

SHIRLAND COMMUNITY CONSOLIDATED SCHOOL #134
SHIRLAND, ILLINOIS 61072

PROFESSIONAL AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

AND

SEA

2021-2024



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I. Board Rights

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

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

II. Recognition

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

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

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

III. Compensation

A. Pay Periods

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

B. Payroll Deductions

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

C. Internal Substitutes

If there is the lack of substitute teachers, any qualified teacher who accepts a class that requires him/her to forfeit his/her preparation period shall be compensated at the rate of \$7.50 for each 15 minutes. The administration will make a reasonable effort to find a substitute teacher before requiring a teacher to accept the class.

IV. Teacher Evaluation Plan

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

V. Board of Education Policy Regarding Student Enrollment

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

VI. Leaves

A. Sick Leave

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

B. Unpaid Medical Leave:

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

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

C. Personnel Leave Days

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

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

VII. Grievance Procedures

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

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

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

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

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

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

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

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

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

F) Each party shall bear the full costs for its representation in the grievance procedure. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the Board and the Association. Each party shall secure equally the cost of the arbitrator and the American Arbitration Association.

VIII. Retirement

- A. A teacher who has taught at least fifteen (15) years in District #134, who retires from teaching from District #134, who is eligible to receive a TRS pension, and who notifies the Teachers Retirement System of his/her retirement, shall be entitled to the following salary Bonus:
- B. \$300 per year of service to the Shirland School District up to a maximum of 25 years, when an irrevocable letter of retirement is received by March 1 one (1) year prior to the year they wish to retire. Said payment shall be made two months after the last date of employment with the district. In the event the retirement bonus or any other creditable earnings would result in the teacher receiving more than a 6% TRS creditable pay increase or in the event the District would have to pay a penalty for the payments, the payments will be reduced to the point that no pay increase would exceed 6% or result in a penalty.
- C. Upon the acceptance of a teacher's irrevocable letter of retirement, the retirement bonus will be paid as defined above.

IX. Insurance

- A. Life Insurance- The board provides a minimum of \$5,000 of term life insurance for each full-time teacher.
- B. Group Health and Accident Plan

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

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

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

**ALL AUTHORIZATIONS FOR PAYMENTS MUST BE GENERATED
BY THE TEACHER THROUGH THE INSURANCE COMPANY.**

<h2>X. Professional Duties</h2>

A. Work Hours

For the 2021-2022, 2022-2023 and 2023-2024 school years, the normal work hours for the full-time certified staff is 7:50 a.m. to 3:20 p.m.

B. Staff Meetings

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

C. After School Events

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

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

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

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

XI. Professional Development

A. Graduate Credits

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

B. Tuition Reimbursement

Professional personnel will be reimbursed for graduate-level college coursework at the rate of \$75.00 per semester hour which must meet the following criteria:

1. Class must be pre-approved in writing by the Principal-Superintendent.
2. Class must be relevant to the current course work the teacher is responsible for.
3. Credits must be earned from an accredited university.
4. A passing grade is required in order for reimbursement to be received.

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

C. Training for Teachers Without Classroom Experience

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

<h2>XII. Association Leave</h2>

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

XIII. Salary and Fringe Benefit Guidelines

For the 2021/2022 school year the following wage increases will be offered;

1. A 1.5% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2021-2022 school is \$1190 per step.
3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2021-2022 school year is \$1220 per lane.
4. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

For the 2022/2023 school year the following wage increases will be offered;

1. A 1.5% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2022-2023 school year is \$1270.
3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2022-2023 school year is \$1300 per lane.
4. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

For the 2023/2024 school year the following wage increases will be offered;

1. A 1.5% increase to the base salary on the salary schedule will be provided.
2. For teachers that qualify, a single step down on the salary schedule will be allowed. The incremental step rate for the 2023-2024 school year is \$1350.
3. For teachers that qualify, lane movement across the salary schedule for credit hours earned will be provided. The incremental lane rate for the 2023-2024 school year is \$1380 per lane.
4. A 1.5% longevity bonus will be provided to those teachers who have maxed out years of service and education credit schedule.

