

APPENDIX A

GRIEVANCE REPORT FORM

DISTRICT 300 - LEVEL ONE (Immediate Supervisor)

GRIEVANT _____

SCHOOL _____

DATE _____

Date Cause of Grievance Occurred: _____

Statement of Grievance:

Applicable provisions of Agreement or Board Policy: _____

Relief sought: _____

Signature: _____ Date: _____

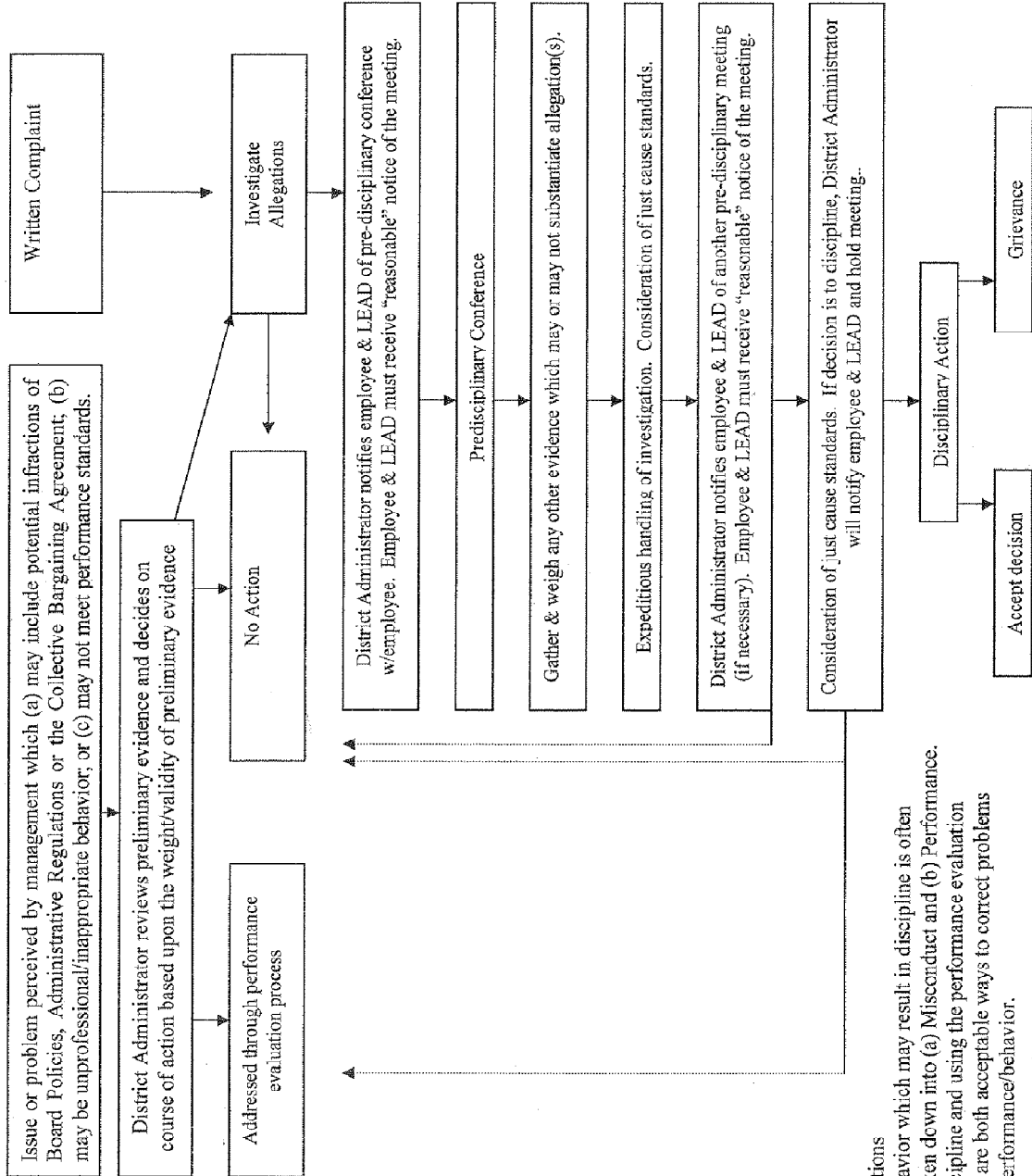
RESPONSE OF IMMEDIATE SUPERVISOR: _____

Signature

Date

APPENDIX B DISCIPLINE FLOWCHART

APPENDIX B - DISCIPLINE FLOWCHART



Considerations

1. Behavior which may result in discipline is often broken down into (a) Misconduct and (b) Performance.
2. Discipline and using the performance evaluation tool are both acceptable ways to correct problems of performance/behavior.

APPENDIX C

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 **SPECIAL EDUCATION**

INCLUSION DEFINITION

An “Inclusion Student” is a student who participates in the general education classroom with special education personnel support in the instructional setting and requires an alternative curriculum as specified in the student’s IEP. Grades are collaboratively determined between the general education teacher and the special education teacher.

INTEGRATION DEFINITION

An “Integrated Student” is a student who is identified on an IEP as needing support minutes in a general education classroom with special education personnel support in the instructional setting and/or modifications to the curriculum to accommodate the student’s needs. Grades are collaboratively determined between the general education teacher and, if applicable, the special education teacher.

MAINSTREAM DEFINITION

A “Mainstream Student” is a student who is identified on an IEP as needing no additional support minutes in a general education classroom with modifications done by the mainstream teacher. Grades are determined by the general education teacher.

SUPPORT STATEMENT

District 300 and LEAD 300 are committed to ensuring quality education for students in the District. The District will continue to provide a full continuum of instructional and support services which are based on the individual needs of each student. Therefore, District 300 and LEAD 300 support and facilitate the inclusion of students with disabilities in their local schools.

CONTINUUM OF SERVICES

1. General Classroom
2. General Classroom with support services provided in the general classroom.
3. General Classroom with support services provided outside of the general classroom.
4. Outside of the general classroom within the home school.
5. Outside of the home school but within the resident school district.
6. Outside the home school district and provided by the special education unit serving the district or another district.
7. Outside the home school and provided by a state or private agency.

LEAST RESTRICTIVE ENVIRONMENT

Each local district shall ensure that to the maximum extent appropriate students with disabilities, including students in public or private institutions or other care facilities, are educated with students who are not disabled, and that special classes, separate schooling or other removal of students with disabilities from the general educational environment occurs only when the nature

or severity of the disability is such that education in general classes with the use of supplementary aids and services cannot be achieved satisfactorily.

GUIDELINES FOR INCLUSIVE EDUCATION

The goal of CUSD 300 and LEAD 300 is to educate students with disabilities in the Least Restrictive Environment (LRE). The inclusion of a student with a disability in the general education classroom is determined at the Annual Review/Individual Education Plan (IEP). Annual Review/IEP must be attended by the inclusion student's special education teacher and/or case manager, a regular education teacher who has educational contact with the student, the appropriate administrator and other support service personnel as required.

The purpose of an inclusion placement is to place the student with a disability in the regular education classroom with support as included in the definition of an "Inclusion Student" above. This setting is compromised in the case of an excessive number of Inclusion Students in any one setting. If the number of Inclusion Students in any one class exceeds 25%, every effort will be made to locate other appropriate alternative settings for the number of Inclusion Students necessary to lower the class percentage in any one class to 25% or fewer. To this end, the Board will furnish a mid-quarter report on the percentage of Inclusion Students in each building for each teacher by class period (if appropriate). This report will be given to LEAD 300 within 2 weeks of the mid-quarter of each school term, for a total of 4 yearly reports. Note: the 25% figure does not include "Mainstream Students" defined above. For the purposes of overload compensation, each "Inclusion Student" shall count as one student on the count of the general education teacher.

The inclusive placement of students with disabilities requires ongoing planning, preparation, and modification of the curriculum by both the general and special education teacher. In the event that these efforts require the general and special education teacher to meet outside of the normal faculty hours, the Board will compensate said teachers at the Instructional rate for up to one hour per week during the first semester and up to 1/2 hour per week during the second semester, except the Board will compensate teachers for up to one hour per week during the second semester in the following cases: changes in courses and/or instructors at the high school level, newly staffed or enrolled students at the middle school level, and for newly staffed or enrolled students at the elementary level. This arrangement will be created through a collaboration of the special education teacher/case manager, the general education teacher and an administrator.

An inclusive setting can be achieved through the assignment of a special education paraprofessional to the general education classroom in which the students with disabilities are placed. Every effort needs to be made to ensure that special education paraprofessionals are placed according to their individual strengths and the needs of the students. The assignment of the special education paraprofessionals will also be determined after a collaboration of the special education teacher, general education teacher, and an administrator.

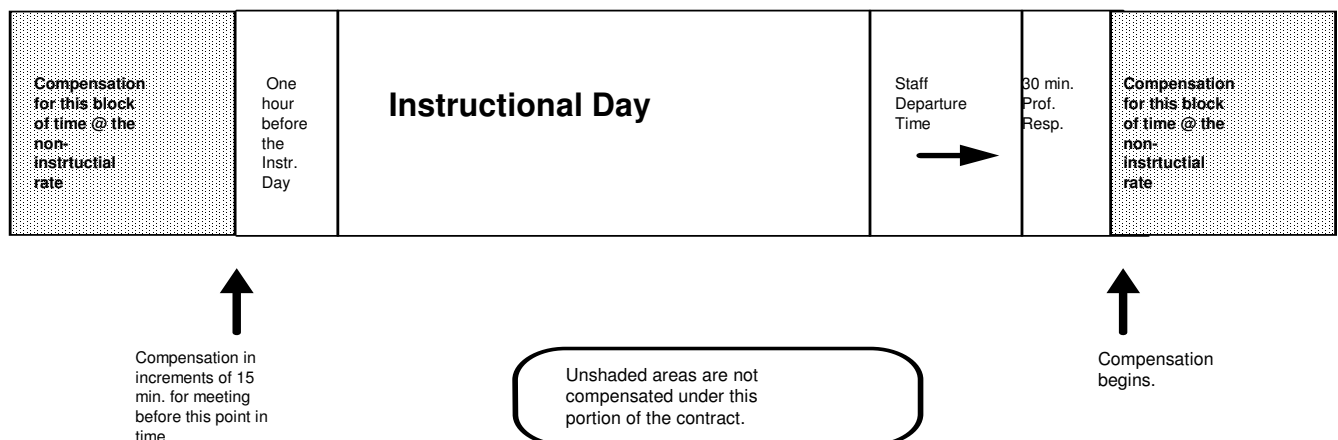
1. In preparation for inclusive education, involved teachers may use the pupil personnel service team/staff to facilitate communication among school personnel prior to meeting with parents.
2. Notification to staff of Annual Review/IEP shall be made at the same time as the distribution of the parent notification.

