

PROFESSIONAL AGREEMENT

BETWEEN

GENESEO EDUCATION ASSOCIATION

AND

**GENESEO CUSD #228
BOARD OF EDUCATION**

2020-2023

Table of Contents

Article I	5
RECOGNITION	
1.1 Employee Negotiating Agreement	5
1.2 Teacher Definition	5
Article II	6
EMPLOYEE AND ASSOCIATION RIGHTS	
2.1 Right to Organize and Participate	6
2.2 Right of Representation	6
2.3 Personnel File – Review	6
2.4 Payroll Deductions of Professional Dues	6
2.5 Meetings, Notices, and General Information	7
2.6 Association Meetings – Released Time	7
2.7 Association Leave	7
2.8 School Calendar	7
2.9 Fair Share Agreement	8
Article III	10
PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS	
3.1 Teacher Notification of Assignments	10
3.2 Supplemental Jobs	10
3.3 Payroll Procedure	10
3.4 Teaching Assignments	10
3.5 Planning Periods – Elementary Teachers	10
3.6 Planning Periods – Secondary Teachers	11
3.7 Elementary Supervision	11
3.8 Teacher Work Day	11
Article IV	12
EMPLOYEE EVALUATION	
4.1 Compliance	12
Article V	13
TEACHER LEADERSHIP & MENTORING	
5.1 Team Composition and Purpose	13
5.2 Communication with Association Building Representatives	14
5.3 Leadership Teams Composition and Stipends	15
5.4 Mentoring	15
Article VI	17
EMPLOYEE COMPENSATION AND FRINGE BENEFITS	
6.1 School Year	17
6.2 Payroll Installments	17
6.3 Payday Specified	17
6.4 Life Insurance	17
6.5 Health and Medical Insurance	17
6.6 Retired Teacher Insurance Benefit	17
	2

6.7 Approved Work Days Beyond the Regular 180-Day Work Year	18
6.8 Additional Class Assignment, Secondary – Non-Academic	18
6.9 Additional Class Assignment, Secondary – Academic	18
6.10 Strategies for Academic Success (SAS)	18
6.11 Internal Substitution	18
6.12 Board Payment to Teachers’ Retirement System	18
6.13 Consulting Teacher	19
6.14 Retirement Payment – Service Recognition – Full-Time Teachers	19
6.15 Compensation Calculations for Part-Time Teachers	19
6.16 Part-Time Leave Benefits	19
6.17 District Mileage Reimbursement	19
Article VII	20
LEAVES	
7.1 Sick Leave	20
7.2 Annual Notification of Sick Leave Days Taken	20
7.3 Personal Leave	20
7.4 Parenting Leaves of Absence	21
7.5 Bereavement Leave	22
7.6 Professional Leave	22
7.7 Accident or Injury Leave	22
7.8 Unpaid Leave	22
7.9 Jury Service and Court Appearances	22
7.10 Military Family Leave	22
Article VIII	23
GRIEVANCE PROCEDURE	
8.1 Definitions	23
8.2 Basic Principles	23
8.3 Procedures	23
8.4 Board Investigation	24
8.5 No Reprisal	24
Article IX	25
NEGOTIATION PROCEDURES	
9.1 Scope of Negotiations	25
Article X	26
VACANCIES, TRANSFERS, PROMOTIONS	
10.1 Vacancies, Promotions – Posted	26
10.2 Voluntary Transfers	26
10.3 Involuntary Transfers	26
10.4 Vacancies in Supplemental Jobs – Appendix B – Posted	26
Article XI	27
REDUCTION IN FORCE	
11.1 Procedure	27
Article XII	28
EFFECT OF AGREEMENT	
12.1 Complete Understanding	28
12.2 Board Policies	28
12.3 Individual Contracts	28

12.4 Contract – Distribution	28
12.5 Savings Clause	28
12.6 No Strike – No Lockout	28
12.7 Term of Agreement	29
COMPENSATION	30
Beginning Compensation, 2020-23	30
Educational Advancement Awards	30
EXHIBITS & MEMORANDA	
OUTSIDE THE REGULAR 2020-23 NEGOTIATED AGREEMENT	
EXHIBIT: Mentoring Checklist	32
EXHIBIT: Leadership Team Checklist	33
Leadership Team Agreement	35
APPENDIX B-1, Extra-Curricular Athletics	36
APPENDIX B-2, Extra-Curricular Activities	37

Article I

RECOGNITION

1.1 Employee Negotiating Agreement

The Board of Education of School District No. 228, Henry County, Illinois, (hereinafter referred to as the “Board”), recognizes the Geneseo Education Association (hereinafter referred to as the “Association”), affiliated with the Illinois Education Association and the National Education Association as the sole and exclusive negotiating agent for all regularly employed full-time and part-time certificated personnel except the Superintendent, District Administration, including the District Technologist, and Substitutes, except for those substitutes who work more than the allowable days according to current TRS restrictions for consecutive days (2.9).

1.2 Teacher Definition

The term “teacher” as used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as set forth in the preceding paragraph.

Article II

EMPLOYEE AND ASSOCIATION RIGHTS

2.1 Right to Organize and Participate

Teachers shall have the right to organize, join and assist the Association and participate in professional negotiations with the Board through representatives of their own choosing.

2.2 Right of Representation

When a teacher is required to appear before the Board or before any Board committee concerning any matter which could directly affect the continuation of that teacher in his/her employment, except in an emergency, the teacher shall be given 24 hours prior notice of the reasons for such meeting or interview and the teacher shall be represented by the Association Co-Presidents.

When the dismissal or suspension of a teacher is to be formally discussed with the teacher at a conference called by any school administrator, the teacher shall be given reasonable prior notice of the conference and shall be represented by the Association Co-Presidents. The teacher is responsible for arranging for the representation if so desired. This provision, with respect to administrative conferences, shall not apply to casual interaction between administrators and teachers, nor conferences pursuant to the normal, routine evaluation procedure of the District.

No final disciplinary action shall be initiated against a teacher as a result of a complaint until the teacher has been notified of the complaint. Notification shall take place through an administrative-teacher conference. The teacher shall be represented by the Association Co-Presidents.

In matters where disciplinary action may be taken, the Association member may request the presence of a building representative or officer.

2.3 Personnel File – Review

Each teacher shall have the right, upon request, to review the contents of his/her personnel file. A representative of the Association may be present during the examination of the file if requested by the employee. Such review may be by appointment during normal office business hours, but not including the times when teachers have instructional responsibility, and in the presence of an employee of the Board. Nothing may be removed from the file. The right of review does not extend to college placement or credentials, files or evaluations by colleges, or previous employers.

2.4 Payroll Deductions of Professional Dues

The Board agrees to assist the Association in the collection of professional dues in the following manner:

1. The Association will secure from its members a written authorization for the Board to deduct twenty (20) installments, twice each month, for dues as designated on said form to the GEA-IEA-NEA.
2. Such authorization shall not be revocable for a period that is the lesser of one (1) year or the remainder of the term of this Agreement.
3. The District will make two checks payable to the Association each month, September through June.
4. In the event an Association member wishes to make the entire payment at one time, or by any arrangement other than provided here, the Association will have the member make payments directly to the Association and not involve the Board.

