

**PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325
PEORIA HEIGHTS, ILLINOIS**

AGREEMENT

BETWEEN

THE

PEORIA HEIGHTS SCHOOL DISTRICT #325 FEDERATION OF TEACHERS, IFT, AFT, AFL-CIO

AND

THE BOARD OF EDUCATION, PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325

2020 - 2024

Revised 8-10-2022

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ARTICLE I Parties to the Agreement

This agreement is made and entered into this 8 day of July, 2020, by and between the Board of Education of Peoria Heights Community District #325, Peoria County, Illinois, hereinafter referred to as the "Board" and the Peoria Heights Education Association, Local #3823, American Federation of Teachers, AFL-CIO, hereinafter referred to as the "PHEA."

ARTICLE II Recognition, Jurisdiction and Scope

Section I. For the purpose of collective bargaining with respect to wages, hours, and working conditions, the Board recognizes the PHEA as the sole and exclusive representative for all regular contracted certified employees of the Board during the term of this agreement excepting only the superintendent and principals.

Section II. Should any article, section or clause of this agreement be declared illegal by a court of competent jurisdiction or in the event the Congress or the Legislature enacts a law in conflict with any article, section or clause, of this agreement, said article, section or clause, as the case may be, shall be automatically 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 the agreement, if not affected by the deleted article, section or clause. Should any article, section or clause of this agreement be changed, it shall be done by mutual agreement between the Board and the PHEA.

Section III. a) The Board agrees to implement its rules and policies as they pertain to teachers in a fair, impartial, and consistent manner.
b) The PHEA agrees to represent equally and without prejudice all members of the bargaining unit for purposes of negotiations with the Board concerning terms and conditions of their employment and the settlement of grievances.

Section IV. The size for each negotiating team shall be limited to eight (8) members. The PHEA shall notify the Board twenty (20) days prior to the beginning of negotiations the names of the team plus the names of three (3) alternates. Each building shall have one person on this team. Each meeting shall be conducted with the people present at the beginning at said meeting. Team members may leave during said meeting but shall not be replaced.

Section V. Negotiation meetings shall be held as necessary at times and places agreed to by both parties. These meetings shall last no longer than three (3) hours, unless mutually agreed upon by both parties.

Section VI. Each building shall be allowed one building representative to represent the certified staff. The name of each building representative shall be submitted to the building principal and the superintendent each year, by September 10th.

Section VII. Tentative Agreements.

During negotiations, tentatively agreed upon material shall be prepared for the Board and the PHEA and initialed prior to the adjournment of the meeting at which such agreement was reached, or at the next meeting.

Section VIII. Final Approval.

When the PHEA and the Board reach tentative agreement on all matters being negotiated, the items will be redacted to writing and shall be submitted to the members of the PHEA for ratification and the Board for official approval.

Section IX. Supplemental Negotiations.

The terms and conditions set forth in this Agreement represent the full and complete and only understanding between the parties hereto. The terms and conditions regarding agreement language only may be modified by alteration, change, additions to, or deletion only through the voluntary mutual consent of the parties in a written amendment hereto. It is further understood that the provisions of this Agreement are binding on both parties.

Section X. Policy.

District #325 policy will cover any matter not in the agreement.

ARTICLE III Management Rights

The PHEA agrees that the Board retains and reserves unto itself all powers and duties conferred upon and vested in it by the statutes of the State of Illinois and other rights and responsibilities not specifically modified by inclusion in this agreement. The Board is not required to bargain over matters of inherent managerial policy, which shall include such areas of discretion of policy as the functions of the employer, standards of services, its overall budget, the organization structure and the selection or assignment of employees.

ARTICLE IV PHEA No-Strike Promise

The Board and the PHEA agree that under no circumstances will it or any of its member organizations authorize, sanction, condone, or acquiesce in, nor will any member of the various organizations it represents take part in any strike, withholding of services, or work stoppage of any kind or nature. Strikes, withholding of services, and work stoppages shall be deemed to include, but not limited to: slow-downs, sit-ins, concerted mass sickness, or any curtailment of work or interference with the operations of the School District, including picketing or demonstrating of any kind during the term of this contract. The PHEA further agrees that it or its member organizations will not engage in and sanction activities or other types of boycott. The Board shall have the right to discipline any staff member for taking part in any illegal strike to the extent and in the manner provided by law.

ARTICLE V PHEA and Teacher Rights

Section I. Each teacher shall have an assigned room or area, a desk, and a filing cabinet. Each teacher shall be provided with a locked storage area upon request in his/her room or area. The building principal shall have a duplicate key to the locked area.

Section II. With prior knowledge of the teacher or in the absence of the teacher, a PHEA officer, the administration shall have the right to inspect and remove any material or objects deemed by the administration harmful or improper from school district property.

Section III. Each full time regular teacher shall be guaranteed no less than five (5) preparation periods each week, provided such week is five (5) pupil attendance days long.

Section IV. Teachers shall be required to submit weekly plan books for approval. These should be in enough detail to enable a substitute to teach. Principals may check plan books.

Section V. a) Administrators and their agents at all times shall treat teachers with courtesy and respect.
b) Teachers shall treat all administrators, board members, parents, students and others with courtesy and respect.

Section VI. Each teacher shall have a duty free, uninterrupted lunch period of not less than thirty (30) minutes exclusive of travel time.

Section VII. a) Teachers may leave the building during their lunch period; provide they are back in their assigned areas by the end of said period.
b) Superintendent shall specify the arrival and departure time of teachers in their respective buildings.

Section VIII. Each school building shall have a lounge and restroom that is cleaned daily for staff use. Each teaching space shall be cleaned daily.

Section IX. Teachers shall be free to join any teacher organization without interference or penalty. They shall not be encouraged to join nor discouraged from joining any teacher organization by supervisors, administrators or any other representatives of the Board. No teacher shall be prevented from wearing insignia pins, as long as they do not interfere with the instructional process. The Board shall in its sole discretion determine whether such pins interfere with the instructional process.