3. Whenever feasible, receiving teacher(s) shall have the opportunity to observe the student in his/her current program.
4. The role of inclusion facilitator(s) will be defined by the Annual Review/IEP team.
5. Appropriate training for teachers and teacher paraprofessionals anticipated to receive a student with special or unique needs will be provided prior to the student's programming or immediately following programming if prior time is not practical. Training should focus on the specific needs of the student in relation to the learning environment.
6. Adaptive equipment, materials and/or related services as specified in the I.E.P. or the accommodation plan will be provided.
7. The school district will provide substitutes for required individual student paraprofessionals when staff is absent. The school district will continue its current practice of authorizing a substitute for paraprofessionals who are absent for more than a week or in exigent circumstances. At least once a school year, the Director of Special Education, Principal of deLacey School, and representatives from LEAD 300 and DESA shall meet to discuss staffing compliance and use of substitutes for paraprofessionals.
8. The facilitator or case manager of an Inclusion Student will establish a schedule of meetings with teachers and support personnel to collaborate.
9. Release time, monetary reimbursement, or extended hourly pay at the applicable rate will be provided to the involved teacher(s) or paraprofessionals to meet with the appropriate personnel to modify the curriculum.
10. CUSD 300 will comply with IDEIA guidelines regarding the membership of the Annual Review/IEP team.
11. The level of support for the program of an inclusion student must be consistent with the student's IEP.
12. After program implementation, the review process requires at least one annual conference, but may include more frequent conferences/meetings upon request of any team member working with the student. This request is to be made through the building administrator and/or special education supervisor.
13. Members of the bargaining unit shall not be required to perform self care activities or medical procedures, such as, but not limited to, injections, catheterization, tracheotomy care, except for those specifically certified and/or licensed and hired for such services. Every effort will be made to provide assistance for health care services that may be required.
14. The procedure for referring students for possible special education services can be found in the District 300 Administrative Procedures, 6:120-AP2.

15. Federal Rules and Regulations, specify that the local school district, teachers or other persons cannot be held accountable if a student does not achieve the growth projected in the annual goals and objectives section of the IEP.
16. CUSD#300 recognizes that Special Education Case Management requires a great deal of time from those involved in the education of students with special needs. This need is continuous throughout the school year. Accordingly, up to three release days each school year for the case managers will be provided. Case managers can meet with teachers/students/parents and can prepare Annual Review/IEP and Eligibility Review meeting paperwork during these days.
17. Additional information about special education rules/procedures can be found in the District 300 Special Education Policies and Procedures handbook.
18. Extra Pay Guidelines. For purposes of extra pay, if a required Special Education related meeting such as Eligibility Review, IEP, or PPS takes place before or after the work day as defined by Article VIII, Section G of the Negotiated Agreement, the required District participants in attendance at the meeting will be compensated at 15 minute increments of the non-instructional hourly rate as per the contract. This meeting arrangement must be cleared through the building administrator who will sign off on the extra pay claim. The following conditions will apply. For the block of time one hour prior to the Instructional Day there will be no extra pay compensation. Meeting time prior to this one hour block will require compensation. After the Instructional Day there will be no extra pay compensation for the agreed upon end of the day professional time plus thirty minutes. Following this block of time, there will be compensation irregardless of when the meeting begins.
19. Social workers shall be afforded thirty (30) minutes of flexible planning time each day to be used for Medicaid reimbursement billing and completion of paperwork and data entry related to social histories.

CUSD 300 recognizes that case load ratios established by the ISBE assume full-time status. With respect to part-time employees, CUSD 300 will pro-rate case load ratios.

If the ISBE Rules governing special education case loads are amended during the term of this Agreement, the Board and Association will meet to negotiate the impact of such amendments on Appendix C.



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APPENDIX D

EXTRA PAY FOR EXTRA WORK

The extra pay for extra work schedule is presented as follows. Assignments will be made by the building Principal on the basis of qualifications. LEAD 300 members shall be given preference for assignments if they meet the minimum qualifications for the assignment. Exceptions to this are LEAD 300 members who have disciplinary action within the last four (4) years that has been taken at the Board Level (Notice to Remedy, Unpaid Suspension) or who are on an Assistance Track Plan or Remediation Plan.

If there is to be a splitting of an amount, individuals must be agreeable to the arrangement prior to the activity. If a job is split due to participation and/or program needs, each person may be eligible for the full stipend if warranted by the work load so long as this is predetermined and prearranged between the Principal and the participants. Splits must be approved by the Principal, who will notify Human Resources on the Extra Pay Contract and the other applicable forms, including how the split is to be allocated in writing with signatures.

All extra duty assignments held by a non-LEAD 300 member as of the close of the 2010-2011 School Year are grandfathered into their assignments through the close of the 2015-2016 School Year and, therefore, the provisions of this article do not apply.

The person involved in the assignment of extra pay will continue with the assignment from year to year with the following procedures:

1. If the person involved asks to be removed from the assignment, he or she must do so in writing at the end of the present school year for the coming school year.
2. If a person is to be discontinued in his/her assignment on the basis of the individual's performance evaluation, the Principal shall give written notification of the reasons to the person prior to the end of the present school year for the coming school year.
3. Employees must continue in positions if notification is not given in writing to the building principal prior to the end of the present school year, unless other acceptable arrangements can be made.
4. If enrollment, participation, or budget consideration does not warrant continuation of an assignment, an evaluation by the Principal shall be made prior to the end of the present school year after discussion with the sponsor and a student representative (high school and middle school only) before discontinuing the assignment for the next year. The person involved shall be notified in writing prior to the end of the present school year for the coming school year.

If any extra pay assignment is discontinued during the school term, the stipend shall be prorated based upon the number of meetings involved in such activity. If any extra pay assignment is not filled or is discontinued prior to the initiation of an activity, the Board shall not be obligated to make any payments pursuant to this schedule.

Members of the bargaining unit will be given an equal opportunity to apply for extra duties through the online District Website. All extra pay assignments will be posted with the exception of occasional assignments such as ticket takers, event supervision, timekeepers, announcers, etc. These opportunities will be posted for a minimum of 10 work days prior to being made available to persons outside of the LEAD 300 Bargaining Unit. There will be a signup limit of 3 events per person during the signup time prior to the ninth of the tenth day in order to ensure equal opportunity in the process. After the eighth day, members of the bargaining unit may volunteer for events without limitation.

If it is not possible to fill extra pay positions from within the bargaining unit, extra work duties may be offered to persons outside the bargaining unit at a rate equal to that of a member of the LEAD 300 Bargaining Unit. The Principal has the responsibility of assigning extra duties if the assignment cannot be filled after following the above outlined procedure. Such non-volunteer assignments are to be equitably shared. The Extra Pay Schedule for all items applies only to those persons covered by the Professional Agreement - Certified Personnel.

PAYMENT

Payment for Extra Pay for Extra Work will be made as follows:

1. **ATHLETICS AND YEARLONG ACTIVITIES:**

For athletic activities two payments will be made: mid and end of season.

Teachers in yearlong activities may elect to receive payment in either one installment (end of year) or two installments (semester and end of year).

2. **SUPERVISORS:**

(Lunchroom supervision, bus transfer supervision, substitution within the building, supervision and other activities.)

Payment to be made each quarter except in cases where the total amount of the check is less than \$100.

3. **SHORT TERM ACTIVITIES**

Payment to be made at completion of the activity.

4. **Payment for extra pay for extra work will be made by separate check.**

5. **New rates will take effect on July 1 of each year. All summer work will be based on the new rates; however payment will not be made until after July 1.**

6. **All school owned equipment must be collected and inventoried prior to receiving payment.**

ACADEMIC COMPETITIONS

FUTURE PROBLEM SOLVING/ODYSSEY OF THE MIND (6-12)

The coach will meet regularly with students after school to help them prepare for problems and competitions and assist as needed. He/she will complete and submit all necessary application forms and preliminary student work, will arrange transportation and be present at all events.

SPEECH - DEBATE (9-12)

The debate team involves coaching and attending a minimum of ten invitational debate tournaments per normal season.

The debate coach is responsible for his/her team just as the athletic coaches are responsible for theirs. He/she will arrange transportation, schedule debates, provide judges, etc.

SPEECH - INDIVIDUAL EVENTS (9-12)

Head Coach/Assistant

The speech coach is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

SPEECH - DRAMA - GROUP INTERPRETATION (9-12)

Group interpretation consists of events in which groups of three or more students interpretatively present literature. The coach is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

STUDENT CONGRESS (9-12)

The student congress sponsor is responsible for his/her team just as the athletic coaches are responsible for their teams. He/she will arrange transportation, schedule tournaments, provide judges, etc.

SCHOLASTIC BOWL (9-12)

The coach is responsible for supervising practices, selecting participants and devising strategies for competition, obtaining and writing practice questions and arranging for transportation for conference invitational and state meets. He/she is responsible for enforcing I.H.S.A. regulations, meeting with conference coaches and arranging and supervising all home meets.

WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING

The Sponsor of this activity will prepare students for the competition, advise them, and provide supervision.

ACTIVITIES – AFTER-SCHOOL RECREATION (K-12)

For supervising and administering the late afternoon program for boys or girls. Minimum of 20 students participating.

The purposes of after-school recreation programs are to:

1. Offer pupils opportunities to participate in and build skills in seasonal sports or activities.
2. Offer wholesome recreation for pupils beyond the school day.
3. Offer opportunities to members of the bargaining unit who have the desire and the background or necessary experience to earn extra money in an area that enhances the school program, builds good sportsmanship among pupils, and develops skills in the individual.
4. When possible, be scheduled at least twice weekly during the school term.
5. Set a minimum of students actively participating per supervisor. The recommended minimum is 20 with a maximum of 40 students actively participating.

In assigning members of the bargaining units to share this activity, the pay will be shared in accordance with the time and number of pupils enrolled. Members of the bargaining unit in charge are responsible for the pupils enrolled and the equipment used. If any accidents occur a written report of the accident must be made to the building principal.

The length of activity will be jointly determined by the sponsor and administrator.

ACTIVITIES - MIDDLE SCHOOL COORDINATOR

The middle School Coordinator of Activities will recruit sponsors for pupil groups meeting regularly (clubs) and sponsors for after-school recreation (intramural sports).

