

**AGREEMENT BETWEEN**  
**COMMUNITY UNIT SCHOOL DISTRICT NO. 205**  
**AND**  
**GALESBURG EDUCATION ASSOCIATION**

**AUGUST 01, 2014**

**TO**

**JULY 31, 2018**

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**Agreement Between  
Community Unit School District No. 205  
and  
Galesburg Education Association**

**August 01, 2014  
to  
July 31, 2018**

**1. PREAMBLE**

1.1 The Board of Education of District No. 205, Knox-Warren Counties, Illinois hereinafter referred to as the "Board" and the Galesburg Education Association, hereinafter referred to as "GEA" recognize that the aim of public schools is to provide the best education possible for the children and youth in the district. To this end, the Board and the GEA (hereinafter referred to as "the Parties") recognize the need for a partnership in the improvement of education in District #205 and pledge their support for such initiatives at the building level. Whenever feasible, the Parties affirm their support for input from and involvement by parents, educational support personnel, school Board members, central administration, and students.

1.2 In order to facilitate educational innovations and improvements in each building the Parties encourage cooperative efforts between teachers and administrators in the development and implementation of programs. Such cooperative efforts shall include decision-making processes that are based upon the principles of openness and where appropriate consensus.

**2. RECOGNITION**

2.1 The Board hereby recognizes the GEA, a member of the Illinois Education Association and the National Education Association as the exclusive and sole negotiating agent for all regularly employed certificated personnel whose compensation is calculated from the teachers' salary schedule, as well as all regularly employed full-time and part-time teacher aides, attendants, and program supervisors. All regularly employed professional educator licensed personnel are hereinafter collectively referred to as "Teachers." All regularly employed full-time and part-time teacher aides and attendants are hereinafter collectively referred to as "Paraprofessionals." "Regularly employed" will be defined as any full-time and/or part-time individual receiving compensation for a period of more than two pay periods, whose compensation is calculated from the salary or wage schedules contained within this agreement, but does not include substitute Teachers or Teachers employed for the sole purpose of teaching summer school who are not employees of the District during the course of the regular school year.

2.2 The term "Employee" when used hereinafter in this agreement shall refer to all employees represented by the GEA in the negotiating unit defined above.

1. Full time hourly. An hourly Employee shall be considered full time if he/she is employed at least six (6) hours per day, for at least one hundred sixty (160) days per year.
  2. Part time hourly. An hourly Employee employed for less than one hundred sixty (160) days per year, or less than six (6) hours per day shall be considered part time.
- 2.3 The term "Board" when used hereinafter shall refer to the Board of Education of Galesburg Community Unit School District No. 205, whenever and however acting through its officers, administrators, delegees, agents, and assigns.

**3. DEFINITION OF RESPONSIBILITIES AND RIGHTS**

- 3.1 The Board hereby agrees to participate in good faith negotiations, on items contained in this agreement, with duly designated representatives of the GEA.
- 3.2 "Good faith" is defined as the mutual responsibility of the Board and the GEA to deal with each other openly and fairly and to sincerely endeavor to reach agreement on items being negotiated.
- 3.3 It is the mutual responsibility of the Board and GEA to confer upon their respective representatives the necessary power and authority to make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the GEA for ratification prior to presenting to the Board for action.
- 3.4a Each Employee, as a condition of his/her employment on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the GEA or pay a fair share fee to the GEA equivalent to the amount of dues uniformly required to members of the GEA, including local, state, and national dues.
- 3.4b In the event that the Employee does not pay his/her fair share fee directly to the GEA, the Board shall deduct the fair share fee from the wages of the non-member.
- 3.4c Such fees shall be paid to the GEA by the Board no later than ten (10) days following deduction.
- 3.4d In the event of any legal action against the Board brought in a court of administrative agency because of its compliance with this Article; the GEA agrees to defend such action, at its own expense and through its own counsel, provided:
- a. The Board gives immediate notice of such action in writing to the GEA and permits the GEA intervention as a party if it so desires, and

b. The Board gives full and complete cooperation to the GEA and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

3.4e The GEA agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board'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.

3.4f The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide 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 view, objects to the payment of a fair share fee to the GEA. Upon proper substantiation and collection of the entire fee, it shall be paid to the non-religious charitable organization, as per GEA policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

3.5 The Board agrees that it will not discriminate nor discipline any Employee by reason of membership or lack of membership in the GEA.

3.6 A copy of Rules and Regulations of the Board shall be available to Employees and visibly displayed in a school office area which is of general access to Employees.

3.7 The GEA shall have the right to post notices of its activities and matters of GEA concern on Employee bulletin boards. The building principal must designate the appropriate bulletin board. All items posted must be identified as to the person or organization responsible for its content.

3.8 The GEA shall have the right to use the District mail boxes for communications to Employees for any and all GEA information, provided Building Principals are given a courtesy copy of all meeting notices.

3.9 The GEA and its representatives shall have the right to use school buildings for GEA meetings, provided said meetings are cleared through the respective building principal to assure availability of facilities, as well as reasonable use of building equipment in a manner that does not impede the educational process. When special custodial services are required, the Board may make a reasonable charge therefore.

3.10 Duly authorized representatives of the GEA and their representative affiliates, IEA and NEA, shall have the right to transact official GEA business on school property at all reasonable times, provided that this shall not interfere with or

interrupt normal school operations. And further provided, no GEA views on matters relating to Supervisor-Employee or Board-Employee relationships will be discussed in the presence of students.

- 3.11 Upon request the Board agrees to furnish the GEA public information which is readily available and does not require additional investigation, research or assembly. The GEA will furnish copies of any pertinent information reasonably requested by the Board, or its representative.
- 3.12 Upon the approval by the Board for the creation of a new position that does not exist in another bargaining unit or secretarial staff, the Superintendent, or his/her designee, will notify in writing the GEA President of the position.

#### **4. EFFECT OF AGREEMENT**

- 4.1 The parties mutually agree that the terms and conditions set forth in this Agreement shall be in writing and represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment in writing, provided, however, that if a building faculty, building principal, or combination thereof desire a waiver of a specific provision or provisions of the Agreement for exploring options of improving student achievement and the educational environment or for any other valid reason, said waiver shall be processed as follows.

The waiver must be reduced to writing to include the anticipated length of the waiver, shall be equitable, and shall be approved by at least 75% of the teachers in a secret ballot election conducted jointly by the administration and G.E.A. representative in the building. (If a waiver affects both teachers, paraprofessionals and program supervisors, the waiver must be approved by at least 75% of the affected bargaining unit employees of that building in a secret ballot election conducted by the administration and G.E.A. representative in the building.)

All waivers approved at the building level shall be subject to final approval by both the Board of Education and the G.E.A. Executive Board. Once approved, the waiver shall be appended to the Agreement. The decision by either party to reject a waiver shall not be subject to grievance under the grievance procedures of the Agreement.

- 4.2 There shall be no individually bargained contracts governing wages, hours and terms, and conditions of employment. Wages, hours, and terms and conditions of employment for any position created on a temporary or emergency basis, including job sharing, shall first be bargained with the GEA.
- 4.3 Should any Article, Section or clause of this Agreement be declared illegal by a legal body or a court of competent jurisdiction, said Article, Section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it is in violation of the law, but the remaining Articles, Sections, and

clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section, or clause.

- 4.4 It is expressly understood and agreed that all functions, rights, powers and authority of the administration of the District and the Board which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of the Agreement.

## **5. NEGOTIATION PROCEDURES**

- 5.1 Each party in any negotiations shall select its negotiating representatives, not to exceed eight (8), with the GEA president being an ex officio ninth member of the GEA team.
- 5.2 Either party may select whomever they wish to represent them in negotiations pursuant to limitations in 5.1 above.
- 5.3 Negotiations shall begin no later than May 1 unless both Parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both Parties.
- 5.4 During negotiations, those items tentatively agreed upon and initialed shall be prepared for the Board and the GEA and signed prior to the adjournment of the meeting at which the agreement was reached.
- 5.5 When the GEA and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the GEA for ratification and to the Board for official approval. Upon ratification by both Parties, they shall become operative.
- 5.6 It is agreed that the Parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this agreement determines that the assistance of a mediator would be helpful. Should FMCS be unavailable, the Parties shall immediately commence discussion as to a replacement. In the event that the Parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
- 5.7 Within thirty (30) working days, after the Agreement is signed, the Agreement will be posted on the District's website and a hard copy will be provided to the Association.
- 5.8 **Waiver of Additional Bargaining**  
The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under the law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any matter (except as otherwise specifically provided herein) even though each subject or

matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

**6. ATTENDANT COSTS**

6.1 Costs for consultants chosen by any Party shall be paid by that Party.

**7. REPRESENTATION ELECTION**

7.1 Representation elections for the purpose of determining the Bargaining Representatives shall be conducted pursuant to Illinois State Statute.

**8. PROFESSIONAL GRIEVANCE PROCEDURE**

8.1 Any claim by an Employee that there has been an alleged violation, misinterpretation, or misapplication of terms of this Agreement shall be a grievance.

8.2 All time limits shall consist of school days. If a grievance is submitted less than fifteen (15) days before the close of the current school year, time limits shall consist of all days the District office is open.

8.3 Nothing contained herein shall be construed as limiting the right of any Employee having a grievance to discuss the matter informally with the supervisor and having the grievance adjusted, provided the adjustment is not inconsistent with the terms of this Agreement.

8.4 Procedure: The Parties hereto acknowledge that it is usually more desirable for an Employee and the immediately involved supervisor to resolve problems through free and informal communications. The Employee shall have the right to have a GEA representative present during any informal meeting to resolve the problem. If, however, such informal processes fail to satisfy the Employee, a grievance may be processed as follows:

8.5 Step No. 1 - The grievant and the GEA shall present the grievance in writing within fifteen (15) days of the occurrence of the event giving rise to the grievance, specifying the article and the clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. The supervisor shall provide a written response to the aggrieved employee and the GEA within five (5) days after the receipt of the grievance.

8.6 Step No. 2 - If the grievance is not resolved at Step 1, the aggrieved may refer the grievance to the Superintendent or his official designee within five (5) days after the receipt of the Step 1 answer. The Superintendent shall arrange for a meeting to take place within five (5) days of his receipt of the appeal. Within five (5) days of the meeting, the grievant shall be provided with the Superintendent's written response.

8.7 Step No. 3 - If the grievant is not satisfied with the disposition of the grievance at Step 2 or the time limits expire without the issuance of the Superintendent's written reply, the grievant 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 administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 2 answer, then the grievance shall be deemed withdrawn.

- 8.8 Neither the Board nor the GEA shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.

The arbitrator, in his/her opinion, shall not alter the provisions of Agreement. The Arbitrator's authority shall be strictly limited to deciding only the issues presented in writing by the Board and the GEA, and the decision must be based only upon the interpretation of the meaning or application of the express relevant language of the Agreement.

Each Party shall bear 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 costs of the two transcripts shall be divided equally between the Board and the GEA.

Each Party shall share equally the cost of the arbitrator, and the American Arbitration Association costs.

- 8.9 Failure of an Employee 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 Employee to proceed to the next step. Time limits shall be extended by mutual consent.
- 8.10 Any investigation, handling, or processing of any grievance by the Employee shall be conducted so that instructional programs and related work activities of the Employee or the teaching staff are not interrupted.
- 8.11 Step One (1) of the grievance procedure may be bypassed and the grievance brought directly to Step Two (2) if mutually agreed upon by the GEA and the Superintendent.
- 8.12 Class grievances involving one or more employees may be initially filed by the GEA at Step Two (2).
- 8.13 The GEA President or his/her designee will be notified of and present at all grievance meetings.
- 8.14 No reprisals shall be taken by the Board or the administration against an Employee because of participation in a grievance.
- 8.15 If the resolution of a grievance requires an Employee to be released from the Employee's regular assignment for the investigation or processing of a

grievance, the Employee shall be released without loss of pay or benefits. Both Parties agree that no more than three (3) witnesses shall be called to testify to any specific item and no more than a total of nine (9) witnesses can be called in any grievance hearing.

- 8.16 All records related to a grievance shall be filed separately from the personnel files of the Employee.
- 8.17 A grievance may be withdrawn at any level without establishing precedent.
- 8.18 If the Association or any employee files any claim or complaint in any form other than under a grievance procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.
- 8.19 Whenever a grievance is filed by an individual employee, the GEA must be notified within three (3) working days.
- 8.20 The president of the GEA shall notify the Superintendent concerning release time for the grievance chair, to perform business relating to grievances. Such request shall be made at least five (5) working days prior to the date of release time except in the case of an emergency. The GEA agrees to pay for any substitute Employee that is required. Released time shall not disrupt the continuity of instruction.

## **9. FACILITIES**

- 9.1 If the practice of co-teaching is being used, each (all) co-teacher shall have the option of their own copy(s) of teacher editions of textbooks.
- 9.2 There shall be provided at each attendance center a furnished lounge for teacher use, with separate male and female lavatories. New attendance center construction shall include a teacher lounge. Functioning appliances for lunch purposes for teachers and paraprofessionals will be provided at each attendance center. The current number (as of 7/15/11) of refrigerators/microwaves will be maintained at all buildings.
- 9.3 Office machines in the school buildings shall be available to Employees for school purposes. Secretarial services shall be available to Employees at the discretion of the building principal. Upon request, Employees will be provided with an Access Card to their respective buildings and interior keys in order to aid Employees in the proper execution of their assigned duties.
- 9.4 Space shall be provided in each classroom in which Teachers may safely store instructional materials and supplies.
- 9.5 A serviceable desk and chair for the teacher will be provided in each classroom.

- 9.6 The Board shall provide reserved parking spaces for Employees at schools where parking facilities are available.
- 9.7 A communication system will be provided in all new school buildings.
- 9.8 Each attendance center will be provided with a phone area for Teachers to make confidential calls to parents.
- 9.9 Employees serving in a supervisory position outside of the normal classroom Duties, away from the Employee's classroom, shall be provided a functioning personal communication device that will allow them to communicate directly to the office and/or the Administration. This provision is not applicable to differential assignments/responsibilities.
- 9.10 Every effort will be made to provide each LBS I or LBS II Teacher with a workstation to use for pullout instructional activities, planning and conferencing which is independent of the regular Teacher's workstation. If any LBS I or LBS II Teacher does not have a regularly assigned room, that LBS I or LBS II Teacher will be provided with a secured moveable cart.

