

# Special Agenda

**Date:** Thursday, July 22, 2021

**Meeting:** Special Meeting Agenda as per OMA and 5ILCS120/2c

**Time:** 6:00 PM

**Location:** District Office  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

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**Mission Statement:** Our learning community will inspire, challenge and empower all students always.

**Board of Education Members:** President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

## Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to Order the Special Meeting for Thursday, July 22, 2021 at \_\_\_ p.m.

A quorum must be met.

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_

**Members:** Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Pledge of Allegiance** (Mr. Quagliano)

3. **Public Comment** As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. (Forms are available at the agenda table. Please submit, prior to the meeting, to the Board President or Secretary).

4. **Collective Bargaining Agreement with Huntley Education Association (HEA) (A)** (Dr. Rowe) 2

The HEA and Board/Administration negotiating teams have negotiated a three-year contract, which was recently ratified by the HEA.

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_

**Recommendation:** Seeking approval of the Board to ratify the Collective Bargaining Agreement with Huntley Education Association, beginning July 1, 2021, through June 30, 2024.

5. **End of year Additional Compensation for Staff (A)** (Dr. Rowe) 41

Seeking approval for additional compensation for D158 Employees.

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_\_\_

**Recommendation:** Seeking approval as presented.

6. **Adjournment (A)** (Mr. Quagliano)

Motion to adjourn the meeting at \_\_\_ p.m. **Voice Call: Ayes / Nays / Motion** \_\_\_

**HUNTLEY EDUCATION ASSOCIATION  
(HEA) COLLECTIVE BARGAINING AGREEMENT**

**In Agreement with the Board of Education (BOE)  
HUNTLEY COMMUNITY School District 158**

2021 - 2024

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**ARTICLE I.**

**RECOGNITION**

- 1) The Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Huntley, Illinois hereinafter referred to as the “Board” hereby recognizes the Huntley Education Association, hereafter referred to as the “Association”, as the negotiation agent for the certified staff. Certified staff are all full-time personnel and part-time personnel scheduled to work at least one full school year that are required to be certified, except the Superintendent and Assistant Superintendents, Principals, Assistant Principals, Directors, Coordinators, Paraprofessionals, short term employees and any certified employee scheduled to perform administrative duties, including evaluation of certified staff, such as Department Chairs and, more than half of his/her regularly scheduled work day.
  
- 2) Any certified person employed by Huntley Community School District #158 in less than a full-time position shall:
  - a) Receive a prorated salary based on the existing schedule.
  - b) Apply evaluation and grievance procedures as defined in this agreement. Timelines may be adjusted, by mutual agreement, based upon the certified staff member’s schedule and attendance.
  - c) Be eligible for extra-curricular positions as defined in this contract providing his/her position fulfills state requirements.
  - d) Receive instructional planning benefits at a pro-rated basis.
  - e) Receive no other rights or benefits except personal leave and sick leave on a pro-rated basis.
  - f) Certified staff members working a minimum of thirty (30) hours per week shall receive medical insurance benefits and income protection as provided herein at a pro-rated basis.
  
- 2) The Board agrees not to negotiate with any certified staff organization other than the Association for the duration of this Agreement; further, the Board agrees not to negotiate with any certified staff member during the duration of this Agreement on matters specified in this Agreement.
  
- 3) All policies, regulations, and rules of the Board must be readily available to the certified staff members and shall be made available to any such certified staff member upon written request.
  
- 4) There is reserved exclusively to the Board of Education and thereby to the District, all responsibilities, powers, rights and authority expressly or inherently vested in it by the laws and constitutions of the State of Illinois and the United States of America. Except where limited by written provisions of this Agreement, the District retains the rights and responsibilities to direct the affairs of the District in all of its various aspects. Such rights and responsibilities shall include, but are not limited to, the determination of District policy, the management and administration of the District, the establishment, modification or elimination of courses of instruction, special programs, athletic, recreational and social events, as deemed necessary or advisable by the District, the direction, supervision and placement of certified staff, and the determination of the placement of personnel in contractual continued service.

**ARTICLE II.**

**SCOPE OF AGREEMENT**

- 1) Scope of negotiations includes negotiations procedures, salary, fringe benefits, curriculum planning, evaluation procedure, grievance procedure, working conditions, and term of Agreement, as defined in this Agreement.

**ARTICLE III.**

**ASSOCIATION RIGHTS**

**A. Negotiations Procedure**

- 1) The Board and the Association shall bargain with respect to wages, hours, and other terms and conditions of employment, as defined in this Agreement.
- 2) It is agreed that the Board and Association will, in a prompt and timely manner, jointly request the services of the Federal Mediation and Conciliation Services (FMCS) if either party to this Agreement declares impasse.

**B. Board of Education Meetings**

- 1) The Association President will be provided electronic notice of Board meetings and electronic copies of the Board Packet.
- 2) A copy of the contract will be posted on the District website.

**C. Association Executive Board and Superintendent Meetings**

- 1) At the written request of the Association or Superintendent, up to nine (9) meetings will be held during the school year between the Association Executive Board and the Central Office Administration to discuss District and contract issues. These meetings are meant to open up District level communications/input. One week prior to the meeting the President of the Association and the Superintendent will mutually set an agenda for each meeting. Neither party has the intent of waiving its rights under the IELRA.

**D. Association and Board Meet and Confer**

- 1) At a time and place mutually agreed, representatives of the Board will meet and confer with the Association up to four (4) times per school year, upon written request of the Association or the Board.

**E. New Employees**

- 1) Names and addresses of new employees shall be provided to the Association within seven (7) school days after their Board approved hiring. At the request of the Association, up to one (1) hour will be made available at the new certified staff member orientation luncheon.

**F. Use of Facilities and Equipment**

Association activity, related to the sections below, should not interfere with the certified staff member's professional responsibilities.

- 1) The Association may use District facilities for meetings upon reasonable advance request to the Superintendent or designee.
- 2) The Association shall have a bulletin board in each employee lounge or other appropriate area in each building subject to the same conditions as mailboxes.

- 3) Announcements of Association business may be sent to bargaining unit members, through the District’s e-mail system. Upon written request to the Superintendent, the Association shall also have an electronic mailbox in the employer’s e-mail system.
- 4) Announcements of Association business not directly impacting students may be read over the intercom in each building prior to, or at the completion of the student day and subject to examination of such communication by the employer.
- 5) The Association shall have the right to distribute printed materials in each District facility and use the employer’s mail service as well as employee mailboxes for communication to employees subject to examination of such communication by the employer.
- 6) The Association shall have the right to request to use equipment for non-political activity including but not limited to telephones, computers, printers, audio-visual equipment, copy machines and duplicators when such equipment is not in use. The Association will reimburse the employer the actual cost of supplies used by the Association.

**G. Association Leave**

- 1) The Association shall be granted eight (8) days per contract year, for Association Officers without loss of salary for Association business, including but not limited to Association conferences and conventions, grievance processing, arbitration hearings, hearings before the Illinois Educational Labor Relations Board or other state agencies, and negotiations. The Association may seek approval from the Superintendent or designee for additional days as needed for Association business.

**ARTICLE IV.**

**SALARY AND FRINGE BENEFITS**

**A. Salary**

- 1) The Board will pay, using the add-on method in accordance with the TRS Handbook, the following percentages Board paid teacher retirement (TRS) contribution of the certified staff member contribution to TRS.
  - a) School year 2021-2022 – 6.25%
  - b) School year 2022-2023 – 7.5%
  - c) School year 2023-2024 – 9.0%

Board paid TRS contributions of a certified staff member's required contribution shall only apply to the Salary Schedule listed in Appendix A and shall not apply to any other creditable earnings, unless explicitly required by a grant for which the District has applied for reimbursement for.

- 2) Salary increases over the contract period are as follows:

**School year 2021 – 2022**

On schedule

- a) Step increase of 3.5%

Off schedule

- a) 2.5% increase

**School year 2022 – 2023**

On schedule

- a) Step increase of 3.5%

Off schedule

- a) 2.5% increase

**School year 2023 – 2024**

- a) All certified staff members will be removed from the salary schedule.
- b) All certified staff members will receive a 3.0 % increase to their 2022 – 2023 base salary.
  - i. In the event that a certified staff member qualifies for a lane change, the 3% will be applied before the applicable lane change percentage.
- c) Other sections of the Contract with references to “salary schedule” continue to be applicable for the duration of the Contract. In the event that the elimination of the salary schedule in the final year of the contract results in any issues of interpretation regarding any other section, the administration shall discuss the issue with the HEA prior to final decision.
- d) Annually, the HEA Executive Board will be given a yearly salary placement schedule on where new teachers are placed and a list of all certified staff members’ salaries.

Lane change increases will be applied as follows

<b>B+0</b>	<b>B+12</b>	<b>B+24</b>	<b>B+36</b>	<b>M0</b>	<b>M+12</b>	<b>M+24</b>	<b>M+36</b>	<b>M+45</b>
	2.0%	2.0%	2.0%	2.25%	2.0%	2.0%	2.0%	2.0%

- 3) A one-time \$1,500 stipend will be paid to certified staff members who were employed during the 2010-2011 school year when there was not an increase provided. The certified staff member must start employment with the District in the 2021-2022 school year in order to be eligible for the stipend.
  - a) The HEA and the Board agree that there will be no further compensation for the loss of experience.
- 4) Starting with the 2023-2024 school year new certified staff members will receive a starting salary that is reflective of their educational attainment and consistent with currently employed certified staff members with equivalent teaching experience.

**B. 403B Clause**

- 1) The district will continue to offer existing 403B plans consistent with IRS requirements. The District will electronically submit all deducted monies to the appropriate vendor(s) within (7) seven business days of each payroll. This benefit will be available to all certified staff members.

**C. Error Clause**

- 1) The district is responsible for maintaining all certified staff member records as required by school code, state and federal law. The district will provide a checklist that shows certified staff member compliance by October 1<sup>st</sup> for all new certified staff members or upon completion of their file.

If a certified staff member reports an underpayment over \$50 from their payroll check, the district will provide the employee a separate check to make the certified staff member whole within three (3) business days. In other cases, the correction will come on the next paycheck or electronically as determined by payee.

**D. Medical Insurance**

- 1) Certified staff members working a minimum of thirty (30) hours per week and for a period of nine (9) months or more shall receive a Board contribution toward medical insurance. The contribution amount for all plans offered shall be equal to 95% of the premium for the District’s PPO 2 plan for single coverage and 70% of the premium of the 2<sup>nd</sup> highest costing plan available for employees electing Emp+1 or Family coverage.
  - a) January 1, 2023 – The contribution amount for all plans offered shall be equal to 75% of the premium of the 2<sup>nd</sup> highest costing plan available for employees electing Emp+1 or Family coverage.
- 2) If the Board contribution exceeds the annual medical premium and if the certified staff member is enrolled in the District’s dental insurance plan, the remaining contribution amount may be applied towards the dental insurance premium.
- 3) If medical insurance premium does not exceed Board’s contribution as listed above, the certified staff member shall pay \$10.00 per month towards medical insurance premiums and \$10.00 per month towards dental insurance premiums.
- 4) Married couples working in the District who are eligible for medical and dental benefits will be eligible for dual coverage. One spouse will elect family coverage. The Board of Education will contribute the family contribution equal to the amounts as calculated above and the single contribution equal to the amounts as calculated above.
- 5) Employees hired prior to 2006/2007 that work less than thirty (30) hours and received medical/dental coverage, shall be grandfathered in for continued coverage.
- 6) At a minimum, an HMO and a PPO option will be available to members for the duration of this contract.