The coordinator will assist the Principal in recruitment of the inter-scholastic athletic coaches.

The coordinator will make recommendations to the principal and help with the evaluation of the activities programs.

Other duties include:

1. Scheduling of athletic contests.
2. Procuring athletic officials.
3. Requisitioning athletic officials' pay, all bus transportation, and tournament entry fees.
4. Recruiting timers, scorekeepers, and supervisors for athletic coaches.

5. Coordinating the athletic budget and inventory.
6. Coordinating the scheduling and use of athletic and recreational facilities.
7. Verifying to the Principal the fulfillment of coaches' and sponsors' obligations upon completion of their assigned sport or activity.
8. Attending meetings concerned with the middle school activities program.
9. Other duties as assigned by the building principal.

ART EXHIBITS

High School/Middle School Art Teachers

Teachers must participate in:

1. District 300 Art Exhibit
2. Community or Special Event Exhibit
3. Building Exhibit

ATHLETICS - COACHING

District 300 offers many opportunities for coaching sports activities. Personnel are assigned according to abilities, background, and the needs of the program. Coaches are subject to all regulations set forth in the Athletic Handbooks.

ATHLETICS - CHEERLEADING SPONSOR

High School/High School Assistant Football
High School/High School Assistant Basketball
Middle School

Sponsors are responsible for supervising cheerleaders at all practice sessions and games. Sponsors must arrange transportation when required.

ATHLETICS - POM PON SPONSORS

High School/Middle School

Sponsors are responsible for supervising poms at all practice sessions and games. Sponsors must arrange transportation when required.

ATHLETICS - H.S. WEIGHT ROOM SUPERVISOR

The weight room supervisor is responsible for supervising after school weight training by students. Weight training programs, safety rules, etc. will be compiled with input from other coaches.

Payment will be on an hourly rate equal to the After School Activities rate, with a maximum of 90 hours per quarter. The principal/designee and supervisor(s) will schedule the hours prior to the beginning of each quarter. If two or more teachers decide to divide this supervision, the stipend will be split between them.

AUDITORIUM DIRECTOR

The Auditorium Director is responsible for:

The set-up and operation of lighting and sound systems on any and all occasions when the auditorium is in use.

1. Opening and closing the auditorium on days and nights of actual use.
2. Issuing auditorium keys if necessary for rehearsals, to the director whose group will use the auditorium, and collecting them at the end of that time.
3. Supervising the cleaning and maintenance of the auditorium and equipment.
4. Being present at any and all meetings when the auditorium is being used, unless determined to be unnecessary by the appropriate administrator.
5. Ordering auditorium supplies and equipment repairs.

Notes:

- A. This stipend is intended as compensation for District 300 activities and events only. Groups and/or organizations not under the supervision and/or control of District 300 are to be charged a fee and notified of the fee at the time they contract to use a District 300 auditorium. This fee shall be at the rate set for teacher curricular/summer work. This amount is to be paid to the auditorium director if the director is required to be present at the time of use.
- B. Every effort should be made to ensure that events for schools without auditoriums (those events not related to the building where the event takes place), be split equally among the auditoriums. Geographic location and feeder school should determine this.
- C. Outside groups (Non-District 300), need to be responsible for compensating the auditorium director

ADULT GROUPS PARENT EDUCATION

Teachers assigned to instruct classes for parents or community members will be paid a stipend. Typically such classes will be established through the school improvement process.

BILINGUAL TESTING FOR PROGRAM EXIT/ENTRANCE

Members of the bargaining unit who administer required tests for entrance into or exit from the Bilingual program will receive the instructional rate.

BUILDING COMPUTER NETWORK ADMINISTRATOR & TECHNOLOGY SPECIALIST

The network administrator/technology specialist is responsible for maintaining the computer network of a school including maintaining the system software, making minor repairs to hardware, trouble-shooting problems on computers within the system. The stipend is to be paid to Teachers when this duty is assigned in addition to the responsibilities associated with their FTE position such as to a 1.0 FTE 4th grade TEACHER. The task may be identified as part of a member of the bargaining unit's FTE position in which case no stipend would be paid. Hours are to be agreed upon in advance.

CLASS SPONSORS

Senior Class/Junior Class
Sophomore Class/Freshman Class

The sponsor or sponsors shall meet with the class and be responsible for its administration until such time as elections may be held to elect officers. When such officers are elected, the sponsor shall then become an advisor to the class and a liaison to the school administration and faculty.

CURRICULUM COORDINATING COMMITTEE (CCC)

The duties of an individual CCC member as well as the duties of the CCC as a working group are to be found in the Curriculum Coordinating Committee Bylaws dated 12/6/02.

DEPARTMENT/GRADE LEVEL REPRESENTATIVES/TEAM LEADERS

Members of the bargaining unit who are assigned to perform tasks that may include but are not limited to those listed below are to be compensated at the agreed upon rate:

1. Chairperson of an identified group of members of the bargaining unit that meets regularly to disseminate information, discuss activities of the group and share opinions.
2. Responsible for communicating with other groups at the attendance center, the administrators of the attendance center and/or appropriate District administrators.
3. Responsible for submitting a complete budget for the department or other organizational structure within a school.
4. Responsible for the accounting, distribution and collection of materials assigned to an organizational structure within a school.

Members of the bargaining unit at the Secondary (6-12) Level who are assigned to positions covered by this section are to be compensated at the rate established on the pay schedule for Department representatives. Members of the bargaining unit, who are assigned positions covered by this section at the Elementary (K-5) Level are to be compensated at the rate established on the pay schedule for Elementary Grade Level Representatives.

If the school, through the School Improvement Process decides to divide the tasks between two or more members of the bargaining unit, the stipend is to be split between those assigned to do the tasks. This should be done prior to the members of the bargaining unit involved actually performing the tasks.

EXAMPLE: A school decides to have a Team or Curriculum leader who is assigned items one and two and gets half of the stipend and assigns a Department manager items three and four and the balance of the stipend.

In situations where a single member department exists and that is assigned or expected to perform the responsibilities in items two, three, and four in addition to the responsibilities of the assigned teaching position, the designated stipend will be paid

DRAMATICS (6-12)

For public performances approved by the Principal. Dramatics is broken down into the following categories:

- Dramatics, (9-12), for each one act play
- Dramatics, (9-12), for each multiple act play
- Dramatics, (6-8), for each one act play
- Dramatics, (6-8), for each multiple act play

ELEMENTARY HEAD TEACHER

The elementary head teacher will be assigned to perform administrative tasks that require immediate attention in the absence of a building administrator.

ELEMENTARY SAFETY PATROL

The advisor for elementary safety patrol will be responsible for training and supervising students participating in this program. The training phase will be subject to the instructional rate while the supervisory portion of the assignment will be subject to the non-instructional rate. Hours will be agreed upon in advance.

HOURLY PAY RATES

The Instructional Rate is typically paid for work that requires planning, instruction, testing, and/or creation of written documents.

The Non-Instructional Rate is paid for work that requires physical presence but not instruction.

LANGUAGE ARTS ACTIVITIES

BATTLE OF THE BOOKS

Building level (K-8) Each building will have a coordinator to schedule and oversee the implementation of the meets and interact with district coordinator.

SPELLING BEE

Building level (6-8) Each building will have a coordinator for its Spelling Bee and interact with district coordinator.

WRITING CONTEST

Building level (6-8) Each building will have a coordinator to organize its Writing Contest and interact with district coordinator.

Writing Contest readers/judges will read and score student entries according to the standards provided.

YOUNG AUTHORS

Building level (K-5) Each building will have a coordinator for the Young Authors program and interact with the District coordinator.

MIDDLE SCHOOL NON-SPECIFIC GRADE LEVEL TEAM LEADER

This category of middle school team leader applies to teams that don't meet daily but are still required to collaborate as assigned. The provision for team members beyond three does not apply to this assignment.

MUSIC

Stipends are to be paid for music teachers using the following criteria as guidelines. Individual building arrangements will be agreed upon by the principal and the teacher.

HIGH SCHOOL

Band

- Presents a minimum of three evening concerts
- Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, McHenry County Festival, I.M.E.A., I.H.S.A.)
- Participates in approved parades
- Performs at all home football games
- Performs at a minimum of 10 home basketball games
- Provides entertainment at building events
- Provides community service programs (upon request)

Orchestra

- Presents a minimum of three evening concerts
- Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, I.M.E.A., I.H.S.A.)
- Participates in Orchestra Parents Association
- Provides entertainment at building events
- Provides community service programs (upon request)

Vocal

- Presents a minimum of three evening concerts
- Participates in Festival(s) and Contest(s) (ex: Fox Valley Festival, McHenry County Festival, I.M.E.A., I.H.S.A.)
- Participates in the District 300 Vocal Festival
- Provides entertainment at building events
- Provides community service programs (upon request)

MIDDLE SCHOOL

Band

- Presents a minimum of three evening concerts
- Participates in District 300 Honors Band Festival
- Participates in District 300 Solo and Ensemble Contest
- Provides entertainment at building events

Orchestra

- Presents a minimum of three evening concerts
- Participates in District 300 Solo and Ensemble Contest
- Participates in Orchestra Parents Association
- Provides entertainment at building events

Vocal

- Presents a minimum of three evening concerts
- Participates in the District 300 Vocal Festival
- Participates in the District 300 Solo and Ensemble Contest
- Provides community service programs (upon request)
- Provides entertainment at building events

ELEMENTARY SCHOOL

Stipends for elementary music teachers serving more than one school will increase by 1/6th for any concerts beyond those required.

Instrumental

- Participates in weekend Recruitment Meetings
- Participates in District 300 Solo and Ensemble Contest
- Provides an evening concert experience for every instrumental student

Vocal (General Music)

- Presents a minimum of three evening concerts
- Involves every student in a public performance

-Provides community service programs (upon request)

MUSICAL

HIGH SCHOOL

One per year at each school

Before the production, the stipend will be allocated by the Director and the Building Principal according to the amount of out-of-class-time spent on the production. Staff may include dramatic director, vocal director, orchestra/band director, technical director, choreographer, possible professional musicians, and any other personnel involved in the production.

NEWSPAPER

HIGH SCHOOL

A minimum of 4 issues of the school paper will be published each school year. A stipend will be paid for each issue when not a product of a Journalism class. A stipend per issue will be paid for each issue published over the minimum.

