

A G R E E M E N T

BETWEEN THE

BOARD OF EDUCATION

WEST NORTHFIELD SCHOOL DISTRICT #31

NORTHBROOK, ILLINOIS

AND THE

WEST NORTHFIELD TEACHERS' ASSOCIATION

LOCAL 1274/IFT/AFT, AFL-CIO

2016-2020

MEMORANDUM OF UNDERSTANDING (01/27/2021)

2020-2021

2021-2022

MEMORANDUM OF UNDERSTANDING (2/24/2022)

2022-2023

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ARTICLE I—RECOGNITION OF THE UNION

1.1 RECOGNITION

The Board of Education of West Northfield School District No. 31, Northbrook, Illinois, hereinafter referred to as the "Board" hereby recognizes the West Northfield Teachers' Association, Local 1274, IFT/AFT, AFL-CIO, hereinafter referred to as the "Union", as the sole and exclusive bargaining agent with respect to wages, hours and terms and conditions of employment for all full-time certificated teachers, certified school nurses, social workers, school psychologists, speech and language pathologists, and part-time teachers who previously were members of the bargaining unit, but excluding any confidential, managerial, supervisory or short term employee as defined by the Illinois Educational Labor Relations Act.

1.2 DEFINITION OF TEACHER

The term "teacher" as used in this Agreement shall refer to all employees included in the bargaining unit as defined in Section 1.

1.3 DEFINITION OF BARGAINING UNIT MEMBER

The term "bargaining unit member" as used in this Agreement shall refer to any District employee represented by the WNTA.

ARTICLE II—NEGOTIATION PROCEDURES

2.1 AGREEMENT AND RATIFICATION

When the terms of a new tentative agreement have been reached, the items shall be reduced to writing by the Union and shall be submitted for ratification to the Board and to the Union membership. Any subsequent Memorandum of Agreement/Understanding shall be verbally agreed upon by the Superintendent and WNTA President, written accordingly by the Superintendent, and signed by the Superintendent and WNTA President. Any such memorandum shall be considered part of the Collective Bargaining Agreement.

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

2.2 IMPASSE

When an impasse has been declared or imposed by law or when either party has requested the assistance of a mediator, in accordance with law, the Federal Mediation and Conciliation Service shall be contacted by the parties to appoint a mediator from its staff. In the event the Federal Mediation and Conciliation Service (FMCS) does not assign a mediator to the case within fifteen (15) calendar days, the parties shall seek to agree upon a mutually acceptable mediator. If the parties are unable to agree upon an acceptable mediator, the Illinois Educational Labor Relations Board shall be requested to appoint a mediator in accordance with its rules and regulations.

2.3 COMPOSITION OF BARGAINING TEAMS

Members of the Board or its designated representatives and representatives named by the Union shall meet for the purpose of negotiations. Neither party shall attempt to exert control over the other's selection of its representatives. Negotiations shall begin no later than April 15 of the final year of the expiring agreement, unless otherwise agreed by the parties.

2.4 REQUESTS FOR MEETINGS

Requests from the Union for meetings of the two teams shall be made in writing to the Board through the office of the Superintendent. Requests from the Board or the Superintendent shall be made in writing directly to the President of the Union.

2.5 AD HOC COMMITTEES

The two teams may appoint ad hoc study committees for research, study and development of reports.

2.6 STATISTICAL REQUESTS CLAUSE

A copy of the following items shall be provided by the District office upon the written request of the President of the Union or his/her designee:

1. Official Board minutes;
2. Monthly budget summaries;
3. Annual auditor's report;
4. Current fiscal year budget;
5. Names and addresses of all teachers;
6. Statistical information, not including teachers' names pertaining to teachers' step and lane placement;
7. Insurance coverage information.

2.7 EQUAL BENEFITS

The Board and the Union agree that the benefits and terms of any and all agreements and decisions arrived at through negotiations shall apply equally to all employees in the bargaining unit without regard to their membership or lack of membership in the Union.

ARTICLE III — DEFINITION OF RIGHTS AND RESPONSIBILITIES

3.1 MANAGEMENT RIGHTS CLAUSE

All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions, include, but are not limited to:

1. full and exclusive control of the management of the District, the supervision of all operations, the methods, processes, means and personnel by which any and all work shall be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces;
2. the right to determine the work to be done and the standards to be met by employees covered by this Agreement;
3. the right to change or introduce new operations, methods, processes, means to facilities, and the right to determine whether and to what extent work shall be performed by employees;
4. the right to hire, establish, and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, release and lay off employees;
5. the right to determine the qualifications of employees, and to suspend, discipline and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation. This clause shall not be construed so as to nullify the Board's obligation to negotiate with the Union.

3.2 NO STRIKE CLAUSE

The Union agrees not to strike, not to engage in any work stoppages and not to picket in any manner which would disrupt the operations of any public school in School District No. 31 during the term of this Agreement.

3.3 MAINTENANCE OF STANDARDS

The Board and the Union agree that the terms and provisions herein constitute the entire agreement between the parties and that any change in the terms and conditions of this Agreement must be mutually agreed upon.

ARTICLE IV—GRIEVANCE PROCEDURE

A grievance is defined as a written claim that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement. A teacher with a grievance may first discuss it with the immediate supervisor with the objective of resolving the matter informally; however, no grievance shall be processed or entertained unless it is filed in writing in accordance with Step 1 within twenty-one (21) calendar days of the occurrence of the event giving rise to the grievance. If the Union President and the Superintendent agree, any step of the grievance procedure may be by-passed and the grievance brought directly to the next step.

Step 1

The grievant shall file his/her grievance in writing with his/her building principal or designee within twenty-one (21) calendar days of the occurrence of the event giving rise to the grievance. The building principal or designee shall confer with the grievant within seven (7) calendar days in an attempt to resolve the grievance. When requested, a Union representative may accompany the teacher to assist in efforts to resolve the grievance at this step or any subsequent step. A decision in writing shall be rendered to the grievant within seven (7) calendar days of the conference.

Step 2

If a satisfactory agreement is not reached at Step 1, the grievant may appeal to the Superintendent or his/her designee in writing within seven (7) calendar days after the Superintendent has received the decision of the building principal or his/her designee. The Superintendent or his/her designee shall hold a conference within fourteen (14) calendar days after the receipt of the appeal, and a written decision shall be rendered by the Superintendent or his/her designee within seven (7) calendar days after the conference.

Step 3

If the grievance is not settled at the second step, the grievant has seven (7) calendar days in which he/she may appeal to the Board of Education. The grievant, acting independently

or through the Union, may present a written appeal to the Board or may request a hearing which shall be granted by the Board. If a hearing is requested, it shall be conducted by the full Board or by a subcommittee of the Board within thirty (30) calendar days of the request. The Board shall render its decision within seven (7) calendar days after the hearing or within twenty-one (21) days after the receipt of the written appeal.

Step 4

In the event the grievant is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted to binding arbitration within ten (10) school days after receipt of the Board's decision in Step 3. The parties shall attempt to agree upon an arbitrator within ten (10) days of receipt of the notice of referral. In the event that the parties are unable to agree upon an arbitrator within the ten (10) day period, the parties shall request a list of arbitrators from the American Arbitration Association. The selection of the arbitrator shall follow the standard selection procedures set forth by the American Arbitration Association. The arbitrator in his or her opinion shall have no power 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 submitted in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted. The arbitrator's decision shall be based solely upon his or her decision of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The fees of the arbitrator and that of a court reporter, if requested by either party, shall be divided equally by the Board and the Union. All other expenses shall be born by the party incurring them.

ARTICLE V—TEACHER AND UNION RIGHTS

5.1 FREEDOM TO JOIN OR NOT JOIN ORGANIZATIONS

Teachers shall have the right to organize, join and/or assist the Union and shall have the right to refuse to organize, join and/or assist the Union.

5.2 INDIVIDUAL CONTRACTS

Any contracts of employment issued by the Board shall be consistent with this Agreement.

5.3 DISCIPLINARY MEETING

Each teacher shall have the right to be accompanied by a person of his/her choosing, whether a Union representative or otherwise, at any meeting with the Board or an administrator which may reasonably lead to a written reprimand, a suspension or a dismissal for disciplinary reasons. Reasonable advance written notice of such meeting, of the right to representation, of the reason for the meeting, and of the fact that disciplinary action as described above may result, shall be given to the teacher. Any written memorandum or other disciplinary notice resulting from such a meeting shall be copied to all participants. If the Union is subsequently brought into litigation as an adverse party by a teacher on a claim that the Union failed to provide representation at a disciplinary meeting as described in this Section, the Board shall provide the Union with a copy of the notice described above upon the Union's request.

5.4 USE OF EQUIPMENT

The secretary of the Union or designee shall have the right to use equipment such as a school typewriter, computer, duplicating machine, photocopier and audio-visual equipment on site for Union business before or after regular school hours at reasonable times when such equipment is not otherwise in use. Approval for such use shall be granted by the Administrator responsible for such equipment, with the understanding that the Union shall provide its own material and supplies, and the cost of any repairs incident to such use of said equipment.

