

**AGREEMENT BETWEEN**

**BOARD OF EDUCATION**

**MORTON UNIT SCHOOL DISTRICT 709**

**AND**

**MORTON EDUCATION ASSOCIATION**

**MORTON, ILLINOIS 61550**

**2024 - 2027**

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**ARTICLE I**

**RECOGNITION**

THE BOARD OF EDUCATION OF DISTRICT NO. 709, Morton, Illinois, hereinafter referred to as the "Board," recognizes the MORTON EDUCATION ASSOCIATION, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regular full-time and regular part-time professional staff members in positions requiring a professional educator license or comparable license, hereinafter referred to as "professional staff member", whose positions are not administrative or supervisory in nature. The Superintendent, Assistant Superintendent, Principal, Assistant Principal, Athletic Director, Student Support Services Administrators and other managerial professional staff members within the meaning of the Illinois Educational Labor Relations Act are excluded.

This Agreement is made and entered into the 6 day of August, 2024, between the Board and the Association.

**ARTICLE II**

**PROFESSIONAL STAFF AND ASSOCIATION RIGHTS**

**A. NONDISCRIMINATION AND FAIR REPRESENTATION:**

The Association and the Board agree that the provisions of this Agreement shall be applied in such a manner as not to discriminate against any professional staff member on the basis of sex, race, age, creed, national origin or marital status.

Neither the Board nor the Association shall discriminate against any professional staff member because of membership or non-membership in any professional staff organizations. No professional staff members shall be required to join the Association as a condition of employment and no professional staff member shall be terminated because of his or her decision not to join the Association.

The Board shall not discriminate against, discipline, nor take reprisals against any professional staff member with respect to the terms and conditions of this Agreement for reason of membership in the Association, participation in negotiations with the Board, or the institution of any action, grievance, a complaint or proceeding under this Agreement.

**B. PERSONNEL FILE:**

Each professional staff member shall have the right, upon request, to review the contents of his/her personnel file and to place therein written reactions to any of its contents. Any complaint directed toward a professional staff member which is to become a part of that professional staff member's permanent personnel record and any other legitimate complaints shall promptly be called to that professional staff member's attention prior to inclusion in the file. As a matter of practice, documents of an evaluative nature, positive or negative, placed in

an employee's permanent record will contain the employee's written acknowledgment. Refusal to sign a document does not bar its inclusion.

#### C. DUES DEDUCTION:

Dues of the Association shall be deducted by the Payroll Department in accordance with the following stipulations:

1. The Association will provide the District Payroll Office with a list of professional staff members who are MEA members and the amount of the dues for each member. Each member must present specific, individualized written authorization for the dues to be deducted from his/her pay. Payment from the District shall be made back to the Association within ten (10) working days of the withholding.
2. Dues will be deducted in equal payments, on a bi-weekly basis, starting in October and continuing through June.
3. Once dues deductions are in effect, they are not changed during the school year unless the member leaves prior to the end of the school year. In those cases, the dues will be prorated. The authorization for each Association member shall remain in effect from year to year until canceled by the participating professional staff member.

The Association shall indemnify and save harmless the Board and all its agents and members of the professional staff from any and all claims, demands, suits and costs incurred in connection with any such claim, demand or suit resulting from any reasonable action taken by the Board or any of its agents or professional staff members for the purpose of complying with the above provisions.

#### D. PAYROLL DEDUCTIONS:

There shall be made available to all professional staff members, by payroll deductions, the opportunity to participate in a tax deferred annuity program under §403(b) of the Internal Revenue Code. The MEA will be provided an opportunity for input into adding 403(b) providers.

All voluntary payroll deductions, (403(b), United Way contributions, etc.) that are requested by the professional staff member, must be submitted on a form supplied by the district with an accompanying signature and date.

#### E. BOARD MEETINGS:

1. Agenda: All professional staff members shall be e-mailed notice of regular or special meetings of the Board together with a copy of the agenda at least twenty-four (24) hours prior to the scheduled time of the meeting.
2. Minutes: All professional staff members, including the Association President, shall be e-mailed a copy of Board minutes, including any personnel report, after preparation.

## F. MEETINGS, NOTICES AND GENERAL INFORMATION:

The Association shall be allowed the use of the following:

1. Subject to availability, school buildings for meetings, provided that use of the building is cleared through the building principal and the meetings are held during normal working hours of the custodian or the professional staff members return the meeting facility to its condition prior to the meeting. The principal shall generally be given at least forty-eight (48) hours advance notice of the desire to use the school building for a meeting.
2. Professional staff member mailboxes, District e-mail and designated school bulletin boards.

## G. PROFESSIONAL STAFF MEMBER DISCIPLINE / REPRIMAND:

Except for dismissal of tenured professional staff members or non-renewal of non-tenured professional staff members, which is to be pursuant to the School Code, no professional staff member shall be reprimanded or disciplined without just cause. The Employer shall follow progressive discipline when appropriate. In all disciplinary meetings or during the investigation leading thereto, a professional staff member shall have the right to Association representation.