5. The Association agrees to assume the entire responsibility for securing the authorization of its members for the deductions mentioned in the paragraphs above and present the signed authorization cards to the Board no later than September 15.
6. The Board agrees to present to the Association a check for all dues collected from the members no later than twenty (20) days after the issuance of the paychecks.
7. The Association shall indemnify and hold harmless the Board from any and all claims, demand suits and costs incurred in connection with any such claim, demand or suit resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this paragraph.

2.5 Meetings, Notices, and General Information

The Association shall have the right to use school buildings during non-school hours to conduct local Association meetings providing notice is given to the building principal at least twenty-four (24) hours in advance. Use of the school building shall not interfere with or interrupt normal school operation or other uses previously committed. When special custodial services are required, the Board may make a reasonable charge for this service.

The Association shall have the right to use the existing inter-school district facilities and teachers' mailboxes for a reasonable quantity of Association materials, provided that such material shall be properly identified as official Association publications and a copy thereof provided to a district administrator in advance of distribution. The Association building representative shall be responsible for distributing such materials in each of the teachers' mailboxes.

The Association shall have a right to use a bulletin board located in each faculty room for posting official Association notices.

2.6 Association Meetings – Released Time

The Board and the Association shall agree upon calendar dates for no more than three (3) Association meetings. The Association Co-Presidents shall provide the Superintendent with a written list of proposed dates not later than August 15 of each school year. Early release time of forty-five (45) minutes will be provided for the Association members in order that all Association members may attend.

Additional early release dates may be available upon mutual agreement between the Board and Association.

2.7 Association Leave

The Board will allow five (5) Association leave days per year, not to exceed six (6) persons per day. They shall be excused without loss of salary for such purpose providing the Association reimburses the District for the cost of the substitutes and that the frequency of excused leave does not impair the quality of classroom instruction.

2.8 School Calendar

The Board shall have the sole authority to establish the school calendar. The Association, through the office of the Co-Presidents, may submit recommendations as to the development of the calendar. The decision of the Board shall be final.

2.9 Fair Share Agreement

1. Each bargaining unit member may join the Association or pay a fair share fee not to exceed the amount of dues uniformly required of Association members. Such fair share fee payment shall be deducted by the employer from the earnings of the non-member employees and paid to the exclusive representative.

The Association and the Board agree that any person hired to substitute for a period that exceeds (120) the allowable days according to current TRS restrictions for consecutive school days shall be a part of the fair-share agreement and the Board will deduct pro-rata membership dues from the substitute's pay. (See Section 1.1)

In addition, the Board agrees to notify the Association in writing when a teacher agrees to an approved leave of absence and whether or not the substitute teacher qualifies to be a part of the fair-share agreement. Pro-rata dues will be deducted for leaves of less than a full year.

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. The employer shall pay such fee to the Association no later than twenty (20) days following deduction.
4. In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - (a) The employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
 - (b) The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both 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.
 - (a) It is expressly understood that this hold 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 failure to comply with the rules and regulations of the Illinois Educational Labor Relations Board.
6. Any objections to the amount of the fair share fee shall be made according to the rules and regulations of the Illinois Educational Labor Relations Board.
7. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious view, objects to the payment of

a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable nonreligious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board (See “Religious Dissenters”).

Article III

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

3.1 Teacher Notification of Assignments

Digital notice of a teacher's tentative assignment for the forthcoming school year shall be sent to the teacher no later than August 1. Nothing herein shall be construed to limit the right to transfer a teacher to a position he/she is qualified to fill if the administration in its sole discretion deems it necessary. In the event that such transfer is not acceptable to the teacher, the teacher shall be allowed to resign.

3.2 Supplemental Jobs

Supplemental jobs that are set forth in Appendix B-1 and Appendix B-2 and are defined within this Agreement shall be made with the mutual consent of the teacher and administration. Actively employed teachers of District #228 who make an application will be given first consideration. Administrators will make allowance for teachers to leave prior to the regular end of the workday in cases where they need to leave early to attend scheduled practices and performances for Appendix B-1 and B-2 events. The administration may exercise its option and make the assignment to a person outside the teaching staff.

Those stipends that are listed in Appendix B-1 and Appendix B-2 and are not specified as "Head Coaches Decision" may be shared among two or more people provided that there is mutual agreement between the employees involved, the Board, and Association.

3.3 Payroll Procedure

Supplemental pay shall be paid in the paycheck in lump sums and upon completion of the season, event, or school year for any new hire or appointment of supplemental pay duties hired after August 1 of the upcoming school year. Lump sum payments will be made on the last payroll of December and/or the last payroll of June. Any supplemental pay that must be forfeited back to the District because an employee is unable to fulfill their hired duties will be done through a payroll deduction at the discretion of the District's Bookkeeper in coordination with said employee. All payroll will be direct deposit and payroll information will be available online. If no online service is available, payroll information will be provided in paper form. The first pay period of the contract year shall occur for all certified staff at the second pay period of August, unless there is mutual agreement between the Board and the Association to change the first payroll date.

3.4 Teaching Assignments

District personnel may participate together with the administration in the preparation of the teaching schedule. The final acceptance and approval of a proposed teaching schedule shall be at the sole discretion of the district administration.

3.5 Planning Periods – Elementary Teachers

Full-time elementary classroom teachers may, under normal circumstances, use for preparation and other professional responsibilities the following time amounts based upon the grade level assigned.

All PK-5 teachers shall be provided 300 duty free planning minutes, in no less than 30 minute, duty-free increments between 8:00 am - 3:00 pm. The District shall make efforts to provide as much equity as possible in planning time for elementary Art, Music, and Physical Education teachers.

Elementary teachers who are administratively directed to give up thirty (30) minutes of planning time to substitute shall be compensated at the rate of \$25.00 per hour or any portion thereof. Teachers will remain in the building during their planning time, unless they have notified their building administration or designee of their need to leave.

3.6 Planning Periods – Secondary Teachers

Full-time middle and high school teachers may have at least two (2) administratively scheduled periods each day to use for preparation and other professional responsibilities. This provision is not applicable to teachers who are assigned additional class periods or assigned to study hall supervision. Teachers will remain in the building during their planning time unless they have notified their building administration or designee of their need to leave.

3.7 Elementary Supervision

Any elementary teacher who covers any portion of the early arrival supervision prior to that time which a teacher is regularly expected to report, or any elementary homeroom teacher who covers any portion of noon recess shall be paid \$12.50 per hour, minimum 15 minutes.

3.8 Teacher Work Day

Regular Work Day

The regular workday for full-time certified teachers shall be operationally defined as “teachers prepared for duty from 7:30 a.m. to 3:30 p.m., which includes a thirty (30) minute duty-free lunch.”

Flex time is available where teachers will be provided the opportunity to flex their time for extenuating circumstances upon approval of their building administrator. Extenuating circumstances are defined as those that do not occur on a daily basis.

Exceptions to the Regular Workday

On occasion, teachers shall be required to participate in such programs or the Board or administration calls meetings as, which do not occur during the regular workday hours of 7:30 a.m. to 3:30 p.m. Examples include, but are not limited to: curricular meetings, building faculty meetings, parent-teacher meetings, open house, annual reviews, and staffings.

