Department of Human Resources (1) by December 1 for stipend payment in December (no later than December 31) or (2) by June 1 for stipend payment in June (no later than June 30).

Upon completion of certification, Certified Staff who have maintained certification will be allowed one (1) professional day per school year to complete work toward certification requirements. Upon substantiation, one (1) professional day will be mutually scheduled between the Building Administrator and Certified Staff Member.

13.14 PAYROLL DISTRIBUTION

Payroll checks shall be issued semi-monthly on the fifteenth (15^{th}) and the last day of the month. In the event that a payday falls on a weekend or bank holiday, the payday will be moved forward to the preceding day. The fifteenth (15^{th}) payday will cover extra duties and extracurricular stipends received by the payroll department for the period from the sixteenth (16^{th}) to the end of the prior month. The last day

of the month payroll will cover extra duties received by the payroll department for the period from the first (1st) to the fifteenth (15th) of the current month.

13.15 PAYROLL OPTION/DIRECT DEPOSIT

The Board shall offer Certified Staff the opportunity to authorize in writing the direct deposit of the Certified Staff Member's regular paycheck.

13.16 MISCELLANEOUS DEDUCTIONS

The Board shall provide Certified Staff with the opportunity to participate in the following payroll deductions or any other such deductions that the District may approve:

1. Tax Deferred Annuity Plans
2. Credit Association Savings Plans
3. Disability Income Plans
4. Ordinary Life Policies
5. Income Protection Plans

13.17 INSURANCE - GROUP MAJOR MEDICAL

The Board shall make available for the Certified Staff a group health/major medical insurance plan or plans. Any insurance coverage shall be effective as soon after initial employment as the insurance carrier(s) shall permit.

The Board shall contribute an amount equal to one hundred percent (100%) of the BA HMO single coverage premium for each school year toward the single coverage premium and a supplemental major medical insurance policy for each Certified Staff who is eligible and elect to participate.

The Board and the Association shall maintain a joint insurance committee of equal membership not to exceed total members of eight (8) in number. Additional members of non-teaching employee groups may be allowed to participate. The purpose of the committee shall be to review current medical policies as well as other policies and events (e.g. Wellness Fair) with the goal being to make recommendations for a District-wide insurance plan likely to deliver medical coverage in the most cost-effective manner. The role of the committee shall be advisory only. This committee shall meet no less than quarterly.

The Board shall offer family coverage for those who authorize it to the Board in writing through payroll deduction. In addition to the Board contributions for single coverage premium stated above, the Board shall contribute an amount not to exceed Two Thousand Three Hundred Fifty Dollars ($2,350) for each school year

toward the family coverage premium for each Certified Staff Member who is eligible and elects to participate.

The above insurance benefits shall be offered pro-rata to part-time/part-year Certified Staff who are eligible for insurance coverage under the terms of the then current policy. In the event a Certified Staff Member leaves the District prior to the last day of school due to resignation or termination, Board contribution toward insurance premiums shall be paid through the last day of the month in which the Certified Staff Member ceases employment.

The Parties agree that, at the time this Agreement was being negotiated, the laws, rules, and regulations surrounding the provision of health insurance by employers were in flux. Therefore, the Parties agree that, the Board may request to, and if so requested, the Parties shall reopen Section 13.17 of this Agreement due to changes and/or interpretations of the Internal Revenue Code or other laws affecting the provision of insurance benefits, or rules and regulations thereunder. Any such request to reopen shall be made in writing.

13.18 DENTAL INSURANCE

The Board shall annually contribute one hundred ten dollars ($110.00) toward the cost of employer provided dental insurance.

13.19 LIFE INSURANCE

The Board shall provide one hundred thousand dollars ($100,000) of term life insurance per full-time Certified Staff Member from a company it chooses. However, the amount of group term life insurance may be reduced for full-time Certified Staff who are sixty-five (65) and older in accordance with the schedule of benefits established by the group term life insurance carrier.

13.20 FLEXIBLE BENEFIT PLAN

The Board shall establish and fund the administrative setup fee, if any, of a flexible benefit plan which meets the requirements of Section 125 and Section 129 of the Internal Revenue Code. Each Certified Staff Member participating in the plan shall pay any other individual administrative fee for the plan. The plan shall be administered by an independent contractor selected by the Board. The plan shall be developed in consultation with the Association and shall provide an opportunity, pursuant to relevant Internal Revenue Service Guidelines and Regulations, for a Certified Staff Member to elect to deduct from his or her compensation amounts to pay for benefits under the plan. Such benefits will include to the extent allowed by the Internal Revenue Code:

1. Premium costs for health insurance not otherwise paid by the Board
2. Single/Dependent Dental Insurance Expenses

3. Disability Income Insurance Expense
4. Other Non-Reimbursed Medical/Dental Expenses
5. Dependent Care Expenses
6. Vision Care Expenses

Part-time Certified Staff may be eligible to participate according to the terms of the flexible benefit plan.

