

**NEGOTIATED AGREEMENT**

**BETWEEN**

**THE BOARD OF EDUCATION**

**OF SCHOOL DISTRICT NO. 78**

**AND**

**THE ROSEMONT PROFESSIONAL ASSOCIATION**

**SCHOOL DISTRICT 78**

**ROSEMONT, ILLINOIS**

**SCHOOL YEARS**

**2021-2022**

**2022-2023**

**2023-2024**

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## 1.0 Procedural Items

### 1.1 Preamble

The Board and the Rosemont Professional Association recognize that the attainment of the educational objective of the District requires mutual understanding and cooperation among the Board, the Superintendent, and the professional teaching personnel. To this end, the free and open exchange of views is desirable and necessary with all parties participating in good faith negotiations leading to the determination of all matters defined as negotiable in Section 1.3, Paragraph B.

The prime purpose of any public educational institution is to provide the best possible education for the community it serves. In order to accomplish this purpose, a top quality Professional Staff must be attracted.

Unity and cooperation, as well as an atmosphere of mutual respect and understanding must exist between two such bodies in order for a sound educational system to evolve.

### 1.2 Recognition

For the purpose of collective bargaining, with respect to wages, hours, terms and conditions of employment, the Board recognizes the R.P.A. as the sole and exclusive representative for all regularly employed full and part time certified teachers of the Board during the term of this Agreement, excepting only the Superintendent, other full-time administrators, aides and non-certified staff members.

The Board, on its own behalf, and on the behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Illinois and of the United States, including, but without limiting the generality of the foregoing, the right; as to sections of the School Code and not in violation of said Code:

- A. To the executive management and administrative control of the school system and its properties and facilities and the School District activities of its employees;
- B. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion;

- C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary and advisable by the Board;
- D. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities for School District No. 78, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices, in furtherance thereof may not contravene nor be contrary to the provisions of this Agreement.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibility, and authority under the Illinois General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

- F. The Board agrees not to negotiate with any teachers' organization other than the R.P.A. for the duration of this Agreement; further, the Board agrees not to negotiate with any teacher individually during the duration of this Agreement on matters subject to negotiation or matters defined as negotiable in Section 1.3, Paragraph B, unless mutually agreed otherwise.

### 1.3 Definition of Responsibilities and Rights

- A. The Board agrees to participate in good faith negotiations with the duly designated representatives of the R.P.A.
- B. Negotiations will cover wages, hours, and other terms and conditions of employment as well as grievance procedure.
- C. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the R.P.A. and the Board for ratification.

- D. Both parties agree to a true binding arbitration approach to the resolution of grievances. Costs will be equally shared by R.P.A. and Board.
- E. There shall be no strikes while the present Agreement is in effect.
- F. The Board agrees that teachers shall have the right to organize, join, and assist the R.P.A., and to participate in negotiations with the Board through representatives of their own choosing. All teachers shall also have the right to refrain from any or all such activities.
- G. As a duly elected body, the Board agrees that it will continue not to discriminate against any teacher with respect to hours, wages, terms or conditions of employment by reason of his/her membership in the R.P.A., his/her participation in any activities of the R.P.A., or in negotiations with the Board, or to discriminate against any teacher in his/her institution of any grievance, complaint, or proceeding under this Agreement.
- H. The R.P.A. shall have the right to hold general membership meetings on school district property provided such meetings in no way interfere with the instructional program and provided that such meetings entail no additional maintenance or custodial expense.
- I. Both parties agree that matters relating to the supervisor-teacher, Board-teacher, or teacher-supervisor relationships shall not be discussed in the presence of students.
- J. Notification of special meetings shall be provided the R.P.A. in the same manner as that provided the press. The Superintendent shall make available Board agenda and minutes and announcements of special meetings, and on request, all regularly and routinely prepared information concerning the financial condition of the school including the annual financial statement and adopted budget. In addition, the Board and the Superintendent will grant reasonable requests for any other readily available and pertinent information which may be relevant to negotiations. Nothing herein shall require the Superintendent and/or his staff to research and assemble information.
- K. In the case of significant Board authorized curriculum changes, the implementation of significant new teaching techniques, or the addition of new facilities, the Board shall provide and make available, if, as it deems reasonable and appropriate, in-service

training, access to information, or other programs to assist in effective implementation.

L. The Board will continue to implement a program providing the opportunity for teacher involvement in curriculum matters. In order to accomplish this opportunity the following four (4) steps will be followed:

1. When curriculum changes are proposed, the Superintendent works directly with the teachers involved.
2. After the proposal is developed by the Superintendent and teachers directly affected by the change, the proposal is brought to the faculty as a whole for comment and recommendation.
3. The comments and recommendation of the faculty are then submitted to the Superintendent. The Superintendent will meet with the teachers who developed the proposal to discuss the comments and recommendations of the faculty.
4. The Superintendent will then make any modifications to the proposal he deems appropriate and then he/she shall take the proposal to the school board for final approval.

Teachers shall be represented on curriculum committees. Service on such committees is voluntary. The Superintendent shall notify all certified personnel in the District of openings on such committees. Notification of these vacancies shall be posted in this school. The notification shall indicate the amount of the stipend, if any, to be paid to the committee members according to Article 6.8.

An institute planning committee shall be formed for the purpose of planning institute days, in-service programs, and staff development programs. Teacher participation on this committee shall be voluntary. The Superintendent shall make the final determination as to all in-service programs, staff development programs and programs to be conducted on institute days.

M. When an employee is required to appear before the Board for an informal fact finding executive session, the employee shall be advised in writing of the reasons for the requirement. If the employee feels this appearance could have some adverse effect to his/her employment, he/she will be entitled to have a representative of the R.P.A. present. During the informal fact finding executive session, the Board may have its attorney present, only if the

teacher has a representative present, other than another member of the R.P.A.

- N. Whenever the Board of Education adopts any amendments or modifications to the District 78 Board Policy Handbooks, copies shall be distributed to the R.P.A. representative.
- O. Regularly employed part time teachers shall be included in the bargaining unit and subject to the terms and conditions of this agreement. Part time teachers' salaries shall be paid on the percentage that the part time employees' work week bears to the full time employees' work week. Part-time employees who are employed less than 20 hours per week shall not receive life, health and dental insurance provided for under Sections 5.10 and 5.11.
- P. Should any conflicting wording exist between the Board/Union Contract and Board Policy, the Board/Union Contract wording shall prevail.

#### 1.4 Negotiation Procedures

Negotiations shall begin no later than March 15, unless either party requests that negotiations commence earlier in accordance with law.

#### 1.5 Effect of Agreement

- A. The parties agree that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the School District and the R.P.A., for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject during the term of this Agreement.
- B. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles shall remain in full force and effect for the duration of this Agreement if not affected by the deleted article, section or clause.



- C. It is hereby agreed that no certificated teacher nor any organization of employees nor any person acting on behalf of any employee organization shall engage in or encourage or support any strike, slowdown, or other concerted refusal to render uninterrupted services in District No. 78 during the effective dates of this Agreement. The R.P.A. hereby agrees not to engage in, encourage or support any cessation of work, slowdown or other concerted refusal to render uninterrupted services in the School District or to engage in or support any activity which disrupts operation of the Rosemont School District No. 78 during the effective dates of this Agreement.
- D. The Board of Education of District No. 78 and the R.P.A. agree to cooperate in the development and maintenance of a single negotiated agreement. The negotiated document will become the only written agreement between the two agencies. Upon approval of this Agreement by the Board of Education of District No. 78 and the R.P.A. of District No. 78 all previous agreements become null and void.

#### 1.6 Grievance Procedure

- 1. The Board of Education may adopt rules and regulations not in conflict with the terms of this agreement governing the conduct of teachers.

A grievance is a complaint that there has been a violation, a misrepresentation, or a misapplication of any provision of this agreement. The following matters shall not be the basis of any grievance filed under the procedure outlined in this process:

- A. Failure to re-employ, or the termination of the services of any probationary teacher, save for the alleged non-compliance with the procedural requirements of the evaluation article.
  - B. Any claim or complaint for which there already exists other remedial procedures established by law or regulation having the force of law, including the Illinois Teacher Tenure Act, and with respect to which the R.P.A. and/or the aggrieved individual chooses to pursue any other available remedial procedure.
- 2. A grievance may be initiated by a teacher or by a representative of the R.P.A. in the case of a grievance alleging contract violation and not involving the complaint of a specific single teacher.

- A. The teacher with a grievance shall first discuss the matter with the Superintendent with the assistance of his/her representative from the R.P.A., if he/she so desires, with the objective of resolving the matter informally. A grievance may also be discussed on behalf of a teacher or teachers by the R.P.A. representative.
- B. If the grievance cannot be resolved informally, the teacher or the R.P.A. may file the grievance in writing, this to be presented to the Superintendent within 20 working days from the occurrence of the event giving rise to the grievance, or within 10 working days of the conclusion of the informal discussion. The written grievance shall note all clauses of the contract which it is alleged have been violated, and shall state with specificity the rationale for the claimed violation with respect to each clause so cited. The Superintendent shall answer this grievance in 10 working days in writing, submitting a copy to the teacher and to the R.P.A. representative.
- C. If the R.P.A. disagrees with the decision of the Superintendent, it shall notify the Superintendent within ten (10) working days after the date of the Superintendent's decision that the R.P.A. desires to have the grievance processed to the Board of Education for a decision. Every effort shall be made to process grievances and conduct the grievance procedure during non-school hours.
- D. If the teacher, in a single teacher grievance, or the R.P.A. in a group grievance does not agree with the Board decision, they may request arbitration of the grievance within twenty (20) working days from the day of the Board's decision.