7) Wellness Screenings

**Tier 1** – Those employees who participate in the District funded wellness screening annually and provide evidence of an annual physical to the Human Resources office by December 20, shall receive a \$25 monthly credit toward the cost of their medical insurance for the following insurance year.

**Tier 2** – Those employees who participate in the CHC Wellbeing wellness screening annually shall pay the published rates for the following insurance year.

**Tier 3** - Those employees who elect not to participate in the CHC Wellbeing wellness screening annually shall contribute an additional \$10 per month toward the cost of medical insurance for the following insurance year.

\* If an employee is unable to participate in the health screening due to a medical condition, the employee shall contact the Human Resources department to obtain information on how to submit the necessary paperwork for a medical waiver.

**E. Insurance Committee**

- 1) Membership: Two (2) HEA members, two (2) Administrators, one (1) Board member, two (2) HESPA members, two (2) district office support staff employees. Chair: Assistant Superintendent for Human Resources who is a non-voting member.
  - a) Each member has one vote.

- b) The committee meets on a quarterly basis.
- c) The committee is responsible for review and analysis of providers, coverage, premiums and claim reports. All bids received by the district will be reviewed by the committee. The committee will choose from all bids received.
- d) The committee will provide HEA leadership with the committee's recommendation prior to a recommendation to the Board for approval.

**F. Life Insurance/Long Term Disability**

- 1) The Board of Education will provide all full-time certified staff members with life insurance equal to \$50,000 and long-term disability supplement to the TRS long-term disability.

**G. Insurance During Disability**

- 1) The district shall provide all insurance benefits set forth in this Agreement to certified staff members who are temporarily disabled. Such district paid insurance coverage shall cease when one of the following events first occurs:
  - a) Disability ceases,
  - b) The certified staff member becomes eligible for long term disability, or
  - c) A temporarily disabled certified staff member, when eligible for long term disability, shall be given an opportunity to continue insurance coverage in the school insurance program during the period of disability, but will be required to pay all premiums connected with this coverage. All premiums are due no later than the last day of the month.

**H. Extra-Curricular Assignments**

- 1) The Extra-Curricular stipends will be outlined in Appendix B.
  - a) Experience  
 With the following provisions, the salary schedule will be followed:  
 Previous certified credit:
    - a) Credit for initial placement on the salary schedule may be counted for each full time year employed, or the equivalent thereof, up to a maximum of ten (10) years.
  - b) Clarifications to experience (for hired positions)  
 Internal hires: Assistant coaches promoted to head coach of the same sport will receive credit for internal years' experience in that sport they are hired to coach.  
 External hires: Head coaches/coordinators hired new to Huntley may receive credit for years' experience for the sport/activity they are hired to coach/coordinate.  
 D158: Middle school coaching/coordinating experiences may transfer to high school coaching/coordinating positions for the sport/activity they are hired to coach/coordinate.  
 Volunteers: Volunteers will not receive credit for years' experience as a volunteer (middle or high school) for the sport/activity they are hired to coach/coordinate.
  - c) Any assignments in addition to the normal load will be open to volunteers. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.
  - d) Except in emergencies, when extra-curricular positions become available, certified staff will have the first opportunity to apply.
  - e) In the event that two or more certified staff members wish to divide or split a stipend, the involved certified staff members may present a written plan for the dividing of the stipend. The plan shall specify the duties of each certified staff members and the percentage to be

paid to each certified staff members. Approval of the plan shall be at the sole discretion of the administration and shall not be subject to the grievance procedures.

- f) A certified staff member who is not selected for an extra-curricular position for which he/she had applied has the right to written reason(s) for not being selected. A request must be submitted in writing by the certified staff member to the official in charge of the hiring decision within thirty (30) days of notification of not receiving the position. The official in charge of the hiring decision must respond within ten (10) calendar days.
- g) If a person is to be discontinued in his/her assignment, the Principal or Athletic/Activities Director shall give written notification of such action to the person within thirty (30) calendar days of the decision.

**I. Extra-Curricular Committee**

- 1) The Extra Curricular Committee will be made up of the Superintendent and/or designee and HEA designees, at least one from elementary level, one from middle school level and one from high school level and will work to establish equitability between the current schedule and those of other Fox Valley Conference schools. This committee should be equally represented by both HEA Members & District Administration.
- 2) The extra-curricular committee will make recommendations to the Board of Education for final approval of extra-curricular positions that may be created, changed or eliminated in the schedule on a yearly basis.
- 3) The extra-curricular committee will meet on a quarterly basis, outside of school hours, to discuss the current status of the various extra-curricular programs throughout the district.
- 4) The extracurricular base stipends for clubs/activities will be increased/adjusted as reflected in Appendix B.
- 5) The extracurricular high school athletic base stipends will be increased to ninety-five percent (95%) of the Fox Valley Conference average for the 2021-2022 school year.
- 6) The extracurricular middle school athletic base stipends will be increased by five percent (5%) for the 2021-2022 school year.
- 7) On an annual basis, the Board of Education is providing the Extracurricular Committee additional funds to be used at the Committee's discretion. These funds can be used for new additional activities or athletic stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities or middle school athletics/activities. The additional funds by year are as follows:
  - a) School Year 2022-2023 - \$35,000
  - b) School Year 2023-2024 - \$35,000
- 8) On an annual basis, the Committee is encouraged to analyze all stipends being paid to make sure that the dollars being spent are maximizing opportunities for students. If the Committee decides to eliminate a stipend and/or a stipend position, these eliminated stipend dollars can be added to the pool of funds above for new additional stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities, middle school athletics/activities. The committee will present a recommendation to the Board of Education by the end of April each year.

**J. Team Leader Committee and Assignments**

- 1) The Team Leader Position stipends will be outlined in Appendix C.
- 2) The Team Leader Committee will be made up of the Superintendent, and/or designee and HEA designees, at least one from elementary level, one from middle school level and one from high school level and will work to review and establish the team lead stipends within the district.
- 3) The joint committee will provide recommendations to the School Board for final approval of elementary, middle, and high school team leader positions that may be created, changed or eliminated in the schedule on an annual basis. The Team Leader committee will also make recommendations to the Board of Education as to increases of stipends for team leader positions.
- 4) This committee will meet AT LEAST once during the calendar school year to discuss the current status of the various team leader positions throughout the district.

**K. Supervision Assignments**

- 1) Any assignments as contained in this section, in addition to the normal load will be open to volunteers. All certified staff members will be provided an opportunity to express interest in athletic/activity supervision at the beginning of each school year. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.
- 2) When supervision positions become available, certified staff, non-certified staff and any individual not currently employed by the District will have the opportunity to apply. The Superintendent or designee shall have the sole discretion to select the individual to fill any assignment and determine the rate of pay for the individual who is not a certified staff member.
- 3) Certified staff members will be paid for the following supervisory duties approved by the principal/designee as follows:

School year 2021-2022 - \$19.50/hour

School year 2022-2023 - \$20.00/hour

School year 2023-2024 - \$20.50/hour

- a) Lunch room Supervisor (Duty free time)
- b) In School Suspension
- c) Bus Duty (inside school day)
- d) Score Keeping
- e) Concert Attendance (Non-supervision)
- f) Ticket Taking
- g) Concert Attendance (Supervision)
- h) Theatrical Performance (Supervision)
- i) Athletic Events (Supervision)
- j) Bus Duty (Outside school day)
- k) Saturday Suspension
- l) After School Detention as required/issued by Building Administration
- m) HHS Senior Parent Night
- n) Freshman College & Career Readiness
- o) 8th Grade Information Night
- p) Junior College and Career Readiness Night
- q) Sophomore College and Career Readiness Night
- r) Financial Aide Night

- s) IACAC Recognized College Fair
  - t) Freshman Orientation Night
- 4) Certified staff members will be paid the following supervisory duties approved by the principal/designee as follows:
- School year 2021-2022 - \$25.75/hour
- School year 2022-2023 - \$26.50/hour
- School year 2023-2024 - \$27.25/hour
- a) Raider Aide and 9<sup>th</sup> hour remediation
  - b) Homework Club
- 5) When someone not covered by this agreement performs the duty, compensation will be at the discretion of the Superintendent or his/her designee.

**L. Salary Schedule Mobility**

With the following provisions, the salary schedule will be followed:

- 1) Previous certified credit:
- a) One year-credit is equal to one lettered step on the salary schedule with the first year-credit coinciding with Step A. Credit for initial placement on the salary schedule may be counted for each full-time year employed, or the equivalent thereof, up to a maximum of ten (10) years. Thereafter, one half-year credit shall be given for each fulltime year employed, or the equivalent thereof.
  - b) Certified Staff, hired after July 1, 2011, will be recognized and placed in the lane of pay in accordance with all educational credits earned in the course of attaining their specific designation or certifications which are required for the position in which they were hired.
  - c) Licensed employees receiving Master’s degrees in counseling, speech therapy, social work, or school psychology which require more credit hours than the typical Master degree program will be placed in the Master’s column according to the following calculation. Thirty-six hours will be subtracted from the credit hours required by the particular program. The difference shall constitute hours post Master’s that the employee will be credited with following completion of the program. The employee must provide verification of the number of hours that are required for the degree. All school psychologists who have an Educational Specialist (EdS) degree will be placed in the M45 lane.
  - d) If the parties both agree, on a case by case basis, teachers hired in difficult to fill positions may be provided signing bonuses and/or additional years of service credit for purposes of initial salary schedule placement. Difficult to fill positions, set forth in this contract shall include the following positions: speech language pathologists, psychologists, positions requiring dual language/bilingual endorsement and any other specialized positions.
  - e) A HEA member filling the position as a Vision Itinerant or Orientation/Mobility Specialist will be placed on the salary schedule according to the following language. A current employee would receive an additional 13 steps from his/her current placement on the salary schedule. A new employee would be initially placed according to the current contract language and then given 13 additional steps.
  - f) Full-time school psychologists shall receive \$3,000 in addition to the salary set forth on the teacher salary schedule. The payment for part-time school psychologists shall be prorated. The payment shall be evenly divided and paid over the school year with the regular paycheck. If a school psychologist is hired once the school year has begun, the payment will be prorated to the number of days worked in the school year.