Each Certified Staff Member wishing to participate in the plan shall, in accordance with the terms of the plan, elect by no later than September 1 of each plan year, the benefit(s) they wish to participate in under the plan, as well as the amount of salary they wish to deduct for their anticipated costs of participation in the plan. Such election shall be irrevocable for the twelve (12) month period September through August ("plan year") except for an authorized change in status as allowed under the terms of the plan and as otherwise allowed by the Internal Revenue Code and applicable regulations. By electing to participate, a Certified Staff Member will also authorize the deduction of such anticipated costs, provided such amounts are within the limits set forth by the plan and applicable law. In no event shall a Certified Staff Member authorize a deduction of less than four hundred dollars ($400) per plan year, or a deduction up to an amount allowed by law as set forth by the IRS per plan year for non-reimbursed medical/dental expenses and vision care expenses. Each Certified Staff Member shall be reimbursed no less than monthly or in accordance with the schedule established by the plan administrator, provided the Certified Staff Member has timely filed evidence of reimbursable expenses under the plan.

The Flexible Benefit Plan and the plan year may be changed by mutual written agreement by the Parties.

The Association agrees that by virtue of the foregoing the Board does not warrant or guarantee that the funds set aside by any Certified Staff for expenses to be reimbursed through the Flexible Benefit Plan are or shall be considered non-taxable by the Internal Revenue Service. The Association further agrees that the Board shall not be held responsible for any wrongful act or omission of the plan administrator selected by mutual agreement of the Parties, including but not limited to embezzlement or theft of funds, improper or untimely payment of claims, negligence, fraud or the like. The Association further agrees that the conduct of the plan administrator shall not be the subject of any grievance under this Agreement.

ARTICLE 14
LABOR/MANAGEMENT

14.1 RESOLUTION OF PROFESSIONAL BUILDING ISSUES

The Board and Association both agree that buildings should have an open and honest flow of communication. Both agree on the importance of Association members reaching out to Building Administration when there are professional concerns to see if a resolution can be reached prior to following the steps below.

When a professional concern cannot be solved between an Association member and the Building Administrator, the protocol below should be followed:

1. Any unresolved professional concerns should be brought to the attention of the building Association Representative. If the issue involves a contract dispute, please refer to Article 3 of the AEEA contract for further instruction.

2. If the issue does not involve a contract dispute, the Association Representative will send an explanation of the professional issue and schedule a time to meet with the Building Administrator. This meeting should take place at least twenty-four (24) hours after the explanation has been sent to the Administrator.

3. The Building Administrator and Association Representative will meet to discuss the issue and work towards a resolution.

4. The Association Representative will communicate the outcome of the meeting to the individual(s) who brought forth the concern.

14.2 MONTHLY MEETING BETWEEN SUPERINTENDENT AND ASSOCIATION LEADERSHIP

The Superintendent or designee and the leadership of the Association shall meet monthly during the school term to discuss matters which in the opinion of either Party impact the smooth operation of the District.

ARTICLE 15
CONTINUITY OF OPERATIONS

15.1 NO STRIKE PROVISION

Both sides recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year. The Association accordingly agrees that it will not, during the period of the Agreement, directly or indirectly, engage in or assist in any strike against the Employer, as defined by the IELRA, or encourage any concerted refusal to render full and complete services in the Board or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the schools for the life of this Agreement.

ARTICLE 16
EFFECT OF AGREEMENT

16.1 COMPLETE UNDERSTANDING

The terms and conditions set forth in this Agreement represent the full and complete understanding between the Parties. It is understood that all rights, powers, and authority of the Board and/or its Administrative Staff not specifically limited by the language of this Agreement are retained by the Board.

16.2 RECOGNITION OF THIS AGREEMENT

This Agreement supersedes and nullifies all previous written and verbal Agreements between the Board and the Association.

16.3 SEPARABILITY

Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violated the law. The remaining Articles, Sections, and Clauses shall remain in effect. Should any additional modifications or change be made in this Agreement, it shall be necessary that the Parties mutually agree in writing.

16.4 INDIVIDUAL CONTRACTS

Terms and conditions of the Agreement shall be referenced in individual contracts or employment agreements.

16.5 DURATION

This Agreement shall become effective on the first (1st) day of the 2026-2027 school year and shall continue in effect until the end of the day immediately prior to the start of the 2029-2030 school year.

IN WITNESS WHEREOF, the Parties hereto have executed this 19th day of March, 2026.