The parties agree to use the services of the American Arbitration Association or the Illinois Education Labor Relations Board or Federal Mediation and Conciliation Service.

The arbitrator shall resolve all grievances on the basis of the existing agreement and shall have no power to make any decisions which would be contrary, inconsistent with or modify the terms of this agreement or any salary schedule thereof or any applicable law.

- E. If a grievance is the result of an action by the Superintendent or the Board then the initial step in the grievance procedure

shall be for the grievance to be considered by the Superintendent or the Board.

3. A grievance form shall be Attachment A.
4. Time limits stated in the grievance procedure may be waived by mutual consent of the parties to the contract.
5. This grievance procedure is designed to insure adequate consideration and appropriate solution of grievances. Nothing in the procedure should be construed to inhibit the continuation of rapport and informal discussion between teachers, the Superintendent, and the Board.

#### 1.7 Leadership Meetings

At the request of either party, the Superintendent and an R.P.A. representative will meet regularly during the regular school year at a time convenient to both parties.

#### 1.8 Union Days

The Union president or his/her designee shall be granted up to three days of released time annually to conduct union business. The teacher shall use personal business days for union business.

#### 1.9 Freedom of Information Act Requests

The Union President shall be notified within one (1) business day of the District's receipt of a Freedom of Information Act (FOIA) request that asks for information about any teacher(s) including, but not limited to, name, e-mail address, or a list of employees in the bargaining unit or their Union member status. To the extent allowed by law, the District shall not release "Private Information" as that term is defined in the Freedom of Information Act, 5 ILCS 140/2(c-5).

### 2.0 Basic Payment Plan

#### 2.1 Salaries

- A. Teachers shall receive the following salary increases:

Each teacher employed by the school district for the 2021-22 school year shall receive a 4.0% increase over what they were paid in base salary for the 2020-21 school year.

Each teacher employed by the school district for the 2022-23 school year shall receive a 4.0% increase over what they were paid in base salary for the 2021-22 school year.

Each teacher employed by the school district for the 2023-24 school year shall receive a 3.0% increase over what they were paid in base salary for the 2022-23 school year.

Each teacher who changes base salary classification category (or lane) at the beginning of the school year shall receive an additional 3% increase over their prior year's salary. However, this increase shall not apply to any teacher that is receiving a retirement incentive. For purposes of this agreement, the base salary classification categories are:

BA,  
BA+15 credit hours beyond hours required for a BA,  
MA,  
MA+15 credit hours beyond hours required for an MA, and  
MA+30 credit hours beyond hours required for an MA.

Changes in base salary classification category are subject to the provisions of Sections 4.1, 4.2 and 4.3 of this Agreement.

The base salary increase for a teacher who teaches less than 91 school days during a school year shall be based on the base salary the teacher was paid for the last school year when the teacher taught 91 or more school days except that tenured teachers who are involuntarily reduced to a part time position, shall receive the same percentage base salary increase they would have received had they not been involuntarily reduced to part-time status.

- B. The minimum base salary for the first year a teacher is employed shall be as set forth in the schedules attached as Attachment B for teachers who are first employed by School District 78 after July 1, 2021.

No teacher who is hired by the School District for the first time shall receive a base salary that exceeds that of a teacher already employed by the School District who has similar or greater teaching experience and education.

- C. The provisions of this agreement relating to extra duty activities are contained in the Extra Duty Schedule which is attached as Attachment C.

- D. All base salaries for certified personnel shall be paid on the 15th and the 30th of each month, with the initial payment being the 15th of August, for the school year covered by this Agreement.

Exception: February when the last day of the month shall be a payday

- E. The Union President shall receive a list of all teachers and their base salaries and, to the extent known, their compensation for: (1) any extra duty; and (2) for any other TRS credible earnings other than the base salary) at the beginning of each school year.

## 2.2 Deductions

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, union and/or association dues, savings bonds, charitable donations, or any other plans or programs jointly negotiated by the R.P.A. and the Board up to a maximum number of categories accepted by the computer.

## 2.3 Supervising Pay - Student Teacher Supervisors

- A. All payment received by the District for student teacher supervisors shall be equally disbursed among all the supervisors after all necessary administrative costs have been deducted.
- B. The formula for division of disbursements of funds for student teachers shall be as follows:

Total money received less administrative expenses, divided by total hours spent by all supervising teachers equals one share. One share multiplied by hours spent with student teacher equals total increment.

Administrative expenses shall not exceed 5% of the total available.

- C. Any problems related to the disbursement of funds shall be referred to the R.P.A.

### **3.0 Summer Employment**

#### **3.1 Priority for Summer Work**

The Superintendent will select the teacher(s) in the actual teaching field and grade level for the summer program. Teachers from District No. 78 will be offered positions in summer school prior to hiring of non-district personnel.

### **4.0 Salary and Class Credit**

#### **4.1 Classification Changes**

The salary classifications will be changed during the school year only on one occasion. The adjustment is applicable only for requirements completed by August 15 of the contract year. Proof of satisfactory completion of the requirements must be received within 30 days from the completion date of the requirements. Such proof shall be an official transcript or a letter from the school registrar indicating the date the requirements were completed. The teacher shall provide written notification of changes within 30 days after completion of the class change requirements.

#### **4.2 Contract Credit**

Contract credit will be given for all semester credits earned with a grade of "B" or better. Semester credit for hours beyond the B.A. degree will be given only for graduate hours earned after the B.A. was awarded. Any course requested or approved outside of the M.A. program, that delays or postpones earning a degree, will be allowed to be used for advancement on the salary schedule. After a teacher has obtained an M.A., approval for graduate hours beyond the M.A. will be granted if the course is directly related to the teacher's assignment or contributes to the improvement of teaching methods or techniques. Approval for graduate hours to be applied to the salary schedule must be made by the Superintendent or his/her designee before study is begun.

#### **4.3 Course Approval**

Credit for advancement on the salary schedule will be given only for those courses pre-approved by the Superintendent and related to the teachers' assignments and/or improvement of teaching methods or techniques.

However, courses which are required by a college or university as part of a Master's Degree program directly related to the teacher's assignment and/or improvement of teaching methods or techniques shall be approved.

University and/or college credit hour awards shall be accepted at face value.

#### 4.4 Reimbursement for College and/or University Credit Hours

The Board of Education shall reimburse teachers for approved credit hours taken at a college or university. These payments are not to exceed \$16,500 per contract year for the total disbursements for the entire certified staff taken as a whole and shall be made no later than the end of a contract year. The \$16,500 in the Tuition Reimbursement Fund will be distributed as follows:

1. Teachers will initially receive an equal reimbursement for approved courses completed not less than thirty days prior to the end of a contract year. This amount to be determined by dividing the number of approved applicants into \$16,500. Teachers having incurred course costs that are less than the equal distribution shall only be entitled to receive the actual cost incurred. Teachers who incurred course costs that exceed the initial equal distribution shall receive additional reimbursement as described in the following sections:
2. If monies remain, after all teachers who applied have received their initial reimbursement, these monies will be distributed equally to the applicants who did not receive full reimbursement (until the full \$16,500 is utilized).
3. Teachers who have incurred approved course costs that are not fully reimbursed in a contract year because the \$16,500 has been depleted may apply for reimbursement in the following contract years until all approved course costs such teachers have incurred have been reimbursed.
4. If the Board of Education or Administration requires a teacher to take additional courses or workshops, the cost will be reimbursed at 100% and that cost will not be included in the \$16,500. For the purposes of this section "require" shall mean: (1) Being directed in writing to take the course or workshop; (2) receiving more than one written reminder or suggestion to take the course or workshop; (3) the request or suggestion to take the course or workshop is made in the teacher's summative goals and objectives; (4) a teacher

becomes subject to disciplinary action, including the issuing of a letter of reprimand for not taking the course or workshop.

5. Teachers who leave the bargaining unit shall not be eligible to receive benefits under the provisions of this Section 4.4
6. The Superintendent shall report the disbursements from the Tuition Reimbursement Fund at the end of each school year to the R.P.A..

#### 4.5 Workshop Credit

Teachers may attend workshops, conferences, book fairs or seminars on other than released time provided the workshop, conference, book fair or seminar has been approved by the Superintendent. A teacher who attends an approved workshop, conference, book fair or seminar shall be entitled to reimbursement for transportation, reasonable meal costs and registration fees. If a teacher elects to receive semester credit on the salary schedule as assigned by the education institution sponsoring the workshop, conference, book fair or seminar they will be reimbursed in accordance with the provisions of 4.4 of this Agreement.

### 5.0 District Service Benefits

#### 5.1 Sick Leave

Effective as of the 2014-15 school year and thereafter, thirteen days of sick leave will be allowed for each school year accumulative to 375 days. The sick leave bank provisions shall be Attachment D.

A teacher shall be entitled to utilize accumulated sick leave only during those periods when the teacher is disabled due to illness or when there is serious illness in the immediate family or household.

On or before the opening day of each school year, the Superintendent shall issue to each teacher a report listing:

- A. the total amount of that teacher's accumulated unused sick leave.
- B. that teacher's salary category and anticipated salary for the school year.
- C. the anticipated stipends for extra-duty assignments.



