



**JACKSONVILLE SCHOOL DISTRICT 117**

**AGREEMENT**


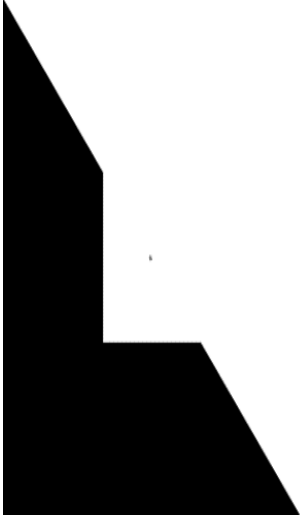
**BETWEEN THE**

**JACKSONVILLE EDUCATION ASSOCIATION**

**AND THE**

**JACKSONVILLE BOARD OF EDUCATION**

**2014-2018**



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**ARTICLE I**  
**RECOGNITION**

- 1.1 The Board of Education of School District 117, Morgan County, Jacksonville, Illinois hereinafter referred to as the "Board," hereby recognizes the Jacksonville Education Association, IEA/NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation agent for the regular full-time and regular part-time elementary and secondary teaching employees employed and paid on the teachers' salary schedule excepting: Superintendent, Assistant Superintendents, Principals, Assistant Principals, Nurses, and other administrative and supervisory personnel.

**ARTICLE II**  
**NEGOTIATIONS**

**2.1 PROCEDURES**

- A. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- B. Each party in any negotiations shall select its own negotiating representatives provided that the Board shall not select a currently employed District 117 teacher.
- C. By March 15<sup>th</sup> preceding the Agreement expiration date, the Association shall submit to the Board notification of its desire to amend, modify, or continue the provisions of the Agreement.
- D. The first meeting between the Negotiating Committees must be within thirty (30) days after receipt of the above notification.
- E. This meeting shall be used to discuss ground rules for negotiations between the Board and the Association and establish a mutually agreeable schedule and place for future meetings.
- F. Upon reaching tentative agreement on all items, the package shall then be presented to the Association for its approval, after which it shall be presented to the Board for its approval.
- G. Both parties agree to negotiate in good faith via an interest-based bargaining approach.

**2.2 AREAS TO BE NEGOTIATED**

- A. Areas to be negotiated under this Agreement shall be negotiations and grievance procedures, wages, hours, and conditions of employment and the impact thereon; but will not include matters of inherent managerial policy.
- B. If during this Agreement, the Board or building administrator desires to lengthen the normal instructional day at a specific school attendance center this may be done in one of two ways.
  - 1. First, the Board may notify the Association of the desire to negotiate a change, and the parties will engage in good faith interim bargaining on this issue.
  - 2. In the alternative, the parties may, after collaboration between the building administrator and Association, agree to hold an election on the proposed change. The parties shall mutually agree on the wording on the ballot that teachers will cast on the proposed change. Teachers shall vote by secret ballot on the proposed change. The ballots shall be counted jointly by the building administrator and two (2) Association representatives. If a super majority of two-thirds of the licensed teachers at the specific school attendance center involved vote in favor of change as proposed, the said change shall be accepted by the Association without further bargaining. This provision does not apply to administrative decisions to alter times in the schedule which do not lengthen the normal instructional day.
- C. If during the term of this Agreement a net three percent (3%) change in predicted expenditures or revenues occurs during a fiscal year, both parties pledge to renegotiate a bargaining agreement to take effect in the following school year.

### 2.3 MEDIATION

If agreement cannot be reached during negotiations, either party may request mediation as a means of attempting resolution of the item or items in dispute. Such request must be honored by the other party. The Board and the Association shall stipulate in writing the points of disagreement.

The services of the Illinois Educational Labor Relations Board's mediation roster shall be used. Nothing prohibits the use of individuals or organizations such as the Federal Mediation and Conciliation Services (FMCS) or the American Arbitration Association (AAA), if mutually agreeable to both parties. The mediator shall have the responsibility to confer separately or jointly with the parties to persuade the parties to resolve their differences and effect an agreement.

The costs of mediation shall be equally shared by the Board and the Association.



## ARTICLE III

### GRIEVANCE PROCEDURE

#### 3.1 DEFINITIONS

- A. A grievance is a claim by the Association, employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.
- B. All time limits shall consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.
- C. Nothing contained herein shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of the Agreement.

#### 3.2 PROCESS

The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communication; if however, such informal processes fail to satisfy the employee, a grievance may be processed in the following stages.

##### A. Stage One (Immediate Supervisor)

The grievant or Association shall present the grievance in writing within twenty (20) days of the occurrence of the event giving rise to the grievance specifying the article and paragraph alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. Refer to Appendix A. The immediate supervisor shall arrange a meeting to take place within ten (10) days after the receipt of the grievance. The supervisor shall provide a written answer to the grievance of the aggrieved employee within ten (10) days after the meeting.

##### B. Stage Two (Superintendent)

If the grievance is not resolved at Stage One, the aggrieved or Association may refer the grievance to the Superintendent or official designee within seven (7) days after the receipt of the Stage One answer. The Superintendent or designee shall arrange for a meeting to take place within seven (7) days of his/her receipt of the appeal. Within seven (7) days of the meeting, the grievant shall be provided with the Superintendent's written response.

##### C. Stage Three (Arbitration)

If the Association is not satisfied with the disposition of the grievance at Stage Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administration of the proceedings.

If a demand for arbitration is not filed within thirty (30) days of the date of the Stage Two answer, then the grievance shall be deemed withdrawn.

### 3.3 ARBITRATION

- A. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issues presented to him/her in writing by the School District and the Association, and his/her decision must be based only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.
- B. Each party shall bear the full costs for its representation in the grievance procedure.
- C. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the Association.
- D. Each party shall share equally the cost of the arbitrator and the AAA.

### 3.4 PROCEDURAL ITEMS

- A. Failure of the employee or Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.
- B. A grievance form mutually acceptable to both the Board and the Association shall accompany the stages of the grievance process. Refer to Appendix A.
- C. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that the related work activities of the grievant or the work staff is not interrupted. With the Superintendent or designee's approval, the grievant may be released from his/her regular assignment without loss of pay or benefits to attend the meetings specified in Stages One through Three.
- D. Stage One of the grievance procedure may be bypassed and the grievance taken directly to Stage Two if mutually agreed upon by the employee and the Superintendent or designee.
- E. If the Superintendent or designee and the Association mutually agree, a grievance may be submitted directly to arbitration.
- F. Class grievances involving one (1) or more employees and grievances involving an administrator above the building level may be initially filed by the Association at Stage Two.
- G. The Board acknowledges the right of the employee to have an Association representative present, if the grievant requests one, at any stage of the grievance process. No employee shall be required to discuss any grievance if the Association representative is not present, if one is requested.
- H. No reprisals shall be taken by the Board or the administration against an employee because of his/her participation in a grievance.
- I. All records related to a grievance shall be filed separately from the personnel files of the employees.
- J. A grievance may be withdrawn at any level without establishing precedent.
- K. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.
- L. If both the Superintendent or designee and the Association mutually agree, the expedited Arbitration Rules of the American Arbitration Association may be used instead of the voluntary Labor Arbitration Rules.

## ARTICLE IV

### PERSONNEL ISSUES

#### 4.1 COMPLAINTS

If the principal receives a complaint about a teacher, and the complaint is deemed significant by the principal, the principal shall give every effort to notify the teacher of the complaint within two (2) school days. All notifications must be in written form and a copy provided to the teacher.

#### 4.2 PERSONNEL FILE

- A. Each employee shall have the right to review the contents of said employee's personnel file with the exception of those stated in the Personnel Records Review Act of Illinois and to attach and place therein written reactions to the contents. The employee may review his/her file upon forty-eight (48) hour written advance notice submitted to the Superintendent or designee during the regular business hours established by the Central Office or at a time mutually agreeable with the Superintendent and the employee. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material. The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or designee. The employee may have a representative of his/her choice at the time the file is reviewed. A copy of any material that is disciplinary in nature relevant to a specific employee will be given to said employee subsequent to it being placed in his/her file.
- B. The District shall be responsible for securing that all personnel files contain the current and past evaluations.
- C. An employee may request a copy of his/her personnel file except for the material as stated above. If an employee requests in writing a copy of his/her file, the Board shall have within seven (7) days to meet such request. For each page of material copied, the Board shall charge the standard fee for copying.
- D. An employee may attach a written response to any material contained in his/her file.

#### 4.3 TEACHER PROTECTION

- A. If a teacher is assaulted while on duty and operating under Board policy and/or established procedure, and if the teacher notifies the police and/or files charges in accordance with Board policy and/or established procedures, the teacher shall suffer no reprisals. The teacher shall be allowed to consult with the Board's attorney providing there is no conflict of interest. Any lost time in this post-assault action such as police or court appearances shall not be charged to the teacher's allotted sick leave or personal leave.

If, as the result of a physical assault as above, an employee suffers actual loss of personal property upon his/her person, the employee shall be reimbursed up to \$500 replacement cost/or similar new item for the loss upon providing a receipt.

A loss in excess of \$500 generally shall be pursued through the Illinois Parental Responsibility Law. The Board's attorney may be used upon approval by the Superintendent.

Employees whose glasses are accidentally broken or damaged beyond repair while on duty and through no fault of their own shall be reimbursed the cost of repairs or replacement. This paragraph shall only apply to accidental breakage due to incidental or actual student involvement.

- B. If a teacher's personal property is used to assist in the instructional program of the school and the property is stolen or destroyed through no fault or negligence of the teacher, the District will reimburse the teacher for the loss. The maximum reimbursement for one (1) item will be equivalent to the District's insurance reimbursement.
- C. At the beginning of the school year, each employee shall submit a list of personal property he/she is using to assist in the instructional program to the building principal who will remit a copy to Central Office to keep on file for insurance claim purposes. Failure by the teacher to submit/update this list will nullify any claims the teacher might have. The building principal shall retain authority to determine the appropriateness of the personal property to be used to assist in the instructional program. The list of personal property shall be included on the District inventory sheet.
- D. If a teacher does not have a lockable space in his/her regularly assigned classroom and requests such lockable space, the teacher shall be provided a locker, file cabinet, or other comparable lockable space in his/her building. Itinerant teachers, who perform regularly assigned duties in any school building, shall be provided a secure place for personal belongings in the central office for that building.
- E. Within three (3) weeks of the beginning of the school year, the administration will review with staff those sections of the School Code pertaining to the administration of medication and will provide in-service training for specific medical concerns on an as-needed basis.
- F. Teachers will be provided keys and/or access to a locking mechanism for each classroom that they are assigned to in any building. This would provide protection to students and staff in case of a building lockdown.

#### 4.4 VACANCY POSTINGS

- A. All vacancies shall be posted on the District's website for a minimum of five (5) days prior to being filled. Nothing herein prevents a position from being filled on a temporary basis.
- B. Any employee may apply for a vacant position in the District for which he/she is qualified. Such application shall be completed through the District's online application system.
- C. Coaching and extracurricular sponsorships are filled by the Board on an annual basis. Vacancies will be posted for a minimum of five (5) days prior to being filled when a vacancy is created by a resignation or nonrenewal.

#### 4.5 PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

- A. Teaching vacancies occurring during the school year shall be filled for the remainder of the school year so that the least interruption to the District's educational program will result.
- B. When it is necessary to reassign teachers to a different building, subject area, or grade level for the next school year, that assignment should be made as soon as possible and prior to August 1<sup>st</sup> of any calendar year. Exceptions shall be made for reassignments which become necessary after that date, but administrators will continue to provide as much lead time as possible. Refer to section 10.1 of this Agreement for terms of relative compensation. The employee shall be notified and allowed to resign if the change is unacceptable.
- C. The Board, after consultation with the Association, may declare certain positions as being ones that are hard-to-fill due to the lack of acceptable and legally qualified applicants for those positions. After such a declaration, the Board may place a new hire for such a hard-to-fill position on the salary schedule at a level that would not exceed the salary schedule placement of the least senior employee hired for a hard-to-fill position in the same classification. The Board's declaration of hard-to-fill positions may not exceed two (2) school years without being renewed with a subsequent declaration and subsequent consultation with the Association. This provision shall not apply to part-time or retired District employees in these positions.

#### 4.6 EMPLOYING RETIRED TEACHERS

When a retired, licensed teacher returns to work in District 117 as a part-time employee, said employee will be paid in the following manner:

- A. Said employee will be placed on his/her last educational column on the contracted year's salary schedule.
- B. A minimum of five (5) years of experience will be credited on the contracted year's salary schedule.
- C. An hourly rate will be calculated by taking the previously earned annual salary and dividing the amount by 180 days and dividing that figure by eight (8).
- D. Said employee is not eligible to receive any contracted stipends if there is a qualified, licensed full-time employee available for said position.
- E. Prior to a retired person being hired for a position, or a fraction thereof, said position must be posted as per the Collective Bargaining Agreement, refer to section 4.4, Professional Staff Assignments and Transfers.
- F. Said employee will be required to become a member or fair-share fee payer of the Jacksonville Education Association prorated as per Agreement.
- G. Refer to section 11.7 for Individual Contracts.

#### 4.7 RIGHT OF REPRESENTATION

Whenever an employee is required to appear before any administrator and/or the Board of Education concerning a warning, reprimand, disciplinary action, and/or dismissal, the employee shall be entitled to have Association representation present, if requested. An employee may not have a representative present during pre-observation and/or post-observation evaluation conferences.

Administration has the right to conduct exploratory conferences or meetings with the employee for gathering information without association representation. If the meeting becomes potentially disciplinary toward the employee, the employee shall have the right to union representation.

#### 4.8 STUDENT TRANSFERS FOR TEACHERS' CHILDREN

Teachers shall have the right to transfer their children to the attendance center in which they are primarily assigned for employment, provided the attendance center has appropriate grade levels for the student and is an appropriate placement if the student has an IEP.

## ARTICLE V

### ASSOCIATION ISSUES

#### 5.1 MAIL FACILITIES AND BULLETIN BOARDS

The Association shall have the right to use the school mailboxes and to use inter-school mail for purposes of communicating through a reasonable amount of material. The Association may use school e-mail before and after school, during passing periods when a teacher is not assigned supervisory duties, during a teacher's Thirty (30) minute duty-free lunch, during planning periods, or at times when the teacher is not in contact with students during the normal student attendance day for reasonable purposes to communicate with its members. The parties recognize that there is no right of privacy in any school e-mail communication or message. School e-mails are subject to disclosure to administration, Freedom of Information Act (FOIA) requests, and court required discovery requests. The Association shall be provided access to create e-mail groups for Executive Board and Representative Council.