ANTIOCH EDUCATION ELEMENTARY ASSOCIATION, IEA-NEA

AEEA President

AEEA Secretary

THE BOARD OF EDUCATION OF ANTIOCH SCHOOL DISTRICT NO. 34

Board President

Board Secretary

APPENDIX A
SALARY SCHEDULES

2026-2027 SALARY SCHEDULE

2026-27									
Prior Step	**New Step**		**BA+00(1)**	**BA+12(2)**	**BA+24(3)**	**MA+00(4)**	**MA+12(5)**	**MA+24(6)**	**MA+36(7)**
1	1	A	$51,000	$53,255	$55,515	$57,770	$60,025	$62,280	$64,535
3	2	B	$51,683	$53,969	$56,259	$58,544	$60,829	$63,115	$65,400
5	3	C	$52,383	$54,709	$57,029	$59,344	$61,664	$63,965	$66,275
7	4	D	$53,083	$55,449	$57,799	$60,122	$62,472	$64,802	$67,143
9	5	E	$53,793	$56,189	$58,599	$60,909	$63,291	$65,651	$68,023
11	6	F	$54,528	$56,934	$59,399	$61,707	$64,120	$66,511	$68,914
13	7	G	$55,268	$57,689	$60,199	$62,515	$64,960	$67,383	$69,816
15	8	H	$56,008	$58,459	$60,999	$63,334	$65,811	$68,265	$70,731
17	9	I	$56,748	$59,259	$61,799	$64,164	$66,673	$69,160	$71,658
19	10	J		$60,053	$62,627	$65,005	$67,546	$70,066	$72,596
21	11	K		$60,857	$63,466	$65,856	$68,431	$70,984	$73,547
23	12	L		$61,673	$64,317	$66,719	$69,327	$71,913	$74,511
25	13	M		$62,499	$65,178	$67,593	$70,236	$72,856	$75,487
27	14	N		$63,337	$66,052	$68,499	$71,177	$73,832	$76,498
29	15	O		$64,185	$66,937	$69,416	$72,131	$74,821	$77,523
31	16	P			$67,834	$70,347	$73,097	$75,824	$78,562
33	17	Q			$68,743	$71,289	$74,077	$76,840	$79,615
35	18	R			$69,664	$72,245	$75,069	$77,869	$80,682
37	19	S			$70,682	$73,529	$76,382	$79,232	$82,082
39	20	T			$72,554	$75,490	$78,425	$81,360	$84,296
41	21	U			$74,484	$77,507	$80,532	$83,556	$86,579
43	22	V			$76,470	$79,587	$82,701	$85,817	$88,931
45	23	W			$78,519	$81,728	$84,936	$88,144	$91,353
47	24	X			$80,630	$83,935	$87,239	$90,542	$93,848
49	25	Y			$82,802	$86,206	$89,610	$93,015	$96,418

Effective 2026-27 All half steps from the prior year salary schedule have been removed and will now follow the traditional movement of one step.

2027-2028 SALARY SCHEDULE

2027-28								
STEP		BA+00(1)	BA+12(2)	BA+24(3)	MA+00(4)	MA+12(5)	MA+24(6)	MA+36(7)
1	A	$52,590	$54,915	$56,970	$59,285	$61,600	$63,915	$66,230
2	B	$53,550	$55,918	$58,291	$60,659	$63,026	$65,394	$67,762
3	C	$54,267	$56,667	$59,072	$61,471	$63,870	$66,271	$68,670
4	D	$55,002	$57,444	$59,880	$62,311	$64,747	$67,163	$69,589
5	E	$55,737	$58,221	$60,689	$63,128	$65,596	$68,042	$70,500
6	F	$56,483	$58,998	$61,529	$63,954	$66,456	$68,934	$71,424
7	G	$57,254	$59,781	$62,369	$64,792	$67,326	$69,837	$72,360
8	H	$58,031	$60,573	$63,209	$65,641	$68,208	$70,752	$73,307
9	I	$58,808	$61,382	$64,049	$66,501	$69,102	$71,678	$74,268
10	J		$62,222	$64,889	$67,372	$70,007	$72,618	$75,241
11	K		$63,056	$65,758	$68,255	$70,923	$73,569	$76,226
12	L		$63,900	$66,639	$69,149	$71,853	$74,533	$77,224
13	M		$64,757	$67,533	$70,055	$72,793	$75,509	$78,237
14	N		$65,624	$68,437	$70,973	$73,748	$76,499	$79,261
15	O		$66,504	$69,355	$71,924	$74,736	$77,524	$80,323
16	P			$70,284	$72,887	$75,738	$78,562	$81,399
17	Q			$71,226	$73,864	$76,752	$79,615	$82,490
18	R			$72,180	$74,853	$77,781	$80,682	$83,596
19	S			$73,147	$75,857	$78,822	$81,762	$84,716
20	T			$74,216	$77,205	$80,201	$83,194	$86,186
21	U			$76,182	$79,265	$82,346	$85,428	$88,511
22	V			$78,208	$81,382	$84,559	$87,734	$90,908
23	W			$80,294	$83,566	$86,836	$90,108	$93,378
24	X			$82,445	$85,814	$89,183	$92,551	$95,921
25	Y			$84,662	$88,132	$91,601	$95,069	$98,540

