

RECOGNITION

1. For the purpose of negotiating wages, hours, and conditions of employment, for Beecher Community Unit School District 200-U, Beecher, Will County, Illinois, the Board of Education of the same (hereinafter referred to as the “District,” “Employer,” or “Board”), hereby recognizes the Beecher Education Association/IEA-NEA (hereinafter referred to as the “Association”), as the exclusive bargaining representative for all regularly employed certified personnel (hereinafter referred to as “Employees,” “Teachers,” or “Bargaining Unit Members”), but specifically exclude the Superintendent, Principals, and Director of Special Education Services.
2. For the regular school year calendar, no agreement, understanding, consideration, or interpretation which alters, varies, waives, or modifies any of the terms of conditions contained herein shall be made with any Employee or group of Employees by the Employer or any of the Employer’s agents or representatives unless it has been made, ratified, and agreed to in writing by the Employer and the Association. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein.

EFFECT OF AGREEMENT

1. This Agreement constitutes Board policy for the term of said agreement, and the Board and Association shall carry out the commitments contained herein and give them full force as Board policy.
2. The parties agree that their undertakings in this Agreement are mutual. Any previously adopted policy, rule, or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

MAINTENANCE OF STANDARDS

1. All conditions of employment shall be maintained at the average standards in effect in the District at the time this Agreement is signed, unless such conditions shall be improved for the benefit of Bargaining Unit Members or are required by the express provisions of this Agreement, or unless the financial conditions of the District are significantly diminished. If some services must be cut, the items will be listed by priorities and presented to the Association for its review and comment. This Agreement shall not be interpreted or applied to deprive Bargaining Unit Members of advantages heretofore enjoyed unless expressly stated herein.
2. The duties, excepting extra-curricular, of any Bargaining Unit Member or the responsibilities of any position in the Bargaining Unit will not be substantially altered, increased, or transferred to a person not a member of the Association without prior negotiation with the Association.

GENERAL ASSOCIATION RIGHTS

1. The Association President and each Building Representative may pick up, at the high school office, the packets for regular and adjourned Board meetings on the Friday before the Monday meeting. An officer of the Association shall be notified of any special meeting.
2. At its request, the Association will be placed on the agenda to consult with and to make recommendations to the Board prior to adoption of motions concerning any changes in fiscal,

budgetary, or tax programs, construction programs, considered or proposed annexation, consolidation or revision of educational policies or procedures, or reduction in force.

3. The Board agrees to attempt to furnish to the Association all available information concerning the financial resources of the District and other such information and will reasonably assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of Bargaining Unit Members and their clients, together with information which may be necessary to the Association to process any grievance or complaint.
4. Within thirty (30) days of ratification of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association for its distribution to each Bargaining Unit Member in the District.
5. The Association and its representatives shall have the right to use school buildings and facilities with approval of the building principal.
6. Duly authorized representatives of the Association and up to five (5) members of respective affiliates shall be permitted to transact official Association business on school property during lunch time or after school hours. Such meetings shall not interfere with the building schedule.
7. The Association representative shall be granted release time without loss of pay or benefits. Such release time shall not exceed three (3) days per school year, and the Association will pay for the substitute.

BOARD RIGHTS

It is understood and agreed that the Board possesses and retains the sole right and authority conferred upon and invested in it by the statutes and Constitutions of the State of Illinois and the United States to operate and direct the affairs of the District. Input from the Association before Board decisions are made will be welcomed and considered.

These rights include:

1. To determine its goals, functions, policies, and all standards of service.
2. To plan, direct, control, and determine the operations or services to be conducted by the District.
3. To determine the methods, means, organizational structure, and personnel to be employed at any time in carrying out the District's goals.
4. To hire and dismiss all Employees subject to the provisions of the law.
5. To assign, transfer, or promote Employees to various positions within the District.
6. To establish programs and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, as deemed necessary or advisable to the Board.
7. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of all Employees, including extra-curricular assignments.
8. To direct the working forces and maintain executive, management, and administrative control of the School District.
9. To change equipment or facilities.

10. Any subcontracting relationships formed by the Board shall not be interpreted to invest in such subcontractors or their Employees the status of assignees of the rights of this Agreement; nor shall the same be deemed to invest in such subcontracting agencies the status of co-employer with the Board. No subcontracting can be done during the regular school day without mutual consent of the Board and the Association.

TEACHER ASSIGNMENT

1. All Employees shall be given written notice of their building assignments, class/subject assignments for the forthcoming year not later than the last Employee workday of the school year.
2. No changes in the Employee's assignments may be made later than the last day of the school year unless it is by Employee request or such a change is necessitated by the Teacher or student need. In the case of an involuntary change after the last day of the school year, the Association and any Employee affected shall be notified in writing within ten (10) calendar days of knowledge of such a change and no later than thirty (30) days before the beginning of the new teaching year, and, upon request of the Employee/Association, the change shall be promptly reviewed between the superintendent and his/her representative and the Employee affected and a representative of the Association.

Upon request, any Employee affected by an involuntary transfer shall either be released from his/her contract or be granted a leave of absence not to exceed one (1) year, if a replacement can be secured.

3. Employees shall not be assigned outside the scope of their teaching certificate(s) without Board and Association agreement.
4. Employees who are assigned to more than one school, if at all possible, shall have their schedules arranged so that travel time does not infringe upon the traveling Employee's lunch period or preparation period.

TEACHER WORK YEAR

The teacher work year will consist of 181 full days.

TEACHER WORKING CONDITIONS

1. The regular workday shall commence at 8:10 a.m. and conclude at 3:45 p.m. Teachers will be expected to have student/parent conferences outside the regular school hours if no other times can be arranged. The time will be mutually agreed upon by the teacher and parent.
2. Teachers will receive not less than a 30-minute, duty-free lunchtime or an amount of time equal to that of their students.
3. Any class assignment scheduled outside of the normal school day (8:10 a.m. – 3:45 p.m.) must be approved both by the building principal and the superintendent. The selected staff member will be compensated based on their placement on the salary schedule. A class period is defined as a period of instruction equivalent to the class period in the regular school day. Compensation will be calculated based at a rate of 1/6 of the staff member's placement on the salary schedule.

4. Teachers may volunteer to serve on school-related committees. If more participants are needed, teachers will be required to serve on an equal and rotating basis. It is understood that no teacher will have to serve on more than one committee.

