

PROFESSIONAL AGREEMENT

BETWEEN THE

MATTOON COMMUNITY UNIT SCHOOL DISTRICT NO. 2

AND THE

MATTOON EDUCATION ASSOCIATION

2018-2019

2019-2020

2020-2021

TABLE OF CONTENTS

ARTICLE 1 – RECOGNITION AND DEFINITIONS.....1

1.1 RECOGNITION 1

1.2 DEFINITIONS..... 1

 Supervisory Employees 1

 Short-Term Employees 1

 Temporary Employees..... 1

 Employee and Employer Defined 2

1.3 LIMITATIONS..... 2

ARTICLE 2 – PROCEDURES.....3

2.1 TEAM 3

2.2 MEETINGS 3

2.3 CONSULTANTS..... 3

2.4 CLOSURE 3

2.5 MEDIATION..... 3

ARTICLE 3 – COMPENSATION AND SALARY4

3.1 SALARY AND COMPENSATION..... 4

3.2 EXTRA-DUTY SCHEDULE 4

3.3 PAYMENT 4

3.4 PAY CHECKS..... 5

3.5 LEAVE UPDATES 5

3.6 MILEAGE REIMBURSEMENT 5

ARTICLE 4 – BENEFITS.....6

4.1 HEALTH INSURANCE AND SECTION 125 PLAN..... 6

 A. Section 125 Plan 6

 B. Health Insurance Contributions 6

4.2 LIFE INSURANCE 7

4.3 PAYROLL DEDUCTIONS..... 8

4.4 DUES DEDUCTION..... 8

4.5 FAIR SHARE 9

4.6 ASSAULT LEAVE 10

4.7 SICK LEAVE AND DISABILITY LEAVE 10

 A. Sick Leave..... 10

 B. Disability Leave..... 12

4.8 LEAVES OF ABSENCE WITHOUT PAY 13

4.9 ASSOCIATION LEAVE..... 14

4.10 PERSONAL LEAVE..... 14

ARTICLE 5 – GRIEVANCE.....16

5.1 DEFINITION 16

5.2 PURPOSE..... 16

5.3	RIGHTS OF INFORMAL MEETING	16
5.4	PROCEDURES.....	16
	Level One:	16
	Level Two:	17
	Level Three:	17
ARTICLE 6 – GENERAL ASSOCIATION RIGHTS		19
6.1	ASSOCIATION COPIES	19
6.2	ADDRESSES OF NEWLY HIRED EMPLOYEES	19
6.3	COPIES OF CONTRACT	19
6.4	USE OF BUILDINGS	19
6.5	ASSOCIATION MEETINGS.....	19
6.6	FACILITIES AND EQUIPMENT	19
6.7	POSTING NOTICES.....	20
6.8	COMMITTEE INVOLVEMENT.....	20
6.9	EXCLUSIVE RIGHTS.....	20
6.10	ASSOCIATION-MANAGEMENT COUNCIL.....	20
6.11	ASSOCIATION VIEWS OF BOARD POLICY	21
ARTICLE 7 – WORKING CONDITIONS.....		22
7.1	SCHOOL CALENDAR (see also Supplementary Understandings)	22
7.2	HOURS AND ASSIGNMENTS	22
7.3	INTERNAL SUBSTITUTION	22
7.4	SUMMER PAY RATES.....	22
7.5	ABSENCE FROM BUILDING.....	23
	A. Lunch and Preparation Period.....	23
	B. Professional Appointments at the End of the Student Day.....	23
	C. Flex Time	23
7.6	LUNCH DUTY.....	23
7.7	REDUCTION-IN-FORCE.....	24
	A. Continuous Service	24
	B. Annual Sequence of Honorable Dismissal List	25
	C. Procedures for Reduction in Force	25
	D. Re-Employment Procedure after Lay-Off	25
	E. Composition of 105 ILCS 5/24-12 Joint Committee.....	27
7.8	DISPENSING OF MEDICATION.....	27
7.9	TUITION	27
7.10	WORK DAY AND PREPARATION TIME.....	28
	A. Work Day.....	28
	B. Preparation Time.....	28
	C. Overload Compensation.....	29
	D. Special Education Release Time and Compensation.....	29
	E. Ninth Grade Teaming	29
	F. Travel and Preparation for Duties.....	30
7.11	ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS.....	30
7.12	MEDICAL EXAMINATIONS.....	31

7.13	PERSONNEL FILE	31
	A. Official File.....	31
	B. Right to Respond to Material in File.....	31
	C. Right to Grieve Material in the File.....	32
7.14	VACANCIES AND TRANSFERS	32
	A. Posting Vacant Positions.....	32
	B. Filling Vacant Positions.....	32
	C. Involuntary Transfer	33
7.15	CLASS SIZE.....	33
7.16	JURY DUTY	33
7.17	JUST CAUSE SUSPENSION	33
7.18	SPECIAL STUDENT – EMPLOYEE DUTIES AND RIGHTS	34
7.19	STANDING COMMITTEES, DISTRICT COMMITTEES AND ACTIVITIES	34
	A. Building Committees	34
	B. District Committees	35
	C. Committees Unique to Specific Grants.....	35
	D. Other Committees	35
	E. Professional Responsibilities	35
	F. Employee Collaboration/Teaming	36
7.20	TEACHER HANDBOOKS.....	37
	ARTICLE 8 – TEACHER EVALUATION	38
8.1	STATEMENT OF PURPOSE	38
8.2	SCHEDULE OF EVALUATION.....	38
8.3	CERTIFIED EMPLOYEE EVALUATION TIMELINE.....	39
8.4	LIST OF EVALUATORS	39
8.5	OBSERVATIONS	39
	A. Observation and Evaluators	39
	B. Other Relevant Information	40
	C. Observation Process.....	40
	D. Post Observation Conference.....	41
	E. Final Evaluation Conference.....	41
	F. Employee Right to Respond	41
8.6	TRAVELING OR UNASSIGNED EMPLOYEES	41
8.7	OTHER CONDITIONS RELATING TO EVALUATION	42
	A. Employee Request for Alternate Evaluator	42
	B. Employee Request for Additional Evaluation	42
	C. Non Prejudicial Errors	42
	D. Scope of Article	42
8.8	FINAL EVALUATION CALCULATION	42
8.9	REMEDIATION.....	43
8.10	CONSULTING TEACHER.....	43
8.11	PROFESSIONAL DEVELOPMENT PLAN (PDP).....	44
	ARTICLE 9 – TERMS AND CONDITIONS.....	45
9.1	EFFECT OF THE AGREEMENT	45

9.2	NO STRIKE.....	45
9.3	TERMS AND CONDITIONS	45
9.4	SAVINGS	45
9.5	INDIVIDUAL CONTRACT	45
9.6	RETIREMENT INCENTIVE.....	46
9.7	RETIREMENT DISCUSSIONS	49
9.8	SHELTERING TEACHER RETIREMENT CONTRIBUTION	50
	APPENDIX A-1 – 2018-2019 SALARY SCHEDULE	52
	APPENDIX A-2 – 2019-2020 SALARY SCHEDULE	53
	APPENDIX A-3 – 2020-2021 SALARY SCHEDULE	54
	APPENDIX A-4 – SALARY SCHEDULE INDEX	55
	APPENDIX B-1 – 2018-2019 EXTRA DUTY SCHEDULE	56
	APPENDIX B-2 – 2019-2020 EXTRA DUTY SCHEDULE	59
	APPENDIX B-3 – 2020-2021 EXTRA DUTY SCHEDULE	62
	APPENDIX B – EXTRA DUTY INDEX	65
	APPENDIX C	
	TENURED EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN GUIDELINES	68
	SUPPLEMENTAL UNDERSTANDINGS	69
	Reimbursement for Attending Professional Meetings	69
	Building Level Budgets	69
	School Calendar Submission	70
	Transferable Tuition Waiver Policy (Policy 4.315).....	70
	Half Year Credit on the Salary Schedule	71
	Distribution of Professional Development Monies.....	71
	Review of Supervisory Pay.....	72
	Committees	72
	Association Notification of Changes	72
	MEMORANDUM OF AGREEMENT.....	73
	Conformance with Performance Evaluation Reform Act (PERA).....	73

ARTICLE 1 - RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

The Board of Education of Mattoon Community Unit School District #2, Mattoon, Illinois, hereinafter "Employer" or "Board," hereby recognizes the Mattoon Education Association/IEA-NEA, hereafter the "Association" or "Union," as the sole and exclusive bargaining representative for all full-time and part-time regularly employed certified employees, hereinafter called "employees" or "bargaining unit members," of the Board, except the superintendent, assistant superintendents, principals, and other administrative, supervisory, managerial, short term or confidential employees.

1.2 DEFINITIONS

Supervisory Employees

Supervisory employees are those who devote fifty-one percent (51%) or more of their time to duties which involve the authority, in the name of the employer to hire, fire, promote, transfer, discipline, or effectively recommend the same. Supervisory employees shall not include: guidance counselors, librarians, department heads, or special education teachers.

Short-Term Employees

Short-term employees are those persons (such as, but not limited to, substitute teachers) who are employed for 25 or fewer consecutive days in the same position.

Temporary Employees

Temporary employees are those persons employed by the Board (whether full or part time) for more than 25 consecutive days in the same position, but who are not anticipated to work an entire school year. Temporary employees earn sick leave at the rate of one (1) sick leave day for each 20 consecutive work days of employment as a temporary employee, and earn personal leave at the rate of one day after 90 consecutive days of employment as a temporary employee. Temporary employees are not eligible for Board-paid insurance benefits.

Example: AA is employed October 1, 1992, to replace a teacher who has been involved in an accident, and is unable to work. AA is deemed short term for the first 25 work days, and does not receive pay or benefits at the rates provided in this Agreement. On the 26th consecutive work day, November 10, 1992, AA automatically becomes temporary. From and after November 10, 1992, AA is paid at a daily salary rate consistent with the salary schedule. AA begins to earn sick leave and personal days commencing November 10, 1992.

Employee and Employer Defined

The term “bargaining unit member” or “employee(s)” when used hereinafter in this Agreement shall refer to those persons in the employ of the Board of Education in the bargaining unit defined above. The term “Employer” or “Board” when used hereinafter in the Agreement shall refer to the Board of Education or its administrative agents. Neither the term “employees” nor the term “bargaining unit members” include persons who may hold a teaching certificate, but whose position does not require the same.

1.3 LIMITATIONS

Nothing contained herein shall abridge the right of individual employees or groups to present their views and recommendations to the Board or its agents, provided, however, that all bargaining relating to the terms and conditions contained herein shall be conducted by the employer only with the Association.

ARTICLE 2 - PROCEDURES

2.1 TEAM

The negotiating team will consist of no more than eight members each at any one session, and representation will be solely determined by the party involved. The parties may modify these limitations by mutual agreement.

2.2 MEETINGS

Negotiations shall commence no later than ninety (90) days prior to the termination date of this Agreement and no sooner than one hundred fifty (150) days prior to the termination date of this Agreement. Negotiation meetings may be called for by request of either party sixty (60) days before the termination of the agreement, and a meeting will convene within sixty (60) days thereafter. Requests shall be made to either the superintendent of schools or the Association president. Time and place of the meeting will be mutually agreed upon.

2.3 CONSULTANTS

Either party may call upon and utilize the services of consultants during negotiations.

2.4 CLOSURE

During negotiations, tentatively agreed upon items shall be reduced to writing and initialed. When the Association and Board teams reach tentative agreement on all matters being negotiated, the complete Agreement shall be submitted to the membership of the Association for ratification and to the Board for official approval.

2.5 MEDIATION

Nothing in this paragraph alters applicable law regarding the parties' obligations in respect to collective bargaining, mediation or procedures in case of impasse. In case of mediation, the parties may request a mediator from the Federal Mediation and Conciliation Service. The mediator may meet with the parties or their representatives, or both, either jointly or separately, and shall take such steps as the mediator may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. If requested by the parties, the mediator may perform fact finding, and in so doing, conduct hearings and make written findings and recommendations for resolution of the dispute. The costs of fact finding and mediation shall be shared equally between the employer and the exclusive bargaining unit.

ARTICLE 3 - COMPENSATION AND SALARY

3.1 SALARY AND COMPENSATION

The salary and compensation schedules identified as Appendix A-1, A-2 and A-3 shall be hereby incorporated into this Agreement. Starting with the fall semester of 1998, the Administration may approve undergraduate hours beyond five (5) for advancement on the salary schedule, when, in the opinion of the Administration, the undergraduate course work the employee seeks to have approved will be in the interest of students, or the District.

3.2 EXTRA-DUTY SCHEDULE

The extra-duty schedules, identified as Appendix B-1, B-2 and B-3, shall be incorporated into this Agreement with the understanding that the inclusion therein does not limit the right of the Board to approve or disapprove filling such positions or to create and fill positions not included in this schedule. All extra duty positions will be posted and filled as provided in Article 7.14A of this Agreement, except temporarily, in case of unexpected vacancies. A list of all extra duty positions, including multiple and shared positions, will be given to the Association annually after the end of the student school year.

3.3 PAYMENT

The bargaining unit member who has a one-hundred-eighty-day (180-day) obligation to the District has the choice between two methods of payment:

Option 1. The Employer will pay the bargaining unit member twenty (20) bimonthly payments, with the last payment being made on the last pay date in June. July and August deductions will be withheld from the two June paychecks; or

Option 2. The Employer will pay the bargaining unit member in twenty-four (24) bimonthly payments.

Employees shall notify the business finance office in writing by June 6 if they choose to change pay options. Employees selecting 24 bi-monthly payments must execute a written document consistent with Internal Revenue Code Section 409 and its regulations, which by law, must occur before the start of a school year to which it applies. The District will give newly hired employees the choice of Option 1 or Option 2. The Association and the business office shall develop a list of pay dates.

3.4 PAY CHECKS

Each employee, as a condition of their employment, shall enroll in the District's automated direct deposit program to a bank of their choice. This enrollment shall occur on or before August 30, 2018 for all current employees and by August 15th of each subsequent year for any new employees. Each employee will receive a pay statement, which may be provided electronically.

3.5 LEAVE UPDATES

Each employee will receive an up-to-date record of his/her accumulated sick leave and personal leave days on each payroll statement.

Example:

On the April 15th pay statement, the accumulated sick leave and personal leave days will be as of March 31st.

3.6 MILEAGE REIMBURSEMENT

Employees shall be reimbursed at the current IRS rate for approved use of their personal vehicles.

ARTICLE 4 - BENEFITS

4.1 HEALTH INSURANCE AND SECTION 125 PLAN

A. Section 125 Plan

The Board will provide a Section 125 Plan allowing each employee, to the extent permitted by applicable law, on a volunteer basis, to specify amounts to be deducted from his/her salary for the purposes of premium cost for employer provided health insurance, including vision care insurance, if offered by the carrier, unreimbursed medical expense and child care. All cost for the establishment of the plan and annual fees shall be borne by the Association. All monthly maintenance cost shall be paid by participants. The Board and the Association will jointly select a third party administrator for such plan.

If any employee(s) have caused amounts to be deducted from salary which are not used for purposes specified herein, during the plan year, the employee(s) loses the right to those funds. Such funds shall be donated to the Children’s Assistance Fund through the United Way of Coles County or Nancy Conlon Kindness for Kids Fund, unless the parties agree otherwise.

B. Health Insurance Contributions

The employer shall contribute the following amounts on behalf of each employee choosing coverage of health insurance from those options available under the District’s plan(s).

2018-2019	\$690.00 per month
2019-2020	\$700.00 per month
2020-2021	\$710.00 per month

For 2019-2020 the Board shall also contribute 50% of any increase over \$700.00 per month in the cost of the least costly single coverage from the options then available, subject to the final sentence hereof, regarding a minimum \$10.00 monthly payment by the employees:

For 2020-2021 the Board shall also contribute 50% of any increase over \$710.00 per month in the cost of the least costly single coverage from the options then available, subject to the final sentence hereof, regarding a minimum \$10.00 monthly payment by the employees:

Example:

In 2020-2021, if the cost of the least costly single health coverage is \$740.00. The Board contribution is calculated as follows:

$\$740 - \$710 = \$30.00$
 $\$30.00 \div 2 = \15.00
 $\$710.00 + \$15.00 = \$725.00$
 $\$725.00 - \$10.00 = \$715.00$
Board Contribution is \$715.00

For each part-time employee who works 50% time or more, the Board will pay a pro-rated amount, subject to carrier restriction. Temporary employees and short-term employees will not receive insurance benefits.

