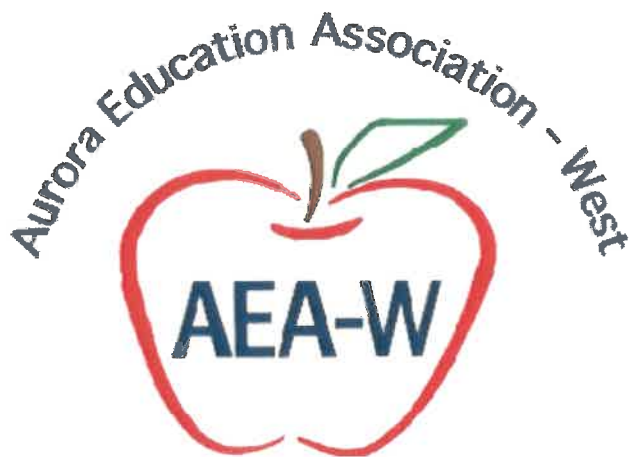


**Contractual Agreement
between
Aurora Education Association-
West (AEA-W)
and
District 129
2023-2027**



**West Aurora
School
District 129**

WEST AURORA • NORTH AURORA • MONTGOMERY • SUGAR GROVE • BATAVIA

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PREAMBLE

The Board of Education of District 129, Kane County, Aurora, Illinois, hereinafter referred to as the "Board", and the Aurora Education Association - West, affiliate of IEA/NEA, hereinafter referred to as the "Association" or "AEA-W", recognize that the ultimate aim of the public schools is to provide the best educational opportunities possible that the district can afford for the children and youth of the district. Attainment of these educational objectives, which is a joint responsibility of the Board of Education, the Administrators and the Professional Teaching Personnel, requires staff participation in the consideration of matters defined as negotiable in Section 12.1.

The Board and the Association recognize that the attainment of the educational objectives of the district requires mutual understanding and cooperation among the Board, the Administration, and the Professional Teaching Personnel. To this end, the free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations regarding matters defined as negotiable in Section 12.1.

The Board and the Association recognize that teaching is a profession requiring specialized educational qualifications and that the success of the educational program in the district depends, among other things, upon the maximum utilization of the abilities of members.

ARTICLE I – RECOGNITION

1.1 BARGAINING UNIT

The Board hereby recognizes the “Association” as the sole bargaining agent for all full and part-time personnel licensed by the Illinois State Board of Education, including ISBE-licensed registered nurses, Middle School Athletic Directors, and lead teachers, excluding: short-term, supervisory, managerial, and confidential employees as defined by the Illinois Educational Labor Relations Act, including the Superintendent of Schools, Assistant Superintendent, Directors and Assistant Directors, Principals, Assistant Principals, Dean of Students, Curriculum Coordinators, and Substitutes.

1.2 DEFINITION OF “MEMBER”

The term “member” when used hereinafter in the Agreement shall refer to all employees represented by the Association in the bargaining unit as determined in Section 1.1 above.

1.3 EXCLUSIVE REQUIREMENTS

The Board agrees the AEA-W is the exclusive bargaining agent for its members and will not bargain with other organizations or individual members for the duration of this Agreement on matters agreed to by the parties as negotiable.

1.4. MANAGEMENT RIGHTS

It is recognized that the legal responsibility for education is vested in the local Board of Education, and that this responsibility of final decision-making cannot be delegated. The Association specifically acknowledges that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the School District to the full extent provided by law, limited only by the lawful provisions of this Agreement, including, but not restricted to, such areas of discretion or inherent managerial policy as the functions of the Board, standards of services, the overall budget, the organizational structure, the selection of new employees and the direction and assignment of employees. It is also expressly understood by the Association that all functions, rights, powers or authority of the Board which are not specifically limited by the expressed language of this Agreement are retained by the Board as authority lawfully vested in it and as properly exercised. The Board agrees to exercise its responsibilities in accordance with this Agreement.

ARTICLE II - ASSOCIATION RIGHTS

2.1 AGENDA AND MINUTES OF BOARD MEETINGS

- 2.1.1 The President of the Association or designee shall be e-mailed a copy of the agenda, which may include non-confidential supplementary material, of the regular Board of Education meeting at least two (2) days prior to the scheduled time of the meeting. Notice of special meetings shall be given as early as practicable and may be given orally, but in no event less than twelve (12) hours before the Special Board meeting, except in bona fide emergencies.
- 2.1.2 Upon request, the Association shall be placed on the agenda of an official meeting of the Board of Education. To insure proper consideration of each topic, the Association will submit its request in writing to the Board Secretary, a copy of which may be mailed to the Board President. Such correspondence shall be submitted in advance of the meeting to the Board, allowing reasonable time to explore and study the topic. The Association shall not use this channel to circumvent the negotiations process.
- 2.1.3 A copy of all official Board minutes shall be e-mailed to the president of the Association as soon as they are adopted.

2.2 ACCESS TO INFORMATION

The Board agrees to furnish the Association, regular and routinely prepared financial reports, the audits, the tentative budget, the adopted budget, Title I budget, the register of new licensed personnel and their addresses and to make available pertinent public reports filed with the offices of the county and State Superintendent of Schools. In addition, the Board and Administration will grant requests for other readily available and pertinent public information, which is relevant to negotiations and the processing of grievances. Current Board Policy can be accessed online here:
<http://www.boarddocs.com/il/asd129/Board.nsf/goto?open&id=9K54JH69EAAA>. In addition, an email will be sent to the Association President upon any changes made to Board Policy.

2.3 NOTICE AND ATTENDANCE AT BOARD MEETING

The Board agrees to provide the Association a copy of its annual schedule of meetings. Such notice shall be provided upon adoption of said schedule. The President of the Association, upon request, shall be given released time to attend any meeting scheduled during the school day. The Association shall be charged the actual cost of a substitute for covering classes missed. The Association shall provide twenty-four (24) hour notice, except in the case of a specially scheduled meeting where that is not possible, so a substitute may be arranged.

2.4 CONSULTATION WITH BOARD

The Board shall consult with the Association on fiscal programs, major construction proposals, proposed annexations and consolidations, and significant revisions of educational policy including but not limited to: staffing, curriculum, and working conditions. Nothing herein shall preclude the Board from discussing these and like matters with individuals or groups of members.

2.5 USE OF FACILITIES AND EQUIPMENT

- 2.5.1 A bulletin board shall be provided for the use of the Association in each building for posting notices of activities and other matters relating to the official business of the Association as bargaining agent of the members. The Association shall also have its website posted as a link on the district internal staff webpage. The regular District mail service shall be made available to the Association for a reasonable volume of appropriate announcements relating to the conduct of the bargaining agent's business on behalf of the bargaining unit.
- 2.5.2 The Association shall have the right to hold meetings with members on school district property provided such meetings in no way interfere with any aspect of the instructional program and provided that such meetings have been cleared with the Principal of the school involved.
- 2.5.3 Reasonable requests for access by Association representatives to work areas of professionals represented by the Association will be granted by the Administration provided that no interference with the instructional program would be occasioned by the granting of such requests and further provided that such requests have been approved by the Principal of the school involved.
- 2.5.4 Buildings will be available two weeks before school begins. Building hours will be Monday – Friday 7am-3pm unless another time is approved by district administration. It is further understood these times may be adjusted based on any needed building/capital projects being completed that would require the facility to remain clear.

2.6 DUES DEDUCTION

New Association members shall sign and deliver through the Association to the Board of Education an authorization of payroll deduction for dues for the Association and its affiliate organization, said authorization to remain in effect from year to year, unless terminated by written notice to the parties prior to September 5. Association dues shall be deducted from the September 30 through May 15 paychecks. Members who elect to make a contribution to the NEAFCPE will have that deducted in the May 30 paycheck. The District will, upon collection, remit such monies bi-monthly to the Association. Provisions for payroll deductions shall be extended to the Association membership as soon as enrolled. The Association agrees to bond its Treasurer, thereby indemnifying the Board of Education after transfer of dues to the Association.

2.7 PRESIDENT'S RELEASED TIME

The Association President shall be released from his/her teaching duties, for the purpose of performing duties as Association President. This release time may be divided between the president and an Association officer, as long as the combined release time does not exceed 1.0 FTE. If the release time is divided, the district must be informed by May 1 in order to properly staff for the following school year. Any person or persons that are being granted release time shall be paid on their regular salary schedule and shall be returned to their previous teaching position upon completion of the term of office. Should any person or persons leave office at a time other than the end of a school year, the member(s) will be placed in a comparable teaching assignment for the remainder of the school year. The employee(s) will be returned to their previous position(s) at the start of the following school year. Members receiving release time shall be considered a full-time employee of the school district with respect to the Teachers' Retirement System, all fringe benefits, seniority, and

placement on the salary schedule. The Association shall pay the salary cost up to an amount not to exceed one hundred percent (100%) of the BA A (BA B beginning in 2024-25) salary amount for the assigned replacement member if they are a classroom teacher. If the Association President is in a role which requires a Master's degree – i.e. a speech pathologist, social worker, etc. – the Association shall pay one hundred percent (100%) of the MA A (MA B beginning in 2024-25) salary amount for the assigned replacement member. This provision shall be effective for the duration of this Agreement, and may be extended upon the agreement of both parties.

2.8 ASSOCIATION LEAVE

In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs in conducting its business as bargaining agent for members, these representatives may be excused, without loss of salary provided the Association reimburses the District for the cost of substitutes for such days and further provided that the frequency of such leaves in no way impairs the quality of classroom instruction and that written requests for leaves have been approved by the Superintendent and/or designee.

2.9 ASSOCIATION/SUPERINTENDENT MEETINGS

The Superintendent and/or designee and the Association may meet at times convenient to both parties for the purpose of resolving problems or addressing issues that may arise. These meetings are not intended to bypass bargaining or grievance procedures. Both parties may initiate the meetings and ample time shall be provided for exchange of agenda items. Items to be discussed must be submitted by either party by 10:00 a.m. the day of the meeting or that item will not be discussed unless otherwise approved by both parties.

ARTICLE III – MEMBER RIGHTS

3.1 NONDISCRIMINATION

The Board agrees that it will not directly or indirectly deprive any member in the enjoyment of any right conferred under the law or this Agreement, and that it will not discriminate against any member with respect to hours, salaries, terms or conditions of employment by reason of the individual's membership in the Association or in bargaining with the Board. The Board further acknowledges and will follow guidelines specified under the Illinois Human Rights and Title VII Acts.

3.2 LEGAL PROTECTION

3.2.1 The Board agrees to indemnify and protect members against civil rights damage claims and suits, constitutional rights damage claims and suits, 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. Time lost by a member in connection with any of the above incidents shall not result in any loss whatsoever charged against the member.

3.2.2 Assaults on members by students or adults will not be tolerated. The Board recognizes the right of Association members to protect themselves and/or protect a student. When an assault occurs within the assaulted member's performance of duties, such shall be reported by the member immediately to the building principal and other proper authorities and members shall be counseled regarding the legal (criminal and civil) implications of the incident. Time lost by the member in connection with such assault shall not result in any loss whatsoever being charged against the member.

3.3 PERSONAL PROPERTY COVERAGE

An Association member's personal property used for instructional, job related, or other reasonable purposes that is brought within a district building or district vehicle shall be covered up to one thousand dollars (\$1,000.00). This coverage will be based on replacement value for loss of items through fires, flood, vandalism, theft or break-in. Replacement value is the cost to replace a given item at the time of loss as opposed to the retail value of the item. The loss of personal property shall be reported immediately to the principal. The district will take reasonable measures to ensure that district parking lots adjoining district buildings are secure from theft during school hours within the limitations of the district's resources and budget.

3.4 PARENT COMPLAINTS

No material shall be placed in the member's working or permanent personnel file in regard to any complaint by a parent of a student directed toward a member, unless such complaint is reported within ten (10) school days to the member in writing. Within ten (10) school days of receipt of the notice of complaint, the member may request that a parent-member conference take place. The Principal may attend such a conference as a neutral facilitator either at the principal's initiative or at the request of the member. The refusal of the parent to attend the conference shall not prohibit the building administrator from meeting with the member to discuss the complaint. A parent's refusal to meet will be taken into consideration by the administration in evaluating the complaint. If a written disciplinary notice is placed in the member's file, then the parent's refusal to attend the conference will be documented.

3.5 RIGHT TO REPRESENTATION

- 3.5.1 Any member appearing before an administrator for the purpose of obtaining information that could lead to discipline of any kind of that member or any meeting excluding evaluation or school improvement shall be given prior written notification of the meeting and the reasons thereof. The notification shall include the date of any incident; if the date of the incident is unknown that will be stated in the notification. Written notification shall inform the member that an available trained AEA-W Building Representative or other trained Association Representative may be present during the meeting. Written notice of the meeting must be transmitted to the Association prior to the meeting.
- 3.5.2 Any member appearing before an administrator for reasons of formal, written reprimand shall be given prior written notification of the meeting and reasons therefore. The written notification shall also inform the member that an available trained AEA-W Building Representative or other trained Association Representative may be present. A copy of the written notice shall be provided to the Association prior to the meeting.
- 3.5.3 Any member who is to be placed on administrative leave shall be provided a written notification with the terms of the leave. Additionally, the notice shall inform the member of their right to contact and communicate with the Association.
- 3.5.4 Any member required to appear before the Board concerning the continuation of the member's employment shall be given written prior notification of the meeting and the reasons therefore. The written notification shall also inform the member that the member is entitled to have available trained Building Representative or other trained Association Representative present to advise and represent the member.

3.6 ADEQUATE FACILITIES AND PHONES

- 3.6.1 Every effort will be made to provide adequate faculty lunchrooms, lounges and washrooms consistent with the financial resources of the District and space availability.
- 3.6.2 The Board recognizes the desirability of a private telephone line being available for telephone conferences and will make efforts to provide this consistent with the financial resources available. All Association members shall be provided a voice mailbox at their home school site.
- 3.6.3 Every effort shall be made to provide working conditions which are safe and not hazardous.
- 3.6.4 Each principal or head administrator shall provide reasonable daily break time for an employee who needs to express milk for her child. The break time shall, if possible, run concurrently with any break already provided to the employee. Each principal or head administrator shall provide nursing mothers with a private space (other than a restroom) where she may express her milk.

3.7 ACCESS TO PERSONNEL FILE

A single official permanent personnel file shall be kept for each member to be seen only by the Superintendent and/or designee, the individual and/or, with written permission, the member's designated representative. The member shall be given a copy of any materials placed in the member's permanent personnel file, except those items specifically prohibited from review under Section 10 of the Personnel Records Act. The member shall have the right to place

therein written reaction to any of those contents not prohibited from review by the act. Upon request, a member shall also receive copies of any material placed in a building working file, and the member shall have the right to review the contents of his/her working file. With written permission, the member may allow an Association representative to review the contents of his/her building working file.

3.8 REDUCTION IN FORCE

When the Board determines it necessary to reduce the number of tenured members in the District, the Superintendent and/or designee will advise the Association President in advance of any public announcement with regard to this matter, including the approximate number of members anticipated to be released. The Association shall have the right to offer suggestions with regard to this staff reduction.

3.9 LICENSURE

The member shall not be required to teach outside the limits of the member's license or Highly Qualified areas as determined by the Illinois State Board of Education.

3.9.1 The District will provide the Association with a report of highly qualified status prior to November 1 of every school year, provided that any omissions or errors will not prevent the District from taking appropriate actions consistent with applicable rules and regulations.

3.9.2 Any member who does not meet highly qualified status will be notified by the District by November 1 of the school year in which the member fails to meet the requirement, provided that the failure to comply with this date will not prevent the District from taking appropriate actions consistent with applicable rules and regulations.

3.10 SECURITY CAMERAS

The purpose and use of security cameras in the schools is to provide for a safe and secure learning and working environment. Security cameras will only be used in school common areas including - but not limited to - hallways, building entrances, administrative offices, parking lots, grounds, gym, and cafeteria. Security cameras will not be placed in classrooms, except that common areas (such as gyms) that may serve as classrooms may contain cameras for purposes of staff and student safety and security.

Security cameras will not be used to observe or evaluate the performance of a member or monitor his/her behavior or conduct.

Data from security cameras may be viewed by appropriate District personnel in connection with investigations of suspected illegal activity, professional misconduct, or for security violations. If the review of security camera data reveals alleged misconduct by a member, then the following process will be followed:

1. The member and the Association President and/or designee will be notified.
2. The member and the Association President and/or designated Association representative may review the data depicting the alleged teacher misconduct, including footage before and after the alleged incident.
3. The member will be advised of their right to be represented in all investigatory meetings regarding alleged incident.

4. Investigation and notification requirements will be in accordance with section 3.6 of this agreement.

Should any discipline result from an investigation utilizing security camera data, the pattern of discipline shall follow the procedures outlined in section 3.12 regarding progressive discipline.

The district will provide the AEA-W president with maps of all security cameras for each district building. All new employees shall be notified of the use and general placement of security cameras as part of their orientation.

3.11 PROGRESSIVE DISCIPLINE

3.11.1 Definition

Progressive discipline shall be defined as verbal warnings, written warnings, suspension, with or without pay and discharge for cause.

3.11.2 Due Process and Progressive Discipline

The District and the Association wish to affirm their understanding of the District's adherence to due process and progressive discipline concepts; it is agreed to by the District and the Association as follows:

1. The District will adhere to due process and progressive discipline concepts consistent with the Illinois School Code.
2. As a part of adherence to due process concepts, the District will provide adequate notice of a pre-disciplinary meeting with a member, except that in cases of potential threat or harm, the District may forego notice.
3. In issuing discipline, the District will use progressive discipline including the following:
 - A. Issuance of verbal warning;
 - B. Letter of Direction;
 - C. Letter of Reprimand;
 - D. Suspension without pay (optional);
 - E. Issuance of Notice of Remedial Warning; and
 - F. Discharge/Dismissal

The District reserves the right to bypass and skip any of the above steps in progressive discipline depending upon the seriousness of the member's alleged misconduct.

3.11.3 Notification and Personnel File

The Association President or his/her designee and the Human Resources Administrator will be informed of any situation resulting in discipline beyond that of a written verbal warning.

1. Verbal Warning: This warning, issued by the member's immediate supervisor, will be summarized in writing and given to the member after the meeting to document the verbal warning. This written summary will not be placed in the member's

personnel file. A copy will be sent to the Association President if requested by the member.

2. Letter of Direction: This notice, issued by the Superintendent or his/her designee, will be summarized in writing and given to the member after a meeting during which the member has had the opportunity to respond to the information presented. This written summary will be placed in the member's personnel file. Upon the member's written request, the document will be removed from the member's personnel file after four (4) years from the date of the Letter of Direction assuming no similar disciplinary infraction has occurred during this time. If an incident directly related to the Letter of Direction happens within the four (4) year time window, the original Letter of Direction will remain in the personnel file for the duration of any written discipline resulting from the more recent, related incident. Once a Letter of Direction is removed from a personnel file, the letter cannot be referenced in future disciplinary proceedings.
3. Letter of Reprimand: This notice, issued by the Superintendent or his/her designee, will be summarized in writing and given to the member after a meeting during which the member has had the opportunity to respond to the information presented. This written summary will be placed in the member's personnel file. Upon the member's written request, the document will be removed from the members' personnel file after six (6) years from the date of the Letter of Reprimand assuming no similar disciplinary infraction has occurred during this time. If an incident directly related to the Letter of Reprimand happens within the (6) year time window, the original Letter of Reprimand and any Letters of Direction previously attached to the Letter of Reprimand will remain in the personnel file for the duration of any written discipline notice resulting from the more recent, related incident. Once a Letter of Reprimand has been removed from the personnel file, it cannot be referenced in future disciplinary proceedings.

3.11.4 Unfounded Investigations

When school district administration finds an allegation unfounded, all written documentation of the incident, including any notices referring to administrative leave, notices regarding investigatory meetings, and other written documents related to the investigation must be removed from the member's personnel file.

3.12 VIDEOTAPING AND DIGITAL RECORDINGS BY DISTRICT ADMINISTRATION

In reference to members of administration videotaping/digitally recording in the classroom or other district environment:

- 3.12.1 A reasonable effort will be made to notify a teacher if videotaping of a classroom is going to take place.
- 3.12.2 Videotaping/digital recording of a staff member may be used by an administrator for evaluative purposes only when agreed to by the teacher. Otherwise, at no time should videotaping/digital recording of a staff member by an administrator be used for evaluative purposes.
- 3.12.3 Any videotape/digital recording must be destroyed or securely archived after it is used solely for its intended purposes.

- 3.12.4 Staff members have the option to opt out of all digital content prior to the start of the school year, unless video recording is in line with supporting instruction via an identified E-learning day.

3.13 UNAUTHORIZED VIDEOTAPING AND DIGITAL RECORDINGS

In reference to anyone taking an unauthorized video or digitally recording in the classroom or other district environment:

Any videotape/digital recording taken without consent cannot be used for evaluation purposes. If the review of data from a non-consensual videotape/digital recording reveals alleged misconduct by a member, then the following process will be followed:

1. The member and the Association President and/or designee will be notified.
2. The member and the Association President and/or designated Association representative may review the data depicting the alleged teacher misconduct, including footage before and after the alleged incident.
3. The member will be advised of their right to be represented in all investigatory meetings regarding alleged incident.
4. Investigation and notification requirements will be in accordance with section 3.6 of this agreement.

Should any discipline result from an investigation utilizing video or digital recording data, the pattern of discipline shall follow the procedures outlined in section 3.12 regarding progressive discipline.

3.14 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS & CREATIONS

Unless otherwise agreed, the “works made for hire” doctrine shall apply to the creation of instructional materials by teachers where the instructional materials are prepared for and/or used in the teacher’s course of duties. The District’s rights to such instructional material may be altered by an appropriate intellectual property agreement. This provision is not intended to prevent teachers from sharing instructional material outside of the District for professional development purposes where there is no intent to acquire monetary gain. Teachers who wish to create instructional materials for use outside of the District for monetary gain are responsible for notifying their building administrator so that the District and the teacher, and AEA-W representative if requested, can determine whether it is appropriate to enter into an intellectual property agreement defining the rights of ownership to the instructional material. This provision will not apply to material created and made available for monetary gain prior to August 16, 2017.