Committees that receive release time may not receive a stipend.

a. School Improvement Committee	\$450.00
b. Textbook Committee	\$115.00
c. Mentors	\$400.00
d. Peer Mediation	\$200.00
e. Handbook Committee	\$115.00
f. Game Supervision	\$60.00
g. Scholastic Bowl Reader	\$ 20.00
h. School-to-Work	\$400.00
i. ACT Prep	\$130.00
j. Explore	\$ 60.00
k. Summer In-Services (half-day)	\$ 60.00
l. PowerSchool Trainers	\$200.00
m. JH Detention (per session)	\$ 32.00
n. HS Detention (per session)	\$32.00
o. Elementary Lunch Supervisor	\$1,500.00
p. Elementary Summer School	\$1,800.00
q. JH Summer School	\$1,800.00
r. HS Summer School (per session)	\$1,320.00
s. Crisis Team	\$200.00
t. JH Grade Level Detentions	\$125.00 per quarter
u. JH/HS Math Contest Proctor	\$ 25.00
v. JH/HS Math Contest Grader	\$ 40.00
w. District Newsletter Editor	\$300.00 per issue

Stipend amounts for any newly created committees will be negotiated through the Association.

5. Teachers will be compensated for period subbing, staffings, or other meetings which cause the teacher to lose planning time. Compensation will be at the rate of:
 - a. 0-30 minutes \$7.10
 - b. 31-60 minutes \$14.15
 - c. 61-90 minutes \$21.20
6. New teachers to the District who are required to attend a “new teacher orientation” in addition to the 181 contract days, shall receive a \$50.00 stipend.
7. If a classroom teacher is asked by the Administration to move to a new location, the teacher shall be responsible to pack his/her personal belongings. The District will provide packing materials and will be responsible to physically pack and move District owned materials and contents to the new location. Once District materials have reached the new location, the Employee will be responsible for the unpacking and organizing of both personal and District belongings.
8. All graduate credit hours will count toward horizontal advancement on the salary schedule. The teacher must file requests for salary adjustments for degree(s) earned and course(s) taken with the Superintendent by September 30th. Requests for salary adjustments for teachers who complete a graduate level degree at mid-point during the school year must be filed with the Superintendent by January 31st. The request must be supported by an official transcript. Complete requests filed by September 30th shall receive the full horizontal step increment beginning October 31st.

Complete requests filed by January 31st shall receive one-half (1/2) the horizontal step increment beginning February 28th.

To be considered for advancement, teachers must submit a District provided notification form to the Superintendent, giving notice of their enrollment in a graduate course prior to the beginning of the class. Teachers must enroll in classes that are in the field of education and must earn the letter grade of "B" or higher to be eligible for advancement.

SCHOOL CALENDAR

1. The school calendar shall consist of 186 days, of which 176 will be student attendance days, three (3) will be institute days, one (1) will be a School Improvement Day, one (1) will be a Parent-Teacher Conference Day, and five (5) will be emergency days. Unused emergency days will be subtracted from the calendar and shall not become workdays for teachers.
2. The Association shall appoint three (3) representatives to meet with the Superintendent to formulate the school calendar. If the Superintendent and Association cannot agree on such joint recommendation, the Association representatives may submit their own recommendation to the Board concurrently with that of the Superintendent.

FACULTY MEETINGS

The Principal or Superintendent may schedule a meeting once per month with no less than 48 hours notice. Meeting notification will be presented in writing and distributed through Employees' district provided mailboxes. It will be expected that all Employees attend such meetings. If an Employee is unable to attend a meeting, the Employee shall give advance written notification of his/her building Administrator.

It is understood that early release days in the school calendar have been scheduled to replace mandatory monthly meetings, however it may be necessary to schedule meetings in the event topics arise that cannot be addressed on early release days. Meetings are not to exceed one (1) hour.

JOB SECURITY

1. District Seniority
 - a. Seniority shall be defined as the length of a Bargaining Unit Member's continuous, full-time service within the District and Employee becomes a member of the Bargaining Unit. Such service shall be computed from the first day of current, uninterrupted employment within the District. The "first day" shall be defined as the day upon which duties are first performed.
 - b. Employees who are promoted or transferred out of the Bargaining Unit and subsequently return to the Bargaining Unit without a break in service shall have their seniority computed from their first day of original employment. New Administrators will not be credited with seniority credit for time spent outside the Bargaining Unit.
 - c. In the event District seniority is equal between members of the Bargaining Unit, the following procedures are to be utilized as a tie breaker:
 - i. Previous experience credit inside and outside the District which is allowed for credit on the salary schedule.

- ii. Education beyond the Bachelor's degree which is allowed as credit on the salary schedule.
 - iii. Number of credit hours in the field.
 - iv. Establishment of a split position with the consent of both parties.
 - v. Drawing of lots.
2. Reduction in Force

If the number of positions must be reduced, the Board shall establish seniority by the following formula: Each teacher will be credited with one (1) point for each allowed year of experience, one (1) point for each year taught in the field of the vacancy, and one (1) point for each credit hour in the field of the vacancy.

FULL-TIME EMPLOYEES

1. Full-time Employees, if reduced, will retain their tenure.
2. Seniority shall be accrued in proportion to the number of hours taught during the working day.
3. Fringe benefits shall be paid in proportion to the Employee's contracted hours. Full-time Employees who are reduced will retain their previous hospitalization compensation.
4. Full-time teaching positions:
 - a. A full-time position at the high school shall consist of three (3) classes and one (1) plan per day.
 - b. A full-time position at the junior high school shall consist of five (5) classes, one (1) supervision, and one (1) plan per day, or, four (4) classes, two (2) supervisions, and one (1) plan per day.
 - c. A full-time position at the elementary school shall consist of six (6) teaching hours and one (1) plan per day.

PART-TIME EMPLOYEES

1. With the approval of their principal, part-time Employees may elect to attend institutes or to remain in their buildings on their regular schedules.
2. Salary and seniority shall be accrued in proportion to the number of hours taught during the working day.

PLACEMENT OF MATERIALS IN FILE

1. The Board believes in the tenets of progressive discipline and therefore will not discipline an Employee without having just cause and will use a progressive discipline procedure. Such procedure shall include verbal and written warnings. This procedure shall not prevent the Board from taking immediate action for unusual or severe circumstances.
2. Should any material derogatory to an Employee's conduct, service, character, or personality be placed in his/her personnel file, the Employee shall receive a copy of the materials within five (5) school days and acknowledge that he/she has read such material by affixing his/her signature to

the actual copy to be filed. The signing of the material signifies that the Employee has been shown the material but does not necessarily indicate agreement with the material's content. No material which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may be added to the Employee's file.