The selection of the insurance carrier is at the discretion of the Board. Regardless of the carrier chosen, the Board will continue to pay at least the same premium dollar amount per participating employee for coverage that reasonably resembles the policy(ies) in effect the school year prior to the change. To the extent the Board has a choice to establish, change, or amend the benefits or coverage of the policy(ies), the benefits and/or coverages will not change without the recommendation of an insurance committee made up of three (3) administrators and three (3) bargaining unit members. If the health care plan provides for a trustee-representative from the District, that trustee will be a bargaining unit member elected for a two-year (2-year) term by the insured bargaining unit members or appointed by the Association. When necessary, the trustee shall be allowed to attend meetings during normal work hours without loss of salary or leave benefits contained herein. Mileage, food, and lodging expenses will be paid, or reimbursed, by the District.

In the event there is a loss when the District changes insurance carrier, the District, not the individual employee, will be charged for the loss. Any other policy change that adds a cost, or expense, other than the premium, as a result of a change of benefits and/or coverages under the policy, will be borne by the employee.

Notwithstanding the foregoing, the monthly employee contribution for health coverage shall be at least ten dollars (\$10.00).

4.2 LIFE INSURANCE

The employer shall provide each employee employed 50% time or more who elects to receive the same (other than a short term or temporary employee) term life insurance in the sum of fifteen thousand dollars (\$15,000) at a cost of one dollar (\$1.00) per month.

4.3 PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance monthly for the following items:

1. U. S. Savings Bonds
2. 403(b) Plan Contributions
3. Health, Accident and Life Insurance
4. Area Education Credit Union
5. Mattoon United Way Fund
6. Section 125 Plan
7. Others required by law.

4.4 DUES DEDUCTION

Any member of the bargaining unit who is a member or has applied for membership in the Association may sign and deliver to the Board an authorization for continuous dues deduction. The appropriate authorization forms shall be provided by the Association. The authorization is continuous and shall remain in effect from year to year unless the employee revokes said authorization in writing.

The Board shall deduct from each employee's pay the current dues of the Association provided the Board has received an authorized form from the Association.

Pursuant to such authorization, the Board shall start deductions with the second paycheck in September, and deduct substantially equal amounts through June pay periods scheduled for such employee. For employees newly hired after the start of the school year, dues shall be deducted over the remaining paychecks scheduled for the year for that employee.

If a bargaining unit member terminates employment before the full amount of dues has been deducted, the balance of that employee's dues will be deducted from the last check issued. In the event an employee takes an approved leave of absence without pay before the full amount of dues has been deducted, the Association treasurer will be notified.

The Board shall remit said deducted dues to the Association within ten (10) days following the pay period deduction.

In no event shall the Board of Education be liable under this Section 4.4 “Dues Deduction” or under Section 4.5 “Fair Share” for unpaid dues or fair share payments in arrears caused by insufficient earnings, resulting from, but not limited to:

1. Termination of employment;
2. Resignation;
3. Leave of absence;
4. Exhaustion of sick leave or other leave benefits;
5. Garnishment of earnings or other legal process directing withholding or payments or earnings to others.

4.5 FAIR SHARE

Each bargaining unit member, who is not a member of the Association, shall pay to the Association his fair share of the costs of services rendered by the local, state and national Association that are chargeable to nonmembers under state and federal law. Employees who are non-members hired before September 1, 1986, will be exempt from fair share.

The Board shall deduct the fair share fee from the wages of the nonmember in the event that the bargaining unit member does not pay his fair share fee directly to the Association. Such fee shall be paid to the Association by the Board no later than fifteen (15) days following deduction.

The obligation to pay a fair share fee to the Association will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of the church or a religious body of which such employee is a member, objects to the payment of a fair share fee to the Association and who files a written objection in the manner prescribed by the IELRB. In the event that the religious objection is filed by a non-member of the Association with the Association and collection made of the fair share fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization.

In the event that an objection is filed with the Illinois Educational Labor Relations Board (IELRB) (concerning fair share) by a nonmember during the term of this Agreement, the Board shall continue to deduct the fair share fee from the objecting employee’s pay but shall transmit the portion of said fee objected to the IELRB which shall hold the fee in escrow. The IELRB shall investigate and consider the fair share fee objections and determine the amounts to be apportioned to the nonmember and to the Association.

In the event of any legal action or unfair labor practice charge against the Board, brought in a court or before the IELRB, by the reason of any action taken by the Board in complying with the provisions of this article (fair share), the Association agrees to indemnify and hold harmless the Board from any liability, including attorney’s fees, provided such liability did not arise from willful misconduct.

The Board agrees to give the Association timely notice of any legal action specified in this section.

The Board will cooperate with the Association and its counsel in making relevant information available to said parties if legal action occurs against the Association.

4.6 ASSAULT LEAVE

If the employee becomes disabled due to physical assault or battery while in the performance of duties in accordance with the Board policy, the employee will not lose salary or be charged with sick leave days for the first ten (10) days of such disability or until the employee becomes eligible for Worker's Compensation, whichever comes first.

4.7 SICK LEAVE AND DISABILITY LEAVE

A. Sick Leave

Fourteen (14) days sick leave will be granted to all full-time employees of Community Unit District #2 during each school year. Part-time employees will receive sick leave on a pro-rated basis. If any employee does not use the full amount of sick leave thus allowed, the unused amount shall accumulate to three hundred forty (340) days, excluding the sick days of the current school year. Any amount accumulated can be used in any school year (or years) after accumulation.

The Board agrees to make sick leave available in quarter day segments.

- For the elementary buildings, a quarter day shall be any portion of two (2) hour time blocks starting at the beginning of the work day; e.g. 7:40-9:40, 9:40-11:40, 11:40-1:40, 1:40 to end of the work day.
- For the middle school, a quarter day shall be any portion of time blocks of two (2) consecutive class periods of that building during which the employee has duty, starting with period 1 (not two (2) classes of the employee).
- For the high school, a quarter day shall be any portion of two (2) hour time blocks starting at the beginning of the work day; e.g. 7:40-9:09, 9:13-11:05, 11:09- 1:45, 1:45 through the end of the work day.

Example: Employee AB, an elementary teacher, is off for sick leave from 7:50 until 11:50 a.m. The employee is charged for one-half ($\frac{1}{2}$) day of sick leave. Employee CD is off for sick leave from 1:00 p.m. until the end of the day. The employee is charged for one -half ($\frac{1}{2}$) day of sick leave.

Any time in excess of these times shall be counted as an additional quarter day. A half day is two quarter days. Lunch periods are not included in the two (2) hour (or two (2) class period) time blocks.

Example: Employee AB, an elementary teacher, is off for sick leave from 11:30 a.m. until 1:50 p.m., Employee AB's assigned lunch time is from 11:30 a.m. to 12:15 p.m. The employee is charged for a quarter (1/4) day of sick leave.

Each employee of Community Unit District #2 shall be entitled to sick leave for the following reasons:

- a) Serious illness in the immediate family
The term "immediate family" is interpreted to include husband, wife, child, step-child, foster child, step-father, step-mother, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparents, grandchildren, aunt, uncle, legal guardian or any person living in the home of the employee for whom the employee is responsible.
- b) Personal illness (includes sickness, injury, and stress-induced symptoms, etc.)
- c) Quarantine at home,
- d) Maternity-related illness shall be considered as any other illness and treated consistently with established rules and regulations regarding sick leave protection, including doctor's verification of incapacitation, and
- e) Bereavement. (Includes any death of any person for whom the employee feels obliged to attend a funeral or otherwise spend a reasonable amount of mourning time).
- f) Adoption, or placement for adoption.

MEA will encourage teachers to reduce sick leave days used.

Each full-time employee who uses four (4) or fewer sick leave days per year shall be granted, in the next school year, one (1) additional personal day. If that additional personal day is not used, it will convert to sick leave.

There shall also be an Attendance Improvement Committee, made up of two (2) members from the Administration and two (2) members from the Association. When an Employee has used twelve (12) sick days in a school year (and who has not had an approved FMLA leave during the current school year), the Employee shall receive a notice from the Superintendent or designee and shall be required to meet with the Attendance Improvement Committee to discuss his or her attendance. Meetings of the Attendance Improvement Committee shall be scheduled outside of student attendance hours, and it shall be the responsibility of the Employee to attend the meeting. The program supervisor/principal shall attend the meeting as well for informational purposes. If an Employee refuses to attend the meeting, that meeting shall not be rescheduled and may subject the Employee to discipline. The Attendance Improvement Committee may also address other attendance-related issues (i.e., reviewing overall attendance data and trends).

B. Disability Leave

Employees who have exhausted sick leave, and who remain unable to work due to disability must apply for a leave of absence. The Board of Education shall grant leaves without pay, upon the conditions specified herein, up to one (1) year in duration due to temporary disability. The leave application shall include a certification from a physician that the illness is temporary, and that the employee is likely to be able to return to work at the conclusion of such leave. Such leave shall be for the shortest possible duration, but the employee may re-apply. Leave or combination of leaves shall be granted by the Board for a period up to one (1) year after exhaustion of sick leave.

Employees may request leave for disability for periods longer than one (1) year after exhaustion of sick leave, and the Board may grant such leaves, at its discretion.

Example: AB suffers an illness, which causes AB to use all her available sick leave. AB applies for a leave of absence for a period of six (6) months, supported by a physician's certification that AB is expected to return to work at the end of the six (6) month period. AB is not able to work after six (6) months, and applies for another six (6) month leave, supported by a physician's certificate similar to the first one. The Board must grant this unpaid leave request. In fact, at the end of one (1) year AB is still convalescing, and cannot work. She applies for another leave of two (2) months duration, supported by a physician's certificate that AB will be able to return to work after the additional two (2) months. The Board may, but is not required to grant this leave.

No disability which lasts longer than one hundred thirty-five (135) working days after the exhaustion of sick leave shall be deemed temporary. The Board of Education may require any employee applying for disability leave to submit to an examination by a physician of the Board's choosing, at Board expense, to verify the disability, and its likely duration.

This provision shall not be interpreted as waiving any rights of an employee or the Board of Education under section 10-22.4 or the Americans with Disabilities Act. This provision does not limit the right of the Board to non-renew probationary employees. This provision does not require the Board of Education to grant any leave of absence without pay after exhaustion of sick leave when the disability is not temporary.

Example: AZ is in a terrible automobile accident, and suffers severe, permanent brain injury. The injury prevents AZ from performing his duties. There is no reason to believe AZ will recover within two (2) years. The Board of Education is required to allow AZ to take all his sick leave, but is not required to grant any leave of absence.

An employee who is on disability leave and unable to begin the next school year shall not receive the new school year's normal allotment of sick leave until or unless the employee returns to work, at which time the employee shall receive that year's normal allotment.

After sick leave is exhausted, an employee may continue health insurance at his or her own expense during disability leave of absence. Thereafter the employee shall cease to be an eligible employee for purposes of district health insurance (unless the policy of insurance specifies a shorter duration, in which case the policy shall control).

An employee who becomes an ineligible employee under this provision (or under the policy) loses employee health insurance coverage. However, losing coverage may entitle the employee to continuation coverage under federal or Illinois law. Information regarding continuation coverage under COBRA or under Illinois law is available at the U.S. Department of Labor and the Illinois Department of Insurance websites. This paragraph is for explanation and does not incorporate COBRA or Illinois continuation coverage law into this Agreement.

4.8 LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay for up to one (1) year may be granted to all tenured employees subject to recommendation by the Superintendent and approval by the Board and dates of departure and return acceptable to the Superintendent. Leaves of less than one (1) month may be approved by the administration and will not require Board approval.

Employees on such leaves may continue insurance benefits if they reimburse the District for the entire cost of the benefits for which they apply. Employees shall not be guaranteed employment upon their return unless they submit written notification of such return to the Superintendent by December 1st for a leave which expires at the beginning of the second semester and by March 1st for a leave which expires at the beginning of the first semester of the next school year. Employees on leave shall not advance on the salary schedule unless they have taught at least ninety (90) days in any school year in which leave is taken. If circumstances warrant, salary schedule advancement may be granted by the Superintendent or Board. Employees on Board-approved exchange programs may advance on the salary schedule.

Leaves may be granted for the following reasons:

1. Advanced study leading to a degree in an approved university;
2. Educationally-related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
3. Military service;

4. To serve as an elected official for the United States or an educationally professional organization at the state or national level. The leave would be the length of the term of office;
5. Child rearing;
6. Other reasons acceptable to the Board which will improve the educational program of the Mattoon Community Unit District #2.

4.9 ASSOCIATION LEAVE

The Association will be allowed fifteen (15) days leave with pay per year to send representatives to the Illinois Education Association Convention, and/or for Association business.

Fifteen (15) additional Association leave days may be purchased by the Association at the Mattoon Community Unit District #2 initial substitute-teacher rate.

The Association shall delegate the usage of Association leave days and shall ensure that no member shall use more than ten (10) full days per year.

4.10 PERSONAL LEAVE

Each employee shall be entitled to two (2) days personal leave with pay during the school year or three (3) days personal leave after twenty (20) years of service with Mattoon Community Unit District #2. Personal leave unused at the close of the contract year will accumulate as sick leave. In addition, the teacher shall follow District procedures regarding notification of employee absences and securing substitutes.

The need for a personal leave day will be communicated twenty-four (24) hours in advance, unless an emergency exists. In this case the principal will be given a reason for the emergency from the following list:

1. Family or friend.
2. Professional appointments (not to include medical).
3. Religious.

A personal day will need to be requested and receive administrative approval for the following scenarios:

1. When a substitute is required, and when more than seven (7) teachers from the high school, five (5) teachers from the middle school, six (6) teachers from each elementary building, or two (2) teachers from the Franklin Preschool are absent, no teacher may take a personal day on the same day without administrative approval. Personal days will be granted on a first-requested first-granted basis.

2. Leave for the day immediately preceding or following a legal holiday or school recess or semester exam days shall not be recognized as personal leave without approval of the superintendent or a designee.

ARTICLE 5 - GRIEVANCE

5.1 DEFINITION

Any claim by an employee, group of employees, or the Association, that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, shall be considered a grievance. For the purpose of this Article, hereinafter, terms referring to the "Employee" shall also apply to the Association.

5.2 PURPOSE

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim of the aggrieved person(s). By establishing and maintaining recognized two-way communication between staff and administration, it also serves the purpose of reducing potential areas of grievance.

All time limits consist of school days, except when a grievance is submitted less than ten (10) days before the close of the current school term. The time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term, or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean employee employment days. Meetings will be held after regular hours.

Failure to file a grievance within fifteen (15) days of the occurrence, or the employee's knowledge of the occurrence, shall act as a bar to any further appeal.

5.3 RIGHTS OF INFORMAL MEETING

Nothing contained herein shall be construed as limiting the right of any employee claiming to have a grievance to discuss the matter informally with his building principal and having the alleged grievance resolved without the presence of a representative, provided the decision is not inconsistent with the terms of this Agreement. A representative of the Association may be present, at each level, if representation is requested by the employee at any other meeting, hearing, appeals, or other proceedings relating to a grievance which has been presented.

5.4 PROCEDURES

Level One:

The Association or the Employee with an alleged grievance must first present it orally and informally to his building principal within fifteen (15) days of the occurrence, or the Employee's knowledge of the occurrence; otherwise, the grievance is forfeited. If, however, such informal process fails to satisfy the Employee, he may present the grievance in writing to the building principal immediately involved, either directly or through a representative of the Association, within ten (10) days of the informal meeting. The building principal immediately involved will arrange for a meeting to take place

within five (5) days after receipt of the written grievance. At any meeting, hearing, appeal, or other proceeding relating to a grievance, the administrator may be assisted or accompanied by building level administrators. If the Employee is accompanied by other than an employee assigned to that building, the administrator may additionally have other administrators present. If an Employee is accompanied by anyone other than a bargaining unit member, the administrator may additionally have legal counsel present. The building principal must provide a written answer concerning the grievance to the aggrieved Employee within ten (10) days following the meeting. This answer will include the reason for the decision. If no answer or an unacceptable answer is received within the time limit set, the grievance shall advance to Level Two.

Level Two

If the grievance is not resolved at Level One, the Employee shall refer the grievance to the Superintendent or his official designee within five (5) days after receipt of the Level One answer. This request will be made in writing by the Employee on a "Request for Settlement of Grievance Form." The appeal shall include:

1. A description of the problem or complaint stating specifically the act or condition, and the grounds on which the grievance is based, including a determination of whether the grievance is based on a violation of the Agreement or Board policy, in which case arbitration is excluded.
2. The name of the Employee's representative, if any.
3. The course of action that has been followed, including a copy of the decision rendered in the first level and reason why the decision is being appealed.
4. The action or solution desired.

The Superintendent shall arrange for a meeting with the aggrieved Employee. An Association representative may be present if requested with the aggrieved Employee(s), such meeting to take place within six (6) days of the receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary, but in no case more than ten (10) per party, to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days in which to provide his written decision with reasons to the Employee.

Level Three

If the grievance is an alleged contract violation, and if it is not resolved in Level Two with joint agreement of the aggrieved Employee(s), the Association and the Board of Education, or their designee, there shall be available a third step of final and binding impartial arbitration. The Association may initiate arbitration within thirty (30) days from receipt of the Level Two answer.