## 5.2 Personal Business

Personal business days are granted to teachers for the specific purpose of conducting business which requires the presence of the teacher and which cannot reasonably be accomplished outside school hours. Personal business days shall not precede a holiday unless an exception is granted by the Superintendent. Personal business days also may not be used on consecutive work days (i.e. on a Friday and the next Monday) unless an exception is granted by the Superintendent. Violation by the teacher of the intent of this article will result in loss of pay and may provide grounds for dismissal. Personal business usage should be limited and restricted to the following:

1. Religious Observations
2. Personal Emergency - impassable roads (hazardous conditions of more than two hours delay), home emergency, traffic accident.
3. Commercial Business Transaction; closing on house, bank transaction, completion of important contracts.
4. Legal Obligation; court appearance, legal hearings, appointments requested by civil authorities.
5. Family Obligation

Effective as of the 2014-15 school year and thereafter, all teachers are eligible for 5 days personal business.

Unused personal days during a school year shall not be carried over into subsequent school years but shall be added to the teacher's accumulated sick leave.

Teachers will be required, except in emergency, to submit their requests for leave seven days prior to the anticipated absence. In addition, the teacher will be required to verify, by signature, that the request is within the defined purposes for such leave.

## 5.3 Jury Duty

The Board shall pay the regular salary to teachers called to serve as jurors and to teachers who are subpoenaed to appear as witnesses in judicial and administrative proceedings which arise out of their employment by the Board. The teachers shall reimburse the District for all sums received as a result of jury duty or subpoena appearance minus legitimate expenses occurred as per District policy. The Board shall grant unpaid leave to teachers who are subpoenaed to appear as witness in judicial and administrative proceedings which do not arise out their employment by the Board if the teachers choose not to use a personal business day. In

unusual circumstances, requests may be made to the Superintendent, who may at his discretion, agree to pay a teacher, the teachers regular salary, when the teacher is subpoenaed to appear as a witness in a judicial or administrative proceeding which does not arise out of the teacher's employment by the Board..

#### 5.4 Sabbatical Leave

The Board of Education may grant sabbatical leave after six years of service. Provisions and conditions for sabbatical leave will be in accordance with Section 24-6.1 of the School Code of Illinois.

#### 5.5 Bereavement Leave

In cases of death in the immediate family, five days of paid leave will be allowed. The immediate family shall be defined by the State School Code. Where, in cases of undue hardship or for religious reasons additional days are needed as a result of death in the immediate family, such days may be granted at the discretion of the Superintendent.

In unusual circumstances, requests may be made to the Superintendent, who may at his discretion, grant the use of bereavement days for the death of person(s) other than those covered by the statutory definition.

#### 5.6 Parental Leave

1. Any teacher who has contractual continued service status, upon written request, shall be granted a parental leave of absence, without pay in the event of the impending birth of a child parented by such a teacher or the impending adoption of a child by such teacher. Parental leave must begin within six (6) months after the birth or adoption of the child. Parental leave shall not extend beyond the beginning of the school year which starts not less than twelve (12) months after the teacher first takes a leave pursuant to Section 5.7(2) for the birth or adoption of the child. A teacher who is adopting a child and requests parental leave may be required to furnish evidence of the pending adoption proceedings. The Board may require that the parental leave granted to a teacher shall expire at the beginning of a school year.
2. The request for parental leave shall be submitted to the superintendent as soon as possible after medical confirmation of the pregnancy or confirmation or approval of the adoption.
3. Parental leave shall begin after the teacher exhausts any sick leave which the teacher may be entitled to utilize (sick days are to be

used only for the period of time the teacher is disabled) and after the teacher has exhausted the twelve work weeks of unpaid leave to which the teacher is entitled under Section 5.7(2).

4. Upon return from parental leave, the teacher may be returned to a position similar to that held prior to the leave.
5. A teacher granted parental leave may make arrangements to continue health insurance coverage as provided in this agreement at the teacher's expense if the insurance carrier agrees to provide the teacher with continued health insurance coverage.
6. The Superintendent may request that a teacher who is on parental leave confirm that the teacher will be returning to full-time teaching duties with the School District no later than March 15 of the school year preceding the school year during which the teacher is scheduled to return from parental leave. If the teacher fails to confirm that the teacher will be returning to full-time teaching duties at the beginning of the next school year, the Board may extend the teacher's parental leave until the beginning of the school year following the school year during which the teacher was initially scheduled to return.
7. The contractual continued service status of a teacher shall not be affected because of a parental leave of absence.
8. Parental leave is granted on condition that the teacher taking such leave will not utilize the leave period to engage in alternative employment unless such alternative employment is approved by the Board of Education.

## 5.7 Family and Medical Leave

### 1. Definition(s)

As used in this section:

"Eligible Teacher" means a Teacher who has been employed with the Board for at least one (1) academic term and has at least one thousand two hundred fifty (1,250) hours of service with the Board during the previous academic term.

The term "academic term" means that portion of the school year, July 1 to the following June 30, when school is in actual session.

The term "equivalent position" shall mean any position for which an eligible Teacher is certified and legally qualified to hold with compensation and benefits received by an eligible Teacher prior to being granted a leave under this section.

"Health Care Provider" means:

- (a) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or
- (b) podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law; and
- (c) nurse practitioners and nurse-midwives who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law; and
- (d) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

"Intermittent leave" means leave taken in separate blocks of time due to a single illness or injury and may include leave of periods from an hour or more to several weeks.

"Parent" means the biological parent of an eligible employee or an individual who stood in loco parentis to an eligible employee; however, the term does not include parent "in-law."

"Serious Health Condition" means an illness, injury, physical or mental condition that involves:

- (a) in-patient care in a hospital, hospice or residential medical care facility; or
- (b) any period of incapacity requiring absence from work, school or other regular daily activities, of more than three (3) calendar days, that also involves continuing treatment by a health care provider; or

- (c) continuing treatment by a health care provider for a chronic or long-term health condition that is incurable; or prenatal care.

2. Leave

Eligible Teachers shall be granted a total of twelve (12) work weeks of unpaid leave during any twelve month period for one or more of the following reasons:

- A. Birth leave - available for the birth and care of a child. Birth leave entitlements expire 12 months from the date of the birth.
- B. Adoption leave - available for the placement of a child for adoption or foster care. Adoption leave entitlements expire 12 months from the date of placement. There is no maximum age limit on a child being adopted or placed for foster care for purposes of determining eligibility for leave.
- C. Family medical leave - available for the care of a spouse, child or parent with a serious health condition.
- D. Personal medical leave - available to an eligible Teacher who is unable to perform the functions of the Teacher's position due to a serious health condition. An employee is unable to perform the functions of the position where the health care provider finds that the employee is unable to work at all or is unable to perform any of the essential functions of the Teacher's position within the meaning of the Americans with Disabilities Act.

3. Use of Accrued Paid Emergency or Sick Days

Eligible Teachers requesting leave for reasons "C" or "D" above shall use any accrued paid sick leave. If requested by the eligible Teacher and after all available accrued paid emergency or sick days have been expended, the Board shall grant any necessary additional unpaid leave so that the total of available Family and Medical Leave equals twelve (12) weeks.

4. Continuation of Health Insurance

The Board shall maintain health care coverage at Board expense for the duration of the twelve (12) week Family and Medical Leave

period at the same level and under the same conditions that existed at the time of the commencement of this leave.

5. Accrued Benefits

No eligible Teacher taking Family and Medical Leave shall experience the loss of benefits, such as group life insurance, disability insurance, or pension benefits which accrued before the date the Family and Medical Leave started.

6. Notification

An eligible Teacher shall provide the Administration at least thirty (30) calendar days advance notice before the date the leave is to begin of the Teacher's intention to take the leave, if the need for the leave is foreseeable. The need for leave is foreseeable if it is based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the eligible Teacher or of a family member. Notice of the Teacher's intention to return shall be provided to the Administration at least thirty (30) calendar days before the date the leave is to terminate. The District may require an eligible Teacher on leave to report periodically on his/her status and intention to return to work.

An eligible Teacher shall make every reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the District.

Where an eligible Teacher does not comply with the requirements for foreseeable leave set forth in this section above, the eligible Teacher shall, at the discretion of the Superintendent:

- (i) be required to take leave of a particular duration;
- (ii) be transferred temporarily to an alternative position; or
- (iii) be denied leave until the notice requirement is met.

If thirty (30) calendar days advance notice is not practicable due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice of the Teacher's intention to take leave must be given to the Superintendent as soon as practicable after the need for leave becomes known to the Teacher.

7. End of Academic Term

If an eligible Teacher is employed in an instructional capacity and begins Family and Medical Leave:

- a) more than five (5) weeks prior to the end of an academic term, the Administration can require the leave to extend to the end of the academic term if the leave is of at least three (3) weeks duration and the return to employment would occur within three (3) weeks of the end of the academic term, or
- b) less than five (5) weeks prior to the end of the academic term, the Administration can require the leave to extend to the end of the academic term if the leave is of at least two (2) weeks duration and the return to employment would occur within two (2) weeks of the end of the academic term, or
- c) less than three (3) weeks prior to the end of the academic term, the Administration can require the leave to extend to the end of the academic term if it is greater than five (5) working days.

8. Intermittent or Reduced Leave Schedule for Eligible Teacher

Where an eligible Teacher requests intermittent leave or leave on a reduced leave schedule which is foreseeable based on planned medical treatment and the leave shall be greater than twenty percent (20%) of the total number of working days in the period during which the leave extends, the employee shall elect either to:

- (i) take leave for periods of a particular duration, but not greater than the duration of planned medical treatment; or
- (ii) transfer temporarily to an available alternative position with equivalent pay and benefits, for which the employee is qualified and better accommodates the recurring periods of leave.

