LAKE ZURICH COMMUNITY UNIT
School District 95

Master Contract

Lake Zurich Education Association
&
Community Unit School District 95

2026-2029

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GLOSSARY OF TERMS

CHANGE IN ASSIGNMENT

- A change in the grade level or a change from regular classroom to special instruction (or vice versa) for an elementary staff member or a change in the substantive area of instruction of a middle school or high school staff member.

DISTRICT SENIORITY

- District seniority shall be based on actual years of service within the district. Years of contractual service may differ from the date of hire as a staff member.

MERIT

- Shall be defined to mean a staff member's strengths, weaknesses, contributions, relative capabilities, demonstrated ability or achievement.

REASONABLE

- Fair, proper or moderate under the circumstances, sensible without serious delay or unnecessary precaution; a standard used by a reasonable person.

SIGNIFICANT OTHER

- A person related by marriage or who shares (or has shared in the last year) a mutual residence and with whom the staff member maintains a committed relationship.

TRANSFER

- A change in the building to which a staff member is assigned.

WORK DAYS

- A day that the District 95 Business Office is open for regular business or in which both students and staff members are expected to be in attendance.

ARTICLE I

RECOGNITION

1.1 Association Recognition

The Board of Education, hereinafter known as the "Board", hereby recognizes the Lake Zurich Education Association, hereinafter known as the "Association", as the sole negotiating agent for all regularly employed professional personnel who hold or are required to hold a Professional Educator License (PEL) or a Professional Educator License with Stipulations (PELS), including nurses, physical therapists and occupational therapists, except the Superintendent, Assistant Superintendents, Assistant Superintendent of Business and Operations, CSBO, Directors, Principals, Assistant Principals, High School Division Heads, other central office personnel, substitutes, paraprofessionals and any other personnel whose responsibilities include making significant recommendations to hire, transfer, assign or discharge other employees.

The position of High School Division Heads will require a teaching load of no more than two (2) periods per day. Vacancies in High School Division Heads positions shall be filled by following the posting requirements as stated in Section 6.1 (Vacancies) of this Agreement. If chosen, such employee(s) will continue to accrue seniority within the bargaining unit during the period served as High School Division Head. In the event such employee(s) is/are reassigned to a bargaining unit position at a later date, he/she will be credited with full seniority.

There shall be no discrimination against any officer of the Association, member of the Negotiation Team, or member of the Association Board of Directors for carrying out the responsibilities in accordance with this Agreement or other duties/activities on behalf of the Association or members of the Bargaining Unit.

1.2 Staff member Definition

The term "staff member" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as determined in Section 1.1.

1.3 Additional Negotiations

During the term of this agreement, the Board agrees not to negotiate with any staff members' organization other than the Association or with any staff member individually on matters covered by this Agreement, provided the Board may issue contracts to non-tenured staff members pursuant to Section 4.2 of this Agreement.

ARTICLE II

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

2.1 Teaching Scope

The Board will select candidates for teaching positions based on the consideration of such factors as, without limitation, certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience. Subject to these legal requirements, the Board will make every reasonable effort to assign staff members to duties consistent with the discipline of his/her teaching and experience. Should it be necessary to reassign a staff member to an area inconsistent with the discipline of his/her training and experience, the affected staff member will promptly have a conference with the appropriate administrator. Staff members so affected may request a transfer. In reviewing such requests,

the Board shall consider, without limitation, each candidate's certifications, qualifications, merit, and ability (including performance evaluations, if available), relevant experience, training, experience and professional goals. If the request is denied, the staff member will be notified in writing of the reasons for the denial within ten (10) working days of the making of that decision.

2.2 Staff member Notification of Assignments

The Board will make every reasonable effort to advise staff members of any change in his/her assignments for the following school term prior to the end of the preceding school year. In no event will changes in a staff member's assignment be made later than thirty (30) calendar days preceding the commencement of the next school term except as required by unanticipated changes in enrollment, the resignation of staff members, program changes, or other emergency situation.

If a staff member is required to change workspaces (i.e., his/her office if a High School staff member, or classroom if a Middle School or Elementary staff member), he/she will be paid a $125 stipend. Staff members that request a voluntary transfer that requires a workspace change are not eligible for the stipend payment.

2.3 Summer School Positions

Positions in the summer school program if such program is conducted, shall be filled by the Board based on the consideration of such factors that include, without limitation, the certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience of the applicants. Qualifications will be determined by the administration and posted annually with the vacancy notification. To the extent feasible, and subject to the preceding factors, such positions will be offered to staff members employed full-time in the District during the school term immediately preceding such summer school. If two or more applicants are deemed by administration to be equally qualified, and any of the previous applicants applied for, but were not selected to fill the same position during the immediately preceding summer school term, such applicants shall be given priority.

ARTICLE III

STUDENT TEACHING PROGRAM

3.1 Acceptance of Student Teaching

Acceptance of student teaching supervision shall be voluntary.

3.2 Supervising Teacher - Remuneration

Any form of compensation from the placing college or university, including but not limited to money, course vouchers, available to a staff member supervising a student teacher shall be paid or credited to the staff member upon receipt by the District. All professional development credit for supervising a student teacher will be issued by the college or university. Staff members are responsible for verifying that the professional development issued by the placing institution may be applied toward ISBE required licensure renewal.

ARTICLE IV

ASSOCIATION AND STAFF MEMBER RIGHTS

4.1 Right to Organize and Participate

Staff members shall have the right to organize, join and assist the Association, and to participate in professional negotiations with the Board through representatives of his/her own choosing. Individual staff members also have the right not to join the Association.

4.2 Issuance of Contracts

Individual staff member contracts or employment agreements issued before agreement has been reached between the Board and the Association shall be made to conform with this Agreement. Such contracts shall indicate the content of this paragraph.

4.3 Board Meetings – Notification

The President of the Association or his/her designee shall be given written notice of any regular meeting of the Board held other than as normally scheduled and of any special meeting, together with a copy of the agenda or statement of purpose of such meeting if there be such, these items to be sent by email concurrent with his/her distribution to the members of the Board. During the summer vacation period such materials shall be sent via email.

4.4 Board Minutes - Association Copy

A copy of the minutes of all Board meetings shall be made available with reasonable promptness to the Association President in the manner prescribed in Section 4.3 following distribution to the Board.

4.5 Pertinent Information – Association

The Board will provide the Association in response to reasonable requests a copy of regularly prepared public information necessary for negotiations or the processing of a grievance, such as the published schedule of staff member assignments, building rosters, the current annual audit, the tentative and adopted budget, monthly financial statements, SBE reports clearly pertinent to the subject matter contained in this Agreement, and North Central evaluations, provided that any extraordinary cost of preparing any copy shall be borne by the Association, and provided that this section will not require the Board to research, assemble or specially prepare any data. Such requests of material will be provided within ten (10) working days.

4.6 School Calendar

The Superintendent or designee shall meet with the district level calendar committee to seek recommendations for the upcoming year's calendar. Such committee will be comprised of representation from district administration and the association.

The staff member work year will consist of 184 attendance days.

- 181 pupil attendance days including emergency days. If unneeded for any emergency, up to five (5) pupil attendance days shall be eliminated.
- Four (4) Institute Days of professional development. The workday for Institute Days will typically be from 8:00 am to 1:30 pm unless otherwise noted.
- Staff members will be informed of changes to the Institute Day times by the beginning of the school year.

- One (1) Non-Attendance day from 8:00-1:30 for professional time. (evaluation of student assessment, planning, preparing for PT conferences)
- Two (2) Non-Institute days will be scheduled at the beginning of the school year for the following:
    - Teacher In-service day: The agenda will be determined by the Administration and the workday will be from 8:00 am to 1:30 pm.
    - Teacher In-service/ Workday: will be from 8:00 am to 3:00 pm and include the following:
        - ½ day (3 hours) for staff classroom preparation
        - ½ day (2 1/2 hours) of building level meetings, meet and greet activities, or department needs
- One (1) Non-Student attendance day (compensation day for parent/teacher conferences) Staff members receive this day for attendance and completion of evening parent/teacher conference time.

4.7 Bulletin Boards - Association

Bulletin board space shall be provided in each faculty lounge for the exclusive use of the Association.

4.8 Association Views - Student Presence

The Association's views on matters relating to supervisor-staff member or Board-staff member relationships shall not be discussed in the presence of students.

4.9 *New Staff member Information*

Materials, if available, descriptive of the Association, provided by the Association shall be offered to all newly hired staff members.

4.10 Association Leave and Association Leadership Release Time

In the event the Association desires to send representatives to state or national meetings of the Association's affiliates, staff members shall be excused from the performance of his/her duties with no loss of salary for up to fifteen (15) staff member working days in total, provided application for such absence shall be made in writing to the Superintendent or his/her designee at least one (1) calendar week in advance of such absence except in the case of an emergency, and provided such absence does not impair the quality of classroom instruction. Official Association business shall include, but not limited to, leadership training opportunities provided by IEA/NEA, negotiations/bargaining training, meetings of the Association's negotiation committees or bargaining team, political lobby days sanctioned by the IEA/NEA, or other mutually agreed upon reasons. In addition, the Association may ask for an additional ten (10) days of Association leave. The Superintendent in his/her sole discretion may grant up to ten (10) additional days of such requested leave. The Association shall reimburse the district for the cost of substitutes for any day used up to a total of twenty-five (25).

In the event an unforeseen circumstance prevents a staff member who is away on Association leave from reporting to duty as scheduled, such person will not be disciplined or have salary deducted and the Association will reimburse the District for any additional substitute cost.

The Board of Education recognizes the need to provide the Association leadership release time to carry out the responsibilities of the respective offices. The Association, in turn, recognizes the need to inform the District administration of the amount of release time required for the upcoming school year. In so

doing, the Association will notify the District administration by March 1st the amount of release time needed for the Association leadership for the following year.

The Association will reimburse the District up to the maximum of one full-time employee at the rate BA-10 salary or the salary rate of said replacement, whichever is less.

4.11 Disciplinary Meetings - Staff member Rights

When any staff member is required to attend a meeting with an Administrator or the Board which is intended at its inception to be for the purpose of investigating, discussing or imposing employee discipline, the Administration or Board shall inform the staff member of his/her right to have an Association representative present at such meeting. The staff member shall be given reasonable advance notice of the intent to hold such a meeting and of the date and time scheduled for it. In the event the Administration is investigating a matter involving the safety or well-being of a student or employee, "reasonable" notice may be less than one (1) full work day. If no Association representative is available at the time scheduled for the meeting, the parties will mutually agree on an alternate date and time to hold the meeting, which date shall in no event be more than five (5) work days from the date originally scheduled for the meeting. However, the Association shall make every reasonable effort to make a representative available as quickly as possible so as not to impede the administration. This clause shall not be construed so as to deny any staff member the right to waive representation if he or she chooses. In that case, the staff member shall sign a written statement that he/she waives representation.

4.12 Just Cause

Every staff member has a right to fair and equitable treatment. In the event the District takes a disciplinary action against a staff member, the standard to be applied is whether the disciplinary action was for just cause. Only written reprimands and unpaid suspensions may be the subject of a grievance. Written reprimands may be processed through the grievance steps but not through arbitration. An unpaid suspension may be processed through both the grievance and arbitration steps.

4.13 Staff member Suspension

The Association recognizes that the Superintendent, or his/her designee, will have the authorization to place a staff member on suspension per Board Policy 5:240**.** Prior to any suspension under the Board policy, the affected employee shall be notified of the charges by the Superintendent or his/her designee and shall have the right to representation as well as the opportunity to explain or rebut the charges at a meeting with the Superintendent or his/her designee.

Should a suspension occur without pay, the District will inform the staff member immediately of the cost breakdown in the loss of pay.

4.14 Preparation Period

Staff members shall be permitted to leave the building during an individual preparation period to conduct professional responsibilities provided such does not interfere with conferences, staffings or the like**.** For safety reasons, staff members who leave shall notify the main office and/or building administrator of the time of leaving, the destination and time of return.

4.15 Contract - Distribution

Within thirty (30) calendar days of ratification of the Agreement, an electronic copy of the Agreement will be available on the district website. In addition, there will be an up-to-date electronic copy of all Memorandum of Agreements decided through the 4.19 process.

4.16 Association Rights - Exclusive

The rights granted herein to the Association shall not be granted or extended to any competing staff member organization.

4.17 Purposefully left blank.

4.18 Association Use of District Facilities

The Association shall have the right to conduct its business on school property, provided that the conduct thereof shall not interfere with the instructional program, and provided that the facilities are available. If the use of the facilities entails additional maintenance or custodial service, the Board may make a reasonable charge therefor. Prior to scheduling any meeting exclusive of committee meetings, the Association shall file the form then in use for making a reservation for a desired district facility so the building principal may determine the availability of the desired facility. This provision shall not apply during the staff member workday or to any meeting where a substantial number of those in attendance are not staff members or their spouses.

The Association shall have the right to use faculty mailboxes and the District mail service for a reasonable volume of communications relating to the conduct of the Association's business. All Association material shall be identified as such. Partisan political literature shall not be distributed through the school mail, provided that this restriction shall not be construed to apply to political information and/or education.

4.19 Communication Committee

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

4.20 Recertification of Certified Staff

The Board and Association agree to continue to provide staff members with accurate information regarding recertification. The administration and the Association will partner in providing procedural updates pertaining to the recertification process.

4.21 Staff member Evaluation

Evaluation timelines and procedures set out in the mutually agreed to Evaluation Plan shall be adhered to by evaluators.

4.22 Personnel Files

The District will establish a process in receiving documentation of a staff member regarding employment. The District will provide a form for the staff member and Human Resource personnel to sign verifying the documentation has been received and placed in the personnel file.

Any documentation that the District receives and verifies will be replaced at no cost to the employee if it is lost or misplaced by District personnel.

Staff members shall have the rights to review the contents of his/her personnel file set forth in the Illinois Personnel Record Review Act. Personnel files shall be maintained in accordance with applicable law.

4.23 Classroom Observations

Apart from a District-sponsored event (e.g., parent-teacher conferences) a visit to a classroom by a parent, member of the community, or other outside visitor not invited by the Board or Administration shall be arranged in accordance with the procedures set forth in Board Policy 8:30.

The Administration may arrange for a fellow staff member, professional development provider, or another individual with a pedagogical interest to observe a specific teacher's instruction for the purpose of learning a particular instructional technique or methodology, or for observing how a teacher is implementing a newly taught instructional technique or methodology. Such observations may result in a teacher receiving feedback, but unless feedback is from an evaluator, it is not intended to be included in the teacher's evaluation. Such observations are not optional for the staff members. However, when they are being planned, the administration will communicate with the teacher beforehand and will work with the teacher to attempt to schedule a mutually convenient time and date. Occasionally, an administrator may invite a professional development provider, or another individual with a pedagogical interest to visit the district, and while touring the building, they may conduct informal walk-throughs. Informal walk-throughs may occur for the general purpose of observing instruction in action, and/or gathering building/department data to better inform professional development. Additionally, informal walk-throughs are usually briefer in duration and are not usually pre-planned to observe specific teachers.

4.24 Parent/Guardian/and Other Complaints

Complaints from members of the public regarding staff members shall be handled in accordance with Board Policy 8:110. The staff member involved shall be informed in writing of the specifics of the complaint within five (5) working days of its receipt. In the event a complaint from a member of the public concerns the safety or well-being of a student, the district may elect to treat the complaint as a potential disciplinary matter and proceed in accordance with Section 4.11 of this Agreement.

4.25 Staff Member Protection

A. Protections Against Reprisal

A staff member who participates or intends to participate in any grievance, complaint, or committee established by this Agreement or District Policy shall not be subjected to discipline, reprimand, warning, or reprisal because of such participation or intention.

B. Reporting for Assault/Battery

1. Definitions: Any case of injury due to assault or battery (as defined by law) upon a staff member while on duty within the school system shall be promptly reported to the building administrator and then by the building administrator to the Superintendent. The Superintendent or designee shall immediately advise the staff member of their rights and obligations with respect to such assault or battery under Illinois law (720 ILCS 5/12-2 and 720 ILCS 5/12-3.05) and shall render reasonable assistance to the staff member in connection with the handling of the incident by law enforcement authorities. This process is in no way

meant to abrogate the staff member's ability to contact law enforcement without consulting administration first.

2. Bi-annual Review and Reporting: During bi-annual meetings held between representatives of the Association, the Board of Education, and Administration, the team shall review a summary of any member of this bargaining unit who was injured as a direct result of student action.

3. Superintendent Report to the Board: The Superintendent shall share the same bi-annual report of incidents shared with the team as noted in #2 above with the Board of Education both in writing and verbally through the current meeting structure, as per the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) requirements for public reporting. The injured staff member shall receive notification that a report was provided to the Board members within 72 hours of the notification provided.

C. Discipline Process and Alignment with Illinois & Federal Law

1. General Information Sharing: In any situation where office or administrative support is required to support student discipline, the involved staff member will have the opportunity to share their complete account of the incident(s) that occurred within the classroom or school setting prior to any final administrative determination regarding discipline.

a. When an assault or battery occurs, the affected staff member(s) may be released from duty for the remainder of the day with no loss of pay or leave.

2. Student Behavior Supports and Training: In cases where student behavior patterns result in a safety concern in the classroom, staff members will also have the opportunity to request additional training and/or classroom supports. These requests shall be considered as building teams develop plans for shaping desired student behavior, in alignment with the emphasis on current Illinois law, such as Senate Bill 100 (Public Act 99-456), which requires the exhaustion of appropriate and available interventions prior to exclusionary discipline, as well as current federal law, such as the Individuals with Disabilities Education Act (IDEA) - which details provisions for discipline for students with disabilities or suspected disabilities.