## H. COMMITTEES

The following standing committees are established for the purpose of quality input, dialogue, and communication among the Association, Administration and Board. The committees will be comprised of participants as indicated and meet according to the guidelines described. The Association shall appoint its representatives and communicate those appointed members to the District at the beginning of each school year. There shall be minutes taken for each meeting. It is the responsibility of the Association to share minutes and report to its members. The purpose, membership, and frequency of each committee may be changed by unanimous agreement between the MEA President and the Administration.

### MEA and District Office Leadership Committee

Purpose/Topic: The MEA President, Vice President(s), Superintendent and Assistant Superintendent will meet to discuss concerns of either the District or MEA and contract administration issues. The Committee's goal is to openly discuss issues and problem solve as needed. This committee will have the authority to establish meetings for the following sub-committees on an as needed basis:

- Class Size/Class Load
- Insurance
- Labor Management
- Student Support Services

Authority: Advisory to the Administration and Board

Members: MEA President, MEA Vice President, the Superintendent, Assistant Superintendent

Frequency: Monthly, or as determined by agreement between the MEA President and the Assistant Superintendent.

Class Size/Class Load:

Purpose/Topic: The Class Size/Class Load Committee will meet to discuss topics related to class size/class load, including but not limited to staffing, physical space, and scheduling. The Committee will operate under the goals and procedure outlined in the Class Size/Class load MOU.

Authority: The Committee shall use interest-based problem solving to make recommendations to the Board and MEA.

Members: 4 MEA members and 4 Admin/Board members.

Insurance/Committee:

Purpose/Topic: The Insurance Committee shall discuss health care issues, including but not limited to the bidding process and results, provider and coverage. In addition the Committee will educate staff on insurance benefit options, insurance utilization, Section 125 Plan, and resources available through the insurance provider.

Authority: The Committees shall make recommendations on health care issues. Should the Insurance Committee determine it is in the best interest to modify benefits, a new schedule shall be submitted for Board and MEA approval.

Members: No less than 2/3 of the members of the insurance committee shall be appointed by the MEA.

Labor-Management Committee:

Purpose/Topic: The MEA and District Office Leadership committee will set the agenda of the meetings to discuss concerns of either the District or MEA and contract administration issues. The Committee's goal is to openly discuss issues and problem solve as needed.

Authority: Advisory to the Administration and Board

Members: MEA President, MEA Building Reps, the Superintendent, Asst. Superintendent, up to two Board Member(s) and Administrators

Student Support Services Committee:

Purpose/Topic: The Student Support Committee shall deal with problems and concerns that arise during any phase of collaboration/inclusion programming and special education The Committee's goal is to openly discuss issues and problem solve to ensure quality support services for all students.

Authority: The Committee shall make recommendations to address student or staff needs including but not limited to planning time, training, assessment, class size, placement, and IEP development.

Members: The MEA President, Superintendent or Designee, Director and Asst. Director of Student Support Services, and two Special Education Teachers.

Teaching and Learning Council:

Purpose/Topic: To review, discuss, and endorse curriculum programs and/or the purchase of materials/services for curriculum, and to receive important feedback from teachers

Authority: Advisory to the Administration and Board.

Members: MEA members consist of those in several leadership positions.

Meeting: Three times each year, or as needed

Evaluation/PERA/SB7 Committee:

Purpose/Topic: The Evaluation Committee will meet to ensure the evaluation plan meets the needs of both the District and the Association and conforms to the law. In addition, the Committee will discuss RIF/Honorable Dismissal procedure as outlined by the law.

Authority: The Committee shall make changes to the evaluation plan by consensus.

Members: Equal numbers of the MEA and Administration

Meeting: At least annually

Crisis Management Team:

Purpose/Topic: An administrator and an MEA bargaining unit member of the Crisis Management Team shall co-chair a building level crisis management team for the purpose of maintaining the Crisis Management Plan and reviewing its implementation.

Authority: The Committee may make recommendations for changes in the plan and annually report on the status of the plan to the Board. The Board shall retain final approval authority over the Crisis Management Plan.

Members: Administration, a third party with crisis management expertise and at least one MEA bargaining unit member from the junior high school and each elementary school and at least two from the high school

Meeting: At least once each year, or according to law

Extra Duty Committee:

Purpose/Topic: The Extra Duty Committee shall meet to study and make recommendations to the extracurricular duties including but not limited to compensation, addition of positions, and number of positions filled.

Authority: The Committee will make recommendations to the Board. The Board reserves the right to add extracurricular positions, is not required to fill particular positions and may delete positions at the end of any school year.

