

AGREEMENT

between

**THE WABASH C.U.S.D. #348
BOARD OF EDUCATION**

and

**WABASH COUNTY TEACHERS
ASSOCIATION**

WCTA-IEA-NEA

2023-2024

2024-2025

2025-2026

2026-2027

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ARTICLE I

RECOGNITION

- 1.1 The Wabash Community Unit School District #348 Board of Education, hereinafter referred to as the "Board," hereby recognizes the Wabash County Teachers Association, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed full-time certified teaching personnel, the school nurse, and certified social worker(s), hereinafter referred to as "Teacher," except for the superintendent, special education coordinator, curriculum coordinator, principals, assistant principals, deans of students, program assistants, and teachers contracted with a cooperative to provide educational services for the Board.

Part-time teachers regularly employed shall be included in the bargaining unit, but their benefits, including fringe benefits, shall be prorated consistent with their fractional employment status.

ARTICLE II

EFFECT OF AGREEMENT

2.1 Duration

The Agreement shall become effective on August 1, 2023 and shall continue in effect until July 31, 2027. When either party executes written notification to the other party prior to April 1 of the year the contract terminates that it wishes to renegotiate the Agreement, the Board shall meet with the Association no later than June 15 to receive the Association proposal and negotiations shall continue in an effort to reach agreement.

2.2 Complete Understanding

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

2.3 Savings Clause

Should any article, sections, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of this agreement.

2.4 Management Rights

The Board shall not be required to bargain over inherent managerial policy which shall include the following areas of discretion or policy:

- The functions of the board
- Standards of service
- The Board's overall budget
- Selection of new employees
- Direction of all employees

2.5 No Strike

During the terms of this Agreement the Association agrees not to strike or engage in a support or encourage any concerted refusal to render full and complete services to the school district.

ARTICLE III

CALENDAR

- 3.1** The school calendar shall consist of a maximum of 176 pupil attendance days, four (4) institute days, and five (5) emergency days. The five (5) emergency days shall not become teacher workdays if not used for emergency.
- 3.2** The Association will continue to provide input regarding the school calendar. The Superintendent will consult the Association President at an appropriate time for gathering this information from the bargaining unit members.

Prior to the adoption of the school calendar, the WCTA President or (his/her) designee may present at a regular board meeting the results of the Association survey and make recommendations concerning the calendar for the following year. The Board of Education retains the final authority to adopt the school calendar and any subsequent changes to the school calendar.

ARTICLE IV

NEGOTIATIONS PROCEDURES

- 4.1 Negotiations shall begin no later than June 15 in each school year when the end of the contract is reached. All items proposed for negotiations shall be presented in writing by both parties at the first meeting. The Board will present its counter proposal at its first meeting when the written request is received.
- 4.2 Each negotiating team shall consist of not more than five (5) members that will be allowed to sit at the negotiation table.
- 4.3 Negotiating sessions shall generally be of two (2) hours duration; however, either party may adjourn a session at an earlier time and both parties may mutually agree to extend a session.
- 4.4
 - A. All tentative agreements shall be written and initialed by the spokesperson of the respective teams at the meeting at which the tentative agreements are reached.
 - B. After tentative agreement has been reached on all items negotiated, the Agreement shall be submitted to the Association membership for ratification and subsequently to the Board for adoption.
- 4.5 Within thirty-five (35) days after the Teams' chief spokespersons approve the proof copy of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association's President. The Board shall assume the cost of printing of the Agreement. The Association President shall be provided with an electronic copy of the Agreement in an editable format. The Board will post the agreement on the district website.
- 4.6 All negotiation sessions will be closed meetings.
- 4.7 The date, time, and location of the next negotiation session shall be scheduled at the close of the respective current session.
- 4.8 If, after a reasonable period of negotiations, but no earlier than August 1, a contract has not been completed, either party may initiate the written joint request for Federal Mediation and Conciliation Services and request the assistance of a mediator.

ARTICLE V

LEADERSHIP COUNCILS

5.1 Professional Leadership Council

- A. A joint committee of Association/District representatives shall be formed on or before September 1st of each school year. The name of the committee shall be Professional Leadership Council (PLC).
- B. The Superintendent or his designee, along with appropriate representatives from the Administration as he designates, shall meet bi-monthly beginning in September during the school year at mutually agreed upon times and places with the President of the Association and one (1) Association member appointed by the Association President from each attendance center. Alternates from each building will be selected by that building's leadership council. The Board of Education may appoint two (2) members, if so desired. At the first meeting, a recorder will be selected and the recorder will take minutes at each meeting.
- C. The President of the Association shall submit to the Superintendent, or his designee, recommended items to be on the agenda at least three (3) working days prior to the scheduled meeting. The Superintendent or his designee may also place items on the agenda. The agenda will be distributed to the membership of the committee prior to each meeting.
- D. The Superintendent, or his designee, shall be the chairperson for the PLC. The Superintendent's Office shall be responsible for maintaining minutes of all meetings. Upon joint approval of the minutes from each meeting, copies will be distributed to the committee members for distribution in their buildings and to all Board of Education members.
- E. The purpose of the Professional Leadership Council is to discuss educational issues and professional concerns that relate to staff which are not grievances or subjects already covered by the Collective Bargaining Agreement. The Council will also serve as the consultative body for the School Improvement Plan and deal with issues that impact on the district as a whole in the context of the School Improvement Plan.
- F. Meetings shall be scheduled either within the employee's workday or outside the workday based on the components of the agenda.
- G. The Professional Leadership Council will annually evaluate the effectiveness of the Council.

5.2 Building Level Leadership Councils

- A. The Building Level Leadership Council in each building shall be an advisory group that will meet to consider (1) building level issues, (2) administrative/teacher issues, and (3) issues related to school improvement and/or the SIP. It shall act as a building level problem-solving committee.
- B. The composition of each Building Leadership Council shall be as follows:
 - Jr/Sr High School BLLC (9 members)
 - 1 from science/math,*

- 1 from English/SS/ foreign language,*
 - 1 from special Ed.,
 - 1 from social work/guidance,
 - 1 from 7th grade team leader,
 - 1 from 8th grade team leader,
 - 1 from jr. high Encore,
 - 1 from high school vocational/ music/PE*
 - 1 building administrator
- *On a rotating basis

Grade School BLLC (7 members)

- 1 from 3rd, 4th, 5th and 6th Grade Chairs,
- 1 from Encore Team Leader
- 1 from social work/guidance,
- 1 building administrator

Elementary School BLLC (7 members)

- 1 from Kindergarten, 1st and 2nd Grade Chairs
- 1 from Special Education or Pre-K
- 1 from Encore Team Leader
- 1 from social work/guidance,
- 1 building administrator

- C. The BLLC in each building will hold monthly meetings September through May. Additional meetings can be scheduled as needed through communications between the Building Principal and a designated representative selected by the BLLC.
- D. An organizational meeting of all teams shall occur in August to select a recorder, establish a schedule for meetings and compile a list of committee members for posting.
- E. Representatives on each of the building level committees are responsible for securing agenda items from the groups they represent.
- F. Agenda items will be given to the Building Principal or be of Principal origin. Specific agenda items to be considered at a particular meeting shall be submitted in writing prior to the scheduled meeting and given to the Building Principal and a designated representative selected by the BLLC.

The agenda item format shall be:

1. Issue
2. Discussion
3. Action Taken
4. Person(s) responsible for action

Following the monthly meeting, copies of the minutes will be given to the Building Principal, Association President and to the Superintendent. It is important that these minutes reflect the agenda item format above. The Superintendent will make copies for review by the PLC at their bi-monthly meetings.

- G. Issues brought up during a BLLC meeting will be addressed by the person responsible for action. At the next month's meeting, a report on action taken and results should be briefly given.

