

CONTRACTUAL AGREEMENT

2012-2015

EAST AURORA COUNCIL

IFT/AFT LOCAL 604

and the

BOARD OF EDUCATION

EAST AURORA SCHOOL DISTRICT NO. 131

Table of Contents

Section 1: General Provisions

Article I	Recognition and Representation
Article II	Union Board Relations
Article III	Management Rights
Article IV	No Strike
Article V	General Leave Provisions
Article VI	Personnel File
Article VII	Grievance Procedure
Article VIII	Fringe Benefits and Expense Reimbursements

Section 2: Teachers' Provisions

Preamble

Article IX	Conditions of Employment
Article X	Evaluation
Article XI	Discipline and Discharge
Article XII	Seniority
Article XIII	Leaves
Article XIV	Salary and Additional Compensation

Section 3: Support Staff Provisions

Preamble

Article XV	Conditions of Employment
Article XVI	Evaluation

Article XVII	Discipline and Discharge
Article XVIII	Leaves
Article XIX	Salary and Additional Compensation

Section 4: Office Staff Provisions

Preamble

Article XX	Conditions of Employment
Article XXI	Evaluation
Article XXII	Discipline and Discharge
Article XXIII	Leaves
Article XXIV	Salary and Additional Compensation

Section 5: Effect of Agreement

Appendices

- Appendix A-1: Salary Schedule Certified 2012-2013
- Appendix A-2: Salary Schedule Certified 2013-2014
- Appendix A-3: Salary Schedule Certified 2014-2015
- Appendix B: Salary Schedule Classified Support Staff
- Appendix C: Salary Schedule Classified Office Staff
- Appendix D-1: Procedures for Stipend Positions
- Appendix D-2: Classification of Stipend Positions
- Appendix D-3: Schedule of Stipend Payments
- Appendix D-4: Form 1, Stipend Position Proposal
- Appendix D-5: Form 2, Payment Form
- Appendix D-6: Assessment for Athletics
- Appendix D-7: Assessment for Teacher Leadership
- Appendix D-8: Assessment for Activities
- Appendix E-1: Teacher Formal Observation
- Appendix E-2: Teacher Summative Evaluation
- Appendix E-3: Ancillary Formal Observation
- Appendix E-4: Ancillary Summative Evaluation
- Appendix F: Support Staff Evaluation

- Appendix G: Office Staff Evaluation
- Appendix H-1: Lesson Plan
- Appendix H-2: Lesson Plan
- Appendix H-3: Lesson Plan
- Appendix I: Informal Evaluation Form
- Appendix J: Overtime Form

SECTION 1

GENERAL PROVISIONS

Article I Recognition and Representation

1.1 Parties to the Agreement

This agreement is by and between the Board of Education of East Aurora School District No. 131, Kane County, Illinois, hereinafter referred to as the "Board," and the East Aurora Council, American Federation of Teachers-Local 604, AFT/IFT, AFL/CIO, hereinafter referred to as the "Union," pursuant to and in compliance with the Illinois Educational Labor Relations Act.

1.2 Recognition, Jurisdiction, and Scope

For the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment, the Board recognizes the Union as the sole and exclusive representative for all personnel as identified in the Preambles to Sections 2, 3, and 4 of this Agreement excluding such employees as identified in this Agreement and all other such employees as defined in Section 2 of the Illinois Educational Labor Relations Act.

1.3 Conformity to Law

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, or in the event the Congress or the Legislature enacts a law in conflict with any article, section, or clause of this Agreement, said article, section, or clause, or as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, or clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section, or clause.

Article II Union /Board Relations

2.1 Right to Representation

The Union agrees to represent equally and without prejudice all members of the bargaining unit for purposes of negotiations with the Board concerning terms and conditions of their employment.

2.2 Union/Superintendent Meetings

The Superintendent shall meet with representatives of the Union to discuss matters relating to the implementation of the Agreement, as well as matters of mutual concern, provided that the Superintendent shall not be required to meet more than one (1) time per calendar month. The Superintendent shall not be required during such meetings to discuss any pending grievances or any matter which is then subject to consideration as part of the negotiations of a successor Agreement. Upon the request of the Superintendent, the Union's representatives shall submit an agenda of items to be discussed at least three (3) calendar days in advance, if possible, of such meeting.

The Union President shall meet with the Superintendent upon request subject to the same conditions as contained in the preceding paragraph.

2.3 Union/Principal Meetings

The principal of each building shall meet with representatives of the Union to discuss matters relating to the implementation of this Agreement as well as matters of mutual concern, provided that the principal shall not be required to meet more than once each month. The principal shall not be required during such meetings to discuss any pending grievances or any matter which is then subject to consideration as part of the negotiations of a successor Agreement. Upon request of the principal, the Union representative shall submit an agenda of items to be discussed at least three (3) calendar days, in advance, if possible, of such meeting.

2.4 Information to the Union

Documents, including but not limited to the following, shall be either furnished to the Union President or posted on the District's website, as they are received, completed, or compiled:

- A. Board agendas;
- B. Official minutes of the Board;
- C. Monthly budget summaries;
- D. Board policy manual;
- E. Annual auditor's report and management letter;

- F. Current fiscal year budget;
- G. Statistical information, not including employees' names, pertaining to employee step placement, salary lane placement, extended service placement and present insurance coverage;
- H. Faculty lists, including home addresses and a list of telephone numbers. The list of new employees hired shall be given to the Union by September 1 of each year, and names and addresses of persons employed after that date shall be provided within 20 days of hire.

2.5 Meetings, Notices, and General Information

The Union shall have the right to request and, upon approval of the building principal to use buildings for meetings of the East Aurora Council (which may include other employees of the Board and a reasonable number of guests), provided that such meetings do not interfere with instructional and/or extra-curricular programs. Any special expenses as a result of such meeting(s) will be reimbursed to the District by the Union.

The Union may use the inter-building delivery system, teacher school mailboxes, and teacher lounge bulletin boards for Union matters. The use of the inter-building delivery system shall be subject to any rules or regulations as may be promulgated by the United States Postal Service or other governing agency or any legislation which may be hereafter adopted. The Superintendent and the appropriate principal shall be given a copy of all open communications as soon as possible.

If the Union wishes to use the District's e-mail system for Union business, the Union will advise the Superintendent of a summary of the intended communication. The Union may use the District's e-mail system for the communication identified to the Superintendent unless the Superintendent objects based on the District's Acceptable Use policy.

When using the District's e-mail system, the Union will comply with the District's Acceptable Use policy and administrative procedures as amended from time to time.

The Union shall be allowed reasonable use of computers, copying equipment and audio/visual equipment upon approval of the Administration. The Union will pay for all consumable materials used. No school equipment may be removed from the premises or used for political purposes. The Union will be financially responsible for all damage occasioned by the use of such equipment. Nothing herein shall be construed as precluding the Board from designating an employee other than a member of the bargaining unit to actually operate such equipment or to supervise its use.

2.6 Dues Check-Off

The Board shall deduct from the regular paycheck of each member, from whom it received written authorization to do so, the required amount of Union dues. The dues of a list of employees from whom the dues have been deducted, and the amount deducted from each shall

be forwarded to the proper Union officer no later than ten (10) days after such deduction was made. Deductions shall continue unless and until authorization is withdrawn by the employee by written notice to the Assistant Superintendent for Finance and the Union Treasurer.

If the Board shall comply with the foregoing, the Union shall defend and hold the Board harmless for all such actions.

2.7 District Directory

The Union and its officers shall be listed in the District Directory posted on the District's website.

2.8 Union Presentation

The Union or designees shall be on the program for the orientation for new teachers. The Union President or designee shall be on the agenda, upon request two days in advance, for a period not to exceed 10 minutes, at general building faculty meetings, SIP days, or inservice days, where all faculty are present prior to separating into separate groups to make announcements, give brief reports, and elicit opinions and concerns of the faculty.

2.9 Fair Share

- A. All employees covered by this Agreement who are not members of the Union, commencing on the effective date of this Agreement, or upon their initial employment, 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.
- B. Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required of members of the Union.
- C. Upon receipt of said affidavit the Board shall cooperate with the Union to ascertain the names of all employee non-members of the Union from whose earnings the fair share payments shall be deducted, their work locations and available space to post a notice concerning fair share.
- D. The Union shall cause to be posted a notice contain the fair share fee information specified in Section B above and advising that any non-member may object to the amount of the fee by filing a fair share fee objection or unfair labor practice against the Union with the Illinois Educational Labor Relations Board.
- E. If an ultimate decision in any proceeding hereunder directs that the amount of the fair share fee should be lower than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the Board to reduce deductions from the earnings of non-members to said prescribed amount.

- F. 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 of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any such provisions.
- G. If during the term of this Agreement, the Labor Board of a court of competent jurisdiction rules any part of the Article void or not enforceable, the Union and Board agree to convene negotiations on this matter immediately for the sole purpose of bringing this Article into compliance with the standards or ruling of said Labor Board or court.
- H. Any employee objecting to the Fair Share Fee based upon bona fide religious tenets or teaching of a church or religious body of which such employee is a member shall pay an amount equal to the Fair Share Fee to a non-religious charitable organization. Such organization shall be mutually agreed upon by the employee and the Union, or in the absence of such agreement, to an organization on the approved list of charitable organizations established by the Illinois Educational Labor Relations Board.

2.10 Union President Released Time

- A. The Union President, or his/her designee, shall be released from his/her regular duties to the district on a daily basis for each school day. It is understood that the released time will be used to attend to the duties of the Union President. The Vice-President for office personnel shall be released for up to five (5) school days per year without loss of pay for the investigation of grievances or other activities relating to office personnel issues.
- B. If and when it is necessary for the Union President or his/her designee to be absent during the non-school day time assigned to contractual services to the district, in order to attend meetings or conferences, investigate grievances, or deal with other teacher or school related matters, the President or his designee will be available for a like amount of internal coverage time during hours he/she would normally be released. The Union President shall notify the Superintendent or his designee at least two (2) school days in advance.
- C. The Union President or his/her designee will not incur loss of wages, benefits, tenure or salary scale advancement because of the exercise of this provision.
- D. Whenever the Union Presidency passes to a different member, the release time provision will be accommodated as soon as practicable, but no later than the beginning of the next semester.
- E. As used in this section, "designee" shall mean only another Vice-President.

2.11 COPE Deduction

The East Aurora Board of Education agrees to honor contribution deduction authorization from its employees who are East Aurora Council, AFT Local 604 members in the following form:

"I hereby authorize the East Aurora Board of Education to deduct from my salary the sum of \$_____ and to forward that amount to the East Aurora Council, AFT-Local 604 Political Committee. This authorization is voluntarily made on the specific understanding that the signing of this authorization and the making of payments to the East Aurora Council, AFT-Local 604 Political Committee are not conditions of membership in the union or of employment with the East Aurora Board of Education, and in that the East Aurora Council, AFT-Local 604 Political will use the money it receives to make political contributions and expenditures in connection with federal, state and local elections."

(Signed)

Name

Address

Identification Number

If the Board shall comply with the foregoing, the Union shall defend and hold the Board harmless for all such actions.

Article III Management Rights

3.0 Management Rights

The Board retains and reserves unto itself all powers, rights, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

The Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the employer, standards of services, its overall budget, the organization structure and selection of new employees, and direction of employees.

Article IV No Strike

4.0 No Strike

The Union agrees that there shall be no strike, withholding of services, or other refusal to render full and complete service to the Board during the term of this agreement.

Article V General Leave Provision

The general leave provisions in this Article V are intended to apply to all employees covered by this Agreement. Specific leave provisions that apply to Teachers are in Article XIII, specific leave provisions that apply to Support Staff are in Article XVIII, and specific leave provisions that apply to Office Staff are in Article XXIII. In the event of a conflict between any provision of this Article V, and a provision contained in Articles XIII, XVIII, or XXIII, then the provision in Article XIII, Article XVIII, or Article XXIII, as applicable, shall control.

5.1 Sick Leave

Sick leave shall be determined to mean personal illness, quarantine at home, or serious illness or death in one's immediate family or household. Immediate family shall mean: parents, spouse, civil union partner, brothers, sisters, children, grandchildren, grandparents, parent-in-law, brother/sisters-in-law, and legal guardians. Medical verification shall be required by the administration as evidence of personal illness for any sick days requested beyond three (3) consecutive days of absence. Failure to provide a required medical verification will result in the denial of additional requested sick days beyond the initial three (3) days for such claimed illness.

Sick leave shall terminate upon the earlier of (a) the employee's return to work, or (b) the exhaustion of the greater of accumulated sick days, other paid time off, or applicable FMLA or VESSA leave. An employee may apply for additional leave pursuant to Section 5.2 hereof in the event the employee has a condition that would qualify for sick leave and all paid time off, sick days, and applicable FMLA or VESSA leave has been exhausted. As an example, if an employee is ill for a period that would extend 12 work weeks, has only one week left of FMLA and 15 sick days, that employee would have 15 days of sick leave left (the first week of which would be concurrent with the one week of FMLA) with benefits, and would thereafter need to apply for an uncompensated medical leave pursuant to Section 5.2.

5.2 Uncompensated Medical Leave of Absence

The Board of Education, in its sole discretion, may grant an employee a leave of absence, without pay or other benefits, for a matter which would qualify for sick leave. Such leave may not commence until the employee has exhausted all accrued paid time off, accumulated sick leave, and FMLA or VESSA leave. The leave shall not exceed 90 consecutive school days. Request for an unpaid leave of absence must be accompanied by medical verification as to the nature and extent of the illness or incapacity and estimated time necessary for recovery therefrom. In exercising its discretion the Board will take into consideration continuity of instruction, support staff, medical factors to the maximum degree possible, and the pertinent time factors related thereto. This leave is available to an employee whether or not the employee is receiving short term disability.

An employee granted an unpaid leave hereunder may continue his/her group insurance coverage at his/her expense, provided the carrier agrees to such continuance, upon timely advance payment to the business office of all premiums due. No later than fourteen (14) calendar days prior to the scheduled termination of any leave in excess of sixty (60) days, the employee shall notify the Assistant Superintendent for Human Resources in writing of his/her

intention to return to employment. Failure to provide such notification shall be deemed a submission of resignation from employment in the district effective at the end of the leave.

5.3 Personal and/or Emergency Leave

The amount of personal or emergency leave available to an employee shall be as provided in Articles XIII, XVIII, and XXIII, as applicable. Personal leave is intended to be utilized for attending to legal, personal business, and moral obligations which cannot be attended to at any other time except during school hours and is not intended to be used for such matters as vacation or recreation. Except in cases of an emergency, written advance notice of the necessity and reason for personal leave shall be submitted two (2) school days prior to date of leave to the employee's supervisor or building principal, as applicable. In the case of an emergency, the employee must provide reason for the leave as soon as possible and in any event, no later than the date he/she returns to duty. A denial of such leave may be appealed to the Assistant Superintendent for Human Resources. Any appeal shall be accompanied by documentation of the event for which the leave was requested.

5.4 Court Appearances

- A. For a school connected incident or matter, where a court appearance is required by the Board, a subpoena, or by court or law enforcement officials, there shall be no loss of salary or leave days. A copy of any subpoena or court order shall be submitted to the District in support of any claim for payment.
- B. For jury duty, an employee's salary shall be reduced by the amount of the fee she/he receives for his/her services and there shall be no loss of personal leave. A copy of a jury summons or other relevant documentation shall be submitted to the District in support of any claim for payment.
- C. If an employee is subpoenaed to testify in court by the Board or the Board's insurer, or in a criminal proceeding relating to a school matter (other than a traffic offense), the employee shall suffer no loss of salary or leave.

5.5 Absence due to Assault by Student

Absence due to injury incurred in the course of employment shall not be charged against sick leave if caused by a student during the school day or during a school sponsored event and in the course of the employee intervening in order to break up a fight or altercation or to protect the safety of a student or students. For the period of such absence, the Board shall pay the difference between the teacher's salary and the amount received by the teacher under the Illinois Worker's Compensation Act for temporary total disability.

5.6 Maternity/Child Care Leave

In addition to the use of sick days as provided in subsection C hereof, and any FMLA leave to which an employee is entitled, the Board may, in its discretion, grant maternity/child care leave without pay or benefits to fulltime employees in the District subject to the following conditions:

- A. All such leaves shall be for a fixed period with specific beginning and ending dates not to exceed one calendar year in duration. The length of such leaves shall be mutually agreed upon by the employee and the administration provided the termination of such leave during the school year shall be non-precedential. The duration of the leave shall take into consideration the continuity of instructional staff, support staff, instructional assistance, medical factors to the maximum possible degree, and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term.
- B. Requests to the Board for maternity/child care leave shall be in writing and made no later than thirty (30) calendar days prior to the date the employee is requesting the leave to commence.
- C. Accumulated sick leave shall be used during periods of pregnancy-related illness or disability, and during any periods of FMLA leave, but is not available during any other portion of the unpaid maternity /child care leave used for child care or bonding.
- E. In the case of adoption, an employee shall keep the Superintendent and/or designee informed and make appropriate arrangements for the commencement and the duration of the leave with the Superintendent.

Adoptions shall apply to a child of less than six (6) years of age and the provisions of 5.6.C. above shall apply except as clearly inappropriate because of the nature of the adoption proceedings.

5.7 FMLA/VESSA Leave

Employees shall have all rights accorded by the Family Medical Leave Act (FMLA) and the Victims Economic Security and Safety Act (VESSA) and nothing in this Agreement shall be interpreted in a manner inconsistent with the provisions of either FMLA or VESSA.

5.8 Other Leaves of Absence

The Board may grant a leave of absence without pay or benefits to an employee for a purpose it, in its discretion, deems appropriate and beneficial to the School District for a period of up to one (1) school year upon such terms and conditions as Board may elect. The granting, withholding or conditioning of such leave of absence shall be non-precedential with respect to any other request for such leave by such employee or any other employee.

Notification of intention to return to the employ of the school district from an unpaid leave of absence shall be made in writing to the Assistant Superintendent for Human Resources at least ninety (90) calendar days prior to the end of the school year preceding the expected return. Failure to notify the Superintendent, in writing, shall be deemed a resignation. Employees returning from an unpaid leave of absence shall be placed on the salary schedule at the same place they occupied at the beginning of the leave unless they shall have worked at least ninety (90) days of the current year. In the latter case, employees shall be granted a full year's credit on the salary schedule if the partial year of service started before the commencement of the leave. Employees returning from an unpaid leave of absence shall resume their duties only at the

beginning of the school year unless otherwise recommended by the Superintendent and approved by the Board of Education. Upon expiration of the leave and upon presentation of evidence satisfactory to the Board of Education manifesting compliance with the conditions of the leave, the employee shall be returned to a position within the school district, however, not necessarily at the same building and/or position formerly occupied.