Members: Assistant Superintendent, HS AD, JH AD; 4 MEA members, 1 athletic coach from HS, 1 non athletic sponsor/director from HS, 1 athletic coach or sponsor from JH, 1 elementary coach or sponsor

Meeting: Each semester and/or as needed

Ad Hoc Committees may be formed as mutually agreed upon by the Association and the Board.

### **ARTICLE III**

#### **EMPLOYMENT CONDITIONS**

##### **A. NOTIFICATION OF ASSIGNMENT:**

All professional staff members shall be given written notice of their teaching assignments (including, if possible, building, grade level and subject/course), for the forthcoming year as soon as practical, but no later than the last professional staff member work day of the current school year. In the event changes in said teaching assignment are necessary, the professional staff member affected shall be promptly notified.

## **B. POSTING OF VACANCIES/TRANSFERS – EXTRA-CURRICULAR OPENINGS:**

The Administration shall post lists of all instructional, administrative and extra-curricular vacancies, including newly created positions. All external and internal postings shall be concurrent. The vacancy lists shall be emailed to all faculty and posted on the district website. The posting shall continue until the position is filled or eliminated. Special qualifications and duties shall be included in the internal posting of a vacancy. Vacancies shall be posted internally for at least eight (8) calendar days prior to filling. However, vacancies occurring fourteen (14) days prior to the beginning of school and ten (10) days after the beginning of school shall be filled at the next regularly scheduled Board meeting without posting. Further, in the event of a vacancy occurring because one professional staff member elects to fill a vacancy which requires posting for eight (8) calendar days, the District shall not be required to post said resulting vacancy for more than five (5) calendar days prior to filling.

## **C. VOLUNTARY TRANSFERS:**

Any professional staff member may apply for transfer to another position where an announced vacancy exists. Such applications shall be submitted through the online application process.

## **D. FILLING POSITIONS:**

All positions shall be filled in the manner the Administration determines to be in the best interests of the District. Selection of a candidate for a new or vacant teaching position not otherwise required to be filled pursuant to Section 24-12 of the School Code shall be based upon the consideration of factors that include, without limitation, licensure, certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience. The length of continuing service with the School District must not be considered as a factor, unless all other factors are determined by the Administration to be equal. The decision to select a particular candidate to fill a new or vacant position is not subject to review under Article VII – Grievance Procedure, provided that, in making such a decision, the District adheres to procedural requirements set forth in this Article III – Employment Conditions relating to the filling of new or vacant teaching positions.

## **E. INVOLUNTARY TRANSFERS:**

Written reason for any reassignment shall be given to the reassigned professional staff member and the Association within five (5) days after the decision has been made. No professional staff member shall be involuntarily transferred from one grade level to another or one building to another or one department to another after the first full week of school until the following school term. The provisions of this section imposing restrictions on involuntary transfer between school years may, in unique circumstances, be waived by mutual agreement of the Administration and the MEA.

If the member of the professional staff, after notification of his/her reassignment has been received, finds that said reassignment is unacceptable, the Superintendent, upon request, will meet with the professional staff member. If no resolution is reached, the Board upon request from the professional staff member, will release the professional staff member from his/her contract.

## F. CLASSROOM NOTIFICATIONS:

When classroom sections are to be eliminated or created, the Association President shall be notified of the Administration's recommendation as soon as possible prior to any Board action.

## G. EMERGENCY SCHOOL CLOSING OR LATE START:

1. Notification Procedure: When an emergency exists, notification of the closing of schools will be communicated by the district by 7:00 a.m.
2. School Closing/Leave Days: When the schools are officially closed, no leave days previously arranged by professional staff members will be deducted.

## H. WORK YEAR / WORKDAY:

The professional staff member work year shall not exceed one hundred eighty (180) days.

Professional staff members who voluntarily elect to work a full day from 8:00 a.m. to 3:00 p.m. during the five (5) weekdays prior to the first day of school for faculty will be granted the right to be released from duty and leave work early at noon after the students have left the building during the two end-of-quarter Fridays in October and March.

It is recognized that circumstances upon occasion require professional staff members to work extra hours beyond their normal workday. Professional staff members may be required to remain for meetings that occur after the school day, such as faculty meetings, departmental meetings, special education or 504 meetings, committee meetings, and parent/student meetings and conferences. Administrators will strive to provide 3 days advance notice for meetings held past the normal workday. No professional staff member will be expected to remain past the normal workday without one day notice. Administrators will strive to complete meetings by 3:45 p.m. No professional staff member will be required to extend the work day beyond 4:00 p.m.

Professional staff members may also be required to return for special evening events without additional compensation. Examples include parent/teacher conferences, open houses, meet-the-teacher nights, honors nights, or other duties consistent with the professional staff member's roles and responsibilities. On days when a special evening event is scheduled, teachers participating in the event shall be permitted to leave school following the last class period of the day.