(Refer to appendix A for the 2021-2022, 2022-2023, and the 2023-2024 Salary Schedule and Appendix B for the Extra Duty Compensation Schedule)

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

Columns for additional hours:

B.S., B.S. + 8, B.S. + 16, B.S. +24, M.S.,
M.S. + 10, M.S. +16, M.S. +24, M.S. +32, M.S. +40

Years of Experience:

B.S.	Up to 17 years
B.S. + 8	Up to 18 years
B.S. + 16	Up to 19 years
B.S. + 24	Up to 20 years
M.S.	Up to 21 years
M.S. + 10	Up to 22 years
M.S. + 16	Up to 23 years
M.S. + 24	Up to 25 years
M.S. + 32	Up to 26 years
M.S. + 40	Up to 26 years

XIV. Duration Clause

The Board of Education and the Shirland Education Association have agreed to the terms and conditions of this professional agreement for the 2021-2022 , the 2022-2023 and the 2023-2024 school years.

AGREED TO BY

The Board of Education

The Shirland Education Association

XV. Duration Clause

Appendix A

2021-2022 School Year (Without TRS)

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32	MA+40
0	36572	37792	39012	40232	41452	42672	43892	45112	46332	47552
1	37762	38982	40202	41422	42642	43862	45082	46302	47522	48742
2	38952	40172	41392	42612	43832	45052	46272	47492	48712	49932
3	40142	41362	42582	43802	45022	46242	47462	48682	49902	51122
4	41332	42552	43772	44992	46212	47432	48652	49872	51092	52312
5	42522	43742	44962	46182	47402	48622	49842	51062	52282	53502
6	43712	44932	46152	47372	48592	49812	51032	52252	53472	54692
7	44902	46122	47342	48562	49782	51002	52222	53442	54662	55882
8	46092	47312	48532	49752	50972	52192	53412	54632	55852	57072
9	47282	48502	49722	50942	52162	53382	54602	55822	57042	58262
10	48472	49692	50912	52132	53352	54572	55792	57012	58232	59452
11	49662	50882	52102	53322	54542	55762	56982	58202	59422	60642
12	50852	52072	53292	54512	55732	56952	58172	59392	60612	61832
13	52042	53262	54482	55702	56922	58142	59362	60582	61802	63022
14	53232	54452	55672	56892	58112	59332	60552	61772	62992	64212
15	54422	55642	56862	58082	59302	60522	61742	62962	64182	65402
16	55612	56832	58052	59272	60492	61712	62932	64152	65372	66592
17	56802	58022	59242	60462	61682	62902	64122	65342	66562	67782
18		59212	60432	61652	62872	64092	65312	66532	67752	68972
19			61622	62842	64062	65282	66502	67722	68942	70162
20				64032	65252	66472	67692	68912	70132	71352
21					66442	67662	68882	70102	71322	72542
22						68852	70072	71292	72512	73732
23							71262	72482	73702	74922
24								73672	74892	76112
25								74862	76082	77302
26									77272	78492

2022-2023 School Year (Without TRS)