VACANCIES AND VOLUNTARY TRANSFERS

Teaching and Certified Support Staff

1. During the school year, anticipated vacancies shall be posted on a designated bulletin board at both buildings on the same day. All vacancy notices shall contain the qualifications of the position, its duties, and rate of compensation. Employees interested in such positions should apply in writing to the Superintendent. Decisions in filling these vacancies shall be based upon experience, education, evaluations, and needs of the District.
2. Qualified District personnel could be in competition for a position with qualified people from outside the District. However, in filling vacancies within the District, the District accepts the principle of District seniority, if the factors in article one are relatively equal.
3. When the regular school is not in session (summer, winter break, spring break), vacancies which occur will, in addition to articles one and two, follow the procedures listed below:
 - a. The Superintendent, or designated Administrator, will provide notification of a vacancy to all members of the bargaining unit via the Alert Now System.
 - b. Interested Employees shall have the responsibility of contacting the Administration, indicating interest in said position within three (3) working days after the Administration's contact with the Association.

PAID LEAVE

1. A full-time, tenured Employee shall be entitled to twelve (12) days of paid sick leave per year, which shall accumulate up to 340 days. Full-time Employees hired during the year shall be entitled to a pro-rata share of such paid sick leave based on the portion of the year for which they are employed. Untenured Teachers will receive ten (10) days of paid sick leave per year.
2. Part-time Employees who work the equivalent of at least one-half day each day of the week throughout the school year shall be entitled to a pro-rata share of such paid sick leave based on the portion of a full day's equivalency for which they are employed. Part-time Employees hired during the year shall be entitled to a pro-rata share of this proportionate paid sick leave based on the portion of the year for which they are Employees.
3. Accumulated paid sick leave may be used in case of parental leave, personal illness, quarantine at home, or serious illness of anyone residing in the Employee's household or immediate family. Immediate family shall be defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, or legal guardian. Employer may request a written physician's excuse if Employee is absent more than three (3) consecutive days.
4. Leave with full pay shall be allowed for bereavement absence due to the death in the immediate family (as defined above) of the Employee according to the following guidelines:

- a. Bereavement leave with full pay for school days shall be granted for a period not to exceed three (3) calendar days.
 - b. There shall be no accumulation of bereavement leave from one school year to the next.
 - c. The three (3) days shall not be deducted from the accumulated days of sick leave.
 - d. Days used for bereavement shall not roll over into sick days at the end of the school year.
 - e. If bereavement leave extends past three (3) days, the extra days shall be deducted from the Employee's accumulated sick days.
5. A teacher may donate a maximum of two (2) sick days in a given school year to any teacher or teachers, who in the case of *extended* personal illness, quarantine at home, or serious illness or death of anyone residing in the Employee's immediate family and/or household, have depleted their own accumulated sick and personal leave.

If an employee wishes to request an additional sick day or days, they may do so according to the following guidelines:

- a. Requests for additional sick days must be presented in writing to the building Principal and Superintendent. The Employee must provide rationale, which explains their request for additional days. The District may request relevant documentation to verify the legitimacy of the Employee's request.
- b. Upon approval, the District shall make the Bargaining Unit aware of the Employee's request for additional sick days.

If an employee wishes to donate a sick day or days to another employee, they may do so according to the following guidelines:

- a. Employees must sign-up to donate sick days in the District Office. The chronological order of the sign-up sheet will indicate which Employees' days will be transferred to the recipient, and which Employees' days will not be transferred should the requested number of sick days be met.
 - b. The District will provide Employees with written confirmation of transferred sick days.
 - c. Any contributed sick day or days shall remain in the possession of the receiving Employee for the duration of ONE school year provided said days are only used for reasons directly related to the original request.
 - d. Any day or days that have been contributed to but not used by the receiving Employee shall be returned to the contributing Employee at the end of the school year.
6. Two (2) personal days shall be granted to each Employee. Personal days will not be granted on workshop days and may not be used before or after a holiday within the school year. Unused personal days will be rolled over into sick days at the end of each school year. Once personal days have been depleted, sick days may not be used as personal days or a daily pay deduction will result. Personal days are defined as a period of time during the contracted school day used for personal business not including illness. Only fifteen (15%) percent of teaching staff per building may be granted personal leave per day.

To request a personal leave, the Employee must complete and submit a request form that shall be made available by the District. Request for personal leave shall be submitted at least forty-eight (48) hours in advance to the respective building principal. Emergency situations that require personal leave will be addressed confidentially should they arise.

7. Absence due to injury or illness incurred in the course of the Bargaining Unit Member's employment shall not be charged against the Bargaining Unit Member's sick leave days, provided that the Employee shall pay to the Employer the salary insurance received under the Illinois Worker's Compensation Act for the duration of such absence.
8. All employees covered by this Agreement shall be notified of unused sick days. Notifications will appear either on employee check stubs, and/or paper documentation to be included with employee check stubs. Notifications will be given four (4) times per year: at the beginning of the school year, October 31st, February 28th, and at the end of the school year.

UNPAID LEAVE

1. Temporary Disability Leave

- a. All Employees who are unable to perform their duties due to a temporary illness or incapacity shall first be required to exhaust all paid leave benefits provided by the Family and Medical Leave Act to which they are entitled before they apply for an unpaid Temporary Disability Leave.

A temporary illness or capacity is defined as any physical or mental condition which prevents the performance of an Employee's duties for a period of not more than twelve (12) months following the last day for which said Employee was entitled to receive pay.

- b. A notification for such leave shall be made in writing to the Board and shall be accompanied by a certificate from the applicant's attending physician verifying that he/she is unable to perform his/her assigned duties due to a temporary illness or incapacity as herein defined.

An Employee who makes application in accordance with this section shall be entitled to unpaid Temporary Disability Leave for a maximum duration of twelve (12) months following the last day for which he/she was entitled to receive pay.

- c. If an Employee is unable to return to the full performance of his/her duties following the expiration of a Temporary Disability Leave, he/she shall be deemed permanently disabled, and his/her employment and tenure with the District shall be terminated.

2. Parental Leave

- a. A tenured Employee who is pregnant shall be entitled to unpaid Parental Leave after use of benefits provided by the Family and Medical Leave Act. Except in cases of emergency, such an Employee who seeks a Parental Leave shall so notify the superintendent in writing at least sixty (60) days prior to the date on which she requests such leave begin.
- b. A male tenured Employee shall be entitled to an unpaid Parental Leave after use of benefits provided by the Family and Medical Leave Act. Except in cases of emergencies, such an Employee shall notify the superintendent of his desire to take such leave at least sixty (60) days prior to the date on which he requests his leave to begin.
- c. A tenured Employee adopting an infant child (i.e., one [1] year of age or less) shall be entitled to an unpaid Parental Leave after the use of benefits provided by the Family and Medical Leave Act to fulfill the requirements of adoption. Said Employee shall notify the Superintendent in writing of his/her desire to take such leave and, except in cases of emergency, shall give such notice at least sixty (60) days prior to the date on which his/her leave is to begin.
- d. Parental Leave shall extend to the last school day of the school year during which the leave commenced. If such leave amounts to less than three (3) months, such an Employee shall be

entitled to Parental Leave for an additional school year if requested. Additional Parental Leave for less than a full school year may be granted in special cases.