3.15 MEMBER COMPLAINTS

When an administrator receives a complaint about a situation between two or more members, the administration may inform the Association. The Association and the administration will work together to initiate a mediation process with the involved members.

ARTICLE IV - GRIEVANCE PROCEDURES

4.1 DEFINITION

A grievance is a claim filed by an individual employee, or the Association alleging that the District has violated, misinterpreted, or misapplied any provision of this Agreement. The Association may file a grievance on behalf of a group of employees if an alleged violation affects more than one individual employee.

This Article does not limit an individual employee's right to discuss an issue via administrative channels or to solve an issue without filing a grievance.

4.1 CONTENT OF A GRIEVANCE

Grievances are to be submitted in writing and contain the information identified in Sections 4.2.1 through 4.2.4. A grievance is not considered to be submitted until all of the information in section 4.2.1 through 4.2.4 is submitted according to the timelines established in section 4.7 of this agreement.

- 4.2.1 The name of the aggrieved, person(s) or description of the group of affected employees, the manner in which the aggrieved person(s) has been injured, and the proposed remedy or remedies for resolution of the grievance;
- 4.2.2 The section(s) of the Agreement allegedly violated;
- 4.2.3 The date the alleged violation occurred;
- 4.2.4 A brief description of the alleged violation, misinterpretation or misapplication of this Agreement.

4.3 DAYS

For this section of the Agreement, the term day is defined as a teacher attendance day. Provided that when a grievance is submitted at a time when teachers are not in attendance, days shall be measured based on days that the Administration Office is open for business.

4.4 RIGHTS GUARANTEED

Witnesses may be utilized by either party at any step of the grievance procedure. All documents, communications and records dealing specifically with the process of a grievance will be considered confidential and filed separately from the personnel records. No reprisals of any kind will occur by the District or the Association against any grievant or other employee participating in the grievance procedure. The individual circumstances of an alleged grievance will not be subject to negotiations.

4.5 GRIEVANCES INVOLVING EMPLOYEES AT MORE THAN ONE BUILDING

If a grievance involves employees in more than one building, the Association shall file the grievance at the Superintendent's level (step 3).

4.6 COOPERATION OF BOARD AND ADMINISTRATION

The Board, the Administration, and the Association will cooperate in the investigation of any grievance, and further, will furnish such information as is requested for the processing of any grievance.

4.7 PROCEDURES

The parties acknowledge that, when possible, it is beneficial for potential grievances to be resolved through informal discussions among any affected employees, the Association, and building principal(s)/ supervising administrator(s)

Where a potential grievance has not been resolved informally, the individual employee or the Association must file a grievance within twenty (20) days of the event giving rise to the grievance. If the event giving rise to the grievance is the result of events occurring on multiple days, the last day on which the event occurs will be the starting point for the twenty (20) day period.

- 4.7.1 Where the contract provision grieved is not within the purview of the immediate supervisor, if the employee, the District, and the Association agree, Step 1, Step 2 and/or Step 3 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- 4.7.2 **Step 1** – A grievance is to be filed at Step 1 with the principal or supervising administrator within twenty (20) days of the event giving rise to the grievance. The written notification shall be consistent with section 4.2 Content of a Grievance. If the grievance is filed by an individual employee, the District shall notify the AEA-W Grievance Chair of the grievance. The AEA-W Grievance Chair or his or her designee shall have the right to participate in the processing of the grievance, including, but not limited to, being present at all grievance meetings.
- 4.7.3 **Step 2** – Within fifteen (15) days of receipt of the grievance, the principal or supervising administrator shall submit a written response to the grievant, with copies to the Superintendent and/or designee and the AEA-W Grievance Chair. Should the principal, supervising administrator, or grievant feel conversations are needed before the written response is issued, such conversations shall occur within five (5) days of receipt of the grievance.
- 4.7.4 **Step 3** – If the individual employee or the Association is not satisfied with the disposition of the grievance or if no disposition has been made within fifteen (15) days, the grievance may be advanced to the Superintendent and/or designee. To advance the grievance, the individual employee or Association shall send written notice to the Superintendent and/or designee within fifteen (15) days of the receipt of the written response from the principal or supervising administrator or if no written response was received at step 2 within fifteen (15) days of the deadline for submitting the written response at Step 2. The grievant shall meet with the Superintendent and/or designee to discuss the grievance, accompanied by an Association representative. The Superintendent and/or designee may request the Principal and other affected persons to attend. The Superintendent and/or designee shall make a written disposition of the grievance within fifteen (15) days of such meeting. Copies of the written disposition shall be provided to the grievant with a copy to the AEA-W Grievance Chair and AEA-W President.
- 4.7.5 **Step 4** - If not satisfied with the disposition of the grievance at Step 3, or if no Step 3 disposition has been issued within fifteen (15) days, the individual employee or the Association may submit the grievance to the Board of Education. To advance the grievance, the individual employee or the Association shall send written notice to the Board of Education and/or its designee within fifteen (15) days of receipt of the written response at Step 3 or if no response to step 3 is given, fifteen (15) days from the deadline for the response at step 3. The individual employee or Association may

either submit its appeal of the Step 3 decision to the Board in writing or present its position at an oral hearing. Should the appeal proceed by oral hearing, such session shall be closed unless otherwise mutually agreed and shall be before the full Board or a committee thereof as the Board may designate. Any such oral hearing shall be scheduled within ten (10) days of the date of filing of the grievance at Step 4. Within five (5) days following an oral hearing, or the submission of a written appeal, the Board shall communicate its decision in writing to the grievant, with a copy to the AEA-W President. Those persons who have the right to participate in the meeting at the Superintendent's level shall have the right to appear at the Board hearing.

4.8 BINDING ARBITRATION

4.8.1 If the Association is not satisfied with the disposition of the grievance by the Board, the grievance may be submitted to arbitration before an impartial arbitrator to be mutually acceptable. If the parties cannot agree, the arbitrator shall be selected by the Federal Mediation and Conciliation Service in accordance with its rule. The decision of the arbitrator shall be binding to the parties concerned in the grievance. The fees and expenses of the arbitrator shall be shared equally by the parties. The Association will notify the Board of its intent to pursue arbitration within fifteen (15) days of its receipt of the Board's disposition at Step 4.

4.8.2 The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The arbitrator shall consider and decide only the specific issues submitted and shall base the decision solely upon the arbitrator's interpretation of the meaning and application of the specific terms of this Agreement, as well as the parties' past practices and bargaining history, to the facts of the grievance presented.

4.9 GENERAL PROVISIONS

4.9.1 The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to time limits may result in hardship to any party, the best efforts of the Superintendent and/or designee to process such grievance prior to the end of the school term or as soon thereafter as possible shall be used. In the case of a concern occurring during summer school, the Association and District will mutually agree to timelines and resolution processes for a grievance.

4.9.2 If an individual member has a personal complaint and desires to discuss it with the supervisor, the member is free to do so without recourse to the grievance procedure.

4.9.3 No grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.

4.9.4 A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, shall be treated as though never having been filed.

4.9.5 Documents related to the processing of a grievance shall generally be maintained separate from the employee's personnel file, except for those documents normally maintained in the personnel file which may have been the subject of the grievance or documents required to be maintained in the employee's personnel file.

ARTICLE V - EVALUATION PROCEDURES

5.1 INTRODUCTION

The parties agree that the teacher evaluation procedures will be set forth in the District's Professional Evaluation and Growth System (PEGS) which will be established and maintained in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act of 2010."

An Evaluation Committee will be established and maintained. The Evaluation Committee will consist of not more than six members appointed by the District and not more than six members appointed by the Association. Meetings will be held periodically or upon request of either party. The Evaluation Committee shall work collaboratively on proposed changes and/or alterations to PEGS in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act of 2010 (PERA)." Changes to the plan shall be made following the same rules of agreement that are required by law of the PERA Joint Committee.

5.2 TIMELINES

- Evaluation (tenured member who previously received a summative rating of Excellent or Proficient on their most recent evaluation) – one summative rating every three years.
- Evaluation (tenured member who previously received a summative rating of Needs Improvement or Unsatisfactory on their most recent evaluation) – will be evaluated in the school year immediately following such rating (or in accordance with specified timelines) and receive a summative rating.
- Evaluation (non-tenured member) – one summative rating per year.
- Notification of evaluation – on or before the first day of student attendance.
- Orientation – by September 15.
- Summative evaluation meeting – by March 15 for non-tenured, by May 15 for tenured.
- Professional Development Plan (PDP) – must be developed within 30 school days after completion of a summative evaluation rating.
- Remediation Plan - must be developed within 30 school days after completion of a summative evaluation rating.

5.3 NOTICE & ORIENTATION

The evaluator is responsible for conducting orientation for the members he/she is evaluating. The orientation may be conducted with members individually or in groups. The evaluator will email written notice to any member who will be evaluated during the school year. The notice will include the location and access steps to view any applicable performance rubrics, timelines, and forms to be used during the cycle. Additionally, the notice will include procedures for the evaluation process which will include which year is the informal evaluation and which year is the formal evaluation.

Members will be advised as to who will observe and evaluate their performance. If at any time the assigned evaluator is unable to perform these duties, an alternate administrator may be assigned. No formal evaluation shall take place until the orientation is completed. For the Performance Evaluation Component of the Summative Rating, state-mandated tests will not be used by the employer to evaluate teaching performance. Members will be informed if input from parents, students or other district employees may be used.

5.4 PROCEDURES

Each formative evaluation cycle shall consist of:

- Tenured members previously rated Proficient or Excellent - A minimum of one formal observation and one informal observation
- Non-tenured members and tenured members previously rated Needs Improvement or Unsatisfactory - A minimum of two formal observations and one informal observation

Pre-Observation Conference - Prior to each formal observation, the evaluator will meet with the member to discuss the observation.

Formal Observation — A formal observation shall include a pre-conference, the observation, and the post-observation conference. Classroom observation must be announced and must occur within five (5) days after the pre-observation conference. Classroom observation must be at least forty-five (45) minutes in length or the length of one class period. Classroom observations must not be longer than one hour or one class period whichever is shorter. In the event of a double block class, an administrator may choose to observe for the entire double class period. Within five (5) days of an observation a post-observation conference shall occur.

Informal Observation — An informal observation may be either announced or unannounced. If evidence from informal observations is to be used in the member's summative evaluation, it must be shared at the post-observation conference. Within five (5) days of an observation a post-observation conference shall occur.

Post-Observation Conference - After each observation, the evaluator will meet with the member to debrief the observation from both parties' perspectives and review the evidence. Both parties will sign off on receipt of evidence. Any need for improvement in an area of responsibility must be specified in the signed receipt of evidence, and the evaluator should assist in the process of improvement as appropriate. The evaluator will follow-up with additional observation(s) and post-observation conference(s) related to the area(s) that could result in a rating of needs improvement or unsatisfactory. Failure to follow the procedures outlined above will result in the area rating being considered proficient.

Summative Rating - At the end of the evaluation cycle, the evaluator will assign a performance rating based on the evidence gathered. A final summative rating will be calculated following the criteria determined by the Evaluation Committee and located in the PEGS Manual. The evaluator and member shall sign the report before it is placed in the member's personnel file. Such signature by the member only acknowledges that the member has read the report. It does not necessarily indicate agreement with its contents. The member shall receive a copy of all evaluative material placed in the member's personnel file within five (5) days of its placement there. In the event the member feels the evaluation was inaccurate and/or unjust, the member may put objections in writing and have them attached to the evaluation to be placed in the member's personnel file. The Human Resources Administrator shall read the evaluation and the member's objections and shall sign the document indicating the evaluation and objections have been reviewed.

If a non-tenured member fails to receive a written evaluation by March 15, the evaluation summative rating shall default to no less than the proficient level. If any tenured member who received a summative rating of proficient or needs improvement on their most recent evaluation does not receive a completed, written evaluation by May 15, the member will receive a summative rating of proficient. In the event that a member who received a

summative rating of excellent on his/her most recent evaluation does not receive a completed, written evaluation by May 15, they will receive a summative rating of excellent.

Professional Development Plan (PDP) - When a tenured member receives a summative rating of Needs Improvement, the evaluator, in consultation with the member, will develop within thirty (30) school days after completion of the summative evaluation rating a Professional Development Plan ("PDP") directed to the areas that need improvement and will include any supports that the District will provide to address the areas identified as needing improvement. The PDP cannot be put into effect until the affected member has received a copy of such plan. A member who will be working with their administrator to develop a PDP will have a minimum of three (3) days to review the plan and give feedback before the plan is finalized. The member is evaluated again the following year. The member may request an Association representative to assist with the development of the PDP.

Remediation Plan - When a tenured member receives a summative rating of Unsatisfactory, the evaluator, in consultation with the member, will develop within thirty (30) school days after completion of the summative evaluation rating a Remediation Plan designed to correct deficiencies cited. The Remediation Plan shall provide for 90 school days of remediation after which an evaluation will be conducted within 10 days following the conclusion of the Remediation Plan. The member is evaluated again the following year. The member may request Association representative to assist with the development of the Remediation Plan.

5.5 GRIEVANCE OF EVALUATION PROCEDURES

Should the procedures in Article V be subject to a grievance, the date of the summative evaluation rating shall serve as the starting point for any timelines under Article IV.

5.6 REVIEW OF SUMMATIVE RATING

If a member believes a summative rating is unjust, the member may place objections in writing and submit the appeal to the Human Resources Administrator with a copy to the Association and to the evaluator. The written objection must include a description of the content in dispute and the member's proposed corrections. The Human Resources Administrator will review the objections and issue a determination. The Human Resources Administrator may direct the supervising administrator to make the corrections, or may affirm the evaluation as written. If the Human Resources Administrator affirms the evaluation, the member will be informed in writing. Written requests for corrections and subsequent administrative responses will be attached to the evaluation in the member's personnel file..

5.7 NON-RENEWAL FOR PERFORMANCE

When a year-one non-tenured member receives a summative rating of Unsatisfactory, the member will not be recommended for contract renewal.

When a year-four non-tenured member will not be recommended for continued service (tenure) due to inadequacies in performance, the supervising administrator shall notify the Superintendent and/or designee no later than March 15. At least ten (10) school days prior to this date, the member's supervising administrator shall advise the member of the recommendation and the reasons therefore. The member may, within fifteen (15) school days thereafter request such reasons to be provided in writing and/or a meeting with the Board. Such hearing shall be granted within twenty (20) calendar days of the request. The member has the right to union representation at such meeting. Any information to be used in the dismissal proceedings not in the member's file at the time of the notice of dismissal shall be given to the member as soon as possible but not later than one week prior to the meeting.

ARTICLE VI – INDUCTION AND MENTORING

6.1 OVERVIEW

All members new to the district will participate in a mandatory two year induction and mentoring process. The program shall consist of observations and professional development targeted to introduce staff members to the programs in the District and to shape high quality teaching practices in our new staff members. The program shall be member-driven. A committee consisting of no more than eight (8) members selected by the AEA-W President and no more than five (5) administrators selected by the Assistant Superintendent of Teaching and Learning will be appointed annually. This committee will be responsible for making recommendations regarding programming, developing program components, and assisting in providing training, gathering feedback, and evaluating the program. The professional development coordinator will facilitate mentor committee meetings and set the agenda in consultation with the Assistant Superintendent of Teaching and Learning. Recommended changes to the mentoring program will be presented to the Assistant Superintendent of Teaching and Learning for approval. If the changes are not approved, then the Assistant Superintendent of Teaching and Learning must meet with the committee and a jointly acceptable solution shall be made. Note: If Title II funding is decreased, the district will not be able to support a full-release of a professional development coordinator, which may impact the mentor/induction program.

6.2 MENTOR TEACHERS

Any member who received at least a proficient on their last two evaluations may be selected as a mentor teacher. Selection shall be on a volunteer basis unless the number of volunteers is less than the number of mentors needed in a given school year. The mentor shall work with the new member for the entire two year cycle. No mentor shall be required to supervise more than one member at any one time. Prior to June 30 of a given year, qualified members shall submit their names to the professional development coordinator for consideration as mentors for the following two years. A member shall be informed by the first day of school if they are to serve as a mentor teacher. For new members hired after the beginning of the school year, mentor teachers will be assigned by the professional development coordinator as needed. Mentors will be compensated with a flat stipend of seven hundred and fifty dollars (\$750) per year for the two year program. Mentors who are not fulfilling their obligation, will be reported to the Assistant Superintendent of Teaching and Learning. Failure to fulfill the obligations outlined above may result in removal of duties and the stipend will be prorated.

6.3 ASSIGNMENT OF MENTORS

A licensed member who meets the mentoring requirements but does not volunteer his or her service as described above may be selected by the professional development coordinator in consultation with the building principal to serve as a mentor. In this case, the licensed member has the option of refusing to take on such responsibility. If no other licensed member agrees to take on that mentoring position, the professional development coordinator in consultation with the principal may assign any qualified member to serve as a mentor.

6.4 OBSERVATIONS & PROFESSIONAL DEVELOPMENT

During the first and second years of the program, a new member will be observed by their mentor at least two times each year, observe their mentor at least two times each year, complete at least two written reflections each year, and participate in the monthly professional development related to district approved curricula, district procedures, instructional practices, and mandated reporting. New staff members who complete the entire two year mentoring/induction program will be granted in-service credit equivalent to four (4) graduate credit hours. Professional development in the second year of the program will be based on the results of systematic data collection of needs identified during observations and trainings during the first year of the program. Failure to participate in the monthly professional development may be noted within that member's evaluation.

6.5 OBSERVATION FEEDBACK

Observations for the purpose of this mentoring program shall be conducted by the mentor or the new member, and no information from the observations can be used in the evaluation process. Observations should be scheduled to provide ample time for the new member and their mentor to debrief after the observation. Feedback on observations should be constructive and aimed at identifying strengths and weaknesses to facilitate on-going professional growth.

6.6 REQUESTING A MENTOR

Observations for the purpose of this mentoring program shall be conducted by the mentor or the new member, and no information from the observations can be used in the evaluation process. Observations should be scheduled to provide ample time for the new member and their mentor to debrief after the observation. Feedback on observations should be constructive and aimed at identifying strengths and weaknesses to facilitate on-going professional growth.

Any staff member who is new to a grade level, new to a building, or new to an assignment may request to be assigned a mentor. Such a request should be made to the professional development coordinator. The Assistant Superintendent of Teaching and Learning will approve such a request. Mentoring of this sort should be tailored to the individual needs of the member who is being mentored. Support could include, but would not be limited to observing in the mentor's classroom, having the mentor observe in the mentee's classroom, and attending professional development activities together. The time and commitment for this type of mentorship will vary from situation to situation. These mentors may turn in time sheets for time spent observing in the mentee's classroom and time spent beyond contractual time working with the member. A mentor may turn in up to ten (10) hours total in timesheets for mentoring activities.

ARTICLE VII - VACANCIES AND TRANSFERS

7.1 NOTICE OF ASSIGNMENT

All members shall be given a written statement of intent as to the forthcoming years' assignment by grade level and/or subject. This information along with the members' current placement on the salary schedule will be provided no later than May 15th. Such assignment shall represent the Administrator's best judgment as to what the assignment will be based on data available at the time such assignment is rendered. Changes in assignment may become necessary, however, and shall be effective by written notice. In the event the member perceives such a change as being unnecessary, the member may request a review by the Human Resources Administrator and the Association President. The request must be made in writing and submitted to the Human Resources Administrator within ten (10) work days of receipt of the notice of the change in assignment.

7.2 NOTICE OF VACANCIES

7.2.1 Definitions

Opening: A position that may be filled by a qualified member within the building.

Vacancy: An open position in the bargaining unit that cannot be filled by a qualified member within the building. **Vacancies do not include openings created by approved leaves of absence.**

Work Day: A work day is defined as a day when the Administration Office is open for business.

7.2.2 Procedures

- A. When an opening exists, the building principal will announce to the building staff that an opening exists. Staff members in the building will have five (5) work days to express interest in the position in writing.
- B. The building principal has five (5) work days to decide whether or not to fill the position with an internal candidate. Licensure, qualifications, merit and ability, and relevant experience shall be considered. When all else is equal, district-wide seniority will be considered.
- C. If the position is filled internally, the internal candidate's position will become an opening subject to 7.2.2, sections A and B. If the position is not filled internally, it becomes a vacancy.
- D. The vacancy will be posted in accordance with 7.2.3 – 7.2.5.
- E. Tenured members within the district who are qualified for the vacant position must be granted an interview.

- 7.2.3 A notice of all available administrative, supervisory, or licensed positions including newly created positions shall be posted in all buildings when schools are in session. A copy of each notice shall be e-mailed to the Association and e-mailed to all staff. Notice of administrative and supervisory positions shall include minimum qualifications, salary ranges and job descriptions. No permanent appointment shall be made until such vacancy has been posted for at least ten (10) school days, except that vacancies which occur after June 1 may be filled after being posted five (5)

calendar days. A copy of each notice will be made available to the Association in a designated location in the Central Administrative Office. Vacancies occurring after the commencement of the school term may be temporarily filled until the close of such term. All vacancies in positions paying a salary differential shall be posted in the buildings in which such positions occur, and such vacancies shall not be filled for at least five (5) work days. During the summer, vacancy notices will be e-mailed to members.

7.2.4 All summer school teaching positions anticipated as of May 1 shall be posted in all schools within five (5) school days of May 1.

7.2.5 A vacancy exists only if a member is terminating and not scheduled to be re-employed for the following school year. A tenured member applying for such a vacancy shall be given special consideration provided that the vacancy is in an instructional area for which the person is highly qualified. If a tenured member is not given the position, a notice in writing will be given to the member indicating the reasons they were not given the vacancy.