Building faculty meetings shall not begin prior to 7:15 a.m. nor last beyond 4:15 p.m. Generally, faculty meetings shall be held once per month. Upon direction and guidance of building leadership teams, district-level leadership teams, and/or the building administration, other meetings may be necessary, and in all cases, all efforts will be made to provide at least five (5) working days of notice for additional meeting(s).

When a faculty meeting occurs before 7:30 a.m., teachers may be dismissed after all students have departed (both bus riders and non-bus riders).

On Parent-Teacher Conference evenings, when teachers must return to their buildings for evening conferences, school shall be dismissed after fulfilling the requirement for a five (5) hour instructional day for students. Teachers who are unable to attend Parent-Teacher Conferences in the evening because of sick leave, personal leave, or because of a District #228 sponsored activity where the member is responsible to work, must make themselves available to parents at an administratively-approved time and at the same amount of time as other teachers who were responsible for conferences. Failure to be available at an alternate time shall result in the teacher being docked a commensurate number of hours of personal leave time in ERMA.

The administration and special education cooperative will make every effort to schedule staffings and/or annual reviews during the regular workday where this is practical and convenient for parents. On the last day of school prior to Winter Break and Spring Break, teachers shall be dismissed after all students have departed (both bus riders and non-bus riders).

Article IV

EMPLOYEE EVALUATION

4.1 Compliance

The Board and Association will comply with the School Code, as it may be amended from time to time with respect to developing and implementing teacher evaluation plans, procedures for remediation of teachers, and use of consulting teachers.

The Joint Committee must be established, and the first meeting of the Joint Committee each school year must occur on or before December 1. If the Joint Committee deems necessary, with evidentiary support, the committee will make recommended changes to the Board. (105 ILCS 5/24-12) (from Ch. 122, par. 24-12)

Additional reference: *<https://www.isbe.net/Documents/50ARK.pdf>*

Article V

TEACHER LEADERSHIP & MENTORING

5.1 Team Composition and Purpose

The Board and the Association value collaboration and the development, maintenance, and improvement of high performing leadership teams. High performing teams are best able to produce high-quality work that is aligned with and supports the District's vision and academic objectives. The Association takes seriously its commitment to partnering with district administrators in identifying teacher leadership potential, helping foster leadership growth, and monitoring and intervening appropriately where collegiality and professionalism are in conflict.

Leadership teams will be present at both the building level and the district level. Each leadership team shall be charged with the following primary objectives:

1. Working to develop, implement, monitor and evaluate progress to improve instruction and professional learning.
2. Working within established communication protocols to foster positive teaching and learning environments, connecting with the Association building representatives, and leadership teams; committing to a practice to "check" each other (administration and Association) when protocols are not followed.
3. Working within established protocols to collaboratively solve problems within the buildings and district; to make recommendations to the Board and Superintendent, where appropriate; and to provide opportunity for feedback within and between buildings.
4. The specific outcomes identified for each team can be reviewed in an exhibit to this Agreement labeled "Proposed Leadership Team Outcomes 2020-21". The Board of Education and Geneseo Education Association agree that these outcomes shall be reviewed and updated annually, no later than June 1st of each subsequent year to allow for responsible planning.

District-Level Teams

There shall be one team that operates with members who may come from all schools. This team will be the: Teaching and Learning Team (**TLT**).

The TLT is responsible for identifying and recommending programs to improve the quality of instruction, and the professional development activities associated with instructional knowledge and pedagogical improvement, including all school improvement days and full and one half-day in-service. The TLT shall also be responsible for coordinating work within the areas of curriculum development, revision, and support to colleagues.

District-Level Coordination

The Superintendent shall convene meetings of all co-facilitators as necessary, and shall provide an agenda in advance. These meetings shall occur no less than five (5) times per school year, but no more than eight (8) times per school year. There may be one to two meetings during the summer break. The additional meetings and expected work are compensated by the differential in stipends for co-facilitators. The Superintendent may make requests for consideration of assistance within team charters during the summer planning sessions.

Member Selection

The administrative co-facilitators shall be assigned by the superintendent. Teacher facilitators shall be assigned collaboratively by the GEA Co-Presidents and the superintendent. Members of the leadership teams are selected by the admin and teacher co-facilitators based upon demonstration of professionalism, collegiality, collaboration, and an interest in improving the quality of communication and improving the learning and working environment for students and staff alike. The selection will be reviewed and assigned by the superintendent and a GEA Co-President. The priority is to recruit, enlist, grow, monitor and celebrate leadership. Selection shall not be dependent upon building, grade level, department, etc.

Expectations for Team Meetings

Attendance and engagement are important components for members selected for team meetings. Should a member suffer from absenteeism, lack of engagement and participation, and/or demonstrate weaknesses in ability to interact personally and/or professionally within the team, the co-facilitators shall, through established protocols, bring this to the attention of the Association Co-Presidents and Superintendent for intervention.

Included as an exhibit to this Professional Agreement, is a document entitled “Leadership Team Member Agreement”. Each GEA member who shall serve and be paid for leadership team participation must sign the Agreement before receiving any payment.

Budget

The District has established a shared leadership teams budget of \$25,000 annually for the life of this contract to be used for substitute costs, materials, supplies, etc. No budgetary amount shall be expended for additional salaries. Subsequent budgets shall be at the discretion of the Board of Education.

5.2 Communication with Association Building Representatives

It shall be the practice that where possible an Association Building Representative shall serve as a leadership team member to ensure that communication of concerns at the building level is discussed within the leadership team structure, and a possible resolution occurs there, prior to circuiting to the Association Co-Presidents. Should an Association Building Representative not be a member of a leadership team, efforts should be made by the leadership team to communicate activities and intentions of the building leadership team to the appropriate building representatives.

Neither the Superintendent nor the Association Co-Presidents shall bring issues, concerns, or questions to each other, nor to the building administration before the issues, concerns, or questions are brought to the attention of the building administrator through building representatives or the leadership team.

It is expected that each principal shall meet with the assigned building representatives each month and shall document any issues, concerns, and/or questions that are unresolved. The Superintendent and the Association Co-President shall meet monthly to review the building reports and shall address said reports and report back to all co-facilitators and Association representatives.

5.3 Leadership Teams Composition and Stipends

# OF MEMBERS	TEACHING & LEARNING TEAM	GHS BLT	GMS BLT	ELEM LT
TEACHER FACILITATOR	1	1	1	3
ADDITIONAL MEMBERS	5	5	4	3
TOTAL	6	6	5	6
<i>STIPENDS % OF BASE</i>				
TEACHER FACILITATOR	7.5%	7.5%	7.5%	7.5%
ADDITIONAL MEMBERS	6.0%	6.0%	6.0%	6.0%
LEADERSHIP BASE	\$37,000			

5.4 Mentoring

The Board of Education and the GEA share an appreciation for the value of a successful teacher-mentoring program. The purpose of the mentoring program is to provide support for teachers which will ease the transition to the Geneseo School District culture by encouraging professional growth, improving teacher effectiveness, celebrating successes, and retaining highly qualified teachers in order to maximize student achievement.

Roles and Responsibilities

Mentoring Team - The mentoring team will consist of an administrator and a teacher mentor coordinator. The mentoring team is responsible for coordination of mentor/mentee pairings, whole group meeting presentations, and setting whole group meeting agendas.