To be of maximum value, the school newspaper should be based in, and developed from, school activities. Much of the preparation of materials should be undertaken as class assignments. The effective newspaper should:

1. Be objective and positive in the views it expresses and be in good taste at all times.
2. Tend to enhance the full school spirit as it reports in a positive light.
3. Tend to improve the school's image in the reader's mind.
4. Give opportunity for the production of good writing.
5. Be published for public consumption at regular and stated times.
6. Be a highly positive factor in building good school-community relationships.⁶⁵
7. Offer opportunities to students in understanding newspaper production.
8. Offer opportunities for pupil expression to improve procedures through a positive vein.
9. Not be a vehicle for ridiculing individuals or practices that might otherwise be enhanced or improved in an objective and positive manner.

MIDDLE SCHOOL

Minimum 6 publications

PROFESSIONAL DEVELOPMENT LEADERSHIP AND SUPPORT COMMITTEE (PDLSC)

Members serving on this committee will approve and plan professional development activities that satisfy state certification and recertification requirements and meet personal, school, district, and state needs for members of the bargaining unit.

PUPIL GROUP/CLUBS - LONG OR SHORT TERM ACTIVITIES

Hourly Rate - Hours To Be Negotiated Between Principal and Sponsor Payment will be for sponsoring groups and supervising students for regular long-term or special short-term activities that meet outside of the members of the bargaining unit regular class-load time. A co-sponsor will assist the sponsor when the membership of a pupil group/club exceeds 100.

The type of activity and proposed number of hours allotted must be negotiated in advance between the sponsor(s) and principal. These activities may include but are not limited to: clubs, Math Contest Activities, JETS Contest Activities, Mock Trial Activities, Student Chamber of Commerce, Student Assistance Team Activities, Chess Club, mini-club sponsors, recycling sponsors, and other mutually agreed upon pupil-related activities not specifically covered in the Extra Pay Schedule.

Sponsorship of clubs and other organizations meeting regularly, and special activities, shall be approved for pay under this section only after providing adequate information as to organization, purpose, proposed goals, and proposed schedule of meetings. The administration should be supplied with the approximate number of students enrolled and participating in the activity and regular reports should be made to the Principal/Supervisor as to meetings held and goals accomplished.

Additional consideration should be given when a major contest or activity is hosted by the building.

An evaluation of clubs and their value to the student body should be conducted by the Principal each year. New clubs, organizations, and activities shall not be eligible for pay unless first approved by the administration. Clubs or activities beginning after the school year shall not receive the full amount stated above, but will be prorated according to the number of meetings held.

PUPIL GROUPS - BETA CLUB

MIDDLE SCHOOL

Sponsors are responsible for screening potential members, for holding regular meetings, for devising activities which promote the club's ideals of leadership and service, and for supervising Beta Club sponsored activities.

PUPIL GROUPS - NATIONAL HONOR SOCIETY

HIGH SCHOOL

The chapter advisor shall carry out the duties outlined in the National Honor Society constitution, shall be responsible for supervising the chapter, including maintaining membership files, chapter history, financial transactions, and activities. Each chapter is responsible for one or more service projects each year. The chapter advisor approves activities and attends all meetings and functions. An annual report shall be sent to the national office.

PUPIL GROUPS – Peer Listening

The sponsor of this activity will select, train, and supervise students participating in the program as peer listeners.

PUPIL GROUPS – Peer Mediation

The sponsor of this activity will select, train, and supervise students participating in the program as peer mediators.

PUPIL GROUPS - STUDENT COUNCIL SPONSORSHIP

HIGH SCHOOL MIDDLE SCHOOL

Sponsorship of meetings held at least twice monthly and supervision of projects - maximum of two sponsors.

The purposes of the student council are:

1. To offer to students the opportunity to develop leadership qualities.
2. To provide citizenship training.
3. To afford the student body a part of the organization and administration of special activities of the school.
4. To make possible a liaison between the student body and the school administration and faculty.
5. To serve as a service organization benefiting the total school program.

SCIENCE FAIR ADVISORS (6-12)

Compensation will be given to Secondary (6-12) school members of the bargaining unit who perform special duties listed below related to Science Fair. These duties include, but are not limited to the following:

Tasks and compensation are broken down into the following categories:

1. Student Assistance Outside Class

Assist students with Science Fair projects as needed after school and during conference time. Loan and keep record of equipment used by students. Advise students how to improve projects from one science fair to the next.

2. Science Fair Preparation

Seek judges for local school fair if your school has one, assist in the organization of the local school fair if your school has one, register students for all science fairs, create informational listings for students participating in all science fairs.

3. Science Fair Attendance and Participation

Attend Science Fairs in which your school's students are participating (Local, District, Regional, State). Judge projects, tally judging sheets, and help students as needed.

Division of the building science fair duties and funds will be agree upon at the building level by participating members of the bargaining unit and the building principal prior to the commencement of science fair activities. Each member of the bargaining unit will sign an individual contract for this. The stipends listed in Appendix E are for budgetary purposes only and may be used as a general guideline.

SUBJECT AREA COMMITTEE (SAC)

Service on this committee will entail formulation of standards based curriculum by following an action agenda prescribed by the CCC. A CCC member serving as the chair of a SAC shall receive compensation as provided in the CCC Bylaws (Lane K rather than Lane L).

SUPERVISION - ARRIVAL AND DEPARTURE SUPERVISION

Bus supervision and the supervision of students arriving at and departing from school is compensated at the rate per half hour shown in the Extra Pay Schedule.

The District shall budget funds for bus supervision for each attendance center based on the building's needs.

SUPERVISION - LUNCHROOM SUPERVISION

RATE IS FOR CLOCK HOUR WITH A HALF HOUR MINIMUM SUPERVISION

Supervision of the lunchroom periods will be an extra pay for extra work activity for members of the bargaining unit.

Lunchroom supervision programs would entail:

1. Setting up standards regarding behavior, good health and safety practices during the lunch periods.

2. Working out with the Principal, standards for traffic patterns, dismissal, etc.

SUPERVISION AND OTHER ACTIVITIES

Stipends will be paid at an hourly rate for supervision, ticket-taking, selling, scorekeeping, timing, public announcing, judging, photographing, chaperoning, and any other tasks at events after school and on weekends.

These include, but are not limited to: athletic events, concerts, elementary music programs, plays, and dances. Rates for supervision and other activities at Special Athletic Tournaments, High School Prom and Homecoming are not subject to this schedule and are to be mutually agreed upon between the member of the bargaining unit and the event coordinator, provided assignments are strictly voluntary.

Coaches and sponsors are not eligible for payments when they are held during the same time period as their extra pay assignment; the time period meaning, the time that the event takes place. EXAMPLE: At a basketball game, those coaches could not also be paid as scorekeepers, supervisors, etc. while their game was in progress. Payment will be made to the nearest half hour.

TEACHER – BUILDING LEVEL COORDINATORS

A school, through the School Improvement process, may decide it would like to have a member of the bargaining unit coordinate activities including but not limited to the following: staff development, advisory, inclusion and technology.

Inclusion Facilitator

Inclusion Facilitators are typically FTE positions and therefore not subject to extra pay.

PPS Coordinator

Members of the bargaining unit who assume this position will be responsible for the coordination of building level PPS meetings. This activity includes the scheduling of meetings, tracking of referral forms, monitoring the completion of the case study evaluation components, and the scheduling of staffings. It may also involve initial entry (startup) of My Service Tracker (or its successor) data. PPS Coordinators will be compensated 1.5 hours for each initial case study at the instructional rate. Eligibility review of a case study for a current special education student shall be the responsibility of such student's special education case manager.

TESTING – READING TESTING PLACEMENT DURING THE SCHOOL YEAR (K-5)

Allocation per Building

Each Elementary School will be allocated funds based upon enrollment to reimburse members of the bargaining unit for reading testing and placement that takes place outside their scheduled classroom times.

Allocations are by the following categories:

Reading Testing/Placement Per Building below 400

Reading Testing/Placement Per Building 400-599

Reading Testing/Placement Per Building 600-699

Reading Testing/Placement Per Building over 700

TESTING/SPECIAL ED STAFFING – SUMMER

Testing – Summer Kindergarten Testing Placement Per Hour

Testing – Summer Reading Testing/Placement per Hour

Testing – Summer Special Ed Staffings Per Hour

Testing – Summer Speech Screening Per Hour

YEARBOOK SPONSORSHIP (HIGH SCHOOL)

Yearbook Sponsor

Yearbook Assistant

The yearbook serves as a written history of the school's and students' achievements for the year.

It should:

1. Reflect excellent planning in showing a good balance among academic, athletic, forensic, and cultural achievement.
2. Be in good taste at all times and errorless in its objective presentation of events.
3. Be accurate in presenting advertising information as given by merchants.
4. Be planned with the administration of the school.

In order to attain maximum value, the sponsor must meet deadlines and keep the work progressing at a rate which insures full completion of the yearbook prior to the close of the school year.

YEARBOOK - MEMORY BOOK (MIDDLE SCHOOL)

The Middle School memory book provides a visual record of the students and their activities for the year. The sponsor should be responsible for the planning of the book, organizing the staff, preparing the final copy, reviewing copy, meeting the deadlines, and distributing the book.

YEARBOOK – ELEMENTARY SCHOOL BELOW 500 ENROLLMENT

The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

YEARBOOK – ELEMENTARY SCHOOL ABOVE 500 ENROLLMENT

The elementary yearbook sponsor will be responsible for the planning of the book, gathering the content, preparing the final copy, reviewing copy, meeting deadlines, and distributing the book.

YEARBOOK - VIDEO YEARBOOK

The Video Yearbook provides a visual record and history of the schools and students' activities for the year.

The sponsor(s) will train student camera crews, coordinate the scheduling of photography, supervise students as necessary, hold organizational meetings, work with production company to meet deadlines, promote yearbook sales, handle record keeping, and do those tasks necessary for the production of a video yearbook.

The video yearbook should adhere to the same content standards as the yearbook listed above.

YEARLY ASSIGNMENTS – TEACHER COORDINATORS DISTRICT LEVEL

ART – DISTRICT ANNUAL ART SHOW MANAGER

Responsible for arranging time and place of exhibit, publicity, necessary facilities and equipment, and general organization of exhibit.

LANGUAGE ARTS DISTRICT COORDINATORS

LANGUAGE ARTS – BATTLE OF BOOKS – DISTRICT COORDINATOR (K-5)

LANGUAGE ARTS – BATTLE OF BOOKS – DISTRICT COORDINATOR (6-8)

The coordinator for each level will chair the Committee and will schedule and oversee the District meets.

LANGUAGE ARTS – SPELLING BEE – DISTRICT COORDINATOR (6-8)

The coordinator will chair the Spelling Bee Committee and make arrangements for the District Bee.

