CERTIFIED CONTRACT

Park Forest-Chicago Heights School District 163

And

Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

2017-2020
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ARTICLE I – RECOGNITION AND SCOPE OF AGREEMENT

Section 1. Recognition and Scope of Agreement and Bargaining Unit
This Agreement made and entered into by and between the Board of Education, School District 163, Cook County, Illinois, hereinafter referred to as the BOARD and Local #604 AFL-CIO, referred to as the UNION, is for the purpose of establishing salaries, fringe benefits, grievance procedures related to the contract, and working conditions; and for that purpose the BOARD recognizes the UNION as the sole and exclusive Representative for the Bargaining Unit for all regular full-time certified teachers, counselors, deans, social workers, speech pathologists, District Librarian, and psychologists excluding those listed below:
A. Superintendent
B. Assistant Superintendent
C. Directors (including Teaching Directors)
D. Assistant Directors
E. Coordinators of State and Federal Projects
F. Principals (including Teaching Principals)
G. Associate Principals and Assistant Principals
H. Nurses
I. Substitute Teachers
J. All Classified Personnel employed by the District

Throughout this contract, the word “Teacher” shall refer to regular full-time and part-time certified teachers, counselors, deans, social workers, speech pathologists, and psychologists.

Section 2. Maintenance of Contract
The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of the Agreement.

No change in salaries, wages, or working conditions not covered by this Agreement and not negotiated during the negotiations for this Agreement may be made without prior notice to and full and complete negotiations with the UNION, but mutual agreement upon such changes shall not be prerequisite to the BOARD’S acknowledged right to make and implement its final decision on all matters. Such negotiations shall be carried on with reasonable dispatch.

Section 3. Conflict Between Policy and Contract
In the event any policy, rule or regulation of the BOARD conflicts with any provision of this Agreement, the provisions of this Agreement shall prevail.
Section 4. **Savings**
Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction or conflict with any act of Congress or the Legislature, said articles, sections or clauses, as the case may be, shall automatically be deleted from this Agreement to the extent that it violates the law but the remaining articles, sections, or clauses shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted article, section, or clause. Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, negotiations for replacement language shall begin no later than sixty (60) days after the final court order.

Section 5. **Sole Bargaining Agent**
The BOARD agrees not to recognize any teachers’ organization other than the UNION as the agent of this Agreement. If another organization wins negotiating rights pursuant to the election procedures of this Agreement, the BOARD may begin negotiating for a subsequent Agreement with that organization.

**ARTICLE II - UNION BOARD RELATIONS**

Section 6. **Management Rights – No Strike**

A. The BOARD retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitution of the State of Illinois and the United States, including but not limited to the responsibility for and the right:

1. To maintain executive management and administrative control of the School District, its properties, facilities, and the professional activities of its employees as related to the conduct of school affairs.
2. To hire all employees and, subject to the provisions of the law, to determine their qualifications, the conditions for their continued employment, their dismissal or demotion, their assignment, and to promote and transfer all such employees.
3. To establish programs and courses for instruction including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the BOARD.
4. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written BOARD Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
5. To determine class schedules, the hours of instruction, the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-classroom assignments. The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the BOARD, and
the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement.

B. NO STRIKE - The UNION agrees not to strike, nor to engage in any boycotts or work stoppages, and not to picket in any manner which would tend to disrupt the operation of any public school in School District 163 or the Administration Offices of the Board of Education of School District 163 during the term of this Contract.

Section 7. Release Time for the Union President
The Union President and/or designee shall receive one (1) day of release time per month to meet with the Superintendent/designee regarding UNION related work. This time may be used in one-half (1/2) day segments. If the Union President and Union Co-President meet with the Superintendent/designee regarding UNION related work, it shall count as one full day segment.

Section 8. Union’s Right to Meet with the Superintendent
The Superintendent, or his/her Designated Representative, shall meet at mutually agreeable times with Representatives of the UNION to discuss matters of educational policy and development as well as matters relating to the implementation of this Agreement.

Section 9. Union’s Right to Information
The BOARD and the UNION agree to make available, upon written request from the Superintendent or the President of the UNION, as the case may be, any and all information, statistics or records of a non-confidential nature relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement.

Section 10. Union’s Right to Address Faculty
A. The teacher organization shall be allotted at least one (1) hour each year during the pre-school workshop for orientation of new staff.
B. The UNION shall have the right to make brief announcements at the end of faculty meetings.

Section 11. Meetings
A. The second Tuesday of each month shall be set aside for UNION meetings. No other meetings shall be called by the Administration on these dates.
B. The Administration may require teachers to attend Tuesday meetings. Attendance at all other meetings shall be voluntary on the part of the teacher.
C. Building Faculty Meetings shall begin no later than ten (10) minutes after the teaching day. The faculty shall have the right to help determine the agenda of the staff meetings.
D. District-wide meetings, conducted by the Superintendent and or his/her designee, for all District Staff, shall begin no later than 3:05 PM. Meetings shall not exceed one (1) hour in length after which attendance shall be voluntary on the part of the teachers.
E. Teachers shall be required to attend one parent-centered evening meeting of the teacher’s choice per year in addition to open house. Teachers will be provided an opportunity to sign up for the parent-centered evening meeting of their choice on a first-come, first-serve basis. Teachers who have already attended one parent-centered evening meeting in addition to open house in the 2017/2018 school year are deemed to have met this requirement.

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F. Teachers who attend Institute Days shall be required to attend for a full regular workday, which includes a regular lunch break.

In the event of an emergency which precludes a teacher from attending the meetings in B and C, the principal shall be given notice and reason(s) for the absence.

Section 12. **New Teacher Professional Growth**
Teachers new to the District shall be required to attend New Teacher Network for ten (10) hours of professional training for the 1st year of employment. Teachers who are new to teaching shall attend New Teacher Network for ten (10) hours for the 1st and 2nd years of employment.

New Teacher Network meetings shall be registered with the State Board of Education for credit towards re-certification.

Section 13. **Use of School Facilities**
The UNION shall have the use of computers, photocopy machines and the use of communication systems, including District email, for the conduct of its business as long as there is no interference with the normal operation of the school. The UNION may establish and use a page on the District WEB site. The following information may be included on the WEB page; Notification of Union Meetings, copies of both the Certified and Classified Contracts, information on re-certification, notification of vacancies, professional development opportunities and educational research information. The UNION will inform the Superintendent by email when a change is made on the WEB page. The Superintendent shall have the right to remove information from the page.

The UNION shall be permitted the use of a school building room for the purpose of holding meetings at reasonable hours, provided that when special custodial services are required by the BOARD, the BOARD may charge the UNION for such services; provided further that such meetings in no way interfere with any aspect of the instructional program or other previously scheduled meetings.

The UNION shall inform the Building Principal of Union meetings or functions held in their building and shall coordinate time and space based on availability with the Building Principal.

Section 14. **Fair Share**
All full time and part time employees covered by this Agreement who are not members of the UNION shall, commencing sixty (60) days after their employment, or the effective date of this Agreement, whichever is later and continuing during the term of this Agreement, and so long as they remain nonmembers of the UNION, pay to the UNION each month their proportionate share of the cost of the Collective Bargaining Process and Contract administration measured by the amount of dues uniformly required by members of the UNION. Such proportionate share payments shall be deducted by the BOARD from the earnings of the non-member employees and be paid to the UNION, except as may be provided otherwise by law for those teachers with bona fide religious objections. The UNION shall submit to the BOARD an affidavit which specifies the amount which constitutes said proportionate share for full time and part time employees which amount shall not exceed the dues uniformly required of members of the UNION.
The UNION shall indemnify and hold harmless the BOARD, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability including, but not limited to, damages, attorneys’ fees, and costs that shall arise out of or by reason of action taken by the BOARD for the purpose of complying with the above provisions of this article, or in reliance on any list, notice, certification, affidavit or assignment furnished under any or such provisions.

Section 15. **Printing and Distribution of Contract**
The Contract shall be made available on the School District’s website.

Section 16. **Term of Contract**
This Contract will constitute a successor contract entered into during the term of an existing contract, which is hereby replaced with this Contract. The Contract shall become effective August 15, 2017 and shall remain in force through August 14, 2020.

Section 17. **Notification to Terminate, Amend, or Modify Contract**
Either party may give the other notification of its desire to terminate, amend, modify, or renegotiate this Contract. This notification shall be sent to the normal mailing address of the other party and must be postmarked no earlier than November 15, 2019 and no later than February 1, 2020.

Section 18. **Commencement of Negotiations**
Upon receipt of notification by the other party to renegotiate, amend, or modify this Contract, arrangements shall be made within ten (10) school days for negotiations to commence. Negotiations shall commence no earlier than April 1, 2020, nor later than April 15th, 2020. In the event that neither party gives notice of its intent to renegotiate, amend, terminate, or modify the Contract by February 1, 2020, the Contract shall automatically be extended on the same terms from year to year, thereafter, with the notification date of intent to renegotiate, amend, terminate or modify by February 1st of the successive year.

Section 19. **Commencement of Negotiations after Election**
In the event a new Bargaining Agent has been elected, the notice provided for in this article may be served by such new agent.