3.Professional Development: The district shall provide staff professional development on effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, consistent with the requirements and intent of Illinois law.

ARTICLE V

OPEN SECTION

ARTICLE VI

VACANCIES, PROMOTIONS AND TRANSFERS

6.1 Vacancies

A vacancy is defined as an open position in the bargaining unit that has not been filled by an existing staff member. An open position, or fraction of a position that may be filled by a qualified member within the building or district is not considered a "vacancy". Additionally, the term "vacancy" shall not be construed to include openings resulting from the mere redeployment of staff due to a decision by the Board to decrease the number of teachers employed or to discontinue some particular type of teaching service.

In the event the administration is unable to fill a position with an existing staff member, a Notice of Vacancy will be posted on the district website. Each notice will be accompanied by a statement of minimum qualifications and salary range. No vacancy will be filled except temporarily, or as emergency dictates, until such vacancy is posted for at least five (5) school days or ten (10) calendar days, whichever is the lesser. Announcements of vacancies which occur after the end of the school term will be sent to those staff members who individually leave such a request on file with the Superintendent and provide a stamped, self-addressed envelope. In special situations, the Association President and the Superintendent or the Board of Education will meet and waive posting.

6.2 Voluntary Transfer

Any staff member presently on tenure or eligible for continuing contractual status in the coming school term may apply for transfer to another building or change in assignment. Such application shall be in writing to the Superintendent or his/her designee by January 15th. After January 15th, staff members may still submit an application for any vacancies that may be posted. Regardless of the date of request, the staff member will be required to follow the interview process for any vacancy, which will include an online application, phone interview and/or additional interview processes with the building administrator.

Prior to permanently filling any vacancy, the file containing transfer and assignment requests shall be reviewed by the administrator primarily responsible for filling such vacancy. Such requests shall be maintained in such file for at least twelve (12) calendar months or until the beginning of the next school year, whichever shall last occur. In filling any such vacancy, the Board shall consider the factors that include, without limitation, the certifications, qualifications, merit and ability (including performance evaluations, if available) and the relevant experience of all applicants. Additionally, the interests and aspirations of the individual staff member shall be considered in all requests.

A staff member who is denied a requested transfer to another building or assignment may make a written request for the reason for the denial to the Superintendent or designee. In such case, the staff member shall be advised in writing of the reason of the denial. No bargaining unit member shall be discriminated against because of a request to transfer or change assignments.

6.3 Involuntary Transfer

Staff members involuntarily transferred to a different building will be notified no later than June 1st, unless circumstances require a later notice, but in no event later than ten (10) days before staff members report for the start of the academic year. The staff member shall be allowed to appeal such transfer to the Superintendent and shall receive a written response with reasons within ten (10) calendar days. Should the appeal be denied, the staff member may apply and receive an interview for any other vacancy for which the staff member is qualified.

For any assignment, the administration shall consider, without limitation, the staff member's licenses, qualifications, merit and ability (including performance evaluations, if available), training, relevant experience, and professional goals.

Should an involuntary transfer occur and all appeals of the transfer be denied, the staff member shall be allowed to resign, provided such resignation shall be submitted in writing within ten (10) calendar days after exhausting all appeals.

6.3 A ***Involuntary Assignment***

The association acknowledges the need to involuntarily change staff members teaching assignments due to class section number variations, program changes, and building needs. Reassignment requires staff members to learn new curricula, new technology, and purchase new grade level/content area class materials. A staff member who is involuntarily reassigned has the right to request to meet with the building principal and receive an explanation for the reassignment. Additionally, the staff member may apply and receive an interview for any other vacancy for which the staff member is qualified. Finally, the staff member shall be allowed to resign, provided such resignation shall be submitted in writing within ten (10) calendar days after meeting with the principal.

6.4 ***Promotions Out of Unit***

To the extent the Board deems appropriate, members of the bargaining unit will be given advance notice of administrative vacancies, (those positions that are of an administrative or supervisory nature i.e. administrative positions not included in the bargaining agreement). Such notice will be given through the posting of the open position on the district website. Staff members wishing to apply for the position may do so within ten (10) school days. If the vacancy occurs during the summer recess, notice will be sent to any staff member who in advance of the recess notifies the Superintendent of his/her desire to be so informed. The announcement of the vacancy will be sent to the address provided by the staff member.

Should the Board decide that advance notice cannot be given, it will nonetheless give consideration to any staff member who indicates his/her desire for a promotion by so informing the Superintendent and leaving with him/her a copy of his/her qualifications. In the event a vacancy is filled in this manner, the Superintendent will explain the Board's action and the need for confidentiality to the Association President as soon as the decision is announced.

ARTICLE VII

TEACHING HOURS AND ASSIGNMENTS

7.1 ***Staff Member Day – (All Levels)***

At the beginning of each school year, the principal may establish two options for the starting/ending time for the staff member workday and provide that information to the Superintendent or his/her designee and to the Association. The staff members may request a specific option for the year and if granted will be required to abide by that request. If too many staff members request one option, then it will be determined by seniority each year. The length of the workday for staff members is stated in the chart below and shall conclude with the completion of all professional responsibilities. Staff members are expected to be ready to perform their professional responsibilities at their designated start time.

Elementary	7 hours 15 minutes
Middle School	7 hours 35 minutes
High School	7 hours 35 minutes

7.2 Staff member Lunch –(All Levels)

Each staff member shall have a duty-free lunch period as provided in Illinois School Code. The District will not coerce staff members to attend mentoring, book study, or other meetings during the staff members' lunch period. If a staff member misses lunch due to an IEP meeting, at the discretion of the building administration the staff members will be provided either reimbursement at $40 per hour rate or a sub to give the staff member time to eat lunch.

7.3 Teaching Load – Elementary

A. The parties recognize that it is a desirable goal to maintain reasonable equality in teaching load with respect to the number of pupils per class. The District's goal is that a section be created when a class size count reaches 28 in grades grade 2-5 and 24 in Kindergarten and 1st.

B. A cutoff date of 30 workdays prior to the first day of student attendance as designated on the official district school calendar for that academic year, will be used in finalizing sections. No section changes may be made after this time unless at the Superintendent's discretion.

C. If class sizes in grade 2 of any school is between 24 and 28 students at the date of the determined cutoff period, an additional classroom section may be added at the discretion of the superintendent if the following criteria are met:

1) That elementary school has a current unoccupied regular classroom available that does not displace another staff member and

2) That the addition of the section does not take away from the addition of another grade level per the parameters set above and

3) That the addition of the section does not require any specials class to be displaced or moved from their designated location and

4)That the addition of the section can be accommodated within the current elementary specials staffing without the need to hire additional staff.

The intent of this paragraph is to allow for flexibility in potentially adding an additional section at 2nd grade without causing space and/or staffing concerns or impacting the programming/experience of specials for students (i.e. requiring art on a cart or doubling up music in a single space).

In the event that a class section exceeds the district's desired class size listed above, the building Principal may request additional support for the class/grade level based on the needs of the students. Additional support resources will be reviewed and may be approved by the Superintendent or designee. However, the parties realize the District finances may not always

permit it to meet this goal. Therefore, this provision shall not be subject to the grievance and arbitration procedure of this Agreement. In determining class sizes, the administration shall work toward equitably distributing students with special needs within a grade level, and this factor shall be considered when assigning students to a class. Special education students receiving itinerant or resource services are part of the regular class count.

7.3 Teaching Load - Middle School

Subject to section 7.3C below, all middle school teachers will normally be assigned 4 or 5 instructional periods up to 210 minutes per day and one (1) duty (i.e. homeroom, study hall, locker room, hall) which could include providing support for students. See Appendix A.

7.3A. Teaching Load -HS

Subject to 7.3C below, all high school teachers will normally be assigned 5 instructional periods, office hours and one (1) duty (i.e. study hall, resource, testing center, library, hall), which could include providing support for students. See Appendix A.

1. Physical Education teachers may be assigned to locker room supervision as a duty. When so assigned, teachers will be expected to be in the PE locker rooms each day for a total number of minutes equaling no more than a standard class period. These minutes may be split between multiple periods in the day but not more than two periods.

2. When teachers are assigned to a Resource Center duty, the following guidelines will apply to the assignment.

Support will NOT Include:	Support MAY Include:
➢ Lesson planning ➢ Progress monitoring ➢ Whole group instruction ➢ Fixed student assignments, needs to remain fluid and flexible ➢ Grading or assessment ➢ Presentations ➢ Formal reporting ➢ Full lesson teaching	➢ Individual help ➢ Homework help ➢ Teacher availability to answer student questions ➢ Reviewing a concept or lesson based on teacher recommendation ➢ Problem solving with students on school and academic issues ➢ Acting as a resource to students ➢ One on one or small group help ➢ Monitoring students on task behavior and promoting a positive learning environment

7.3 B All Levels The composition as well as the total number of students in a class and the physical limitations of the classroom will be considered when assigning students to a class in order to maximize individualized instruction and increase potential for achievement and learning.

7.3 C ***Elementary***

If a staff member believes that the number of students assigned to the staff member is inappropriate, the staff member shall confer with his/her principal regarding the problem. If the staff member and principal cannot agree upon a mutually acceptable solution, the staff member and principal shall refer the matter to the Superintendent or his/her designee for consideration of additional support.

7.3 ***Middle School / High School***

C. In the event a staff member at the middle school or high school is assigned to an additional instructional period, that is, when teaching in a clearly defined classroom setting, but not including study hall or like supervision, counseling, library supervision, band, reading, and other specialists or the like, said staff member shall be reimbursed at a rate of .17 of their salary up to $12,500 based on the salary schedule in effect for the school year based on a 40-42 minute teaching period. Any teaching period greater or lesser than 42 minutes will be adjusted accordingly. (For example, 6th assignment amount is $5,000 divided by 42 minutes is $119.05 per minute times a 30 minute assignment would equal $3,571.50). Any daily rate calculation for additional instructional periods will be based on 176 student attendance days.

Additional instructional teaching assignments will be limited to 50% (percent) by department at the middle/high school, unless required by educational or financial circumstances. The departments affected by this are math, science, social studies, English, and physical education. If the administrator recommends, after input from the team leader and the individual staff member agrees, this limitation can be waived.

Additional instructional assignments will be made after consideration of the middle/high school staff member's other teaching responsibilities. An additional instructional assignment will not be involuntarily assigned to a staff member if another staff member at that building has a 4/5 teaching load in that subject. Upon receiving an additional instructional assignment, if the staff member objects, the staff member may indicate in writing, his/her objection to the assignment and such statement made part of his/her personnel file. When feasible the administration will avoid making a similar assignment the following year.

7.3 D Elementary only

The elementary specialist number of sections will be the following:

- PE/Music - up to 47 sections – a section is defined as a 30-minute period (maximum 1410 minutes)
- LMC – up to 23 sections – a section is defined as a 60-minute period (maximum 1380 minutes)
- Art – up to 23 sections – a section is defined as a 60-minute period (maximum 1380 minutes)

Any traveling specials teacher will have a minimum of 30 minutes of travel time built into his/her weekly required teaching minutes and will not be assigned to more than two buildings per week.

Part-time K-5 specialists FTE ratio will be determined by the ratio of their schedule instructional minutes to the full time equivalent.

Any tenured full time K-5 specialist employed by the District during the 2014-15 school year will remain at full time status and may be assigned additional responsibilities if their teaching minutes are less than the full time equivalent. Any newly hired or non-tenured specialists FTE will be prorated based on the schedule as noted above.

There may be instances when elementary specialist instructional sections (art, music, PE, LMC) may exceed the contractual maximum. In order to allow flexibility in staffing, elementary specialist may obtain an overload and accept the additional teaching assignments. In that event, the specialist will be compensated based on the following agreed upon formula:
Staff Member's salary x .17 up to $12,500 =additional teaching assignment calculation from MS/HS (1/6 max 5 classes) 1/48=.02
.02x Staff Member's salary x .17 up to $12,500 = **stipend for 1 half hour section**

The District has the right to fill a specialist's schedule. Any additional duties/responsibilities added to a specialist's schedule shall be: 1) coordinated between specialist and the building principal and/or the Department of Curriculum and Instruction at the start of the school year or semester; and 2) instructionally based and/or support student learning, with any necessary training provided to the specialist to enable him/her to perform the additional duties. Any training outside of the teacher day will be compensated at the rate of $25 per hour.

7.4 Professional Responsibilities – Elementary, Middle School and High School

A. Professional responsibilities shall include, but not be limited to,
- Institute (in-service days)
- Non-student attendance days
- Early release days
- Parent conferences*
- Individual assistance to students
- Implementation of student discipline
- PLC
- IEP/504, building meetings, or other meetings
- MTSS
- Participation on building and/or district level committees
- Curriculum Night*

*Learning Support Coaches will be excused from Curriculum Night and Parent-Teacher Conferences, applying those hours toward their summer work, reducing it by 8 hours.

Staff members shall be required to complete annual mandated professional development/trainings (i.e. sexual harassment, ethics, etc.) by the date established by the Superintendent or his/her designee. Training may be completed at the staff member's discretion during their prep time, free time or personal time outside of school hours.

Staff members that are absent on required professional development days (i.e. institute days, early release, training, building meetings etc.) are still responsible for implementing instructional practices, curriculum or other professional expectations identified during the required days. However, it is not the District's responsibility to provide supplemental professional development due to the staff member's absence.

B. In determining the professional development opportunities to be offered, the head of the curriculum department will receive input from Curriculum Committee representatives and will review the relevant data gathered.

C. A staff member who believes an excessive amount of time outside the normal school day is being required can process that concern directly to the Superintendent via the Association President. The Superintendent will provide a written response to any written concern.

D. Staff members will be granted compensatory time at the rate of one-half day for each night of parent/teacher conferences (2 evening conferences = one day compensatory time).

E. All Staff are required to attend curriculum night. If any staff member is required to attend more than one curriculum night, then they will be compensated based on the categories of work chart under Professional Knowledge. The intent is not to increase the requirement for staff to attend more than one night.

7.5 Related Services Staff members (All Levels)

For purposes of clarification, Related Service personnel will include, but not limited to, the following: school counselors, social workers, psychologists, nurses, Speech Language Pathologist, resource staff members, instructional staff members, adaptive physical education staff members, early childhood staff members, OT/PT, etc.

All staff members who are compelled to attend weekly meetings outside of the staff member day with parents, private therapists, etc. will be compensated at the rate of $55.00 per hour.

Elementary Speech Language Pathologist and special education resource staff members who are case managers will have 305 minutes of plan time per week with no adjustment in caseload outside of PLC time.

7.6 Preparation Periods – Elementary and Related Services Staff Members

The Board will provide elementary staff members in grades kindergarten through fifth grade individual preparation time equal to 305 minutes per week. This time shall be personal preparation time that will be provided daily in uninterrupted blocks of no less than 30 minutes during the student day with the exception of the 25 minutes per day of personal plan time immediately preceding or immediately following the teacher's lunch period. This time will be provided unless circumstances do not allow for the scheduling of lunch and recess to be adjacent. Additionally, there will be up to 90 minutes per week for PLC time. The total plan time is summarized below:

Staff member	Lunch/Recess Personal Prep	Personal Prep	PLC	Total Weekly Prep/PLC minutes
Classroom K-5	125 min	180 min	Up to 90 min	**395 min**
Early Childhood		170 min	Up to 60 min	**230 min**
Related Services		240 min	Up to 120 per month as needed	**240 + PLC min**

The Board acknowledges the general desirability of providing such preparation time in blocks of reasonable duration. Elementary staff members shall be provided preparation and planning time while his/her class is in art, music, physical education, library or under the supervision of another staff member. The staff member's duty-free lunch period shall not be counted as a preparation period.

7.6 Preparation Time - Middle School Staff members

Middle school staff members shall be provided three non-instructional periods during the day, two reserved for personal plan time and the other to be used for team, PLC, or other collaborative planning with peers, as allowed by scheduling during the student day. The staff member's duty-free lunch period shall not be counted as a preparation period.

7.6 Preparation Time – High School Staff members

High School staff members shall be provided two (2) personal planning periods daily during the student day. The staff member's duty-free lunch period shall not be counted as a preparation period.

7.6 B Co-Teaching – *All Levels*

Co-teaching is an instructional delivery approach in which a general education and a special education staff member share responsibility for planning and delivering of instructional techniques for a group of students. Co-teachers also share in the monitoring and evaluation of student growth for their common students. To provide for such shared responsibility, when a special education teacher is assigned a co-teaching assignment, the District will attempt to schedule common planning time between the co-teachers. However, if common planning time is not feasible and a special education teacher is assigned a co-teaching assignment in two (2) or more different content areas, or with two or more staff members (i.e. two (2) or more preps), the District will pay for up to one (1) hour per week of shared planning outside of the regular workday. Both staff members will be compensated at the rate of $25 per hour.

7.7 Preparation Periods – K-5 Supportive Staff Members

Any full-time staff member of Kindergarten through Fifth Grade music, art, physical education, librarian, reading specialists, gifted, band, orchestra, EL/bilingual resource, Instructional coaches, TOSA's, and Interventionists shall be provided with at least **180 minutes per week**. This time shall be personal preparation time that will be provided daily in uninterrupted blocks of no less than 30 minutes during the student day. Additionally, there will be up to 60 minutes per week for PLC time. All supportive staff members who travel should be assigned to only one principal for scheduling and duties. However, due to the unique nature and flexible scheduling of some of these positions, loss of prep time and the ability for

compensation for internal substitute coverage varies. These staff members may not be eligible for internal substitute pay, if other preparation time if available either during the same time or covered during the week.