9. Medical Certification

Should an eligible Teacher request Family and Medical Leave under subparagraphs 2(c) or 2(D), concurrently with the required notification under Paragraph 6, the Teacher shall provide a written

certification from a health care provider of the reasons for the Teacher's request for Family and Medical Leave.

The Board may, at its expense, require the opinion of a second health care provider to confirm or challenge the certification from the teacher's health care provider.

In the case of conflicting opinions, the Board, at its expense, may require a third binding opinion from a jointly selected health care provider.

During the period of an eligible Teacher's Family and Medical Leave under paragraphs 2(c) or 2(D), the Board may require a certification from the health care provider rendering an opinion as to the Teacher's fitness to return to work.

#### 10. Restoration to Employment Upon Return from Leave

An eligible Teacher returning from Family and Medical Leave shall be restored to an equivalent position with equivalent benefits, pay and other conditions of employment.

### 5.8 Short Term Leaves

1. A short term leave for important or extraordinary events may be granted by the Superintendent. Such leaves shall be without pay and shall not exceed three days. A short term leave in excess of three days must be requested from the Board of Education.
2. Teachers desiring short term leaves without pay for important or extraordinary events for a duration of more than three days may request such directly to the Board of Education. Such requests shall be made in writing, and should, except in emergencies, be submitted to the Board 21 days prior to the beginning of the requested leave. The individual shall provide in the request sufficient information on which to approve the request.

### 5.9 Long Term Leave

Teachers may request a leave of absence without pay after entering into contractual continued service in District No. 78 for purposes other than illness or education. Such request shall be made in writing to the Board of Education.



## 5.10 Life and Health Insurance

- (a)(i) All certified full time employees and part-time certified employees who are employed for 20 hours or more per week shall be eligible for participation in the group insurance plan. The Board of Education shall pay premiums for major medical and hospitalization insurance for individual coverage for the term of this Agreement, to the extent that said amounts exceed the employee share paid pursuant to Section 5.10(a)(ii).
- (ii) In addition, employees choosing family coverage shall pay \$75 per month for such coverage. If during any contract year, the number of employees choosing family coverage is greater than 8, then employees choosing family coverage during the following and each subsequent contract year shall pay \$100 per month for such coverage except as provided in the following sentence. If during any contract year when employees choosing family coverage are required to pay \$100 per month for such coverage, the number of employees choosing family coverage is greater than 8, then employees choosing family coverage during the following and each subsequent contract year shall pay \$125 per month for such coverage
- (b) The School District's group major medical and hospitalization insurance plan may require an employee to pay a deductible of up to \$250 per person for a maximum of three persons and to make a co-insurance payment equal to 20% of the first \$2,000 in covered expenses after the deductible requirement is satisfied. The maximum lifetime benefit under the group major medical and hospitalization insurance plan shall be at least \$2,000,000. The R.P.A. has the right of approval if the major medical and hospitalization insurance package requires employees to pay part of the cost of either individual or family coverage.
- (c) In addition the Board shall provide term life insurance coverage in the amount of \$50,000, if the employee has less than 11 years of experience with the school district and shall provide term life insurance in the amount of \$75,000 if the employee has 11 years or more of experience. The Board shall also provide term life insurance coverage in the amount of \$5,000 for the employee's spouse. The carrier(s) shall be selected by the Board of Education.
- (d) Except as otherwise may be provided in this Agreement, the Board shall have the right to determine who the insurance carrier shall be for the School District's insurance benefit programs and shall be entitled to make modifications in the benefit programs that are not

inconsistent with this Agreement. Prior to changing an insurance carrier or making a modification in a benefit program, the Board shall provide the R.P.A. with information concerning the aforementioned change or modification. Such information shall include, but not be limited to, the level of benefits and the cost of the modification and/ or the carrier change.

#### 5.10A Medical and Child Care Expense Program

The Board shall to the extent permitted by applicable law establish a flexible spending program which will allow teachers to have deductions taken from their paychecks that will allow them to use pre-tax dollars to pay for medical and child care expenses. The Board shall pay any costs incurred in establishing and administering this program.

#### 5.11 Dental Insurance

The Board shall make a dental insurance program available to all full-time certified employees. The dental insurance program shall provide the same benefits as were provided by the dental insurance program in effect for the preceding school year unless the R.P.A. agrees to a change in the benefits. The Board shall select the insurance carrier. The Board shall pay the cost of coverage under the program up to the amount of \$435.00 per school year. Employees choosing family coverage shall pay the amount by which the cost of family coverage exceeds the cost of individual coverage. If the cost of individual coverage exceeds the maximum amount which the Board is required to pay, employees shall pay the amount by which the cost exceeds the maximum amount the board is required to pay. The R.P.A. has the right of approval if the dental insurance program requires employees to pay a part of the cost of individual coverage. If the Board proposes a dental insurance program which costs more than the maximum amount the Board is required to pay for individual coverage and the R.P.A. refuses to approve the program, then the R.P.A. shall select to continue current coverage at more than the maximum amount the Board is required to pay or revise the program to a cost which is less than the maximum annual amount the Board is required to pay. The R.P.A. shall make the selection thirty (30) day prior to the change in coverage. If the R.P.A. fails to make a selection by the aforementioned deadline, the Board will make the selection.

#### 5.12 Retirement Incentives

- A. Any teacher eligible for retirement under the statutes and regulations governing the Illinois Teachers Retirement System who will have not less than ten years of continuous service with the School District on the date of retirement who gives written notice on or before November

15 of any year during the term of this agreement of intent to retire effective at the end of a school year which must be either the current school year or any one of the following three school years after the school year in which the notice to retire is given shall be (a) eligible for insurance benefits in accordance with the provisions of 5.12(A)(i) and 5.12(B)(i)(ii) and (iii) of this Agreement and (b) subject to 5.12(A)(iii) shall be paid a salary in accordance with the provisions of 5.12(A)(ii). A teacher may give notice during the term of this Agreement, even if the effective date of the teacher's retirement is to be at the end of a school year which occurs after the term of this agreement expires. Such retirement notice, once accepted by the Board, shall be binding on the teacher and the Board without regard to the retirement provisions, if any, contained in any subsequent collective bargaining agreement(s) between the Board and the RPA. A teacher who gives notice of intent to retire shall not be entitled to revoke the notice without the consent of the Board of Education and shall be required to retire on the effective date specified in the notice. The Board shall have the sole discretion to determine whether to grant consent for or otherwise approve the revocation of a notice of intent to retire. Nothing contained in Section 5.12 or in any portion of this collective bargaining agreement shall be intended to or be claimed to be a certificate of eligibility authorizing a teacher to retire under the early retirement without discount provisions of 40 ILCS 5/16-133.2(d).

- (i) The teacher may select, at Board expense, any of the insurance plans available under the TRS insurance program.
- (ii) Upon submission of a notice of intent to retire, the teacher will cease being paid the base salary the teacher has been receiving or is entitled to receive in accordance with Section 2.1(A) of this Agreement and instead, beginning as of the first day of the pay period that begins after the date the notice is submitted will receive a base salary equal to 106% of his or her base salary for each prior school year until the date the teacher retires. In addition, if the teacher performed any additional duties and received any TRS credible earnings other than base salary for those additional duties in the school year prior to the year in which the teacher submitted their notice of intent to retire, the teacher shall, after submission of a notice of intent to retire, continue to perform the same additional duties (or, if the same additional duties are no longer required, equivalent additional duties approved by the Superintendent) in each school year until the date of their retirement and, notwithstanding any other provision of this contract, shall earn an amount equal to 106% of the amount they earned in the prior school year for the performance of the additional duties until the teacher retires. It is the intent for this provision that, depending on

when the notice of intent to retire is submitted, a teacher may receive TRS creditable earnings equal to 106% of his or her total TRS creditable earnings for a prior year for up to four years. Under no circumstances shall a teacher receiving a retirement incentive in a school year receive TRS creditable earnings in that school year which are greater than 106% of the TRS creditable earnings they received in a prior school year.

(iii) The Board of Education shall not be required to provide retirement benefits pursuant to this Section 5.12A, if the Illinois General Assembly enacts a law or the State of Illinois issues a rule or regulation which has the effect of increasing the cost to the Board of providing the retirement benefits beyond what such retirement benefits would reasonably be contemplated to cost the Board under the law and applicable regulations in effect on the ratification date of this agreement.

B. (i) The District shall annually reimburse each retired teacher for the insurance premium of the TRS insurance plan which the retired teacher selects up to the amount which the District is required to pay for individual coverage for persons currently employed as teachers under the then effective collective bargaining agreement which covers teachers employed by the District. The teacher shall be responsible for paying that portion of the insurance premium for the TRS insurance plan which exceeds the amount which the District is required to pay for individual coverage for persons currently employed as teachers under the then effective collective bargaining agreement which covers teachers employed by the District. Any obligation which the District may have to make payments pursuant to this sub-paragraph shall terminate when the teacher reaches age 65 or becomes eligible for the Federal Medicare Program or its equivalent.

(ii) If the District's insurance carrier will not allow the retired teacher to remain enrolled in the District's group dental insurance program, then the District shall pay to the teacher on September 1, or another mutually agreed upon date, of each year that the teacher is not allowed to remain enrolled, an amount equal to the greater of either the maximum amount which the District can be required to pay for individual coverage for persons currently employed by the District or the cost of the annual premium which the teacher is required to pay to participate in the group dental insurance program operated by the Teachers Retirement System, if there is such a program. Any obligation which the District may have to make payments pursuant to this sub-paragraph shall terminate when the

teacher reaches age 65 or becomes eligible for the Federal Medicare Program or its equivalent.