Section 20. **Employee Petitions to the Board of Education**
Any employee or group of employees shall have the right to submit suggestions to or discuss professional problems with the Administration or the BOARD at any mutually agreeable time without the intervention of the UNION.
ARTICLE III - TEACHER'S RIGHTS

Section 21. Academic Freedom
A. Teachers shall be free to explore controversial issues without fear of penalties by the Administration or members of the BOARD. Teachers are responsible for implementing such exploration in as factual, open minded and objective a manner as possible, and in keeping with their own sense of personal integrity as well as their respect for the professional nature of their responsibilities. Teachers shall have the right to use learning materials within the instructional program according to their best judgment.
B. In the event of adverse criticism by third party persons of teaching methods or materials used by the teacher to explore controversial issues, the following procedures shall be applied in all cases:
   1. Objections and complaints regarding the use of any instructional methods or materials must be in writing and submitted to the Superintendent.
   2. Written objections and complaints will be reviewed by a committee composed of three (3) teachers appointed by the Union President and two (2) members of this Committee shall be knowledgeable in the field of study to which the method, book or other instructional material pertain.
   3. After careful investigation, the Committee shall reach a decision, which shall be communicated to the BOARD. The BOARD’S decision shall be final. However, the BOARD shall not take any action before having reviewed the recommendation of said Committee.

Section 22. Assault
Any case of assault upon an employee arising out of and in the cause of his/her employment shall be completely reported in writing to the Superintendent of Schools within forty-eight (48) hours of the incident unless the employee is incapable of submitting a written report.

The BOARD will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities. In the event that a UNION attorney is provided, the BOARD is not relieved of any of the above responsibilities.

Section 23. Teacher/Board Liability
In accordance with the provisions of the Illinois School Code, the BOARD will insure against any loss or liability of the members of the Bargaining Unit by reason of death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the BOARD. Such insurance shall be carried in a company licensed to write such coverage in this state.

Section 24. Non-Discrimination
Neither the UNION nor the BOARD shall discriminate against any person on the basis of membership or non-membership in any employee organization, race, creed, color, sex, marital status, ethnic background, geographic origin, political affiliation, sexual orientation or personal grooming or dress, provided there is no disruption of the educational process. Because there are
state and federal agencies that are more appropriate to use in nondiscrimination grievances, it is agreed that this section is only grievable through the BOARD level.

Section 25. Political Freedom
All members of the Bargaining Unit of the District shall enjoy the rights and privileges of any citizen in all matters of a political nature. Restrictions by the BOARD pertaining to this policy shall be as follows:

A. No member of the Bargaining Unit, while on school property during normal working hours, shall use any time, or school facilities or staff for solicitation, promotion, election, or defeat of any candidate for public office.

B. At no time will a member of the Bargaining Unit utilize school equipment and/or pupils for solicitations, promotion, election or defeat of any candidate for public office.

Section 26. Personnel Files
A. All personnel records kept on teachers shall be available to the teacher at reasonable times and places except records of a confidential nature. Records of a confidential nature shall mean job and school references. Teachers are permitted to request their fingerprint records from their personnel file.

B. Teachers shall have the right to have photocopies of any non-confidential material as defined herein upon payment of the reasonable cost thereof.

C. No material of a derogatory nature shall be added to a teacher's file unless the teacher has had an opportunity to see and sign the material. The signature indicates that the teacher has read the materials; however, it does not imply agreement with the content. The teacher shall have the right to attach dissenting material to any item in his/her file. After eight (8) years material of a derogatory nature shall be removed at the teacher's written request.

D. Prior to placing a written reprimand in an employee's personnel file, there shall be a conference held between the appropriate administrator(s) and the employee(s) involved.

E. When material, specific to an individual employee's performance, is added to the personnel file, the Administration shall send notification to the employee noting that there has been an addition to the Personnel File.

Section 27. Notification of Vacancy
Notice of vacancies, including teaching positions, principal-ships, state and federal programs, District administrative positions, or newly created administrative positions shall be posted on the District #163 WEB site and emailed to all employees using the employees' district-issued email address. Copies of all vacancy notices shall be sent electronically to the President of the UNION prior to distribution to bargaining unit members. Teachers interested in such positions shall submit their application in writing to the Superintendent or his/her designee. Applicants shall be informed in writing of acceptance or rejection for the position. No Contract shall be offered prior to the third (3rd) working day a vacancy is posted. However, the position may be filled on an emergency basis until the Contract is offered.

The names, addresses and position of all new employees shall be sent to the Union President within five (5) working days of BOARD approval. The Union President shall be notified within five (5) working days of the resignation and/or termination of any employee.

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For purposes of this Section (27), "working day" is defined as any day the School District's administrative offices are open.

Section 28. **Teacher Assignments**
Teachers shall be notified in writing no later than May 15th of their tentative assignments for the following school term as to grade level, school, and/or subject and scheduling.

No person covered by this Agreement shall have his/her assignment changed without a prior discussion with the appropriate administrator.

Section 29. **Voluntary Transfer**
Teachers who desire a transfer for the next school year at a grade level, school and/or subject area for which they are qualified shall notify the Superintendent or his/her designee, in writing prior to March 1st. The Superintendent or his/her designee will, in the determination of requests for voluntary reassignment and/or transfer, take into account the convenience and wishes of the individual teacher and will honor them to the extent that they do not conflict with the instructional effectiveness and best interests of the school system. If more than one teacher applies for the same vacancy, the teacher deemed best qualified by the Superintendent or his/her designee for that position shall be appointed.

Teachers shall be notified in writing of the decision by the Superintendent or his/her designee. Final decision on all voluntary reassignments, and/or transfers shall rest with the Superintendent.

Section 30. **Involuntary Transfer**

A. Transfer of any teacher to another building without his/her consent is an involuntary transfer. Such involuntary transfers shall be made only if the present classroom, section or subject is eliminated in the building or there is a demonstrable District need, as determined by the Superintendent. The Superintendent will consider the following areas in making a decision:

1. Certifications
2. Qualifications
3. Merit and ability (including performance evaluations, if available)
4. Balance within a building as determined by BOARD policy GCD.
5. Relevant experience, such as previous teaching background and training.

B. In the event of the closing of a building all teachers involved shall be informed in writing of all District vacancies, as soon as they occur, for the coming year. Teachers involved will be given until July 1st of the calendar year the building is closed to notify the Superintendent or his/her designee of their first (1st), second (2nd), and third (3rd) choice of buildings in which vacancies occur. If the teacher is not given his/her first (1st) or second (2nd) choice, he/she shall have a conference with the Superintendent or his/her designee prior to the placement in the third (3rd) choice.
Teachers shall pack and unpack their personal materials and any necessary District materials that are to be moved between buildings. The movement of materials and boxes shall not be the responsibility of the teacher. Packing and unpacking shall not be done during pupil-teacher contact time.

Teachers will be paid a stipend of one-hundred and fifty dollars ($150) for packing and unpacking in the event of an involuntary transfer to a different building.

Section 31. **Grievance Procedure**

A. **Definition:** A grievance is a written complaint by a member of the Bargaining Unit that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

B. **General Provisions:**

1. A grievance may be initiated or conducted by a teacher on his/her behalf, or by a duly authorized Representative of his/her own choosing, providing that the Bargaining Representative has been given an opportunity to be present. The resolution of such grievance shall not be inconsistent with the terms of the Contract. Written copies of the grievance, and any resolution shall be sent within five (5) days of the resolution to the Union President.

2. In any step of the grievance procedure, when it becomes necessary for individuals to be involved during school hours as determined by the BOARD, they shall be excused without loss of pay for that purpose.

3. If a grievance arises from the action of any authority higher than the principal of a school, the grievant may present such grievance at the appropriate step of the grievance procedure.

4. A teacher who participates in the grievance procedure shall not be subjected to disciplinary action or reprisal because of such participation.

5. The teacher and his/her Representative have the right to be present at all steps of the grievance procedure.

6. Any of the parties shall have copies of all documentary exhibits submitted by the other party concerned in the grievance upon payment of reasonable cost thereof.

7. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of the grievance procedure within the time allotted had the decision been given.

8. Conferences held under the grievance procedure shall be conducted after school hours at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
C. Procedure for Adjustment of Grievances:

1. Informal Conference:
   A grievance shall first be discussed with the appropriate administrator with the object of resolving the matter informally.

2. Formal Procedure:
   Step 1. Appropriate Administrator Level - In the event the matter is not resolved informally, the grievance stated in writing may be submitted by the grievant to the appropriate administrator within fifteen (15) school days after the act or condition which is the basis for the grievance.
   a. The appropriate administrator shall meet and confer with the grievant within seven (7) school days from the time of filing the appeal in an attempt to resolve the grievance.
   b. Within seven (7) school days after hearing the grievance the appropriate administrator shall state his/her decision in writing and shall furnish one (1) copy to the teacher who lodged the grievance and one (1) copy to the UNION.

   Step 2. Superintendent Level - Within seven (7) school days after receiving the decision of the principal, an appeal from the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the act or conditions and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1.
   a. The Superintendent or his/her designee shall meet and confer with the grievant within seven (7) school days from the time of filing the appeal in an attempt to resolve the grievance.
   b. Within seven (7) school days after hearing the appeal, the Superintendent shall communicate his/her decision in writing to the aggrieved and the UNION.

   Step 3. Board Level - Within ten (10) school days after receiving the decision of the Superintendent an appeal from the decision may be made to the BOARD. This appeal shall be in writing and shall be accompanied by a copy of the appeal and of the decision at Step 2.
   a. Within thirty (30) days after receipt of the appeal, the BOARD shall hold a hearing on the grievance. The hearing shall be open and informal and shall allow all parties to present their case and have representation if desired.
   b. Within ten (10) school days after the hearing on the appeal, the BOARD shall communicate its decision in writing to the aggrieved and the UNION.
Step 4. **Binding Arbitration** - If the decision at Step 3 is not satisfactory to the UNION, there shall be available a 4th step of impartial arbitration. The UNION must submit in writing, within ten (10) days after receiving the BOARD’S decision in Step 3, a request to enter into such arbitration. The arbitration procedure shall be conducted by an arbitrator to be selected by the two (2) parties within seven (7) days after said notice is given. If the two (2) parties fail to reach agreement on an arbitrator within the above seven (7) day period, they shall proceed to select one in accordance with the voluntary labor rules of the American Arbitration Association. The decision and/or award of the arbitrator will be accepted as final by the parties and both will abide by it. Expenses for both parties to the arbitration shall be borne equally by the BOARD and the UNION.