7.3 VOLUNTARY TRANSFERS

7.3.1 A voluntary transfer is a transfer from one building to another building where the member has applied for the position in the second building. Any member on tenure status or who will be eligible for tenure status in the coming school year may apply for transfer to another building where a vacancy exists. Such application shall be in writing to the building principal where the vacancy exists. The interests and aspiration of the individual member as well as the needs of the District shall be considered in all transfer decisions. If a request for transfer is denied, the reason for denial shall be stated to the member. In the event the member perceives a denial as unjust, the member may request a review by the Superintendent and/or designee and President of the Association. This request for a review must be made in writing to the Superintendent of Schools and/or designee within ten (10) working days of being informed of the denial

7.3.2 The Board agrees that prior to the implementation of transfers required by school closings, school boundary changes, or grade level reorganization it will consult with the Association with regard to procedure for such transfers.

7.4 INVOLUNTARY TRANSFER

7.4.1 An involuntary transfer is a transfer from one building to another where the member has not applied for the position in the second building. Involuntary transfer of members to another building shall be made only as necessary to assure the effective operation of the instructional program. Any member involuntarily transferred shall be given ten (10) working days notice of said transfer. In the event that a transfer must occur sooner to maintain the integrity of the learning environment, the Association President will be notified in writing immediately. The Association President will work with the Superintendent or his/her designee to facilitate the transfer. Any member transferred without request shall be given priority consideration for reassignment to future vacancies for which the member is qualified. The term "qualified" shall include as one of its characteristics the needs of the District. A member may submit time sheets for up to 10 hours in order to help facilitate the person's move (take down and

set up of the new room), unless release time from their assignment has been provided to facilitate the move.

7.4.2 Members who have been involuntarily transferred may request that they be informed of any vacancy which becomes available for which they are qualified. Such request shall be in writing and state the specific position of interest. In order for such request to remain in force, the request must be made annually.

7.4.3 Any member involuntarily transferred may request a review of the transfer by the Superintendent and/or designee and the Association President. The request for a review must be made in writing to the Superintendent of Schools and/or designee within ten (10) work days of receipt of the notification.

7.5 RESIGNATIONS

The Board agrees that if resignations of bargaining unit members occur during the school year due to unusual circumstances, such vacancies will be filled as promptly as is reasonably possible consistent with the Agreement and appropriate screening procedures. Resignations submitted within the last three weeks before the start of a semester will only be approved once a replacement has been identified.

ARTICLE VIII - WORKING CONDITIONS

8.1 STAFF HOURS

8.1.1 The member's day at school shall conclude no later than eight (8) hours after the time established as the staff starting time of that school. No member shall report for duty later than fifteen (15) minutes before the pupils' regular school day in the morning. Opening of the pupils' day shall mean that time when the first meeting with students shall commence. The period set aside for lunch shall not be less than fifty (50) consecutive minutes and duty free, and shall be included in the aforementioned eight (8) hours. Any non-classroom member whose duties do not coincide with the regular school day or any member working in a split-shift program shall have a comparable reasonable standard applied to hours based upon the eight (8) hour day.

On days when students are not in attendance, the district will provide a calendar to be reviewed with AEA-W leadership prior to the first day of staff attendance. These days will not exceed 6 hours of professional learning if a lunch period is not scheduled or 7 hours if a lunch period is included in the day. Scheduled professional learning days start and end times take precedence over normal work hours for each level. Employees going "Out of District", for Professional development will follow the hours for the Out of District activity.

8.1.2 Duty Free Lunch - The Board of Education recognizes that each member in our system is entitled to a duty free lunch period each day. Members forfeiting a portion of their lunch period to assume extra duties shall be compensated as outlined in section 13.10 of this agreement.

8.1.3 Any member whose classroom obligations deny the full fifty (50) minute lunch shall be given released time at the end of the day to the extent that the lunch period is less than fifty (50) minutes. If a teacher is required to travel during the school day in order to teach at another school that travel time would be the equivalent of one-half of a section or 25 minutes.

8.1.4 If a member's after-school extracurricular activity obligation conflicts with the member's regular school hours because the member is required to travel to a different school building for that obligation, the member may request to leave before the end of the regular school day to have a reasonable amount of time to travel to the other school building, provided that:

- A. The member has attempted to obtain permission from the lead supervisor of the extracurricular activity to arrive later than the activity's start time in lieu of leaving early from the regular school day, and the lead supervisor has informed the member that such accommodation is not possible;
- B. The member does not leave the regular school day during a period in which the member is charged with student instruction or supervision; and
- C. The member submits a request to his or her building principal in writing at least 24 hours in advance of the need to leave early from the regular school day. This request should include the time of day at which the member intends to leave and the number of days the obligation will last.

Building principals may deny a member's request to leave before the end of the regular school day under this Section if the request would conflict with a PLC, student instruction or supervision, or other scheduled staff meetings. If a member leaves before the end of the regular school day under this Section, the member shall make up the missed school day time, with no additional pay, during another school activity as arranged with the member's building principal.

8.2 GENERAL EDUCATION CLASS SIZE

At the elementary level, balancing class sizes at each grade level is expected as the initial remedy to potential class size problems. At the middle and high school levels, balancing class sizes in each subject area is expected as an initial remedy to potential class size problems. Enrollment in lab classes will not exceed available lab stations unless no other option exists. If lab classes exceed lab stations then a meeting will be held between the teacher(s), lead teacher, and administration to determine changes needed in curriculum due to the overload in class size.

To provide guidance to the administration in managing this policy, the following class size thresholds will be used to identify classes where intervention is necessary. It is recognized that both fiscal and facility resources may impact class size resolution.

8.2.1 Elementary School

Monolingual Education

Level	Optimal	Maximum	Optimal	Maximum
K	22	24	21	22
1	23	25	22	24
2	24	27	23	25
3	25	29	25	27
4	27	29	26	27
5	27	29	26	27

Blended Education

Bilingual Education

Level	Optimal	Maximum
K	21	22
1	22	23
2	23	25
3	25	25
4	25	25
5	25	25

Blended class size numbers are in place when the number of EL students is 8 or more in K-2 or 10 or more students in 3-5. These Blended class size numbers will contractually go into effect in the 24/25 school year. Split level classrooms will not be utilized at any time to meet class size options. If special circumstances exist where the district needs to exceed the maximum number of students, the Administration will ask the Association for approval to exceed the maximum by one (1) student. The Association, in consultation with the classroom teacher, will determine if the maximum will be exceeded by one (1) student on a case by case basis. The district may request to exceed the maximum by no more than two (2) students in any particular class.

If an agreement is made to accept an additional student, the classroom teacher will have the choice of a half day paraprofessional (3 hours) or a stipend of \$2000 prorated for the days the classroom is over maximum.

- a) If the teacher chooses a paraprofessional for the first additional student, then the teacher can have one additional student added to the class should the district need to.
- b) If the teacher chooses the stipend, then the district must make a separate request to add the second additional student. If a second student is requested and agreement is made to accept an additional student then they will receive an additional \$2500 stipend for the second additional student.

No classroom may exceed their maximum without the agreement of the Association.

Students who are rostered to a self-contained special education classroom, but push into a regular education classroom, will be considered part of the classroom roster if at any time they are without a para or if with a para they spend one (1) hour or more in the classroom. At no time shall a regular education classroom that has received students from a self-contained classroom contain more than two (2) students above the maximum for the grade level.

8.2.2 Middle School

If other resolutions cannot be achieved, a teacher stipend may be offered at the middle school level. In unusual circumstances, a paraprofessional will be provided if mutually agreeable with the teacher and the Superintendent or his/her designee.

Middle School Thresholds

Academic Classes (does not include chorus or instrumental music)

One to three sections over 30 – Middle School Option A

Four or more sections over 30 – Middle School Option B

Health Classes

One to three sections over 32 – Middle School Option A

Four or more sections over 32 – Middle School Option B

Physical Education

One to three sections over 32 – Middle School Option A

Four or more sections over 32 – Middle School Option B

The average number of students in a course may not exceed the maximum without agreement from the Association and Administration.

Middle School Options

Option A One \$1000 professional stipend prorated for the time the threshold is met.

Option B One \$2000 professional stipend prorated for the time the threshold is met.

8.2.3 High School

If other resolutions cannot be achieved, a teacher stipend may be offered at the high school level.

High School Thresholds

Academic Classes (does not include chorus or instrumental music)

One to two sections over 32 – High School Option A

Three or more sections over 32 – High School Option B

Physical Education

One to two sections over 42 – High School Option A

Three or more sections over 42 – High School Option B

The average number of students in a course may not exceed the maximum without agreement from the Association and Administration.

High School Options

Option A One \$500 professional stipend per semester prorated for the time the threshold is met.

Option B One \$1000 professional stipend per semester prorated for the time the threshold is met.

8.2.4 Class Size Committee

A. The District Class Size Committee shall monitor class sizes as per the Staffing Standards set out in section 8.2 and section 8.3. The District Class Size Committee will meet at least three (3) times per year, unless mutually agreed to cancel a meeting : (1) before the first student attendance day of the school year; (2) the second Monday in September; and (3) by the third Tuesday in January.

The District Class Size Committee will be charged with recommending solutions for any significant class size problems to the Superintendent or designee. The District Class Size Committee will consist of five to six (5-6) members to be appointed by the Association and five to six (5-6) members to be appointed by the Superintendent or designee.

B. For the elementary level, the Administration will provide the Association, on a monthly basis, information in writing regarding any elementary classrooms that exceed the class size requirements contained in Section 8.2.1. For the middle school and high school levels, Administration will provide the Association, on a monthly basis, information in writing regarding any middle school or high school sections that exceed the limitations contained in Sections 8.2.2, 8.2.3, or 8.3.13.

C. In considering any class size problem, representatives of the AEA-W shall first meet with the Principal(s) of the affected building(s) and review such problem, if necessary the class size committee can be convened to address the issue, by consensus, the District Class Size Committee will make whatever recommendation it sees as desirable.

The District will provide in-service training for members as appropriate to deal with the effective use of paraprofessionals and/or part-time members.

8.2.5 Communication

The process for resolving class size issues, including timelines, resource pool, and progress, will be clearly communicated to the Association as changes are made or upon request of the Association or Administration.

In the event a student's placement exceeds the limitations in Sections 8.2.2, 8.2.3, or 8.3.13, the Administration will notify the affected teacher of the placement at least 24 hours prior to the student attending class if possible. The Association will be included in such notice. The notice will provide a brief explanation of the reason for the student's placement. The Association and the Administration recognize the importance of placing students in classes as soon as possible with minimal disruption. The Administration may consider placing a student in a class until a more optimal placement becomes available.

8.3 SPECIAL EDUCATION CLASS SIZE, CASELOADS AND WORKLOAD

- 8.3.1 Pursuant to administration regulations promulgated by 23 ILL. Admin. Code 226.735, a workload committee will work collaboratively to maintain a plan that establishes guidance for all special educators including elementary, middle, and high school. The workload committee will be a joint committee which consists of not more than four (4) members appointed by the District and not more than eight (8) members appointed by the Association, to include special education teachers and other service providers. The committee will be led by a mutually agreed upon facilitator. The purpose of the committee is to establish guidance on the workload of special educators so that all services included on a student's IEP are provided at the level specified. The workload for special educators shall be based on an analysis of the activities for which the District's special educators are responsible and shall encompass, but not be limited to: individualized instruction, consultative services and other collaboration among staff members, attendance at IEP meetings and other staff conferences, and paperwork and reporting.
- 8.3.2 A class shall be defined as any circumstance where only students with IEPs are served and at least one special education teacher is assigned and provides instruction and/or therapy exclusively to students with IEPs. Classes will be formed with consideration of the age of the students, the nature and severity of their disabilities, the educational needs of the students, and the degree of intervention necessary.
- 8.3.3 Classes in which all students receive special education services for twenty (20) percent of the school day or less shall have at least one qualified teacher for each fifteen (15) students in attendance during any given class.
- 8.3.4 Classes in which any student receives special education services for more than twenty (20) percent of the school day but no more than sixty (60) percent of the school day shall have at least one (1) qualified teacher for each ten (10) students in attendance during that class. The District may increase the class size by a maximum of three (3) students when a paraprofessional is provided for the entire class. West Aurora High School instructional classes in the Diversified Department will be considered as

meeting this criteria. If a class meets the criteria as described above in 8.3.4, the following will be applied:

- Teachers will be asked their preference in having a paraprofessional assigned to their classroom, and a schedule of support developed, in the first seven (7) days of school.
- Teachers have the right to decline the paraprofessional option if the above conditions in 8.3.4 are met.
- If the teacher falls below eleven (11) students in a class, the paraprofessional assigned may be pulled from the classroom to support in classrooms that do meet the threshold. The needs of the students and staff will be evaluated prior to making that decision.
- If there is a shortage of paraprofessionals to support needed classrooms, the paraprofessional may be split between multiple classrooms during any class period until such time as a professional can be hired.

- 8.3.5 Classes in which any student receives special education services for more than sixty (60) percent of the school day shall have at least one (1) qualified teacher for each eight (8) students in attendance during that class. The District may increase the class size by a maximum of three (3) students when a paraprofessional is provided for the entire class.
- 8.3.6 Each class for children ages three (3) through five (5) shall have at least one (1) qualified teacher for each five (5) students in attendance during that class. The District may increase the class size by a maximum of three (3) students when a paraprofessional is provided for the entire class.
- 8.3.7 The maximum class sizes set forth in subsections 8.3.2-8.3.6 shall, if necessary, be further adjusted to account for the activities and services in which the affected educators participate in order to provide students with IEPs the free, appropriate public education in the least restrictive environment to which they are entitled.
- 8.3.8 Classes within the Life Skills Department at Hope Wall School must be staffed with at least one (1) qualified teacher and one (1) paraprofessional. Every effort will be made to assign two (2) paraprofessionals to the entire class. The maximum shall not exceed thirteen (13) students.
- 8.3.9 Classes within the Multi-Needs Department at Hope Wall must be staffed with at least one (1) qualified teacher and two (2) paraprofessionals assigned to all students in the room. The maximum number of students shall not exceed eight (8) students. The District may increase the class size by two (2) students with the addition of a third paraprofessional assigned to the entire class. When the ninth student is added to a multi-needs classroom and that student has an IEP provision for a one-on-one paraprofessional, the additional third paraprofessional assigned to the entire class will not be assigned until it reaches ten (10). If the tenth student assigned also has an IEP provision with a one-on-one paraprofessional the third classroom paraprofessional will not be assigned.
- 8.3.10 Classes in the Exceptional Needs Department at Hope Wall shall be staffed with at least one (1) qualified teacher and two (2) paraprofessionals assigned to all students in the room. The maximum number of students shall not exceed eight (8)

students. The District may increase the class size by two (2) students with the addition of a third paraprofessional assigned to the entire class. When the ninth student is added to an exceptional needs classroom and that student has an IEP provision for a one-on-one paraprofessional, the additional third paraprofessional assigned to the entire class will not be assigned until it reaches ten (10). If the tenth student assigned also has an IEP provision with a one-on-one paraprofessional the third classroom paraprofessional will not be assigned.

- 8.3.11 Classes in the Intensive Needs Department at Hope Wall shall be staffed with at least one (1) qualified teacher and one (1) paraprofessional assigned to all students in the room. The maximum number of students shall not exceed five (5) students. The District may increase the class size by two (2) students to a maximum of seven (7) with the addition of a second paraprofessional assigned to all students in the room. When the sixth student is added to an intensive needs classroom and that student has an IEP provision for a one-on-one paraprofessional, the additional second paraprofessional assigned to the entire class will not be assigned until it reaches seven (7). If the seventh student assigned also has an IEP provision with a one-on-one paraprofessional the third classroom paraprofessional will not be assigned.
- 8.3.12 Class sizes in subsections 8.3.8-8.3.11 may be further adjusted based on the nature and severity of student disabilities in a given class. Additional one on one or classroom paraprofessional help shall be determined with consideration of the nature and intensity of support needed by the students in the classroom.
- 8.3.13 If special circumstances exist where the district is unable to recruit the paraprofessional needed to fulfill the staffing requirements outlined by 8.3.8 – 8.3.11 above, the classroom teacher will receive a stipend of \$2000 prorated for the days the classroom is over maximum without a paraprofessional.
- 8.3.14 When a student's IEP calls for services in a general education classroom, the student must be served in a class that is composed of students of whom at least seventy (70) percent are without IEPs, that utilizes the general curriculum, that is taught by an instructor licensed for general education, and that is not designated as a general remedial classroom. In the event the state ratio guidelines above are changed, it is agreed that any modifications from this current practice will be done on a case by case taking into consideration the specific needs of the students in the classrooms involved as documented in their IEP.
- 8.3.15 The maximum case load for a speech-language pathologist shall be sixty (60) students with the exception of cases including Hope Wall and ELA which will be fifty-five (55) students. Speech-Language pathologists who travel between buildings shall have their case load reduced by three (3) students for the first additional building and one (1) additional student for every additional building. Speech-language pathologists will receive two (2) paperwork days annually.
- 8.3.16 The maximum caseload (workload) for special educators who provide direct or indirect services to one or more students who receive special education services for less than sixty (60) percent of the school day shall be fifteen (15) students.

Additional students may be added to the fifteen student maximum in 8.13.16 under the following circumstances:

- 1) A new student moves into the district or in from another building;
- 2) A student is newly-qualified for special education services;
- 3) A student is returned from outplacement or moved out of a self-contained classroom.

A student added for one of the reasons above may remain on the special educator's caseload for a maximum of 100 school days. The teacher will receive a prorated stipend, not to exceed \$2000 per school year, for the number of school days the teacher carries the extra student. Any increase above the maximum will be done in consultation with AEA-W and the member.

8.3.17 The case manager responsible for the preparation of documents for Individual Education Plans will be granted two (2) full days per year of release time to prepare for annual reviews, summarize progress monitoring data, or prepare alternative assessment materials. The member must use the release time to work in their assigned building or elsewhere in the district with prior approval from the building administrator.

8.3.18 Social workers will be granted two (2) full days per year of release time per year for completion of required special education paperwork.

8.3.19 School psychologists will be granted one full day (1) full days per year of release time per year, for completion of required special education paperwork. The member must use the release time to work in their assigned building or elsewhere in the district with prior approval from the building administrator.

8.4 CONTACT TIME

Student contact time shall be defined as time spent supervising students for the purposes of instruction or safety during normal student hours. Every effort shall be made to keep at a minimum classroom interruption that infringes on the time allotment. These limitations shall not be construed to preclude additional member assignments for supervision of halls during passing times, recesses, playground, buses, or homerooms. The remaining time shall be used for planning, preparation, conferences and participation in meetings called by District or building administrators.

8.5 ELEMENTARY TEACHER WORK DAY

8.5.1 Staff hours for the elementary school level will be 7:40 am to 3:25 pm on school days except as provided in subsection 8.5.10 and 8.5.13.
Student contact time begins at 7:55 am and ends at 2:20 pm.

8.5.2 Elementary school staff shall have a 40 minute duty-free lunch each school day.

8.5.3 All meetings will be limited to 40 minutes. This does not include IEP or meetings involving parents.

8.5.4 Wednesday afternoons from 2:45 to 3:25 shall be reserved for PLC time or faculty meetings. No other meetings at the District or Building level may be scheduled during

this time. PLC time or faculty meetings under this section 8.5.4 may be rescheduled to another 40-minute time period during the same school week with the building principal's prior written consent.

- 8.5.5 No elementary staff member shall be expected to participate in more than one (1) building committee. This does not prevent a member from volunteering to participate in more than one (1) committee. Every effort shall be made to schedule committee meetings so as no member is required to attend more than one per month.
- 8.5.6 Elementary staff members shall have a maximum of 2 meetings a week. Elementary staff members shall not be expected to attend after-school meetings during the weeks of conferences.
- 8.5.7 Elementary staff members shall not be expected to attend after-school meetings during the five (5) day period prior to when report cards are due, with the exception of PLC time under Section 8.5.4 and one other meeting during this five (5) day period.
- 8.5.8 Nothing in subsections 8.5.6 and 8.5.7 prevents a member from voluntarily attending a meeting during either of those weeks.
- 8.5.9 Nothing in subsections 8.5.6 and 8.5.7 shall prevent a principal from calling an emergency meeting during one of those protected weeks. Additionally, staff members may still be required to attend meetings related to special education or a specific student, for example Tier 3 or student crisis, or staff issues not specifically covered by an established building or district committee.
- 8.5.10 On Fridays or days preceding holidays connected to a weekend or break, the members' day shall end at the close of the pupils' day when students have cleared the building or ten minutes after dismissal. This does not apply when a School Improvement or Inservice is scheduled, as a full work day is expected to maximize training time.
- 8.5.11 Elementary staff shall be responsible for no more than 1550 student contact minutes per week.
- 8.5.12 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one (1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate. PPS team leaders will be provided expectations of their responsibilities, including these scheduling requirements, prior to the beginning of the school year.
- 8.5.13 Elementary supply drop off will occur during the evening on one of the two teacher institute days at the beginning of the year. Work hours for that day will be 11 am to 6 pm.
- 8.5.14 Grade level meetings shall be held periodically throughout the year, not to exceed 4 occurrences. When called, the expectation is that all members of a grade level are

present. On or before the first building day, a calendar will be created noting the dates of grade level meetings. Due to inclement weather, the meeting may be held synchronously.

Because of this adjustment it is mutually understood that members are responsible for information shared in weekly updates sent to the grade level/content area via the various forms of district communications to staff.

8.6 MIDDLE SCHOOL TEACHER WORK DAY

- 8.6.1 Staff hours for the Middle School level shall be from 8:00 am to 3:40 pm
- 8.6.2 Middle School staff shall have the equivalent of a full class period duty free lunch each school day.
- 8.6.3 The Middle School will have a late start on one school day each week to accommodate Professional Learning Community (PLC) activities. The PLC meetings will alternate each week between (a) teacher and grade level collaboration and (b) building SIP focus. Teacher and grade level meetings will be at the member's home building unless the member determines collaborating at another district building would be more beneficial (in that case the member will notify the building principal of the location of their PLC).

A calendar of meetings will be collaboratively developed with District Administration and the Association. Meetings will rotate between building improvement focus and member collaborations.

These meetings will be used for instructional conversations, discussions about struggling students, MTSS, department content discussion and planning, co-teacher or department collaboration, grade-level discussion, and problem-solving conversations. Lead teachers will collaborate with building administration and curriculum coordinators in preparing meeting agendas and facilitating meetings when appropriate.