## **10. EMPLOYEE PROTECTION**

- 10.1 No disciplinary action against an Employee shall be taken on the basis of a complaint by a parent or a student, nor any notice thereof shall be included in the Employee's personnel file unless the matter is first reported to the Employee in writing. Upon written request of the Employee, the principal shall attempt to arrange a meeting among the parents, the Employee and the principal.
- 10.2 An Employee's Personnel File shall be a confidential location of all documentation for the Employee's employment history including but not limited to: job related evaluation, application for employment, recommendation for employment, transcripts, copies of initial employment contracts and information regarding any sabbatical or other leaves provided for in this agreement. With the exception of credentials, letters of recommendation and other confidential materials, as defined by the Personnel Records Review Act, no materials shall be placed in the Employee's file unless the Employee has had the opportunity to read such material. The Employee must sign such material and the Employee's signature shall indicate only that the Employee has read the material.
- 10.3 The Employee shall have the right to respond in writing to matters contained within the Employee's personnel file. The Employee's immediate supervisor will sign the response acknowledging that he/she has read the material. A copy of the response will be provided to the immediate supervisor.
- 10.4 With the exception of credentials, letters of recommendation and other confidential materials, as defined by the Personnel Records Review Act, an Employee shall have the right to examine contents of his/her personnel file at reasonable times and during normal business hours of the office containing

personnel files. The Employee may have a representative present during such review and the administration shall also have the right to have a representative present.

10.5 With the exception of credentials, letters of recommendation and other confidential materials, as defined by the Personnel Records Review Act, upon request, the Employee may have a copy of any materials in his/her personnel file.

10.6 An Employee may submit a written letter to the Director for Human Resources seeking removal of any written letter of discipline from the Employee's file which has been in the file for more than five years. The decision for removal shall lie with the Director for Personnel and will not be grievable.

The Board shall comply with any final and enforceable order of any legal proceeding or arbitrator's award requiring the removal of materials from an Employee's file because such materials are untrue.

10.7 Except in emergency situations where it is necessary to maintain discipline or the decorum of the educational process, Employees shall not be reprimanded in the presence of students or other Employees.

If the Board intends to discipline an Employee or if at any time during such meeting it becomes disciplinary in nature, then the Employee may, if he or she so desires, have a GEA representative present.

10.8 The Illinois School Code, Section 10-20.20 provides that Boards of Education shall indemnify and protect Employees of school districts against death and bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the Board.

10.9 If an Employee is subpoenaed to appear in court cases and the Board is not the plaintiff or defendant insofar as that Employee is concerned, the Employee shall not lose wages or accumulative leave as a result of time away from the job provided such appearances do not exceed five (5) consecutive school days.

10.10 If an Employee is subpoenaed to appear in a court case related to a school matter, and in which the Employee is not an adverse party, the Employee shall not lose wages or accumulative leave as a result of this absence.

10.11 If an Employee is required to appear in court on a personal non-school related legal matter, the Board may grant additional paid leave at its discretion, if the Employee has already exhausted all personal leave.

10.12 All IEP Team Members shall remain until the conclusion of an IEP conference in order to review the IEP document. However, no IEP Team Member may be excused from an IEP conference prior to its conclusion without adherence to the

excusal provisions required by statute or regulation. The review of the IEP document will include any notes taken during the IEP Team meeting that are attached to the IEP document. The decision of the IEP Team regarding the contents of the IEP document shall be final and shall not be subject to the grievance provision herein.

- 10.13 No Employee shall be held legally accountable or be moved to the Professional Assistance Plan (12.1) if a student with disabilities, while participating in a regular education classroom does not achieve the growth projected in the student's annual goals and objectives as set forth by the student's IEP. However, there must be documented evidence of a good faith effort to implement all recommended adaptations and accommodations that are deemed necessary by the IEP Team to assist in the achievement of such goals and objectives provided the classroom Teacher has knowledge of the recommended adaptations and accommodations. Release time will be provided for attendance at IEP conferences held during the school day, if necessary.
- 10.14 Whenever an Employee has knowledge of an alleged violation, by the Board, of the Illinois Administrative Code 226 (Special Education), he/she shall report the alleged violation in writing to the Director of Special Education. The Director of Special Education shall investigate the matter, take corrective action if necessary, and inform the reporting bargaining unit member of the result. No Employee will be threatened, disciplined, reprimanded, punished, discharged, directly or indirectly, by the employer, due in any way to the Employee having reported the alleged violation.
- 10.15 In regards to implementing the District's Least Restrictive Environment Policy, no Employee will be threatened, disciplined, reprimanded, punished, discharged, directly or indirectly, by the Board, due in any way to the Employee having filed a complaint with the Illinois State Board of Education relative to the District's Least Restrictive Environment Policy, provided that the complaint first be filed with the Director of Special Education and that the Director of Special Education be given ample time to resolve the complaint.
- 10.16 The Board shall provide in-service training to Employees who, in the judgment of the District, are required to perform duties which may be injurious to health.
- 10.17 While Employees recognize his/her role of primary responsibility with respect to discipline, the Board shall support and assist Employees with respect to the maintenance of control and discipline of students in the Employee's assigned work area. The Board or its designated representative shall take reasonable steps to support the Employees with respect to students who are disruptive or who repeatedly violate rules and regulations. Employees may use such physical force with a student as is necessary to protect themselves, a fellow Employee, and other non-bargaining unit Employee, an administrator, or another student from attack, physical abuse or injury, or to prevent damage to district property.

The foregoing shall not authorize Employees to use excessive force, or corporal punishment in violation of building, or Board policies; or a type of force or specific acts in violation of IEP's.

For purposes of this paragraph, assistance in the maintenance of discipline shall mean good faith endeavors by administrators or Employees to maintain discipline, within the limitations of applicable law, regulations, or IEP's.

- 10.18 It shall be the responsibility of the Board to maintain accurate and up to date Job Descriptions.
- 10.19 When possible, as determined by the building principal, Teachers will be allowed to use their assigned classrooms for their preparation period with no students present.

## **11. EMPLOYEE AUTHORITY AND RESPONSIBILITY**

- 11.1 A Teacher shall have the right to discuss and present materials which in his/her opinion are related to his/her academic discipline. Teachers shall have academic freedom and no arbitrary limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas. Notification will be made to the administration whenever a Teacher intends to inject into course coverage units which might reasonably be anticipated to be controversial.
- 11.2 Employees shall receive support and assistance from the administration with respect to the maintenance of control and discipline in the classroom. Whenever a particular student requires the attention of counselors, social workers, law enforcement personnel, physicians or other professional persons, the administration shall take all reasonable action to assist the Employee in regards to such student.
- 11.3 Teachers recognize their responsibility for the maintenance of discipline in the classroom. When, in the opinion of the Teacher, a serious problem has developed with a child that appears to be beyond the control of the Teacher, the child shall be dismissed from the classroom to the office of the principal and the problem referred to the building principal or his/her representative for assistance toward solution. Teachers will furnish the principal or his/her representative with a brief written statement of the incident at the time of the referral or as soon as possible. The Board shall provide a standardized form appropriate for various grade levels. Within a reasonable period of time, the building principal or his designee will take whatever steps she/he considers necessary to solve the problem. Should his/her decision include re-admittance, every attempt will be made to notify the Teacher electronically or in writing in advance of the conditions under which readmission is granted. The building principal shall notify the parent of the occurrence and action taken in the case of all such serious problems.

- 11.4 The building principal has the obligation to review with the Teacher at the beginning of each school year the procedures for suspension of pupils.
- 11.5 Individual records will be maintained on student discipline and will be available to Teachers through the administrator or counselor while in consultation arising out of specific cases in Section 11.3 above.
- 11.6 In the event that an elementary principal is absent from the building, an individual will be appointed to perform duties as outlined by the administration. In the event that the absence is for the entire day, a certificated person will be named and if the individual named is a classroom Teacher a substitute will be hired.
- 11.7 Department Chairpersons are differential positions held by Teachers that are intended to enhance communication among Teachers in the departments and between each department and the administration.

## **12. EVALUATION PROCEDURES**

- 12.1 Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in Appendix C. All other aspects of evaluation, including but not limited to criteria, instruments, or personalities shall not be grievable.
- 12.2 The principal shall provide definite and positive assistance in rectifying observed difficulties. Providing definite and positive assistance in rectifying professional difficulties shall be interpreted as follows: The GEA agrees the responsibility for rectifying professional difficulties and deficiencies is primarily the individual Teacher's obligation. The Board agrees that the supervisor's responsibility is to point out deficiencies and suggest remedies.
- 12.3 Observations of the work performance of a Teacher shall be conducted openly and with the full knowledge of the Teacher. Surveillance equipment shall not be used in the classroom observations.
- 12.4 Excluding college credentials and recommendations by college faculty members and previous employers, the Teacher shall be given access to his/her personnel file, provided such request has been made forty-eight (48) hours in advance. Any examination of the Teacher's personnel file shall be done in a private area of the Unit Office and during regular business hours. The Board acknowledges its obligation to maintain the confidentiality of personnel files.
- 12.5 An instrument for evaluation shall be approved and established by the Board as a portion of its Board policies. There will be no use of any other evaluation instrument other than that so approved. A teacher committee of no more than four (4) members appointed by the GEA shall be accorded input into the design of the evaluation instrument.

- 12.6 Evaluation of part-time teachers—See Appendix D.
- 12.7 The Board of Education will collectively bargain the procedural components of the evaluation plan. If the evaluation joint committee fails to reach an agreement on the implementation of student growth, the District shall implement the Illinois State-required growth component of the State model.
- 12.8 For Paraprofessionals, evaluation is an ongoing process, which may involve formal or informal observations. Evaluations of Paraprofessionals will be conducted annually by administrators, who may consult with the Teacher or other professional with whom the Paraprofessionals works. The evaluator will discuss the evaluation with the Paraprofessional and will provide the Paraprofessional a copy of the evaluation. The evaluation will include an in-person formal observation of the Paraprofessional by the evaluator of at least twenty (20) minutes duration. Any formal observation shall be with the Paraprofessional's knowledge.

Within ten (10) school days of formulating a final evaluation of the Paraprofessional, the administrator or his/her designee shall meet with the Paraprofessional to discuss the evaluation. If the Paraprofessional disagrees with the evaluation he/she may submit a written response which shall be attached to the file copy of the evaluation in question. The substantive rating is a management prerogative, and is not grievable.

Evaluations shall be related to job performance and developed from the observations conducted by the administrator. Information gained through consultation with the Teacher or other professionals with whom the Paraprofessional works may be taken under advisement.

- 12.9 The Employer shall develop job descriptions for the categories of position of Paraprofessionals. Within those categories of position the Employer may, at its option, develop sub-categories of positions, and such sub-categories shall be for the purpose of job description only.
- 12.10 The Employer reserves the right to change job descriptions from time to time, but shall notify the Employees and the GEA President in advance of changes in job descriptions. Job descriptions are not incorporated by reference into this agreement. The obligation of the employer under this provision is to provide copies of job descriptions to employees and the GEA President.
- 12.11 Any evaluations of Employees' work performance shall be based upon duties described within the job descriptions, compliance with documented work rules, and the provisions of the Professional Development Program (applicable to certified staff). Work rules shall be reasonable.
- 12.12 By May 10<sup>th</sup> of each year the Superintendent or their designee will provide a list of the number of Certified Staff rated for each category (Distinguished, Proficient, Needs Improvement, and/or Unsatisfactory) by building to the GEA



President. If the number of Certified Staff in any one building exceeds 10% “Needs Improvement” and/or “unsatisfactory”, the Superintendent or their designee will provide copies of the “Framework Data Documentation Form” complete with notations of evidence and Summative rating with the name redacted for those Certified Staff members with ratings of “Needs Improvement” and/or “Unsatisfactory”. The Joint Committee will meet to review the information. (Out of Galesburg #205 District Teachers will be considered one building . Bright Futures will be considered one-half building.)

### **13. VACANCIES, TRANSFERS, PROMOTIONS, and ASSIGNMENTS**

13.1 The Superintendent shall post on the District website and notify the GEA president of said vacancies. The postings will include minimum qualifications, salary range, and location. A vacancy occurs in the event of a newly created position or results from retirement, resignation, leave of absence, death, or transfer in the future and a non-certified or Paraprofessional position remaining unfilled for a period of 30 days or more. Vacancies are applicable to teaching, administrative, or differential positions (Appendix B) as well as non-certified and Paraprofessional positions. Teaching positions that may evolve into supervisory positions will be considered vacancies. No vacancy shall be filled, except in the case of an emergency, until such vacancy shall have been posted for at least seven (7) days unless a shorter time is agreed upon by the Administration and the GEA. During the summer, vacancy notices shall be posted in the central administrative offices and mailed to the GEA president. Job postings will remain posted until the job is filled or position eliminated. Vacancies shall be filled on the basis of experience, competency, and qualifications of the applicant and length of service in the District, and other relevant matters. The interest and aspirations of the applicants shall be considered in filling all vacancies. Whenever two (2) or more tenured Teachers with the necessary legal qualifications apply for a vacancy, the appropriate administrator(s) shall meet with each applicant involved and advise which applicant has been accepted. The filling of a vacancy shall not be arbitrable provided the above procedure has been followed. Any unsuccessful applicant may request information as to reasons which prompted the Board to make its selection.

13.2 Unrequested transfers that result in relocating a Teacher to another building or in reassigning a Teacher that affects a change in his/her immediate supervision may be made as necessary. Except in case of an emergency, prior to the finalization of an unrequested transfer, any Teacher affected shall be notified in person of the proposed transfer by his/her immediate supervisor and notify GEA President. The Teacher may be accompanied by a GEA representative. A Teacher so transferred shall be released by the Board from his/her contract if he/she so requests. All other qualifications being equal, any Teacher transferred without request shall receive priority consideration in any requested transfer into future vacancies.

13.3 The Board declares its support of a policy of filling vacancies, including vacancies in promotional positions, with Teachers from its own staff. Teachers

may request consideration in transfer to another building where a stated vacancy exists by writing a letter making such request to the Director for Human Resources. Final authority in matters of Teacher transfer rests with the Superintendent of Schools.