- 2) Certified staff members will be reimbursed per credit hour or the cost of the class (whichever is less), at \$130.00 per credit hour. The Board offers incentives to certified staff to continue their education by earning graduate credits related to degree programs and/or courses that directly apply to assigned teaching responsibilities. Any coursework must be approved by the Superintendent or designee. No program will be approved unless there is a demonstrable link to the improvement of teaching and learning.
- 3) In order for coursework to be applicable for salary advancement said coursework must fulfill the following requirements:
  - a) Master's or Post graduate degrees, or endorsements/certificate in designated high need areas by the district, or post master's graduate coursework that is in the staff member's content area or literacy
  - b) Courses must be from an accredited college/university
  - c) Must be pre-approved by Superintendent or designee prior to enrollment in the course
  - d) Credit will not be given for courses taken to remove deficiencies for Illinois licensure, or to remove provisional certification.
  - e) If a certified staff member feels that a course is germane to their assigned teaching responsibility and does not meet the above criteria the staff member can request approval and may need to provide a rationale as to the demonstrable link to the improvement of teaching and learning in their current teaching assignment. These requests will be reviewed by a committee of HEA members and administration.
- 4) Certified staff members are eligible to change salary lanes in September each year. All paperwork must be received in Human Resources by the third Thursday of August for the current school year. Any lane change beyond a Master can only be made for credits received after the Master was obtained. Additionally, any additional advanced degrees received by certified staff members shall be eligible for a change in salary lane in February each year. All paperwork must be received in Human Resources by the third Thursday of January for the current school year.
- 5) A certified staff member not in an advanced degree program will be reimbursed for a maximum of nine (9) credit hours per contract year. A certified staff member within an advanced degree program will be reimbursed a maximum of twelve (12) credit hours per contract year. When combining non-advanced degree programs with degree programs, a certified staff member will be reimbursed for a maximum of twelve (12) credit hours per contract year.
- 6) First year certified staff members will be excluded from being approved for coursework. Eligibility begins July 1<sup>st</sup> after your first year of full-time employment.
- 7) Successful completion of the course, a grade of "B" or better, is required.
- 8) Individuals will be required to share their enhanced educational experience as directed by the building principal / designee.
- 9) Deadlines for application for reimbursement:
  - a) First semester: August 30<sup>th</sup>
  - b) Second semester: January 21<sup>st</sup>
  - c) Summer: May 1<sup>st</sup>
- 10) Coursework must be completed within one year of the original application date.
- 11) Huntley University

- a) The District may from time to time offer internal courses for teachers, the completion of which will be treated like graduate college coursework for purposes of salary schedule mobility. It is contemplated that these courses may be taught by outside consultants, the administration or, in some cases, teachers within the district. No teacher shall be required to serve as an instructor for Huntley University and any such assignment shall be paid as provided in this Agreement.
- b) A HEA member will be paid two hundred dollars (\$200) for the completion of one micro-credential foundational badge through Digital Promise.
- c) HEA members will be provided the opportunity to complete Teacher Leader Pathways through Digital Promise. A set of guidelines shall be established outlining the criteria that needs to be completed in order to achieve a Teacher Leader Pathway.

**M. Sick Leave**

- 1) Certified staff members will be granted sick time as follows:
 

0 to 4 years of service	12 days
5 and up	14 days
- 2) Sick leave days shall not have a limit to accumulation.
  - a) Sick leave shall be defined as per the School Code. Immediate family as defined in the law means parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, civil union partners and legal guardians.
  - b) Each year, each certified staff member shall be able to access accumulated sick leave accruals in E-time.
  - c) All sick days will be reported to TRS upon retirement and before any reimbursement will be distributed.
- 3) Certified staff members will be reimbursed at \$15.00 per day for unused sick leave upon retirement, up to 40 days.
- 4) The Sick Bank will operate according to the Sick Bank Committee’s ground rules.

**N. National Board Certification**

Teachers will be eligible to receive additional compensation for obtaining National Board Certification. Licensed Clinical Professional Counselors (LCPC), and/or Licensed Professional Counselor (LPC) will be eligible to receive the additional compensation.

Year 1	\$2,000.00
Year 2	\$3,000.00
Year 3 continuing while valid	\$4,000.00

- 1) Eligibility Requirements:
  - a) Each year, certified staff members shall successfully complete forty (40) hours of District directed and approved curriculum work, staff development classes to other certified staff members, or principal directed school improvement outside of their standard day in order to request the additional compensation. All work must be pre-approved by the Curriculum Department. This compensation will be paid upon approval of the Superintendent or his or her designee. Opportunities to receive this stipend will be available on an annual basis for eligible staff.

For those staff that belong to and are certified under the following: National Board for Certification of School Nurses (NBCSN), American Speech Language Hearing Association (ASLHA), Certificate of Clinical competence (C’s), Nationally Certified School Psychologist (NCSP), Licensed

Professional Counselor (LPC), Licensed Clinical Professional Counselor (LCPC), and Licensed Clinical Social Worker (LCSW) will be reimbursed for professional dues necessary to maintain their professional license as well as one (1) conference, as funding through the Federal IDEA part B grant or appropriate budget is available. Staff will submit their National Certification to Human Resources within 30 days of issuance of renewal for reimbursement purposes.

**O. Personal Leave**

- 1) At the beginning of each school term each certified staff member shall be credited with two (2) days of leave to be used for personal business, which cannot be handled during non-school days or hours. All requests shall be made at least five (5) workdays in advance of the desired date of the leave, except in an emergency approved by the Superintendent or designee.
- 2) Personal leave shall not be allowed for participation in a work stoppage.
- 3) Except in the case of an emergency, or a unique circumstance approved in advance by the Superintendent or his or her designee, or for observations of a recognized religious holiday of the certified staff member’s faith, the following days shall not be utilized for personal business leave:
  - a) The last two days of the school year,
  - b) A week day immediately preceding or following a week day legal holiday, observed by the district,
  - c) A week day immediately preceding or following a week day of student non-attendance,
  - d) A Friday before a Monday student non-attendance day / half day.
- 4) Personal leave days accumulate up to four (4) days. If a staff member is requesting more than 2 consecutive days, the staff member will need to submit a request to the Assistant Superintendent overseeing Human Resources. These requests are for extenuating circumstances.
- 5) Unused personal leave days after four (4) will accumulate as sick leave.
- 6) Personal leave days can be requested in increments of ½ day or a whole day.

**P. Jury Duty**

A certified staff member called for jury duty will be paid his or her salary for those days and will turn over to the district the amount received for being a juror, exclusive of the monies received for travel expenses, meals, and days not counted as working days, paid holidays, or weekend jury pay.

**Q. Family Medical Leave Act (FMLA)**

The District will follow the law in terms of Family Medical Leave. During the approved FMLA, the Certified Staff member’s benefits will continue as pursuant to Policy 5:185.

**R. Bereavement Leave**

Each certified staff member shall be entitled to two (2) days bereavement leave per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the certified staff member’s accumulated sick leave. The bereavement days shall be used for the loss of an immediate family member as defined in Section IV, Part L: Sick Leave. In addition, bereavement days can be utilized for aunts, uncles, nephews, nieces, cousins and fiancés.

**S. Mileage Reimbursement**

The rate of reimbursement for approved mileage shall be at the recognized IRS rate.

**T. Providing Curriculum Resources and Compensation**

- 1) The district will provide curriculum for all courses and programs taught in the district. The parties recognize that teachers sometimes assist in the development of curriculum for new or revised classes. In those cases, curriculum compensation shall be as outlined below in section 2. Modification of existing materials for special education students and other students requiring accommodations in the general education or co-taught setting does not constitute curriculum work. However, a complete revision of existing curriculum does not constitute a “modification” and shall be eligible for compensation. Under administrative approval, rewriting, revising, or modifying existing curriculum and instruction materials for special education instruction and self-contained class constitutes curriculum work.
- 2) Curriculum work must be approved in advance by the Superintendent or designee. Approval shall include specification of the maximum number of hours per project and the compensation option. For approved curriculum work, certified staff members will be paid \$23.00 per hour for curricula activities that involve training or understanding of new curricular initiatives (for example, training of Read 180 or technology strategies). For approved curriculum work, certified staff members will be paid \$30.00 per hour for curricula activities that involve the development of curriculum or assessments.
- 3) A member will be paid at the following rates for the creation of a new course approved by the Board of Education or for the creation of a first-time blended course. Teachers developing the new course work for Vanguard Vision will receive the year long stipend. This language does not pertain to curriculum revision of existing courses or adoption of a new curricular series occurring as part of a district curriculum review. Each course will be allocated one stipend.
  1. Quarter long course - \$350 (three hundred and fifty dollars)
  2. Semester long course - \$700 (seven hundred dollars)
  3. Year long course - \$1,400 (one thousand four hundred dollars)
- 4) Submission by the staff member of the request for compensation must be submitted within thirty (30) days of the completion of the work and should be paid within sixty (60) days.
- 5) Providing curriculum resources: HEA and the Board share the expectation that certified staff members will have access to all necessary instructional materials and professional development in order to prepare and deliver district approved curriculum. If any certified staff member feels that have not received the appropriate materials, they should contact their immediate supervisor in writing within five (5) school days. A written response will be provided to the staff member within five (5) school days on how curriculum will be provided.

**U. Compensation for Internal Substituting**

- 1) A teacher who supervises another teacher’s class(es), as authorized by the building principal/designee, during his/her preparation period or during their contract time not normally assigned to supervising students shall be compensated at the rate of \$40.00 per hour.
- 2) The Superintendent or designee shall first offer the opportunity to available certified staff members within the building, if the vacancy goes unfilled, the designee shall have the right to select any individual, holding the appropriate credentials, to fill any assignment and determine the rate of pay for the individual who is not a certified staff member.

**V. Driver Education Pay**

- 1) For Driver Education instruction beyond the contract day, the teacher will be paid \$45.00 per student contact hour.

**W. Summer School Pay**

Summer school teachers, both traditional and online, will be paid \$3,240 (or \$100 per enrolled student, whichever is greater) per summer session. A typical summer session will be defined as sixteen (16) four and a half (4.5) hours days. This equates to \$45.00 per hour. In the event that the summer schedule requires this typical session to be adjusted to a comparable schedule (i.e. fifteen (15) four hours and forty-eight minutes days /4.8 hours) the staff would still receive the same rate of pay; \$45.00 per hour. All other summer programming will be paid at a pro-rated amount of \$45.00 per hour.

- a) It is expected that special education teachers will utilize one of their release days to prepare for the successful transition of students on their caseload to ESY. In the event that a special education teacher is unable to finalize preparation for students on their caseload attending ESY, they may seek special education administrative approval for up to 3 hours paid time outside of their regular workday schedule.
- b) ESY teachers will be paid up to 4.5 hours prior to the start of ESY to establish their summer school classroom and evaluate student needs and gather materials.

**X. Certified Staff Members Who Live in the District**

- 1) Certified Staff Members who live within the District may request their children attend a specific school. The request shall be submitted to the Superintendent, who has the discretion to grant the request provided space is available at the school requested.

**Y. Retirement Incentive**

- 1) Eligibility: A retirement program shall be available for the certified staff members who meet all of the following eligibility criteria.
  - a) Completed at least fifteen (15) years, twenty (20) years, or twenty-five (25) years of full-time service in the District at the time of retirement; and
  - b) Be eligible for a TRS annuity; and
  - c) Submit a Letter of Intent to Retire accompanied by the TRS member requested “Personal Statement of Benefits” and a “Benefit Estimate” indicating total years of service by June 30th preceding the school year when the retirement enhancement takes effect. For those submitting Letters of Intent to begin the retirement enhancement in 2021-2022, the items listed above must be submitted by a maximum of thirty (30) days after the contract is signed by both parties; and
  - d) The incentive is not available unless the certified staff member can retire without obligating the certified member or the District to pay a penalty or any other payment to TRS. In determining these dates, certified staff members must consider and utilize all of their available sick leave for creditable service purposes in TRS as well as any available service credit obtained from other pension systems; and
  - e) Due to penalty provisions of the Illinois Teachers’ Retirement System (TRS), no certified staff member upon reaching a date of employment within four (4) years of first becoming eligible for TRS retirement (early or ordinary) shall be entitled to receive an increase in total creditable earnings greater than 6% of the prior year’s creditable earnings regardless of any other provisions or salary schedules of this Agreement. Any such earnings over 6% shall be considered forfeited, but shall not preclude the member from future schedule advancements and future earnings, subject to the annual application of the limitations of this provision.
  - f) The incentive is not available unless the certified staff member completes the full school year of their final year. Unless Board of Education approval is obtained.