- 8.6.4 Mandatory Middle School faculty meetings shall be limited to one (1) per month and can begin no earlier than 8:00 am.
- 8.6.5 Middle school teachers can be required to serve on no more than one (1) building committee which meets no earlier than 8:00 am. on school days. Staff are not precluded from serving on more than one (1) committee.
- 8.6.6 Middle school staff shall not be required to attend more than two (2) meetings per week before school, including the one (1) faculty meeting each month. Staff may voluntarily attend more meetings.
- 8.6.7 Efforts shall be made to limit the number of preps a middle school teacher has in a single day to three (3) or less. It is understood that the nature of a middle school schedule may, from time to time, lead to more than three (3) preps. The Association will appoint a small team to meet with scheduling administrators to review the schedule for each middle school to ensure that every effort to limit the preps to three (3) has been made. The review and discussion will include but not be limited to the

following: double blocked classes, limiting grade level assignments and content areas. An initial meeting will take place at the beginning of May and an additional meeting if necessary will take place before the end of the school year. An instructional period is defined as any class that requires preparing lesson plans or requires evaluating student performance. The number of preps is calculated by counting each instructional period that requires different planning due to different content expectations, including different levels of a content (for example Honors 7th grade science is a different prep from 7th grade science). Within ten (10) days of the start of each semester, each middle school principal or their designee will share with the Association President, or designee, the number of teachers who have more than three (3) preps.

- 8.6.8 Middle School teachers will have 6 class periods, one (1) supervisory or support period, and one (1) planning period each day.
- 8.6.9 Additional support will be provided for teachers who have more than three (3) preparations. For purposes of this section only, every class that is a different period is a preparation. For example, double-block math and double-block language arts are two (2) preparations. However, multiple periods of the same class are considered one preparation. These teachers will be provided one day of full release per semester during the school year for preparation. These days may be split into half days if requested. Teachers will sign up for a professional development or building substitute coverage on a first-come, first-serve basis.
- 8.6.10 Middle school staff shall be reimbursed at the internal substitute rate for internal subbing per full period. Middle school staff may be required to substitute internally for one period each semester and may fill out a timesheet. Staff members reserve the right to decline any additional internal subbing assignment.
- 8.6.11 Middle school staff members shall be responsible for no more than 1550 student contact minutes per week.
- 8.6.12 Extra Instructional Assignments

When an extra instructional assignment is necessary, classes will be offered in the department to those who wish to participate, are available and qualified to teach the subject, and have curricular expertise. Seniority and performance ratings will also be factors when determining overload assignments. Teachers may not accept more than one (1) overload assignment at a time. A teacher will not be permitted to accept an overload assignment for more than two (2) years in a row unless no other qualified teacher volunteers.

Overloads will be paid in the quarter or semester in which they occur at one-sixth of MA5 (Step B beginning in the 2025-26 school year) on the salary schedule if the teacher does not have a supervision or at one-sixth of MA12 (Step L beginning in the 2025-26 school year) if the teacher must keep their supervision in addition to the additional content course. Scheduling of the overload section will dictate which situation is offered. Members will be informed of the schedule and overload rate when the position is needed.

- 8.6.13 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one (1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate.
- 8.6.14 A committee consisting of representatives of AEA-W membership from the four (4) middle schools, middle school administrators, district administrators, and Association leadership shall be convened on an ongoing basis through the length of this contract to discuss potential changes to middle school working conditions and student learning opportunities.

8.7 HIGH SCHOOL TEACHER WORK DAY

- 8.7.1 Staff hours for the High School level shall be from 7:20 am to 3:10 pm on school days.
- 8.7.2 High School staff shall have the equivalent of a full class period duty free lunch each school day.
- 8.7.3 High School teachers will have five (5) class periods of no more than fifty-three (53) minutes each day and one (1) planning period of at least fifty (50) minutes except on adjusted schedule days.
- 8.7.4 Teachers will either have:
- A. One (1) supervision of no more than fifty-three (53) minutes for the entire year or
 - B. One (1) supervision of no more than fifty-three (53) for one (1) semester and one (1) study hall supervision of no more than twenty-five (25) minutes for the entire year.
- 8.7.5 The maximum amount of contact minutes is an average of 1550 minutes per week.
- 8.7.6 The building administration reserves the right to convene a staff meeting lasting no more than thirty (30) minutes each month before and after school where faculty is required to attend whichever session best fits their schedule. The schedule for these staff meetings will be shared with staff on the first day of school. Agendas for these meetings will be provided to staff forty-eight (48) hours in advance of the meeting.
- 8.7.7 Supervisions
- A. The staff will be provided an update list and job description for each supervision option by the first staff attendance Monday of April.
 - B. By April 15th teachers will be asked for personal preferences of supervision options for the successive school year.
 - C. Consideration will be given to assigning supervisions based on teacher preference.
 - D. Supervisions may have a class size up to a maximum of 42 where space permits.

- F. Staff members who are assigned to Academic Assistance Center for supervision will receive a stipend of \$1000 per semester.
- 8.7.8 Waubonsee Community College Dual Credit Classes
- A. Administration is responsible for annually educating all staff about the Dual Credit (DC) pathways and offerings. Upon implementation of a new WCC class, the District will provide paid summer curriculum work for each new course, course revisions, and all new teachers of existing courses. Administration will support professional development opportunities for DC and encourage WCC to provide the Associations' DC teachers with appropriate collegiate level professional development opportunities and training.
- B. In the event that WCC changes the course or course textbook, teachers may be granted up to twenty-five (25) hours for curriculum work at the curriculum rate to make the necessary course revisions with prior approval from building administration.
- 8.7.9 If WCC and District 129 partner to offer classes other than dual credit, a committee of Association members appointed by the AEA-W President, administration, and WCC staff will meet to determine parameters for those offerings. Any new classes will follow the parameters in 8.7.8A.
- 8.7.10 Where appropriate, efforts will be made to run classes with physical limitations (i.e. some art and science classes), classes with heavy student grading and student project needs (i.e. Dual Credit and AP Classes) below the established class cap. In determining the final class size, district resources, student scheduling needs and the remaining time in the school year will all be considered.
- 8.7.11 Extra Instructional Assignments
- When an extra instructional assignment is necessary, classes will be offered in the department to those who wish to participate, are available and qualified to teach the subject, and have curricular expertise. Seniority and performance ratings will also be factors when determining overload assignments. Teachers may not accept more than one (1) overload assignment per semester. A teacher will not be permitted to accept an overload assignment for more than two (2) years in a row unless no other qualified teacher volunteers. Overloads will be paid in the quarter or semester in which they occur at one-fifth of MA5 (Step B beginning in the 2025-26 school year) on the salary schedule if the teacher does not have a supervision or at one-fifth of MA12 (Step L beginning in the 2025-26 school year) if the teacher must keep their supervision in addition to the additional content course. Scheduling of the overload section will dictate which situation is offered. Members will be informed of the schedule and overload rate when the position is needed.
- 8.7.12 High school staff shall be reimbursed at the internal substitute rate for internal subbing per full period. High school staff may be required to substitute internally for one period each semester and may fill out a timesheet. Staff members reserve the right to decline any additional internal subbing assignment.
- 8.7.13 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not

include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one (1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate.

- 8.7.14 A committee consisting of representatives of AEA-W membership from the high school, high school administrators, district administrators, and Association leadership shall be convened on an ongoing basis through the length of this contract to review supervision job descriptions, discuss potential changes to high school working conditions and student learning opportunities. (Replaces the Supervision committee)

8.8 EARLY CHILDHOOD TEACHER WORK DAY

- 8.8.1 Staff hours for the early childhood level at the Early Learning Academy will be 8:00 am to 3:25 pm on school days except as provided in subsection 8.8.11. Staff hours for the early childhood level at the elementary buildings will be 8:10 am to 3:25 pm for the duration of this agreement on school days except as provided in subsection 8.8.11.
- 8.8.2 Early childhood school staff shall have a 40 minute duty-free lunch each school day.
- 8.8.3 All meetings will be limited to 40 minutes. This does not include IEP or meetings involving parents.
- 8.8.4 Wednesday afternoons from 2:45 to 3:25 shall be reserved for PLC time or faculty meetings. No other meetings at the District or Building level may be scheduled during this time. PLC time or faculty meetings under this section 8.8.4 may be rescheduled to another 40-minute time period during the same school week with the building principal's prior written consent.
- 8.8.5 No early childhood staff member shall be expected to participate in more than one (1) building committee. This does not prevent a member from volunteering to participate in more than one (1) committee. Every effort shall be made to schedule committee meetings so no member is required to attend more than one per month.
- 8.8.6 Early childhood staff shall not be required to attend more than two (2) meetings per week. Staff may voluntarily attend more meetings.
- 8.8.7 Early childhood staff members shall not be expected to attend meetings during the weeks of conferences.
- 8.8.8 Early childhood staff members shall not be expected to attend meetings during the five (5) day period prior to when checkpoints are finalized and when progress reporting on Individual Education Plans, with the exception of PLC time under Section 8.8.4. Attendance at one (1) other meeting may be required during this five (5) day period.
- 8.8.9 Nothing in subsections 8.8.7 and 8.8.8 prevents a member from voluntarily attending a meeting during either of those weeks.

- 8.8.10 Nothing in subsections 8.8.7 and 8.8.8 shall prevent a principal from calling an emergency meeting during one of those protected weeks. Additionally, staff members may still be required to attend meetings related to special education placements or specific students, for example Tier 3 or student crisis, or staff issues not specifically covered by an established building or district committee.
- 8.8.11 On Fridays or days preceding holidays connected to a weekend or breaks, the members' day shall end at the close of the pupils' day when students have cleared the building or ten minutes after dismissal. This does not apply when a School Improvement or Inservice is scheduled, as a full work day is expected to maximize training time
- 8.8.12 Early childhood staff shall be responsible for no more than 1550 student contact minutes per week.
- 8.8.13 Early childhood staff members shall have morning plan time from 8:00-8:25 each day and afternoon plan time of 2:40-3:25 each day. Early Learning staff at the elementary schools shall have morning plan time from 8:10-8:25 and 2:40-3:25. Afternoon plan time may be interrupted due to PLC, committee, or faculty meeting.
- 8.8.14 For staff working in the Early Childhood Assessment Clinic, each staff member may designate up to five (5) regular work days each school year for which that staff member will not report to work. The staff member will make up these designated work days by working the equivalent amount of work days or work hours, with no additional compensation, during the summer before that school year begins for the purpose of completing evaluations. In addition, staff members working in the Early Childhood Assessment Clinic may work up to five (5) additional days immediately preceding the start of each school year for the purpose of completing evaluations and will receive additional compensation equal to the staff member's per diem daily rate for each additional day worked.
- 8.8.15 Every effort will be made to allow for unit changes and preparation of materials throughout the year. Additionally, a committee will be created consisting of AEA-W members and administration to examine the expectations within the early learning working environment. The intent would be to look at and discuss the growing changes with the program.
- 8.8.16 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one (1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate.

8.9 HOPE WALL TEACHER WORK DAY

- 8.9.1 Staff hours for the Hope Wall staff will be 8:00 am to 3:00 pm on school days except as provided in subsection 8.9.11.
- 8.9.2 PLC time will be scheduled on a weekly basis for each department at Hope Wall. No other meetings at the District or Building level may be scheduled during this time.
- 8.9.3 All meetings will be limited to 40 minutes. This does not include IEP or meetings involving parents.
- 8.9.4 No Hope Wall staff member shall be expected to participate in more than one (1) building committee. This does not prevent a member from volunteering to participate in more than one (1) committee. Every effort shall be made to schedule committee meetings so as no member is required to attend more than one per month.
- 8.9.5 Mandatory Hope Wall faculty meetings shall be limited to one (1) per month and can begin no earlier than 8 am.
- 8.9.6 Hope Wall staff shall not be required to attend more than two (2) meetings per week, including the one (1) faculty meeting each month. Staff may voluntarily attend more meetings.
- 8.9.7 Hope Wall staff members shall not be expected to attend meetings during the weeks of conferences.
- 8.9.8 Hope Wall staff members shall not be expected to attend meetings during the five (5) day period prior to when progress reports are due, with the exception of PLC time under Section 8.9.2 and one other meeting during this five (5) day period.
- 8.9.9 Nothing in subsections 8.9.7 and 8.9.8 prevents a member from voluntarily attending a meeting during either of those weeks.
- 8.9.10 Nothing in subsections 8.9.7 and 8.9.8 shall prevent a principal from calling an emergency meeting during one of those protected weeks. Additionally, staff members may still be required to attend meetings related to special education placements or specific student, for example Tier 3 or student crisis, or staff issues not specifically covered by an established building or district committee.
- 8.9.11 On Fridays or days preceding holidays connected to a weekend or breaks, the members' day shall end at the close of the pupils' day when students have cleared the building or ten minutes after dismissal. This does not apply when a School Improvement or Inservice is scheduled, as a full work day is expected to maximize training time.
- 8.9.12 Hope Wall staff shall be responsible for no more than 1550 student contact minutes per week.
- 8.9.13 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one

(1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate.

8.10 BLACKHAWK ACADEMY TEACHER WORK DAY

- 8.10.1 Staff hours for the Success Academy and Connections Program staff will be 9:00 am to 4:00 pm on school days except as provided in subsection 8.10.7. Staff hours for the Transition Program staff will be 7:30 am to 3:00 pm on school days except as provided in subsection 8.10.7.
- 8.10.2 Blackhawk Academy staff shall have no less than a 30 minute duty-free lunch each school day and no less than a 20 minute plan period each day.
- 8.10.3 One morning per week will be designated PLC time for Success Academy and one afternoon per week will be designated PLC time for the Transition Program. No other meetings at the District or Building level may be scheduled during this time.
- 8.10.4 No Blackhawk Academy staff member shall be expected to participate in more than one (1) building committee. This does not prevent a member from volunteering to participate in more than one (1) committee. Every effort shall be made to schedule committee meetings so as no member is required to attend more than one per month.
- 8.10.5 Mandatory Blackhawk Academy faculty meetings shall be limited to one (1) per month.
- 8.10.6 Blackhawk Academy staff shall not be required to attend more than two (2) building meetings per week, including the one (1) faculty meeting each month. Staff may voluntarily attend more meetings. Additionally, staff members may still be required to attend meetings related to special education placements or specific students, for example Tier 3 or student crisis, or staff issues not specifically covered by an established building or district committee.
- 8.10.7 On Fridays or days preceding holidays connected to a weekend or breaks, the members' day shall end at the close of the pupils' day when students have cleared the building or ten minutes after dismissal. This does not apply when a School Improvement or Inservice is scheduled as a full work day is expected to maximize training time.
- 8.10.8 Blackhawk Academy staff shall be responsible for no more than 1550 student contact minutes per week.
- 8.10.9 Every effort shall be made to limit the number of required IEP meetings during a general education classroom teacher's scheduled plan time. IEP meetings do not include meetings for emergency placement, manifestation determination, or a student new to the district. The total number of required IEP meetings shall be limited to one (1) per week. If the classroom teacher is scheduled to attend more than one IEP meeting during their scheduled plan time in a week, then they shall be reimbursed at the internal substitute rate. PPS team leaders will be provided expectations of their responsibilities, including these scheduling requirements, prior to the beginning of the school year.

8.10.10 Class sizes shall be as followed:

- Transition program shall have no more than eight (8) students per licensed staff member, that number can increase to eleven (11) students with the support of a paraprofessional.
- Connections program shall have no more than eight (8) students per licensed staff member, that number can increase to eleven (11) students with the support of a paraprofessional.
- SUCCESS Academy, efforts will be made to run classes with physical limitations below the established class cap. In determining the final class size, district resources, student scheduling needs and the remaining time in the school year will all be considered.

8.11 OUTSIDE TEACHER DUTIES

Members assigned to occasional duty / event beyond staff hours shall submit a timesheet and be reimbursed at the internal substitute rate, for any assigned responsibility beyond two (2) annual occurrences. Occasional duty shall not include a curriculum night, conferences, and open house, but shall include all other required activities beyond staff hours.

8.12 SCHOOL CALENDAR

8.12.1 A representative of the Executive Board of the Association and the Superintendent or designee will work to develop a recommendation of a two-year calendar presentation to the Board. The recommendation shall be submitted to the Board by the March Board of Education meeting. The final determination of the calendar rests with the Board, except that the Board will not unilaterally extend the number of member attendance days after formal action has been taken to adopt a calendar, except as mandated by law. Such final action shall be taken no later than the April Board meeting.

8.12.2 The school calendar shall consist of 187 days, 178 days of which will be for pupil attendance, three (3) institute days, and five (5) emergency days. The first week back of school will consist of one district day and one building day.

8.13 STAFF HANDBOOK

An electronic copy of the Certified Staff handbook will be accessible in the Staff Resources Section of the district's web page no later than August 1st of each school year. Each staff member is responsible for knowing and adhering to the policies and expectations set forth in the Certified Staff Handbook. The Certified Staff Handbook will be reviewed and updated as needed by a joint committee consisting of representatives from AEA-W leadership as well as district administrators.

ARTICLE IX – LEARNING CONDITIONS

9.1 OVERVIEW

Positive student conditions are essential for academic success. The environment in which students learn plays a key role in setting the stage for academic success.

9.2 PHYSICAL ENVIRONMENT

Comfortable physical environment is important to student learning and staff performance. The district will take reasonable steps to provide an appropriate and safe environment. Problems or concerns should be reported promptly to the building administration. The building administration will review the situation and determine what action will be taken. Appropriate information will be shared with staff as needed.

9.3 CURRICULUM AND ASSESSMENTS FOR STUDENTS

9.3.1 When possible, a district assessment calendar, with nationally normed state and local benchmarking assessments, will be posted for staff by the first day of student attendance. Logistics concerning assessment administration will be shared with Building Leadership Teams for feedback and input to ensure building level flexibility on the coordination of multiple assessments. It is understood that state assessments may require specific testing windows over which the district may not have discretion.

9.3.2 When possible, timelines for curriculum work shall be determined upfront and shall allow for enough time for a review of best instructional practices within the discipline/content area, a formal process for review and feedback that includes district and building leadership, curriculum coordinators, grade level and/or content area members, and appropriate Special Education and Bilingual members, and professional development. When the formation of a curriculum writing committee is needed, it will be open to all appropriate staff to volunteer. A general description of the committee work and anticipated time commitment will be included. A scope and sequence of the new or revised curriculum will be provided to staff. This process for curriculum writing will be detailed in the West Aurora Curriculum Writing Guiding Document. See appendix E. Any changes to this document will be made collaboratively between the Administration and the Association.

9.3.3 It is the belief of the Association and Administration that teachers have the autonomy and responsibility to develop lesson plans that account for their individual teaching style, student needs and are aligned to the district approved curriculum in order to assist students in achieving the desired academic outcomes. The expectation is that when a teacher is absent from a classroom, he/she provides meaningful lesson plans that account for the entirety of the absence for the substitute teacher. Failure to prepare lesson plans can be reflected in the member's evaluation and may result in disciplinary action. Teachers shall have on file an emergency lesson plan in the designated location in their building by the end of the second week of school.

ARTICLE X - PAID LEAVES

10.1 SICK LEAVE

10.1.1 Every full time member shall, with pay, be entitled to fourteen (14) days sick leave per year. Sick leave may be utilized for personal illness or serious illness in the immediate family as defined in 10.3 or members living in the household. Administration will ensure that members have electronic access to their sick leave balance. Sick leave shall not be applicable to absence due to a surgical procedure which may be safely deferred until a vacation or recess period, provided the limitation of this subsection shall not be applicable to atypical complications which may arise from the foregoing.

A. As a reward for those employees who over time have used a minimal number of the sick days they have been allotted, the district will deposit days to a members account the school year following the anniversary dates based on either their original hire as a certified staff member, or their re-hire date if applicable. A member who is not employed on the first day of the school year following qualification will not receive the reward. Eligibility for each level is separate and a member may qualify for none, some or all over the course of their career. The number of days required to qualify for the attendance bonus will be evaluated and adjusted at the end of this contract.

- At the end of year 5 - Sick leave balance greater than 63 days, additional 10 days will be deposited.
- At the end of year 10 - Sick leave balance greater than 117 days, additional 15 days will be deposited.
- At the end of year 15 - Sick leave balance greater than 171 days, additional 20 days will be deposited.
- At the end of year 20 - a) Sick leave balance greater than 180 days, additional 25 days will be deposited.
or
b) Sick leave balance greater than 245 days, additional 30 days will be deposited.
- At the end of year 25 - a) Sick leave balance greater than 225 days, additional 30 days will be deposited.
or
b) Sick leave balance greater than 275 days, additional 35 days will be deposited.
- At the end of year 30 - a) Sick leave balance greater than 270 days, additional 35 days will be deposited.
or
b) Sick leave balance greater than 325 days, additional 40 days will be deposited.
- At the end of year 35 - a) Sick leave balance greater than 320 days, additional 40 days will be deposited.
or
b) Sick leave balance greater than 375 days, additional 45 days will be deposited.

Days a member earns through this program are not eligible for career end buy back unless the members total days exceed two years of TRS credit. Any days over the

amount used as service credit with TRS that are a result of the attendance incentive will be deposited to the AEA-W sick bank.

- 10.1.2 A full time member who accumulates up to three-hundred forty (340) days of sick leave in this district pursuant to Article X, of this Agreement shall be entitled to reserve such accumulation for sick leave and/or retirement purposes. Any unused sick leave may be used for retirement purposes subject to teacher retirement rules. Thereafter, the accumulation of fourteen (14) days and any additional days from 10.1.1A per year shall be deposited in the Sick Leave Bank in said member's name. Subsequently, should the member exhaust their accumulated sick leave in the Bank they shall thereafter be eligible for the provisions as stated in 10.2 without the limitation of 10.2.B.
- 10.1.3 Upon the birth of a child or upon submitting notice from the adoptive agency (or lawyer in the case of private adoption), members, without regard to gender, may use accumulated sick leave to stay home and care for the child. Use of accumulated sick leave shall begin upon the birth of the child or in the case of adoption, upon the first day of the availability of the child. The use of accumulated sick leave shall not exceed the amount of time identified as outlined by the federal Family and Medical Leave Act standards unless a medical condition incurred by the child or mother necessitates the need for the use of additional sick days.