- 13.4 Normally Teacher assignments for the following school year shall be made prior to the last day of Teacher attendance of the current school year. However if a Teacher is involuntarily reassigned to a different building between ten (10) school days prior to or 10 school days after the start of any grading period, the Teacher shall have the right to sixteen (16) hours paid at Committee Rate for preparation or the option to resign within ten (10) calendar days after the assignment is given. However, if the teaching assignment is made after stated time, the Teachers shall have the right to resign within ten (10) calendar days after the assignment is given.

The Board shall notify each non-grant funded Paraprofessional of his/her tentative job assignment for the following school year no later than the last day of attendance of the current school year.

- 13.5 Any Employee wishing to apply for a vacancy shall have the right to meet with the District No. 205 Director for Human Resources (District No. 205 positions) or Special Education Director (Special Education positions) to explain his/her qualifications and interest in said position.

Upon the Board approving an applicant to a posted position the Administration shall have two (2) workdays in which the posting must be removed or marked as "Filled".

- 13.6 When it is necessary to transfer or reassign Paraprofessionals, to the extent possible, volunteers shall be considered. When no volunteers acceptable to the Administration are available transfers shall be made by the Administration on an involuntary basis among qualified paraprofessional employees. Considerations for such transfers shall include:

- The best interest of students;
- Minimization of cost;
- Maintaining continuity of programs;
- Prior experience of Paraprofessionals at similar work;
- Desires of the Administrators of Special Education Cooperative member districts; and
- Proximity of the work location to the Paraprofessional's home.

#### **14. REDUCTION IN FORCE**

- 14.1 In the event that the RIF of Teachers is necessary, such reduction shall be pursuant to the procedure as outlined in the Illinois School Code.

- 14.2 All Teachers, upon achieving tenure, will be granted seniority for all of their previous service with the district. For the purpose of this clause, part-time service will be pro-rated.

- 14.3a In case of reduction in force due to a decision of the Board to reduce the number of Paraprofessional employees, or to eliminate a particular type of educational support service, reduction in force shall be in reverse order of seniority, within categories of position. The Board of Education reserves the right to establish and modify categories of position from time to time. At least the following categories of position shall exist:
- Certificated Instructional Paraprofessional
  - Paraprofessional for Program Support (Special Ed)
  - Paraprofessional for Individual Student (Special Ed)
- 14.3b Notwithstanding any other provision in this agreement, in case of reduction in force, a paraprofessional subject to reduction may bump a less senior paraprofessional across categories of position as follows:
- A Certificated Instructional Paraprofessional may bump another Certificated Instructional Paraprofessional with less seniority, providing both hold the same certification.
- A Paraprofessional for Program Support (Special Education) may bump into the Instructional Paraprofessional category as long as the bumping paraprofessional has the proper certification and seniority.
- A Paraprofessional for Program Support (Special Education) may bump another Paraprofessional for Program Support (Special Education) with less seniority.
- A Paraprofessional who serves an individual student and is dismissed under the provisions of 14.8 would be entitled to a position at the beginning of the next school year if he/she had seniority in the district.
- No Paraprofessional shall have the right to bump a paraprofessional who provides services to an individual student.
- 14.3c In any reduction-in-force, a Paraprofessional who has obtained seniority as defined by the contract in more than one category of position, even if not presently serving in that category of position, may bump another paraprofessional from that position, as long as the paraprofessional's total seniority in all categories of position is greater than the person being bumped.
- 14.3d A Paraprofessional who has been bumped and then recalled to a different category of position does not have the right to claim another position, should it become open at a later date.
- 14.4 For paraprofessionals laid off, if a position becomes available in a category of position within one (1) year of the beginning of the fall semester following the layoff, which the Paraprofessional is qualified to fill, and in which the Paraprofessional has seniority, he/she shall have the right to be recalled to that position. No Paraprofessional has the right to be recalled to a category of

position if he/she has no seniority (i.e., has not worked) in that category of position, except as outlined in 14.3c Paraprofessional shall have seniority in each category of position in which he/she has worked, which is not lost if that paraprofessional changes category of position.

#### EXAMPLE

Person A has two years of seniority as a Paraprofessional who provides program support and is currently completing their fifth year as a Paraprofessional for an individual student. Person B is completing their fourth year as a Paraprofessional who provides program support and has no other seniority in any other category. Person A would be able to bump Person B, because a Paraprofessional may bump into a position if they have more accumulated seniority and they have the proper certification.

- 14.5 A Paraprofessional will earn one (1) year of seniority for each academic year he/she works full-time in particular category of position. No Paraprofessional shall earn more than one (1) year of seniority in each school year.

For the purposes of this article regarding seniority only, full-time shall mean employment for six (6) hours per day, at least one hundred sixty (160) days per year. Paraprofessionals who are part time shall earn no seniority for that year. In any case, every Paraprofessional who is regularly scheduled to work less than six (6) hours a day one hundred sixty (160) days a year is part-time.

- 14.6 The Board shall post a seniority list by February 1 of each year. If a Paraprofessional does not bring an inaccuracy to the attention of the Board by February 15<sup>th</sup>, or by the next working day if February 15 occurs on a weekend, the list shall be deemed accurate.

- 14.7 Paraprofessionals shall not be laid-off unless said Paraprofessional shall have been notified at least forty-five (45) days prior to the end of the school term, except for short-term Paraprofessionals. A “short-term Paraprofessional” shall be defined as a Paraprofessional who has been assigned to an individual student as a personal attendant and who has not been regularly employed in excess of sixteen (16) consecutive weeks. Lay-offs of short-term Paraprofessionals shall become effective immediately upon the cessation of educational services by the District for such students.

- 14.8 It shall be the Paraprofessional’s responsibility to keep the Board notified as to his/her current mailing address. A recalled Paraprofessional shall be given five (5) days from mailing of notice, excluding Saturday, Sunday and holidays, to report to work in case of recall. The Board may fill a position on a temporary basis pending recall of a Paraprofessional on lay-off. Paraprofessionals recalled to position of an equal or greater number of hours from which the Paraprofessional was laid-off are obligated to take such work. The Board has no further obligation to recall a Paraprofessional who declines such work. This paragraph supplements Section 10-23.5 of the School Code.

**15. PERSONAL LEAVE**

- 15.1 Employees shall receive two (2) personal leave days per year. Three (3) days of accrued full pay personal leave days may be used for personal leave by each Employee. Employees shall not be required to give reason for such leave. Personal leave shall not be used to receive remuneration from outside employment. The day immediately prior to or following a legal holiday or school recess shall not be recognized as a personal leave day except in the case of emergency. In the event that a non-optional circumstance occurs the day immediately before or after a legal holiday or school recess, the Employee may request in writing approval for personal leave. The request for a non-optional circumstance must state specific reasons, and approval is at the discretion of the Superintendent or designee. Personal leave may be used in half-day units. Advance notice of the necessity for personal leave, except in an emergency, shall be given seventy-two (72) hours prior to the day of the leave. The Employee shall declare the personal leave on the leave form provided by the Board. The leave form shall be made available to the Employee by the respective building principal.
  
- 15.2 Employees may accrue up to a maximum of three (3) earned Personal Leave days. Unused personal leave days beyond three (3) shall be credited as sick leave days at the end of the contract year. In an Employee's final year of service he/she shall have the option to be paid for the final year's unused personal days at the current daily substitute rate provided Employee is neither eligible for the voluntary retirement bonus nor would such payment result in an employer contribution to TRS for a salary increase in excess of 6% in the final year of employment.
  
- 15.3 Personal leave shall be limited to not more than twenty-five (25) Teachers and twelve (12) Paraprofessionals on any given day.

**16. SICK LEAVE**

- 16.1 Each employee shall be granted twelve (12) days sick leave each year to be used for personal illness, quarantine at home, illness in the immediate family (as defined in 24.6 of the Illinois School Code, but also including aunts and uncles) or for birth, adoption or placement for adoption. Sick leave days may be used as bereavement days. At the beginning of the fifteenth (15<sup>th</sup>) year of employment the employee will receive thirteen (13) sick days and at the beginning of the twentieth (20<sup>th</sup>) year of employment the employee will receive fourteen (14) sick days. If the employee does not use the full amount of annual leave allowed, the unused days will accumulate to an unlimited number including leave for the current year. A physician's note may be required after a 3 day or more absence.

0-14 years	12 sick leave days
15-19 years	13 sick leave days
20+ years	14 sick leave days

- 16.2 An absence of four (4) or more days due to injury or illness in the course of the employee's employment shall not be charged against the Employee's sick leave days, provided the Teacher has made proper notification to the Board and the injury/illness falls within the jurisdiction of the Illinois Worker's Compensation Law.
- 16.3 An employee (beneficiary) may obtain sick leave days at full pay from other bargaining unit employees (donors) with the written consent of the donor(s) and the written approval of the Board or their designee, provided:
- a. The beneficiary submits written verification of a terminal disability or illness of the beneficiary or a dependent family member, as verified by a licensed medical physician;
  - b. The beneficiary has used all his/her personal accumulated sick leave days, including the current year's allotment;
  - c. The beneficiary may obtain no more than a total of forty-five (45) sick leave days in any given school year. Days must be used in the school year they are obtained;
  - d. A donor may give no more than a total of five (5) sick leave days in any given school year.
  - e. Once given the beneficiary is under no binding obligation to repay the days given by the donor. The beneficiary may repay the donor if he or she so chooses. If the beneficiary desires to repay the donor, it shall occur within the next three (3) school years following the school year of the loan;
  - f. Repayment of a sick leave day loan is effectuated by the beneficiary and donor executing a written repayment notice sent to the Director of Human Resources;
  - g. The Board is under no obligation or liability to repay the donor for sick leave days not repaid.
  - h. Beneficiaries shall not be required to obtain days prior to making application for disability benefits from the Illinois Teachers' Retirement System or Illinois Municipal Retirement Fund.

## **17. LEAVES WITHOUT PAY**

- 17.1 Leaves of absence may be granted without pay to Employees who have rendered satisfactory service to the Board. Employees who desire to return to employment shall be restored to the former position or to a position of a like nature. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave.

- 17.2 Written requests for leaves of absence without pay should be made to the Superintendent of Schools. Concerning Teachers all references to the deadline for applying for leaves shall be ninety (90) days prior to the beginning of the leave, while notification of returning from a leave shall be sixty (60) days before the end of the school year or the semester prior to resuming duties. Concerning Paraprofessionals all references to the deadline for applying for a leave shall be sixty (60) days while notification of returning from such leave shall be twenty (20) days prior to the end of the leave. Such leaves are subject to final approval by the Board.
- 17.3 In all instances of leave without pay, failure of the Employee to notify the Board of their intention to return by the deadline stated in 17.2 will be considered as a resignation from continued contractual service for teachers and continued employment for Paraprofessionals, thereby removing the Board's obligation to re-employ.
- 17.4 Exact dates of departure and return shall be determined by the Employee and the Director of Personnel in advance of said leave. The leaves without pay are listed and described below.
- 17.5a Educational Leave. A Teacher who has been employed by the Galesburg School District for a minimum of three years and has a record of satisfactory service shall be eligible for a study leave for a period of up to two years, provided said Teacher states his/her intent to return to the Galesburg School District for a minimum period of one year.
- 17.5b A Teacher requesting a leave of absence for study shall be required to take at least ten (10) semester hours a semester or ten (10) hours a quarter from an accredited college or university. Course hours taken during the summer do not count as part of the ten-hour requirement.
- 17.5c Study leave may be granted by the Board after receiving the recommendations of a five (5) member committee consisting of the GEA President, two (2) Teachers appointed by the GEA President, plus two administrators named by the Superintendent of Schools, one (1) of whom shall be the respective Teacher's immediate supervisor. Four (4) of five (5) committee votes cast shall constitute a recommendation.
- 17.5d Request for an educational leave shall be made to the Superintendent of Schools who in turn shall make a recommendation to the Board for the final decision.
- 17.6 Exchange Teacher Programs. Subject to conditions described in the introduction to this section.
- 17.7 Foreign or Military Teaching Programs. Subject to conditions described in the introduction to this section.

- 17.8 Teaching or work programs related to his/her professional responsibilities. Subject to conditions described in the introduction to this section.
- 17.9 Civic Duty Leave. Teachers are entitled to civic duty leave as indicated by the Statutes of the State of Illinois.
- 17.10a Parental Leave of Absence. Upon request an Employee who is a parent to a newborn or newly adopted child may be granted leave not to exceed one (1) school year for purposes of childrearing. An Employee returning from parental leave shall be reinstated to his or her former position or its equivalent providing such a vacancy exists.
- 17.10b A request for parental leave must be submitted in writing to the Board or its designee at least ninety (90) days prior to the beginning date of the leave whenever possible, but in no case later than sixty (60) days prior to the beginning date of the leave. The request must state the following: 1) the beginning date of the leave, and 2) the anticipated date of return. The Employee's contractual service terminates at the end of the leave unless the Employee submits written notice of intent to return to work at least sixty (60) days prior to the date of re-employment.
- 17.10c Parental leaves may commence at the beginning of a quarter at the discretion of the administration.
- 17.10d Parental leave is not considered as time counted toward completion of probationary period for non-tenured Teachers.
- 17.10e The duration of the leave may be changed by mutual agreement of the Board and the Employee. In special situations, the Board may consider a waiver of the ninety (90) days date prior to the start of the leave. The Employee may be accompanied by a GEA representative to discuss the proposed change.
- 17.10f In cases of adoption, a parent must request a pre-approved leave within two weeks after being approved for adoption and upon being notified of the pending adoption, must provide the Administration with twenty-four (24) hours' notice prior to initiating such leave.
- 17.11 Military Leave. Any Employee who enters the military service shall be granted the rights due to him/her under the Selective Service Act.
- 17.12 Employees returning from unpaid leaves of absence to similar positions shall suffer no loss of status of accumulated benefits in effect at the beginning of the leave. Employees shall not be given credit on the salary schedule for the period of leave. Employees on unpaid leave may continue to participate in group benefit programs at their own expense.
- 17.13 Employees who have completed five (5) years of full-time service, may request one (1) year of unpaid leave for reasons other than specified in this section. The



reason for the leave shall be given at the time of submission. At the conclusion of the leave the Employee shall be returned to his or her former position or a similar position.

17.14 Job sharing shall be defined as any certified tenured Teacher sharing the responsibility of a single teaching position. The length of any job sharing arrangement shall be one (1) full school year to a maximum of two (2) years.