Section X. Faculty meetings shall be called as required on any day by the administration. Faculty shall attend all meetings as required except as stated below.

a) The third Tuesday of each month shall be set aside for PHEA meetings. The fourth Tuesday of each month shall be set aside for Committees of the Union. No other faculty meetings shall be called by the Administration at these times. PHEA meetings shall be held after student contact time.

b) The PHEA shall be allotted at least one half hour during the opening day workshop for orientation of new staff. The PHEA president or his designate shall have the right to address all faculty members on the first institute day of the school year. The PHEA shall have the first five minutes, if requested, of every faculty meeting to make announcements.

Section XI. The Board shall furnish the PHEA President with the following documents:

- A. Board agendas
- B. Official minutes of regular session Board meetings
- C. Monthly budget summaries
- D. Individual school policy manuals and revisions
- E. Board policy manual
- F. Annual auditor's report and Management letter
- G. Current fiscal year budget
- H. Statistical information, not including teachers' names, pertaining to teacher step placement, salary lane placement, and present insurance coverage, as determined by the Board
- I. Faculty lists including home addresses and telephone numbers. The list of new teachers hired shall be given to the union by the beginning each year and names and addresses of persons employed after that shall be made available on a monthly basis.

Section XII. The PHEA and its officers shall be listed in the District #325 directory.

Section XIII. The responsibility and prerogative for assigning grades to students rests with the classroom teacher. The Administration shall not change any grade recorded by a teacher unless there is clear evidence that a clerical error has been made or a meeting is held between the principal and the teacher involved to determine the validity of the grade.

Section XIV. Each teacher shall have the keys necessary to meet and fulfill all his/her contracted responsibilities, as determined by the building principal.

Section XV. The PHEA shall have the use of school facilities for the conduct of its business upon approval of the administration.

Section XVI. Building policies shall be determined by the principal with input from the teachers from each building. Such policies shall not contravene the terms of this contract. The policies shall be put in writing, reviewed annually, and revised as necessary.

Section XVII. At the request of the principal or the building representative a meeting may be held between them to discuss school operation and questions relating to the implementation of this Agreement.

Section XVIII. At the request of either the Superintendent or the President of the PHEA a meeting may be held to discuss matters of educational policy and development as well as matters relating to the implementation of this Agreement.

Section XIX. Upon request by a teacher the superintendent and/or principal may furnish any prospective employer or placement service a confidential description of the teacher's services. This request shall be confidential, shall not be construed as notice of intention to resign, and shall in no way affect the teacher's status or evaluation.

Section XX. The PHEA President may make suggestions to the superintendent in determining the school calendar by March 1st.

Section XXI. Teachers shall be free from unscheduled interruptions by parents. Grade books are not open to perusal by school board members and parents. Plan books are not open to parents but open to school board members in the presence of a school administrator and the teacher.

Section XXII. Teachers shall not be required to ride the school bus on regular bus runs before or after school on an involuntary basis, or perform custodial duties with the exception of assuming responsibility for the general security of the building.

Section XXIII. The length of the school day for the teachers shall be:

Grade School 8:05 A.M. – 3:35 P.M

High School 7:30 A.M. – 3:20 P.M.

Section XXIV. The last day of each grading period (3 periods) P.H.H.S. will dismiss school at 2:00 p.m. and elementary school will dismiss at 2:20 p.m. to allow teachers to work on report cards.

ARTICLE VI. Teacher Evaluation

Section I. As per the school code, the Peoria Heights CUSD #325 Teacher Evaluation Plan was created by a joint-committee of teachers and administrators. A copy of the evaluation plan is on file at each school building and the district office. A copy of the evaluation plan will be posted on the district website.

Section II. The Peoria Heights CUSD #325 Teacher Evaluation Plan may not be altered or changed without an agreement of the joint-committee of teachers and administrators.

Section III. Evaluators : Appendix A

Section IV Teacher Job Descriptions: A copy of all job descriptions are on file at the district office. A copy of all job descriptions will be posted on the district website.

Section V. Evaluation Cycle

A. Non-Tenured Teachers:

The performance of regular full-time first through fourth year staff members shall be formally evaluated twice each school year by the Principal within 45 days of the last day of school.

Following the evaluation, the Principal shall indicate his or her recommendation for continued employment of the teacher.

B. Tenured Teachers:

Each teacher in contractual continued service will be evaluated at least once in the course of every two school years by the Principal within 75 days of the last day of school.

Every effort will be made to ensure that a fair distribution of teachers from all grade levels – subject areas will be evaluated every other year at the discretion of each building Principal. Special teachers who teach in more than one building will also be evaluated every other year by each Principal at each building. Building Principals will meet and confer, to ensure that special teachers are evaluated every other year.

C. Pre- Observation Conference or Meeting:

A pre observation conference or meeting will be held between the teacher and evaluator to review evaluative criteria and areas to be observed per evaluation instrument.

D. Performance Observation:

All evaluation of teaching performance will be conducted openly and with full knowledge of the teacher in the various criteria areas. The evaluator will record notes of observation sufficient to document identified strengths and weaknesses.

E. Post Observation Conference:

A post observation conference will be held between the teacher and evaluator to provide feedback on the application and effectiveness of the teaching behaviors or to discuss alternatives to behaviors that did not produce the desired instructional outcomes.

F. The process will be continued if additional observations are required to document the final written evaluation.

H. The evaluation is not complete until the conference (#5) is concluded and the evaluation form is signed and dated by the teacher and the evaluator.

I. No addition or deletion to the evaluation form shall be allowed after the conference, unless the teacher is shown each dated addition or deletion and is signed and dated by both Principal and teacher.

J. Original copy of the evaluation instrument will be kept in the personnel file in the office to the Superintendent and the other copy kept by the teacher.

K. Any teacher may be evaluated as often as deemed necessary by the building Principal.

L. The Principals shall review the criteria together prior to the evaluations being administered, to insure they are administered uniformly and consistently throughout the district.

M. In any meetings/consultations following or flowing from evaluations, if requested, a teacher shall be allowed to have a PHEA officer present and the Principal shall be allowed to have another administrator present.

