

AGREEMENT BETWEEN
THE BOARD OF EDUCATION
of
LELAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1

and the

LELAND EDUCATION ASSOCIATION

2018-2019

2019-2020

2020-2021

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AGREEMENT

ARTICLE I

THIS AGREEMENT is made and entered into by and between the BOARD OF EDUCATION OF LELAND COMMUNITY UNIT SCHOOL DISTRICT NO.1, LaSalle County, Illinois (hereinafter referred to as the "Board") and the COMMUNITY UNIT NO.1 TEACHERS' LELAND EDUCATION ASSOCIATION, affiliated with the Illinois Education Association, IEA/NEA (hereinafter referred to as the "Association"). The Board and the Association believe that they have a common responsibility to provide the pupils of the District with a quality educational program. It is the hope of both parties that this agreement will assist in the maintenance of such an educational program.

ARTICLE II

RECOGNITION AND SCOPE

2.1 Recognition

The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all regularly employed full and part time certificated teaching personnel, excluding the superintendent, principals, administrators, substitute teachers, and any other employees excluded from coverage under the Illinois Educational Labor Relations Act.

2.1.1 Definition

When used herein, the term "teacher" or the term "employee" shall refer to the members of this bargaining unit as defined above.

2.2 Scope

The Board and the Association agree to negotiate in good faith with respect to wages, hours, and other terms and conditions of employment as required by law, provided that such obligation does not compel either party to agree to a proposal or require the making of a concession.

2.3 Fair Share

No employee shall be required to join the Association as a condition of employment. However, each full time teacher who is not a member of the Association is required to pay a fair share fee to the Association for the purpose of deferring the costs of services rendered by the Association to non-members.

In the event a teacher does not pay the fair share fee directly to the Association within 30 days following the commencement of employment, the Association shall notify the Board of the amount due and unpaid by such employee. The Board shall then deduct the fair share fee from the wages of the employee and remit it to the Association in accordance with the procedures currently established in the District for membership dues deduction.

At least annually, the Association must certify the amount of this fair share fee, which may not include contributions related to the election or support of candidates for political office. The Association shall also comply with the Notice of Fair Share fees requirement and other provisions as provided by the

applicable rules of the IELRB. The Board shall not be required to deduct the fair share fee until the certification and notice requirements described herein have been met as required by the applicable law and/or the rules and regulations of the IELRB.

The obligation to pay a fair share fee will not apply to any employee who, on the basis of either a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Association.

The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability, including all costs and attorney fees that shall arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with this Article, or in reliance upon any list, certification or notice furnished pursuant to this Article.

Notwithstanding anything herein to the contrary, this Section 2.3 shall not apply to those District employees not members of the Association as of September 30, 1985. No such employee shall be required by the Article to pay any fair share fee.

ARTICLE III WORKING CONDITIONS

3.1 School Calendar

The Board shall annually adopt a school calendar as required by applicable law. A copy of Administration's tentative calendar shall be provided to the Association at least 2 weeks prior to its initial presentation to the Board in the month preceding the action item for adoption. The Association may submit written suggestions regarding the tentative calendar and the teachers shall be placed on the Board agenda for the purpose of presenting such suggestions to the Board.

3.2 Duty Free Lunch

Each teacher shall be guaranteed a duty-free lunch of at least thirty (30) minutes per day.

3.3 Preparation Time

The board will continue to provide release time to teachers for preparation purposes. During the regular student day, 8:10 a.m. to 3:05 p.m., the Board will provide no less than 150 minutes of release time per each five day work week. In the event that the Board wishes to change the number of periods in the school day at the secondary level, it shall appoint a committee which includes teachers to consider the issue.

3.4 Assignment

Teachers will be given their tentative schedules no later than the last day of the school term. The Administration shall promptly notify a teacher of any change to his/her schedule forty-five (45) days before the start of the next school term provided that the Administration is aware at that time. Otherwise, the teacher will be notified as soon as reasonably possible after the Administration becomes aware of the change.

3.5 Work Day and Work Hours

The regular teacher work day shall be from 7:45 a.m. to 3:30 p.m. Monday, Tuesday, and Thursday. On Wednesday, teacher work day shall include professional development activities until 4:00 p.m. On Fridays or days preceding holidays or vacation, or days when school is dismissed early due to weather conditions, the teacher day shall end ten (10) minutes after the close of the pupil day except on scheduled School Improvement and Teacher Institute Days, and on Final Exam days when teachers are expected to stay for the full work day. Teachers may be required to remain until 3:45 to attend meetings or meet with parents or students. On a rotating basis, teachers (K-5 and 6-12) will be assigned to provide student academic support and enrichment Monday, Tuesday, and Thursday until 3:45. Each semester will begin with a Teacher Institute Day. The spring semester Institute Day will consist of morning in-service activities, and the afternoon reserved for teacher record-keeping.

3.6 Discipline

The Board and Association agree that proper student control is a joint effort of teachers and administrators at all times wherein students are under the jurisdiction of the school. All certified staff members shall assume reasonable responsibility for student control and enforcement of the approved code of discipline. Administration shall continually support faculty in providing information to students about desired behavior.

ARTICLE IV

EMPLOYEE/ASSOCIATION RIGHTS

4.1 Curriculum Development

Teachers shall have the right and responsibility to participate in activities designed to improve the curriculum and, by working through established channels, they may make recommendations for curricular change.

4.2 Indemnification

The Board shall protect and indemnify teachers against damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment as provided for in the applicable provisions of the Illinois School Code. All teachers shall sign up for any liability insurance coverage offered by the State at no cost to the teachers.

4.3 In-Service Program

A committee of teachers in conjunction with the Principal shall have the right to make recommendations regarding the in-service programs to be used in the District.

4.4 Personnel Files

Teachers shall have the right upon request and at reasonable times to review the contents of their personnel files, except for pre-employment references. Only one official file shall be kept for each teacher. Each teacher shall have the right to insert material relevant to his/her service in this school or his/her qualifications in general. A teacher shall have the right to attach dissenting material in their official file. Reasonable requests by teachers for single copies of materials in their office file, except

privileged information, will be honored by the Administration. Transcripts, certificates, and any item of personal value to the teacher shall, by request, be made available to the teacher upon termination from the District provided, however, that the District will retain all records or copies thereof as deemed necessary for business purposes or as may be required by law.

4.5 Notice of Special Board Meetings

Except in emergency situations, the Board will use reasonable effort to notify the Association's President of any special meetings of the Board. During the summer months, the Superintendent will attempt to telephone the Association President to advise as to any special meetings.

4.6 Access to Information

The Board shall make available to the Association upon request the financial records of the District. The Association may request and receive a copy of any public records of the Board, except those exempt from disclosure by law. The Superintendent shall post the agenda for each Board meeting on the bulletin board in the Superintendent's office and shall also place a copy of the agenda in the teachers' lounge. A copy of the open session Board minutes, when prepared and approved for distribution, shall be posted on the District's website.

4.7 New Teachers

Names and addresses of newly hired teachers shall be provided to the Association as soon as available and only with the consent of the teacher.

4.8 Mailbox

The Association may use the school mailboxes to facilitate the dissemination of official identified Association material. The Association agrees, however, not to knowingly use the mailboxes for any purpose which has an adverse effect on the District.

4.9 Use of Bulletin Boards

The Board agrees that the Association shall not be prohibited from using any available bulletin board space in employee lounges or other areas not frequented by students for the purpose of posting notices and other materials related to Association activities. All notices and materials that are posted are to be signed or initialed by an authorized Association representative.

4.10 Association Meetings

The Association shall have the right to use the school building to hold general membership meetings, provided that the Principal is given reasonable advance notice, the meeting will not disrupt or interfere with any facet of the school's educational, administrative, or extracurricular programs, and so long as the Association reimburses the District for any additional maintenance and custodial expenses covered by such meeting.

4.11 Insurance Advisory Committee

The parties hereby agree to establish a health insurance advisory committee. Said committee shall be comprised of the Superintendent, one member of the support staff selected by the Superintendent, and

three (3) members of the Association. Any person may submit suggestions to the committee either orally or in writing. The committee is authorized to consider and study cost containment, claims handling services, cost reduction measures, benefits and other items relating to the Board's health insurance plan. The committee may make advisory recommendations to the Board relating to employee health insurance issues.

These recommendations shall be advisory only and shall not be binding on the Board. Committee approval shall not be required for any decision relating to insurance. Committee meetings or communications shall not be considered to be negotiations. Participation on the committee shall be voluntary, and considered non-work time, and the members of the committee shall not be entitled to any additional compensation because of their participation. The committee shall meet as needed at mutually agreeable times that do not conflict with any teachers' normal school day.

ARTICLE V GRIEVANCE PROCEDURE

5.1 Definition

A grievance is defined as a written claim that there has been a violation, misinterpretation, or misapplication of a specific provision of this agreement. No grievance will be processed or entertained unless it is filed in writing in accordance with Step 1 within fifteen (15) days after the occurrence of the event giving rise to the grievance.

5.2 General Provisions

5.2.1 Time Limits

All time limits consist of school days except that between the end of the school term in June and the beginning of the next school term, the time limits shall consist of days when the District's business offices are open. All time limits may be extended by mutual written agreement between the parties. Failure to follow the time limits, except when mutually extended, shall act as a bar for further process of the grievance.

5.2.2 Association Representation

An employee will be entitled to Association representation at each step of the grievance process.

5.2.3 Bypass

Upon the mutual agreement of the Association and the Superintendent, a grievance may be brought directly to any step.

5.2.4 No Reprisals

No reprisals shall be taken by the Board or Administration against an employee because of participation in any grievance. Files of grievances shall be kept separate and distinct from the personnel files.

5.2.5 Convenience

The parties will attempt to arrange mutually convenient times and places for meetings and hearings conducted pursuant to this Article.