5.9 **Union Leave**

The Board shall grant a leave of absence without loss of pay to three (3) representatives of the Union for up to three (3) days each to attend local, state, or national conferences and/or conventions or other pertinent Union business or affairs, provided the Union shall promptly reimburse the Board for the cost of any substitutes.

Article VI Personnel File

Only one official board file shall be kept for each employee, and all materials to be placed in the official board file shall be inserted in a timely fashion.

The employee shall be notified by e-mail or given a copy of all non-routine documents containing an assessment of employee actions or conduct, or involving disciplinary actions placed in an employee personnel file within ten (10) school days. The employee shall have the right to attach dissenting or explanatory material to any document or other piece of material to be placed in the personnel file within thirty (30) days. Nothing shall be permanently removed from the personnel file without the consent of both the Board and the employee.

The employee shall have the right to inspect his/her personnel file at such reasonable times during the regular hours established for the Central office. Such right to inspection shall not extend to such matters which should not be disclosed to the employee under the Illinois Personnel Records Act. The Board may designate a representative to be present during any review of the personnel file by the employee. The employee shall have the right to be furnished a copy of any or all material, at his/her expense if requested.

Neither an employee's file nor any of its contents shall be copied or otherwise made known to other persons without the employee's permission either during or after his/her service in the District, provided, however, that such a file shall be available to the Board, the Superintendent or designee, and the employee's principal or immediate supervisor to whom he/she is responsible, and shall be otherwise disclosed pursuant to law.

Article VII Grievance Procedure

7.1 Definitions

- A. Any claim by an employee, a group of employees, or the Union if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall constitute a grievance.
- B. As used herein “days” means Monday through Friday except when the Business Office is closed.

7.2 Statement of Basic Principles

- A. Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual teacher from discussing a problem with the Administration and having it adjusted without intervention or representation of organization representatives, provided that the Union has been given the opportunity to be present at such adjustment.
- B. An employee who participates in these grievance procedures shall not be discriminated against and shall not be subjected to discipline or reprisal because of such participation.
- C. The failure of a grievant or the Union to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- D. The Union will be notified of the final disposition of the grievance within ten (10) days, which disposition shall not be in conflict with any of the terms or conditions of this Agreement.
- E. Conferences under this procedure shall be conducted at a time and a place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present , to attend and will be held, insofar as possible, after regular school hours or during non-teaching times of personnel involved. When such hearings and conferences are held, at the option of the Superintendent, during school hours, all employees whose presence is required shall be excused with pay, for that purpose.
- F. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or the Union representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the employee.

7.3 Procedures for Adjustment of Grievances

Informal Conference: A complaint shall first be discussed with the object of resolving the matter informally.

First Step

The aggrieved employee and a representative of the aggrieved, as desired, shall file the grievance in writing at the first step within twenty (20) days from the date of the occurrence of the event giving rise to the grievance. The written grievance shall state, but not be limited to, the nature of the grievance, the clause or clauses of the Agreement allegedly violated, and the remedy requested. The principal or appropriate administrator will arrange for a meeting to take place within ten (10) days after receipt of the grievance to discuss the matter. The principal or Assistant Superintendent for Human Resources, or designee, shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent or designee within ten (10) days.

Second Step

In the event a grievance has not been satisfactorily resolved at the first step, the aggrieved employee shall file, within ten (10) school days of the principal or appropriate administrator's written decision or answer at the first step, a copy of the grievance with the Superintendent or his/her designee. The aggrieved employee shall send a copy of such grievance to the Union President. Within ten (10) days after such written grievance is filed, the aggrieved, a representative of the aggrieved, as desired, and the Superintendent or his/her designee, shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) days of the second step grievance meeting and communicate it in writing to the employee, the principal or administrator, and the Union President. The employee, upon request to the Union may have a Union representative present.

Third Step

If the grievance is not resolved satisfactorily at Step Two, there shall be available a third step of impartial, binding arbitration. The Union shall submit, in writing, a request to the Superintendent within ten (10) days from the receipt of the step two answer. The parties shall jointly request the American Arbitration Association submit to them arbitrators' names and qualifications. The arbitrator shall be selected in accordance with the practices of the American Arbitration Association. The arbitrator selected shall be jointly notified of his/her selection and requested to contact the parties with respect to setting up a time for a hearing. If the demand for arbitration is not filed within thirty (30) days of the date for the step two answer, then the grievance shall be deemed withdrawn.

The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provision of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Agreement. The arbitration shall not make any award void or prohibited by law, statutory, or decisional.

Each party shall bear full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Union.

If either party requests a transcript of the proceedings, that party shall bear full cost of that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Union.

7.4 Bypass to Superintendent

If the Union and the Superintendent agree, Step One of the grievance may be bypassed and the grievance brought directly to Step Two.

7.5 Bypass to Arbitration

If the Superintendent and the Union agree, a grievance may be directly submitted to arbitration.

7.6 Class Grievances

Grievances involving an administrator above the building level, may be initially filed by the Union at Step Two.

Article VIII Fringe Benefits

8.1 Hospitalization/Major Medical Insurance

- A. The Board shall continue to provide health insurance including major medical, dental, vision, and prescription drug coverage, in accordance with existing plans: provided that the Board's total cost for health, dental, prescription drug and long-term disability plans, including administrative expenses, re-insurance premiums and other related costs will not exceed 105% of the prior year's cost. Should the cost exceed 105%, the District Insurance Committee will convene to discuss adjustments in the plans and/or employee contribution increases necessary to limit the Board's cost to 105% of the prior year.
- B. The district Insurance Committee will consist of a number of representatives from the Board, the Union, other employee unions, administrators and non-represented employees as are agreed upon by all concerned. The Committee shall review insurance cost data, claims history, cost projections and other information necessary to evaluate options for controlling insurance expenses. The committee shall not have the authority to alter benefit or premium levels, but shall report findings and recommendations to the Board, the Union and other constituent groups.

8.2 Dental Insurance

The Board shall provide a group dental insurance policy for each employee and his/her dependents. The cost for those taking medical coverage as well as dental is included in the monthly medical insurance premium. The individual deductible shall be determined yearly by the Insurance Committee. The cost for those taking only the dental insurance and not the medical will be determined by the Insurance Committee yearly.

8.3 Life Insurance

The Board agrees to furnish term life insurance in the amount equivalent to the annual cash salary (rounded to the nearest thousand dollars), but not to exceed \$75,000. This insurance will also carry the Accidental Death and Dismemberment coverage in the same amount. The Board agrees to offer employees the option of purchasing additional life insurance up to a maximum of \$150,000 of additional coverage provided the person meets the requirements of the insurance carrier in regards to insurability.

8.4 Long-Term Disability Insurance

The Board agrees to furnish during the period of this contract a long-term disability income protection plan. Briefly, this is known as a 60% Plan (not to exceed \$2,500 monthly) coordinated with Social Security or Pension (TRS, IMRF) and carries a 180-calendar day elimination period. For any employee who becomes disabled on or before he/she attains age 60, benefits cease at attained age 65. For an employee who becomes disabled after he/she attains age 60, benefits cease at earlier of 5 years or attained age 70. As soon as practicable, this policy shall be converted to a 120-calendar day elimination.

8.5 Payroll Deductions

Upon receipt of a written request from an employee, the Board will approve a deduction from such employee's regular paychecks, any money designed by the employee for purposes of credit union, tax-sheltered annuity plan, tax-deferred compensation plan, short-term disability plan and shall remit the designated amount to the person or company designated by the employee.

It is understood by the parties that in order to obtain approval for such deduction, a minimum of six (6) employees must participate in any plan so approved, subsequent to the effective date of this contract. Further, it is agreed that the Board will not be required to approve more than six (6) plans in the aggregate.

8.6 Flexible Spending

The Board agrees to establish and provide to employees a flexible spending benefit cafeteria fringe benefit program as provided in Section 125 of the Internal Revenue Code.

The purpose of such program will be to: provide the framework for adding new benefits at minimal cost to the Board; offer flexibility to employees in the selection of fringe benefits that will permit each employee to tailor benefits to his/her individual needs; and to reduce taxes, thereby increasing spendable income.

The effective date for employee benefits to begin under this shall be as soon as possible.

Any monies in such program which are forfeited by law shall inure to the Board to offset the costs of administration.

8.7 Expense Reimbursement

Expenses that are under \$50 and are non-classroom specific may be reimbursed to the employee upon prior approval of the employee's immediate supervisor, and the building principal. The request for reimbursement must be accompanied by an itemized paid receipt attached to a properly completed reimbursement form. All other expense reimbursements must be approved by the employee's immediate supervisor and the building principal with the request being accompanied by an itemized paid receipt attached to a properly completed purchase order.

SECTION 2

TEACHERS' PROVISIONS

PREAMBLE:

The provisions of this Section 2 apply to all full-time certified personnel (except as excluded in Section 1.2) including: teachers, social workers, speech therapists, psychologists, counselors, school nurses, librarians, interventionists, facilitators, coaches, and coordinators.

Article IX Conditions of Employment

9.1 School Calendar

The Board shall establish for the coming year a school calendar which does not exceed one hundred ninety (190) school days. The calendar shall contain no more than one hundred eighty-one (181) teacher workdays (except for newly-employed teachers who may be required to attend up to five (5) additional non-instructional workdays in their first partial and/or full year of employment). Emergency days which are not used for emergency purposes shall be designated as special holidays at the end of the school year.

A school calendar shall be prepared by the district wide calendar committee.

9.2 Workday

- A. The conventional workday for school teachers, except elementary teachers, shall be seven (7) and one-half (1/2) hours in length. Commencing with the second semester in January 2013 the conventional workday for elementary teachers shall be seven (7) and one-half (1/2) hours in length commencing at 7:45 a.m. to 3:15 p.m. This time shall include a duty-free lunch period of no less than thirty (30) minutes. During times when other teachers are assigned to instruct their students, classroom teachers shall typically use such periods for planning, preparation, conferences or like activities.
- B. High school teachers will have seven (7) assigned periods which will include five (5) assigned instructional periods. One period of the day shall be used for individual planning, preparation and/or other professional activities related to the school program and shall not be subject to regular assignment. One period of the day shall be assigned as a duty period to be utilized for either hall duty, study hall supervision, Advisory period, sweep room, detention/suspension holding areas, and/or to assist individual students as the need may arise. During the term of this Agreement, Advisory will be assigned on a voluntary basis and is not an additional teaching preparation. Advisory assignments will be made for one school year in length.
- C. If a high school teacher is requested to and agrees to teach a sixth (6th) instructional period, he/she shall be compensated at one-fifth (1/5) salary. If a middle school teacher is requested to and agrees to teach a seventh (7th) instructional period, he/she shall be compensated at one-sixth (1/6) salary.
- D. Middle school teachers will have eight (8) assigned periods which include six (6) periods of instruction, and one period for team professional collaboration which shall not be subject to regular assignment, and one individual preparation period.

- E. Elementary teachers will have thirty (30) minute planning periods to be scheduled during the two (2) physical education periods, two (2) music periods, and one (1) thirty (30) minute portion of a computer lab period, conducted by the subject area personnel. Kindergarten and non-classroom teachers (*i.e.* not grade level specified) shall have five (5) thirty (30) minute planning periods built into their weekly schedule. Elementary teachers shall be required to perform door duty supervision on a rotating basis. Beginning the second semester of the 2012-2013 school year professional collaboration time for elementary teachers shall be established by a joint committee having equal representation from the District and the Union. Professional collaboration time includes at a minimum, and is not limited to: PLC, PBIS, SIP, RTI, PST and discipline.

Certain thirty (30) minute preparation periods ordinarily provided to elementary teachers may be eliminated for those elementary teachers selected by the Board or Administration to teach overload classes. The elementary teachers selected to teach overload classes are hereinafter referred to as "Overload Teachers."

The Administration will seek volunteers for overload classes, but if the need arises because of no or insufficient volunteers, a lottery will be held of those teachers properly certified for the class or classes. In lieu of the eliminated preparation period, each Overload Teacher will be required to teach the overload class for which he/she has been selected /appointed. The thirty (30) minute preparation periods to be eliminated will be designated by each Overload Teacher's principal and may include any preparation period that would normally be provided before school, after school, or during the school day.

Each Overload Teacher will receive compensation for such additional teaching duties (*i.e.*, teaching the overload class) based upon an hourly rate that is computed by dividing the individual teacher's per diem by the number of hours in the teacher's work day less the teacher's duty free lunch period.

- F. On days with evening activities, the teacher workday shall remain the same. All teachers shall be required to attend two evening activities per year as designated by the building principal. The principal shall give the teacher at least 30 days prior notice of a required evening activity that occurs on or after October 1. Evening activities will include: open house, curriculum nights, or parent informational activity, each of which requires teacher planning.
- G. Teachers shall attend parent/teacher conferences as scheduled on the approved school calendar.
- H. Teachers may leave the building during their non-teaching period with notification to the appropriate administrator and/or designee. It is understood that teachers may not exercise this prerogative for the purpose of shortening the workday.
- I. Middle School counselors may be required to work an extended contract of an additional five (5) days beyond the number of regular teacher workdays. High School counselors and psychologists may be required to work an extended contract of an

additional ten (10) days beyond the number of regular teacher workdays. Such additional days shall be compensated on a per diem basis.

- J. References in this Agreement to “Middle School”, may become obsolete if the Board, for economic or academic reasons, reestablishes a “Junior High” organizational structure for grades 6-8. Instructional, supervisory and preparation periods for teachers in these grades may, if necessary, be adjusted for the Junior High structure, provided the conventional workday described in Section 9.2.A. above is not extended without further negotiation.
- K. Commencing with the 2012-2013 school year all elementary and middle school buildings shall have at least one classroom tutor who shall work with classes exceeding 30 students. The Board shall provide additional elementary classroom tutors, up to a total cost of \$250,000 per year in the event an elementary classroom size reaches or exceeds 30 students for five consecutive school days, provided, however, that when the cost cap is reached such tutors shall be assigned to the classrooms most in need as determined by the Board. In the event a high school classroom size reaches or exceeds 30 students for five consecutive school days, and such event is presented to the Director of Secondary Education with a request for additional support, then the Director shall present the request to the Board of Education for consideration and review.

9.3 Preparations

At the secondary level, it shall be the general practice to assign teachers no more than three (3) preparations.

Where it is necessary to assign more than three (3) preparations, such assignments shall be reasonable and equitable and in the best interests of the students' and teachers' needs. Such assignments shall be made in consultation with the teacher, and the following guidelines shall be the criteria for such assignments:

- 1. The interest, experience and training of the teachers;
- 2. The number of specific subject preparations and the number of ability levels within the specific subjects.
- 3. The nature of the subject taught in terms of time needed for preparation, method of evaluation, handling of special equipment and apparatus, and handling of materials and supplies.

9.4 Faculty Meetings/Professional Development Days

- A. Except in an emergency the work day will not be extended more than twice a month for faculty meetings. Such meetings shall begin no later than fifteen (15) minutes after the normal student dismissal time and shall be no longer than fifty (50) minutes. Notification of such meetings shall be made at least forty-eight (48) hours in advance except in an emergency.

- B. Inservice, school improvement, and institute days shall be as shown on the approved school calendar. In such cases, the work day shall not be extended past the regular workday.

9.5 Supervision/Special Events

With regard to supervision and extra-duty assignments outside the conventional work day, a teacher ordinarily shall have no more than one (1) per year. A teacher shall be able to select from among the available supervision/extra-duty assignments, on a first come, first serve basis.

If after the voluntary sign ups and the involuntary assignments, resulting in all teachers having one assignment, there are necessary assignments remaining, volunteers shall again be solicited. If there are insufficient volunteers the second involuntary assignments shall be made on an inverse seniority basis.

Teachers shall not choose as their duty any activity for which they are the sponsor. Open house, curriculum day, parent informational activity, and stipend positions are not considered as supervision and extra-duty assignments under this section.

9.6 Substituting

- A. Every effort shall be made to secure qualified substitute teachers to assume the duties of regularly employed teachers in their absence. Each school shall maintain a list of teachers who would be willing to substitute during their preparation period when no external substitute is available. Where feasible, such list of teachers shall be utilized before any other teachers are requested to serve.
- B. Should it be necessary for a teacher to teach, supervise or perform administrative duties during his/her planning time due to the unavailability of a substitute teacher, such teacher shall be compensated at the internal substitution rate as noted.

	<u>Elementary (a)</u>	<u>Middle School (b)</u>	<u>High School (b)</u>
2012-13	\$34.71	\$29.56	\$32.14
2013-2014	\$35.75	\$30.45	\$33.10
2014-2015	\$36.82	\$31.36	\$34.09

- (a) Per clock hour with a minimum of 25 minutes
(b) Per instructional period.

9.7 Assignments and Transfers

Teachers shall be notified in writing no later than the last day of school of a change in their assignment(s) for the following school term, as to grade level, school and/or subject area. If a change in assignment is necessitated less than thirty days prior to the start of the school term, the teacher may resign without penalty.

The Administration will attempt to avoid involuntary transfers. In the event of an involuntary transfer, upon the request of the teacher, the Superintendent or designee and the teacher shall meet to discuss the reasons for such transfer.

9.8 Vacancies

The Superintendent and/or designee shall post notice of all vacancies as they occur, in all schools, and send notice to the Union President. No vacancy, except in case of emergency, shall be filled on a permanent basis until such vacancy shall have been posted for at least five (5) working days.

A vacancy shall be any full-time position which has been newly created or that becomes available because the employee holding that position has left the District or bargaining unit.

In an emergency situation, the required posting time for vacancies shall be 1-3 (one to three) working days, rather than 5 (five) working days. An emergency situation is defined as a situation in which a vacancy occurs within 10 (ten) days prior to the start of the school term, or during the school term.

9.9 Student Grades

The responsibility and prerogative for assigning grades to students typically rests with the classroom teacher. The Administration shall not change any grade recorded by a teacher without written notice to said teacher and written notice to the parent indicating that the grade was assigned by the Administration.

9.10 Student Discipline

Teachers and other certified educational employees shall maintain discipline in the schools. Every effort shall be made to implement the Uniform Code of Student Conduct by teachers and other certificated educational employees. In the event the extent of effort is in question, the matter may be appealed to the Superintendent and/or designee.

9.11 School Security

The Board shall make a reasonable effort to assure the safety of teachers in school buildings. In addition, the Board shall make a reasonable effort to provide security in faculty parking lots, provided it is acknowledged that absolute protection against vandalism may not be achievable.