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32	MA+40
0	37121	38421	39721	41021	42321	43621	44921	46221	47521	48821
1	38391	39691	40991	42291	43591	44891	46191	47491	48791	50091
2	39661	40961	42261	43561	44861	46161	47461	48761	50061	51361
3	40931	42231	43531	44831	46131	47431	48731	50031	51331	52631
4	42201	43501	44801	46101	47401	48701	50001	51301	52601	53901
5	43471	44771	46071	47371	48671	49971	51271	52571	53871	55171
6	44741	46041	47341	48641	49941	51241	52541	53841	55141	56441
7	46011	47311	48611	49911	51211	52511	53811	55111	56411	57711
8	47281	48581	49881	51181	52481	53781	55081	56381	57681	58981
9	48551	49851	51151	52451	53751	55051	56351	57651	58951	60251
10	49821	51121	52421	53721	55021	56321	57621	58921	60221	61521
11	51091	52391	53691	54991	56291	57591	58891	60191	61491	62791
12	52361	53661	54961	56261	57561	58861	60161	61461	62761	64061
13	53631	54931	56231	57531	58831	60131	61431	62731	64031	65331
14	54901	56201	57501	58801	60101	61401	62701	64001	65301	66601
15	56171	57471	58771	60071	61371	62671	63971	65271	66571	67871
16	57441	58741	60041	61341	62641	63941	65241	66541	67841	69141
17	58711	60011	61311	62611	63911	65211	66511	67811	69111	70411
18		61281	62581	63881	65181	66481	67781	69081	70381	71681
19			63851	65151	66451	67751	69051	70351	71651	72951
20				66421	67721	69021	70321	71621	72921	74221
21					68991	70291	71591	72891	74191	75491
22						71561	72861	74161	75461	76761
23							74131	75431	76731	78031
24								76701	78001	79301
25								77971	79271	80571
26									80541	81841

2023-2024 School Year (Without TRS)

Year	BA	BA+8	BA+16	BA+24	MA	MA+10	MA+16	MA+24	MA+32	MA+40
0	37678	39058	40438	41818	43198	44578	45958	47338	48718	50098
1	39028	40408	41788	43168	44548	45928	47308	48688	50068	51448
2	40378	41758	43138	44518	45898	47278	48658	50038	51418	52798
3	41728	43108	44488	45868	47248	48628	50008	51388	52768	54148
4	43078	44458	45838	47218	48598	49978	51358	52738	54118	55498
5	44428	45808	47188	48568	49948	51328	52708	54088	55468	56848
6	45778	47158	48538	49918	51298	52678	54058	55438	56818	58198
7	47128	48508	49888	51268	52648	54028	55408	56788	58168	59548
8	48478	49858	51238	52618	53998	55378	56758	58138	59518	60898
9	49828	51208	52588	53968	55348	56728	58108	59488	60868	62248
10	51178	52558	53938	55318	56698	58078	59458	60838	62218	63598
11	52528	53908	55288	56668	58048	59428	60808	62188	63568	64948
12	53878	55258	56638	58018	59398	60778	62158	63538	64918	66298
13	55228	56608	57988	59368	60748	62128	63508	64888	66268	67648
14	56578	57958	59338	60718	62098	63478	64858	66238	67618	68998
15	57928	59308	60688	62068	63448	64828	66208	67588	68968	70348
16	59278	60658	62038	63418	64798	66178	67558	68938	70318	71698
17	60628	62008	63388	64768	66148	67528	68908	70288	71668	73048
18		63358	64738	66118	67498	68878	70258	71638	73018	74398
19			66088	67468	68848	70228	71608	72988	74368	75748
20				68818	70198	71578	72958	74338	75718	77098
21					71548	72928	74308	75688	77068	78448
22						74278	75658	77038	78418	79798
23							77008	78388	79768	81148
24								79738	81118	82498
25								81088	82468	83848
26									83818	85198

<h2>XVI. Extra Duty Compensation Schedule</h2>
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Appendix B

Extra Duty compensation schedule
Includes TRS

Category A (81+ hours) - \$850

Music Director, Yearbook Advisor, Head Volleyball Coach, Head Girls Basketball Coach, Head Boys Basketball Coach

Category B (60-80 hours) - \$650

Pep Club Advisor, Robotics, Head MS Student Council Advisor, Assistant Volleyball Coach, Assistant Girls Basketball Coach, Assistant Boys Basketball Coach, Head Cheerleading Coach

Category C (40-59 hours) - \$475

Math Team, Quiz Bowl

Category D (Under 40 hours)- \$250

Science Team, Gaga Ball Club,