5.2.6 Informal Resolution

The parties agree that it is usually most desirable for an employee and the employee's immediate supervisor to resolve problems informally. Therefore, an attempt to resolve problems informally should be made. If a grievance cannot be resolved informally, it must be processed in accordance with the below procedures. The employee may bring a representative of his/her choice to the informal conference provided that the employee notifies the supervisor reasonably in advance of the meeting of his/her intention to do so. The parties agree, however, that it is often best to carry out the informal conference without representation.

5.3 Procedures

5.3.1 Step 1

The grievant shall file his/her grievance in writing with the Building Principal within ten (10) school days of the occurrence of the event giving rise to the grievance. The Building Principal or designee shall confer with the grievant in an attempt to resolve the grievance. A decision in writing shall be rendered to the grievant within ten (10) days of the conference.

5.3.2 Step 2

If a satisfactory agreement is not reached at Step 1, the grievant may appeal to the Superintendent or his/her designee in writing within ten (10) days after receipt of the decision of the Building Principal or his/her designee. The Superintendent or his/her designee shall hold a conference within ten (10) days after receipt of the appeal and a written decision shall be rendered by him/her or his/her designee within ten (10) days after the conference.

5.3.3 Step 3

If the grievance is not resolved at Step 2, the grievant may submit the grievance to the Board of Education. The grievance must be submitted to the Board within ten (10) days of the Superintendent's decision or the date upon which it was due. The President of the Board shall arrange for a meeting to take place with the teacher and/or representative of the Association within ten (10) days of its receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of this meeting, the President of the Board shall have ten (10) days in which to provide a written decision with reasons to the grievant and the Association.

5.3.4 Step 4

In the event that the grievant is not satisfied with the disposition of his/her grievance at Step 3, the grievance may be submitted to binding arbitration within twenty (20) days after the receipt of the Step 3 decision. The parties may attempt to agree upon an arbitrator within ten (10) school days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the ten

(10) day period, the parties shall request an arbitrator from the American Arbitration Association. The selection of the arbitrator shall follow the standard operating procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the agreement. He/She shall consider and decide only the specific issues submitted to him/her in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted to him/her.

The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this agreement to the facts of the grievance presented. The fees of the arbitrator and that of a court reporter, if requested by either party, shall be divided equally between the Board and the Association. All other expenses shall be borne by the party incurring them.

ARTICLE VI
MANAGEMENT RIGHTS

6.1 Management Rights

All management rights and functions, except those which are clearly and expressly abridged by this agreement, shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the District, the supervision of all operation, the methods, processes, means, and personnel by which any and all work will be performed, the control of property, and the compensation, assignment, direction and determination of the size and type of its working forces; (2) the right to determine the work to be done and the standards to be met by employees covered by this agreement; (3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to determine the qualifications of employees, and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective, and efficient operation.

6.2 No Strike Clause

During the term of this agreement, the Association agrees not to strike, not to engage in any work stoppages, and not to picket in any manner which would disrupt the operations of the School District.

ARTICLE VII
LEAVES

7.1 Sick Leave and Bereavement Leave

Sick leave shall be granted on the basis of:

0-12 years of service in the district	12 days
13-24 years of service in the district	14 days
25+ years of service in the district	16 days

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness in the immediate family or household, birth, adoption or placement for adoption. Immediate family shall include: parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, sisters-in-law, brothers-in-law, and legal guardians. Three (3) days of bereavement leave may be used in the case of the death of an immediate family member. One (1) day of bereavement leave may be used in the case of the death of aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, grandparents-in-law, and close personal friends as determined by the Superintendent. The leave shall not affect sick leave benefits. The use of additional available sick leave may be authorized for bereavement purposes on a case by case basis by the Superintendent in his/her discretion.

The Board may/will require a physician's certificate as a basis for pay after three (3) consecutive days of personal illness, or 30 days for birth, or as it may deem necessary in other cases. Sick leave shall be provided to part-time teachers on a pro rata basis. Absence under this Section for a block of time less than two (2) hours will be deducted as one-quarter (1/4) of a day; absence for a block of time more than two (2) hours, but less than four (4) hours, will be deducted as one-half (1/2) of a day; absence for a block of time more than four (4) hours will be deducted as a full day. Unused sick days will accumulate without limitation.

7.2 Personal Leave

An employee may use two (2) days of personal leave each year for the purpose of conducting personal business. Personal leave may not be used on the day before or the day after any holiday or vacation period. In extraordinary and exceptional circumstances, the Superintendent may grant personal leave outside foregoing limits at his/her sole discretion and any such action shall not be appealable or precedential in any respect. Notice of proposed use of personal leave must be given to the principal at least forty-eight (48) hours in advance, provided that the Superintendent may waive this requirement if, in his/her judgment, an emergency situation prevented the notice. Absence under this Section for a block of time less than two (2) hours will be deducted as one-quarter (1/4) of a day; absence for a block of time more than two (2) hours, but less than four (4) hours will be deducted as one-half (1/2) of a day; absence for a block of time more than four (4) hours will be deducted as a full day. Unused personal leave days shall be converted to sick leave days at the end of each school year. Personal leave is available to part-time teachers on a pro rata basis.

7.3 Professional Leave

One day of professional leave per year shall be allowed each teacher. This leave shall not be charged to sick leave or personal leave. Administrative approval must be received before professional leave may be used. Expenses not exceeding \$300 will be paid by the Board. Teachers who are assigned by the District to State mandated programs, required to fulfill District requirements, or teachers who have arranged with an outside agency for the cost of participation and the substitute teacher, shall experience no loss of their professional day if the Superintendent deems their attendance necessary. The Superintendent may approve additional professional leave on a case by case basis in his/her discretion

7.4 Jury Duty Leave

Employees who are required to serve on jury duty during the year shall receive full salary during the period of such service. The employee shall be required to remit to the District the fee received for service. Daily rates received for such duties shall be reimbursed to the District only for those working days when the teacher was absent and do not include any compensation for food or travel.

7.5 Military Leave

Military leave shall be provided in accordance with State and federal law.

7.6 General Leave

The Board may grant a leave of absence without pay to a tenured teacher, for a period of up to one school year. Requests for such leave are to be submitted to the Board through the Superintendent.

7.7 Mandated Educational Trips

If a teacher is accompanying students on a school-mandated trip, this will not count as his/her professional day.

7.8 Association Leave

The Association may send one (1) teacher to the annual IEA-NEA Representative Assembly for no more than two (2) school days each year without loss of salary or leave credit providing that the Association shall reimburse the District for the cost of the substitute for the teacher.

7.9 Child-rearing Leave

The Board may grant a teacher an unpaid leave of absence for child-rearing purposes subject to the conditions set forth below:

1. A teacher may apply for an unpaid child-rearing leave of absence upon the birth or adoption of their child or within six (6) months of the birth or adoption of their child.
2. The teacher shall submit a plan to the Superintendent to include the proposed duration of his/her leave and the proposed return to work date. The duration of the leave may not exceed the duration of the school year in which the leave commences.
3. A teacher on an approved child-rearing leave of absence who completes 90 or more days of work during the school year shall be eligible to advance on the salary schedule as though they completed the full school year.
4. Upon return from an approved child-rearing leave at the agreed-upon return to work date, the teacher shall be returned to the same or comparable position. A teacher on a child-rearing leave is subject to a reduction in force or other dismissal on the same terms and conditions as all other teachers.
5. During the period of the unpaid child-rearing leave, the teacher shall be responsible to pay 100% of the premium costs of the health insurance coverage elected by the teacher under the District's group plan.
6. If the Family and Medical Leave Act (FMLA) applies and the teacher is eligible for FMLA, FMLA shall run concurrently with the child-rearing leave of absence.

7.10 Testimony

For subpoenaed testimony in court, there shall be no loss of pay unless the employee or the Association or any of its local members or agents is parties to the case. This leave shall not be granted for more than two (2) work days per school term.

7.11 Injury on the Job

A School District employee who is absent from work due to injury on the job shall be entitled to keep any Worker's Compensation check to which her or she is entitled under the Illinois Workers' Compensation Act, and also to receive the difference between such Workers' Compensation benefit check and the amount of full salary or pay (less applicable deductions) from the School District. Such employee shall be eligible to receive School district salary or pay in addition to Worker's Compensation benefits only for so long as the employee has sick leave available, and such employee shall be charged one-third (1/3) of a day of sick leave for each day absent. Also, should the employee choose to do so, the employee may keep any worker's compensation payments received and not use any available sick leave in which case the District shall make no additional salary payment to the employee during the period of disability for which worker's compensation payments are made to the employee. It is the intention of this policy to afford employees not more than full pay by way of sick leave and Worker's Compensation benefits for injuries on the job.

ARTICLE VIII
EVALUATION

8.1 Evaluation

Official evaluation forms pertaining to members in the bargaining unit shall be appended as Appendix C to this Agreement. Such forms are included solely for purposes of information and notice to teachers as to the form to be used. Prior to any change in the evaluation procedures set forth in the plan, the Administration will meet with the Association to agree to the formulation of such change(s). In the event the form is modified, as provided by law or in accordance with the terms of this Agreement, teachers shall be notified when such changes occur.

ARTICLE IX
SENIORITY, LAYOFF, AND RECALL

9.1 Seniority Definition

For purposes of this Article IX, seniority is defined as the length of service as a full-time teacher from the date of most recent hire in the District. A teacher who is afforded a non-paid leave of absence does not receive credit for the period of the leave. Seniority shall be calculated in increments of school years and days converted to a fraction of days/180. Should a conflict arise concerning two (2) or more teachers with identical seniority, the date of official Board action on the teacher's employment shall be the determining factor. If a tie still exists, the date of receipt of application resulting in employment as a teacher shall be used to break the tie.