- e. An Employee on Parental Leave shall notify the Board in writing of his/her intention of whether or not to return to work no later than sixty (60) days before the close of school in the year the leave expires. Failure to so notify the Board shall constitute a resignation from the District.

3. Unpaid Leave for Professional Growth

- a. A leave of absence of up to one (1) year shall be granted to any Employee for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher Corps, or Job Corps as a work program related to his/her professional responsibilities. Upon return from such a leave, an Employee shall be placed at the same position on the salary schedule as he/she would have been had he/she worked in the District during such period.
- b. A leave of absence of up to one (1) year shall be granted to any Employee for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities. Upon return from such a leave, an Employee may or may not be placed at the same position on the salary schedule as he/she would have been had he/she worked in the District during such period.
- c. Only one Employee, each year, shall be granted such a leave. A written application shall be made one semester before the anticipated leave, and the Employee must agree in writing to return to the District for at least one year after the leave. A promissory note of \$500.00 shall be deposited by the individual to cover such an agreement.

4. Effect of Unpaid Leave

Unless specifically provided otherwise in the preceding sections, the effects of taking Unpaid Leave shall be as follows:

- a. An Employee's tenure (if any) and accumulated sick leave (if any) shall not be lost as a result of taking an approved Unpaid Leave. Service credit shall accumulate for purposes of advancement on the salary schedule and determining seniority within the District based upon the percentage of days worked.
- b. Except as provided for by the Family Medical Leave Act, Employees on Unpaid Leave may continue, at their own expense, to be enrolled in the District's health insurance program providing that there is agreement upon the part of the Board approved insurance company and provided that a pre-dated check for premium costs is in the business office thirty (30) days prior to the premium due date. Failure to meet these deadlines will result in cancellation of this privilege.
- c. Employees on Unpaid Leave may not expect to return to service prior to the expiration of the leave granted, unless by mutual consent.
- d. Employees on Unpaid Leave shall be subject to honorable dismissal from the District to the same extent as are active Employees.
- e. Upon the expiration of his/her Unpaid Leave, an Employee who has not resigned or otherwise been terminated shall be assigned to his/her previous position if at all possible and if not disruptive to the educational process. Reassignment would be supported by written reasons.
- f. An eligible teacher shall make every possible effort to schedule planned medical treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider.

- g. If an eligible teacher begins leave:
 - i. more than five (5) weeks prior to the end of an academic term, the superintendent may require the leave to extend to the end of the academic term if the leave is of at least three (3) weeks and the return to employment would occur during the three (3) weeks before the end of the academic term;
 - ii. less than five (5) weeks prior to the end of the academic term, the superintendent may require the leave to extend to the end of the academic term if the leave is greater than two (2) weeks and the return to employment would occur during the two (2) week period before the end of the academic term; and
 - iii. less than three (3) weeks prior to the end of the academic term, the superintendent may require the leave to extend to the end of the academic term if it is greater than five (5) working days.
- h. In the event the Family and Medical Leave Act is repealed in whole or in part, then this section of this article shall, as of the date of the repeal, no longer be in force and effect.

JURY DUTY

Any Employee called for jury duty, subpoenaed to testify, or requested to attend any judicial or administrative matter shall suffer no loss of contractual benefits.

NO STRIKE

During the term of this Agreement, the Association shall not engage in a strike against the District, and, in turn, the Board shall not engage in a lockout against the Employees.

SEPARABILITY

1. If any provisions of this Agreement or any application of this Agreement to any Bargaining Unit Member is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
2. It is further agreed that within ten (10) days of receipt of notification of such findings by any court of competent jurisdiction, negotiations shall commence for the purpose of reaching agreement on the affected matter.
3. If within twenty (20) days after negotiations have begun, and no agreement has been reached, the matter shall be referred to binding arbitration under the rules and regulations of the American Arbitration Association. The salary schedule and monetary fringe benefits will not go to binding arbitration unless by mutual consent of the Association and the Board.
4. All understandings, awards/agreements reached and ratified under this procedure shall be reduced in writing, signed by each party, and made a part of the collective bargaining agreement.

ADDITIONAL EMPLOYEE BENEFITS

1. Employee salaries will be based upon the salary schedule included in this document and any extra-curricular reimbursement. The salary schedules include teacher's retirement.
2. Requests for extended contracts will be presented by the Association. Extended contracts will be prorated according to the salary schedule.
3. The Board will reimburse Employees who obtain additional semester hours in their present teaching field (applied toward an advanced degree) or other course work deemed by the Administration to be beneficial or necessary to the District, i.e. computer application in the classroom, at the maximum rate of one hundred forty dollars (\$140.00) per semester hour for tuition only. The total is not to exceed the cost of the course.

Workshops approved by the building principal and course work not in an Employee's present teaching field but related to education will be reimbursed at the maximum rate of sixty-five dollars (\$65.00) per credit or semester hour. The total is not to exceed the cost of the course.

The Board will reimburse Employees who are enrolled in an approved Master's Degree Program at the maximum rate of two hundred twenty-five dollars (\$225.00) per credit hour, or 50% of the cost of the credit hour, whichever is higher. The reimbursement shall be for tuition only, and is not to exceed the cost of the course.

To be eligible for Master's Degree and other graduate level reimbursement, the Employee must enroll in a Master's Degree program that is either approved by the Illinois State Board of Education, and/or accredited by the North Central Association of Colleges and Schools or NCATE (National Council for Accreditation of Teacher Education). Exceptions may be made pending Administrative approval of specialized programs not accredited by one of the aforementioned agencies on an individual basis.

Reimbursement for classes other than workshops will be at the September and January Board meetings. Bills must be presented to the building principal eight (8) days before those Board meetings. Workshops will be reimbursed at the Board meeting following successful completion of the workshop, if not prepaid at registration. Bills must be presented to the building principal eight (8) days before the Board meeting.

Certification Professional Development Units (CPDU's) can be obtained during District-sponsored workshops and classes. Credits will be applied to the salary schedule.