H. Minutes of the BLLC should be given in a timely manner to each member to review.

I. Upon a majority vote, the BLLC may refer an issue to the PLC for consideration.

5.3 The Professional Leadership Council is a joint problem-solving committee working within the framework of consensus decision-making. Decisions of the Council shall not abrogate or negate the legal and contractual rights of employees or of the Board and Association; nor shall the above Council or its Building Committees be construed as bargaining committees for either the District or the Association.

School Improvement Components

1. Analysis of Existing Conditions

- 1-1 Description of student population, identification of significant groups in the population relevant to learning outcomes and consideration of attendance variables
- 1-2 Perceived student needs derived from staff and/or the community and community characteristics which may affect student learning

2. Learning Outcomes, Standards, and Expectations

- 2-1 Learning Outcomes
- 2-2 Standards
- 2-3 Expectations

3. Assessment Systems

- 3-1 Coordination of assessment instruments and procedures with learning outcomes
- 3-2 Validity of assessment instruments and procedures
- 3-3 Reliability of assessment instruments and procedures
- 3-4 Nondiscriminatory assessment instruments and procedures

4. Analysis of Student Performance Data

- 4-1 Compilation and analysis of assessment data
- 4-2 Data sufficiency for decision-making

5. Evaluation of Student Performance and School Program

- 5-1 Evaluation of student performance by standard
- 5-2 Programs Evaluations

6. Establishing New Expectations and Program Improvements

- 6-1 Annual review of expectations
- 6-2 Activities planned to increase student performance to meet new or existing expectations and consideration of changes in demographics or instruction in establishing expectations

7. Reporting to the Public

- 7-1 Regular communication conducted with the school board, parents of students, and local media on student progress towards meeting the standards for achieving learning outcomes

ARTICLE VI

ASSOCIATION RIGHTS

- 6.1 The President of the Association shall be given electronic notice of all regular Board meetings together with one (1) copy of the agenda at least twenty-four (24) hours prior to the scheduled meeting.

For special called meetings either electronic or verbal notice, together with the purpose of the meeting, shall be given to the Association President as far in advance as circumstances permit. Emergency meetings are not subject to this provision.

The District Office will send one (1) copy of the Board meeting agenda to each of the District employment sites at least one (1) day prior to the regularly scheduled meeting.

- 6.2 Within seven (7) working days after the approval of each previous open meeting minutes, copies of the approved minutes shall be given to the Association President.

- 6.3 Upon request of the Association, the District will provide to the Association electronically and/or it can be accessed on the district website:

- A. Annual financial report
- B. Annual budget
- C. Pupil enrollment numbers as available
- D. District assessed valuation figures as available
- E. The WCTA contract

- 6.4 At the beginning of September and quarterly thereafter, the District will provide the Association President with the names and addresses of currently employed bargaining members.

Anytime within the year, when new employees are hired, the District will provide the Association President with the names and addresses of these bargaining unit members.

- 6.5 Should the Association President and/or Vice President or authorized delegate be sent to the local, state, or national workshops, meetings or conferences, they shall be allowed up to twelve (12) days total accumulated leave during each year of the contract provided: (1) one school calendar week advanced notification to the respective principal is provided; (2) the cost of the substitute for workshops, meetings and conferences is reimbursed by the Association; and (3) no more than two teachers shall be provided such leaves at the same time from the same building. Two (2) additional days will be allowed to work at the District Office with business pursuant to salaries, insurance and other Association matters.

- 6.6 The Association shall have the right upon approval of the Unit Superintendent or his designate to use the school buildings for meetings at a time when school is not in session provided that such meetings do not interfere with instructional and/or extracurricular programs. All meeting areas shall be approved by the Superintendent. Whenever special custodial service is required, the Board may make a reasonable charge in accordance with Board Policy.

- 6.7 The Association shall not be denied reasonable use of school business equipment within the teacher's workroom and/or lounge or individual classroom, so long as such use does not interfere with instructional or extracurricular activities. Should a photocopier not be available in the teacher's

workroom, such utilization shall extend to the use of the photocopier at the High School. The Association shall purchase all supplies and materials used in the business of the Association.

- 6.8** The Association may post Association business notices on one (1) bulletin board within the teachers' work areas as specified by the Superintendent.

Use of the District mail services and/or internet shall be within each building; however, delivery of Association mail between buildings shall be the responsibility of the Association.

All materials so disseminated by the local Association shall be provided the respective Building Principal, or his/her designate should the Principal not be available.

ARTICLE VII

DUES DEDUCTION

- 7.1** Any teacher who wishes to pay dues to the Association may elect to have the dues withheld from the payroll under the following conditions:
- A. The Association shall notify the District of the total amount of dues required for each teacher. After the list for payroll deductions has been submitted, the District, within seven (7) working days, will provide the Association President with the amount of deduction per check per employee and the number of months the deductions will be made.
 - B. The employee will sign and deliver a continual authorization form to the Association. The form will include a deadline for rescinding payroll deduction for any year. Failure to rescind the deduction authorization will obligate the employee for the rest of the year. Should any employee leave employment, the monthly deduction for dues will be stopped. If an employee should wish to continue their membership, the balance due is payable to the WCTA.
 - C. The District will deduct the total dues required over the pay periods October through June. This covers teachers who elect to be paid in either ten (10) or twelve (12) months.
 - D. The District will remit dues as deducted within ten (10) days of the deduction.

ARTICLE VIII

JOB SECURITY

8.1 Length of Continuous Service

- A. Definition: Length of continuing service shall be measured from the first day of service to the District as a certified employee. Part-time service to the District shall be prorated based on the normal school year and/or day.

8.2 Reduction-in-Force

- A. Should the District reduce the size of the faculty, teachers will be dismissed in accordance with their placement in the sequence of honorable dismissal list according to the School Code. Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold based upon legal qualification and any other qualifications established by the District job description, on or before May 10 prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the Joint Committee on honorable dismissals that are authorized by subsection (c) of 24 -12 of the Illinois School Code, the district shall pursuant to subsection (b) of the 24-12 of the Illinois School Code establish four groupings of teachers qualified to hold the position.
- B. Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in grouping one dismissed first and teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal must be at the discretion of the School District or joint agreement. Within grouping two, the sequence of dismissal must be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first. A teacher's average performance evaluation rating must be calculated using the average of the teacher's last two performance evaluation ratings, if two ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping two with the same average performance evaluation rating and within each of groupings three and four, the teacher or teachers with the shorter length of continuing service with the District shall be dismissed first.
- C. Should teachers have equal length of continuing service, the following method shall determine in descending order, the order of dismissal:
1. Length of total public teaching service.
 2. Highest degree attained and recognized on the salary schedule.
 3. Most graduate hours attained and recognized on the salary schedule.
 4. Random drawing.

A teacher who is reduced to part-time status will accrue service on a prorated basis. Further, a teacher will continue to accrue service when not in attendance due to an excused absence or illness or an approved leave provided the teacher completes 105 days of teacher attendance during the school year. Otherwise, a teacher does not accrue service while on an unpaid leave of absence.

D. As provided by subsection (c) of 24-12 of the Illinois School Code, the Joint Committee is comprised of an equal number of district representatives and association representatives. This committee shall meet at least annually no later than December 1st to discuss revisions and changes needed as provided by subsection (c) of 24-12 of the School Code. In the event that the Joint Committee cannot reach a majority decision regarding the placement criteria for the various groupings, then the state-defined criteria shall be applied. The administration shall create a sequence of dismissal list for each category of position by placing teachers in the four groupings using the criteria agreed upon by the Joint Committee. Said list will be updated annually and provided to the WCTA President no later than 75 calendar days before the end of each school term. This Joint Committee shall be separate and distinct from other committees established under this Agreement, including the Evaluation Committee established under Section 16.2 of this Agreement.

E. Recall

If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the teachers so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions, based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available, provided that if the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of full-time equivalent positions filled by certified employees (excluding principals and administrative personnel) during the preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term. Among teachers eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissal. Failure to respond within twenty (25) calendar days after the mailing of the Board's letter of recall, sent by certified mail to the teacher's address on file with the Board recalling such teacher, shall result in termination of the teacher's right to recall hereunder.