9.2 Joint Committee

The Recall and Layoff Committee established by operation of law shall consist of equal numbers of Board and Union members. The Committee shall follow the applicable provisions of the Illinois School Code in all matters, including establishing District grouping of teachers. The Committee may, by majority vote of all committee members, consider a criteria to exclude from Group 2 and place in Group 3 teachers whose last two performance evaluations include a Needs Improvement and either a Proficient or Excellent. It is the intent of the parties not to place teachers in any group based on the teacher's non-district evaluations, unless required to do so by applicable law or the Committee's policies, procedures, and forms.

9.3 Recall Rights

Recalls, if any, shall be tendered first to teachers in Group 4, then Group 3, and then Group 2 subject to the following conditions:

If the Board has any vacancy for the school year following a reduction in force or within one calendar year from the commencement of the following school term, the position(s) then becoming available shall be tendered to the teacher(s) honorably dismissed from Group 3 or Group 4 so long as they are qualified to hold such position(s) at the time the position(s) become vacant, based on legal qualifications and any other qualifications established by the District.

If the Board has any vacancy from the beginning of the school year following a reduction in force through February 1 of that school year, the position(s) then becoming available shall be tendered to the teacher(s) honorably dismissed from Group 2 due to one Needs Improvement rating on either of the teacher's last two performance evaluation ratings, provided that, if two ratings are available, the other performance evaluation rating used for grouping purposes is Satisfactory, Proficient, or Excellent, so long as they are qualified to hold such position(s) at the time the position(s) become vacant, based on legal qualifications and any other qualifications established by the District.

Vacant positions include full-time teaching positions and full-year, part-time teaching assignments, but do not include substitute positions and positions becoming vacant because of leaves, whether paid or unpaid. A teacher so recalled retains any previously acquired tenure status but the period of time while the teacher did not teach shall not be counted toward seniority. The honorably dismissed teacher must provide the Board in writing, prior to the last day of the school term of dismissal, with the address where such teacher may be reached. The teacher must also notify the Board in writing within fourteen (14) calendar days of mailing or within seven (7) calendar days of receipt of the offer, whichever shall occur first, of the acceptance of a vacant position offered to the teacher during the recall period. Failure to notify the Board of acceptance shall constitute a rejection of the offer of employment. If a teacher rejects an offer of a full-time vacant position, the teacher shall be deemed to have waived any and all further recall rights.

ARTICLE X
COMPENSATION AND FRINGE BENEFITS

10.1 Salary

The salaries for the contract duration are set forth on the salary schedule attached hereto in Appendix A.

10.1.1 Vertical Placement and Advancement

It is recognized that teaching is a profession and that the success of the educational program depends in large part upon the effectiveness of teaching. Although vertical advancement on the schedule shall normally be at the rate of one step each year, the Board reserves the right to withhold a vertical salary increment as to any teacher whose performance is Unsatisfactory but subsequently completes his or her remediation period with a rating of Satisfactory or better shall advance one vertical step on the schedule upon successful completion of his or her remediation, and shall be paid any salary that was withheld as a result of the teacher being placed on remediation. In no case shall a teacher be entitled to more than one vertical step advancement in any school year.

10.1.2 Horizontal Placement

Horizontal lane placement for each school term shall be determined by the number of credit hours earned as of September 1st of the school term. Evaluation of credits shall be on the basis of official transcript issued by a recognized college or university. Credit hours for advancement to any lane beyond the MA lane must be earned after the award of the MA and all credit hours used for any lane advancement must have the prior approval of the Superintendent.

10.1.3 TRS Contributions

The Board shall pick up and pay to the Illinois Teachers Retirement System (TRS), on behalf of each teacher, the required TRS contribution from the appropriate salary shown on the salary schedule up to a maximum of 9%. It is the intention of the parties to qualify all such payments paid by the Board on the teachers' behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended.

10.1.4 Limitation

No payment shall be made or owed to any employee that would result in any employer contribution or penalty to the Board for earnings in excess of any limitations established by TRS for the years utilized to determine the employee's pension annuity. If any contribution or penalty is or may be assessed by TRS against the Board, the Board may adjust the employee's salary or other pay retroactively to avoid the contribution or penalty. Should this occur, the member will be notified in writing of said adjustment.

10.1.5 Post Retirement Severance

Employees with 10 or more years of service in the District and who are eligible to and do retire under TRS rules and regulations without any penalty or excess cost assessed by TRS against the District shall be eligible for a post-retirement severance payment. The payment shall be equal to \$25 per day of earned but unused sick leave days that the employee earned at the District and that are not submitted to TRS for service credit. The maximum payment for unused sick days made under this provision shall be

\$2,500. If there is a difference between the TRS limit without penalty and the scheduled salary increase, the difference will be included as an addition to the post-retirement severance. The payment shall become due and payable 30 days after the later of the employee's final day of work or receipt of their final paycheck.

10.2 Insurance

The Board will pay the following amounts toward the cost of insurance premiums for single coverage for each full-time teacher participating in the Board's selected Major Medical:

2018-2019	\$6,500
2019-2020	\$6,500
2020-2021	\$6,500

It is understood that the individual employee will pay the full individual deductible. Any further costs will remain the sole responsibility of the employee.

The Board will pay the cost of a \$40,000 term life insurance benefit for each full-time teacher. The Board will pay the cost of the single coverage dental premium for each full-time teacher.

10.3 Internal Substitution

In the event that internal substitutes are needed, they shall first be sought on a volunteer basis. Failing to obtain volunteer substitutes, the administration may rotate on a fair and equitable basis internal substitute assignments. Per hour of internal substitution, a certified staff member will be paid .0675% multiplied by the base salary of the contract (BA, Step 0). Internal substitution under this Section must be approved by the Principal.

10.4 Reserved

10.5 Mileage Reimbursement

Certified staff members driving their own cars on approved school business shall be reimbursed at the current IRS rate per mile.

10.6 Extracurricular Pay

Compensation for extracurricular activities, when conducted, shall be according to the provision of Appendix B attached to this Agreement.

10.7 Continuing Education

The Board will pay Three Hundred dollars (\$300.00) per semester hour toward tuition for up to fifteen (15) semester hours every three (3) fiscal years. The first reimbursed course begins the 3 year cycle. Payment for first semester classes will be made in February. Payment for second semester and summer classes will be made in September, provided that the teacher returns to employment with the District. To be eligible for reimbursement, the courses and the accredited university must have been approved in writing by the Superintendent prior to the beginning of the course, and the teacher must submit to the Superintendent, on or before September 1 or February 1, receipted evidence of tuition paid and a

transcript attesting to the successful completion of the course. Reimbursement for course work will be made two times per year, once in September for submissions made on or before September 1, and once in February for submissions made after September 1 but before February 1.

ARTICLE XI
NEGOTIATIONS

11.1 Representation

Each party in any negotiations shall select its negotiating representative provided that the Board shall not select a teacher as herein defined as its representative and the Association shall not select a Board member, the Superintendent, Principal, or Assistant Principal.

11.2 Dates

Negotiations shall begin no later than May 15 unless both parties agree to an alternative date. Meetings will be held at reasonable times and places as agreed to by both parties.

11.3 Tentative Agreements

When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced in writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

11.4 Mediation

Upon declaration of an impasse or upon invocation of mediation by the Illinois Education Labor Relations Board, the parties shall request the Federal Mediation and Conciliation Service to provide a mediator. The mediator shall not, without the consent of both parties, make findings of fact or impose terms of settlement.

11.5 Cost

Cost for consultants chosen by any party shall be paid by that party.

ARTICLE XII
MISCELLANEOUS

12.1 Savings

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

12.2 Entire Agreement

The parties acknowledge 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 areas of collective bargaining, and that the understanding and agreements

not removed by law from the areas 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 herein. If the Board wishes to change an established policy which would directly affect wages, fringe benefits, or working conditions not covered by this agreement but which are mandatory subject of bargaining under Paragraph 10(a) of IELRA, the Union shall be notified in writing and may within five (5) working days of receipt of said notice, request a meeting with the Superintendent or his/her designee for the purpose of negotiating the change. The parties agree that this contract contains the complete and entire understanding of the parties hereto. This Agreement may only be amended during its terms by the parties' mutual agreement in writing.

12.3 Duration

This Agreement shall be effective as of the first day of 2018-2019 school term, and shall remain in full force and effect until the end of the day preceding the first scheduled work day of the 2020-2021 school term, as set forth on the school calendar, and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing, on or before April 1st of the year in which this Agreement is to expire, that it desires to modify or terminate this Agreement. In the event such notice is given, negotiations shall commence on a mutually agreeable date no later than May 15th of the year in which the Agreement is to expire.

This Agreement is signed and approved this 3rd day of June, 2018.