2028-29								
STEP		**BA+00(1)**	**BA+12(2)**	**BA+24(3)**	**MA+00(4)**	**MA+12(5)**	**MA+24(6)**	**MA+36(7)**
1	A	$54,230	$56,630	$58,748	$60,945	$63,224	$65,589	$68,042
2	B	$55,220	$57,661	$59,819	$62,249	$64,680	$67,111	$69,542
3	C	$56,228	$58,714	$61,205	$63,691	$66,178	$68,664	$71,150
4	D	$56,981	$59,501	$62,026	$64,545	$67,064	$69,584	$72,104
5	E	$57,752	$60,317	$62,874	$65,427	$67,985	$70,521	$73,068
6	F	$58,524	$61,133	$63,723	$66,285	$68,875	$71,444	$74,025
7	G	$59,307	$61,948	$64,605	$67,152	$69,778	$72,380	$74,995
8	H	$60,117	$62,770	$65,487	$68,032	$70,692	$73,328	$75,978
9	I	$60,933	$63,602	$66,369	$68,923	$71,618	$74,290	$76,972
10	J	[redacted]	$64,451	$67,251	$69,826	$72,557	$75,262	$77,981
11	K	[redacted]	$65,333	$68,133	$70,741	$73,507	$76,249	$79,003
12	L	[redacted]	$66,208	$69,046	$71,668	$74,469	$77,248	$80,037
13	M	[redacted]	$67,095	$69,971	$72,606	$75,445	$78,260	$81,086
14	N	[redacted]	$67,994	$70,909	$73,558	$76,433	$79,284	$82,148
15	O	[redacted]	$68,905	$71,859	$74,521	$77,435	$80,324	$83,224
16	P	[redacted]	[redacted]	$72,822	$75,520	$78,473	$81,400	$84,339
17	Q	[redacted]	[redacted]	$73,798	$76,531	$79,524	$82,490	$85,469
18	R	[redacted]	[redacted]	$74,787	$77,558	$80,589	$83,596	$86,615
19	S	[redacted]	[redacted]	$75,789	$78,596	$81,670	$84,716	$87,776
20	T	[redacted]	[redacted]	$76,805	$79,650	$82,764	$85,851	$88,952
21	U	[redacted]	[redacted]	$77,927	$81,066	$84,211	$87,353	$90,495
22	V	[redacted]	[redacted]	$79,991	$83,228	$86,464	$89,699	$92,936
23	W	[redacted]	[redacted]	$82,119	$85,451	$88,787	$92,120	$95,453
24	X	[redacted]	[redacted]	$84,308	$87,745	$91,178	$94,613	$98,046
25	Y	[redacted]	[redacted]	$86,567	$90,105	$93,642	$97,179	$100,717

APPENDIX B
EXTRACURRICULAR STIPENDS AND ASSIGNMENTS

Location	Position	26-27	27-28	28-29	Stipend	Notes
Extra Duties / Stipends						
AUGS	Arts	$1,342.10	$1,368.94	$1,396.32	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	Band	$11,297.36	$11,523.31	$11,753.77	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Camp Timberlee Director	$911.85	$930.09	$948.69	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Choir	$3,844.37	$3,921.26	$3,999.68	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head Encore	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head LA	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head Math	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head PE	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head Sci	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head Sp Ed	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Department Head SS	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Diversity Club	$1,623.89	$1,656.37	$1,689.50	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Drama Fall	$2,900.93	$2,958.95	$3,018.13	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Drama Fall	$2,900.93	$2,958.95	$3,018.13	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Drama Spring	$2,900.93	$2,958.95	$3,018.13	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Drama Spring	$2,900.93	$2,958.95	$3,018.13	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Geography Bee	$618.31	$630.68	$643.29	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	NJHS	$2,473.26	$2,522.73	$2,573.18	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	Orchestra	$2,301.10	$2,347.12	$2,394.06	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
AUGS	PBIS Tier 1 Coaches	$2,056.77	$2,097.91	$2,139.86	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.