ARTICLE IX

WORK DAY AND WORK HOURS

- 9.1 The teachers' work day shall be from thirty (30) minutes prior to the first class period but not earlier than 7:40 a.m. until ten (10) minutes after the last bus leaves each building but not later than 3:30 p.m. Employees shall not be required to remain past the normal teacher's day except for:
- A. Altered bus schedules
 - B. Teacher/Faculty meetings
 - C. Curriculum meetings
 - D. Scheduled appointments with parents or students
 - E. Open House /Meet and Greet Night, Honors Night
 - High School teachers are required to attend Honors Night.
 - Absences to be approved by building administrators.
 - F. Emergency situations which endanger student welfare or safety, or which require employees' presence, as determined by the Superintendent or his designate.
- 9.2 All teachers shall be entitled to a duty-free lunch period equal to the regular school lunch period but not less than thirty (30) minutes in each school day.
- 9.3 Teachers may leave the building during planning periods after receiving approval of the principal or designate.
- 9.4 Personnel File

Each teacher shall have the right, upon twenty-four (24) hours advance notice to review the contents of their personnel file and to place therein written reactions to any of its contents. A teacher reviewing their personnel file shall be allowed to have representation during the file review. Such review shall be in the presence of an administrator or the administrator's designee and held during regular District business hours or at any other mutually agreed upon time.

9.5 Parent Complaint Language

If a parent, administrator, or teacher requests a meeting as a result of the complaint, the administrator shall be in attendance at the teacher's request.

ARTICLE X

GRIEVANCE PROCEDURE

10.1 Definitions

- A. Any claim by a teacher or the Association, if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation of this Agreement shall constitute a grievance.
- B. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

10.2 Basic Principles

- A. A grievance may be withdrawn at any level without precedent.
- B. Time Bar – Failure of a teacher to act on any grievance within the prescribed time limits will bar any further appeal.
- C. Class Grievance – Class grievance involving one or more teachers or one or more supervisors shall be initially filed at Step 1.

10.3 Procedure

Informal Step: An attempt shall be made by the grievant by means of an informal verbal discussion between the grievant and his/her immediate supervisor. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

1. The grievant shall present the grievance in writing within twenty (20) days of the alleged contract violation or within twenty (20) days of when grievant becoming aware of the event, specifying the article and clause alleged to have been violated and stating the remedy sought to the principal, who will arrange for a meeting to take place with the grievant within ten (10) days after the receipt of the grievance. The principal shall render a decision within ten (10) days of receipt.
2. If the grievance is not resolved at Step 1, or the time limits expire with no answer, the aggrieved may refer the grievance to the Superintendent or his/her official designee within ten (10) days after the receipt of Step 1 answer or deadline. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal. Within ten (10) days of the meeting the grievant shall be provided with the Superintendent's written response.
3. If the grievance is not resolved at Step 2, or the time limits expire with no answer, the aggrieved may refer the grievance to the Board within ten (10) days after receipt of the Step 2 answer or twenty (20) days after the Step 2 meeting, whichever is later. The Board shall schedule the grievance for the agenda of its next regularly scheduled Board meeting after receipt of this request. Each party shall have the right to have up to one (1) witness and legal representation as the party deems necessary at the Board hearing. Within ten (10) days of the Board hearing, the Board will issue its decision in writing.

4. If the Association is not satisfied with the disposition of the grievance at Step 3 or the time limits expire without the issuance of the Board's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), Federal Mediation and Conciliation Services (FMCS), or an agreed upon arbitrator which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date of the Step 3 answer, then the grievance shall be deemed withdrawn.
 - a. Neither the Board of Education nor the Association shall be permitted to assert any grounds or evidence before the arbitrator, which has not previously been disclosed to the other party.
 - b. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issues presented to him in writing by the school district and the Association, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.
 - c. Each party shall bear the full costs for its representation in the grievance procedure.
 - d. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the Association.
 - e. Each party shall share equally the cost of the arbitrator and the AAA, FMCS or an agreed upon arbitrator.

10.4 Association Representation – The Board acknowledges the right of the grievant to have a local association representative present at Step 2, if the grievant requests one. The Association will be notified of any acceptance or rejection of a grievance at the formal steps of the grievance procedure.

10.5 Disclaimers

- A. If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.
- B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.
- C. No reprisal shall be taken by the Board or the administration for a teacher's participation in a grievance.
- D. Should the arbitrator require the presence of a teacher during an arbitration hearing, the teacher shall be allowed to be present at the times specified by the arbitrator without loss of pay.

ARTICLE XI

LEAVES

11.1 Sick Leave

- A. Each teacher, with exception of the first-year teachers who shall be credited with fourteen (14) days, shall be entitled to a total of twelve (12) sick leave days per year to be used for:
1. Personal illness
 2. Medical treatment or examination which cannot reasonably be scheduled during a teacher's non-working hours
 3. Quarantine at home
 4. Serious illness of immediate family or domestic partner
 5. Maternity leave as specifically provided below in Section 11.1B
 6. Birth, adoption or placement for adoption
 7. Mental and behavioral health complications per IL School Code
 8. Funeral Leave as stated in section 11.2

Note may be requested by administration after more than 3 days of absence per IL School Code 105 ILSC 5/24-06.

Unused sick leave may accumulate to a total of three hundred sixty (360) days. Any unused sick leave, not used for TRS credit, upon retirement shall, upon approval of the retiree, be added to the sick bank. As used in Article XI, "immediate family" shall include parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, step-parents, brothers-in-law, sisters-in-law, adopted children, step-children, and legal guardians.

If at the time of retirement a teacher has unused sick days not used for retirement purposes for service credit under TRS, the Board will pay the teacher \$10.00 for every such day of unused sick days not used for retirement purposes. This payment shall be paid to the teacher on the 2nd pay period in September or after September 15th (see Section 12.3) immediately following the teacher's retirement date. The maximum payment to a teacher under this provision shall not exceed \$500.

Since sick days are entered at the beginning of the school year, they will be prorated and deducted if a full year is not completed. The formula is as follows: Unpaid days (not covered by FMLA) divided by 180 days (work year) multiplied by 12 (or 14) sick days. This has to equal more than .5 of a day before anything can be deducted.

Example: Employee A has thirty (30) unpaid days. One hundred eighty (180) days (number of days in school year) minus the 30 unpaid days = one hundred fifty (150) days worked out of 180 available. $150/180 = .833$ (the percentage of the year worked). Twelve (12) (number of sick days) per year $\times .833 = 9.996$ sick days earned. This number would be rounded up to 10 sick days earned.

B. Maternity Leave

Teachers who are pregnant and wish to apply for maternity leave-of-absence can choose the following options:

1. Sick leave up to seven (7) weeks (35 school days)
2. Leave without pay (up to one school year)
3. Combination of leave under the Family and Medical Leave Act ("FMLA") with up to 35 sick leave days, not to exceed 12 weeks. Any additional leave time beyond the permitted sick leave days will be unpaid.

Pursuant to FMLA, a teacher is eligible for 12 weeks of leave during a 12-month period, which includes maternity leave following the birth of a child. Accordingly, maternity leave provided under this provision shall run concurrent with the leave provided by FMLA, and the first day of maternity leave shall begin the 12-month FMLA period unless the 12-month FMLA period has otherwise already begun for the teacher.

Employees who are on an approved maternity leave of absence shall retain all rights and continuing service upon return as stated in 8.2C.

At the conclusion of the maternity leave of absence, the teacher may be required to provide a physician's statement indicating her fitness to resume employment in the District.

The Board may, upon request and mutual agreement, alter the previously agreed upon date for return from maternity leave.

11.2 Bereavement

In the event of a death of a teacher's spouse or legal dependent, the teacher shall be entitled to up to five (5) consecutive work days of leave without loss of salary. A teacher shall be entitled to two (2) days of leave without loss of salary to attend the funeral of any other member of the teacher's immediate family.