There are times and special circumstances when a professional staff member may be allowed to leave the building during the workday or be absent from evening events with the building principal's permission, and principals are encouraged to be flexible in providing for such professional staff member's personal needs.

The superintendent has the authority to reduce the length or times of the normal workday based on the weather, special circumstances, the last workday or days prior to a holiday or a weekend.

## Instructional Day Provision

The impact of any change in the student school day (meaning that period of time from the start of the students' day to the end of the students' day as published) that results in additional student contact time must be bargained prior to implementation.

## Planning Time Provision

Each full time professional staff member's daily schedule shall include an individual planning period, during the student school day.

### I. SAFETY:

District 709 shall provide a safe and healthy working environment for its professional staff members. Faculty concerns about the health and safety of the professional staff members which have not been resolved at the building level shall be raised at meetings of the Labor Management Relations Committee, The Morton Education Association, and the administration shall work together to minimize any potential for professional staff members to be exposed to verbal or physical violence.

The Board of Education shall provide insurance indemnifying and protecting professional staff members against bodily injury and death and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under direction of the Board. The insurance provided by the Board need not cover intentional, wrongful acts.

## **ARTICLE IV**

### **REDUCTION IN PROFESSIONAL STAFF**

#### A. PROCEDURE:

In the case of a reduction in professional staff members, the sequence of dismissal shall occur in accordance with the School Code. Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold, based upon legal qualifications and any other qualifications established by the District job description, on or before the May 10 prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the joint committee on honorable dismissals that are authorized by subsection (c) of 24-12 of the School Code, the District shall pursuant to subsection (b) of 24-12 of the School Code establish four groupings of teachers qualified to hold the position.

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in grouping one dismissed first and teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal shall be at the discretion of the School District. Within grouping two, the sequence of dismissal shall be based upon average

performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first. A teacher's average performance evaluation rating shall be calculated using the average of the teacher's last two performance evaluation ratings, if two ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping two with the same average performance evaluation rating and within each of groupings three and four, the teacher or teachers with the shorter length of continuing service with the District shall be dismissed first.

#### **B. RECALL:**

1. If the District 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 shall be tendered to the teachers so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions, based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available, provided that if the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of full-time equivalent positions filled by professional licensed staff (excluding principals and administrative personnel) during the preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term. Among teachers eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissal.

2. Failure to respond within twenty (20) calendar days after the mailing of the Board's letter of recall sent by registered or certified mail to the professional staff member's address on file within the District recalling such professional staff member, shall result in termination of the professional staff member's rights of recall hereunder.

### **ARTICLE V**

#### **EVALUATION**

Evaluation of all professional staff members shall be pursuant to all applicable laws, rules and regulations and shall be implemented in compliance with the evaluation plan developed in cooperation with the Association provided the evaluation plan conforms to the School Code and State Board of Education regulations promulgated thereunder. The Evaluation/PERA Committee will maintain the Professional Educator Licensed Faculty Evaluation Plan in accordance with the law.

## **ARTICLE VI**

### **LEAVES OF ABSENCE**

#### **A. SICK LEAVE:**

**Allowance:** Each full-time professional staff member shall be credited annually with fourteen (14) days ninety-eight (98 hours) of paid sick leave, each year, which can be used in quarter-hour increments.

**Definitions:** Sick leave shall mean personal illness, injury, required surgery, quarantine at home, medical appointments\*, serious illness or death in the immediate family or household, birth, adoption, or placement for adoption or acceptance of a foster child. The immediate family shall include: parents, spouse, civil union partner, brothers, sisters, children, step-children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and legal guardians. Sick time may also be used for bereavement as defined below.

\* Whenever possible, routine appointments (doctor, dentist, vision, etc.) should be scheduled outside of professional development time.

**Accumulation:** For regular full-time professional staff members, sick leave reserve may accumulate to three hundred forty (340) days or such lesser number of days as TRS may in the future set as the maximum recognized for credited service, but in no event less than two hundred (200) days full pay and, in any event, excluding the leave of the current year as designated in this Section.

Sick leave days for daily, part-time professional staff members shall be prorated based upon their hours of work and contract percentage. Part-time professional staff members may carry over all sick hours to the following school year.

**Extended Illness:** The School Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) or more days for personal illness, or as it may deem necessary in other cases. In the event of a prolonged illness of more than ten (10) consecutive days, the School Board may require a physician's certificate indicating an estimate of necessary recovery time; and such a certificate may be required as a basis for granting sick leave during the remaining necessary leave.

**Bereavement Leave:** There is no specified limit for use of sick leave for bereavement in the event of the death of a member of the immediate family. Up to five (5) days of sick leave per year may be utilized in the event of the death of a niece, nephew, aunt or uncle of the employee, or the spouse of these relatives. Up to three (3) days of sick leave per year may be utilized for bereavement purposes in the event of death of a close friend or other relative who is not a member of the immediate family or household. Therefore, for those not in the immediate family, a total of up to eight (8) days may be used for bereavement per year. A professional staff member choosing to utilize sick leave for such purpose must inform the Principal of the reason for the leave in advance.