AUGS	PBIS Tier 1 Coaches	$2,056.77	$2,097.91	$2,139.86	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	PBIS Tier 2 Coach	$1,298.96	$1,324.94	$1,351.44	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	PBIS Tier 2 Coach	$1,298.96	$1,324.94	$1,351.44	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	PBIS Tier 3 Coach	$1,235.92	$1,260.64	$1,285.85	Hourly Timesheet	Hourly rate according to contract to be paid -NOT to exceed 30 hours
AUGS	Robotics Club	$1,471.33	$1,500.76	$1,530.77	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Scholastic Bowl	$4,648.88	$4,741.86	$4,836.69	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Scholastic Bowl	$4,648.88	$4,741.86	$4,836.69	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Science Olympiad	$4,218.88	$4,303.26	$4,389.32	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Ski Club	$1,266.94	$1,292.28	$1,318.12	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Ski Club - Assistant if >30 Participants	$1,000.51	$1,020.52	$1,040.93	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Spelling Bee	$415.45	$423.76	$432.23	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Student Council	$2,706.48	$2,760.61	$2,815.82	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	Student Council Assistant	$2,706.48	$2,760.61	$2,815.82	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	Yearbook	$3,200.42	$3,264.43	$3,329.72	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	Yearbook	$3,200.42	$3,264.43	$3,329.72	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
DIST	Dist Music Department Chair	$2,117.66	$2,160.01	$2,203.21	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
DIST	Elementary Band	$5,100.47	$5,202.48	$5,306.53	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
DIST	Elementary Strings	$7,498.19	$7,648.15	$7,801.12	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
DIST	Elementary Strings Morning Assistant	$931.87	$950.51	$969.52	Annual Stipend	Morning orchestra stipend: when over 60 participants are present and one teacher is present
DIST	General Music Per Performance beyond 4 required for each building	$77.59	$79.14	$80.72	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
DIST	Mentoring Year 1- UP TO 35 STIPENDS PER YEAR	$10,279.32	$10,484.91	$10,694.60	Annual Stipend	Stipend amount will be paid throughout the year after Board approval and in accordance to the contract under Appendix B-3 ($561.55-year 1)

DIST	Mentoring Year 2- UP TO 35 STIPENDS PER YEAR	$9,974.35	$10,173.84	$10,377.31	Annual Stipend	Stipend amount will be paid throughout the year after Board approval and in accordance to the contract under Appendix B-3 ($280.78- year 2)
ELC	Acting Principal	$2,225.92	$2,270.44	$2,315.85	Hourly Timesheet	Hourly rate according to contract to be paid only when administrator is not in the building on student attendance days
ELC	PBIS Tier 1 Coaches	$2,056.62	$2,097.75	$2,139.71	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
ELC	PBIS Tier 2 Coach	$1,298.81	$1,324.79	$1,351.28	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
ELC	PBIS Tier 3 Coach	$1,235.92	$1,260.64	$1,285.85	Hourly Timesheet	Hourly rate according to contract to be paid -NOT to exceed 30 hours
HILL	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
HILL	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
HILL	Bus Duty	$991.72	$1,011.55	$1,031.79	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
HILL	Bus Duty	$991.72	$1,011.55	$1,031.79	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
HILL	Diversity Club	$1,623.89	$1,656.37	$1,689.50	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
HILL	PBIS Tier 1 Coaches	$2,056.77	$2,097.91	$2,139.86	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
HILL	PBIS Tier 2 Coach	$1,298.96	$1,324.94	$1,351.44	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
HILL	PBIS Tier 3 Coach	$1,235.92	$1,260.64	$1,285.85	Hourly Timesheet	Hourly rate according to contract to be paid -NOT to exceed 30 hours
HILL	Science Expo	$507.03	$517.17	$527.51	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
HILL	Spelling Bee	$415.45	$423.76	$432.23	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
HILL	Student Council	$2,706.48	$2,760.61	$2,815.82	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
HILL	Yearbook	$3,200.41	$3,264.42	$3,329.71	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
OAK	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
OAK	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
OAK	Bus Duty	$991.73	$1,011.56	$1,031.80	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
OAK	Bus Duty	$991.73	$1,011.56	$1,031.80	Annual Stipend	Stipend amount will be paid throughout the year after Board approval