In addition, the District will provide all teachers with information and online training on school emergency response procedures and teachers shall act in accordance with the procedures outlined in the School Emergency Procedures Flip Chart, a copy of which shall be available in each classroom.

9.12 Reporting Absence

In addition to any school building internal procedure, anticipated absences by a teacher from work shall be reported by way of the AESOP substitute management system implemented by

the District. Absences needing to be reported after 7:00 a.m. on the day of such absence, or otherwise not able to be reported using the AESOP system, shall be reported to the school's head secretary.

9.13 Class Materials and Use of Building Equipment

Each building shall have included in its building budget an amount of \$200 per teacher for classroom resources. Reimbursement to a teacher for a purchase against this amount shall be upon prior approval of the immediate supervisor and building principal. Each request for reimbursement shall include an itemized paid receipt attached to a properly completed purchase order.

Wherever possible, copy requests should be sent to reprographics. For instances where that is not possible or practical, teachers shall be allowed use of photocopying and technology equipment in the building. Each certified staff member shall be allotted a total of 9000 copies per school year for copies that cannot be sent to reprographics. Each such staff member shall be assigned a copier code to be used for making such copies.

9.14 Lesson Plans

Teachers shall provide lesson plans to the designated administrator on a weekly basis by Monday at 8:00 a.m. The plans may be submitted in either electronic or hard copy format. Emergency lesson plans shall be submitted within the first ten days of the school year.

A joint committee consisting of equal representation from the Union and Administration has developed District-wide guidelines and parameters for the requested lesson plans, which guidelines are attached as Appendix H. The lesson plans to be submitted shall be similar in the format as contained in Appendix H and shall, at a minimum, contain the categories Objectives/Standards, Procedure/Agenda, Resources, and Assessment as contained in Appendix H. Administrators will provide feedback on lesson plans at least monthly, at least four of which shall be written. It is understood that this committee shall revisit the guidelines and parameters yearly in order to make any necessary adjustments.

ARTICLE X Evaluations

10.1 The evaluation instrument utilized for teachers shall include a description of each teacher's duties and responsibilities and contain the standards to which that teacher is expected to conform and shall include the following:

- (a) personal observation of the teacher in the classroom by the evaluator;
- (b) consideration of the teacher's attendance, planning, instructional methods, classroom management, where relevant, and competency in the subject matter taught;
- (c) by no later than the applicable implementation date as contained in the Performance Evaluation Review Act (PERA) [105 ILCS 5/24A-2.5] consideration of student growth as a significant factor in the rating of the teacher's performance;
- (d) a rating of the teacher as "excellent", "proficient", "needs improvement", or "unsatisfactory";
- (e) specification as to the teacher's strengths and weaknesses, with supporting reasons for the comments made.

10.2 No formal evaluation shall take place until the building principal or evaluator acquaints each teacher under his/her supervision with the evaluation procedures and instruments. The building principal or evaluator shall advise each teacher who shall typically observe and evaluate the teacher's performance.

10.3 Formal teacher observations may take place on any one of up to three days in a week designated by the evaluator provided such observation is preceded by a conference between the evaluator and the teacher and, prior to such conference, the teacher has submitted to the evaluator the written lesson plans and/or other evidence of planning for the instruction that will be conducted on each of the days designated by the evaluator as eligible for the formal observation and the teacher shall make recommendations for areas on which the evaluator should focus during the observation. During such conference the evaluator and the teacher shall discuss all relevant factors involved in the evaluation process.

10.4 A formal classroom observation shall be defined as one involving a classroom visitation of approximately thirty (30) minutes, but not less than twenty (20) minutes, and a written observation of the visitation followed by a conference between the evaluator and the teacher. The evaluator will provide verbal feedback to the teacher at the conclusion of the visitation or within one school day. The conference shall take place within twenty (20) calendar days of the visitation.

10.5 The evaluator shall formally observe/evaluate each teacher in writing, using an observation/evaluation instrument containing the elements described in section 10.1 (Appendix E-1 or E-3). All formal observations shall be done with the full knowledge of the teacher.

10.6 Non-tenured teachers shall be formally observed at least twice each year and evaluated once each year. Tenured teachers shall, if determined by the Administration to be necessary, be formally observed at least once each year and formally evaluated biannually (Appendices E-2 and E-3). However,

a tenured teacher who has obtained a “needs improvement” or “unsatisfactory” rating on the previous year’s evaluation shall be evaluated in the next school year after receiving that rating. A formal observation means a specific period of time that is scheduled with the teacher to directly observe professional practices in the classroom.

10.7 The teacher shall sign copies of the written evaluation and receive a copy of said evaluation. If the teacher feels that his/her formal evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing. The evaluator shall sign the teacher's objection, if any, a copy of which shall be given to the teacher and one copy attached to the evaluation report to be placed in the teacher's official personnel file.

10.8 The Administration may utilize informal observations and other first hand evaluative criteria for considering the competency of any teacher. An informal observation means observations of the teacher by a qualified evaluator that is not announced in advance of the observation. An informal observation shall be 20 minutes or less. A joint committee consisting of equal representation from the Union and Administration has developed District-wide guidelines for informal observations which guidelines are attached as Appendix I. Informal observations which are used to evaluate the teacher shall be reduced to writing, with a copy given to the teacher and a copy signed by the teacher and returned to the evaluator, and shall be discussed with the teacher at the teacher’s request. In addition to informal observations, the evaluation process may include notes, memoranda, e-mails or other types of documentation. If the teacher feels that the documentation is incomplete, inaccurate or unjust, he/she may put his/her response in writing. The response shall be attached to the documentation to be placed in the official personnel file.

10.9 Professional Development/Remediation Plan

- A. A teacher rated as “needs improvement” shall have a professional development plan and procedure developed and implemented in accordance with Section 24-5 of the School Code [105 ILCS 5/24A-5].
- B. A teacher rated "unsatisfactory" shall have a remediation plan and procedure developed and implemented in accordance with Section 24A-5 of The School Code [105 ILCS 5/24A-5].
- C. The consulting teacher shall not be required by either party to participate in any dismissal hearing. The consulting teacher shall provide advice to the teacher rated "unsatisfactory" on how to improve teaching skills and to successfully complete the remediation plan. The consulting teacher shall participate in developing the remediation plan.
- D. Consulting teachers will receive a stipend and/or released time, which shall be agreed upon among the consulting teacher, the Union and the Administrator.
- E. The Board will hold consulting teachers harmless from any legal liability arising from the performance of their responsibilities as consulting teachers.

10.10 The parties acknowledge that various new requirements affecting evaluations of teachers have been enacted by the Illinois General Assembly and contained in PERA which new requirements take

effect over a period of time. The parties agree that they will meet to develop a new evaluation system for teachers which meets the requirements of PERA within the various applicable time requirements.

In addition, the parties will create a joint committee within the time frame contained in PERA, consisting of an equal number of members of certified teachers and persons appointed by the Board of Education, to negotiate the incorporation of data regarding student growth into the teacher evaluation plan pursuant to the provisions of PERA.

Sub-sections A, B, C and D shall not be subject to the arbitration provisions of the grievance procedures of this agreement.

ARTICLE XI Discipline and Discharge

11.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of a teacher covered by this Agreement shall be done in a manner so as not to embarrass the teacher before other employees or the public and shall include the following:
 - 1. A conference with the teacher by the appropriate administrator or supervisor on the decision;
 - 2. In the event of a suspension, a written statement of the reason(s) for the action shall be given to the teacher and a review of the teacher's personnel file with the teacher and his/her representative if the teacher so chooses;
 - 3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process.

- B. In the event any Administrator requires a teacher to attend a meeting for the purpose of discussing a matter which may result in his or her discipline, the teacher, upon request, may have a Union Representative present.
- C. When a teacher is informed of his/her discipline, he/she may make a written request to meet with the Assistant Superintendent for Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and the teacher in writing. In the event the employee is dissatisfied with the determination the employee shall have the right to a meeting either with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter.
- D. Terminations or dismissal shall be done in accordance with the applicable provisions of the School Code.

ARTICLE XII Seniority

12.1 The parties acknowledge that where it is necessary to reduce the number of teachers in the District, it is desirable that such reduction be accomplished through attrition if possible, rather than by lay-off.

12.2 Reductions-in-Force and Seniority

Reductions-in-force shall be accomplished in accordance with the applicable provisions of the Education Reform Act, revising Section 24-12 of the School Code, effective June 13, 2011. Seniority for purposes of reduction-in-force shall be computed from the date of Board approval or date services began, whichever date is earlier. Seniority shall be terminated upon resignation by the teacher or termination of his/her services (provided seniority is not to be extinguished during the recall period arising following a reduction-in-force). Seniority shall not be affected by any leave of absence, but unpaid leaves of absence in excess of ninety (90) workdays in any one school year shall not be included in the computation of seniority, and the teacher's seniority date shall be adjusted as follows: the seniority date will be moved forward one calendar year. Note: unpaid leaves of less than ninety (90) work days in any one school year shall not affect a teacher's seniority date.

12.3 Seniority - Breaking of Ties

In the event of equal seniority in the District, ties shall be broken according to:

1. Highest degree earned.
2. Number of graduate hours obtained.
3. Length of service in public education.
4. Availability to participate in non-academic programs.
5. By lot.

ARTICLE XIII Leaves

13.1 Sick Leave

Each full-time employee shall be entitled to thirteen (13) days sick leave per school year. Sick leave shall be allowed to accumulate up to a maximum of three hundred forty (340) days.

13.2 Personal and/or Emergency Leave

Each teacher shall be granted three (3) days personal leave at full pay per school year. Personal leave, except in the case of an emergency, shall not be granted the day prior to or after vacation periods or holidays. Personal leave, except in the case of an emergency, shall not be granted on the day of parent-teacher conferences, open houses, curriculum nights, parent informational activities, inservice days, institute days, SIP days, nor during the first ten days of the school year or last ten days of the school year except for religious holidays; provided, however, that a personal day may be used by a teacher on the day of parent-teacher conferences, open houses, curriculum nights or parent informational activities so long as the teacher attends the required conference/open house, curriculum night or parent informational activity later that day. No more than two (2) advance notice personal leave days will be allowed in any one week. Unused personal and/or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave.

Any time that two consecutive school days or more of personal leave is requested, the specific reason must be stated.

Examples of purposes which are not meant to be used for personal or emergency leave include, but are not limited to, any matters which qualify as vacation, recreation, accompanying another person on a trip, or the extension of appropriately granted personal or emergency leave.

13.3 Professional Conferences

Upon the discretion and approval of the Superintendent or designee, teachers shall be allowed to attend professional conferences and pre-approved expenses for food, lodging, and travel will be reimbursed. Itemized paid receipts for all expenses claimed shall be turned into the administration before reimbursement is approved.

13.4 Maternity/Child Care Leave

Probationary teachers requesting maternity/child care leave are advised that for the purposes of determining contractual continued service, a school term shall be counted only toward attainment of contractual continued service if the teacher actually teaches or is otherwise present and participating in the district's or program's educational program for 120 days or more, provided that the days of leave under FMLA taken by the teacher until the end of the school term shall be considered days of teaching or participation in the district's or program's educational program, and shall only be deemed a break in service as provided in Section 24-1.5 of the School Code.

13.5 Sabbatical Leave

Sabbatical leaves may be granted in accordance with Section 24-6.1 of the Illinois School Code. The purpose of this clause is to contribute to the improvement of the quality of education in the schools of this District by aiding individual professional development through the granting of sabbatical leave time. Inasmuch as leaves will be granted only for those activities deemed beneficial to the program of the system, a partial payment of salary during the leave period is considered reasonable and justifiable under the following conditions.

- A. Application for sabbatical leave may be made by any certificated person who will have completed six (6) continuous years of employment in this District prior to the commencement of the leave. Such leave shall be for a period of at least four (4) school months, but not in excess of one (1) school term. A second sabbatical leave may be granted only if the applicant has completed six (6) years of satisfactory service since his/her last sabbatical.
- B. The application should reach the office of the Superintendent not later than ninety (90) days before the leave period is to begin. Each application will be evaluated by the Superintendent and such other persons as he/she may desire to involve in the decision, on the basis of its merits and its value to the school system. Certain limiting factors, such as the availability of suitable substitutes and of budget funds, must also be considered in each case.
- C. Applications for sabbatical leaves may be submitted for any of the following reasons or any combination of these reasons:
 - 1. Training - This must be resident study. The equivalent of twelve semester hours per semester of college level coursework is a minimum.
 - 2. Planned program of professional development - research, writing, similar activities.
 - 3. Travel - a planned program of educational travel having a direct relationship to the individual's assignment within the system.
 - 4. Other purposes which, in the opinion of the Superintendent and the Board of Education, are designed to improve the school system.
- D. The employee shall submit evidence of professional development at the conclusion of the sabbatical leave period. This may be in the form of written reports, course credit, certification of performance or other means as recommended and approved by the Superintendent.
- E. The employee shall receive the same scheduled salary (excluding stipends, if any) during the leave period as if in actual service, except that there shall be deducted therefrom an amount equivalent to the amount payable for substitute service. However, such salary after deduction for substitute service shall in no case be less than the minimum provided by Section 24-8 of the Illinois School Code or one-half of the basic salary, whichever is greater.
- F. The person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board. A sabbatical leave may be granted to enable the

applicant, if otherwise eligible, to accept scholarships for study or research. Unless justified by illness or incapacity, failure of any person granted a leave under this section to devote the entire period to the purposes for which the leave was granted, shall constitute a cause for removal from teaching service.

- G. The sabbatical leave period shall be counted as equivalent to teaching service and credit allowed for salary determination purposes.
- H. Failure to return to the school system for at least three school years after this leave shall result in reimbursement to the District of all sums of money received by the employee from the Board during his/her sabbatical leave, unless such return and performance is prevented by illness or incapacity. This condition shall be secured by note or bond which shall be canceled in the event of death or permanent disability.

Final approval of the application for sabbatical leave shall be by the Board of Education and only upon recommendation by the Superintendent. The plan for the sabbatical leave may not be modified without the approval of the Board of Education.

13.6 Rights on Leave

Any teacher on leave authorized by the Board shall be accorded the opportunity, if the carrier approves, to maintain at their expense the insurance benefits to which a teacher would have been entitled were the teacher regularly employed.

ARTICLE XIV Salary and Additional Compensation

14.1 Salary Schedule

Appendix A-1 - 2012-13 Salary Schedule

Appendix A-2 – 2013-14 Salary Schedule

Appendix A-3 – 2014-15 Salary Schedule

14.2 Tuition Reimbursement

Tuition reimbursement may be claimed by teachers, subject to the following specific conditions:

- A. Maximum reimbursement for all teachers shall be \$61,600 per each year of the contract beginning with the 2012-2013 school year.
- B. All courses claimed for reimbursement must be related to current assignment, leadership, advanced degree, or additional endorsement/new certification deemed critical by the administration.
- C. The following specific requirements shall apply:
 - 1. The teacher receives prior written approval from the Assistant Superintendent for Human Resources or his/her designee. Reimbursement may only be received for courses leading to a Master's degree in the field of education or higher.
 - 2. All courses must be taken from an accredited college/university. Non-traditional formats (i.e. correspondence, online) must meet specific criteria, which must illustrate student to student and teacher to student interaction.
 - 3. The teacher has paid a tuition fee at his/her own expense. No reimbursement shall be given for a course taken with the use of a tuition waiver.
 - 4. Tuition reimbursement will only be given for courses where the teacher has earned a grade of an "A" or "B" or received a PASS as evaluated on a PASS/FAIL basis.
 - 5. Official transcripts must be filed in the office of Human Resources, in order to obtain tuition reimbursement.
 - 6. Teachers will receive tuition reimbursement payment to a maximum rate of \$150 dollars per semester hour, maximum of nine (9) semester hours per year.
 - 7. Teachers with two (2) years or more of full time teaching experience in District 131 are eligible for tuition reimbursement.
- D. The administration may waive the master coursework, nine hour and the two full year experience requirements as set forth above.

- E. A teacher who applies for tuition reimbursement must agree to remain a full time teacher in Aurora East School District 131 (in writing) for a minimum of three complete school years after payment of such reimbursement. If through his/her choice his/her employment is terminated before completing three full school years of service after each such reimbursement, he/she shall repay Aurora East School District 131 for such professional reimbursement.
- F. Reimbursement will only be paid to teachers employed by the District at the time of disbursement.

14.3 Schedule of Stipend Payments

Appendix D-2- Classification of Stipend Positions
Appendix D-3 – 2012-2015 Schedule of Stipend Payments

14.4 Mileage Allowance

Teachers who are required to use their personal vehicles in the course of their employment or otherwise use their vehicles in authorized service to the District shall be reimbursed at the IRS rate.

14.5 Pay Periods

Paydays shall be scheduled semi-monthly on the 15th and the last day of the month. When paydays as scheduled fall on a weekend, salary checks shall be issued on the preceding workday.

14.6 Salary Schedule Advancement

All college credit from an accredited institution in a field of education, or which can reasonably be construed as enhancing the teacher's competency or technique in the District, shall apply towards horizontal advancement on the salary schedule, providing the teacher has received approval from the Assistant Superintendent for Human Resources or his/her designee. Movement to an advanced lane will be implemented twice yearly, with the first pay period in September and/or January, with appropriate paperwork to be submitted to Human Resources by the first Friday in September or January.

14.7 Summer School Salary

All teachers employed during a summer school (if any) conducted by the Board shall be compensated therefore at the rate of \$37.39 per hour in 2012-13, \$38.51 per hour in 2013-14, and \$39.67 per hour in 2014-15.

14.8 District Retirement Benefit

The Board shall recognize the services of those teachers who have rendered creditable service to the District immediately preceding retirement and are eligible to receive pension benefits through the Teachers' Retirement System of the State of Illinois (TRS).

A. To be eligible the teacher:

1. Must have rendered at least eighteen (18) years of service to East Aurora School District 131 prior to receiving the first payment of this benefit.
2. **Must be eligible to receive pension benefits through the Teachers' Retirement System of Illinois at the time of retirement from the District, and must actually retire with TRS at the time of retirement from the District.**
3. Retirement shall in all instances occur only at the end of the school term.

B. Procedure and Benefits

Please note that for the 2012-2013 school year only, employees shall have until March 1, 2013 to submit an irrevocable written notice of retirement in order to receive benefits that would start in 2013.