ASSOCIATION

Carrie Luce
President

Jennifer Beckhaus
Secretary

BOARD OF EDUCATION

Janet Plote
President

Clare Andrus
Secretary

Appendix A

2018-2019

2018-2019		2.5%	2.4%	2.3%	2.2%	2.1%	2.3%	
w/out TRS	FY18	BA	BA+12	BA+24	MA	MA+9	MA+18	MA+30
	0	\$ 34,000.00	\$ 34,850.00	\$ 35,686.40	\$ 36,507.19	\$ 37,310.35	\$ 38,093.86	\$ 38,970.02
2.300%	1	\$ 34,782.00	\$ 35,651.55	\$ 36,507.19	\$ 37,346.85	\$ 38,168.48	\$ 38,970.02	\$ 39,866.33
2.275%	2	\$ 35,573.29	\$ 36,462.62	\$ 37,337.73	\$ 38,196.49	\$ 39,036.82	\$ 39,856.59	\$ 40,773.29
2.250%	3	\$ 36,373.69	\$ 37,283.03	\$ 38,177.82	\$ 39,055.91	\$ 39,915.14	\$ 40,753.36	\$ 41,690.69
2.225%	4	\$ 37,183.00	\$ 38,112.58	\$ 39,027.28	\$ 39,924.91	\$ 40,803.26	\$ 41,660.12	\$ 42,618.31
2.200%	5	\$ 38,001.03	\$ 38,951.06	\$ 39,885.88	\$ 40,803.26	\$ 41,700.93	\$ 42,576.65	\$ 43,555.91
2.175%	6	\$ 38,827.55	\$ 39,798.24	\$ 40,753.40	\$ 41,690.73	\$ 42,607.92	\$ 43,502.69	\$ 44,503.25
2.150%	7	\$ 39,662.35	\$ 40,653.90	\$ 41,629.60	\$ 42,587.08	\$ 43,523.99	\$ 44,438.00	\$ 45,460.07
2.125%	8	\$ 40,505.17	\$ 41,517.80	\$ 42,514.23	\$ 43,492.05	\$ 44,448.88	\$ 45,382.31	\$ 46,426.10
2.100%	9	\$ 41,355.78	\$ 42,389.67	\$ 43,407.03	\$ 44,405.39	\$ 45,382.31	\$ 46,335.33	\$ 47,401.05
2.075%	10	\$ 42,213.91	\$ 43,269.26	\$ 44,307.72	\$ 45,326.80	\$ 46,323.99	\$ 47,296.79	\$ 48,384.62
2.050%	11	\$ 43,079.30	\$ 44,156.28	\$ 45,216.03	\$ 46,256.00	\$ 47,273.63	\$ 48,266.38	\$ 49,376.50
2.025%	12		\$ 45,050.44	\$ 46,131.65	\$ 47,192.68	\$ 48,230.92	\$ 49,243.77	\$ 50,376.38
2.000%	13		\$ 45,951.45	\$ 47,054.29	\$ 48,136.54	\$ 49,195.54	\$ 50,228.65	\$ 51,383.90
1.975%	14		\$ 46,858.99	\$ 47,983.61	\$ 49,087.23	\$ 50,167.15	\$ 51,220.66	\$ 52,398.74
1.950%	15			\$ 48,919.29	\$ 50,044.43	\$ 51,145.41	\$ 52,219.46	\$ 53,420.51
1.925%	16			\$ 49,860.99	\$ 51,007.79	\$ 52,129.96	\$ 53,224.69	\$ 54,448.86
1.900%	17			\$ 50,808.34	\$ 51,976.94	\$ 53,120.43	\$ 54,235.96	\$ 55,483.38
1.875%	18			\$ 51,761.00	\$ 52,951.50	\$ 54,116.44	\$ 55,252.88	\$ 56,523.70
1.850%	19				\$ 53,931.11	\$ 55,117.59	\$ 56,275.06	\$ 57,569.39
1.825%	20				\$ 54,915.35	\$ 56,123.49	\$ 57,302.08	\$ 58,620.03
1.800%	21				\$ 55,903.83	\$ 57,133.71	\$ 58,333.52	\$ 59,675.19
1.775%	22				\$ 56,896.12	\$ 58,147.83	\$ 59,368.94	\$ 60,734.42
1.750%	23					\$ 59,165.42	\$ 60,407.89	\$ 61,797.28
1.725%	24					\$ 60,186.02	\$ 61,449.93	\$ 62,863.28
1.700%	25					\$ 61,209.19	\$ 62,494.58	\$ 63,931.95

2018-2019

2018-2019		2.5%	2.4%	2.3%	2.2%	2.1%	2.3%	
w/ TRS	FY18	BA	BA+12	BA+24	MA	MA+9	MA+18	MA+30
	0	\$ 37,060.00	\$ 37,986.50	\$ 38,898.18	\$ 39,792.83	\$ 40,668.28	\$ 41,522.31	\$ 42,477.32
2.300%	1	\$ 37,912.38	\$ 38,860.19	\$ 39,792.83	\$ 40,708.07	\$ 41,603.65	\$ 42,477.32	\$ 43,454.30
2.275%	2	\$ 38,774.89	\$ 39,744.26	\$ 40,698.12	\$ 41,634.18	\$ 42,550.13	\$ 43,443.68	\$ 44,442.89
2.250%	3	\$ 39,647.32	\$ 40,638.50	\$ 41,613.83	\$ 42,570.95	\$ 43,507.51	\$ 44,421.17	\$ 45,442.85
2.225%	4	\$ 40,529.47	\$ 41,542.71	\$ 42,539.74	\$ 43,518.15	\$ 44,475.55	\$ 45,409.54	\$ 46,453.96
2.200%	5	\$ 41,421.12	\$ 42,456.65	\$ 43,475.61	\$ 44,475.55	\$ 45,454.01	\$ 46,408.55	\$ 47,475.94
2.175%	6	\$ 42,322.03	\$ 43,380.08	\$ 44,421.21	\$ 45,442.89	\$ 46,442.64	\$ 47,417.93	\$ 48,508.54
2.150%	7	\$ 43,231.96	\$ 44,312.75	\$ 45,376.26	\$ 46,419.92	\$ 47,441.15	\$ 48,437.42	\$ 49,551.48
2.125%	8	\$ 44,150.64	\$ 45,254.40	\$ 46,340.51	\$ 47,406.34	\$ 48,449.28	\$ 49,466.71	\$ 50,604.45
2.100%	9	\$ 45,077.80	\$ 46,204.74	\$ 47,313.66	\$ 48,401.87	\$ 49,466.71	\$ 50,505.51	\$ 51,667.14
2.075%	10	\$ 46,013.16	\$ 47,163.49	\$ 48,295.42	\$ 49,406.21	\$ 50,493.15	\$ 51,553.50	\$ 52,739.23
2.050%	11		\$ 48,130.34	\$ 49,285.47	\$ 50,419.04	\$ 51,528.26	\$ 52,610.35	\$ 53,820.39
2.025%	12		\$ 49,104.98	\$ 50,283.50	\$ 51,440.02	\$ 52,571.70	\$ 53,675.71	\$ 54,910.25
2.000%	13		\$ 50,087.08	\$ 51,289.17	\$ 52,468.82	\$ 53,623.14	\$ 54,749.22	\$ 56,008.46
1.975%	14		\$ 51,076.30	\$ 52,302.13	\$ 53,505.08	\$ 54,682.19	\$ 55,830.52	\$ 57,114.62
1.950%	15			\$ 53,322.03	\$ 54,548.43	\$ 55,748.50	\$ 56,919.22	\$ 58,228.36
1.925%	16			\$ 54,348.47	\$ 55,598.49	\$ 56,821.66	\$ 58,014.91	\$ 59,349.25
1.900%	17			\$ 55,381.10	\$ 56,654.86	\$ 57,901.27	\$ 59,117.19	\$ 60,476.89
1.875%	18			\$ 56,419.49	\$ 57,717.14	\$ 58,986.92	\$ 60,225.64	\$ 61,610.83
1.850%	19				\$ 58,784.91	\$ 60,078.17	\$ 61,339.82	\$ 62,750.63
1.825%	20				\$ 59,857.73	\$ 61,174.60	\$ 62,459.27	\$ 63,895.83
1.800%	21				\$ 60,935.17	\$ 62,275.74	\$ 63,583.53	\$ 65,045.96
1.775%	22				\$ 62,016.77	\$ 63,381.14	\$ 64,712.14	\$ 66,200.52
1.750%	23					\$ 64,490.31	\$ 65,844.60	\$ 67,359.03
1.725%	24					\$ 65,602.77	\$ 66,980.42	\$ 68,520.97
1.700%	25					\$ 66,718.01	\$ 68,119.09	\$ 69,685.83

2019-2020

2019-2020			2.5%	2.4%	2.3%	2.2%	2.1%	2.3%
w/out TRS	FY18	BA	BA+12	BA+24	MA	MA+9	MA+18	MA+30
	0	\$ 34,510.00	\$35,372.75	\$ 36,221.70	\$37,054.80	\$37,870.00	\$ 38,665.27	\$ 39,554.57
2.300%	1	\$ 35,303.73	\$36,186.32	\$ 37,054.80	\$37,907.06	\$38,741.01	\$ 39,554.57	\$ 40,464.33
2.275%	2	\$ 36,106.89	\$37,009.56	\$ 37,897.79	\$38,769.44	\$39,622.37	\$ 40,454.44	\$ 41,384.89
2.250%	3	\$ 36,919.29	\$37,842.28	\$ 38,750.49	\$39,641.75	\$40,513.87	\$ 41,364.66	\$ 42,316.05
2.225%	4	\$ 37,740.75	\$38,684.27	\$ 39,612.69	\$40,523.78	\$41,415.31	\$ 42,285.03	\$ 43,257.58
2.200%	5	\$ 38,571.05	\$39,535.32	\$ 40,484.17	\$41,415.31	\$42,326.44	\$ 43,215.30	\$ 44,209.25
2.175%	6	\$ 39,409.97	\$40,395.22	\$ 41,364.70	\$42,316.09	\$43,247.04	\$ 44,155.23	\$ 45,170.80
2.150%	7	\$ 40,257.28	\$41,263.71	\$ 42,254.04	\$43,225.88	\$44,176.85	\$ 45,104.57	\$ 46,141.97
2.125%	8	\$ 41,112.75	\$42,140.57	\$ 43,151.94	\$44,144.43	\$45,115.61	\$ 46,063.04	\$ 47,122.49
2.100%	9	\$ 41,976.12	\$43,025.52	\$ 44,058.13	\$45,071.47	\$46,063.04	\$ 47,030.36	\$ 48,112.06
2.075%	10	\$ 42,847.12	\$43,918.30	\$ 44,972.34	\$46,006.70	\$47,018.85	\$ 48,006.24	\$ 49,110.39
2.050%	11		\$44,818.62	\$ 45,894.27	\$46,949.84	\$47,982.73	\$ 48,990.37	\$ 50,117.15
2.025%	12		\$45,726.20	\$ 46,823.63	\$47,900.57	\$48,954.38	\$ 49,982.43	\$ 51,132.02
2.000%	13		\$46,640.72	\$ 47,760.10	\$48,858.58	\$49,933.47	\$ 50,982.08	\$ 52,154.66
1.975%	14		\$47,561.88	\$ 48,703.36	\$49,823.54	\$50,919.66	\$ 51,988.97	\$ 53,184.72
1.950%	15			\$ 49,653.08	\$50,795.10	\$51,912.59	\$ 53,002.76	\$ 54,221.82
1.925%	16			\$ 50,608.90	\$51,772.91	\$52,911.91	\$ 54,023.06	\$ 55,265.59
1.900%	17			\$ 51,570.47	\$52,756.59	\$53,917.24	\$ 55,049.50	\$ 56,315.64
1.875%	18			\$ 52,537.42	\$53,745.78	\$54,928.18	\$ 56,081.68	\$ 57,371.55
1.850%	19				\$54,740.07	\$55,944.35	\$ 57,119.19	\$ 58,432.93
1.825%	20				\$55,739.08	\$56,965.34	\$ 58,161.61	\$ 59,499.33
1.800%	21				\$56,742.38	\$57,990.72	\$ 59,208.52	\$ 60,570.32
1.775%	22				\$57,749.56	\$59,020.05	\$ 60,259.47	\$ 61,645.44
1.750%	23					\$60,052.90	\$ 61,314.01	\$ 62,724.23
1.725%	24					\$61,088.81	\$ 62,371.68	\$ 63,806.23
1.700%	25					\$62,127.32	\$ 63,432.00	\$ 64,890.93

