SHIRLAND COMMUNITY CONSOLIDATED SCHOOL #134
SHIRLAND, ILLINOIS 61072

PROFESSIONAL AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

AND

SEA

2018-2021

TABLE OF CONTENTS

I. Board Rights……4
II. Recognition……...5
III. Compensation……...6
A. Pay Periods
B. Payroll deductions
C. Internal Substitutes
IV. Teacher Evaluation Plan…… 6
V. Board of Education Policy Regarding Student Enrollment……7
VI. Leaves…… 8-9
A. Sick Leave
B. Unpaid Medical Leave
C. Personal Leave Days
VII. Grievance Procedures……10-12
VIII. Retirement……...13
IX. Insurance…… 14
A. Life Insurance
B. Group Health and Accident Plan
X. Professional Duties……15-16
A. Teacher Work Day
B. Staff Meetings
C. After School Events

XI. Professional Development…… 17-18

A. Graduate Credits

B. Tuition Reimbursement

C. Training for Teachers Without Classroom Experience

XII. Association Leave……....18

XIII. Fair Share……19

XIV. Salary and Fringe Benefit Guidelines…….20-22

XV. Duration Clause……23

XVI. Appendix A Salary Schedule 2018-2021……..24-26

I. Board Rights

Except as expressly modified or limited by the specific provisions of this Agreement, the Board retains the right to make and implement decisions concerning the management and operation of the District in all its respects, including, but not limited to, the right to determine the District's organizational and administrative structure; to determine the scope, purpose, and standards for the services to be offered to the public; to make, revise, and enforce rules and regulations to direct, assign, schedule, transfer, and evaluate employees; to determine the duration, methods, means, composition and number of personnel by which operations are to be conducted to establish class schedules and make pupil assignments, to determine whether goods or services are to be provided or purchased; to establish, modify, or eliminate courses of instruction, specific programs, athletic, recreational and social events; to determine whether employees should be placed in contractual continued service; to lay off and recall employees; to establish qualifications for employment and to determine fitness for employment; and to change or eliminate existing methods, equipment or facilities.

Acceptance of this Professional Agreement subjects teaching staff to the adherence of the school's Policy Manual, were applicable

II. Recognition

The Board of Education of Shirland Community Consolidated School, District #134, Winnebago County, Illinois, hereinafter referred to as the "Board" hereby recognizes the Shirland Education Association, hereinafter referred to as the "Association" affiliated with the Illinois Education Association and the National Education Association, as the exclusive and sole negotiation agent for all regularly employed certified teaching personnel, hereinafter referred to as "Teacher", except the Superintendent, extra-curricular employees, and other administrative and central office personnel.

The Board agrees not to negotiate with or recognize any Teacher individually, or any Teacher's organization other than Shirland Education Association-IEA-NEA for the duration of the Agreement.

The Association agrees that there will be no strike, slowdown, or any withholding of services in any way during the term of the Agreement.

III. Compensation

A. Pay Periods

A teacher will be paid over a 12 month period annually.

B. Payroll Deductions

Upon written request of a teacher the Board shall make payroll deductions for professional dues, credit union, and insurance.

C. Internal Substitutes

If there is the lack of substitute teachers, any qualified teacher who accepts a class that requires him/her to forfeit his/her preparation period shall be compensated at the rate of $5 for each 15 minutes. The administration will make a reasonable effort to find a substitute teacher before requiring a teacher to accept the class.

IV. Teacher Evaluation Plan

1) Teacher evaluation is conducted according to Article 24A of the School Code Evaluation of Certified Employees. Public Act 096-0861

V. Board of Education Policy Regarding Student Enrollment

The Board will continually monitor actual and projected class size to determine if adjustments are needed. Factors such as demonstrated academic need, ability of the students, teaching techniques, the general conditions which affect the health, safety, and effective supervision of the students, room size, and budget will be considered rather than determining a straight maximum or minimum number before reaching any decisions relating to splitting or combining classes. Once yearly, representatives from the Board and the SEA will meet to discuss these factors to ensure we are meeting the educational support needs of all students.