## Parental Leave: Birth, Adoption, and Foster Care

Employees may utilize up to 12 weeks unpaid leave in the 12 month period following the birth or adoption of a child as provided by the Family Medical Leave Act (FMLA). The use of sick leave benefits under this Section shall run concurrently with FMLA leave, if applicable, and shall not act to extend the leave beyond the twelve weeks provided for in the Act.

Birth: Up to thirty (30) consecutive days of accrued sick leave may be used without medical justification in the twelve-month period following the birth of a child. Should a scheduled break or holiday occur after commencement of the leave, those days shall not count toward the thirty (30) day limitation nor constitute an end to the consecutive use of leave days.

Mothers who give birth by cesarean section may utilize up to ten (10) additional days of sick leave without a medical justification if they begin their consecutive leave days on or before the birth of the child and so long as the additional days fall within the ten (10) week days following the end the thirty (30) day period.

Adoption: Up to thirty (30) days of accrued sick leave, per case, may be used for the purposes of adopting children or placement for adoption, which can include court appearances, legal issues, travel, child visits, and bonding time. In the case of adoption, the requested leave does not need to be used consecutively if related to the formal adoption process. The School Board may require evidence that the formal adoption process is underway as a basis for pay for adoption leave.

Foster Care: Up to thirty (30) days of accrued sick leave, per case, may be used for the purposes of accepting a foster child, which can include court appearances, legal issues, travel, child visits, and bonding time. In the case of accepting a foster child, the requested leave does not need to be used consecutively if related to the formal foster care process. The School Board may require evidence that the foster placement process is underway as a basis for pay for foster care leave.

Supplemental Sick Leave Program : The Supplemental Sick Leave Program serves as a safety net for employees (professional educator licensed staff) who are faced with a catastrophic situation (life threatening, long term, incapacitating injury or illness) involving either the employee or a member of the employee's immediate family. Participation in the program is voluntary. The program allows an employee to transfer a sick leave day to another employee who, by reason of a catastrophic situation has exhausted all available leave. This will be handled on a case-by-case basis per request.

An employee who wishes to utilize the Supplemental Sick Leave Program shall submit a written request to the MEA President and Assistant Superintendent. The MEA President and Assistant Superintendent will review the request and make a determination to authorize the request. If authorized, the Assistant Superintendent will email all professional educator licensed staff the Supplemental Sick Leave Program donation form. If a mutual agreement is

not reached, the request will be brought to the MEA/DO Leadership Committee for review. Approval will require a ¾ vote of the four person committee to authorize.

Each employee who wishes to participate shall donate one (1) sick leave day to the program. Donated days will be maintained and managed in the Human Resources Office and distributed according to the order they were donated.

Nothing in this provision shall otherwise diminish, eliminate, or supersede any rights that an employee may have under the Family and Medical leave Act ("FMLA"), provided that the employee meets the qualifying criteria to be an eligible employee covered under the provisions of FMLA. Employees receiving workers' compensation, benefits under TRS, IMRF, social security disability, or any similar program are not eligible to withdraw days from the bank.

#### B. PERSONAL LEAVE:

Regular full-time professional staff members covered by this Agreement will be allowed two (2) personal leave days (14 hours) with pay per school year, and regular part-time professional staff members will be allowed two (2) personal leave days with pay, based upon the percentage of the contract. (A 50% teacher receives 7 hours, for example.)

Except for emergencies, requests for personal leave must be made to the supervisor in advance, and approval must occur prior to the absence.

Personal leave may be denied during the first or last five days of the school year, during the five emergency days, and during scheduled professional development time, unless the absence is an emergency or clearly unavoidable. Examples of avoidable events are non-medical appointments, trips, and vacations. Exceptions to this would be for important events that are scheduled outside of the control of the teacher, such as weddings and graduations. Approval will also be granted based on the availability of a substitute teacher and whether the absence would present an undue burden on the function of the school.

Teachers who wish to attend their child's in-district field trip must take personal leave to do so, unless the teacher would have been directed to attend the field trip even if the teacher's child was not participating in the field trip.

Unused personal leave days at the end of the school year will be added to the individual's accumulated sick leave for the following school year.

A professional staff member who has already utilized all available personal leave but has accumulated sick leave may in the event of an unforeseen emergency request a maximum of one additional day of absence with pay. The Superintendent or his/her designee shall have absolute discretion in determining whether a bona fide emergency exists which warrants granting the request and such determination shall not be subject to challenge. If the Superintendent or his/her designee grants a request for additional absence with pay, such additional absence shall be charged against the professional staff member's accumulated sick leave.