Staff member	Personal Prep	PLC	Total Weekly Prep/PLC minutes per week
Supportive staff	180 min	Up to 60 min	240 min

7.7 Preparation Periods – 6-8 Supportive Staff Member and Related Services Staff

Any full-time staff member of grades 6-8 Instructional Coaches, TOSA's, Interventionists, Case Managers and related services staff members shall be provided the same amount of preparation time as allocated to regular education staff members at this level.

In the event that supportive or related staff members feel they are consistently without appropriate preparation time; they will address the issue with their administrators prior to requesting compensation for any loss of preparation time and accommodations will be worked out.

7.7 Preparation Periods – 9 -12 Supportive Staff Member and Related Services Staff

In the event that supportive or related staff members feel they are consistently without appropriate preparation time; they will address the issue with their administrators prior to requesting compensation for any loss of preparation time and accommodations will be worked out.

7.8 Loss of Prep Time – All Levels

The staff member workday includes time for classroom preparation, parent and student communication, building discussion and other professional responsibilities. The Board and staff members recognize that teaching responsibilities include occasional participation in student-related meetings such as discipline, parent meetings, IEP, 504, eligibility, domain, etc.

Staff members shall be eligible for compensation if they are required to attend meeting(s) or other functions that result in the loss of 50% or more of the staff member's total daily personal plan time. In such an event, the staff member will be paid for the actual lost prep time at the rate of $40 per hour.

At the MS/HS level if a staff member has an additional instructional assignment and a meeting is scheduled during his/her only preparation period, an internal sub rate will not be awarded to the staff member. This section shall not apply where the "loss" of the preparation period results from the assignment of the staff member to a larger period of non-contact time such as a staff development activity.

Due to the unique nature and flexible scheduling of certain positions (School Counselor, Psychologists, Speech Language Pathologist, Social Worker, Reading Specialist K-5, EL/ Resource K-5, Instructional Coache, TOSAs, PT/OT) loss of prep time and the ability for compensation for internal substitute coverage varies. These staff members may not be eligible for internal substitute pay, if other preparation time if available either during the same time or covered during the week.

7.9 Traveling Staff members – (All levels)

A. The Board shall prepare and make known to all affected staff members a time schedule to travel between school buildings where such shall be required. Such schedule shall take into consideration distance and traffic and may vary by anticipated weather and other road conditions and/or by the needs of the individual staff members to prepare/remove teaching materials.

   Travel time shall not be computed as planning time or duty-free lunchtime. The District agrees to work with all affected parties to amend the schedule to achieve an appropriate prep time for the staff member. If a traveling staff member loses prep time, he/she shall be compensated at the same rate for internal subbing as described in Section 7.10 (Substitutes) of this agreement.

B. A traveling staff member's day shall have total teaching and work day time equal to the average number of minutes of the buildings to which the staff member is assigned on a daily basis.

C. At the beginning of each school year, principals will designate the home school. The staff member will have a preparation period and a duty free lunch period. The staff member will be provided with a work space and storage appropriate for their work needs. Professional expense reimbursement shall be pro-rated according to the percentage of teaching load in the building. Duty assignment and evening activity supervision is to be assigned by the home school unless for an event in another school relevant to the skills and/or teaching scope of the specialist. The home school administrator will prepare the staff member's evaluation with input from the other schools. The staff member is required to attend the open house at his/her home school. The staff member will attend home school faculty meetings. The staff member who attends a parent-staff member meeting at more than one school will be reimbursed for mileage between schools when those meetings are held on the same night.

D. The district will compensate the traveling staff member mileage between assignments at the current IRS rate.

7.10 Substitutes

In order to provide for the continuation of the instructional program, the principal or administration will secure a substitute staff member in the absence of any staff member. If a staff member shall be compelled to substitute during his/her preparation period(s), the staff member shall be compensated at the rate of $1 per minute during the term of this contract.

On those occasions when a substitute staff member is either late or not available and a staff member is requested to take another class in addition to his/her own class, then the staff member accepting the administrative request to take another class will also be compensated at the rate of $1 per minute.

7.11 Parent-Staff member Conference

For district parent/staff member conferences, all staff members shall conference with parents or legal guardians in their home buildings during the designated conference times. Parents may choose to conference in person or by video during the scheduled conference time. As part of professional responsibilities, staff members shall communicate with families who can't make an appointment on

designated conferences days through the use of the waitlist signup and shall schedule an alternative time for a conference.

Staff members who must schedule alternative conference times for waitlisted parents may request release time during the workday for the purpose of holding such conferences. Any such request must be made to the Superintendent or Executive Director of Human Resources. The amount of any release time granted shall be determined by the Superintendent or Executive Director of Human Resources based on the number of additional conferences required. The grant or denial of any request shall be non-precedential and non-grievable.

Staff members who are parents or legal guardians of students within the district may request to attend their students' conference(s) by video conference. Principals will make a reasonable attempt to accommodate any request, but the grant or denial of a request shall be non-precedential and non-grievable.

Evening Conferences District/LZEA Agreed upon Schedule for 3-hour block

The staff member will not be required to remain in the building between the end of the normal staff member day and the start of the designated time of the evening conferences. Staff members may schedule his/her own conferences and breaks. Breaks may not exceed the equivalent of three (3) ten (10) minute breaks and should not be scheduled during the last hour of conference times

- Staff members may use the time between the end of their normal teaching day and the start of designated conference start time as their own time to do with as they wish.
- The three hour designated conference window is to be used for parent conferences and may include a total of 30 minutes of break time.
- The 30 minutes of break time can be taken in a full 30-minute period or 3 ten-minute breaks, etc.
- To best meet the needs of our parents, no breaks should be scheduled during the last hour of the designated conference times, at which time staff members are dismissed.

Early Release Day Conferences

- Teachers will not be required to remain in the building between the end of the normal certified staff member day and the start of the designated time of evening conferences.
- Staff members who choose not to conference during non-contractual time will be provided 30 minutes of break time.
- A total of 60 minutes of break time can be taken before the final hour for any member who chooses to conference through their non-contractual time.
- To best meet the needs of our parents, no breaks should be scheduled during the last hour of the designated conference times, at which time staff members are dismissed.

7.12 Duty Payment (All Levels)

Whenever a staff member is required or volunteers to take non-instructional supervisory duties outside his/her regular workday, supervising on a continuing basis for a curricular overnight activity or supervising

students on a continuing basis prior to the onset of the regular student day, (per fifteen-minute period), he/she will be compensated in the following manner:

Supervision outside workday	**Pay rate**	**Duration**
Hourly	See Supervision Rates in 20.8	For life of contract
Supervising before or after student day (15 min increments)	$ 602.68	For life of contract

The check for the above duties will be compensated over regular pay periods. The staff member will be compensated by the next payroll cycle after the paperwork has been submitted**.**

7.13 Cafeteria Supervision – All Levels

The District may first employ outside personnel to cover required cafeteria supervision. If it is determined that additional cafeteria supervision is needed, or that adequate qualified coverage cannot be found, staff members who have volunteered may be offered the supervision duty.
Elementary staff members may volunteer to accept a paid lunch supervision at any time during the school year directly with their building leaders. Paid lunch supervisions are only for student lunch periods and not for recess periods.

Staff members accepting a paid cafeteria supervision understand that they are giving up their duty-free lunch period and may be required to eat his/her lunch outside the student lunch period during a scheduled prep period. A staff member shall be compensated annually according to the chart below. Absent an emergency, an Elementary staff member will not be involuntarily assigned to cafeteria/recess supervision. Any involuntary assignments at the Middle School or High School shall be rotated equitably from year to year among available staff members.

Level	**Pay Rate 26 -29**	**Duration**
Elementary – 30 min lunch	$3000.00	For the life of the contract
Middle School – 30 min lunch	$3000.00	For the life of the contract
High School – 40 min lunch	$3520.00	For the life of the contract

7.14 *Young Adult Center (YAC)/Lake Zurich Day School*

The Young Adult Center staff will receive the same number of plan/prep, PLC time, and duty-free lunch periods as the LZHS staff – as outlined in the contract. Additionally, their instructional minutes for the week will be comparable/aligned to the weekly instructional minutes for a full-time equivalent teacher. Building administration will additionally maintain the same amount of unassigned minutes as high school staff members during the school day (e.g., minutes between staff arrival and student start time, minutes between the conclusion of the last period of the day and the end of the staff member contract day).

Any minutes that remain in their schedules once all other contractual parameters are met (including comparable unassigned minutes during the day) are considered district fill time, where staff members may be assigned other responsibilities pertinent to their role as a YAC staff member.

ARTICLE VIII

GRIEVANCE PROCEDURE

8.1 Definitions

A. Any claim by the Association or a staff member that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement and attached Appendices shall constitute a grievance.
B. As used herein "day" means a staff member employment day except during the summer recess when it means a "day on which the District business office is open".

8.2 Grievance Procedure

The parties hereto acknowledge that it is usually most desirable for a staff member and his/her immediately involved supervisor to resolve problems through free and informal communication. When requested by the staff member, an Association representative may accompany the staff member to assist in the informal resolution of the grievance.

The informal resolution process starts when the Association informs the District that it believes there has been a violation, misinterpretation, or misapplication of the Collective Bargaining Agreement and ends when the issue is not resolved to the satisfaction of both parties or when one of the parties notifies the other in writing that it is abandoning attempts to resolve the matter informally. The Association or staff member shall inform the District in writing. If, however, such informal processes fail to satisfy the staff member or the Association, a grievance may be processed as follows:

1. The staff member or the Association may present the grievance in writing to the supervisor immediately involved within fifteen (15) school days of the staff member and/or Association knowing of the occurrence giving rise to the grievance. The supervisor will arrange for a meeting to take place within fifteen (15) school days after receipt of the grievance. The supervisor will provide a written answer to the grievance to the aggrieved staff member and the Association within fifteen (15) school days after the meeting. This answer shall include the reasons for the decision.
2. If the grievance is not resolved at step #1, then the grievance may be referred to the Superintendent or his/her official designee within fifteen (15) school days after receipt of the step #1 answer or within fifteen (15) school days after the step #1 meeting, whichever is the later. The Superintendent shall arrange for a meeting to take place within fifteen (15) school days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have fifteen (15) school days in which to provide his/her written decision, with reasons, to the Association and the grievant.
3. If the Association is not satisfied with the disposition of the grievance at Step 2 or the time limits expire without the issuance of the superintendent or designee's written reply, the Association may submit the grievance to the School Board. The written notice to the School Board will be provided within fifteen (15) school days of the superintendent or designee's disposition or expiration of the time limit. The

meeting with the School Board will occur no sooner than fifteen (15) school days, and no later than thirty (30) school days from receipt of the written notice. Upon conclusion of the meeting, the Board shall have fifteen (15) school days in which to provide its written decision, with reasons, to the Association.

4. If the Association is not satisfied with the disposition of the grievance at step #3 or the time limits expire without the issuance of the School Board's written reply, the Association may submit the grievance to final and binding arbitration by an arbitrator from the American Arbitration Association which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the step #3 answer, then the grievance shall be deemed withdrawn.

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

   B. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he/she judges to be proper.

   C. Each party shall bear the full costs for its representation in the arbitration. Any cost for the arbitration shall be divided equally between the Board and the Association.

8.3 Bypass

Any step of the grievance procedure may be bypassed if both parties agree.

8.4 Multiple Supervisor Grievance

Multiple supervisor grievances involving one or more supervisors or involving an administrator above the building level may be initially filed by the Association at step #2.

8.5 Association Participation - Staff member Represented

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

8.6 Association Participation - Staff member Not Represented

Individual employees, or groups of employees, may present grievances informally without Association assistance provided that no settlement will be made that is inconsistent with the terms of this Agreement, and provided further that the Association will be advised of the settlement.

8.7 Filing of Materials

All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

8.8 Grievance Withdrawn

A grievance may be withdrawn at any level without establishing a precedent, and if withdrawn shall be treated as though never having been filed. The failure of any staff member or the Association to act on a grievance within the prescribed time limits, shall act as a bar to any further processing of the grievance. An administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step.

ARTICLE IX

ACADEMIC FREEDOM

9.1 Philosophy

The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire a meaningful awareness of and respect for the Constitution and the Bill of Rights of the United States and the Constitution of the State of Illinois and instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for staff member and student is encouraged. It is also agreed that it is in the best interests of the District to have a consistent, organized and cohesive District-wide curriculum, which is implemented with fidelity and delivered in a manner designed to ensure individual student achievement and proficiency in the core/essential curriculum content areas.

9.2 Guarantee - Staff member

Collaborative sharing and professional conversations regarding the selection of instructional materials and methodologies are critical to the instructional process. Therefore, if a staff member differs in opinion regarding the selection or use of instructional materials, or the methodologies he/she intends to utilize when instructing students, the staff member shall be guaranteed the right to explain his/her concerns and rationale to his/her supervisor. If the staff member and his/her supervisor are not able to mutually resolve the concerns, the staff member shall have the right to meet with and be heard by the Assistant Superintendent of Curriculum and Instruction, who will make the final decision concerning the matter under discussion.

9.3 Notification - Administration

Whenever a staff member plans to inject into course coverage units which might reasonably be anticipated to be controversial and which are not part of an established curriculum, the staff member is required to provide notice to the Administration prior to use.

9.4 Board Rights

Nothing in this Article diminishes the rights and authority granted the Board by the Illinois School Code to determine which instructional materials will be used, course content and all other matters dealing with curriculum.

ARTICLE X

DUES CHECK-OFF

10.1 Dues Check-off - Definition and Procedure

The Board shall deduct from the pay of each staff member all current membership dues of the Association, provided that at the time of such deduction there is in the possession of the Board a continuing membership written authorization form for dues deduction, executed by the staff member. The Association shall specify the amount of dues to be deducted from each staff member's salary, provided such amount shall not be changed more than once each school year. Such authorization cards shall be furnished by the Association.

A. A staff member may authorize dues deduction by having presented an authorization card to the Board at least two (2) calendar weeks prior to the first paycheck in which deductions are to be made. The amount specified by the Association will be pro-rated and deducted from each paycheck to complete payment by June 30th.
B. On receipt of dues revocation, the Board will notify the Association in writing of such dues revocation. The revocation shall be implemented pursuant to the authorization card, or in the absence of any such provision, in the payroll period following the payroll period in which such notice is received. If a staff member resigns from the employment of the Board prior to termination of the effective period of the then current authorization, the Board shall deduct the unpaid portion of such authorization from the staff member's final paycheck with the approval of the staff member.
C. All dues deducted by the Board shall be remitted to the treasurer of the Association no later than ten (10) days after the Board approval of the payroll.
D. The Association shall indemnify and hold harmless the Board from any and all claims, demands, suits and costs incurred in connection with any claims, demands, or suits, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with provisions of this section.
E. Except as provided in subsection A of this Article, the amount of dues to be deducted from any one staff member shall not vary from one paycheck to another paycheck.

10.2 <u>Fair Share Fee</u>

A. If a staff member does not join the Association, such staff member will:

    1) Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration as annually certified by the Association (hereinafter "Fair Share Fee");

    2) Pay directly to the Association a like sum.

B. In the event such an authorization is not signed or such direct payment is not made within thirty (30) calendar days following the commencement of employment of the staff member or the effective date of this Agreement, whichever is later, the Board shall deduct the Fair Share Fee in equal payments in the same manner as dues are deducted pursuant to Article X, Section 10.1.
C. The Association and the IEA/NEA agree to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Subsection B above, including reimbursement for any legal fees or expenses incurred in connection therewith.
D. The Board agrees to promptly notify the Association in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of Subsection B above and, if the association so requests in writing, to surrender claims, demands, suits or other forms of liability.
E. The provisions of this Fair Share Section (10.2) shall not apply to any person who was a member of the Bargaining Unit and did not belong to the Association as of September 7, 1984, except and unless should those persons at some future date voluntarily agree to either the Fair Share provisions or take out a membership in the Association.
F. Any staff member objecting to the Fair Share Fee based upon bonafide religious tenets or teaching of a church or religious body of which such staff member is a member shall pay an amount equal to the Fair Share Fee to a non-religious charitable organization. Such organization shall be mutually agreed upon by the staff member and the Association, or in the absence of such

agreement, to an organization on the approved list of charitable organizations established by the Illinois Educational Labor Relations Board.

ARTICLE XI

EMERGENCY SCHOOL CLOSINGS

11.1 Notification Procedure

The administration shall annually notify staff members before October 1st of the procedures typically followed in the event of an emergency school closing. The District will generally utilize a mass calling/messaging system to notify staff in the event of an emergency. All staff members are responsible for updating and keeping their contact information current with both the Human Resources Department and their individual school buildings.

11.2 Emergency Closure of Partial District Buildings

If a particular school is closed due to an emergency, while other schools in the District remain open and other employees work, the employees from the closed building(s) may be required to report to an alternate work site designated by the Superintendent. When a single building or schools are officially closed by the Superintendent or designee, no leave days previously arranged by a staff member shall be deducted for any day that schools are closed.

11.3 *Event Rescheduling due to Emergency Closures*

When an evening event (ie. curriculum night or PT conferences) is canceled due to an emergency, then the rescheduling of the event cannot occur earlier than two weeks from the notification of the new date.

In certain cases, specific activities, sports, or events such as musicals or state qualifications might need immediate rescheduling. Participants (staff), along with the Superintendent and LZEA President, must complete and sign a waiver to bypass the usual two-week rescheduling rule for those sponsoring or coaching these events.

ARTICLE XII

STAFF FACILITIES AND EQUIPMENT

12.1 Requisition Policy

Each instructional staff member shall be given the opportunity to submit requisitions for instructional material and supplies for the following school term.

12.2 Duplicating Facilities

The Board agrees to make available for each building duplicating facilities to aid staff members in the proper execution of their assigned duties. These machines shall be kept in working order.