The District will follow the Illinois Family Bereavement Leave Act(FBLA).

Eligible employees of all public employers and private employers with 50 or more employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave time in the event of:

- the death of a "covered family member";
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed adoption match or an adoption that is not finalized because it is contested;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility.

A "covered family member" is an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Employees are entitled to a maximum of 6 weeks of leave if they experience more than one event during a 12-month period.

Employees may use FBLA leave time to:

1. grieve;
2. attend the funeral or alternative to a funeral of a covered family member; or
3. make arrangements necessitated by the death of the covered family member.

FBLA leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give their employer at least 48 hours' notice before taking FBLA leave, unless not reasonable or practicable. Employee must complete form and turn into building administrator. Link to form is on the district website

Each teacher shall have available one (1) day per year for the purpose of attending a funeral for other than immediate family. Funeral days may not be used in less than one-half day increments. This day will be taken from the teacher's sick leave days.

11.3 Personal Leave

Teachers shall have up to three (3) personal leave days. Teachers will receive (4) personal leave days every year after they have completed their 25th year of service with the District.

The use of personal days is subject to the following conditions:

- A. Unused personal days shall be added to accumulated sick days and do not accumulate as personal leave from year-to-year.
- B. At least forty-eight (48) hours prior, (written) notice must be given the principal except in an emergency.
- C. No days may be used immediately before or immediately after a holiday unless prior approval is granted by the Superintendent of Schools.
- D. Personal leave may not be used in increments of less than one-half day at a time.
- E. Personal leave may not be used in increments of more than three (3) consecutive days without prior approval granted by the Superintendent of Schools.
- F. Personal leave will not be used during a Teacher Institute Day, or during the first two (2) weeks and the last two (2) weeks of the school year without prior approval of the Superintendent.
- G. Explanation for use of personal leave shall be given only under C, E and F.
- H. Except in emergency, no more than two (2) employees per building may be granted personal leave for the same day.
- I. All teachers are discouraged from requesting personal leave days during the administration of State and National standardized tests.
- J. Since personal days are entered at the beginning of the school year, they will be prorated and deducted if a full year is not completed.

11.4 Community Service Leave

The Superintendent and/or his designee may, upon twenty-four (24) hours advanced written request, permit a teacher to perform a community service function for a period of time not to exceed two (2) class periods without loss of pay when the teacher is requested to provide a service to the community.

11.5 Sick Bank

- A. The purpose of the sick bank is to provide income for a teacher who had an illness, which was prolonged causing him/her to use all his/her accumulated sick leave. The program is:
1. Completely voluntary.
 2. Open to "Teachers" as defined in Article I.
 3. Each teacher will have the opportunity to join the sick bank annually by contributing one (1) day within seven (7) days of receiving the sick bank membership registration form. Teachers who previously belonged to the sick bank, in order to be eligible to withdraw days, will be required to contribute one (1) sick day only when the sick bank days reach a level below 500 days.

A record of the number of days contributed by each teacher shall be maintained by the district office.

4. Handled in the following manner: each year, with the first September paycheck, eligible employees shall receive a paper asking the following questions:

Do you wish to belong to the Wabash Community Unit School District #348 Sick Bank during the school year 20__ - 20__ ?

If an employee chooses to become a member of the bank, one (1) sick day will be deducted from his/her sick leave and deposited in the sick bank.

Example: A first year teacher receives fourteen (14) sick days per year and this amount would be reduced by one (1), or thirteen (13) would be added to his/her personal sick leave.

5. Once each semester within ten (10) working days of receipt of a written request from the Association, the Board shall provide an accounting of a sick bank utilization.
- B. In order for an employee to be eligible for use of sick bank days, the following conditions would have to be met:
1. All of that individual teacher's accumulated sick leave must be used. The individual requesting the days must be actively participating in the current year's sick bank plan.
 2. A written request for use of sick bank days must be approved by a three-person sick bank board. (This board is made up of the Superintendent, one (1) representative from the Association, and one (1) Board member.)
 3. An employee could use up to the limit of eighty-eight (88) school days during the course of any one request; and after using the limit, the teacher will return to work or apply for the disability portion of teacher retirement. A request terminates at the time medical clearance is received by the Superintendent from the employee's physician.
 4. If the sick bank becomes depleted before the start of the next school year, then each participant would be assessed another day from his/her accumulated sick leave.

5. The Sick Bank committee shall reserve the right to request verification at Board expense from a committee-designated physician.

11.6 Leave-of-Absence Without Pay

Leaves-of-Absence without pay may be granted to tenured teachers who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District as determined by the Board.

Each approved leave-of-absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students. Leaves-of-absence without pay for not more than one (1) year may be granted to tenured teachers according to the following conditions:

- A. Written requests for leaves-of-absences without pay should be made at least ninety (90) days before the leave is desired, subject to approval by the board.
- B. Dates of departure and return must be acceptable to the administration and determined prior to initiating the request.
- C. When possible, the employee shall inform the Superintendent of his/her intent to return/not to return to a similar position not later than February 1.
- D. Leaves of less than one (1) month, if acceptable and approved by the Superintendent, will not require Board approval nor three months notice.
- E. Employees could continue health insurance at their expense, as long as the health carrier approves.

11.7 Jury Duty/Subpoena Leave

Any employee called for jury duty during working hours or who is subpoenaed as a third party witness by a court of competent jurisdiction or who is subpoenaed as a third party witness to testify in a child abuse case by an administrative agency shall be paid his or her full salary for such time and shall not suffer loss of pay or benefits.

- 11.8** Any benefits including but not limited to sick leave, personal leave, bereavement leave, maternity leave shall be prorated with their fractional employment status. Leave days are taken in no less than ½ day increments. Any fractional amount greater than 0.5 will be rounded up to the next amount; therefore, 5.6 days would become 6 days and 5.1 days would become 5 ½ days.

ARTICLE XII

RETIREMENT

12.1 Retirement Incentive

The Board shall recognize the service of full-time teachers who have rendered at least fifteen (15) years of creditable service to District #348 immediately preceding retirement, and who are eligible to receive regular retirement pension benefits through the Teacher Retirement System of the State of Illinois.

A. Retirement Plan

An eligible teacher may access any one of the following retirement incentives. Accessing one of the retirement incentives will preclude access to any other.

1. To be eligible for any of the retirement incentives, the teacher must:
 - a. Have served satisfactorily in the District for a minimum of fifteen (15) full-time years immediately preceding his or her retirement;

AND (meet one of the following):

 - b. Be at least sixty (60) years of age at the time of retirement; or
 - c. Be at least fifty-five (55) years of age by December 31 of the year of retirement, with thirty-five (35) years of service with the Illinois Teacher Retirement System.
2. Nonexempt TRS creditable compensation (earnings) is defined by TRS rules and regulations.
3. Eligibility requirements are for the year retirement becomes effective, NOT the year the irrevocable letter of retirement is submitted. Letters may be submitted no earlier than March 1 of the 11th year of service with District #348.

PLANS

One Year Plan

If an eligible teacher gives the Board his/her notice of intent to retire prior to March 1 stating that he/she shall retire at the end of the next school year, the teacher will be removed from the salary schedule and for the final year of employment, the teacher's nonexempt TRS creditable earning shall be increased by six percent (6%) over the teacher's nonexempt TRS creditable earnings for the prior year of employment.