The Union agrees that the use of the photocopier machine shall be limited to two (2) designated Union members per building and that these members shall undergo a brief training period before commencing to use the machines.

The secretary of the Union shall maintain a "Use of Equipment Report" and submit said report to the Superintendent of Schools on the last working day of each month.

5.5 STUDENT DISCIPLINE

During the first thirty (30) days of each school year, the principal shall inform the teachers in each building of the existing rules and procedures for student discipline.

When a student is suspended or excluded, the teacher(s) responsible for the education of suspended/excluded student shall be informed of the length of suspension.

5.6 ASSAULT ON TEACHERS

In the event of an assault upon a teacher by a student, the Board shall render reasonable assistance to the teacher in dealing with law enforcement authorities who may investigate such incident.

Any student threatening or assaulting a teacher shall be subject to disciplinary action pursuant to Board policy, including a suspension or exclusion where appropriate.

5.7 USE OF BUILDINGS

The Union shall have the right to use school buildings for Union meetings provided that the Building Principal and the Chief School Business Official are notified before any such meeting and provided that if such meetings entail additional maintenance or custodial expenses, the Union shall pay the costs and further provided that such meetings are held during non-school hours and do not interfere with any facet of the School's educational and administrative or extracurricular programs.

5.8 MAIL FACILITIES

A designated member of the Union shall have the right to use faculty mail boxes for appropriate announcements relating to the conduct of the negotiation agent's business on behalf of the bargaining unit unless such use interferes with the normal school operations. Such material shall be properly identified as Official Union publications and copies thereof concurrently provided to the principals and Superintendent.

5.9 UNION FILES

The Union shall have the right to store a reasonable amount of Union files in the teachers' lounge or other mutually agreeable location.

5.10 STATE OR NATIONAL CONVENTIONS

In the event the Union shall desire to send representatives to state or national conferences, these representatives shall be excused at the discretion of the Superintendent, with or without loss of salary.

5.11 PERSONNEL FILES

Each teacher shall have the right upon reasonable request to review the contents of his/her personnel file (except for placement information and letters of recommendation). The teacher shall also have the right to place written reactions to any of its contents which he/she is entitled to see. A representative of the Union may, at the teacher's request, accompany the teacher in this review. The teacher shall have the right to receive a copy, upon reasonable request and payment of reasonable costs, of all items in his/her personnel file with the exception of placement information and letters of recommendation.

A copy of any document which is to be placed in a teacher's personnel file shall be placed in the teacher's mail box before it is inserted in the personnel file. During the summer, no document shall be placed in a teacher's personnel file until a copy of the material is first sent to the teacher involved.

5.12 BOARD POLICY MANUAL

The Board shall endeavor to post on the District 31 website an updated Board policy manual which shall be available for teacher perusal during or outside of regular school business hours.

5.13 BOARD MEETINGS

The Board shall provide the President of the Union or his/her designee advance written notice of any regular or special Board meeting no later than twenty-four (24) hours prior to such meeting, together with a copy of the agenda and a Board

packet, including those materials in the Board packet which do not fall within any exception of the Illinois Freedom of Information Act. In the event that the Union or any teacher wishes to make suggestions or comments about any issue or any document contained in the Board packet, such comments or suggestions shall be discussed with the Superintendent prior to the Board meeting in question. Such discussions shall not prevent the Union or individual teachers from addressing the Board in accordance with normal Board practices.

5.14 TEACHERS' LOUNGE

The Union shall have the right to post information and announcements in the teachers' lounge, provided that the building principals are given a copy of any information to be posted.

5.15 VACANCIES

The Board agrees to provide written notification of teaching vacancies or teaching positions to those individuals who have on file with the Superintendent a request to be notified of specific vacancies. Such requests must be renewed annually.

5.16 COMPLAINTS AGAINST A TEACHER

Any serious and substantive complaint which may reasonably be anticipated to affect the parent-teacher and/or student-teacher relationship shall be made known to the teacher. If requested by the teacher, a teacher-administrator conference shall be held. By agreement of the administrator and the teacher, the parent(s) may be invited to the conference. The administrator shall seek to provide counsel to both the parent(s) and the teacher in finding a solution to the problem which created the complaint. Before any written complaint against a teacher is placed in the teacher's personnel file or forwarded to the Board, the teacher shall be provided with a copy of the complaint and given an opportunity to attach a written response.

5.17 UNION DUES DEDUCTION

The Board, upon receipt of a written authorization from a teacher covered by this Agreement, shall deduct twice each month from October through May the teacher's Union dues from his/her pay and remit the amount deducted to the Union no more than ten (10) working days after the payday for which the deduction is made.

5.18 COPE DEDUCTION

The Board, upon the receipt of a written authorization from a teacher, shall deduct the authorized amount of a teacher's voluntary contribution to the North Suburban Teachers Union's Committee on Political Education (COPE) from his/her pay. This contribution shall be deducted from the last paycheck in October and forwarded to the Union no more than ten (10) working days after the payday from which such deduction is made.

5.19 FAIR SHARE

All teachers who are not members of the Union, commencing on the effective date of this Agreement, or thirty (30) days after their initial employment, whichever is later, and continuing during the term of this Agreement, and so long as they remain non-members of the Union, shall pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.

Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member teachers and remitted to the Union, provided, however, that:

1. The Union has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the Illinois Educational Labor Relations Board (IELRB); and
2. The Union has annually certified in writing to the Board (a) the amount of such fair share fee and (b) the fact that the notice required in (1) above has been posted.

The Board shall cooperate with the Union to ascertain the names of all non-members of the Union from whose earnings the fair share payments shall be deducted.

The Union shall prepare a notice containing the fair share fee information as required by the rules and regulations of the IELRB, advising that any non-members may file an objection to the fee with the IELRB (with a copy served on the Union) at any time before the expiration of this Agreement, in accordance with the rules and regulations of the IELRB. The parties recognize the right of teachers to object to the amount of the fair share fee and that such objections shall be handled under rules and regulations now in effect or adopted later by the IELRB.

Should a teacher file an objection with the IELRB as to the amount of the fair share fee, the Board shall continue to deduct the fee and transmit the portion of the fee in dispute to the IELRB, which shall hold that amount in escrow in an account established for that purpose. The Board shall continue to transmit all such amounts to the IELRB until further order of the IELRB. If the teacher is entitled to a refund, the teacher shall receive such refund plus any interest earned on the refund during pendency of the action pursuant to applicable IELRB procedures.

The parties recognize the rights of non-members based upon their bona fide religious tenets or teachings of a church or religious body as provided in Section 11 of the Illinois Educational Labor Relations Act (IELRA). If a non-member teacher asserts the right of non-association under Section 11 of the IELRA, he/she shall be required to pay an amount equal to his/her proportionate share to a non-religious charitable organization mutually agreed upon by the teacher and the Union. If the teacher and the Union do not agree on the matter, a charitable organization shall be selected from a list established by the IELRB under its rules.

The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of

action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

5.20 DISCIPLINARY ACTION

A teacher shall not be suspended or dismissed without just cause. Where it is determined that a teacher should be suspended or dismissed for just cause, the teacher shall be so informed in writing with the specific reasons given for that decision. In cases of dismissal, a teacher may file a grievance and have a review of his/her case through the steps of the grievance procedure if said teacher believes his/her dismissal to be unjustified subject to the following limitation: a teacher shall have the option of having his/her dismissal case reviewed either pursuant to the grievance procedure set forth herein or pursuant to the hearing procedure set forth in the Illinois School Code, with the specific understanding that the option selected shall constitute an explicit waiver of the right thereafter to pursue the option not selected.

This Section shall not apply to the dismissal for cause or non-renewal of probationary teachers.

ARTICLE VI—TEACHER APPRAISAL

6.1 PERFORMANCE EVALUATION REVIEW ACT (PERA)

Teachers shall be evaluated in accordance with the West Northfield Teacher Appraisal Plan and Instrument. This instrument shall be developed, reviewed, and revised (if necessary) on a yearly basis through the cooperation of the WNTA and Board / Administration through a standing Evaluation Committee consisting of an equal number of WNTA representatives and Board/Administration members.

ARTICLE VII—EMPLOYMENT CONDITIONS

7.1 LENGTH OF TEACHER DAY

WINKELMAN SCHOOL	
MONDAY	7:50 a.m.- 4:15 p.m.
TUESDAY through FRIDAY	7:50 a.m. - 3:00 p.m.

FIELD SCHOOL	
MONDAY	8:30 a.m.- 4:55 p.m.
TUESDAY through FRIDAY	8:30 a.m. - 3:40 p.m.

The Administration reserves the right to require teachers to adjust the listed times in case of extenuating circumstances.

The length of the teacher day on Monday is longer than Tuesday through Friday to have time for the faculty to meet for purposes determined by the administration. Meetings could be rescheduled for Tuesday if Monday is a holiday. It is the Board's intent that there shall not be a Monday meeting in a school during any week such school has open houses or parent conferences after normal school hours. The schedule for teachers on those Mondays shall be the schedule they have on Tuesday through Friday.