Job sharing shall be subject to the following terms and conditions:

- A. For the period of time not involving the performance of teaching duties, a tenured Teacher shall suffer no loss of tenure and seniority rights.
- B. Each participating tenured Teacher shall receive prorated salary and benefits.
- C. Each participating tenured Teacher shall be guaranteed a return to full-time employment, if desired, for the school year following the job sharing, subject to reduction-in-force or dismissal for cause.
- D. Any Teacher desiring to continue in a job sharing arrangement beyond the job sharing year must provide written notice to the Superintendent or designee, no later than February 15 of the job sharing leave.
- E. The decision to grant or deny a job sharing leave or any extension of the same shall be determined solely by the Superintendent or designee and shall not be precedential.

**18. LEAVES WITH PAY**

18.1 Jury Duty. Any Employee called on to serve on any jury shall not lose any pay or accumulated leave.

18.2 Sabbatical Leave. The Sabbatical leave policy shall be administered in accordance with the provisions of Chapter 122, Section 24-6.1 of the Illinois School Code.

**19. RETIREMENT**

19.1a The Board agrees to provide out of gross wages a Board-paid contribution to the Illinois Teacher Retirement System equal to (9.4%) of the teacher's gross wages which will be non-taxable according to provisions of the Internal Revenue Service Code Section 414(h) by "picking up" that amount as a direct contribution.

Example:	\$14,225.00	Gross Wages
	- 1,337.15	Board Contribution to TRS (9.4%)
	\$12,887.85	Net Taxable Income

19.1b. Any Employee desiring to retire must either be (1) at least (60) years of age at the time of retirement and have accumulated at least fifteen (15) years of service, or (2) must be at least fifty-five (55) years of age and have accumulated at least thirty-five (35) years of creditable service in order to retire without a discounted annuity. No Employee shall have the option to retire utilizing the early retirement option (ERO), and the Board shall not be required to certify anyone as eligible for ERO under any circumstances.

19.2 To be eligible for any of the following Plans, a teacher must meet the following requirements:

1. Be at least sixty (60) years of age by date of retirement; or
2. Be at least fifty-five (55) years of age with thirty-five (35) years of creditable service as defined by the Illinois Teacher Retirement System by December 31 in the year of retirement; information from TRS must be provided which documents the individual will meet the 35 year requirement by the year of retirement and
3. Must have been employed in a professionally-licensed position in and for Galesburg CUSD #205 not later than June 1, 2015; and
4. Have completed a minimum of fifteen (15) years of full-time service in CUSD #205; and
5. An employee must utilize the following incentive within two years of first becoming eligible for retirement.

Plan A: An employee who has served in and for Galesburg C.U.S.D. #205 for between fifteen (15) and twenty-four (24) years at the time of retirement shall have access to as long as a four (4) year incentive plan at no more nor less than a 4% increase in creditable earnings per year.

Plan B: An employee who has served in and for Galesburg C.U.S.D. #205 for between twenty-five (25) and twenty-nine (29) years at the time of retirement shall have access to as long as a four (4) year incentive plan at no more nor less than a 5% increase in creditable earnings per year.

Plan C: An employee who has served in and for Galesburg C.U.S.D. #205 for between thirty (30) or more years at the time of retirement shall have access to as long as a four (4) year incentive plan at no more nor less than a 6% increase in creditable earnings per year.

For the purposes of this Article, nonexempt TRS creditable compensation (earnings) is defined by the Illinois Pension Code and TRS rules and regulations.

### **One Year Plan**

If an eligible teacher gives the Board an irrevocable letter of retirement on or before April 30 stating that he/she shall retire at the end of the next school year, the teacher will be removed from the salary schedule and for the final year of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) for a Plan C employee, five percent (5%) for a Plan B employee, or four (4%) for a Plan A employee over the teacher's nonexempt TRS creditable earnings for the prior year of employment. Inclusive within the 6% increase, if applicable, in nonexempt TRS creditable earnings shall be up to 35 hours of work as assigned by administration.

Example: The teacher will have fifteen (15) years of service to Galesburg C.U.S.D. #205 upon retirement. The teacher's prior year nonexempt TRS creditable earnings were \$40,000.00. The teacher's final year nonexempt TRS creditable earnings will be \$41,600.00 (i.e.,  $\$40,000.00 \times 1.04 = \$41,600.00$ )

### **Two Year Plan**

If an eligible teacher gives the Board an irrevocable letter of retirement on or before April 30 two (2) years prior to the year of retirement, the teacher will be removed from the salary schedule and for the final two (2) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) for a Plan C employee, five percent (5%) for a Plan B employee, or four (4%) for a Plan A employee over the teacher's nonexempt TRS creditable earnings for the prior year of employment respectively. Inclusive within the 6% increase, if applicable, in nonexempt TRS creditable earnings shall be up to 35 hours of work as assigned by administration.

Example: A teacher will retire on June 30, 2014 with 35 years of service to Galesburg C.U.S.D. #205. The teacher's nonexempt TRS creditable earnings for the 2011-2012 school year were \$40,000.00. The teacher's nonexempt TRS creditable earnings for the 2012-2013 school year will be \$42,400.00 (i.e.,  $\$40,000 \times 1.06 = \$42,400.00$ ). The teacher's nonexempt TRS creditable earnings for the 2013-2014 school year will be \$44,944.00 (i.e.,  $\$42,400.00 \times 1.06 = \$44,944.00$ ).

### **Three Year Plan**

If an eligible teacher gives the Board an irrevocable letter of retirement on or before April 30 three (3) years prior to the year of retirement, the teacher will be removed from the salary schedule and for the final three (3) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) for a Plan C employee, five percent (5%) for a Plan B employee, or four (4%) for a Plan A employee over the teacher's nonexempt TRS creditable earnings for the prior year of employment respectively. Inclusive within the 6% increase, if applicable, in nonexempt TRS creditable earnings shall be up to 35 hours of work as assigned by administration.

Example: A teacher will retire on June 30, 2015 with 35 years of service to Galesburg C.U.S.D. #205. The teacher's nonexempt TRS creditable earnings for the 2011-2012 school year were \$40,000.00. The teacher's nonexempt TRS creditable earnings for the 2012-2013 school year will be \$42,400.00 (i.e.,  $\$40,000.00 \times 1.06 = \$42,400.00$ ). The teacher's nonexempt TRS creditable earnings for the 2013-2014 school year will be \$44,944.00 (i.e.,  $\$42,400.00 \times 1.06 = \$44,944.00$ ). The teacher's nonexempt TRS creditable earnings for the 2014-2015 school year will be \$47,640.64 (i.e.,  $\$44,944.00 \times 1.06 = \$47,640.64$ ).

### **Four Year Plan**

If an eligible teacher gives the Board an irrevocable letter of retirement on or before April 30 four (4) years prior to the year of retirement, the teacher will be removed from the salary schedule and for the final four (4) years of employment the teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) for a Plan C employee, five percent (5%) for a Plan B employee, or four (4%) for a Plan A employee over the teacher's nonexempt TRS creditable earnings for the prior years of employment

respectively. Inclusive within the 6% increase, if applicable, in nonexempt TRS creditable earnings shall be up to 35 hours of work as assigned by administration.

Example: A teacher will retire on June 30, 2016 with 35 years of service to Galesburg C.U.S.D. #205. The teacher's nonexempt TRS creditable earnings for the 2011-2012 school year were \$40,000.00. The teacher's nonexempt TRS creditable earnings for the 2012-2013 school year will be \$42,400.00 (i.e.  $\$40,000.00 \times 1.06 = \$42,400$ ). The teacher's nonexempt TRS creditable earnings for the 2013-2014 school year will be \$44,944.00 (i.e.,  $\$42,400 \times 1.06 = \$44,944.00$ ). The teacher's nonexempt TRS creditable earnings for the 2014-2015 school year will be \$47,640.64 (i.e.,  $\$44,944.00 \times 1.06 = \$47,640.64$ ). The teacher's nonexempt TRS creditable earnings for the 2015-2016 school year will be \$50,499.08 (i.e.,  $\$47,640.64 \times 1.06 = \$50,499.08$ ).

The parties agree that if legislation is enacted and/or administrative rules are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be suspended and the parties will meet within thirty (30) days of the passage of the legislation/administrative rules to renegotiate said provisions.

- 19.3 For ESP (Para) employees who have been employed in an ESP (Para) position later than June 1, 2015 and are one-half (1/2) time or more, and who provide the Board, on or before April 30, with their irrevocable letter of retirement stating that he/she shall retire at the end of the next school year, the Board agrees to add, during the year of their retirement, the following amounts to the salary of each ESP employee who qualifies:
- a. With fifteen (15) consecutive years in the district, \$1000 shall be added to the salary of the ESP employee.
  - b. With twenty (20) consecutive years' of service in the district, \$2,000 shall be added to the salary of the ESP employee.
  - c. With twenty-five (25) consecutive years' of service in the district, \$3,000 shall be added to the salary of the ESP employee.

## **20. MINIMAL STANDARDS AND PROFESSIONAL GROWTH**

20.1 The Board shall provide a fund for Employees to attend professional conferences or committee sessions, visit other classrooms or schools, or to participate in other professional growth opportunities. Attendance at such activities will need prior authorization of the Superintendent or his/her representatives.

Registration fees will be paid in advance by the Board after the Employee has received the necessary approval to attend the professional meeting. The Board will make every effort to pay in advance for lodging if arrangements can be made.

All such activities covered in Article 20 shall support professional improvement efforts contained in the Five Year District Improvement Plan.

**21. SUMMER SCHOOL PROGRAM**

- 21.1 Positions in the summer school program shall be filled by regularly employed Employees, provided they are the most qualified applicants. In cases of equal qualifications, Employees shall be given first right of refusal.
- 21.2 In filling such a position, consideration shall be given to a Employee's area of competence, experience, major and/or minor field of study and length of service.
- 21.3 All openings for summer school positions shall be posted as early as possible so Employees interested in the positions may apply. Those applying shall be apprised of their status as soon as possible.

**22. INSURANCE PROTECTION**

- 22.1 The District shall provide a Board approved Group Health/Life Insurance Program for all qualified employees.
- 22.2 If the Program is re-bid or changed by the Board, all currently insured Employees and dependents shall be included as part of the bid specifications.
- 22.3 Eligible retired Employees, may be allowed to participate in the Program at rate established in paragraph 22.6 below.
- 22.4 The GEA may appoint up to six (6) of its members to serve on the Board's Advisory Insurance Committee, hereinafter referred to as "the Committee."
- 22.5 In the event that the Board elects a Program that is fully or partially self-funded, and in order to ensure an equitable balance between plan solvency, benefits, and premium costs, the following guidelines shall apply:
  - a. The optimum balance for the Program fund shall be one hundred fifty percent (150%) of the previous twelve (12) month Program expenditures.
  - b. In the event that the fund balance drops below eighty percent (80%) of the previous twelve (12) month Program expenditures, the Committee will meet to determine the cause or causes. The Committee may, at its discretion, authorize premium increases and/or cost containment modifications. Such increases and/or cost containment modifications will not take effect until the fund balance has dropped below sixty (60%) of the previous twelve (12) month Program expenditures.
  - c. In the event that the fund balance reaches two hundred percent (200%) of the previous twelve (12) month Program expenditures, the Committee may, at its discretion, authorize premium decreases and/or increased benefits.
- 22.6 The following represents the percentages for calculating the premium for each participant category:

<u>Participant</u>	<u>Percentage of Premium</u>
Employee	9.5% (Note 1)
Employee + Spouse	120.0% (Note 2)
Employee + (1) Child	110.0% (Note 2)
Employee + Family	168.8% (Note 2)
Retiree<65	105.0%
Retiree<65 Dependent/ Spouse	125.0% (Note 2)
Retiree Dependent Child FT student<23	120.0% (Note 2)
Single Retiree 65+	135.0% (Note 2)
Retiree Dependent 65+	135.0% (Note 2)
Note 1: Board contributes 90.5% of single Employee premium.	
Note 2: Percentage in addition to single premium charge.	

- 22.6b In the event that a second health plan option is adopted by the Board, all qualified Employees will have that option made available to them.
- 22.7 The Board shall contribute seventy dollars (\$70) toward the annual premium for each Employee who elects to participate in a Board selected vision and/or dental insurance program.
- 22.8a The Board shall provide each Employee with thirty thousand dollars (\$30,000) in term life insurance.
- 22.8b The Board shall establish and maintain a Section 125 Plan for a) non-reimbursed medical expenses, (b) child care expenses, and (c) health insurance premiums not paid by the Board.

**23. DISCHARGE, DEMOTION, DEPRIVATION OF SALARY INCREMENT, AND/OR DISCIPLINE**

23.1 After two (2) years of full time continuous employment no Paraprofessional shall be suspended or dismissed without just cause. Prior to any such disciplinary action, the Paraprofessional shall receive written notice of the specific reasons for any disciplinary action, and shall afford the Paraprofessional the opportunity for a meeting to discuss the matter. The Paraprofessional shall have the right to GEA representation at such meeting. No such meeting shall occur until the Paraprofessional has had adequate time to obtain GEA representation.

23.2 **Suspension With and Without Pay Procedures**

The Board may suspend Employees without pay, (1) pending a dismissal hearing or (2) as a disciplinary measure for up to ten (10) employment days for gross misconduct which is detrimental to the District.

**A. Suspension With Pay**

The Superintendent or his/her designee, may place an Employee on a mandatory leave with pay during an investigation into allegations of gross misconduct whenever the Employee's continued presence in his or her position would not be in the best interest of the District or pending a Board hearing to suspend an Employee without pay.

The Superintendent shall meet with the Employee to present the allegations, and give the Employee an opportunity to refute the charges. The Employee will be told the dates and times the mandatory leave with pay will begin and end.

Mandatory leave neither connotes guilt nor innocence.

## **B. Mandatory Leave With Pay Procedures**

The Superintendent or a designee shall inform an Employee of a suspension with pay by written or oral notice, which shall specify the reasons for the suspension. The Superintendent or a designee shall meet with the Employee before the suspension to discuss the reasons for the suspension. Written confirmation of oral notice of suspension shall be given to the Employee as soon as reasonably possible.

## **C. Suspension Without Pay**

Before invoking a suspension without pay, the Board will conduct a hearing to determine whether the facts warrant suspension without pay. The Board shall notify the Employee stating the alleged charges and causes and indicating the date and time of the hearing. At the pre-suspension hearing, the Employee may have a representative to present evidence.