The Association shall also have adequate space on existing bulletin boards as designated by the principal for posting Association business bulletins and/or announcements.

#### 5.2 BOARD MEETING INFORMATION

The Board of Education agenda, agenda summary, and financial statements will be available on the District's website at least forty-eight (48) hours prior to meetings. A copy of all personnel action items will be available to the Association's representative at the Board meeting and on the District website within forty-eight (48) hours of adjournment of the meeting when the action was taken.

#### 5.3 ASSOCIATION MEETINGS

- A. On or before May 31<sup>st</sup> of each year, the Association shall deliver to the Superintendent a written list of its scheduled Executive Board, Representative Council, and the regular General Association membership meetings for the next school year. Association representatives, after securing permission from their building principal or designee, shall be allowed to leave their respective buildings to attend any such regularly scheduled meetings after student dismissal. Administrators will not schedule conflicting meetings for Association members for the times of the regular monthly Representative Council meetings or the annual General Association membership meetings as listed on the Association schedule delivered to the Superintendent by May 31<sup>st</sup>. These meetings shall be published on the District's online calendar.
- B. The Association will be allowed to use District facilities/business equipment for local Association business upon prior approval of the building principal. If the use requires added cost to the District, the Association shall reimburse the District for said cost. At least three (3) days advance request for use of the facility shall be made to the principal.
- C. Unless allowed by section 5.3 A, it is generally agreed that Association meetings shall not be held during regular working hours. Teachers shall notify principals at least two (2) days in advance if they plan to attend Association meetings during regular working hours.

Teachers shall not neglect professional responsibilities to attend Association meetings and shall notify the building office when they leave before regular working hours are completed.

#### 5.4 ILLINOIS EDUCATORS CREDIT UNION

The Association will provide authorization cards for payroll deductions for Illinois Educators Credit Union, or its successor, as follows:

- A. Authorizations are to be received in the District's Business Office by October 1<sup>st</sup>, January 1<sup>st</sup>, or by April 1<sup>st</sup> of each school year. This will allow three (3) enrollment/change dates for the member per year.
- B. The first deduction (or change) will be made respectively on the October 15<sup>th</sup>, January 15<sup>th</sup>, or April 15<sup>th</sup> paycheck.
- C. Authorizations must note the amount per pay to be deducted for each person.
- D. Requests to stop an individual's deduction must be received in the District's Business Office by the first day of the month preceding the next paycheck.
- E. Equal deductions will be made each paycheck until a request is received to stop deductions as per section 5.4 D or a request is received to change deductions on October 1<sup>st</sup>, January 1<sup>st</sup>, or April 1<sup>st</sup>.
- F. A District check will be issued payable to the Illinois Educators Credit Union, or its successor, for the total credit union deductions made semi-monthly. This check will be mailed by the District Payroll Officer directly to the Illinois Educators Credit Union, or its successor, within one (1) banking day of the date that the employees receive their paychecks.

#### 5.5 DUES

##### A. Association Dues

1. The Board of Education shall deduct dues in equal installments as authorized by each teacher on or before October 1<sup>st</sup> annually. Membership status and form of payment shall continue from year to year unless revoked and/or changed by the employee.
2. Deductions will be made beginning with the October paycheck and ending with the following June paycheck for a total of seventeen (17) installments. All dues deducted shall be remitted to the assigned representative of the Association no later than ten (10) calendar days after such deductions are made.

##### B. Fair Share

1. Each employee, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.
2. In the event that the bargaining member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member. The Association shall notify the Business Office no later than the first day of the month preceding the beginning of the deductions
3. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.



4. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
  - a. The employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires; and
  - b. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both the trial and all appellate levels.
5. The Association agrees that in any action so defended, it will indemnify and hold harmless the employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the employer's non-negligent compliance with this article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this article.

6. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board, refer to page 24, "Religious Dissenters."

## ARTICLE VI

### CONDITIONS OF EMPLOYMENT

#### 6.1 TEACHER WORK DAY

- A. All licensed personnel shall be present in their assigned buildings to conduct classes and perform other assigned duties for eight (8) hours daily.
- B. Except for 6.1D and 6.1F of this Agreement, all licensed personnel will receive compensation when the eight (8) hour time limit is exceeded for staffings, parent conferences, school functions, and other professional responsibilities as assigned by the principal and for which the administration requires their attendance. Personnel who must stay past the end of the scheduled day, shall be allowed input on the scheduling of such meetings at least forty-eight (48) hours in advance when possible.
- C. Beginning and ending times for the workday will be established by the building principal with consultation of his/her staff and with appropriate adjustments for special assignments. Permission must be granted by the principal before any deviation from the established workday.
- D. One (1) faculty meeting per quarter may exceed the work day by a maximum of thirty (30) minutes. When a faculty meeting needs to exceed the work day, advanced notice will be given when possible. All other faculty meetings shall begin and end during the teacher work day.
- E. When teachers in the District are required to work on the School Improvement Plan (SIP) on regular student attendance days, the District will furnish substitutes and release time for those teachers.
- F. As a professional duty and beginning with school year 2015-2016, licensed staff will be required to work no more than three (3) nights per school year, not including parent-teacher conferences. These nights may include open house, high school graduation, elementary concerts, or other events assigned by the administrator.

#### 6.2 DUTY-FREE LUNCH

Teachers will be scheduled for a daily minimum of thirty (30) minutes of duty-free lunch period during the normal instructional day. Teacher participation in a class field trip shall be exempt.

#### 6.3 WORK WEEK

- A. The regular work week is defined as Monday through Friday with normal instructional days.
- B. Irregular work weeks are defined as regular work weeks or normal instructional days that are shortened by planned, District scheduled holidays or breaks, institute days, SIP days, or early release times. Irregular work weeks are not caused by weather conditions or emergencies.
- C. During irregular work weeks, the building principal, after consulting with the Association's building representative or designee, shall in good faith, reschedule planning times so that classroom teachers, including special education teachers, receive substantially the same minutes of planning time, given the circumstances causing the irregular work week.
- D. A normal instructional day is defined as the time the student day is regularly scheduled to begin until the regularly scheduled dismissal at each respective attendance center.

- E. A normal work day is eight (8) consecutive hours as defined in section 6.1 A. The work day will be scheduled either as a normal instructional day, as defined in section 6.3 D, or as an *early bird* or *late bird* schedule. An *early bird* schedule begins not more than one (1) hour before the start time of the normal instructional day at the junior high and high school. A *late bird* schedule begins not more than one (1) hour after the start time of the normal instructional day at the junior high and high school. A teacher who requests, agrees to, and is assigned to an *early bird* or *late bird* schedule shall work from the start time of the designated schedule for eight (8) consecutive hours thereafter. Teaching assignments will be made in accordance with this provision.
- F. If a teacher requests and agrees to teach a class before or after the teacher's regular eight (8) hour day (i.e., extended day), the teacher shall be paid one-eighth ( $\frac{1}{8}$ ) of his/her daily rate for the additional class per semester. No teacher shall teach more than one (1) additional class before or after his/her regular eight (8) hour day per semester. The extended day class shall be in addition to the teacher's instructional periods taught during his/her regular eight (8) hour day. There shall be a maximum limit of six (6) instructional periods per teacher.
- G. Effective school year 2015-2016, a teacher who teaches on the *early bird* or *late bird* schedule and who is required to attend a faculty meeting that is scheduled outside the teacher's eight (8) hour work day shall be paid \$20 per hour for a minimum of one (1) hour to attend the faculty meeting. If the faculty meeting extends beyond one (1) hour and the teacher's attendance is required, the teacher shall be paid at the rate of \$20 per hour and prorated on the time actually spent by the teacher beyond the one (1) hour minimum.

## 6.4 PLANNING PERIODS

### A. Elementary Planning Periods

- 1. All elementary classroom teachers, including special education teachers, will be scheduled a minimum of two hundred (200) minutes per regular work week of duty-free lesson planning during the normal instructional day, in addition to the minimum thirty (30) minute duty-free lunch period.
- 2. Employee participation in a class field trip that overlaps with prior scheduled planning time shall not be the basis for claiming denial of the required weekly planning time.
- 3. Elementary teachers shall not be required to supervise art, physical education, or music classes when a licensed art, physical education, or music teacher is present and teaching those subjects.
- 4. If an elementary teacher cannot be scheduled for the two hundred (200) planning minutes each week for a semester, the teacher should be given the option to be paid an additional \$625 for that semester. If the teacher denies the option, the minutes must be scheduled.

### B. Junior High Planning Periods and Teaching Assignments

- 1. All licensed employees who have classroom assignments at the junior high school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.

2. The normal teaching assignment for teachers at the junior high school, including special education and Title I teachers, will be five (5) instructional periods plus one (1) advisory or supervision period per semester for six (6) combined periods. This excludes the lunch/homeroom period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will not be assigned supervision during the remaining period (excludes the lunch/homeroom). The stipend for one semester shall be \$1,000.

Any teacher who is assigned for a full period of cafeteria/playground supervision will also receive a stipend of \$235 per semester.

These stipends will be paid in the September 15<sup>th</sup> and/or January 15<sup>th</sup> paychecks. If an instructional period does not last for a full semester, the \$1,000 stipend shall be prorated based upon the length of the class.

3. An instructional period is defined as the class periods regularly scheduled at the junior high school.
4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

#### C. High School Planning Periods and Teaching Assignments

1. All licensed employees who have classroom assignments at the high school level will be scheduled a minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day. This planning period shall be in addition to the employee's minimum thirty (30) minute duty-free lunch period.
2. The normal teaching assignment for classroom teachers at the high school will be five (5) instructional periods and one (1) supervision period per semester for six (6) combined periods. This excludes the lunch/study hall period. For each instructional period assigned beyond the normal five (5) periods, the teacher will receive a stipend, and that teacher will not be assigned supervision during the remaining period (excludes the lunch/study hall).  
  
The stipend for one semester shall be \$1,000. The stipend will be paid on the September 15<sup>th</sup> and/or January 15<sup>th</sup> paychecks. If an instructional period does not last for a full semester, the \$1,000 stipend shall be prorated based upon the length of the class.
3. An instructional period is defined as the class periods regularly scheduled at the high school.
4. Assigned supervisory periods are those periods when direct instruction which requires planning and/or grading outside of the supervisory period are not required.

#### D. Special Education Planning Periods

If a special education teacher at the high school or junior high school who has a classroom assignment and cannot be scheduled for a daily minimum of one (1) instructional period of duty-free instructional planning per student attendance day during the normal instructional day, the special education teacher shall be paid an additional \$200 per semester for each period of daily duty-free instructional planning that is not scheduled (e.g., no planning every Monday for the entire semester.) No special education teacher shall be paid more than \$1,000 for loss of daily planning periods in a semester. If there is a need to implement the loss of planning during the course of a semester rather than at the start of the semester, the amount will be prorated according to the amount of lost planning time.

- E. A committee of JEA teachers and principals will meet, if deemed necessary by either party, to address concerns regarding the established schedule for instructional specialists (e.g., music, physical education, art, media center, interventionists). The purpose of the meeting would be to equalize the instructional or contact times of the specialists.

## 6.5 CLASS SIZE

The following class size terms and limits are in force for the duration of the Agreement.

- A. If, on or after the 10<sup>th</sup> day of enrollment, enrollment in a full-day kindergarten section exceeds twenty-four (24) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time. The paraprofessional will be placed in the classroom as soon as possible.
- B. If, on or after the 10<sup>th</sup> day of enrollment, enrollment in a first (1<sup>st</sup>) or second (2<sup>nd</sup>) grade classroom exceeds twenty-five (25) students, a paraprofessional will be provided for a minimum of three (3) hours of student instruction time. The paraprofessional will be placed in the classroom as soon as possible.
- C. If, on or after the 10<sup>th</sup> day of enrollment, enrollment in a third (3<sup>rd</sup>) through sixth (6<sup>th</sup>) grade classroom exceeds twenty-nine (29) students, a paraprofessional will be placed in the classroom for a minimum of three (3) hours of student instruction time as soon as possible.
- D. Any class that has second (2<sup>nd</sup>) grade students shall fall under section 6.5 B above.
- E. The size determination is assigned by the principal and does not reflect departmentalization or other forms of grouping. Special education students mainstreamed fifty percent (50%) or more of the regular student day shall be counted.
- F. Regular education teachers who have students with Individualized Education Plans (IEP) shall be provided in-service training that relates to educating students and youth with disabilities in the regular classroom setting. This in-service training shall be developed and planned by a committee composed of special education teachers, the Director of Special Services, and the Director of Curriculum and Instruction. The training shall be provided on an annual or as needed basis. This training shall be optional to the teacher.
- G. Nothing in this Agreement prohibits the assignment of paraprofessionals, other than as noted above, and the assignment of these paraprofessionals is not subject to grievance procedure.
- H. The District will develop a plan addressing the workload of special education personnel. The plan will be formulated with input of those educators impacted and with the consent of JEA.

## 6.6 COMMITTEES

### A. Labor Management Committee

A Labor/Management Committee shall be maintained. JEA shall select three (3) representatives including the President. The District shall select three (3) representatives including the Superintendent. The purpose of the committee is to meet and confer monthly during the school year to discuss topics of mutual interest. A monthly meeting can be cancelled by mutual agreement. Nothing said by any person during a committee meeting may be used adversely against that person or the parties in any other context or proceeding. These meetings shall not constitute collective bargaining sessions. It is in the interest of all parties to provide constructive dialogue to resolve issues in a cooperative effort. Nothing prohibits the attendance of an additional person if both sides agree. Meetings between the Association and the administration may be considered labor management

committee meetings.

**B. Joint Committee on Performance Evaluation**

Pursuant to section 24A-4 of the School Code, a Joint Committee will be formally convened no later than November 1, 2015, with equal representation of teachers and administrators, for the purpose of developing the District's teacher evaluation plan including a student growth component.

The Board and Association agree to continue informal discussions to consider development and implementation of changes required by recent reform legislation. These informal discussions shall be construed solely as meet and confer sessions. Nothing herein shall be construed to restrict the right of either party to subsequently engage in bargaining over these changes.

**C. Sick Leave Donation Committee**

Refer to section 7.9 C for Sick Leave Donation Committee.

**D. Insurance Provider Review Committee**

Refer to section 10.13 D and E for Insurance Provider Review Committee

**E. Joint Reduction in Force (RIF) Committee**

Refer to section 9.2 for Joint Reduction in Force (RIF) Committee.