The Board reserves the right to modify the teacher work day time schedule without increasing the aggregate number of minutes per week. The Board agrees that it shall not increase the length of the normally scheduled teacher day, seven (7) hours, twenty-five (25) minutes, without first notifying the Union and affording the Union the right to negotiate the proposed change. Each teacher shall be entitled to duty-free lunch period of forty (40) minutes daily.

Flexible schedule for social workers shall be defined as the occasional or periodic assignment of a social worker to work on a schedule that differs from the standard day as set forth in this section without reducing or increasing the length of the teacher workday (or, in the case of a partial day assignment, the teacher workweek) from the levels set by this Section. A social worker shall not be assigned to a flexible schedule without the written approval of the Board, the Union and the social worker. A flexible schedule may be terminated on thirty (30) days notice by the Board or the Union.

Flexible schedule for school psychologists and/or speech/language pathologists shall be defined as the occasional or periodic assignment to work on a schedule that differs from the standard day as set forth in this section without reducing or increasing the length of the teacher workday (or, in the case of a partial day assignment, the teacher workweek) from the levels set by this Section.

7.2 SCHOOL CALENDAR

The school calendar shall be created by the calendar committee including representatives of the WNTA, Board of Education, parents, building administration, and Superintendent.

7.3 TEACHER PREPARATION

Teacher instructional preparation time for the following school year shall be scheduled using each building's shared leadership process. When numbers of classes and/or sections change, the final teacher instructional preparation time may be administratively adjusted. Every effort shall be made to ensure equitable preparation time within individual buildings and that the main focus of preparation time shall be individual and/or grade level/team/department planning. Under unusual circumstances, administration may assign teachers during preparation time as necessary.

7.4 STUDENT TEACHERS

The assignment of student teachers shall be by mutual consent only.

7.5 ADMINISTRATION OF MEDICATION/ASSISTANCE TO STUDENTS/INDEMNIFICATION

Teachers shall not be required or prevailed upon to administer medication or otherwise provide direct medical assistance to students. This section shall not prohibit any teacher from voluntarily administering medication or providing first aid or other medical assistance for students, nor shall it prohibit the Administration from inquiring as to a teacher's willingness to so volunteer. Teachers are expected to use their best professional judgement in rendering first aid or needed medical assistance to students, or in seeking such assistance for students from other personnel, as circumstances warrant.

To the fullest extent permitted by law, the Board shall defend, indemnify and hold harmless teachers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that may arise from the actions of any teacher rendering first aid or other assistance to a student.

7.6 END-OF-YEAR CHECKOUT

Administration shall have the right to develop and enforce a procedure for an end-of-the-year checkout of teachers. These procedures shall be provided to the teachers at least one (1) month in advance of the end of the school year. Such procedures are to exhibit reasonable professional expectations and shall not be arbitrary and capricious.

ARTICLE VIII—LEAVES

8.1 SICK LEAVE

Each full-time teacher shall be granted the following amount of sick leave per school year, without deduction in pay.

- Years one (1) through four (4) of employment: Ten (10) days each year
- Years five (5) through ten (10) of employment: Fifteen (15) days each year
- Years eleven (11) and beyond: Twenty (20) days each year

Part-time teachers shall receive sick leave on a prorated basis. Unused sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, illness within the immediate family or death in the immediate family or household. The immediate family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

8.2 PERSONAL LEAVE

Each full-time teacher shall be granted two (2) personal leave days per school year, without deduction in pay, for the purpose of transacting or attending to personal, legal, business, household or family matters which require absence during work hours. Part-time teachers shall be granted one (1) personal leave day per school year. Unused personal leave shall be added to the teacher's accumulated sick leave.

Personal leave may be used in increments of not less than one-half ($\frac{1}{2}$) workday. The teacher shall provide advance written notice to his/her principal through the absence reporting system as soon as possible. Personal leave shall not be used to create or extend a vacation or holiday. Exceptions must be approved by the administration.

8.3 BEREAVEMENT LEAVE

Teachers with less than twenty (20) accumulated sick and personal days, at the time of the bereavement leave request, shall be entitled to up to three (3) days of bereavement leave, without loss of pay, for the death of an immediate family member as defined by 8.1 above. Bereavement leave shall not be cumulative if not used.

8.4 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The provisions of this LEAVE Article will be administered in accordance with the Board's Family and Medical Leave Act policy, a copy of which is available on the District website and is also available upon request.

Employees may be eligible to receive benefits under FMLA. Due to the complexities of FMLA, please contact the Chief School Business Official to learn more about the provisions of this benefit.

FMLA shall run concurrently with the teacher's other applicable sick leave.

8.5 MATERNITY/CHILDREARING LEAVE

A teacher shall be eligible for a maternity/childrearing leave without pay subject to the conditions set forth below:

- A. The teacher shall advise the Superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later. Upon notification, the District shall provide the FMLA paperwork to the employee to complete as per instructions provided. Regardless of whether the teacher is seeking a leave, the District may require documentation through the FMLA paperwork or other means that the teacher may safely continue in her employment and perform all her regular teaching duties during the pregnancy.

- B. Written request for such leave shall be made to the Superintendent or designee at least one hundred and twenty (120) calendar days prior to the anticipated birth/adoption of the child. Such requests shall be submitted to the Board.
- C. A teacher may commence the leave either when medically necessary upon doctor certification or when she is incapable of performing her duties satisfactorily.
- D. The leave shall not exceed the balance of the school year in which it commences unless the birth/adoption occurs during the month of April, May, or June prior to the end of the school year in which the leave begins, and then one (1) additional school year may be allowed upon the recommendation of the Superintendent. A second additional year shall not be granted.
- E. Applications for leave under this section shall be approved or disapproved by the Board of Education in its sole discretion upon consideration of whether the leave is in the best interests of the District, and the Board's decision shall be final. The Board's decision shall not be subject to the grievance procedure set forth in Article IV of this Agreement.
- F. Sick leave shall not be applicable during the period of the maternity/childbearing leave; however, this leave may be preceded by a FMLA leave for eligible employees with FMLA qualifying event. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment to the district.
- G. Any teacher who has been employed at least 120 or more teacher work days of the school term in which a leave is taking place shall be entitled to such advancement on the compensation schedule as the teacher would have had if the leave had not been granted.
- H. A Maternity/Childrearing Leave shall be unpaid subject to the provisions of 8.4 FMLA or additional medical necessity certified by a physician.

- I. A teacher shall notify the Superintendent by February 1 of his/her intention to return to the District the following year. Failure to so notify the Superintendent shall be deemed a resignation.
- J. The teacher may continue to participate in the District insurance plan during the leave if he/she pays all premiums.

A tenured teacher shall be entitled to a childrearing leave of absence subject to all of the applicable notices and other requirements as set forth in this Agreement except 8.5 E. Eligibility for such leave shall arise upon the anticipated birth of a child or upon the planned adoption of a child.

Upon return from maternity/childrearing leave, the Superintendent or designee shall assign the returning teacher to a position for which the teacher is legally qualified with no loss of seniority or tenure status. The teacher shall receive pro-rata credit for days worked for purposes of seniority and of determining subsequent salary schedule advancement.

8.6 UNPAID LEAVE OF ABSENCE

A tenured teacher with a minimum of seven (7) years continuous full-time service in District 31 may apply for an unpaid leave of absence. If the reason for the unpaid leave of absence is a FMLA qualifying event, the teacher must have exhausted the allowable FMLA leave.

An unpaid leave of absence shall not be used to extend a maternity/childrearing leave

Application for unpaid leave shall be made in writing to the Superintendent.
Requests shall state the reason and the time period for such leave.

Unpaid leave shall not exceed the balance of the school year in which it commences unless the leave begins during the month of April, May, or June prior to

the end of the school year in which the leave begins, and then one (1) additional school year may be allowed upon the recommendation of the Superintendent and approval of the Board of Education. A second additional school year shall not be granted.

The notification date of intent to return shall be February 1st. Failure to notify the Superintendent by this date shall result in automatic resignation.

On unpaid leave, no teacher will accept employment in another school in Illinois. Any teacher who violates this stipulation shall be subject to termination.

A teacher shall return to work for a period of one (1) full school year before being considered for subsequent leave under this section.

Applications for leave under this section shall be approved or disapproved by the Board of Education in its sole discretion upon consideration of whether the leave is in the best interests of the District, and the Board's decision shall be final. The Board's decision shall not be subject to the grievance procedure set forth in Article IV of this Agreement.

A teacher shall have the option of continuing in the District's group insurance coverage (medical, dental) during unpaid leave provided the teacher pays the full employer and employee cost of the premium. A teacher wishing to continue coverage shall notify the business office in writing of his/her intent to do so at least thirty (30) calendar days prior to the anticipated commencement of such leave.

Payments shall be made on a monthly basis on a schedule set up for the teacher by the Chief School Business Official or his/her designee.

Upon return from unpaid leave, the Superintendent or designee shall assign the returning teacher to a position for which the teacher is legally qualified with no loss of seniority or tenure status. The teacher shall receive pro-rata credit for days worked for purposes of seniority and of determining subsequent salary schedule advancement.