(iii) Any teacher who retires in accordance with sub-paragraph A of this of this section will be allowed to remain enrolled in the District's group life insurance program or will be provided with equivalent life insurance coverage by the District. Any obligation which the District may have pursuant to this sub-paragraph shall terminate when the retired teacher reaches age 65.

C. A teacher who has completed at least 15 years of full time continuous employment in Rosemont School District No. 78 except in the cases of approved leaves of absence or in the case of a full time employee being involuntarily reduced to a part time position shall be eligible to retire under the following program if the teacher is at least 55 years of age by June 30 of the retirement year:

1. Notification - The teacher must notify the Superintendent in writing of intention to participate by March 1 of the last full year of employment.
2. The Contract - An eligible employee may enter into a yearly contract with Rosemont School District No. 78 for a specified amount of money per year.

Persons involved in the program are, after they retire, required to serve for 15 working days in activities arranged in consultation with the Superintendent or his designate. This annual compensation will be one fifth of the individual's base salary for the last year of full time service, but in no case will the sum of money exceed \$5,000.00 per year. The payment will be made annually for a maximum of five consecutive years, except that no payment will be made after the school year in which the employee reaches sixty-five. Payment for the services may be spread over the year to allow the individual to be covered by Social Security for four quarters as a self-employed contractor.

3. Death Provision - Upon the death of an individual entering into an early retirement contract with the District, the District will pay the unpaid portion of that year's payment to the contractor's designated beneficiary.
4. Fringe Benefits - Participants will be allowed to enroll in hospitalization insurance coverage for which they are eligible so long as the insurance company writing such coverage continues to approve participation by the retiree. The retiree will be responsible

for the full amount of the premium applicable to the particular coverage.

5. Right to Cancel - Once an employee has entered into the early retirement program, participation in the program may be discontinued by the employee at the end of any year. Normally, employees opting involvement in the program may not return to regular employment in the District. The contractual party shall not be considered an employee of the District.

6. Teachers electing to take an early retirement under the provisions of this subparagraph C shall not be eligible to receive the benefits provided for or to retire in accordance with subparagraphs A and B of this section.

D. Provisions will be made to ensure comprehensive counseling for any teacher wishing to take advantage of the early retirement incentives and will specifically counsel all candidate in financial and re-employment implications and rights.

#### 5.13 Accumulated Sick Days

All teachers who retire effective after July 1, 2018 shall receive a lump sum post-retirement payment that is due 30 days after they have last received their final paycheck for regular earnings in an amount equal to \$100.00 for each unused sick day accumulated during their career in Rosemont School District No. 78 up to a maximum of 50 sick days. Teachers shall not receive payment for any portion of the unused sick days accumulated during their career in Rosemont School District No. 78 which are used to increase creditable service in the Teachers Retirement System (TRS).

#### 5.14 Insurance Notification

Each employee will receive, by October 1 of the school year, an updated booklet detailing health, life and dental insurance benefits. Failure of the Board and/or administration to notify insurance carriers of negotiated changes will become the responsibility of the Board.

### 6.0 Additional Provisions

#### 6.1 Contract Year

##### A. School Year

The school year in this contract shall be a period of 185 days. The school year shall be based on 185 school calendar attendance days for teachers as indicated by the school calendar. Four days shall be used as full day institutes.

Five emergency days, if available, shall be subtracted from the end of the school year. It is further understood that the total number of days in attendance for teachers shall not be allowed to exceed 180 days.

B. The School Day

Student starting and dismissal time shall be determined by the Board of Education. Teachers shall be in school for a total of 45 minutes in addition to the period between student starting and dismissal time. Normally, the teacher work day shall begin forty (40) minutes before school begins for students and shall terminate five (5) minutes after school ends for students. The Superintendent may re-allocate the 45 minutes to provide time for after school meetings or conferences once a month. However, it is understood that the actual arrival and departure times for teachers will be such to allow sufficient time for the accomplishment of their professional responsibilities.

On Friday afternoons or days before holidays teachers shall be free to leave the building following the dismissal of the students unless an emergency meeting is deemed necessary by the administration. The length of the school day shall be the legal minimum required by Section 18-8(c) of the Illinois School Code to constitute a day of attendance for purposes of calculating state aid on these occasions:

- 1) last day prior to Thanksgiving, winter and spring vacations;
- 2) the days on which parent-teacher conferences are held.

C. The School Calendar

The school calendar shall be Attachment E, and is there for information purposes only.

D. Conference Days

At least one and up to two full in-service days shall be granted for the purpose of parent-teacher conferences. The mechanics of the

in-service days used for conferences shall be worked out between the Superintendent and the Planning Committee provided for in Paragraph 1.3.

E. Open House

All teachers shall be required to attend one scheduled open house per school year.

6.2 Credit for Experience for Pay Purposes

Full credit shall be given for teaching experience outside of School District No. 78 at the discretion of the Board of Education.

Teachers hired on or before November 1 shall receive credit for a full year's experience on the starting teacher salary schedule (Attachment B) for the following year and thereafter.

Part time teachers shall receive pro rata credit for placement on the starting teachers salary schedule.

A maximum of two years will be allowed on starting teachers salary schedule for military experience and peace corps service.

Unless otherwise modified by this Agreement the three criteria to be used in determining a teacher's placement on the starting teachers salary schedule are:

1. degree or degrees earned
2. approved hours beyond a degree
3. the actual number of years of teaching experience as credited by the Board of Education.

6.3 Honorable Dismissal/Layoff and Recall

When, in the judgment of the Board of Education, decline in enrollment, reduction of programs, or any other economic or programmatic reason requires the layoff of teachers, the Board shall attempt to accomplish same by attrition. In the event the necessary reduction cannot be accomplished by attrition, a layoff shall be in accordance with Section 24-12 of the Illinois School Code (105 ILCS 5/24-12) and the provisions of this section. In the event of any conflict between Section 24-12 of the



Illinois School Code and the provisions of this section, the provisions of the School Code shall control.

A. Procedure

A Joint Committee for Layoffs and Recalls ("Joint Committee"), as defined within Article 24 of the Illinois School Code, shall meet annually thereafter during the term of this Agreement. The Joint Committee shall be composed of an equal number of members, with half of the membership appointed by the Board, and half appointed by the Union. The appointments shall be made by October 1 of each school year, with the appointees serving from October 1 through the following September 30. The Joint Committee shall be charged with addressing the matters set forth in 105 ILCS 5/24-12(c), paragraphs (1) through (5), as hereafter amended. Any agreements reached by the Joint Committee must be approved by the affirmative vote of a majority of the members. The Joint Committee must reach an agreement on a matter by February 1st of a school year in order for the agreement of the Joint Committee to apply to the sequence of dismissal for that same school year. If the Joint Committee does not reach an agreement on a matter, then the applicable requirements of Section 24-12(b) of the School Code shall apply.

By no later than March 1 of each school term, the Superintendent shall consult with the Union President to develop a list establishing the sequence of honorable dismissals in any layoff in accordance with the positions and groupings required by Section 24-12(b) of the Illinois School Code. The Superintendent shall complete the list and provide the Union President with a copy no later than seventy-five (75) calendar days before the end of the school term. Thereafter, the Superintendent shall promptly inform the Union President of any changes in the list made between the time of consultation with the Union President and any layoff action taken by the Board, but in any event by no later than forty-five (45) calendar days before the end of the school term. In addition to the sequence of honorable dismissals list, the Board will provide the Union with a list of teachers employed by the District ranked by seniority alone ("seniority list") within the same time frame as specified above.

If the Board deems it necessary to layoff teachers, teachers to be honorably dismissed shall be chosen from among those teachers in the same position in accordance with their statutory grouping, with those in the lower groupings being removed before those in higher groupings. Within Group 1 (teachers who have not attained tenured and have not received a performance evaluation prior to

forty-five [45] calendar days before the end of the school term), teachers may be honorably dismissed in any order determined by the Board. Within Group 2 (teachers with a Needs Improvement or Unsatisfactory summative performance evaluation rating on either of their last two [2] summative ratings), teachers with a lower average rating on their last two [2] summative ratings (or their last rating if only one is available) shall be honorably dismissed before teachers with a higher average rating. For purposes of calculating an average rating within Group 2: Excellent = 4; Proficient/Satisfactory = 3; Needs Improvement = 2; and Unsatisfactory = 1. Among teachers with the same average rating in Group 2 and teachers in Groups 3 and 4, teacher(s) with the shorter length of continuing service with the District must be dismissed first.

Teachers in Groups 3 and 4 that are honorably dismissed as a result of a layoff and eligible to be recalled pursuant to Section 24-12 of the Illinois School Code shall be notified of recall by regular mail and certified or overnight mail showing proof of delivery to the teacher's last known address with a copy to the Union President. It is the teacher's responsibility to inform the District of his/her correct mailing address. A recalled teacher shall have fifteen (15) calendar days to inform the District that he/she accepts the position. Teachers who do not accept a position shall be stricken from the recall list.

#### B. Seniority Calculation

1. Length of continuous service will be measured on the basis of actual, uninterrupted, full time service from the date of the initial employment agreement. Length of continuous service will not be interrupted by approved leaves of absence but the duration of the approved leaves shall not be included in the total years of seniority.
2. Tenured teachers who are reduced to a part time position, involuntarily, shall receive full time credit for seniority service. Part time teachers who become full time certified teachers shall earn pro rata credit for seniority service.
3. In the event of a tie, the following criteria shall be used to break the tie in the following order:
  - A. Actual experience within District
  - B. Actual education (horizontal placement)

C. Credit for actual prior service in other districts granted by District 78

D. Superintendent's discretion

4. If a teacher who has been honorably dismissed is recalled pursuant to Section 24-12 of the School Code and returns to service during the next school year, the teacher shall not suffer loss of seniority, or salary step and shall be restored to all fringe benefits as promptly as the Insurance Carrier permits.