12.3 *Physical Facilities*

A. The Board will provide each staff member with a work space, chair, storage appropriate for their classroom or work needs, and a computer and iPad. The Board will also provide each classroom with a bulletin board and projecting equipment.
B. The Board agrees to make reasonable efforts to ensure a clean and well-maintained facility.

12.4 Staff members' Lounge and Washrooms

A staff members' lounge shall be provided in each building. The Board will make reasonable efforts to ensure that a custodian will clean and stock the staff members' lounges and washrooms daily.

12.5 Out-Of-Pocket Expenses

Procedures shall be established in each building to permit staff members to acquire necessary instructional materials without resort to normal bidding procedures and to be promptly reimbursed for same, provided all such purchases shall first be approved by the building principal.

12.6 All Other Supplies

Within the limitations imposed upon it by the granting bodies, the Board will give staff members adequate advance notice in order that he/she may prepare supply requests.

12.7 Yearly Budget

Every reasonable effort will be made to advise departments and elementary grade levels of their allocated funds so that adequate time will be available to prepare budget requests.

ARTICLE XIII

STUDENT-STAFF MEMBER RATIOS

13.1 Student-Staff member Ratios (Article 7 – Elementary 7.3)

A. The parties recognize that it is a desirable goal to maintain reasonable equality in teaching load with respect to the number of pupils per class. The District's goal is that a section be created when a class size count reaches 28 in grades grade 2-5 and 24 in Kindergarten and 1st. A cutoff date of August 5th each year will be used in finalizing sections. Therefore, no section changes may be made after this time unless at the Superintendent's discretion. In the event that a class section exceeds the district's desired class size listed above, the building Principal may request additional support for the class/grade level based on the needs of the students. Additional support resources will be reviewed and may be approved by the Superintendent or designee. However, the parties realize the District finances may not always permit it to meet this goal. Therefore, this provision shall not be subject to the grievance and arbitration procedure of this Agreement. In determining class sizes, the administration shall work toward equitably distributing students with special needs within a grade level, and this factor shall be considered when assigning students to a class. Special education students receiving itinerant or resource services are part of the regular class count.

B. If a staff member believes that the number of students assigned to the staff member is inappropriate, the staff member shall confer with his/her principal regarding the problem. If the staff member and principal cannot agree upon a mutually acceptable solution, the staff member and principal shall refer the matter to the Superintendent or his/her designee for consideration of additional support.

ARTICLE XIV

EFFECT OF AGREEMENT

14.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

14.2 Board Policy

Board policy shall conform with this Agreement, and if inconsistent therewith, the terms of this contract shall prevail. The Board shall provide the Association with a copy of its policy manual and shall supply the Association with one (1) copy of all revisions and additions as soon as possible after their adoption.

14.3 Individual Contracts

Individual contracts of employment shall conform with this Agreement and, if clearly inconsistent therewith, the terms of this Agreement shall be deemed to prevail.

14.4 Savings Clause

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

14.5 Waiver of Additional Bargaining

The parties each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any matter (except as otherwise specifically provided herein) even though such subject matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE XV

LEAVES

15.1 Leave-Contractual Continued Service Status

The contractual continued service status of a staff member shall not be affected because of any absence while on any leave as provided herein.

15.2 Sick Leave

Each staff member shall be entitled annually to the amount of sick leave per year without loss of pay according to the chart listed below. Beginning the school year of 2007-08, a staff member's unused sick leave shall be allowed to accumulate an unlimited number of sick days.

Years of Service	Number of Sick days per year
0 -5	13 days
6-10	15 days
11+	18 days

Years of Service shall mean the total number of years of continuous employment with the District in a bargaining unit position covered under this agreement. After a resignation, termination, or dismissal if an educator has a break in service of one (1) year or more this shall constitute a break in continuity. Only service performed after the most recent break shall be counted toward Years of Service.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth or adoption, or placement for adoption. The immediate family for purposes of this section shall include the staff member's: spouse, children, parents, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandparents-in-law, grandchildren, primary care recipient, and legal guardian. (For purposes of this provision, a staff member's civil union partner or significant other shall be regarded as a "spouse" and the parents, grandparents, brothers and sisters of the civil union partner or significant other shall be regarded as: "in-laws".

Sick leave shall not normally be applicable to surgical or other procedures which may be postponed without significant medical effect to the summer or a school holiday or a vacation period. The determination of postponement shall be between the staff member and his/her physician. To the extent possible, sick leave shall not be applicable for physician's appointments that may be scheduled outside of the work day.

Use of sick leave on the day before or after holidays/school breaks, on Institute days, and on Mondays and Fridays can place a strain on staff members and other employees in the District and can cause a shortage of substitutes. The District has the right to request medical documentation from staff members and may exercise this right from staff members exhibiting a pattern of such use of sick leave, as well as in other circumstances.

For staff members not on parental leave, the sick leave provisions of this contract shall be applicable to illness (appropriately physician certified as necessary) resulting from pregnancy and/or childbirth.

To the extent that a staff member or his/her spouse, parent or child's temporary illness or disability under this section also qualifies as a "serious health condition" under the *Family and Medical Leave Act*, and to the extent the staff member is an "eligible employee" as defined under that *Act*, then any FMLA-qualifying absence under this section shall also be construed as medical leave under the *Family and Medical Leave Act*.

New sick leave days shall not be granted during a period of leave, but any unused accumulated sick leave available at the commencement of the leave shall be available to the staff member upon return to employment in the District.

15.2 A ***Long Term Disability***

The District will provide a long term disability insurance program which provides for 60% of the basic monthly earnings when all sources of income are considered (examples of other sources of income-TRS, Social Security Disability).

15.3 Personal Days

Personal days are granted to staff members for the specific purpose of conducting business which cannot reasonably be accomplished outside school hours and which require the staff member to be present. Except in cases of emergency or unavoidable situations, staff members are required to enter their intent to use personal leave into the substitute calling system at least three (3) workdays in advance. The staff member should also provide advance notice of their intended use of personal leave to their designated building administrator.

Staff members will be entitled annually to the amount of personal leave per year according to the chart listed below:

Years of Service	Number of Personal Days per year
0 -5	2 days
6-10	3 days
11+	4 days

Years of Service shall mean the total number of years of continuous employment with the District in a bargaining unit position covered under this agreement. After a resignation, termination, or dismissal if an educator has a break in service of one (1) year or more this shall constitute a break in continuity. Only service performed after the most recent break shall be counted toward Years of Service.

If unused, personal leave days shall be added to accumulated sick leave.

Personal days shall not be utilized for participation in any form of work stoppage, or any activities resulting in taxable income other than the sale of the staff member's residence(s). Personal days may not be used on the first five (5) or last five (5) days of student attendance each school term, or on the day preceding or following a school holiday, vacation or recess period, or on an institute day. Staff Members may not use more than three (3) personal days consecutively. Additionally, unpaid dock days are strongly discouraged. The Superintendent may approve the use of a personal day or unpaid dock day during these restricted periods, in very limited circumstances such as immediate family wedding, college drop off, home purchase/sale, or court proceedings. Any denied request shall not be subject to the grievance procedure and any approved request shall be non-precedential. A teacher who believes they have an extenuating circumstance must submit a detailed written request for an exception prior to making plans to use a personal leave or unpaid dock day during a restricted period and should be aware that any such request may be denied.

Violation by the staff member of this Article will result in loss of pay and may provide grounds for dismissal.

15.4 Sick Leave Bank

The Board of Education of Lake Zurich School District 95, in cooperation with the Association, shall establish a Sick Leave Bank on a voluntary basis. The Association shall administer the Sick Leave Bank and shall establish rules for the implementation of the Bank. A copy of the established rules shall be on file in the District Business Office. The Association shall provide to the District Business Office the names of participating members and the subsequent charges against the Bank. The Association agrees to hold harmless the Board of Education for any claim, damages, or legal actions initiated pursuant to the Section. It is expressly understood that this save harmless provision will not apply to any claim, demand, suit, or other form of liability which may arise as a result of willful misconduct by the Board.

At the end of each school year, the administrators of the Sick Leave Bank shall provide the Assistant Superintendent for Finance with a report stating the total balance of days in the Sick Leave Bank, the number of days granted, the identity of each staff member receiving days and the number of days granted to each.

15.5 Job-Related Injuries or Disease

In case of any injury or disease arising out of or in the course of employment, the involved staff member shall make every effort to report to his/her Principal or Supervisor within 48 hours and shall make every reasonable effort to file a written report with the Superintendent within seven (7) days of such accident or injury. The staff member may utilize available sick leave until such time as he/she receives any temporary total disability benefits from the District's workers' compensation carrier. Upon receipt of the temporary total disability benefits from the District's workers' compensation carrier, and for as long as the employee continues to receive such disability benefits, he/she shall not be allowed to also utilize available paid sick leave days. Additionally, to the extent there are any days of absence for which the employee received both paid sick leave days and temporary total disability benefits, the employee shall elect to either reimburse the sick leave pay in a lump sum to the District, or have the District withhold a portion of the sick leave pay from each of his/her remaining paychecks for the year until the amount is repaid. The District shall then restore the staff member's sick leave days to his/her accumulated sick leave.

15.6 Childbirth/Adoption/Parental Leave

A staff member shall be eligible for childbirth/adoption/parental leave subject to the following conditions:

A. Notice, Planning and Length of Leave

1. Application for leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the anticipated birth or placement of the child. In the case of a staff member desiring adoption leave, the Superintendent or his/her designee shall be notified in writing upon the initiation of such adoption proceedings. It shall be the responsibility of the applying staff member to keep the Superintendent or designee informed of the status of the proceedings.
2. The staff member and the Superintendent, or his/her designee, shall agree upon a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors related thereto. The leave shall not exceed the balance of the school year in which it commences, or six (6) months from the date of the birth or placement of the child, whichever is longer. Such leave shall commence upon: 1) the date agreed upon by the Superintendent and staff member prior to the anticipated date of delivery/placement, or 2) the actual date of delivery/placement.

B. Pay During Leave

1. During the leave for childbirth or adoption, the staff member may use up to thirty (30) paid sick leave days, if available as defined in Illinois school code. Sick days shall not be used on an intermittent basis unless necessitated by the circumstances of an adoption and approved by the Superintendent or his/her designee. The balance of any leave shall be considered unpaid except that, if demonstrated by proper medical substantiation, the staff member may use additional sick leave days, if available.

C. Treatment of Sick Leave

1. New sick leave days shall not be granted during a period of parental leave, but any unused accumulated sick leave available at the commencement of the leave shall be available to the staff member upon return to employment in the District.

D. Health Insurance Benefits During Leave

1. During any period of paid leave, or during any period of available leave (whether paid or unpaid) which is FMLA-qualifying and designated, whichever is longer, the District shall continue any health insurance benefits elected by the employee on the same basis as such insurance benefits are maintained for working staff members. For the balance of any leave time elected by the employee and with the consent of the carrier, the staff member may maintain insurance benefits by making timely payments of all premiums which may be due to the Business Office or pursuant to its direction.

E. Family and Medical Leave Act

1. To the extent that a staff member's use of paid or unpaid leave under this section also qualifies for leave under the *Family and Medical Leave Act*, and to the extent the staff member is an "eligible employee" as defined under that *Act*, the first twelve (12) weeks of a staff member's leave under this section shall also be construed as leave taken under the *Family and Medical Leave Act*, and the staff member shall be covered by the rules and regulations governing the Act.
2. A staff member who utilized the provisions of FMLA any time during the school year to take unpaid leave may elect to have his/her pay pro-rated in whole or in part to reflect time spent on such leave. Staff members not returning after leave shall refund excess salary payment to the District within 30 days of such notification.

F. Non-Tenured Staff Members

1. A non-tenured (i.e. probationary) staff member may apply for a leave under Section 15.6 under the same terms and conditions applicable to a tenured staff member. However, for a school term to count toward the attainment of tenure, the probationary 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 probationary staff member has been employed for the period of time necessary to attain tenure, provided that the probationary staff member actually teaches or is otherwise present and participating in the District's educational program in the following school term. Such leave will not affect the staff member's salary schedule placement or other benefits previously acquired.

G. Extenuating Circumstances

1. In extenuating circumstances, the Superintendent may waive any of the provisions of this sub-section in his/her sole discretion, and any such waiver shall not be considered precedent in any respect.

15.7 Notification of Return from An Unpaid Leave of Absence

In all instances where a staff member is granted an unpaid leave, as a condition thereof, and where applicable, the staff member shall advise the Superintendent in writing by January 15th if he/she intends to return to employment. The Superintendent or designee shall send a reminder regarding this by December 15th. Failure to advise the Superintendent or designee of intent to return as required by this policy shall be treated as an election not to return to employment and as a resignation from the District.

15.8 Waiver of Claim for Unemployment Compensation

Election to take an unpaid leave of absence by a staff member shall constitute a knowing waiver of any and all claims for unemployment compensation during the term of said leave.

15.9 *Additional Leaves- Religious Holidays*

In addition to the leave granted elsewhere in this Article, the Board shall authorize absence with pay for religious holidays of the staff member's faith. Such leave shall be granted to a maximum of two (2) days per school term with no loss of pay.

Legal Obligation of the Employer Regarding Religious Leave:
The district is committed to complying with all relevant laws which require employers to accommodate employees' whose sincerely held religious beliefs and practices require that the employee abstain from work at certain times of the work day or workweek, unless doing so would pose an undue hardship on the district's operations. The district will make reasonable efforts to accommodate requests for time off for religious holidays that do not cause significant disruption to the educational environment or staffing needs.
Such leave shall be granted to a maximum of two (2) days per school term with no loss of pay. Any additional leave granted shall be unpaid. Employees are required to request time off for religious holidays by the first day of student attendance to allow for adequate planning and accommodations. Newly employed staff hired after the start of the school year must submit their request within five (5) work days of being hired.

Undue Hardship:
An accommodation will not be provided if it results in an undue hardship to the school district. Factors that may be considered in determining undue hardship include:

- The impact on the district's operations, including student services and school functions.
- The availability of substitute teachers or other resources to cover the absence.
- The frequency of requests and their timing in relation to the academic calendar.
- The financial cost to the district.
- If an accommodation request is denied due to undue hardship, the district will work with the employee to explore alternative accommodations, if possible.

Notice of Leave Request:
Employees are required to request time off for religious holidays by the first day of student attendance to allow for adequate planning and accommodations. Newly employed staff hired after the start of the school year must submit their request within **five (5) workdays of being hired**. The district understands the importance of religious observances and will strive to balance the needs of the employee with the needs of the district.
The number of religious holiday day requests will be limited to **no more than 30** for any given day. Any requests that may be submitted over the maximum 30 will be reviewed on a case-by-case basis.

Cancellation of School:
In the event that a building or entire district may be closed on a previously scheduled and approved religious holiday day, that day may **NOT** be made up at another time. For example, if a religious holiday day was approved for November 15th and the District calls an emergency closing day for that day, the use of that religious holiday does not return to the staff member for use at another time.

Procedure for Requesting Religious Leave Day:
This form has been created to streamline the religious day request process. This is the only form needed for approval. Staff members will **NOT** be able to submit their leave day request in Frontline. After submission and approval of this form, the approved day will be entered in Frontline on the behalf of the staff member by the Human Resources Department.

15.10 Association Leave - Officer

An unpaid leave of absence of up to two (2) years shall be granted to any staff member, upon application, for the purpose of serving as an officer of the Association, or of its affiliates.

15.11 Public Office

An unpaid leave of absence shall be granted to any staff member, upon application, for the purpose of serving in a full-time local public office or in a state or national public office to the extent necessary for such activities.

15.12 Advanced Study

An unpaid leave of absence for the purpose of advanced study of up to one (1) year may be granted, at the discretion of the Board, upon written application, to any staff member on contractual continued service provided the staff member states his/her intention to return to the school system. Upon return from such leave, the staff member shall be placed at the same position on the salary schedule he/she would have been had he/she taught in the District during such period, unless as a mutually agreed condition of such leave, salary advancement was not to occur. As a condition for said leave, the staff member shall agree to waive any and all claims to unemployment compensation for the period of the leave, and/or repay to the District a sum equal to the amount of unemployment compensation paid to him/her during this leave.

15.13 Professional Conferences

Staff members may request approval to attend professional conferences, meetings or workshops. Annually, the District will allocate funds to each building for such purpose. Each building Principal or designee shall determine, in his/her discretion, how many staff members, and which professional opportunities, will be approved. If a professional opportunity is approved in advance by a Principal or designee and is held on a work day, the staff member shall receive his/her salary for his/her scheduled work hours on that day without the loss of the staff member's own personal leave time. The Principal also has the discretion to approve the reasonable expenses related to attending the conference, meeting or workshop (*e.g.,* registration fees, mileage, etc.) and shall inform the staff member if expenses will be paid at the same time any approval is granted.

15.14 Litigation Absence

A staff member shall experience no loss in pay or paid leave benefits because of jury duty or because a staff member, pursuant to a subpoena issued by the Clerk of the Court or any body of competent jurisdiction and served upon the staff member, attends as a witness upon trial or other proceedings or to have his/her deposition taken in any school related matter pending in court. There may be deducted from the staff member's pay an amount equal to the amount received for such jury duty or for per diem fees to which the staff member is entitled for complying with such subpoena, less any transportation and parking expenses incurred by the staff member and documented to the Business Office. Staff members required to appear for jury duty, trial or deposition shall in a timely fashion provide the Principal with a copy of the jury duty summons or the subpoena.