1. If an employee gives the Board an irrevocable written notice of retirement by June 1 four years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining four years of service.
2. If an employee gives the Board an irrevocable written notice of retirement by June 1 three years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining three years of service.
3. If an employee gives the Board an irrevocable written notice of retirement by June 1 two years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in TRS creditable compensation, for each of his/her remaining two years of service.
4. If an employee gives the Board an irrevocable written notice of retirement by June 1 one year prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in TRS creditable compensation, for his/her remaining one year of service.
5. If, after submitting an irrevocable written notice of retirement by June 1 provided in paragraphs 1 through 4 above, the employee resigns from or is dismissed from duties for which the employee was paid a stipend or additional compensation in the previous year, the retirement incentive for that employee will be reduced accordingly.
6. An employee is not eligible for the District Retirement Benefit if his/her creditable compensation exceeded 106% of the prior year's creditable compensation in any of the employee's final four years.

C. Conditions

1. If a teacher, taking retirement under this plan is eligible to participate in the State Early Retirement Option (ERO) as set forth in the state pension statute, the Board shall make its required contribution to the TRS thereunder, but the teacher shall not be eligible for the District retirement benefit provided herein.
2. The Board's maximum annual expenditure for this early retirement benefit (exclusive of its obligations under ERO) shall be \$300,000 in each year of this contract. Any amounts not spent in one contract year shall carry over to the next contract year. Such maximum shall not include that portion of the added 6% which are salary increases occurring as a result of application of the salary schedule. In the event of any maximum limitation on teacher participation in the program, the teachers with the greatest District seniority shall have first right to exercise their participation options for the following year(s).
3. Any teacher who commences participation in this District retirement benefit plan and fails to comply with the provisions herein, including actually retiring with TRS, shall reimburse the District for any increased salary payments granted under this provision, including tax and pension withholdings. Upon request, a teacher who has exercised his/her ERO rights after receiving any payment under this Section shall promptly execute a promissory note in favor of the Board to repay all such payment within fifteen (15) calendar days. After complete reimbursement, including all payments due on the promissory note, the teacher shall be entitled to any negotiated salary increase which would otherwise have been applicable during this period.
4. Any teacher who commences participating in this District Retirement Benefit will be taken off the salary schedule.

SECTION 3

SUPPORT STAFF

PREAMBLE

The provisions of this Section 3 apply to all full-time (32.5 hours per week or more) classified employees in the following categories: academic assistants, special education assistants, learning center assistants, bilingual assistants, pupil personnel assistants, parent educator, tutors (bilingual, elementary and middle), bilingual special education interpreters, sign language interpreters, speech language interpreters, parent liaisons, health assistants, preschool assistants, and hearing/vision technicians.

ARTICLE XV Conditions of Employment

15.1 Work Hours/Day/Year

- A. A normal work day for all support staff except pupil personnel assistants and parent liaisons shall be at least six hours thirty minutes per day, exclusive of lunch. They will be entitled to a thirty (30) minute duty free lunch period. Beginning with the 2013-2014 school year the normal work day for the high school support staff, except for classifications e, f, and g (as listed in Section 15.2) shall be 7 hours, exclusive of lunch, and the normal work day for the elementary and middle school support staff, except for classifications e, f, and g (as listed in Section 15.2) shall be six hours and forty-five minutes per day, exclusive of lunch. They will be entitled to a thirty minute duty free lunch period. Health Assistants (listed in classification g) shall be 7 hours and fifteen minutes.
- B. A normal work day for all pupil personnel assistants (classification e) shall be not less than eight (8) hours per day exclusive of lunch. They will be entitled to a thirty (30) minute duty free lunch period. A normal work day for parent liaisons shall be not less than eight (8) hours per day, exclusive of lunch. They shall be entitled to a thirty (30) minute duty free lunch. The normal work day for parent liaisons (classification f) shall be from 7:30 a.m. to 4:00 p.m. provided, however, that the start time and end time of an employee's eight (8) hour day, including dividing the work day into segments, may be modified by the building principal, or designee, so that the parent liaison can assist with either before school or after school functions.
- C. All support employees shall be entitled to two (2) breaks of ten (10) minutes each day, one in the a.m. and one in the p.m. It is further understood that they may not be accumulated to shorten the workday.
- D. All support employees shall be expected to perform lunch/playground supervisory duties for forty (40) minutes as part of their responsibilities. Support employees traveling between two or more buildings, health assistants, preschool teacher assistants, and parent liaisons shall be exempt from lunch/playground responsibilities. An employee may be excused from such duties upon presentation of a supporting medical basis on the standard FMLA medical form.
- E. Hours worked in addition to the normal work day shall be considered as overtime hours. The rate of pay for overtime shall be one and one-half the employee's regular hourly rate of pay for any time in excess of 40 hours per week. Overtime will be paid on the

date immediately following the pay period in which the overtime was earned and approved.

- F. The employee's work year shall be no more than the teacher work year, unless agreed to by mutual consent between the employee and the administration. All employees shall receive the same holidays as the teachers that fall within the regular school calendar. Support staff hired after the effective date of this agreement may have their work year shortened to exclude times when students are not present, provided any such shortening of the work year shall be prescribed by the Board at least thirty (30) calendar days prior to the onset of the affected school term.

15.2 Seniority

Seniority shall be defined as the length of continuous service within the bargaining unit. Said service shall be computed from the first day of current uninterrupted employment within the unit. The "first day" shall be defined as the day upon which duties are first performed. Seniority will not accrue during any leave-of-absence without pay in excess of thirty (30) work days. Employees who are promoted or work out of the bargaining unit for up to ninety (90) work days and subsequently return to the bargaining unit without a break in service in the district shall have their seniority computed from their first day of original employment. In the event district seniority is equal between employees, the following procedures are to be utilized as a tie-breaker:

1. Previous work experience in the district
2. Previous relevant work experience outside the district
3. By lot.

If reduction-in-force for full-time employees should become necessary, such shall be effectuated within the following categories by inverse District seniority:

- a. Special education assistants;
- b. Classroom assistants;
- c. Bilingual assistants;
- d. Learning Center assistants;
- e. Pupil personnel assistants;
- f. Parent liaisons;
- g. Health assistants ;
- h. Preschool assistants
- i. Tutors; and
- j. All other employees covered by this agreement.

Recall shall also be within such categories.

If a reduction in force for full time employees should become necessary within Category "j" it shall be effectuated within the respective job title by inverse District seniority. Recall shall also be within such job title.

15.3 Job Descriptions

Each employee shall be given a job description for their assigned position that shall include the identification of their immediate supervisor. A joint committee shall review job descriptions and recommend changes as needed. Employee job descriptions shall not be permanently changed until the joint committee reviews and discusses the proposed changes.

The joint committee shall be established to periodically review working conditions and job descriptions of employees. Such committee shall be composed of an equal number of persons appointed by the President of the Union and by the Superintendent or designee. The total number of appointees shall be as mutually agreed, and in the absence of such agreement, shall be six persons. The committee shall meet at such times as shall be mutually agreed upon, but may be convened at least once each school semester at the unilateral request of either party.

15.4 Job Assignment

Each employee will be given written notice of his/her tentative assignment for the forthcoming year prior to August 1. If changes in employee's assignments are made after such notice, the employee will be notified of such changes.

15.5 Involuntary Transfers

Notice of involuntary transfer shall be given to an employee, in writing, as soon as practicable. In the event of an involuntary transfer, upon the request of the employee, the Assistant Superintendent for Human Resources, or designee, and the employee shall meet to discuss the reasons for such transfer.

15.6 Vacancies and Transfers

Except in the case of emergencies, the Board will post notice of any vacancy which occurs to the bargaining unit for a minimum of five (5) calendar days prior to filling such vacancy. As used herein, vacancy shall be any permanent full time position which has been newly created or that becomes vacant because the employee holding that position has left the district or bargaining unit.

Any employee interested in the possibility of an external lateral transfer must send the following information through inter-office mail or email to the Assistant Superintendent for Human Resources:

- name, current position and building
- position(s) of interest and building(s).

A transfer requires both principals/supervisors to be in agreement. There is no guarantee. All transfer requests are due by March 15 of the preceding school year. If you were on the transfer list for a prior school year and remain interested in the possibility of a transfer, you must re-submit your request. The master list will then be compiled and distributed to principals/supervisors by the end of March for the upcoming school year.

15.7 In-Service/Institute or SIP Days

Employees shall be required to attend In-Service, Institute, and School Improvement Days.

ARTICLE XVI Evaluations

The Board acknowledges the general desirability of formal evaluations which may include observations. At the completion of the formal evaluation, a conference shall be held between the employee and the administrator. The employee shall be provided with a copy of the observation report and/or evaluation report at the time of the conference for use during the conference. The employee shall be given an opportunity to sign the evaluation in order to acknowledge receipt. In the event that the employee disagrees with the formal evaluation he/she shall have the option of attaching a written response to the evaluation document provided such response is filed within ten (10) working days of the receipt of the original evaluation. This attachment will become part of the official evaluation of the employee.

ARTICLE XVII Discipline and Discharge

17.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of an employee covered by this Agreement shall be done in a manner so as not to embarrass the employee before other employees or the public and shall include the following:
1. A conference with the employee by the appropriate administrator or supervisor on the decision;
 2. In the event of a suspension or dismissal, a written statement of the reason(s) for the action shall be given to the employee and a review of the employee's personnel file with the employee and his/her representative if the employee so chooses;
 3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)
 - d. Discharge (notice to be given in writing)

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process. Paragraphs A 1-3 will always apply if a termination decision is made.

- B. In the event any Administrator requires an employee to attend a meeting for the purpose of discussing a matter which may result in disciplining the employee, the employee, upon request, may have a Union Representative present.
- C. When an employee is informed of his/her discipline or of his/her dismissal, he/she may make a written request to meet with the Assistant Superintendent for Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and the employee in writing. In the event the employee is dissatisfied with the determination the employee shall have the right to a meeting either with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter.

ARTICLE XVIII Leaves

18.1 Sick Leave

Each full-time employee shall be entitled to twelve (12) days sick leave per school year. Sick leave shall be allowed to accumulate up to a maximum as may be allowed by IMRF.

18.2 Personal and/or Emergency Leave

All support staff employed by the District as of the effective date of this Agreement shall retain the number of personal days per year earned and to which they are entitled pursuant to the Agreement in effect for the 2011-2012 school year, provided, however, that such employees shall be frozen at the number earned as of the date of this Agreement (so that a staff person with 2 such days may not move to 3 personal days in the future). All support staff newly employed beginning on or after July 1, 2012 shall receive (2) days personal leave at full pay. Unused personal and or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave.

ARTICLE XIX Salary and Additional Compensation

19.1 Salary

Appendix B- Salary Schedule 2012-2015

19.2 Mileage Allowance

Employees who are required to use their personal vehicles in the course of their employment or otherwise use their vehicles in authorized services to the District shall be reimbursed at the IRS rate.

19.3 Pay Periods

- A. Paydays shall be scheduled semi-monthly on the 15th and the last day of the calendar month. When paydays as scheduled fall on a weekend or holiday, then salary checks shall be issued on the preceding work day.
- B. Employees shall have the option of selecting 24 (12-month schedule) or 20 (10-month schedule) payments annually.

19.4 Summer School

All employees employed in the Summer School Program shall be paid at their hourly rate. District employees shall be given preference before any outside employees are hired. Seniority shall be an important criteria for selection.

19.5 Retirement Plan

The Board shall recognize the services of those support staff members who have rendered creditable service to the District immediately preceding retirement and are eligible to receive pension benefits through the Illinois Municipal Retirement Fund (IMRF) of the State of Illinois.

- A. To be eligible the employee:
 - 1. Must have rendered at least eighteen (18) years of service to East Aurora School District 131 prior to receiving the first payment of this benefit.
 - 2. **Must be eligible to receive pension benefits through the Illinois Municipal Retirement Fund at the time of retirement from the District, and must actually retire with IMRF at the time of retirement from the District.**
 - 3. Retirement shall in all instances occur only at the end of the school term.
- B. Procedure and Benefits

Please note that for the 2012-2013 school year only, employees shall have until March 1, 2013 to submit an irrevocable written notice of retirement in order to receive benefits that would start in 2013.

1. If an employee gives the Board an irrevocable written notice of retirement by June 1 four years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining four years of service.
2. If an employee gives the Board an irrevocable written notice of retirement by June 1 three years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining three years of service.
3. If an employee gives the Board an irrevocable written notice of retirement by June 1 two years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining two years of service.
4. If an employee gives the Board an irrevocable written notice of retirement by June 1 one year prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for his/her remaining one year of service.
5. If, after submitting an irrevocable written notice of retirement by June 1 provided in paragraphs 1 through 4 above, the employee resigns from or is dismissed from duties for which the employee was paid a stipend or additional compensation in the previous year, the retirement incentive for that employee will be reduced accordingly.
6. An employee is not eligible for the District Retirement Benefit if his/her creditable compensation exceeded 106% of the prior year's creditable compensation in any of the employee's final four years.

C. Conditions

1. Any support staff member who commences participation in this retirement benefit plan and fails to comply with the provisions herein, including actually retiring under IMRF, shall reimburse the District for any increased salary payments granted under this provision, including tax and pension withholdings. Upon complete reimbursement, the support staff member shall be entitled to any negotiated salary increase that would otherwise have been applicable during the period.
2. There shall be a maximum of five (5) persons per year allowable to participate in this retirement provision. In the event of any maximum limitation on support staff participation in the program, the support staff member with the greatest District seniority shall have the first right to exercise their participation option.

SECTION 4

OFFICE STAFF

PREAMBLE

The provisions of this Section 4 apply to all full-time office staff in the following categories: Clerical, Secretary I, Secretary II, and Secretary III but excluding payroll clerk (2), bookkeeper, secretary to the office of Assistant Superintendent of Finance (2), secretary to the office of Assistant Superintendent for Human Resources (2), and executive assistant to Superintendent, and all other classified staff, certified staff, administrators, managerial, supervisory and short-term employees as such employees are defined in Section 2 of the Illinois Educational Labor Relations Act

ARTICLE XX

20.1 Work Hours/Day/Year

- A. Effective with the 2013-2014 school year all Nine and one-third (9 1/3) employees shall become Ten and one-third (10 1/3) employees. Ten and one third (10 1/3), ten and one half (10 ½), and eleven (11) month employees shall be considered full-time employees, and shall not suffer any loss of rights or benefits under this Agreement. Ten and one third (10 1/3) month employees shall commence work 10 work days prior to the start of the school year and shall work two hundred nine days, ten and one half (10 1/2) month employees shall commence work 15 work days prior to the start of the school year and work two hundred nineteen days, eleven (11) month employees shall commence work 15 work days prior to the start of the school year and work two hundred twenty-eight days, and twelve (12) month employees shall work two hundred sixty-one days.
- B. The MS Bookkeeper, MS Records, MS Clerical Assistant, HS General Secretary, and those employees working similar positions in certain elementary schools as determined by the Administration, shall work the number of days applicable to such designation. The number of work days for a designated position shall not be shortened without prior consultation with the Union.
- C. All elementary buildings with an office staff of less than 4 shall be entitled to one (1) thirty minute duty free lunch, provided, however, such employees shall be entitled to one (1) 60 minute lunch when students are not present. Commencing with the 2013-2014 school year all office personnel shall be entitled to one (1) sixty (60) minute duty free lunch except elementary buildings with an office staff of less than 4 shall be entitled to one (1) thirty minute duty free lunch, provided, however, such employees shall be entitled to one (1) 60 minute lunch when students are not present. All employees shall be entitled to one (1) 15 minute break in the morning and one (1) 15 minute break in the afternoon, provided, however, that no such duty free time may be used to shorten the workday.
- D. Time worked by school building office personnel beyond the assigned work week shall have prior written approval on the District's overtime form (Appendix J) from the Assistant Superintendent for Human Resources. Time worked by service center office personnel beyond the assigned work week shall have prior written approval on the District's overtime form from the employee's immediate supervisor. Overtime shall be paid/provided in accordance with the Fair Labor Standards Act.

E. Holidays

The following holidays shall be granted (with pay) to full-time twelve (12) month employees when they fall during one of the regular working days:

January 1	July 4 th	Day after Thanksgiving Day
Martin Luther King Day	Labor Day	December 24
Presidents Day	Columbus Day	December 25
Memorial Day	Veteran's Day	December 31
	Thanksgiving Day	

When any of the above holidays occur on Saturday or when December 24 or December 31 occur on Sunday, one day of vacation for each day so occurring shall be added to the number of vacation days for which the member of the secretarial/clerical staff is eligible during the same fiscal year. These days may be compensated by special arrangements made by the Superintendent. When the holidays of January 1, July 4, or December 25 occur on Sunday, observance shall be on the following Monday.

The following holidays shall be granted with pay to 10-1/3, 10-1/2 and 11 month employees when they fall during one of the regular working days:

Labor Day	December 25
Columbus Day	January 1
Veteran's Day	Martin Luther King Day
Thanksgiving Day	Lincoln's Birthday or Presidents Day
Day after Thanksgiving Day	Memorial Day
December 24	

Secretarial/Clerical staff employed less than 12 months will be granted one (1) additional day of pay and one (1) "floating holiday" to be approved by your administrative supervisor.

Employees working on a legal holiday will be compensated at the rate of time and one half (1 ½), in addition to their regular salary.

A listed holiday is subject to the ISBE waiver process and may, through that process, become a regular workday in a given year.

20.2 Seniority/Reduction in Force

A. Seniority

1. Seniority shall be defined as the length of continuous service in a full-time position in the School District. Continuous service is measured from the first day on the full-time job.
2. If the length of continuous service in the School District is equal between two or more employees, then seniority shall be determined by total service in the School District, whether or not continuous.

3. If the total service in the School District is equal between two or more employees, then seniority shall be determined by lot.
4. On or before February 1st, the Superintendent or his designee in consultation with the Union shall develop and deliver to the President of the Union a Seniority List ("List") by categories of positions, which sets forth the seniority of all employees. This List shall provide the following information for each employee:
 - a. Name;
 - b. Category of Position;
 - c. Date of employment (without break in service).
5. The District shall recognize seniority as per the categories below:
 - a. Secretary III
Secretary to Assistant Superintendent
 - b. Secretary II
Secretary to the Director
Secretary to the Principal (Secondary and identified elementary buildings)
Human Resources Secretary
Registrar
Special Education Accounts Monitor
TBE-TPI Accounts Monitor
Grant Secretary
Secretary to Grant Writer
SES Secretary
 - c. Secretary I
Secretary to the Principal (Elementary)
Bookkeeper
Bookkeeper/Accounts payable
Financial Secretary
Guidance Secretary
NJROTC Secretary
Secretary/Athletics, Buildings & Grounds
Secretary/Business Operations
Assessment Secretary
Transportation Secretary
Records Secretary
Secretary to the Assessment Coordinator
Data Entry Secretary
District Translator
Case Management Monitor
Secretary
 - d. Clerical
Receptionist
Clerical Assistant
Attendance Clerk
Special Education Clerical Assistant

Product Office Assistant

In the event an employee changes categories, previously earned seniority shall be applied to the new category for purposes of any reduction in force in the new category.