VI. Leaves

A. Sick Leave

Fifteen sick leave days are provided each year, five of which may be used as personal leave days. Sick leave days not used will accumulate to a maximum of 360 days. Any personal leave days that a teacher has not used at the end of the school year will accrue as accumulated sick leave days to that teacher.

B. Unpaid Medical Leave:

After exhausting all available sick leave time, qualified full time staff shall be granted up to six additional weeks of unpaid family or medical leave during any 12 month period for birth of a child, adoption of a child, serious health condition, or to care for a son, daughter spouse, or parent of the certified staff member who has a serious health condition. During this unpaid leave, medical insurance will be continued with the district and teachers premium contribution extended on the same basis for the same period as the duration of the leave. A medical certification shall be provided to the employer for family or personal medical leave.

Application for unpaid leave shall be made if practical, 90 days in advance of commencement of known unpaid leave or as soon as reasonably possible. Unpaid leave must be pre-approved by the superintendent and or the School Board.

C. Personnel Leave Days

The use of personal leave days is subject to the following conditions:

1) No reason need be given if five days prior notice is given.
2) With less than five days notice, written reason must be given to the Superintendent.
3) The first and last day of school may not be used as personal leave days.
4) No day may be used immediately before or immediately after a holiday or vacation without the Superintendent's approval at least three days in advance of that holiday or vacation.
5) No more than two teachers may be on personal leave on the same day.
6) Personal leave may not be used in increments of less than a half-day at a time.
7) Personal leave days are subject to the availability of a substitute teacher.
8) Any personal leave days not used will be added to accumulated sick leave days at the end of the school year.

VII. Grievance Procedures

A) A grievance is defined as a written claim by an individual, group of individuals, or the Association that there has been a violation, misinterpretation or misapplication of a specific provision of the Agreement. No grievance shall be processed or entertained unless it is filed within ten school days after the occurrence of the event, giving rise to the grievance. All time limits consist of pupil attendance days, except between the end of the school term and the beginning of the next school term when time limits shall consist of weekdays when the Board of Education office is open to conduct normal business.

B) The Board and the Association acknowledge that it is desirable for a teacher and teacher's immediate supervisor to resolve problems through informal communications. If the informal process fails to satisfy the grievant, and the grievant decides to pursue the grievance, a grievance shall be processed by:

i) Step 1-The grievant shall file a grievance in writing with the building Principal/Superintendent within 10 school days of occurrence of the event, giving rise to the grievance. The building Principal/Superintendent shall confer with the grievant and meet to resolve the grievance within five days of the receipt of the grievance. By mutual agreement the five days can be extended. A decision in writing shall be rendered to the grievant within fifteen days of the conference.

ii) Step 2-If a satisfactory disposition of the grievance is not reached at Step 1, the grievant may appeal to the Board of Education by filing a written appeal with the Superintendent within ten days after receipt of the Principal/Superintendent's decision. The Board of Education shall consider the grievance within thirty days of the date of receipt of the appeal by the Superintendent. The grievant shall be granted a hearing before the board as a part of such consideration. The hearing will be conducted by the full Board. The Board shall render its decision in writing, with a copy to the Association, within ten days after the meeting at which the grievance is considered.

iii) Step 3-In the event the grievant is not satisfied with the disposition of the grievance at Step 2, the grievance may be submitted by the Association to binding arbitration through the American Arbitration Association within thirty days after receipt of the Board's answer at Step 2 with a copy of the submission to the American Arbitration Association given simultaneously to the Superintendent. The selection of the arbitrator shall follow the procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues raised in the written grievance and the replies thereto and shall have no authority to make any decisions or recommendation on any other issue not so raised. The arbitrator's decision shall be based solely upon

interpretation of the meaning or application of the specific terms of this agreement in light of the facts presented.

C) The written grievance shall include the date of the alleged grievance, the name of the grievant(s), a statement of the grievance, identification of the applicable contract provisions, and the remedy sought.

D) The Board acknowledges the right of an Association representative to be present in the processing of a grievance. No grievant shall be required to discuss any grievance if the grievant requests an Association representative to be present; provided, however, the unavailability of an Association representative shall be cause for extension of any time that the Board or administration must meet.