**Section 32. Teacher Evaluation Committee**

The UNION and BOARD agree that a standing Teacher Evaluation Committee (TEC) shall be established.

The Committee shall consist of the Superintendent and up to seven (7) designees, and the Union President and up to seven (7) designees. Substitutes may be designated for regular committee meetings in the event that a Committee Member is unable to attend a scheduled meeting.

The TEC may be convened by either the Superintendent or Union President. The Committee shall meet at least three (3) times during a school year to monitor and review the District Teacher Evaluation Plan. No modification in the plan shall be made unless agreed to by the Union President and Superintendent.

The TEC shall establish a process for implementation of the Evaluation Plan through in-service and staff development. This process must be approved by the Union President and Superintendent.

**Section 33. Teacher Evaluation**

Administrators shall assist teachers to fulfill and improve their instructional program and, where deficiencies are identified, the administrator shall recommend and provide assistance in obtaining remedial help.

A. All probationary teachers will be evaluated annually, using the District Teacher Evaluation Plan, by a qualified evaluator designated by the Superintendent or designee. All tenured teachers shall be formally evaluated, using the District Teacher Evaluation Plan, by a qualified evaluator at least once every two (2) years. Under guidelines established by the Teacher Evaluation Committee (TEC), the Superintendent may designate qualified evaluators who are not current members of the District’s administration to perform evaluations.

B. Probationary teachers will have a minimum of three (3) observations at least one-hundred and fifteen (115) calendar days before the last day of the school year. At least two (2) of the observations will be formal observations. The first formal observation shall take place by November 15th of each year.
C. Tenured teachers who received an evaluation rating of “proficient” or “excellent” on their prior evaluation will have a minimum of two (2) observations, one of which will be formal. Formal observations of tenured teachers will occur between October 15th and the one-hundred and fifteenth (115) calendar days before the last day of the school year, exclusive of December unless altered by mutual agreement. Tenured teachers who received an evaluation rating of “needs improvement” or “unsatisfactory” on their prior evaluation will have a minimum of three (3) observations at least one-hundred and fifteen (115) calendar days before the last day of the school year, at least two (2) of which will be formal observations. The first formal observation shall take place by November 15th of each year.

D. Teachers will be evaluated on their performance in those areas specified in the School Code of Illinois 105 ILCS 5/24A-5(b): Teacher’s Attendance, Planning, Instructional Methods, Classroom Management, Competency in the Subject Matter Taught, as well as, general responsibilities.

E. The following three (3) parts shall comprise the formal observation procedure:
   1. **Formal Observations:**
      a. All formal observations shall be conducted with the full knowledge of the teacher being evaluated.
      b. Formal observations will be for a minimum of forty-five (45) minutes at a time, or a complete lesson, or an entire class period.
      c. Each formal observation shall include a pre-conference, the observation and a post-conference, as described below.
   2. **Pre-Observation Conference:** A Pre-Observation conference is required prior to each formal observation to help the teacher and evaluator determine the primary focus of the observation. Prior to the pre-conference, the teacher will submit to the qualified evaluator a written lesson plan and/or other evidence of planning for the instruction that will be conducted during the formal observation and make recommendations for areas on which the qualified evaluator should focus during the observation. In the Pre-Observation conference the following information may be discussed:
      a. The objective that will receive primary emphasis during the observation.
      b. Methods the teacher may use to help the students achieve the lesson objective.
      c. Expected student behavior and anticipated outcomes.
   3. **Post-Observation Conference:** A Post-Observation Conference shall be held within fifteen (15) school days of the formal observation, unless rescheduled by mutual agreement. The teacher shall be provided with a copy of the formal observation notes, which may include areas of strength, areas of consideration, recommendations and questions from the qualified evaluator, the day before the post-observation conference. Information collected in the observation and from the Pre-Observation Conference shall form the basis of the discussion in the Post-Observation Conference. A written observation report, including specific recommendations, shall be
given to the teacher within fifteen (15) school days after the post-conference.

F. **Informal Observation:** An informal observation is an unscheduled, unannounced observation of a teacher. A qualified evaluator may conduct as many informal observations as he/she deems necessary. Following an informal observation, the qualified evaluator will provide feedback to the teacher orally or in writing. If the feedback is in writing, the teacher will be given an opportunity for an in-person discussion with the evaluator, if requested.

G. **Summative Evaluation:** A summative evaluation including a performance evaluation rating of “excellent”, “proficient”, “needs improvement,” or “unsatisfactory” will be completed at least one-hundred (100) calendar days before the last day of the school year with copies to the teacher, evaluator and Superintendent. This may be completed cooperatively between the teacher and the evaluator at any time during the year. The copy sent to the Superintendent shall be placed in the teacher's personnel file.

H. When a probationary teacher is not being recommended for reemployment, the teacher shall be informed in writing at least forty-five (45) days before the end of the school year, in accordance with the provisions of the Illinois School Code. No teacher shall be refused tenure status unless the above evaluation procedures have been substantially complied with. Any alleged violation of this Paragraph H, shall be grievable only to the BOARD level, and shall not be arbitrable.

I. If a tenured teacher is rated “needs improvement,” a professional development plan will be developed and implemented in accordance with Section 24A-5(h) of the School Code of Illinois (105 ILCS 5/24A-5(h)).

J. If a tenured teacher is rated “unsatisfactory,” a remediation plan will be developed and implemented in accordance with 105 ILCS 5/24A-5(i), (j), (k) of the School Code of Illinois.

K. **Consulting Teacher** – A Consulting Teacher will be selected for each remediation plan. The provisions for the Consulting Teacher are as follows:

1. The participation of the Consulting Teacher shall be voluntary.
2. The qualified Consulting Teacher shall be one who has received a rating of excellent on his or her most recent evaluation, has a minimum of five (5) years of experience in teaching, and has reasonable familiarity with the assignment of the teacher under remediation.
3. The Consulting Teacher shall be chosen from a list developed by the UNION of at least five (5) qualified teachers or all qualified teachers if there are less than five (5). The Consulting Teacher is to be selected by the evaluator from the list developed by the UNION.
4. Where no Consulting Teacher is available in the District, the District shall request that the Regional Office of Education provide a Consulting Teacher. The Regional Office of Education shall thereupon provide a Consulting Teacher who meets the requirements.
5. If the Consulting Teacher becomes unavailable during the course of a remediation plan, a new Consulting Teacher shall be selected in the same manner as the initial Consulting Teacher.
6. The Consulting Teacher shall provide advice to the teacher rated as unsatisfactory, on how to improve teaching skills and to successfully complete the remediation plan.

7. The Consulting Teacher shall not participate in any of the required evaluations, which evaluate the performance of the teacher under remediation, or participate in any dismissal hearing unless required by law.

8. The Consulting Teacher shall be invited to attend conferences with the qualified evaluator and the teacher under remediation in order to continue to provide assistance to the teacher under a remediation plan.

9. Consulting Teachers from within the District will receive a stipend and release time to perform their duties as Consulting Teachers. The TEC shall review the plan for remediation and recommend to the Superintendent a stipend for the Consulting Teacher. The Superintendent shall determine the stipend and it shall be binding on all parties.

Section 34. Helping Teachers
A qualified teacher may be employed for short periods of time to work with teachers in the "Helping Teacher" role. The service of this teacher may be requested for non-tenure teachers by the classroom teacher or the principal.

The services of this teacher may be requested by non-tenure teachers at any time.

In the event that a tenure teacher does not request a helping teacher pursuant to the suggestion of the principal and the conditions giving rise to the situation continue, the principal may assign a helping teacher, who shall be selected by the tenure teacher from a list of four (4) names proposed by the Superintendent.

Section 35. Reduction in Staff
The Administration shall inform the Union President prior to the honorable dismissal of any member of the Bargaining Unit.

In the event there is a tie in seniority between Bargaining Unit members in Groups 3 and 4 upon a reduction in force, the following criteria, in their respective order, shall serve as a tiebreaker:

1. The earliest date on which the teacher signed his or her contract. In the event a time stamp is used on a signed contract, then the earliest time stamp on said contract shall control.

2. Total years of Teachers’ Retirement System service credit (outside of, and within Park Forest-Chicago Heights School District 163).

3. Highest educational degree attained.

4. Total Years of Teachers’ Retirement System Service credit within Park Forest-Chicago Heights School District 163.
Section 36. **Progressive Discipline**
The discipline of teachers shall, in the usual case, follow progressive discipline concepts, with the disciplinary steps being:

1. Verbal warning.
2. Written reprimand.
3. Suspension without pay.
4. Discharge.

The disciplinary steps shall be used and initiated at the appropriate level within the context of any initiating incident or set of behaviors deemed inappropriate. Except as noted in Section 26, all disciplinary action will remain in the teacher’s personnel file and be considered, as appropriate, if and when future incidents occur. Where, in the Superintendent’s or designee’s judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate disciplinary step to be used will be determined by the Superintendent or designee.

This provision shall not apply to dismissal or changes in employment status which occur for non-disciplinary reasons, such as because of a reduction in the work force.

**ARTICLE IV- EDUCATIONAL PROGRAM/PROFESSIONAL ISSUES**

Section 37. **Staff Educational Environment Council**
The UNION and the BOARD agree that a Staff Educational Environment Council shall be established. The SEEK committee meets to discuss District-wide curriculum, its effectiveness and implementation. The BOARD and UNION recognize that it is essential for teachers and administrators from each level to meet and discuss District-wide curriculum (materials, textbooks, training, report cards, implementation, etc.). This is the only way to have continuity between grade levels and buildings.