4. Teaching experience from other Public School Districts will be fully accepted for the first five (5) years. The District will not place any teacher on a step higher than their verifiable public school experience.
5. Employees will be reimbursed for gas/mileage when using their own vehicles for school business. The amount of gas/mileage reimbursement shall comply with current IRS guidelines (\$.585 per mile as of summer, 2008).
6. **INSURANCE**
 - a. The Board shall provide all employees covered by this Agreement with one hundred (100%) percent single insurance coverage, inclusive of any and all premium increases, for the duration of this contract.
 - b. The plan shall be the Lincolnway Area Employee Benefit Plan No. 1100 with a deductible of one-hundred fifty (\$150.00) dollars.
 - c. The Board and Association shall establish a joint Insurance Committee to monitor costs, investigate trends/options, and if necessary, make recommendations for changes. The

committee shall be comprised of two (2) persons appointed by the Association and two (2) persons appointed by the Board. Recommended changes may be implemented upon the approval and agreement of both the Association and the Board.

- d. The Board will continue to offer a flex plan per Section 125 of the Internal Revenue Service Code with respect to insurance premiums, dependent care, and medical costs. If at any such time Section 125 or related Regulations are amended, the Insurance Committee shall promptly revise the plan to comply with the amendment.
- e. Any and all employee premiums will be deducted on a pretax basis through payroll deduction.

7. 403(b)

Employees will have the opportunity to participate in 403(b) annuity plans approved in the Managerial Plan. The District, through a Third Party Administrator (Gatekeeper), will monitor 403(b) plans. The annual monitoring fee for each participant of a 403(b) is \$3.00 per month, or \$36.00 per year. Any increase in monitoring fees of a participant will be absorbed by the District. This fee will be deducted monthly from the participant's contribution. In the event that a participant's annuity vendor absorbs the fee no deduction will occur. A Managerial Plan will be furnished by the District to all 403(b) plan participants.

8. PAY DATES

Employees may elect to be paid in either 12 or 24 equal payments. Paychecks will be issued on the 15th or the 1st and the last day of each month. If these dates fall on a non-working day, paychecks will be issued on the preceding working day. In case of emergency calendar changes, these pay dates will be adhered to for all Employees.

RETIREMENT

The District shall offer a retirement incentive program to any staff member who is eligible to retire with 34 years of creditable service in TRS and a minimum of 55 years of age, or 60 years of age with less than 34 years of creditable service. Employees participating for one (1) year must notify the Superintendent of their intent by certified mail no later than July 1st preceding their last year of teaching. Employees choosing to participate for two (2) years must notify the Superintendent of their intent by certified mail no later than the July 1st preceding their last two (2) years of teaching. Participating Employees shall be entitled *annually* to:

- 1. A six (6%) percent salary increase. The said six (6%) percent salary increase shall be based solely on the Employee's preceding year's TRS creditable earnings, and provided that the Employee will perform the same duties as the prior year.
- 2. A fourteen (14%) percent retirement incentive payment. The fourteen (14%) percent incentive payment shall be based solely on the preceding year's TRS creditable earnings, and shall be made to the employee on the first pay period following the final paycheck of the Employee's final year of employment.
- 3. Forty (\$40.00) dollars per unused sick day beyond 170 accumulated days or days used for retirement, with a maximum of 100 days of reimbursement, or a maximum of \$4,000.00. Payment shall be made to the Employee on the first pay period following the final paycheck of the Employee's final year of employment.

The Board of Education will authorize that four (4) Employees may receive the retirement package(s) each year based on seniority. The Board of Education and the retiring Employee shall enter into a written

agreement outlining the dollar amount and projected pay date of retirement incentive payments and compensation for unused sick days. Said agreements must be approved by the Executive Board of the BEA/IEA/NEA and the Board of Education within ninety (90) days of the Employees' declaration of retirement.

EARLY RETIREMENT OPTION (ERO)

Teachers who choose the early retirement option (ERO) will not be eligible for the (age 55 with 34 years of service, or age 60 with less than 34 years of service) retirement package. However, teachers choosing the ERO shall be entitled to receive \$100.00 per year for each year of service in the Beecher School District if said teacher has continuous service for at least 15 years.

TRS rules limit the number of teachers eligible for ERO in any school year to ten (10%) percent of eligible retirees, determined by seniority. To be eligible for ERO, a member must be between the ages of 55 and 60 and have at least 20 but fewer than 35 years of service.

TEACHERS RETIREMENT SYSTEM (TRS)

Employee creditable earnings include (but are not limited to) the following compensation items for active TRS members:

Salary for regular contractual teaching duties, period subbing compensation, extra-duty compensation (must be related to teaching or an academic program, require certification, or involve the supervisor of students), earnings for summer school, contributions to qualified plans eligible for tax-deferral, and contributions to flex benefit plans.

To report creditable earnings to TRS, Beecher Community School District 200U uses the "salary reduction method." Under this method, creditable earnings are equal to the indicated salary schedule/extra-duty schedule/stipend amount.

The current contribution to TRS is 9.4% (tax-sheltered). The District shall withhold the said 9.4 percent member contribution from the member's total combined salary and remit the contribution to TRS.

Taxable earnings are the creditable earnings less the retirement contribution.

Example:

Salary schedule amount	\$	10,000.00
Extra-duty pay	+	<u>500.00</u>
Creditable earnings	\$	10,500.00
9.4 percent contribution	x	<u>.094</u>
Contribution to be remitted	\$	987.00
Creditable earnings	\$	10,500.00
Less 9.4 percent contribution	-	<u>987.00</u>
Taxable earnings	\$	9,513.00

EXTRA DUTY

Experience from other Public School Districts with regard to coaching and/or organization sponsorship will be fully accepted for placement on the Extra Duty schedule. The District will not place any coach or

sponsor on a step higher than their verifiable Public School experience. Experience will not be accepted for working with youth leagues, private teams, club teams, community organizations, and the like.

A copy of the Extra Duty Evaluation Plan shall be included in the contract.

Compensation for additional or newly created Extra-Duty positions will be negotiated through the Association.

FAIR SHARE AGREEMENT

It is recognized that the Association is the exclusive bargaining representative for all regularly employed certified personnel. For the purpose of wages, benefits, and conditions of employment, the Association shall entail expenses which appropriately are shared by all employees who are beneficiaries of said Agreement. To this end:

1. Each bargaining unit member, 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 Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues for services rendered.
2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Employer shall deduct the fair share fee from the wages of the non-member.
3. Such fee shall be paid to the Association by the Employer no later than ten (10) days following deduction.
4. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - a. The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a part if it so desires, and
 - b. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available on both trial and all appellate levels.
5. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article. It is expressly understood that this saves 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 Employer or the Employer's imperfect execution of the obligations imposed upon it by this Article.
6. The obligation to pay a fair share will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with a strength of traditional religious views, objects to the payment of a fair share to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

GRIEVANCE PROCEDURE

1. Definitions

- a. A grievance shall be any claim by the Association or any Employees that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement.
- b. All time limits consist of school days, except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then the time limits shall consist of all weekdays.