Teacher Mentor Coordinator - The teacher mentor coordinator will be responsible, in collaboration with the administrator, to schedule mentoring meetings, provide topics for mentors and mentees, to review documentation of check-ins, and to provide support to mentors and mentees as needed.

Mentees - New teachers to the Geneseo School District will be classified in one of two categories: new teacher to the educator profession and new teacher to the district.

New teacher to education (1st Year Mentees) - New teachers to the district will be placed in the “new to the profession” if this is their first year in education. Brand new teachers and their mentors are expected to provide documentation to the teacher coordinator by the last day of August, October, January, and April. Documentation should be submitted by utilizing the checklist outline provided. New teachers to the profession are required to attend the six mentoring meetings held throughout the school year.

New teacher to the district - A teacher who has served at least one year in education prior to their position in the Geneseo School District will be placed in the “new teacher to the district” category. New teachers to the district and their mentors are expected to provide documentation to the teacher coordinator by the last day of August, October and February. New teachers to the district are required to attend the six mentoring meetings held throughout the school year.

Mentors to new teachers to the profession - Mentors are members of the Geneseo Education Association with at least five (5) years of teaching experience in the Geneseo School District. Mentors will be responsible to initiate communication with their mentee on a regular basis to provide support, attend all six mentoring meetings, and in conjunction with their mentee, to submit documentation to their teacher mentor coordinator as outlined above.

Mentors to new teachers to the district - Mentors are members of the Geneseo Education Association with at least five (5) years of teaching experience in the Geneseo School District. Mentors will be responsible to initiate communication with their mentee on a regular basis to provide support, attend the August, September, and October mentoring meetings, and in conjunction with their mentee, to submit documentation to their teacher mentor coordinator as outlined above.

Selection Process

A list of possible mentors will be submitted by the Geneseo Education Association to the mentoring team by August 1st of the upcoming school year. The mentoring team, in consultation with building administration and the GEA, will select a teacher mentor for each new teacher to the district. If the mentoring team cannot reach a decision, a final decision will be made collaboratively by GEA Co-Presidents and Superintendent.

Compensation

Teacher Mentor Coordinator - 6%

Mentor to new teacher to the profession - 4%; (2% for single semester)

Mentor to new teacher to the district - 2%

Article VI

EMPLOYEE COMPENSATION AND FRINGE BENEFITS

6.1 School Year

The District will operate a school year of 180-teacher workdays plus a minimum of five emergency days. There will be no more than 176 days of student attendance.

6.2 Payroll Installments

Each employee shall be paid on the basis of twenty-four (24) equal payments. All payroll will be made through Direct Deposit. Payroll information will be available online through ERMA. Any errors or questions should immediately be reported to the payroll accountant.

6.3 Payday Specified

All teachers are paid on a twice-per-month basis according to the schedule published yearly by the District office. Payday is normally scheduled on the 15th and the last day of the month, or the previous workday if those dates fall on a weekend or a holiday.

6.4 Life Insurance

The Board shall provide and pay the premiums to cover the cost of \$40,000 in term life insurance for each full-time teacher during the term of this Agreement.

6.5 Health and Medical Insurance

The Board and Association recognize that the Health Plan Document governs many of the policies and practices of the Wellness and Major Medical program and cannot be fully referenced within this document.

The Board agrees to pay 100% of each individual full-time teacher's premium for Major Medical insurance regardless of plan. Each participating employee or married couple will contribute a \$150 per year enrollment fee to the plan.

The difference in premium, if any, in family and/or dependent coverage shall be paid at the rate of 75% by the Board and 25% paid by the employee. If married employees are both eligible for Board-paid individual premiums, then the Board agrees to pay 100% of the family premium.

Major medical coverage is provided through an agreement between the Board and the insurance carrier. The Board recognizes the importance of collaboration between the Association and the Board to provide appropriate coverage within existing financial parameters. The Board will work in a collegial manner to provide for the needs of the Association members and all insured, where feasible. The Board has final discretion regarding decisions concerning premium levels, coverage, and benefits provided.

6.6 Retired Teacher Insurance Benefit

Upon retirement, the retired teacher shall leave the district health insurance plan and participate in the TRS health insurance. The teacher's spouse and dependents may not remain on the district's health insurance plan. The retired teacher may also opt to exercise any current COBRA benefits prior to their change of coverage to the TRS Health Insurance.

6.7 Approved Work Days Beyond the Regular 180-Day Work Year

The Board shall establish a procedure for approval of workdays beyond the regular 180-day work year.

Teachers who work days beyond the regular 180-day work year shall submit an application, with clear rationale of the need for the additional workday, for approval. The application shall first be submitted to the building principal, and then to the Superintendent (with a copy to the Association Co-Presidents) prior to any additional days worked. Evidence of completed tasks shall be submitted to the building principal before submitting to the district office for payment.

The extra workday must be an eight (8) hour workday, and shall be considered valid only with prior approval from a building administrator and Superintendent. Payment shall be calculated by using the per diem rate of 1/180 of the school year in which the work was completed. For purposes of this section, the school year is defined by the first day of required teacher attendance through the day prior to the following year's first day of required teacher attendance.

No teacher shall receive extra workday approval where such extra days may create a 6% TRS cap penalty.

Extra workday pay shall not be approved where an Association member already receives compensation through any other provisions of the negotiated Agreement, including any Appendix B-1 or B-2 stipends, unless agreed through a Memorandum of Understanding between the Board and the Association.

6.8 Additional Class Assignment, Secondary – Non-Academic

Any full-time teacher who is assigned an additional non-academic class period shall be compensated at the rate of \$1,375 per semester

6.9 Additional Class Assignment, Secondary – Academic

Any full-time teacher who is assigned an additional academic class period shall be compensated at the rate of \$3,300 per semester

6.10 Strategies for Academic Success (SAS)

Any full-time teacher who is assigned a Strategies for Academic Success (SAS) class period shall be compensated at the rate of \$1,650 per semester.

6.11 Internal Substitution/Homebound Tutoring

If a substitute is not secured for an absent faculty member, teachers who are administratively directed to give up a planning period or to combine classes in order to perform internal substitution duties shall be compensated at the rate of \$25.00 per class hour or \$12.50 if the substitution is 30 minutes or less. At no time shall a teacher secure an internal substitute without prior communication to a building administrator or designee. At no time shall a teacher who submitted a letter of resignation/retirement apply to internal sub.

6.12 Board Payment to Teachers' Retirement System

From the Compensation Schedule, other than the Board-paid contribution, the Board shall deduct and remit for each teacher a sum equal to the amount due such teacher pursuant to the Compensation Schedules to the State of Illinois Teachers' Retirement System to be applied for the retirement account of such teacher. It is the intent of the parties of this Agreement to qualify these payments as "picked-up" contributions within the meaning of Section 414(h)(2) of the Internal Revenue Code so as to be excludable from the gross income of all teachers. The teachers shall have no right or claim

to the funds so remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System.

No teacher shall have the option of choosing to receive the amount contributed by the Board directly. The assumption and payment of the teacher's required contribution to the Illinois Teachers' Retirement System is a condition of employment made in order to secure the teacher's future services, knowledge, and experience.