2) Enhancement: As a voluntary retirement enhancement for certified staff member who qualify as provided above, the following shall apply:

- a) The certified staff member will be removed from the salary schedule and for the final four (4) year(s) of employment, the certified staff member's base salary shall be increased over the certified staff member's base salary for the prior year of employment as follows:
  - a. Fifteen (15) years of service at the time of retirement – four percent (4.0%)
  - b. Twenty (20) years of service at the time of retirement – four and one half percent (4.5%)
  - c. Twenty-five (25) years of service at the time of retirement - five percent (5.0%)
- b) A certified staff member may receive no more than four (4) years of the percentage base salary increases listed above under this program. It is the intent of the parties that the percent increases will be paid in the certified staff member's final years of employment with a range of 1 - 4 years pursuant to the number of years notification indicated in the Letter of Intent. If a certified staff member has already submitted their letter of intent under a previous contract and their percent increase would change under this new agreement, the certified staff member's percent will be adjusted for the remaining years under their initial letter of intent.
- c) This retirement enhancement shall be in lieu of experience and lane change increases, as well as any additional payments or stipends, with the exception of those that are exempted from TRS creditable earnings by law. No professional employee who has given notice of retirement shall receive a pay increase that will subject the Board to an additional contribution to the TRS.

3) Revocation: Should a certified staff member wish to request his/her letter of retirement be revoked, the following shall apply:

- a) The certified staff member shall submit an appeal with the rationale for this request to the Board of Education. If the Board denies the request of the certified staff member, the Board's decision may not be grieved.

In the event the Letter of Intent is revoked, the certified staff member shall have their salary reduced by an amount that was granted as part of the retirement enhancement which is in excess to the salary amount they would have received without the enhancement. This amount shall be withheld from the regular pay of the certified staff member over twenty-four (24) pay periods during the year of revocation.

**Z. Part Time Teacher Salary Increases**

- 1. Full-time teachers who work 100 full days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the of the next school year, assuming they have not reached the last step in the applicable column.
- 2. Part-time teachers who work full days but less than five days per week and complete at least 100 full days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the of the next school year, assuming they have not reached the last step in the applicable column.

3. Part-time teachers scheduled each day for less than a full work day who work at least 100 of their scheduled days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the next school year, assuming they have not reached the last step in the applicable column.

**ARTICLE V.  
OTHER PROVISIONS**

**A. Certified Staff Member Participation on Committees**

- 1) Certified staff members shall participate on curriculum and policy committees related to the educational program.

**B. Planning for Institute and In-service Days**

- 1) Institute Days are designed to be comprised of both district and/or building level activities. The planning of district led activities shall be determined by the Curriculum Council/Committee, composed of licensed staff members other than paraprofessionals and administrators. The planning of the building led activities will be determined by a building-based committee comprised of a diverse group of certified staff members and building administrators. If non-teaching licensed staff members maintain that any building level meeting is not applicable to their job duties, they may request to be excused in favor of completing other duties. The building level committee will work with administration to ensure productive use of time, which will include teacher directed work time between four (4) - eight (8) hours per year. Teacher directed work time is defined as working collaboratively on curriculum and content-related activities. Licensed staff members shall participate in the evaluation of such programs within a reasonable time following i.e. before the next such day. The evaluations shall be taken under consideration when planning future institute and in-service days.

**C. School Calendar**

- 1) A school calendar committee made up of HEA, HESPA and district representation will meet to determine the construction of the school calendar for the upcoming school year(s). Administration will provide HEA Leadership with the committee’s recommendation prior to the recommendation going to the Board for approval. If HEA Leadership has any questions or concerns, they will reach out to the administration within five (5) days of receipt of the recommended calendar.
- 2) This calendar will provide a minimum term of no more than 185 days to insure 176 days of actual pupil attendance computed under Section 18-8 of the School Code of Illinois. The 185-day calendar will include built-in emergency days. The calendar shall contain no more than 182 certified staff member workdays, two of which will be considered a floating day.

**D. Certified Staff Member Day**

- 1) The length of the certified staff member’s work week shall be thirty-eight (38) hours and forty-five (45) minutes with a typical work day being defined as seven (7) hours and forty-five (45) minutes as scheduled by the administration. The specific hours will be determined by the Superintendent or his/her designee. It is the intent of both parties that this time be continuous.
- 2) Grades K-5 teachers shall supervise students ten (10) minutes before the start of the student day.
- 3) Supervision of students from the classroom to the bus shall not be required past the 5<sup>th</sup> Friday of the school year. In the event that the school year begins in a remote learning setting, the

supervision shall not be required past the 5<sup>th</sup> Friday of the first day of in-person student attendance.

- 4) On Fridays and Holiday Eves (listed below), the certified staff member day will end 15 minutes early or immediately after the last student enrolled in the teacher's assigned grade(s) is scheduled to depart, whichever comes last (*Labor Day Friday, Columbus Day Friday, Veteran's Day Eve, Thanksgiving Wednesday, Last school day before Christmas vacation, Lincoln's Birthday Eve, Good Friday Eve, Memorial Day Eve*).
- 5) Certified staff members may leave immediately after student dismissal for those days when they must return to school for an evening meeting or event.
- 6) Certified staff members in Grades PK – 5 shall not be required to supervise recess except in emergencies.
- 7) Certified staff will be available for meetings that may include professional development, grade level articulation, school improvement, general district/school related information, data, assessment and professional learning communities. that will not exceed one hundred eighty (180) minutes per month. Staff will be informed seven (7) calendar days in advance of any meeting that will extend past thirty (30) minutes. No meeting shall exceed sixty (60) minutes. All meetings will be held within the contractual certified staff member's work week of thirty-eight (38) hours and forty-five (45) minutes.
- 8) Certified staff members may be allowed to leave the building during unassigned time. Unassigned time shall be defined as those periods of time when a certified staff member has no assigned class or duty, nor any conference scheduled with a parent or student. Prior to leaving the campus, the certified staff member shall notify the principal or designees.
- 9) Certified staff, working in the Middle Schools and High School, shall have a minimum thirty (30) minute duty-free lunch not inclusive of passing times. Certified staff members working in the elementary schools shall have a minimum forty (40) minute duty-free lunch not inclusive of passing times.
- 10) The Board will continue to utilize teacher aides to reduce the amount of duty responsibilities for elementary teachers.
- 11) For those teachers who are required to attend student staffing's, IEP meetings, etc., the administration will provide substitutes if available for such teachers to attend IEP staffing's or meetings.
- 12) Certified staff member planning time at the Elementary level will consist of a minimum of three hundred (300) minutes/week within the student attendance day. Planning time will be scheduled in blocks containing a minimum thirty (30) consecutive minutes, with at least one block scheduled per day. Any plan time schedule under this minimum must be agreed to by mutual consent and paid at the pro-rata amount of the certified staff member's salary. Administration shall make a reasonable effort to provide an uninterrupted planning period.
  - (a) For certified staff members teaching music classes at the elementary level, there will be 17 classes held three times a week for 30 minutes per period.
  - (b) Teachers who teach such special classes shall be paid, at his or her per diem rate as a stipend, for any loss of teacher preparation time.
- 13) Middle School certified staff members will have sixty (60) minutes a day dedicated to planning, organized in blocks of not less than thirty (30) minutes.

- 14) The standard high school schedule shall consist of five (5) regularly scheduled classes, a regularly scheduled planning period, and a supervision period. Supervision periods will not include teacher instructional responsibilities such as planning and direct instruction. Supervision is defined as duties assigned by the administration that takes place during the contractual workday. When a certified staff member serves as an internal substitute during their supervision period, they will not be compensated.
  - a) If a sixth class period is added to a high school teacher's schedule in place of a supervision period, that class shall be considered an overload. High school overloads will be paid at \$7,500 per year.
  
- 15) Life Instruction Guiding Huntley Transition (LIGHT) certified staff members will have a minimum thirty (30) minute duty-free lunch. The Board will continue to utilize teacher aides to reduce the amount of duties, including lunch supervision of LIGHT students. LIGHT certified staff members will have sixty (60) minutes a day dedicated to planning, organized in blocks of not less than thirty (30) minutes. Planning time will take place prior to student arrival and/or following student dismissal. Any plan time schedule under this daily minimum must be agreed to by mutual consent. Certified staff and Administration shall make a reasonable effort to provide an alternate uninterrupted planning period for missed plan time due to scheduling conflicts and/or other unforeseen circumstances. Missed plan must be accommodated for and communicated to administration within a timely manner, not to exceed seven (7) school days, for payment at the pro-rata amount of the certified staff member's salary. The standard LIGHT schedule shall consist of two regularly scheduled planning periods, two non-teaching assignment periods where teachers supervise experience-based learning opportunities, consistent community-based learning blocks, and direct instruction courses that enhance post-secondary learning. LIGHT certified staff members will schedule student/teacher and/or parent teacher conferences during the two days of conferences scheduled district-wide.

**E. Class Size**

- 1) The Huntley Community School District 158 Board of Education recognizes that the student/teacher ratio is an important aspect of an effective educational program. The Board also acknowledges the desire of maintaining optimal class size averages within the parameters of financial responsibility and availability of appropriate facilities. Our community values public education and expects reasonable class sizes. Where disparities in class size exist, the Board shall attempt to minimize these disparities, consistent with the needs of the entire District, utilizing a variety of options, including but not limited to aides, additional faculty, student/special program transfers, provided appropriate resources are available to the District.

As a desirable goal, the District will strive for student/teacher ratios at or below the following on the first day of school (These ratios shall not apply to Dual Language classrooms):

- a) Kindergarten: 23:1
  - b) 1<sup>st</sup>/2<sup>nd</sup> Grade: 24:1
  - c) 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grade: 27:1
  - d) 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade: 32:1
  - e) 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> Grade: 32:1
  - f) Physical Education 6<sup>th</sup>-12<sup>th</sup>: 48:1 The elementary Physical Education courses regarding student/teacher ratio will seek to be similar to the desired goals set for will follow guidelines above with a maximum of three additional students.
- 2) There will be a standing joint HEA-Administration class size committee. This committee will be made up of up to five (5) members from administration and of up to five (5) members from HEA. This committee will meet at least once per year, within two weeks prior to the start of school and at any other times requested by <sup>22</sup>either administration or the HEA. This committee

will meet to review the class size and discuss solutions to class size concerns. The committee may make recommendations addressing class size concerns to the Administration. If a certified staff member has concerns related to the effects of class size on student or staff safety or the effects of class size on the maintenance of an effective learning environment, the certified staff member shall discuss with his/her building principal the concerns and look for possible solutions. A response will be provided to the staff member within ten (10) school days of the meeting. If the certified staff member's concerns remain unresolved after this meeting, the certified staff member may bring their concerns to the committee. The committee will mutually agree to meet within ten (10) school days of the concern being brought forward to the committee. Within ten (10) school days a response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) days if there is an extenuating circumstance or more information is needed for the meeting.