10.2 SICK LEAVE BANK

The intent of this plan is to provide extended sick leave to those bargaining unit members who incur a period of severe and/or life threatening illness and/or hospitalization and have utilized all of their personal sick leave.

New members to the District shall donate one (1) day of sick leave each of the first two (2) years of their employment in the district. A retiring member with sick days in excess of the number allowed by TRS will donate the extra days back to the sick bank.

In the event that the sick leave bank is ever depleted, each member shall donate one (1) day to the bank from accumulated sick leave (except members in their first or second year of employment). In addition the Board shall donate one hundred (100) days to the bank.

The following provisions shall control the operation of the sick leave bank:

- A. A member must have exhausted all individual accumulated sick leave.
- B. The first thirty (30) consecutive member attendance days of illness or disability will not be covered by the bank; those days must be covered by the person's own accumulated sick leave, or absence without pay.
- C. Upon meeting provisions A and B, the member shall automatically draw from the sick leave bank. A member may draw up to ninety (90) days from the sick bank per school year.
- D. The member shall not have to pay back in any manner the number of days borrowed from the bank.
- E. No member shall draw upon the sick leave bank in two (2) successive years unless they return to work for at least sixty (60) school days prior to the drawing from the bank the second year. However, in the event of serious illness commencing after March 1, a person shall be allowed to draw up to sixty (60) days in the next school year. Individual cases can

be reviewed and approved by a joint effort between the Human Resources Administrator and the Association President.

- F. The bank shall be applicable to member illness only.
- G. If the teacher falls under the provisions of the Workers' Compensation Act, the Workers' Occupational Disease Act, The Veterans' Administration or other sources, the teacher may need to follow the provisions of said Act(s). In any case the teacher will be made whole.
- H. All requests to draw from the sick leave bank must be submitted in writing to the Human Resources Administrator and must be accompanied by a physician's note.
- I. The Human Resources Administrator in consultation with the Association President must approve all requests to draw from the sick leave bank.
- J. A sick leave statement reflecting activity of the sick leave bank will be presented to the Association by September 1st, November 30th, January 31st, March 31st and May 31st.

10.3 BEREAVEMENT LEAVE

A bereavement leave of a maximum of three (3) days for each death in the immediate family shall be granted in the event of a death in the immediate family, by marriage, registered domestic partnership, as well as blood or adoption, and anyone living in the member's household. Immediate family includes spouse, parents, grandparents, children, grandchildren, siblings, aunts, uncles, nieces, nephews, cousins, or persons for whom the member is responsible for care. Additional bereavement leave of up to two (2) days may be granted where extended travel or unusual circumstances prevail.

10.4 PERSONAL LEAVE

- 10.4.1 Each full time member shall be allowed up to two (2) days personal leave each year. Such leave shall be provided without pay deduction, provided that the leave is of a nature that cannot be conducted on other than a school day. Personal leave may be considered for less than one (1) day. Except in emergencies, the member taking leave hereunder shall give notice of his/her intention to take such leave at least two (2) school days in advance of the day proposed to be absent.
- 10.4.2 Personal leave shall not be granted or used on days immediately prior to or following holidays, vacations, or the first five (5) or last five (5) days of the school year except as authorized by the Human Resources Administrator. Personal leave shall not be used for the purpose of secondary employment, extending vacations, holidays, recreational weekends, or for recreational purposes in general. No member shall be required to use personal leave when called to jury duty. Members who exhaust their personal leave and then have payroll deduction (excluding FMLA leaves) shall forfeit access to their next sick day incentive.
- 10.4.3 If unused, the personal leave days shall accumulate to three (3) days as personal leave days, and thereafter accumulate as sick days. When a member has accrued one hundred seventy (170) sick days then the personal leave may accumulate to five (5) days as personal leave days, and thereafter accumulate as sick days. Should three (3) consecutive days be requested, such request must be made directly to the Human Resources Administrator. No more than three (3) days may be used at any one time, and no combination of three (3) personal and two (2) non-paid days may be used.

10.5 SEVERE WEATHER

Members may invoke the emergency clause of the personal leave provisions if the member has made every effort to report to work but is unable to do so because of inclement weather, provided such absence has been approved by the principal or supervisor. The member shall report as soon as possible after weather conditions have abated. If weather conditions in the person's area of residency have not improved, the person will reach out and inform their building administration that the conditions will keep them from returning for the second part of the day. When the schools or school offices are officially closed by the Superintendent and/or designee, no leave days previously arranged by the member shall be deducted for such emergency days. If no personal leave days are left then sick days may be used.

10.6 PROFESSIONAL LEAVE

A member can request leave with full pay to attend professional meetings, conferences, or workshops with the approval of the Superintendent and/or designee.

10.7 FAMILY MILITARY LEAVE

Employees shall upon request, be granted a family military leave of absence in accordance with the federal and state law for the purpose of spending time with immediate family members serving in the armed forces immediately prior to or following their deployment to a zone of conflict or when on leave from the same. The first three (3) days of such leave shall be paid. The employee may also utilize any additional unused personal leave.

ARTICLE XI - UNPAID LEAVES

11.1 GENERAL CONDITIONS

Except in cases of emergency, or as otherwise set forth in Article X, application for unpaid leaves shall be filed with the Human Resources Administrator by March 1st of the preceding school year. The term of the leave shall be one (1) year. Members on leave may maintain their participation in any District insurance program by assuming the total cost thereof. Members on leave shall give notice of their intent to return to the Human Resources Administrator by March 1 of the year prior to the school year they intend to return. Members on leave shall not suffer any loss of accrued sick leave or tenure.

11.2 ADVANCED STUDY

A leave of absence without pay may be authorized for a tenured member upon application for one (1) or two (2) academic years for the purpose of (1) engaging in study at an accredited university; or (2) full-time participation in the Federally sponsored Peace Corps or Members' Corps; or (3) full time teaching in foreign or military programs. Approval of the application will depend upon the value of the experience to not only the applicant, but to the school district as well. The applicant will be informed in writing by the Human Resources Administrator of the disposition of the request on or before April 15 preceding the academic year for which leave is requested. The intent of the applicant to return to the school district at the expiration of the leave shall be stated in writing.

11.3 MILITARY LEAVE

Any member ordered to serve in the military service of the United States shall be granted a leave of absence without pay. Said member will be returned to the same position he or she left or an equivalent position for which the member is qualified. Said member shall be given credit on the salary schedule for the years on military leave.

11.4 CHILD REARING

11.4.1 A member who has entered upon contractual continued service shall be granted child rearing leave of absence without pay or other benefits if a written request for such leave is submitted. Requests for child rearing leave shall be administered without regard to gender. Such requests shall be made in writing to the Human Resources Administrator or designee at least ninety (90) calendar days prior to the anticipated birth of the child. The member shall supply a statement from the attending physician indicating anticipated date of birth. The date of the commencement of the leave shall be a date mutually agreeable to the member and the Human Resources Administrator, or actual date of delivery, whichever occurs first. The mutually agreed upon date shall be consistent with maximizing continuity of instruction. The leave shall not exceed the balance of the school year in which it commences and one additional school year. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term.

Said member shall be returned to the same position she or he left, or another teaching position for which the member is qualified. Any member granted a child rearing leave who had completed ninety (90) days of the school term prior to his/her leave shall be considered to have completed a full year for the purposes of vertical advancement on the salary schedule.

- 11.4.2 A member desiring child rearing leave as a result of becoming an adoptive parent shall notify the Human Resources Administrator or designee in writing upon initiation of such adoption proceedings. Child rearing leave shall be granted upon written notification to the Human Resources Administrator or designee of the date the child is to be received. It shall be the responsibility of the applying member to keep the Human Resources Administrator or designee informed of the proceedings as soon as known, and the expected date of the delivery of the child. The length of this leave shall be consistent with child rearing timelines.
- 11.4.3 Child rearing leave may be granted to a non-tenured member by action of the Board of Education, subject to all the conditions applicable to the tenured member, and provided the term of such leave shall not be considered in computing full-time employment for purposes of the continuous employment necessary to obtain contractual continued service status. Upon return from such leave the member shall be considered to have commenced their first, second, third or fourth probationary year as the case may be. The granting of child rearing leave to any non-tenured member shall not constitute a precedent for the granting or withholding of leave to any other member. Each request shall be judged on its own merits and shall be within the sole discretion of the Board.
- 11.4.4 Nothing in this Section shall be construed as requiring any member to apply for a child rearing leave. Actual disabilities arising out of pregnancy shall be deemed illness subject to Article X, Section 10.1 and 10.2, however these sections shall not be applicable during the period of the child rearing leave. Any accumulated sick leave available at the commencement of the leave shall be available to the member upon return to employment in the District. A member not eligible for or not desiring child rearing leave may utilize accumulated sick leave during any period of illness related to the pregnancy and/or to the delivery of the child. If such member has exhausted accumulated sick leave and is not eligible to draw from the sick leave bank, the member shall be excused from work by the Superintendent without pay during such period of illness, unless contrary medical opinion is supplied by the Board designated physician and supported by an additional mutually agreed upon physician. Such member shall then return to employment immediately following the termination of such illness. If the member is excused for more than half of the school term, no advancement on the salary schedule will take place.
- 11.4.5 A member granted child rearing leave hereunder shall not be eligible for additional child rearing leave until the member has returned to full time employment in the District for at least one (1) year.

11.5 ADDITIONAL LEAVES

A tenured member may be granted leave of absence without pay for a maximum of a year for either of the following reasons:

- A. Prolonged illness
- B. Necessities of home or family

A tenured member may be granted leave of absence without pay for the term (not to exceed four (4) years) of office for of the following reason:

- For the purpose of running for or serving in public office, if such activity interferes with teaching

A tenured member may be granted leave of absence without pay for the term of office for of the following reason:

- Elected officer of IEA and NEA (Members on leave under this section shall not have access to the District's insurance for the duration of the leave.)

This section shall not deny the Board the right to grant leaves for additional purposes. The granting of such leaves shall not constitute a precedent for the granting or withholding of a leave to any other member. Leaves of absence hereunder shall be granted without discrimination and without consideration of membership in the Association or activities on behalf of the Association.

If a member requesting a leave under this section is denied such leave, a written statement indicating the reasons the leave was denied shall be given. Members returning from leave shall receive no credit for such period on the salary schedule with respect to vertical movement.

While using this leave the member may not be employed by another school district during this time period. Choosing to obtain full or part time teaching employment in another school district while on leave will be viewed as a resignation from the School District 129.

ARTICLE XII - BARGAINING PROCEDURES

12.1 GOOD FAITH BARGAINING

The Board agrees to participate in good faith bargaining with the duly designated representatives of the Association. Both parties agree that it is their mutual responsibility to meet at reasonable times and bargain in good faith with respect to salaries, fringe benefits, grievance procedures, negotiations procedures, those areas of working conditions deemed negotiable in previous Agreements and such other working conditions as agreed upon by the parties. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counterproposals in the course of bargaining, and to reach tentative agreements which shall be presented respectively to the Association and the Board for ratification. If bargaining is to be interest-based, the Board of Education, District Administrative bargaining team, and the Association bargaining team will participate in mandatory joint training prior to the commencement of bargaining. The bargaining will then be facilitated by an external mutually agreed upon neutral facilitator.

12.2 TEAM COMPOSITION

Each party shall select no more than seven (7) bargaining representatives. The Board shall not select a member, as its representative. Each party may designate one additional representative as an alternate. Each party may have one observer at each session. Each party may have one note taker at each session. Each of the parties represented shall select a spokesperson.

12.3 COMMENCEMENT OF BARGAINING

Bargaining for a successor contract shall begin no later than thirty (30) days prior to the last day of the official school calendar unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties. In the interest of time, preliminary meetings may be held by mutual consent between the Superintendent and/or designee and the Association representative to clarify issues and exchange information. These may be requested by the President of the Association or the Superintendent and/or designee.

12.4 BARGAINING PROCEDURES

The Association shall furnish copies of any pertinent information as reasonably requested by the Superintendent and/or designee or the Board, and the Superintendent and/or designee shall furnish copies of any pertinent information as reasonably requested by the Association President. Requests to the Superintendent and/or designee shall be made directly to the Superintendent and/or designee; requests to the Board shall be made to the President of the Board, Superintendent and the spokesperson of the bargaining representatives; and requests to the Association shall be made to the President of the Association and the spokesperson of the Association's bargaining representatives.

The participants may call upon competent professional and lay representatives to make suggestions to matters under consideration. All participants have the right to utilize the service of consultants in the deliberation.

All language tentatively agreed upon shall be reduced to writing and signed as soon as practical after agreement. All tentative agreements shall be subject to the agreement on a total contract. When the Association and the Board reach tentative agreement on all matters negotiated, the tentative contract shall be submitted to the membership of the Association for ratification and to the Board for official approval.

12.5 MEDIATION PROCEDURES

- A. If agreement is not reached after a reasonable period of negotiations and within forty-five (45) days of the scheduled start of the school year, either party may declare to the other in writing that an impasse exists and call for a mediator. The other party shall join in such request. No mediator shall have authority to make public any recommendations for settlement.
- B. The Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator. If FMCS is unable to provide a mediator within a reasonable period of time, the parties shall request the services of a mediator from the Illinois Educational Labor Relations Board.
- C. Nothing in this section shall preclude the Association and Board from jointly requesting a mediator without declaring an impasse.

ARTICLE XIII - COMPENSATION AND FRINGE BENEFITS

13.1 COMPENSATION SCHEDULES

During the term of this agreement, members shall be paid in accordance with the compensation schedule attached hereto as Appendix A and incorporated herein. On the Notice of Assignment (as required in Section 7.1), the administration will include the members step and lane placement on the salary schedule.

- For the 2023-2024 school year, returning staff will be compensated according to the Existing Staff Salary Schedule and receive a 6% total increase* except those members on the following steps in the 22-23 school year:
 - BA, BA 12, BA 24, MA and MA 15- steps 1-3
 - MA 30 and MA 45- steps 1-4

Staff on the steps listed above will all be placed on the New Salary Schedule step A of their respective lane as that placement results in an increase that is greater than 6%. New members hired for the 2023-2024 school year shall be paid using the 2023-2024 New Salary Schedule.

- For the 2024-2025 school year, returning staff will receive a 6% increase* to their respective schedules from 23-24. New members hired for the 2024-2025 school year shall be placed on the 2024-2025 New Salary Schedule.

* Staff that have completed the coursework necessary to earn lateral movement will receive the appropriate lane movement in addition to the 6% increase.

- During the 2024 - 2025 school year, the "On Boarding Schedule" (see appendix F) will be used to properly "on-board" all staff onto the "New Salary Schedule". The "On Boarding Schedule" will have a standard 2.25% increase between steps and a standard \$2,500 increase between lanes, except when moving from BA+24 to MA which will be an increase of \$5,000. This schedule will be the standard for salary schedules moving forward.
- On-boarding means that staff will be placed in the lane they are currently in and at the step that is closest to but not less than their salary for 2024-2025. This will be considered their placement in the 2024-25 school year. Note this is being done for placement purposes only, and has no impact on actual salary for 2024-25.
- For the 2025-2026 school year, one-half of 2024 CPI-U (released in January 2025) with a floor of 2% (minimum 1%) and a ceiling of 7% (maximum of 3.5%) will be added to the newly created 2024-2025 salary schedule with 2.25% step increases. Total increases for 2025-2026 shall be between 3.25%-5.75%. All members will move down one step from their placement on the 2024-2025 Onboarding schedule and will receive any lateral movement they have earned.
- For the 2026-2027 school year, one-half of 2025 CPI-U (released in January 2026) with a floor of 2% (minimum 1%) and a ceiling of 7% (maximum of 3.5%) will be added to the 2025-26 salary schedule. Total increases for 2026-2027 shall be between 3.25%-5.75%. All members will move down one step from their 2025-26 schedule placement and will receive any lateral movement they have earned.

- The associated salary schedules for 2025-2026 and 2026-2027 shall be published as they become available.

The Board and the Association agree that should any of the following occur during the duration of this collective bargaining agreement, the parties will convene to discuss the impact on the District's budget and the District's economic obligations under this collective bargaining agreement:

- change to TRS contribution rates, including but not limited to an increase in mandatory employee contributions under Section 13.3;
- enactment of property tax freeze legislation; or
- significant reduction in evidence-based funding payments.

13.2 PART-TIME MEMBER BENEFITS

A part-time member shall be entitled to sick leave, personal leave, and funeral leave proportional to time spent in the classroom and shall participate in the sick leave bank. Such members shall be placed at the appropriate step of the regular member's salary schedule immediately upon employment. Members who are employed half time or more for the school term in its entirety shall be entitled to \$5000 group term life insurance at Board expense.

13.3 TRS SHELTER

The Board shall remit for each member mandatory employee contributions required under Article 16 of the Pension Code to the Teachers' Retirement System (TRS) 9.0 percent, and to the Teacher Health Insurance Security (THIS) Fund 1.57 percent. If the state increases the amount of this required percentage contribution from its current amount, the parties will convene to discuss the District's economic obligations in accordance with Section 13.1. It is the intent of the parties to this Agreement to qualify these payments as employer payments under Section 414 (h) of the Internal Revenue Code. The members have no right or claim to the fund so remitted except as they may subsequently become available upon retirement or resignation from the Teachers' Retirement System. In addition, the Board will remit the member contribution to the Teacher Health Insurance Security Fund.

13.4 PLACEMENT ON SCHEDULE

Newly employed members who have had outside teaching experience or work experience related to their teaching assignment prior to their employment in District 129 may receive full credit on the salary schedule. Such determination shall be at the discretion of the Board. However, general administration procedures will be to place new staff on the salary schedule at BA A and allow for lane movement of one lane per year until they reach their credentialed level. For newly hired members, credit will be given only for that experience realized after the Bachelor's degree was earned and full member's licensure was realized. A year's credit on the salary schedule shall be granted for each year of military service to a maximum of two (2) years provided such military service interrupted the person's teaching experience.

13.5 HOLDING ON STEP

The Board reserves the right to hold a member on the step of the Compensation Schedule on which the member was placed during the previous year, or to withhold the scheduled salary increase if the member is already at the top of the salary schedule. Such holding on step or salary shall be taken only in those instances the member has received prior written concern

about his/her performance or conduct and only upon specific determination by the Board that the member's performance during the school year was unacceptable or because of chronic violation of rules and regulations. The member shall be given notice by the Superintendent or designee of the intention to make recommendations to hold on step or salary together with the reasons therefore, at least five (5) calendar days prior to Board action. The member may appear before the Board at a closed meeting to discuss this recommendation and may be accompanied by a member of the Association or other representative. Board action shall be taken no later than June 30 preceding the school term in which it is to be effective. If the Association is not satisfied with the disposition of the Board of Education's action herein, the Association may file a grievance consistent with the provisions of Article IV, with such grievance commencing with binding arbitration under the grievance procedure. The fees and expenses of the arbitrator shall be paid in full by the party whose position is not upheld by the arbitrator.

13.6 ADDITIONAL STIPENDS AND INCENTIVES

The Compensation Schedule shall not preclude the Board from offering additional stipends to psychologists, social workers, or members working on extended school day and/or school year, provided within each job classification persons with equivalent training and experience shall be compensated equally.

Further, the Board may enter into an individual arrangement with a member in providing incentive for early retirement when the Board perceives such an incentive to be in the best interest of the District. Each instance shall be judged on its own merits and shall be within the sole discretion of the Board. If the Board pursues an individual arrangement with a member, the content of the arrangement will be subject to bargaining with the Association.

13.7 LATERAL MOVEMENT CREDIT

- A. To receive credit for lateral movement on the Compensation Schedule from the Bachelor's level, semester hours must have been earned after the degree was conferred. All individual courses or degree programs intended to be used for lateral movement on the salary schedule, must be pre-approved by the district Human Resources Administrator. District sponsored pro-gro hours approved and earned after September 1, 1990 prior to the Master's being conferred will be carried over and be applicable toward the Master's + 15 lane. The member must submit a course approval form to the district Human Resources Administrator prior to the beginning of the course. Administration will notify members of approval within 2 weeks of receiving the course approval form. District administration reserves the right to deny requests if there are concerns about the academic rigor or integrity of proposed courses / programs. If a course or program is denied by administration, a meeting will be held to allow the member an opportunity to provide additional information pertaining to the academic rigor and integrity of the denied course / program.
- B. **CREDIT FOR SCHOOLING**
The basis for approving courses that permit lateral advancement on the Compensation Schedule shall be that the courses completed have direct applicability to the subject(s) being taught in the District, are of significant scholarly or academic merit and provide graduate credit from an accredited institution of higher learning. Undergraduate level courses in the content area of the member's assignment that the member has not yet taken for existing

licensure, courses that further licensure requirements in an additional highly qualified area, courses supporting the district Teaching and Learning Plan, district professional development courses and language courses to facilitate communication with non-English speaking stakeholders approved by the Building Principal and the Assistant Superintendent for Teaching and Learning or designee may be substituted for graduate level courses. Course work required to complete licensure requirements shall not be credited toward the salary schedule at the time of employment.

Bilingual and ESL teachers who take eighteen (18) hours of state mandated coursework in order to teach bilingual and ESL classes will not lose credit for those hours if they earn a Master's degree after completing them. They will be carried over for advancement on the salary schedule upon completing their Master's degree.

C. LATERAL MOVEMENT CREDIT COMPLETION DEADLINE

All coursework being applied toward movement on the salary schedule must be completed by September 1st of the school year in which it is to be applied. Transcripts must be received no later than October 15th. Salary adjustments for lateral movement shall be retroactive to the beginning of that contract year.

D. WEST AURORA UNIVERSITY PROFESSIONAL DEVELOPMENT

Members may apply professional development credits completed and earned from West Aurora University for lateral movement to the Master's level. Thirty six (36) West Aurora University professional development credits shall equal a Master's degree. After a member has advanced to the Master's level based on the completion of thirty six (36) West Aurora University professional credits, one (1) West Aurora University professional credit shall equal one (1) credit beyond a Master's degree on the salary schedule applicable toward the Master's +15, Master's +30, and Master's +45 lanes.