OAK	Diversity Club	$1,623.89	$1,656.37	$1,689.50	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
OAK	PBIS Tier 1 Coaches	$2,056.77	$2,097.91	$2,139.86	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
OAK	PBIS Tier 2 Coach	$1,298.96	$1,324.94	$1,351.44	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
OAK	PBIS Tier 3 Coach	$1,235.92	$1,260.64	$1,285.85	Hourly Timesheet	Hourly rate according to contract to be paid -NOT to exceed 30 hours
OAK	Science Expo	$507.03	$517.17	$527.51	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
OAK	Spelling Bee	$415.45	$423.76	$432.23	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
OAK	Student Council	$2,706.48	$2,760.61	$2,815.82	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
OAK	Yearbook	$3,200.42	$3,264.43	$3,329.72	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
WCP	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
WCP	Battle of the Books	$1,000.34	$1,020.35	$1,040.75	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
WCP	Bus Duty	$991.73	$1,011.56	$1,031.80	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
WCP	Bus Duty	$991.73	$1,011.56	$1,031.80	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
WCP	Diversity Club	$1,623.89	$1,656.37	$1,689.50	Annual Stipend	Stipend amount will be paid throughout the year after Board approval
WCP	PBIS Tier 1 Coaches	$2,056.77	$2,097.91	$2,139.86	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
WCP	PBIS Tier 2 Coach	$1,298.96	$1,324.94	$1,351.44	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
WCP	PBIS Tier 3 Coach	$1,235.92	$1,260.64	$1,285.85	Hourly Timesheet	Hourly rate according to contract to be paid -NOT to exceed 30 hours
WCP	Science Expo	$507.03	$517.17	$527.51	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
WCP	Spelling Bee	$415.45	$423.76	$432.23	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
WCP	Student Council	$2,706.47	$2,760.60	$2,815.81	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
WCP	Yearbook	$3,200.41	$3,264.42	$3,329.71	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
Coaching Positions						
AUGS	Athletic Director	$9,676.63	$9,870.16	$10,067.57	Annual Stipend	Stipend amount will be paid throughout the year after Board approval.
AUGS	Basketball Coach (6th Grade Boys)	$3,688.05	$3,761.81	$3,837.05	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.

AUGS	Basketball Coach (6th Grade Girls)	$3,688.05	$3,761.81	$3,837.05	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Basketball Coach (7th Grade Boys)	$3,810.57	$3,886.78	$3,964.52	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Basketball Coach (7th Grade Girls)	$3,810.57	$3,886.78	$3,964.52	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Basketball Coach (8th Grade Boys)	$3,810.57	$3,886.78	$3,964.52	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Basketball Coach (8th Grade Girls)	$3,810.57	$3,886.78	$3,964.52	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Cross Country Assistant Coach if >40 participants	$2,108.32	$2,150.49	$2,193.50	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Cross Country Head Coach (Boys)	$3,649.47	$3,722.46	$3,796.91	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Cross Country Head Coach (Girls)	$3,649.47	$3,722.46	$3,796.91	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Dance Team	$2,845.09	$2,901.99	$2,960.03	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Flag Football Assistant Coach	$2,400.00	$2,448.00	$2,496.96	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Flag Football Head Coach	$4,100.00	$4,182.00	$4,265.64	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Soccer Head Coach - Boys	$3,041.00	$3,101.82	$3,163.86	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Soccer Head Coach - Girls	$3,041.00	$3,101.82	$3,163.86	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Softball Assistant Coach	$2,200.46	$2,244.47	$2,289.36	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Softball Assistant Coach	$2,200.46	$2,244.47	$2,289.36	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Softball Head Coach	$3,041.00	$3,101.82	$3,163.86	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Softball Head Coach	$3,041.00	$3,101.82	$3,163.86	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Spirit Cheer Squad	$2,845.09	$2,901.99	$2,960.03	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.

AUGS	Track & Field Assistant Coach	$2,697.21	$2,751.15	$2,806.18	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Track & Field Assistant Coach	$2,697.21	$2,751.15	$2,806.18	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Track & Field Assistant Coach	$3,297.21	$3,363.15	$3,430.42	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Track & Field Assistant Coach	$3,297.21	$3,363.15	$3,430.42	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Track & Field Head Coach (Boys)	$4,921.04	$5,019.46	$5,119.85	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Track & Field Head Coach (Girls)	$4,921.04	$5,019.46	$5,119.85	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Volleyball Coach (6th Grade Girls) if > 20 participants	$2,830.00	$2,886.60	$2,944.33	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Volleyball Coach (6th/7th Grade Boys)	$4,338.75	$4,425.53	$4,514.04	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Volleyball Coach (7th Grade Girls)	$4,338.75	$4,425.53	$4,514.04	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Volleyball Coach (8th Grade Boys)	$4,338.75	$4,425.53	$4,514.04	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Volleyball Coach (8th Grade Girls)	$4,338.75	$4,425.53	$4,514.04	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Wrestling Assistant Coach	$4,294.50	$4,380.39	$4,468.00	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Wrestling Assistant Coach (girls) if > 25 females participants	$4,294.50	$4,380.39	$4,468.00	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Wrestling Head Coach (boys)	$6,360.65	$6,487.86	$6,617.62	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
AUGS	Wrestling Head Coach (girls)	$6,360.65	$6,487.86	$6,617.62	Seasonal Stipend	To be paid at the end of the event, payroll will follow end date schedule & verify with building principal.
All Stipend position job descriptions, including start and end times can be found on district intranet.		$184,156.16	$187,839.28	$191,596.07		
		$133,783.59	$136,459.26	$139,188.45		
		$317,939.75	$324,298.55	$330,784.52		

EXTRACURRICULAR STIPENDS AND ASSIGNMENTS

EXTRACURRICULAR STIPENDS AND ASSIGNMENTS FOOTNOTES

Additional Sponsors/Coaches

If the Administration chooses to add additional sponsors or coaches, the positions shall be paid at a salary consistent with the salary and conditions of the Extracurricular Stipends and Assignments.