2019-2020

2019-2020			2.5%	2.4%	2.3%	2.2%	2.1%	2.3%
w/ TRS	FY18	BA	BA+12	BA+24	MA	MA+9	MA+18	MA+30
	0	\$37,615.90	\$38,556.30	\$39,481.65	\$40,389.73	\$41,278.30	\$42,145.14	\$43,114.48
2.300%	1	\$38,481.07	\$39,443.09	\$40,389.73	\$41,318.69	\$42,227.70	\$43,114.48	\$44,106.12
2.275%	2	\$39,356.51	\$40,340.42	\$41,308.59	\$42,258.69	\$43,188.38	\$44,095.34	\$45,109.53
2.250%	3	\$40,242.03	\$41,248.08	\$42,238.04	\$43,209.51	\$44,160.12	\$45,087.48	\$46,124.49
2.225%	4	\$41,137.42	\$42,165.85	\$43,177.83	\$44,170.92	\$45,142.68	\$46,090.68	\$47,150.76
2.200%	5	\$42,042.44	\$43,093.50	\$44,127.74	\$45,142.68	\$46,135.82	\$47,104.67	\$48,188.08
2.175%	6	\$42,956.86	\$44,030.78	\$45,087.52	\$46,124.54	\$47,139.28	\$48,129.20	\$49,236.17
2.150%	7	\$43,880.44	\$44,977.45	\$46,056.90	\$47,116.21	\$48,152.77	\$49,163.98	\$50,294.75
2.125%	8	\$44,812.89	\$45,933.22	\$47,035.61	\$48,117.43	\$49,176.02	\$50,208.71	\$51,363.51
2.100%	9	\$45,753.97	\$46,897.81	\$48,023.36	\$49,127.90	\$50,208.71	\$51,263.10	\$52,442.15
2.075%	10	\$46,703.36	\$47,870.94	\$49,019.85	\$50,147.30	\$51,250.54	\$52,326.81	\$53,530.32
2.050%	11		\$48,852.30	\$50,024.75	\$51,175.32	\$52,301.18	\$53,399.50	\$54,627.69
2.025%	12		\$49,841.56	\$51,037.76	\$52,211.62	\$53,360.28	\$54,480.84	\$55,733.90
2.000%	13		\$50,838.39	\$52,058.51	\$53,255.86	\$54,427.48	\$55,570.46	\$56,848.58
1.975%	14		\$51,842.45	\$53,086.67	\$54,307.66	\$55,502.43	\$56,667.98	\$57,971.34
1.950%	15			\$54,121.86	\$55,366.66	\$56,584.72	\$57,773.00	\$59,101.78
1.925%	16			\$55,163.70	\$56,432.47	\$57,673.98	\$58,885.13	\$60,239.49
1.900%	17			\$56,211.81	\$57,504.68	\$58,769.79	\$60,003.95	\$61,384.04
1.875%	18			\$57,265.78	\$58,582.90	\$59,871.72	\$61,129.03	\$62,534.99
1.850%	19				\$59,666.68	\$60,979.35	\$62,259.91	\$63,691.89
1.825%	20				\$60,755.60	\$62,092.22	\$63,396.16	\$64,854.27
1.800%	21				\$61,849.20	\$63,209.88	\$64,537.29	\$66,021.64
1.775%	22				\$62,947.02	\$64,331.86	\$65,682.82	\$67,193.53
1.750%	23					\$65,457.66	\$66,832.27	\$68,369.42
1.725%	24					\$66,586.81	\$67,985.13	\$69,548.79
1.700%	25					\$67,718.78	\$69,140.88	\$70,731.12

2020-2021

2020-2021 w/out TRS	FY18	BA	2.5% BA+12	2.4% BA+24	2.3% MA	2.2% MA+9	2.1% MA+18	2.3% MA+30
	0	\$ 35,027.65	\$ 35,903.34	\$ 36,765.02	\$ 37,610.62	\$38,438.05	\$ 39,245.25	\$ 40,147.89
2.300%	1	\$ 35,833.29	\$ 36,729.12	\$ 37,610.62	\$ 38,475.66	\$39,322.13	\$ 40,147.89	\$ 41,071.29
2.275%	2	\$ 36,648.49	\$ 37,564.71	\$ 38,466.26	\$ 39,350.98	\$40,216.70	\$ 41,061.25	\$ 42,005.66
2.250%	3	\$ 37,473.08	\$ 38,409.91	\$ 39,331.75	\$ 40,236.38	\$41,121.58	\$ 41,985.13	\$ 42,950.79
2.225%	4	\$ 38,306.86	\$ 39,264.53	\$ 40,206.88	\$ 41,131.64	\$42,036.54	\$ 42,919.30	\$ 43,906.45
2.200%	5	\$ 39,149.61	\$ 40,128.35	\$ 41,091.43	\$ 42,036.54	\$42,961.34	\$ 43,863.53	\$ 44,872.39
2.175%	6	\$ 40,001.12	\$ 41,001.14	\$ 41,985.17	\$ 42,950.83	\$43,895.75	\$ 44,817.56	\$ 45,848.36
2.150%	7	\$ 40,861.14	\$ 41,882.67	\$ 42,887.85	\$ 43,874.27	\$44,839.51	\$ 45,781.14	\$ 46,834.10
2.125%	8	\$ 41,729.44	\$ 42,772.67	\$ 43,799.22	\$ 44,806.60	\$45,792.35	\$ 46,753.99	\$ 47,829.33
2.100%	9	\$ 42,605.76	\$ 43,670.90	\$ 44,719.00	\$ 45,747.54	\$46,753.99	\$ 47,735.82	\$ 48,833.74
2.075%	10	\$ 43,489.83	\$ 44,577.07	\$ 45,646.92	\$ 46,696.80	\$47,724.13	\$ 48,726.34	\$ 49,847.04
2.050%	11		\$ 45,490.90	\$ 46,582.68	\$ 47,654.09	\$48,702.48	\$ 49,725.23	\$ 50,868.91
2.025%	12		\$ 46,412.09	\$ 47,525.98	\$ 48,619.08	\$49,688.70	\$ 50,732.16	\$ 51,899.00
2.000%	13		\$ 47,340.33	\$ 48,476.50	\$ 49,591.46	\$50,682.47	\$ 51,746.81	\$ 52,936.98
1.975%	14		\$ 48,275.31	\$ 49,433.91	\$ 50,570.89	\$51,683.45	\$ 52,768.81	\$ 53,982.49
1.950%	15			\$ 50,397.87	\$ 51,557.03	\$52,691.28	\$ 53,797.80	\$ 55,035.15
1.925%	16			\$ 51,368.03	\$ 52,549.50	\$53,705.59	\$ 54,833.40	\$ 56,094.57
1.900%	17			\$ 52,344.03	\$ 53,547.94	\$54,725.99	\$ 55,875.24	\$ 57,160.37
1.875%	18			\$ 53,325.48	\$ 54,551.96	\$55,752.11	\$ 56,922.90	\$ 58,232.13
1.850%	19				\$ 55,561.17	\$56,783.52	\$ 57,975.97	\$ 59,309.42
1.825%	20				\$ 56,575.17	\$57,819.82	\$ 59,034.04	\$ 60,391.82
1.800%	21				\$ 57,593.52	\$58,860.58	\$ 60,096.65	\$ 61,478.87
1.775%	22				\$ 58,615.80	\$59,905.35	\$ 61,163.36	\$ 62,570.12
1.750%	23					\$60,953.69	\$ 62,233.72	\$ 63,665.10
1.725%	24					\$62,005.15	\$ 63,307.25	\$ 64,763.32
1.700%	25					\$63,059.23	\$ 64,383.48	\$ 65,864.30