The balance of the amount due each teacher pursuant to such Compensation Schedule shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the teacher pursuant to this Agreement. Such withholding shall include any and all additional amounts required to be paid to the State of Illinois Teachers' Retirement System for the account of such teacher.

Internal Revenue Service Revenue Rulings indicate that the amounts paid the State of Illinois Teachers' Retirement System are properly excludable from the gross income of the teacher for income taxation purposes, and the District will not withhold Federal and State income taxes on funds remitted to the State of Illinois Teachers' Retirement System on behalf of teachers.

6.13 Consulting Teacher

When the Board selects a teacher within the school district to fulfill the responsibility of a consulting teacher as outlined in the Illinois School Code, the teacher selected, the Association, and the administration shall negotiate compensation for the teacher. Compensation shall be based upon the time and effort required to fulfill the responsibility. If the parties cannot reach agreement on compensation, the Illinois State Board of Education shall appoint a consulting teacher.

6.14 Retirement Payment – Service Recognition – Full-Time Teachers

If any teacher, who will retire with 20 years of service in the school district, elects to retire and does not cause any TRS Early Retirement Option costs to the Board, and submits to the Board an irrevocable notice of retirement by October 1st up to four (4) years prior to the year of retirement, the Board shall pay him/her a six (6) percent retirement incentive of allowable creditable TRS earnings using the "base" year of retirement, (generally the 5th year from retirement), for each of his/her remaining four (4) years of service. The provisions of this clause extend one year beyond the ending date of the contract. For teachers who provide less than the four (4) years notice prior to retirement, the six (6) percent retirement incentive shall be applied for those years remaining prior to retirement. For example, a two (2) year notification shall result in two (2) years of six (6) percent benefit, assuming all other criteria are met for district years of service and no TRS Penalty.

6.15 Compensation and Creditable Service Calculations for Part-Time Teachers

Salaries will be calculated on a clock-hour basis. Creditable service shall be prorated in accordance with TRS rules.

6.16 Part-Time Leave Benefits

All teachers employed on a part-time basis shall have proportionate access to personal leave, sick leave, bereavement leave, and professional leave.

6.17 District Mileage Reimbursement

Employees shall be paid administratively-approved mileage reimbursement at the current Internal Revenue Service rate applicable at the time the mileage was incurred.

Article VII

LEAVES

7.1 Sick Leave

Each full-time teacher shall be entitled to eighteen (18) sick leave days per school year without loss of pay. Such leave shall accumulate to 360 days, which shall include any unused personal leave days. At no time shall a teacher have more than 360 paid sick leave days available for use. There are no provisions for reimbursement for any unused sick leave days. Any full-time teacher hired after the start of school shall receive sick leave days prorated from the date of hiring to the end of the school year. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness, or death in the immediate family or household. The immediate family, for purposes of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis of pay, after an absence of three (3) days personal illness or as it may deem necessary in other cases.

ERMA Calculations Chart

8-hour day	
Hours absent	
.5	0.0625
1	0.13
1.5	0.1875
2	0.25
3	0.38
4	0.50
5	0.63
6	0.75
6.01 to 8	1.00

7.2 Annual Notification of Sick Leave Days Taken

Each teacher shall receive annual notification of the total number of accumulated sick leave days through an online service. If no online service is available, sick leave information will be provided in paper form.

7.3 Personal Leave

Each teacher shall be entitled to two (2) days of personal business leave without loss of pay. Such leave shall be cumulative to four (4) days. Requests for personal leave, using ERMA, shall be made to the Superintendent or his/her designee at least two (2) teacher employment days prior to the desired onset of such leave, in accordance with application for personal leave, provided that in an emergency, such application may be made at a later time with an explanation of such emergency. At

no time shall more than six (6) elementary teachers, three (3) high school teachers, and three (3) middle school teachers be granted personal leave for use on the same day except in emergencies as determined by the Superintendent or his/her designee. Any teacher denied personal leave because of the above allocation shall be afforded evidence of prior request for the day in question. Itinerant teachers shall be counted in the above allocation at the building in which they begin the day for those days on which they decide to use personal leave. A teacher may acquire a volunteer substitute from the certified staff who will internally sub without compensation when attending a District 228 school program in which his/her child(ren) are involved. Personal leave requests are granted on a “first-in, first-served” basis.

At no time shall a teacher borrow against future personal leave allocations. Accumulation implies that unused personal leave days may move forward to a total of four (4) days maximum. Any personal leave days in excess of four (4) days will convert to sick leave at the beginning of the school year. There are no provisions for reimbursement for any unused personal leave days.

7.4 Parenting Leaves of Absence

1. Any teacher who has entered upon contractual service shall be eligible for parenting leave under the following conditions:
 - (a) The teacher shall advise the Superintendent or his designee of the pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the latter.
 - (b) The teacher shall provide a written statement from the obstetrician or physician indicating the expected date of delivery at least 90 calendar days prior to the anticipated birth of the child.
 - (c) After consultation with the teacher, the Superintendent or his designee shall prepare a plan for the commencement and termination of such leave, including the total number of parenting/unpaid days and sick leave days expected to use. Unpaid leave shall be for a semester, the balance of the school term in which the leave commences, or the balance of the school term plus the fall semester or plus one additional school term.
2. A teacher may use a maximum of 30 accumulated sick days during any period of disability related to the pregnancy and/or delivery of the child, in combination with unpaid parenting leave with the discretion of the Superintendent. The use of paid sick leave for adoption or placement for adoption is limited to 30 days.
3. Upon return from an unpaid parenting leave, the teacher shall be reinstated to his/her former position or an open position for which he/she is certified and qualified. (Refer to Policy 5:250)
4. Nothing in this policy shall be construed as requiring any teacher to apply for parenting leave.
5. The Superintendent or his designee may waive any of the provisions of this section in his sole discretion, and any such waiver shall not take precedence in any respect.
6. Leaves shall comply with **Board Policy 5:250, Policy 5:185,** and the **PREGNANCY/ADOPTION/FOSTER/PARENTING LEAVE flow-chart** on the website.

7.5 Bereavement Leave

Two (2) days of bereavement leave per teacher, deductible first from accumulated sick leave if available and then from current year sick leave if no accumulated sick leave is available, will be granted per year for deaths outside the teacher's immediate family (as defined in 24.6 of the School Code). Requests for bereavement leave shall be made to the appropriate building principal at least 48 hours prior to the desired onset of such leave. Additionally, requests using ERMA shall be made prior to the desired onset of such leave, in accordance with application for bereavement leave. No more than a maximum of two (2) teachers per day district-wide will be granted bereavement leave on the same day. In case of extenuating circumstances, and as determined by the Superintendent, the above restrictions may be waived.

7.6 Professional Leave

Teachers must submit an application for professional leave to their building principal. No professional leave shall be granted without administrative approval prior to the activity.

7.7 Accident or Injury Leave

If an injury or illness is compensable under worker's compensation, absence due to that injury or illness shall not be charged against sick leave days. The injured teacher shall continue to receive wages and benefits in full until worker's compensation payments begin. Any teacher who is injured at the workplace shall file an accident report with the District Office in a timely manner (within 3 working days).