Example: The teacher's prior year nonexempt TRS creditable earnings were \$50,000.00. The teacher's final year nonexempt TRS creditable earnings will be \$53,000.00 (i.e., \$50,000.00 x 1.06 = \$53,000.00)

Two Year Plan

If an eligible teacher gives the Board his/her notice of intent to retire prior to March 1 two (2) years prior to the year of retirement, the teacher will be removed from the salary schedule and for

the final two (2) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: A teacher gives his/her notice of intent to retire prior to March 1, 2024, stating he/she will retire on June 30, 2026. The teacher's nonexempt TRS creditable earnings for the 2023-2024 school year were \$50,000.00. The teacher's nonexempt TRS creditable earnings for the 2024-2025 school year will be \$53,000.00 (i.e., $\$50,000.00 \times 1.06 = \$53,000.00$). The teacher's nonexempt TRS creditable earnings for the 2025-2026 school year will be \$56,180.00 (i.e., $\$53,000.00 \times 1.06 = \$56,180.00$).

Three Year Plan

If an eligible teacher gives the Board his/her notice of intent to retire prior to March 1 three (3) years prior to the year of retirement, the teacher will be removed from the salary schedule and for the final three (3) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: A teacher gives his/her notice of intent to retire prior to March 1, 2024, stating he/she will retire on June 30, 2027. The teacher's nonexempt TRS creditable earnings for the 2023-2024 school year were \$50,000.00. The teacher's nonexempt TRS creditable earnings for the 2024-2025 school year will be \$53,000.00 (i.e., $\$50,000.00 \times 1.06 = \$53,000.00$). The teacher's nonexempt TRS creditable earnings for the 2025-2026 school year will be \$56,180.00 (i.e., $\$53,000.00 \times 1.06 = \$56,180.00$). The teacher's nonexempt TRS creditable earnings for the 2026-2027 school year will be \$59,550.80. (i.e., $\$56,180.00 \times 1.06 = \$59,550.80$).

Four Year Plan

If an eligible teacher gives the Board his/her notice of intent to retire prior to March 1 four (4) years prior to the year of retirement, the teacher will be removed from the salary schedule and for the final four (4) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

Example: A teacher gives his/her notice of intent to retire prior to March 1, 2024, stating he/she will retire on June 30, 2028. The teacher's nonexempt TRS creditable earnings for the 2023-2024 school year were \$50,000.00. The teacher's nonexempt TRS creditable earnings for the 2024-2025 school year will be \$53,000 (i.e., $\$50,000.00 \times 1.06 = \$53,000.00$). The teacher's nonexempt TRS creditable earnings for the 2025-2026 school year will be \$56,180.00 (i.e., $\$53,000.00 \times 1.06 = \$56,180.00$). The teacher's nonexempt TRS creditable earnings for the 2026-2027 school year will be \$59,550.80 (i.e., $\$56,180.00 \times 1.06 = \$59,550.80$). The TRS creditable earnings for the 2027-2028 school year will be \$63,123.85 (i.e., $\$59,550.80 \times 1.06 = \$63,123.85$).

Miscellaneous

1. Once a retirement letter is submitted, the Teacher will not be assigned an additional paid duty not currently being performed.
2. If after submitting a notice of intent to retire, the teacher resigns from or is removed from duties for which the teacher was compensated the previous year (i.e., Professional Assignment Pay Schedule), the teacher's nonexempt TRS creditable earning will be adjusted accordingly.

Example: The teacher's nonexempt TRS creditable earnings from the 2023-2024 school year were \$53,000.00, of which \$3,000.00 was compensation for coaching basketball in 2023-2024. Under the teacher's retirement plan, he/she would be scheduled to receive \$56,000.00 nonexempt TRS creditable earnings for the 2024-2025 school year (i.e., $\$50,000.00 \times 1.06 + \3000.00). However, the teacher resigns from his/her coaching position before the start of the 2024-2025 school year. The teacher's nonexempt TRS creditable earnings for the 2024-2025 school year will be \$53,000.00 (i.e., $\$50,000.00 \times 1.06 = \$53,000.00$) rather than \$56,000.00.

3. The Board, in its sole discretion, may allow the teacher to rescind his/her letter of retirement because of serious illness or life changing circumstances. Upon the rescission of a teacher's letter of retirement, the teacher's salary shall immediately return to the appropriate level as provided in the applicable salary schedule based upon the teacher's years of service and level of education. Further, should the teacher then again submit an irrevocable letter of retirement in order to obtain any retirement incentive under any of the plans set forth above, the term of the teacher's retirement incentive under such plan shall be reduced by the number of days on a one-for-one basis that the teacher had previously received the retirement incentive under such plan prior to the rescission date for the previous retirement incentive plan.
4. In no case shall an increase in a teacher's non-exempt TRS creditable earnings during a school year when the teacher receives this retirement incentive exceed six percent (6%) of the creditable earnings for the previous school year.
5. Participation in the retirement incentive program itself does not constitute or create a guarantee of continued employment.

12.2 Exit Retirement Bonus

Teachers with at least twenty-five (25) years of full time service to District #348 are eligible to receive a \$6,000 retirement exit bonus payable on September 15th following the retirement year.

12.3 Longevity Bonus

Teachers beyond the last step of the salary schedule, and not yet participating in the retirement incentive, shall receive the bargained increase in salary plus a longevity salary increase of \$750 annually.

ARTICLE XIII

INSURANCE

13.1 Health

- A. The Board of Education shall provide a health insurance plan for the District’s employees. The Board further agrees to assist with the cost of the employee’s individual health insurance premium as follows:

Except as provided below, the Board will be responsible for the employee’s individual premium cost of the Plan A1 offered by the Egyptian Area Schools Employee Medical Benefit Trust. The employee will equally share any increase in the employee’s individual premium cost for any year that exceeds 10% of the previous plan year cost and will continue to pay their portion as in the previous contract.

Example:

Individual Plan A1 Premium cost for September 1, 2022 to August 31, 2023 (Initial plan year)	\$1,079.00
Premium Increase of 14.5%	\$ 156.00

Individual Plan A1 Premium cost for September 1, 2023 to August 31, 2024	\$1,235.00
---	------------

Amount paid by District (12.25% of \$1,079.00)	\$ 132.00
Amount paid by employee (2.25% of \$1,079.00)	\$ 24.00

Employees may choose a schedule of benefits from the following options: Plan A1, B1, C1, D1, and E1. The District will apply its cost of the individual Plan A1 premium toward any of the available family plans; however, should an Employee choose only single coverage for a less costly coverage than Plan A1, the Employee will not be entitled to money saved from the switch in the plan.

- B. Insurance Guidelines and Benefits

As provided in the Egyptian Area Schools Employee Medical Benefit Plan document, “Plan participants are entitled to examine without charge, at the Administrator’s office, all Plan documents and copies of documents filed by the Plan with the Internal Revenue Service. Participants may also obtain copies of all Plan documents and other information.”

A joint insurance committee comprised of two (2) WCTA members (the President and one member appointed by the President), two (2) WCEA members appointed by the President of the WCEA, one Board member selected by the Board, and the Superintendent or his designee shall be formed. Members of the committee will be responsible for sharing all information regarding the plan; the appointed administrator will be charged with making sure each insurance committee member receives benefit-related information that comes out of the Egyptian Trust Board of Managers and Executive Committee meetings. Significant findings, changes, and/or recommendations shall be reported to the School Board, the WCTA membership and the WCEA membership. The Egyptian Trust Board of Managers, with the input of the District’s appointed

administrator, will ultimately guide benefit policy. In the event the insurance committee recommends termination of participation in the Egyptian Trust, the measure must be approved by the Board of Education and the joint membership of WCTA and WCEA.

Employees have the right to appeal to the Executive Committee of the Egyptian Trust if they disagree with an adverse pre-certification, utilization review or medical necessity determination made by the current provider after completing the Appeal/Grievance Process described in Appendix A of the aforementioned plan document.

The Egyptian Trust and its Business Associates will provide only “summary health information” to Wabash Community Unit School District #348. Summary health information is information that summarizes the claims history, claims, expenses, or types of claims experienced by the District’s employees and dependents, from which individual names, identifying numbers, addresses, telephone numbers, dates (except year), etc., have been deleted. This summary health information may be provided to Wabash Community Unit School District #348 for the purpose of obtaining premium bids from other carriers, monitoring the costs of maintaining the current arrangement for the District’s health insurance plan, or making decisions about terminating participation in the trust or any other arrangement for the District’s health insurance plan.