It shall be the responsibility of the Union to review the annual "Seniority List" and to advise the Assistant Superintendent for Human Resources in writing by February 15th (or ten days after the List is posted, whichever is later) of any claimed error or omission ("objection") in the List. The Assistant Superintendent for Human Resources shall review and consider any such objection and inform the employee of his/her decision within five (5) days. Within five (5) days of the Assistant Superintendent's decision, the employee may file a written appeal to the Board of Education. The Board shall issue its decision prior to sixty (60) days before the end of the then current school term which decision is then final. Failure of the employee to make a timely objection shall be deemed as an acceptance of his/her placement on the seniority list. The employee shall be prohibited thereafter from challenging the employee's seniority in any category of position until the posting of a seniority list in the following school year.

B. Reduction in Force

1. If the Board decides to decrease the number of employees or to discontinue some particular type of educational support service, the Board shall first dismiss, within the respective category of position, the employee with the least seniority, provided, however, that in the event special qualifications and current evaluations for the employee exist for a particular position then a less senior employee may be retained over a more senior employee. In such event the more senior employee and the union shall be notified of the reasons for retaining the less senior employee. The same factors shall also apply to a recall of employees. Employees who are removed or dismissed shall receive a written notice of honorable dismissal by certified mail, return receipt requested, in accordance with Section 10-23.5 of the School Code.
2. The Board and the Union agree that a decision of the Board to decrease the number of employees or to discontinue some particular type of educational support service shall be solely the decision of the Board.
3. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions. The positions shall be offered first to the laid off employees with greater seniority.

To be eligible for recall, employees must notify the Board, in writing, within ten (10) calendar days of the Board's mailing of the notice of vacancy, or within five (5) calendar days of the employee's receipt of the notice, whichever shall first occur, of the acceptance of any vacant position offered to the employee during the recall period. The employee's failure to notify the Board of acceptance of any vacancy shall constitute rejection of the offer of employment. Any employee who rejects an offer of an available full-time position in any category of position in which he/she is qualified shall be

deemed to have waived his/her recall rights under Section 10-23.5 of the School Code and will no longer be eligible for any other vacant position that becomes available during the recall period.

In the case of employees whose position is being eliminated within the respective classification by district seniority, the affected employee shall be allowed to displace or "bump" the employee with the least district seniority in the next lowest classification provided they are qualified for the position as determined by the authorized administrator in charge and the employee in the next lowest classification has less district seniority. If no one in the next lowest classification has less district seniority than the employee whose position was eliminated, then the employee shall have the right to a position in the next lowest subsequent classification in the same manner as described above until such time as a position is secured or all classifications are exhausted.

An employee displaced in the above procedure shall also have the right to a position in the manner as described above

If the employee is released and recalled to a position within the time frame specified above, for the purpose of this section, it will not constitute a break in service and the employees will not incur any loss in district seniority.

- 4 The creation of new categories of position shall be within the inherent managerial authority of the Board and the impact of the new categories shall be negotiated with the Union.

20.3 Job Descriptions

A joint committee of three (3) Administration and three (3) Union members will continue to meet as needed to discuss the job descriptions and any Union concerns as to work loads/job responsibilities for a particular position.

Each employee will be provided a copy of the job description for his/her position. Newly hired employees will be given a copy during job interviews or at employment.

20.4 Staff Development

Efforts shall be made by the Administration to increase opportunities for professional growth/skill improvement, within budgetary constraints.

20.5 Involuntary Transfers

Notice of involuntary transfer shall be given to an employee, in writing, as soon as practicable. In the event of an involuntary transfer, upon the request of the employee, the Assistant Superintendent of Human Resources and the employee shall meet to discuss the reasons for such transfer.

20.6 Vacancies and Transfers

Consideration will be given to advancing present employees to a higher job classification, giving them preference over applicants not currently employed by the District, when all other criteria are equal.

- A. All vacancies, newly created positions, or other positions covered by this Agreement shall be posted for a minimum of five (5) work days.
- B. Job openings shall be posted on the bulletin board in the Human Resources office throughout the year, and shall also be posted on the official bulletin boards or in binders in each of the district schools and service center during the school year. No position shall be filled prior to the fifth (5) work day after the vacancy is posted.
- C. A notice of vacancies shall be posted on the District's website.
- D. Promotion from one position to another shall be based on performance, ability, seniority, and consideration of the best interests of the District. An employee wishing to be promoted shall, complete an online application, and participate in an interview process.
- E. Office staff who are interested in a lateral transfer and who are twelve (12) month employees shall submit a letter of interest to the Assistant Superintendent for Human Resources within the time frame designated in the posting for such position.

ARTICLE XXI Evaluations

All office personnel shall be evaluated at least annually.

At the completion of the evaluation, a conference shall be held between the employee and the administrator. The employee shall be provided with a copy of any written evaluation report at the time of the conference for use during the conference. The employee shall sign the evaluation in order to acknowledge receipt. In the event that the employee disagrees with the written evaluation he/she shall have the option of attaching a written response to the evaluation document provided such response is filed within ten (10) working days of the receipt of the original evaluation. This attachment will become part of the written evaluation of the employee.

ARTICLE XXII Discipline and Discharge

22.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of an employee covered by this Agreement shall be done in a manner so as not to embarrass the employee before other employees or the public and shall include the following:
 - 1. A conference with the employee by the appropriate administrator or supervisor on the decision;
 - 2. In the event of a suspension or dismissal, a written statement of the reason(s) for the action shall be given to the employee and a review of the employee's personnel file with the employee and his/her representative if the employee so chooses;
 - 3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)
 - d. Discharge (notice to be given in writing)

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process. Paragraphs A 1-3 will always apply if a termination decision is made.

- B. In the event any Administrator requires an employee to attend a meeting for the purpose of discussing a matter which may result in disciplining the employee, the employee, upon request, may have a Union Representative present.
- C. When an employee is informed of his/her discipline or of his/her dismissal, he/she may make a written request to meet with the Assistant Superintendent for Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and the employee in writing. In the event the employee is dissatisfied with the determination the employee shall have the right to a meeting either with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter.

ARTICLE XXIII Leaves

23.1 Sick Leave

All secretarial/clerical personnel employed by the District as of the effective date of this Agreement shall retain the number of sick days per year as allotted to such employees in the Agreement in effect for the 2011-2012 school year. All secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive a sick leave allowance based upon the length of the work year as follows:

10 days	10-1/3 school months
11 days	10-1/2 school months
11 days	11 calendar months
12 days	12 months – calendar year employment

A staff member employed after the beginning of their normal work year and all part-time employees will receive a prorated amount of sick days for which they are eligible.

Unused sick leave allowance shall accumulate from year to year, but not to exceed the number as may be allowed by IMRF.

23.2 Personal and/or Emergency Leave

All secretarial/clerical personnel employed by the District as of the effective date of this Agreement shall retain the number of personal days per year earned and to which they are entitled pursuant to the Agreement in effect for the 2011-2012 school year, provided, however, that such employees shall be frozen at the number earned as of the date of this Agreement (so that a staff person with 3 such days may not move to 4 personal days in the future). All secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive (2) days personal leave at full pay.

23.3 Vacation

Regular twelve (12) month secretarial/clerical employees employed by the District as of the effective date of this Agreement shall retain the number of vacation days per year as allotted to such employees in the Agreement in effect for the 2011-2012 school year, provided, however, that such employees shall be frozen at the number of earned vacation as of the date of this Agreement until such time as they would progress in accordance with the schedule below. All regular twelve (12) month secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive a paid vacation schedule as follows:

<u>Length of Service</u>	<u>Vacation Entitlement</u>
1 to 5 years	10 days
6 years to 10 years	15 days
11+ years	20 days

Length of service in the district shall be cumulative in establishing vacation entitlement. New employees starting after the beginning of the fiscal year shall have their vacation pro-rated.

An employee who resigns or is discharged during the year shall receive with his termination pay, the prorated amount for accrued vacation time, this time to be determined according to the number of full months of employment actually completed after July 1 of the given year.

ARTICLE XXIV Salary and Additional Compensation

24.1 Salary Schedule

Appendix C- Salary Schedule 2012-2015

24.2 Special Salary Provisions

See Appendix C- Salary Schedule 2012-2015

24.3 Mileage Allowance

Employees who are required to use their personal vehicles in the course of their employment or otherwise use their vehicles in authorized services to the District shall be reimbursed at the IRS rate.

24.4 Pay Periods

- A. Paydays shall be scheduled semi-monthly on the 15th and the last day of the calendar month. When paydays as scheduled fall on a weekend or holiday, then salary checks shall be issued on the preceding work day.
- B. Employees shall have the option of selecting 24 (12-month schedule) or 20 (10-month schedule) payments annually.

24.5 Summer School

All employees employed in the Summer School Program shall be paid at their hourly rate. District employees shall be given preference before any outside employees are hired. Seniority shall be an important criteria for selection.

24.6 Retirement Plan

The Board shall recognize the services of those support staff members who have rendered creditable service to the District immediately preceding retirement and are eligible to receive pension benefits through the Illinois Municipal Retirement Fund (IMRF) of the State of Illinois.

- A. To be eligible the employee:
 - 1. Must have rendered at least eighteen (18) years of service to East Aurora School District 131 prior to receiving the first payment of this benefit.
 - 2. **Must be eligible to receive pension benefits through the Illinois Municipal Retirement Fund at the time of retirement from the District, and must actually retire with IMRF at the time of retirement from the District.**
 - 3. Retirement shall in all instances occur only at the end of the school term.
- B. Procedure and Benefits

Please note that for the 2012-2013 school year only, employees shall have until March 1, 2013 to submit an irrevocable written notice of retirement in order to receive benefits that would start in 2013.

1. If an employee gives the Board an irrevocable written notice of retirement by June 1 four years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining four years of service.
2. If an employee gives the Board an irrevocable written notice of retirement by June 1 three years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining three years of service.
3. If an employee gives the Board an irrevocable written notice of retirement by June 1 two years prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of his/her remaining two years of service.
4. If an employee gives the Board an irrevocable written notice of retirement by June 1 one year prior to the year of retirement, the Board shall pay him/her a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for his/her remaining one year of service.
5. If, after submitting an irrevocable written notice of retirement by June 1 provided in paragraphs 1 through 4 above, the employee resigns from or is dismissed from duties for which the employee was paid a stipend or additional compensation in the previous year, the retirement incentive for that employee will be reduced accordingly.
6. An employee is not eligible for the District Retirement Benefit if his/her creditable compensation exceeded 106% of the prior year's creditable compensation in any of the employee's final four years.

C. CONDITIONS

1. Any office staff member who commences participation in this District retirement benefit plan and fails to comply with the provisions herein, including actually retiring under IMRF, shall reimburse the District for any increased salary payments granted under this provision, including tax and pension withholdings. Upon complete reimbursement, the office staff member shall be entitled to any negotiated salary increase that would otherwise have been applicable during the period.
2. There shall be a maximum of five (5) persons per year allowable to participate in this retirement provision. In the event of any maximum limitation on support

staff participation in the program, the support staff member with the greatest District seniority shall have the first right to exercise their participation option.

Section 5

Effect of Agreement

ARTICLE XXV Effect of Agreement

- 25.1** This Agreement shall become effective on July 1, 2012 and shall continue in effect until 11:59 p.m. on June 30, 2015.
- 25.2** The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties and may be modified only through written mutual consent of the parties. It is understood that all rights, powers, and authority of this Board not specifically limited by the language of this Agreement are retained by the Board. The Board shall take no action which will violate any of the specific provisions of this Agreement.
- 25.3** The parties agree that they shall not be obligated to bargain collectively during the term of this Agreement with respect to any subject or matter not specifically referred to or published in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

IN WITNESS WHEREOF signed this _____ day of _____, 2012

EAST AURORA COUNCIL LOCAL 604, AFT/IFT

BOARD OF EDUCATION,
EAST AURORA SCHOOL DISTRICT NO. 131

By: _____
President

By: _____
President

Appendix A-1

AURORA EAST SALARY SCHEDULE FOR 2012-2013

	BS	BS16	BS 32	MS	MS16	MS32	MS48/PHD
1	40,000	41,080	42,464	43,900	44,346	44,838	47,479
2	40,403	41,778	43,186	44,647	45,101	45,602	48,289
3	40,983	42,377	43,806	45,289	45,749	46,258	48,985
4	41,571	42,986	44,436	45,940	46,408	46,924	49,691
5	42,254	43,334	45,031	46,487	47,163	47,450	50,331
6	42,950	44,274	45,634	47,039	47,931	48,233	50,979
7	43,658	44,933	46,246	47,600	48,711	49,539	51,638
8	44,380	45,605	46,867	48,167	49,505	50,884	52,303
9	45,277	46,531	47,820	49,148	50,516	51,924	53,376
10	46,198	47,475	48,794	50,151	51,548	52,989	54,471
11	47,134	50,056	51,215	53,301	54,788	55,987	57,001
12	48,094	51,975	52,460	55,529	56,990	57,351	58,389
13	49,072	52,983	53,500	56,601	58,095	58,487	59,560
14	50,074	54,014	54,561	57,698	59,222	59,646	60,756
15	51,098	55,070	55,646	58,814	60,373	60,834	61,978
16	52,144	56,145	56,757	59,958	61,552	62,048	63,228
17	53,214	57,248	57,890	61,127	62,755	63,287	64,504
18	54,305	58,374	59,051	62,319	63,984	64,552	66,010
19	55,424	59,523	60,236	63,540	65,439	65,847	67,342
20	56,763	60,697	61,446	64,986	66,724	67,370	68,706
21	57,930	61,899	62,683	66,062	67,837	68,521	69,898
22	59,123	63,127	63,947	67,364	69,179	69,904	71,320
23	60,340	64,384	65,239	68,694	70,549	71,352	72,775
24	62,635	66,684	67,638	71,127	73,060	74,132	75,685
25	65,255	69,384	70,417	74,192	76,210	77,172	78,815
26	66,844	71,080	72,139	76,003	78,070	79,057	80,741
27	69,710	74,163	75,324	78,730	80,885	81,986	83,776
28	72,633	77,475	79,287	81,924	84,174	85,375	87,266
L 1				83,108	85,374	86,584	88,488
L 2				89,462	91,674	93,009	94,936
L 3							
L 4							

1. Step L1 to L4 already includes the \$2,000 longevity stipend
2. Steps 13-28 in the BS column are not available to staff newly hired for the 1990-2000 school year to thereafter
3. The BS+32 column is not available to staff newly hired for the 1999-2000 school year to thereafter

Appendix A-2

AURORA EAST SALARY SCHEDULE FOR 2013-2014

	BS	BS16	BS 32	MS	MS16	MS32	MS48/PHD
1	41,200	42,280	43,664	45,100	45,546	46,038	48,679
2	41,800	42,896	44,301	45,759	46,211	46,711	49,391
3	42,209	43,605	45,034	46,517	46,978	47,486	50,213
4	42,798	44,213	45,663	47,169	47,635	48,152	50,920
5	43,395	44,830	46,302	47,830	48,304	48,828	51,636
6	44,088	45,184	46,906	48,384	49,070	49,362	52,286
7	44,794	46,138	47,519	48,945	49,850	50,156	52,944
8	45,513	46,807	48,139	49,514	50,642	51,482	53,613
9	46,245	47,489	48,770	50,089	51,447	52,847	54,287
10	47,156	48,429	49,737	51,085	52,474	53,903	55,377
11	48,091	49,387	50,725	52,103	53,521	54,984	56,488
12	49,041	51,907	53,183	55,201	56,709	58,027	59,056
13	50,015	53,955	54,447	57,562	59,044	59,411	60,464
14	51,008	54,977	55,502	58,650	60,166	60,565	61,653
15	52,025	56,025	56,579	59,763	61,310	61,741	62,868
16	53,065	57,096	57,681	60,896	62,478	62,946	64,108
17	54,126	58,187	58,808	62,057	63,675	64,178	65,376
18	55,212	59,307	59,958	63,244	64,896	65,436	66,671
19	56,320	60,450	61,137	64,454	66,144	66,720	68,100
20	57,355	61,616	62,340	65,693	67,521	68,035	69,452
21	58,715	62,808	63,568	67,060	68,824	69,480	70,836
22	59,899	64,027	64,824	68,252	70,055	70,749	72,146
23	61,110	65,274	66,106	69,574	71,417	72,152	73,590
24	62,345	66,549	67,418	70,924	72,807	73,622	75,067
25	64,675	68,885	69,852	73,394	75,356	76,344	77,920
26	67,334	71,624	72,674	76,405	78,453	79,430	81,098
27	69,399	73,846	75,421	78,243	80,341	81,342	83,052
28	73,355	78,176	79,804	81,011	83,198	84,316	86,132
L 1				83,924	86,174	87,375	89,266
L 2				85,108	87,374	88,584	90,488
L 3				91,462	93,674	95,009	96,936
L 4							

1. Step L1 to L4 already includes the \$2,000 longevity stipend
2. Steps 13-28 in the BS column are not available to staff newly hired for the 1990-2000 school year to thereafter
3. The BS+32 column is not available to staff newly hired for the 1999-2000 school year to thereafter