The arbitration proceedings shall be conducted by an arbitrator selected by the two parties by the following procedures:

1. The Federal Mediation and Conciliation Service will be requested to provide a panel of eleven (11) arbitrators.
2. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The first party to strike shall be chosen by chance.
3. The remaining name shall be the arbitrator.
4. Expenses for the arbitrator's services shall be borne equally by the Association and the Board. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the Board and the Association, and his decision must be solely and only upon his interpretation on the meaning or application of the express relevant language of the Agreement. All parties are to consider the decision of the arbitrator final and binding.

ARTICLE 6 - GENERAL ASSOCIATION RIGHTS

6.1 ASSOCIATION COPIES

The Employer will deliver two (2) copies of the board minutes, monthly agenda, and the related materials, which together are called the “Board Package,” to the Association President and designee. Delivery will be made to the Association President and their designee via the school mail. During the summer, the Board package will be mailed by the first working day after the materials are sent to the Board members. The Association President or designee may pick up copies of the Board package in the Board office after 4:00 pm on Friday prior to mailing through the school mail. Upon request from the Association, within a reasonable time, the Employer will provide to the Association without charge a copy of any public information as well as scattergrams, budget and financial reports.

6.2 ADDRESSES OF NEWLY HIRED EMPLOYEES

Names and most recent addresses available of newly hired employees shall be provided to the Association within fourteen (14) days after their employment.

6.3 COPIES OF CONTRACT

Within twenty (20) Central Office business days of ratification of the Agreement, the Board shall prepare and deliver a final draft of the Agreement to the Association President. The Association will review the draft and deliver any corrections to the Board’s representative within five (5) Central Office business days. Within twenty-five (25) additional working days, the Board shall have ten (10) copies prepared and delivered to the Association President for distribution. In addition, the collective bargaining agreement will be made available on the District’s website in PDF format within thirty (30) days of ratification by the Association membership and final adoption by the Board, whichever is later.

6.4 USE OF BUILDINGS

The Association and its representatives shall have the right to use classrooms for small group gatherings providing that the facilities are available and students are not present.

6.5 ASSOCIATION MEETINGS

Duly authorized representatives of the Association and their respective affiliates shall be permitted to hold official Association meetings on school property after the school day.

6.6 FACILITIES AND EQUIPMENT

The Association shall have the right to use all school facilities and equipment within reason and upon availability as recognized by the building administrator or designee.

When special custodial services are required, or materials are used, the Board may assess a reasonable charge.

6.7 POSTING NOTICES

The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards in teacher workrooms or lounge areas, at least one of which shall be provided in each school building. Such postings should not be placed in areas accessible to students. All notices shall include the author and/or the distributor's name. The Association may use, within reason, the District mail service and employee mail boxes for communication to bargaining unit members.

6.8 COMMITTEE INVOLVEMENT

The Association shall have the right to appoint the number of employees requested for a "Discipline Advisory Committee" as provided by School Code Section 105 ILCS 5/10-20.14. The Committee will meet with parents and explore concepts and ideas to be recommended to the School Board for a unit-wide discipline policy. The employees shall reflect representation from various levels.

The Board shall use the Mattoon Education Association as the primary source for employee members of any committee regarding certification, as well as, all externally mandated committees requiring employee input, involvement, or participation.

6.9 EXCLUSIVE RIGHTS

The rights granted herein to the Association shall not be granted or extended to any other union or association unless the Illinois Education Labor Relations Board certifies another bargaining agent.

6.10 ASSOCIATION-MANAGEMENT COUNCIL

In the interest of good communication, the Board and the Association shall establish a joint Association-Management Council. This Council shall consist of three (3) representatives of the Association, to be appointed by the president; the Superintendent, and two (2) board members, or their designees. At least one meeting shall be held each quarter unless waived by both parties. Either party may request that a meeting be scheduled at a mutually established date and time. The function of this Council shall be the consideration of matters of mutual concern not covered by the collective bargaining agreement.

This Council shall have no power to determine policy of the Board of Education or change or affect the rights of the Board of Education as a whole. This Council may assign tasks or research to committees of its own creation.

6.11 ASSOCIATION VIEWS OF BOARD POLICY

The Employer will notify the Association President of impending changes to any Board policy or procedure which will impact wages, hours, or terms and conditions of employment affecting bargaining unit members. Prior to establishing new policy in such matters, the Board will receive the Association's views.

ARTICLE 7 - WORKING CONDITIONS

7.1 SCHOOL CALENDAR

Opinions and suggestions concerning the school calendar shall be solicited from employees and parents by the Board through the administration. When a preference vote is submitted to the employees, the results of this vote will be made available to the employees, upon request, after tabulations have been completed. The calendar adopted by the Board shall include no more than one hundred eight-seven (187) teacher attendance days, seven (7) of which shall be considered emergency days, but no more than one hundred eighty (180) work days of which four (4) are institute days. At the discretion of the administration, one (1) institute day may be converted into a professional leave day. (Professional leave is to be considered as attending an activity that will contribute to professional growth, including administratively-approved athletic events.) Teachers shall not work more than one hundred eighty (180) days without additional compensation at the rate of one, one hundred eightieth (1/180) of the yearly salary.

7.2 HOURS AND ASSIGNMENTS

If there is a lack of substitute teachers, the administration will first seek volunteers to accept assignments during planning periods. If volunteers are not available from a volunteer list, the teacher may be assigned classroom duty on a rotating basis, if possible. The teacher may refuse assignment in excess of one (1) preparation period per day or replacement duties other than classroom teaching or supervision. If a teacher is absent more than three (3) periods, a regular substitute will be employed whenever possible.

7.3 INTERNAL SUBSTITUTION

Any teacher who accepts an assignment which requires him/her to forfeit their preparation (planning) period or elementary release time for P.E., Music, or Art shall be compensated at the rate of \$34.50 per hour for 2015-2016, \$35.00 per hour for 2016-2017, and \$35.50 per hour for 2017-2018.

7.4 SUMMER PAY RATES

Driver education teachers, summer school teachers, homebound teachers and certified staff assigned or approved for work by the administration will be paid at a rate of \$34.50 per hour for 2015-2016, \$35.00 per hour for 2016-2017, and \$35.50 per hour for 2017-2018.

7.5 ABSENCE FROM BUILDING

A. Lunch and Preparation Period

Employees shall be allowed to leave their assigned area or site during their lunch period. Employees will be allowed to leave their assigned area or site during their preparation period for work-related activities, with administrative approval.

B. Professional Appointments at the End of the Student Day

The employer shall not charge a teacher for use of sick or personal leave if the teacher leaves for a medical or professional appointment after the end of the student day, but before the end of the teacher's work day. The request will be granted if the appointment could not be made outside the teacher's work day. In any such case, the teacher shall notify the building principal as soon as possible. The absence shall be supported by some documentation from the professional's office showing that the appointment was necessary during the teacher's work day, and the time was requested by the professional.

It is the intent of this language to permit teacher absences during the teacher work day (but after the end of the student day) when a professional such as a doctor, dentist, orthodontist, or attorney cannot or will not schedule professional appointments outside the teacher's work day. This language shall not be interpreted as intended to extend the benefit of absence from the work day, except as expressly limited by this provision.

C. Flex Time

Teachers shall be permitted to use flex time at the discretion of the building administrator. Flex time is to be used when a teacher needs to leave before the beginning or after the end of the student day, for an important matter not covered in 7.5B. The teacher may leave no sooner than 5 minutes after student dismissal time and must arrive 5 minutes prior to student instructional time. The teacher will sign out and must make up this time by arriving early or staying late within ten (10) school days, or as otherwise agreed by the administrator.

7.6 LUNCH DUTY

All bargaining unit members shall be entitled to a duty-free, uninterrupted lunch period as required by law.

The Employer agrees not to schedule meetings or conferences which require the employee's attendance during the employee's lunch period.

7.7 REDUCTION-IN-FORCE

Reduction-in-force among employees shall be consistent with 105 ILCS 5/24-12. More information about reduction-in-force can be found in a document developed in cooperation with the Association, available in building offices and available on the District website at www.mattoon.k12.il.us. This document is intended to help Employees understand reduction-in-force and recall procedures, their rights and responsibilities. This informational document is not part of the collective bargaining agreement.

A. Continuous Service

1. Continuous service shall be measured as years of continuous unbroken service as an employee in the District provided, however, that less than full time service shall be computed on a pro-rata basis. Approved unpaid leave of absence shall be computed as follows: those teaching less than (1) semester of continuous days shall receive no credit. Those teaching more than one (1) semester of continuous days and less than one full year shall receive .5 years of credit. Credit for mandatory leaves of absence shall be in accordance with District records unless the teacher can substantiate otherwise. Ties in continuous service within a Grouping shall be broken by the date of employment by action of the Board of Education. If two or more employees were hired at the same School Board meeting and it is necessary to determine length of continuous service among them, then continuous service between those employees will be determined by lot where the Association and affected teachers will have the right to be present.
2. Prior to November 1 of each school year, the administration shall provide each employee with a computed continuous service form which will include a listing of the employee's computed continuous service. The form shall include a copy of this section of the Agreement (7.7 A 1) and shall include each employee's name, their most recent date of hire and their computed continuous service. Each employee shall have until November 15 or the first school day thereafter to file written objections to the information stated on the computed continuous service form which shall specify the alleged error on the form, and the employee cannot thereafter challenge the information contained on the continuous service form for that school year.

B. Annual Sequence of Honorable Dismissal List

1. The District shall provide a copy of the initial Sequence of Honorable Dismissal List to the Association President at least 75 calendar days before the last day of the school term and will concurrently provide each employee a notice showing the code for that person on the Sequence of Honorable Dismissal List so that each employee will be able to determine that employee's standing on the Sequence of Honorable Dismissal List for that employee.
2. Employees Moved from Grouping One

No later than 45 days before the end of the school term, the administration shall provide the Association a list of employees moved from Grouping One to another Grouping, because that employee received a performance evaluation rating between 75 and 45 days before the end of the school term.

C. Procedures for Reduction-in-Force

1. Right to Notice of Honorable Dismissal and Continuous Service

The employees who are subject to reduction-in-force shall receive notice by certified mail, return receipt requested, or personal delivery with a receipt at least forty five (45) days before the end of the school term, together with a statement of honorable dismissal and the reason therefor.

2. Meeting with Affected Employees

The Administration will meet with the employee or employees whose position(s) the Administration will recommend be reduced to discuss the reasons for its decision. A representative of the Association will be allowed to attend such meetings at the employee's request. The decision of the administration shall be given to the employee in writing.

D. Re-Employment Procedure after Lay-Off

1. Recall Rights

Recall rights shall be in effect from the date of termination through two (2) calendar years from the beginning of the school term next following their dismissal for employees in Groupings Three and Four.

For employees in Grouping Two who are eligible for recall pursuant to Section 24-12 of the Illinois School Code (i.e. those employees in Grouping Two who, prior to the reduction in force, received two summative evaluation ratings, one of which was a "Needs Improvement")

and the other was either “Proficient” or “Excellent”), recall rights shall be in effect from the date of termination through February 1 of the school year following the reduction in force, but no later than 6 months from the beginning of the following school term.

2. Order of Recall

Employees in Groupings Three and Four, as well as those employees in Grouping Two who are eligible for recall pursuant to Section 24-12 of the Illinois School Code, who were reduced-in-force shall be recalled to positions for which they are qualified in the reverse order of the reduction-in-force except that an employee who becomes certified or qualified for additional positions between the period of the reduction and the recall, shall be placed into the order of recall for that position based on her/his performance group and continuous service, so long as the employee has notified the Assistant Superintendent for Human Resources in writing of the additional certifications or change in certification and qualification prior to the date of recall for that position. To be eligible for recall, the employee must also meet District local qualifications, if any, as had been established by May 10 of the school year prior to the vacancy becoming available.

3. Recall Notice

The employer is responsible for sending notice to the first eligible employee on the recall list. A copy of this Section 7.7 D will be enclosed with the notice. Notice will be sent to the last address on file with the employer. The employee must give a written response postmarked within seven (7) days of receipt of the notice of vacancy.

4. Employee Recall Response

Any employee who fails to respond to a proper notice of a vacancy will be placed at the bottom of the recall list as it exists at the time. However, an employee may elect to be passed over, in which case the employee retains his/her position on the recall list and the employer will offer the position to the next eligible employee on the list. The employee may elect to be passed over by giving written notice to the employer within seven (7) days of receiving proper notice of vacancy.

5. Eligibility for Vacant Positions

Employees will be eligible for any vacant position for which they are legally certified and qualified, including any district qualifications and requirements. Any requirements which the District establishes relating to

the recall must have been in place on May 10 of the school year prior to the vacancy becoming available. The employer will provide copies to the Association of all job descriptions which list qualifications that were in effect on May 10, 2012, and will provide the Association with any proposed changes in said qualifications no later than April 10 of the year in which they are to be proposed.

E. Composition of 105 ILCS 5/24-12 Joint Committee

The Joint Committee will include five (5) representatives of the employer to be appointed by the employer and five (5) representatives of the Association who are appointed by the Association. The parties will notify each other of the representatives no later than October 1 of each school term. The representatives shall remain on the Joint Committee until and unless one party notifies the other of a change in their appointments. The first meeting of the joint committee each school year must occur on or before December 1.

7.8 DISPENSING OF MEDICATION

- A.** The District may seek volunteers to assist students with medications. Parents, students and physicians will be discouraged from planning the medication of students at school, unless medically necessary.
- B.** The District shall hold district-wide in-service(s) about student medication. Employees shall be advised that dispensing medications is not required, and that failing to volunteer is not a ground for criticizing or disciplining the employee. The District shall annually in-service volunteers. If this in-service does not occur, the remedy shall be to hold the in-service within a reasonable time.
- C.** Employees may be required to dispense medications in an emergency. An emergency is a significant threat to health or life caused by an unpredictable medical event.
- D.** An employee who volunteers must give adequate advance notice to the building administrator if he/she chooses to cease volunteering.
- E.** Volunteers will be indemnified and defended by the employer in any civil proceeding arising out of alleged wrongful act(s) of the volunteer, except for willful or wanton acts.

7.9 TUITION

The Board will reimburse, upon successful completion of an approved course, one-half (½) of the tuition and fees. The employee shall be reimbursed on a first-come first-

served basis. The District will pay an annual maximum of \$20,000 for tuition reimbursement, with a limit of \$1,000 per employee per fiscal year.

7.10 WORK DAY AND PREPARATION TIME

A. Work Day

All full time employees shall have an eight (8) hour work day, including a minimum 40 minute, duty free lunch, except for TMH teachers in the Armstrong Program. The TMH teachers' work day (Armstrong Program) shall be from 7:50 am until 3:10 pm. Their duty free lunch shall be taken at the end of their workday, and they shall be released from all duties at 3:10 pm.

B. Preparation Time

Elementary school teachers shall be regularly scheduled to have no less than six hundred twenty-five (625) minutes of preparation time per week during the work day, fifteen (15) minutes of which must be during the student day. In addition to the six hundred twenty-five (625) minutes of preparation time per week, an art specialist will instruct children a total of no less than fifty (50) minutes every other week or twenty-five (25) minutes per week. In order to provide these preparation time minutes, and in accordance with the regular weekly schedule, there may be alternating weeks of 620 minutes of preparation time and 645 minutes of preparation time, in addition to the time children are in art instruction. Preparation time is not guaranteed in all situations, due to reasons such as shortened school day, special activities, field trips, special education IEP meetings, and other activities that alter the routine of the teacher's normal schedule. Classroom elementary teachers may, but are not required to, remain with their students during time those students are scheduled to be in library or computer instruction. There shall be sufficient transition time for elementary teachers to accompany students who must be escorted to another location. Transition time shall not be counted as teacher preparation time.

A P.E. specialist will be provided five (5) days per week for regular division elementary students.

Middle school teachers shall be regularly scheduled to have no less than five hundred forty-two (542) minutes of preparation time per week and a daily team planning period during the student day. One day each school week, team planning time will be reduced to twelve (12) minutes and the remaining time may be used for individual teacher preparation time. P.E. and Essential teachers at the middle school will meet their student contact time by preparing and administering a lesson or lessons that target Advisory/Enrichment/SEL needs of the students they are instructing during the RtI/Enrichment cycles.

All Franklin teachers shall be regularly scheduled to have no less than six hundred (600) minutes of preparation time per week.

Grade 9-12 teachers shall be regularly scheduled to have no less than six hundred ten (610) minutes of preparation time per week during the work day. A full time load for teachers shall be five (5) classes.

Non-student contact time before and after school shall normally be used for preparation. Once per month, this time may be used for faculty meetings; and teachers will be expected to stay for the entire meeting (not to exceed one (1) hour from student dismissal) unless prearranged with an administrator. This time may be used for extra-curricular work with the approval of the building administrator.