### **1. Notification**

Before suspending an Employee without pay, the Board will notify the employee in writing of:

- a. The reasons for the suspension
- b. The dates and duration of the suspension, and
- c. The Employee's right to request a hearing before the Board and to be represented at the hearing.

### **2. Suspension Hearing**

- a. The Employee shall be granted a hearing before the Board, provided the Employee makes a written request for such a hearing to the Superintendent within five (5) working days of receipt of the written notice of the intent to suspend. He/she shall have the right to be represented at the hearing by legal counsel or

other representative, present witnesses on his/her behalf, and cross-examine any witnesses who testifies against him/her.

- b. The Board shall utilize the following procedures at the hearing:
    1. The hearing shall be conducted in closed session.
    2. The Employee may be represented by a person of the Employee's choice.
    3. The school officials and then the Employee shall make short opening statements as to their positions on the suspension.
    4. The school official shall first present their evidence in oral and/or written form.
    5. After the school officials conclude their evidentiary presentation, the Employee may present evidence to refute the charges orally or in writing.
    6. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.
    7. The Board may receive all relevant oral and written evidence without regard to the legal rules of evidence; but shall consider the weight of the evidence in making a determination.
    8. The school officials and the Employee may make closing statements at the conclusion of the hearing.
    9. The hearing may be recorded stenographically or by tape at the direction of either party at its own expense. If either party makes a recording, the other party shall be offered the opportunity to purchase a copy of the transcript or to reproduce the tape at a reasonable cost.
3. Final Decision

The Board will make a final decision on the suspension. If the Employee is not suspended his or her personnel record shall be expunged of any notices or material relating to the suspension. The GEA may file a grievance to determine whether the procedures have been followed and whether a suspension without pay is based on the preponderance of evidence.

23.2b **JUST CAUSE**

In the event that tenure protection from dismissal presently afforded tenure teachers is removed in its entirety from the Illinois School Code, the school district shall not dismiss teachers who have achieved 4 years of continuous service to the school district without just cause.



**24. COMMUNICATION COUNCIL**

- 24.1 At least once every semester during the school year a committee representing the Board and the Administration shall meet with the GEA to discuss the implementation of this Agreement. Committee membership shall be limited to five (5) people representing each of the Parties.
  
- 24.2 Meeting chairmanship shall alternate between the respective parties. An agenda for any Communications Council meeting shall be formalized with the Superintendent no less than two (2) days before the date of said meeting. Matters other than the management of this Agreement which are of mutual concern to both parties may be discussed at these meetings provided there has been mutual agreement to place those items in the agenda.

**25. SCHOOL CALENDAR**

- 25.1 The Superintendent of Schools shall consult with the GEA President prior to submitting the calendar for the forthcoming year to the Board for adoption.
  
- 25.2 Employees shall report for a one (1) day in-service workshop on the day proceeding the first day of student attendance. Hourly employees will be paid their hourly wage for the Board approved hours worked beginning the 2010-2011 school year. Newly employed teachers shall also report to work three (3) days prior to student attendance for orientation and be paid a stipend of Seventy-five and 00/100 Dollars (\$75.00) for each day worked.
  
- 25.3 If school emergency days as scheduled at the end of the year are utilized because of snow or other related issues, the end of year in-service or report card days will not be considered “black out days” for use of personal leave for college course work upon verification of class schedule.

**26. PROFESSIONAL COMPENSATION**

- 26.1a When a teacher is five (5) or less years from eligibility under Section 15-135 of the Illinois Pension Code the teacher’s nonexempt creditable TRS earnings from employment in the school district, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amounts specified hereinafter.

No teacher’s nonexempt creditable TRS earnings from employment in this school district, shall increase from one school year to the next by more than six percent (6%) or be otherwise increased so as to create liability on the part of the board or district for any portion of a teacher’s retirement annuity, or result in any district or board-paid penalty or fee to TRS.

Nothing in this section shall limit a teacher from horizontal or vertical movement on the salary schedule, subject to the limitations contained herein.

- 26.1b Employees who teach summer school shall be compensated at the rate of twenty-four dollars (\$24.00) per hour with a minimum of one-half (1/2) hour planning time for every two hours of instruction.

- 26.1c The Board shall tax-shelter the full Teacher Health Insurance Security Fund Contribution for each Teacher (i.e., a total of - **10.2%** tax sheltered for all TRS obligations) by adding the following language at the bottom of the salary schedule. “Each salary figure includes the full amount required to be paid to the Teacher’s Health Insurance Security Fund. Said amount is a Board paid contribution and is paid directly to the fund.”
- 26.1d All Employees’ payroll information will only be made available to them through Skyward Employee Access. In addition, Employees using Direct Deposit will provide the District Payroll Office with Direct Deposit information including the bank account(s) into which they choose to have their compensation deposited. All payroll payments will be direct deposited into the account(s) so designated or Employees may utilize the Debit Card option.
- 26.2 New Employees shall be given credit for all full-time PreK-12 teaching experience including private institutions recognized by their state’s board of education as complying with educational standards for certification and teaching except under the conditions noted in 26.2a and 26.2b.
- 26.2a Speech Pathologists will receive credit for full time clinical speech pathology experience outside of education when the employment requires speech pathology licensure/certification.
- 26.2b Any Teacher who is currently receiving TRS retirement benefits from a teaching position, for purposes of calculating their pay rate, only receive credit on the salary schedule for up to ten (10) years of teaching experience.
- 26.2c Any Teacher who is assigned less than a full-time position will be paid a salary pro-rated using the salary schedule. (Ex: a half-time Teacher will be paid half the amount indicated by the appropriate step/cell in the current salary schedule. A quarter-time Teacher will receive twenty-five percent (25%) of the amount indicated by the appropriated step/cell in the current salary schedule.)
- 26.3a All extracurricular activities for which compensation shall be paid shall be performed outside of the school day and be voluntary.
- 26.3b All extracurricular activities for which compensation is not paid shall be performed outside of the school day and be voluntary. Non-tenured Teachers and Paraprofessionals shall not be forced to take an unpaid extracurricular position.
- 26.3c The Parties share a mutual interest in filling vacant differential/extracurricular/co-curricular positions with qualified District Employees.

To that end, when in the judgment of the Board the best interests of the District and the students of the District are served, the Board will give preferential treatment to Employees for such positions.

If a Teacher moves into an administrative position within the District and receives all wages and benefits afforded an administrator, he/she may continue to hold his/her current differential position(s) for up to one school year. After the one (1) year period concludes and if the individual remains in an administrative position, the differential position(s) will no longer be available to him/her.

26.4a Differentials will be paid according to the index figure listed in column #2 applied to the current base salary (see Appendix B). Pay for differentials will begin with the second pay in September.

26.4b If any new differential positions are created by the Board during the life of the agreement, the GEA will be notified in writing and upon proper demand, the parties shall negotiate the stipend for the differential position prior to filling the position.

26.5 The standard method of payment for all Teachers is over a twelve (12) month period. Payment shall be made in twenty-six (26) biweekly installments with the first check of 2011-12 being made on August 26, 2011. Teachers have the option of receiving their pay over a nine (9) month period. This option must be exercised by July 1 of each year on a form to be provided by the Board. Once an option is selected, the option will continue for the entire school year without change. New Teachers shall select their option upon the signing of their contracts.

The standard method of payment for all Paraprofessionals is over a nine (9) month period. After four (4) years of consecutive employment, Paraprofessionals shall have the option of receiving their pay over a twelve (12) month period of time. Newly qualifying hourly Employees shall select their option prior to their fifth year of employment. For all qualifying Paraprofessionals, this option must be exercised by July 1 of each year on a form provided by the Board. Once an option is selected, the option will continue for the entire school year without change.

26.6 Any error in the computation of the wages of an employee shall be corrected as soon as possible upon discovery of the error, and adjustment of the salary will be made to correct the error.

26.7 Employees required to drive personal automobiles in the course of their employment or otherwise using their automobiles in authorized service to the District, shall be reimbursed the maximum allowed by the IRS.

26.8a Administrators may schedule mandatory meetings at the building and district level, which are outside the regular contract day and at which attendance is

required. Teachers will be compensated for such meetings at the rate of committee pay. Unless an emergency arises, a forty-eight (48) hours notice will be provided for mandatory meetings. Faculty meetings required under 30.1 of this Agreement, annual open house for parents, parent-teacher conferences initiated by Teachers or parents and Department Meetings are excluded from this provision.

- 26.8b Administrators may schedule voluntary meetings outside the regular contract day at the building and district level. Attendance at such meetings is strictly voluntary and Teachers will not be compensated. Unless explicitly stated in writing ‘**mandatory**’, all meetings outside of contract hours called by the administrator will be voluntary.
- 26.8c Administrators may establish committees at the building and district level that meet outside the regular contract day. Agreement to serve on such committees is voluntary for Employees. However, once the Employee agrees to serve attendance is required, unless his/her absence has been approved by the appropriate administrator. Teachers will be compensated for such meetings at the rate of committee pay. Paraprofessionals will be compensated for such meetings at their hourly wage.
- 26.8d Teachers shall be paid committee pay rate for participating in IEP Team meetings pursuant to 23 IL Administrative Code 226, and consultations (for those Teachers noticed to attend consultations) not occurring during the Teacher’s contract day. For IEP Team meetings the Director of Special Education and/or his/her designee will attempt to accommodate the schedules of all participants, recognizing that reasonable attempts must be made to accommodate the parents. Paraprofessionals will be paid their hourly wage if directed to attend staffings by the building Principal and/or the Director of Special Education.
- 26.8e Teachers will be paid committee pay for participating in RtI Team meetings if required by administration to attend.
- 26.8f Claim for reimbursement for any portion of the first hour beyond the contract day shall be fifty percent 50% of Committee Pay Rate for the first thirty (30) minutes or portion thereof and an additional twenty-five percent (25%) of Committee Pay Rate for each additional fifteen (15) minutes or portion thereof. For the partial hours beyond the first hour the Teacher shall be paid twenty-five percent (25%) of Committee Pay Rate for each additional fifteen (15) minutes or portion thereof. Reimbursement shall be made on the second pay period following the submission of the appropriate form(s).
- 26.9 Employees may participate in annuity companies that presently have approved programs in the District. Additional companies will be added to the District list when *five* (5) or more employees enroll in the same approved annuity company. The Board will provide annually a list of all annuity companies with an approved program.

- 26.10 The Board shall provide each Employee with a form to request itemized deductions information at the beginning of each school year.
- 26.11 Any Pre-K-8 teacher whose class assignment exceeds the normal assignment given to teachers of that level shall be additionally compensated in proportion to the normal assignment at that level as determined from salary schedule pro-rata during the period of such assignment.
- 26.11a All full-time Galesburg High School teachers will be assigned three instructional periods of 84 or 85 minutes in length and 30 minutes of advisory/supervision each day.
- 26.11b All full-time teachers who teach a combination of two Galesburg Vocational classes (85 minutes each) and one Galesburg Area Vocation class (106 minutes) will be assigned 8 minutes of supervision.
- 26.11c Any full-time teacher whose assignment exceeds the normal four block assignment, as outlined in 26.11a and 26.11b, shall receive prorated compensation, based on a standard of 285 contract minutes per day, as determined from the teacher's placement on the salary schedule during the period of such assignment. Any teacher who is assigned to teach four (4) instructional blocks (three 85 minute blocks and one 84 minute block) and 30 minutes of supervision/advisory will be paid an additional 33% of their salary as determined by their placement on the salary schedule during the period of such assignment. Any Galesburg Area Vocational teacher who was employed at the High School at the time of the original 2001-2004 Waiver and whose salary was determined based on assigned instructional minutes and supervision provisions stated in the 2001-2004 waiver will receive the same percentage of compensation under the new contract if their assignment has not changed.
- 26.11d For the 2014-2015 school year, due to the nature of the high school ED self-contained classroom which utilizes an abbreviated schedule for students, as well as the Life Skills/ED self-contained classroom which also uses such schedule, the teachers of those programs will receive a 45 minute preparation period during the instructional day, as well as a 40 minute preparation period after the students leave for the day. Status quo for purposes of this provision 26.11d is explicitly waived, such that in the event there is no agreement to extend it, 26.11d shall cease to be effective and shall sever completely from the Agreement on July 1, 2015. (ex.: the students' day during the 2014-2015 school year will be from 8:00 – 2:00.)
- 26.12 Unless an emergency arises and time does not permit, every effort should be made to hire a substitute teacher to fill in for the absences of the permanent PreK-8 teacher. If an in-district teacher is requested, or in emergency required, by the administration to substitute for another teacher, the substitute shall be paid Twenty and 00/100 Dollars (\$20.00) for each period covered. For a GHS teacher, unless an emergency arises and time does not permit, every effort

should be made to hire a substitute teacher to fill in for the absence of the permanent teacher. If an in-District teacher is required by the administration to substitute for another teacher, the substitute shall be paid \$20.00 for ½ a block period (43 minutes) or \$40.00 for a full block period (85 minutes).

**27. TUITION REIMBURSEMENT AND GRADUATE CREDIT AND/OR COURSE WORK**

- 27.1 The Board shall reimburse up to one thousand four hundred dollars (\$1,400) (i.e. the first day of the school year through the day before the next school year begins) for the cost of tuition and/or books for graduate hours provided:
- 27.1a The graduate credit hours are in the Teacher's major or minor teaching field. Relevant courses from approved universities (see ISBE: Directory of Approved Programs for the Preparation of Educational Personnel in Illinois Institutions of Higher Education) will be approved according to the stated guidelines. Courses from other universities/programs (including undergraduate courses, correspondence courses, Internet courses/internet universities) will be considered on a case by case basis, and
- 27.1b The Teacher has the prior written approval for the graduate credit hours, properly submitted on Form 192, from the Superintendent, or his designee, prior to the first class meeting for each requested class; and
- 27.1c An official transcript of record, grade slip or other official documentation from the college or university in which the teacher is enrolled is placed on file with the Curriculum Office. The transcript must show a "passing" or letter grade of "C" or better, and must be submitted to the Curriculum Office prior to teachers' first work day of the following year. If the information is provided after that date, the tuition reimbursement will be charged to the school year in which submitted, i.e.: grades for a Summer 1<sup>st</sup> semester 2014, or 2<sup>nd</sup> semester 2015 must be submitted by teachers first work day of 2015 in order to qualify for reimbursement for the 2014-2015 year.
- 27.2 Credit for the horizontal movement on the salary schedule shall be granted for all graduate credit hours completed pursuant to this Article. The Teacher shall be required to turn into the Personnel Office proof of all graduate credit hours earned before September 15th and January 15th.  
Salary adjustments shall be made not later than the second paycheck following September 15th and January 15th.
- 27.3 Semester hours (SH) for reimbursement/movement on the salary schedule shall be limited to:
- Six (6) SH per Fall and six (6) SH per Spring Semester (Documented by current grade slip)
  - Nine (9) SH per Summer Semester (Documented by current grade slip)
  - Courses, like internships, which last longer than a single semester and receive credit for more than six (6) SH will be exempted from these limits, pending prior approval as stated in Article 27.1b.