If an employee takes unpaid days not covered by FMLA, the portion of the Health Insurance that the District would normally pay for these days will be charged to the employee.

13.2 Term Life

The Board shall pay the monthly cost of an individual term life policy with a minimum of \$15,000 subject to the restrictions set forth in the life insurance policy. Term Life is included with the benefits of the District’s Health Insurance.

ARTICLE XIV

SHELTERING

14.1 Sheltering Teacher Retirement and Teacher Health Insurance Security

According to authority granted by the Pension Reform Act of 1974, Section 414(h) (2) of the Internal Revenue Code and Internal Revenue Service Private Opinion Letter Ruling, the Board of Education agrees to pay to the Teachers' Retirement System (TRS) and Teachers' Health Insurance Security (THIS) on behalf of each teacher, from the established compensation schedule. The Board will continue to shelter TRS and THIS from future established salary schedule on behalf of each teacher. Should any of the above be declared improper by a TRS ruling or opinion, that clause or portion thereof shall be deleted from this Agreement to the extent that it violates the ruling or opinion, and the Board and its officers shall be held harmless for claims by the TRS and THIS related to tax monies due.

For example:

2023-2024 Salary Schedule

<u>BA 1 year experience</u>	\$41,859.00	As per Salary Schedule
Contribution to TRS/THIS	<u>x 9.90%</u>	
	<u>\$ 4,144.04</u>	
BA 1 yr	\$41,859.00	
Less Payment to TRS/THIS	<u>- 4,144.04</u>	
= Paid Yearly Salary	\$37,714.96	
Pays per year (divide)	<u>24</u>	
Gross pay per check	\$ 1,571.46	
Pays for 12 months	<u>x 24</u>	
	\$37,715.04	
Rounding difference on last check	<u>- .08</u>	
Gross yearly pay	\$37,714.96	
Multiplied by	<u>x 1.109878</u>	Board Shelter of TRS/THIS
BA 1 year experience	<u>\$41,859.00</u>	

(continued on next page)

2023-2024 Salary Schedule (continued)

<u>MA +16 15 years experience</u>	\$61,409.00	As per Salary Schedule
Assist B-Ball Coach	+ 6,000.00	Increments per contract
	<u>\$67,409.00</u>	Total
Board Shelter of TRS/THIS	x 9.90%	
	<u>\$ 6,673.49</u>	

MA+16 15 yrs exp + Coach	\$67,409.00	
Less Payment to TRS/THIS	<u>- 6,673.49</u>	
= Paid Yearly Salary	\$60,735.51	
Pays per year (divide)	<u>24</u>	
Gross pay per check	\$ 2,530.65	
Pays for 12 months	x 24	
	\$60,735.60	
Rounding difference on last check	+ <u>.09</u>	
Gross yearly pay	\$60,735.51	
Multiplied by	x 1.109878	Board Shelter of TRS/THIS
MA+16 15 yrs + Coaching	<u>\$67,409.00</u>	

<u>MA 7 years experience</u>	\$50,458.00	As per Salary Schedule
Board Shelter of TRS/THIS	x 9.90%	
	<u>\$ 4,995.34</u>	

MA 7 yrs exp	\$50,458.00	
Less payment to TRS/THIS	<u>- 4,995.34</u>	
= Paid Yearly Salary	\$45,462.66	
Pays per 10 months (divide)	<u>20</u>	
Gross pay per check	\$ 2,273.13	
Pays for 10 months	x 20	
	\$45,462.60	
Rounding difference on last check	- <u>.06</u>	
Gross yearly pay	\$45,462.66	
Multiplied by	x 1.109878	Board Shelter of TRS/THIS
MA 7 yrs experience	<u>\$50,458.00</u>	

ARTICLE XV

ASSIGNMENTS

15.1 Posting of Vacancies

The Superintendent/designee shall provide the Association a notice of all teaching vacancies including vacancies in promotional positions, coaching, summer school, and extracurricular duties and/or professional assignments per Appendix B via email. Vacancies due to resignation become official upon receipt of written notification by the Superintendent or designate. Except in case of emergency as determined by the Superintendent, the notice will be provided at least five (5) working days prior to filling the vacancy. (The form is in Appendix C.) Vacancies shall be posted in each building's workroom.

15.2 Voluntary Transfer

Any teacher may apply for transfer to any open position. Such application with a copy to the association shall be in writing to the Superintendent/Designee. All qualified internal candidates shall be granted an interview for the open position.

15.3 Notification of Changes in Assignments

Notice of changes in tentative teaching assignments shall be provided all affected teachers by July 1.

15.4 Extended Teaching Hours

Notification of vacancies for teaching assignments beyond the normal school hours shall be provided the Association at least five (5) working days prior to filling such vacancies. Preference shall be provided the person currently filling that position during normal school hours.

15.5 There shall be no individually bargained contracts. Any position created shall first be bargained in cooperation with the Association.

ARTICLE XVI

EVALUATION

- 16.1** The Board agrees to hold harmless a consulting teacher acting within the scope of his/her legal authority through the District's liability insurance program.

ARTICLE XVII

MISCELLANEOUS

- 17.1 For the purpose of improving staff performance and morale in each building, the PLC shall develop a format for the evaluation of the Principal and Assistant Principal by the teachers of the building. The results shall be provided to the superintendent, and the school board president for the purpose of self-evaluation and improvement.
- 17.2 The WCTA President and one member appointed by the WCTA shall have the right to participate on the Superintendent Search Committee.

ARTICLE XVIII

ACCEPTANCE OF AGREEMENT

18.1 This Agreement is signed this 17th day of July, 2023:

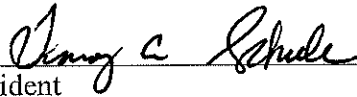
In Witness Whereof:

FOR THE ASSOCIATION:

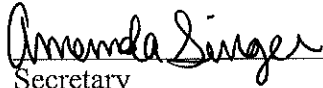
FOR THE BOARD OF EDUCATION:



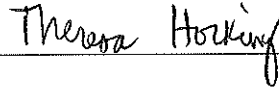
President
Lana Yancey



President
Tim Schuler



Secretary
Amanda Singer



Secretary
Theresa Hocking

APPENDIX A

2023-2024 Salary Schedule

Year	BA	BA + 16	MA	MA +16	MA +32
1	41,859	43,612	45,948	47,700	50,036
2	42,515	44,267	46,603	48,356	50,692
3	43,225	44,977	47,314	49,065	51,403
4	43,990	45,742	48,078	49,831	52,166
5	44,770	46,522	48,859	50,611	52,947
6	45,564	47,316	49,651	51,406	53,741
7	46,370	48,122	50,458	52,209	54,546
8	47,187	48,939	51,275	53,028	55,363
9	48,383	50,136	52,472	54,225	56,562
10	49,582	51,335	53,671	55,423	57,761
11	50,779	52,532	54,868	56,619	58,955
12	51,977	53,730	56,066	57,817	60,153
13	53,174	54,926	57,262	59,015	61,352
14	54,371	56,125	58,461	60,212	62,549
15	55,568	57,323	59,658	61,409	63,746
16	56,766	58,519	60,854	62,608	64,944
17	57,964	59,716	62,052	63,805	66,141
18	59,161	60,914	63,250	65,002	67,339
19	60,359	62,111	64,448	66,200	68,537
20	61,556	63,308	65,645	67,396	69,733
21	62,753	64,506	66,843	68,595	70,932
22	63,950	65,702	68,039	69,791	72,129
23	65,147	66,900	69,238	70,988	73,326
24	66,344	68,099	70,435	72,186	74,523
25	67,542	69,295	71,630	73,385	75,721
26	68,635	70,416	72,752	74,504	76,841
27	69,726	71,535	73,871	75,624	77,959
28	70,817	72,655	74,992	76,745	79,082
29	71,909	73,775	76,111	77,864	80,200
30	73,001	74,895	77,231	78,983	81,319
31	73,586	75,495	77,887	79,694	82,086
32	74,173	76,098	78,542	80,404	82,850
33	74,759	76,698	79,197	81,115	83,616
34	75,343	77,298	79,853	81,824	84,380
35	75,930	77,900	80,508	82,534	85,145