The preceding sub-paragraphs of this Section 7.10 B do not apply to full time librarians, counselors, social workers, psychologists, and other certificated employees whose duties are not primarily instruction of students and do not have work days related to the student class schedule. Such employees work an eight (8) hour day, including duty free lunch, and fifteen (15) minutes of preparation time per day. These employees require, and shall be granted if reasonable under the circumstances, a reasonable time to work alone in order to complete their responsibilities.

C. Overload Compensation

For each additional class beyond the full-time teaching load, as defined in this contract, the employee shall receive \$2,500 per semester or \$5,000 per year.

D. Special Education Release Time and Compensation

Special education teachers shall receive the equivalent of at least three (3) days release time for special education work related to drafting of IEPs or special education conferences. Special education teachers shall receive fifty dollars (\$50) for each satisfactorily completed Illinois Alternative Assessment test instrument which they are assigned to compile.

E. Ninth Grade Teaming

All ninth grade high school team teaching positions will be paid an additional stipend of:

\$2,500.00

Ninth grade team teachers shall be regularly scheduled for 335 minutes of preparation time per week and a daily team planning time during the student day. If insufficient numbers of teachers suitable to the administration volunteer, the administration may assign teachers as necessary.

F. Travel and Preparation for Duties

Employees and administrators will discuss and create a plan allowing time to travel and prepare for duties once arriving at any building.

7.11 ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS

The Board recognizes that the teacher has the primary responsibility for the maintenance of discipline within their classroom. The Board and the administration also recognize their responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline.

1. A teacher may recommend excluding a pupil from the class, when in the opinion of the teacher, the persistence of the behavior or disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable.
2. When a pupil is recommended for exclusion by a teacher, the student shall be sent from the classroom to the building principal or designee.
3. The building principal or designee shall take appropriate action to solve the discipline problem. Should the decision include the re-admittance of the pupil to class, the teacher shall be notified in writing upon return of the student to class as to the conditions under which re-admittance is granted.
4. If the disobedience or misconduct continues or the conditions for re-admittance are not met by the pupil, the teacher may recommend that the pupil be permanently excluded from that class.

Procedures for suspension and expulsion of students from school shall be in accordance with the existing Board policy.

A written statement by the Board prohibiting corporal punishment of pupils shall be distributed to all teachers no later than the first week of each school term.

If a teacher has one or more pupils who present serious behavioral or chronic problems in class,

1. The teacher will schedule a meeting with the appropriate building administrator to discuss the concerns. An Association representative can be invited to this meeting.
2. The teacher will discuss with the building administrator student behaviors and the classroom management strategies, such as those suggested by the building PST/TAT, that the teacher has attempted in the classroom to modify the student's behavior.

3. Through a discussion with the building administrator, the administrator and teacher will develop options and strategies in order to address future student disciplinary concerns.

7.12 MEDICAL EXAMINATIONS

The Board will pay any cost above the amount paid by the District medical insurance coverage for any medical examination required by the Board or State of Illinois other than that required for initial employment. The employee may select a physician approved by the District's current healthcare providers. If a specialist is needed, the Board will obtain a referral from a physician on the District's current healthcare provider list. The employee may select his/her own physician for routine TB tests, chest X-rays, and physical examinations where no disease or malady is suspected.

7.13 PERSONNEL FILE

A. Official File

Only one official file shall be maintained in the District. Materials necessary to perform the work of any specialist shall be housed in that office; e.g. payroll, medical, and credentials. All medical information shall be retained in a separate and secure file. Any materials required to complete an ongoing investigation or evaluation shall be housed with the administrator doing that work; however, upon completion of such work, the final documents will be located in the official personnel file.

No material critical of an employee or the employee's conduct or evaluative materials shall be placed in the employee's file unless the employee has had an opportunity to read such material. The employee may acknowledge that he has read the materials by affixing his signature to a statement attached thereto. Such acknowledgment by the employee does not mean that the employee agrees with it. Refusal to sign does not render the material invalid.

No material may be used to discipline or reprimand an employee unless the information is disclosed to the employee within ten (10) days of the occurrence or the knowledge of the occurrence by the administration, unless an ongoing investigation is pending. This Paragraph 7.13(A) shall not apply to evaluation.

B. Right to Respond to Material in File

An employee shall have the right to examine his/her personnel file, and to have a representative of the Association accompany him/her in such a review. Upon request of the employee, the employer will reproduce one (1) copy of any material in his/her file. After one (1) copy has been reproduced, only new materials added to the file shall be reproduced without cost. The employee shall have the right to respond to, and to have his/her response attached to, any disciplinary material

placed in his/her personnel file. The employee may provide a copy of his/her response to his/her immediate supervisor.

C. Right to Grieve Material in the File

In the event any file materials are determined to be inaccurate or unfair by grievance proceeding, such portion of materials will be removed from the official personnel file. Any material added shall have grievance time lines prescribed in Article 5, GRIEVANCE, of this Agreement.

7.14 VACANCIES AND TRANSFERS

A. Posting Vacant Positions

When a position is vacated due to reassignment, retirement, termination, or a new position is created, the District shall post the position. The employer will post the vacant position in all school buildings, at the Assistant Superintendent's office, and will send a copy of the posting through district e-mail accounts to the Association President and all certificated employees. All extra duty positions filled by individuals who are not full-time teachers in the District will be posted each year. During the summer, these notices will be posted in the Central Administrative Center and mailed to the Association President, and to any employee who leaves self-addressed stamped envelopes with the Assistant Superintendent. The employer will post notices of vacant positions immediately. Such notices will state the duties, special skills needed, and certification required for the vacancy. Employees apply for these positions by submitting a letter of interest.

During the school year, announced vacancies for the next school year will not be filled on a permanent basis until the vacancy has been posted at least ten (10) school days. Vacancies that occur and need to be filled within the current school year will not be filled on a permanent basis until the vacancy has been posted at least five (5) school days. From the end of the school year through June 30, vacancies for the next school year will not be filled on a permanent basis until the vacancy has been posted at least five (5) business days. After June 30 through the start of the school year, vacancy notices will be posted immediately, and recommendations to fill the position will be made whenever the administration deems appropriate.

B. Filling Vacant Positions

Any employee interested in being transferred to a vacant position as defined in Paragraph 7.14(A), shall notify the Assistant Superintendent within the required days defined in Paragraph 7.14 (A) from the posting of the notice. The District shall consider all written requests. Any employee requesting an interview shall be granted such.

Example: Teacher AB who taught 4th grade leaves the District. The 4th grade position is posted. The administration considers all persons submitting a letter of interest but may fill the position with lateral transfers without conducting interviews. Teacher CD, who was teaching 3rd grade, is selected for the 4th grade opening by lateral transfer. The third grade position is posted. The administration chooses to make no lateral transfers to fill the 3rd grade position. Any teacher submitting a letter of interest may request an interview for the 3rd grade position. The position is filled after considering and interviewing employees requesting such.

C. Involuntary Transfer

When it becomes necessary to reassign employees due to pupil distribution, instructional requirement, or for other reasons, all volunteers will first be considered. All other employees being reassigned for the above reasons will be considered involuntarily transferred employees.

Any employee assigned to a position involuntarily shall be considered for any position for which he or she is qualified before any other applicant. Within five (5) days of posting of the position, the involuntarily transferred employee shall notify the Assistant Superintendent of his/her right to be considered.

7.15 CLASS SIZE

Thirty (30) days after the beginning of the school year, the administration will notify the Board and the Association President whenever there is an increase in current class size per grade level, or an increase in the average class size per department, or whenever a state deviation is made for any of the special education classes. The Superintendent, or his designee, shall arrange a meeting with the Association President, or designee, to discuss those classes in which the size has increased over the average of the last year. The Employer will make reasonable effort to control such increases and maintain balanced class size.

7.16 JURY DUTY

Employees called to jury duty will be granted time off for such duty and will be paid their regular rate of pay and will reimburse the District for the amount received for jury duty. Reimbursements for mileage and other travel expenses shall not be considered jury pay.

7.17 JUST CAUSE SUSPENSION

No employee shall be suspended without pay without just cause. This paragraph shall not apply to suspension with pay pending an investigation of alleged misconduct. Suspensions with pay are not disciplinary.

7.18 SPECIAL STUDENT - EMPLOYEE DUTIES AND RIGHTS

- A. The Employer will provide proper training for teachers in any procedures not normally required of the regular student population.
- B. A teacher who believes a special education student assigned to that teacher has an IEP which is not meeting the needs of the student shall advise the building principal and request an IEP review.
- C. The administration shall include a teacher of the regular student population in any multi-disciplinary staffing.
- D. If teachers of the regular student population are required to perform additional services for specifically identified special education students outside the school day, the teacher will be compensated at the hourly rate specified in Article 7, Section 7.3 of this Agreement. Such additional services and compensation must be approved in advance by the building principal or superintendent.
- E. When, in the opinion of the teacher in a regular education classroom, the needs of special education student(s) assigned to that classroom negatively impact the learning environment, the building principal, upon request of the teacher, shall meet within ten (10) days to discuss class-size. The decision of the administration will be final.
- F. In accordance with the 23 Illinois Administrative Code 226.735, a Work Load for Special Educators document has been developed in cooperation with Association members. The document entitled *Mattoon Work Load for Special Educators* adheres to the requirements set forth in Section 226.735 of the Administrative Code. The administration will meet and work collaboratively with affected special education teachers should work load requirements for special education teachers change. The Association will approve any change in advance unless the changes are required by law.

7.19 STANDING COMMITTEES, DISTRICT COMMITTEES AND ACTIVITIES

A. Building Committees

Each building shall have a maximum of five paid committees, determined collaboratively by administration and Association representation. Members will then be selected after a nomination procedure and conversation with the Association President or designee.

Each building committee member will be paid a yearly stipend of \$300 with the June 30 payroll for service on each paid building committee. Such rate shall apply to committees who meet nine times or less during the school year. Meetings in excess of nine for a given committee shall be compensated for each

additional meeting at the professional rate. To receive these stipends, the committee member must attend and be present for the duration of at least seventy five percent (75%) of the committee's meetings. A committee member who is asked to join a committee mid-year to take the place of another committee member will be entitled to a pro-rated stipend if the member attends and is present for the duration of at least seventy five percent (75%) of the committee's meetings for the portion of the year they are a member.

Committee members should include Employees and administrators knowledgeable of and involved with the subject matter of the committee for professional reasons.

Other building committees may be established but will not be paid.

B. District Committees

The following are district committees:

- Curriculum Coordinating Committee
- District Wide Technology
- K-12 Curriculum
- Subcommittees identified in School Improvement Plans

Members of these committees shall be compensated at the hourly rate listed in Article 7.3 for any time spent beyond the contractual school day.

C. Committees Unique to Specific Grants

Committees that are unique to specific grants will be compensated with grant monies for time spent.

D. Other Committees

All other committees will be voluntary except, as part of professional responsibilities, employees shall undertake a reasonable amount of committee work. Such other committees will meet during preparation time. If work extends beyond the contractual day for these committees, time will be volunteered or committees will reconvene during the school day.

E. Professional Responsibilities

Elementary – All Employees must attend Parent Teacher Conferences, Grade Level Specific Fall Orientation, and Spring Open House. Employees must also attend one of the following:

- Music Program
- Title I Family Event

- Registration

Middle School – All Employees must attend Parent Teacher Conferences, Fall Open House, and their Grade Level Specific Spring Orientation. Employees must also attend one of the following:

- Partner Reading Project Night
- Parent Forum
- Chili Supper
- Parent Pack Event
- Sixth Grade Discovery Day
- Registration

High School – All Employees must attend Parent Teacher Conferences, Freshman Orientation or Parent Forum, and Fall Open House. Employees must also attend one of the following:

- Prom
- Graduation
- JROTC Ball
- Homecoming
- Freshmen Icebreaker
- Registration

Franklin School – All Employees must attend Parent Teacher Conferences, Open House, and Registration. Employees must also attend one of the following:

- Parent Forum
- Pre-K Activity

Outside the contractual work day, teachers will be compensated at the internal sub rate when required by an administrator to supervise or instruct students, unless otherwise compensated.

F. Employee Collaboration/Teaming

A major component of effective schools is the research-based best practice of employee collaboration. Collaboration refers to scheduled time set aside during the school day and also to discussions and decision-making among faculty and/or administrators concerning:

- Improvement of students' learning opportunities
- Improvement of teachers' ability to teach
- Appropriate, periodic planning for requisite Response to Intervention services to students by grade level or team as determined by the grade level or team

Collaboration may be conducted one-on-one with other faculty, in large faculty meetings as well as in small groups by department, grade level/team, committees, cross-curriculum or other combinations. Collaboration is intended to be a continuous and on-going process, focused on problem solving. Collaboration topics are intended to be practical and useful for teachers. Participation in collaboration meetings is encouraged in all buildings; however, attendance is required of high school teachers at one collaboration meeting per week within the high school schedule. When the school calendar includes half-day student attendance days, the administration will attempt to use the available time for collaboration and/or committee meetings whenever possible.

7.20 TEACHER HANDBOOKS

Handbooks may contain rules and regulations applicable to employees at the building level, or district wide. However, handbook rules shall not expand the scope of evaluation criteria. The Board may adopt work rules for teachers by giving five (5) days notice to the Association, so long as the rules are reasonable.

ARTICLE 8 - TEACHER EVALUATION

8.1 STATEMENT OF PURPOSE

The purpose of evaluation is to make a periodic judgment about each employee's performance leading to a written statement that the employee is “excellent,” “proficient,” “needs improvement” or “unsatisfactory.”

Evaluations shall be conducted in accordance with 105 ILCS 5/24A and 23 Illinois Administrative Code Part 50, as modified by the Joint Pre-PERA and PERA Committees and described in the Mattoon School District Performance Evaluation Procedures.

8.2 SCHEDULE OF EVALUATION

A. Each tenured employee will be evaluated on a two-year schedule. If an administrator finds it necessary to evaluate a tenured employee who received a rating of “satisfactory” (2011-2012 only) or “proficient” or higher in the previous year, the administrator shall notify such tenured employee in writing stating the cause for such additional evaluation. No “proficient” or “excellent” employee will be evaluated more than one time in any one year.

Each non-tenured employee shall be evaluated once each year until tenured. A tenured employee who receives a rating of “unsatisfactory” and successfully completes remediation or a tenured employee who receives a rating of “needs improvement” will be evaluated once in the year following receipt of the rating.

Tenured employees under remediation will be evaluated according to the remediation plan which shall not be limited to the procedures set forth in this Article 8.

Tenured employees most recently evaluated as “proficient” or “excellent” who were not evaluated in the prior school year and who have been informed that they will not be evaluated in the current school year, shall have the right to be evaluated if they so request. Tenured employees who were rated “proficient” or “excellent” in their last evaluation of the prior school year may ask to be evaluated in the current school year, with the evaluation to be conducted at the discretion of the evaluator.

Each building administrator will develop a schedule of evaluations for the employees assigned to his/her building. The administrator may alter the schedule if, for reasons such as transfers, attrition, retirement and the like, the number of employees to be evaluated over a two-year period would be substantially unequal.

- B. No later than the first day of student attendance, and before any pre-observation conference or any observation takes place in any school term, the building principal or evaluators shall conduct a meeting(s) to inform the faculty as a whole about the evaluation procedures, standards and instruments to be used. This in-service may be district-wide and/or building meeting(s). Arrangements will be made to in-service any employee absent from the district/building meeting prior to his/her evaluation. The employee, during the first pre-observation conference, shall notify the evaluator if he/she has not received this in-service.

8.3 CERTIFIED EMPLOYEE EVALUATION TIMELINE

No later than First Day of Student Attendance	The building principal or evaluator will present evaluation information to all employees through a district-wide or building meeting as provided in 8.2.
Before each formal observation	An appointment shall be made for the pre-observation conference.
Within 15 school days of each classroom observation	A post-observation conference will be held for each formal or informal classroom observation.
No later than May 15	All tenured employee evaluations to be completed including the final evaluation conference and rating.

8.4 LIST OF EVALUATORS

Only administrators who have been qualified in accordance with the Illinois State Board of Education regulations may conduct evaluations of certified employees. By September 15 each year, the administration shall make available to the Association a list of all of the District’s qualified evaluators. Any changes in the list will be sent to the Association within fifteen (15) working days.

8.5 OBSERVATIONS

A. Observation and Evaluators

A qualified evaluator will evaluate each employee by formal and informal observations. Formal observations shall take place at times during which the employee is engaged in his or her primary assignment. Teachers shall not be expected to prepare an unreasonable amount of materials as part of their evaluations. All formal observations shall be no less than forty-five (45) minutes or one class period. The pre-conference will not apply to informal observations. The evaluator shall advise the teacher at the start of an informal observation.

The final evaluation for tenured teachers with prior evaluation of “proficient” or “excellent” will be determined from a minimum of (1) one formal observations and a maximum total of four (4) observations.