Athletics/Coaching/Sponsors

Upon approval of the Board meeting minutes, each coach/sponsor shall view the Board approved minutes as a contract between them and the District for stipend services. If the coach/sponsor cannot fulfill the requirements of the activity, the coach/sponsor shall be paid on a prorated basis. Any replacement coach/sponsor shall be paid the balance.

Acting Principals (Elementary Schools)

At the beginning of each school year, the Building Administrator at each elementary school shall appoint a Certified Staff Member to serve as Acting Principal in their absence.

After School/Evening Activities

Certified Staff will be required to attend, supervise and/or participate in a maximum of three (3) after school and/or evening activities (involving parents and/or students) per school year without compensation. The Building Administration has the right to determine the three (3) after school and/or evening activities (involving parents and/or students) for each Certified Staff Member. However, if the Building Administration has not made such determination and a Certified Staff Member is requested to volunteer for any such activity, it shall first count toward the Certified Staff Member's three (3) required activities. After a Certified Staff Member has been required to fulfill three (3) of the aforementioned activities, the Building Administration shall attempt to fill additional assignments to the aforementioned activities with Certified Staff who have not fulfilled their three (3) aforementioned activities. If all Certified Staff have fulfilled the three (3) after school and/or evening requirement, the Building Administration shall seek Certified Staff to accept such assignments with compensation. In the absence of volunteers to accept such assignments, the Building Administration reserves the right to assign such duties in a non-discriminatory fashion to those Certified Staff the Building Administration deems qualified to handle the activities with compensation as provided above.

For purposes of determining whether a Certified Staff Member has fulfilled three (3) of the aforementioned activities, the term "after school and/or evening activities involving parents and/or students" shall not include Meet and Greet (unless the work day exceeds seven and one half (7.5) hours) and/or the fall Student/Family Conferences, unforeseeable emergencies, any activities for which the Certified Staff Member is already compensated (e.g., extracurricular duties specified in Appendix B), or other activities for which the Certified Staff Member already receives pay in addition to their regular salary, but shall include any occasion on which the

EXTRACURRICULAR STIPENDS AND ASSIGNMENTS

Building Administration plans the work day to end beyond the regular daily schedule set for a building during any given school year.

PreK-5 General Music Certified Staff are subject to the general "after school and/or evening activities involving parents and/or students" requirements, with the following exceptions/additions:

1. PreK-5 General Music Certified Staff may, but are not required to, be present during the time scheduled by the District for fall Student/Family Conferences;

2. PreK-5 General Music Certified Staff must work their set number of hours on the day the District holds Meet and Greet but are not required to adjust their regular schedule to be available for the Meet and Greet activities; and

3. PreK-5 General Music Certified Staff may be required to prepare and present at four (4) after school and/or evening music programs (involving parents and/or students), plus an additional two (2) after school and/or evening activities (involving parents and/or students) as determined by the Building Administration.

APPENDIX C

COLLABORATIVE TIME FOR CURRICULUM/PROFESSIONAL DEVELOPMENT

The Board and the Association both recognize the important role of the curriculum in meeting the educational needs of the students in Antioch School District 34. The Board and the Association hereby agree that Certified Staff covered under this Agreement will be involved in the District's ongoing curriculum development/review process.

In addition to the hourly meeting rate, any Certified Staff Member who presents at such a meeting, either because they volunteered or because they elected to participate in an activity, such as literacy leaders, for which the Certified Staff Member was later required to present or train their colleagues, shall be provided a fifty dollar ($50.00) honorarium, provided the Certified Staff Member has spent a minimum of two (2) hours preparing for the presentation. It is understood that, at such meetings, content may be presented which Certified Staff will be expected to know and demonstrate in the classroom. The Certified Staff Member's evaluation may also be based, in part, on their command of such content. When a meeting will include such critical information/training, the District will so indicate on the above-referenced notice.

APPENDIX D

GRADUATE SCHOOL FLOW CHART

To guide you through the graduate school process, follow the path that best suits the kinds of coursework you plan to complete.