15.15 Attendance Incentive

In an effort to reduce the total number of sick days used, the Board agrees to reward the individual staff member according to the following schedule:

Number of Sick Days Used	Stipend
0	**$300**

15.16 Discretionary Leaves - Precedent

A staff member may request an unpaid discretionary leave of absence by submitting a written request to the Superintendent, or his/her designee, indicating the reason for the request (including any supporting documentation) and the requested dates of leave. The Superintendent, or his/her designee, in his/her sole discretion, may deny the request or recommend its approval to the Board. If making a recommendation for approval, the Superintendent, or his/her designee, shall first meet with the staff member to determine the exact term of any leave, taking into consideration continuity of instruction, any expectations of the staff member during any leave and the date upon which notification of return from any leave would be required.

During any period of approved unpaid discretionary leave, new sick leave days shall not be granted, but any unused accumulated sick leave available at the commencement of leave shall be available to the staff member upon return to employment in the District. With the consent of the carrier, the staff member may maintain insurance benefits by making timely payment of all premiums which may be due to the Business Office or pursuant to its direction. Any salary lane advancement permitted the staff member who is granted an unpaid discretionary leave shall be in accord with Section 19.1 (Partial Year Experience Credit) of this Agreement.

As a condition of any unpaid discretionary leave granted, the staff member shall agree to waive any and all claims to unemployment compensation for the period of the leave, and/or repay to the District a sum equal to the amount of unemployment compensation paid to him/her during this leave. As a further condition of any unpaid discretionary leave granted, the staff member shall advise the Superintendent in writing by February 1st (or any such alternative date required by the Superintendent, or his/her designee) if he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return by the designated date shall be treated as an election not to return to employment and as a resignation from the District.

In this, or any other instance wherein this article authorizes the Board to grant a discretionary leave of absence, the grant or denial of a discretionary leave shall be non-precedential and non-grievable.

15.17 Funeral Days

Each staff member will be provided up to three (3) funeral days per death in the immediate family or household for bereavement purposes. The immediate family for purposes of this section shall include the staff member's: spouse, children, parents, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandparents-in-law, grandchildren, primary care recipient, and legal guardian. (For purposes of this provision, a staff member's civil union partner or significant other shall be regarded as a "spouse" and the parents, grandparents, brothers and sisters of the civil union partner or significant other shall be regarded as: "in-laws").

Each staff member will be provided one (1) funeral day per year for other instances outside of the immediate family. Such leaves will be granted with no loss in pay. This day shall not accumulate if unused. Additional time may be granted at the discretion of the Superintendent or designee.

15.18 Military Leave

The District will observe all of the statutory rights of staff members who are or were members or enlistees of the armed service, the reserve of any armed service or a member of the National Guard.

Any staff member that has provided appropriate notice in utilizing this provision will be guaranteed their extra-curricular stipends/assignments upon their return to their position for a one-year period as long as the return is at the start of the season. If the staff member returns in the middle of a season or once a

season has begun, they will have the opportunity to return to that assignment the following season. If the military leave extends into an additional year, upon return the staff member can request an interview but is not guaranteed the position or assignment. This agreement will remain in effect for any staff member out on leave.

ARTICLE XVI

PROVISION FOR PART TIME CERTIFIED STAFF

16.1 Definition of Part-time Status

A part-time certificated staff member is paid based on their full-time equivalency (FTE). The FTE is calculated based on the percentage of the instructional day taught by the part-time staff member. The part-time staff member is then expected to work the same percentage of a full-time staff member's workday as corresponds to their FTE., subject to the Guidelines and Expectations outlined in 16.7. For illustrative purposes, a part-time staff member who teaches 3 out of 5 periods is considered to be a .6 FTE. If a workday was 8 hours in length the .6 FTE is expected to be at work for at least 4 hours and 48 minutes, which is 60% of the 8-hour workday. A certificated staff member at the high school or middle school who has an instructional assignment of fewer than five periods per day is considered part-time status. A certificated staff member at the elementary school who has an instructional assignment of fewer than the number of hours designated as the normal workday in Article 7.1 of this Agreement is considered part-time status. A non-instructional certificated staff member (e.g. social worker, psychologist, school nurse, speech language pathologist, etc.) who is assigned to duties for fewer than the number of hours designated as the normal work day in Article 7.1 of this Agreement is considered part-time status.

A. There are two categories of part-time staff members
   1. The staff member who has a part-time contract and is hired on a year-to-year basis.
   2. The tenured staff member who has requested part-time employment.

B. A part-time certificated staff member will be under contract and will receive salary and fringe benefits, as defined and consistent with the Agreement and the percentage of time the part-time staff member is employed. These benefits include, but are not limited to medical, dental, and life insurance. Sick days and personal days will be granted and deducted in accordance with the procedures for full-time staff.

16.2 Salary and Benefits for Part-time Status Certificated Staff

Part-time certificated staff receives pro-rated salary and fringe benefits consistent with the percentage of time he/she are employed. For high school and middle school, in which the periods for each semester are calculated on tenths, the part-time certificated staff member is paid on a pro-rated basis with one period assignment per semester equaling ten (10) percent of the step and lane for which the staff member would be eligible on the staff members' salary schedule. For example: a staff member assigned three instructional periods per semester is .3 for the semester or .6 for the year. Therefore, the part-time staff member would receive 60% of the individual's cell placement and benefits.

16.3 Salary Advancement

Part-time certificated staff will move on the salary schedule in accordance with the practice for full-time staff members.

16.4 Tenure Restrictions

A staff member, who is hired on a part-time basis, does not accrue credit toward tenure status while remaining in part-time service. Only full-time certified staff may acquire tenure as prescribed by law. A staff member, who has achieved tenure, requests and is granted part-time employment, retains tenure in the district.

16.5 Seniority

Seniority for a part-time certificated staff member accrues according to Article 21.1 of this Agreement.

16.6 Process for Approval of Change from Full-Time to Part-Time Status and Part-Time to Full-Time Status

A request by a staff member to become or remain on part-time status will be made annually, according to the following procedure:

A. A full-time staff member who desires a part-time position, must submit an application to the Division Chair, Principal, and the Executive Director of Human Resources by January 15th of each year. The Division Chair, Principal and the Executive Director of Human Resources will review all such requests and jointly make a decision about the request. A decision will be communicated to the employee no later than May 15th each year. The Director of Human Resources will present requests for part-time status to the Superintendent for final approval by the Board of Education.

B. Any changes in part/full time status will only occur at the start of a school year. A part-time staff member who wishes to return to their former full-time status must submit an application to the Division Chair, Principal, and the Executive Director of Human Resources by January 15th During the first two years of part-time status, a member shall have the right to return to full-time status, (provided the member has the proper credentials and placement on the Sequence of Honorable Dismissal List) but must still submit a timely request. After two years, a request to return to full-time status shall be jointly reviewed by the Division Chair, Principal and the Executive Director of Human Resources, who shall consider the availability of a full-time position as well as program needs, building needs and district needs. Except for any staff member exercising the right to resume full-time employment during the first two years, the District shall be under no obligation to release or reduce another staff member to accommodate a part-time staff member's request to resume full-time employment. A decision will be communicated to the employee no later than May 15th. The Executive Director of Human Resources will present requests for full-time status to the Superintendent for final approval by the Board of Education. This provision shall commence at the beginning of the 23-24 school year.

C. A part-time staff member is not guaranteed the same percentage of full-time employment from year to year. If, for example, the District is only able to offer a .4 FTE position to a part-time staff member who previously worked a .6 FTE position, the District shall be under no obligation to increase the FTE to .6.

16.7 Guidelines and Expectations

A part-time staff member must meet the same professional responsibilities as a full-time staff member. That is, the part-time staff member is expected to attend all Institute Days and Parent/Staff Member Conferences in their entirety as well as the full High school Office Hours schedule to support students. Additionally, on a pro-rated basis, consistent with the percentage of time the part-time staff member is employed, the part-time staff member is expected to attend Curriculum Nights, Open Houses (elementary),

Early Dismissal and PLC meetings, School Improvement Days, and Department Meetings. In some cases, depending on the nature of the meeting or discussion, a part-time staff member may be required to participate in subsequent related meetings or activities. However, if determined to be appropriate by his/her supervisor, the part-time staff member may "attend" Early Dismissal/Late Start, School Improvement Days and/or Department Meetings virtually or via phone. All attendance/participation in these professional responsibilities shall be without additional compensation.

The immediate supervisor and principal of the part-time staff member are to communicate the guidelines and expectations to all part-time staff members before the first day of student attendance.

The part-time staff member's required workdays will be calculated by the approved prorated FTE, which will be rounded to the nearest tenth.

16.8 Job Sharing

Any staff member may request to share a full-time teaching position with another staff member. Such requests shall be jointly submitted to the Superintendent or his/her designee, in writing by January 15th of the year preceding the school year in which the desired job share would take place, signed by each of the staff members proposing to share the position, and specifying the position sought to be shared. Such requests shall be considered and may be granted under such terms and conditions as the Board of Education deems appropriate, subject to the following:

A. Should it apply, the contractual continued service status of the participating staff member shall not be affected except as clearly mandated by law.

B. Seniority shall accrue in accordance with this Agreement.

C. The determination of the Board shall be in its sole discretion and non-precedential.

D. In the event the employment of a participating staff member ceases for whatever reason (including but not limited to leaves of absence), the Superintendent or designee shall have the right to return the remaining participating staff member(s) to full-time status or fill the vacant position in any other manner he/she may deem appropriate.

E. Nothing herein shall preclude the approval of a request by a staff member to assume a part-time assignment which does not necessarily involve sharing a position with another staff member.

F. The participating staff member(s) will receive salary advancement for each year of service, while participating in this program, consistent with the practice for full-time staff members.

ARTICLE XVII

TERMINATION OF PROBATIONARY STAFF MEMBERS

17.1 Termination of Final Year Probationary Staff members

Any final year probationary staff member who is not being recommended for tenure (for any reason other than reduction of staff or curtailment or elimination of program) will be notified by the administration at least ten (10) calendar days prior to the Board meeting at which the matter will be considered. If the staff member chooses to pursue the matter, the staff member shall first meet with the Superintendent no later than three (3) calendar days prior to the Board meeting. The Superintendent shall make a recommendation to the Board on the matter. The staff member may attend the Board meeting and address the Board in closed session prior to the Board taking action should he/she choose. If the Board does not find in favor

of the staff member, he/she will be given the opportunity to resign. It is understood that nothing in this Article, other than the obligation to meet with the staff member at his/her request, shall impose any duty upon the Board that is in excess of the requirement of the Illinois School Code.

ARTICLE XVIII

FRINGE BENEFITS

18.1 Life Insurance

The Board will provide at its sole expense with an insurance company of its selection, each full-time staff member with group term life insurance in the following amounts:

1 - 5 years	$35,000
6 - 15 years	$50,000
16 -25 years	$75,000*
26 or more years	$100,000*

**any group term life insurance over $50,000 is subject to tax per IRS regulations.*

However, the amount of group term life insurance may be reduced for staff members who are 70 and older in accordance with the schedule of benefits established by the group term life insurance carrier.

18.2 Hospital, Surgical, Major Medical Insurance

The Board will make available an insurance program providing hospital, surgical and major medical benefits to staff members. For employees whose official employment date is before the first workday of the 2027-2028 school term, the Board shall pay the individual insurance coverage premium in an amount not to exceed the single coverage insurance premium for the PPO program.

For employees whose official employment date is on or after the first workday of the 2027-2028 school term, the Board shall pay the individual insurance coverage premium in an amount not to exceed the single coverage insurance premium for the HMO Advantage plan. Said employees may elect other available plans (i.e. PPO, HDHP, etc) coverage, but shall be responsible for paying any premium in excess of the premium cost for of the HMO Advantage plan.

For the 2026-2027 school year , the Board paid benefit towards family insurance for all employees shall be $585 per month for the school year, and each subsequent year of this Agreement, if the cost of dependent insurance coverage increases, the Board shall increase its contribution for dependent coverage by a corresponding percentage not to exceed 5%.

If two District staff members are married or civil union partners, they may elect to apply the combined monetary value of their two single insurance premiums toward the cost of dependent coverage but shall not be entitled to: a) any refund if the combined amount exceeds the cost of dependent coverage; or b) any additional Board contribution if the combined amount is less than the cost of dependent coverage. Board contributions for part-time staff shall be prorated in accordance with Section 16.2 (Part-time). This provision does not allow for a cash benefit in excess of dependent premium.

All staff members may participate in the Flexible Spending Account which permits staff members to elect among the following benefits via salary reduction:

1. payment for group health insurance premiums not covered by Board contribution,
2. payment for non-reimbursed medical costs up to the maximum permitted by law.

3. payment for dependent care expenses as defined in s129 of the Internal Revenue code.

All IRS limitations apply. The cost to establish and administer the program will be completely borne by the participating staff members.

The Association and the administration shall form a Joint Ongoing Insurance Committee which shall meet monthly beginning in January of each year to review proposals of carriers bidding on providing the District's Employee Health coverage, and to explore changes in the current plan to control cost. The Committee shall consist of an equal number of representatives chosen by the Association and the administration and three representatives of the Educational Support Staff. The Committee shall make recommendations as to proposals and plan designs that seek to control costs. The Board will either adopt one of the recommended proposals or renew the current plan and plan design.

The parties agree that, at the time the 2026-2029 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, either party may request to, and if so requested, shall reopen Article 18, Section 2 of this 2026-2029 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.

18.3 ***Purposefully Left Empty***

18.4 Election of Coverage

Staff members shall irrevocably elect the coverage they desire within thirty (30) staff member employment days of commencing work during the term of this agreement subject to a change of circumstances relative to dependent(s) or the like.

18.5 New Staff member Coverage

Staff members new to the District will be covered by all Board provided insurance no later than one month after initial employment with the concurrence of the insurance carrier.

18.6 Tuition Reimbursement

Subject to the conditions set forth below, a staff member who earns college credits by completing courses at accredited colleges or universities shall be eligible for reimbursement at the maximum rate of $***275*** dollars per semester hour, provided the courses received pre-approval by the Superintendent or his/her designee prior to the staff member's enrollment. Courses that are pre-approved must be completed within the timeline indicated on the pre-approval form. Should the timeline not be met, the pre-approval for that course is null and void.

A. Course Eligibility

- Courses which are part of a degree program in the staff member's discipline or in education.
- Courses which are prerequisite to approved graduate courses and which are recommended by the building principal as valuable to the educational program.
- Courses in an undergraduate area of study provided such course work is recommended by the building principal as likely to enhance the staff member's contribution to the educational program of the District. No more than three (3) hours of undergraduate coursework shall be eligible for reimbursement per year.
- Post-graduate courses, including, but not limited to, on-line courses, clinics, workshops and seminars, if deemed by the Superintendent or his/her designee to be relevant to District

initiatives including, but not limited to, school improvement goals, MTSS, professional learning team department goals, differentiated instructional techniques, research-based effective teaching techniques, or curriculum mapping and only if such on-line course, clinic, workshop or seminar is also regarded by the Superintendent or his/her designee to require a sufficient degree of academic rigor and challenge to the student.

- Courses or seminars related to coaching or extracurricular activities shall not be eligible for reimbursement, unless such course or seminar is deemed by the Superintendent, or his her/designee, to be relevant to the staff member's instructional responsibilities.
- Courses that are not considered eligible under this paragraph shall not be utilized by the staff member for lane movement or reimbursement.

B. Reimbursement

To receive reimbursement, the staff member must earn at least a "B," or a "Pass" if the course is only offered on a "Pass/Fail" basis. Additionally, within six (6) months of completion of the course, the staff member must submit a paid receipt for tuition to the District's Business Office along with an official transcript of credits earned. Failure to submit a complete request for reimbursement within the six (6) month period shall result in forfeiture of reimbursement and loss of lane movement for the forfeited course(s)

The Board shall annually (September 1st – August 31st) budget $120,000 for tuition reimbursement. This amount shall increase by $10,000 for each year of the contract. Reimbursements shall be made on or before November 15th each year for documentation (*i.e.,* paid receipts and official transcripts) submitted in by October 1st. If the number of approved semester hours multiplied by $275 exceeds $120,000, the reimbursement shall be pro-rated by dividing $120,000 by the total number of approved semester hours.

C. Reimbursement Limits

Staff members will be reimbursed based on the following:

Years of Service/ Lane	Reimbursement Limit in any one (1) year period (September 1 to August 31.)
3 years or less	6 semester hours
4 years or more in BA to BA+15	12 semester hours
4 years or more in MA to MA+30	9 semester hours
4 years or more in MA+45 or higher	6 semester hours

D. Continued Employment in District 95

Reimbursement of a staff member's tuition expense is made on the condition the staff member will continue to work for District 95 for at least the school year following completion of the approved course(s). Therefore, at the time the reimbursement is made, the staff member shall sign an agreement promising to repay the District and authorizing deductions from final salary, if necessary, in the event he/she fails to perform at least one (1) school year of additional service to District 95 following completion of the approved course(s).

E. *Assignment to New Subject Areas*

At the request of the Superintendent or designee, staff members in certain positions may be requested to obtain additional teaching credentials and/or licenses/certifications in order to take on instructional or other roles that may be identified as high need or in high demand. For those staff members identified, the District may cover the cost of necessary undergraduate or graduate work to obtain such credentials. Maximum total costs per person may be determined in conjunction with the Business and/or Human Resources offices. Staff members receiving such benefits are expected to follow the same procedures and guidelines as stated for general tuition reimbursement processes.

18.7 Salary Lane Adjustments

The following policies shall apply to the obtaining of all graduate credit to be utilized in District 95 for salary lane adjustments.

A. All courses qualifying for a salary lane adjustment including online or video course must be pre-approved by both the principal and the Superintendent or designee. Only successfully completed graduate credits from NCATE accredited colleges or its equivalent will be considered.