A. SEEK shall consist of one (1) teacher from each school with less than four hundred (400) students (as of the sixth day after the beginning of the school year) two (2) teachers from each school with more than four hundred (400) students, three (3) from any school if the enrollment of said school exceeds six hundred fifty (650) and one (1) from each of the Administration, one (1) member of the BOARD, the Union President and UNION designee. The Superintendent, the Superintendent’s designee, and the Program Directors shall be nonvoting ex-officio members.

B. Teacher Representatives will be elected on even numbered years from Algonquin, Blackhawk, and 21st Century and on odd numbered calendar years from Mohawk, Michelle Obama School of Technology and the Arts and Barack Obama School of Leadership and STEM, for a minimum two (2) year term. When a Teacher Representative is unable to continue service on this council, a new Representative shall be elected as soon as possible.

C. A Steering Committee shall be established composed of six (6) members: one (1) teacher from Algonquin Pre-Kindergarten Center (Pre-K), one (1) primary teacher (grades K-3), one (1) intermediate teacher (grades 4-6), one (1) teacher from
either Michelle Obama School of Technology and the Arts or Barack Obama School of Leadership and STEM (grades 7-8), one (1) Central Administrator and one (1) Principal as elected by their respective groups. The Steering Committee shall be responsible for determining the agenda and scheduling for the meetings, and shall do so in a collaborative meeting before the beginning of each school year.

D. A chairperson and secretary for SEEK shall be elected by the Teacher Representatives. The SEEK secretary is responsible for drafting the minutes of the meeting. A secretary designated by the Superintendent will type and distribute the final minutes.

E. SEEK shall meet not less than once per calendar quarter after school. It shall establish rules of procedures and shall be authorized to establish subcommittees and appoint members to such committees as it deems necessary. Teacher representatives shall be paid at a rate of Thirty Dollars ($30) per hour. If necessary, the Steering Committee shall have the ability to schedule meetings in addition to the four (4) minimum required meetings. However, teacher representatives shall not be reimbursed for additional meetings.

F. SEEK meetings will be mandatory for all District Administrators.

G. The members of the BOARD are welcome to attend SEEK meetings.

H. The SEEK Committee shall consider all District-wide proposals pertaining to the improvement of the educational program carried on or proposed to be carried on in District 163. If a subcommittee’s opinion is sought regarding a proposed District-wide change in curriculum before a SEEK meeting can be convened, the minutes from said subcommittee meetings shall be sent to the SEEK committee as soon as practicable.

I. The BOARD shall not introduce any District-wide change in curriculum or new teaching methods and materials unless the SEEK Committee shall have been consulted and its opinion considered. If a District-wide change in curriculum or new teaching methods and materials is introduced and do not reflect the opinion of the SEEK committee, the Superintendent or his/her designee shall provide the SEEK committee with feedback as to why.

Section 38. School Discipline

A. The responsibility for pupil discipline is jointly shared by the parents, administrators, and teachers. Teachers may send pupils guilty of gross disobedience or gross misconduct to the principal for disciplinary action together with a written report thereon. The principal, or his/her designee shall be available in the event of a crisis situation. The principal shall determine the appropriate action and so notify the teacher in writing in response to his/her written report noted above.

B. The District shall establish and maintain a Parent-Teacher Advisory Committee as provided in the Illinois School Code, a District-Wide Discipline Committee, and, for each building, a Building Discipline Committee, in order to oversee the uniform implementation of the student discipline policy adopted by the BOARD, and as may be amended from time-to-time (“District Discipline Policy”).

C. The District-Wide Discipline Committee shall consist of at least one bargaining unit member from each building, and at least one Administrator designated by the
Superintendent. The District-Wide Discipline Committee shall meet at least twice each school year, with at least one meeting occurring in the first two months of the school year, and at least one meeting occurring in the last two months of the school year.

D. The Building Discipline Committee shall consist of at least one bargaining unit member who is also a member of the District-Wide Discipline Committee, at least one Administrator designated by the Superintendent, and at least one Building Assistant or Dean. The Building Discipline Committee shall meet at least once every marking period.

E. During the first month of school, the principal of each building after conferring with the staff, and students, shall establish guidelines for the conduct of pupils in halls, lunchrooms, and on playgrounds that are consistent with the District Discipline Policy. Such guidelines shall be distributed to students, parents, and teachers.

F. In the event that any pupil is persistently disruptive, a conference of appropriate staff members as determined by the principal shall be held to determine procedures for that student that are consistent with the District Discipline Policy.

Section 39. Retired Teachers
Prior to issuing contracts to Retired Teachers, the BOARD shall share the names and job responsibilities of each prospective employee with the UNION. The UNION shall have the right to meet with the BOARD and/or their designee to share their concerns about the employment of the Retired teacher. The UNION recognizes the BOARD has the right to make the final decision on their employment.

Section 40. Standardized Tests
Teachers shall not be required to score standardized tests which they are required to administer by the Administration. Special circumstances may be defined for small groups of students when students new to the District require testing.

Teachers may make a written request to the principal when they feel a student is incapable of taking standardized tests in the regular classroom setting.

Section 41. Class Composition
The placement of students in classes for maximum learning opportunities is the responsibility of the principal. Teacher recommendations and suggestions will be considered.

Section 42. Lesson Plans
Teachers shall be prepared for daily instruction. Each teacher shall have written weekly lesson plans that are available for the principal’s review. The use of these plans is to be confined to the teacher and District Administration, or as otherwise needed to comply with applicable school code or legal procedures.

In the event that a principal requests that a teacher submit his/her lesson plans, the teacher shall not be without his/her lesson plans during the teaching of lessons.
Section 43. **Evaluation of Students**
The responsibility of evaluation of students rests with the classroom teacher. The Administration shall not change any evaluation and/or grade without consultation with the teacher. Any administrative change on a report card shall be initialed by the administrator making the change.

Section 44. **Classroom Interruptions**
There shall be minimal classroom interruptions, including the use of the intercom except in the following cases:

A. An emergency situation  
B. First five minutes of the school day  
C. Five minutes at the beginning and end of the total lunch session  
D. Last ten minutes of the school day

Section 45. **Building Staffing**
Building staffing shall be scheduled by the Building Coordinator following consultation with the participants. A written report will be available to all participants in the staffing. If a teacher attends a staffing during his/her lunch period, he/she shall be given another lunch period or compensated at the rate specified in Section 70.

Section 46. **Substitutes**
The BOARD shall employ substitutes in special subject areas whenever possible and practical. All substitutes shall be given a copy of the District Substitute Handbook which shall be reviewed annually by the Superintendent or his/her designee. The District shall sponsor an orientation for substitutes in October and February. The UNION shall be notified of the agenda prior to the meeting.

Section 47. **Budget**
Teachers in each building may provide input into how the building budget shall be allocated. A copy of the building budget allocation shall be posted on the official school bulletin board when it is received from the Business Office.

Section 48. **Materials and Supplies**
The teachers of each school shall convene a representative committee to make recommendations to the principal concerning the purchase of instructional materials and supplies. Such recommendations shall be made at a meeting called by the Committee with the principal prior to the adoption of the building budget.

Section 49. **Professional Meetings Outside of District #163**
Teachers may be granted, without loss of pay, leaves to participate in professional meetings. Applications for such leave should be made to the appropriate supervisor and approved by the Superintendent. Such leaves are granted based on the availability of funds.

A. Expenses for all travel to and from said meetings by automobile shall be reimbursed at the rate equal to the latest ascertainable rate allowed by the IRS for business travel deduction, or actual cost of public transportation, whichever is less. Actual mileage shall be computed from either school or home, whichever is less. In addition, toll road, toll bridge and parking charges shall be reimbursed in full.
B. Expenses for meals shall be reimbursed at actual costs but shall not exceed the amount, per day, as indicated by BOARD Policy.

C. Receipts for meals and lodging shall be attached to the teacher’s itemized list of expenses.

D. Teachers shall be reimbursed in full for registration fees and meals which appear on the program literature or are otherwise receipted by the organization sponsoring the meeting.

E. Advancement of funds on approval of travel arrangements shall be made by the Superintendent or his/her designee.

ARTICLE V - WORKING CONDITIONS

Section 50. Teacher Facilities
Each teacher shall have an assigned desk, chair, and locking area for personal effects, a computer, email address, and phone.

Section 51. Classroom Security
The Administration shall inform the teacher before removing any article belonging to District 163 from his/her classroom, except when an emergency exists. The Administration shall determine when an emergency exists. In the event of an emergency situation during the school day, the Administration shall inform the teacher by placing a note in his/her mailbox prior to the principal leaving the building for the day. In the event an emergency exists after the close of the school day, the Administration will leave a note in his/her school mailbox prior to the close of the next school day.

Section 52. Health and Safety
Safe and healthful conditions shall be maintained throughout the District schools. Complaints on the condition of rooms shall be written to the principal of the school. The principal shall reply in writing to the teacher’s written request of the action he/she plans to take.

Section 53. Professional Courtesy
Teachers and administrators at all times shall treat each other and all non-certified employees and students with courtesy and respect.

Section 54. School Year and Calendar
A. The school year for all teachers shall consist of one hundred eighty-five (185) days including institutes and emergency days. Although the school calendar must provide one hundred eighty-five (185) days, sufficient holidays will be given or the closing day of school adjusted to insure that the minimum teaching days required by the School Code will not be exceeded.

B. The UNION and the administration shall discuss the calendar for the following school year prior to April 1st. Once the school calendar has been established, no changes or alterations will be made unless a prior discussion is held by the Administration and the UNION. One (1) day mid-winter break shall be added to the calendar.
C. Per-diem salary of teachers shall be based on the one hundred eighty-five day (185-day) calendar. It shall be calculated by dividing the scheduled salary of the teacher by one hundred eighty-five (185).