Path A: Graduate coursework for a grade or graduate coursework towards an advanced degree

Path B: Coursework for District required/recommended development

Before completing any paperwork, you must first look on the Higher Learning Commission Accreditation List and/or the ISBE Directory of Approved Programs to ensure the course you plan to take is from an approved preparation program

Path A

Course Approval

1. Complete the Course Approval Form.
2. Print the course description that has been provided by the university/college.
3. Submit the completed Course Approval Form and course description by email to d34hr@antioch34.com.
4. These two documents must be submitted for approval a minimum of ten (10) calendar days before the date of the first course meeting. If the pre-approval form arrives after this date, the coursework will still count towards lane advancement but NOT for course reimbursement.
5. Sample Course Approval Form AND printed description

Coursework

1. If the course is approved, the Administrative Assistant to Human Resources will email a copy of the pre-approval form back to the staff member within seven (7) calendar days and add the course to a shared Google document in order to track progress between the staff member and Human Resources. The staff member can then enroll and complete the class.
2. If the course is not approved, Human Resources will communicate back to the staff member within seven (7) calendar days an explanation as to why the course was not approved and any next steps that need to be taken. The staff member can then resubmit the paperwork.
3. No more than nine (9) hours of coursework will be reimbursed within a school year though more hours can be taken by an employee.
4. Coursework must be completed between July 1st and June 30th from the school year it has been approved.

Reimbursement Request

1. Complete the Course Reimbursement Form.
2. The reimbursement request includes the cost of the course, but does not include books or materials.
3. Find the copy of the approved Course Approval Form.
4. Once the course has been completed, a printed grade report from the university/college will suffice for reimbursement. A letter grade of A or B (or "pass" for a pass/fail option) for the course must have been achieved. Sample Grade Reports
5. In the case of lane advancement, then an official sealed transcript must be sent directly from the university/college to District 34 Human Resources either in paper form or electronically to d34hr@antioch34.com. It can also be sent directly from the National Student Clearinghouse Services to

d34hr@antioch34.com. Official transcripts cannot be passed along from an employee to Human Resources.

6. Proof of payment is shown by providing the Statement of Account from the university/college or printing an alternative receipt showing payment to the university/college. Sample Proof of Payment
7. Email the completed Course Reimbursement Requisition, including the approved Course Approval Form, grade report or official transcript, and proof of payment to d34hr@antioch34.com no later than August 1st.
8. Sample Course Reimbursement Form
9. Payment

Reimbursement

- Tenured staff will be reimbursed within 60 days of sending in the correct receipt of reimbursement paperwork.
- Non-tenured staff will get reimbursement the following August prior to the next school year beginning.

Path B

Course Approval

1. Complete the Course Approval Form
2. Print the course description that has been provided by the university/college.
3. Submit the completed Course Approval Form and course description by email to d34hr@antioch34.com.
4. These two documents must be submitted for approval a minimum of ten (10) calendar days before the date of the first course meeting. If the pre-approval form arrives after this date, the coursework will still count towards lane advancement but NOT for course reimbursement.
5. Sample Course Approval Form and printed description

Coursework

1. If the course is approved, the Administrative Assistant to Human Resources will email a copy of the pre-approval form back to the staff member within seven (7) calendar days and add the course to a shared Google document in order to track progress between the staff member and Human Resources. The staff member can then enroll and complete the class.
2. If the course is not approved, Human Resources will communicate back to the staff member within seven (7) calendar days an explanation as to why the course was not approved and any next steps that need to be taken. The staff member can then resubmit the paperwork.
3. No more than nine (9) hours of coursework will be reimbursed within a school year though more hours can be taken by an employee.
4. Coursework must be completed between July 1st and June 30th from the school year it has been approved.

Reimbursement Request

1. Complete the Course Reimbursement Form.
2. The reimbursement request includes the cost of the course, but does not include books or materials.
3. The department informing the staff member that they need to take the course would pay for any registration fee up-front. This will not be reimbursed back to the employee as it is paid for by the district.
4. Find the copy of the approved Course Approval Form.
5. Once the course has been completed, a printed grade report from the university/college will suffice for reimbursement. A letter grade of A or B (or "pass" for a pass/fail option) for the course must have been achieved. Sample Grade Reports

6. In the case of lane advancement, then an official sealed transcript must be sent directly from the university/college to District 34 Human Resources either in paper form or electronically to d34hr@antioch34.com. It can also be sent directly from the National Student Clearinghouse Services to d34hr@antioch34.com. Official transcripts cannot be passed along from an employee to Human Resources.
7. Proof of payment is shown by providing the Statement of Account from the university/college or printing an alternative receipt showing payment to the university/college. Sample Proof of Payment
8. Email the completed Course Reimbursement Requisition, including the approved Course Approval Form, grade report or official transcript, and proof of payment to d34hr@antioch34.com no later than August 1st.
9. Sample Course Reimbursement Form

Reimbursement

- Tenured staff will be reimbursed within 60 days of sending in the correct receipt of reimbursement paperwork.
- Non-tenured staff will get reimbursement the following August prior to the next school year beginning.

*In the case of Wilson: Tuition reimbursement would occur only IF the employee filled out the pre-approval form for the university and was approved, and then chose to pay a university/college for the graduate credit.