2024-2025 Salary Schedule

Year	BA	BA + 16	MA	MA +16	MA +32
1	43,952	45,792	48,245	50,085	52,537
2	44,640	46,480	48,933	50,773	53,226
3	45,387	47,226	49,680	51,519	53,973
4	46,189	48,029	50,482	52,322	54,774
5	47,008	48,848	51,302	53,142	55,595
6	47,842	49,682	52,134	53,976	56,428
7	48,689	50,528	52,981	54,820	57,274
8	49,546	51,386	53,838	55,680	58,132
9	50,802	52,643	55,095	56,936	59,391
10	52,061	53,901	56,354	58,194	60,649
11	53,318	55,158	57,611	59,450	61,903
12	54,576	56,416	58,869	60,708	63,161
13	55,833	57,672	60,125	61,966	64,419
14	57,090	58,931	61,384	63,223	65,676
15	58,347	60,189	62,641	64,480	66,933
16	59,604	61,445	63,896	65,739	68,191
17	60,862	62,701	65,154	66,996	69,448
18	62,119	63,959	66,412	68,252	70,706
19	63,377	65,216	67,670	69,510	71,963
20	64,634	66,473	68,927	70,766	73,219
21	65,891	67,731	70,185	72,025	74,478
22	67,148	68,987	71,441	73,281	75,735
23	68,405	70,245	72,700	74,538	76,992
24	69,661	71,504	73,957	75,796	78,249
25	70,919	72,759	75,211	77,054	79,507
26	72,067	73,937	76,390	78,229	80,683
27	73,213	75,112	77,564	79,405	81,857
28	74,358	76,287	78,742	80,582	83,036
29	75,505	77,464	79,917	81,757	84,210
30	76,651	78,640	81,092	82,932	85,385
31	77,265	79,270	81,781	83,679	86,190
32	77,882	79,903	82,469	84,424	86,993
33	78,497	80,533	83,157	85,170	87,796
34	79,110	81,163	83,845	85,916	88,599
35	79,726	81,794	84,533	86,661	89,402

2025-2026 Salary Schedule

Year	BA	BA + 16	MA	MA +16	MA +32
1	45,710	47,624	50,175	52,089	54,639
2	46,426	48,340	50,891	52,804	55,356
3	47,202	49,115	51,667	53,579	56,132
4	48,037	49,950	52,502	54,415	56,965
5	48,889	50,802	53,354	55,267	57,818
6	49,756	51,669	54,219	56,135	58,685
7	50,636	52,549	55,100	57,012	59,565
8	51,528	53,442	55,992	57,907	60,457
9	52,834	54,749	57,299	59,214	61,766
10	54,144	56,057	58,608	60,522	63,074
11	55,451	57,364	59,916	61,828	64,379
12	56,759	58,673	61,224	63,136	65,688
13	58,066	59,979	62,530	64,445	66,996
14	59,373	61,288	63,839	65,752	68,303
15	60,680	62,596	65,146	67,059	69,610
16	61,989	63,902	66,452	68,368	70,918
17	63,297	65,209	67,761	69,675	72,225
18	64,604	66,518	69,069	70,983	73,534
19	65,912	67,825	70,377	72,291	74,842
20	67,219	69,132	71,684	73,597	76,148
21	68,527	70,440	72,993	74,906	77,457
22	69,834	71,746	74,299	76,212	78,765
23	71,141	73,054	75,608	77,519	80,072
24	72,448	74,364	76,915	78,828	81,379
25	73,756	75,670	78,220	80,136	82,687
26	74,950	76,894	79,446	81,358	83,910
27	76,141	78,117	80,667	82,582	85,132
28	77,332	79,339	81,891	83,805	86,357
29	78,525	80,562	83,114	85,027	87,578
30	79,717	81,786	84,336	86,250	88,801
31	80,356	82,441	85,052	87,026	89,638
32	80,997	83,099	85,768	87,801	90,472
33	81,637	83,755	86,483	88,577	91,308
34	82,274	84,409	87,199	89,352	92,143
35	82,915	85,066	87,914	90,127	92,978

2026-2027 Salary Schedule

Year	BA	BA + 16	MA	MA +16	MA +32
1	47,539	49,529	52,182	54,172	56,824
2	48,283	50,273	52,926	54,917	57,570
3	49,090	51,079	53,734	55,723	58,377
4	49,958	51,949	54,602	56,592	59,244
5	50,844	52,835	55,488	57,478	60,131
6	51,746	53,736	56,388	58,381	61,033
7	52,662	54,651	57,304	59,293	61,947
8	53,589	55,580	58,232	60,223	62,875
9	54,948	56,939	59,591	61,582	64,237
10	56,309	58,300	60,953	62,943	65,597
11	57,669	59,659	62,312	64,301	66,954
12	59,029	61,020	63,673	65,662	68,315
13	60,389	62,378	65,031	67,022	69,676
14	61,748	63,740	66,393	68,382	71,035
15	63,108	65,100	67,752	69,741	72,394
16	64,468	66,458	69,110	71,103	73,755
17	65,829	67,818	70,471	72,462	75,114
18	67,188	69,178	71,832	73,822	76,475
19	68,549	70,538	73,192	75,182	77,836
20	69,908	71,897	74,552	76,541	79,194
21	71,268	73,258	75,912	77,902	80,556
22	72,627	74,616	77,270	79,261	81,915
23	73,986	75,977	78,632	80,620	83,275
24	75,346	77,338	79,992	81,981	84,634
25	76,706	78,697	81,349	83,341	85,995
26	77,948	79,970	82,623	84,612	87,267
27	79,187	81,241	83,893	85,885	88,537
28	80,426	82,513	85,167	87,157	89,812
29	81,666	83,785	86,438	88,428	91,082
30	82,906	85,057	87,709	89,700	92,353
31	83,570	85,738	88,455	90,507	93,223
32	84,237	86,423	89,199	91,313	94,091
33	84,902	87,105	89,943	92,120	94,961
34	85,565	87,786	90,687	92,926	95,829
35	86,232	88,469	91,431	93,732	96,697

APPENDIX B

	2023-24	2024-25	2025-26	2026-27
Head Coaches				
Football	9,000	9,000	9,000	9,000
Boys Basketball	9,000	9,000	9,000	9,000
Girls Basketball	9,000	9,000	9,000	9,000
Cheerleading	7,000	7,000	7,000	7,000
Boys Soccer	7,000	7,000	7,000	7,000
Volleyball	7,000	7,000	7,000	7,000
Wrestling	7,000	7,000	7,000	7,000
Baseball	7,000	7,000	7,000	7,000
Softball	7,000	7,000	7,000	7,000
Girls Soccer	7,000	7,000	7,000	7,000
Boys Golf	7,000	7,000	7,000	7,000
Girls Golf	7,000	7,000	7,000	7,000
Boys Tennis	7,000	7,000	7,000	7,000
Girls Tennis	7,000	7,000	7,000	7,000
Cross Country	7,000	7,000	7,000	7,000
Boys Track	7,000	7,000	7,000	7,000
Girls Track	7,000	7,000	7,000	7,000
Asst. Coaches				
Football	6,000	6,000	6,000	6,000
Football	6,000	6,000	6,000	6,000
Football	6,000	6,000	6,000	6,000
Football	6,000	6,000	6,000	6,000
Boys Basketball	6,000	6,000	6,000	6,000
Girls Basketball	6,000	6,000	6,000	6,000
Wrestling	4,000	4,000	4,000	4,000
Volleyball	4,000	4,000	4,000	4,000
Girls Soccer	4,000	4,000	4,000	4,000
Soccer	4,000	4,000	4,000	4,000
Baseball	4,000	4,000	4,000	4,000
Softball	4,000	4,000	4,000	4,000
Boys Track	4,000	4,000	4,000	4,000
Girls Track	4,000	4,000	4,000	4,000
Boys Basketball	4,000	4,000	4,000	4,000
Girls Basketball	4,000	4,000	4,000	4,000
Volleyball	4,000	4,000	4,000	4,000
Misc				
HS Athletic Ticket Manager	4,000	4,000	4,000	4,000