**F. Special Education**

Special Education certified staff members are defined as special education teachers/case managers, adaptive PE teachers, social workers, psychologists, speech language pathologists, vision itinerants, orientation and mobility specialists and hearing itinerants.

- 1) A Special Education instructor's caseload will not exceed state and federal guidelines at any one time.
- 2) Special Education Case Management requires a great deal of time from those involved in the education of students with special needs. Through mutual agreement and collaboration between the building administrator, special education coordinator and certified staff member, up to five (5) release days, per certified staff member responsible for special education, will be provided each school year for all case management responsibilities including but not limited to: scheduling, collaboration with related staff, completion of IEP/Re-Evaluation paperwork, progress reports, data collection and analysis, meeting with parents or home visits, curriculum modification, and making preparations for students attending Extended School Year (ESY). The staff member making the request for a release day shall seek approval for the desired day from his/her building administrator. S/he will provide documentation, through utilizing a district approved form, that the day(s) is needed due to workload. This request must be submitted at least three (3) school days prior to the requested case management day. All requests shall be processed within two (2) school days in advance of the desired date of the leave, except in an emergency approved by the Superintendent or designee. Once a date is mutually agreed upon, this day should not be denied them unless there is a crisis where the staff member is needed. Should the staff member become unable to take the case management day due to illness or bereavement, the staff member and administration will work mutually to agree on an alternate day. The certified special education staff member may seek approval from their building administrator for additional days of release time if needed. In the event that release time is not appropriate or available, with approval of the Superintendent, the certified staff member will be compensated with extended hourly pay, according to the staff member's standard hourly rate outside of the regular school day hours. It is understood that IEP minutes must be made up when missed due to professional responsibilities, including but not limited to, IEP/504 meetings, team meetings, case management days, professional development, sick time, and crisis intervention. Related services providers who identify that circumstances are continuing to cause large numbers of missed minutes with difficulty scheduling the make-up minutes, will share this concern in writing with his/her building special education administrator to review the situation and collaboratively work to find solutions for making up the minutes. The administrator will provide a response within five (5) school days. Possible solutions could be assistance with clustering of students in the schedule effectively and efficiently for make-up minutes, suggestions for more efficient scheduling of IEP meetings, working with other related

services to assist in the make-up services, authorizing loss of prep payment for servicing minutes, etc.

- 3) Special Education certified staff members and related services providers who service non self-contained classrooms in grades 1-12 may request up to four (4) hours of time prior to the first day of school, paid at a per hour rate, to prepare to meet the needs of students with IEPs and implement the IEP, specifically accommodations, placement, and behavior intervention plans if needed. These hours must be completed in the certified staff member’s assigned building with the knowledge of a building administrator.
  
- 4) A Workload Analysis committee of equal representation of administrators and association members will be established. The committee will include a representative from each special education professional discipline (including but not limited to, special education teacher, school psychologist, social worker, speech/language pathologist, occupational therapist, vision/hearing itinerant, and physical therapist (While not identified as special education staff, a certified school nurse and school counselor may also be invited to participate on the committee). The purpose of this committee shall be to collaboratively review the workload of special education staff. They will utilize staff concerns that have been brought forth as well as recommendations from the special education opportunities review. The committee will meet afterschool on a quarterly basis or more if deemed necessary. Beginning with the 3rd quarter meeting the committee will review caseloads and workloads for the upcoming year, by building and program and collaboratively work to determine potential shifts in staff allocation or additional staffing needs.

The Huntley Community School District 158 Board of Education recognizes that the student/staff ratio is an important aspect of an effective educational program. While appropriate staffing is necessary in order to provide a quality education for our students, identification of specific student to staff ratios is difficult to determine as many factors impact what may constitute an appropriate staffing level. Recommendations from professional organizations shall be considered as part of the review process. When determining building and program staffing needs for each discipline, the District will take into consideration the following factors:

- Total building enrollment
- Age Groups served in the building
- The severity of student needs
- The self-contained classrooms/programs served in the building
- The number of students with IEPs and the minutes of the students in the building
- The number of students in the MTSS process and potential initial reviews in the building
- The number of re-evals in the building
- Maintenance of a safe and adequate learning environment
- The physical size of equipment needed and the physical space of classrooms

If a certified staff member has concerns related to the effects of workload or caseload on student or staff safety, the effects of caseload or workload on the maintenance of an effective learning environment, the ability to provide an effective learning environment, or the ability to meet the minutes of the students on their caseload, the certified staff member shall meet with his/her building special services administrator to discuss the concerns and look for possible solutions. The certified staff member will put these concerns in writing. A written response will be provided to the staff member within ten (10) school days of the meeting. If the certified staff member’s concerns remain unresolved after this meeting, the certified staff member may bring their concerns, in writing, to the committee. The committee will mutually agree to meet within ten (10) school days of the concern being brought forward to the committee. The committee

will work collaboratively to look for possible solutions which will be provided to the Assistant Superintendent of Student Services. Within ten (10) school days a written response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) school days if there is an extenuating circumstance or more information is needed for the meeting.

- 5) Stipend for Special Education Teachers with more than Five Discrete Course Subjects: Middle school and high school special education teachers are normally required to teach no more than five different discrete course subjects each semester. In the event six or more discrete course subjects are assigned to a middle school or high school special education teachers in any semester, the teacher shall be paid a semester stipend of \$2,500. This provision shall apply to special education teachers assigned to teach more than five discrete subjects in strategy education, life skills, or structural educational setting are eligible for the stipend.
- 6) The District will maintain inclusion class enrollment levels in line with state and federal guidelines.
- 7) A certified staff member who is asked by administration to respond to crisis events outside of contract hours will be compensated at their pro-rata rate.

**G. Co-Teaching**

- 1) Co-teaching is an instructional delivery approach between a general education teacher and another licensed educator (other than a paraprofessional) including, but not limited to, special education teachers. Both teachers shall share the responsibility for planning, delivery of instructional services, and evaluation of students and shall work collaboratively to meet the needs of the students. The Board shall provide training to teachers prior to initially placing them in co-teaching assignments and shall endeavor to provide teachers co-planning time during the instructional day. In an effort to maximize student achievement and required teacher co-planning time in co-taught classes, the District shall endeavor to assign no more than three discrete courses and no more than two different co-teachers in a middle or high school special education co-teacher schedule. The District shall endeavor to assign no more than three different co-teachers in an elementary special education co-teacher schedule.
- 2) The District will maintain inclusion class enrollment levels in line with state and federal guidelines. The District shall endeavor to limit students with section 504 plans in co-taught classrooms with the understanding that there will be some students who will benefit from placement in co-taught classrooms given they have been identified as students who may be considered for the special education services that are provided within co-taught classrooms. If a co-teacher believes that the number of students with section 504 plans in his/her classroom negatively impacts the learning environment for all students, he/she may request a meeting with his/her building and special services administrator to discuss the concerns and look for possible solutions. If the co-teacher's concerns remain unresolved after this meeting, he/she may bring his/her concerns, in writing, to the Director of Special Services. Within ten (10) school days a written response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) school days if there is an extenuating circumstance or more information is needed for the meeting.

The District also endeavors to keep class sizes of co-taught classrooms comparable to similar non-co-taught regular education classrooms.

**H. Lesson Plans**

- 1) It is agreed that daily lesson plans are essential for maximizing teaching and learning in the classroom. Each certified staff member shall have written plans completed and readily available, for classroom and community-based instruction, to be turned in to the principal/designee at the end of the school year.
  - a) Non-tenured certified staff member shall turn in lesson plans to the principal/designee for review and suggestions for improvements.
  - b) Tenured certified staff member shall keep daily lesson plans readily available in the classroom for review by the principal/designee. A tenured certified staff member will be required to submit lesson plans to the principal/designee if the certified staff member has been notified in writing that a specific problem in planning exists, i.e. no completed plans available, plans insufficient or ineffective.

**I. Voluntary Transfers**

- 1) Voluntary transfers will be considered before involuntary transfers. The Superintendent or designee shall have posted in all school buildings and on the Human Resource’s “Internal Applicants Only” website, a notice of all vacancies in the bargaining unit. A copy of such notice shall be given or mailed to the Association President or designee. Such notice shall be accompanied by a statement of minimum qualifications and anticipated salary range. If a vacancy occurs during summer vacation, notice thereof shall be posted in all school buildings, sent through district email to HEA Presidents, and on the District website. Such vacancies shall be permanently filled only after the lapse of ten (10) calendar days from the posting date unless emergency occurs. During the hiring process any qualified internal candidate shall be given priority to fill the position consistent with the criteria stated below:
  - a) Certified staff members wishing to apply for a transfer shall notify the Human Resources Department in writing. The internal applicant will receive confirmation of request and the process that will follow from the district office. After qualified certified staff members are interviewed for such vacancies, they shall be notified in writing of the District’s decision when the vacancy is filled. The District may consider the following criteria in filling the vacancies:
    1. Qualifications, including years in subject area, degrees, overall teaching experience and evaluations.
    2. Seniority
    3. Balancing the skill set within each building.

**J. Involuntary Transfers**

- 1) From time to time the involuntary transfer of teachers may become necessary due to the pupil distribution, instructional requirements and/or for other reasons. When a reduction in the number of teachers in a school or grade level is necessary, volunteers shall be given consideration and the Voluntary Transfer process per Article V K1 will be followed.
- 2) A certified staff member who is involuntarily transferred, shall be given written notification by the appropriate administrator, and if a request is submitted in writing by the certified staff member to the appropriate administrator within thirty (30) days of notification, the appropriate administrator must provide the reasons for the transfer in writing within ten (10) calendar days.
- 3) District Administration will meet with the Association President(s) prior to the transfer process to discuss the needs of the district and the process being used to determine the transfers needed.

- 4) Any staff member who is involuntarily transferring classrooms or buildings will have boxes provided by the district, for packing of district owned materials. The district will also be responsible for moving these boxes/materials to the new classroom.
- 5) Once Voluntary applicants have been reviewed and considered and it has been deemed by administration that involuntary transfer still need to occur, the District may consider the following criteria in filling the vacancies:
  - i) Qualifications, including years in subject area, degrees, overall teaching experience and evaluations.
  - ii) Seniority
  - iii) Balancing the skill set within each building
  - iv) Previous involuntary transfers within the last three (3) years.
- 6) If a vacancy in the building and grade level where an involuntarily transferred staff member becomes available the same year of the involuntary transfer and prior to two (2) weeks of the start of the school year, then the District will contact that staff member asking if they would like to be placed in that vacancy.

**K. Seniority**

- 1) Length of continuous service shall be computed from the most recent date on which the certified staff member commenced working on a full-time basis, and will apply irrespective of intervening transfers from one area to another; in the event two or more certified staff members possess the same length of continuous service, the length of service will be computed from the date of hire. If the date of hire is the same, the date upon which the certified staff member(s) signed a contract shall be used. Sabbaticals and/or leaves shall not generate additional seniority or break the continuous service record of any employee.