Appendix A-3

AURORA EAST SALARY SCHEDULE FOR 2014-2015

	BS	BS16	BS 32	MS	MS16	MS32	MS48/PHD
1	42,400	43,480	44,864	46,300	46,746	47,238	49,879
2	42,915	44,009	45,410	46,864	47,315	47,813	50,487
3	43,523	44,632	46,055	47,530	47,989	48,494	51,209
4	43,937	45,350	46,797	48,298	48,765	49,279	52,041
5	44,533	45,966	47,434	48,958	49,431	49,954	52,756
6	45,137	46,591	48,081	49,627	50,107	50,639	53,482
7	45,839	46,948	48,693	50,189	50,883	51,179	54,140
8	46,554	47,915	49,313	50,757	51,673	51,983	54,806
9	47,282	48,592	49,941	51,333	52,475	53,326	55,483
10	48,023	49,282	50,580	51,915	53,290	54,707	56,166
11	48,946	50,234	51,559	52,923	54,330	55,777	57,269
12	49,892	51,204	52,560	53,954	55,390	56,871	58,394
13	50,854	53,756	55,048	57,091	58,618	59,952	60,994
14	51,840	55,829	56,327	59,482	60,982	61,354	62,420
15	52,846	56,865	57,396	60,583	62,118	62,522	63,624
16	53,875	57,925	58,486	61,710	63,277	63,713	64,854
17	54,928	59,009	59,602	62,857	64,459	64,933	66,109
18	56,003	60,115	60,743	64,033	65,671	66,180	67,393
19	57,102	61,248	61,908	65,234	66,907	67,454	68,705
20	58,224	62,406	63,101	66,460	68,170	68,754	70,152
21	59,272	63,586	64,319	67,714	69,565	70,085	71,520
22	60,649	64,793	65,562	69,099	70,885	71,549	72,922
23	61,848	66,028	66,834	70,306	72,130	72,833	74,248
24	63,073	67,290	68,133	71,644	73,510	74,254	75,710
25	64,324	68,581	69,461	73,011	74,917	75,742	77,205
26	66,683	70,946	71,925	75,511	77,498	78,498	80,094
27	69,876	74,220	75,932	78,560	80,633	81,623	83,311
28	73,525	78,200	79,932	80,921	82,545	83,559	85,290
L 1				83,011	85,198	86,316	88,132
L 2				85,924	88,174	89,375	91,266
L 3				87,108	89,374	90,584	92,488
L 4				93,462	95,674	97,009	98,936

1. Step L1 to L4 already includes the \$2,000 longevity stipend
2. Steps 13-28 in the BS column are not available to staff newly hired for the 1990-2000 school year to thereafter
3. The BS+32 column is not available to staff newly hired for the 1999-2000 school year to thereafter

APPENDIX B

SUPPORT STAFF PAY SCALE

		2012-13	2013-14	2014-15
Support Staff	Base	1.50%	1.50%	1.25%
0 years	\$ 14.05	\$ 14.26	\$ 14.47	\$ 14.66
Quarter	\$ 16.00	\$ 16.24	\$ 16.48	\$ 16.69
Midpoint	\$ 17.95	\$ 18.22	\$ 18.49	\$ 18.72
Maximum	\$ 21.84	\$ 22.17	\$ 22.50	\$ 22.78

NOTES

1. Any employee with longevity of 15 or more years not yet at the quarter point will be moved to the quarter point.
2. Any employee being paid above the maximum will be frozen until such time as the maximum pay rate exceeds the employee's rate.
3. To offset the cost of the insurance premium for support staff that work less than 7 hours per day, the District will pay a monthly stipend to support staff taking the insurance that equals 60% of the difference between their cost and the cost for full-time support staff.
4. Support Staff will be paid a longevity stipend as follows:

20 + years	\$ 500
15-19 years	\$ 350
10-14 years	\$ 200
5. Newly hired employees will generally receive the starting rate for the category, provided, however, a higher rate, based on education or experience, not to exceed the quarter point between the minimum and maximum for the salary, may be assigned in the discretion of the administration. In addition, a higher salary may be assigned by the administration for other positions requiring a specified education and/or certification.

APPENDIX C

OFFICE STAFF PAY SCALE

		2012-13	2013-14	2014-15
Clerical Assistant	Base	1.50%	1.50%	1.25%
0 years	\$ 14.07	\$ 14.28	\$ 14.50	\$ 14.68
Quarter	\$ 14.90	\$ 15.12	\$ 15.35	\$ 15.54
Midpoint	\$ 15.73	\$ 15.97	\$ 16.21	\$ 16.41
Maximum	\$ 17.39	\$ 17.65	\$ 17.92	\$ 18.14

		2012-13	2013-14	2014-15
Secretary I	Base	1.50%	1.50%	1.25%
0 years	\$ 16.06	\$ 16.30	\$ 16.55	\$ 16.75
Quarter	\$ 17.30	\$ 17.56	\$ 17.82	\$ 18.05
Midpoint	\$ 18.55	\$ 18.83	\$ 19.11	\$ 19.35
Maximum	\$ 21.03	\$ 21.35	\$ 21.67	\$ 21.94

		2012-13	2013-14	2014-15
Secretary II	Base	1.50%	1.50%	1.25%
0 years	\$ 18.15	\$ 18.42	\$ 18.70	\$ 18.93
Quarter	\$ 19.28	\$ 19.57	\$ 19.86	\$ 20.11
Midpoint	\$ 20.41	\$ 20.72	\$ 21.03	\$ 21.29
Maximum	\$ 22.66	\$ 23.00	\$ 23.34	\$ 23.64

		2012-13	2013-14	2014-15
Secretary III	Base	1.50%	1.50%	1.25%
0 years	\$ 19.10	\$ 19.39	\$ 19.68	\$ 19.92
Quarter	\$ 20.52	\$ 20.83	\$ 21.14	\$ 21.40
Midpoint	\$ 21.94	\$ 22.27	\$ 22.60	\$ 22.89
Maximum	\$ 24.77	\$ 25.14	\$ 25.52	\$ 25.84

NOTES

1. Any employee with longevity of 15 or more years not yet at the quarter point will be moved to the quarter point.
2. Any employee being paid above the maximum will be frozen until such time as the maximum pay rate exceeds the employee's rate.

APPENDIX C

SPECIAL SALARY PROVISIONS

- 1 Newly hired employees will generally receive the starting rate for the category. However, a higher rate, not to exceed the quarter point between the minimum and maximum for the salary, may be assigned, in the discretion of the Administration, based upon prior experience.
- 2 Any employee promoted to a higher category position shall receive no less than the minimum of such category or 103% of his/her prior rate, whichever is greater.
- 3 An employee demoted, transferred or reassigned to a lower category will be paid at his/her prior rate or the maximum for the lower category, whichever is less; provided, however, if such change in position to a lower category is due solely to the fact that the administrator to whom such employee was assigned is transferred or reassigned to a lower rated position, then the employee shall continue to be paid at his/her prior rate. In addition, the Board reserves the right, at its discretion, to maintain an employee at his/her prior rate if the employee is reassigned to a position in a lower category, regardless of any maximum for the lower category.

Appendix D-1

PROCEDURES FOR STIPEND POSITIONS

Stipends are coordinated annually. Each school shall post the Stipend list in the spring for the following school year. Interested staff members shall submit a Stipend Position Proposal (Appendix D-4) to the building Principal, or designee. In making a recommendation to the central office for appointment the Principal, or designee, shall take into consideration experience and prior Stipend assessments, if applicable. An interview may be required.

If a non-district employee is offered a Stipend position, they must complete a fingerprint criminal history background check. All candidates for athletic coaching positions need to be first aid and coaching principles certified. The first aid certification must be renewed, at a minimum, every three years.

A stipend for classified or certified staff is paid in equal installments beginning after the start date of the activity and ending June 30th of that school year; provided, however, for payments to a person whose only services are for a stipend activity, then they shall be paid not less frequently than half of the stipend half way through the activity and half on completion. If one employee takes over for another employee during the school year (due to extenuating circumstances), the amount will be divided equally among the remaining pay periods ending June 30th of that school year.

PROTOCOL-PLACEMENT

An administrator (principal/designee) will establish the level for which an individual sponsor is eligible to be placed based upon experience and preparation. ALL SPONSOR/COACHES WILL BEGIN A NEW POSITION IN THE APPROPRIATE CLASSIFICATION DETERMINED BY THE CONTRACT.

An administrator (principal/designee) may grant years of experience to those individuals who have had the same experience within or outside (supported by event documentation) District #131 for which they will be placed on the stipend schedule.

In the case of a stipend position where an assistant position is provided, up to one-half of the relevant years of prior experience as an assistant may be counted toward years of experience awarded to the head stipend position.

CRITERIA FOR CLUB/ACTIVITY PLACEMENT IN CLASSIFICATION A, B, C

Classification – A

- a) meets a minimum of two (2) times per month
- b) minimum number of students (10-15)

Classification – B

- a) meets a minimum of four (4) times per month
- b) minimum number of students (15-20)
- c) community volunteer time encouraged

Classification – C

- a) meets four (4) times per month
- b) minimum number of students (20-30)
- c) community volunteer time encouraged

WILD CARD

1. To propose a Wild Card Stipend position an employee shall submit a stipend position proposal (Appendix D-4), plus the compilation of a list of interested student signatures (15 for a classification A and 20 for a classification B).
2. Consideration for Wild Card choice is aligned with areas such as school improvement goals, socio-emotional standards, student safety and enrichment.
3. An interview process takes place to secure the building choice.

ASSESSMENTS

All employees receiving a stipend payment shall be evaluated annually. (Appendices D-6, D-7, and D-8)

PLC/PBIS LEADERSHIP

A joint committee will be formed to review the procedures and practices district wide in conjunction with PLC and PBIS teams, including leadership and whether there should be established stipends for such leadership positions. Any recommendations must be submitted prior to the end of the 2012-2013 school year. The implementation of any recommendations shall be by MOU commencing in the 2013-2014 school year provided, however, that the cost of any stipends agreed upon shall not exceed a total of One Hundred Thousand Dollars (\$100,000) per year.

Appendix D-2

CLASSIFICATION OF STIPEND POSITIONS

Classification A:

School Safety Patrol	Elementary Wild Card
Elementary Cheerleading	Elementary Technology Club
Elementary Math/Science Club	Elementary Volleyball/Fitness
Elementary Music Club	Elementary Theater Club
Elementary Art Club	Elementary Choral/Band
Elementary Peace Jam (.5)	Secondary Peace Jam

Classification B:

Middle School Fix It Club	Sophomore Class Advisor
Middle School Dramatics	Junior Class Advisor
Middle School Art Club	Quill and Scroll Club
Middle School Yearbook	Freshman Class Advisor
Middle School Cooking/Cuisine Club	High School Chess Club
Middle School Technology Club	High School Scholastic Bowl
Middle School Newspaper	High School Music Club
Middle School Wild Card	High School Science Club
Middle School Math Team	High School Thespian Club
Middle School NJHS	High School National Honor Society
Middle School Assistant Student Council	High School Art Club
High School Photography Club	High School Film/Video Club
High School Cooking/Cuisine Club	High School German National Honor Society
High School Swim Club	High School Math National Honor Society
High School Spanish National Honor Society	High School Art National Honor Society
High School French National Honor Society	High School Science National Honor Society
Building Webmaster	High School Mathletes
High School Social Studies Club	

Classification C:

Elementary Soccer/Basketball/Softball	High School Assistant Student Council
Elementary After-School Activities Coordinator	High School Speech Activities
Middle School Head Student Council	HERO (Home Economics Related Occupations)
Middle School Band Director	ME/DECA (Marketing Education/Distributive Education Clubs of America)
Middle School Choral Director	OE/BPA (Office Education/Business Professionals)

Middle School Assistant Boys' Soccer
 Middle School Assistant Girls' Soccer

 Middle School Assistant Track
 Middle School Assistant Wrestling
 Middle School Assistant Volleyball
 Middle School Assistant Basketball
 Middle School Assistant Co-Ed Cross Country

Classification D:

Middle School Spirit Sponsor
 Middle School Head Football
 Middle School Head Basketball
 Middle School Head Volleyball
 Middle School Head Track
 Middle School Wrestling
 Middle School Head Co-Ed Cross Country
 Middle School Head Boys' Soccer
 Middle School Head Girls' Soccer
 High School Department Manager, 26-50 sections

Classification E:

Middle School Team Leader
 Middle School Department Chairperson
 High School Head Freshman Football
 High School Head Girls' Badminton
 High School Head Indoor Track
 High School Head Girls' Bowling
 High School Head Dance
 High School Head Golf
 High School Assistant Basketball
 High School Assistant Boys' Wrestling
 High School Assistant Soccer
 High School Auditorium Manager

of America)
 VICA (Vocational Industrial Clubs of America)
 FCCLA (Family, Career & Community Leaders of America)
 New Educators' Support Team
 Driver Education Manager
 Middle School Assistant Football
 Middle School Assistant Cheerleading
 High School Department Manager, 25 sections or less

High School Head Student Council
 High School Assistant Indoor Track
 High School Assistant Dance Team
 High School Assistant Badminton
 High School Assistant Golf
 High School Assistant Bowling
 High School Literary Magazine
 NJROTC Drum & Bugle Corps
 NJROTC Orienteering

High School Assistant Girls' Softball
 High School Assistant Girls' Volleyball
 High School Assistant Tennis
 High School Assistant Boys' Baseball
 High School Assistant Cheerleading
 High School Assistant Outdoor Track
 High School Assistant Swimming
 High School Assistant Co-Ed Cross Country
 High School Assistant Football
 High School Aurooran
 High School Musical Accompanist
 High School Department Manager, 51-75 sections

Classification F:

High School Sophomore Head Boys' Football
High School Sophomore Head Basketball
High School Head Tennis
High School Department Manager, 76 or more sections
NJROTC Department Chair

High School Senior Class Advisor
High School Assistant Athletic Director
Curriculum Council

Classification G:

Middle School Athletic Director
High School Drama
High School Vocal Director
High School Pit Orchestra
High School Musical Artistic Director

High School Stage Design
High School Vocal Director for Chorus
High School Vocal Director for Musical
High School Head Co-Ed Cross Country

Classification H:

High School Head Boys' Baseball
High School Head Boys' Wrestling
High School Head Girls' Softball
High School Head Soccer
Middle School Special Education Team Facilitator

High School Head Outdoor Track
High School Girls' Volleyball
High School Head Swimming
High School Head (Fall/Winter) Cheerleading

Classification I:

High School Ticket Manager
Special Education Coordinator

High School Speculum

Classification J:

High School Head Basketball
High School Head Football

High School Band Director

Non-Scheduled:

Athletic Director
Student Advisory Coordinator

Athletic Trainer

SCHEDULE OF DIFFERENTIAL PAYMENTS

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Classification A:			
1	991	1,020	1,051
2	1,100	1,133	1,166
3	1,283	1,321	1,361
4	1,295	1,334	1,374
5	1,395	1,437	1,480
6	1,495	1,539	1,586
7	1,594	1,642	1,691
8	1,694	1,745	1,798
9	1,794	1,848	1,904
10	1,894	1,951	2,010
Classification B:			
1	1,492	1,537	1,583
2	1,645	1,695	1,745
3	1,790	1,844	1,899
4	1,938	1,997	2,056
5	2,080	2,142	2,206
6	2,222	2,289	2,358
7	2,365	2,436	2,509
8	2,507	2,582	2,660
9	2,652	2,732	2,814
10	2,797	2,881	2,968
Classification C:			
1	1,988	2,048	2,109
2	2,178	2,244	2,311
3	2,396	2,468	2,542
4	2,585	2,662	2,742
5	2,782	2,865	2,951
6	2,979	3,068	3,160
7	3,176	3,271	3,369
8	3,372	3,473	3,578
9	3,570	3,677	3,787
10	3,768	3,881	3,997

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Classification D:			
1	2,486	2,561	2,638
2	2,740	2,822	2,907
3	2,989	3,079	3,171
4	3,226	3,322	3,422
5	3,471	3,575	3,683
6	3,717	3,828	3,943
7	3,962	4,081	4,204
8	4,209	4,335	4,465
9	4,455	4,588	4,726
10	4,701	4,842	4,987

Classification E:			
1	2,989	3,079	3,171
2	3,274	3,372	3,474
3	3,589	3,697	3,808
4	3,874	3,991	4,110
5	4,169	4,294	4,423
6	4,463	4,597	4,735
7	4,757	4,900	5,047
8	5,051	5,203	5,359
9	5,346	5,506	5,671
10	5,640	5,809	5,984

Classification F:			
1	3,485	3,590	3,697
2	3,821	3,936	4,054
3	4,176	4,301	4,430
4	4,528	4,664	4,804
5	4,878	5,024	5,175
6	5,228	5,384	5,546
7	5,578	5,745	5,917
8	5,928	6,105	6,289
9	6,277	6,465	6,659
10	6,626	6,825	7,030

SCHEDULE OF DIFFERENTIAL PAYMENTS

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Classification G:			
1	3,978	4,097	4,220
2	4,375	4,506	4,641
3	4,775	4,918	5,065
4	5,174	5,330	5,489
5	5,568	5,735	5,907
6	5,965	6,143	6,328
7	6,361	6,552	6,748
8	6,757	6,960	7,168
9	7,153	7,368	7,589
10	7,550	7,776	8,010

Classification H:

1	4,476	4,610	4,748
2	4,918	5,066	5,218
3	5,368	5,529	5,695
4	5,822	5,997	6,177
5	6,270	6,459	6,652
6	6,719	6,920	7,128
7	7,167	7,382	7,604
8	7,616	7,844	8,080
9	8,065	8,307	8,556
10	8,514	8,769	9,032

Classification I:

1	4,981	5,130	5,284
2	5,483	5,647	5,816
3	5,956	6,135	6,319
4	6,465	6,659	6,859
5	6,962	7,171	7,386
6	7,458	7,682	7,912
7	7,954	8,192	8,438
8	8,450	8,704	8,965
9	8,946	9,214	9,490
10	9,441	9,724	10,016

SCHEDULE OF DIFFERENTIAL PAYMENTS

		<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Classification J:				
	1	5,478	5,642	5,812
	2	6,025	6,206	6,392
	3	6,565	6,762	6,964
	4	7,121	7,334	7,554
	5	7,668	7,898	8,135
	6	8,213	8,460	8,714
	7	8,759	9,022	9,293
	8	9,305	9,584	9,872
	9	9,852	10,148	10,452
	10	10,399	10,711	11,032
NON	AD	15,779	16,252	16,739
STD.	TRAN.	13,810	14,225	14,651
	SAC	5,371	5,533	5,699

SAC = ST Acty Coord.

STIPEND POSITION PROPOSAL

Name of Stipend Activity: _____

Level: ☐ Elementary ☐ Middle School ☐ High School ☐ District-Wide

Submitted by: _____ Schools _____

List applicable certification, skills/knowledge and experiences that you will be able to bring to this position.

1) What is your goal/vision for the stated stipend activity? _____

2) How does this position support the education program? _____

3) What types of recordkeeping/report-writing will you implement? _____

4) What types of public contact/visibility will be shared with the school and community? _____

5) What fundraising efforts, if any, will occur? _____

6) Please share other features for this stipend position, not indicated in numbers 1 - 5.