2020-2021

2020-2021		2.5%		2.4%	2.3%	2.2%	2.1%	2.3%
w/ TRS	FY18	BA	BA+12	BA+24	MA	MA+9	MA+18	MA+30
	0	\$38,180.14	\$39,134.64	\$40,073.87	\$40,995.57	\$41,897.48	\$42,777.32	\$43,761.20
2.300%	1	\$39,058.28	\$40,034.74	\$40,995.57	\$41,938.47	\$42,861.12	\$43,761.20	\$44,767.71
2.275%	2	\$39,946.86	\$40,945.53	\$41,928.22	\$42,892.57	\$43,836.21	\$44,756.77	\$45,786.17
2.250%	3	\$40,845.66	\$41,866.80	\$42,871.61	\$43,857.65	\$44,822.52	\$45,763.80	\$46,816.36
2.225%	4	\$41,754.48	\$42,798.34	\$43,825.50	\$44,833.49	\$45,819.82	\$46,782.04	\$47,858.03
2.200%	5	\$42,673.08	\$43,739.90	\$44,789.66	\$45,819.82	\$46,827.86	\$47,811.24	\$48,910.90
2.175%	6	\$43,601.22	\$44,691.25	\$45,763.84	\$46,816.40	\$47,846.37	\$48,851.14	\$49,974.72
2.150%	7	\$44,538.64	\$45,652.11	\$46,747.76	\$47,822.96	\$48,875.06	\$49,901.44	\$51,049.17
2.125%	8	\$45,485.09	\$46,622.22	\$47,741.15	\$48,839.19	\$49,913.66	\$50,961.84	\$52,133.97
2.100%	9	\$46,440.27	\$47,601.28	\$48,743.71	\$49,864.82	\$50,961.84	\$52,032.04	\$53,228.78
2.075%	10	\$47,403.91	\$48,589.01	\$49,755.14	\$50,899.51	\$52,019.30	\$53,111.71	\$54,333.28
2.050%	11		\$49,585.08	\$50,775.13	\$51,942.95	\$53,085.70	\$54,200.50	\$55,447.11
2.025%	12		\$50,589.18	\$51,803.32	\$52,994.80	\$54,160.68	\$55,298.06	\$56,569.91
2.000%	13		\$51,600.96	\$52,839.39	\$54,054.69	\$55,243.90	\$56,404.02	\$57,701.31
1.975%	14		\$52,620.08	\$53,882.97	\$55,122.27	\$56,334.96	\$57,518.00	\$58,840.91
1.950%	15			\$54,933.68	\$56,197.16	\$57,433.50	\$58,639.60	\$59,988.31
1.925%	16			\$55,991.16	\$57,278.95	\$58,539.09	\$59,768.41	\$61,143.08
1.900%	17			\$57,054.99	\$58,367.25	\$59,651.33	\$60,904.01	\$62,304.80
1.875%	18			\$58,124.77	\$59,461.64	\$60,769.80	\$62,045.96	\$63,473.02
1.850%	19				\$60,561.68	\$61,894.04	\$63,193.81	\$64,647.27
1.825%	20				\$61,666.93	\$63,023.60	\$64,347.10	\$65,827.08
1.800%	21				\$62,776.94	\$64,158.03	\$65,505.35	\$67,011.97
1.775%	22				\$63,891.23	\$65,296.83	\$66,668.07	\$68,201.43
1.750%	23					\$66,439.53	\$67,834.76	\$69,394.96
1.725%	24					\$67,585.61	\$69,004.91	\$70,592.02
1.700%	25					\$68,734.56	\$70,177.99	\$71,792.08

Appendix B
Extracurricular Stipend Schedule
2018-2021

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
\$300	\$450	\$850	\$1450
Art Fair	Scholastic Bowl	Junior Class Sponsor	Jr. High Cheer
Jr. High Asst Boys' Basketball	Freshman Class Sponsor	Senior Class Sponsor	Jr. High Boys' Basketball
Jr. High Asst Girls' Basketball	Sophomore Class Sponsor	Play Sponsor	Jr. High Girls' Basketball
Jr. High Asst Soccer			Jr. High Soccer
Jr. High Asst Track			Jr. High Track
Jr. High Asst Volleyball			Jr. High Volleyball
National Honor Society			Music Director
Outdoor Education			
Science Fair			
Spelling Bee			
Academic Competition			
Young Authors			
8 th Grade Sponsor			
Yearbook			
<u>Group E</u>	<u>Group F</u>	<u>Group G</u>	
\$2050	\$3050	\$4050	
HS cheer	High School Asst Boys' and Girls' Basketball	High School Head Boys' Basketball	
HS Asst Baseball	HS Asst Volleyball	High School Head Girls' Basketball	
HS Asst Soccer	HS Head Baseball		
HS Asst Softball	HS Head Soccer	HS Head Volleyball	
HS Asst Track	HS Head Softball		
RtI Team Member	HS Head Track		
	Student Council/SADD		

Appendix C

Evaluation Rating System

Evaluation standards will be based on the four domains of Charlotte Danielson's *Framework for Teaching: The Standards*.

In addition to the teaching framework, frameworks are also provided for Guidance Counselor, and Media Specialist.

PROFESSIONAL PRACTICE rating system: 70% of summative rating

- **Excellent**
3.5-4.0 average of domain/component scores
- **Proficient**
2.5-3.49 average of domain/component scores
- **Needs Improvement**
1.5-2.49 average of domain/component scores
- **Unsatisfactory**
Less than 1.5 average of domain/component scores

STUDENT GROWTH rating system: 30% of summative rating

- **Excellent**
3.5-4.0 average of student growth plans included in summative rating
- **Proficient**
2.5-3.49 average of student growth plans included in summative rating
- **Needs Improvement**
1.5-2.49 average of student growth plans included in summative rating
- **Unsatisfactory**
Less than 1.5 average of student growth plans included in summative rating

FINAL SUMMATIVE EVALUATION rating system:

- **Excellent**
3.5-4.0 weighted average of professional practice rating and student growth rating
- **Proficient**
2.5-3.49 weighted average of professional practice rating and student growth rating
- **Needs Improvement**
1.5-2.49 weighted average of professional practice rating and student growth rating
- **Unsatisfactory**
Less than 1.5 weighted average of professional practice rating and student growth rating

Evaluation Process

Tenured Teachers

- Expected to maintain an overall Summative Rating of *Proficient* or *Excellent*
 - Minimum of 2 observations during the 2 year cycle, one being formal

- Professional Development Plan will be developed for an overall Summative Rating of *Needs Improvement*
 - Minimum of 3 observations within the school year following the rating, with 2 being formal
- IF AT ANY POINT in the evaluation cycle there is evidence of *Unsatisfactory* practice, the teacher will automatically be added to the on cycle evaluation schedule and follow those procedures accordingly.
- Daily professional practice outlined in the Faculty Handbook will be considered when assigning ratings in each domain (i.e. lesson/unit plans, grade book, communication log are all up to date).

Non-Tenured Teachers

- Each teacher will receive a Final Summative Rating and recommendation for renewal/non-renewal of his/her contract each year.
 - Minimum of 3 observations during each school year, 2 being formal
- Teachers in years 1 and 2 may receive a Final Summative Rating of *Needs Improvement* (as they move toward proficiency).
- Teachers in years 3 and 4 are expected to maintain a Final Summative Rating of *Proficient* or *Excellent*.
- Daily professional practice outlined in the Faculty Handbook will be considered when assigning ratings in each domain (i.e. lesson/unit plans, grade book, communication log are all up to date).

Informal Observations

- No required notification
- At least one conducted during each evaluation cycle
- Evidence observed will be aligned with the *Framework of Teaching*.
- If an informal observation is to be used in the Final Summative Evaluation, it must be shared with the teacher in writing or electronically, within 5 school days of informal observation.

Formal Observations

- Yearly for non-tenured teachers
- Every 2 years for tenured teachers
- Formal observations will be completed by February 20th of each year.
- Notification will be given of a minimum of one week prior to observation.
- *Pre-Observation Conference Self-Evaluation* form will be completed and given to the evaluator at least one day prior to the conference.
- *Pre-Observation Guided Questions* can be referred to by the evaluator and teacher but does not need to be completed in writing prior to pre-observation conference.
- Formal observation is to last a minimum of 45 minutes or the equivalent of one class period, which may be less than 45 minutes.
- Post conference must take place within 10 school days of the formal observation.
- The teacher will provide the evaluator with a completed *Post-Observation Conference Self-Evaluation* form at least 1 day prior to the Post Conference.

Student Growth Plans

- See PERA/Student Growth handbook for specific procedures and timelines.

Professional Artifacts and Data Collection

- If not on cycle, the teacher is to submit the *Professional Responsibilities Data Collection* form, artifacts and evidence for consideration for the final Summative rating by February 20th of each school year in which the teacher is not on cycle.
- If non-tenured or on cycle, the *Professional Responsibilities Data Collection* form, artifacts and evidence must be submitted to the evaluator at least five days before the Summative conference.
- Will be requested as part of a Professional Development Plan and Remediation Plan

Professional Development Plan

- For tenured teacher rated *Needs Improvement* in Professional Practice or Final Summative
- Jointly developed by the teacher and evaluator
- Identification of professional goal(s) related to *Framework of Teaching* domains
- To be created within 30 calendar days after completion of an evaluation resulting in *Needs Improvement* rating
- Must take into account the teacher's on-going professional responsibilities and assignment
- Will include:
 - Activities/steps to be taken to work toward the goal(s)
 - Directed to areas that need improvement
 - Supports the District will provide to address the performance areas identified as needing improvement
 - Documentation to be collected
 - Timeline/deadline to be jointly determined by the evaluator and teacher – not to exceed the end of the second semester of school year following current evaluation

Remediation Plan

- For tenured teacher rated *Unsatisfactory* in Professional Practice or Final Summative
- Specifically focused to correct deficiencies cited, providing deficiencies can be remediated
- To be created within 30 calendar days after completion of an evaluation resulting in *Unsatisfactory* rating
- Provides for 90 school days of remediation within the classroom
- Provides for a consulting teacher selected by the evaluator based on specific criteria, to participate in the development of the Remediation Plan
- Provides at least a mid-point and final evaluation during the remediation period including written documentation of observations, artifacts, and ratings.
- Final evaluation includes a rating of any deficiencies.
- Provides a decision within 10 calendar days after the conclusion of the Remediation Plan
- Teacher must receive a rating of *Proficient* or higher to be reinstated to the regular evaluation cycle.
- If the teacher does not receive a rating of *Proficient* or higher, the teacher will be subject to dismissal.
- Evaluation process for remediation is separate and distinct from the required annual evaluations.