Section VI. Remediation Activities

A. In the event that a teacher receives an unsatisfactory or need improvement rating in the teacher evaluation, every attempt will be made to assist and help the teacher to improve the areas of concern.

B. The Principal will be assisted by a consulting teacher. A consulting teacher is a teacher who has achieved an excellent rating from in his or her most recent evaluation. The local teacher's union will submit the names of five excellent teachers to the administration and school board. If no local union consulting teacher is available, the state will then provide the consulting teacher.

C. The Principal and the consulting teacher will observe the teaching performance of a teacher with an unsatisfactory or need improvement rating. Both the Principal and consulting teacher will offer suggestions on ways to improve the areas of concern.

D. It is the responsibility of the school district to refer and pay for all professional development opportunities that are required for teachers who receive unsatisfactory or needs improvement ratings on their evaluation.

E. The regulations require that the remediation plan must be developed and initiated within 30 days from the date the unsatisfactory or need improvement evaluation is redacted to writing. The remediation period shall be 90 days.

F. The teacher shall be re-evaluated at the mid-point and end of the remediation period. Teachers who fail to complete a remediation plan with a rating of proficient or better shall be dismissed.

ARTICLE VII. Personnel File

Section I. Immediately upon employment, and before the Superintendent shall sign a payroll authorization, one personnel folder shall be established and maintained in the central office.

Section II. The personnel folder shall contain all documents required by law and administrative regulations and reports of evaluation. The folder may also contain other material that would be helpful in making a decision concerning the individual, of which a dated copy shall be made available to the employee.

Section III. The personnel folder of an employee may be reviewed at any time upon written request by the employee to the Superintendent or his designate. After examining the folder, the employee may make a written statement in response to any critical material, and his/her dated statement will be place in his/her personnel folder along with the material.

Section IV. Neither a teacher's file nor any of its contents shall be copied or otherwise made known or other persons without the teacher's written permission either during or after his/her service in the school district, provided, however, that such file be available to the Board, the Superintendent, and the teacher's Principal, except as otherwise required by law.

Section V. No person shall remove any material from a teacher's personnel file without the mutual consent of the teacher and the Superintendent.

Section VI. A copy of any written comment of criticism by an administrator, of teacher ability in the classroom or their work performance (excluding teacher evaluation form) must be given to the teacher before it is added to their personnel file with (5) calendar days of observation

Section VII. Any teacher shall have the right to be furnished within 24 hours one (1) copy of any or all file material at teacher's expense.

ARTICLE VIII Grievance Procedure

Section I. Definition:

A. A grievance shall mean a complaint concerning the administration or interpretation of this Agreement.

Section II. General Provisions:

A. Any individual employee or group of employees may present grievances on approved grievance form, in accordance with the provisions of this Article VIII and have them adjusted without the intervention of the PHEA as long as the adjustment is not inconsistent with the terms of this Agreement and provided that the PHEA representative has been given an opportunity to be present at the adjustment.

B. No teacher during Steps 1 and 2 of the Grievance Procedure will be required to meet with any administrator without his/her PHEA representative.

C. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons involved to attend, including witnesses entitled to be present and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during school hours, all staff members whose presence is required shall be excused, with pay, for that purpose.

D. A teacher who participates in the Grievance Procedure shall not be subjected to disciplinary action or reprisal because of such participation.

E. The teacher and his/her PHEA representative have the right to be present at all hearings and meetings concerning the grievance, exclusive of executive sessions unless requested to attend.

F. The teacher, his/her PHEA representative, and Board shall have copies of all testimony and all material submitted by all parties concerned in the grievance.

G. The administration has the responsibility to consider and take action, within authority delegated to them, on grievances presented to them.

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

I. A grievance may be initiated and/or conducted by:

1. A teacher in his/her own behalf;
2. A teacher accompanied by his/her PHEA representative;
3. The PHEA in accordance with and in the circumstances set forth in paragraph M of this Section II.

J. All references to days shall mean school days, except that between the end of the school year in June and the beginning of the next school year, days shall mean days when the district's business offices are open.

K. All time limits may be extended by mutual agreement between the parties.

L. A grievance shall be filed within ten (10) days following the occurrence of the events on which the grievance is based. A grievance not filed within such time shall be waived.

M. Class Grievance:

A class grievance is a grievance within the definition of this Article, which affects or has an impact on more than one employee in the same manner. Such grievance may be filed by any one member of the class or the PHEA provided that the grievance identifies descriptively the class and the employees affected.

Section III. Professional Grievance Procedure

A. Step 1. The Principal and one (1) other Building Principal shall, within ten (10) days of the receipt of the written grievance, confer with the grievant to try to resolve the grievance. He or she may have his/her PHEA representative present. Failure of the grievant to confer with the Principal within the allotted time will void the grievance. Within ten (10) days after the completion of the conference, the Principal shall give his written decision to the grievant.

B. Step 2. In the event the grievance has not been resolved in the first step, the teacher may file a written appeal to the Superintendent. The written appeal shall be made within ten (10) days after the receipt of the Principal's written decision. Within ten (10) days of the receipt of the written appeal, the Superintendent and the Board President shall confer with his/her PHEA representative and the grievant in an effort to resolve the grievance. The Superintendent, and within ten (10) days following the conference, shall file his/her written decision with the grievant and the building representative.

C. Step 3. In the event the grievance has not been resolved in the second step, the teacher may submit a written appeal to the secretary of the Board of Education. Such written appeal shall be made within thirty (30) days after receipt of the Superintendent's written decision. No later than thirty (30) days after receiving the written appeal, the Board shall hold a hearing on the grievance. Within fifteen (15) days after the hearing, the Board shall communicate its decision in writing to the grievant.

D. Step 4. Within thirty (30) days after receiving the written decision of the Board, the teacher may submit the grievance to arbitration under the voluntary Labor Arbitration Rules of the American Arbitration Association. The arbitrator shall follow the standard rules of the AAA, and his/her decision shall be binding on all parties. Expenses for the arbitration services shall be borne equally by the school board and PHEA.