E) Hearings and meetings between the Board or administration and the grievant shall be held, insofar as possible, after regular school hours or during non-teaching hours. If the meeting is held during regular school hours, the employee(s) shall be excused from their assignments. All grievance meetings shall be held in closed sessions.

F) Each party shall bear the full costs for its representation in the grievance procedure. 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 cost of the two transcripts shall be divided equally between the Board and the Association. Each party shall secure equally the cost of the arbitrator and the American Arbitration Association.

VIII. Retirement

A. A teacher who has taught at least fifteen (15) years in District #134, who retires from teaching from District #134, who is eligible to receive a TRS pension, and who notifies the Teachers Retirement System of his/her retirement, shall be entitled to the following salary Bonus:

B. $300 per year of service to the Shirland School District up to a maximum of 25 years, when an irrevocable letter of retirement is received by March 1 one (1) year prior to the year they wish to retire. Said payment shall be made two months after the last date of employment with the district. In the event the retirement bonus or any other creditable earnings would result in the teacher receiving more than a 6% TRS creditable pay increase or in the event the District would have to pay a penalty for the payments, the payments will be reduced to the point that no pay increase would exceed 6% or result in a penalty.

C. Upon the acceptance of a teacher's irrevocable letter of retirement, the retirement bonus will be paid as defined above.

IX. Insurance

A. Life Insurance- The board provides a minimum of $5,000 of term life insurance for each full-time teacher.

B. Group Health and Accident Plan

For a full-time teacher (definition includes those teaching 7/8, 6/8, meaning those teaching 7 of 8 periods or 6 of 8 periods the Board of Education will provide single health insurance with a $3000 deductible with the Board of Education paying any qualifying costs over $250 and under the $3000 deductible limit.

The responsibilities for managing this deductible difference will be the teachers', working in conjunction with the insurance company. When the $3000 deductible has been met, the teachers will verify it with the insurance company. The district will then be notified by the insurance company that the $3000 deductible has been verified, at which time the district will pay the deductible difference between the $250 and the $3000.

If a teacher's deductible costs exceed $250 but less than the $3000 deductible limit, the district will reimburse the difference at the completion of the insurance contract year.

ALL AUTHORIZATIONS FOR PAYMENTS MUST BE GENERATED

BY THE TEACHER THROUGH THE INSURANCE COMPANY.

X. Professional Duties

A. Work Hours

For the 2018-2019, 2019-2020 and 2020-2021 school years, the normal work hours for the full-time certified staff is 7:50 a.m. to 3:20 p.m.

B. Staff Meetings

The Board and Teachers Association agree that staff meetings are necessary and attendance at such meetings is mandatory and part of each teacher's professional duties. One staff meeting will be held each month of the school year (September through May). Each staff meeting will be held after school, starting at approximately 3:00 P.M. and ending no later than 4:00 P.M. Administration reserves the right to convene additional mandatory staff meetings of an emergent nature when necessary.

C. After School Events

Each teacher must work two school events outside of normal class room hours. The Student Activity events are to be chosen from the following list:

1. Family Reading Night
2. Family Entertainment/Talent Night
3. School Musical
4. Spring Concert
5. Graduation

6. Muffins with Mom
7. Game Trivia Night
8. Donuts with Dad
9. Science Night
10. Other events as approved by the Superintendent-Principal.

The events selected by the teacher must be one that he or she is not required to attend because his or her students are directly involved in the activity.

XI. Professional Development

A. Graduate Credits

A teacher earning a Master's Degree may keep ten (10) previously earned credits that did not apply to the Master's Degree. This would place the teacher at the M.S. + 10 lane on the salary schedule. The Principal must approve all credits.

B. Tuition Reimbursement

Professional personnel will be reimbursed for graduate-level college coursework at the rate of $60.00 per semester hour when the course is completed and grades and transcripts are produced. The Principal/Superintendent shall approve all graduate course work prior to registering for the class under consideration.

In the event the school district requires certified personnel to receive additional training to fulfill a school district need, the school district will reimburse the cost of tuition for the training. The Principal-Superintendent shall approve all graduate course work prior to registering for the class under consideration.