### C. ASSOCIATION LEAVE:

In the event the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, a maximum of five (5) representatives shall be released without loss in pay for any one (1) day for a period not to exceed a combined total of twenty (20) days per school year. However, the Association shall pay the District an amount equal to the cost of substitute services pursuant to such released time. Further, the staff member requesting release shall give his or her Principal at least twenty-four (24) hours of prior notice.

### D. LEAVE FOR JURY DUTY OR COURT APPEARANCE:

Professional staff members shall be excused for required jury duty with no loss in salary nor a loss in paid leave. Professional staff members called for jury duty shall notify the building Principal and provide a copy of the summons. If you are dismissed from duty early, then you must return to work as soon as possible.

The district no longer requires reimbursement for payment received for jury service, and the employee may keep any stipends for time and mileage.

Any time the District or court summons a professional staff member to court for a school-related matter, or for participation in a quasi-judicial hearing, the professional staff member shall be paid the hourly rate of pay during a non-work day, as well as reimbursement for travel. In the case where a professional staff member is summoned as a witness in a school-related matter, while school is in session, the professional staff member shall suffer no loss of pay.

### E. TEMPORARY MILITARY LEAVE:

The Board shall comply with 1020.7b of the School Code.

### F. SABBATICAL LEAVE:

Sabbatical leave may be granted to regular full-time professional staff members upon request pursuant to the provisions for such leave as specified by the School Code of the State of Illinois.

### G. FAMILY AND MEDICAL LEAVE ACT:

Except as otherwise provided herein, the District shall fully comply with the Family and Medical Leave Act (FMLA) and District Policy 5:185. An eligible professional staff member may, at any time prior to his/her retirement, utilize accumulated paid sick leave authorized by this Agreement concurrent with FMLA leave. Unless an eligible professional staff member has provided advance notice of when FMLA leave is to begin, after an eligible professional staff member has been absent for ten (10) consecutive work days, the District shall receive credit toward its obligations under the FMLA to provide twelve (12) weeks of leave during a twelve (12) month period of time, regardless of whether such absences are paid or unpaid. An eligible professional staff member cannot be required to utilize paid sick leave if the

professional staff member requests to utilize unpaid FMLA. Further, an eligible professional staff member will be entitled to twelve (12) workweeks (60 days) of leave, whether paid or unpaid, for qualifying events under FMLA regardless of the number of paid sick leave days utilized during the preceding twelve (12) month period. The use of FMLA leave cannot result in the loss of any employment benefit that occurred prior to the start of an eligible professional staff member's leave or otherwise diminish any right or benefit of an eligible professional staff member under this Agreement.

#### H. OTHER LEAVES OF ABSENCE:

All professional staff members covered by this Agreement may be granted leave of absence only by action of the Board. Except as provided in Article VI, paragraph G above, leave of absence without pay may be granted based on the following conditions.

1. Requests for leave shall be in writing and directed to the Superintendent setting forth the length of leave requested, normally one or two semesters.
2. Non-tenured teachers will not be granted leave.
3. All leaves of absence shall be limited to a maximum of four (4) semesters, but only two (2) semesters may be approved at a time.
4. Leaves without pay shall normally commence at the beginning of a semester and reinstatement during a semester or school year shall be at the discretion of the Board.
5. Salary increment or steps in the salary schedule shall not accrue for leaves in excess of one semester.
6. Sick and personal leave days shall not accrue, but unused sick leave held at the start of the leave shall be available upon reinstatement.
7. Written notice of intention to either return for the following semester or resign shall be given by the professional staff member to the Superintendent by December 1 of the fall semester or by March 1 of the spring semester. Failure to furnish such written notice shall constitute a notice of resignation.
8. Professional staff members returning to the District from a leave of absence without pay will be reassigned to the position they left, if available, or to any available position for which they are licensed and qualified.

#### I. LEAVE BENEFITS:

Those professional staff members on Board-approved leaves of absence and enrolled in the district health benefit plan at the onset of the leave have COBRA continuation rights to continue participation in health, dental and vision insurance at the cost to the employee based on current COBRA rates.

## **ARTICLE VII**

### **GRIEVANCE PROCEDURE**

#### **A. DEFINITION:**

A grievance is defined as a complaint that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement or any administrative policy directly applicable to the provisions of this Agreement.

#### **B. TIME LIMITS:**

All time limits herein shall consist of school days except that when a grievance is submitted less than ten (10) days before the close of the school term, time limits shall consist of all week days so that the matter may be resolved before the close of a school term or as soon as possible thereafter. School days for the purpose of the grievance procedure shall mean professional staff member employment days. Week days shall mean Monday through Friday, excluding holidays.

#### **C. PROCEDURE:**

**Step 1:** An attempt shall be made to resolve any grievance in an informal, verbal discussion between the aggrieved and his/her/their immediate supervisor.