ARTICLE IX Teacher Assignments, Seniority

Section I. District seniority is defined as in the School Code of Illinois.

Section II. Within thirty (30) days after the start of the school year, the administration shall furnish district seniority lists to the PHEA President.

Section III. A district seniority list shall show the names of all teachers in the district in order of their contractual continuous service in the school district.

Section IV. Teachers may submit a statement of interest to the Superintendent in writing along with the "End of Year Check Out" of any teaching positions they would be interested in assuming. Nothing in this contract requires they be assigned to requested position.

ARTICLE X Reduction in Force

Section I. Reduction in Force

In the event it is necessary to reduce the number of positions covered by this agreement and such is not accomplished by normal attrition, the provisions of the School Code of Illinois shall apply.

ARTICLE XI Leaves

Section I. Sick Leave

The Board shall grant full-time teachers twelve (12) days of sick leave each year at full pay. If any such teacher or employee does not use the full amount of annual sick leave allowed, the unused amount shall accumulate to a maximum of three hundred and forty days (340) at full pay, including the leave of the current year. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. In case of death of any other relative, up to three (3) days of sick leave will be allowed for funeral attendance. Notification to the Principal or Superintendent as to the length of time released is necessary. The law has described the immediate family as parents; spouse, brother, sister, and children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

A. When any teacher of the district returns to school after an absence, in order to claim leave, he will sign a certificate stating the reason for the absence. Such certificates are available in the building principal's office.

B. At the beginning of each school year, each employee shall receive a sick leave statement.

C. Days shall be administered as follows (examples):

A teacher working two days a week would get 2/5 of 12 days.

A teacher working 1/2 time such as morning kindergarten, 12 half-days

A teacher who does not teach a whole year shall have sick leave prorated at the rate of 1 1/3 days per calendar month, per school year.

Sick leave credit shall not be granted during the time a teacher is drawing salary for maternity.

D. All personal sick leave records shall be examined periodically by a member of the administration and may be examined by any member of the School Board

E. Any suspected abuses of sick leave deemed as such by the Superintendent, or Principal, or by any School Board member, may be cause for corrective action. Such corrective action will be decided by the School Board.

F. The Board of Education will require a physician's certificate if the treatment is by prayer of spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of five (5) consecutive days for personal illness. Such certificates may be required in other cases, as the Board of Education deems necessary.

Section II. Personal Leave

A. Two days of personal leave per school year is allowed without loss of pay.

B. No more than two (2) certified staff member in grades K-4, 5-8, or high school shall be granted leave on any one-day, (traveling teacher and guidance counselor exempt).

C. No reason for such personal leave need be given.

D. Unused personal leave days will be accumulated on sick leave.

E. Written notice of the necessity for personal leave shall be submitted at the earliest possible time to the Principal of the appropriate building. The Principal shall recommend action to the Superintendent who shall determine whether leave is granted.

Section III. Jury Duty

Any staff member who is required to serve on jury duty on a day school is in session will receive his/her regular salary and the days absent will not be deducted from sick leave or personal leave.

Section IV. Maternity Leave

A. In order to properly anticipate and plan maternity leave, full-time female employees shall present to the Superintendent a statement by the attending physician denoting pregnancy by the end of the sixth month of such condition.

B. Requests for maternity leave of absence shall be submitted to the Superintendent of the District. The Superintendent shall make a recommendation to the board of Education of the actual date upon which the maternity leave will begin. Such reasonable determination shall be based upon a mutual agreement between the Superintendent, the Staff Member, and consultation from attending physician as to an effective date of leave that is both in the best interest of the school system and in conformity with applicable law, and consistent with the health and welfare of the staff member. The leave of absence (without pay) shall become effective on the day following the last day of formal employment.

C. The employee may be given up to one full year's leave of absence if requested and upon approval by the Board of Education. A statement of intent to return to work must be in the Superintendent's office no later than three (3) months prior to the semester nearest the end of the maternity leave.

D. She shall be entitled to be reinstated in an appropriate position for which she can qualify in line with her uninterrupted seniority or tenure.

E. The Board of Education retains the right to review, at any time, with the employee and/or the attending physician, the employee's ability to continue to perform her job duties and responsibilities in a safe and acceptable manner.

F. The salary on return is to be as indicated on the current schedule for the employee's training and experience. All unused sick leave days will be reinstated upon return.

Section V. Emergency Leave

A. Emergency leave up to one day may be taken in the event of unusual and unavoidable circumstances, e.g. natural disaster, accidents.

B. Final determination shall be up to a committee of three (Board Secretary, Principal, Building Representative), which shall decide if such leave shall be granted.

C. The staff member shall be expected to adequately justify the need for the leave.

D. Leave request must be submitted within 5 working days.

Section VI. Bereavement Days

A. The board shall grant a teacher the use of bereavement days in the case of a death in the immediate family.

B. The employee will be allowed to use up to three days (3) absence without loss of pay or sick days in the case of a death of an immediate family member.

C. For the purpose of this agreement, "immediate family" member are defined as parents, spouse, brother, sister, and children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, "step" relationships and legal guardians in accordance to state and federal laws.

D. Bereavement days do not accumulate.

ARTICLE XII Fringe Benefits

Section I. Group Hospitalization, Medical, Dental, and Life Insurance.

All regular, full time teachers and their dependents will be enrolled in the Group Hospitalization, Medical, Dental and Life Insurance Program (\$5,000 Term Life Insurance). The Board of Education shall pay 95% the total premium for all regular, full time teachers. Teacher will pay 5% of the remaining premium by payroll deduction. For dependent coverage, The Board of Education will contribute 45% and the employee will contribute 55% of the remaining premium after the individual premium has been applied to dependent coverage.

Section II. TRS Contribution: The district agrees to pay certified teachers the required contribution to TRS in an amount not to exceed 9.0% (9.89011% compounded). In the event certified teachers' contribution to TRS increases by law, the total amount contributed by the district will not exceed 12%.