**L. Seniority List Procedures**

- 1) At least seventy-five (75) days from the end of each school year, the Superintendent or designee shall post a tentative listing, categorized by years of service, listed by hire date, showing the seniority of all certified staff members employed by District 158. The listing shall provide the following information for each certified staff member:
  - a) Name
  - b) Current position
  - c) Years of continuing tenured service
  - d) Other certifications/endorsements
- 2) Each certified staff member shall have thirty (30) calendar days thereafter to file written objections to his/her ranking. A certified staff member's failure to make a timely objection shall be deemed in acceptance of the ranking, and the certified staff member cannot thereafter challenge his/her seniority until the following year.
- 3) At least seventy-five (75) days before the end of the school year, the Superintendent or designee shall provide a list of the groupings of certified staff members, to the HEA leadership, as required by the Illinois School Code.

**M. Returning from Leave of Absence**

All certified staff members on a one (1) year leave will notify the district, in writing, of their intent for the next school year by February 15.

**N. Leave of Absence**

All certified staff members may request a one (1) year leave of absence without pay for personal reasons. Requests shall be submitted to Human Resources for Board approval. During a

yearlong leave of absence, the staff member shall not accrue a year of service for seniority purposes.

**O. Flex Days**

Flex days are intended to be used for needed activities outside the regular school day and these activities will be mutually agreed upon between the certified staff member and administration.

Day 1: Certified Staff: To be used for Mandated Trainings and additional activities outside of the school hours to be identified by the District at the beginning of the school year. For example, Open House, Back to School Night, Graduation/Promotion, etc.

Day 2: To be used as a teacher preparation/classroom set up day at any point in the school year.

All certified staff members must turn into their building administrator, by the last day of school, written documentation of the dates and times supporting the 7 ¾ hours.

**P. Reduction in Force**

- 1) When the Board decides that it is necessary to terminate the employment of tenured certified staff in order to reduce the number of certified staff members in the district, the President of the Association will be notified in writing of such action in advance of any public announcement. Upon written request of the Association to the Superintendent, representatives of the Association shall be given an opportunity to discuss and provide input relative to such reductions in staff at a meeting with the Superintendent.

**Q. Online and Blended Classes**

The District offers non-traditional courses which are taught on-line or on a blended basis where instruction is provided in a traditional classroom with an on-line component. The purpose of these courses is to provide high quality instruction in different learning environments. The parties agree that the purpose of offering on-line and blended classes are not to eliminate teachers within the district.

Blended and online courses offered during the school day shall be treated the same as traditional classes for purpose of workload, class size, and days worked. Teaching a blended course or online course is voluntary and no certified staff shall be required to teach in the blended or online format.

Online Courses offered during the summer shall be organized and compensated as follows:

1. Non-traditional courses may be offered on a different schedule than traditional coursework with different start and ending times.
2. The total number of students permitted in a course will be decided upon mutual agreement between the principal or his or her designee and the teacher.
3. All communications with students will be through District provided programs, platforms and applications.
4. Non-traditional courses taught shall be offered to qualified existing District 158 staff first.
5. Each online class section shall be considered one (1) class and shall be paid based on the language in Article V, Section W: Summer School Pay.
6. The meeting site for all summative assessments and final exams will be determined by the administration and licensed staff member and must be located at the coordinated D158 location.

**ARTICLE VI. CERTIFIED STAFF EVALUATION**

The Board and the HEA shall meet during the term of this Agreement to discuss changes to the evaluation plan and instrument required by Public Acts 96-0861, 97-008 and 97-0007. The parties recognize that the Performance Evaluation Reform Act (PERA) requires a committee, consisting of equally numbered representation from the Board and HEA be formed to determine how the district will incorporate the use of student data and indicators of student growth as a significant factor in rating teacher performance in evaluation plans. The parties will work together to discuss formation of such a committee and to implement the changes as required by law. Changes to the evaluation plan may be prospective unless otherwise required by any new or existing state laws/mandates.

- 1) The purpose of evaluation shall be to improve the instructional skills of certified staff member with the goal of maximizing learning by students in the classroom. Accordingly, the evaluative process defined below shall include both the identification of teaching deficiencies and constructive suggestions needed for improvement.

**A. Annual Notification**

- 1) By October 15<sup>th</sup>, the Superintendent (or designee) and/or the building principal shall inform the teaching staff of the procedures of evaluation, including who may evaluate the certified staff member's performance. Each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation. All certified staff members will be given a copy of the Huntley CSD 158 Teacher Evaluation Plan. No formal evaluation may be conducted until this has been completed. Specialists shall be evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.

**B. Evaluation of Tenured Certified Staff Members**

- 1) Tenured certified staff members shall be formally evaluated at least once in every two (2) years. All tenured certified staff member, by mutual agreement, may participate in either the Clinical Model, Hybrid Clinical Model, or Professional Growth Plan Methods of Evaluation, with the exception of those participating in the Professional Assistance component. Numerical ratings shall be utilized for each model in accordance with PERA.
- 2) The Professional Growth Plan Method of Evaluation consists of the following required meetings between the evaluator and the certified staff member, all of which shall happen during the certified staff member's work day:
  - a) A meeting prior to October 15<sup>th</sup> of the school year to establish a new Professional Growth Plan or review the status of previously submitted Professional Growth Plans. The goals in the plan will be mutually agreed upon by the certified staff member and evaluator,
  - b) A mid-year conference to discuss progress made toward achieving outlined goals,
  - c) A meeting no later than May 15<sup>th</sup> of the school year. An Annual Summary will be completed by the evaluator and discussed with the certified staff member. Both the certified staff member and the principal/designee will sign the Annual Summary, which will be forwarded with all progress review reports to the District Office for placement in the certified staff member personnel file. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate Agreement with its contents.
- 3) All forms and paperwork to be completed by the certified staff members, which have been mutually agreed upon. The evaluation tool to be used must be mutually agreed upon by the Association and the District.
- 4) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.

**C. Evaluation of Non-Tenured Certified Staff Members**

- 1) Non-tenured certified staff members shall be formally evaluated in the classroom twice each school year. A third formal evaluation can be conducted if a certified staff member receives an overall rating of “Unsatisfactory” on one of their first two formal evaluations. Certified staff members in year one or two will be evaluated using the Clinical Model of evaluation. Certified staff members in years three or four may be evaluated using the Clinical or Hybrid Clinical Models of evaluation at the choice of their evaluator. The building principal/designee must complete these evaluations before January 20th. Numerical rating shall be utilized for each model in accordance with PERA.
- 2) Specialists shall be evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.
- 3) Prior to the initiation of the evaluation process, each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation.
- 4) Announced classroom observations will be accompanied by the following required meetings, to be held during the certified staff member’s work day:
  - a) Pre-Observation conference to discuss the Pre-Observation Information Sheet and to set a time and date for the formal observation.
  - b) A Post-Observation conference between the building principal/designee and the certified staff member within ten (10) school days after each classroom observation. At this conference, the written evaluation being placed in that certified staff member’s personnel file shall be signed and dated by the teacher and the principal/designee. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.
- 5) All forms and paperwork to be completed by the certified staff member, which have been mutually agreed upon can be found in the Appendix. Any forms used for evaluation in addition to those in the Appendix must be mutually agreed upon by the Association.
- 6) Any classroom observation for the purpose of evaluation shall be conducted with the full knowledge of the certified staff member. The certified staff member and evaluator will mutually agree upon the date of the observation and the lesson being observed.
- 7) Observations shall not be conducted during the day immediately preceding or following a student non-attendance day.
- 8) Within ten (10) school days after each classroom observation, a conference between the principal/designee and the certified staff member will be held. At this conference, the written evaluation being placed in that certified staff member’s personnel file shall be signed and dated by the certified staff member and the principal/designee.
- 9) By February 15<sup>th</sup>, or by March 1<sup>st</sup> if hired after the start of the school year or on a part-time basis, the principal/designee will complete a final summative evaluation report for each certified staff member. The report will be discussed with the teacher, signed and dated by the certified staff member and principal/designee, and forwarded to the District Office for placement in the certified staff member’s file.
- 10) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.

**D. Informal Evaluation**

- 1) Informal observations may be held as determined by the principal/designee or requested by the certified staff member.
- 2) Any informal observations, which are to be used to evaluate the certified staff member, shall be reduced to writing within ten (10) school days. Such written report may contain references to documented prior occurrences of similar incidents without regard to the ten (10) day limitation. The administrator will meet with the certified staff member to present this report and discuss this observation.
- 3) All dates listed above are not binding should the certified staff member not be available to meet within, or at, the requested dates or by the requested time-lines.

**E. Procedure for Records**

- 1) The certified staff member shall be given a copy of any formal and/or informal evaluation placed in his/her personnel file. Such copies will be signed by the principal/designee and certified staff member, with a copy given to the certified staff member in accordance with the time limitations specified above. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.
- 2) The certified staff member shall have the right to review the contents of his or her personnel file.
- 3) The certified staff member shall have the right to respond in writing to any evaluative material, to place said response in the certified staff member’s personnel file, and to forward a copy of the response to the evaluator and to the Superintendent.

**F. Ratings**

- 1) The final summative evaluation report for each certified staff member shall contain an overall rating of “Excellent”, “Proficient”, “Needs Improvement” or “Unsatisfactory” based on his/her evaluation(s). Certified staff members who are rated “Unsatisfactory” will be provided with a Professional Assistance Plan, as outlined in the Huntley CSD 158 Teacher Evaluation Plan. A certified staff member rated “Proficient” or “Needs Improvement” will be provided with input, if requested, for improved professional performance.

**ARTICLE VII.  
GRIEVANCE PROCEDURE**

**A. Definitions**

- 1) A grievance shall be any claim by an employee, group of employees or the Association that there has been violation, misinterpretation or misapplication of the terms of this Agreement.
- 2) All time limits shall consist of school days, unless otherwise stated. School days shall be defined as student attendance days. Should the grievance occur during the last two weeks of the school year or prior to the start of the new school year, “school days” become “business days”.