For the purposes of reimbursement, the Board will be working off of the Board's two (2) semester calendar, not trimesters or other university calendars.

- 27.4 The GEA shall be entitled to meet with the Special Education Director or the Superintendent (or his/her designee) for the purpose of developing in-service training programs to be held on at least one (1) institute day per year.
- 27.5a The Board shall reimburse up to Five hundred dollars (\$500) during the school year (i.e. the first day of the school year through the day before the next school year begins) for the cost of tuition and/or books for college courses related to their assignment for full time Paraprofessionals. Relevant courses from approved universities (see ISBE: Directory of Approved Programs for the Preparation of Educational Personnel in Illinois Institutions of Higher Education) will be approved according to the stated guidelines. Courses from other universities/programs (including graduate courses, correspondence courses, Internet courses/internet universities) will be considered on a case by case basis.
- 27.5b Paraprofessionals must have the prior written approval for the college credit hours, properly submitted on Form 192, from the Superintendent, or his/her designee, prior to the first class meeting for each requested class.
- 27.5c Paraprofessional must have an official transcript of record, grade slip or other official documentation from the college or university in which the Paraprofessional is enrolled is placed on file with the Personnel Office. The transcript must show a "passing" or letter grade of "C" or better, and must be obtained by June 30<sup>th</sup> of the academic year, i.e.: grades for a Summer '09, Fall '09, Winter '09, or Spring '10 graduate course must be submitted by June 30, 2010 for tuition reimbursement.

**28. CLASS SIZE**

- 28.1a The Board and the GEA recognize that the pupil-teacher ratio is an important aspect of an effective educational program. Therefore, they agree that the class sizes set forth below shall be established as desirable and realistic standards for the number of pupils per teacher under normal conditions, and that this policy shall be effected to the extent possible in all schools by the beginning of the 1991-92 school year.

Grades K-2	15 - 23 per class
Grades 3-5	15 - 25 per class
Grades 6-8	15 - 25 per class
Grades 9-12	75 – 90 per day (4 Block)

- 28.1b Special Education classes shall not exceed the class size limits as required by 23 Illinois Administrative Code 226 unless a deviation is obtained from the Illinois

State Board of Education, Department of Special Education. The Association shall receive prior notification of the deviation request.

- 28.2 Some classes may be larger, - for example: music, physical education and single-section subjects offered at the secondary level; or in pilot programs where a larger class size is part of the program plan; or where individual Teachers or groups of Teachers decide to utilize resources in alternate ways.
- 28.3 The GEA shall have the right to consult with the Superintendent to find a reasonable solution for problems resulting from instances where these standards have been exceeded by ten percent (10%). After such consultation, the Superintendent shall utilize one of the following solutions:

1. Intra-school student reassignment;
2. Inter-school reassignment;
3. Use of paraprofessionals; and
4. Use of additional staff.

**29. WORK YEAR, DAY, AND WORK HOURS**

- 29.1a Any days past one hundred eighty (180) school calendar days will be paid at the per diem rate. Professional Development outside of the approved school calendar will be paid at the committee pay rate per 26.8a/26.8b.
- 29.1b Unless an emergency arises, Pre-K-8 teachers are expected to report for work at least 30 minutes before the beginning of the first period and to remain at least 20 minutes after the last period. 9 – 12 teachers are expected to report to work at least 20 minutes before the beginning of the first period and to remain at least 30 minutes after the last period. Teachers will attend scheduled faculty meetings. Principals have the obligation to conduct organized and purposeful meetings. Except in cases of emergency, notice of such meetings should be given five (5) working days in advance of such meeting.
- 29.2a All certificated personnel shall have at least one (1) duty-free preparation period per day. In grades 6-8, the preparation period will be equal to the length of the instructional periods. Teachers in grades PreK-5 will receive forty-five (45) minutes of preparation time daily. Except as otherwise stipulated in a waiver, part-time teachers will not be assigned before or after school supervision responsibilities. Part-time teachers are encouraged to attend required faculty meetings in accordance with paragraph 30.1 of this agreement. Teachers shared between buildings shall not be assigned non-classroom duties at more than one building at a time beginning the 2010-2011 school year.

In grades 9 – 12, each full-time teacher will be provided with an 84 or 85 minute duty free planning period each day, subject to the following:

- No more than two 43-minute periods may be devoted to staff development each month. Teachers will not be required to attend all staff development sessions. The number of months in which there are two staff development sessions with



required attendance will not exceed two per semester. Some sessions will be reserved for specific segments of the high school staff. At the discretion of the high school principal attendance at staff development sessions may be required for all or portions of the staff.

- No more than two 43-minute periods will be scheduled for faculty meetings each month. Teachers may choose to attend a 43-minute faculty meeting after school if they don't attend the faculty meeting scheduled during the planning period. Five (5) working days notice of such meetings will be given. After school faculty meetings for all staff may be held in lieu of regular monthly faculty meetings described above. At a minimum, these after school meetings will be held once per semester.
  - Planning periods will be reduced proportionally on early-dismissal days.
  - Beginning with the 2014-2015 school year, Specials teachers will be employed to instruct the kindergarten students during kindergarten teachers' plan times.
- 29.2b Each school will establish and implement schedules providing for equal planning periods on all shortened days due to excessive heat, scheduled meetings, or shortening of the academic schedule to accommodate special activities that affect the entire school. These adjustments need not be consistent from building to building.
- 29.2c Teachers shared between buildings shall not be assigned non-classroom duties at more than one building at a time.
- 29.3 All teachers shall be entitled to and be allowed a duty-free lunch period of not less than thirty (30) minutes. Each hourly paid employee who is required to work five (5) or more consecutive hours shall be entitled to an unpaid duty free lunch of not less than thirty (30) minutes.
- 29.4a All PreK-8 buildings shall have the option to schedule parent/teacher conferences on Thursday evening and Friday mornings, with Friday afternoons off. In the event that this option is employed the number of hours Thursday evening shall equal the number of hours that Employees do not work Friday afternoon. Another option is that PreK-8 buildings may elect by vote in the same manner prescribed as above to have parent/ Teacher conferences on two (2) evenings of equivalent work hours. The evening conferences must be held within six (6) school days before the designated parent/teacher conference date listed on the school calendar and /or four school days after. The option chosen will be determined on a building-by-building basis by a vote of the Teachers of the building conducted jointly by the administration and the GEA representative of that building.

Galesburg High School parent/teacher conferences will be scheduled in the evening near the midterm of each term. The length of the evening conferences will be equivalent to two (2) workdays. Teachers at Galesburg High School

will not be required to report to work during the normal workdays that are designated for parent/ teacher conferences. (Subject to approval of a waiver by the Illinois State Board of Education).

29.4b With notice to the building principal, a teacher/parent will be allowed to attend their own child's conference on District #205's Parent/Teacher Conference Day.

29.5 Special education teachers shall be provided with the following professional time for the purpose of conducting annual reviews:

Up to 5 students on caseload	.5 day
6 to 10 students on caseload	1.0 day
11 to 15 students on caseload	1.5 days
16 to 20 students on caseload	2.0 days

29.6 Beginning with the 2015-2016 school year early dismissal days are determined as follows:

- Two – Two hour early student dismissal days will be used at the end of the first and third quarters by teachers for grading and planning.
- Four (4) early student dismissal days will be used for department, committee, and building and/or grade level meetings IEP work, and/or RtI work, as determined by the administration.
- One (1) early dismissal will be on the last day preceding Thanksgiving and employees shall be permitted to leave ten (10) minutes following the end of the student day.
- One two hour early dismissal will be on the last day preceding Winter Break. One hour will be used for the purpose of grading and one hour will be for early release.
- The last Teacher work day prior to Report Card Day at the end of the school year will be a 55 minute early dismissal day for all employees.
- Three (3) School Improvement Half Days will be held for school improvement planning purposes as determined by the administration.

Each of the above bullet points are mutually exclusive of each other.

On early dismissal days related to adverse weather (as determined by the administration), employees shall be permitted to leave ten (10) minutes following the students' dismissal.

When the employer closes school due to inclement weather, or dismisses early for the same reason, or for reasons of excessive heat, employees shall not suffer any loss of salary or benefits.

29.7 The middle and high school administrations will develop a form on which Teachers may submit a list of classes they would like to teach for the following year, as well as classes they prefer not to teach. The form will be made

available to Teachers by February 15 of each year with a reasonable deadline (not less than one week from the date of distribution) for submission to the appropriate administrator. These forms shall be used to assist administration in Teacher placement.

- 29.8 The first seven student attendance days shall be 55 minute early dismissals. (Paras currently wok their regular schedule these days-that would remain the same.)
- 29.9 In the week prior to the beginning of the school year, all elementary regular division classroom Teachers who have students with IEP's (excluding speech only students) in their classrooms will be provided the opportunity to meet with special education staff, not to exceed one-half (1/2) hour per student, to review the needs of any IEP students in their classroom; provided the Teacher did not have the opportunity to attend the student's annual review IEP staffing. Committee work pay will be provided to these Teachers. The elementary principal will schedule the meetings. If any elementary IEP student (excluding speech only students) is added to a classroom after the school year has begun, the elementary principal will schedule up to one hour per student to meet with the special education staff to review the needs of that IEP student, provided the Teacher did not have the opportunity to attend the student's annual review IEP meeting (applicable to District #205 Teachers only.)
- 29.10 Paraprofessionals are to report to work only on days when students are in attendance, except for the first Teachers' institute day of the year and one designated in-service day. The only exception is Pre-K instructional aides due to the specific nature of their position and the need for them to participate in home visits prior to students' arrival. The Pre-K aides will also be required to work not more than four evening events per school year and will be paid for the hours worked. Authorization to work extended hours to assist with student's IEP's, staffings, or re-evaluations and Parent/Teacher Conference Days may be given when deemed to enhance a student's educational opportunities and may include days when students are not in attendance with prior approval of the Superintendent, Special Education Director, Personnel Director or their designee.
- 29.11 For those Paraprofessionals assigned to individual students, when that student is absent, the program attendant shall call and notify the KWSED office immediately. For short term absences the building administrator will utilize his/her abilities within the building. For long-term absences, a discussion will be held between the Employee and the Director of Special Education regarding the possibility of another assignment, taking into consideration the proximity of the present assignment.
- 29.12 All employed full-time Paraprofessionals and program supervisors shall be entitled minimally to a restroom break in the A.M. and P.M. All employed part-time Paraprofessionals and program supervisors shall be entitled minimally to a

restroom break in the A.M. or P.M. respective to their workday. These breaks shall be mutually determined by the supervising Teacher and the Employee.

29.13 Living Skills needs include special feeding, feeding through tubes, toileting, diaper changing, and assisting with hygiene needs that are not considered medical procedures. The nurse will provide specific training applicable to the students' healthcare plans. Knox Warren Paraprofessionals may be required to perform any of these tasks.

- Medical needs include, but are not limited to medications, pulse ox, oxygen masks, suctioning, inserting feeding tubes, catheterization, diabetic procedures or medical concerns tied to specific diagnosis. These should be performed by medically trained professionals.
- Paraprofessionals and other staff monitor students' health situations per the health care plans.

### **30. ORGANIZATIONAL PRIVILEGES GRANTED TO BARGAINING AGENT**

30.1 The President of the GEA shall notify the Superintendent of Schools at least five (5) working days prior to the date of released time to perform the business of the GEA. The GEA agrees to pay for any substitute Teacher that is required. Released time shall not disrupt the continuity of instruction.

30.1a The President of the GEA shall be released ½ day (including preparation period) for bargaining unit GEA duties at no loss of salary, fringe benefits, or seniority. The administration in consultation with the President shall determine the release schedule.

Release time may not be scheduled on teacher institutes, parent conferences or professional development days except with the approval of the Superintendent or as otherwise permitted by this Agreement. In an emergency situation additional time may be approved by the Superintendent. The President shall be considered a full-time teacher with respect to the Illinois TRS, all fringe benefits, and placement on the salary schedule. Every attempt will be made to return the President to his/her same assignment following his/her term of office.

30.2 The GEA may send a maximum of eight (8) representatives at any given time to local, state, or national conferences, and with no more than forty (40) absences in any given year. Said representatives shall be excused providing the GEA reimburses the Board for the full cost of the substitutes for any school year; and further providing the frequency does not impair the quality effect of classroom instruction, and providing that said request for leave has been submitted to the Superintendent for approval two (2) weeks prior to the leave.

30.2a All Teachers shall have at least one (1) duty-free preparation period per day. Beginning with the 2014-2015 school year Specials teachers will be employed to instruct the kindergarten students during kindergarten teachers' plan times.

**31. NO STRIKE PROVISION**

31.1 Any Employee who engages in a strike or concerted effort to render less than full and complete service during the term of his agreement shall be subject to immediate dismissal.

**32. HOLIDAYS**

32.1 Employees shall not be required to work on holidays specified in the Illinois School Code, as amended from time to time. Winter Break, Spring Break, and summer periods shall be as established by the Board of Education of the district to which the employee is assigned. Employees assigned to individual students may be required to work additional days to the extent required by an IEP.

The following shall be deemed paid holidays for hourly employees:

▪ Labor Day	▪ Columbus Day
▪ Veterans Day	▪ Thanksgiving Day
▪ If Veterans Day falls on a workday	
▪ Friday after Thanksgiving	▪ Christmas Eve
▪ Christmas Day	▪ New Year's Eve
▪ New Years Day	▪ Martin Luther King Day
▪ President's Day	▪ Pulaski Day
▪ Good Friday	▪ Memorial Day

*Hourly employees shall be paid one additional day during winter break selected by the Board*

Hourly employees will work on Pulaski Day and/or Columbus Day when the adopted school calendar designates them as student attendance days and the affected employees will receive an extra day of pay during the pay period in which the holiday falls.