C. Training for Teachers Without Classroom Experience

The Board and Teachers Association agree that a commitment to train and mentor new teachers is essential to professional development. New teachers will receive 10 hours of mentoring, the areas and extent of which will be mutually agreed upon by the teacher and the administration.

XII. Association Leave

In the event that the Shirland Teachers' Association desires to send a representative to the state conference, a representative may be excused without loss of sick days. One day will be granted each year to accumulate to no more than two days. A written notice for such leave will be submitted to the Superintendent at least one month before the conference. The Association will reimburse the district for the cost of the substitute.

XIII. Fair Share

During the term of this Agreement, teachers who are not members of the Association shall, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later, pay a fair share fee to the Association for collective bargaining and contract administration services rendered by the Association as the exclusive representative of the teachers covered by said Agreement, provided said fair share fee shall not exceed the dues attributable to being a member of the Association (including the Illinois Education Association and the National Education Association). The fees shall be deducted by the Board from the earnings of non-members and remitted to the Association, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later. The Association shall annually submit to the Board a list of teachers covered by this Agreement who are not members of the Association and an affidavit, which specifies the amount of the fair share fee. The amount of the fair share fee shall not include any contributions related to the election or support of any candidate for political office or for member-only benefit.

XIV. Salary and Fringe Benefit Guidelines

For the 2018/2019 school year the following wage increases will be offered;

1. A 3% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2018-2019 school is $950 per step.
3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2018-2019 school year is $980 per lane.
4. For SEA members that were employed during the 2010-2011 school year and had their step down salary schedule frozen, they will receive an additional ½ step down on the salary schedule during the 2018-2019 school year.
5. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

For the 2019/2020 school year the following wage increases will be offered;

1. A 3.5% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2019-2020 school year is $1030.

3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2019-2020 school year is $1060 per lane.
4. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

For the 2020/2021 school year the following wage increases will be offered;

1. A 3.5% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2020-2021 school year is $1110.
3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2020-2021 school year is $1140 per lane.
4. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

(Refer to appendix a for the 2018-2019, 2019-2020, and the 2020-2021 Salary Schedule.)

For the duration of this agreement, the Board of Education will continue to pay 9.85% of each teacher's base salary to the Teachers Retirement System as their TRS Member Benefit.

Columns for additional hours:

B.S., B.S. + 8, B.S. + 16, B.S. +24, M.S.,

M.S. + 10, M.S. +16, M.S. +24, M.S. +32

Years of Experience:

B.S.	Up to 17 years
B.S. + 8	Up to 18 years
B.S. + 16	Up to 19 years
B.S. + 24	Up to 20 years
M.S.	Up to 21 years
M.S. +10	Up to 22 years
M.S. + 16	Up to 23 years
M.S. + 24	Up to 25 years
M.S. + 32	Up to 26 years

XV. Duration Clause

The Board of Education and the Shirland Education Association have agreed to the terms and conditions of this professional agreement for the 2018-2019 , the 2019-2020 and the 2020-2021 school years.

AGREED TO BY

The Board of Education	The Shirland Education Association
_____	_____
_____	_____
_____	_____

Appendix A

2018-2019 School Year

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32
0	33638	34618	35598	36578	37558	38538	39518	40498	41478
1	34588	35568	36548	37528	38508	39488	40468	41448	42428
2	35538	36518	37498	38478	39458	40438	41418	42398	43378
3	36488	37468	38448	39428	40408	41388	42368	43348	44328
4	37438	38418	39398	40378	41358	42338	43318	44298	45278
5	38388	39368	40348	41328	42308	43288	44268	45248	46228
6	39338	40318	41298	42278	43258	44238	45218	46198	47178
7	40288	41268	42248	43228	44208	45188	46168	47148	48128
8	41238	42218	43198	44178	45158	46138	47118	48098	49078
9	42188	43168	44148	45128	46108	47088	48068	49048	50028
10	43138	44118	45098	46078	47058	48038	49018	49998	50978
11	44088	45068	46048	47028	48008	48988	49968	50948	51928
12	45038	46018	46998	47978	48958	49938	50918	51898	52878
13	45988	46968	47948	48928	49908	50888	51868	52848	53828
14	46938	47918	48898	49878	50858	51838	52818	53798	54778
15	47888	48868	49848	50828	51808	52788	53768	54748	55728
16	48838	49818	50798	51778	52758	53738	54718	55698	56678
17	49788	50768	51748	52728	53708	54688	55668	56648	57628
18		51718	52698	53678	54658	55638	56618	57598	58578
19			53648	54628	55608	56588	57568	58548	59528
20				55578	56558	57538	58518	59498	60478
21					57508	58488	59468	60448	61428
22						59438	60418	61398	62378
23							61368	62348	63328
24								63298	64278
25								64248	65228
26									66178