D. Two (2) early dismissal days per school year and two Tuesday building meetings per school year will be reserved for teachers to do record keeping. These days will be designated by the Administration.

Section 55. Teaching Day
Beginning with the 1990-91 school year, the teaching day was increased by fifteen (15) minutes at the beginning of the day, over and above the 1989-90 teaching day. Beginning with the 2012-13 school year, the teaching day shall be increased by an additional forty (40) minutes over and above the 2011-12 teaching day. Beginning with the 2014-2015 school year, the teaching day for middle school teachers will decrease by ten (10) minutes from the 2013-2014 teaching day. Teachers shall be in their buildings in time to discharge their responsibilities to the children and the school. Beginning with the 2014-2015 school year, the normal teaching day for all certified employees will be six (6) hours and forty-five (45) minutes. All teachers shall be guaranteed no less than a thirty-five (35) minute duty free lunch period.

In addition to the teaching day, teachers shall be present fifteen (15) minutes prior to the start of the school day to assist with arrivals of students for the first (1st) five (5) days of the school year, if requested by the building principal.

Section 56. Planning Periods
All full time teachers will have an average of two hundred (200) minutes of planning time per five (5) day week. The Administration will make every effort to have no more than one (1) day per week without a planning period. All half-time or more teachers shall have planning time in proportion to the amount of time for which they are employed. The only exception being that planning periods may be lost due to field days, field trips and activity days, when rescheduling is impractical. During State Mandated testing the Administration shall work to re-schedule planning for all regularly scheduled planning periods, however any loss of planning shall not be compensated by the BOARD.

Planning periods shall be defined as release time for teachers, exclusive of recess when they work on pupil related activities. Specialists and teachers shall make a mutual effort to meet with each other during planning periods. Teachers shall inform the school office when leaving the building during their planning periods. Teachers shall only leave the building to attend to pupil related matters.

Section 57. Teacher’s Lounge
The schools shall provide lounges exclusively for staff use. Lounges shall not be used for meetings, or pupil related activities, during the school day, except in an emergency situation.

Section 58. Keys to Facilities
Each teacher shall have keys to the front door, classroom and lounge in his/her building. Keys to work areas, other than the master keys, shall be made available to teachers in their building when they request them from the building principal. All such keys shall be checked out until the next
school day and a commitment for their return will be made at the time of the request. Lost keys will be replaced at the teacher’s expense.

Section 59. Non-Teaching Duties
Teachers other than Resource Room teachers and ECP teachers shall not be required to perform bus duty except in an emergency situation. Teachers other than primary physical education teachers shall not be required to perform lunch duty except in an emergency situation. The principal shall determine when an emergency situation exists.

Section 60. Special Teachers
Speech Pathologists and Resource Room teachers shall have set aside a maximum of one (1) day per month for the purpose of in-service and conferences. Reading specialists shall have set aside two (2) half (1/2) days per month for the purpose of department conferences.

ARTICLE VI - LEAVES

Section 61. Leave Provisions
Teachers who have been granted leave under Sections 62, 63, 64, 65 and 66 shall be guaranteed the following:

A. Listing in the school directory
B. Notification of the right to participate in District In-service programs of fifteen (15) hours or more. Notification shall be mailed to the latest address provided to the Personnel Office. The teacher will be paid when he/she returns to full-time or regular part-time employment in the District at the rate in effect during the year the teacher completed the program.
C. Retention of accumulated Sick Leave days.
D. The completion of ninety (90) or more working days shall be counted as a complete year of service for advancement on the salary schedule. If an employee is employed less than ninety (90) school days, he/she shall be placed on the same step of the Salary Schedule for the entire next year.

INSURANCE RIGHTS
E. The BOARD shall pay insurance benefits as guaranteed by Section 79 of this Contract for teachers on extended leave under Section 63.
F. Teachers on extended leave under Sections 62, 64, and 65 shall have the right to remain in the group insurance plan at their own expense, for up to one (1) year. Teachers shall prepay the premiums to the District Office prior to the first day of each month in which the leave is to be taken.

Section 62. Extended Personal Leave
A tenure teacher may make written application to the Superintendent of Schools for leave, not to exceed one (1) year in length, for personal reasons. This leave may be granted at the discretion of the Superintendent with approval by the BOARD after due consideration. Such leave shall be without pay. Where necessary such leave may be extended an additional two (2) years at the discretion of the Superintendent with approval of the BOARD. Placement upon return shall be determined by the Superintendent upon the basis of vacancies and qualifications of the teacher.
Upon return to duty, the employee shall receive salary and classification not lower than that to which he/she was entitled at the time of such leave.

Section 63. **Extended Personal Illness**
When any tenure teacher exhausts all accumulated paid leave during an extended illness while under the care of a physician, the benefits of extended personal illness shall take over for up to seventy-five (75) teaching days for that illness and confinement. The teacher will be paid their daily salary minus the current highest substitute teaching rate daily, for that period of time.

Section 64. **Parental Leave**
The BOARD shall grant any teacher leave of absence without pay upon written request for the purpose of caring for a child or children ("Initial Leave Period"). The teacher shall determine when it is necessary for said teacher to relinquish his/her classroom duties and shall notify the Superintendent sixty (60) school days prior to the commencement of the Initial Leave Period. The Initial Leave Period shall be for the remainder of the school year in which the leave is first requested, plus one additional school year.

By March 1st of the final school year in which leave is taken, the teacher must either: (1) provide a notice of intent to return (or lack thereof) to the Superintendent in writing; or (2) make application for Parental Leave for the following school year by filing a request in writing with the Superintendent. With approval by the BOARD, the teacher may be granted Parental Leave annually up to a total of two (2) additional school years following the Initial Leave Period.

Teachers who are granted annual Parental Leave beyond the Initial Leave Period must either: (1) complete professional development while on leave annually; or (2) participate in the District’s New Teacher Network program upon the teacher’s return to duty. Relevant professional development shall be recorded and made available to teachers wishing to complete professional development while on leave after the Initial Leave Period.

If the teacher takes leave for two (2) school months or less, he/she shall be guaranteed the same position held prior to the leave. If the leave period is more than two (2) school months, return to duty shall depend upon a vacancy, being available, for which the teacher is qualified.

Section 65. **Sabbatical Leave**
Two (2) leaves of absence may be granted annually on request of teachers who have served at least six (6) years in the District for the purpose of Professional Self Improvement. A written program of study, plan of travel or other statement of purpose shall be submitted to the Superintendent prior to March 1st. First consideration shall be given to those applicants whose program gives greatest promise or regard to the School District.

A. Salary during the Sabbatical Leave shall be the legal minimum salary prescribed by the School Code. No years of service credit shall be lost while on Sabbatical Leave.

B. The BOARD shall pay the retirement allowance and continue insurance benefits provided herein. Teachers granted a Sabbatical Leave shall agree in writing to return to employment in the District for a period of at least one (1) year following the end of the leave and upon failure to return, all sums of money received from the BOARD during such leave will be refunded to the BOARD.
C. A teacher returning to duty upon termination of the Sabbatical Leave shall receive any salary lane increase he/she would have earned had he/she remained in the District.

D. Placement upon return to the District shall be to the same or equivalent position held before the leave.

Section 66. Out-Of-District Teaching Leave
After five (5) years of employment in the District a teacher may apply for a teaching assignment in another District or outside the Continental limits of the United States. Notice must be given to the Superintendent of Schools in writing by March 1st. Leave without pay may be granted subject to the approval of the Superintendent and the BOARD. Upon return to duty, the employee shall receive salary and classification not lower than that to which he/she was entitled at the time of such leave. Placement shall be determined by the Superintendent upon the basis of vacancies available and the qualifications of the teacher.

Section 67. Military Service
Teachers who are called for military service while under full time Contract in School District 163 shall be entitled to all of the benefits provided them by State and federal law.

ARTICLE VII - SALARY AND FRINGE BENEFITS

Section 68. Payroll
A. Teachers shall be paid in twenty-six (26) equal installments every other Friday. Teachers who resign during the year shall have their salaries prorated for the period of actual employment. Total amount shall be paid not more than forty-five (45) days after termination of employment.

B. Teachers’ salary checks shall be sent to the building in sealed envelopes, and no other building personnel shall have access to the contents of these envelopes.

C. Summer school employees shall be paid every two weeks on regular pay dates in equal installments for the duration of the summer school.

D. Deductions:
   1. The BOARD will deduct monthly, from the pay of each member of the Bargaining Unit from whom it received written authorization to do so, the required amount of UNION dues. UNION deductions will be identified as such on the payroll stub. Deductions shall continue until such time as written notification to terminate dues deductions is received by the Business Office. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Union Treasurer as soon as practicable after such deductions are made.

   2. The UNION and the BOARD hereby agree that other bona fide professional teacher organizations in the District shall enjoy the same rights of dues deductions.

E. Upon written request of the employee, the following deductions shall be made:
   1. Credit Union
   2. District Health/Dental Insurance
   3. Accidental and Term Life Insurance
4. Community Chest
5. Tax shelter (companies shall be limited to ten)
6. All present companies may remain part of the list as long as they have an active Contract with the District. All tax sheltered annuity plans must meet the current Internal Revenue Code. Addition of new companies would be approved if three (3) or more employees are enrolled.
7. Flexible Spending Accounts (FSA)

Section 69. Placement upon Initial Hire
Upon initial hire, teachers may be given credit for up to ten (10) years of prior teaching experience at the following salary levels:

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Beginning with the 2018/2019 school year, teachers who have a bachelor’s degree who have not attained a salary of $42,040.00 will receive an increase of 3.25% to their prior school year’s salary, or a salary of $42,040.00 for the 2018/2019 school year, whichever is greater. Beginning with the 2018/2019 school year, teachers who have a Master’s degree who have not attained a salary of $44,250.00 will receive an increase of 3.25% to their prior school year’s salary, or a salary of $44,250.00 for the 2018/2019 school year, whichever is greater. In summary, other than in critical needs areas as explained below, in the event the BOARD hires a teacher at a salary higher than an existing, similarly-experienced teacher, the BOARD will pay the existing teacher the same salary as the new hire.