Section III. Conference Reimbursement

A. For approved conferences the Board will reimburse:

1. The Board of Education may allow one (1) day workshops or conferences. Requests shall be in writing forwarded to the Superintendent through the building Principal, including estimated cost and purpose, for approval or disapproval.
2. The Board of Education may allow overnight conferences and/or workshops. Request shall be in writing forwarded to the Superintendent through the building Principal, including estimated cost and purpose for approval or disapproval. All overnight conferences and/or workshops must be approved by the Board of Education, and reimbursement will be 100%.
3. A written report of conference shall be submitted to the Board of Education along with conference reimbursement request.

B. The following regulations will be followed regarding teacher request:

1. Conferences shall be limited to those that directly affect the educational or instructional program and are aligned directly to the building's school improvement plans and goals or professional growth goals.
2. Expenses shall be reimbursed after an itemized expense account is presented to the Board for approval.
3. Meetings conducted by commercial agents are discouraged.
4. Approval will be granted contingent on securing a suitable substitute. If no substitute teacher is available after the regular and normal calls have been made, no leave will be granted.
5. Usable lesson plans will be made available by the teacher to cover the period of absence.

Section IV. Tax Sheltered Insurance Programs

Tax sheltered annuities are offered to those employees who so desire them according to the following regulations:

- A. Any new insurance program for which deduction will be made on an individual basis shall be on file in the Board of Education office prior to the 10th of September or the 10th of January.

B. Any program filed after August 20th will not be placed in effect until January 1. Any program filed after January 10 will not be placed in effect until September 1.

C. A minimum of 5 staff members will be required to open an account with a new company for a tax-sheltered annuity, any staff member may purchase a tax-sheltered annuity with a currently used company.

D. No salesman shall enter any school building and discuss the program with any employee during the working hours of that employee.

ARTICLE XIII Salary

Section I. Salary Schedule - Appendix B

Section II. Extra-Curricular Compensation Schedule - Appendix C and D

Section III. Mileage Allowance.

Teachers will be reimbursed for travel if related to approved workshops, clinics, job-related activities and/or inter-district travel. The reimbursable amount will be the IRS reimbursable rate as of January 1st of each year and will only change yearly.

Section IV. Pay Periods.

Staff members will receive their salary in 24 semi-monthly installments, except for unusual cases that require prior approval of the Superintendent. Paydays for salaried employees will be established as the 15th and 30th of each month.

Section V. Prior Teaching Credit

Teachers entering the District may be allowed full credit for 11 years of prior teaching experience. Additional credit may be given with approval of the school board.

Section VI. Salary Schedule Advancement

A. Each year a teacher may move one step horizontally and one step vertically on the salary scale. Vertical movement on the salary scale shall only occur if the teacher worked and used paid leave benefits for 100 days or more in the prior school year.

B. A teacher may not receive greater than a 6% increase in total salary once they have reached step 23 or greater on the salary schedule.

C. If a teacher is on step 23 or greater on the salary schedule they can advance on the salary schedule and take on extra duties, however they may not increase more than 6% in total salary for a school year. The teacher will be allowed to increase their salary each school year (not to exceed 6%) until they have reached the appropriate salary on the salary schedule for their step and documented credit hours.

D. Minimum of 9 hours on Bachelors plus 15 must be graduate credit. Masters plus 15--9 hours must be graduate credit, 6 may be undergraduate credit and must be directly related to one's advancement in his or her teaching area. Masters plus 30--18 hours must be graduate credit, 12 may be undergraduate credit and must be directly related to one's advancement in his or her teaching area.

E. All hours above Masters must have been taken after receiving master's degree to receive credit on salary schedule.

F. If a teacher wishes to advance on the salary schedule due to accumulated credit hours, the teacher must submit documentation of coursework to the school district no later than August 15 of each school year.

Section VII. External Substitute Pay - The pay rate for substitutes will be \$110.00 a day. A substitute who teaches for 15 consecutive days in the same assignment shall receive a regular salary of 1/185 of his or her step level on the salary schedule (beginning the 16th day).

Section VIII. Tuition Reimbursement - Teachers shall be reimbursed for the actual cost of tuition for any graduate level course or undergraduate course directly related to assigned duties, which has been successfully completed. All coursework must be approved by the Board or designee and must be in an approved, accredited college program. Such reimbursement shall not exceed the Illinois State University rate of tuition per credit hour as of September 1st of each school year.

Section IX. Reimbursement of Tuition

- A. If an employee uses the tuition payments referenced above, that employee is expected to remain in this school district for no less than three years.
- B. If an employee voluntarily leaves the employment of the school district prior to the end of the three years, the employee will reimburse the school district the percentage of payments made on their behalf using the following schedule:
 - If the employee leaves after 0-12 months = 75%
 - If the employee leaves after 12-24 months = 50%
 - If the employee leaves after 24-36 months = 25%
- C. The employee must reimburse the school district within 90 days of the end of employment.
- D. In the event of extenuating circumstances, the Board has the ability to waive this provision by majority vote.
- E. This provision goes into effect for classes taken after August 1, 2018.

Section X.

Internal Substitute Pay – Peoria Heights High School

The Principal shall have the option of hiring teacher volunteers for use as substitute teachers. The Principal will assign available substitute teachers in an equitable manner, utilizing a rotating system, and may assign an available teacher with specific subject area qualifications who is specifically requested by the absent teacher, to substitute in his/her absence. Prior to the beginning of each semester, the teachers who are willing to use their preparation period for this purpose shall notify the Principal in writing which period they will be available for substituting. Once the teachers have notified the Principal they would be available to substitute on their free period, they will be obligated to do so if the Principal so assigns them. For each period substituted, the teacher shall receive 1/6 of the daily pay of a substitute teacher.

Internal Substitute Pay – Elementary School

The Principal shall have the option of hiring teacher volunteers for use as substitute teachers. If no outside substitute teacher is available, the Principal may assign a teacher to teach the class of the absent teacher. For each on (1) hour substituted, the teacher will receive 1/6 of the daily pay of a substitute teacher.

Article XIV: Retirement Incentive

Professional staff members with at least 20 years of actual service to the District who retires from the District are eligible to participate in the following retirement incentive.