**F. 403(b) Plan Committee**

Refer to section 10.6 G for 403(b) Plan Committee.

**G. Parent-Teacher Conference and Open House Study Committee**

A Parent-Teacher Conference Study Committee will be convened with equal numbers of representatives from the Association and from administration. The committee will meet and confer during the 2015-2016 school year. The purpose of the committee is to study current District practices relative to parent-teacher conferences and to make recommendations to the administration for implementation of best practices during the 2016-2017 school year.

**H. Co-Teaching Impact Study Committee**

A Co-Teaching Impact Study Committee will be convened with equal numbers of representatives from the Association and from administration. The committee will meet and confer during the 2015-2016 school year. The purpose of the committee is to study the District's current practices relative to its regular and special education co-teaching model. The committee will make recommendations to the administration for implementation of best practices during the 2016-2017 school year.

**I. Instructional Period Time Study Committee**

During the 2015-2016 school year, a focus committee will be established to study the feasibility of increasing the number of instructional periods at the high school from five (5) to six (6) periods per day for non-tenured teachers. Recommendations will be made for implementation during the 2016-2017 school year.

**6.7 ELEMENTARY PARENT-TEACHER CONFERENCES**

- A. All elementary K-6 grade teachers with class sizes in excess of twenty-seven (27) students shall receive an extra one-half ( $\frac{1}{2}$ ) day during the first quarter to conduct parent conferences. The Board will provide a substitute for said conference days.
- B. The purpose and format of parent-teacher conferences as well as the formation of any needed committee(s) shall be agreed upon by both parties.
- C. Parent-teacher conferences are scheduled over a two (2) day time period. As teachers have an eight (8) hour work day, including a thirty (30) minute duty-free lunch, teachers work seven and a half (7.5) hours over the course of a Thursday evening and a Friday morning in addition to a thirty (30) minute duty-free dinner as needed. With approval of the building administrator, flexible scheduling may be allowed.

**6.8 SCHOOL CALENDAR**

Prior to the adoption of the school calendar, the Board shall receive advisory input from the Association. Teachers will work the 180 days of the Board-approved school calendar.

In the event that a teacher would agree to work more than 180 days, said teacher would be paid at an hourly rate based on one-eighth ( $\frac{1}{8}$ ) of his/her daily rate for instructional time. Any preparation time approved by administration would be paid at \$20 per hour.

**6.9 TRAVEL TIME FOR TEACHERS**

The travel time of teachers who are required to travel as part of their assigned duties within the District shall not include minutes needed to fulfill their planning period or duty-free lunch.

## ARTICLE VII

### LEAVES OF ABSENCE

#### 7.1 SICK LEAVE

- A. Teachers shall earn sick leave as follows:
1. One (1) year through nineteen (19) years teaching experience = twelve (12) sick days each school year at full pay.
  2. Twenty (20) years through twenty-four (24) years teaching experience = seventeen (17) sick days each school year at full pay.
  3. Twenty-five (25) years and more years teaching experience = twenty-two (22) sick days each school year at full pay.
- B. Sick leave days may only be used for the following reasons:
1. Personal illness or quarantine.
  2. Serious illness or death in the immediate family or household. The immediate family shall include spouse, children, father, mother, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and legal guardian. The household shall mean another person who has regularly resided with the employee during the preceding year.
  3. Serious illness or death of secondary relatives when the presence of the employee is desirable. This provision shall not apply when an employee is absent to care for another person who is not seriously ill.
- C. Any charges for sick leave may be in one (1) day; one-half ( $\frac{1}{2}$ ) day; or one-quarter ( $\frac{1}{4}$ ) day increments.
- D. Unused sick leave may be accumulated to an unlimited amount for personal illness or quarantine, or serious illness in the immediate family as defined in section 7.1 B.2. Such accumulation will be at the applicable rate of twelve (12), seventeen (17), or twenty-two (22) days per school year, as defined in section 7.1 A, and days used for this purpose shall be charged against the total. The Superintendent may, at his/her discretion, require at District expense a doctor's certificate verifying the cause of absence and/or certifying that the employee is capable of carrying on his/her work.
- Upon termination of employment for whatever cause, any sick leave remaining to the credit of the employee is reported to Teachers' Retirement System (TRS) with a copy provided to the teacher.
- E. Sick leave days used for serious illness or death in the immediate family shall be limited to a maximum of ninety (90) days each year, and days used for this purpose shall be charged against the total. Furthermore, sick days used for serious illness or death of secondary relatives shall be limited to a maximum of ten (10) days each year, and days used for this purpose shall be charged against the total.
- F. Sick leave for new employees shall become effective on the first day of employment provided that the employee has reported for duty. If such employee is unable to report on the first day of regular duty because of illness or injury or other reasons, then he/she is not eligible for sick leave, but will become eligible retroactive to the first day of employment upon his/her completion of six (6) weeks on the job.



- G. Each employee shall be informed of the current status of his/her accumulated sick leave days in *Employee Access* via *Skyward*. The official sick leave record for each employee shall be maintained in the District's Business Office.
- H. Any teacher who retires and has a minimum of twenty (20) years of total teaching service will receive compensation for the number of accrued unused sick leave days in excess of one hundred seventy (170) days which are creditable and acceptable to TRS. However, no days earned prior to employment in the Jacksonville School District 117 for retirement purposes acceptable by TRS shall be reimbursed by the District. Compensation for these unused sick days will be at a rate of \$62.50 per day.

For example:

Employee A has accumulated fifty (50) sick leave days creditable and acceptable by the Illinois Teachers Retirement System in another school district and accumulates two hundred twenty (220) days of unused sick leave in District 117 which is acceptable to TRS (total 270 creditable service days to TRS). The District will compensate the employee for one hundred (100) days (\$6,250), the number of days accumulated beyond the total of 170 days.

Employee B has accumulated 220 sick leave days of creditable and acceptable by the Illinois Teachers Retirement System in another District and accumulated 50 days of unused sick leave in District 117 which is acceptable to TRS (total 270 creditable days to TRS). The District will compensate the employee for 50 days (\$3,125), the number of days accumulated in Jacksonville School District 117.

## 7.2 PERSONAL LEAVE

- A. Upon request to the Superintendent or his/her designee, up to three (3) personal leave or excused absence days may be granted for the purpose of handling important business or personal obligations.
- B. Requests for personal leave days off immediately before or after winter and spring breaks or during the first or last weeks of school will be approved only upon submittal of the cause of absence. Generally, using these days will be discouraged, and employees are expected to make appointments around these days.
- C. If possible, three (3) days prior written notice, via the District's online substitute and attendance system (i.e., *Aesop*), should be given to the building administrator. If three (3) days prior written notice is not possible, then a written request for personal leave should be submitted on District provided forms as soon as possible. Personal leave and excused absences requested after the end of the day preceding or on the day of absence require the submission of an electronic request via *Aesop* within three (3) days of the return to work.
- D. Any charges for personal leave and excused absence days shall be in one-half ( $\frac{1}{2}$ ) day increments.
- E. At the end of the school year any unused personal leave days shall be converted to the employee's sick leave accumulation.

### 7.3 MATERNITY LEAVE

- A. The Board shall grant a maternity leave of absence without pay or loss of accrued sick leave, tenure, or seniority to any full-time tenured teacher who submits a written request, accompanied by a physician's certificate of pregnancy, for such leave.

The effective date of the leave and the end of the leave, if scheduled to be at the beginning or ending of a semester, shall be established by the teacher in writing and shall be submitted to the Superintendent at least sixty (60) days in advance of the beginning of the leave. Such leave shall not be for more than two (2) complete semesters. Maternity leave requests for less than one (1) semester and scheduled to end prior to the end or after the beginning of a semester must have prior approval of the Superintendent.

- B. A maternity leave may be granted for purposes of adoption. A paternity leave may also be granted for the purposes of adoption.
- C. For the purposes of reinstatement, the following shall be met by the teacher:
  - 1. A physician's statement, stating the teacher is able to assume all duties required of a teacher, shall be submitted to the Superintendent in advance of the return.
  - 2. A teacher returning from such leave shall give the Superintendent written notice by April 1, of his/her intention to return from a leave scheduled to end as of the beginning of or during the first semester.
  - 3. If the leave is scheduled to end as of the beginning of or during the second semester, said written notice of the teacher's intention to return shall be given to the Superintendent by the prior November 15<sup>th</sup>.

### 7.4 GENERAL LEAVES

Upon recommendation of the Superintendent, the Board may grant a teacher a leave of absence for illness, disability, personal reasons, educational or professional purposes, or for a political appointment or election.

The following conditions shall be met:

- A. All leaves of absence shall be for no more than a one (1) year period. All requested leaves shall state a beginning and ending date of the leave.
- B. All leaves of absence shall be without pay, and the teacher shall not be entitled to receive additional experience increments of salary for the time on leave.
- C. Having met the conditions of a leave, the teacher will not lose his/her sick leave accumulation, if a balance exists, placement on the salary schedule, or tenure.
- D. Any change in the reason for a leave of absence prior to or during an approved leave shall be immediately communicated to the Superintendent by the teacher.
- E. At the end of a leave of absence the Board of Education shall return the teacher on leave to a position for which he/she is qualified. Nothing shall prevent the termination of a teacher on leave pursuant to Article IX, Reduction in Staff, of this Agreement.

- F. A teacher on leave shall give the Superintendent written notice of intent to return from a leave of absence as follows:
  - 1. By the prior March 1<sup>st</sup> if the leave is scheduled to end at the beginning of first semester.
  - 2. By the prior November 15<sup>th</sup> if the leave is scheduled to end at the beginning of the second semester.
- G. Nothing shall prevent a teacher on leave from requesting reinstatement to a position within the District for which he/she is qualified prior to the approved ending date of the leave.

**7.5 BEREAVEMENT LEAVE**

Employees shall have up to five (5) days per incident for leave connected with the death of a spouse, children, or parents. For other immediate family or household members as defined in section 7.1 B.2 hereinabove, exclusive of spouse, children or parents, leave connected with their death shall be limited to three (3) days per incident. The leave granted herein shall be annual and shall not accumulate from year to year.

Employees may use sick days for bereavement as provided in 7.1 E of this Agreement.

**7.6 MEDICAL INSURANCE DURING AN APPROVED LEAVE OF ABSENCE**

Employees on approved leave or for full-time study at a college/university will continue to receive the District's hospital-medical insurance benefits during the duration of their leaves. If an employee on approved leave for full-time study does not return to the District following completion of the leave, the former employee shall be liable to repay to the District those costs advanced for the medical insurance premiums.

Employees on approved unpaid leave for medical reasons, personal disability, or worker's compensation will continue to receive the District's hospital-medical insurance benefits during their leave, but not to exceed ninety (90) consecutive school days. Thereafter, the employee may remain on the District's plan if the employee makes monthly payments of premiums in advance.

Employees on approved leaves for other purposes may remain in the District's hospital-medical insurance program upon monthly payment, in advance, of the premiums.

**7.7 JURY DUTY AND COURT APPEARANCES**

Employees shall suffer no loss in salary because of jury duty or because said employee attends as a witness upon trial or to have his/her deposition taken in any school related matter pending in court, except that the Board may make a deduction equal to the amount received for such jury duty, excluding non-duty days, mileage allowance, meal allowance, and parking fees.

**7.8 LEAVE DUE TO INJURY ON DUTY**

- A. If any employee is injured while on duty in his/her regular position, and the employee is operating under Board of Education policy and/or established procedures, there shall be no deduction of sick leave for the fourth (4<sup>th</sup>), fifth (5<sup>th</sup>), sixth (6<sup>th</sup>), and seventh (7<sup>th</sup>) days of absences due to the injury. Beginning with the eighth (8<sup>th</sup>) consecutive day of absence, the employee shall be entitled to his/her accumulated sick leave. The injury must be accepted as a duty connected injury under the provisions of the Workers' Compensation Act.

- B. Deductions from sick leave shall be computed as a percent (i.e., ratio) of the amount of payment for lost wages as may be provided by the Workers' Compensation Insurance Company.

*Example:*

Off twenty (20) consecutive working days due to job related injury. No charge to sick leave for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> days. Daily earning rate of \$100. Received compensation from Worker's Compensation for twenty (20) days in the total amount of \$1,000.

- Earnings = 16 days x \$100/day = \$1,600
- Ratio = \$1,000 = 62.5%
- Deductions = 100% - 62.5% = 37.5%
- 16 days x .375 = 6 days charged to sick leave

In addition, the \$1,000 check(s) from Workers' Compensation are to be endorsed to the School District or an amount equal to \$1,000 will be deducted from the next paycheck(s).

- C. If a teacher does not have enough accrued sick leave to provide a transition to temporary disability benefits that are payable by the Teachers Retirement System, then the District shall advance an amount of sick days, with a maximum allocation of twenty-one (21) days, so that the employee will not exhaust sick leave prior to being eligible for temporary disability benefits that the teacher is eligible for at the time of the injury. To be eligible for this advancement of sick leave, TRS must accept the injury as a temporary or permanent disability.
- D. Any advancement of sick leave (i.e., payments) shall be recoverable from the teacher by the District from any settlement(s), award(s), or payment(s) resulting from a lawsuit or Workers' Compensation Insurance action.
- E. In the case of Workers' Compensation weekly payments, the amount recoverable will be limited to that amount paid by the Workers' Compensation Insurance Company for the time up to twenty-one (21) working days that the teacher is off prior to being eligible for TRS disability benefits. This amount is recoverable by the teacher immediately endorsing the Workers' Compensation checks payable to the District.
- F. Other recoverable amounts are due to the District upon actual receipt of the award or payments as noted above.

## 7.9 SICK LEAVE DONATION PLAN

- A. The Board and the Association hereby agree to establish a Sick Leave Donation Plan. This plan's purpose is to allow all personnel of the District the ability to donate their sick days to another employee who has exhausted his/her personally accumulated sick leave and personal days due to a catastrophic illness or serious injury to the employee. It is not the purpose of this plan to provide additional days to teachers who have exhausted their accumulated sick leave and are applying for days because of common colds or some other temporary commonplace illness.
- B. Persons desiring to use the Sick Leave Donation Plan should contact the Department of Human Resources. The Superintendent's designee will then make arrangements to convene the committee.

- C. A committee will be established to act as the governing body for the administration of the Sick Leave Donation Plan. Said committee shall consist of two (2) members of the bargaining unit named by the Association and two (2) persons named by the Superintendent.