B. The number of semester hours allowed will be limited to nine (9) each semester during the school year and fifteen (15) during the summer. The nine (9) semester hours limitation will not apply to staff members on leave of absence.

C. For salary lane adjustments from MA+45 to MA+60, a teacher shall demonstrate that the completion of the additional 15 hours of coursework resulted in:
   1. An additional certification or teaching endorsement recognized by the Illinois State Board of Education* or
   2. Completed coursework in no more than two of the following general areas of emphasis**:
      Integration of Technology
      Interdisciplinary Instruction
      Differentiation
      Curriculum and Instruction
      Attainment of Additional Advanced Degree (i.e., Masters, CAS or Doctorate)
      Teaming
      Assessment
      Methodology

*Salary lane adjustment is contingent upon official notification from ISBE that the additional certification or endorsement requirements are met.
**Salary lane adjustment is contingent upon submission of satisfactory evidence (i.e., official transcript of completed coursework).

D. Salary lane adjustments will be considered and processed annually for courses **completed** between September 1st and August 31st of the previous year. All final paperwork submissions (grades, transcripts, receipts, etc) must be submitted to the Human Resources office by October 1st for consideration of lane change processing. Lane changes approved and processed will be paid retroactively to the start of that school year.

Salary Lane Movement – Longevity and Off-Schedule Employees
Effective as of the end of the 2028-2029 school year, employees who have reached longevity status at the BA, BA+15, and MA lanes or who are otherwise compensated outside of the salary schedule shall not be eligible for horizontal salary schedule movement based upon the completion of additional graduate or post-graduate coursework.

Completion of additional coursework after an employee reaches longevity status or is otherwise compensated outside of the salary schedule shall not result in an increase to the employee's base salary, longevity compensation, or other compensation, unless otherwise expressly provided in this Agreement.

Employees who remain on the applicable salary schedule shall continue to be eligible for horizontal lane movement in accordance with the provisions of this Agreement.

Grandfathering Provision. Employees who have reached longevity status at the BA, BA+15, and MA lanes, but were approved for coursework and corresponding lane advancement, prior to July 31, 2029, shall be allowed to complete such coursework and lane advancement, provided that all the contractual requirements for the lane movement that were in effect at the time of approval have been satisfied. Such lane movement shall be processed in accordance with the applicable provisions of the Agreement in effect at the time the coursework was approved.

ARTICLE XIX

PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

19.1 Partial Year Experience Credit

For purposes of advancement on the salary schedule, a full-time staff member who shall have been employed at least one hundred and twenty (120) days in a school term shall be entitled to advancement thereon as though the entire year had been completed unless an increment is to be withheld in accordance with Article 19.7.

19.2 Compensation Schedules

The Compensation Schedule for 2026-2027, 2027-2028, and 2028-2029 are as set forth in Appendix B.

19.3 Mileage

Staff members shall be paid the IRS rate per mile in effect at the onset of the school term for all approved mileage to perform his/her assigned duties for which the staff member shall be required to use his/her automobile.

19.4 Pay Days - School Not in Session

Paydays shall be on the fifteenth (15th) and last day of each month. If a regular pay date during the school term falls on a weekend staff members shall receive pay on the last day of the school session. If a regular pay date falls during a school recess period, paychecks shall be mailed. During the summer period, the Board shall make a reasonable effort to mail checks so that they arrive on or before the regular pay date to the designated address of the employee.

19.5 Payroll Deduction - Additional

Authorization for payroll deductions, or other than those required legally and by this Agreement, shall be authorized by written consent of the staff member. This will include a single credit union which, if possible, will be made available to all district employees. The Board's sole responsibility shall be with regard to payroll deduction.

19.6 Salary Schedule Adjustments

Adjustments on the salary schedule shall be made annually in October (retroactive to the beginning of the school year) provided that prior to October 1st, the staff member shall have filed with the Superintendent certification of earned credits, which certification shall be by official transcript. Where questions as to the completion arise, the Superintendent may accept other verification of work completed. To be eligible to advance on the salary schedule, the staff member must have received at least a "B" on each of the completed courses, or a "Pass" if the course is only offered on a "Pass/Fail" basis.

Courses that are pre-approved must be completed within the time line indicated on the pre-approval form. Should the time line not be met, the pre-approval for that course is null and void.

19.7 Newly Hired Staff Members Requirement

Mentorship Program

Any staff member who was first hired by the District for the 2026-2027 school term or after shall be required to complete a mentorship program designed to support continuous professional growth and assimilation into the District culture, curriculum expectations, and instructional model. Staff members with previous teaching experience shall participate in a one-year program, and staff members with no prior teaching experience shall complete a second year in the program. The program will consist of:

1. **Mentor Assignment:** The District shall assign each staff member a District-trained mentor who will provide regular support to the new staff member based on the District-approved mentor program curriculum.
2. **Meeting Cadence:** A regular meeting cadence shall be established to include no less than monthly one-hour meetings between the mentor and the new staff member.
3. **Scheduling and Agenda:** A schedule and overview of the yearly expected agenda topics for mentorship meetings shall be provided by Administration no later than the sixth day of school. Adjustments to the established meeting schedule shall be reported to the building administrator.
4. **Completion Requirement:** The mentorship program must be successfully completed during the first or first two years of the staff member's employment (dependent upon prior years of teaching experience).

A. Salary Adjustment Penalty

No staff member covered under this provision shall be allowed any further horizontal or vertical salary lane adjustments if this mentorship requirement is not met by the end of the first or second year after they were hired as determined by the building principals/supervisors.

B. Waiver

The District shall be permitted to waive any of these requirements on a non-precedential basis, and any such waiver shall be considered temporary and not permanent. Any such waiver shall also be considered non-grievable

19.8 Increments Withheld

The Board reserves the right to hold a staff member at the step on the salary schedule on which he/she was placed during the current school year. If the staff member is not otherwise entitled to move a vertical step on the schedule, the Board may withhold the increase of salary that would accrue. Such holding on step or withholding of salary increase shall be taken only upon a specific determination by the Board that the staff member's performance during the current school year was less than satisfactory and the honoring of any applicable statute with respect to such staff member.

The staff member shall be given notice by the Superintendent or his/her designee of his/her intention to make the recommendations to hold on step together with his/her reasons therefor. Such reasons shall also include specific actions needed to correct the unsatisfactory performance. If the staff member does not agree to the recommendation and the reasons for such, he/she shall be granted a closed meeting with the Board provided the staff member files a written request with the Board within ten (10) calendar days of the receipt of the Superintendent's recommendation. The staff member may be accompanied at such meeting with a representative of his/her choosing. No final action will be taken prior to a fair investigation and until the staff member has had an opportunity to have a meeting with the Board to review the recommendation.

Notification by the Superintendent or his/her designee shall be made at least sixty (60) days prior to Board action. The staff member may appear before the Board at a closed meeting to discuss this recommendation, may be accompanied by an Association or other representative, and may present witnesses in his/her behalf. Board action shall be taken no later than the last day of May.

19.9 Per Diem Payment for Services

Regularly employed staff members working beyond the 184 staff member attendance days in the performance of their duties under this contract will be paid at a per diem of their regular salary divided by the 184 staff member attendance days for work done prior to the start of the regular school year or at the end of the regular school year. For any day in which payment of salary will be docked the per diem rate will be calculated in the same manner. This does not include summer school and curriculum development work.

19.10 Payroll Installments

Each staff member shall elect to be paid on one of the following bases with the Payroll Department by the staff member of the selected option by the first day of student attendance.

Payment:

1. Twenty-four (24) equal payments
2. Twenty-one (21) equal payments each in the amount of one-twenty-fourth (1/24) of the annual salary. On or around June 15th the staff member will receive the June 15th paycheck and 3 final individual paychecks (June 30th, July 15th, July 30th)

19.11 Board Payment of Staff member's Contribution to Illinois Teachers' Retirement System

Amounts paid directly to the Illinois Teacher's Retirement System shall not be included as income on the individual staff member's W-2 form for Federal and State income tax purposes, provided that if the Internal Revenue Service or a court of competent jurisdiction shall determine that such amounts are not excludable from income, the Board shall promptly initiate withholding taxes on such amounts and include them on the W-2 forms.

Each staff member will hold the Board harmless from and will indemnify the Board for any and all Federal and State income taxes that might be levied against the Board for contributions made by the Board on behalf of the staff member to the Illinois Teachers' Retirement System, and for any additional amounts required by the Illinois Teachers' Retirement System to be paid by the Board. The means of said indemnification, if necessary, will be subject to negotiations between the parties, provided, however, that should such negotiations fail to result in an agreement within sixty (60) days from the date of the Board's notification of the necessity therefor, the Board reserves the right to establish a unilaterally adopted system for said indemnification.

It is further understood that the Association will promptly indemnify the Board in the event the Board is unable to secure reimbursement from the staff member.

19.12 Salary Lane Placement for Certain Positions

Effective with the 2026-2027 school year, staff members hired in positions of school psychologist, school social worker, school counselor, occupational therapist, physical therapist and school speech pathologist will be granted placement minimally at the MA+15 lane if their master's degree program required at least 45 graduate hours. The first 30 graduate hours of such programs are not counted for credit hours beyond. For example, a staff member's whose graduate program required 45 semester hours would be hired placed on the MA+15 salary lane. Staff members currently at MA+60 for the 2026-2027 school year who were not hired at MA+60 will receive a one-time bonus payment of $1,500 in October of 2026.

NOTE: Current staff members not at the schedule placement above will be moved to the proper lane as a one time adjustment for the 2026-27 school year and will not be retroactively adjusted (i.e. no back pay for such adjustment).

ARTICLE XX

SUPPLEMENTAL JOBS

20.1 Supplemental Jobs - Negotiated

All requests for new supplemental jobs must be submitted to the Executive Director of HR in writing on an approved form. The Executive Director of HR will present requests to the 4.19 Committee for consideration. If the new supplemental job is approved, the 4.19 Committee will also establish the amount of the stipend.
Elementary Intramural and clubs will be determined annually by the building administrator and may vary from year to year.

20.2 Supplemental Jobs - Added to Salary

The supplemental pay schedule shall be as set forth in Appendix D which is attached to and incorporated into this Agreement.

20.3 Supplemental Jobs - Payroll Procedures

Supplemental pay shall be added to the staff member's salary with the following options for payment:

A. Supplemental pay shall be prorated and paid in the paycheck each pay period.
B. Seasonal pay: staff members may choose to be paid per season
    1. For the proration of the season
    2. At the completion of their season
    3. From the start of the season for the remainder of the year.
C. Periodic lump sum payments: staff members shall receive pay after a specific number of weeks

Selection of the payment option will be made at the time the staff member elects or is selected for the activity. All such payments will be processed as normal payroll and as such subject to payroll deductions and Teachers' Retirement System contribution. In the event of school closures or activity cancellations the stipend amounts may be recalculated, or the staff member may be offered an opportunity to fulfill the hours in a mutually agreed upon manner.

20.4 Supplemental Jobs - Offered

Offers of supplemental jobs are annual appointments. The inclusion of any supplemental job in Appendix D does not compel the Board to offer such job to any staff member or to retain a staff member in a job. Ordinarily supplemental jobs will be offered first to a Bargaining Unit member who is suitably qualified, and if no such Bargaining Unit member applies for the position, the Board may offer the position to a non-Bargaining Unit member. This provision shall not be construed so as to prohibit the Board from appointing a non-bargaining unit member to a position when he/she is demonstrably better qualified than any bargaining unit member available and willing to take the position. At the discretion of the Board, an individual selected to fill a supplemental job may be awarded experience credit for previous relevant service and his/her placement on the supplemental salary schedule shall reflect the experience credit awarded by the Board. It is understood that no tenure rights attach to any supplemental job. An evaluation by an appropriate administrator or designee will be completed at the end of the supplemental job. The evaluation will be based on the job description.

20.5 Supplemental Jobs - Assignment

If a staff member is involuntarily assigned to a supplemental job, the assignment shall be:

A. Reasonably related to his/her training and/or experience;
B. For one year only;
C. Made after consideration of the staff member's other teaching responsibilities;
D. Upon receiving an involuntary assignment, the staff member may indicate in writing on a form provided by the District that this assignment was involuntary on his/her part and have such statement made part of his/her personnel file.

20.6 Supplemental Jobs - Vacancies

Notice of vacancies shall be first posted in the building where the vacancy occurs. If the vacancy is not filled within fourteen (14) calendar days, the vacancy will be posted in other buildings within the District. Each notice will be accompanied with a job description and salary stipend.

No vacancy will be filled except temporarily or as emergency dictates, until each vacancy is posted for at least five (5) staff members employment days. Announcements of vacancies which occur after the end of

the school term will be sent to those staff members who individually leave such a request on file with the Superintendent and provide a self-addressed, stamped envelope. The reappointment of staff members to a supplemental job the following year shall not be construed as the filling of a vacancy.

In the event of a vacancy occurring mid-season due to a coach/sponsor leave of absence, the district shall determine whether to replace the coach/sponsor with a qualified applicant. Any replacement coach/sponsor appointed by the District will receive compensation appropriate for his/her level of experience at the per diem rate for the time of leave. In the event of a co-coach or co-sponsor taking leave for more than five (5) days, and no replacement is provided, the District shall determine whether to distribute compensation which would have been paid to the co-coach or co-sponsor to other co-coaches or co-sponsors during the time of leave.

20.7 Extra Duty Compensation

A. General Provisions and Compensation

Staff shall be compensated for extra-curricular supervision across all grade levels according to the following schedule:

Extra Duty Job	Extra Duty Pay Per Event (1-3 hours)
HS Crowd Supervision	$60.63
MS Crowd Supervision	$60.63
HS Announcer	$72.76
HS Ticket Manager	$60.63
HS Timekeeper/Clock	
Football, Basketball Wrestling	$85.09
Volleyball and Soccer	$85.09
Track Events	$60.63
MS Timekeeper/Clock	$60.63
HS Scorebook	
Football, Basketball, Wrestling	$85.09
Volleyball, Track	$85.09
Baseball and Softball	$48.50
MS Scorebook	$60.63
Videographer – Varsity FB	$85.09
MS/HS Detention	$60.63
****High School Team Greeter**	$72.75

** Team greeter is assigned when the High School Athletic Director or the Administrator in Charge cannot be in attendance at a scheduled event.
All events after 3 hours: $22/hour (Monday-Thursday) $32/hour (Friday-Sunday)

B. Mandatory Supervision Requirements
All Lake Zurich High School (LZHS) and middle schools (MSN, MSS) staff may be required to perform one (1) paid supervision assignment annually at their level.

C. Assignment Process and Seniority
The District will prioritize volunteers for all extra-curricular events. All supervisory duties will first be offered at their own level and then to all staff throughout the district, including certified staff, paraprofessionals, and educational support professionals; the elementary buildings; Young Adult Center; Day School; and district office. If duties remain unfilled at the start of the semester, the following protocol applies:

- Assignment Timeline: All mandatory duties shall be assigned by the end of the first week of each semester. No additional supervisory duties will be assigned after any remaining duties have been involuntarily assigned. Any additional duties offered after involuntary assignments should be due to unanticipated activities or athletic events and will be communicated to the LZEA president in advance.
- Selection Order: Unfilled duties will be assigned based on a randomized drawing of names of staff who are not yet signed up for any supervisory duty for the year.
- Staff unable to fulfill the mandatory duty assignment must secure a certified replacement, report this change to the building principal within 48 hours of receiving the assignment and shall be reassigned to an alternative duty date by the end of the school year.
- Equitable Rotation: No staff member shall be assigned a second mandatory duty. until all eligible staff members in the building have been assigned their first mandatory duty over the course of the contract. For example, if five staff members did not receive an involuntary assignment during one year, those five staff members must first be assigned prior to a staff member that has already fulfilled the duty in year one.

20.8 <u>Non-indexed Stipends</u>
It is at the board's discretion to determine the number of stipends needed at each level and building. The following positions are to be paid for the life of the contract:
☐

Stipend	**Amount**
Middle School Team Leader	$1102.50
Middle School Department Chair	$2205
Elementary Grade Level Team Leader	$1102.50
PLC Activator K-12	$2205
Mentor New Teacher	$1,000 for 1st year and $500 for second year
Bloomboard Mentor to Paraprofessional	$500 ($250 for additional staff in same year)
Lead Nurse Stipend	.25 of BA-1 Step
Lead High School Counselor	$5000 (includes required 5 days of time outside contractual work year)

20.9 Supplemental Jobs - Absence

In the event a staff member is on a leave of absence from his/her supplemental job duties for more than five (5) days, beginning on the sixth (6th) missed day, and for each missed day thereafter, his/her stipend will be reduced by the "per diem rate" (*i.e.,* the total stipend divided by the total number of days of work required by the supplemental job). However, if due to the nature of the staff member's supplemental job duties, he/she can still fulfill 100% of the responsibilities notwithstanding the leave of absence, then the staff member, with the approval of his/her supervisor, will continue to receive 100% of the supplemental stipend. For the purpose of this Section, "day" means any day on which a staff member is expected to perform supplemental job duties, including weekends and holidays if an event, activity, meet or tournament is scheduled.

ARTICLE XXI

REDUCTION OF STAFF

21.1 Dismissal of Staff members

If the Board in its discretion shall determine that it is necessary to reduce the number of staff members employed or to discontinue any program, the Board shall remove teachers from within the category of position to be reduced or discontinued, based on each teacher's placement in 1 of 4 performance evaluation groups in the "sequence of honorable dismissal list." Teachers shall be honorably dismissed in group order (*i.e.*, 1-4); with teachers in Group 1 the first to be honorably dismissed and teachers in Group 4 the last to be honorably dismissed. From amongst those teachers in Group 1, the District shall have the discretion to honorably dismiss in any sequence. Within Group 2, the sequence of dismissal shall be based upon the average performance evaluation ratings, with the teacher with the lowest average performance rating dismissed first. In the event two or more teachers in Group 2 have an identical average evaluation rating, the teacher with the shorter length of continuing service (*i.e.,* less seniority) shall be honorably dismissed first. Within Group 3 and Group 4, the teachers with the shorter length of continuing service (*i.e.,* less seniority) shall be honorably dismissed first from their respective Group.