8.7 JOB SHARE

Definition

Job Sharing is a voluntary program providing two (2) tenured teachers the opportunity to share one (1) full-time equivalent teaching position. The proportionate share of the job can be split by the day or the week.

The Board of Education is not required to grant a job share nor should the granting of a job share be considered precedential.

Eligibility

Any tenured certified teacher who is rated highly qualified for the available position or upon Board discretion probationary teachers may be considered.

Proposal Procedure

Teachers who wish to job share must submit a proposal to the appropriate building principal by January 10 of the school year preceding the one in which the job share is requested. The building principal, upon receipt of a complete proposal (but no later than January 10), will review the proposal to determine if it provides a beneficial alternative to the current staffing needs. Principals will return proposals to the applicant teachers for revisions within ten (10) school days of receipt. Areas in need of revision will be noted and the principal may provide guidance to assist the applicants in the revision process. Final proposals must be returned to the building principal by February 1. If deemed to provide a beneficial alternative, the building principal will submit the final proposal to the Superintendent by February 10. The Superintendent may prepare a recommendation to be brought to the Board of Education at its March meeting. Teachers requesting job share positions will be notified in writing no later than the end of April of the school year preceding the requested job share arrangement.

Length of Job Share Assignment

The length of the job sharing assignment shall be for one (1) school year and may be extended if a request to renew is made by the participants and approved by the Board.

Request to Extend Job Share Assignment

A request to extend job share must be made ninety (90) calendar days prior to the end of the current school year of the year preceding the school year for which renewal is being requested. Participants who do not request an extension for a job share assignment will be assigned to a position for which they qualify, subject to a general reduction in force.

Substitute/Absence

The job sharing employee has the first right of refusal to fill in for the job sharing employee who is absent and will be paid at their regular rate of pay. It is the responsibility of the employee who is absent to follow procedures for securing a substitute, if applicable.

Seniority

Teachers involved in job sharing for a full year shall receive one (1) year credit in seniority.

Tenure, Salary Schedule, and Insurance

Tenured certified staff participating in a job sharing assignment shall retain their tenure status. Both job sharing employees shall receive salary proportionate to the annual salary, based on the percentage of the job share. Employees in a job share arrangement shall advance one (1) step on the salary schedule if they remain in the job share arrangement for at least one hundred twenty (120) work days. This means that if the job share is to go from August 15 through June 5, on the 121st work day in that term, the employees shall have met the requirement to qualify for step advancement in the next school year. Health and Dental Insurance benefits shall be pro-rated based on the percentage of the job share. Job sharing

employees shall pay all additional premiums due for insurance to the business office on a timely basis. All insurance pro-rations shall commence on the first day of the month following the start of the school calendar year of the job sharing assignment.

Sick/Personal Days

Sick and personal days shall be prorated according to the percentage of the job share assignment.

TRS

Reportable earnings will be equal to the proportionate percentage of the employee's job share.

Change in Job Sharing Circumstances

If one of the job sharing participants is not able to continue his or her job sharing assignment due to unforeseen circumstances i.e. relocation due to spouse job transfer, unexpected health condition, etc., the remaining job sharing participant will be expected to accept the assignment as full-time. The remaining job share employee and the administrator will develop a transition timeline to move to full-time status.

ARTICLE IX—METHOD OF SALARY PAYMENT

9.1 PAYMENT OF SALARY

Each teacher shall receive his/her annual salary in twenty-four (24) equal installments beginning no later than August 30 of each school year. Pay shall be distributed to teachers on the fifteenth (15th) and the thirtieth (30th) of each month (or the last day of February) except when such date occurs on a weekend, holiday, or during vacation. In such instance, the first previous teacher workday shall be the pay day. Any teacher who elected the twenty (20) pay option prior to this

agreement may continue to receive his/her pay in twenty (20) equal installments unless such teacher agrees to receive pay in twenty-four (24) equal installments.

9.2 EARLY SALARY PAYCHECK OPTION

Each teacher shall receive any remaining salary for the year payable no later than June 30 of each school year.

ARTICLE X—TEACHER COMPENSATION AND FRINGE BENEFITS

10.1 SALARY SCHEDULES

The salary schedules for the 2016-2017 through the 2019-2020 school terms shall be set forth in Appendices A through D.

10.2 WORK YEAR

The total number of teacher work days in any school year shall not exceed one hundred eighty (180). However, the Board shall have the option of adding up to five (5) additional days, not to exceed one hundred eighty-five (185) days per school year, in each school year during the term of this Agreement plus one (1) additional school year. Each teacher shall be paid for such days at a per diem rate of 1/180 of his/her annual salary. Such compensation shall be in addition to the teacher's regular salary shown in Appendices and any longevity allowance.

All provisions relating to the above work year shall apply to the position of school psychologist, and, in addition, the incumbent(s) of the position may be required to work up to a maximum of seven (7) days beyond the total work year required of the teachers under the collective bargaining agreement in any given year. As an example, if, after application of all provisions of the contract to the work year/school calendar, the total work year for teachers in a given year is 185 days, the school psychologist(s) may be required to work a total of 192 days for that school year. Days worked by the school psychologist(s) in excess of the total days worked by teachers under the collective bargaining agreement shall be paid on a per diem rate.

10.3 MEDICAL INSURANCE

For the 2016-2017 school term, the Board agrees to pay \$876.86 per month towards the premium for individual major medical coverage. Major medical coverage shall be substantively equivalent to that in effect June 30, 2016. However, coverage may change due to requirements of the ACA or other applicable healthcare laws and efforts to reduce premium costs by reducing and/or adjusting the benefit plan may be necessary in order to avoid federal tax penalties. Such changes and/or adjustments shall be done through the Joint Insurance Committee as defined in Article 10.8 of this Agreement.

For 2017-2018, 2018-2019, and 2019-2020 school terms, the Board's single health insurance contribution shall be increased by the lesser of: 1) the actual increase in the single PPO health insurance premium, or 2) eight (8) percent. Any remaining single health insurance premium not covered by the Board's contribution shall be the responsibility of the teacher. As mutually agreed, any increase in health insurance premiums from one year to the next may be mitigated by adjusting the plan's benefits through the joint union/district insurance committee.

10.4 LIFE INSURANCE

The Board shall pay the premium for term life and accidental death and dismemberment insurance in the amount of twenty-five thousand dollars (\$25,000) for each teacher according to the District's life insurance plan document.

10.5 SALARY REDUCTION PLAN

The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include medical reimbursement and dependent/child care provisions.

10.6 HORIZONTAL MOVEMENT ON SALARY SCHEDULE

Horizontal movement on the salary schedule may be accomplished by successfully completing coursework.

For coursework to apply toward horizontal movement on the salary schedule, the following shall apply:

1. The coursework shall be at the graduate level, Master's Degree or higher.
2. The coursework may be at the Bachelor's Degree level with pre-approval by the Superintendent or her designee.
3. The coursework shall be satisfactorily completed at a NCATE accredited college or university, or any accredited college or university with Superintendent's approval.
4. A transcript or equivalent document shall be provided to the Superintendent's office no later than October 1 of the school year in which horizontal movement on the salary schedule is to occur.
5. The transcript shall illustrate satisfactory completion of the course.
6. To be "satisfactory", the earned grade must be "B" or higher. A "P" (pass) is acceptable if "P" (pass) / "F" (fail) are the only grades offered for the course by the college or university.
7. The maximum salary schedule step movement associated with any lane change shall be one (1) step.

10.7 VOLUNTARY TERMINATION PROGRAM

Eligibility

1. Have been a full-time employee of the District for a minimum of ten (10) years immediately preceding their voluntary termination, and
2. Will be at least fifty-five (55) years of age by June 30 of the last year of employment with thirty-five (35) years of creditable TRS service or will be at least sixty (60) years of age by June 30 of the last year of employment, and
3. Is eligible to retire under the Teachers' Retirement System (TRS).
4. For purposes of eligibility, a teacher applying for these benefits must carry a full teaching load (1.0 FTE) for each of the last five (5) years of employment with the District.

Benefits

1. All requests for participation for employees hired on or after July 1, 1998 must be submitted to the Superintendent prior to April 1 of the teacher's final four (4) years of employment. The first year of the final four (4) years is the year in which the teacher submits his/her request. Example: Teacher submits letter by

April 1, 2017. The final four years would be 2016-2017, 2017-2018, 2018-2019, and 2019-2020. For the first year of the final four years, the teacher shall receive any difference in compensation in a lump sum in June of that year.

All requests for participation for employees hired on or before June 30, 1998 must be submitted to the Superintendent prior to April 1 of the teacher's final four (4) or five (5) years of employment. The first year of the final five years is the year in which the teacher submits his/her request. Example: Teacher submits five (5) year notice letter by April 1, 2017. The final five years would be 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021. For the first year of the final five, the teacher shall receive any difference in compensation in a lump sum in June of that year. The five (5) year option shall sunset on April 2, 2018.

The request shall include a copy of the teacher's latest Personal Statement of Benefits from TRS.