7.8 Unpaid Leave

A teacher may apply to the Superintendent's office for permission to be absent during the school year. Such absence will be short term and without pay. The Superintendent shall have the authority to grant or deny such leave. If approved, any payroll deductions will be "docked" from one paycheck.

7.9 Jury Service and Court Appearances

Any teacher called for jury duty, subpoenaed to testify, or required to attend any judicial matter in which the employee is not a party of interest, shall suffer no loss of contractual benefit as it relates to pay, personal leave, or sick leave. Any jury duty payment made to the teacher, shall be remitted to the school district.

7.10 Military Family Leave

Each full-time certified employee with an immediate family member serving in active duty military service shall be entitled to two (2) military family leave days per school year without loss of pay. The immediate family, for purposes of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and legal guardians. Unused days will not accumulate. There are no provisions for reimbursement for any unused military family days. Military family leave shall be used for the purpose of transporting an immediate family member to/from an active duty post and attending honor ceremonies and graduations. Requests for Military Family Leave shall be made by submitting the Military Family Leave request form posted on <https://geneseoschools.org/leave/>, allowing Human Resources to track and record such leaves.

Article VIII

GRIEVANCE PROCEDURE

8.1 Definitions

A grievance shall be any claim by a teacher and/or the Association that there has been an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.

8.2 Basic Principles

1. All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, the time limit shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for purposes of the grievance procedure shall mean teacher employment days.
2. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.
3. Failure of the teacher, (or in the event of an appeal to arbitration, the Association), to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.
5. Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator above the building level may be initially filed by the teacher and/or the Association at Step Three.
6. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

8.3 Procedures

First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal.

Second Step

If the grievance cannot be resolved informally, the aggrieved teacher or the Association shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievances, and shall state the remedy requested. The filing of the formal written grievance at the second step must be within eighteen (18) days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher, the Association, and the Superintendent within ten (10) school days after receipt of the grievance.

Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the grievant and the Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the grievant, the Association, and the principal.

Fourth Step

If the grievance is not resolved satisfactorily at step three, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grievant to the Superintendent within thirty (30) days from the receipt of the step three answer to enter into such arbitration. The arbitration proceeding shall be governed by the voluntary labor arbitration rules of the American Arbitration Association.

Expenses for the arbitrator's services shall be borne equally by the Board and the Association. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the Association, and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

Alternate Forum

If the Association or any employee filed any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the school district shall not be required to process the same claim or set of facts through the grievance procedure.

Grievance Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Withdrawal

A grievance may be withdrawn at any level without establishing a precedent.

8.4 Board Investigation

Should the Board's investigation or processing of the arbitration step of any grievance require that a teacher or an Association representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits.

8.5 No Reprisal

No reprisals of any kind shall be taken by the Board or the administration against the teacher because of his/her participation in this grievance procedure.

Article IX

NEGOTIATION PROCEDURES

9.1 Scope of Negotiations

Both parties agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith with respect to salaries, fringe benefits, grievance procedures, professional qualifications, assignments, teacher evaluation, teacher retirement, vacancies, transfers, promotions, reduction in teaching staff, and other matters covered by this Agreement. By mutual agreement, additional items may be added to the list of subjects to be negotiated.

Negotiations shall begin no earlier than October 1 and no later than January 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed by both parties.

Article X

VACANCIES, TRANSFERS, PROMOTIONS

10.1 Vacancies, Promotions – Posted

The Superintendent or his designee shall electronically post and notify the GEA of all teaching vacancies as they occur or as they are anticipated. Except in case of emergency, no vacancy shall be filled on a temporary basis until such notice has been posted at least five (5) teacher employment days. During the summer, vacancy notices shall be electronically posted on the District's website. At no time shall an internal transfer necessarily create a teaching vacancy. The administration reserves the right to fill vacancies through voluntary and involuntary transfers before creating a final vacancy for posting.

10.2 Voluntary Transfers

Any tenured teacher or any teacher eligible for continued contractual status in the forthcoming school term may apply for a transfer to another building where a vacancy exists. Such application shall be in writing to the Superintendent or his designee. The Superintendent or his designee shall advise the applicant of the decision on the requested transfer.

10.3 Involuntary Transfers

Any teacher affected by an involuntary transfer shall be notified in writing as soon as known or prior to August 1 by his/her building principal or the Superintendent. Transfers occurring after that time that are due to emergencies, late resignations, vacancies, or other unforeseen circumstances shall be notified as soon as possible. Any teacher transferred involuntarily shall receive extra consideration in any requested transfer to a future vacancy.

10.4 Vacancies in Supplemental Jobs – Appendix B – Posted

The Superintendent or his designee shall electronically post and notify the Association Co-Presidents of vacancies in supplemental jobs only when a vacancy occurs. The posting shall include a job title and stipend. Any changes to Appendix B positions or stipends must be approved by both the Board and the Association.

Article XI

REDUCTION IN FORCE

11.1 Procedure

The district shall make any reductions in force and apply any recall rights in compliance with Section 24-12(b) of the Illinois School Code and shall provide such opportunities for communication to and with the Association in accordance with Illinois Statute in place at the time of the reduction in force.

Additional Reference: (105 ILCS 5/24-12) (from Ch. 122, par. 24-12)

Article XII

EFFECT OF AGREEMENT

12.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of this Agreement. The Board and the Association, for the life of this Agreement, agree that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement. Nothing herein shall restrict the rights of the parties to negotiate with regard to a successor agreement commencing on or after the first workday of the 2020-2021 school year.

12.2 Board Policies

It is understood that Board policies and procedures shall not be contrary to the terms of this Agreement.

12.3 Individual Contracts

The Board shall not negotiate individually with any member of the bargaining unit.

12.4 Contract – Distribution

The Board shall have a final Association-ratified and Board-approved contract posted on the District's website within the staff portal.

12.5 Savings Clause

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

12.6 No Strike – No Lockout

During the term of this Agreement and any extension thereof:

1. The Board shall not lock out its employees, and
2. No employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, instigate or cause any strike, slowdown of teachers or of other employees of the district, or other refusal to perform their professional responsibilities.

12.7 Term of Agreement

Agreement effective July 1, 2020, 12:00 a.m., and shall continue until 11:59 p.m. on the day preceding the first workday of the 2023-2024 school year.

IN WITNESS WHEREOF, the parties hereto have set their respective signatures this

_____ day of _____, 2020.

GENESE0 COMMUNITY UNIT
SCHOOL DISTRICT NO. 228

GENESE0 EDUCATION
ASSOCIATION

By _____

President

By _____

Co- Presidents

COMPENSATION

Beginning Compensation, 2020-23

The Board will place all teachers not in the retirement track on the “Leveling Schedule” for the 2020-21 school year and future new hires on the “Placement Schedule” for the 2021-22 and 2022-23 school years. This salary shall be used as a new teacher “Base”. The minimum Base salary for first year teachers is \$38,500.

During the 2021-22 school year, all returning teachers will receive a \$900 increase to their respective Base salary. During the 2022-23 school year, all returning teachers will receive an \$800 increase to their respective Base salary.

Only those teachers who receive Board-paid contributions to the Teachers’ Retirement System as of April 3, 2014, shall remain receiving said contributions. No new Board-paid contributions shall begin as a benefit of this Agreement.