A. Seniority shall be defined as follows:

1. Years of continuous service as a staff member in the District; provided however, that less than full-time service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive employment days or more shall not be counted in determining seniority.
2. If the total continuous teaching service with the District is equal between two (2) or more staff members, then seniority shall be determined by total teaching service with the School District whether or not continuous. (Such service shall be computed in the manner described in (1) above.)

If total teaching service with the District is equal as between two (2) or more staff members, i.e., seniority is determined by the above criteria to be the same, then the teacher who has advanced further on the salary schedule shall be considered more senior. If two (2) or more staff members have the same salary schedule placement, then seniority shall be determined by lottery.

B. At least seventy-five (75) calendar days before the end of the school term, the Administration, in consultation with the Association, shall prepare and furnish to the Association President a "sequence of honorable dismissal list" categorized by position and sorted according to the performance groupings set forth above. Within Group 3 and 4, the qualified teachers shall be ranked in seniority order. Within Group 2, the qualified teachers shall be sorted first by average evaluation rating and then ranked in

seniority order. Group 1 may be sorted in any order. With notice to the Association, the Administration may move a teacher from Group 1 into another Group during the period of time from 75 days until 45 days before the end of the school term.

ARTICLE XXII

STAFF MEMBER RETIREMENT

22.1 Purpose and Eligibility

The purpose of this Retirement Benefit Program (Retirement Benefit) is to both retain the services of the district's teaching force and to reward individual certified staff members for their years of service to the district. To receive the Retirement Benefit set forth herein, a certified staff member must meet all of the following requirements:

1. At the date of resignation from the district for purposes of retirement from TRS or IMRF ("Retirement Date"), have completed at least **twenty (20)** years of full-time service (or its equivalent) in the district in a position covered by this Agreement;
2. Reach age 55 or older as of his/her Retirement Date or turn 55 years old within six (6) months of the last day of his/her Retirement Date (such that he/she is able to retire from TRS or IMRF on that date);
3. Retire from TRS/IMRF in the year in which the Retirement Date occurs;
4. Submit an irrevocable Letter of Intent to Retire as specified in 22.2 below; and
5. Not cause the district to be liable for the payment of any actuarial contribution or penalty to the TRS/IMRF, including but not limited to, employer contributions under 40 ILCS 5/16-158 (f) for salary increases in excess of six percent (6%*), which would include any salary lane changes, or any other early retirement contributions or penalties that may be imposed on the employer by law or regulation during the term of this Agreement. *

Therefore, prior to paying any of the post-retirement benefits provided below, the district will confirm with TRS/IMRF that the district will not receive a penalty (i.e., owe a mandatory contribution to TRS) based on TRS's calculation of the staff member's "final average salary."

*Excluding any wages that have been defined as "exempt" by TRS.
**If the Administration asks a staff member to assume an overload position, to internally substitute, to coach/supervise, or assume any other assignment, which results in the staff member's creditable earnings exceeding 6% over the immediately preceding year, the district reserves the right to waive the above ineligibility provision and allow the staff member to receive the benefits set forth below. Any such waiver shall be nonprecedential, non-grievable, and shall be documented in a Memorandum of Understanding.

22.2 Timing for Submission of Irrevocable Notice of Intent to Resign for Purposes of Retirement

Retirement Date	Retirement Benefit Fund Amount	Date Window for Irrevocable Notice
***Last teacher workday 2026-2027 school year	$17,500	1/1/27 - 2/1/27
Last teacher workday 2027-2028 school year	$15,000	No later than 10/1/26

Last teacher workday 2028-2029 school year	$12,500	No later than 10/1/26

1. No other Retirement Dates are allowed under this Plan.
2. The teacher MUST perform substantial services up to and through the Retirement Date set forth in the Irrevocable Notice.
3. This Article 22 shall sunset as of the last day of this Agreement.

22.3 Retirement Benefits

Retirement Benefit Fund Amount

An eligible certified staff member shall receive a total Retirement Benefit Fund Amount of the dollar amount noted above in 22.2 based on their Retirement Date.

1. This Retirement Benefit Fund Amount is the maximum retirement benefit amount available to the eligible teacher and in no case shall the retirement benefit amount exceed the Retirement Benefit Fund Amount set forth above.
2. The Retirement Benefit Fund Amount will be paid to the eligible teacher in lump sum according to the following schedule: for each school year between the time the Notice is given and the Retirement Date, beginning with the school year the Notice was given, the eligible teacher shall receive his/her regularly scheduled increases in TRS creditable earnings, plus that portion of the Retirement Benefit Fund Amount needed to result in the creditable earnings being 106% of the previous year's creditable earnings; the portion needed to make this increase shall be deducted from the Retirement Benefit Fund Amount available to the teacher. Such payment shall be made in lump sum with the last payroll in June each year during the three, two or single year Notice.
3. At the Retirement Date any remaining portion of the Retirement Benefit Fund Amount shall be paid to the eligible teacher in lump sum after the teacher's receipt of his/her final paycheck for regular earnings and last day of service in the district such that it is not considered creditable earnings for purposes of TRS. Payments will be made by the end of September following the retirement date and subject to all applicable taxes and withholdings.
4. The teacher electing into this Retirement Benefit will have his/her creditable earnings capped at 106% of their previous year's creditable earnings.**

22.4 Extenuating Circumstances / Withdrawal of Retirement Notice

A teacher who has submitted a written Notice of Intent as set forth above and has been approved the Retirement Program under this Agreement may request to withdraw their Notice ONLY in the event of extraordinary and unforeseen circumstances occurring after submission of the Notice. Qualifying circumstances may include, but are not limited to:

- A serious personal illness, injury, or disability that substantially impacts the teacher's financial condition or retirement plans;
- A serious illness, injury, disability, or death of the teacher's spouse or domestic partner;
- An involuntary loss of employment by the teacher's spouse or domestic partner that results in a significant financial hardship;

- A substantial and unforeseen financial hardship resulting from catastrophic loss of property, natural disaster, fraud, or other extraordinary event beyond the teacher's control or;
- Other extraordinary circumstances as determined by the Board of Education in its sole discretion.

1. Requests to withdraw a Notice must be submitted in writing to the Superintendent and include documentation supporting the claimed extenuating circumstance. Approval of any request shall be at the sole discretion of the Board of Education and shall be considered on a case-by-case basis.
2. If the Board approves the withdrawal of the Notice, the teacher shall immediately forfeit eligibility for all Retirement Program Benefits now and in the future provided under this Agreement. The teacher shall also reimburse the District for the full value of any Retirement Benefit Fund Amount already received pursuant to this Agreement. The District may require repayment in a lump sum or through a mutually agreed-upon repayment schedule. Any amounts owed may be deducted from future compensation to the extent permitted by law and with any required teacher authorization.
3. The Board's approval of a withdrawal request shall not establish a precedent for future requests.

ARTICLE XXIII

BOARD RIGHTS

23.1 Association Recognition of Board Rights

The Association agrees that the Board is responsible to all residents of the School District to provide continuing education to students in the District and that legal responsibility for education is vested solely in the Board and cannot be delegated. The Board in carrying out its duties must consider complex variables in exercise of its powers, rights, duties and responsibilities as conferred upon and vested in it by the Constitution of the State of Illinois and by its Statutes. However, the exercise by the Board of its rights may neither contravene nor be contrary to the terms of this Agreement.

ARTICLE XXIV

STRIKES AND LOCKOUTS

24.1 Lockouts and Strikes

During the term of this Agreement, there shall be no lockout by the Board and there shall be no strike, picketing, slow-down, stoppage of work, boycott or any other conduct which interferes with the operations of the District by the Association, its officers, agents, members or the staff members covered by this Agreement. Any staff member who engages in any conduct prohibited by the Article may be subject to appropriate discipline.

ARTICLE XXV

EMERGENCY SET-ASIDE

25.1 Emergency Set-Aside

In the event of an emergency posing a potential threat to students or staff, the parties acknowledge that the administration shall have the right to set aside any provisions addressing work day conditions (e.g., planning periods, length of day, supplemental pay, bus duty, etc.) and may instead direct the staff members to perform such supervisory responsibilities as are necessary for the protection of students and staff.

ARTICLE XXVI
DURATION

26.1 ***Term of Agreement***

This Agreement shall be in effect as of the first staff member employment day of the 2026-2027 school term. Provided Board payment of hospital, surgical, major-medical insurance shall be effective August 1, 2026, and shall continue in effect through 11:59 p.m., July 31, 2029.

This agreement is signed this 24th day of September 2026.

IN WITNESS WHEREOF:

For the Board of Education
Lake Zurich Community Unit School
District No. 95

By: _____
President

By: _____
Secretary

For the Lake Zurich Education
Association

By: _____
President

By: _____
Secretary

APPENDIX A

SUPPORT DUTY AT MIDDLE SCHOOLS AND HIGH SCHOOL

The Every Student Succeeds Act (ESSA) requires that schools engage in the following (among other activities):

1. *Engage in school improvement processes, designed to improve outcomes for ALL students*
2. *Provide instruction in rigorous academic standards for ALL students*
3. *Provide evidence-based instruction to ALL students*
4. *Provide additional support to those students identified as "at-risk" (which includes students with lagging academic skills or other at-risk factors)*
5. *Have accountability measures in place for student outcomes*

School-based Multi-tiered Systems of Support (MTSS) align with ESSA requirements with respect to the identification of at-risk students, the identification of evidence-based instructional practices and interventions to address at-risk students, and establishing accountability measures for student progress and outcomes.

Middle Schools

The LZEA and the Board agree on the importance of providing additional support to students who may: 1) be at risk of academic failure; 2) need additional assistance with homework, understanding/mastering a skill or concept, or improving problem-solving skills; or 3) benefit from the positive encouragement and motivation from a staff member.

To provide such support, both Middle Schools will restructure the current homeroom period to provide targeted supports to students during this time. Students may not be assigned to the same homeroom for the entire school year. Rather, the student's assigned homeroom will change, as necessary, based on the recommendations of grade level MTSS teams, which meet regularly to discuss the specific and unique needs of students and will then determine how any necessary support services will be delivered during the homeroom period. It is expected that students will have access to multiple staff members to ensure the ability to obtain support on an ongoing basis.

All staff will be responsible for supervising a homeroom period at some point during the school year. Some staff may be assigned to a "study hall – type" homeroom to which a large number of students are assigned, while other staff members may be expected to provide support for specific subject areas to a smaller number of assigned students. Again, it is expected that, throughout the course of a school year, a student's homeroom assignment may rotate between one or more support based homerooms and/or a study hall-type homeroom, depending on the student's needs at the time.

The goal is to involve the staff in determining what types of support they believe would benefit students and coordinate joint efforts in providing such supports. Administration recognizes that this is extra support for students and is not instruction, therefore no Staff member will be evaluated specifically on the academic growth of students receiving support in the subject specific homerooms.

Support will NOT Include:	Support MAY Include:
➢ Lesson planning ➢ Progress monitoring ➢ Whole group instruction ➢ Fixed student assignments, needs to remain fluid and flexible ➢ Grading or assessment ➢ Presentations ➢ Formal reporting ➢ Full lesson teaching	➢ Individual help ➢ Checking in with students ➢ Mentoring ➢ Homework help ➢ Teacher availability to answer student questions ➢ Reviewing a concept or lesson based on teacher recommendation ~~or~~ ➢ Problem solving with students on school and academic issues ➢ Acting as a resource to students ➢ One-on-one or small group help ➢ Promoting a positive learning environment

Middle School: Intervention Rotation & Homeroom

At the middle school level, teachers may be assigned to supervise either a Homeroom or an Intervention Rotation during the school year. Assignments may rotate among staff members based on student needs and scheduling.

A small group of students may be assigned to an intervention rotation based on MTSS data indicating needs related to:

- Academic performance (Tier 2 or Tier 3)
- Academic skill mastery
- Executive functioning needs

Building administration overseeing MTSS teams will strive to create academic student intervention groups no larger than twelve (12) students. Should a group exceed 12 students, consideration for the addition of a paraprofessional staff member to support the intervention period will be made by the Superintendent.

Responsibilities of Intervention Teachers

The focus of this period is skill reinforcement and targeted academic support, not current instruction. Intervention Teachers will:

- Use district-created intervention resources to provide targeted support to students
- Follow procedures established by the MTSS team
- Implement support aligned to identified student skill gaps
- Administer formative/summative progress monitoring measures – established by the district/building level administration (staff do not need to develop and/or determine which assessment measures to administer)
- Supply formative/summative progress monitoring data to the classroom teacher for grading and further discussion at the MTSS meeting

Responsibilities of Homeroom Teachers

Homeroom provides structured academic supervision and mentoring opportunities. This time emphasizes relationship-building, accountability, and academic support. Homeroom Teachers will:

- Provide individual academic help
- Check in regularly with students
- Offer mentoring and encouragement

- Support homework completion
- Answer student questions
- Review current classroom concepts or assignments based on identified needs

Responsibilities of Classroom Teachers

Teachers of students identified for an MTSS intervention rotation will be responsible for the following:

· Providing information regarding student skill deficit areas
· Providing information necessary to support students in intervention rotations
· Grading/scoring student progress monitoring measures
· Providing teacher input regarding readiness to exit an intervention rotation
· Continuing to provide Tier 1/classroom level support (to include differentiation and support at the Tier 1/classroom level)

HIGH SCHOOL INTERVENTION DUTY

The LZEA and the Board agree on the importance of providing additional support to students who may: 1) be at risk of academic failure; 2) need additional assistance with homework, understanding/mastering a skill or concept, or improving problem-solving skills; or 3) benefit from the positive encouragement and motivation from a staff member.

Staff may be assigned to an Intervention duty for one (1) semester, and may be assigned an Intervention or Resource Center duty for a second semester based on student needs/staffing needs. Intervention sections will be developed for targeted reading/writing, math, and executive functioning needs. For staff members who are assigned to an Intervention duty for one semester, they will be assigned a study hall or other non-resource duty for the alternate semester. All staff members who are not assigned to an Intervention duty will be assigned two semesters of a study hall or other non-resource duty.

MTSS teams will refer a student to an academic intervention period based on established MTSS data-decision rules for Tier 3 interventions. The classroom teacher in the area(s) a student is assigned through the MTSS process shall provide any feedback/input needed to facilitate this support, and will assess the student's progress. MTSS team members and administration will establish systems for monitoring student compliance with intervention assignments. Building administration overseeing MTSS teams will strive to create academic student intervention groups no larger than twelve (12) students. Should a group exceed 12 students, consideration for the addition of a paraprofessional staff member to support the intervention period will be made by the Superintendent.

High School administration will work with staff members to provide flexibility in the staff member's schedule; however, it is possible a staff member will be scheduled for three consecutive teaching periods, followed immediately by Resource Center or Intervention duty. Scheduling may change based on student needs. The High School will continue to welcome staff input concerning data on the use of these periods, future changes, or other areas of need/opportunity that could be addressed in the future. Administration recognizes that this is extra support for students and is not instruction, therefore no Staff member will be evaluated on the academic growth of students utilizing the Resource Center or any other supportive supervisory duty.

Teaching staff would be responsible for the following during the Intervention period during an established cycle:

1. Reviewing concepts/lessons based on student needs;

2. Working with individuals or small groups of students;
3. Use content previously taught/reviewed during class time and/or materials developed for intervention purposes by building/district administrators to reinforce understanding (there should be no additional lesson planning required);
4. Administer formative/summative progress monitoring measures – established by the district/building level administration (staff do not need to develop and/or determine which assessment measures to administer);

- Supply formative/summative progress monitoring data to the classroom teacher for grading and further discussion at the MTSS meeting.