For each tenured teacher who received a “needs improvement” or “unsatisfactory” performance rating in his or her last performance evaluation, a minimum of three (3) observations shall be required in the school year immediately following the year in which the “needs improvement” or “unsatisfactory” rating was assigned, of which two (2) must be formal observations.

For each nontenured teacher, a minimum of three (3) observations shall be required each school year, of which two (2) must be formal observations.

If the evaluator maintains that special circumstances exist which lead to the need for an increase in the number of observations, the evaluator shall meet with the employee to discuss such circumstances before any additional observations are conducted. The Association shall be notified and shall be allowed to appeal the decision to the Superintendent. The employee may request that the additional observations be conducted by a different evaluator.

B. Other Relevant Information

In addition to formal and informal observations, evaluators may consider evidence from other sources which are relevant and material to evaluation as long as the evaluator or administrator notifies the teacher within ten (10) days of the occurrence, or the evaluator’s knowledge thereof; however, anonymous material shall not be used. This information shall not be used as the sole evidence to render an employee “unsatisfactory” in the overall rating. The evidence gathered during the observation of the employee’s primary responsibility shall be the principal source of information, and the evidence described in this paragraph secondary in determining the evaluation rating.

C. Formal Observation Process

The formal observation process will be initiated by the evaluator with the scheduling of a pre-observation conference with the employee to be evaluated. The evaluator will review applicable observation instruments and the evaluator will establish the date and time of the formal observation. The employee will identify the topic of the lesson or activity which is scheduled to occur. The administrator and employee may agree to the employee’s demonstration of particular skills to be observed during the formal observation and schedule the observation for a time and date such will occur.

During observations of the employee, the evaluator may use the data-collection method of choice. The evaluator shall endeavor to advise the employee of the

data collection method at a pre-observation conference (if one is required). However, the evaluator may alter the data collection method, if in his or her discretion, the same is necessary or convenient for a meaningful observation. The evaluator will review data collected at a formal observation post-observation conference.

Any data gathered during the formal observation shall be shared with the employee and reduced to writing on the observation report form. Data gathering notes shall be destroyed unless attached to the observation report form.

D. Post Observation Conference

Except in case of emergency or absence, such as the illness of the evaluator or employee, within fifteen (15) school days of each formal or informal observation, a post-observation conference will be held. The purpose of the conference will be to discuss the observation and data collected.

E. Final Evaluation Conference

No more than fifteen (15) school days following the final observation, except in case of emergency or absence, such as the illness of the evaluator or employee, and before May 15, the evaluator will complete an evaluation conference with tenured employees. The final evaluation conference with non-tenured employees will take place at least forty-five (45) days before the end of the school term. The evaluator will reduce the evaluation to writing on the evaluation instrument, and give a copy to the employee. The evaluator will discuss the strengths and weaknesses of the employee, the overall rating, and supporting reasons.

F. Employee Right to Respond

The employee shall have the right to respond in writing and to have a meeting with the administrator to discuss the evaluation, if the employee requests, within ten (10) school days of receiving the evaluation. Within twenty (20) calendar days after the final evaluation conference, the employee may make a written response to be attached to the final written evaluation.

8.6 TRAVELING OR UNASSIGNED EMPLOYEES

Traveling employees, or employees not assigned to a single building, will be observed and evaluated by only one evaluator. In most cases, the evaluator will be the employee's primary supervisor. The primary supervisor may solicit input from administrators in other buildings to which the employee is assigned. Employees and administrators will discuss and create a plan allowing time to travel and prepare for duties once arriving at any building.

8.7 OTHER CONDITIONS RELATING TO EVALUATION

A. Employee Request for Alternate Evaluator

Prior to the first observation, if evidence of pre-bias or prejudice exists, the employee may request to be evaluated by a different evaluator. The employee will state the reason for the request. Request for a different evaluator shall be allowed at the discretion of the Superintendent.

B. Employee Request for Additional Evaluation

The employee may be evaluated by any District evaluator. Following an evaluation resulting in an unsatisfactory rating, the employee may request to be evaluated by a different evaluator. The employee will state the reason for the request. Request for a second evaluation shall be allowed at the discretion of the Superintendent.

C. Non Prejudicial Errors

Failure of the District to comply with the strict requirements of any time line or any procedure shall not void any observation or evaluation rating unless the employee was substantially prejudiced thereby.

D. Scope of Article

This Article has no effect upon selection of employees, assignment of employees, decisions of the Board of Education to reduce force, or the renewal or non-renewal of non-tenured employees. This Article is not related to extra duties. This Article is not any limitation upon the Board of Education to dismiss an employee for incompetency, cruelty, negligence, immorality or other sufficient cause, but rather is intended to specify procedures applicable to the District's evaluation plan.

8.8 FINAL EVALUATION CALCULATION

The evaluator shall rate the employee's performance on each element contained in the Evaluation Form. Each element shall be rated as one (1) for unsatisfactory, two (2) for needs improvement, three (3) for proficient, and four (4) for excellent.

A score for each domain will be calculated by averaging the element scores for that domain. A summative score will then be calculated by using a weighted average of the four domains. Domain 1 will be weighted as 15%; Domain 2 as 35%; Domain 3 as 40%; and Domain 4 as 10%.

- A summative rating of Excellent shall be given an employee with a weighted average score greater than or equal to 3.4.

- A summative rating of Proficient shall be given an employee with a weighted average score greater than or equal to 2.7 up to 3.3.
- An employee with a weighted average score greater than or equal to 2.0 and up to 2.6 will receive a summative rating of Needs Improvement.
- An employee with a weighted average score below 2.0 will receive a summative rating of Unsatisfactory.

The following calculation is used to find the summative rating:

$$(\text{Average of Domain 1} \times .15) + (\text{Average of Domain 2} \times .35) + (\text{Average of Domain 3} \times .40) + (\text{Average of Domain 4} \times .10) = \text{Summative Rating.}$$

A tool that can be used to calculate the summative rating will be made available on the district web site before summative ratings are provided to employees.

8.9 REMEDIATION

Within thirty (30) school days after completion of a written evaluation which rates a teacher as “unsatisfactory,” the evaluating administrator will, with the participation of a consulting teacher and the teacher deemed “unsatisfactory,” formulate and commence a remediation plan designed to correct the deficiencies cited.

The remediation plan will include evaluations by a qualified administrator every thirty (30) school days, and a final remediation rating for the ninety (90) school days constituting the remediation period.

The observations for a tenured employee under remediation will conform to the remediation plan. Remediation plans are not incorporated into this Agreement.

8.10 CONSULTING TEACHER

The Employer may use a “consulting teacher” to help formulate a remediation plan and to give advice to the employee under remediation. The Mattoon Education Association may, if it so chooses, supply a roster of qualified employees from whom the consulting teacher is to be selected. The consulting teacher must have at least five (5) years teaching experience, must have a reasonable familiarity with the assignment of the teacher being evaluated, and must have received an “excellent” rating on his most recent evaluation.

The Employer will notify the employee in writing of his selection as consulting teacher. It will state in the notice that acceptance is voluntary. The Employer will not compel any employee, who is otherwise qualified, to participate in a remediation program as a consulting teacher. In the event that no employee is qualified, or no employee volunteers to be a consulting teacher, the Employer will request that the Regional Office of

Education supply an individual who meets the criteria, or will choose a qualified employee from another Illinois school district.

A Mattoon Community Unit #2 consulting teacher will assist in his remediation responsibilities during the time when he is not scheduled to teach and will receive compensation at the hourly rate specified in Article 7. The consulting teacher will develop with the remediating teacher a consultation schedule which beyond forty (40) hours must be approved by the Superintendent.

With respect to a teacher that has been rated “unsatisfactory,” the consulting teacher will make no evaluation in any circumstance. No statements by the consulting teacher about any aspect of the remediating teacher, either personal or related to the behavior under remediation, will be used in any evaluation, conversations, hearings, or records. It is the intention of the parties that any statements made by the consulting teacher to or about the remediating teacher are confidential between those two individuals and are not to be used by any other person for any reason.

The Employer shall provide for the consulting teacher the same liability insurance protection as is provided for the school district administrators.

If, after thirty (30) days of working with the consulting teacher, the remediating teacher determines that the consulting teacher is not helping him or her remediate, he or she may request another consulting teacher from the pool of consulting teachers by a written request to the participating principal.

8.11 PROFESSIONAL DEVELOPMENT PLAN (PDP)

Within thirty (30) school days after the completion of an evaluation rating a tenured teacher as “needs improvement,” a district evaluator shall develop, in consultation with the teacher, and taking into account the teacher's on-going professional responsibilities including his or her regular teaching assignments, a professional development plan directed to the areas that need improvement and indicating any supports that the district will provide to address the areas identified as needing improvement. The plan will be conducted in accordance with the PDP Guidelines attached to this Agreement as Appendix C. Failure to complete the plan will not affect the employee’s rating. Completion of the plan shall be taken into consideration when the employee is evaluated in the year following the rating of “needs improvement.”

See the “Tenured Employee Professional Development Plan Guidelines” Appendix C.

ARTICLE 9 - TERMS AND CONDITIONS

9.1 EFFECT OF THE AGREEMENT

The Agreement shall become effective on August 14, 2018 and remain in full force and effect through and including the day before the 2021-2022 academic school year.

9.2 NO STRIKE

The Association agrees that during the term of this Agreement it will not engage in a strike against the Employer. The Board agrees not to lock out any employee during the term of this Agreement.

9.3 TERMS AND CONDITIONS

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action which shall violate any of the specific provisions of this Agreement. The terms and conditions shall be modified only through the written mutual consent of both parties.

9.4 SAVINGS

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in effect. Any changes in existing laws which affect the terms and conditions set forth in this Agreement shall be incorporated into this Agreement.

9.5 INDIVIDUAL CONTRACT

Any individual contract between the Board and an individual bargaining unit member heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

9.6 RETIREMENT INCENTIVE

Eligibility

To be eligible for any of the following Plans, an employee must have at least (7) seven years of full-time service in the District and either:

1. Be at least sixty (60) years of age by the last day of service in the District;
or
2. Be at least fifty-five (55) years of age with thirty-five (35) years of creditable service as defined by the Illinois Teacher Retirement System by the last day of service in the District.

The District may, but is not required to waive the years of service requirements in subsection 2 above following discussions under 9.7.

Definitions

For purposes of this Article, TRS creditable compensation (earnings) includes (but is not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Sections 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements

Plans

One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to January 1 stating that he/she shall retire at the end of the school year, the employee will be removed from the salary schedule and for the remainder of the final year of employment the employee's TRS creditable earnings shall be increased by five percent (5%) over the employee's TRS creditable earnings for the prior year of employment.

Example: The employee's prior year TRS creditable earnings were \$40,000.00. The employee's final year TRS creditable earnings will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$).

Two Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to January 1, one (1) year prior to the year of retirement, the employee will be removed from the salary schedule, and for the final two (2) years of employment the employee's TRS creditable earnings shall be increased by five percent (5%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to January 1, 2010, stating he/she will retire on June 30, 2011. The employee's TRS creditable earnings for the 2008-2009 school year were \$40,000.00. The employee's TRS creditable earnings for the 2009-2010 school year will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$). The employee's TRS creditable earnings for the 2010-2011 school year will be \$44,100.00 (i.e., $\$42,000.00 \times 1.05 = \$44,100.00$).

Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to January 1, two (2) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final three (3) years of employment the employee's TRS creditable earnings shall be increased by five percent (5%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to January 1, 2010, stating he/she will retire on June 30, 2012. The employee's TRS creditable earnings for the 2008-2009 school year were \$40,000.00. The employee's TRS creditable earnings for the 2009-2010 school year will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$). The employee's TRS creditable earnings for the 2010-2011 school year will be \$44,100.00 (i.e., $\$42,000.00 \times 1.05 = \$44,100.00$). The employee's TRS creditable earnings for the 2011-2012 school year will be \$46,305.00 (i.e., $\$44,100.00 \times 1.05 = \$46,305.00$).

Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to January 1, three (3) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final four (4) years of employment the employee's

TRS creditable earnings shall be increased by five percent (5%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to January 1, 2011, stating he/she will retire on June 30, 2013. The employee's TRS creditable earnings for the 2008-2009 school year were \$40,000.00. The employee's TRS creditable earnings for the 2009-2010 school year will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$). The employee's TRS creditable earnings for the 2010-2011 school year will be \$44,100.00 (i.e., $\$42,000.00 \times 1.05 = \$44,100.00$). The employee's TRS creditable earnings for the 2011-2012 school year will be \$46,305.00 (i.e., $\$44,100.00 \times 1.05 = \$46,305.00$). The employee's TRS creditable earnings for the 2012-2013 school year will be \$48,620.25. (i.e., $46,305.00 \times 1.05 = \$48,620.25$).

Five Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to January 1, four (4) years prior to the year of retirement, the employee will be removed from the salary schedule, and for the final five (5) years of employment the employee's TRS creditable earnings shall be increased by five percent (5%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to January 1, 2010, stating he/she will retire on June 30, 2014. The employee's TRS creditable earnings for the 2008-2009 school year were \$40,000.00. The employee's TRS creditable earnings for the 2009-2010 school year will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$). The employee's TRS creditable earnings for the 2010-2011 school year will be \$44,100.00 (i.e., $\$42,000.00 \times 1.05 = \$44,100.00$). The employee's TRS creditable earnings for the 2011-2012 school year will be \$46,305.00 (i.e., $\$44,100.00 \times 1.05 = \$46,305.00$). The employee's TRS creditable earnings for the 2012-2013 school year will be \$48,620.25. (i.e., $46,305.00 \times 1.05 = \$48,620.25$). The employee's TRS creditable earnings for the 2013-2014 school year will be \$51,051.26. (i.e., $48,620.25 \times 1.05 = \$51,051.26$).

Miscellaneous

Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of the employee.

If after submitting an irrevocable letter of retirement, the employee resigns from or is removed from duties for which the employee was compensated the previous year (i.e., Schedule B, extended contract and/or stipends) the employee's TRS creditable earnings will be adjusted accordingly.

Example: The employee's TRS creditable earnings from the 2005-2006 school year were \$43,000.00, of which \$3,000.00 was compensation for coaching basketball in 2005-2006. Under the employee's retirement plan, he/she would be scheduled to receive \$45,150.00 TRS creditable earnings for the 2006-2007 school year (i.e., $\$43,000.00 \times 1.05 = \$45,150.00$). However, the employee resigns from his/her coaching position before the start of the 2006-2007 school year. The employee's TRS creditable earnings for the 2006-2007 school year will be \$42,000.00 (i.e., $\$40,000.00 \times 1.05 = \$42,000.00$) rather than \$45,150.00.

In the event an employee has submitted his/her timely irrevocable letter of retirement but fails to meet the eligibility requirements because of illness or life changing circumstances, the Board, in its sole discretion, may allow the employee to rescind his/her letter or retirement, provided the employee returns to the Board any TRS creditable earnings paid to the employee in excess of the amount the employee would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.

If legislation is enacted and/or administrative rules are adopted during the life of this Agreement that result, by reason of a teacher retiring hereunder, in a greater cost to the District than the costs generated by this paragraph, the provisions of this paragraph shall be null and void.

Notwithstanding any other provision of this Agreement, the employer shall not be required to assign a teacher to any duties which would cause that teacher's creditable earnings in any year to exceed six percent (6%) of the preceding year, or otherwise to incur a "penalty" payable to TRS under applicable law or regulation.

If an employee works less than the full year, the salary will be pro-rated.

9.7 RETIREMENT DISCUSSIONS

The Board and individual employees may approach each other to explore retirement incentive possibilities. The Board will notify the Association if either party approaches the other prior to substantive discussions. Discussions regarding individual situations may occur to attempt to create a mutually acceptable package, but the Board shall not implement any such agreement unless the Association consents. Such plans may (but are not required to) include limited future employment of the employee in another certificated capacity, such as co-teacher, consultant, etc. Rates of compensation for such further employment may differ from that specified herein if the Association had agreed to

the plan. This employment may not exceed the hours/days allowed under the TRS Pension Code.

9.8 SHELTERING TEACHER RETIREMENT CONTRIBUTION

A. Teacher Retirement System (“TRS”) member contributions, and member contributions required in respect to so-called “2.2 upgrades,” although designated as employee contributions, shall be “picked up” by the employer from the gross salary of the employee in accordance with the authority granted by Section 414(h)(2) of the Internal Revenue Code, as amended. The members of the bargaining unit shall not have the option to choose to receive the contributed amounts directly instead of having those amounts paid by the employer to TRS.

B. The intent of this provision is to shelter TRS member contributions from current income taxation to the greatest extent permitted by law, and also to limit the Board's expenditure obligation to no more than the amounts agreed to by the parties in other sections of this Agreement.

C. “Salary” for this purpose of this Section 9.8 shall have the same definition as the TRS regulation at 81 Ill. Admin. Code 1650.450. Therefore, by example and not limitation, “salary” includes all compensation for services rendered by employees to the Board requiring certification.