LANGUAGE ARTS – WRITING CONTEST – DISTRICT COORDINATOR (6-8)

The coordinator will chair the Writing Contest and organize the District judging and recognition program for students.

LANGUAGE ARTS – YOUNG AUTHORS PRIMARY DISTRICT COORDINATOR

LANGUAGE ARTS – YOUNG AUTHORS INTERMEDIATE DISTRICT COORDINATOR

The coordinator(s) will chair the Young Authors Committee at the level assigned. The major responsibility is to organize and implement the District Young Authors Writing Program.

MUSIC - CONTESTS & FESTIVAL MANAGERS

Each of the following events is to be organized and supervised by the instructional coordinator and an appointed staff manager as follows:

- District 300 Vocal Festival (7-12)
- District 300 Vocal Solo & Ensemble Contest (7-8)
- District 300 Piano Contest (3-12)
- District 300 Orchestra Solo & Ensemble Contest (5-8)
- District 300 Band Solo & Ensemble Contest (5-8)
- District 300 Orchestra Festival (6-12)
- District 300 Honors Band Festival (6-8)

The duties of the above listed managers include the following:

Organizing the district-wide event by setting and announcing the date and location, contacting and scheduling the judges/conductors, providing news releases pertaining to the event, overseeing the printing of tickets and programs, and preparing the necessary facilities and equipment.

MUSIC LIBRARIAN - BAND

- Update music bibliography
- Oversee check-in/check-out procedure
- End of the year organization

MUSIC LIBRARIAN - ORCHESTRA

- Update music bibliography
- Oversee check-in/check-out procedure
- End of the year organization

SCIENCE - MANAGER/ASSISTANT MANAGER OF DISTRICT FAIR

Duties include: Responsibility of scheduling judges, preparing or providing news releases, program printing, and facilities with the necessary equipment and over all organization of the District events.

TEACHING – CHANGING CLASSROOMS (INVOLUNTARY)

A member of the bargaining unit will be paid the non-instructional hourly rate when due to a program change or the needs of the site, it is necessary to change classrooms or assigned work areas from one room to another. Extra pay does not apply in situations where the change will take less than two hours to complete, or where the change is made to honor the request of the individual.

For members of the bargaining unit assigned to high schools as well as members of the bargaining unit serving in itinerant positions, library/media centers, shops, labs, art rooms, and other similar instructional areas/work areas at elementary, middle school, and high school levels, the number of hours will be subject to agreement with the building administrator.

Classroom teachers at elementary and middle school buildings shall be compensated for five hours at the non-instructional rate when an involuntary change in classroom occurs within the building. Teachers shall be compensated for ten hours at the non-instructional rate when there is a change in classroom due to an involuntary change in elementary or middle school building assignment. Compensation at this level will also occur for a change to or from a mobile classroom.

It is assumed that the classroom into which a member of the bargaining unit is moving is ready for occupancy. If this is not the case, additional compensation may be required subject to agreement between the member of the bargaining unit and the building administrator.

The district will be responsible for transport of district property to the new classroom and also any work related materials owned by the member of the bargaining unit which that individual wishes to entrust to district care.

Members of the bargaining unit who are disabled or are temporarily disabled shall be provided by the district with appropriate assistance in changing classrooms.

TEACHING – EXTRA OPEN HOUSE TIME & CONFERENCE NIGHT TIME

Members of the bargaining unit will be available for an annual open house and a conference night as part of their job assignment. Typically an open house will be no longer than two hours in length. Conference nights will typically be no longer than three hours in length. Should a school choose to schedule extra open house time and/or conference night time in excess of five hours, members of the bargaining unit will be compensated with release time or receive compensation at the non-instructional rate. A school may opt to schedule an extra conference night in place of the open house.

TEACHING – INCLUSION PLANNING

Members of the bargaining unit involved in the planning, preparation, and modification of the curriculum for inclusion students, if it requires meetings to occur outside of the school day, will be paid the instructional rate for one hour per week during the first semester and up to ½ hour per week during the second semester.

TEACHING - OVERLOAD & SALARY/GRANT/MA PROGRAM EXPENSE ALLOWANCE

TEACHING-EXCESS CLASS SIZE AND LOAD

EXCESS CLASS SIZE (K-5)

An instructor in a room containing in excess of 29 pupils in average daily enrollment shall receive compensation per excess student. The overload shall not exceed 10 students. The amount identified in the extra pay schedule shall be figured for each quarter of the school year.

EXCESS CLASS SIZE (6-12)

High school teachers on a four block schedule may be assigned up to 93 students and 310 minutes of instructional contact time with the exception that physical education teachers may be assigned up to 135 students with the goal being to average 45 students per block. High school teachers in other configurations may be assigned up to 190 students and 310 minutes of student contact time. Middle school teachers may be assigned an average of 31 students per class and up to 186 students per day and 310 minutes of student contact time with the exception that physical education teachers may be assigned up to 210 students. A full time student is one who is scheduled for instruction at least 425 minutes a week. Student contact time is the time during the day a teacher is assigned responsibility for an identified group of students. This may be done by class list or by assignment to supervise students who may be using a particular area. A student is considered to be part of a teachers load when the teacher is the individual primarily responsible for evaluating the students progress (grading).

The amount identified in the extra pay schedule shall be figured for each quarter of the school year.

EXCESS LOAD (6-12)

Secondary teachers who are assigned in excess of the normal assignment above will be compensated at their per diem rate. High school teachers on a four block schedule who teach all four blocks will have their per diem calculated as follows: $4/3 = 1.33$ FTE*Salary Schedule Rate = Total Salary.

TEACHING - GIFTED ACTIVATOR (K-12)

Each building will have one or more Gifted Activators as determined by the District Gifted Coordinator based on program needs. The Gifted Activator(s) is responsible for identifying those students who qualify for the program, implementing the Gifted Curriculum, and for coordinating and facilitating the District Gifted Program at the building level. Other activities which may include gifted students and be part of some school Gifted programs are separate jobs from the Gifted Activator and are listed elsewhere in this schedule (see Academic Competitions and Pupil Groups) and should be compensated separately. Stipends for Gifted Activator will be paid at the rates specified in the yearly state grant.

TEACHING – INTERNAL SUBSTITUTION

Members of the bargaining unit are to receive substitution pay as set forth in this section when due to the absence of a teacher, they are assigned to instruct, or supervise students during a time period when they are not normally assigned to students. Internal substitution will be paid at the rate of 1/5 of the highest daily (excluding the long term) substitute teachers rate paid by District 300 for every 40 minutes or portion thereof taught.

The combination of classes to compensate for the lack of a substitute teacher is to be avoided. When it is unavoidable it will result in a temporary overload which will require the teacher affected to receive compensation consistent with the internal substitution extra pay procedure and the fraction of the class assumed

TEACHING – PARENT /STUDENT ORIENTATION

Members of the bargaining unit who are required to be present at parent/student orientations and who do not have such activities as part of their normal position (guidance counselors, department heads, etc.) will be paid at the non-instructional rate, or be provided compensatory time.

TEACHING – SPECIAL EDUCATION

For purposes of extra pay, if a required special education meeting such as Eligibility Review, IEP, PPS begins one hour before the member of the bargaining unit day or 30 minutes after the work day, the members of the bargaining unit in attendance at the meeting will be compensated at 15 minute increments of the non-instructional rate.

TEACHING – SUMMER COOP WORK

Hourly stipends will be paid for approved summer Coop work.

TEACHING - SUMMER DRIVER EDUCATION

Hourly stipends will be paid for teaching summer Driver Education.

TEACHING - SUMMER SCHOOL CLASSES

Certified members of the bargaining unit with the required backgrounds and who are recommended for teaching by the Superintendent may be employed for the summer school session and shall be paid at the rate per class hour of actual time spent in class instruction.

Many of the summer school courses are remedial or makeup in nature. Others are for enrichment or for more advanced students at the secondary level to cover the work of required courses, thus leaving the participants leeway to take desired electives during the following regular school term.

Effective teaching in summer school classes requires that:

1. Class work be planned according to the purpose for which each class group is organized.
2. Attendance be kept, and good attendance be required, in order to accomplish the proposed goal(s).

Records of attainment by pupils be kept and necessary reports issued and filed at the end of the term.

Class periods be held for the allotted time each day.

TUITION REIMBURSEMENT

Tuition reimbursement only applies to tenured staff members.

Tier I: The tuition reimbursement rate for approved coursework in Tier I shall be \$165 per credit hour for a maximum of 9 credit hours per fiscal year. Tier I is defined as Reading, Core Content Area (i.e. English, Mathematics, Social Studies, Science) Industrial Technology, Bilingual Special Education, Early Childhood Special Education, School Counseling and English as a Second Language. Employees in a District-approved Tier I cohort program shall be reimbursed at \$165 per credit hour for a maximum of 15 hours per fiscal year.

Tier II: The tuition reimbursement rate for approved coursework in Tier II shall be \$85 per credit hour for a maximum of 9 credit hours per fiscal year. Tier II is defined as Master of Teaching, Curriculum & Instruction and Educational Leadership.

Tier III: The tuition reimbursement rate for approved coursework in Tier III shall be \$70 per credit hour for a maximum of 9 credit hours per fiscal year. Tier III is defined as District approved coursework outside of Tier I and Tier II.

WRITING/CURRICULUM WORK

When the need arises and funds are available in District 300, there may be opportunities for staff members to put concerted effort into the development of various types of resource units and other curricular materials. Any proposed units must first be approved through the appropriate building administrator or through the central office.

All approved projects will be posted.

Remuneration will be at an hourly rate. Each project will be assigned a number of hours; these hours will be paid at the established rate.

NATIONAL CERTIFICATION

When a member of the bargaining unit achieves the status of certification under the National Board for Professional Teaching Standards, he/she shall be eligible for extra pay as set forth in Appendix E. Such extra pay shall be awarded as long as criteria and standards do not substantially change from those set forth in 1998.