The Sick Leave Donation Committee shall hold an initial meeting prior to October 1<sup>st</sup> of each school year. The purpose of the initial meeting will be to review the qualifications and procedures of the plan. Subsequent meetings will be held as needed to review applications and determine eligibility. In making decisions, the committee will use the simple majority rule. Following the date of a decision rendered by the committee, an employee may appeal in writing said decision to the Board of Education within thirty (30) calendar days.

The following are the minimal criteria for use of the Sick Leave Donation Plan:

1. Must have a catastrophic personal illness or serious injury;
  2. Must have exhausted all accumulated sick leave;
  3. Must submit a written request to the Sick Leave Donation Committee indicating the reason for the request and the estimated number of days needed. Forms will be provided by the District; and
  4. Must provide a doctor's statement at the Board's expense, if requested by the committee.
- D. Beginning with the fourth (4<sup>th</sup>) day after the employee has exhausted all of his/her sick and personal leave, an employee may be eligible to use the Sick Leave Donation Plan. If the employee is eligible, the plan coverage shall be retroactive to include the first (1<sup>st</sup>) day of eligibility which begins on the fourth (4<sup>th</sup>) consecutive day of absence. The consecutive day rule does not apply to dialysis, cancer treatment, and other intermittent absences due to life threatening occurrences.

A teacher may be eligible to draw a maximum of sixty (60) days in one (1) school year and a maximum of one hundred eighty (180) days during his/her employment in the District. The maximum number of days that can be allocated in a one (1) year period to all teachers of the District is three hundred (300) days.

An employee must notify in writing the Sick Leave Donation Committee Chairperson and the Superintendent or his/her designee at least five (5) working days before returning to work.

## 7.10 PROFESSIONAL MEETINGS

- A. Teachers may request to attend professional meetings to support their professional growth and performance.
- B. To make a formal request to attend, teachers shall complete the *Request for Permission to Attend a Professional Meeting* form provided by the District and submit it electronically to their immediate supervisor for preliminary approval at least twenty-one (21) days before the date of the meeting. If approved, the immediate supervisor will forward the approved request electronically to the Superintendent or his/her designee for final approval. The Superintendent or his/her designee has the sole discretion to approve or deny any request.
- C. The Superintendent or his/her designee shall notify the teacher of the final approval or denial of the request within seven (7) days of the date of the initial electronic submission. Failure of the Superintendent to respond within seven (7) days after the date of initial submission shall be deemed a denial of the request.

## ARTICLE VIII

### EMPLOYEE EVALUATION

#### 8.1 TEACHER EVALUATION

The District shall maintain an evaluation plan for teachers. Any changes in such plan shall be written in consultation with representatives of the Jacksonville Education Association.

#### 8.2 INTRODUCTION TO EVALUATION PROCEDURES

The principal is ultimately responsible for the evaluation of staff. A principal may share the responsibility for the evaluation with other trained supervisory personnel.

Within the first three (3) weeks after the beginning of the school year, the principal or other trained administrators shall acquaint licensed staff members with evaluation procedures, standards, and instruments to be used and advise staff members as to whom shall observe and evaluate performance.

#### 8.3 GRIEVANCES

Any grievance filed to this article shall be limited to violation of the specific evaluation procedures as outlined in the evaluation plan. All other aspects of evaluation shall not be subject to grievance.

#### 8.4 PERFORMANCE EVALUATION TRANSITION PLAN

In anticipation of changes to the District's performance evaluation system, as mandated by the Performance Evaluation Reform Act of 2010 (PERA), a Joint Committee will convene in accordance with the provisions set forth in PERA and the School Code [105 ILCS 5/24A] for the purpose of designing a *new* performance evaluation system that is compliant with the Act and the statute. The *new* evaluation system is based on Charlotte Danielson's *Framework for Teaching, Evaluation Instrument*®. The transition from the District's current evaluation system to a *new* evaluation system includes the following conditions:

- A. The performance evaluation procedures outlined in sections 8.5 through 8.16 of this Agreement will remain in effect for the 2015-2016 school year for those tenured teachers employed by the District during the 2014-2015 school year. All non-tenured teachers will be evaluated using the *new* evaluation system developed by the Joint Committee for Performance Evaluation and incorporated into this Agreement by memorandum of understanding.
- B. Tenured teachers who are scheduled to be evaluated during the 2015-2016 school year, may opt to be evaluated using the *new* evaluation system or may continue with the current system.
- C. Administrators may evaluate tenured teachers during the 2015-2016 school year who are not scheduled to be evaluated that year and use the *new* evaluation system if it better equalizes the numbers of evaluations that must be completed in each year of the two (2) year cycle. Teacher participation in the *new* evaluation system under this condition is strictly voluntary.
- D. Nothing contained in this Agreement shall limit the rights of the administration to conduct any number of evaluations.
- E. Student growth performance will be incorporated into the District's performance evaluation system beginning with the 2016-2017 school year.

#### 8.5 TENURED TEACHERS

- A. All tenured teachers shall be evaluated at least once in the course of every two (2) school years, and

each teacher shall receive at least one (1) written, summative evaluation.

- B. The summative evaluation shall be given to the teacher before the post-observation conference with the overall rating marked prior to the conference. Nothing contained in this Agreement shall limit the rights of the administration to conduct any number of evaluations.

## 8.6 NON-TENURED TEACHERS

The supervisor(s) shall conduct a minimum of three (3) formal evaluations for first year teachers, a minimum of two (2) formal evaluations for second year teachers, and a minimum of one (1) formal evaluation each year for third and fourth year teachers. There is no limit to the number of formal or informal evaluations or classroom observations which may be conducted by the supervisor.

Formal evaluations should be completed on a timely basis and should be appropriately spaced during the first six (6) months of the school year.

## 8.7 RATING SCALE

There shall be four (4) evaluation ratings as follows:

- A. *Excellent*: Formal and informal observations indicate performance of a commendable or exceptional quality. The teacher demonstrates multiple strengths in many or all areas of performance. If there are any identified areas for improvement, they may be accomplished by the teacher or may require assistance from an administrator. Performance at this level has a positive effect upon students and upon the school environment.
- B. *Proficient*: Formal and informal observations indicate acceptable levels of performance. The teacher performs requirements adequately. Identified areas for improvement may be accomplished by the teacher or may require assistance from an administrator. Performance at this level has a positive effect upon students and upon the school environment.
- C. *Needs Improvement*: Formal and informal observations indicate a need for improvement in an area or areas of performance. The teacher may perform some requirements adequately while some areas may demonstrate weaknesses. Identified areas for improvement may be accomplished by the teacher or may require assistance from an administrator. Performance at this level may have both a positive and negative effect upon students and upon the school environment.
- D. *Unsatisfactory*: Formal and informal observations indicate significant weaknesses in an area or areas of performance, which require direct intervention by an administrator. Continued performance at a level below expectations would have a negative effect upon students and upon the school environment.

## 8.8 PROCEDURES

- A. All evaluations will be done on a timely basis and excludes Halloween Day, Valentine's Day, or the day before or the day after the Thanksgiving, winter, or spring breaks. A written evaluation shall be a part of the evaluation process. The supervisor shall provide a written copy of the summary form (TE-2) as well as the teacher observation form (T0) to the teacher. A copy of the summary form (TE-2) shall be forwarded to the Superintendent or designee by April 30<sup>th</sup> for tenured teachers.

For non-tenured teachers, the final summary (TE-2) form and the principal's/supervisor's recommendation for employment form shall be forwarded to the Superintendent or designee by February 28<sup>th</sup> each year.

The principal/supervisor shall notify the Superintendent or designee by February 1<sup>st</sup> if he/she anticipates that a non-tenured teacher will be recommended for dismissal.

B. The classroom visit by the supervisor consists of three steps:

**Step 1 - Pre-Visit Conference:** During the pre-visit conference, the teacher should respond to the following questions from the supervisor. (The supervisor may give the questions to the teacher in advance, and the teacher may provide written responses, which are then discussed in the pre-visit conference.)

- a. What are the objectives of the lesson to be observed?
- b. What activities will occur to reach the objective?
- c. What materials are to be used in the lesson?
- d. What activities, if any, related to the lesson have proceeded?
- e. How do you expect to evaluate the success of the lesson?
- f. What observations do you have about the group of students which might influence the teaching activity?

**Step 2 - Classroom Visit:** The supervisor will visit the classroom for observation purposes (suggest 30 minute minimum). Notations of the visit may be made using Form T0-1 or T0-2.

**Step 3 - Post-Visit Conference:** The supervisor will meet with the teacher to discuss the classroom observation within seven (7) working days of the visit unless otherwise mutually agreed upon by both parties. The supervisor will have a written report of the visit for discussion purposes. Discussion of the classroom observation should focus upon the following areas:

- a. How the teacher felt about the lesson.
- b. Review of the purpose of the lesson. Discuss the degree of success the teacher felt was achieved.
- c. What problems or concerns does the teacher have about the success of the lesson?
- d. How might the teacher improve the approach to the lesson if it is taught again?
- e. The observer's comments about the lesson and any plans for future visits to observe for specific areas discussed.

C. The evaluation shall include specification as to the teacher's strengths and weaknesses with supporting reasons for the comments made. The principal should make suggestions for improvement for any identified major area(s) of weakness.

D. The supervisor's written comments concerning the observation will be signed by both the supervisor and the teacher, with a copy to each. An employee's signature on the observation form only indicates the employee has received a copy of the form, but does not imply acceptance of said observation.

E. If the teacher wishes to respond to the evaluation comments by the supervisor, the teacher may respond with written, signed and dated comments which will be attached to the evaluation summary.

## 8.9 EMPLOYEE SIGNATURE

The evaluation form should be signed and dated by the supervisor and the teacher at the conclusion of the post visit or summative conference. An employee's signature on the evaluation form only indicates the employee has received a copy of the evaluation but does not imply acceptance of said evaluation. The employee will sign and date the form when it is received at the Summative Conference.

## 8.10 REMEDIATION PROCESS

A. As required by 105 ILCS 5/24 A-5(2)(i), a teacher who receives an unsatisfactory rating on the Form



TE-2 will be required to participate in a remediation plan designed to correct areas identified as unsatisfactory, provided the deficiencies are deemed remediable. The remediation plan shall be developed and initiated within 30 calendar days after the summary evaluation conference is conducted with the teacher.

1. Quarterly summary evaluations with ratings shall be conducted at least quarterly for one year for the teacher participating in remediation.
  2. When an evaluation is required during the fourth quarter, such evaluation shall be scheduled to occur no later than two (2) weeks prior to the close of the school year.
  3. When a quarterly evaluation schedule requires an evaluation after the close of the school year, but after July 15<sup>th</sup>, such evaluation shall be scheduled to occur no later than two (2) weeks after students' attendance commences in the following school year.
  4. Failure to strictly comply with the time lines for the required quarterly evaluations because of events such as summer months, illness, or certain leaves granted teachers under a remediation plan shall not invalidate the results of the remediation plan.
  5. The fourth and final quarterly evaluation shall be conducted at the conclusion of the year.
  6. A teacher who successfully completes the one year remediation plan by receiving a satisfactory or better rating on the final quarterly evaluation will then be evaluated at least once yearly as is consistent with this plan.
- B. Participants in the remediation plan shall include the teacher deemed unsatisfactory, a qualified administrator, and a consulting teacher. The remediation plan may include the participation of the Assistant Superintendent for Human Resources and/or the Director for Curriculum and Instruction to assist in correcting areas identified as unsatisfactory.
1. The participation of the consulting teacher shall be voluntary.
  2. The qualified consulting teacher shall be one who has received a rating of excellent on his/her most recent evaluation, has a minimum of five (5) years of experience in teaching, and has knowledge relevant to the assignment of the teacher under remediation.
  3. The Jacksonville Education Association will supply a roster of teachers from which the consulting teacher is to be selected by the administration. If the administration determines that no teachers from the roster are qualified as defined in section 8.10 B.2, the consulting teacher will be selected as defined in section 8.10 B.4.
  4. Where no consulting teacher is available in a District, the District shall request the State Board of Education to provide a consulting teacher. The State Board of Education shall thereupon provide a consulting teacher who meets the requirements as defined in section 8.10 B.2.
  5. If the consulting teacher becomes unavailable during the course of a remediation plan, a new consulting teacher shall be selected in the same manner as the initial consulting teacher. The remediation plan shall be amended as necessary upon consultation with the new consulting teacher.
  6. The consulting teacher shall provide advice to the teacher rated as unsatisfactory on how to improve teaching skills and to successfully complete the remediation plan.
  7. The consulting teacher shall not participate in any of the required quarterly evaluations, nor be engaged to evaluate the performance of the teacher under remediation.
  8. The consulting teacher shall be informed, through three quarterly conferences with the qualified administrator and the teacher under remediation, of the results of the first three

quarterly evaluations in order to continue to provide assistance to the teacher under a remediation plan.

9. The Board will hold consulting teachers harmless from any legal liability arising from the performance of their responsibilities as consulting teachers.
  10. The schedule of the consulting teacher including time requirements shall be developed by the evaluator. The consulting teacher shall be granted released time from his/her regular assignment when requested by the evaluator. The consulting teacher shall receive a minimum of \$20.00 per hour for consultation time requirements in addition to his/her regular salary. The consulting teacher shall be required to maintain a detailed record of consultation activities.
- C. Any teacher who fails to complete the one-year remediation plan with a proficient or better rating shall be dismissed in accordance with section 2-12 or 34-85 of The School Code.
  - D. A teacher receiving an unsatisfactory evaluation and participating in a remediation plan shall have his/her salary frozen for the next school year. This would occur only after written evaluation by the building principal and a review of the evaluation process by the Assistant Superintendent and/or the Director for Curriculum and Instruction.

#### **8.11 EVALUATOR TRAINING**

The administration will continue to monitor the teacher evaluation process and to provide any necessary training in the attempt to achieve consistent District-wide evaluation by all evaluators.

#### **8.12 EVALUATION PLAN**

The approved evaluation plan (attached as a memorandum) shall be modified only by a JEA/Administration Evaluation Committee. All licensed members of this committee will be appointed by JEA. The committee may be convened upon the request of either party. The committee shall consider changes and modifications to evaluation procedures and instruments for employees subject to this agreement.

The forms that are used in the evaluation process are attached in Appendix B.

#### **8.13 JOB DESCRIPTIONS**

Job descriptions for employees will be jointly developed by the Board's representatives and representatives of JEA. Mutually agreed to job descriptions will be subject to existing evaluation procedures and instruments pursuant to Agreement language. Job descriptions will be located on the District website separate from the Bargaining Agreement.