**Step 2:** If a grievance cannot be resolved informally, the grievant(s) may file a grievance in writing and request a meeting with the appropriate Administrator. The written grievance shall state the nature of the grievance, the name(s) of the professional staff member(s) involved, shall note the specific Article or Articles of the Agreement allegedly violated, and shall state the remedy requested. The filing of the grievance at the second step must be within forty-five (45) days from the date of the occurrence of the event giving rise to the grievance or from the time the grievant knew or reasonably should have known of the action giving rise to the grievance. The Administrator shall make a decision and communicate the decision and reason for it in writing to the grievant(s) and Superintendent within ten (10) days of the filing of the grievance.

**Step 3:** In the event a grievance has not been satisfactorily resolved at the second step, the grievant(s) may file a copy of the grievance with the Superintendent within ten (10) days of the Step 2 decision.

Within ten (10) days after such written grievance has been filed with the Superintendent, the aggrieved, an Association representative, the Principal and the Superintendent, or his designee, shall meet to resolve the grievance. The Superintendent shall make a decision within ten (10) days of the third step grievance meeting and communicate the decision and the reasons for it in writing to the grievant(s).

**Step 4:** In the event a grievance has not been satisfactorily resolved at the third step, the Board of Education will review the grievance no later than its next regularly scheduled Board meeting, and the grievant and the grievant's representative(s), if they choose, shall meet with

the Board and the explore the possibility of resolving the grievance through an interest-based approach.

Step 5: If the Association is not satisfied with the disposition of the grievance at Step 3, or the Step 3 time limits expire without the issuance of the Superintendent's written answer, then the Association may submit to the Superintendent a notice of intent to appeal the grievance to final and binding arbitration. The Federal Mediation & Conciliation Service will be requested to provide a panel of seven (7) Arbitrators. Each of the two parties will alternatively strike one name from the panel until only one shall remain. The remaining name shall be the Arbitrator. The party eligible for the first selection shall be determined by chance.

If a demand for arbitration is not filed within twenty (20) days of the date of the Superintendent's Step 3 reply, then the grievance will be deemed withdrawn.

Expenses for the Arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and Association. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

The Arbitrator, in his or her opinion, shall not amend, modify, or nullify, ignore or add to the provisions of this Agreement. The Arbitrator's authority shall be limited to deciding only the issue or issues presented by the parties, and the Arbitrator's decision must be based upon his/her interpretation of the meaning or application of the language of this Agreement.

#### D. REPRESENTATION:

All professional staff members covered by the Agreement shall have the right to present grievances in accordance with these procedures, with representation by the Association. Nothing contained in this Article or elsewhere in the Agreement shall be construed to prevent any individual professional staff member, should he/she so elect, from presenting a grievance and having it adjusted without intervention or representation by the Association representatives. When a professional staff member is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

#### E. FAILURE TO ACT:

The failure of a professional staff member to act on any grievance within the prescribed time limits will act as a bar to any further appeal on that particular grievance, but shall not set a precedent barring future grievance actions on like matters.

#### F. CLASS GRIEVANCE:

A grievance involving more than one professional staff member may initially be filed by the Association at the appropriate level of the grievance procedure. If all affected professional staff members are assigned to the same building, the grievance shall be filed with the principal.

**G. BYPASS TO SUPERINTENDENT:**

If the Association and the Superintendent agree, Steps 1 and 2 of the grievance procedure may be bypassed and the grievance brought directly to Step 3.

**H. HEARING AND CONFERENCE SCHEDULING:**

Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons involved to attend, including witnesses entitled to be present, and will be held insofar as possible after regular school hours.

**I. FILING OF MATERIAL:**

All records related to a grievance shall be filed separately from the personnel files of the professional staff members.

**ARTICLE VIII**

**SALARY AND FRINGE BENEFITS**

**A. SALARY:**

**1. ANNUAL SALARY INCREASES:**

During each year of this three-year agreement, each full time professional staff member shall receive an increase in salary equal to 5.0% of the staff member's previous year's base contract salary.

The entry-level salaries for full time professional staff members shall be no less than:

Year	Base Salary	Salary including TRS
2024-2025	\$45,649	\$50,164
2025-2026	\$47,223	\$51,893
2026-2027	\$48,851	\$53,682

The entry-level salary is calculated by dividing the new 2<sup>nd</sup>-year teacher's salary by 1.015 so that there is a 1.5% difference between the first and second-year salaries each year.

Any newly hired professional staff member shall be paid a salary corresponding to that of existing staff with the same recognized experience and educational qualification. In no event shall a newly hired professional staff member be paid more than an existing professional staff member with the same recognized experience and education qualification. In the event there is no existing professional staff member who has the same recognized experience and educational qualification as a newly hired professional staff member, the newly hired professional staff member's salary shall be determined by interpolation, that is, the salary shall give proportionate recognition to the recognized experience and educational qualification.