2. Procedures

The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the Employee or the Association, a grievance may be processed as follows:

- a. STEP I - The Employee or the Association may present the grievance in writing to the building Principal, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, and the building Principal shall be present for the meeting (Note #5). Within five (5) days of the meeting, the grievant and the Association shall be provided with the Principal's written response including the reasons for the decision.
- b. STEP II - If the grievance is not resolved at Step I, then the Association may refer the grievance to the Superintendent or the Superintendent's designee within fifteen (15) days after receipt of the Step I answer. Class grievances or grievances above the building level may be initially filed by the Association at Step II. The Superintendent shall arrange with the Association representative for a meeting to take place within five (5) days of the Superintendent's receipt of the appeal or filing. Each party shall have the right to include in its representation such witnesses and counselors, as it deems necessary. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for his decisions.
- c. STEP III - If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the day for the STEP II answer, then the grievance shall be deemed withdrawn.
 1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator, which were not previously disclosed to the other party.
 2. The arbitrator shall have no power to alter the terms of this Agreement.
 3. Bypass to Arbitration - If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
 4. Association Participation - Employee Represented - The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no Employee shall be required to discuss any grievance if the Association's representative is not present.

5. Association Participation - Employee Not Represented - When an Employee is not a member of the Association, the Association shall reserve the right to have its representative present, beginning at STEP II, to state its views at the remaining stages of the grievance procedure.
6. Board Administrative cooperation - The Board, Administration, and Association shall reasonably cooperate in the investigation of any grievance.
7. No Reprisals Clause - No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.
8. Release Time - Should the investigation or processing of any grievance require that an Employee or an Association representative be released from his/her regular assignment, the Employee or Association representative shall be released without loss of pay or benefits. However, Employees or Association representatives will not be excused without loss of pay or benefits from instructional and planning periods unless mutually agreed to by both parties. Any meetings scheduled outside the District will result in no loss of pay or benefits to the Employee or Association representative.
9. Filing of Materials - All records related to a grievance shall be filed separately from the personnel files of the Employees.
10. Grievance Withdrawal - A grievance may be withdrawn at any level without establishing precedent.
11. No Written Response - If no written response has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.
12. AAA Rules - At the request of either party, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.
13. The fees and the expense of the arbitrator shall be shared equally by the parties. Each party will be responsible for its own additional expenses.

DURATION OF AGREEMENT

This Agreement shall be effective as of August 25, 2008, and shall expire August 25, 2011, unless extended for a specific period or periods by mutual agreement of the parties or is replaced by a Successor Agreement. Salary Schedules, which became effective as of August 25, 2007, shall continue in effect until August 25, 2010.

The negotiation procedures will be in effect each year for a limited agenda. Between March 1 and May 1 of each year, the Board and the Association will establish an agenda. The Association and the Board can each reopen discussion on monetary matters, except the Salary Schedules, for the duration of this contract until bargaining begins for successor agreements, and on one article in the contract. Each side may also introduce one new topic for consideration and any other topic of mutual consent.

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is in reference to Extra-Duty compensation (pg.14).

To be eligible for high school Extra-Duty credit, the coach/sponsor must have prior experience from a high school recognized by the IHSA, or a comparable organization of another state. No other experience will be recognized for high school credit on the Extra-Duty salary schedule.

Advancement on the Extra-Duty salary schedule will proceed with additional years of District experience.

If a coach or sponsor deems it necessary to have an assistant or extra assistant, a written request to the principal and athletic director stating reasons why the assistant is needed is required. The principal will consider the request and make a recommendation to the Board of Education.

PROCEDURES

Except for the Salary Schedules the Board agrees to begin negotiations with the Association over a Successor Agreement no later than May 1, 2011. The Board further agrees to begin negotiations with the Association over the Salary Schedules no later than May 1, 2010. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may call upon professional and lay representatives to assist in the negotiations.

Each party shall select its own representatives. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals, and make concessions in the course of negotiations.

There shall be two (2) signed copies of any final Agreement. One (1) copy shall be retained by the Board and one (1) by the Association.

Within thirty (30) days after the Agreement is signed, copies of this Agreement shall be copied at the expense of the Board and presented to each Employee now employed, hereafter employed or considered for employment. In addition, the Board shall provide the Association five (5) copies of the Agreement.

President, Beecher Education Association

Board President, District 200-U

GUIDELINES FOR VISITATION OF BEECHER SCHOOL DISTRICT 200U CLASSROOMS

Classroom visitations by parents/guardians are welcomed and encouraged. All classroom visitation requests must be submitted well in advance so that they can be accommodated in a manner which minimizes classroom disruption and allows for the purpose of the visit to be the focus.

Prior to the visit the visitor should complete the attached request form, submit it to the office, and participate in a pre-visitation conference with the teacher and an administrator at least two (2) school days prior to the visit.

The following guidelines should be followed:

- a. check in at the school office prior to the visit;
- b. plan to visit no more than one class session per day;
- c. remain seated in a place designated by the teacher;
- d. review materials designated by the teacher only;
- e. refrain from conversation with faculty and students that would disrupt the learning environment;
- f. visits from one student's parents/guardians will be limited to one visit per week. A teacher will not have more than two (2) visits per week scheduled in order to avoid disruption of the learning environment.

A post-visitation conference with the teacher and administrator may be requested by any party involved.

VISITOR: Please fill out each section of the attached form.

I would like to visit Beecher Elementary / Beecher Junior High School / Beecher High School (circle one) to observe:

Mr./Ms. _____'s _____ class on _____ at _____.
(teacher) (grade level, subject area) (date) (time)

The purpose of my visit is:

Visitor's name (please print) _____

Visitor's signature _____ Date ____ / ____ / ____

Pre-visitation conference held on: ____ / ____ / ____

Teacher's signature

Administrator's signature

BEA rep. – if present

Visitor's signature

Post-visitation conference held on: ____ / ____ / ____

Teacher's signature

Administrator's signature

BEA rep. – if present

Visitor's signature

BEECHER SCHOOL DISTRICT 200U

Guidelines for Coaches

1. There will be no practices or activities scheduled on Sundays without principal or athletic director's approval (not mandatory).
2. Running and conditioning will be conducted in areas where the safety of the students is a top priority avoiding hazardous streets and roads.
3. All practices and changes in set practices must be submitted in writing to the Athletic Director at least two weeks prior.
4. There will be no practices on Thanksgiving, Christmas, New Years Day, and Easter Sunday.
5. Open gyms will not take priority over the practice times of sports that are currently in season. Athletes that are currently in a sport will not participate in open gyms until that sports season has ended.
6. Coaches are required to have two copies of the transported students list available for the bus driver on every trip.
7. There will be no transporting of participating students in a coach's personal vehicle or allowing students to drive their own vehicles to any contest. (Exceptions may be made by the administration in cases when it is necessary, prearranged, and parent signatures are on file).
8. Students may ride home with parents/guardians from any contest using established procedures.
9. A coach/sponsor will be on the bus to and from all contests.
10. A coach will be in attendance at all practices and whenever any open gym is taking place.
11. If school is cancelled or dismissed only because of weather, there will be no practices on that day (Jr. High School only).
12. Budget requisitions will be submitted to the Athletic Director by the last day of school.
13. Coaches will maintain good communication with parents/guardians making sure that all the necessary paperwork is completed at the appropriate time. This would include, in writing, coaches team expectations and rules.
14. Coaches will be responsible for the issuing, collecting, inventory, and storage of all equipment and uniforms.
15. Coaches will see that all school rules are followed, including those that are found in the Beecher Junior High School Student Handbook.
16. Coaches will remain at school after practices and games until all students/athletes have been picked up.
17. Any time that a student/athlete quits a sport, they will not be allowed to compete in another sport without the consent of the coach or athletic director.
18. Coaches will be responsible for making sure that all doors are locked and all lights are turned off before leaving the school when practices or games are held at times when custodians are not on duty.
19. Coaches must be properly attired at all games.
20. All coaches will be evaluated by the athletic director on a yearly basis.

**BEECHER SCHOOL DISTRICT
Coach's Evaluation**

Name of Coach: _____

Assignment: _____

General comments about season:

1-Excellent

2-Satisfactory

3-Unsatisfactory

Professional and Personal Relationships

- _____ 1. Cooperates with the athletic director in regard to submitting participant lists, insurance waivers and copies of physicals, accident reports, and inventories.
- _____ 2. Follows guidelines and rules set up for coaches as well as the code of ethics.
- _____ 3. Develops communication with the coaching staff.
- _____ 4. Is appropriately dressed at practices and games.
- _____ 5. Participates in clinics and other activities to improve coaching performance. Attends meetings necessary to the welfare of the athletic department.
- _____ 6. Develops sound public relations. Cooperates with newspapers, radio, and booster club.
- _____ 7. Understands and follows rules and regulations, set forth by all governing agencies (IESA, IHSA, Kan-Will, River Valley Conference, Board of Education, etc.).
- _____ 8. Participates in parent nights, award nights, and the sport rules meeting.
- _____ 9. Maintains suitable sideline conduct including proper language, at games toward officials, players, and other workers.
- _____ 10. Develops communications with other teachers, administrators, and support personnel.
- _____ 11. Works cooperatively with other coaches to develop a coordinated program.
- _____ 12. Promotes a positive climate within the athletic program.
- _____ 13. Communicates with parents when appropriate.
- _____ 14. Works cooperatively with the athletic director.
- _____ 15. Demonstrates self-control and encourages good relationships with athletes.

General Comments:

Strengths:

Areas targeted for continued improvement:

Number of years in this coaching assignment: _____

Circle One:

Excellent Satisfactory Unsatisfactory

Principal: _____ Date: _____

Athletic Director: _____ Date: _____

Coach: _____ Date: _____

** A signature by the coach in no way implies that the coach agrees with the evaluation, but rather only that he/she has had a chance to review it.

BEECHER SCHOOL DISTRICT 200U

Guidelines for Sponsors

1. There will be no practices or activities scheduled on Sundays without the principal's approval (not mandatory).
2. All practices and changes in set practices must be submitted in writing to the principal at least two weeks prior.
3. There will be no practices or activities on Thanksgiving, Christmas, New Year's Day and Easter Sunday.
4. Coaches/sponsors are required to have two copies of the transported students list available for the bus driver on every trip.
5. There will be no transporting of participating students in a coach's or sponsor's personal vehicle or allowing students to drive their own vehicles to any contest. (Exceptions may be made by the administration in cases when it is necessary, prearranged and parent signatures are on file.)
6. Students may ride home with parents/guardians from any contest/activity using established procedures.
7. A coach/sponsor will be on the bus to and from all contests.
8. A coach/sponsor will be in attendance at all practices and activities.
9. Budget requisitions will be submitted to the principal by the last day of school.
10. Coaches/sponsors will maintain good communication with parents/guardians making sure that all the necessary paperwork is completed at the appropriate time.
11. Coaches/sponsors will see that all school rules are followed, including those that are found in the respective Student Handbooks.
12. Coaches/sponsors will remain at school after practices and activities until all students have been picked up.
13. Any time that a student quits an activity, he will not be allowed to compete in another activity without the consent of both coach/sponsor and principal (High School only).
14. Coaches/sponsors will be responsible for making sure that all doors are locked and all lights are turned off before leaving the school building when practices or activities are held at time when custodians are not on duty.
15. Coaches/sponsors must be properly attired at all times.
16. All coaches/sponsors must be evaluated by the principal on a yearly basis.

**BEECHER SCHOOL DISTRICT 200U
Sponsor Evaluation**

Name of Sponsor: _____ Assignment: _____

General comments about the year:

1-Excellent 2-Satisfactory 3-Unsatisfactory 4-Does Not Apply

Professional and Personal Relationships

- _____ 1. Cooperates with the administration in regard to submitting participant lists, forms, mission slips, etc.
- _____ 2. Follows guidelines and rules set up for sponsors as well as the code of ethics.
- _____ 3. Is appropriately dressed at all activities.
- _____ 4. Attends all necessary meetings.
- _____ 5. Develops sound public relations. Cooperates with newspapers, radio and booster club.
- _____ 6. Participates in parent nights and awards nights.
- _____ 7. Develops communications with other teachers, administrators and support personnel.
- _____ 8. Works cooperatively with other sponsors and/o coaches when necessary.
- _____ 9. Promotes all activities within the school.
- _____ 10. Communicates with parents when appropriate.
- _____ 11. Works cooperatively with the principal.
- _____ 12. Demonstrates self-control and encourages good relationships with students.

General Comments:

Strengths:

Areas targeted for continued improvement:

Number of years in this sponsor assignment: _____

Excellent

Satisfactory

Unsatisfactory

Principal:

Date: _____

Sponsor:

Date: _____

** A signature by the coach in no way implies that the coach agrees with the evaluation, but rather only that he/she has had a chance to review it.