2019-2020 School Year

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32
0	34814	35874	36934	37994	39054	40114	41174	42234	43294
1	35844	36904	37964	39024	40084	41144	42204	43264	44324
2	36874	37934	38994	40054	41114	42174	43234	44294	45354
3	37904	38964	40024	41084	42144	43204	44264	45324	46384
4	38934	39994	41054	42114	43174	44234	45294	46354	47414
5	39964	41024	42084	43144	44204	45264	46324	47384	48444
6	40994	42054	43114	44174	45234	46294	47354	48414	49474
7	42024	43084	44144	45204	46264	47324	48384	49444	50504
8	43054	44114	45174	46234	47294	48354	49414	50474	51534
9	44084	45144	46204	47264	48324	49384	50444	51504	52564
10	45114	46174	47234	48294	49354	50414	51474	52534	53594
11	46144	47204	48264	49324	50384	51444	52504	53564	54624
12	47174	48234	49294	50354	51414	52474	53534	54594	55654
13	48204	49264	50324	51384	52444	53504	54564	55624	56684
14	49234	50294	51354	52414	53474	54534	55594	56654	57714
15	50264	51324	52384	53444	54504	55564	56624	57684	58744
16	51294	52354	53414	54474	55534	56594	57654	58714	59774
17	52324	53384	54444	55504	56564	57624	58684	59744	60804
18		54414	55474	56534	57594	58654	59714	60774	61834
19			56504	57564	58624	59684	60744	61804	62864
20				58594	59654	60714	61774	62834	63894
21					60684	61744	62804	63864	64924
22						62774	63834	64894	65954
23							64864	65924	66984
24								66954	68014
25								67984	69044
26									70074

2020-2021 School Year

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32
0	36032	37172	38312	39452	40592	41732	42872	44012	45152
1	37142	38282	39422	40562	41702	42842	43982	45122	46262
2	38252	39392	40532	41672	42812	43952	45092	46232	47372
3	39362	40502	41642	42782	43922	45062	46202	47342	48482
4	40472	41612	42752	43892	45032	46172	47312	48452	49592
5	41582	42722	43862	45002	46142	47282	48422	49562	50702
6	42692	43832	44972	46112	47252	48392	49532	50672	51812
7	43802	44942	46082	47222	48362	49502	50642	51782	52922
8	44912	46052	47192	48332	49472	50612	51752	52892	54032
9	46022	47162	48302	49442	50582	51722	52862	54002	55142
10	47132	48272	49412	50552	51692	52832	53972	55112	56252
11	48242	49382	50522	51662	52802	53942	55082	56222	57362
12	49352	50492	51632	52772	53912	55052	56192	57332	58472
13	50462	51602	52742	53882	55022	56162	57302	58442	59582
14	51572	52712	53852	54992	56132	57272	58412	59552	60692
15	52682	53822	54962	56102	57242	58382	59522	60662	61802
16	53792	54932	56072	57212	58352	59492	60632	61772	62912
17	54902	56042	57182	58322	59462	60602	61742	62882	64022
18		57152	58292	59432	60572	61712	62852	63992	65132
19			59402	60542	61682	62822	63962	65102	66242
20				61652	62792	63932	65072	66212	67352
21					63902	65042	66182	67322	68462
22						66152	67292	68432	69572
23							68402	69542	70682
24								70652	71792
25								71762	72902
26									74012