#### 6.4 Substitute Teachers

Substitute teachers will be made available when possible. No substitute teacher will be required to teach more than the teacher's normal load, except for an emergency situation.

#### 6.5 Satisfactory Service Advancement

Any teacher who is held at a salary step on the starting teacher's salary schedule must first receive notice of such intent no later than February 1 of the school year. The notice shall contain recommendations for the improvement of the teacher and will be signed by the Superintendent.

#### 6.6 Teacher Meetings

All teachers are required to attend staff meetings. In addition, all teachers may be required by the Administration, to attend in-service or curriculum development meetings, and/or Open House, not to exceed ten per year.

#### 6.7 Duty Free Lunch Period

All teachers are entitled to a duty free lunch period as provided in the School Code. No teacher shall be required to consult, confer, answer the telephone, or attend a meeting or travel during this duty free lunch period.

#### 6.8 Staff and Curriculum Development

The Administration may require a teacher to attend Staff and Curriculum Development meetings held as part of institute days during the week before the beginning of the school year or during the week after the end of the school year. These meetings may be held on up to a total of five days between 9:00 a.m. and 3:00 p.m. Teachers required to attend these curriculum development meetings will receive a stipend of \$30.00 per

hour.

#### 6.9 Voluntary Curriculum Projects

Teachers may undertake Curriculum Development Projects on a voluntary basis. Teachers who undertake such projects during the summer, shall, with the prior approval of the Superintendent, upon completion of the project, receive a stipend of \$30.00 per hour. The Superintendent, when approving a summer curriculum development project, shall specify the maximum amount of time the teacher is to be compensated for spending on the project.

#### 6.10 Reimbursement for Materials and Supplies

Each teacher shall be reimbursed for materials and supplies purchased directly by the teacher that are directly related to the curriculum and are used by students in the classroom up to a maximum of \$150.00 per school year. Prior to receiving reimbursement teachers shall provide the administration with documentation verifying the purchase and substantiating the request for reimbursement.

### 7.0 General Provisions

#### 7.1 Lunch Duty

No teacher shall be required to take lunch duty. Should a teacher accept such a duty, he/she will be paid according to the Extra Duty Schedule (Attachment C).

#### 7.1A Bus Duty

Teachers may be asked to take bus duty. Bus duty is defined as having the teacher/teacher aide stay in the bus area until the bus departs. If teacher aides are not available, this duty becomes the responsibility of the classroom teacher.

If a teacher accepts the duty of riding the school bus, he/she will be paid according to the Extra Duty Schedule.

#### 7.2 Teacher Evaluation

A. The parties agree that the primary objective of the teacher evaluation program is to improve the quality of instruction. In the event of a conflict between the legal requirements of the School Code and ISBE regulations and the terms of this section, the

requirements of the School Code and ISBE regulations shall control.

An evaluation shall consist of the following components:

1. Pre-Observation Conferences – a pre-observation conference must precede each formal observation. This conference will occur at least one (1) school day before the formal observation. During this conference, the evaluator and the teacher will discuss the lesson plan and any areas on which the evaluator should focus during the observation, if applicable.

In advance of the pre-observation conference, the teacher must submit to the evaluator a written lesson plan for the instruction will be conducted during the formal observation.

2. Formal Observation – The formal observation will involve an observation of a teacher for a minimum of forty-five (45) minutes at a time, or a complete lesson, or during an entire class period.
3. Post-Observation Conferences – Within ten (10) school days after the formal observation, the evaluator shall meet with the teacher to discuss the evidence collected during the evaluation and judgments made about the evidence. The evaluator must provide written feedback to the teacher at this conference.
4. Informal Observations – Informal observations are unannounced and do not require a pre-conference meeting. Following an informal observation, the qualified evaluator shall provide feedback to the teacher either orally or in written form. If the feedback is in a written format, the evaluator will provide the teacher with an opportunity to have an in-person discussion.

Evidence gathered during informal observations may be considered in determining the performance evaluation rating as long as it is documented in writing.

#### 5. Required Observations

Tenured Teachers rated “Excellent” or “Proficient” on Prior Evaluation	Probationary Teachers and Tenured Teachers Rated “Needs Improvement” or “Unsatisfactory” on Prior Evaluation
At least two (2) observations: At least one (1) of the observations must be a formal observation	At least (3) observations: At least two (2) of the observations must be formal observations

including the required pre-observation and post-observation conference	including the required pre-observation and post-observation conferences
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- B. Probationary teachers shall be formally evaluated on an annual basis with at least (3) observations, two (2) of which shall be formal observations.

Teachers who have entered contractual continued service (tenure) and have received an “excellent” or “proficient” in the most recent summative rating shall be formally evaluated once every two years.

If a tenured teacher receives a “needs improvement” rating, the following will occur:

- i) Within thirty (30) school days after the completion of a “needs improvement” rating, the evaluator in consultation with the teacher shall develop a professional development plan.
- ii) The professional development plan shall take into account the teacher’s ongoing professional responsibilities including his or her regular teaching assignments.
- iii) The professional development plan shall be directed to the areas in which the teacher needs improvement.
- iv) The professional development plan shall identify any supports the District will provide to address the areas in which the teacher needs improvement.

If a tenured teacher receives an unsatisfactory rating, the following will occur:

- i) Within thirty (30) school days after the teacher receives an unsatisfactory rating, the District must provide the teacher with a remediation plan designed to correct the areas identified as unsatisfactory, provided the deficiencies are deemed remediable. The teacher may request, and with approval of the Superintendent, he/she be given occasional released time during the period of remediation to explore and/or be introduced to other methods which would improve the teacher's techniques and/or goals.

- ii) The remediation plan shall provide for ninety (90) school days of remediation within the classroom.
- iii) A mid-point and final evaluation by an evaluator shall take place during the course of the ninety (90) day remediation plan. Each evaluation shall assess the teacher's performance during the time period since the prior evaluation, provided that the final evaluation shall also include an overall evaluation of the teacher's performance during the remediation period. A written copy of the evaluations and ratings, in which any deficiencies in performance and recommendations for correction are identified, shall be provided to and discussed with the teacher within ten (10) school days after the date of the mid-point and final evaluation.
- iv) When an evaluation schedule requires an evaluation after the close of the school year such evaluation shall be scheduled to occur in the following year.
- v) Participants in the remediation plan shall include the teacher deemed unsatisfactory, a qualified evaluator, and a consulting teacher. The remediation plan may include the participation of other personnel to assist in correcting areas identified as unsatisfactory. The consulting teacher shall participate in developing the remediation plan, but evaluation itself shall be completed by the evaluator.
- vi) After the District's PERA (Performance Evaluation Reform Act) implementation date, if the District decides to implement the "Optional Alternative Evaluative Dismissal Process for PERA Evaluations" as set forth in 105 ILCS 5/24-16.5, the above procedures shall be supplemented or revised as necessary to meet the requirements of 105 ILCS 5/24-16.5.

The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of probationary and tenured teachers. The parties further recognize that the evaluation procedure for teachers be fair and thorough. Therefore, and to this end the following procedure has been agreed to:

1. A Teacher Evaluation Committee will be established to review existing evaluation criteria and to develop new criteria. This committee shall consist of two members, one selected by the R.P.A. and one of whom shall be the Superintendent. The R.P.A. shall have the right to designate a faculty member to

serve as an alternate. The alternate shall be entitled to attend all committee meetings. The Teacher Evaluation Committee, on or before March 31, shall develop evaluation criteria and shall make a written report which sets forth these criteria.

2. The Teacher Evaluation Committee Report shall be commented upon by the Superintendent who shall, within 14 days after the report is issued, make a written recommendation to the Board of Education as to whether the evaluation criteria in the report should be utilized. The Superintendent may also recommend additional criteria to be used, provided that he shall state in writing the specific reasons as to why these additional criteria should be utilized. If the Superintendent recommends that any of the criteria developed by the Teacher Evaluation Committee not be utilized, he shall state the specific reasons for his recommendation and suggest modifications in such criteria.
3. The Teacher Evaluation Committee Report and the Superintendent's comments will be submitted to the Board. The Board shall determine whether to adopt the Teacher Evaluation Committee Report or to refer the Superintendent's comments to the Teacher Evaluation Committee. If the Board adopts the Teacher Evaluation Committee Report, the criteria in this report shall be used for evaluating teachers.
4. If the Board refers the Superintendent's comments back to the Teacher Evaluation Committee, the Teacher Evaluation Committee will then meet to attempt to develop evaluation criteria which will take into consideration the Superintendent's comments. The Teacher Evaluation Committee will, within 30 days after the Board refers the Superintendent's recommendations to it, issue a second report recommending evaluation criteria for teachers.
5. This second report shall be reviewed independently by the Superintendent. The Superintendent shall make a written recommendation to the Board as to whether the evaluation criteria in the second report shall be utilized. If the Superintendent recommends that any of the criteria in the second report not be utilized, he shall state his specific reasons in writing and suggest modifications.
6. The Teacher Evaluation Committee's second report and the Superintendent's recommendation shall then be submitted to the Board, which shall adopt the criteria to be used for evaluating teachers.