#### **8.14 ANCILLARY STAFF EVALUATION**

- A. Procedures for Evaluation of Ancillary Personnel. All evaluations will be done on a timely basis. A written evaluation shall be a part of the evaluation process, and a copy of the summary form (AEV-1) forwarded to the Office of the Superintendent by April 30<sup>th</sup> for tenured ancillary personnel and February 28<sup>th</sup> for non-tenured ancillary personnel. The evaluation process shall consist of three steps:

**Step 1 - The Pre-Conference:** During the pre-conference, the evaluator and the staff member shall discuss the job description and the goal setting process for the coming year. The evaluator and the staff member shall agree upon goals for the staff member for the year. The evaluator may also designate areas of concern which are to be addressed by the staff member during the year. Step 1 shall be completed prior to September 30<sup>th</sup> each year.

- B. The evaluator and the staff member shall mutually agree upon a date to meet and discuss the progress toward achieving goals set for the year. This meeting shall occur prior to the end of the 151<sup>st</sup> semester. For non-tenured ancillary staff members, the evaluator and the staff member shall mutually agree upon dates to meet and discuss the progress toward achieving goals set for the year. These meetings shall be completed no later than February 28<sup>th</sup> of each school year.

Step 2 - Data Collection: Following the Pre-Conference, the evaluator shall begin the data collection process which may consist of the following:

- a. Formal observation (if appropriate); informal/ongoing observations;
- b. Verification of completion of required documents and/or reports; and input from other professional staff, parents, and students.
- c. Step 2 shall be completed prior to Step 3.

Step3 - The Post Conference: The evaluator and the staff member shall meet no later than April 30<sup>th</sup> to discuss the goals and/or concerns for the year. For non-tenured staff members, these meetings shall be completed no later than February 28<sup>th</sup> of each school year. The evaluator shall conduct a minimum of three (3) progress meetings for first year staff members, a minimum of two (2) progress meetings for second year staff members, and a minimum of one (1) progress meeting for third and fourth year staff members. An evaluation form for Ancillary Staff (AEV-1) shall be completed as part of each meeting and forwarded no later than February 28<sup>th</sup> to the Superintendent.

The evaluation form shall include specifications as to the staff members' strengths and weaknesses with supporting reasons for the comments made. The evaluator shall make suggestions for improvement for any identified areas of weakness or concern. The evaluator may make additional comments on a separate sheet of paper attached to the evaluation form if more space is needed.

The evaluation form containing the written comments of the evaluator shall be signed by both the evaluator and the staff member, with a copy to the staff member. An employee's signature on the form only indicates the employee has received a copy of the form, but does not imply acceptance of said evaluation. The employee will sign and date the form when it is received at the conference.

If the staff member wishes to respond to the evaluation comments by the evaluator, the staff member may respond with written, signed, and dated comments which will be attached to form AEV-1.

- C. All other parts of Article VIII, Employee Evaluation, shall be in force.

## 8.15 PROFESSIONAL GROWTH PLAN FOR TENURED STAFF

- A. Purpose: This plan is intended to provide options to the traditional method for teacher evaluation.

This professional growth plan provides opportunities for continuous growth for teachers. Professional growth and development are best achieved in an environment marked by mutual respect, teamwork, and trust. This growth plan empowers teachers to make decisions about their own growth, to analyze their performance, and to facilitate learning for themselves and the students they serve. In the event of staffing changes, such as a teacher being assigned to a different school/grade/academic subject or a change in the team make-up, this plan may be amended. No individual shall be held accountable for the failure of a plan due to such staffing changes. Neither shall an individual within a group be held accountable because another person(s) fails to comply with the components of the plan.

All other parts of Article VIII, Employee Evaluations, shall be in force.

- B. **Options:** Tenured experienced teachers in School District 117 must, with administrative approval, choose one of three options. If agreement cannot be reached between the administrator and the teacher(s), option 1 will be used. Licensed employees who choose Option 1 will have no reprisals taken against them.
1. The *Employee Evaluation Plan*, Article VIII (8.1 - 8.11), which is the traditional method of teacher evaluation, or the *Evaluation for Ancillary Staff*, Article VIII (8.12 and AEV-1), which is an addendum to Article VIII.
  2. The *Individual Growth Plan* (See below).
  3. The *Collegial Growth Plan* (See below).
- C. Sources for the data required for the *Individual Growth Plan* and the *Collegial Growth Plan* may include, but are not limited to, the following:
1. Diaries, logs, journals
  2. Portfolios
  3. Video
  4. Interviews
  5. Statistics
- D. Upon completion of the *IGP* or the *CGP*, all data collected and analyzed shall become joint property of the District and those immediately involved employees in the program. However, no administrator of the District shall use the data collected by the teachers to use in a research project, thesis, or dissertation in order to gain an advanced degree. Components of the *Individual Growth Plan* and the *Collegial Growth Plan* may include, but are not limited to, the following:
1. Addressing specific topic(s) or pupil population needs.
  2. Changing personal style of teaching.
  3. Expanding use of technology.
  4. Conducting staff development.
  5. Implementing educational strategies.
  6. Implementing strategies in the school's School Improvement Plan.
  7. Completing college/university coursework (for *Individual Growth Plan* only).
  8. Attending professional conferences (for *Individual Growth Plan* only).
- E. The *Individual Growth Plan* - This plan allows a teacher to plan for continuous professional growth and improvement. The teacher will set transformational objectives or outcomes which, as part of an action plan, will allow the teacher to better understand teaching and learning strategies, techniques, and approaches. The teacher will seek innovative strategies and implement these new ideas in his/her work setting. The transformational objectives or outcomes are evaluated as to their effectiveness and impact by the teacher reflecting on the positive changes, growth, or improvement resulting from completing the *Individual Growth Plan*. The evaluation will require gathering data from which a conclusion can be drawn as to the effectiveness of the plan.

Procedures for the *Individual Growth Plan* include the following:

1. Identify the need/interest.
  2. Develop a proposal to include:
    - a. Statement of plan,
    - b. Timeframe,
    - c. Implementation, and
    - d. Documentation.
  3. Meet with the principal or designee to discuss the proposal, both principal and teacher must agree to the plan.
- F. The *Collegial Growth Plan* - This plan allows two or more teachers to plan for continuous professional growth and improvement. As a group, the teachers will set transformational objectives or outcomes which, as part of an action plan, will allow the teachers to work together to better understand teaching and learning strategies and implement these new ideas in their work setting. The transformational objectives or outcomes are evaluated as to their effectiveness and impact by the group of teachers reflecting on the positive changes, growth, or improvement resulting from completing the *Collegial Growth Plan*. The evaluation will require gathering data from which a conclusion can be drawn as to the effectiveness of the plan.

Procedures for the *Collegial Growth Plan* include the following:

1. Teachers identify need/interest.
  2. Teachers identify partner(s).
  3. Teachers meet and develop action plan to determine what they will do cooperatively for improvement of instruction. Techniques may include, but are not limited to, reading, dialogue, planning, observation, visitation, reflective writing, and collaboration.
  4. Plan is developed including time frames for presenting the plan, implementing the plan, progress reports, methods of documentation, and projected outcomes assessments. The time frame is to be agreed upon by the teachers and the principal or supervisor but must be within required timelines for tenured staff - at least once every two years.
  5. The plan is reviewed by the principal, both the teachers and the principal must agree to the plan.
  6. Suggested activities may include, but are not limited to:
    - a. Team teaching.
    - b. Interdisciplinary teams.
    - c. Using technology.
    - d. Curriculum writing.
    - e. Articulation with feeder school.
    - f. Inclusion.
    - g. Business/technology preparation.
    - h. Preparation for standardized testing.
- G. Forms (Refer to the attached Appendices C - PGP-1, PGP-2, PGP-3, PGP-4, and PGP-5)
- Both parties reserve the right to review and to amend the Professional Growth Plan for Tenured

Staff.

#### 8.16 PROFESSIONAL DEVELOPMENT PLAN

A Professional Development Plan shall be completed by the evaluator in consultation with the teacher as required by 105 ILCS 5/24 A-5(2) (h) for any teacher who receives a rating of "Needs Improvement" in a formal summative evaluation. This plan shall be developed and initiated within thirty (30) school days after the summary evaluation conference is conducted with the teacher.

## ARTICLE IX

### REDUCTION IN FORCE

#### 9.1 REDUCTION IN FORCE PROCEDURES

- A. If there is a decision to decrease the number of teachers employed or to discontinue in a particular type of teaching service (i.e., a reduction in force (RIF), and normal, annual attrition of faculty does not produce the required decrease in positions, written notice of dismissal is to be given to those faculty members to be dismissed by registered mail at least sixty (60) days before the end of the school term. If the faculty member has performed satisfactorily, the notice to dismiss will include a statement of honorable dismissal.
- B. Reduction in Force processes and procedures shall be consistent with all laws relating to such reductions and consistent with all decisions and guidelines established by the Joint RIF Committee operating within the parameters of its legal authority. Pursuant to Public Act 097-0008, teachers whose summative evaluation ratings result in placements into designated Groups 3 and 4, seniority shall determine respectively the order of dismissal.
- C. When District seniority is equal between two (2) or more teachers, the following criteria shall be used in determining which teacher(s) shall be honorably dismissed by the Board.
  - 1. Seniority shall be determined by the teacher's approved horizontal position on the salary schedule. The teacher with the highest salary (i.e., approved horizontal position) shall have the most District seniority.
  - 2. If the approved horizontal position on the salary schedule is equal, District seniority shall be determined by a random lot selection conducted by the Board.
- D. Honorably dismissed teachers shall be given first priority for the vacant position in the reverse order they were dismissed if positions become available within fourteen (14) months from their dismissals. Recalls shall occur first in Group 4 by seniority and then in Group 3 by seniority. Group 1 and Group 2 teachers do not have recall rights. The fourteen (14) months is defined as being within fourteen (14) months, commencing three (3) business days from the last day of the school term in which teachers were honorably dismissed.

#### 9.2 JOINT REDUCTION IN FORCE (RIF) COMMITTEE

By October 1<sup>st</sup> of each year the Board and the Association shall each appoint three (3) representatives to a Joint RIF Committee as required by 105 ILCS 5/24-12(c). The committee shall complete its deliberations by the following February 1<sup>st</sup> of each school year and submit a report of the committee's decisions in writing to the Board and Association on or before February 1<sup>st</sup>.

# ARTICLE X

## COMPENSATION RELATED PROVISIONS

### 10.1 SALARY SCHEDULES

- A. Salary schedules are included in Appendices D-1 (2014-2015); D-2 (2015-2016); D-3 (2016-2017); and D-4 (2017-2018).
- B. For each year of this Agreement, stipends for extracurricular activities, including; athletics and special assignments, shall be calculated as a percentage of that year's base salary. Designated stipend positions and respective compensation percentages are presented in Appendix E.
- C. The following salary bases and annual increases will be in effect for the duration of this Agreement.

School Year	Increase to the Base	Salary Base Amount
2014-2015	0.00%	\$30,959
2015-2016	0.25%	\$31,036
2016-2017	0.25%	\$31,114
2017-2018	0.50%	\$31,270

- D. Coursework which is to be used for educational credit must be pre-approved and in accordance with the procedures outlined in Appendix D-5. Coursework must be completed by August 15<sup>th</sup> and proof of completion (i.e., official transcript or grade slips) must be received in the Department of Human Resources no later than October 1<sup>st</sup> in order to receive compensation for the current school year.
- E. In order to receive compensation for coursework referred to in section 10.1 D, all hours completed in excess of B+24 must be in an approved graduate program in educational administration, guidance counseling, or a field directly related to the current teaching assignment as determined by the Superintendent or his/her designee.
- F. In order for a teacher to qualify for B+36 educational credit, he/she must have completed all approved hours prior to the first school day of the school year.
- G. Teachers are required to provide an official transcript of courses when they earn a master's degree. Other educational credit levels (e.g., B+12) may be verified by grade slips from the appropriate college or university.
- H. If an employee is employed on an extended contract, the additional sum for the extended period shall be calculated by multiplying the number of days of the extension by 1/180<sup>th</sup> of the employee's base salary. The JEA shall be notified of any extended contracts within seven (7) days prior to the Board posting the position. If an extended contract is paid on a basis other than as provided herein, the Board and JEA shall negotiate any alternative pay arrangement.
- I. In the event an assignment change is made within five (5) days prior to or any time after the first teacher institute day, said teacher shall be entitled to compensation for time to make the change. Teachers shall be compensated for no fewer than four (4) hours at the non-instructional hourly rate of \$20 per hour.



## 10.2 TERMS OF COMPENSATION

The following terms for compensation are in effect for the duration of this Agreement.

- A. All teachers, except for those first employed by the District for the 2014-2015 school year and those who have surpassed the last step in each column of the salary schedule (i.e., longevity), will advance one (1) step on the salary schedule for each year of this Agreement.
- B. Teachers first employed by the District for the 2014-2015 school year will remain in said year at the salary amount authorized and approved by the Board of Education at the time of hire. Said teachers are not eligible for salary reconciliations to the new amounts during the 2014-2015 school year.
- C. Teachers who have earned approved salary schedule credit will be compensated at the amount indicated in the corresponding salary schedule cell for each year of this Agreement.
- D. Salary amounts in steps A through C are calculated differently than those in steps D through U and do not reflect three percent (3%) step increases.
- E. Only teachers who are employed for a minimum of 120 days of a school year are eligible to advance a step on the salary schedule in the subsequent year. Approved leave of absence days are included in the total count for days employed.
- F. A teacher receiving an unsatisfactory evaluation and participating in a remediation plan shall have his/her salary frozen for the next school year pursuant to section 8.10 D of this Agreement.

## 10.3 LONGEVITY

- A. Teachers who have surpassed the last step in each column of the salary schedule will be compensated at a one percent (1%) increase above his/her previous year's salary amount, excluding earnings paid for extracurricular activities.
- B. Those teachers who have surpassed the last step in the master's degree plus twelve hours (M+12) column through the master's degree plus forty eight hours (M+48) column will be paid an additional amount of \$650 to hold them harmless from salary regression from the last contract.

## 10.4 SUPPLEMENTAL SALARY FOR SPEECH & LANGUAGE PATHOLOGISTS & SCHOOL PSYCHOLOGISTS

Speech and language pathologists and school psychologists will be paid a supplemental amount of \$6,000 to their base per year for the duration of this Agreement.