NOTE: No teacher who has announced her/his retirement and is receiving the 6% retirement bonus shall be eligible for any other annual increases or any other compensated position that would create a 6% salary cap penalty.

Educational Advancement Awards

Advancement awards are recognized when evidence is submitted to the superintendent before August 1st

CATEGORY 1 ADVANCEMENTS

If a teacher successfully completes an approved Masters program, either MA or MS, and can make a connection to the ways this program will provide benefit to District 228, that individual shall receive an award that shall remain annually with that teacher and adds to her/his "base" salary for the remainder of her/his career in the district. This is for a first MA or MS degree only.	\$3,000.00
---	------------

A teacher who has already earned a Masters degree, is eligible to apply for approval of a second MA or MS degree.	\$3,000.00
---	------------

If a teacher earns National Board Certification, she/he receives an award that shall remain annually as long as the employee continues teaching in the district and maintains ¹ NBCT certification. ¹ Maintains provision applies only to those who start the process after July 1, 2020.	\$6,000.00
---	------------

*If a teacher earned National Board Certification prior to the 2014-17 Agreement and did not receive a \$6,000 award, she/he shall be eligible for said NBCT award of \$6,000 upon successful renewal of status.
--

**If a teacher receives NBCT after the current advancement deadline, they will receive a \$3000 lump sum award in January of the current year. The following school year they shall be awarded the \$6000 award over 24 pays.

***Social Workers who earn a National Board Certification Equivalency (NBCE), will receive a \$6,000 award, granted annually as long as the NBCE is maintained. (MOU 7/1/20)

CATEGORY 2 ADVANCEMENTS

If the District requires an employee to earn a new endorsement, the employee shall be reimbursed at 100% of the tuition costs, and shall receive an Endorsement award, that shall be paid annually as long as the employee continues teaching in the district.	LBS1
	\$2,500
	Non-LBS1
	\$1,500
If the District does not require an employee to earn a new endorsement, but the employee wishes to add an endorsement to their credentials, the employee shall be reimbursed at 0% of the tuition costs, but will receive an Endorsement award only upon advance approval by the Superintendent, that shall be paid annually as long as the employee continues teaching in the district.	LBS1
	\$2,500
	Non-LBS1
	\$1,500

No teacher shall be approved for more than 1 of the Category 1 advancement awards and/or 1 of the Category 2 advancement awards during the terms of this Agreement. Therefore, if a teacher was in a Masters Program, which also led to NBCT, that teacher would be ineligible for both awards, but would need to select which award to be approved for this contract term and then could apply for the other award as part of a subsequent term. Should advancement no longer be part of a successor contract, the teacher would not be "grandfathered" in for both awards in this case.

Signing Bonus

The Superintendent has the option of offering a one time signing bonus of \$3,000 for veteran new hires for positions where the CBA salary "Placement Schedule" is not sufficient. After year one, the salary would be adjusted to reflect the bonus's expiration.

Attendance Bonus #1

If the total number of teacher Sick and Personal absences for each school year is fewer than 4 per teacher on average, each teacher will receive \$250 on or before the last pay of June.

Hospitalizations/recovery and Parenting Leave will be excluded from the count. The total allowable number of sick days will be 4 times the number of F.T.E teachers employed by the district. If Bonus #1 is achieved, perfect attendees will receive an additional \$100.

Attendance Bonus #2

If Bonus #1 is not achieved, each teacher with perfect attendance will receive \$350. Each teacher missing just one day will receive \$250. Each teacher missing just two days will receive \$150. Payments will be made with the last payroll in June. There are no exceptions for Bonus #2.

EXHIBITS & MEMORANDA

OUTSIDE THE REGULAR 2020-2023 NEGOTIATED AGREEMENT

EXHIBIT: Mentoring Checklist 2020-2023

Mentor – Geneseo school teacher with at least 5 years of experience in the district is preferred.

Mentee – Geneseo teacher new to the district.

GEA will notify teachers of the opportunity to apply in May.

Mentors will be chosen from the list of those who have applied and meet the criteria for mentoring. The mentors will be chosen by the mentor coordinator(s) and reviewed by the GEA Co-Presidents and the Superintendent.

Whole Group Meetings – 6 required meetings will include all mentors and mentees. Topics for each meeting will be determined by mentors and mentor coordinators.

- Months for Whole Group Meetings Semester 1: August, September October
- Months for Whole Group Meetings Semester 2: January, February, April
 - Mentees – required to attend all six meetings
 - Mentors to new teachers to the district – required for first semester meetings
 - Mentors to new teachers to the profession – required at all six meetings

Checklist – At the beginning of each school year, a monthly checklist of required topics for mentor and mentee collaboration will be provided. The checklist is designed to provide documentation for evidence of completion of required activities.

Minutes - Minutes from each meeting will be recorded and shared with the GEA Co-Presidents and the Superintendent.

EXHIBIT: Leadership Team Checklist 2020-2023

These are the proposed expectations that each leadership team should complete in order to satisfy requirements to earn the full-negotiated stipend:

TEAM	REQUIREMENTS
ALL	<ul style="list-style-type: none"> ● Goals and Focus shall align to that of the Board
TLT	<ul style="list-style-type: none"> ● Prepare and distribute a means to elicit feedback from faculty, instructional coaches, and administration outlining professional development needs. Analyze that feedback, individual professional growth plans, and coaching plans to prepare growth opportunities. ● Prepare professional development plans for growth on school improvement days (not the last day). ● Aim to balance ISBE mandates, district / board goals, ELT/BLT goals, individual professional growth plans, and coaching plans with the time constraints within school improvement days. ● Prepare forms and recordkeeping of professional development opportunities. Professional development opportunities must meet the state approved criteria to ensure ROE approval. ● Shall work with the superintendent, administration, and co-facilitators to develop a 3-year plan that aligns with board goals/target and systematically monitors and evaluates the effectiveness of district curriculum in Atlas and the formative and summative assessments. This 3-year plan will include stated outcomes for each time segment, plus some framework for the process to achieve the outcomes.
GHS BLT	<ul style="list-style-type: none"> ● Prepare and distribute a means to elicit feedback from faculty to identify strengths and needs of the building. ● Shall work with the superintendent, administration, and staff to develop a 3-year plan that aligns with board goals/targets, and systematically monitors and evaluates building improvement goals, intended outcomes, and progress. This 3-year plan will include stated outcomes and a framework for the process to achieve outcomes. ● Shall report out progress on goals with the Superintendent at quarterly co-facilitator meetings, and shall share team meeting minutes with building staff. ● Shall prepare for professional growth needs and work with TLT to plan for any school improvement days. ● Shall work with administration to select and interview candidates for high school teaching positions.