- C. Copies of the instruments and other documents which contain the criteria to be used in teacher evaluation shall be distributed to the teachers on or before the first day of each school year.
- D. The Superintendent shall be responsible for the administration of procedure for evaluating teachers.
- E. The Superintendent shall orient all teachers to the evaluation procedures.
- F. Formal evaluations shall be based on classroom observations.
- G. The teacher and administrator shall confer over all evaluations prior to their insertion into the personnel file.
- H. At the teacher's discretion, he/she may either be accompanied by a silent officer from the R.P.A. or have the conference tape-recorded. If the evaluator refuses to agree to a tape-recorded conference, then he must allow a silent officer to be present.
- I. Teachers will be notified of any deficiencies and given ample opportunity to correct them. Timely assessments of the teacher's progress in correcting deficiencies shall be provided upon request.
- J. Probationary teachers shall be evaluated with enough frequency to determine their ability, but at reasonable intervals to enable the teachers to exhibit progress in any areas needing improvement.

### 7.3 Teacher's Personal File

- A. Each teacher's personal file shall contain the following minimum items of information:

- All teacher evaluation reports
- Required medical information
- Copies of annual contracts
- Copies of supplemental duty contracts
- All other information which is used as a basis for discipline or failure to re-employ a teacher

Only one official personnel file shall be maintained for each teacher in the district. No material which is not contained in the teacher's file shall be used to affect the teacher's status in the district.

This file shall be subject to review by the teacher upon request, and a representative of the R.P.A. may be present. If the teacher desires to have his/her file duplicated, such will be accomplished by the Superintendent within one working day. The teacher will have the right of review upon receipt of the duplicated documents.

- B. All formal evaluation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. Any time a substantiated adverse comment or document pertaining to a parent complaint, or a reprimand by the Superintendent is placed in a teacher's file, the teacher shall be notified two days prior to placement in the file. If a parent complaint is not repeated for two calendar years, the complaint and/or the reprimand shall be removed at the request of the teacher.
- D. Any teacher has the right to attach or insert a rebuttal concerning any event or occurrence that is documented in his/her personal file.

#### 7.4 Notification of Assignments

Reasonable effort will be made by the Superintendent and the Board to notify teachers of their tentative assignments by the end of the school year.

#### 7.5 Planning Time

All teachers shall be scheduled for a minimum of 40 minutes per day for planning and preparation save under emergency conditions designated by the Superintendent. Teachers who regularly perform classroom teaching activities approved by the Superintendent, during their planning period shall be compensated at the rate of \$30.00, per planning period for each planning period during which they perform such classroom teaching activities, unless the teaching activities are funded by a private or governmental grant. Teachers shall not be required to regularly perform classroom teaching activities during their planning period.

#### 7.6 Mainstreaming Placement

Before a mainstreaming decision with respect to a given student is implemented, the potential receiving teacher will be given the opportunity to attend the relevant staff meeting.

Any teacher who feels that a given mainstreaming decision, once implemented, is not congruent with the best interests of the educational process, shall have the right to request reconsideration of the mainstreaming decision in a conference with the Superintendent and appropriate Special Education Personnel.

#### 7.7 Class Size

Class size should not exceed twenty-four (24) students in Grades K-2, twenty-six (26) students in Grades 3-4 and twenty-nine (29) students in Grades 5-8. In the event a class is larger than twenty-four students in Grades K-2, twenty-six students in Grades 3-4 or twenty-nine students in Grades 5-8, then the class will be split or a full-time aide will be assigned to the class as determined by the Board. No adjustment will be required for increases in class size which occur after December 1.

#### 7.8 Inclusion of Special Needs Students

Whenever a special needs student is designated for integration into a classroom, the classroom teacher shall be provided with adequate support and training.

#### 7.9 Discipline

Teachers shall be subject to discipline up to and including suspension with, or without pay, for just cause by the superintendent. Such teachers shall be given a written statement of the reasons for the disciplinary action by the superintendent. If requested the superintendent shall discuss the reasons for the disciplinary action with the teacher and a union representative prior to the suspension taking effect.

A teacher may appeal the decision of the superintendent to take disciplinary action to the Board by filing a written notice with the superintendent. The teacher must file the written notice within two days after the teacher is informed of the disciplinary action by the superintendent. The disciplinary action shall not be implemented until the Board takes action on the appeal.

The teacher may have a union representative present when the reasons for the disciplinary action are being discussed and during those times when an appeal of such action is being considered by the Board and the teacher is permitted by the Board to be present.

#### 7.10 Teacher Committees

Teachers who serve on the School Improvement Committee, on any committee established by the Board to seek a grant or on any other committee established by the Board shall be entitled to up to three (3) days of released time to perform committee work. The released time must be utilized in the approved committee work and must be done on District property.

**8.0 Duration of Agreement**

- A. This Agreement will be in effect from July 1, 2021 through June 30, 2024.
- B. Copies of this Agreement shall be printed at District expense and a copy of said Agreement will be given to each teacher.
- C. This Agreement is signed this 9<sup>th</sup> day of August, 2021.

In Witness Thereof:

For: Rosemont Professional Association

- 1. Victorine Cline  
Vice - President
- 2. Janet Kester

For: Board of Education of District No. 78

- 1. [Signature]  
President
- 2. [Signature]  
Secretary

**ATTACHMENT A**

**GRIEVANCE FORM**

**ROSEMONT COUNCIL OF TEACHERS**

GRIEVANT'S NAME

DATE

GRIEVANCE #

ARTICLE AND SECTION OF THE CONTRACT VIOLATED:

FACTUAL BACKGROUND:

STATEMENT OF THE ISSUE:

REMEDY

signatures

signatures

## ATTACHMENT B

### STARTING TEACHERS MINIMUM SALARY SCHEDULE

During the 2021-22 School Year the minimum salary to be paid a teacher who is first employed in School District 78 for the 2021-22 School Year shall be as follows:

	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>2021-22</b>	\$50,355	\$52,346	\$53,407	\$54,306	\$56,305

During the 2022-23 School Year, the minimum salary to be paid a teacher who is first employed in School District 78 shall be increased by 1.4% above the starting salary for the 2021-22 School Year. This 1.4% increase is the same percentage increase in the Consumer Price Index for all Urban Consumers for all items that was determined by the Illinois Department of Revenue to be generally applicable to the 2021 tax levy year for taxes payable in 2022 pursuant to the Property Tax Extension Limitation Law.

During the 2023-24 School Year, the minimum salary to be paid a teacher who is first employed in School District 78 shall be increased above the starting salary for the 2022-23 School Year by the lessor of either: (1) the percentage increase in the Consumer Price Index for all Urban Consumers for all items that is determined by the Illinois Department of Revenue to be generally applicable to the 2022 tax levy year for taxes payable in 2023 pursuant to the Property Tax Extension Limitation Law or (2) 3.0%.

# ATTACHMENT C

## EXTRA DUTY SCHEDULE

Except for outdoor education and bus duty, the annual stipends for extra duty activities shall be as follows for teachers who served in the same position the previous school year:

The annual stipend to be paid to a teacher who served as a coach or sponsor for the 2020-2021 school year and who serves in the same position shall be increased by 3.0% for the 2021-2022 school year.

The annual stipend to be paid to a teacher who served as a coach or sponsor for the 2021-2022 school year and who serves in the same position shall be increased by 3.0% for the 2022-2023 school year.

The annual stipend to be paid to a teacher who served as a coach or sponsor for the 2022-2023 school year and who serves in the same position shall be increased by 3.0% for the 2023-2024 school year.

Except, the above increases shall not apply to any teacher that is receiving a retirement incentive.

Supervision before/after school hours shall be \$30.00 per hour. The stipend for outdoor education shall be \$500.00 per trip. The stipend for the eighth grade Washington D.C. trip shall be \$800.00 per trip. The stipend for the Springfield trip shall be \$300.00 per trip.

Unless a stipend is indicated in the extra duty schedules as being the “total for all sponsors”, each coach and assistant coach, if there is an assistant coach, shall receive the stipend specified in the extra duty schedule. The Board shall determine the number of coaches and assistant coaches and which teams or activities shall be sponsored by the District.

The length of season for athletic coaches shall be as follows:

<u>Position</u>	<u>Length of Season</u>
Softball (Girls and Boys)	Six Week Season
Varsity Basketball (Girls and Boys)	Eight Week Season
Swim Club Fall (Coed)	Six Week Season
Swim Club Spring (Coed)	Six Week Season
J.V. Basketball(Boys and Girls)	Eight Week Season

Volleyball (Boys and Girls)	Eight Week Season
J.V. Volleyball (Boys and Girls)	Eight Week Season
Varsity Cheerleading	Eight Week Season
J.V. Cheerleading	Eight Week Season
Soccer (Boys and Girls)	Five Week Season
Cross Country (Coed)	Six Week Season

Teachers performing an extra duty activity for the first time shall be paid the following percentages of the minimum salary that is applicable during the school year to newly hired teachers who have a BA degree:

<u>Position</u>	<u>Percentage</u>
Softball (Girls and Boys)	4%
Varsity Basketball (Girls and Boys)	5%
Swim Club Fall (Coed)	3%
Swim Club Spring (Coed)	3%
J.V. Basketball(Boys and Girls)	5%
Volleyball (Boys and Girls)	5%
J.V. Volleyball (Boys and Girls)	5%
Cross Country (Coed)	4%
Soccer (Boys and Girls)	4%
Cheerleading(Varsity and J.V.)	5%
School Newspaper	5% total for all sponsors
School Yearbook	5% total for all sponsors
Eighth Grade Sponsor	4% total for all sponsors
Band	5% total for all sponsors
Lunchroom Supervisor	6.5% per Supervisor per lunch period
Student Council	4% total for all sponsors
Drama Club	5% total for all sponsors
Cultural Event Sponsors	5% total for all sponsors

All other continuing activities not specified in this schedule unless otherwise agreed 2.5% total for all sponsors per activity

NOTES

1. A teacher may make up planning time after the teachers school day when they use their planning periods for extra duty activities in a mutually agreed upon time period between the administration and the teacher involved.