Date: _____

Reviewed by: _____

Copy to: Employee - Direct Supervisor - Principal - File

Aurora East School District 131		
STIPEND		
EMPLOYEE SECTION		
Name: _____	Date: _____	
School: _____	Please check one:	
Activity: _____	<input type="checkbox"/> Certified	
Shared Activity : _____ %	<input type="checkbox"/> NonCertified	
Beginning Date: _____	<input type="checkbox"/> Not considered a regular employee (please attach W-4)	
	Ending Date: _____	
CHANGES, IF NEEDED		
ORIGINAL	ACTIVITY ADJUSTMENT	DELETE ACTIVITY
Classification/Years: _____	Classification: _____	Name of Activity: _____
Amount: \$ _____	Effective Date: _____	Effective Date: _____
	Amount: \$ _____	
	Signature/Date _____	Signature/Date _____
APPROVAL SECTION		
Principal/Assistant Principal Signature _____		Date _____
DISTRICT ADMINISTRATIVE APPROVAL/DENIAL SECTION		
<input type="checkbox"/> Approval <input type="checkbox"/> Denial		Applicable Central Office Administrator _____
Denial Reason _____		Date _____
HUMAN RESOURCES/PAYROLL SECTION		
Assistant Superintendent for Human Resources Signature _____		Date _____
Payroll Received Date: _____	Payroll Date: _____	
Amount _____ + _____ = _____		
Retro: _____		

Copy to: Employee - Human Resources - Payroll

Revised: 5/2012

AURORA EAST DISTRICT 131
ASSESSMENT FOR STIPEND POSITIONS

ATHLETICS

Coach: _____ School: _____
 Position: _____
 Supervisor: _____
 Date of Review Conference: _____

The following assessment is based upon observed performance as well as the sponsor's contribution in the area of staff-parent-school-community relationships and professionalism.

Directions: Circle the number that closely describes the employee's performance on each criterion.	4	Excellent
	3	Exceeds expectations
	2	Meets the expectations
	1	Does not meet performance expectations
	NA	Does not apply to this position

1. Activities and Accomplishments (to be completed by sponsor/coach)

List the events, activities, and/or accomplishments of your group during this school year.

2. Instructional Skills

A.	Develops and maintains a sound physical conditioning program for team(s).	1	2	3	4	NA
B.	Teaches the techniques and fundamentals of the sport.	1	2	3	4	NA
C.	Balances, individual, group, and team instruction.	1	2	3	4	NA
D.	Promotes prop conduct, sportsmanship, fair play, and a competitive spirit among team members.	1	2	3	4	NA
E.	Informs all team members of training and participation rules as defined by the school and the Illinois High School Association (IHSA)	1	2	3	4	NA
F.	Interacts with students in a manner that encourages respectful relationships among students and adults.	1	2	3	4	NA
G.	Promotes the development of leadership and responsibility in students.	1	2	3	4	NA

3. Supervision and the School Environment

A.	Organizes and supervises practices, competitions, and transportation.	1	2	3	4	NA
B.	Ensures that all personal injuries receive proper treatment and follow-up care.	1	2	3	4	NA
C.	Attends all practice sessions and contests/events the season set by the IHSA, unless excused by the Athletic Director.	1	2	3	4	NA
D.	Supervises the locker room before and after practice during the sport season.	1	2	3	4	NA
E.	Confirms the security of facilities and equipment after any event (doors locked, lights turned off, equipment secured as assigned.)	1	2	3	4	NA

F.	Does not leave the facility until the last participant fort the team has left. Ensures a way to get home in accordance with established policy.	1	2	3	4	NA
G.	Handles all financial transactions in a manner prescribed by the board.	1	2	3	4	NA
4. Staff-Parent-School-Community Relationships						
A.	Works cooperatively with school personnel to benefit students.	1	2	3	4	NA
B.	Initiates parent contacts in a timely, professional, and constructive manner.	1	2	3	4	NA
C.	Attends all sport meetings and events. Helps organize end-of-season recognition activities.	1	2	3	4	NA
D.	Works with parent groups and the programs they produce.	1	2	3	4	NA
E.	Promotes the sport within the school community and provides program guidance to feeder schools when requested.	1	2	3	4	NA
F.	Works cooperatively with school personnel to ensure that all building facility and safety needs are met.	1	2	3	4	NA
G.	Constructs season-long practice schedule and submits it to the Athletic Director prior to the start of the season.	1	2	3	4	NA
5. Professionalism						
A.	Acts and speaks in an appropriate manner at all times.	1	2	3	4	NA
B.	Responsible for the behavior of the team related to this assignment.	1	2	3	4	NA
C.	Maintains knowledge of current trends in his/her field through participation in professional activities.	1	2	3	4	NA
D.	Executes Board of Education, Upstate 8 Conference, and all Illinois High School Association policies and procedures.	1	2	3	4	NA
E.	Responsible for equipment needs for appropriate level of the program.	1	2	3	4	NA
F.	Responsible for equipment, staffing, and evaluation for the total program.	1	2	3	4	NA
G.	Responsible for reporting scores and keeping accurate records.	1	2	3	4	NA
H.	Uses appropriate channels to resolve concerns and problems.	1	2	3	4	NA
6. Mutually developed goals or additional comments:						
<hr/>						
7. Response by person being reviewed. (You may attach additional pages.)						
<hr/>						

<hr/>		<hr/>	
Coach (signed)		Date	
<input type="checkbox"/> I recommend the renewal of this employee for the next school year season.			
<input type="checkbox"/> I <u>do not</u> recommend the renewal of this employee for the next school year season.			
<hr/>		<hr/>	
Supervisor (signed)		Date	

Aurora East District 131

ASSESSMENT FOR STIPEND POSITIONS

TEACHER LEADERSHIP

Teacher Leader _____

School: _____

Assignment: _____

Supervisor: _____

Date of Review Conference: _____

The following assessment is based upon observed performance as well as the contribution in the area of staff-parent-school-community relationships and professionalism.

Directions: Circle the number that closely describes the employee's performance on each criterion.	4	Excellent
	3	Exceeds expectations
	2	Meets the expectations
	1	Does not meet performance expectations
	NA	Does not apply to this position

1. Planning

A. Works in a timely manner to support the hiring process.	NA	1	2	3	4
B. Supports the scheduling process.	NA	1	2	3	4
C. Text adoptions are handled according to all deadlines.	NA	1	2	3	4
D. In-service activities and/or department/team meetings are planned to encourage and continue departmental/team growth.	NA	1	2	3	4

2. Professionalism

A. Is punctual.	NA	1	2	3	4
B. Is professional.	NA	1	2	3	4
C. Takes initiative to promptly address inappropriate behavior among faculty.	NA	1	2	3	4

D.	Keeps department/team members informed of building and district information.	NA	1	2	3	4
E.	Attends required meetings.	NA	1	2	3	4
F.	Works constructively with other department chairs/team leaders.	NA	1	2	3	4
3.	Provides Innovation					
A.	Continues his/her professional growth and awareness of best practices.	NA	1	2	3	4
B.	Maintains an active awareness of district curriculum.	NA	1	2	3	4
C.	Takes a proactive approach to preventing and solving departmental issues.	NA	1	2	3	4
4.	Focus on Student and Teacher Success					
A.	Works to ensure that students' affective needs as well as academic needs are met.	NA	1	2	3	4
B.	Supports a valid, reliable, and useful assessment program within department/team.	NA	1	2	3	4
C.	Assures that PSAE/ISAT, SIP activities and local testing preparation is part of every teacher's lesson planning process.	NA	1	2	3	4
D.	Monitors student failure rates within the department/team and addresses problems and issues proactively.	NA	1	2	3	4
E.	Acts as a guide and mentor for teachers.	NA	1	2	3	4
F.	Seeks ways in which department/team can serve diverse learner needs.	NA	1	2	3	4
G.	Actively coaches teachers in order to improve classroom instruction and/or management.	NA	1	2	3	4
H.	Addresses ineffectual teaching methods in department/team.	NA	1	2	3	4
I.	Recognizes, publicizes, and celebrates achievements of department/team.	NA	1	2	3	4
5.	Record Keeping and Management					
A.	Budget is submitted on time.	NA	1	2	3	4
B.	Budgeting is based on up-to-date inventories which are kept on file.	NA	1	2	3	4
C.	Budgets are not over-spent; bills are cleared for payment on time.	NA	1	2	3	4
D.	Keeps informed about teacher absences, and covers first hour classes if need arises due to shortage of subs at the start of a school day.	NA	1	2	3	4
E.	Keeps clear, complete, and legal paper/digital documentation of any circumstances requiring them, and can always find such materials.	NA	1	2	3	4

F. Completes required evaluations and observations on time.	NA	1	2	3	4
G. Licensing agreements are honored; illegal software is kept off department/team computers.	NA	1	2	3	4
H. Textbook inventories are up-to-date and accurately guide budget requests	NA	1	2	3	4
I. Travel requests are processed promptly, within district deadlines.	NA	1	2	3	4
J. Records of field trips and absences are kept at all times.	NA	1	2	3	4

6. Response by the person being reviewed. (You may attach additional pages.)

_____ TEACHER LEADER (signed)	_____ Date
----------------------------------	---------------

- ☐ I recommend the renewal of this department chair/team leader for the next school year season.
- ☐ I **do not** recommend the renewal of this department chair/team leader for the next school year season.

_____ SUPERVISOR (signed)	_____ Date
------------------------------	---------------

Aurora East District 131

ASSESSMENT FOR STIPEND POSITIONS

STUDENT ACTIVITIES AND CLUBS

Sponsor: _____

School: _____

Position: _____

Supervisor: _____

Date of Review Conference: _____

The following assessment is based upon observed performance as well as the sponsor's contribution in the area of staff-parent-school-community relationships and professionalism.

Directions: Circle the number that closely describes the employee's performance on each criterion.	4	Excellent
.	3	Exceeds expectations
.	2	Meets the expectations
.	1	Does not meet performance expectations
.	NA	Does not apply to this position

2. Activities and Accomplishments (to be completed by sponsor/coach)

List the events, activities, and/or accomplishments of your group during this school year.

3. Activity Planning & Development

A. Plans activities to meet the needs, skills and interests of students involved.	NA	1	2	3	4
B. Develops appropriate activities in relation to total school activities program.	NA	1	2	3	4
C. Works to increase student and staff participation in activities.	NA	1	2	3	4
D. Develops student leaders within the activity program.	NA	1	2	3	4
E. Manages all planning and communication of student activities.	NA	1	2	3	4

4. Supervision and Administrative Duties

A. Promotes student activities within the school and community.	NA	1	2	3	4
---	----	---	---	---	---

B. Ensures all building facility and security needs for each event.	NA	1	2	3	4
C. Confirms the security of facilities and equipment after events (doors locked, lights turned off, equipment secured as assigned.	NA	1	2	3	4
D. Remains in the facility until the last activity participant has left. Ensures that all students have a way to get home.	NA	1	2	3	4
E. Completes field trip forms in a timely manner, ensuring parental signature.	NA	1	2	3	4
F. Makes appropriate travel arrangements in a timely manner.	NA	1	2	3	4
G. Completes arrangements for facility use in a timely manner.	NA	1	2	3	4
H. Handles all budget management and financial transactions in a manner prescribed by the Board.	NA	1	2	3	4
I. Attends all organization meetings and events.	NA	1	2	3	4
J. Supervises students on any trip related to this activity, in accordance with school policy.	NA	1	2	3	4

5. Professionalism and School-Community Relations

A. Acts and speaks in an appropriate manner at all times, including the use of acceptable language.	NA	1	2	3	4
B. Adheres to Board of Education, Upstate 8 Conference and other professional agency policies and procedures.	NA	1	2	3	4
C. Uses appropriate channels to resolve concerns and problems.	NA	1	2	3	4
D. Interacts with students in a manner that encourages respectful relationships among students and adults.	NA	1	2	3	4
E. Promotes the development of self-esteem in students.	NA	1	2	3	4
F. Works cooperatively with school personnel to benefit students.	NA	1	2	3	4
G. Works cooperatively with existing parent support groups.	NA	1	2	3	4

6. Mutually developed goals or additional comments:

7. Response by the person being reviewed. (You may attach additional pages.)

COACH/SPONSOR (signed)

Date

- ☐ I recommend the renewal of this activity sponsor/coach for the next school year season.
- ☐ I **do not** recommend the renewal of this activity sponsor/coach for the next school year season.

SUPERVISOR (signed)

Date

Appendix E-1

Teacher Formal Observation

Name _____

Date of Observation _____

Grade Level / Subject Area: _____

Building Name _____

Length of Observation _____

Key: O = Observed

* = Comments are used to indicate areas of excellence or areas of concern

N/O = Not Observed

Illinois Professional Teaching Standards

1 Content Knowledge

The teacher understands the central concepts, methods of inquiry, and structure of the discipline (s)

	A. Content Knowledge	O	*	N/O
A 1.	Presents facts accurately.			
A 2.	Uses a variety of instructional strategies to present key concepts			
A 3.	Engages all students in generating and testing knowledge			
A 4.	Facilitates learning experiences that make connections to other content areas and life/career experiences for all students			
A 5.	Designs learning experiences and utilizes devices / technologies to promote access to general curricular content for all students			
A 6.	Differentiates instruction to meet academic needs of all students			

Content Knowledge Comments:

2 Human Development and Learning

The teacher understands how individuals grow, develop, and learn and provides learning opportunities that support the intellectual, social, and personal development of all students.

	B. Human Development and Learning	O	*	N/O
B 1.	Designs instruction around accepted learning theory			
B 2.	Plans activities that are appropriate for the developmental stages of the students in the class			
B 3.	Stimulates student reflection on prior knowledge and links new ideas to already familiar ideas and experiences.			

Human Development and Learning Comments:

3 Diversity

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

	C. Diversity	O	*	N / O
C 1.	Adjusts time and tasks to meet needs of all students			
C 2.	Models and fosters a climate of respect and acceptance of all students and their families			
C 3.	Uses cultural diversity to enrich instruction			

Diversity Comments:

4 Planning for Instruction

The teacher understands instructional planning and designs instruction based upon knowledge of the discipline, students, the community, and curriculum goals.

	D. Planning for Instruction	O	*	N/O
D 1.	Uses the Illinois Academic Standards / Performance Descriptors in developing an appropriate and effective lesson			
D 2.	Uses the School Improvement Plan to create short-range and long-term plans			
D 3.	Establishes and communicates expectations for student learning			
D 4.	Includes methods for checking for understanding and evaluation of student instruction in each lesson plan			
D 5.	Accesses and uses a wide range of information and instructional technologies to enhance learning for all students			
D 6.	Uses the Individual Educational Plan (IEP) goals and objectives to plan instruction for students with disabilities			

Planning for Instruction comments:

5 Learning Environment

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

	E. Learning Environment	O	*	N/O
E 1.	Creates an environment of community that is conducive to learning			

E 2.	Encourages and motivates all students to be responsible for their learning			
E 3.	Manages time, materials, and space effectively (e.g. smooth transitions, clear directions, etc.)			
E 4.	Uses effective methods for teaching social skill development to all students			
E 5.	Shows enthusiasm for teaching			
E 6.	Modifies the learning environment to facilitate appropriate classroom behaviors and learning for all students.			
E 7.	Demonstrates a variety of effective behavior management techniques appropriate to the needs of all students, including those with disabilities (including implementing the least intrusive intervention consistent with the needs of these students)			

Learning Environment comments:

6 Instructional Delivery

The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

	F. Instructional Delivery	O	*	N/O
F 1.	Chooses alternative teaching strategies and materials to meet the instructional goals and needs of all students			
F 2.	Asks questions and provides activities that require higher level thinking skills (Bloom's Taxonomy)			
F 3.	Adjusts curriculum, instruction, and materials based upon student's responses, feedback, and learner characteristics			
F 4.	Provides closure at the end of the lesson			
F 5.	Uses varied instructional modes (e.g., instructor, facilitator, coach, and audience) and methodologies (i.e. lecture, cooperative learning, simulations, etc.)			

Instructional Delivery Comments:**# 7 Communication**

The teacher uses knowledge of effective written, verbal, nonverbal, and visual communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

	G. Communication	O	*	N / O
G 1.	Uses vocabulary that is correct and appropriate to student's developmental level			
G 2.	Expects and reinforces correct grammar in oral and written language used by students			
G 3.	Provides constructive feedback to all students in a positive and supportive manner			
G 4.	Practices effective listening, conflict resolution, and group-facilitation skills			
G 5.	Creates opportunities for all students to practice correct written, verbal, nonverbal, and visual modes of communication			

Communication Comments:**# 8 Assessment**

The teacher understands various formal and informal assessment strategies and uses them to support the continuous development of all students.

	H. Assessment	O	*	N/O
H 1.	Uses assessment results to diagnose student learning needs, align and modify instruction, and design teaching / re-teaching strategies			
H 2.	Appropriately uses varied formal and informal assessments to evaluate the understanding, progress, and performance of each student and the class as a whole.			
H 3.	Maintains useful and accurate records of all student work and performance and communicates student progress knowledgeably and responsibly to students, parents and colleagues			
H 4.	Uses technology appropriately in conducting assessments and interpreting results			
H 5.	Collaborates with families and other professionals involved in the assessment of individuals with disabilities			

Assessment Comments:

9 Collaborative Relationships

The teacher understands the role of the community in education and develops and maintains collaborative relationships with colleagues, parents/guardians, and the community to support student learning and well-being.

	I. Collaborative Relationships	O	*	N/O
I 1.	Develops and demonstrates positive rapport with students			
I 2.	Develops relationships with parents and guardians to acquire an understanding of the students' lives outside of the school in a professional manner that is fair and equitable			
I 3.	Works with colleagues to develop an effective learning climate within the school			
I 4.	Demonstrates the ability to co-teach and co-plan			
I 5.	Coordinates and /or collaborates with classroom paraprofessionals and volunteers			
I 6.	Acts as an advocate for the needs of all students			

Collaborative Relationships Comments:

10 Reflections and Professional Growth

The teacher is a reflective practitioner who continually evaluates how choices and actions affect students, parents, and other professionals in the learning community and actively seeks opportunities to grow professionally.

	J. Reflections and Professional Growth	O	*	N/ O
J 1.	Practices reflection regarding classroom observation, information about students, pedagogical knowledge, and current research			
J 2.	Participates in continuous professional growth to support his / her development as a learner and teacher			
J 3.	Actively seeks and collaboratively shares a variety of instructional resources with colleagues			

Reflections and Professional Growth Comments:

11 Professional Conduct and Leadership

The teacher understands education as a profession, maintains standards of professional conduct, and provides leadership to improve learning and well-being.