The BOARD may also hire teachers who are licensed in “critical needs” teaching areas (as identified by the Illinois State Board of Education) with more than 10 years of prior teaching experience, or who have attained a Master’s+30 educational attainment designation. In such situations, the BOARD will endeavor to place said teachers at a starting salary level similar to those similarly situated in experience.

As needed, the BOARD may also hire teachers with more than 10 years of prior teaching experience, or who have attained a Master’s+30 educational attainment designation, to fill positions critical to the educational goals of the School District. In the event such a need arises, the Superintendent will meet with the Union President before making the recommendation to hire said teachers to discuss the hiring need. In such situations, the BOARD will endeavor to place said teachers at a starting salary level similar to those similarly situated in experience.

Section 70. Internal Substitution
A. Teachers at Michelle Obama School of Technology and the Arts and Barack Obama School of Leadership and STEM shall be reimbursed at the rate of one-sixth (1/6) of their regular daily salary for each period they agree to substitute.
B. Teachers at schools other than Michelle Obama School of Technology and the Arts and Barack Obama School of Leadership and STEM will be reimbursed at the rate of one tenth (1/10) of their daily salary for each period they substitute.
C. All teachers shall be reimbursed for internal substitution for the previous two (2) weeks and shall be given a copy of the report that is submitted to the Business Office.

Section 71. Educational Attainment Salary Increases
A. All Teachers Hired After June 30, 2014
Teachers hired after June 30, 2014 who have completed coursework of thirty (30) hours of post-Master’s degree education between July 1, 2014 and the date of the ratification of this contract will receive a five percent (5%) education attainment increase in salary upon submitting evidence of such educational attainment within the first year of this contract. Teachers who attain a Master’s degree between the ratification date of this contract and the termination of this contract will receive a five percent (5%) educational attainment increase in salary so long as their coursework complies with Section B below. Teachers who have completed coursework of thirty (30) hours of post-Master’s degree education between the ratification date of this contract and the termination of this contract will receive a
five percent (5%) educational attainment increase in salary so long as their coursework complies with Section B below.

B. Criteria for Coursework
In order to receive the five percent (5%) educational attainment increase referred to in section A., the coursework must be:
1. Pre-approved by the Superintendent or his/her designee;
2. Earned after the last highest degree earned;
3. From a nationally accredited college or university; and
4. Related to the teacher’s current professional assignment and of value to the educational program of the District.

Teachers may choose to submit their entire educational attainment plan to the Superintendent or his/her designee for approval before beginning the plan’s coursework. In the event the Superintendent or his/her designee denies an educational attainment plan, the Superintendent or his/her designee will give the teacher an explanation as to why.

C. Attainment of Endorsement
Teachers who attain an endorsement to their license between the ratification date of this contract and the termination of this contract will receive a one-time stipend of $1,500.00 if the coursework leading to the endorsement complies with Section B above.

Section 72. Professional Reimbursement

College Credit

A. College credit hours shall be reimbursed up to a maximum of Twenty-five (25) units beyond the baccalaureate and Twenty-five (25) Units beyond the master’s degree.
B. Each semester hour shall be reimbursed at the rate of One Hundred Dollars ($100) per hour.
C. Request for college credit reimbursement shall be accompanied by Official transcripts.
D. Teachers shall receive no more than One Thousand Two Hundred Dollars ($1200) in any contract year.

College Credit for New Teachers.
New teachers employed shall receive a one-time stipend of Twenty-five Dollars ($25) per credit hour for college credit earned after they receive their teaching certificate, prior to their employment in District 163. The total amount received shall not exceed Four Hundred Dollars ($400), and shall be paid within thirty (30) calendar days of their employment.

Leadership Positions.
Teachers who serve in leadership positions on an annual basis shall receive the amount indicated below for their service. The following positions are recognized for compensation:

A. All Members of SEEK shall receive Thirty Dollars ($30) per hour.
B. The Chairperson and Secretary of SEEK shall receive an additional One Hundred Dollar ($100) stipend for their full year of service.
C. A Steering Committee member of SEEK shall receive an additional Fifty Dollar ($50) stipend for their full year of service.

D. Professional Learning Communities Team Leaders shall receive a Six Hundred Dollar ($600) stipend per year of service for taking notes and reporting to the principal, and an additional Thirty Dollars ($30) per hour for additional meetings with the principal. Stipends of any additional Leadership Positions, as approved by the Superintendent, shall be negotiated between the UNION and the BOARD.

Section 73. Part-Time Teachers
Part time teachers shall receive added compensation equivalent to one-half (1/2) day’s pay when required to attend county institutes or in-service workshops beyond their Contractual hour with the exception of the regularly scheduled Tuesday faculty meetings.

Section 74. Summer School
All teachers working in any professional capacity for the District during the summer will enter into a Contract for said work. Written Agreements shall be issued prior to the close of the school year covering the period and compensation for summer work. Teachers shall be notified of professional opportunities for summer employment in the District as they arise prior to the closing of school. In filling summer school positions teachers currently employed by the District shall be given priority over out-of-district teachers, provided that qualifications are equal.

Section 75. Medical Examination
The cost of any physical examination subsequent to that required of new employees under Section 24-5 of the School Code, which the BOARD requires, shall be paid in full by the BOARD.

Section 76. Mileage Allowance
Teachers who are required to use their automobiles for servicing more than one building during the school day are to be reimbursed on a mileage basis at the rate equal to the latest ascertainable rate allowed by the IRS for Business Travel Deductions. Such servicing shall be with the prior approval of the Superintendent.

Section 77. Occupational Hazards
The BOARD recognizes as occupational hazards of teaching young children: quarantinable contagious diseases and accidents occurring in the line of duty on the school premises during school hours. If a teacher causes the School Employees Loss Fund’s (SELF) Employee’s Report of Injury Form to be sent electronically to the Payroll or Business Office of the District within 72 business hours of a reportable disease or accident, the BOARD will provide a teacher with full pay for up to ninety (90) days which a teacher is absent due to the usual quarantine or convalescent periods. Such days will not be charged against any teacher’s paid leave. After ninety (90) days, the teacher will be required to use accumulated sick leave in order to receive full pay. The teacher shall submit a physician’s statement concerning such illness or convalescence and the period of time needed for proper quarantine or convalescence. Any amounts received under Worker’s Compensation or under the Occupational Diseases Act shall be deducted from such pay.

Teachers shall report quarantinable contagious diseases and/or accidents as a result of school duties as soon as possible to their administrator/supervisor and the Payroll Benefits Clerk.
Section 78. Court Appearance
Any teacher called for Jury Duty will be excused for the amount of time required to complete the obligation and will receive regular pay. In cases where the teacher received a subpoena to serve as a witness in a legal action or where the teacher is a plaintiff or defendant in a court action, one (1) day’s paid leave shall be granted for such purpose provided the teacher has exhausted all of his/her available personal leave days. If, however, the teacher is subpoenaed to serve as a witness on behalf of the District in a court action in which the District is named as a plaintiff or defendant and the teacher is asked to serve in his/her capacity as an employee of the District on the District’s behalf, the teacher shall be provided regular pay for the amount of time required to complete the obligation.

Section 79. Insurance
A. The BOARD shall provide all full-time employees covered by this Agreement with health insurance benefits in the District Major Medical Plan. The BOARD shall maintain the stipulated benefits for the term of the Agreements, except as provided in Paragraph D.
B. The BOARD shall contribute 85% of individual HMO premiums and 75% of individual PPO premiums. In addition, the BOARD will pay Three Hundred Forty Dollars ($340) per month towards the monthly premium for dependent coverage, for employees who choose to participate.
C. The BOARD shall contribute Thirteen Dollars ($13) per month for employees who choose to participate in the District Dental Plan.
D. The BOARD or its designee shall meet with the UNION to examine alternatives which may affect economies in premium costs. The BOARD and UNION may agree to change, delete, or modify the specifications of the District Major Medical Plan/District Dental Plan. In the event that both parties do not agree on plan design changes, the unchanged plan will remain in effect. The UNION may propose a change in insurance carriers, but any change in carrier shall be by mutual agreement.
E. Any teacher with twenty (20) years of experience in District 163 who retires from this District and full time education employment shall be allowed to stay in the District Group Insurance Program from age fifty-five (55) to sixty-five (65) by prepaying the premium on a monthly basis on or before the first date of each month in which retirement is taken. The BOARD shall notify each teacher thirty (30) days prior to the renewal of the District health insurance, of the amount due each month.
F. The BOARD shall provide Fifty Thousand Dollars ($50,000) of Life and Accidental Death or Dismemberment insurance for all full time employees covered by this Agreement.
G. For part time employees who choose to be covered, the BOARD shall pay premiums on all insurance on a pro rata basis.

Section 80. Sick Leave
A. Teachers shall be notified in writing by November 1st of the amount of their accumulated sick leave.
B. Each teacher shall be entitled to annual sick leave based upon the teacher’s accumulated sick leave as follows:
<table>
<thead>
<tr>
<th>No. of Accumulated Sick Leave Days</th>
<th>Annual Sick Leave Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 75</td>
<td>12</td>
</tr>
<tr>
<td>75 – 99</td>
<td>15</td>
</tr>
<tr>
<td>100-150</td>
<td>18</td>
</tr>
<tr>
<td>151-199</td>
<td>22</td>
</tr>
<tr>
<td>200+</td>
<td>30</td>
</tr>
</tbody>
</table>

C. The determination of the annual sick leave allocation shall be based on the teacher’s accumulated sick leave as of the last teacher workday of the previous year. Part time teachers and those hired during the year shall have sick leave in proportion to the amount of time or part of the year for which they are employed. The unused days may accumulate without limitation for full-time teachers and will be prorated for teachers working less than full time.