2. The number of games/activities may be changed to suit the conference/tournament schedule. Significant changes will result in a negotiated adjustment of the stipend percentage.
3. Teachers' retirement is included in the stipend.
4. Payment will be made at the end of a season. For those activities that are held throughout the year (Example: newspaper, band, lunchroom supervision, etc.) payment will be made twice a year in December and June.
5. A description setting forth the duties and responsibilities of the coach or sponsor of each extracurricular activity shall be prepared and issued by the administration. Coaches and sponsors shall devote the time required for them to fulfill the duties and responsibilities set forth in the description. The Superintendent may remove a coach or sponsor who fails to fulfill the duties and responsibilities contained in the description.
6. The administration may require coaches and sponsors in sports and other extracurricular activities to attend courses and schools in order to enhance and improve their coaching and instructional capabilities. The School District shall pay the normal expenses incurred as a result of such attendance.
7. Teachers who accompany students to contests, conferences or other events held off the premises of the Rosemont School after school hours or on weekends or holidays shall be paid a stipend of \$30.00 per hour up to a maximum of \$150.00 per day provided that the payment of the stipend is approved in advance by the superintendent.

## ATTACHMENT D

### SICK DAY POOL

#### A. Philosophy

The purpose of the Rosemont Pool is to provide a substantial number of days to be utilized by the faculty when the need for sick days exceeds the number of days accumulated by a teacher.

#### B. Board of Trustees

The sick leave pool will be managed by a Board of Trustees. The Board will be composed of four teachers, the R.P.A. president and one administrator.

The four teachers on the Board are to be elected annually by the members of the Rosemont Professional Association.

Decisions granting the use of days from the pool must have the approval of three teachers on the Board of Trustees. The R.P.A. president will vote on a decision to disperse days only in the event of a tie.

The purpose of the administration's representative on the Board is to assure consistency between the records of the Board of Trustees and those of District 78. Consequently, the administration's representative may not participate in a vote on the dispersal of days from the pool.

#### C. Eligibility

An individual must be a teacher in District 78 in order to be granted days from the sick leave pool.

An individual must have contributed in the most recent request of the faculty for sick days in order to draw from the pool.

The teacher must have utilized all accumulated sick days before receiving a grant of days from the pool.

To facilitate the decision-making process by the Board of Trustees, an application form must be filed by the teacher. Application forms will be available from the Executive Board of R.P.A. and/or members of the Board of Trustees.

Application prior to the expiration of the teacher's sick leave, if possible, is strongly recommended. Verbal application, for a grant of days, in the event that

the teacher is not in school, is permissible.

D. Operational Guidelines

The Board of Trustees has the complete and final authority for the operation of the Rosemont Sick Leave Pool.

Voluntary contributions, of not more than two days per year, from the faculty will create the days available in the pool.

1. After the initial request, days will be added to the sick leave pool in the following manner:
  - (a) Whenever the total number of days in the pool reaches 40 or less.
  - (b) During September of each school year a request will be made of the entire faculty unless such a request would place the total number of days in the pool over 150.
  - (c) If a request is not made of the entire faculty, then all faculty members who did not participate in the last request shall have an opportunity to contribute to the sick leave pool regardless of the number of days available in the pool.
  - (d) Tenured teachers leaving the district because of resignation, retirement, or reduction in force termination, may contribute up to five days of their accumulated sick leave to the sick leave pool. This contribution must take place no later than 60 days prior to the end of the school year.

The sick leave pool is an emergency type procedure not intended to replace the Illinois Retirement System's total and partial disability procedures. Nor is the pool intended to supersede or replace any District 78 leave policy; therefore, additional sick leave days cannot be granted for reasons not covered by official policy of District 78.

At the discretion of the Board of Trustees an individual may be asked to furnish documentation or rationale, beyond that supplied in the application, to justify the granting of days from the pool.

2. As soon as the Board of Trustees has reached a decision, on an application, superintendent and R.P.A. Executive Board shall be notified in writing.

Days donated by a teacher to the pool may not be withdrawn. Days donated are recorded as consumed on the individual teacher's official school record of accumulated sick leave.

A complete record of the following items will be kept:

- (a) Names and number of days contributed by each teacher
  - (b) Application submitted by teachers
  - (c) Number of days granted
  - (d) Number of days utilized
2. The Board of Trustees will submit an annual report to the Executive Board, membership of the Rosemont Council, Superintendent and the Board of Education.
  3. Official records of the Board of Trustees will be kept by the R.P.A. and Board of Education.

**ATTACHMENT E**  
**SCHOOL CALENDAR**

The school calendar for subsequent school years will be provided to the R.P.A. after the calendar has been approved by the Board of Education.

## 2021-22 Rosemont School Calendar

### August

09	School Board Mtg. – 5:30 pm
10	New Student Registration Day – 8:30 to 2:30
16	Teacher Institute Day – No School
17	Preschool Parent Open House 8:30 – 2:00
17	First Day of School <b>(K-8)</b> – Early Dismissal at 2:00 pm
18	First Day of School <b>(PK)</b>
18	First <b>Full</b> Day of School <b>(K-8)</b>
23-27	Fall MAP Testing <b>(K-8)</b> – NO FIELD TRIPS*
31	Aimsweb Testing <b>(K-8)</b> – NO FIELD TRIPS*

### September

01	Aimsweb Testing <b>(K-8)</b> – NO FIELD TRIPS*
06	Labor Day Holiday – No School
08	Open House/Benefit Club Mtg. – 7:00pm
09	Picture Day
10	Grandparents' Day
10	Mid Quarter
13	School Board Mtg. 5:30 pm
22	L.A.F.F. Night – 6:30 pm

### October

07	End of 1 <sup>st</sup> Quarter
08	Teacher Institute Day – No School
11	Columbus Holiday – No School
12	School Board Mtg. – 5:30 pm
12	Benefit Club Mtg. – 5:45 pm
13	Picture Retake Day
21	Early Dismissal – 2:00 pm
	Parent/Teacher Conferences – 2:30 pm to 7:30 pm
22	No School
	Parent Teacher Conferences – 8:00 am to 1:00 pm
25-27	White Pines Outdoor Ed. Trip <b>(Grades 7 &amp; 8)</b>
27	L.A.F.F. Night 6:30 pm

### November

08	School Board Mtg. – 5:30 pm
08-12	Cultural Event Week
11	Veterans' Day Holiday – No School
15	Mid Quarter
23	Early Dismissal – 2:00 pm
24-26	Thanksgiving Break – No School

### December

01-02	Santa's Workshop
07	Science/Social Studies Fair – 6:30 pm
09	Kindergarten/Band Program – 2:00/7:00 pm
13	School Board Mtg. – 5:30 pm
14-15	Aimsweb Testing <b>(K-8)</b> – NO FIELD TRIPS
21	End of 2 <sup>nd</sup> Quarter
21	Early Dismissal – 2:00 pm
22	Winter Break Begins – No School

### January

05	Teacher Institute Day – No School
06	Classes Resume after Winter Break
10	School Board Mtg. – 5:30 pm
10	Benefit Club Mtg. – 5:45 pm
17	M.L. King Holiday – No School
18-21	Winter MAP Testing <b>(K-8)</b> – NO FIELD TRIPS*
26	L.A.F.F. Night – 6:30 pm

### February

04	Mid Quarter
14	School Board Mtg. – 5:30 pm
17	Early Dismissal – 2:00 pm
	Parent/Teacher Conferences – 2:30 pm to 7:30 pm
18	No School
	Parent/Teacher Conferences – 8:00 am to 1:00 pm
21	Presidents' Day – No School
23	L.A.F.F. Night – 6:30 pm

### March

04	Preschool Screening – By Appt. Only
07	Casimir Pulaski Day – No School
10	Music in Our School Concert
11	End of 3 <sup>rd</sup> Quarter
14	School Board Mtg. – 5:30 pm
14	Benefit Club Mtg. – 5:45 pm
25	Early Dismissal – 2:00 pm
28	Spring Break Begins

### April

04	Classes Resume after Spring Break
07-08	Springfield Trip <b>(Grades 6 &amp; 7)</b>
11	School Board Mtg. – 5:30 pm
11	Benefit Club Mtg. – 5:45 pm
15	No School
21	Drama Club Play
22	Mid Quarter
26	Graduation Pictures
27	8 <sup>th</sup> Grade Leaves for Washington DC Trip
27-29	Spring MAP Testing <b>(7<sup>th</sup> grade)</b>
30	8 <sup>th</sup> Grade Returns from Washington DC Trip

### May

03-04	Aimsweb Testing <b>(K-7)</b> – NO FIELD TRIPS*
09	School Board Mtg. – 5:30 pm
09-13	Spring MAP Testing <b>(K-6)</b> – NO FIELD TRIPS*
11	Art Fair/Ice Cream Social/Band Performances
16	Teacher Institute Day – No School
22	8 <sup>th</sup> Grade Graduation – 2:00 pm
25	Kindergarten Graduation – 9:30 am
25	Last Day of Preschool
27	Last Day of School if no Emergency Days Used (Students Dismissed at 11:30 am)

### June

13	School Board Mtg. – 5:30 pm
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\* No Field Trips or any extra events during the School Day, i.e. Jr. Achievement