D. Should the legal requirements required to shelter TRS member contributions from current income taxation be altered, this provision or portion thereof affected will be amended in consultation with the President of the Association to conform to the changes, and the Board and Association shall thereupon take all steps reasonably required to permit the Board to “pick-up” TRS member contributions to the maximum extent permitted by law.

THIS AGREEMENT is signed this 8th day of May, 2018, and shall be in full force and effect as provided in Section 9.1 hereof.

IN WITNESS THEREOF:

FOR THE MATTOON EDUCATION
ASSOCIATION:

FOR THE BOARD OF EDUCATION:

PRESIDENT

PRESIDENT

CHIEF NEGOTIATOR

SECRETARY

Appendix A-1

2018-2019 Salary Schedule

Years	BS	BS + 16	MS	MS + 16	MS + 32
0	35,509	36,613	38,545	39,372	40,200
1	35,960	37,107	39,110	39,937	40,764
2	36,414	37,600	39,674	40,502	41,332
3	36,865	38,094	40,239	41,066	41,897
4	37,640	38,911	41,127	41,954	42,785
5	38,414	39,727	42,806	43,239	44,511
6	39,802	41,116	44,486	44,919	46,236
7	41,190	42,504	46,162	46,595	47,966
8	42,579	43,893	47,841	48,274	49,691
9	43,967	45,281	49,446	49,879	51,321
10	45,356	46,669	50,980	51,413	52,855
11	46,744	48,058	52,514	52,947	54,389
12	48,132	49,446	54,048	54,481	55,923
13	49,517	50,831	55,582	56,015	57,454
14	50,906	52,220	57,116	57,546	58,988
15	51,950	53,264	58,306	58,945	60,223
16	52,994	54,307	59,492	60,312	61,463
17	54,382	55,696	61,026	62,038	63,192
18	55,770	57,116	62,560	63,767	64,918
19	58,615	59,087	64,271	65,692	66,643
20	62,496	63,206	65,692	67,822	68,671
21	62,496	64,626	69,243	71,906	72,637
22	62,496	64,626	72,083	75,989	76,699
23	62,496	64,626	74,214	76,699	78,830

Appendix A-2

2019-2020 Salary Schedule

Years	BS	BS + 16	MS	MS + 16	MS + 32
0	36,219	37,345	39,316	40,160	41,004
1	36,679	37,849	39,892	40,736	41,579
2	37,143	38,352	40,467	41,311	42,159
3	37,603	38,856	41,043	41,887	42,735
4	38,392	39,689	41,949	42,793	43,640
5	39,182	40,522	43,662	44,104	45,401
6	40,598	41,938	45,375	45,817	47,161
7	42,014	43,354	47,085	47,527	48,925
8	43,430	44,770	48,798	49,240	50,685
9	44,846	46,186	50,435	50,877	52,347
10	46,263	47,603	52,000	52,441	53,912
11	47,679	49,019	53,564	54,006	55,477
12	49,095	50,435	55,129	55,571	57,041
13	50,507	51,847	56,694	57,135	58,602
14	51,924	53,264	58,258	58,697	60,167
15	52,988	54,329	59,472	60,124	61,427
16	54,053	55,393	60,681	61,518	62,691
17	55,469	56,810	62,246	63,278	64,455
18	56,886	58,258	63,811	65,042	66,216
19	59,787	60,268	65,556	67,005	67,976
20	63,745	64,470	67,005	69,178	70,044
21	63,745	65,919	70,627	73,343	74,090
22	63,745	65,919	73,525	77,509	78,233
23	63,745	65,919	75,698	78,233	80,406

Appendix A-3

2020-2021 Salary Schedule

Years	BS	BS + 16	MS	MS + 16	MS + 32
0	36,600	37,738	39,729	40,582	41,435
1	37,065	38,247	40,311	41,164	42,017
2	37,533	38,756	40,893	41,746	42,602
3	37,998	39,264	41,475	42,328	43,184
4	38,796	40,106	42,390	43,243	44,099
5	39,594	40,948	44,121	44,568	45,878
6	41,025	42,379	45,852	46,299	47,657
7	42,456	43,810	47,580	48,027	49,439
8	43,887	45,241	49,311	49,758	51,218
9	45,318	46,672	50,966	51,412	52,898
10	46,749	48,103	52,547	52,993	54,479
11	48,180	49,534	54,128	54,574	56,060
12	49,611	50,966	55,709	56,155	57,641
13	51,039	52,393	57,290	57,737	59,219
14	52,470	53,824	58,871	59,314	60,800
15	53,546	54,900	60,097	60,756	62,074
16	54,622	55,976	61,320	62,165	63,351
17	56,053	57,407	62,901	63,944	65,133
18	57,484	58,871	64,482	65,726	66,912
19	60,416	60,902	66,246	67,710	68,691
20	64,416	65,148	67,710	69,906	70,781
21	64,416	66,612	71,370	74,115	74,869
22	64,416	66,612	74,298	78,324	79,056
23	64,416	66,612	76,494	79,056	81,252

Appendix A-4

Salary Schedule Index

Years	BS	BS + 16	MS	MS + 16	MS + 32
0	1.0000	1.0311	1.0855	1.1088	1.1321
1	1.0127	1.0450	1.1014	1.1247	1.1480
2	1.0255	1.0589	1.1173	1.1406	1.1640
3	1.0382	1.0728	1.1332	1.1565	1.1799
4	1.0600	1.0958	1.1582	1.1815	1.2049
5	1.0818	1.1188	1.2055	1.2177	1.2535
6	1.1209	1.1579	1.2528	1.2650	1.3021
7	1.1600	1.1970	1.3000	1.3122	1.3508
8	1.1991	1.2361	1.3473	1.3595	1.3994
9	1.2382	1.2752	1.3925	1.4047	1.4453
10	1.2773	1.3143	1.4357	1.4479	1.4885
11	1.3164	1.3534	1.4789	1.4911	1.5317
12	1.3555	1.3925	1.5221	1.5343	1.5749
13	1.3945	1.4315	1.5653	1.5775	1.6180
14	1.4336	1.4706	1.6085	1.6206	1.6612
15	1.4630	1.5000	1.6420	1.6600	1.6960
16	1.4924	1.5294	1.6754	1.6985	1.7309
17	1.5315	1.5685	1.7186	1.7471	1.7796
18	1.5706	1.6085	1.7618	1.7958	1.8282
19	1.6507	1.6640	1.8100	1.8500	1.8768
20	1.7600	1.7800	1.8500	1.9100	1.9339
21	1.7600	1.8200	1.9500	2.0250	2.0456
22	1.7600	1.8200	2.0300	2.1400	2.1600
23	1.7600	1.8200	2.0900	2.1600	2.2200

Appendix B-1

2018-2019 Extra Duty Schedule

Extra Duty	Years of Experience			
	0	1	2	3
Boys Basketball - HS Head Varsity	7,031	7,386	7,741	8,096
Boys Basketball - HS Asst Varsity & Soph	4,226	4,510	4,794	5,078
Boys Basketball - HS Asst Varsity & Frosh	3,196	3,338	3,480	3,622
Boys Basketball - MS 8th Grade	2,557	2,770	2,983	3,196
Boys Basketball - MS 7th Grade	2,557	2,770	2,983	3,196
Boys Basketball - MS 6th Grade	1,243	1,314	1,385	1,456
Girls Basketball - HS Head Varsity	7,031	7,386	7,741	8,096
Girls Basketball - HS Asst Varsity	4,226	4,510	4,794	5,078
Girls Basketball - HS Asst Varsity/JV	3,196	3,338	3,480	3,622
Girls Basketball - MS 8th Grade	2,557	2,770	2,983	3,196
Girls Basketball - MS 7th Grade	2,557	2,770	2,983	3,196
Girls Basketball - MS 6th Grade	1,243	1,314	1,385	1,456
Football - HS Head Varsity	7,031	7,386	7,741	8,096
Football - HS Asst Head Varsity	4,226	4,510	4,794	5,078
Football - HS Assistant	3,196	3,338	3,480	3,622
Boys Track - HS Head Varsity	7,031	7,386	7,741	8,096
Boys Track - HS Asst Varsity	2,486	2,699	2,912	3,125
Boys Track - MS 8th Grade	1,740	1,882	2,024	2,166
Boys Track - MS 7th Grade	1,740	1,882	2,024	2,166
Boys Track - MS 6th Grade	1,243	1,314	1,385	1,456
Girls Track - HS Head Varsity	7,031	7,386	7,741	8,096
Girls Track - HS Asst Varsity	2,486	2,699	2,912	3,125
Girls Track - MS 8th Grade	1,740	1,882	2,024	2,166
Girls Track - MS 7th Grade	1,740	1,882	2,024	2,166
Girls Track - MS 6th Grade	1,243	1,314	1,385	1,456
Wrestling - HS Head Varsity	4,616	4,971	5,326	5,681
Wrestling - HS Asst Varsity	2,486	2,699	2,912	3,125
Wrestling - MS Head	1,740	1,882	2,024	2,166
Wrestling - MS Asst	1,740	1,882	2,024	2,166
Wrestling - 6th Grade	1,243	1,314	1,385	1,456
Baseball - HS Head Varsity	4,616	4,971	5,326	5,681
Baseball - HS Asst Varsity	2,841	2,983	3,125	3,267
Baseball - HS Frosh/Soph	2,486	2,699	2,912	3,125
Baseball - MS Head Middle School	1,740	1,882	2,024	2,166
Baseball - MS Asst Middle School	1,740	1,882	2,024	2,166
Baseball - 6th Grade Boys	1,243	1,314	1,385	1,456
Cross Country - HS Varsity	4,616	4,971	5,326	5,681

Cross Country - HS Asst.	2,486	2,699	2,912	3,125
Cross Country - MMS Varsity	1,740	1,882	2,024	2,166
Cross Country - MMS Assistant	1,740	1,882	2,024	2,166
Golf - HS Boys	4,616	4,971	5,326	5,681
Golf - HS Girls	4,616	4,971	5,326	5,681
Golf - HS Boys Assistant	2,486	2,699	2,912	3,125
Golf - HS Girls Assistant	2,486	2,699	2,912	3,125
Boys Tennis - HS Varsity	4,616	4,971	5,326	5,681
Girls Tennis - HS Varsity	4,616	4,971	5,326	5,681
Boys Tennis - HS Assistant	2,486	2,699	2,912	3,125
Girls Tennis - HS Assistant	2,486	2,699	2,912	3,125
Girls Volleyball - HS Head Varsity	4,616	4,971	5,326	5,681
Girls Volleyball - HS Asst Varsity	2,841	2,983	3,125	3,267
Girls Volleyball - 9 th	2,486	2,699	2,912	3,125
Girls Volleyball - 8 th	1,740	1,882	2,024	2,166
Girls Volleyball - 7 th	1,740	1,882	2,024	2,166
Girls Volleyball - 6 th	1,243	1,314	1,385	1,456
Forensics - HS	3,906	4,261	4,616	4,971
Dramatics - HS Head	3,906	4,261	4,616	4,971
Dramatics - HS Assistant	1,314	1,527	1,740	1,953
MHS Musicals	3,906	4,261	4,616	4,971
Band – HS	4,297	4,581	4,865	5,149
Band – MS	3,693	3,906	4,119	4,332
Band – Elem	2,805	3,018	3,231	3,444
Flag Corps – HS	1,775	1,953	2,131	2,344
Flag Corps – MS	1,775	1,953	2,131	2,344
Vocal Music – HS	2,805	3,018	3,231	3,444
Vocal Music – MS	2,308	2,450	2,628	2,841
Vocal Music – Elem	1,314	1,385	1,456	1,527
Chorus – Elem	2,308	2,486	2,663	2,841
Rifle/Drill Team – HS	4,261	4,616	4,971	5,326
Intramurals – HS	1,243	1,349	1,456	1,562
Intramurals – MS	1,243	1,349	1,456	1,562
Cheerleaders - HS Varsity	4,616	4,971	5,326	5,681
Cheerleaders - HS Asst Varsity	2,486	2,699	2,912	3,125
Cheerleaders – MS	1,740	1,882	2,024	2,166
Cheerleaders - MS Asst MS	1,740	1,882	2,024	2,166
Dance Team – HS	7,031	7,386	7,741	8,096
Dance Team – MS	1,740	1,882	2,024	2,166
Yearbook – HS	1,775	1,953	2,131	2,344
Yearbook – MS	1,775	1,953	2,131	2,344

Newspaper – HS	0	0	0	0
Newspaper – MS	1,243	1,349	1,456	1,562
Scholastic Bowl - HS Head	2,841	2,983	3,125	3,267
Scholastic Bowl - HS Assistant	1,527	1,740	1,953	2,166
Scholastic Bowl - MS 8th Grade	1,527	1,740	1,953	2,166
Scholastic Bowl - MS 7th Grade	1,527	1,740	1,953	2,166
Girls Softball - HS Head Varsity	4,616	4,971	5,326	5,681
Girls Softball - HS Asst Varsity	2,841	2,983	3,125	3,267
Girls Softball - HS Frosh/Soph	2,486	2,699	2,912	3,125
Girls Softball - MS Head	1,740	1,882	2,024	2,166
Girls Softball - MS Asst.	1,740	1,882	2,024	2,166
Girls Softball - 6th Grade	1,243	1,314	1,456	1,562
Weightlifting – HS	1,243	1,349	1,456	1,562
Soccer - HS Head Varsity	4,616	4,971	5,326	5,681
Soccer - HS Asst Varsity	2,486	2,699	2,912	3,125
Chess – HS	2,841	2,983	3,125	3,267
Technology Coordinator - District Wide	4,261	4,616	4,971	5,326
Athletic Director – HS	7,031	7,386	7,741	8,096
Athletic Coordinator – MS	4,261	4,616	4,971	5,326
AV Coordinator – MS	1,420	1,527	1,669	1,775
AV Coordinator – HS	1,420	1,527	1,669	1,775
Computer Coord. (MHS, MMS, RES, WES, Arms)	2,805	2,912	3,018	3,125
Student Council – HS	3,906	4,261	4,616	4,971
Student Council – MS	1,243	1,349	1,456	1,562
National Board Cert. - Annual stipend	2,000	2,000	2,000	2,000
MHS Junior Class Head Sponsor (2 positions)	2,500	2,500	2,500	2,500
Librarians - Each of the 4 District Librarians: Pay for 10 total summer days at individual per diem rate	-	-	-	-
MHS National Honor Society	3,906	4,261	4,616	4,971
MMS National Junior Honor Society	1,243	1,349	1,456	1,562
MHS FFA Sponsor	4,261	4,616	4,971	5,326
Building RTI Coordinator	1,314	1,527	1,740	1,953
Sophomore Class Sponsor	1,000	1,000	1,000	1,000
Freshman Class Sponsor	1,000	1,000	1,000	1,000
Team Leader	1,314	1,527	1,740	1,953
Team Massive	2,000	2,000	2,000	2,000
Key Club MHS	1,775	1,953	2,131	2,344

Appendix B-2

2019-2020 Extra Duty Schedule

Extra Duty	Years of Experience			
	0	1	2	3
Boys Basketball - HS Head Varsity	7,171	7,534	7,896	8,258
Boys Basketball - HS Asst Varsity & Soph	4,310	4,600	4,890	5,179
Boys Basketball - HS Asst Varsity & Frosh	3,260	3,405	3,549	3,694
Boys Basketball - MS 8th Grade	2,608	2,825	3,042	3,260
Boys Basketball - MS 7th Grade	2,608	2,825	3,042	3,260
Boys Basketball - MS 6th Grade	1,268	1,340	1,413	1,485
Girls Basketball - HS Head Varsity	7,171	7,534	7,896	8,258
Girls Basketball - HS Asst Varsity	4,310	4,600	4,890	5,179
Girls Basketball - HS Asst Varsity/JV	3,260	3,405	3,549	3,694
Girls Basketball - MS 8th Grade	2,608	2,825	3,042	3,260
Girls Basketball - MS 7th Grade	2,608	2,825	3,042	3,260
Girls Basketball - MS 6th Grade	1,268	1,340	1,413	1,485
Football - HS Head Varsity	7,171	7,534	7,896	8,258
Football - HS Asst Head Varsity	4,310	4,600	4,890	5,179
Football - HS Assistant	3,260	3,405	3,549	3,694
Boys Track - HS Head Varsity	7,171	7,534	7,896	8,258
Boys Track - HS Asst Varsity	2,535	2,753	2,970	3,187
Boys Track - MS 8th Grade	1,775	1,920	2,064	2,209
Boys Track - MS 7th Grade	1,775	1,920	2,064	2,209
Boys Track - MS 6th Grade	1,268	1,340	1,413	1,485
Girls Track - HS Head Varsity	7,171	7,534	7,896	8,258
Girls Track - HS Asst Varsity	2,535	2,753	2,970	3,187
Girls Track - MS 8th Grade	1,775	1,920	2,064	2,209
Girls Track - MS 7th Grade	1,775	1,920	2,064	2,209
Girls Track - MS 6th Grade	1,268	1,340	1,413	1,485
Wrestling - HS Head Varsity	4,708	5,071	5,433	5,795
Wrestling - HS Asst Varsity	2,535	2,753	2,970	3,187
Wrestling - MS Head	1,775	1,920	2,064	2,209
Wrestling - MS Asst	1,775	1,920	2,064	2,209
Wrestling - 6th Grade	1,268	1,340	1,413	1,485
Baseball - HS Head Varsity	4,708	5,071	5,433	5,795
Baseball - HS Asst Varsity	2,898	3,042	3,187	3,332
Baseball - HS Frosh/Soph	2,535	2,753	2,970	3,187
Baseball - MS Head Middle School	1,775	1,920	2,064	2,209
Baseball - MS Asst Middle School	1,775	1,920	2,064	2,209
Baseball - 6th Grade Boys	1,268	1,340	1,413	1,485
Cross Country - HS Varsity	4,708	5,071	5,433	5,795