**33. DURATION OF AGREEMENT**

34.1 This Agreement shall be in effect from August 01, 2014, through July 31, 2018.

**Appendix  
A-1**

**SALARY 2014-2015**

	BA	BA+12	BA+21	BA+30	MA	MA+12	MA+21	MA+30	MA+39
1	35,074	36,203	37,331	38,461	39,587	40,716	41,844	42,973	44,101
2	36,493	37,622	38,750	39,879	41,007	42,135	43,264	44,391	45,520
3	37,912	39,039	40,169	41,295	42,425	43,553	44,681	45,809	46,937
4	39,331	40,459	41,586	42,715	43,844	44,972	46,101	47,228	48,356
5	40,749	41,876	43,005	44,133	45,261	46,391	47,517	48,646	49,776
6	42,167	43,296	44,423	45,552	46,681	47,808,	48,938	50,065	51,194
7	43,586	44,713	45,842	46,970	48,100	49,226	50,356	51,484	52,613
8	45,041	46,132	47,261	48,389	49,516	50,646	51,733	52,903	54,030
9	46,421	47,552	48,680	49,808	50,936	52,064	53,193	54,322	55,449
10	47,841	48,969	50,096	51,226	52,354	53,483	54,611	55,738	56,868
11	47,841	48,969	50,096	51,226	52,354	53,483	54,611	55,738	56,868
12	47,841	48,969	50,096	51,226	52,354	53,483	54,611	55,738	56,868
13	49,260	50,389	51,580	52,644	53,774	54,901	56,029	57,157	58,286
14	50,679	51,805	52,934	54,063	55,191	56,319	57,447	58,576	59,703
15	52,096	53,225	54,353	55,482	56,609	57,738	58,866	59,994	61,124
16	53,514	54,643	55,771	56,898	58,028	59,156	60,284	61,413	62,540
17	54,934	56,062	57,190	58,318	59,446	60,574	61,704	62,830	63,960
18	56,352	57,479	58,608	59,735	60,864	61,995	63,122	64,251	65,378
19	57,770	58,900	60,026	61,156	62,283	63,412	64,540	65,668	66,797
20	59,187	60,316	61,444	62,624	63,716	64,869	65,959	67,113	68,267
21	59,187	60,316	61,444	64,620	65,754	66,946	68,070	69,261	70,452
22	59,187	60,316	61,444	64,620	67,858	69,088	70,248	71,478	72,706
23	59,187	60,316	61,444	64,620	68,978	71,299	72,496	73,765	75,032
24	59,187	60,316	61,444	64,620	68,978	71,722	74,574	76,125	77,434
25	59,187	60,316	61,444	64,620	68,978	71,722	74,574	77,372	79,911
26	59,187	60,316	61,444	64,620	68,978	71,722	74,574	77,372	80,171
0-20+	59,187	60,316	61,444	64,620	68,978	71,722	74,574	77,372	80,171

**NOTE:** Progression to the next step on the salary schedule relates to an additional year of experience.

## Appendix A-2

### SALARY 2015-2016

	BA	BA+12	BA+21	BA+30	MA	MA+12	MA+21	MA+30	MA+39
1	35,250	36,384	37,518	38,653	39,785	40,920	42,053	43,188	44,321
2	36,676	37,810	38,944	40,078	41,212	42,346	43,480	44,613	45,748
3	38,102	39,234	40,369	41,502	42,637	43,771	44,904	46,039	47,172
4	39,528	40,661	41,794	42,929	44,063	45,197	46,331	47,464	48,598
5	40,952	42,086	43,220	44,354	45,487	46,623	47,755	48,889	50,025
6	42,377	43,513	44,645	45,780	46,914	48,047	49,183	50,315	51,450
7	43,804	44,973	46,071	47,205	48,340	49,472	50,608	51,741	52,876
8	45,266	46,363	47,497	48,630	49,764	50,899	52,032	53,167	54,301
9	46,653	47,790	48,923	50,058	51,191	52,324	53,459	54,593	55,727
10	48,080	49,213	50,347	51,482	52,616	53,750	54,884	56,017	57,152
11	49,506	50,641	51,838	52,907	54,043	55,175	56,310	57,443	58,577
12	49,506	50,641	51,838	52,907	54,043	55,175	56,310	57,443	58,577
13	49,506	50,641	51,838	52,907	54,043	55,175	56,310	57,443	58,577
14	50,932	52,064	53,199	54,333	55,467	56,601	57,734	58,869	60,001
15	52,357	53,491	54,625	55,759	56,893	58,027	59,160	60,294	61,429
16	53,782	54,916	56,050	57,183	58,318	59,452	60,585	61,720	62,853
17	55,209	56,342	57,476	58,610	59,743	60,877	62,012	63,145	64,280
18	56,634	57,766	58,901	60,034	61,168	62,305	63,437	64,573	65,705
19	58,059	59,194	60,326	61,462	62,594	63,729	64,863	65,996	67,131
20	59,483	60,618	61,751	62,937	64,034	65,194	66,289	67,449	68,608
21	59,483	60,618	61,751	64,944	66,082	67,281	68,410	69,608	70,804
22	59,483	60,618	61,751	64,944	68,197	69,434	70,600	71,835	73,070
23	59,483	60,618	61,751	64,944	69,323	71,656	72,859	74,133	75,407
24	59,483	60,618	61,751	64,944	69,323	72,081	74,947	76,506	77,821
25	59,483	60,618	61,751	64,944	69,323	72,081	74,947	77,759	80,310
26	59,483	60,618	61,751	64,944	69,323	72,081	74,947	77,759	80,571
0-20+	59,483	60,618	61,751	64,944	69,323	72,081	74,947	77,759	80,571

**NOTE:** Progression to the next step on the salary schedule relates to an additional year of experience.

**Appendix A-3**

**SALARY 2016-2017**

	BA	BA+12	BA+21	BA+30	MA	MA+12	MA+21	MA+30	MA+39
1	35,426	36,566	37,705	38,846	39,984	41,124	42,263	43,404	44,543
2	36,859	37,999	39,138	40,278	41,419	42,558	43,698	44,836	45,977
3	38,292	39,430	40,571	41,709	42,850	43,990	45,129	46,269	47,408
4	39,725	40,864	42,003	43,143	44,284	45,423	46,563	47,702	48,841
5	41,157	42,296	43,436	44,575	45,714	46,856	47,994	49,134	50,275
6	42,589	43,730	44,868	46,009	47,149	48,288	49,429	50,567	51,707
7	44,023	45,161	46,301	47,441	48,582	49,720	50,861	52,000	53,140
8	45,493	46,594	47,735	48,874	50,013	51,154	52,292	53,433	54,572
9	46,886	48,029	49,168	50,308	51,447	52,586	53,726	54,866	56,005
10	48,320	49,460	50,599	51,740	52,879	54,019	55,158	56,297	57,438
11	49,754	50,894	52,097	53,172	54,313	55,451	56,591	57,730	58,870
12	51,187	52,325	53,465	54,605	55,744	56,884	58,023	59,163	60,301
13	51,187	52,325	53,465	54,605	55,744	56,884	58,023	59,163	60,301
14	51,187	52,325	53,465	54,605	55,744	56,884	58,023	59,163	60,301
15	52,619	53,759	54,898	56,038	57,177	58,317	59,456	60,595	61,736
16	54,051	55,191	56,330	57,469	58,610	59,749	60,888	62,028	63,167
17	55,485	56,624	57,763	58,903	60,042	61,181	62,322	63,460	64,601
18	56,917	58,055	59,196	60,334	61,474	62,616	63,754	64,896	66,033
19	58,349	59,490	60,628	61,769	62,907	64,047	65,187	66,326	67,467
20	59,781	60,921	62,060	63,251	64,354	65,520	66,620	67,786	68,951
21	59,781	60,921	62,060	65,268	66,413	67,617	68,752	69,956	71,158
22	59,781	60,921	62,060	65,268	68,538	69,781	70,953	72,194	73,435
23	59,781	60,921	62,060	65,268	69,669	72,014	73,223	74,504	75,784
24	59,781	60,921	62,060	65,268	69,669	72,441	75,322	76,888	78,210
25	59,781	60,921	62,060	65,268	69,669	72,441	75,322	78,147	80,712
26	59,781	60,921	62,060	65,268	69,669	72,441	75,322	78,147	80,974
0-20+	59,781	60,921	62,060	65,268	69,669	72,441	75,322	78,147	80,974

**NOTE:** Progression to the next step on the salary schedule relates to an additional year of experience.

**Appendix A-4**



**SALARY 2017-2018**

	BA	BA+12	BA+21	BA+30	MA	MA+12	MA+21	MA+30	MA+39
1	35,603	36,749	37,894	39,041	40,184	41,330	42,475	43,621	44,765
2	37,043	38,189	39,334	40,480	41,626	42,770	43,916	45,060	46,207
3	38,484	39,627	40,774	41,918	43,065	44,209	45,354	46,500	47,645
4	39,924	41,069	42,213	43,359	44,505	45,650	46,796	47,940	49,085
5	41,363	42,508	43,654	44,798	45,943	47,090	48,234	49,379	50,526
6	42,802	43,949	45,093	46,239	47,384	48,529	49,676	50,820	51,966
7	44,244	45,387	46,533	47,678	48,825	49,968	51,115	52,260	53,406
8	45,720	46,827	47,973	49,118	50,263	51,410	52,553	53,700	54,845
9	47,121	48,269	49,414	50,559	51,704	52,849	53,995	55,140	56,285
10	48,562	49,707	50,852	51,998	53,143	54,289	55,434	56,579	57,725
11	50,002	51,148	52,358	53,438	54,585	55,728	56,874	58,019	59,165
12	51,443	52,586	53,732	54,878	56,023	57,168	58,313	59,459	60,603
13	52,882	54,028	55,172	56,318	57,463	58,609	59,753	60,898	62,045
14	52,882	54,028	55,172	56,318	57,463	58,609	59,753	60,898	62,045
15	52,882	54,028	55,172	56,318	57,463	58,609	59,753	60,898	62,045
16	54,321	55,467	56,611	57,756	58,903	60,048	61,193	62,338	63,483
17	55,762	56,907	58,052	59,198	60,342	61,487	62,634	63,778	64,925
18	57,201	58,345	59,492	60,636	61,781	62,929	64,073	65,220	66,364
19	58,641	59,787	60,931	62,078	63,222	64,368	65,513	66,658	67,804
20	60,080	61,226	62,370	63,568	64,676	65,847	66,954	68,125	69,296
21	60,080	61,226	62,370	65,595	66,745	67,956	69,096	70,305	71,514
22	60,080	61,226	62,370	65,595	68,881	70,130	71,307	72,555	73,802
23	60,080	61,226	62,370	65,595	70,018	72,374	73,589	74,877	76,163
24	60,080	61,226	62,370	65,595	70,018	72,804	75,698	77,273	78,601
25	60,080	61,226	62,370	65,595	70,018	72,804	75,698	78,538	81,116
26	60,080	61,226	62,370	65,595	70,018	72,804	75,698	78,538	81,379
0-20+	60,080	61,226	62,370	65,595	70,018	72,804	75,698	78,538	81,379

**NOTE:** Progression to the next step on the salary schedule relates to an additional year of experience.

**INSTRUCTIONAL SUPPORT STAFF (Paraprofessionals)****2014 – 2015 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2014-2015	9.75	10.03	10.31	10.59	10.86	11.43	11.98

**2015 – 2016 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2015-2016	9.80	10.08	10.36	10.65	10.92	11.48	12.04

**2016 – 2017 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2016-2017	9.85	10.13	10.41	10.70	10.97	11.54	12.10

**2017 – 2018 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2017-2018	9.90	10.18	10.47	10.75	11.03	11.60	12.16

Any persons who have moved off Step 7 shall have their hourly rate increased by \$.60 per hour, per year. If minimum wage increases, the contract will be opened for the sole purpose of bargaining paraprofessional and supervisor wages.

**PROGRAM SUPERVISOR**

**2014 – 2015 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2
2014-2015	11.93	12.38

**2015 – 2016 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2
2015-2016	11.99	12.44

**2016 – 2017 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2
2016-2017	12.05	12.50

**2017 – 2018 SALARY SCHEDULE (HOURLY)**

YEAR	STEP 1	STEP 2
2017-2018	12.11	12.56

Any persons who have moved off Step 2 shall have their hourly rate increased by \$.60 per hour, per year.