Notice of Retirement:

The District will contribute toward the annual premium of the retiree's choice of health insurance to age 65. The retiree will pay the balance of the premium. The retiree must bring appropriate documentation of retiree's insurance costs to the district office for approval and reimbursements

The District will reimburse the retiree up to the following amounts:

(2020–2021: \$2,850) (2021–2022: \$2,900) (2022–2023: \$2,950) (2023–2024: \$3,000)

1. If an Employee gives the Board an irrevocable notice of retirement by May 1st four years prior to the year that an Employee is first eligible to retire without an Early Retirement penalty cost to the Employer, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of any and all other increases in compensation, each of the four years.
2. If an Employee gives the Board an irrevocable notice of retirement by May 1st three years prior to the year that an Employee is first eligible to retire without an Early Retirement penalty cost to the Employer, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of any and all other increases in compensation, each of the three years.
3. If an Employee gives the Board an irrevocable notice of retirement by May 1st two years prior to the year that an Employee is first eligible to retire without an Early Retirement penalty cost to the Employer, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of any and all other increases in compensation, each of the two years.
4. If an Employee gives the Board an irrevocable notice of retirement by May 1st one year prior to the year that an Employee is first eligible to retire without an Early Retirement penalty cost to the Employer, the Board shall pay him/her a six percent (6%) retirement incentive, inclusive of any and all other increases in compensation, for one year.

Calculation of Retirement Incentive:

1. Once any Employee submits an irrevocable notice of retirement by May 1st, all calculations for salary increases will be based on the Teachers' Retirement System creditable earnings in the year prior to the submission of the irrevocable notice of retirement. Once the Employee submits an irrevocable notice or retirement in no case will the Employee's TRS creditable earnings increase more than six percent (6%) of the previous year.
2. If after submitting an irrevocable notice of retirement the Employee resigns from or is dismissed from activities covered in Appendix C or D of this Agreement, the retirement incentive for that Employee shall be recalculated and reduced accordingly.

3. Example:

	Year Prior To Notice (Base Year)	Year of Notice Year 1	Year 2	Year 3	Year 4
Salary	\$60,000	\$63,600	\$67,416	\$71,461	\$75,749

Article XV: Professional Staff Members with at least 20 years of creditable service to the District for anyone with an established tax sheltered annuity (TSA) for at least 5 years prior to retiring without any early retirement penalty cost to the District the following:

- A. \$2,000.00 for 5 years after retiring for 20 years of creditable service to 325
- B. \$3,000.00 for 5 years after retiring for 25 years of creditable service to 325
- C. \$4,000.00 for 5 years after retiring for 30 years of creditable service to 325
- D. \$5,000.00 for 5 years after retiring for 35 years of creditable service to 325

The School District will pay the above amount into the staff members tax-sheltered annuity (TSA) article XV does not pertain to any professional staff member who retired under the 20/20 provision in the 2004 – 2006 contract.

Appendix A - Evaluators

Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777

LIST OF DISTRICT EVALUATORS

District Name Peoria Heights Community Unit	District Number 325
County Peoria	

Positions Evaluated

IEN Number	Name of Evaluator	Teacher	Admin
610230	Eric Heath		X
268887	David Carroll	X	
248092	Ellen Tallon	X	
656267	Terry Mooney	X	
754889	Samantha Alvarado	X	

Any evaluator of teachers must have completed Teacher Evaluation Training as required by the Performance Evaluation Reform Act (PERA).

SALARY SCHEDULE (APPENDIX B) * (Revised 8-10-22)
PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT 325
BASE - \$40,000.00
2022 - 2023

Step	Bachelors	Bachelors +15	Masters	Masters +15	Masters + 30
1	\$40,000.00	\$40,940.00	\$41,880.00	\$42,820.00	\$43,760.00
2	\$40,940.00	\$41,880.00	\$42,820.00	\$43,760.00	\$44,700.00
3	\$41,880.00	\$42,820.00	\$43,760.00	\$44,700.00	\$45,640.00
4	\$42,820.00	\$43,760.00	\$44,700.00	\$45,640.00	\$46,580.00
5	\$43,760.00	\$44,700.00	\$45,640.00	\$46,580.00	\$47,520.00
6	\$44,700.00	\$45,640.00	\$46,580.00	\$47,520.00	\$48,460.00
7	\$45,640.00	\$46,580.00	\$47,520.00	\$48,460.00	\$49,400.00
8	\$46,580.00	\$47,520.00	\$48,460.00	\$49,400.00	\$50,340.00
9	\$47,520.00	\$48,460.00	\$49,400.00	\$50,340.00	\$51,280.00
10	\$48,460.00	\$49,400.00	\$50,340.00	\$51,280.00	\$52,220.00
11	\$49,400.00	\$50,340.00	\$51,280.00	\$52,220.00	\$53,160.00
12	\$50,340.00	\$51,280.00	\$52,220.00	\$53,160.00	\$54,100.00
13	\$51,280.00	\$52,220.00	\$53,160.00	\$54,100.00	\$55,040.00
14	\$52,220.00	\$53,160.00	\$54,100.00	\$55,040.00	\$55,980.00
15	\$53,160.00	\$54,100.00	\$55,040.00	\$55,980.00	\$56,920.00
16	\$54,100.00	\$55,040.00	\$55,980.00	\$56,920.00	\$57,860.00
17	\$55,040.00	\$55,980.00	\$56,920.00	\$57,860.00	\$58,800.00
18	\$55,980.00	\$56,920.00	\$57,860.00	\$58,800.00	\$59,740.00
19	\$56,920.00	\$57,860.00	\$58,800.00	\$59,740.00	\$60,680.00
20	\$57,860.00	\$58,800.00	\$59,740.00	\$60,680.00	\$61,620.00
21	\$58,800.00	\$59,740.00	\$60,680.00	\$61,620.00	\$62,560.00
22	\$59,740.00	\$60,680.00	\$61,620.00	\$62,560.00	\$63,500.00
23	\$60,680.00	\$61,620.00	\$62,560.00	\$63,500.00	\$64,440.00
24	\$61,620.00	\$62,560.00	\$63,500.00	\$64,440.00	\$65,380.00
25	\$62,560.00	\$63,500.00	\$64,440.00	\$65,380.00	\$66,320.00
26	\$63,500.00	\$64,440.00	\$65,380.00	\$66,320.00	\$67,260.00
27	\$64,440.00	\$65,380.00	\$66,320.00	\$67,260.00	\$68,200.00
28	\$65,380.00	\$66,320.00	\$67,260.00	\$68,200.00	\$69,140.00
29	\$66,320.00	\$67,260.00	\$68,200.00	\$69,140.00	\$70,080.00
30	\$67,260.00	\$68,200.00	\$69,140.00	\$70,080.00	\$71,020.00
31	\$68,200.00	\$69,140.00	\$70,080.00	\$71,020.00	\$71,960.00
32	\$69,140.00	\$70,080.00	\$71,020.00	\$71,960.00	\$72,900.00
33		\$71,020.00	\$71,960.00	\$72,900.00	\$73,840.00
34			\$72,900.00	\$73,840.00	\$74,780.00
35				\$75,720.00	\$75,720.00
36					\$76,660.00