High School: Intervention Rotations

Teacher Assignment

- Intervention sections will be developed for reading/writing, math and executive functioning
- Core academic teachers may be prioritized for reading/writing and math interventions
- Teachers with relevant certification or experience may also be assigned.
- Building administrators will strive to assign Intervention duty no more than one semester per school year

Responsibilities of Classroom Teachers

Teachers of students identified for an MTSS intervention rotation will be responsible for the following:
1. Providing information regarding student skill deficit areas
2. Providing information necessary to support students in intervention rotations
3. Grading/scoring student progress monitoring measures
4. Providing teacher input regarding readiness to exit an intervention rotation
5. Continuing to provide Tier 1/classroom level support (to include differentiation and support at the Tier 1/classroom level)

Student Placement

Student enrollment in intervention classes will remain **flexible and data-driven**, based on:

- MTSS team review cycles
- Classroom performance data
- Standardized assessments (such as the **P/ACT** or similar measures)
- Teacher or administrative referrals
- Students may enter or exit intervention classes as needs change

Appendix B – Compensation Schedule 2026-2029

2026-27 LZ95 SALARY MATRIX							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	$56,150	$57,000	$60,190	$62,295	$64,475	$66,730	$69,230
2	$58,948	$59,296	$62,767	$63,620	$65,940	$68,340	$70,940
3	$59,736	$60,083	$63,554	$65,328	$67,450	$69,700	$72,000
4	$60,548	$60,896	$64,367	$66,462	$68,609	$70,756	$72,976
5	$61,390	$62,000	$66,017	$67,318	$69,465	$71,612	$74,385
6	$62,263	$63,250	$67,000	$68,206	$70,617	$73,043	$75,280
7	$63,171	$64,500	$68,138	$69,388	$71,810	$73,974	$76,211
8	$64,113	$65,566	$69,096	$70,613	$72,776	$74,939	$77,176
9	$65,083	$66,552	$70,084	$71,607	$73,771	$75,933	$79,115
10	$66,050	$66,552	$70,609	$71,607	$74,662	$76,851	$79,115
11	$66,199	$66,802	$70,609	$72,472	$74,662	$77,768	$80,059
12	$66,447	$67,051	$71,462	$72,472	$75,553	$77,768	$80,059
13	$67,185	$67,791	$72,212	$74,095	$76,311	$78,526	$80,817
14	$68,898	$69,782	$74,331	$75,371	$78,551	$80,829	$83,188
15	$69,874	$70,770	$75,384	$77,352	$79,664	$81,976	$84,367
16	$70,769	$71,408	$76,064	$78,048	$80,382	$82,716	$85,130
17	$73,255	$74,193	$79,031	$81,093	$83,516	$85,942	$88,448
18	$74,850	$76,420	$82,016	$83,166	$86,676	$89,196	$91,799
19	$77,466	$79,212	$84,009	$86,217	$88,801	$92,482	$95,187
20	$80,213	$80,750	$87,004	$89,296	$91,980	$95,799	$98,610
21	$82,975	$83,419	$88,000	$91,296	$95,189	$97,983	$102,073
22	$85,760	$86,222	$90,822	$94,393	$98,434	$101,336	$105,580
23	$88,537	$89,015	$93,795	$96,100	$100,468	$104,699	$107,814
24	$91,285	$91,783	$96,751	$98,146	$102,895	$108,051	$111,287
25		$97,622	$102,982	$104,488	$107,743	$111,004	$117,684
26			$104,158	$107,410	$110,795	$114,182	$118,000
27			$108,885	$110,539	$114,067	$117,599	$121,247
28			$111,485	$113,213	$116,878	$120,545	$124,332
29			$114,048	$115,844	$119,628	$123,417	$127,328
30							$132,239
31							$134,886
32	Shaded area represents longevity raise of 5%						$137,530
33							$140,084
34							$142,587
35							$145,084

2027-28 LZ95 SALARY MATRIX							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	$57,060	$58,485	$61,995	$64,165	$66,410	$68,735	$71,315
2	$58,396	$59,510	$63,195	$65,490	$67,875	$70,345	$73,025
3	$61,306	$61,667	$65,278	$66,860	$69,385	$72,000	$74,785
4	$62,125	$62,486	$66,097	$68,275	$70,940	$73,534	$75,960
5	$62,970	$63,332	$67,065	$69,735	$72,383	$74,648	$76,990
6	$63,846	$64,480	$68,657	$71,021	$73,285	$75,550	$78,476
7	$64,753	$65,780	$69,870	$71,957	$74,501	$77,061	$79,421
8	$65,698	$67,080	$71,340	$73,205	$75,760	$78,042	$81,546
9	$66,678	$68,188	$72,855	$74,496	$76,779	$80,185	$82,578
10	$67,687	$69,215	$73,939	$75,545	$78,934	$81,249	$84,653
11	$68,692	$70,085	$74,493	$76,619	$79,888	$82,230	$84,653
12	$68,847	$70,476	$74,493	$77,545	$79,888	$83,212	$86,864
13	$69,240	$70,739	$76,465	$77,545	$81,975	$84,378	$86,864
14	$69,873	$71,520	$77,266	$79,282	$82,798	$85,201	$88,899
15	$71,690	$73,620	$79,534	$81,777	$85,227	$87,700	$90,259
16	$73,437	$74,662	$80,661	$82,766	$86,435	$88,943	$92,804
17	$74,378	$75,335	$81,389	$84,682	$87,215	$90,988	$93,642
18	$76,535	$77,687	$84,563	$86,769	$90,615	$93,247	$97,292
19	$78,031	$80,317	$87,757	$88,987	$92,743	$96,778	$99,602
20	$80,758	$82,579	$89,889	$92,252	$95,018	$100,343	$103,278
21	$83,622	$84,182	$90,702	$95,547	$98,419	$102,505	$106,992
22	$86,502	$86,965	$91,740	$97,687	$101,853	$104,842	$110,749
23	$89,405	$89,886	$94,682	$98,405	$105,324	$108,429	$112,971
24	$92,300	$92,798	$97,782	$100,184	$105,524	$112,028	$115,361
25	$95,165	$95,683	$100,863	$102,317	$107,268	$112,643	$119,077
26		$101,771	$107,359	$108,928	$112,322	$115,722	$122,686
27			$108,585	$111,975	$115,504	$119,035	$123,015
28			$113,513	$115,237	$118,915	$122,597	$126,400
29			$116,223	$118,025	$121,845	$125,668	$129,616
30			$118,895	$120,768	$124,712	$128,662	$132,740
31							$137,859
32	Shaded area represents longevity raise of 4.25%						$140,619
33							$143,375
34							$146,037
35							$148,647
36							$151,250

2028-29 LZ95 SALARY MATRIX

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	$58,770	$60,240	$63,855	$66,090	$68,405	$70,800	$73,455
2	$59,620	$61,265	$65,055	$67,415	$69,870	$72,410	$75,165
3	$60,732	$62,320	$66,300	$68,785	$71,380	$74,065	$76,925
4	$63,758	$64,134	$67,889	$70,200	$72,935	$75,765	$78,735
5	$64,610	$64,986	$68,925	$71,660	$74,535	$77,510	$80,518
6	$65,489	$65,865	$70,305	$73,165	$76,180	$79,127	$81,610
7	$66,400	$67,059	$71,730	$74,715	$77,683	$80,083	$83,185
8	$67,344	$68,411	$73,200	$76,274	$78,971	$81,684	$84,186
9	$68,326	$69,763	$74,715	$77,597	$80,305	$82,725	$86,438
10	$69,345	$70,916	$76,275	$78,966	$81,386	$84,996	$87,533
11	$70,394	$71,983	$77,880	$80,078	$83,671	$86,124	$89,732
12	$71,440	$73,165	$78,962	$81,216	$84,681	$88,809	$91,425
13	$71,601	$74,520	$78,962	$82,198	$86,279	$89,869	$93,813
14	$72,160	$74,983	$81,053	$83,748	$88,533	$91,129	$93,813
15	$73,400	$75,811	$81,902	$85,624	$89,422	$92,017	$96,011
16	$76,070	$78,037	$84,306	$88,319	$92,046	$94,716	$99,285
17	$77,170	$79,142	$85,500	$89,387	$93,350	$96,059	$102,084
18	$78,270	$79,342	$87,900	$91,457	$94,192	$98,267	$103,007
19	$79,596	$81,848	$89,637	$93,711	$97,864	$100,706	$105,076
20	$81,152	$84,170	$93,022	$96,106	$100,162	$104,520	$107,570
21	$83,988	$85,882	$93,485	$97,788	$102,619	$108,370	$111,541
22	$86,967	$87,549	$94,330	$101,279	$106,292	$110,705	$115,552
23	$89,962	$90,443	$95,410	$101,595	$107,964	$113,229	$119,609
24	$92,981	$93,482	$98,469	$102,341	$109,537	$114,935	$122,009
25	$95,992	$96,510	$101,693	$104,192	$109,745	$116,509	$124,590
26	$98,971	$99,511	$104,898	$106,409	$111,559	$117,148	$124,790
27		$105,841	$111,653	$113,285	$116,815	$120,350	$127,593
28			$112,928	$116,454	$120,124	$123,796	$127,936
29			$118,053	$119,846	$123,671	$127,501	$131,456
30			$120,872	$122,746	$126,719	$130,695	$134,800
31			$123,651	$125,598	$129,700	$133,809	$138,049
32							$143,374
33							$146,244
34	Shaded area represents longevity raise of 4%						$149,110
35							$151,879
36							$154,593
37							$157,300

Appendix C: Extra-Curricular Stipends for 2026-2029

Stipend Schedules:
The stipend schedule will be adjusted annually beginning with the 2026-27 school year indexed by the salary for the BA-1 cell and increased annually based upon an agreed upon percentage for the duration of this contract.

Extra-Curricular Index

2026-2027 based on $56,150
2027-2028 based on $ 57,273
2028-2029 based on $58,418

	AA	A	B	C	D	E	F	G	H	I
years 1-2	21.20%	19.00%	16.80%	14.60%	12.00%	9.80%	7.60%	5.40%	3.40%	1.70%
years 3-5	22.00%	19.80%	17.45%	15.15%	12.50%	10.20%	7.90%	5.70%	3.50%	1.80%
years 6+	24.00%	21.50%	19.00%	16.50%	13.20%	10.81%	8.40%	6.00%	3.70%	2.00%

26/27 EXTRACURRICULAR SCHEDULE

	AA	A	B	C	D	E	F	G	H	I
years 1-2	$11,904	$10,669	$9,433	$8,198	$6,738	$5,503	$4,267	$3,032	$1,909	$955
years 3-5	$12,353	$11,118	$9,798	$8,507	$7,019	$5,727	$4,436	$3,201	$1,965	$1,011
years 6+	$13,476	$12,072	$10,669	$9,265	$7,412	$6,070	$4,717	$3,369	$2,078	$1,123

27/28 EXTRACURRICULAR SCHEDULE

	AA	A	B	C	D	E	F	G	H	I
years 1-2	$12,142	$10,882	$9,622	$8,362	$6,873	$5,613	$4,353	$3,093	$1,947	$974
years 3-5	$12,600	$11,340	$9,994	$8,677	$7,159	$5,842	$4,525	$3,265	$2,005	$1,031
years 6+	$13,746	$12,314	$10,882	$9,450	$7,560	$6,191	$4,811	$3,436	$2,119	$1,145

28/29 EXTRACURRICULAR SCHEDULE

	AA	A	B	C	D	E	F	G	H	I
years 1-2	$12,385	$11,099	$9,814	$8,529	$7,010	$5,725	$4,440	$3,155	$1,986	$993
years 3-5	$12,852	$11,567	$10,194	$8,850	$7,302	$5,959	$4,615	$3,330	$2,045	$1,052
years 6+	$14,020	$12,560	$11,099	$9,639	$7,711	$6,315	$4,907	$3,505	$2,161	$1,168

Extra-Curricular

The Board shall post the list of available extra-curricular and athletic stipends no later than June 1 for the upcoming school year. Any extra-curricular activity conducted in a physical fitness facility requires the sponsor or coach to maintain current CPR/AED certification. Evidence of certification must be submitted no later than two (2) weeks prior to the first day of the activity. Online-only certifications or renewals shall not be accepted. All CPR/AED certifications must include a physical test.

Staff members on Lane I may participate in extra-curricular clubs, activities, or athletic programs as approved by the administration. A current list of available clubs and activities may be obtained from building administration or viewed on the District Human Resources webpage.

Each building is allotted a specific number of undesignated club/activity stipends. The building administrator will work with interested staff members to determine which clubs or activities may run that year, based on their ability to meet the requirements outlined in the job description (e.g., number of participants, hours, etc.).

Staff members interested in sponsoring, coaching, or initiating a club, activity, or sport must contact their building administration to receive specific details on expectations, responsibilities, approval, and, if applicable, compensation.

- Participation in extracurricular or athletic assignments is voluntary and not guaranteed each year.
- Assignment is subject to administrative approval and program needs.

High School Athletics Lane Placement

ATHLETIC LANE PLACEMENT	ATHLETIC LANE PLACEMENT
LANE AA	**LANE C**
Assistant Athletic Director	Assistant Boys Bowling
Head Boys Basketball Head	Assistant Boys Lacrosse
Boys Track	Assistant Boys Soccer
Head Football	Assistant Boys Tennis
Head Girls Basketball	Assistant Cheerleading Winter
Head Girls Track	Assistant Girls Bowling
Head Boys Wrestling	Assistant Girls Lacrosse
Head Girls Wrestling	Assistant Girls Soccer
LANE A	Assistant Poms Winter
Athletic Trainer - Fall	Head Boys Cross Country
Athletic Trainer - Spring	Head Boys Golf
Athletic Trainer - Winter	Head Girls Cross Country
Assistant Boys Basketball	Head Girls Flag Football
Assistant Boys Track	Head Girls Golf
Assistant Football	Head Girls Tennis

Assistant Girls Basketball
Assistant Girls Track
Assistant Boys Wrestling
Assistant Girls Wrestling
Head Baseball
Head Boys Volleyball
Head Girls Volleyball
Head Gymnastics
Head Softball

LANE B

Assistant Baseball
Assistant Boys Volleyball
Assistant Girls Volleyball
Assistant Gymnastics
Assistant Softball
Head Boys Bowling
Head Boys Lacrosse
Head Boys Soccer
Head Boys Tennis
Head Cheerleading Winter
Head Girls Bowling
Head Girls Lacrosse
Head Girls Soccer
Head Poms Winter

LANE D

Assistant Boys Cross Country
Assistant Boys Golf
Assistant Girls Cross Country
Assistant Girls Flag Football
Assistant Girls Golf
Assistant Girls Tennis

LANE E

Head Cheerleading Fall
Head Poms Fall

LANE F

Assistant Cheerleading Fall
Assistant Poms Fall
Weight Room AM - Winter
Weight Room PM - Winter
Weight Room AM - Spring
Weight Room PM - Spring
Weight Room AM - Fall
Weight Room PM - Fall

High School Activities Lane Placement

LANE C
Band Director- Head
Choir Director- Head
Musical Director- Head
Student Council

LANE D
Play Director
Yearbook Sponsor

LANE E
Band Director- Assistant
Musical Director- Assistant
National Honor Society
Speech Team- Head

LANE F
Assistant Activities Director
Bear Facts Media
Children's Theater
Choir Director- Assistant
Costume Coordinator - Musical
Orchesis
Orchestra Director
Robotics Club
Scholastic Bowl- Head Speech
Team- Assistant Winter Guard-

LANE G
Art and Design Club
Bear Strings

LANE G
Science Team
Tri-M Music Honor Society
Winter Guard- Assistant

LANE H
Allied Soccer
Band Director- Percussion
Bears Who Code
Best Buddies
Color Guard- Assistant
Costume Coordinator - Children's
Debate Team- Assistant
E-Sports (Fall)
E-Sports (Spring)
E-Sports (Winter)
FAME
Freshman Class Sponsor
Habitat For Humanity
Interact
Math Team
Medical Science
Pit Orchestra - Musical
REACT
Senior Class Sponsor
Sinfonietta
Ski Club
SNAP

Choreographer - Musical

Color Guard- Head

Costume Coordinator - Play

Debate Team- Head

FBLA

House Manager

Junior Class Sponsor

Scholastic Bowl- Assistant

Sophomore Class Sponsor

LANE I

See your Activity Director or HR for the list of activities.

Middle Schools Athletics Lane Placement

LANE B
Assistant Athletic Director

LANE E
Head Girls Basketball Grade 8
Head Girls Basketball Grades 6-7
Head Cheer Comp Grade 8
Head Cheer Comp Grade 6-7
Head Boys Wrestling Grades 6-8

LANE F
Head Boys Basketball Grade 8
Head Boys Basketball Grades 6-7
Head Girls Volleyball Grade 8
Head Girls Volleyball Grade 6-7
Assistant Wrestling

LANE G
Head Boys Volleyball Grade 8
Head Boys Volleyball Grade 6-7
Head Cheer - Sideline/Game
Head Poms
Head Boys Soccer
Head Girls Soccer
Head Softball
Head XC Boys
Head XC Girls
Head Boys Track Grade 8
Head Boys Track Grade 6-7
Head Girls Track Grade 8
Head Girls Track Grade 6-7

LANE H
Assistant XC Boys
Assistant XC Girls
Assistant Track Boys
Assistant Track Girls
Head Scholastic Bowl Grade 8
Head Scholastic Bowl Grade 6-7

ACTIVITIES	SEASON
Lane F	
Assistant Musical Director	Fall
Band	Year
Choir	Year
Drama Director	Fall/Spring
Musical Director	Fall/Spring
Orchestra	Year
Yearbook	Year
Lane G	
Stagecraft	Spring
Stagecraft	Fall
Lane H	
Choir (Chamber/Vox)	Year
Choreographer for Musical	Fall/Spring
Jazz Band	Year
Music Director of Musical	Fall/Spring
Orchestra (Strings Silly/Lab)	Year
Production Assistant	Fall
Production Assistant	Spring
Publications (Newspaper/Literary Magazine)	Year
Student Government	Year
Lane I	
Art Club	Year
Battle of the Books	Year
Best Buddies	Year
Book Club	Year
Bowling	Winter
Chess	Year
Choreographer for Cheer	Fall
Costumer	Fall

ACTIVITIES	SEASON
Lane I	
Fit for Fun	Winter
Flag Football	Spring
FLL	Fall/Spring
German Club	Year
Golf	Spring
Kickball	Spring
MSN Connects	Year
Recycling	Year
Running Club	Winter
Ski Club	Winter
SPARK	Year
Steel Drum Band	Year
Technical Assistant	Year
Theater House Manager	Year
Variety Show	Spring
Volleyball	Fall

Costumer	Spring
Diversity	Year
Drama Director	Spring
Dungeons and Dragons	Year
Eagles Rise Up	Year
Environmental Club	Year

Elementary School Activities Lane Placement

Activities	**SEASON**
Lane G	
4th Grade Orchestra	All Year
5th Grade Orchestra	All Year
Musical/Play Director	Fall/Spring
Lane H	
5th Grade Band	All Year
Chorus	All Year
Lane I	
Fall Intramurals	Fall
Winter Intramurals	Winter
Spring Intramurals	Spring
Any Clubs Intramurals	See Admin.