**APPENDIX B**

*Committee pay for this contract is established at \$18.50 per hour.*

*The index for each position will be applied towards the following 92% of base salary. A longevity step will be established for all differentials for those who have been in that position for five or more consecutive years. Vertical movement in a like activity will not result in a loss of pay.*

	<i>STEP A</i>	<i>STEP B</i>
<i>2014-2015</i>	<i>\$32,268</i>	<i>\$33,566</i>
<i>2015-2016</i>	<i>\$32,430</i>	<i>\$33,734</i>
<i>2016-2017</i>	<i>\$32,592</i>	<i>\$33,903</i>
<i>2017-2018</i>	<i>\$32,755</i>	<i>\$34,072</i>

**GHS DIFFERENTIALS:**

Yearbook	9.83%
Budget Advisor	9.83%
Co-Student Council Advisor	12.00%
Co-Student Council Advisor	12.00%
Class Advisor-Freshman	2.20%
Class Advisor-Sophomore	2.20%
Class Advisor-Junior	2.20%
Class Advisor-Senior	2.18%
Class Sponsor-Senior	2.20%
Project Graduation (2 Co-Sponsors – 3.50% each)	7.00%
Art Club	4.00%
National Honor Society	2.00%
AFS Advisor	1.00%
V.I.C.A.	2.07%
Scholastic Bowl Coach	2.18%
Asst. Scholastic Coach	1.09%
Speech Coach	2.18%
Jets/Teams Coach	1.00%
Foreign Language-French	1.00%
Foreign Language-German	1.00%
Foreign Language-Spanish	1.00%
Tomorrow’s Teachers	1.00%
Key Club	1.75%
Math Club	1.00%
Stage Call Advisor	1.00%
Youth In Government	4.37%
Gadets	8.74%
Athletic Ticket Manager	15.73%
Concessions	8.00%
Director Of Bands	26.60%

Assoc. Director Of Bands	20.00%
Asst. Director of Bands	13.30%
Director Of Choirs	15.00%
Asst. Director Of Choirs	2.20%
Stage & Lighting (per hour)	.04838%
Musical Production Director	6.57%
Musical Production Technical Director	4.35%
Musical Production Vocal Director	3.92%
Musical Production Instrumental Director	2.59%
Drama Production Director	6.99%
Drama Production Technical Director	5.25%
Building Technology Specialist	10.00%
Speech Team Advisor	2.18%
Color Guard	10.00%
Special Education Paraprofessional Coordinator	7.00%
Department Chairpersons Base X .015 Plus \$100 Per FTE Supervised	

**GHS/ATHLETIC DIFFERENTIALS:**

**% Base**

Boys Varsity Baseball	19.18%
Boys Asst. Varsity Baseball	11.32%
Boys Sophomore Baseball	11.51%
Boys Freshman Baseball	11.12%
Girls Softball	19.18%
Girls Asst. Softball	11.32%
Girls Freshman Softball	11.12%
Boys Varsity Basketball	27.40%
Boys Asst. Varsity Basketball	16.17%
Boys Sophomore Basketball	16.44%
Boys Asst. Sop Basketball	10.49%
Boys Freshman Basketball	15.89%
Boys Asst. Fresh Basketball	15.07%
Girls Varsity Basketball	27.40%
Girls Asst. Varsity Basketball	16.17%
Girls Sophomore Basketball	16.44%
Girls Freshman Basketball	15.89%
Girls Asst. Fresh Basketball	15.07%
Boys Varsity Football	26.03%
Boys Asst. Varsity Football	15.36%
Boys Asst. Varsity Football	15.36%
Boys Asst. Varsity Football	15.36%
Boys Sophomore Football	15.62%
Boys Asst. Sophomore Football	14.32%
Boys Asst. Sophomore Football	14.32%

Boys Freshman Football	15.10%
Boys Asst. Freshman Football	14.32%
Boys Asst. Freshman Football	14.32%
Boys Varsity Track	19.18%
Boys Asst. Track	11.32%
Boys Asst. Track	11.32%
Boys Asst. Track	11.32%
Boys Cross Country	13.70%
Girls Cross Country	13.70%
Girls Track	19.18%
Girls Asst. Track	11.32%
Girls Asst. Track	11.32%
Girls Asst. Track	11.32%
Boys Varsity Wrestling	19.18%
Boys Asst. Wrestling	11.32%
Boys Asst. Wrestling	11.32%
Boys Swimming	16.44%
Asst. Boys Swim Coach	9.70%
Girls Swimming	16.44%
Asst. Girls Swim Coach	9.70%
Boys & Girls Diving Coach	15.00%
Boys Tennis	13.70%
Boys Assistant Tennis	8.08%
Girls Tennis	13.70%
Girls Assistant Tennis	8.08%
Boys Golf	13.70%
Girls Golf	13.70%
Girls Varsity Volleyball	16.44%
Girls Sophomore Volleyball	9.70%
Girls Freshman Volleyball	9.54%
Boys Varsity Soccer	16.44%
Boys Asst. Soccer	9.70%
Freshman Soccer Coach	9.54%
Girls Varsity Soccer	16.44%
Girls Assistant Varsity Soccer	9.70%
Girls Bowling	10.96%
Cheerleading (Football)	10.96%
Cheerleading (Basketball)	10.96%
Varsity Letter Winner	2.20%
Intramural Supervisor	4.37%
Jr High Student Council Advisor	2.00%
Computer Club	1.50%

**CHURCHILL JR. HIGH DIFFERENTIALS:**

Newspaper Advisor	1.75%
Jr. High Media Coordinator	2.19%

Jr. High Year Book Advisor	4.37%
Jr. High Cadet & Concert Band	1.75%
Jr. High Symphonic Band	2.50%
Jr. High Choir	4.25%
8 <sup>th</sup> Grade Jazz Band (Combined)	3.00%
Jr. High Drama Director	5.25%
Art Club Sponsor	1.75%
Family Math Program Sponsor	4.37%
Math Counts Sponsor	1.50%
Building Technology Specialist	10.00%
Success Coordinator	1.75%
Junior High/Middle School Builders Club	1.50%
Geography Bowl	1.50%
Language Arts Department Chair	4.50%
Social Studies Department Chair	4.50%
Math Department Chair	4.50%
Science Department Chair	4.50%
Related Arts Department Chair	4.50%
Physical Education Department Chair	4.50%
Special Education Department Chair	4.50%
6 <sup>th</sup> Grade Team Leader	6.30%
7 <sup>th</sup> Grade Team Leader	6.30%
8 <sup>th</sup> Grade Team Leader	6.30%
Encore Team Leader	6.30%
P.E. Team Leader	6.30%

**CHURCHILL ATHLETIC DIFFERENTIALS:**

Soccer	6.00%
Cheerleading	4.00%
Head Track	6.00%
Asst. Track	4.50%
Asst. Track	4.50%
Asst. Track	4.50%
Jr. High Cross Country	5.00%
Boys 7 <sup>th</sup> Grade Basketball	10.00%
Boys 8 <sup>th</sup> Grade Basketball	10.00%
Girls 7 <sup>th</sup> Grade Basketball	10.00%
Girls 8 <sup>th</sup> Grade Basketball	10.00%
Boys 8 <sup>th</sup> Grade Head Football	9.50%
Boys 8 <sup>th</sup> Grade Asst Football	7.13%
Boys 7 <sup>th</sup> Grade Head Football	9.50%
Boys 7 <sup>th</sup> Grade Asst. Football	7.13%
Boys Wrestling	9.50%
Boys Assistant Wrestling	7.13%
8 <sup>th</sup> Grade Volleyball	7.00%
7 <sup>th</sup> Grade Volleyball	7.00%

**LOMBARD JR HIGH DIFFERENTIALS:**

Jr. High Student Council Advisor	2.00%
Computer Club	1.50%
Newspaper Advisor	1.75%
Jr. High Media Coordinator	2.19%
Jr. High Yearbook Advisor	4.37%
Jr. High Cadet & Concert Bands	1.75%
Jr. High Symphonic Band	2.50%
Jr. High Choir	4.25%
Jr. High Drama Director	5.25%
Success Coordinator	1.75%
Building Technology Specialist	10.00%
Geography Bowl	1.50%
Lombard Little Helpers	2.00%
Math Counts Sponsor	1.50%
English Department Chair	4.50%
Social Studies Department Chair	4.50%
Math Department Chair	4.50%
Science Department Chair	4.50%
Related Arts Department Chair	4.50%
Physical Education Chair	4.50%
PBIS Coordinator	6.30%
6 <sup>th</sup> Grade Team Leader	6.30%
7 <sup>th</sup> Grade Team Leader	6.30%
8 <sup>th</sup> Grade Team Leader	6.30%
Encore Team Leader	6.30%
Physical Education Team Leader	6.30%

**LOMBARD ATHLETIC DIFFERENTIALS:**

Soccer	6.00%
Cheerleading	4.00%
Head Track	6.00%
Asst. Track	4.50%
Asst. Track	4.50%
Asst. Track	4.50%
Jr. High Cross Country	5.00%
Boys 7th Grade Basketball	10.00%
Boys 8th Grade Basketball	10.00%
Girls 7th Grade Basketball	10.00%
Girls 8th Grade Basketball	10.00%
Boys 8th Grade Head Football	9.50%
Boys 8th Grade Asst Football	7.13%
Boys 7th Grade Head Football	9.50%
Boys 7th Grade Asst. Football	7.13%
Boys Wrestling	9.50%



Boys Assistant Wrestling	7.13%
8 <sup>th</sup> Grade Volleyball	7.00%
7 <sup>th</sup> Grade Volleyball	7.00%

**DISTRICT DIFFERENTIALS:**

Rif Coordinator	3.83%
District Fine Arts Coordinator	5.79%
Affirmative Action Coordinator	9.00%

**ELEMENTARY DIFFERENTIALS:**

<b>Elementary Choir:</b>	
Cooke	2.20%
Gale	2.20%
King	2.20%
Nielson	2.20%
Steele	2.20%
Silas Willard	2.20%

**BUILDING TECHNOLOGY SPECIALISTS:**

Cooke	10.00%
Gale	10.00%
King	10.00%
Nielson	10.00%
Steele	10.00%
Silas Willard	10.00%

**FIFTH GRADE BOYS BASKETBALL:**

Cooke	1.25%
Gale	1.25%
King	1.25%
Nielson	1.25%
Steele	1.25%
Silas Willard	1.25%

**FIFTH GRADE GIRLS BASKETBALL:**

Cooke	1.25%
Gale	1.25%
King	1.25%
Nielson	1.25%
Steele	1.25%
Silas Willard	1.25%

**GEOGRAPHY BOWL:**

Cooke	1.50%
Gale	1.50%
King	1.50%

Nielson	1.50%
Steele	1.50%
Silas Willard	1.50%
<b>DARE CLUB ADVISOR:</b>	
Cooke	1.00%
Gale	1.00%
King	1.00%
Nielson	1.00%
Steele	1.00%
Silas Willard	1.00%
<b>STUDENT COUNCIL ADVISOR:</b>	
Cooke	1.50%
Gale	1.50%
King	1.50%
Nielson	1.50%
Steele	1.50%
Silas Willard	1.50%
<b>YEARBOOK ADVISORS:</b>	
Cooke	2.50%
Gale	2.50%
King	2.50%
Nielson	2.50%
Steele	2.50%
Silas Willard	2.50%
<b>KWSED DIFFERENTIALS:</b>	
Coordinator of Pre-School Activities	5.00%
Coordinator of Speech/Language Services	5.00%
Coordinator of BD/Private Placement	5.00%

**PROFESSIONAL EVALUATION PLAN\***

\*Please go to [Galesburg205.org](http://Galesburg205.org) website – Employment – Professional Evaluation Plan

Dave Sharp, GEA President

Luendon Jackson, GEA Chief Negotiator

Date: 9/18/14

For the Board of Education, School District No. 205, Knox-Warren Counties, Illinois.

Michael D. Quinlan, Board President

[Redacted Signature], Board Member

Natalie M. Kenler, Board Member

Date: 8/28/14

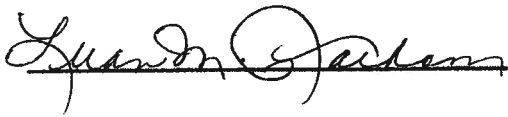
**MEMORANDUM OF UNDERSTANDING**  
**Salary Schedule Committee**

This Memorandum of Understanding is part of the current Collective Bargaining Agreement between the Board of Education of Community Unit School District No. 205 and the Galesburg Education Association.

The Board agrees to develop a Salary Schedule Committee made up of 5 GEA members as appointed by the GEA president and 5 district members as appointed by the Superintendent. The committee will meet a minimum of 13 occasions within the following 10 months to discuss and develop recommendations related to the current salary structure with the goal of creating a new salary schedule. The new schedule must be approved by both the GEA and Board.

Galesburg Education Association:

CUSD #205 Board of Education:

  
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Date: 9/18/14

Date: 9/25/14

**MEMORANDUM OF UNDERSTANDING**  
**Student Growth**

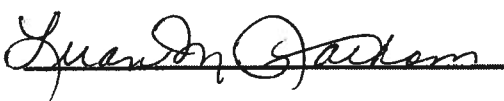
This Memorandum of Understanding is part of the current Collective Bargaining Agreement between the Board of Education of Community Unit School District No. 205 and the Galesburg Education Association.

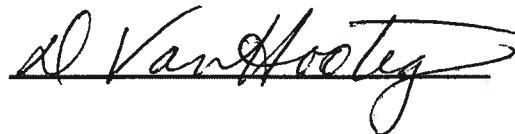
It is hereby declared to be the mission of the Board of Education of Galesburg Community District NO. 205 (hereafter "the board") that the board desires in the student growth component of its evaluation tool should not exceed 25% in the first year and second year of implementation and 30% of the evaluation plan thereafter. When choosing the components of the student growth model, it is the Board's desire that those choices have minimal negative impact on student growth results. The board does hereby declare that it will identify its desire to those representatives it chooses to appoint to the Performance Evaluation Reform Act-required (Illinois Public Act 96-861) Evaluation Joint Committee (hereafter "the committee"), and that, while discussions as to the implementation of student growth are understood to be the exclusive jurisdiction of the committee, the board will encourage its representatives on the committee to abide by the board's desire as doing so is in the best interest of the staff, the board, the community and the students of Galesburg School District.

This memorandum shall self-destruct whenever the Joint Committee completes its work or upon the State's deadline for implementation, whichever comes first.

Galesburg Education Association:

CUSD #205 Board of Education:

  
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Date: 9/18/14

Date: 9/25/14

# MEMORANDUM OF UNDERSTANDING RIF (Reduction in Force)

This Memorandum of Understanding is part of the current Collective Bargaining Agreement between the Board of Education of Community Unit School District No. 205 and the Galesburg Education Association.

It is hereby declared to be the mission of the Board of Education of Galesburg Community District NO. 205 (hereafter "the board") that the board desires for the school years of 2014-2015 and 2015-2016 that Grouping Four for the purposes of Reduction In Force is made up of certified staff with the following summative evaluation ratings:

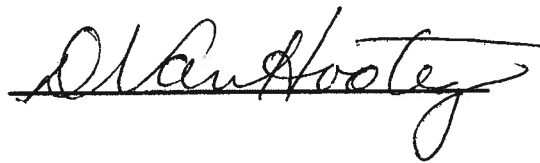
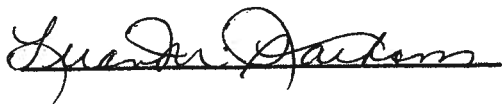
- 2 summative evaluations with Distinguished ratings, but no evaluations marked summatively Needs Improvement or Unsatisfactory; or
- 1 summative evaluation at the Distinguished level and 1 rating at the Proficient level, but no evaluations marked summatively Needs Improvement or Unsatisfactory.

The board does hereby declare that it will identify its desire to those representatives it chooses to appoint to the Senate Bill 7-required (Illinois Public Act 97-8) Reduction In Force Joint Committee (hereafter "the committee"), and that, while discussions as to the groupings definitions for Reduction In Force purposes are understood to be the exclusive jurisdiction of the committee, the board will encourage its representatives on the committee to abide by the board's desire as doing so is in the best interest of the staff, the board, the community and the students of Galesburg School District.

This memorandum shall self-destruct no later than June 15, 2016.

Galesburg Education Association:

CUSD #205 Board of Education:



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Date: 9/18/14

Date: 9/25/14