SALARY SCHEDULE (APPENDIX B) * (Revised 8-10-22)
PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT 325
BASE - 41000
2023 - 2024

Step	Bachelors	Bachelors +15	Masters	Masters +15	Masters + 30
1	\$41,000.00	\$41,963.50	\$42,927.00	\$43,890.50	\$44,854.00
2	\$41,963.50	\$42,927.00	\$43,890.50	\$44,854.00	\$45,817.50
3	\$42,927.00	\$43,890.50	\$44,854.00	\$45,817.50	\$46,781.00
4	\$43,890.50	\$44,854.00	\$45,817.50	\$46,781.00	\$47,744.50
5	\$44,854.00	\$45,817.50	\$46,781.00	\$47,744.50	\$48,708.00
6	\$45,817.50	\$46,781.00	\$47,744.50	\$48,708.00	\$49,671.50
7	\$46,781.00	\$47,744.50	\$48,708.00	\$49,671.50	\$50,635.00
8	\$47,744.50	\$48,708.00	\$49,671.50	\$50,635.00	\$51,598.50
9	\$48,708.00	\$49,671.50	\$50,635.00	\$51,598.50	\$52,562.00
10	\$49,671.50	\$50,635.00	\$51,598.50	\$52,562.00	\$53,525.50
11	\$50,635.00	\$51,598.50	\$52,562.00	\$53,525.50	\$54,489.00
12	\$51,598.50	\$52,562.00	\$53,525.50	\$54,489.00	\$55,452.50
13	\$52,562.00	\$53,525.50	\$54,489.00	\$55,452.50	\$56,416.00
14	\$53,525.50	\$54,489.00	\$55,452.50	\$56,416.00	\$57,379.50
15	\$54,489.00	\$55,452.50	\$56,416.00	\$57,379.50	\$58,343.00
16	\$55,452.50	\$56,416.00	\$57,379.50	\$58,343.00	\$59,306.50
17	\$56,416.00	\$57,379.50	\$58,343.00	\$59,306.50	\$60,270.00
18	\$57,379.50	\$58,343.00	\$59,306.50	\$60,270.00	\$61,233.50
19	\$58,343.00	\$59,306.50	\$60,270.00	\$61,233.50	\$62,197.00
20	\$59,306.50	\$60,270.00	\$61,233.50	\$62,197.00	\$63,160.50
21	\$60,270.00	\$61,233.50	\$62,197.00	\$63,160.50	\$64,124.00
22	\$61,233.50	\$62,197.00	\$63,160.50	\$64,124.00	\$65,087.50
23	\$62,197.00	\$63,160.50	\$64,124.00	\$65,087.50	\$66,051.00
24	\$63,160.50	\$64,124.00	\$65,087.50	\$66,051.00	\$67,014.50
25	\$64,124.00	\$65,087.50	\$66,051.00	\$67,014.50	\$67,978.00
26	\$65,087.50	\$66,051.00	\$67,014.50	\$67,978.00	\$68,941.50
27	\$66,051.00	\$67,014.50	\$67,978.00	\$68,941.50	\$69,905.00
28	\$67,014.50	\$67,978.00	\$68,941.50	\$69,905.00	\$70,868.50
29	\$67,978.00	\$68,941.50	\$69,905.00	\$70,868.50	\$71,832.00
30	\$68,941.50	\$69,905.00	\$70,868.50	\$71,832.00	\$72,795.50
31	\$69,905.00	\$70,868.50	\$71,832.00	\$72,795.50	\$73,759.00
32	\$70,868.50	\$71,832.00	\$72,795.50	\$73,759.00	\$74,722.50
33		\$72,795.50	\$73,759.00	\$74,722.50	\$75,686.00
34			\$74,722.50	\$75,686.00	\$76,649.50
35				\$76,649.50	\$77,613.00
36					\$78,576.50

APPENDIX C
PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325
EXTRA DUTY PAY: High School Activities

District Activities Director	(1)	.24 - .36
Football, Head Coach	(1)	.16 - .22
Football, Assistants	(2)	.11 - .17
Cross Country	(1)	.12 - .16
Boys Basketball, Head Coach	(1)	.16 - .22
Boys Basketball, Assistant	(1)	.11 - .17
Girls Basketball, Head Coach	(1)	.16 - .22
Girls Basketball, Assistant	(1)	.11 - .17
Girls Volleyball	(1)	.12 - .20
Girls Volleyball, Assistant	(1)	.08 - .11
Boys Wrestling	(1)	.14 - .20
Track, Head Coach	(1)	.14 - .20
Assistant Track	(1)	.08 - .11
**Assistant Track (#2)	(1)	.08 - .11
Baseball, Head Coach	(1)	.14 - .20
**Baseball, Assistant	(1)	.08 - .11
Softball, Head Coach	(1)	.14 - .20
Band Club Director	(1)	.08 - .12
Music - Vocal	(1)	.05
Cheerleading Sponsor	(1)	.12 - .20
Pom-Pom Sponsor	(1)	.04 - .08
Journalism Sponsor	(1)	.10 - .16
Drama (1 major play)	(1)	.05 - .10
Game Club Sponsor	(1)	.04 - .07
Class Sponsor	(4)	.05
Student Council Sponsor	(1)	.04 - .07
Key Club Sponsor	(1)	.04 - .06
Lettermen's Club Sponsor	(1)	.05 - .09
National Honor Society Sponsor	(1)	.02 - .04
Scholastic Bowl	(1)	.05 - .10
**Scholastic Bowl Assistant	(1)	.04 - .06
CTE Coordinator	(1)	.05
Staff Tech Support	(1)	.05
Student Assistance/Intervention Programs Sponsor	(2)	.05 - .15