Junior High**Head Coaches**

8th Grade Boys Basketball	5,000	5,000	5,000	5,000
8th Grade Girls Basketball	5,000	5,000	5,000	5,000
7th Grade Boys Basketball	4,000	4,000	4,000	4,000
7th Grade Girls Basketball	4,000	4,000	4,000	4,000
Boys Track	4,000	4,000	4,000	4,000
Girls Track	4,000	4,000	4,000	4,000
Cheerleading	4,000	4,000	4,000	4,000
Volleyball	4,000	4,000	4,000	4,000
6th Grade Boys Basketball	2,000	2,000	2,000	2,000
6th grade Girls Basketball	2,000	2,000	2,000	2,000
Assistant Volleyball	2,000	2,000	2,000	2,000
Baseball	2,000	2,000	2,000	2,000
Softball	2,000	2,000	2,000	2,000
Boys Golf	2,000	2,000	2,000	2,000
Girls Golf	2,000	2,000	2,000	2,000
Cross Country	2,000	2,000	2,000	2,000

Misc

JH Athletic Ticket Manager	1,500	1,500	1,500	1,500
Concession Manager (JH)	1,500	1,500	1,500	1,500

Mt. Carmel High School	2023-24	2024-25	2025-26	2026-27
Instruction				
Music Director	9,000	9,000	9,000	9,000
Yearbook Sponsor	1,700	1,700	1,700	1,700
Quiz Bowl Sponsor	1,900	1,900	1,900	1,900
Department Chairs (12)	3,500	3,500	3,500	3,500
Department Chairs (6)	1,600	1,600	1,600	1,600

Organizations

National Honor Society Advisor	600	600	600	600
Academic Challenge Team Sponsor	300	300	300	300
FFA Advisor (2)	3,000	3,000	3,000	3,000
Future Business Leaders of America	1,300	1,300	1,300	1,300
Freshman Class Sponsor	500	500	500	500
Sophomore Class Sponsor	300	300	300	300
Junior Class Sponsor	1,200	1,200	1,200	1,200
Senior Class Sponsor	300	300	300	300
Junior-Senior Prom Sponsor	1,200	1,200	1,200	1,200
Student Council Sponser	2,500	2,500	2,500	2,500
Apprentiship Sponsor	500	500	500	500

Mt. Carmel Junior High

Instruction

Yearbook Sponsor	1,200	1,200	1,200	1,200
Quiz Bowl Sponsor	1,000	1,000	1,000	1,000
Band (Music) Director	3,000	3,000	3,000	3,000
Choral Director	1,500	1,500	1,500	1,500
Science Fair Sponsor	500	500	500	500

Organizations

Student Council Sponsor	1,500	1,500	1,500	1,500
Grade Team Leaders (2)	3,500	3,500	3,500	3,500
Encore Team Leader (1)	800	800	800	800

Mt. Carmel Grade School

Instruction

Grade Team Leaders (4)	3,500	3,500	3,500	3,500
Encore Team Leader (1)	800	800	800	800

Mt. Carmel Elementary School

Instruction

Grade Team Leaders (3)	3,500	3,500	3,500	3,500
Encore Team Leader (1)	800	800	800	800

District

MISCELLANEOUS

Homebound and Summer School:	45/hr	45/hr	45/hr	45 an hour
In-Building Sub	25/period	25/period	25/period	25/period
Ticket taker/Gate worker	50/event	50/event	50/event	50/event
Scorekeeper/Timer	25/hr	25/hr	25/hr	25/hr
Acting Administrator on Duty*	25/hr	25/hr	25/hr	25/hr

*Assigned by the Administrator of Record

EXTENDED CONTRACTS (DAYS)

Metal Shop Instructor	4	4	4	4
Graphic Arts	3	3	3	3
Woodshop Instructor	8	8	8	8
FFA Advisor	15	15	15	15
MCHS Guidance	20	20	20	20
Certified School Nurse	12	12	12	12
Driver's Education (Extra Hours)	\$30/hr	\$30/hr	\$30/hr	\$30/hr

A non-transferable pass shall be provided to the certified teacher employee and spouse for home athletic, dramatic, and musical events.

The District retains the discretion to determine whether any activity listed in Appendix B will be offered on a year-to-year basis, and if offered, how many paid staffing positions in Appendix B will be offered for each activity.

Further, the District retains the discretion to determine whether the Athletic Director position will be offered as stipend position under Appendix B or as an administrative duty of a District Administrator.

APPENDIX C

**Vacancy Posting Form
Sample Posting**

Date of Posting

PLEASE POST

VACANCY

Effective Date – July 1, 2019 *(Example)*

JOB POSITION and BUILDING SITE

(must be filled in)

Example – TEACHER AT NORTH INTERMEDIATE CENTER OF EDUCATION

Wabash Community Unit School District #348 is seeking qualified candidates to fill the above-named position at North Intermediate Center of Education. *(Example)*

DEADLINE FOR APPLICATION: *(Date here)* If posting date is June 9, the deadline should be June 16. *(Example)*

HOW TO APPLY: Candidates should apply in writing to: *(Fill in where the application should initially be sent – District Office, building principal or coordinator at a specific building site with complete address.)*

POSITION DESCRIPTION: General job description here. *(For example, if the job is for a teacher at Mt. Carmel Middle School: Teacher of English at the eighth grade level, and sponsor of drama club and debate team.)*

QUALIFICATIONS: List more specific criteria here. *(Examples):*

- (-- the type of certification required)*
- (-- ability to work within team concept)*
- (-- above average skills in composition)*

SALARY AND FRINGE BENEFITS: In accordance with the WCTA contract. *(Example)*

APPENDIX D

Wabash Community Unit School District #348

**REQUEST FOR APPROVAL PROFESSIONAL GROWTH COURSE CREDIT
GOLD FORM**

Teachers may be advanced on the salary schedule provided the following course requirements have been met:

1. Must be a graduate level course, or
2. A required course in a program of study that leads to an advanced degree
3. A course at the 300 level or above as an additional endorsement
4. Courses NOT at the graduate level may only be used to advance to the Bachelors +16

The teacher must present a request for course/subject approval to the superintendent **in advance** of taking the course or it will not be counted towards advancement on the salary schedule. After the course is approved by the superintendent and the course has been completed, the following steps must be taken in order to obtain advancement on the salary scale.

1. All hours must be earned at an accredited college/university
2. Satisfactory completion of the course must be demonstrated
3. An **OFFICIAL** transcript from the college/university demonstrating successful completion must be on file in the District Office no later than October 1st of the school year in which salary advancement is being requested.
4. A **Notification For Change In Salary Status** form must be completed and turned into the District Office no later than October 1st of the school year in which salary advancement is being requested.
(This form is available at the District Office)

No past practice interpretations of this form are applicable

TEACHER'S NAME: _____ DATE: _____

SCHOOL: MCHS _____ MCJHS _____ MCGS _____ MCES _____

CURRENT LEVEL OF SALARY STATUS
WORKING TOWARD
BA BA+16 MA MA+16 MA+32
MA+32

COURSES LISTED
BA+16 MA MA+16

<u>Course Number</u>	<u>Course Title</u>	<u>Number of Credit Hours</u>	<u>College or University</u>	<u>Approve</u>	<u>Not Approve</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

****A course description for each course listed must be attached to this form****

Superintendent Signature _____

Date _____