## 10.5 METHOD OF PAYMENT

- A. Regular paydays will occur semi-monthly on the 15<sup>th</sup> and the last calendar day of each month for all months of the year.
- B. All scheduled salary payments shall be made over a twelve (12) month period consistent with the requirements of Illinois Revenue Code (IRC) 409A. Except for first year probationary employees, all other employees shall have their gross salary divided into twenty-four (24) equal installments before any salary deductions, and the first paycheck of each school year will be issued on September 15<sup>th</sup>.
- C. First year, full-time, probationary teachers hired by the Board on or before August 15<sup>th</sup> whose duties commence at the beginning of the upcoming school year shall receive his/her first paycheck in the last regular District payroll for August. This, in effect, will divide said employee's salary into twenty five (25) payments for the first year of employment for those teachers whose contracts are renewed for the following school year. First year teachers whose contracts are not renewed will receive a maximum of twenty four (24) pays.

- D. Persons being laid off at the end of the school term shall be eligible to receive their final paycheck on the third (3<sup>rd</sup>) business day following the last day of the school term.
- E. Persons resigning from the District for retirement purposes shall be eligible to receive their final paychecks on June 15<sup>th</sup>.
- F. To receive payments as noted in sections 10.2 D or E above, at least a two (2) week advance written request shall be made to the Business Office.
- G. All salary payments will be made by direct deposit to a bank account designated by the employee.
- H. The Superintendent will cause to be published annually a calendar listing the pay dates for the year.
- I. The District will process JEA officer pay amounts through District payrolls. JEA will provide the funds to the District for deposit into an activity account. JEA will provide sufficient funds to cover the employers' share of pension and Medicare taxes plus any other applicable taxes and deductions. JEA will provide the funds at least ten (10) days in advance of the payroll dates along with a list of the persons and amounts to be paid.
- J. Differentials for special assignments and coaching salaries shall be added to the individual teacher's yearly salary.

#### 10.6 SALARY DEDUCTIONS

Salary deductions shall be made semi-monthly for state and federal income taxes and other deductions as may be required by law. Other optional deductions to be made available to teachers are:

- A. Association dues pursuant to section 5.5 A of this Agreement.
- B. Fair share fee pursuant to section 5.5 B of this Agreement.
- C. United Way contributions to be deducted November/December through June 15<sup>th</sup>.
- D. Illinois Educators Credit Union or its successor.
- E. Employee's dependent medical insurance coverage to be deducted a month in advance (e.g., deducted September 15<sup>th</sup> and 30<sup>th</sup> for coverage in October).
- F. Optional dental plan, vision plan, and life insurance.
- G. Contributions to tax sheltered annuities expressly authorized and permitted in the District's 403(b) Plan effective on or before January 1, 2009. Eligibility and contribution limits are governed by the Plan document. At least annually the Administration shall notify employees of the option to participate, the time period during which election may be made, and a summary of the Plan's essential features. The options offered under the 403(b) Plan shall be developed in cooperation with the JEA on a District committee in which the JEA shall be represented by one (1) member each from the elementary, junior high, and high schools.

## 10.7 COMPENSATION CAP

- A. Notwithstanding any other provision in this Agreement, no employee, who is within five (5) years of first becoming eligible to receive a retirement annuity under TRS rules and regulations, shall either receive and/or be paid by the District an increase in creditable earnings that would constitute an increase of more than six percent (6%) per annum in the TRS creditable earnings the teacher earned in the immediately preceding fiscal year.
- B. Creditable earnings include all earnings of whatsoever kind or nature paid to an employee by the District which TRS credits under its rules and regulations toward a retirement annuity for the employee. Any such creditable earnings that exceed this six percent (6%) cap on increases from one (1) fiscal year to another shall not be considered as due and owing to any employee within this five (5) year period.
- C. If an employee earns compensation that TRS considers exempt from the six percent (6%) cap under PA 94-1057, the employee shall be paid such exempt earnings provided the payment does not require an additional employer contribution to TRS because of a payment to the employee exceeding the six percent (6%) cap.
- D. In the event TRS modifies its rules and regulations in effect on July 1, 2007, regarding the obligation of the District to pay an additional employee contribution to TRS for exceeding this six percent (6%) creditable earnings limitation during the employee's retirement eligible period, then the parties agree to promptly commence good faith collective bargaining as may be required consistent with such modification.
- E. On an annual basis, the District shall offer educational opportunities to each employee on how to determine his/her TRS creditable earnings from the previous year.

## 10.8 COMPENSATION FOR CLASS COVERAGE AND PLANNING PERIOD SUBSTITUTION

- A. Every attempt will be made to hire substitutes to replace absent classroom teachers; however, when not possible, teachers shall be obligated to cover classes when requested by the Principal or his/her designee.
- B. Teachers who miss their planning periods as a result of providing class coverage for other teachers during the regular school day will be compensated at the following rates.
  - 1. Elementary teachers shall be paid \$13.50 per period. An elementary period shall be defined as a subject covered (e.g., reading would be a period; spelling would be a period, physical education would be a period, library would be a period).
  - 2. Junior high and high school teachers shall be paid \$18 per period. Rate doubling will not be paid for multiple class coverage assignments in a given week.
- C. Teachers who cover classes outside the regular work day and beyond their eight (8) hour day will be compensated at the instructional rate of \$25.50.
- D. Teachers should submit requests for payment under this subsection using the form provided in Appendix F. Payment for class coverage shall be included in the regular monthly payroll within the next two (2) pay periods.

## 10.9 COMPENSATION FOR HOURLY WORK

- A. After conclusion of the regular 2014-2015 school year, teachers will be compensated as follows for hourly work taught outside the regular, eight (8) hour contract day.

Types of Duties	Hourly Rates	Examples
Instructional Pay	\$25.50	<ul style="list-style-type: none"> <li>➤ Drivers' education</li> <li>➤ Summer school</li> <li>➤ Special education extended school year program</li> <li>➤ Homebound instruction</li> <li>➤ Teaching professional development and in-service sessions</li> <li>➤ Preparation to teach staff development</li> </ul>
Non-Instructional Pay	\$20	<ul style="list-style-type: none"> <li>➤ Participation in professional development and in-service sessions</li> <li>➤ School improvement work</li> <li>➤ Grade level meetings</li> <li>➤ Classroom/program moves</li> <li>➤ Committee work</li> <li>➤ Teacher mentoring activities</li> <li>➤ Curriculum Council</li> <li>➤ Late change of assignment work</li> </ul>

- B. One (1) hour of preparation time will be paid for each session of professional development or in-service taught.
- C. The specific work to be done and the number of teachers needed to complete the work will be determined by the Superintendent or his/her designee.
- D. Narrow focus committees that do not exceed three (3) one (1) hour meetings will not be paid.
- E. Teachers should submit requests for payment under this subsection using the forms provided by the District. Payment under this subsection shall be included in the regular monthly payroll within the next two (2) pay periods.

## 10.10 DIFFERENTIALS AND PAYMENT SCHEDULES

### A. Stipend Positions

1. Refer to Appendix E for stipend positions and relative payment schedules.
2. Coaches and/or sponsors, who wish to split their stipends, must request in writing from the Superintendent or his/her designee, the split in pay and responsibilities for that position. A written notification of the split pay must be on file with the Administrative Office and a copy sent to the JEA.
3. All requests must be submitted prior to the start of the sponsored activity.
4. An IESA or IHSA coach or a sponsor of an extracurricular activity who resigns prior to the beginning of the sport's season as defined by the start and end dates established by IESA and/or IHSA or an activities' season will repay the District any portion of the stipend for that coaching or activity position paid to the coach or sponsor prior to the Board's acceptance of the coach's or sponsor's resignation.

5. A coach or sponsor of an extracurricular sport or activity who resigns before the conclusion of the sport's season (as defined above) or an activities' season will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the sport's or activity's season that has taken place at the time of the Board's acceptance of the coach's or sponsor's resignation. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.
6. A coach or sponsor of an extracurricular sport or activity which encompasses the entire school year who resigns before the end of the school year will be paid and/or retain the portion of the stipend for that coaching or sponsorship position based upon the percentage of the school year that has expired. Any repayment deemed appropriate shall be made by payroll deduction in equal installments for the remaining payroll periods of that current school year.
7. Repayment of any partially paid stipend shall not be required if the employee submits a physician's certification, at the employee's expense, that the employee is physically unable to perform the extracurricular or coaching duties.
8. The Turner Junior High Dean of Students, as a teacher salary schedule position, shall be paid for all game supervision assignments as per Agreement.

**B. Athletic Game Workers**

Effective for the duration of the Agreement:

1. \$21.25 will be paid for each worker, including ticket sales, per session.
2. \$24.25 will be paid all workers (including ticket sales) at the Crimson Classic, girls' holiday tournament, and I.E.S.A. and I.H.S.A. tournaments.
3. \$32.95 will be paid to workers at wrestling tournaments expected to last all day; \$26.75 will be paid to workers at dual wrestling tournaments.
4. Scorekeeper and scoreboard operators will be paid at a rate of \$18.40 per one (1) game session and \$24.75 per two (2) game sessions, both home and away, if services are used.
5. \$21.50 will be paid for dual track meets; \$4.20 will be added for each additional participating team (beyond two at a meet) to the official scorekeeper.
6. High school and junior high school track starters will be paid according to the Central State 8 schedule of payment.

**C. Bus Chaperones**

Bus chaperones at all levels shall be paid \$21.25 per round trip for the duration of this Agreement.

**D. Scholastic Bowl Workers**

Scholastic Bowl workers will be paid \$18.40 for one round, \$24.75 for two (2) rounds, and \$30 for three (3) or more rounds.

- E. Teachers are responsible for payment of TRS contributions for extra-duty assignments including committee assignments.

**10.11 TRAVEL AND EXPENSE REIMBURSEMENTS**

- A. Approval from the proper administrative level must be obtained prior to expenditure.

- B. There will be no reimbursement for any expenses for which receipts or canceled checks are not provided with the exception of private car mileage.
- C. Tips and gratuities are not reimbursable expenses.
- D. Amounts for total reimbursements may be prorated by principals on the *Request for Permission to Attend a Professional Meeting* form.
- E. The established payment rates for various expenses incurred by employees while on District business are listed below.

1. Transportation

- a. Private car mileage will be reimbursed at the IRS allowable rate per mile for in-district and out-of-district mileage. Reimbursement requests for in-district and out-of-district travel shall be submitted not later than fourteen (14) calendar days following the end of the semester in which the travel expense is incurred.
- b. Rail or air travel will be reimbursed at the lesser amount of the actual cost or the standard private car mileage rate computed round trip between the two cities.
- c. Taxi travel will be reimbursed at cost with a per day maximum amount of \$15 for one employee and \$30 for two (2) or more District employees sharing a taxi.
- d. Parking will be reimbursed at cost with a maximum amount of \$12 per day with submission of dated receipts.

2. Meals

A meal allowance shall be up to \$40 per day or up to \$20 for one-half (½) day with a dated receipt, exclusive of any charges for alcoholic beverages or tips. Alcoholic beverages should be removed from the meal receipt to the extent possible.

3. Lodging

In non-metropolitan areas, lodging will be reimbursed at cost with the maximum rate of \$60 per person per night with a maximum of \$120 per room. In metropolitan areas, lodging will be reimbursed at cost with the maximum rate of \$95 per person per night with a maximum of \$190 per room. Motel/hotel taxes may be claimed in addition to the above amount.

For the purposes of this Agreement, metropolitan areas are defined as populations in excess of 250,000 people.

4. Registration

Registration amounts will be reimbursed at the cost which has been pre-approved.

10.12 ADMISSION TO DISTRICT ACTIVITIES

Teachers, their spouses or guests, and children in the eighth (8<sup>th</sup>) grade or under, will be admitted free to all District home athletic events. This does not apply to plays, musicals, activities sponsored by the Illinois High School Association (IHSA) or other outside organizations, or activities sponsored by clubs and organizations of the school. Activity passes shall not be transferable. Children in the eighth (8<sup>th</sup>) grade and under must be accompanied by their parent to obtain free admission.

10.13 EMPLOYEE INSURANCE PLAN

- A. The District will pay the full individual premiums for a medical insurance plan and for a vision insurance plan for each teacher employed by the District for at least thirty (30) hours per week.
- B. The plan will include a \$40,000 term life insurance policy.

- C. The District will offer a supplemental dental insurance plan for each employee in the bargaining unit at no cost to the District. The cost of the supplemental dental insurance plan will be paid by the employee.
- D. The Board and the Association agree to maintain an Insurance Provider Review Committee to evaluate as needed the District's insurance provider. This committee shall have the authority to modify the insurance provider and/or the insurance plan, if acceptable to the insurance provider. All recommended modifications are subject to approval by the Association and the Board.
- E. The District will allow each employee in the bargaining unit to deduct payroll premiums for family coverage, dependent care expenses, dental insurance premiums, vision premiums, term life insurance premiums, and unreimbursed medical and/or dental expenses. Only one company per benefit will be selected by the Insurance Provider Review Committee and approved by the Board of Education and the Association.
- F. The District will provide employees an IRS section 125 flexible spending account. The account will include payment for medical insurance premiums for family coverage, term life premiums, dependent care expenses, dental insurance premiums, and unreimbursed medical and/or dental expenses. Any administrative cost which may be charged by the company selected by the District to administer the plan will be paid semi-monthly through payroll deduction by the employee. Balances not to exceed \$300 that remain in the section 125 Plan account at the statutory end of each year's activity will become the property of the District. The amount in excess of \$300 shall be set aside to offset future administrative costs of the third party administrator on a prorated basis for persons enrolling for the plan year two years later based on those enrollees with an effective date of February 1<sup>st</sup>. The flexible spending account will begin February 1<sup>st</sup> of each year. New employees may enroll within 30 calendar days of initial employment.
- G. The District will continue to make the above contributions in June, July, and August for teachers who were employed at the end of the school year.
- H. The memorandum of understanding relative to the payment of insurance premiums for select employees and entered into by the Board of Education and the Association on September 9, 2013 is hereby incorporated into this Agreement by reference through August 31, 2017.