GMS BLT	<ul style="list-style-type: none"> ● Prepare and distribute a means to elicit feedback from faculty to identify strengths and needs of the building. ● Shall work with the superintendent, administration, and staff to develop a 3-year plan that aligns with board goals/targets, and systematically monitors and evaluates building improvement goals, intended outcomes, and progress. This 3-year plan will include stated outcomes and a framework for the process to achieve outcomes. ● Shall report out progress on goals with the Superintendent at quarterly co-facilitator meetings, and shall share team meeting minutes with building staff. ● Shall prepare for professional growth needs and work with TLT to plan any school improvement days. ● Shall work with administration to select and interview candidates for middle school teaching positions.
ELEM LT	<ul style="list-style-type: none"> ● Prepare and distribute a means to elicit feedback from faculty to identify strengths and needs of the buildings. ● Shall work with the superintendent, administration, and staff to develop a 3-year plan that aligns with board goals/targets, and systematically monitors and evaluates building improvement goals, intended outcomes, and progress. This 3-year plan will include stated outcomes and a framework for the process to achieve outcomes. ● Shall report out progress on goals with the Superintendent at quarterly co-facilitator meetings, and shall share team meeting minutes with building staff. ● Shall prepare for professional growth needs and work with TLT to plan any school improvement days. ● Shall work with administration to select and interview candidates for elementary teaching positions.

EXHIBIT: Leadership Team Agreement

Please read, sign, and return to the Unit Office
Attention: Human Resources

Feel free to make a copy for your records.

I understand that every effort must be made to attend meetings, be on time, and fulfill the expectations set by our team as a leadership team member or Co-Facilitator. Should there be any question that I am not fulfilling these duties, the co-facilitators of the team (or Superintendent and GEA Co-Presidents in the case of a Teacher Co-Facilitator) will convene a meeting to discuss concerns and offer suggestions for improvement. Should the co-facilitators (or Superintendent and GEA Co-Presidents) need to meet a second time with me to discuss concerns about my commitment to the team, I will be asked to resign from my leadership position.

In extenuating circumstances that might prevent a member from fulfilling team duties (i.e. maternity leave, family or personal illness, etc...) every effort will be made to discuss and resolve the member's tenure. GEA Co-Presidents will be kept apprised of any concerns a team has about a member of a leadership team or Teacher Co-Facilitator.

Sign: _____

Date: _____

All Appendix B stipends shall be paid using an Activity Base Salary of \$37,000 for the years 2020 - 2023

APPENDIX B-1, Extra-Curricular Athletics

High School

Sport	Percent
Football (HCD)	122%
Boys Basketball (HCD)	74%
Girls Basketball (HCD)	74%
Head Coach	20% to 24%
Assistant Varsity Coach	<=14%
Head Sophomore Coach	<=14%
Head Freshman Coach	<=14%
Girls Track (HCD)	45%
Boys Track (HCD)	45%
Wrestling (HCD)	40%
Boys Baseball (HCD)	40%
Girls Softball (HCD)	40%
Head Coach	12% to 16%
Assistant Varsity Coach	<=10%
Boys Soccer (HCD)	31%
Girls Soccer (HCD)	31%
Volleyball (HCD)	38%
Head Coach	12% to 14%
Assistant Coach	<=10%
Boys Tennis (HCD)	25%
Girls Tennis (HCD)	25%
Boys Cross Country (HCD)	18%
Girls Cross Country (HCD)	18%
Boys Golf (HCD)	18%
Girls Golf (HCD)	18%
Head Coach	10% to 12%
Assistant Coach	<=8%
Cheerleading (FB & BB)	18%
Head Coach	10% to 12%
Assistant Coach	<=8%
Gymnastics	18%
Head Coach	8% to 10%
Assistant Coach	<=8%
Boys Bowling	10%
Girls Bowling	10%
Maplettes	10%
Bass Fishing	5%

Middle School

Sport	# of Positions	Percent
Boys		
Head Football	2	9%
Head Wrestling	1	9%
Head Basketball (HCD)	4	9%
Head Track	1	9%
Assistant Football	2	7%
Assistant Wrestling	1	7%
Assistant Track	2	7%
Girls		
Head Volleyball	4	9%
Head Basketball (HCD)	4	9%
Head Track	1	9%
Assistant Track	2	7%
Boys and Girls		
Head Boys Cross Country	1	9%
Head Girls Cross Country	1	9%
Assistant Cross Country	1	7%
Golf - Head	1	4%
Golf - Assistant	1	2%
Track Assistant/Supervisor	1	7%
Athletic Coordinator	1	16.5%

APPENDIX B-2, Extra-Curricular Activities stipends shall be paid using an Activity Base Salary of \$37,000 for the years 2020 - 2023

High School

Activity	Number of Positions	% of the Base
Annual (Yearbook)	2	7
BHC Instructor	**	1%
Dual Credit Coordinator	1	6
Construction Trades	1	5
Contest Play	1	3
Class Sponsor:		
Freshman	3	3
Sophomore	3	3
Junior	3	4.5
Senior	3	3
Detention Supervisor:		
(AM)	1	2.5
(PM)	1	2.5
Drivers Education:		
**		\$25 per clock hour
Summer Instructor	1	\$25 per clock hour (15 HRS MAX)
Summer Program Coordinator		
Fall Play	1	5
Foreign Language Club	1	2
**		\$25 per clock hour
Freshman Academy		
Future Business Leaders of America	1	1.5
Future Farmers of America	1	15
Group Interpretation	1	3
Instrumental Music:		
Director (Head)	1	11
Director (Asst.)	1	7
Jazz Band Director	1	4
Marching Band Director(s)	2	6
Color Guard Instructor	2	8
Color Guard Choreographer	1	3
Drumline Instructor	1	8
Pep Band Director	1	4
Key Club:		
Head	1	5
Assistant	1	4
Link Crew Leader	2	3
Mathletes	1	1.5
Musical:		
Director	1	8
Assistant Director (Orchestra)	1	3
Assistant Director (Vocal)	1	3
National Honor Society	1	3
National Vocational Technical Honor Society	1	3
Noon Supervision (% per quarter)	24	1.5
Ping Pong Club	1	1.5
Broadcasting Club (Radio Club)	2	2
Robotics	2	4
*		\$30 per clock hour
Saturday School Supervision		
Scholastic Bowl:		
Head	1	6

Assistant	1	4
Speech:		
Head	1	10
Assistant	1	6
Student Council		
Head	1	9
Assistant	1	4
Studio Club	1	5
Technical Director	1	12
Vocal Music:		
Director	1	11
Jazz Choir	1	4
Study Hall		Non-Academic Overload

Middle School

Activity	Number of Positions	% of the Base
Builders Club	1	5
Detention Supervisor:		
(AM)	1	2.5
(PM)	1	2.5
Instrumental Music:		
Director	1	7
Jazz Band Director	1	8
Noon Supervision (% per quarter)	12	1.5
Scholastic Bowl:		
Head	1	4
Assistant	1	3
Speech:		
Head	1	3
Assistant	2	2
Student Council:		
(One 7 th /8 th grade, One 6 th grade) Head	2	4
Assistant	1	3
Vocal Music:		
Choral Director	1	7
Swing Choir	1	6
Yearbook	(CBS)	10

Elementary

Activity	Number of Positions	% of the Base
Noon Supervision (% per quarter)	12	1.5

District

Activity	Number of Positions	% of the Base
District Website Coordinator	1	10
Special Olympics	1	6
	**	\$25 per clock hour
Summer School Academic Classroom		

* To be determined by building principal

** To be determined by the building principal and Superintendent

CBS= Can be Shared. This position can be shared between two or more individuals

HCD=Head Coach's Decision. With the mutual consent of an assistant coach, the Association, and the Board, any assistant coach stipend can be divided among two or more individuals.