**B. Procedure**

- 1) The parties hereto acknowledge that it is usually most desirable for a grievant and the immediate supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the grievant, a grievance may be filed. The following steps establish the grievance process:

- a) The grievant presents the grievance, in writing, to the building principal within ten (10) school days of the claim of the contractual violation. The principal will arrange a time and date for a meeting to take place within ten (10) school days after receipt of the grievance. The principal or grievant may also include at this meeting such persons as they deem beneficial to the successful resolution of this problem. The principal shall provide the aggrieved a written answer to the grievance within ten (10) school days after the meeting.
  - b) If the grievance is not resolved at step number one, then the grievant shall refer the grievance in writing to the Superintendent or his official designee within ten (10) school days after receipt of the step number one answer. The same procedures as outlined in step number one regarding meeting arrangements, time limitations, persons present at the meeting, and written answers to the grievance shall be in effect for step number two.
  - c) If the grievance is not resolved at steps number one or number two, then the grievant has the option of requesting in writing that the grievance be placed on the agenda of the next regularly scheduled Board meeting. The grievant may then present the grievance personally to the Board for their consideration and decision. The Board shall provide the grievant with their written decision within twenty (20) school days after the date of which the grievance was heard.
  - d) If the Association is not satisfied with the disposition of the grievance in step three, the Association must file its demand for arbitration with the AAA within thirty (30) school days from the date the decision at step three was rendered. The voluntary labor arbitration rules of the AAA shall apply. The cost of the arbitrator services and other costs of a transcript will be borne equally by the parties.
    - i) Neither party shall be permitted to present any grounds or evidence before the arbitrator, which had not previously been disclosed, to the other party.
    - ii) The arbitrator shall have no power to amend, modify, nullify, ignore, and/or add to the terms of this Agreement. The arbitrator’s authority shall be strictly and narrowly limited to deciding only the issues of the grievance filed at the step one level within the limits established in the definition of a “grievance”.
- 2) Other Conditions
- a) First Step Bypass  
By mutual written agreement between the Superintendent and grievant, the first step of the grievance procedure can be by-passed.
  - b) Meetings Outside of Regular Working Hours  
All scheduled step meetings will be held outside regular work hours for employees unless mutually agreed between the Superintendent and grievant to meet at another time.
  - c) Grievant and Association Cooperation  
The grievant and the Association shall not interrupt the operation of the District in the investigation of any alleged grievance.
  - d) Timeliness by Parties  
Failure of any grievant to act on a grievance within the prescribed time limits will bar any further appeal. Failure by the Administration or Board to act on a grievance response within the prescribed time limits will permit the grievance to automatically move to the next step within the time limits provided in that step.
  - e) Extension of Time Limits  
Time limits can be extended by mutual written agreement by the Superintendent and the grievant.
  - f) No Reprisals

No reprisals of any kind shall be taken by the grievant, Association, Administration and/or Board against any certified staff member because of his/her participation or lack of participation in the grievance procedure.

- g) Filing of Materials  
All documents dealing with a grievance shall be filed separately from a certified staff member's personnel file.
- h) Exclusion of Remedies  
In the event a grievant commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, charging the Board and/or Administration with an alleged violation of this Agreement, such remedy shall be exclusive and said grievant shall be barred from invoking any remedy by this grievance procedure while pursuing a remedy in another jurisdiction. Upon being knowledgeable of the decision by another jurisdiction, a grievant has the right to re-instate the grievance within ten (10) school days.
- i) Expedited Arbitration  
Upon completing a mutual written agreement by the Superintendent and the grievant, the expedited arbitration rules of the AAA shall be utilized instead of the voluntary labor arbitration rules.
- j) Bypass of Arbitration to Grievance Mediation  
By mutual written agreement, the Superintendent and grievant may elect to enter into grievance mediation prior to submitting the grievance to arbitration. The parties shall mutually agree, in writing, on the procedures for mediation, including the handling of costs to implement the process.

**ARTICLE VIII.**

**TERM OF AGREEMENT**

**A. Scope**

- 1) The terms and conditions set forth in this Agreement represent the full and complete understanding and agreement between the parties hereto. The terms and conditions of this Agreement may be modified only by mutual consent of the parties.

**B. Management Rights**

- 1) The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois provided that, to the extent allowed by law, such rights and responsibilities shall be exercised in accordance with the provisions of this Agreement. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

**C. No Strike Clause**

- 1) The Association hereby agrees not to strike for the duration of this Agreement.

**D. Duration**

- 1) This Agreement shall commence at 12:01 a.m., July 1, 2021 and expire at 11:59 p.m. on June 30, 2024.

**E. Reopening:**

- 1) This Contract shall remain in force from year to year unless notice is given prior to April 1<sup>st</sup>, by both parties, of its desire to terminate, amend, or modify this Agreement for the following year.

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Bradley Aney, Huntley Education Association, President

Date

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Anthony Quagliano, Board of Education, President

Date

**Appendix A - HEA Salary Schedules**

**Huntley Community School District 158  
HEA Total Salary Schedule for School Year 2021-2022 TRS Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$42,994	\$43,853	\$44,730	\$45,625	\$46,652	\$47,585	\$48,536	\$49,507	\$50,497
B	\$44,498	\$45,388	\$46,296	\$47,222	\$48,284	\$49,250	\$50,235	\$51,240	\$52,265
C	\$46,056	\$46,977	\$47,916	\$48,875	\$49,974	\$50,974	\$51,993	\$53,033	\$54,094
D	\$47,668	\$48,621	\$49,593	\$50,585	\$51,723	\$52,758	\$53,813	\$54,889	\$55,987
E	\$49,336	\$50,323	\$51,329	\$52,356	\$53,534	\$54,604	\$55,697	\$56,811	\$57,947
F	\$51,063	\$52,084	\$53,126	\$54,188	\$55,407	\$56,516	\$57,646	\$58,799	\$59,975
G	\$52,850	\$53,907	\$54,985	\$56,085	\$57,347	\$58,494	\$59,664	\$60,857	\$62,074
H	\$54,700	\$55,794	\$56,910	\$58,048	\$59,354	\$60,541	\$61,752	\$62,987	\$64,247
I	\$56,614	\$57,747	\$58,901	\$60,079	\$61,431	\$62,660	\$63,913	\$65,191	\$66,495
J	\$58,596	\$59,768	\$60,963	\$62,182	\$63,581	\$64,853	\$66,150	\$67,473	\$68,823
K	\$60,647	\$61,860	\$63,097	\$64,359	\$65,807	\$67,123	\$68,465	\$69,835	\$71,231
L	\$62,769	\$64,025	\$65,305	\$66,611	\$68,110	\$69,472	\$70,862	\$72,279	\$73,724
M	\$64,966	\$66,265	\$67,591	\$68,943	\$70,494	\$71,904	\$73,342	\$74,809	\$76,305
N	\$0	\$68,585	\$69,956	\$71,356	\$72,961	\$74,420	\$75,909	\$77,427	\$78,975
O	\$0	\$0	\$72,405	\$73,853	\$75,515	\$77,025	\$78,566	\$80,137	\$81,740
P	\$0	\$0	\$0	\$76,438	\$78,158	\$79,721	\$81,315	\$82,942	\$84,600
Q	\$0	\$0	\$0	\$0	\$80,893	\$82,511	\$84,161	\$85,845	\$87,561
R	\$0	\$0	\$0	\$0	\$0	\$85,399	\$87,107	\$88,849	\$90,626
S	\$0	\$0	\$0	\$0	\$0	\$0	\$90,156	\$91,959	\$93,798
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,177	\$97,081
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,479

**Huntley Community School District 158  
HEA Total Salary Schedule for School Year 2021-2022 TRS Not Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$40,306	\$41,113	\$41,935	\$42,774	\$43,736	\$44,611	\$45,503	\$46,413	\$47,341
B	\$41,717	\$42,552	\$43,403	\$44,271	\$45,267	\$46,172	\$47,095	\$48,037	\$48,998
C	\$43,177	\$44,041	\$44,922	\$45,820	\$46,851	\$47,788	\$48,744	\$49,719	\$50,713
D	\$44,688	\$45,582	\$46,494	\$47,424	\$48,491	\$49,461	\$50,450	\$51,459	\$52,488
E	\$46,253	\$47,178	\$48,121	\$49,084	\$50,188	\$51,192	\$52,216	\$53,260	\$54,325
F	\$47,871	\$48,829	\$49,805	\$50,802	\$51,945	\$52,983	\$54,043	\$55,124	\$56,226
G	\$49,547	\$50,538	\$51,549	\$52,580	\$53,763	\$54,838	\$55,935	\$57,053	\$58,194
H	\$51,281	\$52,307	\$53,353	\$54,420	\$55,644	\$56,757	\$57,892	\$59,050	\$60,231
I	\$53,076	\$54,137	\$55,220	\$56,325	\$57,592	\$58,744	\$59,919	\$61,117	\$62,339
J	\$54,934	\$56,032	\$57,153	\$58,296	\$59,608	\$60,800	\$62,016	\$63,256	\$64,521
K	\$56,856	\$57,993	\$59,153	\$60,336	\$61,694	\$62,928	\$64,186	\$65,470	\$66,779
L	\$58,846	\$60,023	\$61,224	\$62,448	\$63,853	\$65,130	\$66,433	\$67,761	\$69,117
M	\$60,906	\$62,124	\$63,366	\$64,634	\$66,088	\$67,410	\$68,758	\$70,133	\$71,536
N	\$0	\$64,298	\$65,584	\$66,896	\$68,401	\$69,769	\$71,164	\$72,588	\$74,040
O	\$0	\$0	\$67,880	\$69,237	\$70,795	\$72,211	\$73,655	\$75,128	\$76,631
P	\$0	\$0	\$0	\$71,661	\$73,273	\$74,738	\$76,233	\$77,758	\$79,313
Q	\$0	\$0	\$0	\$0	\$75,837	\$77,354	\$78,901	\$80,479	\$82,089
R	\$0	\$0	\$0	\$0	\$0	\$80,062	\$81,663	\$83,296	\$84,962
S	\$0	\$0	\$0	\$0	\$0	\$0	\$84,521	\$86,211	\$87,936
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,229	\$91,013
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,199

**Huntley Community School District 158  
HEA Total Salary Schedule for School Year 2022–2023 TRS Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$43,575	\$44,446	\$45,335	\$46,242	\$47,282	\$48,228	\$49,192	\$50,176	\$51,180
B	\$45,100	\$46,002	\$46,922	\$47,860	\$48,937	\$49,916	\$50,914	\$51,932	\$52,971
C	\$46,678	\$47,612	\$48,564	\$49,535	\$50,650	\$51,663	\$52,696	\$53,750	\$54,825
D	\$48,312	\$49,278	\$50,264	\$51,269	\$52,422	\$53,471	\$54,540	\$55,631	\$56,744
E	\$50,003	\$51,003	\$52,023	\$53,063	\$54,257	\$55,342	\$56,449	\$57,578	\$58,730
F	\$51,753	\$52,788	\$53,844	\$54,921	\$56,156	\$57,279	\$58,425	\$59,593	\$60,785
G	\$53,564	\$54,636	\$55,728	\$56,843	\$58,122	\$59,284	\$60,470	\$61,679	\$62,913
H	\$55,439	\$56,548	\$57,679	\$58,832	\$60,156	\$61,359	\$62,586	\$63,838	\$65,115
I	\$57,379	\$58,527	\$59,697	\$60,891	\$62,261	\$63,507	\$64,777	\$66,072	\$67,394
J	\$59,388	\$60,575	\$61,787	\$63,023	\$64,441	\$65,729	\$67,044	\$68,385	\$69,753
K	\$61,466	\$62,695	\$63,949	\$65,228	\$66,696	\$68,030	\$69,391	\$70,778	\$72,194
L	\$63,617	\$64,890	\$66,188	\$67,511	\$69,030	\$70,411	\$71,819	\$73,256	\$74,721
M	\$65,844	\$67,161	\$68,504	\$69,874	\$71,446	\$72,875	\$74,333	\$75,820	\$77,336
N	\$0	\$69,512	\$70,902	\$72,320	\$73,947	\$75,426	\$76,935	\$78,473	\$80,043
O	\$0	\$0	\$73,383	\$74,851	\$76,535	\$78,066	\$79,627	\$81,220	\$82,844
P	\$0	\$0	\$0	\$77,471	\$79,214	\$80,798	\$82,414	\$84,062	\$85,744
Q	\$0	\$0	\$0	\$0	\$81,986	\$83,626	\$85,299	\$87,005	\$88,745
R	\$0	\$0	\$0	\$0	\$0	\$86,553	\$88,284	\$90,050	\$91,851
S	\$0	\$0	\$0	\$0	\$0	\$0	\$91,374	\$93,202	\$95,066
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,464	\$98,393
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101,837