The percentage addends to be paid will be the percentage factor times Step 1 Bachelors Column. The factor to be paid will be determined by a recommendation from the building Principal to the Superintendent and final approval made by the Board of Education.

**When numbers warrant, as per Board Policy.

Track 15 students participating by March 1, or eliminate one assistant coach for the school year.

Baseball 18 students participating by March 1, or eliminate baseball assistant for the school year.

HS Scholastic Bowl Assistant 6 F/S Students participating to receive extra duty pay

GS Scholastic Bowl Assistant 6 or more 7th Graders participating to receive extra duty pay

GS Assistant Baseball Coach 15 students participating by August 10th, or eliminate position for school year

APPENDIX D

PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325

EXTRA DUTY PAY

Elementary Activities

Basketball - Boys Head Coach	(1)	.13 - .16
Basketball - Boys Assistant	(1)	.07 - .10
Basketball - Girls Head Coach	(1)	.13 - .16
Basketball - Girls Assistant	(1)	.07 - .10
Football – Coach	(2)	.05 - .08
Track - Boys	(1)	.07 - .10
Baseball - 7th and 8th	(1)	.10 - .13
**Asst. Baseball	(1)	.03 - .05
Track - Girls	(1)	.07 - .10
Volleyball – Head Coach	(1)	.13 - .16
Volleyball – Assistant	(1)	.07 - .10
Speech	(1)	.04 - .07
Cheerleading Sponsor	(1)	.04 - .07
Pom-Pom Sponsor	(1)	.03 - .05
Staff Tech Support	(1)	.05
Student Council	(1)	.04 - .07
Yearbook Sponsor	(1)	.04 - .08
Drama (1 major play) 80 or more students	(1)	.05
less than 80 students	(1)	.05
Scholastic Bowl	(1)	.04 - .07
**Assistant Scholastic Bowl	(1)	.03 - .05
Basketball - boys 5th and 6th	(1)	.04 - .08
Basketball - girls 5th and 6th	(1)	.04 - .08

The percentage addends to be paid will be the percentage factor times Step 1 Bachelors Column. The factor to be paid will be determined by a recommendation from the building Principal, to the Superintendent, and final approval by the Board of Education.

**When numbers warrant, as per Board Policy.

APPENDIX E

PEORIA HEIGHTS COMMUNITY UNIT SCHOOL DISTRICT #325

GRIEVANCE FORM

Date _____ Grievance No. _____

Employee _____

School _____ Position _____

Date Grievance Occurred _____

Name of Grievance _____

Adjustment Desired _____

The Undersigned aggrieved employee having processed his/her grievance in accordance with Article _____
Grievance Procedure does hereby appeal this grievance and assign to the Local, this grievance for final agreement and/or disposition.

Grievant Signature _____ Union President Signature _____

Date submitted _____ Submitted to _____

Title _____

Disposition at Step 1 (Principal's answer) _____

Date _____ Principal Signature _____

Accepted ☐ or Appeal – Step 2 ☐ Date _____ Grievant Signature _____

Disposition at Step 2 (Superintendent answer) _____

Date _____ Superintendent Signature _____

Accepted ☐ or Appeal – Step 3 ☐ Date _____ Grievant Signature _____

Disposition at Step 3 (Board of Education answer) _____

Date _____ Board President Signature _____

Accepted ☐ or Appeal – Step 4 ☐ Date _____ Grievant Signature _____

Final Disposition (Union Final Position): Satisfactory ☐ Unsatisfactory ☐

Appealed to Arbitration: Date _____

Other Disposition _____

Date _____ Union President Signature _____

Peoria Heights Community Unit School District #325

10-20.2b of The School Code. That section, which was recently added by P.A. 85-611, provides as follows:

To effectively and efficiently utilize the skills and talents of their professional staffs, all school boards shall initiate meetings and meet with the local collective bargaining representatives of their certificated and non-certificated employees for the purpose of developing and implementing within their respective districts an agreed plan designed to reduce the amount of paperwork and other routine tasks otherwise included in teachers' schedules in order that teachers have more time to teach. Such agreements shall be filed by all school boards in the office of the appropriate regional superintendent of school no later than June 1, 1988.

Peoria Heights Community Unit School District #325 and the Peoria Heights Federation of Teachers IFT, AFT, AFL-CIO in their reduction of paperwork plan have agreed to continually work together to reduce the amount of paperwork and other routine tasks otherwise included in teacher's schedules in order that teachers have more time to teach.

Approved

7-13-88

Date

Jay Whalen

For the Peoria-Heights Education
Association, Local #3823, American
Federation of Teachers, AFL-CIO

Gene Merrill

For the Board of Education,
Peoria Heights Community Unit
School District #325

ARTICLE XV

DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2020, and shall remain in full force and effect, until June 30, 2024, and shall continue in force from year to year thereafter except by written notice given by either party at least sixty (60) days, but not more than ninety (90) days, prior to July 1, or at least sixty (60) days, but not more than ninety (90) days prior to July 1, of any year thereafter, either party may notify the other of its desire to amend, modify or terminate this Agreement, and must be mutually agreed upon by both parties.

Dated this 8th day of July, 2020.

For the Peoria Heights
Federation of Teachers,
IFT, AFT, AFL-CIO

For the Board of Education
School District #325