**BEECHER SCHOOL DISTRICT 200U
Teacher Evaluation**

Teacher

Tenured / Non-Tenured

Year
(Indicate year if Non-Tenured)

Evaluator

Date(s) of Observation

Date Evaluation Completed

Year of Next Required Evaluation

Teacher Evaluation

The purpose of this procedure is to meet state requirements and to encourage professional and personal growth and effectiveness. Tenured teachers will be formally evaluated at least every two (2) years. Non-tenured teachers will be evaluated at least twice per year. The first evaluation will occur during the first nine weeks. Informal observations may be requested by either party.

- I. Each September, every teacher will file with the principal a self-assessment form. The teacher will list three (3) goals for self-improvement and specific details of how those goals will hopefully be achieved.
- II. At least two (2) weeks in advance of the formal evaluation, a pre-observation conference will be held.
 - a. The teacher will suggest two (2) classes for visitation and the principal will choose one.
 - b. The teacher will submit the pre-observation plan (see attached form) to be discussed at the conference.
- III. After the formal visitation, the principal will:
 - a. Within one (1) week, return an evaluation copy to the teacher.
 - b. Within two (2) weeks, arrange a post observation conference to discuss the visitation and the teacher's chosen goals.
- IV. Within one (1) week of each informal visitation, a teacher will receive a copy of any comments to be placed in his/her personnel file. The necessary signatures, rights and timelines as explained on page four will apply to both formal and informal visitations.

VISITATION FORM

Each area will be marked Excellent, Satisfactory, or Unsatisfactory. Subtopics may be marked with a plus or zero as applicable or desired.

- | | | EX | SA | UnSA |
|----|--|--------------------------|--------------------------|--------------------------|
| I. | Instructional planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. Maintains daily lesson plans. | | | |
| | b. Has updated curriculum plans on file. | | | |

Comments and supporting details

- | | | EX | SA | UnSA |
|-----|--|--------------------------|--------------------------|--------------------------|
| II. | Instructional methods | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. Uses varied degree of levels of learning | | | |
| | b. Uses individualized and/or small group instruction | | | |
| | c. Effectively uses available equipment | | | |
| | d. Provides and encourages opportunity for student participation | | | |
| | e. Maintains pleasant classroom setting | | | |
| | f. Effectively uses classroom facilities | | | |
| | g. Evaluates student progress | | | |

Comments and supporting details

- | | | EX | SA | UnSA |
|------|---|--------------------------|--------------------------|--------------------------|
| III. | Classroom management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. Shows enthusiasm for subject and students | | | |
| | b. Creates positive attitude toward students and the learning environment | | | |
| | c. Deals with problems effectively | | | |
| | d. Informs administration and parents of problem | | | |
| | e. Keeps adequate grade and attendance records | | | |

Comments and supporting details

	EX	SA	UnSA
IV. Subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Exhibits knowledge of subject			
b. Communicates knowledge in an understandable manner to varying ability levels			
c. Makes subject matter relevant			

Comments and supporting details

	EX	SA	UnSA
V. Personal/Professional Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Demonstrates punctuality, reliability and dependability			
b. Accepts appropriate, constructive criticism and constantly tries to improve			
c. Takes personal responsibility for professional growth			
d. Complies with Board policy, the negotiated contract and the staff handbook regulations			
e. Maintains confidentiality of information			
f. Demonstrates a respectful, tactful and professional attitude			
g. Works cooperatively with teachers, non-certified personnel and administrators			
h. Discusses problems and concerns with proper individuals			
i. Maintains personal appearance appropriate to the position			

Comments and supporting details

	EX	SA	UnSA
VI. Success in meeting objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and supporting details

EX SA UnSA

VII. Progress on Self-Assessment Goals

Comments and supporting details

Teacher's Strengths

Areas in Need of Improvement

EX SA UnSA

OVERALL PERFORMANCE:

If unsatisfactory, a one year remediation plan must be developed by teacher and administrator within thirty (30) days as per State Law.

Signature of Principal

Date

In the event that a teacher disagrees with his/her written evaluation (that it was incomplete and/or inaccurate), the teacher will put his/her objections in writing and have them attached to the evaluation report in his/her file within ten (10) days following the post-observation conference.

GRIEVANCE FORM

**BEECHER EDUCATION ASSOCIATION
SCHOOL DISTRICT 200-U**

School _____ Date _____

Employee's Signature _____

Area of Contract Violated (Articles/Section) _____

Nature of Grievance _____

Relief Sought _____

Level I (Informal Conference) - reply _____

Principal's Signature _____

Date of Informal Conference _____

Reply Acceptable _____

Employee's Signature _____ Date _____

Appealed to Level II _____

Association President's Signature _____ Date _____

Level II - Superintendent's Reply

Superintendent's Signature _____ Date _____

Reply Acceptable

Association President's Signature _____ Date _____

Appeal to Arbitration

Signature

Date

Association President's Signature _____ Date _____

NOTE: Arbitrator's decision to be attached.

BEECHER SCHOOL DISTRICT 200U
PERSONAL BUSINESS DAY REQUEST FORM

Requested Day of Personal Business: _____

- Half Day A.M. P.M. (circle one)
- Full Day

Please complete:

A personal day (not including illness) (Teacher's Contract, pg. 8, "Paid Leave," paragraph 6).

Comments: _____

Date: _____

Employee

- APPROVED
- DENIED

Comments: _____

Date: _____

Building Principal

- APPROVED
- DENIED

Date: _____

Superintendent

Administrator Salary Compensation Report FY2010
Beecher Community Unit School District 200U

<u>Administrator</u>	<u>Position</u>	<u>Contract Months</u>	<u>Base Salary</u>	<u>Pension</u>	<u>Health Insurance</u>	<u>Life Ins.</u>
Obradovich, George	Superintendent	12	\$185,000	9.4%	\$19,868	\$869
Wright, Brian	High School Principal	11	\$72,800	9.4%	\$18,265	\$36
Jennings, John	Junior High Principal	11	\$70,410	9.4%	\$18,265	\$36
Goedke, Linda	Elementary Principal	11	\$85,985	9.4%	\$18,265	\$36
Gordon, GERALYN	Special Education Director	10	\$65,491	9.4%	\$15,328	\$36

<u>Experience (includes 2009-2010)</u>	<u>Current Position</u>	<u>Admin in District</u>	<u>Other Admin</u>	<u>Teaching</u>	<u>Total</u>
Obradovich, George	Superintendent	7	7	23	36
Wright, Brian	High School Principal	4	4	12	20
Jennings, John	Junior High Principal	5	5	6	11
Goedke, Linda	Elementary Principal	9	9	23	32
Gordon, GERALYN	Special Education Director	4	4	26	30