West Aurora University Credits are awarded from one of the following pathways:

1. District offered Micro-Credentialing Courses (4 West Aurora University Credits)
2. District offered Seminar Courses (2 West Aurora University Credits)
3. 15 West Aurora University Classes transferred to 1 Graduate Credit
4. District ran cohorts for certification or additional training (Credits depend on program offering).

E. ENDORSEMENT and CERTIFICATION PROFESSIONAL DEVELOPMENT

Members may apply professional development that results in obtaining an ISBE certificate, or endorsement. Endorsements earned and credited toward movement on the salary schedule must result in additional teaching credentials that are applied to the members Professional Educators License and remain active. Failure to keep an endorsement active may result in a loss of the credit previously given for the endorsement and a change in the person's placement on the salary schedule. Thirty-six (36) hours of said coursework shall equal a Master Degree.

Any combination of the pathways described in letters D and E above can be used towards the 36 hours needed to attain the MA lane on the salary schedule. Once the MA lane has been attained, staff can continue to take West Aurora University

offerings or take other pre-approved graduate level classes to earn credits towards the MA +15, MA +30, and MA +45 lanes. Any salary credit acquired before the MA lane was reached, with the exception of West Aurora University Credits, is not credited on the salary schedule beyond the MA level. In other words, upon entering the MA lane, the teacher would be placed on the MA+ 0 level, unless the credit was earned through West Aurora University. All salary credit earned subsequently is then used to advance to the MA+ lane on the salary schedule.

13.8 TUTORING PAY

Tutoring pay shall be paid according to the following schedule:

Thirty-four dollars (\$34) per hour for the 2023-2024 School year

Thirty-six (\$36) per hour beginning in the 2024-2025 School year

Compensation for tutoring will be limited to contact time with student(s).

13.9 SUMMER AND EVENING SCHOOL PAY

Compensation for summer or evening school when assigned in addition to the normal teaching load will be according the following schedule:

Thirty-four dollars (\$34) per hour for the 2023-2024 School year

Thirty-six (\$36) per hour beginning in the 2024-2025 School year

The Board agrees to give priority consideration in filling these assignments to members from its own staff. Summer school salary shall be paid on the June 30th paycheck and on the July 30th paychecks. For Extended School Year (ESY) salary shall be paid on the June 30th, July 15th, and July 30th paychecks.

13.10 INTERNAL SUBSTITUTION AND EXTRA TIME PAY

If any member shall be required by the Administration, or agrees under authorization of the Administration, to teach a class other than the member's own, or other extra duty assignment the member shall be compensated according the following schedule:

Internal Substituting	2023-24 School Year	Thirty-four dollars (\$34) per hour
	2024-27 School Year	Thirty-six dollars (\$36) per hour
Curriculum Work	2023-24 School Year	Thirty-four dollars (\$34) per hour
	2024-27 School Year	Thirty-six dollars (\$36) per hour
Lunch Duty	2023-24 School Year	Twenty-nine dollars (\$29) per hour
	2024-27 School Year	Thirty-one dollars (\$31) per hour
Detention Supervision	2023-24 School Year	Twenty-nine dollars (\$29) per hour
	2024-27 School Year	Thirty-one dollars (\$31) per hour

13.11 DIFFERENTIAL INDEX, CLASSIFICATIONS, AND SCHEDULE

- A. The Differential Index is attached hereto as Appendix B and C and incorporated herein. The index and schedule are for the actual years of experience in the activity for which the differential is paid. Experience gained outside the district may be paid at the discretion of the Superintendent and/or designee. The Board shall have the right to

increase the amount of compensation of the incremented positions after notifying the Association.

- B. All differentials which are to be implemented will be posted on a full pay basis only. In the event that such posting fails to render applicants, the Administration may enter into a mutually acceptable agreement with a member to contract for a portion of the assignment. However, those positions which were contracted for must again be posted at the onset of the following year offering application for the full assignment.
- C. The Board of Education retains the right to reassign increment positions without notice. The member will be given written notice at least two weeks prior to the initiation of the incremented position.
- D. Any newly created incremental positions or reclassified positions will be placed on an increment schedule with the agreement of a representative of the Board and the Association.
- E. The classifications for differential pay are attached hereto as Appendix B and C and incorporated herein.
- F. New hires shall be given credit for previous experience which is the same activity being assigned (e.g., football experience for football, vocal music for vocal music, etc.) for up to five (5) years. Additional years of credit may be given at the discretion of the Superintendent and/or designee. Participation as a player in an activity does not count as experience.
- G. Existing employees who begin an activity are eligible for the same experience credit with the same conditions as new hires.
- H. An employee who will not be retained in their current increment position for the following school year will be notified with a written notice given within thirty (30) calendar days after the end of the season or activity. The notice will include a reason for the failure of the employee to be retained in the position. Reasons for failing to retain an employee in an increment position can include level of student participation, performance of employee and the need for the position for the next school year. This notice provision will include increment and stipend positions (academics, activities and athletics) at the elementary, middle and high school levels. An employee will remain in the position, retaining the increment or stipend, if the district fails to provide written notice within the established timelines.
- I. Appendix B and C increments and stipends shall be paid by direct deposit as follows:
 - High school and Middle School increments and stipends will be paid over twenty-two (22) equal paychecks beginning on the September 30th paycheck and ending on the August 15th paycheck
 - Elementary increments and stipends will be paid over twenty (20) equal paychecks beginning on the October 30th paycheck and ending on the August 15th paycheck.

13.12 REVIEW OF ACTIVITIES AND ATHLETICS

13.12.1 High School Activities Committee

A. Membership

The West Aurora High School Activities Committee will include four (4) members from the Association as appointed by the President of the Association and two (2)

administrators from the high school as appointed by the Superintendent, or designee.

B. Meetings

The Committee will meet a minimum of two times per year. Meetings may be called by the high school administrator and/or the Association President as needed.

C. Purpose

The purpose of the West High Activities Committee is to annually review and evaluate activity stipends and increments. The committee will distribute \$500 and \$1000 stipends (starting in 2024 \$550 and \$1100), Class A increments, and Class B increments based upon the established activities guidelines and matrix. The committee meetings will be scheduled to review stipend and increment proposals and/or requests for a stipend/increment redistribution. Changes to stipends at levels C and above require approval from district administration.

D. Proposals

Each activity sponsor will submit an activities proposal by the last day of first semester on the District Activities Proposal Form located on the District Activities Schoology Page (the code for this page is 3J2KZ-9M5Q4). The proposal will include job description, student participation, events, planning, meetings/calendars, goals, and time commitment. Each person proposing a stipend and/or increment position will be notified within ten (10) work days of the spring meeting as to the status of the request (approved or rejected).

E. Review Process

A request for a stipend/increment to be reviewed must be submitted to Activities Committee each year by the end of first semester. All activity and athletic stipends and increments are listed in Appendix B. Appendix B will be updated each year after the Middle School and High School Athletic and Activity Committees make recommendations for any additional changes for the following year. Proposals will be reviewed at the committee meetings each year for the following year. The committee's final decisions on proposals placement on the increment/stipend schedule will be made by May 15 of each year. Upon evaluation no classification letter of increment may fall more than one level within the duration of this contract. In the event that someone is on the retirement track their increment level will not change.

The Committee will review the recommendations for possible changes in placement on the increment schedule. The High School Activities Committee requires each activity sponsor receiving a stipend or increment to complete a proposal form each year, regardless of their prior classifications.

13.12.2 High School Athletic Committee

A. Membership

The West Aurora High School Athletic Committee will include four (4) members from the Association, preferably those who have coaching experience, as appointed by the President of the Association, the High School Athletic Director,

and one (1) additional administrator from the high school as appointed by the Superintendent, or designee.

B. Meetings

The Committee will meet a minimum of once per year. If there are proposals made in the fall, the committee will meet once before November 30th. Any other proposals will be reviewed at the spring meeting which will take place before May 1st of each school year. Meetings may be called by the high school administrator and/or the Association President as needed.

C. Purpose

The purpose of the West High Athletic Committee is to annually review and evaluate athletic increments. The committee meetings will be scheduled to review increment proposals and/or requests for increment redistribution. The person proposing each increment change will be notified within ten (10) work days of the spring meeting as to the status of the request (approved or rejected).

D. Review Process

A request for an increment to be reviewed must be submitted to Athletic Committee each year by April 15th. All activity and athletic stipends and increments are listed in Appendix B. Appendix B will be updated each year after the Middle School and High School Athletic and Activity Committees determine the allocation for the stipends and A and B increments and make recommendations for any additional changes for the following year. New proposals will be reviewed at the Fall and Spring committee meetings each year for the following year. Upon evaluation no classification letter of increment may fall more than one level within the duration of this contract. In the event that someone is on the retirement track their increment level will not change.

Recommendations from the committee based on the review from the spring meeting will be submitted to the building principal and then routed to the Superintendent or his/her designee for final approval.

13.12.3 Middle School Athletic Committee

A. Membership

The West Aurora Middle School Athletic Committee will include the four (4) middle school athletic directors and two (2) administrators as appointed by the Superintendent, or designee.

B. Meetings

The Committee will meet a minimum of once per year. If there are proposals made in the fall, the committee will meet once before November 30th. Any other proposals will be reviewed at the spring meeting which will take place before May 1st of each school year. Meetings may be called by the administrator, middle school athletic director and/or the Association President as needed.

C. Purpose

The purpose of the Middle School Athletic Committee is to annually review and evaluate athletic increments. The committee meetings will be scheduled to review increment proposals and/or requests for increment redistribution. The person proposing each increment change will be notified within ten (10) work days of the spring meeting as to the status of the request (approved or rejected).

D. Review Process

A request for an increment to be reviewed must be submitted to Athletic Committee each year by April 15th. All activity and athletic stipends and increments are listed in Appendix B. Appendix B will be updated each year after the Middle School and High School Athletic and Activities Committees determine the allocation for the stipends and A and B increments and make recommendations for any additional changes for the following year. New proposals will be reviewed at the Fall and Spring committee meetings each year for the following year. Upon evaluation no classification letter of increment may fall more than one level within the duration of this contract. In the event that someone is on the retirement track their increment level will not change.

Recommendations from the committee based on the review from the spring meeting will be submitted to the building principal and then routed to the Superintendent or his/her designee for final approval.

13.12.4 Middle School Activity Committee

A. Membership

The West Aurora Middle School Activities Committee will include four (4) members from the Association as appointed by the President of the Association and four (4) administrators as appointed by the Superintendent, or designee.

B. Meetings

The Committee will meet a minimum of two times per year. The fall meeting will take place before November 30th and the spring meeting will take place before May 1st of each school year. Meetings may be called by the administrator and/or the Association President as needed.

C. Purpose

The purpose of the Middle School Activities Committee is to annually review and evaluate activity stipends and increments. The committee will distribute \$500 and \$1000 stipends (starting in 2024 \$550 and \$1100), Class A increments, and Class B increments at each middle school based upon the established activities guidelines and matrix. The committee meetings will be scheduled to review stipend and increment proposals and/or requests for a stipend/increment redistribution.

D. Proposals

Each activity sponsor will submit an Activities Proposal by January 15th on the District Activities Proposal Form located on the District Activities Schoology Page (the code for this page is 3J2KZ-9M5Q4). The proposal will include job description, student participation, events, planning, meetings/calendars, goals, and time commitment. Each person proposing a stipend and/or increment position will be notified within ten (10) work days of the spring meeting as to the status of the request (approved or rejected).

E. Review Process

A request for a stipend/increment to be reviewed must be submitted to Activities Committee each year by March 15th. All activity and athletic stipends and increments are listed in Appendix B. Appendix B will be updated each year after the Middle School and High School Athletic and Activities Committees determine the allocation for the stipends and A and B increments and make recommendations for any additional changes for the following year. New proposals will be reviewed at the Fall and Spring committee meetings each year for the following year. Upon evaluation no classification letter of increment may fall more than one level within the duration of this contract. In the event that someone is on the retirement track their increment level will not change.

The Committee will review the recommendations for possible changes in placement on the increment schedule. The Middle School Activities Committee requires each sponsor to complete a proposal form each year, regardless of their prior classifications, by the spring committee meeting.

Recommendations for changes to increment levels above a B from the committee based on the review from the spring meeting will be submitted to the Superintendent or designee for final approval. The committee is not empowered to override an administrative decision to reject an increment recommendation.

13.12.5 Elementary Process

A. Allocations

Each elementary principal will be responsible for allocating one (1) \$1500 stipend (\$1625 starting in 2024), five (5) \$1000 stipends (\$1100 starting in 2024) , one (1) \$750 (\$825 starting in 2024) stipend four (4) Class A increments, and seven (7) class B increments. Increments or stipends for specific areas as they were listed in the previous 2013-17 contract will remain as designated areas for increments or stipends until a proposal for that specific area is not submitted. In addition, Math Bowl Coaches will be paid \$1500 (\$1625 starting in 2024) for one (1) grade level or \$2250 (\$2475 starting in 2024) if they do both 4th and 5th grades. Also each elementary school will have one (1) tech support stipend for \$1200 (\$1320 starting in 2024). In the event that someone is on the retirement track their increment level will not change.

[Note: Designated areas in the previous 2013-17 contract are as follows: Class B increments: one (1) music, one (1) art, three (3) athletic and Stipends: Student Leadership Director (\$750 in 2023 and \$825 starting in 2024), Safety Patrol Coordinator (\$1500 in 2023 and \$1625 starting in 2024), Homework Club Supervisor (\$1500 in 2023 and \$1625 starting in 2024).]

B. Process

Each activity sponsor will submit an Activities Proposal by the date designated by the building principal but no later than the end of the school year preceding when the increment or stipend will go into effect. The proposal will be submitted using the official District Activities Proposal Form which is located on the District Activities Schoology Page (the code for this page is 3J2KZ-9M5Q4). The proposal will include job description, student participation, events, planning, meetings/calendars, goals, and time commitment. The building principal will notify members regarding acceptance or denial of their proposal no later than 15 days from the deadline for proposal submittal. Principals will notify members of any openings that still exist in the fall and will give members the opportunity to submit a proposal for those openings. Those proposals must be submitted by October 15. Each building principal will submit a list of their buildings accepted proposals to the Association President no later than October 30.

13.13 PAYMENT SCHEDULE

- A. All contracts for members shall be satisfied through twenty-four (24) equal installments on the 15th and 30th of each month. Voluntary deductions will not be allowed to be changed for payments made in July and August.
- B. When bargaining unit members deplete their available paid leave options, the following process will be observed:
 - 1. Member paychecks will be discontinued during the remainder of the leave. Required union dues and benefit deductions will be withheld for the time period of the leave. Human resources will provide the member a detailed report indicating the amounts to be paid out and the deductions that will be withheld.
 - 2. Upon the bargaining unit members return to work, paychecks will resume with the next regular pay date for the days worked upon return. Human resources will provide the member a summary of what to expect for their pay moving forward.

13.14 PAYROLL DEDUCTIONS

Upon written authorization of the employee, the district will take payroll deductions for a Board approved vendor for the purposes of tax sheltered annuities, charitable donations, and banking transactions.

13.15 HEALTH INSURANCE

- A. The Board will contribute seventy percent (70%) toward the monthly premium for full family major medical insurance for all members who qualify and desire such coverage. (Member and two or more dependents only)

The Board will contribute seventy percent (70%) toward the monthly premium for full employee plus one major medical insurance for all members who qualify and desire coverage. (Member and one dependent)

The Board will contribute eighty-five percent (85%) toward the monthly premium for employee major medical for all members who qualify and desire such coverage. (Member only)

It is recognized that the Board of Education has the right and authority to manage the costs of the health insurance program. Such decisions will be made in consultation with an insurance committee. The Association shall be represented on the committee by members appointed by the President of the Association.

- B. The dependents of a member covered by medical insurance who dies while under contract shall be allowed to continue such coverage under COBRA. The Board will pay the same percentage of COBRA as they were paying prior to the death through the end of the contract year.
- C. In the event that any carrier returns money to the District, this money shall be used to maintain rates for all members.
- D. Married couples employed by the District who elect health insurance will be responsible for 15% of the elected premium. The deductibles, co-pays and coinsurance will be the employee's responsibility.

13.16 DENTAL INSURANCE

- A. The Board will contribute fifty percent (50%) toward the monthly premium for full family dental insurance for all members who qualify and desire such coverage. (Member and two or more dependents only)

The Board will contribute sixty percent (60%) toward the monthly premium for full employee plus one dental insurance for all members who qualify and desire coverage. (Member and one dependent)

The Board will contribute eighty-five percent (85%) toward the monthly premium for employee dental for all members who qualify and desire such coverage. (Member only)

It is recognized that the Board of Education has the right and authority to manage the costs of the dental insurance program. Such decisions will be made in consultation with an insurance committee. The Association shall be represented on the committee by members appointed by the President of the Association.

- B. For married couples employed by the District who elect dental insurance, the Board will contribute one hundred percent (100%) toward the monthly premium for member plus one coverage or ninety percent (90%) toward the monthly premium for family coverage. However, the difference in premiums for the Buy-Up plan will be paid by the employee.

13.17 LIFE INSURANCE

The Board will provide group term life insurance equal to \$100,000 for all members in the bargaining unit. Those qualifying members who do not desire any health insurance will be provided with an additional \$75,000 group term life insurance at Board expense.

13.18 DISABILITY INSURANCE

The Board will provide a long-term disability insurance policy for those members who have achieved the maximum accumulated sick day provided by the Board, commencing at the beginning of the school term on which the member has the maximum accumulated days. Such insurance shall be coordinated with the disability provisions of the Teachers' Retirement System and coordinated with the Sick Leave Bank provisions specified in this Agreement, and shall remain in effect until the member reaches the age of sixty-five (65) or terminates full time employment with the District, whichever occurs first. As used herein, disability insurance will become applicable after six (6) months from the onset of the disability and shall protect 66

percent of the member's salary. The obligation of the Board shall not apply if the Board, with reasonable diligence, cannot secure a policy of insurance from a commercial carrier.

13.19 INSERVICE CREDIT

In-service work done with the approval of the District shall be credited on the Compensation Schedule, upon presentation of proof of completion to a maximum of nine (9) hours credit to be received before the completion of a Master's degree and an additional nine (9) hours in-service credit after completion of the Masters. In-service work required by the District shall be credited without regard to the foregoing limitations. In-service credit from West Aurora University shall be credited without regard to the foregoing limitations.

In-service work with no specified number of credits shall be evaluated by the Assistant Superintendent of Teaching and Learning or designee of said course, program or institute and an estimate of the number of credits worth of study shall be, upon approval of the Assistant Superintendent, entered as duly credited on the salary schedule. In-service programs to be planned after the effective date of this Agreement shall involve consultation with the district Professional Development Committee or other appropriate committee.

13.20 PROFESSIONAL GROWTH

13.20.1 Compensation for approved professional activities involving leadership experience may be awarded to members. Approval of such stipends shall be the responsibility of the Assistant Superintendent for Teaching and Learning or designee and such awards will be in accordance with standards developed jointly with the AEA-W Executive Board Leadership team and the Administration Leadership team. An accounting of the dispersal of said funds will be made available by the Assistant Superintendent of Teaching and Learning at reasonable intervals upon the request of the Association. Any of the following may be recommended for a stipend: District authorized curriculum research and development, design and production of teaching materials to be used in the District, service as chairperson of a District curriculum committee, and conducting presentations/workshops for District 129 staff.

13.20.2 Other professional growth opportunities offered by the District beyond the school day may be reimbursed at the contracted rate of pay for curriculum development. Hours will be turned in on a timesheet and reimbursed on regular paychecks.

13.21 TUITION REIMBURSEMENT

The District and Association recognize the importance of continued professional growth of Association members. Members may be reimbursed for graduate level classes in programs that are sponsored by the district or those based on the programmatic needs of the district. Such approval for reimbursement will be based on the programmatic needs of the District, as determined by Administration. Guidelines for the reimbursement of costs associated with professional growth will adhere to the following guidelines:

Eligible classes will be reimbursed at seventy-five dollars (\$75.00) per credit hour.

- New members are eligible for tuition reimbursement for courses beginning on or after the first day of the official school calendar.
- A member who is on a full year leave of absence is not eligible for tuition reimbursement.
- A member who is released or resigns from the district loses rights for reimbursement on the last day of the official school calendar.

- To be eligible for tuition reimbursement, the member must also submit a course approval form to Human Resources prior to the beginning of the course. Administration will notify members of approval within 2 weeks of receiving the course approval form.
- The member must earn an A or B in the class to be eligible for reimbursement.
- The member must submit an expense voucher accompanied by an official transcript no later than six months after the last day of the class.
- Professional growth opportunities qualifying for reimbursement must be pre-approved by the Assistant Superintendent of Human Resources or designee.
- When the District communicates information about education opportunities, it will include in that communication whether the program is approved for reimbursement by the district.

13.22 NATIONAL BOARD CERTIFICATION

13.22.1 Classroom Teachers

The Administration recognizes the value of National Board Certification. Interested members should contact the District to determine what assistance is available. Upon completion of National Board Certification members will receive the stipend for National Board Certification as indicated on the differential index in Appendix B, unless coursework for the National Board Certification is used for lane movement on the salary schedule and in that case they will get the lane movement instead of the stipend. Members are eligible for this stipend for up to ten years. Members must renew this certification as required based upon the requirements of their original certification date.