Cross Country - HS Asst.	2,535	2,753	2,970	3,187
Cross Country - MMS Varsity	1,775	1,920	2,064	2,209
Cross Country - MMS Assistant	1,775	1,920	2,064	2,209
Golf - HS Boys	4,708	5,071	5,433	5,795
Golf - HS Girls	4,708	5,071	5,433	5,795
Golf - HS Boys Assistant	2,535	2,753	2,970	3,187
Golf - HS Girls Assistant	2,535	2,753	2,970	3,187
Boys Tennis - HS Varsity	4,708	5,071	5,433	5,795
Girls Tennis - HS Varsity	4,708	5,071	5,433	5,795
Boys Tennis - HS Assistant	2,535	2,753	2,970	3,187
Girls Tennis - HS Assistant	2,535	2,753	2,970	3,187
Girls Volleyball - HS Head Varsity	4,708	5,071	5,433	5,795
Girls Volleyball - HS Asst Varsity	2,898	3,042	3,187	3,332
Girls Volleyball - 9th	2,535	2,753	2,970	3,187
Girls Volleyball - 8th	1,775	1,920	2,064	2,209
Girls Volleyball - 7th	1,775	1,920	2,064	2,209
Girls Volleyball - 6th	1,268	1,340	1,413	1,485
Forensics - HS	3,984	4,346	4,708	5,071
Dramatics - HS Head	3,984	4,346	4,708	5,071
Dramatics - HS Assistant	1,340	1,557	1,775	1,992
MHS Musicals	3,984	4,346	4,708	5,071
Band - HS	4,382	4,672	4,962	5,252
Band - MS	3,767	3,984	4,201	4,419
Band - Elem	2,861	3,079	3,296	3,513
Flag Corps - HS	1,811	1,992	2,173	2,390
Flag Corps - MS	1,811	1,992	2,173	2,390
Vocal Music - HS	2,861	3,079	3,296	3,513
Vocal Music - MS	2,354	2,499	2,680	2,898
Vocal Music - Elem	1,340	1,413	1,485	1,557
Chorus - Elem	2,354	2,535	2,716	2,898
Rifle/Drill Team - HS	4,346	4,708	5,071	5,433
Intramurals - HS	1,268	1,376	1,485	1,594
Intramurals - MS	1,268	1,376	1,485	1,594
Cheerleaders - HS Varsity	4,708	5,071	5,433	5,795
Cheerleaders - HS Asst Varsity	2,535	2,753	2,970	3,187
Cheerleaders - MS	1,775	1,920	2,064	2,209
Cheerleaders - MS Asst MS	1,775	1,920	2,064	2,209
Dance Team - HS	7,171	7,534	7,896	8,258
Dance Team - MS	1,775	1,920	2,064	2,209
Yearbook - HS	1,811	1,992	2,173	2,390
Yearbook - MS	1,811	1,992	2,173	2,390

Newspaper - HS	0	0	0	0
Newspaper - MS	1,268	1,376	1,485	1,594
Scholastic Bowl - HS Head	2,898	3,042	3,187	3,332
Scholastic Bowl - HS Assistant	1,557	1,775	1,992	2,209
Scholastic Bowl - MS 8th Grade	1,557	1,775	1,992	2,209
Scholastic Bowl - MS 7th Grade	1,557	1,775	1,992	2,209
Girls Softball - HS Head Varsity	4,708	5,071	5,433	5,795
Girls Softball - HS Asst Varsity	2,898	3,042	3,187	3,332
Girls Softball - HS Frosh/Soph	2,535	2,753	2,970	3,187
Girls Softball - MS Head	1,775	1,920	2,064	2,209
Girls Softball - MS Asst.	1,775	1,920	2,064	2,209
Girls Softball - 6th Grade	1,268	1,340	1,485	1,594
Weightlifting - HS	1,268	1,376	1,485	1,594
Soccer - HS Head Varsity	4,708	5,071	5,433	5,795
Soccer - HS Asst Varsity	2,535	2,753	2,970	3,187
Chess - HS	2,898	3,042	3,187	3,332
Technology Coordinator - District Wide	4,346	4,708	5,071	5,433
Athletic Director - HS	7,171	7,534	7,896	8,258
Athletic Coordinator - MS	4,346	4,708	5,071	5,433
AV Coordinator - MS	1,449	1,557	1,702	1,811
AV Coordinator - HS	1,449	1,557	1,702	1,811
Computer Coord. (MHS, MMS, RES, WES, Arms)	2,861	2,970	3,079	3,187
Student Council - HS	3,984	4,346	4,708	5,071
Student Council - MS	1,268	1,376	1,485	1,594
National Board Cert. - Annual stipend	2,000	2,000	2,000	2,000
MHS Junior Class Head Sponsor (2 positions)	2,500	2,500	2,500	2,500
Librarians - Each of the 4 District Librarians: Pay for 10 total summer days at individual per diem rate	-	-	-	-
MHS National Honor Society	3,984	4,346	4,708	5,071
MMS National Junior Honor Society	1,268	1,376	1,485	1,594
MHS FFA Sponsor	4,346	4,708	5,071	5,433
Building RTI Coordinator	1,340	1,557	1,775	1,992
Sophomore Class Sponsor	1,000	1,000	1,000	1,000
Freshman Class Sponsor	1,000	1,000	1,000	1,000
Team Leader	1,340	1,557	1,775	1,992
Team Massive	2,000	2,000	2,000	2,000
Key Club MHS	1,811	1,992	2,173	2,390

Appendix B-3

2020-2021 Extra Duty Schedule

Extra Duty	Years of Experience			
	0	1	2	3
Boys Basketball - HS Head Varsity	7,247	7,613	7,979	8,345
Boys Basketball - HS Asst Varsity & Soph	4,355	4,648	4,941	5,234
Boys Basketball - HS Asst Varsity & Frosh	3,294	3,440	3,587	3,733
Boys Basketball - MS 8th Grade	2,635	2,855	3,074	3,294
Boys Basketball - MS 7th Grade	2,635	2,855	3,074	3,294
Boys Basketball - MS 6th Grade	1,281	1,354	1,427	1,501
Girls Basketball - HS Head Varsity	7,247	7,613	7,979	8,345
Girls Basketball - HS Asst Varsity	4,355	4,648	4,941	5,234
Girls Basketball - HS Asst Varsity/JV	3,294	3,440	3,587	3,733
Girls Basketball - MS 8th Grade	2,635	2,855	3,074	3,294
Girls Basketball - MS 7th Grade	2,635	2,855	3,074	3,294
Girls Basketball - MS 6th Grade	1,281	1,354	1,427	1,501
Football - HS Head Varsity	7,247	7,613	7,979	8,345
Football - HS Asst Head Varsity	4,355	4,648	4,941	5,234
Football - HS Assistant	3,294	3,440	3,587	3,733
Boys Track - HS Head Varsity	7,247	7,613	7,979	8,345
Boys Track - HS Asst Varsity	2,562	2,782	3,001	3,221
Boys Track - MS 8th Grade	1,793	1,940	2,086	2,233
Boys Track - MS 7th Grade	1,793	1,940	2,086	2,233
Boys Track - MS 6th Grade	1,281	1,354	1,427	1,501
Girls Track - HS Head Varsity	7,247	7,613	7,979	8,345
Girls Track - HS Asst Varsity	2,562	2,782	3,001	3,221
Girls Track - MS 8th Grade	1,793	1,940	2,086	2,233
Girls Track - MS 7th Grade	1,793	1,940	2,086	2,233
Girls Track - MS 6th Grade	1,281	1,354	1,427	1,501
Wrestling - HS Head Varsity	4,758	5,124	5,490	5,856
Wrestling - HS Asst Varsity	2,562	2,782	3,001	3,221
Wrestling - MS Head	1,793	1,940	2,086	2,233
Wrestling - MS Asst	1,793	1,940	2,086	2,233
Wrestling - 6th Grade	1,281	1,354	1,427	1,501
Baseball - HS Head Varsity	4,758	5,124	5,490	5,856
Baseball - HS Asst Varsity	2,928	3,074	3,221	3,367
Baseball - HS Frosh/Soph	2,562	2,782	3,001	3,221
Baseball - MS Head Middle School	1,793	1,940	2,086	2,233
Baseball - MS Asst Middle School	1,793	1,940	2,086	2,233
Baseball - 6th Grade Boys	1,281	1,354	1,427	1,501
Cross Country - HS Varsity	4,758	5,124	5,490	5,856

Cross Country - HS Asst.	2,562	2,782	3,001	3,221
Cross Country - MMS Varsity	1,793	1,940	2,086	2,233
Cross Country - MMS Assistant	1,793	1,940	2,086	2,233
Golf - HS Boys	4,758	5,124	5,490	5,856
Golf - HS Girls	4,758	5,124	5,490	5,856
Golf - HS Boys Assistant	2,562	2,782	3,001	3,221
Golf - HS Girls Assistant	2,562	2,782	3,001	3,221
Boys Tennis - HS Varsity	4,758	5,124	5,490	5,856
Girls Tennis - HS Varsity	4,758	5,124	5,490	5,856
Boys Tennis - HS Assistant	2,562	2,782	3,001	3,221
Girls Tennis - HS Assistant	2,562	2,782	3,001	3,221
Girls Volleyball - HS Head Varsity	4,758	5,124	5,490	5,856
Girls Volleyball - HS Asst Varsity	2,928	3,074	3,221	3,367
Girls Volleyball - 9 th	2,562	2,782	3,001	3,221
Girls Volleyball - 8 th	1,793	1,940	2,086	2,233
Girls Volleyball - 7 th	1,793	1,940	2,086	2,233
Girls Volleyball - 6 th	1,281	1,354	1,427	1,501
Forensics - HS	4,026	4,392	4,758	5,124
Dramatics - HS Head	4,026	4,392	4,758	5,124
Dramatics - HS Assistant	1,354	1,574	1,793	2,013
MHS Musicals	4,026	4,392	4,758	5,124
Band – HS	4,429	4,721	5,014	5,307
Band – MS	3,806	4,026	4,246	4,465
Band – Elem	2,891	3,111	3,331	3,550
Flag Corps – HS	1,830	2,013	2,196	2,416
Flag Corps – MS	1,830	2,013	2,196	2,416
Vocal Music – HS	2,891	3,111	3,331	3,550
Vocal Music – MS	2,379	2,525	2,708	2,928
Vocal Music – Elem	1,354	1,427	1,501	1,574
Chorus – Elem	2,379	2,562	2,745	2,928
Rifle/Drill Team – HS	4,392	4,758	5,124	5,490
Intramurals – HS	1,281	1,391	1,501	1,610
Intramurals – MS	1,281	1,391	1,501	1,610
Cheerleaders - HS Varsity	4,758	5,124	5,490	5,856
Cheerleaders - HS Asst Varsity	2,562	2,782	3,001	3,221
Cheerleaders – MS	1,793	1,940	2,086	2,233
Cheerleaders - MS Asst MS	1,793	1,940	2,086	2,233
Dance Team – HS	7,247	7,613	7,979	8,345
Dance Team – MS	1,793	1,940	2,086	2,233
Yearbook – HS	1,830	2,013	2,196	2,416
Yearbook – MS	1,830	2,013	2,196	2,416

Newspaper – HS	0	0	0	0
Newspaper – MS	1,281	1,391	1,501	1,610
Scholastic Bowl - HS Head	2,928	3,074	3,221	3,367
Scholastic Bowl - HS Assistant	1,574	1,793	2,013	2,233
Scholastic Bowl - MS 8th Grade	1,574	1,793	2,013	2,233
Scholastic Bowl - MS 7th Grade	1,574	1,793	2,013	2,233
Girls Softball - HS Head Varsity	4,758	5,124	5,490	5,856
Girls Softball - HS Asst Varsity	2,928	3,074	3,221	3,367
Girls Softball - HS Frosh/Soph	2,562	2,782	3,001	3,221
Girls Softball - MS Head	1,793	1,940	2,086	2,233
Girls Softball - MS Asst.	1,793	1,940	2,086	2,233
Girls Softball - 6th Grade	1,281	1,354	1,501	1,610
Weightlifting – HS	1,281	1,391	1,501	1,610
Soccer - HS Head Varsity	4,758	5,124	5,490	5,856
Soccer - HS Asst Varsity	2,562	2,782	3,001	3,221
Chess – HS	2,928	3,074	3,221	3,367
Technology Coordinator - District Wide	4,392	4,758	5,124	5,490
Athletic Director – HS	7,247	7,613	7,979	8,345
Athletic Coordinator – MS	4,392	4,758	5,124	5,490
AV Coordinator – MS	1,464	1,574	1,720	1,830
AV Coordinator – HS	1,464	1,574	1,720	1,830
Computer Coord. (MHS, MMS, RES, WES, Arms)	2,891	3,001	3,111	3,221
Student Council – HS	4,026	4,392	4,758	5,124
Student Council – MS	1,281	1,391	1,501	1,610
National Board Cert. - Annual stipend	2,000	2,000	2,000	2,000
MHS Junior Class Head Sponsor (2 positions)	2,500	2,500	2,500	2,500
Librarians - Each of the 4 District Librarians: Pay for 10 total summer days at individual per diem rate	-	-	-	-
MHS National Honor Society	4,026	4,392	4,758	5,124
MMS National Junior Honor Society	1,281	1,391	1,501	1,610
MHS FFA Sponsor	4,392	4,758	5,124	5,490
Building RTI Coordinator	1,354	1,574	1,793	2,013
Sophomore Class Sponsor	1,000	1,000	1,000	1,000
Freshman Class Sponsor	1,000	1,000	1,000	1,000
Team Leader	1,354	1,574	1,793	2,013
Team Massive	2,000	2,000	2,000	2,000
Key Club MHS	1,830	2,013	2,196	2,416

Appendix B-4

Extra Duty Index

Extra Duty	Years of Experience			
	0	1	2	3
Boys Basketball - HS Head Varsity	0.198	0.208	0.218	0.228
Boys Basketball - HS Asst Varsity & Soph	0.119	0.127	0.135	0.143
Boys Basketball - HS Asst Varsity & Frosh	0.09	0.094	0.098	0.102
Boys Basketball - MS 8th Grade	0.072	0.078	0.084	0.09
Boys Basketball - MS 7th Grade	0.072	0.078	0.084	0.09
Boys Basketball - MS 6th Grade	0.035	0.037	0.039	0.041
Girls Basketball - HS Head Varsity	0.198	0.208	0.218	0.228
Girls Basketball - HS Asst Varsity	0.119	0.127	0.135	0.143
Girls Basketball - HS Asst Varsity/JV	0.09	0.094	0.098	0.102
Girls Basketball - MS 8th Grade	0.072	0.078	0.084	0.09
Girls Basketball - MS 7th Grade	0.072	0.078	0.084	0.09
Girls Basketball - MS 6th Grade	0.035	0.037	0.039	0.041
Football - HS Head Varsity	0.198	0.208	0.218	0.228
Football - HS Asst Head Varsity	0.119	0.127	0.135	0.143
Football - HS Assistant	0.09	0.094	0.098	0.102
Boys Track - HS Head Varsity	0.198	0.208	0.218	0.228
Boys Track - HS Asst Varsity	0.07	0.076	0.082	0.088
Boys Track - MS 8th Grade	0.049	0.053	0.057	0.061
Boys Track - MS 7th Grade	0.049	0.053	0.057	0.061
Boys Track - MS 6th Grade	0.035	0.037	0.039	0.041
Girls Track - HS Head Varsity	0.198	0.208	0.218	0.228
Girls Track - HS Asst Varsity	0.07	0.076	0.082	0.088
Girls Track - MS 8th Grade	0.049	0.053	0.057	0.061
Girls Track - MS 7th Grade	0.049	0.053	0.057	0.061
Girls Track - MS 6th Grade	0.035	0.037	0.039	0.041
Wrestling - HS Head Varsity	0.13	0.14	0.15	0.16
Wrestling - HS Asst Varsity	0.07	0.076	0.082	0.088
Wrestling - MS Head	0.049	0.053	0.057	0.061
Wrestling - MS Asst	0.049	0.053	0.057	0.061
Wrestling - 6th Grade	0.035	0.037	0.039	0.041
Baseball - HS Head Varsity	0.13	0.14	0.15	0.16
Baseball - HS Asst Varsity	0.08	0.084	0.088	0.092
Baseball - HS Frosh/Soph	0.07	0.076	0.082	0.088
Baseball - MS Head Middle School	0.049	0.053	0.057	0.061
Baseball - MS Asst Middle School	0.049	0.053	0.057	0.061
Baseball - 6th Grade Boys	0.035	0.037	0.039	0.041
Cross Country - HS Varsity	0.13	0.14	0.15	0.16