#### 10.14 RETIREMENT

- A. Licensed employees who are eligible for a retirement annuity with the TRS and have ten (10) years of TRS creditable service at the time of retirement shall receive an incentive of \$4,000 provided the employee meets the following conditions:
  - 1. The employee has submitted an irrevocable letter of retirement not later than May 31<sup>st</sup> of the year prior to retirement so that the Board has at least one year's notification of intent to retire; and,
  - 2. This retirement incentive, with all other contractual salary payments in the employee's current year of employment with the District, does not constitute a cumulative six percent (6%) increase from the previous year. The incentive will be reduced by the amount necessary to comply with the six percent (6%) salary cap.
- B. If the employee complies with the above conditions, then the retirement incentive amount, if any, will be included in the employee's salary in the month of June in the year preceding retirement and any balance in June in the year of retirement to stay under the six percent (6%) salary cap.
- C. If there is any amount of the \$4,000.00 remaining unpaid because of the six percent (6%) salary cap, that sum will be paid in September following retirement as severance pay.

## ARTICLE XI

### EFFECT OF AGREEMENT

#### 11.1 POLICIES, RULES, AND REGULATIONS

Any policy, regulation, or rule that is published shall be made available to teachers upon request to the building principal.

#### 11.2 EXTENSION

This Agreement or parts herein may be extended by mutual agreement of the Association and the Board.

#### 11.3 COMPLETE UNDERSTANDING

The parties hereby acknowledge that the terms and conditions included in this Agreement represent the full and complete understanding between the parties. The Board and Association, for the life of this Agreement, each waives any obligation to bargain collectively with respect to any subject or any matter.

#### 11.4 SUPERSEDES PRIOR AGREEMENTS

This Agreement supersedes and nullifies all previous agreements or contractual items between the Board and the Association.

#### 11.5 VALIDITY

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted to the extent that it violates the law, and the remaining articles, sections, and clauses shall remain in effect.

#### 11.6 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of these parties in written and signed amendment to this Agreement.

#### 11.7 INDIVIDUAL CONTRACTS

This Agreement shall control all terms and conditions in any individual contract between the Board and a teacher. Should such language in an individual contract be inconsistent with this Agreement, this Agreement during its duration shall have precedence.

#### 11.8 MANAGEMENT ISSUES

It is expressly understood and agreed that all functions, rights, powers, authority, and legal responsibilities of the Board which are not specifically limited by the express language of this agreement are retained by the Board.

The Board shall not be required to bargain over matters of inherent managerial policy which shall include such areas of discretion of policy as the functions of the employer, standards of service, its overall budget, the organizational structure, selection of new employees, and the direction of employees.



**11.9 NO STRIKE STATEMENT**

During the term of this Agreement and any mutual extension thereof, no employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.


Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.

**11.10 DURATION**

This Agreement shall be retroactive to August 16, 2014 and in effect through August 15, 2018.

In Witness thereof:

For the Jacksonville Education  
Association

  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-President

Date: April 27, 2015

For the Board of Education  
Jacksonville Community Unit  
District #117

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Date: April 17, 2015

GRIEVANCE REPORT  
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA

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*Date of occurrence giving rise to the grievance:* \_\_\_\_\_

*Contract provisions violated: Article* \_\_\_\_\_ *Section* \_\_\_\_\_

*Article* \_\_\_\_\_ *Section* \_\_\_\_\_

*Article* \_\_\_\_\_ *Section* \_\_\_\_\_

*Statement of grievance and explanation of how the contract has been violated:*

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*Remedy sought:*

Including but not limited to:

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Further, the affected employee(s) be granted any other remedy necessary to make the grievant whole; the Employer cease and desist violating said contract provisions; and, any and all other appropriate remedies.

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*Date Grievance Filed with Administration*

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*Grievance Chairperson*  
*Jacksonville Education Association, IEA/NEA*



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*Summary:* Comments on this page may relate to the formal classroom observation and/or to the teacher's continued performance of his/her responsibilities.

*Areas of Strength:*

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*Areas of Concern:*

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*Areas for Remediation:*

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*Teacher's Signature\**

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*Observer's Signature*

\*Your signature signifies that this form has been discussed with you and not your agreement or disagreement with what is written.



Comments on this page may relate to the formal classroom observation and/or to the teacher's continued performance of his/her responsibilities.

*Areas of Strength:*

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*Areas of Concern:*

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*Areas for Remediation:*

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\_\_\_\_\_  
*Teacher's Signature\**

\_\_\_\_\_  
*Observer's Signature*

\*Your signature signifies that this form has been discussed with you and not your agreement or disagreement with what is written.

SUMMARY OF EVALUATION  
JACKSONVILLE SCHOOL DISTRICT 117

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\_\_\_\_\_  
*Teacher's Name*

\_\_\_\_\_  
*Assignment*

\_\_\_\_\_  
*Conference Date*

This form is to be used as a summary of evaluations made during the year. Identified areas for improvement will have been discussed with the teacher as soon as possible after the evaluator has observed the concern. The supervisor is to write comments on each item and discuss the comments with the teacher. The teacher is to receive a copy of the summary, the supervisor retains a copy, and one copy is forwarded to the Administrative Center for the teacher's file.

*Class sessions visited (dates):* \_\_\_\_\_

*The teacher uses a variety of instructional techniques to maintain student interest.*

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*The teacher plans appropriately for objectives to meet student needs.*

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*The teacher directs the instruction toward a clearly defined central purpose.*

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*The teacher consistently demonstrates adequate preparation and competency in the subject matter in his/her assignment.*

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*The teacher uses a positive approach in relations with students.*

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*The teacher uses sound approaches to classroom management.*

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*Students are generally attentive to what the teacher is saying or teaching.*

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*Students actively participate in the class work.*

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*Non-instructional areas such as regular attendance and punctuality, appropriateness of attire, conforming to building policies, accepting district-wide responsibilities, professional growth, relationships with parents and co-workers, etc.*

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*Additional comments:*

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**Performance Rating:** The supervisor must indicate a rating and supply written specification as to the teacher's strengths and/or weaknesses with supporting reasons.

Excellent \_\_\_\_\_ Proficient \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Unsatisfactory\* \_\_\_\_\_

\*A unsatisfactory rating requires the development of a plan of remediation within 30 days of the date this instrument is signed by the teacher and supervisor.

\_\_\_\_\_  
*Teacher's Signature\*\**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature\*\**

\_\_\_\_\_  
*Date*

\*\*Your signature signifies this form and comments have been discussed with you and not your agreement or disagreement with what is written. It also signifies you have received a copy of this summary evaluation.

EVALUATION FORM FOR ANCILLARY STAFF  
JACKSONVILLE SCHOOL DISTRICT 117

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Employee's Name

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School

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Assignment

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Percent of time under supervision: \_\_\_\_\_

*Estimate of General Effectiveness: (Based upon District 117 job description for this assignment.)*

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*Professional Qualities: (Including, but not limited to, qualities such as attendance, continued intellectual growth, cooperation in school projects, effective parent relationships, integrity, willingness to develop and use new procedures and materials, and participation in professional organizations.)*

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*Personal Qualities: (Including, but not limited to qualities such as dependability, consideration for others, sense of humor, appearance, ability to communicate, ability work well with others.)*

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*Goal Setting: (The employee has fulfilled/accomplished the goals which were set for himself/herself during the first conference.)*

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*Overall Rating:*

Excellent \_\_\_\_\_ Proficient \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Unsatisfactory\* \_\_\_\_\_

*Supportive reasons including but not limited to*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Teacher's Signature\*\**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature\*\**

\_\_\_\_\_  
*Date*

Signatures indicate that conferences were held. They do not necessarily indicate consensus of opinions. Employee may attach an addendum explaining or clarifying any points pertinent to this evaluation.

*For Non-tenured Employees:*

I recommend that \_\_\_\_\_ be \_\_\_\_\_  
*(Employee)* *(Offered or Dismissed From)*

continued employment in Jacksonville School District 117. (Evaluator may attach additional pages if necessary.)

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Evaluator*

PROFESSIONAL GROWTH PLAN (FOR APPROVAL)  
JACKSONVILLE SCHOOL DISTRICT 117

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**Part I: Initial Conference**

\_\_\_\_\_  
*Employee's Name(s)*

\_\_\_\_\_  
*School*

Option: *Individual* \_\_\_\_\_ *Collegial* \_\_\_\_\_

**Statement of Plan** (*Include objectives and/or outcomes which impact student performance.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time Frame:**

\_\_\_\_\_  
*Project Starting Date*

\_\_\_\_\_  
*Final Summary Date*

\_\_\_\_\_  
*Progress Report Feedback Date(s)*

\_\_\_\_\_  
*Self-Evaluation Review Date*

\_\_\_\_\_  
*Class Visit Date*

\_\_\_\_\_  
*Course Number*

**Implementation** (*procedures to be used*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation** (*gathering of evidence/information from which a conclusion can be drawn*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval of Plan.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
*Date*



PROFESSIONAL GROWTH PLAN  
JACKSONVILLE SCHOOL DISTRICT 117

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*Part III: Final Summary (To be completed by each individual or each group member)*

\_\_\_\_\_  
*Employee's Name(s)*

Option: *Individual* \_\_\_\_\_ *Collegial* \_\_\_\_\_

*Summary of Growth Experience/Progress:*

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*Conclusion:*

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*End of Plan Signatures:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
*Date*







## JACKSONVILLE SCHOOL DISTRICT 117

2014-2015										
	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48	
A*	30959	31888	32845	33830	34845	35890	36967	38076	39218	
B*	32507	33482	34487	35522	36587	37685	38815	39980	41179	
C*	32971	33961	34980	36029	37110	38223	39370	40551	41767	
D	33830	34845	35890	36967	38076	39218	40395	41607	42855	
E	34845	35890	36967	38076	39218	40395	41607	42855	44141	
F	35890	36967	38076	39218	40395	41607	42855	44141	45465	
G	36967	38076	39218	40395	41607	42855	44141	45465	46829	
H	38076	39218	40395	41607	42855	44141	45465	46829	48234	
I	39218	40395	41607	42855	44141	45465	46829	48234	49681	
J	40395	41607	42855	44141	45465	46829	48234	49681	51171	
K	41607	42855	44141	45465	46829	48234	49681	51171	52706	
L	42855	44141	45465	46829	48234	49681	51171	52706	54287	
M	44141	45465	46829	48234	49681	51171	52706	54287	55916	
N	45465	46829	48234	49681	51171	52706	54287	55916	57593	
O	46829	48234	49681	51171	52706	54287	55916	57593	59321	
P	48234	49681	51171	52706	54287	55916	57593	59321	61101	
Q	49681	51171	52706	54287	55916	57593	59321	61101	62934	
R	51171	52706	54287	55916	57593	59321	61101	62934	64822	
S		54287	55916	57593	59321	61101	62934	64822	66767	
T					61101	62934	64822	66767	68770	
U						64822	66767	68770	70833	
Base			\$30,959	* Rows A-C were negotiated separately and are not calculated on the base.						
Change to Base			0.00%							
Longevity Raise			1%							
Longevity Hold Harmless			\$650	Starting with M+12						
Speech & Language Pathologists			\$6,000	Salary Supplement						
School Psychologists			\$6,000	Salary Supplement						

## JACKSONVILLE SCHOOL DISTRICT 117

2015-2016										
	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48	
A*	33007	33998	35018	36068	37150	38264	39413	40595	41813	
B*	33287	34285	35314	36373	37465	38588	39746	40939	42166	
C*	33488	34493	35528	36594	37692	38822	39987	41187	42422	
D	33915	34932	35980	37059	38171	39316	40496	41711	42962	
E	34932	35980	37059	38171	39316	40496	41711	42962	44251	
F	35980	37059	38171	39316	40496	41711	42962	44251	45579	
G	37059	38171	39316	40496	41711	42962	44251	45579	46946	
H	38171	39316	40496	41711	42962	44251	45579	46946	48355	
I	39316	40496	41711	42962	44251	45579	46946	48355	49805	
J	40496	41711	42962	44251	45579	46946	48355	49805	51299	
K	41711	42962	44251	45579	46946	48355	49805	51299	52838	
L	42962	44251	45579	46946	48355	49805	51299	52838	54423	
M	44251	45579	46946	48355	49805	51299	52838	54423	56056	
N	45579	46946	48355	49805	51299	52838	54423	56056	57737	
O	46946	48355	49805	51299	52838	54423	56056	57737	59469	
P	48355	49805	51299	52838	54423	56056	57737	59469	61254	
Q	49805	51299	52838	54423	56056	57737	59469	61254	63091	
R	51299	52838	54423	56056	57737	59469	61254	63091	64984	
S		54423	56056	57737	59469	61254	63091	64984	66934	
T					61254	63091	64984	66934	68942	
U						64984	66934	68942	71010	
Base			\$31,036	* Rows A-C were negotiated separately and are not calculated on the base.						
Change to Base			0.25%							
Longevity Raise			1%							
Longevity Hold Harmless			\$650	Starting with M+12						
Speech & Language Pathologists			\$6,000	Salary Supplement						
School Psychologists			\$6,000	Salary Supplement						

## JACKSONVILLE SCHOOL DISTRICT 117

2016-2017									
	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
A*	33090	34083	35106	36158	37243	38360	39511	40697	41917
B*	33354	34355	35386	36448	37541	38667	39827	41022	42252
C*	33586	34594	35632	36701	37802	38936	40104	41307	42546
D	33999	35019	36070	37152	38267	39414	40597	41815	43070
E	35019	36070	37152	38267	39414	40597	41815	43070	44362
F	36070	37152	38267	39414	40597	41815	43070	44362	45693
G	37152	38267	39414	40597	41815	43070	44362	45693	47063
H	38267	39414	40597	41815	43070	44362	45693	47063	48475
I	39414	40597	41815	43070	44362	45693	47063	48475	49930
J	40597	41815	43070	44362	45693	47063	48475	49930	51427
K	41815	43070	44362	45693	47063	48475	49930	51427	52970
L	43070	44362	45693	47063	48475	49930	51427	52970	54559
M	44362	45693	47063	48475	49930	51427	52970	54559	56196
N	45693	47063	48475	49930	51427	52970	54559	56196	57881
O	47063	48475	49930	51427	52970	54559	56196	57881	59618
P	48475	49930	51427	52970	54559	56196	57881	59618	61407
Q	49930	51427	52970	54559	56196	57881	59618	61407	63249
R	51427	52970	54559	56196	57881	59618	61407	63249	65147
S		54559	56196	57881	59618	61407	63249	65147	67101
T					61407	63249	65147	67101	69114
U						65147	67101	69114	71188
Base			\$31,114	* Rows A-C were negotiated separately and are not calculated on the base.					
Change to Base			0.25%						
Longevity Raise			1%						
Longevity Hold Harmless			\$650	Starting with M+12					
Speech & Language Pathologists			\$6,000	Salary Supplement					
School Psychologists			\$6,000	Salary Supplement					