D. Sick leave may be used for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Sick leave for birth is limited to 30 workdays that are contiguous to the birth, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to 30 workdays that are contiguous to the adoption or placement for adoption. Immediate family shall be defined as spouse (or partner in a legally recognized civil union), children, parents, brothers, sisters, grandchildren and grandparents, all of whom may be by marriage or by blood, foster parents, siblings, and legal guardians.

Section 81. Bereavement Leave
In an effort to prevent undue hardship to teachers who experience a death in their immediate family, as defined in Section 80, three (3) consecutive days of bereavement leave without deduction in salary, will be provided.

Section 82. Personal Leave
In an effort to prevent undue hardship to teachers who must be absent from school to attend to urgent personal business, two (2) days personal leave without deduction in salary will be provided. If not used these days shall be accumulated as sick leave. This change will allow unlimited accumulation of unused personal leave days as sick days. Personal leave may be used for the following purposes:

A. Personal matters which cannot be attended to conveniently at a time other than during the school day.

B. Unavoidable detainment shall apply when a teacher is prevented from reaching school because of circumstances beyond his/her control such as extreme adverse weather conditions or transportation failure.

C. In other than emergencies, the principal must be notified in writing on Personal Leave forms not later than three (3) days prior to the leave. In the event of emergencies, the principal must be notified in writing not later than two (2) days after the employee returns.
Section 83. Extended Service Positions

A. A list of all vacant Extended Service positions as specified in Section 84, shall be posted on the bulletin board of each school office and via District email as vacancies occur. Notice to teachers of the vacancy must be at least five (5) school days before the position is filed permanently. Interested teachers shall apply for program coordinator positions to the Superintendent. Teachers interested in the other positions should apply to the Building Principal. Applications for all positions shall be in writing. Extended Service positions shall be reimbursed as provided in the schedule. If no teachers apply for a position, classified employees may apply for the position.

B. Individuals who have Extended Service positions shall be relieved of them only for cause and shall retain such positions from year to year unless otherwise notified in writing with reasons given prior to April 1st of the preceding year. Individuals in such positions must notify the Personnel Office in writing on or before April 1st if they plan to continue in the position for the next school year.

C. Job descriptions shall be written by the Administration, in consultation with the employee holding Extended Service positions. When completed the job description shall be filed with the Superintendent/UNION. The description shall not be changed without prior consultation with the employee holding Extended Service positions.

D. The BOARD and UNION agree that the Extended Service positions in Area 1 shall remain filled as of the beginning of the 1983/84 school year provided a sufficient number of teachers apply and at least eight (8) students are participating in each activity. If less than eight (8) students participate in an activity during the first two (2) weeks, the BOARD may cancel the activity. No deletions of these positions shall be made except as provided in Section 2, Paragraph 1 of the Agreement. The positions in Area 2 may be filled at the discretion of the BOARD. If the BOARD does not want to fill any Area 1 positions or wants to add additional positions, such changes must be negotiated with the UNION.

E. The positions listed in Section 84, Extended Service, are the only recognized, authorized Extended Service positions. Any other positions shall be terminated unless they have received prior approval of the BOARD and have been agreed to by the UNION.

F. Individuals who hold Extended Service Positions shall have their Extended Service Salary distributed equally in twenty (20) pay checks from October to June. If either side wishes to change or alter the Extended Service payments of twenty (20) equal payments schedule they may do so in compliance with Section 2, Maintenance of Contract. Individuals who hold seasonal positions shall be paid in separate checks in either December or May, after the conclusion of their Extended Service positions.

G. An individual who has had an Extended Service position for eight (8) or more consecutive years, as of the 2000-01 school year will be grandfathered at the 2000-01 salary rate. (A list of individuals can be obtained from the Teachers’ Union or the Office of the Superintendent.)

H. Teachers will be limited to three (3) Extended Service positions. (Individuals who held more than three as of the 2000-01 school year may continue to do so.)
**Section 84. Extended Service Salary Schedule**

<table>
<thead>
<tr>
<th>Area #</th>
<th># Staff</th>
<th>Salary Per Person</th>
<th>Grandfathered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Barack Obama School of Leadership and STEM and Michelle Obama School of Technology and the Arts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Coordinator</td>
<td>2</td>
<td>6</td>
<td>$1,744</td>
</tr>
<tr>
<td>Boys Cross Country</td>
<td>1/S</td>
<td>2</td>
<td>$932</td>
</tr>
<tr>
<td>Girls Cross Country</td>
<td>1/S</td>
<td>2</td>
<td>$932</td>
</tr>
<tr>
<td>Boys Spring Sports</td>
<td>1/S</td>
<td>2</td>
<td>$932</td>
</tr>
<tr>
<td>Girls Spring Sports</td>
<td>1/S</td>
<td>2</td>
<td>$932</td>
</tr>
<tr>
<td>Student Council</td>
<td>2</td>
<td>2</td>
<td>$902</td>
</tr>
<tr>
<td>Newspaper</td>
<td>2</td>
<td>1</td>
<td>$1,015</td>
</tr>
<tr>
<td>Vocal Music</td>
<td>2</td>
<td>1</td>
<td>$2,000</td>
</tr>
<tr>
<td>Art (at Barack Obama School Only)</td>
<td>2</td>
<td>1</td>
<td>$1,850</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>2</td>
<td>1</td>
<td>$2,000</td>
</tr>
<tr>
<td>Yearbook (One at Each Middle School)</td>
<td>2</td>
<td>2</td>
<td>$1,201</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>1/S</td>
<td>2</td>
<td>$1,864</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>1/S</td>
<td>2</td>
<td>$1,864</td>
</tr>
<tr>
<td>Boys Volleyball</td>
<td>1/S</td>
<td>2</td>
<td>$1,864</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>1/S</td>
<td>2</td>
<td>$1,864</td>
</tr>
<tr>
<td>Chess Club</td>
<td>1/S</td>
<td>2</td>
<td>$1,015</td>
</tr>
<tr>
<td>National Honor Society (One Position Will Cover Both Middle Schools)</td>
<td>2</td>
<td>1</td>
<td>$1201</td>
</tr>
<tr>
<td>Lunchroom (One Bargaining Unit Member is Grandfathered into this Position)</td>
<td></td>
<td>1</td>
<td>$1,744</td>
</tr>
<tr>
<td>Intramural/Activities</td>
<td>2/S</td>
<td>12</td>
<td>$451</td>
</tr>
<tr>
<td>Cheerleading (One Position Will Cover Both Middle Schools)</td>
<td>1/S</td>
<td>1</td>
<td>$1,864</td>
</tr>
<tr>
<td>Instrumental – Music/Band</td>
<td>2</td>
<td>1</td>
<td>$3,095</td>
</tr>
<tr>
<td>Dean</td>
<td>2</td>
<td>2</td>
<td>$2,432</td>
</tr>
<tr>
<td>AM Bus/Door Duty (Required to Report 15 Minutes Before the School Day Begins)</td>
<td></td>
<td></td>
<td>Approved by Admin. Discretion $874</td>
</tr>
<tr>
<td>Detention Supervision</td>
<td></td>
<td></td>
<td>Approved by Admin. Discretion $30/Hr.</td>
</tr>
</tbody>
</table>

**Primary Schools Only**

| Safety Coordinator with 1 bus* | 2 | 1 | $1,744 | n/a |
| Safety Coordinator with 2 buses* | 2 | 1 | $1,744 | n/a |
| Safety Coordinator with 3 buses* | 2 | 1 | $1,744 | n/a |
| Safety Coordinator with 4 buses* | 2 | 1½ | $1,744 | n/a |
| Safety Coordinator with 5 buses* | 2 | 2 | $1,744 | n/a |
| Safety Coordinator with 6 buses* | 2 | 2½ | $1,744 | n/a |
| Safety Coordinator with 7 buses* | 2 | 3 | $1,744 | n/a |
| Safety Coordinator Schools with 8 or more buses* | 2 | 3½ | $1,744 | n/a |
| Student Council or Newspaper** | 2 | 5 | $451 | n/a |
| Instrumental Music | 2 | 1 | $1,126 | n/a |
| Chess (one per primary school) | 2/S | 5 | $451 | |

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Cheerleading (Mohawk & Blackhawk)  
Intamural Basketball (Mohawk & Blackhawk)  
Art Club (one per primary school)  

<table>
<thead>
<tr>
<th>District Program Coordinators</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Coordinator</td>
<td>2</td>
<td>2</td>
<td>$2,000 n/a</td>
</tr>
<tr>
<td>Staffing Coordinator – Middle School</td>
<td>2</td>
<td>2</td>
<td>$2,000 per position n/a</td>
</tr>
</tbody>
</table>

*Bas or buses covered by this agreement shall be regular education buses, which are contracted by the district.

**Primary schools may choose only one.

Intramurals/Activities: May include, but are not limited to, debate, show choir, bowling, dance, golf, tennis, and STEM. The BOARD will determine who is best qualified to hold these positions and may go outside of the bargaining unit to fill the positions. The total amount allocated to this area is $5,412.00.

IESA Conference Sports: Individual coaches who participate in the IESA Conference activities shall be paid an additional $450.00 per person. These positions shall be preapproved by the principals of their respective buildings.