APPENDIX E
EXTRA PAY PAY SCALE

| Extra Pay - Category | 2011/2012 |
|------------------------------------------------------------------|------------------|
| Academic Competitions | |
| Future Problem Solving/Odyssey Mind | \$895 |
| Scholastic Bowl (9-12) | Lane H |
| Speech - Debate (9-12) | Lane H |
| Speech - Individual Events (9-12) Head Coach | Lane H |
| Speech - Individual Events (9-12) Assistant | Lane I |
| Speech - Drama - Group Interpretation (9-12) | \$504 |
| Student Congress (9-12) Head Coach | Lane H |
| Student Congress (9-12) Assistant | Lane I |
| Worldwide Youth in Science (WYSE) | Lane H |
| Activities, After school Recreation (K-12) Per Hour 60 Hour Max. | \$24 |
| Activities, Middle School Coordinator | Lane G |
| Art Exhibits, (9-12) Art Teachers | \$1,034 |
| Art Exhibits, (6-8) Art Teachers | |
| Athletics - Coaching | |
| Baseball - (HS) Head | Lane B |
| Baseball - (HS) Asst. & IHSA Summer Baseball | Lane F |
| Basketball - (HS) Head Boys | Lane A |
| Basketball - (HS) Asst. Boys | Lane D |
| Basketball - (HS) Head Girls | Lane A |
| Basketball - (HS) Asst. Girls | Lane D |
| Bowling - (HS) Head | Lane F |
| Cross Country - (HS) Head | Lane B |
| Cross Country - (HS) Asst. | Lane H |
| Football - (HS) Head | Lane A |
| Football - (HS) Asst. | Lane D |
| Golf - (HS) Head | Lane D |
| Golf - (HS) Asst. | Lane I |
| Soccer - (HS) Head | Lane B |
| Soccer - (HS) Asst. | Lane F |
| Softball - (HS) Head Girls | Lane B |
| Softball - (HS) Asst. Girls | Lane F |
| Swimming - (HS) Head | Lane C |
| Swimming - (HS) Asst. | Lane H |
| Tennis - (HS) Head | Lane D |
| Tennis - (HS) Asst. | Lane I |
| Track - (HS) Head Boys | Lane B |
| Track - (HS) Head Girls | Lane B |
| Track - (HS) Asst. | Lane F |

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|-------------------------------------------------------------------------------------------------------|---------------|
| Track - (HS) Indoor Head | Lane F |
| Track - (HS) Indoor Asst. | Lane I |
| Volleyball - (HS) Head | Lane B |
| Volleyball - (HS) Asst. | Lane F |
| Wrestling - (HS) Head | Lane B |
| Wrestling - (HS) Asst. | Lane E |
| Basketball - (MS) Boys | Lane G |
| Basketball - (MS) Girls | Lane G |
| Cross Country - (MS) | Lane K |
| Track - (MS) Head | Lane H |
| Track - (MS) Asst. | Lane I |
| Volleyball - (MS) | Lane I |
| Wrestling - (MS) | Lane J |
| Cheerleader Sponsor, Football - (HS) | Lane I |
| Cheerleader Sponsor, Asst., Football - (HS) | Lane K |
| Cheerleader Sponsor, Basketball - (HS) | Lane H |
| Cheerleader Sponsor, Asst., Basketball - (HS) | Lane J |
| Cheerleader Sponsor - (MS) | Lane H |
| Pom Pon Sponsor - (HS) | Lane G |
| Pom Pon Sponsor - (MS) | Lane I |
| Athletics - HS Weight Room Supervisor (Per hr, 90 hr Max per quarter) | \$1,034 |
| Auditorium Director | Lane F |
| Adult Groups - Parent Education - per hour | \$35 |
| Building Network Administrator & Technology Specialist - Hrs agreed upon in advance | \$35 |
| Class Sponsor Senior Class Lane J | Lane J |
| Class Sponsor Junior Class Lane H | Lane H |
| Class Sponsor Sophomore Class Lane J | Lane J |
| Class Sponsor Freshman Class Lane J | Lane J |
| Curriculum Coordinating Committee - (Step 1 of listed lane) + Non-Instr. Rate (See job descr.) Lane L | Lane L |
| Department Rep and/or Team Leader, (6-12) Base Amount 1 to 3 members | \$1,034 |
| Department Rep and/or Team Leader (6-12) per additional over 3 - Max 10 | \$143 |
| Grade Level Rep K-5 | \$402 |
| Dramatics, (9-12), for each one act play | \$471 |
| Dramatics, (9-12), for each multiple act play | \$2,297 |
| Dramatics, (6-8), for each one act play | \$471 |
| Dramatics, (6-8), for each multiple act play | \$1,854 |
| Hourly Rates | |
| Instructional Rate | \$35 |

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|------------------------------------------------------------------------------------------------------------|---------------|
| Non-instructional Rate (professional developmental...) | \$24 |
| Lang. Arts Activities | |
| Battle of Books (K-8) | \$372 |
| Spelling Bee (6-8) | \$372 |
| Writing Contest (6-8) under 500 | \$344 |
| Writing Contest (6-8) over 500 | \$430 |
| Writing Contest - Readers/Judges | \$35 |
| Young Authors (K-5) | \$436 |
| FFA Sponsor | Lane A |
| Middle School Non-specific Grade Level Team Leader | \$1,034 |
| Music - High School, Band | Lane B |
| Music - High School, Orchestra | Lane J |
| Music - High School, Vocal | Lane H |
| Music - Middle School, Band | Lane K |
| Music - Middle School, Orchestra | Lane K |
| Music - Middle School, Vocal | Lane K |
| Music - Elementary, Instrumental | \$403 |
| Music - Elementary, Vocal | Lane L |
| Musical (9-12) | \$8,270 |
| Newspaper (9-12) 4 issues per year | \$402 |
| Newspaper (9-12) each additional issue | \$247 |
| Newspaper (6-8) 6 issues | \$1,056 |
| PDLSC - Stipend (Step 1 of listed lane) + Non-Instr. Rate (See job descr.) | Lane L |
| Pupil Groups/Clubs - Long or Short Term Per Hour Max Negotiable | \$35 |
| Pupil Groups/Clubs - Co-sponsor when membership exceeds 100 | Lane L |
| Pupil Groups - Beta Club (6-12) | Lane K |
| Pupil Groups-Nat. Honor Society (9-12) | Lane J |
| Pupil Groups-Student Council (9-12) | Lane F |
| Pupil Groups-Student Council (6-8) | Lane I |
| Pupil Groups - Peer Mediation | Lane H |
| Pupil Groups - Peer Listening | Lane H |
| Science Fair Advisor (6-12) | |
| Student Assistance and Science Fair Preparation Outside of Class | \$464 |
| Local School and District Science Fair | \$436 |
| Regional Science Fair | \$350 |
| State Science Fair | \$379 |
| Subject Area Committee Facilitator Stipend (Step 1 of listed lane) + Non-Instr. Rate (See job description) | Lane L |
| Supervision - Bus And/Or Arrival And Departure Supervision Per 1/2 Hr. | \$4.50 |
| Supervision - Lunchroom Per Hour | \$9 |
| Supervision - Lunchroom Minimum | \$4.50 |

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|---------------------------------------------------------------------------------------------|---------------|
| Supervision & Other Activities Hourly Rates | \$24 |
| Teacher - Building Level Coordinators | |
| Inclusion Facilitator | \$35 |
| Teacher Coordinators - District Level | |
| Art - District Annual Art Show Manager | \$993 |
| Lang. Arts - Battle of Books - Dist. Coord.(K-5) | \$890 |
| Lang. Arts - Battle of Books - Dist. Coord.(6-8) | \$890 |
| Lang. Arts - Spelling Bee (6-8) - Dist. Coord. | \$718 |
| Lang. Arts - Writing Contest - Dist. Coord. | \$718 |
| Lang. Arts - Young Authors Primary Dist. Coord. | \$890 |
| Lang. Arts - Young Authors Inter. Dist. Coord. | \$890 |
| Music - Contests & Festivals - Vocal Festival (MS & HS) | \$1,234 |
| Music - Contests & Festivals - MS Vocal Contest | \$718 |
| Music - Contests & Festivals - Piano Contest (3-12) | \$1,034 |
| Music - Contests & Festivals - Orch. Solo & Ensemble (5-8) | \$1,034 |
| Music - Contests & Festivals - Band Solo & Ensemble (5-8) | \$1,234 |
| Music - Contests & Festivals - Orch. Festival | \$499 |
| Music - Contests & Festivals - MS Honors Band | \$499 |
| Music - Librarian - Band | \$476 |
| Music - Librarian - Orchestra | \$235 |
| Science - Manager of District Fair | Lane K |
| Science - Assist. Manager of Dist. Fair | Lane L |
| Teaching - Overload & Salary/Grant/Tuition Reimbursement Items Listed On Extra Pay Schedule | |
| Teaching - Changing Classrooms (involuntary) - See description | \$24 |
| Teaching - Excess Size, K-5, Per Pupil over 28 | \$390 |
| Teaching - Excess Size 6-12, Per Pupil Over Load | \$130 |
| Teaching - Excess Load 6-12, Per Class Above Guidelines | Per diem |
| Teaching - Gifted Activator | \$396 |
| Teaching - Inclusion Planning | \$35 |
| Teaching - Internal Sub. (6-12) 1/5 Sub. Rate Per Class | .2 Sub Rt. |
| Teaching - Internal Sub. (K-5) 1/5 Sub. Rate Per Hour | .2 Sub Rt. |
| Teaching - Summer Coop Work Per Hour | \$35 |
| Teaching - Summer Driver Ed Per Hour | \$35 |
| Teaching - Extra Open House Time & Conference Night Time | \$24 |
| Teaching - Parent/Student Orientation | \$24 |
| Teaching - Summer School Per Hour | \$35 |
| National Certification - 7% of Step | |
| Writing /Curriculum Work District Level) - Per Hour Minimum Rate | |
| Testing - Bilingual Program Exit/Entrance - per hr. | \$35 |
| Testing - Reading Test./Place. Per Building below 400 | \$660 |
| Testing - Reading Test./Place. Per Building 400 -599 | \$924 |
| Testing - Reading Test./Place. Per Building 600 - 699 | \$1,189 |

| | |
|------------------------------------------------------------------|---------------|
| Testing - Reading Test./Place. Per Building over 700 | \$1,677 |
| Testing - Summer Kindergarten Testing Placement Per Hour | \$35 |
| Testing - Summer Reading Testing/Placement Per Hour | \$35 |
| Testing - Summer Special Ed Staffings Per Hour | \$35 |
| Testing - Summer Speech Screening Per Hour | \$35 |
| Writing/Curriculum Work (Building Level) - Per Hour Minimum Rate | \$35 |
| Yearbook Sponsor (9-12) | Lane A |
| Yearbook Sponsor, Assist. (9-12) | Lane F |
| Yearbook (Memory Book) Sponsor (6-8) | Lane G |
| Yearbook Sponsor - Video (9-12) | Lane A |
| Yearbook (Elementary), School below 500 enrollment | Lane K |
| Yearbook (Elementary), School, 500 or above enrollment | Lane J |