2. Participation is dependent on the unconditional and irrevocable resignation of the teacher who enters into a four or five year employment contract with the Board of Education. Any employee who does not fulfill his/her contract, for any reason, shall be ineligible for any benefit contained in this Agreement only if the TRS retirement calculations will cause the District to pay a penalty. In such case, the employee shall repay the District the incremental amount of any benefit received.
3. Participants hired on or after July 1, 1998 shall have each of their last four (4) years annual base salary increased by the amount equal to six percent (6%) of their previous year's annual base salary. Participants hired on or before June 30, 1998 shall have each of their last four (4) or five (5) years annual base salary increased by an amount equal to six percent (6%) of their previous year's annual base salary.
4. The six percent (6%) increase described in Paragraph 3 of this Section shall be in lieu of any other salary increase that the teacher would have otherwise received.

5. Salary payments described in Paragraph 3 of this Section shall be defined as contractual salaries for the performance of duties as a teacher. The salaries shall not include any stipends or any other payments of any type whatsoever.
6. Under no circumstances shall the total increase in compensation from one year to the next, including stipends, miscellaneous pay, etc. exceed six percent (6%) per year in the final 4 (four) years.

Miscellaneous

If changes occur in the operation of TRS and/or in pension/retirement legislation which result in an increase in the cost of this provision, then the WNTA and the District shall meet to determine how the benefit shall be revised in such manner so the benefits provided shall result in no additional cost to the District.

10.8 JOINT INSURANCE COMMITTEE

A joint insurance committee composed of up to three (3) representatives of the District and up to three (3) members of the WNTA shall meet if needed as determined by the WNTA President and the Chief School Business Official or designee to review the District's health insurance plan(s) in terms of existing coverage and benefits. The joint insurance committee may provide written recommendations to the Superintendent, Board, and WNTA for consideration no later than the April regular meeting of the Board of Education.

ARTICLE XI—EXTRA DUTY PAY

Extra duty compensation listed in this Article shall apply only to full-time certificated employees of District 31. The Board reserves the right to employ part-time staff to fill the listed positions or other positions at a different compensation schedule. These positions could also be offered through non-school agencies or other governmental units. In such instances the compensation would be subject to the agency or unit's discretion. All extra duty positions are offered through the Board of Education and can be cancelled at any time.

All extra duty assignments listed in this Agreement shall be posted prior to filling the position. All extra duty assignments shall be offered in writing, with compensation and estimated time requirements included in the offer.

All extra duty assignments shall be voluntary. When possible, teachers shall be notified of their appointment prior to the conclusion of the school term for appointments beginning with the next school term. All extra duty assignments are subject to the 6% limit contained in 10.8 for those bargaining unit members who are participating in the Voluntary Termination Program.

Any extra duty paid on an hourly basis, such as curriculum writing, translation, etc., shall be pre-approved by the Superintendent or his/her designee.

The pay rates for all summer extra duties shall change (if applicable) each year on July 1.

PROFESSIONAL COMMITTEES, PROJECTS AND ACTIVITIES

Activities requiring professional expertise outside of the normal workday. They include, but are not limited to:

- Curriculum Writing
- District/School Committees
- Staff Development
- Translation

RATE OF PAY	RATE OF PAY	RATE OF PAY	RATE OF PAY
2016-2017	2017-2018	2018-2019	2019-2020
\$37.26/hour	\$38.28/hour	\$39.33/hour	\$40.41/hour

CONSULTING TEACHER

Master Teacher within the district utilized to assist a teacher who has been deemed in need of remediation.

RATE OF PAY	RATE OF PAY	RATE OF PAY	RATE OF PAY
2016-2017	2017-2018	2018-2019	2019-2020
\$2,068	\$2,125	\$2,183	\$2,243

ADVISORY TEACHER

ADVISOR RATE OF PAY (per advisor)			
2016-2017	2017-2018	2018-2019	2019-2020
\$962	\$988	\$1,015	\$1,043

OTHER EXTRA DUTY

The following extra duty assignments have been grouped according to general expectations for each group. Compensation for activities within Groups I, II, and III shall be by stipend that may vary depending on the nature and time requirements of the specific activity as stated below.

GROUP I

Activities and/or experiences which result in a group producing a significant product, public performance, or service activity. These activities require significant teacher planning, preparation and expertise as well as considerable ongoing instruction to students.

These activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020
BAND	\$5,707	\$5,864	\$6,025	\$6,191
BASKETBALL: 7th grade /8th grade	\$4,240	\$4,357	\$4,477	\$4,600
BASKETBALL: 6th grade	\$3,591	\$3,690	\$3,791	\$3,895
TRACK: Track/Field Coaches	\$3,913	\$4,021	\$4,132	\$4,246
TRACK: Assistant Coach	\$2,612	\$2,684	\$2,758	\$2,834
VOLLEYBALL: 7th grade /8th grade	\$3,260	\$3,350	\$3,442	\$3,537
VOLLEYBALL: 6th grade	\$2,612	\$2,684	\$2,758	\$2,834
ATHLETIC DIRECTOR	\$5,759	\$5,917	\$6,080	\$6,247
SOCCER	\$3,260	\$3,350	\$3,442	\$3,537
SOFTBALL	\$3,260	\$3,350	\$3,442	\$3,537
STARS	\$2,612	\$2,684	\$2,758	\$2,834
CROSS COUNTRY	\$983	\$1,010	\$1,038	\$1,067
SCHOOL LITERARY MAGAZINE	\$2,773	\$2,849	\$2,927	\$3,007
STUDENT NEWSPAPER	\$2,773	\$2,849	\$2,927	\$3,007
YEARBOOK	\$2,773	\$2,849	\$2,927	\$3,007

Certain other Group I activities shall be paid on an hourly basis rather than a stipend. Such activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020
DRAMATICS (Field Play, Broadway Musicals, Drama)	\$32.60/hr.	\$33.50/hr.	\$34.42/hr.	\$35.37/hr.
OUTDOOR EDUCATION	\$32.60/hr.	\$33.50/hr.	\$34.42/hr.	\$35.37/hr.
PHOTOGRAPHY	\$32.60/hr.	\$33.50/hr.	\$34.42/hr.	\$35.37/hr.
STUDENT COUNCIL	\$32.60/hr.	\$33.50/hr.	\$34.42/hr.	\$35.37/hr.

GROUP II

Activities and/or experiences that require less intensive preparation and planning:

- Intramurals
- Clubs
- Meet Official
- Audio Visual Support
- Other before and after school activities

GROUP II RATE OF PAY 2016-2017	GROUP II RATE OF PAY 2017-2018	GROUP II RATE OF PAY 2018-2019	GROUP II RATE OF PAY 2019-2020
\$31.08/hr.	\$31.93/hr.	\$32.81/hr.	\$33.71/hr.

GROUP III —Supervisory Activities

These activities would include, but not be limited to, the following:

- Lunch supervision
- Playground supervision
- Recess supervision
- Supervision of Athletic Events

GROUP III RATE OF PAY 2016-2017	GROUP III RATE OF PAY 2017-2018	GROUP III RATE OF PAY 2018-2019	GROUP III RATE OF PAY 2019-2020
\$28.98/hr.	\$29.78/hr.	\$30.60/hr.	\$31.44/hr.

The determination of estimated and actual hours required for all Group I, II, and III activities shall include all student contact and supervision time as approved by the principals.

The Superintendent shall have the authority to cancel any activity and the Board shall not be liable for honoring the compensation or terms of the notice of the activity, whether all or in part, if cancelled. If a portion of the activity has been completed, compensation shall be paid on a prorated basis.

ARTICLE XII — DURATION

This agreement shall become effective upon ratification by the Board and Union and unless otherwise specified shall become effective on the first day of teacher attendance of the 2016-2017 school year. It shall continue in effect until the day prior to the first day of teacher attendance of the 2020-2021 school year.

Approved and signed this 27 day of October, 2016. In witness thereof:

West Northfield Teachers' Association
Local 1274
IFT/AFT AFL-CIO


Board of Education,
West Northfield School District 31
Cook County, Illinois



President



President



Secretary



Secretary

APPENDIX A

WEST NORTHFIELD SCHOOL DISTRICT 31 2016-2017

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	46,185	48,685	51,685	54,685	57,685
2	47,247	49,805	52,925	55,997	59,069
3	48,334	50,950	54,196	57,341	60,487
4	49,446	52,122	55,496	58,718	61,939
5	50,583	53,321	56,828	60,127	63,425
6	51,746	54,547	58,164	61,540	64,916
7	52,911	55,775	59,531	62,986	66,441
8	54,101	57,030	60,930	64,466	68,003
9	55,318	58,313	62,361	65,981	69,601
10	56,563	59,625	63,827	67,532	71,236
11		60,936	65,295	69,051	72,839
12		62,277	66,797	70,605	74,478
13		63,647	68,333	72,193	76,154
14		65,047	69,905	73,818	77,867
15		66,478	71,512	75,479	79,619
16			73,121	77,177	81,411
17			74,767	78,913	83,243
18			76,449	80,689	85,115
19			78,169	82,504	87,031
20			79,928	84,361	88,989
21			81,686	86,217	90,947
22			83,483	88,113	92,947
23			85,320	90,052	94,992
24			87,197	92,033	97,082
25			89,115	94,058	99,218
26				96,033	101,301
27				98,050	103,429
28				100,109	105,601
29				102,211	107,818

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.