**Pre-Observation Conference
Self-Evaluation**

This form is to be completed by the teacher and submitted to the evaluator at least one day prior to the Pre-Observation Conference.

Teacher Name

Date of Pre-Conference

Domain 1 – Planning and Preparation

In what ways are you successful in the areas of this domain?

What are your challenges/concerns in the areas of this domain?

Domain 2 – Classroom Environment

In what ways are you successful in the areas of this domain?

What are your challenges/concerns in the areas of this domain?

Pre-Observation Conference
Self-Evaluation
continued....

Teacher Name

Date of Pre-Conference

Domain 3 – Instruction

In what ways are you successful in the areas of this domain?

What are your challenges/concerns in the areas of this domain?

Domain 4 – Professional Responsibilities

In what ways are you successful in the areas of this domain?

What are your challenges/concerns in the areas of this domain?

Pre-Observation Conference Guided Questions

Teacher Name

Date of Pre-Conference

This form does not need to be completed or submitted. It is simply potential guiding questions (with regard to the 'Framework of Teaching') intended to open up discussion. You may use this form for notes.

1. What have you learned about your students this year that has gone into planning for this lesson? (1b)

2. How will you communicate the learning objectives to the students? (3a)

3. How have you organized the overall structure, pacing, and materials within the lesson to engage students in the learning process? (1d, 3a, 3b)

4. How have you organized the classroom to promote a respectful learning environment? (2a, 2b)

5. How do your classroom procedures and/or the physical arrangement of the classroom help students be successful in your classroom? How have you changed your organizational procedures / arrangement based on previous experiences or feedback? (2c, 2d)

6. What adjustments to your lesson plan might you make if you see some students struggling with concepts during and/or after the lesson? (3d, 3e)

7. How do you plan to assess your students' progress toward mastery of the identified learning objectives? (1e, 3c)

8. How has this lesson been influenced by collaboration with other teachers or involvement in different professional activities? (4d, 4e, 4f)

9. Thinking beyond the classroom, how do you communicate and connect with the students' families to help build a link between home and school? (4c)

10. What would you like me to specifically observe during the lesson?

11. Beyond what we have already discussed, what else would you like to share with me about the lesson that I will be observing?

Post-Observation Conference Self-Reflection

Teacher Name _____

Date of Post-Conference _____

This form is to be completed, and submitted to the evaluator one day prior to the scheduled post-observation conference.

1. In general, how successful was the lesson?
Did the students learn what you intended for them to learn?
How do you know?
(3a, 3d, 3e)

2. Comment on your classroom procedures, student engagement, and your use of physical space.
To what extent did these contribute to student learning?
(2c, 2e, 3a, 3c)

3. Comment on different aspects of your instructional delivery (e.g., activities, grouping of students, materials and resources).
To what extent were they effective?
(1e, 1d, 3a, 3b, 3d, 3e)

4. If you had an opportunity to teach this lesson again to the same group of students, what would you do differently?
What did you learn from this lesson that will help you with your teaching in the future?
(4a, 4d, 4e)

Professional Responsibilities Annual Data Collection

Teacher Name

Date of Submission

Artifacts, evidence, and documentation to be considered for evaluation purposes must be submitted to the evaluator on this form, or provided with this completed form, within 5 days prior to summative conference for teachers on cycle or by February 20th of the school year in which the teacher is not on cycle.

Building Committees:	Participation in Special Building Events:
Workshops Attended Outside the District:	Participation in Community Activities:
Additional Professional Training:	Memberships to Professional Organizations:
College Credits / Degrees Earned this Year:	Coaching / Sponsorship Activities:
Supervisory Duties in the Building / District:	Presenter of Professional Growth Opportunities, Course, or Seminar:
Other:	Other:

Professional Development Plan

This plan must be developed between the teacher and the evaluator within thirty (30) days after the completion of a summative evaluation rating in which a tenured teacher is rated as 'Needs Improvement' on either the professional practice, or on the overall Summative Evaluation rating. The plan should address all domains and/or components rated as 'Needs Improvement' or 'Unsatisfactory' on the professional practice section rated as 'Needs Improvement' or 'Unsatisfactory'. Based on feedback and data from an administrator, mentor, teaching colleagues, and your own identified need for professional growth, reflect on the areas targeted for improvement. Additional pages may be supplied as needed to address all domains and components rated 'Needs Improvement' or 'Unsatisfactory'.

Teacher Name

Date of Submission

Area Targeted for Improvement

Domain and Component:

Strategies for Improving Targeted Area

Timeline

Include short term objectives and date of completion

Supports and Resources

Indicators of Progress

I know I am improving because....

The teacher has submitted a successfully developed the Individual Growth Plan on _____.
Date

Certified Staff Member Signature and Date

Evaluator Signature and Date

Scoring Rubric

Domain 1 – Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy	The teacher's plans and practice display little knowledge of the content, prerequisite relationships between different aspects of the content, or the instructional practices specific to that discipline.	The teacher's plans and practice reflect some awareness of the important concepts in the discipline, prerequisite relationships between them, and the instructional practices specific to that discipline.	The teacher's plans and practice reflect solid knowledge of the content, prerequisite relationships between important concepts, and the instructional practices specific to that discipline.	The teacher's plans and practice reflect extensive knowledge of the content and the structure of the discipline. The teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student misunderstanding.
1b Demonstrating Knowledge of Students	The teacher demonstrates little or no knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and does not seek such understanding.	The teacher indicates the importance of understanding students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for the class as a whole.	The teacher actively seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for groups of students.	The teacher actively seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs from a variety of sources, and attains this knowledge for individual students.
1c Setting Instructional Outcomes	Instructional outcomes are unsuitable for students, represent trivial or low-level learning, or are stated only as activities. They do not permit viable methods of assessment.	Instructional outcomes are of moderate rigor and are suitable for some students, but consist of a combination of activities and goals, some of which permit viable methods of assessment. They reflect more than one type of learning, but the teacher makes no attempt at coordination or integration.	Instructional outcomes are stated as goals reflecting high-level learning and curriculum standards. They are suitable for most students in the class, represent different types of learning, and can be assessed. The outcomes reflect opportunities for coordination.	Instructional outcomes are stated as goals that can be assessed, reflecting rigorous learning and curriculum standards. They represent different types of content, offer opportunities for both coordination and integration, and take account of the needs of individual students.
1d Demonstrating Knowledge of Resources	The teacher demonstrates little or no familiarity with resources to enhance own knowledge, to use in teaching, or for students who need them. The teacher does not seek such knowledge.	The teacher demonstrates some familiarity with resources available through the school or district to enhance own knowledge, to use in teaching, or for students who need them. The teacher does not seek to extend such knowledge.	The teacher is fully aware of the resources available through the school or district to enhance own knowledge, to use in teaching, or for students who need them.	The teacher seeks out resources in and beyond the school or district in professional organizations, on the Internet, and in the community to enhance own knowledge, to use in teaching, and for students who need them.
1e Designing Coherent Instruction	The series of learning experiences is poorly aligned with the instructional outcomes and does not represent a coherent structure. The experiences are suitable for only some students.	The series of learning experiences demonstrates partial alignment with instructional outcomes, and some of the experiences are likely to engage students in significant learning. The lesson or unit has a recognizable structure and reflects partial knowledge of students and resources.	The teacher coordinates knowledge of content, of students, and of resources to design a series of learning experiences aligned to instructional outcomes and suitable for groups of students. The lesson or unit has a clear structure and is likely to engage students in significant learning.	The teacher coordinates knowledge of content, of students, and of resources to design a series of learning experiences aligned to instructional outcomes, differentiated where appropriate to make them suitable for all students, and likely to engage them in significant learning. The lesson or unit structure is clear and allows for different pathways according to student needs.
1f Designing Student Assessments	The teacher's plan for assessing student learning contains no clear criteria or standards, is poorly aligned with the instructional outcomes, or is inappropriate for many students. The results of assessment have minimal impact on the design of future instruction.	The teacher's plan for student assessment is partially aligned with the instructional outcomes, without clear criteria, and inappropriate for at least some students. The teacher intends to use assessment results to plan for future instruction for the class as a whole.	The teacher's plan for student assessment is aligned with the instructional outcomes, uses clear criteria, and is appropriate to the needs of students. The teacher intends to use assessment results to plan for future instruction for groups of students.	The teacher's plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards that show evidence of student contributions to their development. Assessment methodologies may have been adapted for individuals, and the teacher intends to use assessment results to plan future instruction for individual students.