APPENDIX F
EXTRA PAY LANE SCHEDULE

For contractual year 2011-2012 the extra pay lane schedule for 2009-2010 applies with the understanding that step movement applies to members on this schedule.

| 2011-2012 | A | B | C | D | E | F | G | H | I | J | K | L |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| Step I | \$4,910 | \$4,736 | \$4,325 | \$3,914 | \$3,503 | \$3,091 | \$2,681 | \$2,271 | \$1,860 | \$1,448 | \$1,037 | \$661 |
| Step II | \$5,920 | \$5,433 | \$4,875 | \$4,387 | \$3,900 | \$3,412 | \$2,994 | \$2,507 | \$2,089 | \$1,602 | \$1,184 | \$696 |
| Step III | \$6,965 | \$6,477 | \$5,362 | \$4,875 | \$4,457 | \$3,760 | \$3,344 | \$2,786 | \$2,298 | \$1,811 | \$1,288 | \$836 |
| Step 1 | Those teachers new to District 300 or new to activity. Applications of outside will be based on the building principal's recommendation. | | | | | | | | | | | |
| Step II | All teachers paid or assigned from two through four years to the same activity within the district. Same activity is defined as the same sport. | | | | | | | | | | | |
| Step III | All teachers paid or assigned for five or more years to the same activity the district. Same activity is defined as the same sport. | | | | | | | | | | | |

APPENDIX G

Teacher Salary Schedule for 2011/2012

| Step | BA | BA+15 | MA | MA+15 | MA+30 | PHD |
|------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| 1 | \$41,581 \$39,502 | \$42,941 \$40,794 | \$44,527 \$42,301 | \$47,133 \$44,776 | \$50,079 \$47,575 | \$55,290 \$52,526 |
| 2 | \$42,034 \$39,933 | \$43,621 \$41,439 | \$45,887 \$43,592 | \$48,492 \$46,068 | \$51,325 \$48,759 | \$57,217 \$54,356 |
| 3 | \$42,488 \$40,363 | \$44,300 \$42,085 | \$47,246 \$44,884 | \$49,739 \$47,252 | \$52,571 \$49,942 | \$59,143 \$56,185 |
| 4 | \$42,941 \$40,794 | \$44,980 \$42,731 | \$48,606 \$46,175 | \$50,985 \$48,436 | \$53,818 \$51,127 | \$61,069 \$58,015 |
| 5 | \$43,394 \$41,224 | \$45,660 \$43,377 | \$49,965 \$47,467 | \$52,231 \$49,620 | \$55,064 \$52,311 | \$62,995 \$59,845 |
| 6 | \$43,847 \$41,655 | \$46,340 \$44,023 | \$51,325 \$48,759 | \$53,478 \$50,804 | \$56,310 \$53,495 | \$64,921 \$61,675 |
| 7 | \$44,300 \$42,085 | \$47,020 \$44,669 | \$52,685 \$50,050 | \$54,724 \$51,988 | \$57,556 \$54,678 | \$66,847 \$63,505 |
| 8 | \$44,754 \$42,946 | \$47,699 \$45,314 | \$54,044 \$51,342 | \$55,970 \$53,172 | \$58,803 \$55,863 | \$68,773 \$65,334 |
| 9 | \$45,207 \$42,946 | \$48,379 \$45,960 | \$55,404 \$52,634 | \$57,217 \$54,356 | \$60,162 \$57,154 | \$70,699 \$67,164 |
| 10 | \$45,660 \$43,377 | \$49,059 \$46,606 | \$56,763 \$53,925 | \$58,463 \$55,540 | \$61,522 \$58,446 | \$72,625 \$68,994 |
| 11 | | \$49,739 \$47,252 | \$58,123 \$55,217 | \$59,822 \$56,831 | \$62,882 \$59,738 | \$74,551 \$70,824 |
| 12 | | \$50,419 \$47,898 | \$59,483 \$56,508 | \$61,182 \$58,123 | \$64,241 \$61,029 | \$76,478 \$72,654 |
| 13 | | \$51,098 \$48,543 | \$60,842 \$57,800 | \$62,542 \$59,415 | \$65,601 \$62,321 | \$78,404 \$74,483 |
| 14 | | | \$62,202 \$59,092 | \$63,901 \$60,706 | \$66,960 \$63,612 | \$80,330 \$76,313 |
| 15 | | | \$63,561 \$60,383 | \$65,261 \$61,998 | \$68,320 \$64,904 | \$82,256 \$78,143 |
| 16 | | | \$64,921 \$61,675 | \$66,620 \$63,289 | \$69,680 \$66,196 | \$84,182 \$79,973 |
| 17 | | | \$66,281 \$62,966 | \$67,980 \$64,581 | \$71,039 \$67,487 | \$86,108 \$81,803 |
| 18 | | | \$67,640 \$64,258 | \$69,340 \$65,873 | \$72,625 \$68,994 | \$88,034 \$83,632 |
| 19 | | | \$69,000 \$65,550 | \$70,699 \$67,164 | \$74,551 \$70,823 | \$89,960 \$85,462 |
| 20 | | | \$69,566 \$66,088 | \$72,059 \$68,456 | \$76,704 \$72,869 | \$91,886 \$87,292 |
| 21 | | | \$70,133 \$66,626 | \$73,418 \$69,747 | \$79,990 \$75,991 | \$93,812 \$89,122 |
| 22 | | | \$70,699 \$67,164 | \$74,551 \$70,824 | \$83,276 \$79,112 | \$95,739 \$90,952 |
| 23 | | | \$71,266 \$67,702 | \$75,684 \$71,900 | \$85,542 \$81,265 | \$97,665 \$92,781 |
| 24 | | | \$71,832 \$68,241 | \$76,817 \$72,977 | \$88,147 \$83,740 | \$99,591 \$94,611 |
| 25 | | | \$72,399 \$68,779 | \$77,950 \$74,053 | \$92,340 \$87,723 | \$101,517 \$96,441 |

Members of the Bargaining Unit advancing to the MA+30 lane from steps below step 16 (17-25) will be placed according to this schedule:

| | |
|-------|-------|
| MA 15 | MA 30 |
| 17-18 | 18 |
| 19 | 19 |
| 20-22 | 20 |
| 23-25 | 21 |

APPENDIX H

Print Form

Course Pre-Approval for Lane Change Credit and/or Tuition Reimbursement

NAME: _____

CURRENT TEACHING ASSIGNMENT: _____

BUILDING: _____

DEGREE SOUGHT: _____

UNIVERSITY: _____

Semester Pre-Approval for individual
Coursework (Tier 3)
_____ Fall (submit no later than September 1)
_____ Winter (submit no later than January 1)
_____ Spring (submit no later than April 1)
_____ Summer (submit no later than June 1)

_____ Masters, Doctoral & endorsement
programs will be pre-approved as a program.
Submit course sequence for entire program
approval by dates listed to the left

Tier 1 _____, Tier 1A _____, Tier 2 _____, Tier 3 _____

Masters Program in: _____

Doctoral Program in: _____

| For Coursework-List Course # , Title & Start Date or Program | Check Only One | | | Tuition Reimbursement (Circle One) | Anticipated Lane Change Information (eg. BA+15 to MA) | | |
|--------------------------------------------------------------|----------------|------------|----------------|------------------------------------|-------------------------------------------------------|-----------|-------------|
| | Tier* | PDU Credit | Semester Hours | | | | |
| | | | | Yes / No | From: _____ | To: _____ | Date: _____ |
| | | | | Yes / No | From: _____ | To: _____ | Date: _____ |
| | | | | Yes / No | From: _____ | To: _____ | Date: _____ |
| | | | | Yes / No | From: _____ | To: _____ | Date: _____ |

***Tier 1:** Master's in Reading, Master's School Counseling, Master's in a core content area (English, Mathematics, Social Studies, Science), Endorsements/Approvals - Industrial Technology, Bilingual Special Education, Early Childhood Special Education, Bilingual and English as a Second Language.
Maximum 9 semester hours per fiscal year - \$165 per semester hour

***Tier 1A:** District-identified cohort program. (See list on District website under Professional Development)
Maximum 15 semester hours per fiscal year - \$165 per semester hour

***Tier 2:** Master of Teaching, Curriculum & Instruction, Educational Leadership.
Maximum 9 semester hours per fiscal year - \$85 per semester hour

***Tier 3:** Coursework outside of Tier 1 and Tier 2 (individual courses or doctoral programs) Doctoral programs in C&I, Ed Leadership, Reading, English, Math, Science, Social Studies, Counseling. Doctoral programs in all other areas will be reviewed by the Professional Development team. For programs outside of the areas listed, a statement of impact must be included identifying the impact in 2 of 3 areas: classroom, building, or district.
Maximum 9 semester hours per fiscal year - \$70 per semester hour

****Individual coursework-attach identification of university/college, number of credit hours and a brief statement of how each course will impact student achievement. If requesting entire program approval attach the program course sequence**

Approved for Credit _____ Approved for Tuition _____ Denied _____

Reason: No statement of impact: _____ Courses not related to current position: _____
During Contractual Day: _____ Not offered through accredited institution: _____
Request submitted after the course dates: _____ Other: _____

Signature _____ **Date** _____
Director of Professional Development

Once approved submit grade reports or copies of transcripts to Human Resources along with a copy of this approved form for the reimbursement no later than October 1st or February 14th

9/1/2008

APPENDIX I

Admin. Reg. 5:80-AP – Interviewing Procedures

Appendix I is on the following page. This appendix is included for reference purposes. It is possible this appendix could be changed during the life of this agreement. Therefore, if looking for the most recent copy of this administrative regulation/procedure, you would need to contact the Administration Center.

General Personnel

Administrative Procedure - Investigation by an Outside Agency

Procedure for interviewing staff when being investigated by an outside agency.

1. Except in cases of emergency, the investigating agency shall give at least 24 hours advance notice to the District of their presence on school grounds. Staff being interviewed may have legal counsel, a union representative, and/or an administrative representative present during an interview session held on District property.
4. District 300 may have legal counsel present during any interviews with employees held on school property.
5. Students that may be interviewed in connection with the investigation of an employee shall not be interviewed at school unless the parent is notified and/or present for the interview session, except in cases where DCFS is the investigating agency or a law enforcement official is conducting the investigation, in which case 5:90-AP (Reporting Abused and Neglected Children) shall apply.
6. All investigations are to be conducted in such a manner that the school environment and learning process are not disrupted.
7. Agencies conducting the investigation will not have access to the employee's personnel file unless proper legal documentation requesting said files is presented to the Director of Human Resources. (This procedure can only be waived by written authorization from the employee being investigated or by authority of a subpoena.)