**Huntley Community School District 158  
HEA Total Salary Schedule for Contract Year 2022–2023 TRS Not Included**

	B+0	B+12	B+24	B+36	M0	M+12	M+24	M+36	M+45
A	\$40,306	\$41,113	\$41,935	\$42,774	\$43,736	\$44,611	\$45,503	\$46,413	\$47,341
B	\$41,717	\$42,552	\$43,403	\$44,271	\$45,267	\$46,172	\$47,095	\$48,037	\$48,998
C	\$43,177	\$44,041	\$44,922	\$45,820	\$46,851	\$47,788	\$48,744	\$49,719	\$50,713
D	\$44,688	\$45,582	\$46,494	\$47,424	\$48,491	\$49,461	\$50,450	\$51,459	\$52,488
E	\$46,253	\$47,178	\$48,121	\$49,084	\$50,188	\$51,192	\$52,216	\$53,260	\$54,325
F	\$47,871	\$48,829	\$49,805	\$50,802	\$51,945	\$52,983	\$54,043	\$55,124	\$56,226
G	\$49,547	\$50,538	\$51,549	\$52,580	\$53,763	\$54,838	\$55,935	\$57,053	\$58,194
H	\$51,281	\$52,307	\$53,353	\$54,420	\$55,644	\$56,757	\$57,892	\$59,050	\$60,231
I	\$53,076	\$54,137	\$55,220	\$56,325	\$57,592	\$58,744	\$59,919	\$61,117	\$62,339
J	\$54,934	\$56,032	\$57,153	\$58,296	\$59,608	\$60,800	\$62,016	\$63,256	\$64,521
K	\$56,856	\$57,993	\$59,153	\$60,336	\$61,694	\$62,928	\$64,186	\$65,470	\$66,779
L	\$58,846	\$60,023	\$61,224	\$62,448	\$63,853	\$65,130	\$66,433	\$67,761	\$69,117
M	\$60,906	\$62,124	\$63,366	\$64,634	\$66,088	\$67,410	\$68,758	\$70,133	\$71,536
N	\$0	\$64,298	\$65,584	\$66,896	\$68,401	\$69,769	\$71,164	\$72,588	\$74,040
O	\$0	\$0	\$67,880	\$69,237	\$70,795	\$72,211	\$73,655	\$75,128	\$76,631
P	\$0	\$0	\$0	\$71,661	\$73,273	\$74,738	\$76,233	\$77,758	\$79,313
Q	\$0	\$0	\$0	\$0	\$75,837	\$77,354	\$78,901	\$80,479	\$82,089
R	\$0	\$0	\$0	\$0	\$0	\$80,062	\$81,663	\$83,296	\$84,962
S	\$0	\$0	\$0	\$0	\$0	\$0	\$84,521	\$86,211	\$87,936
T	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,229	\$91,013
U	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,199

**Appendix B – Extra Curricular Salary Schedules**

***High School Athletics***

**2021-2022 School Year**

Years	Head Coaches			Assistant Coaches		
	Group A	Group B	Group C	Group AA	Group AB	Group AC
1	\$6,064	\$5,461	\$4,659	\$4,543	\$4,028	\$3,355
2-3	\$6,718	\$5,945	\$5,075	\$4,959	\$4,404	\$3,680
4-6	\$7,994	\$7,119	\$5,995	\$5,879	\$5,339	\$4,511
7-9	\$9,209	\$8,167	\$6,902	\$6,786	\$6,178	\$5,296
10+	\$9,627	\$8,543	\$7,266	\$7,150	\$6,464	\$5,571

GROUP A and AA	GROUP B and AB	GROUP C and AC
Football	Volleyball	Swim
Basketball	Baseball	Bowling
Assistant AD (3 Seasons)	Soccer	Poms
	Softball	Golf
	Wrestling	Tennis
	Track	Cross Country
	Lacrosse	
	Cheer	

***Middle School Athletics***

Years	Head Coaches	Assistant Coaches
1	\$2,530.76	\$1,868.30
2,3	\$2,853.11	\$2,098.25
4,5,6	\$3,175.46	\$2,328.20
7,8,9	\$3,497.81	\$2,558.15
10+	\$3,820.95	\$2,787.75

***Extracurricular Activity Groups***

<b>Years</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Group D</b>	<b>Group E</b>	<b>Group F</b>	<b>Group G</b>	<b>Group H</b>	<b>Group I</b>	<b>Group J</b>
1	\$4,148	\$3,448	\$3,017	\$2,782	\$2,394	\$2,068	\$1,652	\$1,481	\$1,067	\$715
2-3	\$4,355	\$3,620	\$3,168	\$2,921	\$2,514	\$2,171	\$1,735	\$1,555	\$1,120	\$751
4-6	\$4,791	\$3,982	\$3,485	\$3,213	\$2,765	\$2,389	\$1,908	\$1,711	\$1,232	\$826
7-9	\$5,318	\$4,421	\$3,868	\$3,567	\$3,069	\$2,651	\$2,118	\$1,899	\$1,368	\$917
10+	\$5,637	\$4,686	\$4,100	\$3,781	\$3,253	\$2,810	\$2,245	\$2,013	\$1,450	\$972

**EXTRACURRICULAR ACTIVITIES CATEGORIES**

A	B	C	D	E	F	G
HS Marching Band Director	HS All School Play Dir (Head)	10th Grade Class Sponsor	3-5 Young Authors Coordinator	Chesak Yearbook	HS Brush & Quill (Literary) Club	Chesak Recycle Coordinator
HS Band Director	HS Choral Director	11th Grade Class Sponsor	6-8 Young Authors Coordinator	HS Art Club	HS Fishing Club (Assistant)	Conley Recycle Coordinator
HS Speech (Head)	HS Fresh/Soph Musical (Head)	12th Grade Class Sponsor	HS Academic Team (Assistant)	HS Baking Club	HS Recycling Coordinator	Conley Yearbook Co-Coord. .5 FTE
	HS Musical Director (Head)	9th Grade Class Sponsor	HS All School Play Director (Assist.)	HS Fishing Club (Head)	HS Spanish Club	Leggee Recycle Coordinator
	HS Thespian Show Sponsor	HS Academic Team (Head)	HS Band (Pep)	HS Friends of Rachel Sponsor	MS Newspaper Club	Mackeben Recycle Coordinator
	MS Band Director	HS Community Service Club	HS Color Guard	HS Guitar Club Sponsor	MS Spanish Club	Martin Recycle Coordinator
	MS Chorus Director	HS Contest Theatre	HS Engineering Club	HS Mock Trial Sponsor	HS Special Olympics	MS Recycling Coordinator
	MS Musical Director	HS Frsh/Soph Musical (Assoc.)	HS Fresh/Soph Muscial (Asst.) Pit	HS Orchesis (Dance) Assistant	HS Zoology	MS Spelling Bee Coordinator
	Orchestra Director	HS Frsh/Soph Musical (Assoc.) Choreog	HS Fresh/Soph Musical (Asst.) Sets	HS Ski Club Sponsor (SnowRaiders)	HS Drone	Conley Disc Golf
	MS Play Director	HS Future Bus Ldrs of Amer (FBLA)	HS Fresh/Soph One Acts (Director)	HS SkillsUSA Club Sponsor	HS/MS Gay Straight Alliance (GSA)	HS Anime Club
	MS Student Council Advisor	HS Math Team Head	HS HOSA Club	Leggee Yearbook Sponsor		
	HS Boys Volleyball (Head)	HS Musical Director (Assoc.)	HS Marching Band Asst Percussion	Mackeben Yearbook Coord		
	HS Jazz Band	HS Musical Director (Assoc.) Choreo	HS Marching Band Asst Wood/Brass	Martin Yearbook Co Coord .5 FTE		
	HS Orchestra Director	HS Newspaper	HS Math Team (Asst.)	MS Service Club (Asst.)		
		HS NHS Advisor	HS Musical (Asst.) Pit	MS Student Council Assistant		
		HS Science Team Head	HS Musical (Asst.) Sets	MS Jazz Band MMS		
		HS TV Production Club	HS Orchesis (Dance) Club	MS Jazz Band HMS		
		HS Yearbook	HS Science Team Assistant	HS Chess Club		
		MS Academic Team (Head)	HS Speech (Asst.)	HS Red Raider Robotics		
		MS Service Club (Head)	K-2 Young Authors Coordinator	MS Performance Readings (Asst.) MMS		
		MS Yearbook	MS Academic Team (Asst)	HS Thespian		
		HS Boys Volleyball (Asst.)	MS Art Club	HS Ultimate Frisbee		
		HS After School Choir	MS Ecology Club	MMS Police Explorers		
		Conley Broadcasting	MS Foods Club Sponsor	HMS Ski Club		
		HS Student Council Assistant	MS Musical Director (Asst.)	Martin Elementary Choir		
		HS Student Council Sponsor	MS Play Director (Asst.)	Conley Elementary Choir		
			MS Performance Readings MMS	HS Model United Nations		
			MS Honors Choir MMS			
			MS Performance Readings HMS			
			MS Honors Choir HMS			
			HS Marching Band (Asst.)			
			HS Buddies Club			
			MS Fall Play (Asst.) MMS			
			HS Technical Theatre Club			
			MS Chamber Orchestra			

### Appendix C – Team Leader Stipends

6th Grade Team Leader	\$3,048.00
7th Grade Team Leader	\$3,048.00
8th Grade Team Leader	\$3,048.00
Middle School Special Education Team Leader	\$3,048.00
Middle School Exploratory Team Leader	\$3,048.00
Middle School PE/Health Team Leader	\$3,048.00
Middle School Counseling Team Leader	\$3,048.00
Child Find Team Leader	\$4,000.00
ESL Team Leader	\$3,000.00
K-12 Music Team Leader	\$3,343.00
LIGHT Team Leader	\$3,000.00
Nurse Team Leader	\$3,000.00
Psychologist Team Leader	\$3,000.00
Social Work Team Leader	\$3,000.00
Speech Pathologist Team Leader	\$3,000.00
Vanguard Program Team Leader	\$3,048.00
*Elementary Grade Level Leader	\$3,048.00
**Elementary Specials Leader (Music, Art, P.E., and Explore)	\$3,048.00

\*There will be one (1) Elementary Grade Level Leader for each grade level at each building.

\*\*There will be one (1) Elementary Specials Leader for each specials group listed above. The position will represent all elementary buildings.



# Huntley Community School District 158

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Algonquin, Illinois 60102  
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**Date: July 22, 2021**

**To: Board of Education**

**From: Dr. Scott Rowe, Superintendent**

**Subject: Staff End of Year Additional Compensation**

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## **Executive Summary**

During the 7/15/21 regular board meeting, the Huntley 158 school board took action to allocate portions of the 20/21 budget surplus abating approximately 70% of the FY21 tax levy, as well as reducing 2021/2022 registration fees by 50%. The board will engage in discussion, with possible action, associated with dedicating a portion of the aforementioned surplus to an additional end of year compensation for District 158 staff.

\*Additional compensation would exclude bus drivers who received prior retention bonus compensation, and members of the senior administrative team.