Domain 2 – Classroom Environment

<p>2a Creating an Environment of Respect and Rapport</p>	<p>Classroom interactions, both between the teacher and students and among students, are negative, inappropriate, or insensitive to students' cultural backgrounds and are characterized by sarcasm, put-downs, or conflict.</p>	<p>Classroom interactions, both between the teacher and students and among students, are generally appropriate and free from conflict but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural or developmental differences among students.</p>	<p>Classroom interactions between the teacher and students and among students are polite and respectful, reflecting general warmth and caring, and are appropriate to the cultural and developmental differences among groups of students.</p>	<p>Classroom interactions between the teacher and individual students are highly respectful, reflecting genuine warmth and caring and sensitivity to students' cultures and levels of development. Students themselves ensure high levels of civility among members of the class.</p>
<p>2b Establishing a Culture for Learning</p>	<p>The classroom environment conveys a negative culture for learning, characterized by low teacher commitment to the subject, low expectations for student achievement, and little or no student pride in work.</p>	<p>The teacher's attempt to create a culture for learning is partially successful, with little teacher commitment to the subject, modest expectations for student achievement, and little student pride in work. Both teacher and students appear to be only going through the motions.</p>	<p>The classroom culture is characterized by high expectations for most students and genuine commitment to the subject by both teacher and students, with students demonstrating pride in their work.</p>	<p>High levels of student energy and teacher passion for the subject create a culture for learning in which everyone shares a belief in the importance of the subject and all students hold themselves to high standards of performance. For example, by initiating improvements to their work.</p>
<p>2c Managing Classroom Procedures</p>	<p>Much instructional time is lost because of inefficient classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties.</p>	<p>Some instructional time is lost because classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties are only partially effective.</p>	<p>Little instructional time is lost because of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties, which occur smoothly.</p>	<p>Students contribute to the seamless operation of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties.</p>
<p>2d Managing Student Behavior</p>	<p>There is no evidence that standards of conduct have been established and little or no teacher monitoring of student behavior. Response to student misbehavior is repressive or disrespectful of student dignity.</p>	<p>It appears that the teacher has made an effort to establish standards of conduct for students. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.</p>	<p>Standards of conduct appear to be clear to students, and the teacher monitors student behavior against those standards. The teacher's response to student misbehavior is appropriate and respects the students' dignity.</p>	<p>Standards of conduct are clear, with evidence of student participation in setting them. The teacher's monitoring of student behavior is subtle and preventive, and the teacher's response to student misbehavior is sensitive to individual student needs. Students take an active role in monitoring the standards of behavior.</p>
<p>2e Organizing Physical Space</p>	<p>The physical environment is unsafe, or some students don't have access to learning. Alignment between the physical arrangement and the lesson activities is poor.</p>	<p>The classroom is safe, and essential learning is accessible to most students; the teacher's use of physical resources, including computer technology, is moderately effective. The teacher may attempt to modify the physical arrangement to suit learning activities, with partial success.</p>	<p>The classroom is safe, and learning is accessible to all students; the teacher ensures that the physical arrangement is appropriate to the learning activities. The teacher makes effective use of physical resources, including computer technology.</p>	<p>The classroom is safe, and the physical environment ensures the learning of all students, including those with special needs. Students contribute to the use or adaptation of the physical environment to advance learning. Technology is used skillfully, as appropriate to the lesson.</p>

Domain 3 – Instruction

<p>3a Communicating with Students</p>	<p>Expectations for learning, directions and procedures, and explanations of content are unclear or confusing to students. The teacher's use of language contains errors or is inappropriate for students' cultures or levels of development.</p>	<p>Expectations for learning, directions and procedures, and explanations of content are clarified after initial confusion; the teacher's use of language is correct but may not be completely appropriate for students' cultures or levels of development.</p>	<p>Expectations for learning, directions and procedures, and explanations of content are clear to students. Communications are appropriate for students' cultures and levels of development.</p>	<p>Expectations for learning, directions and procedures, and explanations of content are clear to students. The teacher's oral and written communication is clear and expressive, appropriate for students' cultures and levels of development, and anticipates possible student misconceptions.</p>
<p>3b Using Questioning and Discussion Techniques</p>	<p>The teacher's questions are low-level or inappropriate, eliciting limited student participation and recitation rather than discussion.</p>	<p>Some of the teacher's questions elicit a thoughtful response, but most are low-level, posed in rapid succession. The teacher's attempts to engage all students in the discussion are only partially successful.</p>	<p>Most of the teacher's questions elicit a thoughtful response, and the teacher allows sufficient time for students to answer. All students participate in the discussion, with the teacher stepping aside when appropriate.</p>	<p>Questions reflect high expectations and are culturally and developmentally appropriate. Students formulate many of the high-level questions and ensure that all voices are heard.</p>
<p>3c Engaging Students in Learning</p>	<p>Activities and assignments, materials, and groupings of students are inappropriate for the instructional outcomes or students' cultures or levels of understanding, resulting in little intellectual engagement. The lesson has no structure or is poorly paced.</p>	<p>Activities and assignments, materials, and groupings of students are partially appropriate for the instructional outcomes or students' cultures or levels of understanding, resulting in moderate intellectual engagement. The lesson has a recognizable structure, but that structure is not fully maintained.</p>	<p>Activities and assignments, materials, and groupings of students are fully appropriate for the instructional outcomes and students' cultures and levels of understanding. All students are engaged in work of a high level of rigor. The lesson's structure is coherent, with appropriate pace.</p>	<p>Students, throughout the lesson, are highly intellectually engaged in significant learning and make material contributions to the activities, student groupings, and materials. The lesson is adapted as necessary to the needs of individuals, and the structure and pacing allow for student reflection and closure.</p>
<p>3d Using Assessment in Instruction</p>	<p>Assessment is not used in instruction, either through monitoring of progress by the teacher or students, or through feedback to students. Students are unaware of the assessment criteria used to evaluate their work.</p>	<p>Assessment is occasionally used in instruction, through some monitoring of progress of learning by the teacher and/or students. Feedback to students is uneven, and students are aware of only some of the assessment criteria used to evaluate their work.</p>	<p>Assessment is regularly used in instruction, through self-assessment by students, monitoring of progress of learning by the teacher and/or students, and high-quality feedback to students. Students are fully aware of the assessment criteria used to evaluate their work.</p>	<p>Assessment is used in a sophisticated manner in instruction, through student involvement in establishing the assessment criteria, self-assessment by students, monitoring of progress by both students and teachers, and high-quality feedback to students from a variety of sources.</p>
<p>3e Demonstrating Flexibility and Responsiveness</p>	<p>The teacher adheres to the instruction plan, even when a change would improve the lesson or address students' lack of interest. The teacher brushes aside student questions: when students experience difficulty, the teacher blames the students or their home environment.</p>	<p>The teacher attempts to modify the lesson when needed and to respond to student questions, with moderate success. The teacher accepts responsibility for student success, but has only a limited repertoire of strategies to draw upon.</p>	<p>The teacher promotes the successful learning of all students, making adjustments as needed to instruction plans and accommodating student questions, needs, and interests.</p>	<p>The teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interests. The teacher ensures the success of all students, using an extensive repertoire of instructional strategies.</p>

Domain 4 – Professional Responsibilities

4a Reflection on Teaching	Teacher does not accurately assess the effectiveness of the lesson, and has no ideas about how the lesson could be improved.	Teacher provides a partially accurate and objective description of the lesson, but does not cite specific evidence. Teacher makes only general suggestions as to how the lesson might be improved.	Teacher provides an accurate and objective description of the lesson, citing specific evidence. Teacher makes some specific suggestions as to how the lesson might be improved.	Teacher's reflection on the lesson is thoughtful and accurate, citing specific evidence. Teacher draws on an extensive repertoire to suggest alternative strategies and predicting the likely success of each.
4b Maintaining Accurate Records	The teacher's systems for maintaining both instructional and non-instructional records are either nonexistent or in disarray, resulting in errors and confusion.	The teacher's systems for maintaining both instructional and non-instructional records are rudimentary and only partially effective.	The teacher's systems for maintaining both instructional and non-instructional records are accurate, efficient, and effective.	The teacher's systems for maintaining both instructional and non-instructional records are accurate, efficient, and effective, and students contribute to its maintenance.
4c Communicating with Families	The teacher's communication with families about the instructional program or about individual students is sporadic or culturally inappropriate. The teacher makes no attempt to engage families in the instructional program.	The teacher adheres to school procedures for communicating with families and makes modest attempts to engage families in the instructional program. But communications are not always appropriate to the cultures of those families.	The teacher communicates frequently with families and successfully engages them in the instructional program. Information to families about individual students is conveyed in a culturally appropriate manner.	The teacher's communication with families is frequent and sensitive to cultural traditions; students participate in the communication. The teacher successfully engages families in the instructional program, as appropriate.
4d Participating in a Professional Community	The teacher avoids participating in a professional community or in school and district events and projects; relationships with colleagues are negative or self-serving.	The teacher becomes involved in the professional community and in school and district events and projects when specifically asked; relationships with colleagues are cordial.	The teacher participates actively in the professional community and in school and district events and projects, and maintains positive and productive relationships with colleagues.	The teacher makes a substantial contribution to the professional community and to school and district events and projects, and assumes a leadership role among the faculty.
4e Growing and Developing Professionally	The teacher does not participate in professional development activities and makes no effort to share knowledge with colleagues. The teacher is resistant to feedback from supervisors or colleagues.	The teacher participates in professional development activities that are convenient or are required, and makes limited contributions to the profession. The teacher accepts, with some reluctance, feedback from supervisors and colleagues.	The teacher seeks out opportunities for professional development based on an individual assessment of need and actively shares expertise with others. The teacher welcomes feedback from supervisors and colleagues.	The teacher actively pursues professional development opportunities and initiates activities to contribute to the profession. In addition, the teacher seeks feedback from supervisors and colleagues.
4f Showing Professionalism	The teacher has little sense of ethics and professionalism and contributes to practices that are self-serving or harmful to students. The teacher fails to comply with school and district regulations and time lines.	The teacher is honest and well intentioned in serving students and contributing to decisions in the school, but the teacher's attempts to serve students are limited. The teacher complies minimally with school and district regulations, doing just enough to get by.	The teacher displays a high level of ethics and professionalism in dealings with both students and colleagues and complies fully and voluntarily with school and district regulations.	The teacher is proactive and assumes a leadership role in making sure that school practices and procedures ensure that all students, particularly those traditionally underserved, are honored in the school. The teacher displays the highest standards of ethical conduct and takes a leadership role in seeing that colleagues comply with school and district regulations.