The above procedures may be modified by the Superintendent or designee if it appears that the immediate safety or well being of a child is endangered, that the family may flee or the child may disappear.

DATED:

APPENDIX J

Admin. Reg. 5:30-AP6 – Just Cause Standards

Appendix J is on the following page. This appendix is included for reference purposes. It is possible this appendix could be changed during the life of this agreement. Therefore, if looking for the most recent copy of this administrative regulation/procedure, you would need to contact the Administration Center.

General Personnel

Administrative Procedure - Disciplinary Procedures

The purpose of this regulation is to ensure that supervisors and employees are aware of some general principles and procedures that address employee discipline. In addition to what is discussed here it is important to note that the majority of the District's employees are members of bargaining units and their agreements address disciplinary procedures. If you are dealing with a situation you feel may result in a dismissal and/or some form of suspension, Human Resources should be notified.

- A. Classes of Employees. Employees are generally considered to be supervisors, members of a bargaining unit, exempt and/or non-exempt. Supervisors are generally considered to be those who may evaluate performance and recommended employment, retention or dismissal. A member of a bargaining unit is one whose terms and conditions of employment are set forth in a negotiated agreement (contract). A member of a bargaining unit need not be a dues paying member of the organization. The key is that the position is covered by the negotiated agreement. A non-exempt employee is one who is in a position not covered by a negotiated agreement. Most supervisors and managers are exempt by definition of The Fair Labor Standards Act (FSLA). Other employees are exempt by agreement with the union, by law or due to the fact they have not been organized into a union. A supervisor should be aware of the status of an employee as well as the terms of the agreement under which the employee works.
- B. Rights. Rights derive from a person's citizenship, special status (protected group) and the agreement under which they are employed. You will most often be concerned with contractual and special status rights. There is a pecking order. The directions of a supervisor may be superceded by Board Policy, Board Policy by a Negotiated Agreement, and the law supercedes them all. A supervisor may direct an employee to do something, or do something to an employee, as long as it does not violate the Constitution, the law, the negotiated agreement or policy. It is the supervisor's responsibility to know what is correct. When in doubt, ask.
- A member of a protected group is generally one who is older than 40, disabled, a female or a minority. Some general rules of thumb:
1. One may not treat a member of a protected group differently than the rest of the employee group without cause. The burden of proof is on the supervisor.
 2. If an individual requests an accommodation (job modification) due to special circumstances, it must be granted as long as it is reasonable. For example, if a custodian becomes pregnant and asks to be excused from heavy lifting for a period, it will be granted until the person is back to full duty.
 3. Employees are not to be required to deal with situations out of the bounds of their normal job assignment, and supervisors have a pro-active duty to see that these situations do not occur. This means one must act to prevent harassment.
- A. Due Process. Supervisors need to be aware of due process in dealing with disciplinary situations. In general the employee needs to be made aware that there is a problem with her/his performance

and be given a reasonable opportunity to correct the behavior. Progressive discipline is the District standard and consists of the following elements:

1. Verbal Warning. This is usually a conference to determine reasons for behavior and knowledge of the proper behavior and/or desired level of performance.
2. Written Warning. This is a reprimand that goes into the employee's file. The usual format goes like "I want to ensure you understand ..." or "This is to confirm our conversation of ..."
 - a. Be sure you cover the key points you want done, stopped or improved.
 - b. The employee must sign the letter and the statement "My signature means that I have seen this memo and understand that I have the right to attach a written response to the copy in my personnel file" should precede the signature line.
 - c. Employees have one official file. Supervisors should not create an additional one. Having such things as Complaint File, Concerns, is all right.
 - d. Certain situations require immediate action. The requirements of progressive discipline may be waived.
1. Suspension. The Board of Education hires and fires. Supervisors recommend. To reduce an employee's pay, one must have proper authorization. That means the Board must approve a recommendation to reduce or stop compensation.
2. Dismissal. Unless an individual is a probationary employee, the supervisor needs to be prepared to show cause. Either a specific act is so heinous it warrants immediate dismissal (rare) or the dismissal is the result of chronic (paper trail) misbehavior or poor performance. The final page of this regulation contains a list of guidelines arbitrators use to determine if just cause requirements have been met.
- A. Probationary Employees. There is generally no requirement that due process be used with probationary employees. However, fairness and reasonableness should characterize how these individuals are evaluated for continued employment. A certain need to train new employees should be assumed. How much will vary from position to position. Our attitude should be that a lack of knowledge may be corrected, but attitudes are less amenable to change. Attendance is a key indicator of attitude. With the exception of experience and training influences, we are probably seeing the employee at their best during probation.

TESTS FOR JUST AND PROPER CAUSE

1. Did the agency give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
2. Was the agency's rule or managerial order reasonably related to the orderly, efficient and safe operation of the business?
3. Did the agency, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the agency's investigation conducted fairly and objectively?
5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?

6. Has the agency applied its rules, orders and penalties even-handedly and without discrimination to all employees?
7. Was the degree of discipline administered by the agency in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in his or her service with the agency?

DATED:

APPENDIX K

Professional Development Credit

Frequently Asked Questions

What are the differences between PDU's, CPDU's and CEU's?

PDU's (Professional Development Units) are calculated as lane change credit. 15 hours (CPDU's) = 1 PDU. These are used towards advancement on the salary schedule. CPDU's (Continuing Professional Development Units) are calculated as clock hours. CPDU's are credits awarded for participation in a broad range of activities (see ISBE website for more information). These are used for teacher recertification. CPDU's may accumulate to earn PDU credit provided they meet district criteria and pre-approval has been submitted.

CEU's (Continuing Educational Units) are a measurement used in continuing professional development to award credit for participation in workshops, seminars, conferences, etc., that require some form of response, interaction, or participation by those attending. CEU's are used for teacher recertification.

What type of activities can be used for PDU credit?

Courses – *must be related to your current teaching assignment*

Workshops

Conferences

Professional Literacy Circles

How do I receive PDU credit?

A pre-approval form must be submitted to the Central Office.

No professional growth credit will be granted for activities conducted during the contractual workday or for activities for which one is paid a stipend.

The course/activity must be related to current teaching position.

Courses must be offered through an institution with North Central Accreditation.

You must submit a copy of the certificate of completion, usually signed by the instructor or provider representative, stating the duration of the session (clock hours). This certificate must be submitted to the Central Office in order to receive credit.

How much credit equals a PDU?

1 (one) PDU = 15 CPDU's (clock hours)

PDU's are calculated in halves or whole amounts. You may receive any number of actual clock hours for a course/workshop/conference/activity.

Any hours less than 7.5 hours will be credited once you have accumulated at least 7.5 hours.

Do I need to have anything pre-approved by the District before I attend a Professional Development activity?

Yes. You must submit a Course Pre-Approval for Lane Change Credit form prior to the start date of the activity/course in order to receive credit. For tuition reimbursement eligibility you must submit the form prior to the cutoff date (referenced on the form) for the semester you will be attending.

Include: A description of the course/workshop/activity (from a catalog or on-line), provider identification, number of contact or credit hours, and an impact statement – how the course/activity will impact student achievement in your classroom.

Pre-approval forms are available on SharePoint under Professional Development.

How will I know how many PDU's I have accumulated?

Each time you submit a Certificate of Completion or documentation of PDU credit to the Central office, you will receive a summary sheet. This sheet will not include college or university credit. College or university credit is maintained in Human Resources.

What do I need to do to advance on the salary schedule?

Make sure that all official transcripts are on file with Human Resources. Request a copy of your PDU Credit summary sheet from the Central Office, and submit to Human Resources. The combination of transcript credit and PDU credit will be reviewed for lane advancement at the request of the teacher. Lane movement can only occur once a year.

Who can I contact if I have questions about courses/workshops, PDU's or lane change credit?

Human Resources 847-551-8490

LETTER OF AGREEMENT REGARDING RETIREMENT PACKAGE

It is agreed that Article XVII, Retirement, of the Negotiated Agreement between LEAD 300 and the Board of Education of CUSD 300 shall be modified as follows and implemented upon the execution of the letter of agreement:

Article XVII, Section B., Regular Retirement

Members who qualify for regular retirement and are interested in retiring at the end of the 2009-2010 school year will be eligible for the four (4) 6% increases and the \$500.00 annual HRA beginning with the 2006-2007 school year. These members must submit a notice of intent to retire with Human Resources by March 1, 2007. The member will receive the retroactive pay reflecting the 6% increase for the 2006-2007 school year by the last paycheck in March 2007.

Memorandum of Understandings between Community Unit School District #300 & L.E.A.D.

It is agreed that the Agreement between the Board of Education of Community Unit School District #300 and L.E.A.D. and/or practices shall be modified as follows and implemented effective upon the execution of the letter of agreement.

A. Drivers Education

The parties agree for the 2011-2012 School Year that no more than 3 students shall be in a moving vehicle while participating in behind the wheel instruction in Driver's Education.

B. Training

The parties recognize the importance of training on new initiatives. The District will make a good faith effort to provide appropriate training to affected members when an initiative is introduced or updated.

C. Blood Borne Pathogens Training

Each building administrator shall give appropriate time during the first two institute days of each school year for the LEAD 300 members to view and complete the blood borne pathogens training materials. For LEAD 300 members hired after the start of the school year, they shall take the training during the first fifteen days of employment.

Payment for Extra Work Letter of Agreement

Letter of Agreement

It is agreed that for the duration of the contract ending June 30, 2010 payment of EXTRA PAY for Extra Work will be made as follows:

1. ATHLETICS AND YEARLONG ACTIVITIES:

For athletic activities shall be paid in six payments starting in September for the fall athletics, in December for the winter athletics, and in March for spring athletics.

Teachers in other year long activities may elect to receive payment in six payments starting in either September, December, or March.

2. SUPERVISORS:

(Lunch supervision, bus transfer supervision, substitution within the building, supervision, and other activities including but not limited to P.P.S. Coordinator.)

Payment will be made monthly.

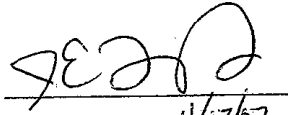
3. SHORT TERM ACTIVITIES

Payment to be made at completion of the activity.

4. Payment of extra pay for extra work will be made by separate check.

5. New rates will take effect on July 1 of each year. All summer work will be based on the new rates, however payment will not be made until after July 1.

6. All school owned equipment must be collected and inventoried prior to receiving payment.



CUSD # 300

4/17/07
Date



LEAD 300

Date

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