## JACKSONVILLE SCHOOL DISTRICT 117

2017-2018									
	B	B+12	B+24	B+36	M	M+12	M+24	M+36	M+48
A*	33255	34253	35281	36339	37429	38552	39709	40900	42127
B*	33754	34767	35810	36884	37991	39130	40304	41514	42759
C*	33920	34938	35987	37066	38178	39323	40503	41718	42969
D	34169	35195	36250	37338	38458	39611	40800	42024	43285
E	35195	36250	37338	38458	39611	40800	42024	43285	44584
F	36250	37338	38458	39611	40800	42024	43285	44584	45921
G	37338	38458	39611	40800	42024	43285	44584	45921	47299
H	38458	39611	40800	42024	43285	44584	45921	47299	48718
I	39611	40800	42024	43285	44584	45921	47299	48718	50179
J	40800	42024	43285	44584	45921	47299	48718	50179	51684
K	42024	43285	44584	45921	47299	48718	50179	51684	53235
L	43285	44584	45921	47299	48718	50179	51684	53235	54832
M	44584	45921	47299	48718	50179	51684	53235	54832	56477
N	45921	47299	48718	50179	51684	53235	54832	56477	58171
O	47299	48718	50179	51684	53235	54832	56477	58171	59916
P	48718	50179	51684	53235	54832	56477	58171	59916	61714
Q	50179	51684	53235	54832	56477	58171	59916	61714	63565
R	51684	53235	54832	56477	58171	59916	61714	63565	65472
S		54832	56477	58171	59916	61714	63565	65472	67437
T					61714	63565	65472	67437	69460
U						65472	67437	69460	71544
Base			\$31,270	* Rows A-C were negotiated separately and are not calculated on the base.					
Change to Base			0.50%						
Longevity Raise			1%						
Longevity Hold Harmless			\$650	Starting with M+12					
Speech & Language Pathologists			\$6,000	Salary Supplement					
School Psychologists			\$6,000	Salary Supplement					

**COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT  
JACKSONVILLE SCHOOL DISTRICT 117**

*Directions:* Complete the following form in entirety to request course approval for salary schedule credit. One form is required per each course. Attach copies of course catalogue descriptions and any other documents necessary to facilitate the approval process. If request is for a course in an accredited university/college graduate degree program, attach copy of institution acceptance letter when submitting request for initial course. Send the original form to the Department of Human Resources no later than fifteen (15) work days before the course registration deadline.

Coursework taken for horizontal movement on the salary schedule must meet the following criteria:

- ✓ Be from an accredited institution of higher education;
- ✓ Relate directly to the employee's current teaching assignment;
- ✓ Occur outside of regular work schedule hours; and
- ✓ Be pre-approved by the Superintendent or his/her designee prior to registering for the course.

\_\_\_\_\_  
*Teacher's Name*

\_\_\_\_\_  
*Institution of Higher Education*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Course Title*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Course Number*

\_\_\_\_\_  
*Level and/or Subject Area*

\_\_\_\_\_  
*Number of Credit Hours*

\_\_\_\_\_  
*Home/Mobile Phone*

\_\_\_\_\_  
*School Phone*

\_\_\_\_\_  
*Date Course Begins*

\_\_\_\_\_  
*Date Course Ends*

*The above course meets which of the following criterion: (Check as many as apply)*

- Graduate level course from an accredited university/college which is part of a graduate degree program.*  
Graduate degree programs is: \_\_\_\_\_  
If applicable, expected license endorsement is: \_\_\_\_\_
- Graduate level course directly related to present teaching assignment.*  
Course relation to present teaching assignment is: \_\_\_\_\_  
If applicable, expected license endorsement is: \_\_\_\_\_
- Graduate level course in major area of preparation.*  
Major area of preparation is \_\_\_\_\_  
If applicable, expected license endorsement is: \_\_\_\_\_
- Graduate level course in a related field.*  
Related field is \_\_\_\_\_  
If applicable, expected license endorsement is: \_\_\_\_\_

APPENDIX D-5 COURSE APPROVAL FORM FOR SALARY SCHEDULE CREDIT (continued)

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\_\_\_\_\_  
*Signature of Teacher*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

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*For Office Use Only:*

Current Salary Placement:      Step \_\_\_\_\_      Lane \_\_\_\_\_      = \$ \_\_\_\_\_

Post Completion Salary Placement: Step \_\_\_\_\_      Lane \_\_\_\_\_      = \$ \_\_\_\_\_

Salary schedule credit for this course is:      Approved \_\_\_\_\_ for \_\_\_\_\_ hours      Disapproved \_\_\_\_\_

Date received by the Human Resources Office \_\_\_\_\_

Date staff members notified of approval \_\_\_\_\_

Date proof of successful completion received by Human Resources office \_\_\_\_\_

\_\_\_\_\_  
*Signature of Superintendent/Designee*

\_\_\_\_\_  
*Date*

**EXTRACURRICULAR STIPEND SALARY SCHEDULE  
JACKSONVILLE SCHOOL DISTRICT 117**

For each year of this Agreement, stipends shall be calculated as a percentage of said year's base salary. Stipend payments are subject to Teacher Retirement System contributions, and actual payments reflect such deductions.

Activity	Percent	2014-2015	2015-2016	2016-2017	2017-2018
<b>Base Salary</b>		<b>\$30,959.00</b>	<b>\$31,036.00</b>	<b>\$31,114.00</b>	<b>\$31,270.00</b>
<b>Level A</b>					
Director of Athletics - H.S.	20%	\$6,191.80	\$6,207.20	\$6,222.80	\$6,254.00
Head Basketball - H.S. Boy	20%				
Head Basketball - H.S. Girls	20%				
Head Football - H.S.	20%				
<b>Level B</b>					
Head Cheerleading Coach - H.S	18%	\$5,572.62	\$5,586.48	\$5,600.52	\$5,628.60
<b>Level C</b>					
Head Volleyball - H.S	16%	\$4,953.44	\$4,965.76	\$4,978.24	\$5,003.20
<b>Level D</b>					
Band - H.S.	15%	\$4,643.85	\$4,655.40	\$4,667.10	\$4,690.50
Head Track - H.S. Boys	15%				
Head Track - H.S. Girls	15%				
Head Wrestling - H.S.	15%				
<b>Level E</b>					
Head Pom-Pon Coach - H.S.	14%	\$4,334.26	\$4,345.04	\$4,355.96	\$4,377.80
<b>Level F</b>					
Head Baseball - H.S.	13%	\$4,024.67	\$4,034.68	\$4,044.82	\$4,065.10
Head Soccer - H.S. Boys	13%				
Head Soccer - H.S. Girls	13%				
Head Softball - H.S.	13%				
Swimming - H.S. Boys	13%				
Swimming - H.S. Girls	13%				



Activity	Percent	2014-2015	2015-2016	2016-2017	2017-2018
<b>Base Salary</b>		\$30,959.00	\$31,036.00	\$31,114.00	\$31,270.00
<b>Level G</b>		\$3,715.08	\$3,724.32	\$3,733.68	\$3,752.40
Head Varsity Asst. Basketball - H.S. Boys	12%				
Head Varsity Asst. Basketball - H.S. Girls	12%				
Head Varsity Asst. Football	12%				
<b>Level H</b>		\$3,095.90	\$3,103.60	\$3,111.40	\$3,127.00
Director of Athletics-Turner	10%				
Head Cross Country - H.S.	10%				
Head Golf - H.S. Boys	10%				
Head Tennis - H.S. Boys	10%				
Head Tennis - H.S. Girls	10%				
Basketball Asst. - H.S. Boys	10%				
Basketball Asst. - H.S. Girls	10%				
Football Asst. - H.S.	10%				
J.V. Cheerleading Coach - H.S.	10%				
*Head Jr. High Track - Boys	10%				
*Head Jr. High Track - Girls	10%				
Asst./J.V. Baseball - H.S. Boys	10%				
Asst./J.V. Softball - H.S. Girls	10%				
<b>Level I</b>		\$2,786.31	\$2,793.24	\$2,800.26	\$2,814.30
** Jr. High Basketball - Boys	9%				
** Jr. High Basketball - Girls	9%				
** Jr. High Volleyball	9%				
Jr. High Wrestling	9%				
Asst. Pom-Pon Coach	9%				
Asst. Baseball - H.S.	9%				
Asst. Soccer - H.S. Boys	9%				
Asst. Soccer - H.S. Girls	9%				
Asst. Softball - H.S.	9%				
Asst. Track - H.S. Boys	9%				
Asst. Track - H.S. Girls	9%				
Asst. Volleyball - H.S.	9%				
Asst. Wrestling - H.S.	9%				
Vocal Music Director - H.S.	9%				
*Any coach at Turner who coaches both 7th and 8th grade teams holding simultaneous practices will receive 1.25 times the stipend amount.					
** Any coach at Turner who coaches both 7th and 8th grade teams holding separate practices will receive 1.5 multiplied by the stipend amount.					

Activity	Percent	2014-2015	2015-2016	2016-2017	2017-2018
<b>Base Salary</b>		<b>\$30,959.00</b>	<b>\$31,036.00</b>	<b>\$31,114.00</b>	<b>\$31,270.00</b>
<b>Level J</b>					
Cross Country - Turner	8%	\$2,476.72	\$2,482.88	\$2,489.12	\$2,501.60
Activities Director - H.S.	8%				
<b>Level K</b>					
Department Chairpersons (6 or more people - H.S. or Turner)	7%	\$2,167.13	\$2,172.52	\$2,177.98	\$2,188.90
Asst. Cross Country - H.S.	7%				
*Asst. Boy's Track - Turner	7%				
*Asst. Girl's Track - Turner	7%				
Asst. Wrestling - Turner	7%				
Scholastic Bowl - H.S. 3	7%				
Scholastic Bowl - Turner	7%				
High School Orchestra	7%				
FFA - H.S.	7%				
* Junior High track is divided into separate boys and girls squads. If the number of athletes attending track practice one week after the IESA allowed start of practice exceeds 75 athletes on the aforementioned date, both squads shall be given an additional coach.					
<b>Level L</b>					
Vocational Director - H.S.	6%	\$1,857.54	\$1,862.16	\$1,866.84	\$1,876.20
Cheerleading Coach - Turner	6%				
Pom-Pon Coach - Turner	6%				
Spring Musical Director - H.S.	6%				
Fall Play Director - H.S.	6%				
Yearbook - H.S.	6%				
Student Government - H.S.	6%				
<b>Level M</b>					
Department Chairperson (5 or fewer people - H.S. or Turner)	5%	\$1,547.95	\$1,551.80	\$1,555.70	\$1,563.50
Intramurals	5%				
Speech - H.S.	5%				
Crimson Time - H.S.	5%				
Digital Classroom Leaders	5%				

Activity	Percent	2014-2015	2015-2016	2016-2017	2017-2018
Base Salary		\$30,959.00	\$31,036.00	\$31,114.00	\$31,270.00
Level N		\$1,238.36	\$1,241.44	\$1,244.56	\$1,250.80
Alternative Education Program	4%				
Science Club - H.S.	4%				
Yearbook - Turner	4%				
Level O		\$1,083.57	\$1,086.26	\$1,088.99	\$1,094.45
Turner Vocal Music	3.5%				
Student Government - Turner	3.5%				
Level P		\$928.77	\$931.08	\$933.42	\$938.10
Mathcounts	3%				
Band - Turner	3%				
Orchestra - Turner	3%				
Gifted Supervisor	3%				
FBLA/Store Sponsor - H.S.	3%				
Level Q		\$619.18	\$620.72	\$622.28	\$625.40
Class Sponsors (2 per class) - H.S.	2%				
* Elementary Music (Band, Vocal, Orchestra—per teachers)	2%				
Prom Sponsor	2%				
Computer Club - H.S.	2%				
National Honor Society - H.S.	2%				
National English Honors Society (NEHS)	2%				
Spring Musical Vocal Director - H.S.	2%				
Elementary Geography Bowl (each school)	2%				
Geography Club	2%				
Spring Musical Orchestra Director - H.S.	2%				
Poster Club – Turner	2%				
Freshman Advisory Coordinator	2%				
* If Band, Orchestra for same assignment - 3%					

Activity	Percent	2014-2015	2015-2016	2016-2017	2017-2018
Base Salary		\$30,959.00	\$31,036.00	\$31,114.00	\$31,270.00
Level S		\$309.59	\$310.36	\$311.14	\$312.70
Ecology Club - Turner	1%				
Speech - Turner	1%				
Junior Olympiad Sponsor	1%				
Planetarium Keeper - H.S.	1%				
Jazz Band - Turner	1%				
Art Show – Elementary	1%				
Level T					
All Board approved clubs and sponsorships during the term of this Agreement not otherwise expressly provided for at any of the above levels shall be paid at Level T. If either the Board or JEA believe a club sponsorship should be paid at a level other than Level T, then the parties agree to engage in good faith bargaining on that issue.					
Inkblot	.75%	\$232.19	\$232.77	\$233.36	\$234.53
Summer Supervision of JHS Bowl (First offered to Head Boys JHS Basketball Coach)	\$2,000.00				
Summer Supervision of JHS Field House (First offered to Head JHS Football Coach)	\$1,500.00				
FFA Land Lab Supervisor (offered to FFA Sponsor)	\$2,000.00				
Mentor to New Teachers	\$500 per mentee				

COMPENSATION FOR CLASSROOM COVERAGE AND/OR LOSS OF PLANNING PERIOD  
JACKSONVILLE SCHOOL DISTRICT 117

**Directions:** In order to receive compensation for covering another class and/or losing a planning period, teachers must submit this completed form to their immediate supervisor after each occurrence. Submission must be within the same or next pay period in which the coverage and/or loss occurred. Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for class coverage and/or loss of planning period shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

\_\_\_\_\_  
*Teacher's Name*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

Date & Times	Type of Compensation	Number of Periods	Rate of Pay	Building Administrator/ Designee Signature
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			
	<input type="radio"/> Classroom Coverage <input type="radio"/> Loss of Planning Period			

Teachers who miss their planning periods as a result of providing class coverage for other teachers during the regular school day will be compensated at the following rates.

- Elementary teachers shall be paid \$13.50 per period.  
An elementary period is defined as a subject covered (*e.g.*, reading would be a period; spelling would be a period, physical education would be a period, library would be a period).
- Junior high and high school teachers shall be paid \$18 per period. Rate doubling will not be paid for multiple class coverage assignments in a given week.
- Teachers who cover classes outside the regular work day and beyond their eight (8) hour day will be compensated at the instructional rate of \$25.50.