ARTICLE XIV- RETIREMENT INCENTIVE PROGRAM

14.1 Eligibility:

The District and Association have a common interest in recognizing the value to the District of long term licensed employees, as a result the Board will offer a retirement incentive program, for up to four (4) years, to teachers who meet the following eligibility criteria:

- A. Will have at least ten (10) continuous years of full-time service with the District as a licensed teacher at the time of retirement. Approved, unpaid leaves of absence will not interrupt service but will not count toward full-time service.
- B. Will retire without the Board of Education incurring an "excess salary payment" (i.e. TRS penalty) in any of the four years of employment used by TRS to determine the retirement annuity.
- C. Must retire by the end of the school year in which they first become eligible for a non-discounted TRS retirement annuity, based on years of creditable service. TRS creditable service includes service recognized by TRS due to unused sick days in addition to years of service paid into TRS. In the event the first year of eligibility has already passed at the beginning of this Agreement, retirement must occur no later than the end of the 2023-2024 school year.
- D. For the purpose of this provision a non-discounted TRS annuity is defined as anyone who has thirty-five (35) years of creditable service. Creditable service is calculated by combining years of TRS active service and unused sick days.
- E. The teacher must submit an irrevocable written notice of retirement to the Human Resources Administrator or designee no later than August 1 of the year in which the teacher wishes to first participate in this Incentive Program. For the 2023-2024 school year only the deadline to submit this letter will be September 1st.
- F. Prior to submitting the retirement notice, the teacher must meet with the Human Resources Administrator or designee to review the retirement contract and conditions of retirement. At this meeting the teacher must submit their most recent TRS Benefits Report in order to confirm years of creditable service.

14.2 Conditions

- A. The district reserves the right to determine the final term assignment for those staff members retiring in the middle of the school year.
- B. In the event that an increase originally given to an employee outside the retirement window (more than four years from retirement) creates a TRS penalty given the employee's desire to retire earlier than approved by the Board, the employee will lose eligibility for any service recognition benefit.
- C. All requests to participate in the Retirement Incentive Program shall be subject to the final approval of the Board of Education of School District 129.
- D. The Administration and Association shall share information regarding this Incentive Program to all members. Administration will identify potential qualifying members and in conjunction with the Association shall share specifics of the Retirement Incentive Program with them.
- E. As a minimum, the service recognition received by the employee will be the benefit or benefits bargained and agreed to during the contract year the employee provides an irrevocable letter of retirement. If subsequent service recognition options benefit

the employee, the intent of the parties is to extend to any eligible employee the recognition benefits available during the year of their retirement. The goal of the recognition program is to annually review options that are in concert with the Teachers' Retirement System Rules and reflect options that support and recognize long term employees of District 129.

14.3 Benefits

A. Employees covered under this agreement who meet the eligibility requirements shall be removed from the salary schedule and paid in accordance with the formula set forth below. Employees who give up to a four (4) year notice shall receive, for each year, an increase equal to six percent (6%) over the current year's scheduled salary but not less than six percent (6%) of the previous year's salary, including a longevity stipend when applicable. This increase is in lieu of any other raise, step, or other earnings increase to which the teacher may otherwise have been entitled; provided however, that in no event shall such increase make the total creditable earnings greater than six percent (6%) of the prior year's total creditable earnings. Once an irrevocable notice of intent to retire is received by the District, in no year shall creditable earnings in excess of 6% of the previous year's creditable earnings be paid to the retiring employee. However, earnings that are legally exempt from the state imposed "6% liability" rule in effect at the time of ratification of this agreement, or which shall be enacted within the scope of this agreement, shall not be considered in the calculation of the 6% increase limitation. Such exempt earnings include but may not always be limited to and may not always include:

- Summer school teaching paid pro-rata
- Overloads paid pro-rata
- Change in employment status from part-time to full-time paid pro-rata

B. Upon retirement eligible employees who have District-accumulated unused sick days will receive a buyback benefit. Members who utilize at least 170 sick days for TRS credit will be eligible to sell up to an additional 100 days not used for TRS creditable service back at \$100 a day. Days a member earns the Attendance Incentive program are not eligible for career end buy back unless the members total days exceed two years of TRS credit. Payment of the buyback benefit will be made between 30 and 60 days after the member's final regular paycheck.

Upon retirement, a member's unused District accumulated sick days that were not calculated in the buyback or used toward TRS service credit shall be deposited in the AEA-W sick leave bank.

C. The district will pay to the eligible employee a one-time lump sum post-retirement payment of ten thousand dollars (\$10,000). Those employees who leave the district employ by the end of the first semester in their final year, will be eligible for an additional \$10,000 post-retirement incentive. Under this provision, any eligible employee who uses 340 days of accumulated sick days for the purpose of receiving 2 years of TRS Creditable Service will receive ten thousand dollars (\$10,000) in addition to any other lump sum payment that they are eligible for. Payments under this provision are to be made between 30 and 60 days after the employee's last day of work or last paycheck, whichever occurs later. Recognition of service payments are not intended to be creditable earnings under the Teachers' Retirement System.

ARTICLE XV- EFFECT AND DURATION OF AGREEMENT

15.1 COMPLETE UNDERSTANDINGS

This Agreement shall constitute full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement. The parties shall not be obligated to bargain during the term of this Agreement even though such prerogative may exist under law.

15.2 INDIVIDUAL CONTRACTS

Any individual contract between the Board and any individual member shall be subject to and consistent with the terms and language of this Agreement and this Agreement shall be controlling.

15.3 SUPERSEDING EFFECT

This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

15.4 SAVINGS CLAUSE

If any provision of this Agreement or any application of the Agreement to any member or group of members shall be found contrary to law, then such provision or application shall not be deemed valid or subsisting except to the extent permitted by law. All other provisions or applications of this Agreement shall continue in full force and effect.

15.5 NO STRIKE PROVISION

During the term of this Agreement and any extensions thereof, no member covered by this Agreement nor the Association shall engage in, authorize or instigate any strike.

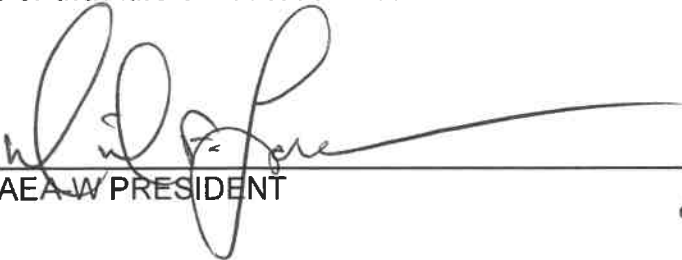
15.6 DURATION

This Agreement shall be effective on the date of its execution and shall continue in effect until August 15, 2027

IN WITNESS THEREOF

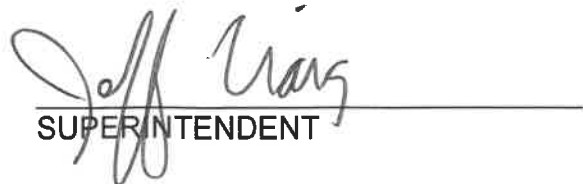
For the Aurora Education Association - West

For the Board of Education School District 129


AEA-W PRESIDENT


BOARD PRESIDENT


AEA-W VICE-PRESIDENT FOR NEGOTIATIONS


SUPERINTENDENT


BOARD SECRETARY

APPENDIX A – SALARY SCHEDULES

AEA-W "NEW" Salary Schedule 2023-2024 School Year

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary
	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary
A	45,500	47,775	50,050	54,600	56,875	59,150	61,425
	50,000	52,500	55,000	60,000	62,500	65,000	67,500

AEA-W 2023-24 School Year (EXISTING STAFF)

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary
	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary
1							
2	43,937	44,577	46,575	49,400	51,934	52,918	54,147
3	44,770	45,837	48,104	51,186	53,727	54,986	56,422
4	45,328	47,096	49,631	52,992	55,522	57,055	58,696
5	45,884	48,355	51,159	54,788	57,315	59,124	60,971
6	46,442	49,614	52,686	56,584	59,109	61,192	63,246
7	46,999	50,874	54,214	58,380	60,903	63,260	65,521
8	47,557	52,133	55,741	60,176	62,697	65,329	67,797
9	48,114	53,392	57,269	61,972	64,491	67,397	70,071
10	48,671	54,651	58,797	63,767	66,285	69,466	72,346
11	49,228	55,911	60,325	65,564	68,079	71,534	74,621
12	49,785	57,170	61,852	67,360	69,873	73,602	76,896
13	50,342	58,429	63,380	69,146	71,667	75,671	79,170
14	50,899	59,689	64,907	70,931	73,460	77,739	81,445
15	51,456	60,948	66,434	72,704	75,255	79,808	83,721
16	52,013	62,207	67,962	74,478	77,048	81,877	85,996
17	52,570	63,466	69,490	76,252	78,832	83,945	88,270
18	53,127	64,725	71,018	78,026	80,616	86,014	90,545
19	53,684	65,984	72,542	79,820	82,400	88,082	92,820
20	54,241	67,243	74,066	81,614	84,184	90,151	95,095
21	54,798	68,502	75,590	83,408	85,968	92,219	97,371
22	55,355	69,761	77,114	85,202	87,752	94,287	99,645
23	55,912	71,020	78,638	86,996	89,536	96,356	101,920
24	56,469	72,279	80,162	88,790	91,330	98,426	104,195
25	57,026	73,538	81,686	90,584	93,124	100,596	106,470
26 - 29	57,583	74,797	83,210	92,378	94,918	102,766	108,745
30 +	58,140	76,056	84,734	94,172	96,712	104,934	111,020

STAFF THAT WOULD FALL IN ONE OF THE GRAYED OUT CELLS IN THE "EXISTING STAFF" SCHEDULE WILL INSTEAD BE PLACED ON STEP "A" OF THE NEW SCHEDULE

AEA-W "NEW" Salary Schedule 2024-2025 School Year

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary
A	46,410 51,000	48,685 53,500	50,960 56,000	55,510 61,000	57,785 63,500	60,060 66,000	62,335 68,500
	48,230 53,000	50,642 55,651	53,053 58,300	57,876 63,600	60,288 66,251	62,700 68,901	64,686 71,084

AEA-W 2024-25 School Year (EXISTING STAFF)

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary
1							
2	46,573 51,179	47,252 51,925	49,370 54,253	52,364 57,543	55,050 60,494	56,093 61,641	57,395 63,072
3	46,573 51,179	47,252 51,925	49,370 54,253	52,364 57,543	55,050 60,494	56,093 61,641	57,395 63,072
4	47,456 52,150	48,587 53,392	50,920 56,033	54,268 59,635	56,951 62,583	58,286 64,050	59,807 65,722
5	48,047 52,799	49,922 54,859	52,609 57,812	56,171 61,726	58,853 64,674	60,478 66,459	62,218 68,372
6	48,637 53,448	51,256 56,326	54,228 59,592	58,076 63,819	60,754 66,763	62,671 68,869	64,629 71,021
7	49,228 54,097	52,591 57,793	55,847 61,371	59,979 65,911	62,655 68,852	64,863 71,278	67,041 73,671
8	49,819 54,746	53,926 59,259	57,467 63,150	61,882 68,002	64,558 70,942	67,055 73,687	69,452 76,321
9	50,410 55,396	55,261 60,726	59,086 64,929	63,787 70,095	66,459 73,032	69,249 76,097	71,864 78,972
10	51,001 56,045	56,596 62,193	60,705 66,709	65,690 72,187	68,361 75,122	71,441 78,506	74,276 81,622
11	51,591 56,694	57,931 63,660	62,325 68,489	67,594 74,279	70,262 77,211	73,634 80,916	76,687 84,271
12	52,943 58,179	59,265 65,127	63,944 70,268	69,498 76,371	72,163 79,300	75,826 83,325	79,098 86,921
13	53,534 58,828	60,600 66,594	65,563 72,047	71,401 78,463	74,065 81,391	78,018 85,734	81,509 89,571
14	54,125 59,478	61,935 68,061	67,182 73,827	73,305 80,555	75,967 83,480	80,212 88,145	83,921 92,220
15	54,716 60,127	63,270 69,527	68,801 75,606	75,209 82,648	77,868 85,569	82,404 90,554	86,332 94,870
16	55,306 60,776	64,605 70,994	70,421 77,385	77,113 84,739	79,770 87,659	84,597 92,964	88,744 97,521
17	55,897 61,425	66,915 73,533	72,040 79,164	79,016 86,831	81,671 89,748	86,789 95,373	91,155 100,171
18	56,488 62,075	68,250 75,000	73,660 80,945	80,921 88,924	83,573 91,839	88,981 97,782	93,567 102,821
19	57,079 62,724	69,585 76,467	75,279 82,724	82,824 91,015	85,474 93,928	91,175 100,192	95,978 105,470
20	57,670 63,374	70,919 77,933	76,898 84,503	84,727 93,107	87,376 96,017	93,367 102,601	98,389 108,120
21	58,261 64,023	72,254 79,400	78,517 86,283	86,632 95,200	89,339 98,174	95,560 105,011	100,800 110,770
22	58,851 64,671	73,589 80,867	80,136 88,062	90,001 98,903	91,301 100,331	97,752 107,420	103,213 113,421
23	59,442 65,321	74,924 82,334	81,755 89,841	91,905 100,994	93,264 102,488	99,944 109,829	105,624 116,070
24	60,033 65,970	76,259 83,801	83,376 91,622	93,808 103,086	96,758 106,327	102,137 112,239	108,035 118,720
25	63,067 69,304	79,517 87,382	86,859 95,449	97,516 107,161	100,690 110,649	106,351 116,869	110,447 121,370
26	63,067 69,304	79,517 87,382	86,859 95,449	97,516 107,161	100,690 110,649	110,508 121,438	115,041 126,419
27-30	63,067 69,304	79,517 87,382	86,859 95,449	97,516 107,161	100,690 110,649	110,508 121,438	119,985 131,851
31+	64,190 70,539	80,641 88,616	87,982 96,684	98,640 108,395	101,814 111,883	111,632 122,672	121,108 133,086

STAFF THAT WOULD FALL IN ONE OF THE GRAYED OUT CELLS IN THE "EXISTING STAFF" SCHEDULE WILL INSTEAD BE PLACED ON STEP "B" OF THE NEW SCHEDULE

AEA-W Salary Schedule 2025-26 School Year

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary	IRS Salary
	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary	TRS Salary
A	<p align="center"> THE SALARY SCHEDULE FOR THE 2025-2026 SCHOOL YEAR WILL BE PUBLISHED AFTER YEAR END 2024 CPI DATA HAS BEEN RELEASED. THE STARTING SALARY FOR THIS SALARY SCHEDULE WILL INCREASE BY 1/2 OF CPI, BUT WILL INCREASE BY NO LESS THAN 1% AND NO MORE THAN 3.5% </p>						
B							
C							
D							
E							
F							
G							
H							
I							
J							
K							
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M							
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Q							
R							
S							
T							
U							
V							
W							
X							
Y							
X							
AA							
BB							
CC							
DD							
EE							
FF							
GG							
HH							
II							

PROJECTED AEA-W Salary Schedule 2026-27 School Year

Step	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary
A	<p>THE SALARY SCHEDULE FOR THE 2026-2027 SCHOOL YEAR WILL BE PUBLISHED AFTER YEAR END 2025 CPI DATA HAS BEEN RELEASED. THE STARTING SALARY FOR THIS SALARY SCHEDULE WILL INCREASE BY 1/2 OF CPI, BUT WILL INCREASE BY NO LESS THAN 1% AND NO MORE THAN 3.5%</p>						
B							
C							
D							
E							
F							
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K							
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AA							
BB							
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DD							
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HH							
II							

APPENDIX B – INCREMENT CLASSIFICATIONS AND DIFFERENTIAL INDEX

INCREMENT CLASSIFICATIONS

CLASS A

Athletic

MS	6 th Grade Coach (4 at each middle school; additional added if participant numbers reach 25)
HS	Summer Athletic

Activities

MS	Art Club (HER, JEF, JWL, WAS (2))
MS	Beat Club (WAS)
MS	Cooking & Baking Club (HER)
MS	InCubatoredu Entrepreneur Club (JWL)
MS	Junior Student Ambassadors (WAS)
MS	Maker's Club (HER)
MS	Minecraft (JWL)
MS	Peer Buddies/Alpha Dogs (JWL, HER)
MS	Scrapbooking (WAS)
MS	Solvers/Photography Club (HER)
MS	Spirit Club (JWL)
MS	Stand for the Silent (JEF)
MS	Student of the Month (JEF)
MS	WE Club (JEF)
HS	Above the Influence
HS	Anime Club
HS	Book Club
HS	Clay Club
HS	Creative Media Club
HS	Creative Writing Club
HS	eSports
HS	French Club
HS	Gospel Choir
HS	Homework Club
HS	Intramurals (2)
HS	Key Club
HS	Photography Club
HS	Sign Language Club
HS	Stage Crew
HS	Step Team Assistant
HS	Scholastic Bowl Assistant

Other

K-5	Elementary Miscellaneous (4 per building)
HW	Pre-Vocational Coordinator

CLASS B

Athletic

- K-5 Elementary Athletic (3 per building)
- MS Pom Sponsor

Activities

- K-5 Elementary Music (1 per building)
- K-5 Elementary Art (1 per building)
- MS Artistic Director Musical (HER, JEF, JWL, WAS)
- MS Jazz Band (JEF)
- MS Music Director Musical (HER, JEF, JWL, WAS)
- MS Yearbook Sponsor (HER, JEF, JWL, WAS)
- HS Alianza Hispana
- HS Black Student Union
- HS Business Professionals of America
- HS Educators Rising
- HS Empowered Women's Club
- HS Games Club
- HS Homework Club (2)
- HS Machining Welding
- HS Mathletes/WYSE (3 coaches)
- HS Muses
- HS Musical – Dance Director
- HS Musical – Instrumental Director
- HS Musical – Vocal Director
- HS National Art Honor Society/Sauk Gallery
- HS Operation Snowball
- HS PAWS
- HS Pride Club
- HS Spanish Club
- HS West Buddies
- HS World Relief Club

Other

- K-5 Elementary Miscellaneous (2 per building)
- MS Middle School 6th Grade Band

CLASS C

Athletic

- MS Assistant Basketball Boys 8th
- MS Assistant Basketball Boys 7th
- MS Assistant Basketball Girls 8th
- MS Assistant Basketball Girls 7th
- MS Assistant Cheerleading
- MS Assistant Cross-Country 6th-8th (participant level 1-50 – 1 assistant, 51-75 – 2 assistants, 76-100 – 3 assistants)
- MS Assistant Football 7th-8th (3 per building)
- MS Assistant Soccer Boys 7th-8th

CLASS C (cont.)

MS	Assistant Soccer Girls 7 th -8 th
MS	Assistant Volleyball Boys 7 th -8 th
MS	Assistant Volleyball Girls 8 th
MS	Assistant Volleyball Girls 7 th
MS	Assistant Track 6 th -8 th (3 per building)
MS	Assistant Wrestling 6 th -8 th

Activities

MS	Adventure Club (WAS)
MS	Drama Director
MS	Student Council Sponsor
HS	Assistant Director of Athletic Bands
HS	Associate Director of Jazz Bands (2)
HS	Bass Fishing
HS	Chess
HS	Culinary Club
HS	Extra Curricular Choirs
HS	FCCLA (2)
HS	HOSA
HS	National Honor Society
HS	Scholastic Bowl
HS	Skills USA
HS	Speech/Debate Team
HS	Step Team
HS	Student Council – Rowdies/School Spirit
HS	Student Council - Outreach
HS	Student Council - Events
HS	Student Council - Design

Other

HS	Assistant Director of Bands (Instrumental Music) (2)
HS	Assistant Director of Vocal Music

CLASS D

Athletic

MS	Head Basketball Boys 8 th
MS	Head Basketball Boys 7 th
MS	Head Basketball Girls 8 th
MS	Head Basketball Girls 7 th
MS	Head Cheerleading
MS	Head Cross-country 6 th -8 th
MS	Head Football 8 th
MS	Head Soccer Boys 7 th -8 th
MS	Head Soccer Girls 7 th -8 th
MS	Head Track 6 th -8 th
MS	Head Volleyball Boys 7 th -8 th

CLASS D (cont.)

MS Head Volleyball Girls 8th
MS Head Volleyball Girls 7th
MS Head Wrestling 6th-8th
HS Assistant Badminton (2)

Athletic

HS Assistant Bowling (1)
HS Assistant Cheerleading – Fall (3)
HS Assistant Boys Cross Country (1 per each 20 participants)
HS Assistant Girls Cross Country (1 per each 20 participants)
HS Assistant Boys Golf
HS Assistant Girls Golf
HS Assistant Poms – Fall
HS Assistant Poms – Winter
HS Assistant Boys Swimming (2)
HS Assistant Girls Swimming (2)
HS Assistant Boys Tennis
HS Assistant Girls Tennis (2)
HS Assistant Boys Volleyball (3)
HS Assistant Girls Volleyball (5)
HS Event Supervisor – Fall
HS Event Supervisor – Winter
HS Event Supervisor – Spring
HS Weight Room Supervisor- Fall
HS Weight Room Supervisor- Winter
HS Weight Room Supervisor- Spring
HS Weight Room Supervisor- Summer

Activities

HS Director of Jazz Bands
HS Drill Team-Freshman
HS Drill Team-JV
HS Madrigals
HS Student Government Advisor

Other

MS Choral Music

CLASS E

Athletics

HS Assistant Boys Soccer (5)
HS Assistant Cheerleading – Winter (3)
HS Assistant Girls Soccer (4)
HS Assistant Softball (5)
HS Head Badminton
HS Head Bowling
HS Head Cheerleading – Fall
HS Head Boys Cross Country
HS Head Girls Cross Country

CLASS E (cont.)