Section 85. Salary

For the 2017/2018 school year, each teacher’s 2016/2017 salary will be increased by four percent (4%).

For the 2018/2019 school year, each teacher’s 2017/2018 salary will be increased by three and one quarter percent (3.25%).

For the 2019/2020 school year, each teacher’s 2018/2019 salary will be increased by three percent (3%).

Section 86. Incentives for Retirement

This retirement incentive will only be available for eligible teachers with a retirement date of no later than June 30, 2023.

A. Eligibility

To be eligible to receive this incentive, a teacher must meet all of the following requirements:

1. Completed, as of the date of retirement, at least 20 years of full-time teaching experience as an employee of the BOARD; and

2. Meet the age and service requirements for participation in the Teachers’ Retirement System of the State of Illinois ("TRS") Retirement Program and are not participating in the Early Retirement Option (ERO) Program of the TRS or any other program requiring a BOARD contribution.
B. **Notice**
Eligible teachers wishing to retire during the term of this Agreement must provide an irrevocable written notice to the Superintendent by May 1 of any school year. However, for the 2017-2018 school year, the irrevocable written notice referred to in this paragraph must be given to the Superintendent by June 1, 2018. This notice may not indicate a retirement date later than June 30, 2023.

C. **Benefit**
1. **Salary Increase**
As a voluntary retirement benefit for bargaining unit members who qualify as provided above, the BOARD agrees to increase the teacher’s TRS creditable earnings by 6% over the teacher’s prior year’s reported TRS creditable earnings for each remaining year of the teacher’s employment in the District beginning with the school year in which notice is given in lieu of any other raise, step, or other creditable earnings increase to which the teacher may otherwise have been entitled.

A retiring teacher may receive no more than four (4) years of 6% creditable earnings increases under this program. It is the intent of the parties that the 6% increases will be paid in the teacher’s final years of employment. A teacher for whom an extra-duty stipend was part of the teacher’s creditable earnings in the school year in which notice is given and who elects not to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increase provided under this program for each remaining year. Under no circumstances may a teacher participating in this program receive creditable earnings increase for more than 6% over the teacher’s prior year’s creditable earnings.

D. **Duration**
The District Retirement Plan, as set forth in this Article, will only be available for the duration of this Agreement. In order to receive the benefits, set forth in this Article, a teacher must elect to retire effective no later than June 30, 2023. Participating teachers, who elect to retire under the provisions of this Article and not later than June 30, 2023, will receive the benefits of and only the benefits of this Plan. Regardless of the participation and experience in the implementation of this Agreement, in no event will this Agreement create an expectancy of a property interest among teachers, who have not submitted an irrevocable letter of intent to retire to the Superintendent by May 1st, 2020, nor will this Plan be regarded as a policy, custom, practice, or contractual agreement between the parties beyond such date. Nothing in this Agreement, however, will be deemed to prohibit the parties from mutually agreeing to amend this Plan or to continue this Plan during or after the term of this Agreement.

In any year, the BOARD may limit the number of retirees to 30% of those eligible based on seniority. The BOARD may exceed such cap in any year without establishing a waiver, percent, or practice; unused eligibility shall accumulate.
Section 87. **Signature Page**

This contract represents the full commitment between the UNION and the BOARD. Any modifications, additions, deletions or letters of agreement shall be with the full knowledge of the UNION and shall be approved by the BOARD.

[Signatures and dates]

Board President

Board Secretary
Memorandum of Understanding  
Between  
The Board of Education of Park Forest-Chicago Heights School District 163  
And  
The Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO  

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understandings regarding the Teacher Evaluation Committee ("TEC") established pursuant to Section 33 of the Collective Bargaining Agreement between the Board and the Union ("CBA"), and the TEC’s responsibilities pursuant to Paragraph “A.” of Section 34 of the CBA:

1. The Superintendent’s ability to designate qualified evaluators who are not current members of the District’s administration is limited to evaluations of probationary teachers.

2. Under no circumstances will bargaining unit members evaluate probationary or tenured teachers.

3. The TEC will be convened to review and make recommendations regarding the evaluation process when the Superintendent designates evaluators that are not current members of the District’s administration. In completing its work, the TEC will make recommendations:

   a. Regarding how and when the Union President will be notified when such a designation occurs; and
   
   b. Regarding the level of familiarity with the teacher’s assignment between the teacher and evaluator before the evaluation occurs.

Local 604 President (Date)  

BOARD President (Date)  

BOARD Secretary (Date)  

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Memorandum of Understanding

Between

The Board of Education of Park Forest-Chicago Heights School District 163
And

The Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understandings regarding Section 39 (School Discipline) of the Collective Bargaining Agreement between the Board and Union:

1. The District-Wide Discipline Committee referred to in subsection B of Section 39 will have the following responsibilities:

   a. Coordinating staff in-service training on the requirements of Senate Bill 100 and other student discipline-related legislation;
   b. Determining staff needs with respect to student discipline;
   c. Gathering and analyzing District discipline data;
   d. Determining the role of parents in the Building Discipline Committee, if any;
   e. Reviewing and monitoring the work of each Building Discipline Committee; and
   f. Reporting and issuing recommendations to the Parent-Teacher Advisory Committee.

2. The Building Discipline Committee referred to in subsection B of Section 39 will have the following responsibilities:

   a. Developing a school-wide behavior plan;
   b. Clarifying classroom and building responsibilities regarding student discipline;
   c. Communicating classroom and building responsibilities regarding student discipline to the District-Wide Discipline Committee;
   d. Determining rules for student re-engagement; and
   e. Gathering and analyzing building discipline data.

Local 604 President (Date) 8/7/19

BOARD President (Date) 8/7/19

BOARD Secretary (Date) 8/7/19

Certified Contract
Memorandum of Understanding
Between
The Board of Education of Park Forest-Chicago Heights School District 163
And
The Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understanding:

Negotiated salary increases for the 2017/2018 school year shall be paid retroactive to the start of each teacher’s work year.

[Signatures and dates]
Memorandum of Understanding  
Between  
The Board of Education of Park Forest-Chicago Heights School District 163  
And  
The Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understandings regarding Section 83 (Extended Service Positions) of the Collective Bargaining Agreement between the Board and Union:

1. For the 2018-2019 school year only (July 1, 2018 through June 30, 2019), the Board will pay up to $661.95 per month toward health insurance premiums for HMO Blue Advantage Single Coverage for members of the Certified Collective Bargaining Unit who are head coaches of athletic conference sports. If the aforementioned premium amount increases at any time during the 2018-2019 school year (July 1, 2018 through June 30, 2019), then the members of the Certified Collective Bargaining Unit who receive this benefit will be responsible for paying the amount of any increase to those premiums.

2. For the 2018-2019 school year only (July 1, 2018 through June 30, 2019), the School District’s Athletic Director will receive a $7,000.00 stipend. In order to receive this benefit, the Athletic Director must be the head coach of at least one (1) athletic conference sport. The aforementioned $7,000.00 stipend will constitute the total amount paid to the Athletic Director for duties related to the Athletic Director position and any athletic conference sport coached.

3. For the 2018-2019 school year only (July 1, 2018 through June 30, 2019), Andrew Banas will receive a $3,000.00 stipend for work performed as Coordinator of Theatrical Set Design.

4. For the 2018-2019 school year only (July 1, 2018 through June 30, 2019), the Board will pay up to $1,100.00 toward Burnett Mack’s health insurance premiums for HMO Blue Advantage Single Coverage. In addition, the Board will pay Burnett Mack a $2,000.00 stipend for work performed as Coordinator of After-School Events for Barack Obama School of Leadership and STEM.

5. The benefits bestowed on members of the Certified Collective Bargaining Unit in this Memorandum of Understanding will be applicable only for the 2018-2019 school year (July 1, 2018 through June 30, 2019), and will be paid retroactive to July 1, 2018.

THE BOARD OF EDUCATION OF  
PARK FOREST-CHICAGO HEIGHTS  
SCHOOL DISTRICT 163

[Signature]
Board President
Date: 29 Jan 19

THE TEACHERS’ FEDERATION OF  
PARK FOREST LOCAL #604  
IFT-AFT, AFL-CIO

[Signature]
President
Date: 12 Oct 18
Memorandum of Understanding
Between
The Board of Education of Park Forest-Chicago Heights School District 163
And
The Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers’ Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understanding regarding Section 79 (Insurance) of the 2017-2020 Certified Collective Bargaining Agreement between the Board and Union, and Section 44 (Insurance) of the 2017-2020 Collective Bargaining Agreement between the Board and the Union:

1. Section 79 (Insurance) of the 2017-2020 Certified Collective Bargaining Agreement between the Board and Union is amended by adding the following subsection:

   H. From December 1, 2018 through November 30, 2019 only, the BOARD will contribute the amount of any increase in the teachers’ monthly portion of the premiums for HMO Family coverage over $926.84 for HMO Blue Advantage and over $1,021.97 for HMO Illinois.

2. Section 44 (Insurance) of the Classified Collective Bargaining Agreement between the Board and Union is amended by adding the following language:

   From December 1, 2018 through November 30, 2019 only, the BOARD will contribute the amount of any increase in an employee’s monthly portion of the premiums for HMO Family coverage over $876.74 for HMO Blue Advantage and over $1,020.87 for HMO Illinois.

3. All other portions of Section 79 (Insurance) of the Certified Collective Bargaining Agreement and Section 44 of the Classified Collective Bargaining Agreement remain in full force and effect.

THE BOARD OF EDUCATION OF
PARK FOREST-CHICAGO HEIGHTS
SCHOOL DISTRICT 163

[Signature]
Board President

Date: 29 Jan 19

THE TEACHERS’ FEDERATION OF
PARK FOREST LOCAL #604
IFT-AFT, AFL-CIO

[Signature]
President

Date: 12.20.18