Cross Country - HS Asst.	0.07	0.076	0.082	0.088
Cross Country - MMS Varsity	0.049	0.053	0.057	0.061
Cross Country - MMS Assistant	0.049	0.053	0.057	0.061
Golf - HS Boys	0.13	0.14	0.15	0.16
Golf - HS Girls	0.13	0.14	0.15	0.16
Golf - HS Boys Assistant	0.07	0.076	0.082	0.088
Golf - HS Girls Assistant	0.07	0.076	0.082	0.088
Boys Tennis - HS Varsity	0.13	0.14	0.15	0.16
Girls Tennis - HS Varsity	0.13	0.14	0.15	0.16
Boys Tennis - HS Assistant	0.07	0.076	0.082	0.088
Girls Tennis - HS Assistant	0.07	0.076	0.082	0.088
Girls Volleyball - HS Head Varsity	0.13	0.14	0.15	0.16
Girls Volleyball - HS Asst Varsity	0.08	0.084	0.088	0.092
Girls Volleyball - 9 th	0.07	0.076	0.082	0.088
Girls Volleyball - 8 th	0.049	0.053	0.057	0.061
Girls Volleyball - 7 th	0.049	0.053	0.057	0.061
Girls Volleyball - 6 th	0.035	0.037	0.039	0.041
Forensics - HS	0.11	0.12	0.13	0.14
Dramatics - HS Head	0.11	0.12	0.13	0.14
Dramatics - HS Assistant	0.037	0.043	0.049	0.055
MHS Musicals	0.11	0.12	0.13	0.14
Band – HS	0.121	0.129	0.137	0.145
Band – MS	0.104	0.11	0.116	0.122
Band – Elem	0.079	0.085	0.091	0.097
Flag Corps – HS	0.05	0.055	0.06	0.066
Flag Corps – MS	0.05	0.055	0.06	0.066
Vocal Music – HS	0.079	0.085	0.091	0.097
Vocal Music – MS	0.065	0.069	0.074	0.08
Vocal Music – Elem	0.037	0.039	0.041	0.043
Chorus – Elem	0.065	0.07	0.075	0.08
Rifle/Drill Team – HS	0.12	0.13	0.14	0.15
Intramurals – HS	0.035	0.038	0.041	0.044
Intramurals – MS	0.035	0.038	0.041	0.044
Cheerleaders - HS Varsity	0.13	0.14	0.15	0.16
Cheerleaders - HS Asst Varsity	0.07	0.076	0.082	0.088
Cheerleaders – MS	0.049	0.053	0.057	0.061
Cheerleaders - MS Asst MS	0.049	0.053	0.057	0.061
Dance Team – HS	0.198	0.208	0.218	0.228
Dance Team – MS	0.049	0.053	0.057	0.061
Yearbook – HS	0.05	0.055	0.06	0.066
Yearbook – MS	0.05	0.055	0.06	0.066

Newspaper – HS	0	0	0	0
Newspaper – MS	0.035	0.038	0.041	0.044
Scholastic Bowl - HS Head	0.08	0.084	0.088	0.092
Scholastic Bowl - HS Assistant	0.043	0.049	0.055	0.061
Scholastic Bowl – MS	0.043	0.049	0.055	0.061
Scholastic Bowl - MS 7th Grade	0.043	0.049	0.055	0.061
Girls Softball - HS Head Varsity	0.13	0.14	0.15	0.16
Girls Softball - HS Asst Varsity	0.08	0.084	0.088	0.092
Girls Softball - HS Frosh/Soph	0.07	0.076	0.082	0.088
Girls Softball - MS Head	0.049	0.053	0.057	0.061
Girls Softball - MS Asst.	0.049	0.053	0.057	0.061
Girls Softball - 6th Grade	0.035	0.037	0.041	0.044
Weightlifting – HS	0.035	0.038	0.041	0.044
Soccer - HS Head Varsity Boys or Girls	0.13	0.14	0.15	0.16
Soccer - HS Asst Varsity Boys or Girls	0.07	0.076	0.082	0.088
Chess – HS	0.08	0.084	0.088	0.092
Technology Coordinator - District Wide	0.12	0.13	0.14	0.15
Athletic Director – HS	0.198	0.208	0.218	0.228
Athletic Coordinator – MS	0.12	0.13	0.14	0.15
AV Coordinator – MS	0.04	0.043	0.047	0.05
AV Coordinator – HS	0.04	0.043	0.047	0.05
Computer Coord. (MHS, MMS, RES, WES, Arms)	0.079	0.082	0.085	0.088
Student Council – HS	0.11	0.12	0.13	0.14
Student Council – MS	0.035	0.038	0.041	0.044
National Board Cert.	\$2,000	\$2,000	\$2,000	\$2,000
MHS Junior Class Head Sponsor (2 positions)	\$2,500	\$2,500	\$2,500	\$2,500
Librarians - Each of the 4 District Librarians: Pay for 10 total summer days at individual per diem rate	-	-	-	-
MHS National Honor Society	0.11	0.12	0.13	0.14
MMS National Junior Honor Society	0.035	0.038	0.041	0.044
MHS FFA Sponsor	0.12	0.13	0.14	0.15
Building RTI Coordinator	0.037	0.043	0.049	0.055
Sophomore Class Sponsor	\$1,000	\$1,000	\$1,000	\$1,000
Freshman Class Sponsor	\$1,000	\$1,000	\$1,000	\$1,000
Team Leader	0.037	0.043	0.049	0.055
Team Massive	\$2,000	\$2,000	\$2,000	\$2,000
Key Club MHS	0.05	0.055	0.06	0.066

APPENDIX C

Tenured Employee Professional Development Plan Guidelines

To be completed by a tenured employee in the event of a Summative Rating of “Needs Improvement.”

Plan Components:

The plan will be an outgrowth of the formal evaluation process and consist of four components.

1. Specific professional growth goal(s)

Basis of professional growth goal(s) will be deficiencies identified in the Employee’s evaluation.

2. Specific educational activities related to the accomplishment of stated goal(s)

Employee’s PDP activities will be defined by the administrator following consultation with the Employee in terms of the specified professional growth goal(s) (Item 1).

3. Method to determine successful completion of the plan

The administrator will identify, define and describe the activities and outcomes of the activities related to the stated professional growth goal(s). The plan shall include statement, to be later completed by the administrator, after consultation with the Employee, indicating for each identified activity, whether the activity was completed, and to what degree or quality. If the stated activity was not completed, the Employee will provide an explanation on why it was not completed. Failure to complete an identified activity will not necessarily result in a lack of completion of the plan if the balance of the activities justify recognition of plan completion, and the explanation is acceptable to the administrator.

4. Timeline for the implementation and completion of the plan

Projected Completion Date:

The beginning and ending dates of the PDP will be specified in the PDP, except that PDPs will not have a duration longer than 90 school days. **(Projected completion date subject to change if agreed upon by teacher and administrator.)**

The administrator will sign and date the PDP. The Employee will be provided opportunity to sign and date the PDP.

SUPPLEMENTAL UNDERSTANDINGS

The items listed below are representations of practices, procedures, or policies that will be used by administrators in Community Unit School District #2. These items were not arrived at through collective bargaining, and are not part of the Professional Agreement or subject to grievance procedures.

Reimbursement for Attending Professional Meetings

The District will reimburse all approved expenses for employees who are requested by local administrators to attend a convention or conference. The employee must file a complete report of expenses on the forms provided by the District.

All employees who wish to attend a conference shall file an application with the Principal who will forward it to the Assistant Superintendent well in advance of the date of the meeting. All travel and expense reimbursement shall be made within the limits of the budget.

Expenses for registration fees and lodging will be reimbursed at 100%. Exceptions will be made in the event the total cost of a request is higher than the funds available within a budget. This determination will be made by the administration prior to an employee incurring the expense.

Maximum reimbursement for meals will be: Breakfast \$12.00; Lunch \$16.00; Dinner \$28.00. When employees attend functions which include banquets, the tickets will be purchased by the District. Receipts for lodging, meals, etc. must be attached to the expense account form and returned to the business office. No reimbursements will be made without proper receipts.

Employees will be expected to travel by the most direct route, and when possible to share transportation.

When the application is received, the administration may offer to pay less than the above expenses due to available budget or the amount of the request. The employee may withdraw the application at that time.

Building Level Budgets

The building principals will be instructed to inform their staff that requisitions for supplies need to be submitted to the respective office by a date to be established by the building principal. These requisitions should include anticipated needs regarding supplies, materials, and capital outlay items. Principals will be responsible for reviewing the various requests and developing their building level budgets based on the total dollar amount allocated to them by the Business Manager. Principals will then be responsible for determining which requisitioned items will be approved for purchase during the next school year. Teachers who have purchase orders approved for classroom supplies should then follow the proper procedure for securing these supplies. Items secured without proper approval will not be paid for by the District.

School Calendar Submission

The superintendent will develop one or two calendars and establish a meeting to review these with the president of MEA and MESPA. Time will be allowed for MEA and MESPA to determine if they have other calendar options they wish to discuss. A second meeting will be established to discuss the various calendars, and an attempt will be made to mutually agree on a maximum of four calendars to be submitted for a vote to all employees. If no agreement can be reached, MEA and MESPA will be afforded the opportunity to submit a calendar. The vote by employees on the calendar will be advisory in nature, with the final calendar decision to be made by the Board of Education.

Transferable Tuition Waiver Policy (Policy 4.315)

1. Definition

Transferable tuition waivers are provided to the Mattoon Community Unit School District #2 by Eastern Illinois University or any other institution of higher education as partial compensation for having trained and supervised in a student-teaching program and/or participated in another qualifying program. Tuition waivers can only be used for graduate coursework unless approved by administration.

2. Eligibility

The following categories of employees are eligible to receive transferable tuition waivers for their personal use:

1. District administrators
2. Full-time teachers
3. Part-time teachers
4. Spouses of certified employees

3. Application

- 3.1 Those eligible must apply to the Assistant Superintendent in writing on District forms provided for that purpose. There shall be two application periods each year which shall be listed on the EIU Transferable Tuition Request Form.
- 3.2 The District will strive to notify staff of application procedures and timelines immediately preceding the above application periods.

4. Distribution

Available tuition waivers will be distributed by the Assistant Superintendent within five (5) working days following the closing date of each application period. Tuition waivers will be distributed to eligible applicants in priority order. All requests for waivers in a higher category

(Priority #1), will be honored before requests from a lower category (Priority #2) are considered. Waivers cannot be transferred to other individuals. Unused waivers should be turned in to the Office of the Assistant Superintendent for re-distribution to eligible applicants.

- Priority #1: District administrators
- Priority #2: Full-time teachers seeking required certification or endorsement
- Priority #3: Full-time teachers
- Priority #4: Part-time teachers
- Priority #5: Spouses of full-time administrators and teachers
- Priority #6: Late full-time applicants; first-come, first served

Applicants will be listed in alphabetical order in each priority category according to their last name. A letter of the alphabet will be randomly selected. The individual in each priority category whose last name corresponds most closely alphabetically to the randomly selected letter will receive the first waiver. Waivers shall be granted in rotation from first applicant to the last in not more than one semester hour increments. When all requests have been met in category #1, then remaining waivers will be distributed in category # 2, and so on until either all requests have been met or all waivers have been expended. Waivers are not to be used for overload credit.

5. Notification

Notification will consist of the return of the application with noted disposition and waivers.

Half Year Credit on the Salary Schedule

Beginning with the 2006-2007 school year, teachers will no longer be tracked with “half years” for vertical credit on the salary schedule. A teacher will earn one year of credit on the salary schedule if the teacher works half time or more during a school term, and will earn no credit for work less than half time. As of the beginning of the 2006-2007 school term, such teachers are:

Teacher	Step Commencing 2006-2007
Janahn Kolden	12
Peggy Salmon	21

Distribution of Professional Development Monies

Building administrators will attempt to fairly distribute district money available for professional development in an effort to allow equal access for all employees.

Review of Supervisory Pay

The administration will review lunch and other supervisory duties and endeavor to rationalize rates of pay so that similar supervisory duties are paid similarly.

Committees

The administration will seek to clarify the goals of building and district committees in an attempt to prevent overlap of responsibilities. The administration will endeavor to ensure that particular individuals are not overly involved in committees, and will caution non-tenured teachers not to overly commit to committee activities.

Association Notification of Changes

The administration will encourage all building principals to approach the Association whenever consideration is being given to making changes that might affect conditions of employment.

Memorandum of Agreement

Conformance with Performance Evaluation Reform Act (PERA)

- A. The current evaluation plan as modified by the Danielson Framework, Article 8, and incorporating a four point scale shall be in practice until the 2014-2015 school year for tenured and non-tenured employees. The Pre-PERA Committee will review the evaluation plan and tools and have authority to modify them, except any Pre-PERA modification to the plan for evaluation of employees during 2012-2013 and 2013-2014 school years shall not be implemented unless the Association and Board agree.

- B. No later than three (3) months following the ratification of this contract, the parties shall constitute a Pre-PERA Committee. The purpose of this committee is to perform the development work required for the implementation of a PERA-qualified evaluation program.
 - 1. The Pre-PERA Committee shall consist of twelve members, composed of six members representing the Board and six members representing the Association. The Board and Association may bring additional consultants or personnel to Committee meetings, but such individuals shall not participate in the decision-making process.
 - 2. Decisions by the Pre-PERA Committee shall be based on a consensus of the members of the committee.
 - 3. The Pre-PERA Committee shall also consider and develop for recommendation to the PERA committee multiple measures of assessment, including the student growth component of the Evaluation plan. The Pre-PERA committee will make a report of its actions and recommendations to the Board and Association no later than 200 days prior to the start of the 2016-2017 school year.

- C. No later than 180 days prior to the first day of the 2016-2017 school year, the parties shall constitute a PERA Committee in conformance with PERA. The purpose of the Committee will be to attempt to reach agreement on the adoption and implementation of a PERA-qualified evaluation plan.
 - 1. The PERA Committee shall consist of twelve members, composed of six members representing the Board and six members representing the Association. The Committee will have the option of selecting facilitators to assist it in its decision-making process. The Board and Association may bring additional consultants or personnel to Committee meetings, but such individuals shall not participate in the decision-making process.
 - 2. Decisions by the PERA Committee shall be based on a consensus of the members of the committee. If the PERA Committee cannot reach consensus, then the

District will implement the components of the State Plan for which consensus has not been reached, which are required by law.

3. The Committee will finalize the design, evaluation tools and procedures to be used under the PERA program. This will include tools for the evaluation of teacher effectiveness, inclusion of a growth model, and such other evaluative tools as are appropriate under the PERA guidelines. Upon installation of a PERA-qualified plan, the Committee shall have the responsibility of monitoring the effectiveness of the plan and recommending adjustments to the Board and Association. The Committee can also obtain and provide training to employees on aspects of the plan.
 4. The PERA Committee shall make a preliminary report to the Board and Association no later than 90 days prior to the start of the 2016-2017 school year indicating the likelihood of reaching consensus on a District plan. It shall make a report on the planned implementation no later than the first school day of the 2016-2017 school year. The Committee shall make a report no less than once per year following implementation with recommendation for adjustments to the plan.
- D. Should a change in law require an earlier implementation date for any component of teacher evaluation, the Pre-PERA committee will make a recommendation to the Board and Association. If requested by either party, the parties shall promptly meet to negotiate changes to this agreement necessitated by the change in law.
- E. Unless defined differently by the Pre-PERA or PERA Committee, “consensus” in this Memorandum of Agreement means at least ten of twelve members in agreement.
- F. The PERA Committee formed to comply with the requirements of the Performance Evaluation Reform Act (PERA) shall continue to function following PERA implementation for the purpose of monitoring and adjusting the District’s Performance Evaluation Plan. Decisions by the PERA Committee shall be based on a consensus of the members of the committee. If the PERA Committee cannot reach consensus on a proposed change, then the change shall be rejected and the Plan shall continue as previously established.