	K. Professional Conduct and Leadership	O	*	N / O
K 1.	Promotes and maintains a high level of integrity in the practice of the profession			
K 2.	Follows school policy and procedures, respecting the boundaries of professional responsibilities, when working with colleagues, students, and their families			
K 3.	Actively participates in or leads in such activities as curriculum development, staff development, and student organizations.			
K 4.	Demonstrates positive regard for culture, race, religion, gender, and sexual orientation of individual students and their families			
K 5.	Complies with local, state, and federal regulations and policies related to all students.			
K 6.	Uses a variety of instructional and intervention strategies prior to initiating a referral of a student for special education			
K 7.	Accepts professional responsibilities: attendance and punctuality			

Professional Conduct and Leadership Comments:

Strength and Areas for Growth:

Date of Post Observation Review: _____

Evaluator's Signature: _____

Teacher's Signature: _____

*** Comment if applicable:**

(Revised 05 / 2012)

Appendix E-2

TENURED / NON-TENURED SUMMATIVE EVALUATION REPORT

Name _____ School Year _____

School _____ Grade/Subject Area _____

Circle One: Tenured / Non-Tenured Year: 1st 2nd 3rd 4th

Informal Observation Dates: _____ / _____ / _____ / _____

Formal Observation Dates: _____ / _____ / _____ / _____

(Non-tenured Staff / minimum two observations, Tenured Staff / minimum one observation)

Illinois Professional Teaching Standards:		E(4)	P(3)	NI(2)	U(1)
#1	Content Knowledge	_____	_____	_____	_____
#2	Human Development & Learning	_____	_____	_____	_____
#3	Diversity	_____	_____	_____	_____
#4	Planning for Instruction	_____	_____	_____	_____
#5	Learning Environment	_____	_____	_____	_____
#6	Instructional Delivery	_____	_____	_____	_____
#7	Communication	_____	_____	_____	_____
#8	Assessment	_____	_____	_____	_____
#9	Collaborative Relationships	_____	_____	_____	_____
#10	Reflection and Professional Growth	_____	_____	_____	_____
#11	Professional Conduct	_____	_____	_____	_____

(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eed(s) (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score _____ Overall Rating _____

(pg. 2)

Comments / Recommendations:

Deficiencies (if applicable):

Employment Recommendation:

Reemploy _____

Do not Reemploy _____

Teacher Signature

Date

Evaluator Signature

Date

The teacher's signature indicates that the teacher has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

(Revised 5-12)

Ancillary Staff Formal Observation
Special Education Services Personnel, Counselors and Academic Coaches

Name: _____ Date: _____

Job Title: _____ Building Name: _____

Professional Practices:

Category
A. Demonstrates knowledge of their profession.
B. Establishes collaborative and maintains positive working relationships with students, colleagues and/or parents.
C. Consults and collaborates with district personnel.
D. Provides appropriate services to students based on individual needs.
E. Develops and adheres to a workable schedule for service delivery.
F. Participates effectively in professional development.
Comments/Recommendations:

Professionalism:

Category
G. Remains current regarding ideas and methods related to profession.
H. Accepts professional responsibilities, attendance, and punctuality.
I. Maintains and provides necessary reports and information according to district policy and procedure.
J. Assists in supporting and adhering to the district's curriculum, practices and policies.
K. Protects the confidentiality of the students and his/her family.
Comments/Recommendations:

Strengths and Areas for Growth:

Date of Observation Review:

Evaluator's Signature: _____

Ancillary Staff Signature:

*Comment if Applicable:

Ancillary Staff Summative Evaluation
Special Education Services Personnel, Counselors and Academic Coaches

Name: _____ Date: _____
 Job Title: _____ Building Name: _____

Professional Practices:

Category	Rating
A. Demonstrates knowledge of their profession.	
B. Establishes collaborative and maintains positive working relationships with students, colleagues and/or parents.	
C. Consults and collaborates with district personnel.	
D. Provides appropriate services to students based on individual needs.	
E. Develops and adheres to a workable schedule for service delivery.	
F. Participates effectively in professional development.	
Comments / Recommendations	

Professionalism:

Category	Rating
G. Remains current regarding ideas and methods related to profession.	
H. Accepts professional responsibilities, attendance, and punctuality.	
I. Maintains and provides necessary reports and information according to district policy and procedure.	

J. Assists in supporting and adhering to the district's curriculum, practices and policies.	
K. Protects the confidentiality of the students and his/her family.	
Comments / Recommendations	

<u>Professional Practices/Professionalism</u>	<u>E(4)</u>	<u>P(3)</u>	<u>NI(2)</u>	<u>U(1)</u>
A. See Professional Practices – Page 1	_____	_____	_____	_____
B. See Professional Practices – Page 1	_____	_____	_____	_____
C. See Professional Practices – Page 1	_____	_____	_____	_____
D. See Professional Practices – Page 1	_____	_____	_____	_____
E. See Professional Practices – Page 1	_____	_____	_____	_____
F. See Professional Practices – Page 1	_____	_____	_____	_____
G. See Professionalism – Page 1	_____	_____	_____	_____
H. See Professionalism – Page 1	_____	_____	_____	_____
I. See Professionalism – Page 1	_____	_____	_____	_____
J. See Professionalism – Page 1	_____	_____	_____	_____
K. See Professionalism – Page 1	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score: _____ Overall Rating: _____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Ancillary Staff Signature

Date

Evaluator Signature

Date

The employee's signature indicates that the employee has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

(Revised 5-12)

Appendix F

Evaluation Forms

F-1 Special Education Teacher Assistant

F-2 Pupil Personnel Assistant

F-3 Parent Liaison

F-4 Tutor

F-5 Health Assistant

F-6 Learning Center Assistant

F-7 Classroom Assistant

F-8 Special Education Interpreter

F-9 Sign Language Interpreter

East Aurora School District
Support Staff Evaluation – SPED Teacher Assistant /1:1 Assistant

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. SPED TA Assists students with classroom activities and behavioral management system under the direction of certified teacher.	
10. SPED TA Assists with instructional modifications according to student's IEP.	

11. SPED TA Assists students with physical and social emotional health needs as necessary.	
Comments/Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. SPED TA	_____	_____	_____	_____
10. SPED TA	_____	_____	_____	_____
11. SPED TA	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score: _____ Overall Rating: _____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District Support Staff Evaluation – PPA

Job Title: _____ Building Name: _____

CATEGORY	Rating
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/ Recommendations:	

CATEGORY	RATING
9. PPA Supports the general safety and welfare of students.	
10. PPA Monitors and enforces dress code, ID compliance, pass privileges and school assemblies.	

11. PPA Provides behavior management and crisis intervention support in the halls, bathrooms, office, classroom, lunchroom, parking lot and extra-curricular programs and events.	
Comments/Recommendations: 	

Page 1

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. PPA	_____	_____	_____	_____
10. PPA	_____	_____	_____	_____
11. PPA	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score: _____ Overall Rating: _____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Appendix F-3

East Aurora School District
Support Staff Evaluation – Parent Liaison

Name _____

Date _____

Job Title _____

Building Name _____

Category	Rating
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	

Comments/Recommendations:

Category	Rating
9. PL Builds and maintains effective working relationships with parents and staff.	
10. PL Provides parents with community resource information/ activities and refers families to these services when appropriate.	
11. PL Maintains appropriate documentation inclusive of parent activities, parent communication, and parent feedback .	

Comments/Recommendations:

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. PL	_____	_____	_____	_____
10. PL	_____	_____	_____	_____
11. PL	_____	_____	_____	_____

	<u>Score</u>		<u>Percentage</u>
(E)xcellent	40-44	No ranking below Proficient	90%
(P)roficient	31 -39	No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30		48%
(U)nsatisfactory	11 – 20		

Score_____ Overall Rating_____

Deficiencies (if applicable)

Employment Recommendation:

Reemploy _____

Date _____

Do Not Reemploy _____

Date _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

(Revised 5-12)

East Aurora School District Support Staff Evaluation – Tutor

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. T Works effectively with small groups of students in literacy and/ or math concepts under the direction or certified teacher.	
10. T Supports the ongoing development of a positive learning environment.	

11. T Assists students with classroom activities and behavioral management system as applicable.	
Comments/Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. T	_____	_____	_____	_____
10. T	_____	_____	_____	_____
11. T	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eed (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District
Support Staff Evaluation – Health Assistant

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5. DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. HA Administers basic first aid and monitors medication, if applicable.	
10. HA Maintains student health and immunization records.	
11. HA Communicates effectively with parents, administration, and certified school nurses.	

Comments/Recommendations:

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. HA	_____	_____	_____	_____
10. HA	_____	_____	_____	_____
11. HA	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District Support Staff Evaluation – LCA

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5. DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. LCA Assists students and teachers with identifying resource materials for classroom assignments.	
10. LCA Performs circulation activities, maintains database, and circulation counts.	

11. LCA Supports student use of informational services.	
Comments/ Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. LCA	_____	_____	_____	_____
10. LCA	_____	_____	_____	_____
11. LCA	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score: _____ Overall Rating: _____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District
Support Staff Evaluation – Classroom Assistant

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
1. CA Assists students with classroom learning activities under the direction of certified teacher.	
2. CA Supports the ongoing development of a positive learning environment.	

3. CA Assists students with daily routines.	
Comments/Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. CA	_____	_____	_____	_____
10. CA	_____	_____	_____	_____
11. CA	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eed (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District
Support Staff Evaluation – Special Education Interpreter

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. SEI Supports school and district staff regarding assessments and information pertaining to communication to bilingual parents of special needs' students.	
10. SEI Interprets IEP meetings and associated conferences.	

11. SEI Facilitates communication with Spanish-speaking families to provide information regarding Special Education procedures.	
Comments/Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. SEI	_____	_____	_____	_____
10. SEI	_____	_____	_____	_____
11. SEI	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	

Score: _____ Overall Rating: _____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

East Aurora School District
Support Staff Evaluation – Sign Language Interpreter

Job Title: _____ Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. SLI Interprets lectures, discussions, and other spoken word activities.	
10. SLI Supports the academic, language comprehension and social emotional progress of the hearing impaired students in the mainstream setting.	

11. SLI Communicates with staff relevant to student's academic programming.	
Comments/Recommendations: 	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge	_____	_____	_____	_____
2. Work Quality	_____	_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork	_____	_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning	_____	_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality	_____	_____	_____	_____
9. SLI	_____	_____	_____	_____
10. SLI	_____	_____	_____	_____
11. SLI	_____	_____	_____	_____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Appendix G

EAST AURORA SCHOOL DISTRICT #131 SECRETARIAL/CLERICAL ASSISTANT EVALUATION

APPENDIX G

Name of Employee: _____

Date of Employment: _____

Building: _____ Position: _____

School Year _____

Directions: Read each skill area below. Check the category which most accurately describes the Secretary/Clerical Support person. Please utilize the space provided for additional comments. A comment is required if an area is checked unsatisfactory.

SKILL AREA	Needs					Comments:
	Excellent (E)	Satisfactory (S)	Improvement (NI)	Unsatisfactory (U)	Does Not Apply (N/A)	
Performance Qualities:						
Follows directions and tasks as requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is proficient with:						
computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
keyboard skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
general bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
data entry skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Able to prioritize and complete tasks on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Works independently and follows through on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs assigned tasks in a well-organized, efficient and effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates accurate:						
written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support to Students						
Communicates and delivers student support in an effective, appropriate, and helpful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Skills/Personal Qualities						
Communicates effectively and appropriately with:						
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperative, works well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL AREA	Needs					Comments:
	Excellent (E)	Satisfactory (S)	Improvement (NI)	Unsatisfactory (U)	Does Not Apply (N/A)	
Maintains a professional relationship:						
in personal contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
in telephone contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professionalism						
Is dependable - seldom late or absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses confidential information discreetly and appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains appearance and actions appropriate for work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Willing to continually improve job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follows all district and school policies/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL EVALUATION (Related to Job Description)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STRENGTHS:

AREAS NEEDING IMPROVEMENT:

SUGGESTIONS FOR IMPROVING JOB PERFORMANCE:

EMPLOYEE'S COMMENTS:

I have discussed this evaluation with my principal/supervisor and I understand my signature below does not necessarily indicate agreement.

Employee Signature

Date

Principal/Building Administrator's Signature

Teacher: _____ Grade: _____

- * **Objectives/Standards** - Common Core, Illinois Learning Standards, WIDA(as applicable)
- ** **Procedure/Agenda** - methods, routines, course of action
- *** **Resources** - introduction/bellringer, technology, vocabulary, grouping, differentiation, balanced literacy, enrichment, intervention, conclusion/exit slip
- **** **Assessment** - practice, homework, formative (measures used to assess student understanding throughout a lesson and aid the teacher in differentiation), summative (measure given to student to assess acquisition of knowledge typically at the end of a unit)

LESSON PLAN (H-2)

Teacher: _____		Grade: _____		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Objectives/Standards *</u> (What I will teach in the lesson)	<u>Objectives/Standards *</u> (What I will teach in the lesson)	<u>Objectives/Standards *</u> (What I will teach in the lesson)	<u>Objectives/Standards *</u> (What I will teach in the lesson)	<u>Objectives/Standards *</u> (What I will teach in the lesson)
<u>Procedure/Agenda **</u> (How I will teach the lesson)	<u>Procedure/Agenda **</u> (How I will teach the lesson)	<u>Procedure/Agenda **</u> (How I will teach the lesson)	<u>Procedure/Agenda **</u> (How I will teach the lesson)	<u>Procedure/Agenda **</u> (How I will teach the lesson)
<u>Resources ***</u> (What I need to teach the lesson)	<u>Resources ***</u> (What I need to teach the lesson)	<u>Resources ***</u> (What I need to teach the lesson)	<u>Resources ***</u> (What I need to teach the lesson)	<u>Resources ***</u> (What I need to teach the lesson)
<u>Assessment ****</u> (How I will check for understanding of the lesson)	<u>Assessment ****</u> (How I will check for understanding of the lesson)	<u>Assessment ****</u> (How I will check for understanding of the lesson)	<u>Assessment ****</u> (How I will check for understanding of the lesson)	<u>Assessment ****</u> (How I will check for understanding of the lesson)

* Objectives/Standards - Common Core, Illinois Learning Standards, WIDA(as applicable)

** Procedure/Agenda - methods, routines, course of action

*** Resources - introduction/bellringer, technology, vocabulary, grouping, differentiation, balanced literacy, enrichment, conclusion/exit slip

**** Assessment - practice, homework, formative (measures used to assess student understanding throughout a lesson and aid the teacher in differentiation), summative (measure given to student to assess acquisition of knowledge typically at the end of a unit)

LESSON PLAN (H-3)

Teacher: _____

Grade: _____

MONDAY	Objectives/Standards * (What I will teach in the lesson)	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *
	Procedure/Agenda ** (How I will teach the lesson)	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **
	Resources *** (What I need to teach the Lesson)	Resources ***	Resources ***	Resources ***	Resources ***
	Assessments **** (How I will check for understanding of the lesson)	Assessments ****	Assessments ****	Assessments ****	Assessments ****
TUESDAY	Objectives/Standards * (What I will teach in the lesson)	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *
	Procedure/Agenda ** (How I will teach the lesson)	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **
	Resources *** (What I need to teach the Lesson)	Resources ***	Resources ***	Resources ***	Resources ***
	Assessments **** (How I will check for understanding of the lesson)	Assessments ****	Assessments ****	Assessments ****	Assessments ****
WEDNESDAY	Objectives/Standards * (What I will teach in the lesson)	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *
	Procedure/Agenda ** (How I will teach the lesson)	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **
	Resources *** (What I need to teach the Lesson)	Resources ***	Resources ***	Resources ***	Resources ***
	Assessments **** (How I will check for understanding of the lesson)	Assessments ****	Assessments ****	Assessments ****	Assessments ****
THURSDAY	Objectives/Standards * (What I will teach in the lesson)	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *
	Procedure/Agenda ** (How I will teach the lesson)	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **
	Resources *** (What I need to teach the Lesson)	Resources ***	Resources ***	Resources ***	Resources ***
	Assessments **** (How I will check in understanding of the lesson)	Assessments ****	Assessments ****	Assessments ****	Assessments ****
FRIDAY	Objectives/Standards * (What I will teach in the lesson)	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *	Objectives/Standards *
	Procedure/Agenda ** (How I will teach the lesson)	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **	Procedure/Agenda **
	Resources *** (What I need to teach the Lesson)	Resources ***	Resources ***	Resources ***	Resources ***
	Assessments **** (How I will check for understanding of the lesson)	Assessments ****	Assessments ****	Assessments ****	Assessments ****

LESSON PLAN (H-3)

- ** Objectives/Standards - Common Core, Illinois Learning Standards, WIDA(as applicable)
- ** Procedure/Agenda - methods, routines, course of action
- *** Resources - introduction/bellringer, technology, vocabulary, grouping, differentiation, balanced literacy, enrichment, intervention, conclusion/exit slip
- **** Assessments - practice, homework, formative (measures used to assess student understanding throughout a lesson and aid the teacher in differentiation), summative (measure given to student to assess acquisition of knowledge typically at the end of a unit)

East Aurora School District - #131
Informal Observation (Appendix - I)
 (Per CBA 10.8)

Educator: Evaluator: Date of Observation: Start Time: End Time:	School/Program: Grade Level/Subject: Room/Location: Number of Students:
Evaluator completes and gives to educator following informal observation. Educator signs and returns copy to evaluator.	

The informal observation settings are as follows:

_____ Classroom visit	_____ Team meeting	_____ Faculty meeting
_____ IEP meeting	_____ Parent conference	_____ Other _____

A. Observation Summary*:

B. Commendations/Recommendations:

Evaluator's Signature: _____ Date: _____

Educator's Signature: _____ Date: _____

* Areas may include - room organization, nature of the activity, educator activities, student actions, classroom management, assessment...

APPENDIX J

OFFICE OVERTIME FORM
(20.1.D.) in the CBA

NAME: _____
(Please print)

HOURS WORKED: _____ SCHOOL : _____

HOURS WORKED: _____ TOTAL HOURS: _____

REASON FOR OVERTIME*: _____

School Building Office Employee Signature

Date

Principal Signature

Date

Assistant Superintendent for Human Resources Signature

Date

Service Center Office Employee

Date

Supervisor

Date

* Time and one-half work hours exceeding a 40 hour work week

OVERTIME FORMS **MUST BE** SUBMITTED TO PAYROLL SUPERVISOR **WITHIN 3 DAYS OF THE DATE(S) WORKED** IN ORDER TO BE PROCESSED FOR THE FOLLOWING PAYROLL.