HS	Head Boys Golf
HS	Head Girls Golf
HS	Head Poms – Fall
HS	Head Poms – Winter
HS	Head Boys Tennis
HS	Head Girls Tennis

Activities

HS	Broadcast Club
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Other

PK-5	PPS Team Leaders
5-8	Middle School Band
HS	Director of Bands (Instrumental Music)
HS	Director of Vocal Music

CLASS F

Athletics

HS	Assistant Boys Baseball (6)
HS	Assistant Boys Basketball (5)
HS	Assistant Girls Basketball (5)
HS	Assistant Football (14)
HS	Assistant Boys Wrestling (5)
HS	Assistant Girls Wrestling (1)
HS	Head Cheerleading – Winter

Activities

HS	Associate Director of Athletic Bands
HS	Assistant Drama (2)
HS	Assistant Drill Team

Other

HW	Vocational Coordinator
HW	Business Partnership Coordinator

CLASS G

Athletics

HS	Assistant Athletic Trainer – Fall
HS	Assistant Athletic Trainer – Winter
HS	Assistant Athletic Trainer – Spring
HS	Assistant Athletic Trainer – Spring
HS	Head Boys Soccer
HS	Head Girls Soccer
HS	Head Boys Swimming
HS	Head Girls Swimming
HS	Assistant Boys Track – Indoor and Outdoor (5)
HS	Assistant Girls Track – Indoor and Outdoor (5)
HS	Head Boys Volleyball

HS Head Girls Volleyball

CLASS H

Athletics

MS Athletic Director (and two (2) release periods per day)

HS Athletic Trainer – Fall

HS Athletic Trainer – Winter

HS Athletic Trainer – Spring

Activities

HS Director of Yearbook (EOS)

CLASS J

Athletics

HS Assistant Athletic Director (and two (2) release periods per day)

HS Head Baseball

HS Head Boys Basketball

HS Head Girls Basketball

HS Head Football

HS Head Softball

HS Head Boys Track – Indoor and Outdoor

HS Head Girls Track – Indoor and Outdoor

HS Head Boys Wrestling

HS Head Girls Wrestling

Activities

HS Drill Team

HS Director of Athletic Bands

HS Head Drama

STIPENDS

National Board Certificated Employees	\$1,000 per year for 10 years
Doctoral Degree Recipients	\$1,500 per year
Clinical Supervision of Psych/Social Worker Interns	\$1,000

Athletics		2023-2024	2024-2027
HS	Fitness Center Supervisor – Fall	\$2,000	\$2,200
HS	Fitness Center Supervisor – Winter	\$2,000	\$2,200
HS	Fitness Center Supervisor – Spring	\$2,000	\$2,200
Activities			
K-5	Elementary Miscellaneous (5 per building)	\$1,000	\$1,100
K-5	Homework Club Supervisor	\$1,500	\$1,650
K-5	Math Bowl Coach	\$1500/\$2250	\$1,650/\$2,475
K-5	Safety Patrol Coordinator	\$1,500	\$1,650
K-5	Student Leadership Director	\$750	\$825
MS	Animation Club (HER)	\$1,000	\$1,100
MS	Chess Club (JEF)	\$1,000	\$1,100
MS	Homework Club (HER (2), JEF (2), JWL (3))	\$1,000	\$1,100
MS	Literary Magazine (JWL)	\$1,000	\$1,100
MS	Maker's (STEM)/Gamer's Club (JEF)	\$1,000	\$1,100
MS	Peer Mediators (JEF, WAS)	\$1,000	\$1,100
MS	Sign Language Club (JEF)	\$1,000	\$1,100
MS	Speed Stackers & Chess (HER)	\$1,000	\$1,100
MS	Student Assistance Program (3) (JWL)	\$500	\$550
MS	Tech Club (WAS)	\$1,000	\$1,100
MS	Ukelele Club (HER)	\$1,000	\$1,100
HS	Assistant FCCLA	\$1,000	\$1,100
HS	Assistant BPA	\$500	\$550
HS	French Honor Society	\$1,000	\$1,100
HS	Investment Club	\$500	\$550
HS	Key Club	\$1,000	\$1,100
HS	Mental Health Awareness Club	\$1,000	\$1,100
HS	SAVE Club	\$1,000	\$1,100
HS	Scientific Research Club	\$1,000	\$1,100
HS	Skills USA Assistant	\$1,000	\$1,100
HS	Spanish Honor Society	\$1,000	\$1,100
Other			
K-5	Elementary Band Music Coordinator	\$500	\$550
K-5	Fearn E2K (1)	\$1,755	\$1,930
K-5	Freeman E2K (2)	\$1,755	\$1,930
K-5	Greenman E2K (1)	\$1,755	\$1,930
K-5	Hall E2K (1)	\$1,755	\$1,930
K-5	Schneider E2K (1)	\$1,755	\$1,930

MS	MS E2K Site Coordinator (1 JWL)	\$1,755	\$1,930
MS	MS E2K Math (1 JEF, JWL)	\$1,755	\$1,930
MS	MS E2K Science (1 per building)	\$1,755	\$1,930

STIPENDS (con't)

		2023-2024	2024-2027
MS	Math Coach (1 per building)	\$2,000	\$2,200
MS	Lead Teacher (19)	\$2,000	\$2,200
HS	After School Library Supervision(per semester)	\$3,600	\$3,960
HS	Lead Teacher Driver's Education	\$3,000	\$3,300
HS	Lead Teacher Freshman Academy	\$2,000	\$2,200
HS	Lead Teacher (9 + supervision release)	\$1,500	\$1,650 for 11-19 staff
		\$2,000	\$2,200 for 20+ staff/CTE
HS	Wood Shop	\$1,500	\$1,650
ALL	Technology Integration (1 per building + 4 HS)	\$1,200	\$1,320

APPENDIX C-DIFFERENTIAL INDEX

AEAW INCREMENT SCHEDULE 2023 - 2024 SCHOOL YEAR

Class	YEAR 1-2		YEAR 3-4		YEAR 5-6		YEAR 7-8		YEAR 9-10		YEAR 11-12		YEAR 13-14		YEAR 15+	
	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS
A	1,254	1,141	1,473	1,340	2,587	2,354	2,786	2,535	2,965	2,698	3,185	2,898	3,284	2,988	3,384	3,079
B	1,831	1,666	2,169	1,974	3,303	3,006	3,563	3,242	3,801	3,459	4,040	3,676	4,199	3,821	4,299	3,912
C	2,388	2,173	2,826	2,572	3,921	3,568	4,199	3,821	4,498	4,093	4,777	4,347	4,956	4,510	5,055	4,600
D	2,925	2,662	3,463	3,151	4,637	4,220	4,976	4,528	5,313	4,835	5,671	5,161	5,871	5,343	5,970	5,433
E	3,423	3,115	4,040	3,676	5,413	4,926	5,811	5,288	6,209	5,650	6,627	6,031	6,866	6,248	6,966	6,339
F	3,901	3,550	4,618	4,202	6,309	5,741	6,786	6,175	7,264	6,610	7,722	7,027	8,000	7,280	8,100	7,371
G	4,358	3,966	5,155	4,691	7,284	6,628	7,821	7,117	8,358	7,606	8,896	8,095	9,214	8,385	9,314	8,476
H	4,797	4,365	5,671	5,161	7,523	6,846	8,080	7,353	8,637	7,860	9,195	8,367	9,533	8,675	9,632	8,765
I	5,195	4,727	6,149	5,596	8,120	7,389	8,716	7,932	9,334	8,494	9,931	9,037	10,289	9,363	10,389	9,454
J	5,573	5,071	6,588	5,995	9,314	8,476	10,011	9,110	10,707	9,743	11,403	10,377	11,842	10,776	12,080	10,993

AEAW INCREMENT SCHEDULE 2024 - 2027 SCHOOL YEAR

Class	YEAR 1-2		YEAR 3-4		YEAR 5-6		YEAR 7-8		YEAR 9-10		YEAR 11-12		YEAR 13-14		YEAR 15+	
	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS	IRS
A	1,317	1,198	1,547	1,407	2,716	2,472	2,925	2,662	3,113	2,833	3,344	3,043	3,448	3,138	3,553	3,233
B	1,923	1,750	2,277	2,072	3,468	3,156	3,741	3,404	3,991	3,632	4,242	3,860	4,409	4,012	4,514	4,108
C	2,507	2,282	2,967	2,700	4,117	3,747	4,409	4,012	4,723	4,298	5,016	4,564	5,204	4,735	5,308	4,830
D	3,071	2,795	3,636	3,309	4,869	4,431	5,225	4,755	5,579	5,077	5,955	5,419	6,165	5,610	6,269	5,704
E	3,594	3,271	4,242	3,860	5,684	5,172	6,102	5,552	6,519	5,933	6,958	6,332	7,209	6,560	7,314	6,656
F	4,096	3,727	4,849	4,412	6,624	6,028	7,125	6,484	7,627	6,941	8,108	7,378	8,400	7,644	8,505	7,740
G	4,576	4,164	5,413	4,926	7,648	6,960	8,212	7,473	8,776	7,986	9,341	8,500	9,675	8,804	9,780	8,900
H	5,037	4,584	5,955	5,419	7,899	7,188	8,484	7,720	9,069	8,253	9,655	8,786	10,010	9,109	10,114	9,203
I	5,455	4,964	6,456	5,875	8,526	7,759	9,152	8,328	9,801	8,919	10,428	9,489	10,803	9,831	10,908	9,927
J	5,852	5,325	6,917	6,295	9,780	8,900	10,512	9,566	11,242	10,231	11,973	10,896	12,434	11,315	12,684	11,542

APPENDIX D - JOINT PHILOSOPHICAL STATEMENT REGARDING INCLUSION

School District 129 is committed to providing a continuum of services and placements for students identified as disabled under IDEA – Individuals with Disabilities Education Act (replacing 94-142). The continuum of services includes placements in 1) Regular Education, 2) Regular Education with modifications, 3) Resources in home school, 4) Self-Contained, 5) District Alternative School, 6) Private Day, and 7) Residential. Placement of students shall be for the purpose of meaningful outcomes as determined by the IEP process with the family, special education personnel and regular education personnel and administrators.

Placing children together regardless of their abilities or disabilities has both advantages and disadvantages. By being together during their school years, they have an opportunity to learn, to grow, to model both appropriate and inappropriate behaviors, to improve language and communication skills, to form friendships and learn community values. Nevertheless, including any disabled child in the class the child would attend if not identified as disabled is appropriate only when it is educationally advantageous for that individual student and not disruptive to the educational learning process.

Inclusion is interpreted as those services available in placements 1 and 2 on the continuum with use of appropriate and reasonable supplementary aids and services. Additionally, resources will be available to teachers in order to aid in the success of the included student.

For the Aurora Education Association - West For the Board of Education School District 129

AEA-W PRESIDENT

BOARD PRESIDENT

AEA-W VICE-PRESIDENT FOR NEGOTIATIONS

SUPERINTENDENT

BOARD SECRETARY

APPENDIX E - West Aurora Curriculum Writing Guiding Document

Writing curriculum in D129 is an organic process that is continually growing because curriculum continues to be revised based on student need, standards and state/federal requirements, teachers' instructional needs, availability of quality resources, and availability of funds. The following document aims to make the curriculum writing process transparent in West Aurora.

What is Curriculum?

According to educational researchers (Marzano, Wiggins & McTighe, DuFour), a guaranteed and viable curriculum is the first factor that has impact on student achievement. A guaranteed and viable curriculum means that students have the opportunity to learn the content expected of them despite the school or teacher responsible for delivering it (guaranteed) and teachers have the time in which to teach the content (viable). This means that districts "give clear guidance to teachers regarding the content to be addressed in specific courses and at specific grade levels...and that individual teachers do not have the option to disregard or replace assigned content" (Marzano, 2003). Curricula shouldn't be confused with resources. Resources are used in curricula, but resources are not in themselves curricula.

Curriculum Development

Historically in districts including West Aurora, curriculum development took on a 7 to 10-year cycle that emphasized a different subject every year. This was in part due to a historical notion that textbooks were equivalent to curricula. This process supported purchasing textbooks and allowed the time to rotate through subject areas in order to spread the cost of purchasing materials over several years more than the development of a guaranteed and viable curriculum. In West Aurora, we use a 7-step curriculum writing process that occurs over three to five years per content area in order to support the development of a guaranteed and viable curriculum using the Illinois adopted learning standards.

7-Step Curriculum Writing Process

Step 1: Basic Understanding and Research/Statement of Purpose for Curriculum Development.

Basic understanding of the grade level/content area standards for administrators and teachers.

- Develop a consistent philosophy and terminology
- Review/introduce standards
- Build depth of knowledge of grade level/content standards

Step 2: End of Course Outcomes, Vertical Alignment and Essential Questions

Non-negotiables for each grade level identified through vertical discussions across grade levels and content areas when applicable

- Develop Essential Questions
- Assign standards to units
- Analyze gaps

Step 3: Scope and Sequence

- Collaborate horizontally with grade level/course teams to identify the content, skills and sequence to be taught at the grade level based on standards (grade specific)

Step 4: Develop an Assessment Plan including purpose

- Develop district common assessment blueprints connected to standards

- Define the purpose of the assessments
- Develop an assessment calendar by grade level/subject/course
- Determine the appropriate platform for testing (i.e., Partners for 4 Results or Unify (HS) for common assessments. Schoology is available for teacher specific assessments)
- Provide autonomy within buildings to set up additional assessment checkpoints by teacher, grade level or building

Step 5: Identification and Alignment of Resources

- Audit current resource elements
- Identify textbooks and/or other needed resources
- Align resources to the unit plan

Step 6: Professional Learning and Implementation

- Provide professional learning prior to implementation and throughout the instructional process

Step 7: Monitor and Review

Elementary (PreK-5)

In 2015-2016, teacher teams came together under the direction of grade level curriculum coordinators to write curriculum units in math, language arts, and science under the premise that teacher voice within the curriculum is paramount. Due in part to the shortage of substitutes and the need for continual work with the revisions to curriculum as an organic process, we will implement a different model that still maintains teacher input, but also respects the amount of time required to create the many facets of a quality curriculum.

Phase 1: Curriculum Coordinators create drafts of new curricula and continue to revise curriculum (at least annually) in content areas that have already been written in alignment with state standards.

Phase 2: Curriculum Teams - volunteers, consisting of classroom teachers including bilingual and special education, who meet 1-2 times per month after school from 2:45-3:30 to review overarching guiding documents (i.e., balanced literacy guide, science guiding document, math guiding document) and provide feedback on both past units and upcoming units. Curriculum Team members may be asked to review documents prior to the meeting in order to provide feedback during the meeting. Some of the time, teams will meet as a K-5 group (to review scope & sequence or guiding documents); other times, teams will meet as grade levels (to review grade level units or resources). Each grade level should have between 3-5 members per content area, including bilingual and special education staff, and are taken on a volunteer basis.

Phase 3: Teachers - Through grade level meetings, all teachers have the opportunity to review the curriculum documents prior to teaching them to give content and structural feedback to the curriculum teams and curriculum coordinators to use within additional revisions. PLC teams and individual teachers also have the opportunity to provide feedback through the feedback button in each of the units.

Middle School (6-8)

Phase 1: Curriculum coordinators will work with small focus groups of teachers to prioritize the pertinent standards in a given grade level and content area. Time frames for the work will be established up front. These same groups will determine the big takeaways, essential questions, and unit scope and sequence in a given grade level/content area. The size, makeup, and representation of each focus group will be based on the size of the group being represented, the nature of the work, and the availability of volunteers. Every effort

will be made to have representation from all four middle schools. Coordinators will also ensure that the selection of standards are vertically articulated with each previous and successive grade level.

Phase 2: Curriculum Coordinators will use the input of teacher focus groups to begin creating common unit assessments. These assessments will then be used by the coordinators to backward design the learning plan for each unit of instruction. Curriculum coordinators will share the unit assessments, scope and sequence, and unit plans with the teacher focus groups for input and feedback. Revisions will be made as necessary.

Phase 3: After receiving input from focus groups the Curriculum Coordinators will make changes/enhancements to given units of instruction. These changes and units will be presented to the entire teaching body during PLC meetings, School Improvement days, or other times as available for final review. Final unit plans should include scope and sequence, summative unit assessments, learning plans, and resources. Curriculum may be introduced in unit chunks or as a whole body depending on time and staff availability. It is not an expectation that curriculum contain specific lesson plans, but rather that curriculum provide a framework around which teachers can practice their professional autonomy to make the best decisions for the students they work with in each class. Curriculum will be continually refined through collaborative professional learning communities. In the event that consensus cannot be reached in this phase the team from phase 1 may be reconvened.

High School (9-12)

Given the content specific nature of high school courses the curriculum writing process at the 9-12th grade level will be executed in a slightly differently than grades K-8th.

Phase 1: When curriculum for a course is developed administration will attempt to involve all teachers who teach or will teach that course in the curriculum development process. If the content area/course involves a very large group of teachers then a core group will be identified to participate in the curricular work and report back to the whole group. A scope of the work to be done, a timeline of the work, expected outcomes and the dates/time during which the work will be done will be provided up front. Times and dates may be revised based upon the availability of the small or large groups established to do the work. This group of teachers will prioritize standards, determine the big takeaways, essential questions, and unit scope and sequence for a course.

Phase 2: The same group of teachers and administrators will develop unit assessments and other summative assessments as appropriate that align to the identified standards and essential questions.

Phase 3: The same group will work to build learning plans for each unit, identify instructional resources, create common formative assessments as well as remediation plans and tools for each unit of instruction.

The process will be collaborative and inclusive of the teachers who have or will teach the identified course(s) in the years it will be implemented. The plans will be specific but the goal is not to create prescribed or scripted lessons. The goal is to create common philosophical understandings around essential student learning for all teachers to help students achieve through individualized processes best suited for their students but aligned to research based best practices and refined through collaborative professional learning communities.

**Note: The citation of educational researchers does not imply the adoption of every assertion or finding the researcher has had in their complete curriculum vitae.*

**APPENDIX F - 2024 - 2025 ONBOARDING SCHEDULE
FOR PLACEMENT PURPOSES ONLY. NOT USED TO DETERMINE SALARY**

Step	ONBOARDING SCHEDULE						
	BA	BA+12	BA+24	MA / WAU 36	MA+15 / WAU 51	MA+30 / WAU 66	MA+45 / WAU 81
	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary	IRS Salary TRS Salary
A	46,410 51,000	48,685 53,500	50,960 56,000	55,510 61,000	57,785 63,500	60,060 66,000	62,335 68,500
B	47,454 52,148	49,780 54,704	52,107 57,260	56,759 62,373	59,085 64,929	61,411 67,485	63,738 70,041
C	48,522 53,321	50,900 55,935	53,279 58,548	58,036 63,776	60,415 66,390	62,793 69,003	65,172 71,617
D	49,614 54,521	52,046 57,193	54,478 59,866	59,342 65,211	61,774 67,883	64,206 70,556	66,638 73,229
E	50,730 55,747	53,217 58,480	55,704 61,213	60,677 66,678	63,164 69,411	65,651 72,143	68,137 74,876
F	51,871 57,002	54,414 59,796	56,957 62,590	62,042 68,178	64,585 70,973	67,128 73,767	69,670 76,561
G	53,039 58,284	55,638 61,141	58,238 63,998	63,438 69,712	66,038 72,569	68,638 75,426	71,238 78,284
H	54,232 59,595	56,890 62,517	59,549 65,438	64,866 71,281	67,524 74,202	70,182 77,124	72,841 80,045
I	55,452 60,936	58,170 63,923	60,889 66,911	66,325 72,885	69,043 75,872	71,762 78,859	74,480 81,846
J	56,700 62,307	59,479 65,362	62,259 68,416	67,817 74,525	70,597 77,579	73,376 80,633	76,156 83,687
K	57,976 63,709	60,817 66,832	63,659 69,955	69,343 76,201	72,185 79,324	75,027 82,447	77,869 85,570
L	59,280 65,143	62,186 68,336	65,092 71,529	70,904 77,916	73,809 81,109	76,715 84,302	79,621 87,496
M	60,614 66,609	63,585 69,874	66,556 73,139	72,499 79,669	75,470 82,934	78,441 86,199	81,413 89,464
N	61,978 68,107	65,016 71,446	68,054 74,784	74,130 81,462	77,168 84,800	80,206 88,139	83,244 91,477
O	63,372 69,640	66,479 73,053	69,585 76,467	75,798 83,294	78,904 86,708	82,011 90,122	85,117 93,536
P	64,798 71,207	67,974 74,697	71,151 78,188	77,503 85,169	80,680 88,659	83,856 92,150	87,033 95,640
Q	66,256 72,809	69,504 76,378	72,752 79,947	79,247 87,085	82,495 90,654	85,743 94,223	88,991 97,792
R	67,747 74,447	71,068 78,096	74,389 81,746	81,030 89,044	84,351 92,694	87,672 96,343	90,993 99,992
S	69,271 76,122	72,667 79,853	76,062 83,585	82,854 91,048	86,249 94,779	89,645 98,511	93,040 102,242
T	70,830 77,835	74,302 81,650	77,774 85,466	84,718 93,096	88,190 96,912	91,662 100,727	95,134 104,543
U	72,423 79,586	75,973 83,487	79,524 87,389	86,624 95,191	90,174 99,092	93,724 102,994	97,274 106,895
V	74,053 81,377	77,683 85,366	81,313 89,355	88,573 97,333	92,203 101,322	95,833 105,311	99,463 109,300
W	75,719 83,208	79,431 87,286	83,142 91,365	90,566 99,523	94,278 103,602	97,989 107,680	101,701 111,759
X	77,423 85,080	81,218 89,250	85,013 93,421	92,604 101,762	96,399 105,933	100,194 110,103	103,989 114,274
Y	79,165 86,994	83,045 91,259	86,926 95,523	94,687 104,052	98,568 108,316	102,448 112,581	106,329 116,845
Z	80,946 88,951	84,914 93,312	88,882 97,672	96,818 106,393	100,785 110,753	104,753 115,114	108,721 119,474
AA		86,824 95,411	90,882 99,870	98,996 108,787	103,053 113,245	107,110 117,704	111,168 122,162
BB		88,778 97,558	92,926 102,117	101,223 111,234	105,372 115,793	109,520 120,352	113,669 124,911
CC		90,775 99,753	95,017 104,415	103,501 113,737	107,743 118,399	111,985 123,060	116,226 127,721
DD		92,818 101,998	97,155 106,764	105,830 116,296	110,167 121,063	114,504 125,829	118,842 130,595
EE		94,906 104,293	99,341 109,166	108,211 118,913	112,646 123,786	117,081 128,660	121,515 133,533
FF				110,646 121,589	115,180 126,572	119,715 131,555	124,250 136,538
GG				113,135 124,324	117,772 129,420	122,408 134,515	127,045 139,610
HH					120,422 132,331	125,163 137,541	129,904 142,751
II						127,979 140,636	132,827 145,963