Members who were part of the Collective Bargaining Unit (CBU) prior to June 2016 who ended the 2015-16 school year in a "sunsetting" step (Lane 1, steps 11-17 and Lane 2, steps 16-20) maintain their 2015-16 salary level until they either: (1) move to a higher paying lane and step or (2) the maximum salary in their current lane exceeds their 2015-16 salary.

The maximum salary schedule step movement associated with any lane change shall be one (1) step.

APPENDIX B

WEST NORTHFIELD SCHOOL DISTRICT 31 2017-2018

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	46,570	49,070	52,070	55,070	58,070
2	47,641	50,199	53,320	56,392	59,464
3	48,737	51,353	54,599	57,745	60,891
4	49,858	52,534	55,910	59,131	62,352
5	51,005	53,743	57,252	60,550	63,849
6	52,178	54,979	58,597	61,973	65,349
7	53,352	56,216	59,974	63,429	66,885
8	54,552	57,481	61,383	64,920	68,457
9	55,779	58,774	62,826	66,446	70,065
10	57,035	60,096	64,302	68,007	71,712
11		61,418	65,781	69,537	73,325
12		62,770	67,294	71,102	74,975
13		64,151	68,842	72,702	76,662
14		65,562	70,425	74,337	78,387
15		67,004	72,045	76,010	80,151
16			73,666	77,720	81,954
17			75,324	79,469	83,798
18			77,018	81,257	85,684
19			78,751	83,085	87,611
20			80,523	84,955	89,583
21			82,295	86,824	91,553
22			84,105	88,734	93,568
23			85,956	90,686	95,626
24			87,847	92,681	97,730
25			89,779	94,720	99,880
26				96,709	101,977
27				98,740	104,119
28				100,814	106,306
29				102,931	108,538

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.

Members who were part of the Collective Bargaining Unit (CBU) prior to June 2016 who ended the 2015-16 school year in a "sunsetted" step (Lane 1, steps 11-17 and Lane 2, steps 16-20) maintain their 2015-16 salary level until they either: (1) move to a higher paying lane and step or (2) the maximum salary in their current lane exceeds their 2015-16 salary.

The maximum salary schedule step movement associated with any lane change shall be one (1) step.

APPENDIX C

WEST NORTHFIELD SCHOOL DISTRICT 31 2018-2019

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	47,000	49,500	52,500	55,500	58,500
2	48,081	50,639	53,760	56,832	59,904
3	49,187	51,803	55,050	58,196	61,342
4	50,318	52,995	56,371	59,593	62,814
5	51,475	54,214	57,724	61,023	64,321
6	52,659	55,460	59,081	62,457	65,833
7	53,844	56,708	60,469	63,925	67,380
8	55,056	57,984	61,890	65,427	68,963
9	56,295	59,289	63,345	66,964	70,584
10	57,561	60,623	64,833	68,538	72,243
11		61,957	66,325	70,080	73,868
12		63,320	67,850	71,657	75,530
13		64,713	69,411	73,269	77,230
14		66,136	71,007	74,918	78,967
15		67,591	72,640	76,604	80,744
16			74,275	78,327	82,561
17			75,946	80,089	84,419
18			77,654	81,891	86,318
19			79,402	83,734	88,260
20			81,188	85,618	90,246
21			82,974	87,502	92,321
22			84,800	89,427	94,261
23			86,665	91,394	96,334
24			88,572	93,405	98,454
25			90,521	95,460	100,620
26				97,464	102,733
27				99,511	104,890
28				101,601	107,093
29				103,734	109,342

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.

Members who were part of the Collective Bargaining Unit (CBU) prior to June 2016 who ended the 2015-16 school year in a "sunsetting" step (Lane 1, steps 11-17 and Lane 2, steps 16-20) maintain their 2015-16 salary level until they either: (1) move to a higher paying lane and step or (2) the maximum salary in their current lane exceeds their 2015-16 salary.

The maximum salary schedule step movement associated with any lane change shall be one (1) step.

APPENDIX D

WEST NORTHFIELD SCHOOL DISTRICT 31 2019-2020

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	47,450	49,950	52,950	55,950	58,950
2	48,541	51,099	54,221	57,293	60,365
3	49,658	52,274	55,522	58,668	61,814
4	50,800	53,476	56,855	60,076	63,297
5	51,968	54,706	58,219	61,518	64,816
6	53,164	55,965	59,587	62,963	66,339
7	54,360	57,224	60,988	64,443	67,898
8	55,583	58,511	62,421	65,957	69,494
9	56,833	59,828	63,888	67,507	71,127
10	58,112	61,174	65,389	69,094	72,799
11		62,520	66,893	70,648	74,437
12		63,895	68,432	72,238	76,111
13		65,301	70,005	73,863	77,824
14		66,738	71,616	75,525	79,575
15		68,206	73,263	77,225	81,365
16			74,911	78,962	83,196
17			76,597	80,739	85,068
18			78,320	82,555	86,982
19			80,082	84,413	88,939
20			81,884	86,312	90,940
21			83,686	88,211	92,941
22			85,527	90,152	94,986
23			87,408	92,135	97,075
24			89,331	94,162	99,211
25			91,297	96,234	101,394
26				98,255	103,523
27				100,318	105,697
28				102,425	107,916
29				104,575	110,183

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.

Members who were part of the Collective Bargaining Unit (CBU) prior to June 2016 who ended the 2015-16 school year in a "sunsetting" step (Lane 1, steps 11-17 and Lane 2, steps 16-20) maintain their 2015-16 salary level until they either: (1) move to a higher paying lane and step or (2) the maximum salary in their current lane exceeds their 2015-16 salary.

The maximum salary schedule step movement associated with any lane change shall be one (1) step.

Memorandum of Understanding
January 27, 2021

Memorandum of Understanding
Between the
Board of Education, West Northfield School District #31 (the "Board")
and the
West Northfield Teachers' Association, Local 1274, IFT/AFT, AFL-CIO
(the "Union")

CONTRACT ROLLOVER AGREEMENT

The Board and the Union agree to the following:

1. A two (2) year Agreement for the 2020-2021 and 2021-2022 School Years in effect until the day prior to the first day of teacher attendance of the 2022-2023 School Year.
2. All terms and provisions of the 2016-2020 Agreement shall remain in effect except for the following:
 - a. Salary: Salary schedules for 2020-2021 and 2021-2022 School Years are included in this MOU as Appendix A and Appendix B.
 - b. Stipends: For the 2020-2021 School Year, Basketball 6th Grade shall have a stipend of \$4155.00 and Cross Country shall have a stipend of \$2450.00. All other stipends, extra duty pay, etc. will increase by 2.95% for 2020-2021. For the 2021-2022 School Year, all stipends, extra duty pay, etc. increase by 2.95%.

In witness whereof:

FOR THE TEACHERS
LOCAL 1274, IFT/AFT, AFL-CIO



President Date 1/27/21



Secretary Date 1/27/21

FOR THE BOARD OF EDUCATION
WEST NORTHFIELD SCHOOL
DISTRICT #31



President Date 1/27/21



Secretary Date 1/27/21

APPENDIX A
Salary Schedule for the 2020-2021 School Year

Salary Schedule FY2021					
Lane/ Step	I	II	III	IV	V
1	48475	51029	54094	57158	60223
2	49620	52234	55398	58537	61676
3	50792	53468	56734	59949	63163
4	51991	54731	58103	61395	64687
5	53219	56023	59504	62875	66247
6	54476	57346	60924	64376	67828
7	55749	58686	62379	65913	69447
8	57052	60058	63868	67486	71105
9	58385	61461	65392	69097	72802
10	59750	62898	66953	70746	74540
11		64352	68534	72399	76281
12		65839	70153	74091	78064
13		67362	71810	75823	79888
14		68919	73506	77595	81755
15		70512	75242	79408	83666
16			77000	81263	85621
17			78800	83163	87622
18			80641	85106	89669
19			82526	87095	91765
20			84454	89130	93829
21			86407	91191	95917
22			88404	93299	98051
23			90448	95375	100233
24			92539	97497	102463
25			94678	99544	104615
26				101585	106759
27				103667	108948
28				105792	111181
29				107961	113461
30					115446

APPENDIX B
Salary Schedule for the 2021-2022 School Year

Salary Schedule FY2022					
Lane/ Step	I	II	III	IV	V
1	49522	52131	55262	58393	61524
2	50722	53394	56601	59808	63015
3	51951	54688	57973	61258	64542
4	53211	56014	59378	62742	66107
5	54500	57372	60817	64263	67709
6	55821	58762	62292	65821	69350
7	57174	60187	63801	67416	71031
8	58560	61645	65348	69050	72753
9	59979	63140	66932	70724	74516
10	61433	64670	68554	72438	76322
11		66237	70216	74194	78172
12		67843	71917	75992	80067
13		69487	73661	77834	82007
14		71171	75446	79721	83995
15		72896	77275	81653	86031
16			79148	83632	88116
17			81066	85659	90252
18			83031	87735	92440
19			85043	89862	94680
20			87105	92040	96810
21			89216	94271	98989
22			91378	96556	101216
23			93593	98728	103493
24			95862	100949	105822
25			98185	102968	107938
26				105028	110097
27				107128	112299
28				109271	114545
29				111456	116836
30					119173

RATES OF PAY CORRESPONDING TO THE FY21 - FY22 MOU
EXTENSION OF CONTRACT

PROFESSIONAL COMMITTEES, PROJECTS AND ACTIVITIES

Activities requiring professional expertise outside of the normal workday. They include, but are not limited to:

Curriculum Writing

District/School Committees

Staff Development

Translation

RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
\$37.26/hr	\$38.28/hr	\$39.33/hr	\$40.41/hr	\$41.60/hr	\$42.83/hr

CONSULTING TEACHER

Master Teacher within the district utilized to assist a teacher who has been deemed in need or remediation.

RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
\$2,068	\$2,125	\$2,183	\$2,243	\$2,309	\$2,377

ADVISORY TEACHER

ADVISOR RATE OF PAY (per advisor)					
2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
\$962	\$988	\$1,015	\$1,043	\$1,074	\$1,106

OTHER EXTRA DUTY

The following extra duty assignments have been grouped according to general expectations for each group. Compensation for activities within **Groups I, II, and III** shall be by stipend that may vary depending on the nature and time requirements of the specific activity as stated below.

GROUP I

Activities and/or experiences which result in a group producing a significant product, public performance, or service activity. These activities require significant teacher planning, preparation and expertise as well as considerable ongoing instruction to students.

These activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
BAND	\$5,707	\$5,864	\$6,025	\$6,191	\$6,374	\$6,562
BASKETBALL: 7TH GRADE 8TH GRADE	\$4,240	\$4,357	\$4,477	\$4,600	\$4,736	\$4,876
BASKETBALL: 6TH GRADE	\$3,591	\$3,690	\$3,791	\$3,895	\$4,155	\$4,278
TRACK: Track/Field Coaches	\$3,913	\$4,021	\$4,132	\$4,246	\$4,371	\$4,500
TRACK: Assistant Coach	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004
VOLLEYBALL: 7TH GRADE 8TH GRADE	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748
VOLLEYBALL 6TH GRADE	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004
ATHLETIC DIRECTOR	\$5,757	\$5,917	\$6,080	\$6,247	\$6,431	\$6,621
SOCCER	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748
SOFTBALL	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748
STARS	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004
CROSS COUNTRY	\$983	\$1,010	\$1,038	\$1,067	\$2,450	\$2,522
SCHOOL LITERARY MAGAZINE	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187
STUDENT NEWSPAPER	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187
YEARBOOK	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187

NEW RATES per MOU

Certain other Group I activities shall be paid on an **hourly basis** rather than a stipend. Such activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
DRAMATICS (Field Play, Broadway Musicals, Drama)	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48
OUTDOOR EDUCATION	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48
PHOTOGRAPHY	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48
STUDENT COUNCIL	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48

GROUP II

Activities and/or experiences that require less intensive preparation and planning:

- Intramurals
- Clubs
- Meet Official
- Audio Visual Support
- Other before and after school activities

GROUP II	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
Hourly Rate	\$31.08	\$31.93	\$32.81	\$33.71	\$34.70	\$35.72

GROUP III – Supervisory Activities

These activities would include, but not be limited to, the following:

- Lunch Supervision
- Playground Supervision
- Recess Supervision
- Supervision of Athletic Events

GROUP III	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022
Hourly Rate	\$28.98	\$29.78	\$30.60	\$31.44	\$32.37	\$33.32

The determination of estimated and actual hours required for all Group I, II, and III activities shall include all student contact and supervision time as approved by the principals.

The Superintendent shall have the authority to cancel any activity and the Board shall not be liable for honoring the compensation of terms of the notice of the activity, whether all or in part, if cancelled. If a portion of the activity has been completed, compensation shall be paid on a prorated basis.

Memorandum of Understanding
February 24, 2022

**Memorandum of Agreement
Prepared Jointly by the
West Northfield Teachers Association
and the
Board of Education, West Northfield School District 31**

The parties hereby agree that, for Fiscal Year 2023, Article IX of the Collective Bargaining Agreement will be amended as indicated below.

ARTICLE IX—METHOD OF SALARY PAYMENT


9.1 PAYMENT OF SALARY

Each teacher shall receive his/her annual salary in twenty-four (24) equal installments beginning no later than August 30 of each school year. Pay shall be distributed to teachers **throughout the calendar year** on the fifteenth (15th) and the thirtieth (30th) of each month (or the last day of February) except when such date occurs on a weekend or holiday, ~~or during vacation~~. In such instance, the first previous ~~teacher workday~~ **weekday** shall be the pay day. Any teacher who elected the twenty (20) pay option prior to ~~this agreement~~ **2016, and has continuously participated in that option**, may continue to receive his/her pay in twenty (20) equal installments unless such teacher agrees to receive pay in twenty-four (24) equal installments.

9.2 ~~EARLY SALARY PAYCHECK OPTION~~

~~Each teacher shall receive any remaining salary for the year payable no later than June 30 of each school year.~~

For the Board of Education



Superintendent of Schools

Date

5/20/2022

For the WNTA



WNTA President

Date

5/20/2022

**MEMORANDUM OF UNDERSTANDING REGARDING
CONTRACT EXTENSION FOR THE 2022-2023 SCHOOL YEAR**

WHEREAS, the **BOARD OF EDUCATION FOR WEST NORTHFIELD SCHOOL DISTRICT NO. 31**, hereinafter referred to as the "Board," and **WEST NORTHFIELD TEACHERS' ASSOCIATION LOCAL 1274, IFT/AFT, AFL/CIO**, hereinafter referred to as the "Association", entered into "The Agreement between the Board of Education of School District West Northfield School District No. 31 and the West Northfield Teachers' Association" on October 27, 2016, whereby the Board and Association agreed to the said Agreement for the period of the 2015-2016 school year through the 2019-2020 school year and extended for the 2020-2021 and 2021-2022 school years on January 27, 2021; and

WHEREAS, the Board and Association are desirous of entering into this Memorandum of Understanding at the meeting of the Board of Education on Thursday, February 24, 2022; and

WHEREAS, the parties agree as follows:

1. The 2016-2020 Agreement, which was extended by MOU for the 2020-2021 and 2021-2022 school years, shall be extended for one additional school year to include the 2022-2023 school year and shall remain in effect until the last day before the first day of the 2022-2023 school year.
2. The salary schedule for the 2022-2023 school year is attached hereto as Appendix A.
3. The stipend schedule for the 2022-2023 school year is attached hereto as Appendix B, which reflect a 2.95% increase over the 2021-2022 school year.
4. The Board shall establish a tuition reimbursement program for the 2022-2023 school year as attached hereto as Appendix C.
5. This MOU shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this MOU.
6. All other terms and conditions of the Agreement shall remain in full force and effect.

For the Association,
Local 1274, AFT/IFT, AFL/CIO:

 3/31/22
President Date

 3/31/22
Secretary Date

For the Board of Education,
West Northfield School District No. 31:

 4/19/22
President Date

 4/19/22
Secretary Date

Appendix B

RATES OF PAY CORRESPONDING TO THE FY23 MOU EXTENSION OF CONTRACT

PROFESSIONAL COMMITTEES, PROJECTS AND ACTIVITIES

Activities requiring professional expertise outside of the normal workday. They include, but are not limited to:

Curriculum Writing

District/School Committees

Staff Development

Translation

RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
\$37.26/hr	\$38.28/hr	\$39.33/hr	\$40.41/hr	\$41.60/hr	\$42.83/hr	\$44.09/hr

CONSULTING TEACHER

Master Teacher within the district utilized to assist a teacher who has been deemed in need of remediation.

RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
\$2,068	\$2,125	\$2,183	\$2,243	\$2,309	\$2,377	\$2,447

ADVISORY TEACHER

ADVISOR RATE OF PAY (per advisor)						
2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
\$962	\$988	\$1,015	\$1,043	\$1,074	\$1,106	1,139

OTHER EXTRA DUTY

The following extra duty assignments have been grouped according to general expectations for each group. Compensation for activities within **Groups I, II, and III** shall be by stipend that may vary depending on the nature and time requirements of the specific activity as stated below.

GROUP I

Activities and/or experiences which result in a group producing a significant product, public performance, or service activity. These activities require significant teacher planning, preparation and expertise as well as considerable ongoing instruction to students.

These activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
BAND	\$5,707	\$5,864	\$6,025	\$6,191	\$6,374	\$6,562	\$6,756
BASKETBALL: 7 TH GRADE 8 TH GRADE	\$4,240	\$4,357	\$4,477	\$4,600	\$4,736	\$4,876	\$5,020
BASKETBALL: 6 TH GRADE	\$3,591	\$3,690	\$3,791	\$3,895	\$4,155	\$4,278	\$4,404
TRACK: Track/Field Coaches	\$3,913	\$4,021	\$4,132	\$4,246	\$4,371	\$4,500	\$4,633
TRACK: Assistant Coach	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004	\$3,093
VOLLEYBALL: 7 TH GRADE 8 TH GRADE	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748	\$3,859
VOLLEYBALL 6 TH GRADE	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004	\$3,093
ATHLETIC DIRECTOR	\$5,757	\$5,917	\$6,080	\$6,247	\$6,431	\$6,621	\$6,816
SOCCER	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748	\$3,859
SOFTBALL	\$3,260	\$3,350	\$3,442	\$3,537	\$3,641	\$3,748	\$3,859
STARS	\$2,612	\$2,684	\$2,758	\$2,834	\$2,918	\$3,004	\$3,093
CROSS COUNTRY	\$983	\$1,010	\$1,038	\$1,067	\$2,450	\$2,522	\$2,596
SCHOOL LITERARY MAGAZINE	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187	\$3,281
STUDENT NEWSPAPER	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187	\$3,281
YEARBOOK	\$2,773	\$2,849	\$2,927	\$3,007	\$3,096	\$3,187	\$3,281

NEW RATES per 2020-2021 – 2021-2022 MOU

Certain other Group I activities shall be paid on an **hourly basis** rather than a stipend. Such activities would include, but not be limited to, the following:

GROUP I	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
DRAMATICS (Field Play, Broadway Musicals, Drama)	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48	\$38.59
OUTDOOR EDUCATION	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48	\$38.59
PHOTOGRAPHY	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48	\$38.59
STUDENT COUNCIL	\$32.60	\$33.50	\$34.42	\$35.37	\$36.41	\$37.48	\$38.59

GROUP II

Activities and/or experiences that require less intensive preparation and planning:

- Intramurals
- Clubs
- Meet Official
- Audio Visual Support
- Other before and after school activities

GROUP II	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
Hourly Rate	\$31.08	\$31.93	\$32.81	\$33.71	\$34.70	\$35.72	\$36.77

GROUP III – Supervisory Activities

These activities would include, but not be limited to, the following:

- Lunch Supervision
- Playground Supervision
- Recess Supervision
- Supervision of Athletic Events

GROUP III	RATE OF PAY 2016-2017	RATE OF PAY 2017-2018	RATE OF PAY 2018-2019	RATE OF PAY 2019-2020	RATE OF PAY 2020-2021	RATE OF PAY 2021-2022	RATE OF PAY 2022-2023
Hourly Rate	\$28.98	\$29.78	\$30.60	\$31.44	\$32.37	\$33.32	\$34.30

The determination of estimated and actual hours required for all Group I, II, and III activities shall include all student contact and supervision time as approved by the principals.

The Superintendent shall have the authority to cancel any activity and the Board shall not be liable for honoring the compensation of terms of the notice of the activity, whether all or in part, if cancelled. If a portion of the activity has been completed, compensation shall be paid on a prorated basis.

Appendix A

WEST NORTHFIELD SCHOOL DISTRICT 31

2022-2023 SALARY SCHEDULE					
Lane/Step	I - BA	II – BA+16	III - MA	IV – MA+16	V – MA+32
1	51251	53951	57191	60432	63672
2	52493	55259	58577	61896	65215
3	53765	56598	59997	63397	66796
4	55068	57970	61451	64933	68415
5	56403	59375	62941	66507	70073
6	57770	60814	64466	68119	71771
7	59170	62288	66029	69770	73511
8	60605	63798	67629	71461	75293
9	62074	65344	69269	73193	77118
10	63578	66928	70948	74967	78987
11		68550	72667	76784	80901
12		70212	74428	78645	82862
13		71913	76232	80552	84871
14		73656	78080	82504	86928
15		75442	79973	84504	89035
16			81911	86552	91193
17			83896	88650	93403
18			85930	90798	95667
19			88013	92999	97986
20			90146	95253	100361
21			92331	97562	102619
22			94569	99927	104928
23			96861	102349	107289
24			99209	104652	109703
25			101613	107006	112171
26				109147	114415
27				111329	116703
28				113556	119037
29				115827	121418
30					123846

Appendix C

Tuition Reimbursement for the 2022-2023 School Year

1. For the 2022-2023 school year, the Board agrees to provide Thirty-Five Thousand Dollars (\$35,000) for teachers (minimum two years service to District 31 to be eligible) to use for tuition reimbursement purposes.
2. Courses eligible for tuition reimbursement must commence no earlier than the summer term preceding the school year in which reimbursement is sought and also meet the following criteria set forth in Section 10.6 of the Agreement:
 - a. Coursework shall be at the graduate level, Master's Degree or higher.
 - b. Coursework may be at the Bachelor's Level with pre-approval of the Superintendent or designee.
 - c. Coursework shall be satisfactorily completed at a NCATE accredited college or university, or any accredited college or university with Superintendent's approval.
 - d. To be eligible for reimbursement, the teacher must complete the coursework with an earned grade of "B" or higher. A "P" (pass) is acceptable if "P" (pass)/"F" (fail) are the only grades offered for the course by the college or university.
3. For the purpose of lane movement, Section 10.6 shall control.
4. No later than the Tuesday following Labor Day, the teacher shall submit their intent to participate in the Tuition Reimbursement Plan to the office of the Superintendent. Individuals who do not submit by this date will not be considered for inclusion in the tuition reimbursement program for that year. The following information must be included in the intention email:
 - a. Name of employee
 - b. Name of school
 - c. Anticipated course title(s), course number(s) and course hour(s)/credit of any courses anticipated to be enrolled during the 2022-2023 school year.
 - d. Courses beginning and end dates
 - e. Tuition for course/cost per credit

No later than October 1 the office of the Superintendent will notify teachers who submitted an *intent to participate* letter/email, the approval of their participation in the program and their anticipated reimbursement based on all requests submitted.

5. For the purposes of tuition reimbursement, the teacher shall submit an official transcript showing satisfactory completion of the coursework (see Section 2(d) above) and proof of payment/tuition bill no later than June 1, 2023. Individuals who do not submit the required information by June 1, 2023 will not be eligible for reimbursement. Between June 1, 2023 and June 15, 2023, the Superintendent or designee shall review all teacher's request(s) and create a list of teachers eligible for reimbursement on an equal/pro-rated basis (if applicable), provided said total amount provided to all teachers does not exceed Thirty Five Thousand Dollars (\$35,000). If the total tuition reimbursement requested does not exceed Thirty Five Thousand Dollars (\$35,000), proration is not necessary. If the eligible reimbursement requests exceed \$35,000, payments shall be distributed on a tiered scale based on the dollar amount requested until funding for the year is depleted. Starting with the lowest requested amount, each eligible teacher will be reimbursed that amount; teachers who requested more than the lowest amount will then be reimbursed for the difference between the lowest and second lowest amount; this pattern of paying out each tier

of money requested will continue until there are no more tiers that can be uniformly distributed - at that point the remaining monies will be dispersed equally between the teachers who have not been reimbursed in full. See Tiered Payment Example below. No later than June 15, 2023, the Board shall provide the list to the Association for review. No later than June 30, 2023, the Business Office shall provide reimbursement to the teachers in accordance with the list.

6. Tuition reimbursement will not exceed the equivalent of \$550/credit hour. An individual teacher may only receive a maximum \$8500 tuition reimbursement in any given year.
7. Teachers who receive a tuition reimbursement according to the terms above, must commit to at least two additional years of service to District 31. If a teacher voluntarily departs from District 31 before two years, the District shall be repaid according to the schedule below. Please note that if an individual has pays remaining at the time of resignation, the district reserves the right to make the appropriate pay adjustments to cover the repayment cost:
 - a. Year 0 - Teacher does not return to District 31 the following fall or does not complete the year - 100% repayment (ex. Repayment received for FY23, teacher does not return for FY24 or does not complete the year)
 - b. Year 1 - Teacher voluntarily departs District 31 at the end of the following school year - 66% repayment (ex. Repayment received for FY 23, teacher voluntarily terminates employment for FY25)
 - c. Year 2 - Teacher voluntarily departs District 31 within two years - 33% repayment (ex. repayment received for FY23, teacher voluntarily terminates employment for FY26)
8. Any unused tuition reimbursement funds will not accumulate and/or roll over for use in subsequent contract years.

Tiered Payment Example: If there was a total pool of \$10,000, those submitting eligible coursework will receive payments on a tiered scale up until the full \$10,000 is distributed. Teacher A submits for course reimbursement of \$1000; Teacher B submits for course reimbursement of \$5000; Teacher C submits for course reimbursement of \$2000; and Teacher D submits for course reimbursement of \$4000. Teacher A is reimbursed for \$1000; Teacher C is reimbursed for \$2000; Teacher B and Teacher D are each reimbursed for \$3500. In this example Tier 1 distributed \$1000 to each of the four teachers (\$4000); Tier 2 distributed an additional \$1000 to the three teachers who had not yet been reimbursed in full (\$3000); Tier 3 distributed the remaining funds (\$3000) equally (\$1500 each) between the two remaining teachers who had not yet been reimbursed in full.