## 2. SALARY PLACEMENT BASED UPON ACADEMIC ADVANCEMENT:

The ten steps of academic advancement shall be continued to be recognized in this 2024-2027 Agreement. Those steps of academic advancement are as follows:

BS, BS+8, BS+16, BS+24, BS39/MS, MS+8, MS+16, MS+24, MS+32 and MS+45

For the hiring of special education faculty, teachers who received their special education licensure through a Master's degree program will be adjusted to a salary that corresponds to other employees with the same years of experience and achievement of a Master's degree including any additional hours earned beyond the Master's degree.

Beginning with 2024 - 2027 contract, related services staff positions that require a Master's Degree (Social Workers, School Psychologist, Speech/Language Pathologist, and Counselors) Masters level credit will be recognized by subtracting 32 from the total hours earned for the degree program according to the official transcript of the employee. The remaining hours will be added to the MS designation according to the lanes above.

Calculation: Program Hours - 32 = Hours beyond MS.

Examples:

Counselor earning 66 hours.  $66 - 32 = 34$ . Counselor placed at MS +34

Social Worker earning 70 hours.  $70 - 32 = 38$ . SW placed at MS +38

Speech/Language Pathologist earning 60 hours.  $60 - 32 = 28$ . SLP placed at MS +28

School Psychologist program earning 77 hours.  $77 - 32 = 45$ . SP placed at MS +45

Social Workers, Speech/Language Pathologist, and Counselors hired prior to January 1, 2024 will have their Masters level credit adjusted according to the calculation above. Additionally, any hours acquired during their employment with Morton 709, or hours accepted by Morton 709, will be added accordingly.

## 3. PARTIAL DAY - FULL YEAR PROFESSIONAL EDUCATOR LICENSED STAFF MEMBER COMPENSATION:

### Part-time Junior High and High School Teachers

The instructional day at the JH and HS extends from 8:00 a.m. to 3:00 p.m. Subtracting 30 minutes for lunch leaves a 390 minute instructional day. The instructional day for a full time HS teacher is comprised of five teaching periods, about 46 minutes each, plus a 28-minute Potter Hour for a total of approximately 260 minutes of student instruction each day. The instructional day for a full-time JH teacher is comprised of 6 teaching periods of about 44 minutes each, for a total of approximately 260 minutes of student instruction each day.

The part-time teacher will be compensated based upon the number of student contact periods (minutes) in the part-time assignment in addition to all scheduled planning, travel and supervision time. All teachers will be compensated based upon a continuous work day. For

JH and HS teachers, each principal will set the workday time schedule based upon the total compensated time.

The minimum compensated planning time for HS will be 25 minutes per class period, and for JH will be 20 minutes. More planning time may be allowed depending upon the assignment and teaching schedule. The school principal will set the work day time schedule based upon the total compensated time.

The percentage for the part-time contract will be calculated by dividing the sum of the instructional, planning, travel and supervision minutes by 390 minutes. To determine the total compensation, the percentage of the contract will be multiplied by the base salary of the teacher, which is based upon the teacher's experience and educational level.

Examples:

- |   |                             |
|---|-----------------------------|
| 1. HS period: 1 x 46 m. + 25 m. (plan) = 71 m.                | $71/390 = 18.2\%$ contract  |
| 2. JH periods: 2 x 44 m. + 40 m. (plan) = 128 m.              | $128/390 = 32.8\%$ contract |
| 3. HS periods: 3 x 46 m. + 75 m. (plan) + 28 m. (PH) = 241 m. | $241/390 = 61.8\%$ contract |
| 4. JH periods: 4 x 44 m. + 80 m. (plan) = 256 m.              | $256/390 = 65.6\%$ contract |

No part-time teacher employed in the 2020-21 school year will experience a reduced contract percentage due to the above changed guidelines, provided they are employed for the same teaching load during this contract.

#### Part-time Elementary Teachers

Part-time elementary teachers will be compensated in like manner. For each 55 minutes of daily average instructional time, the teacher will be compensated for at least 25 (prorated) minutes of planning time.

Example:

A music teacher is assigned to teach 15 sections of music, 25 minutes each, per week.

Total time:  $15 \times 25 \text{ min.} = 375 \text{ minutes per week of instruction}$

Daily average:  $375 \text{ min.} / 5 = 75 \text{ min./day}$

Daily plan time:  $75 \text{ min.} / 55 \text{ min.} = 1.36 \times 25 \text{ min.} = 34 \text{ minutes of average daily plan time}$

Daily average work day =  $75 \text{ min.} + 34 \text{ min. (plan)} = 109 \text{ min.}$

$109/390 = 27.9\%$  contract

A 30-minute, duty free, uncompensated lunch period will be provided to teachers with a contract at or exceeding 75%. Due to the teaching schedule of the assignment, an unpaid lunch may also be required of a teacher who is teaching less than a 75% contract.

#### 4. FULL DAY - PARTIAL YEAR PROFESSIONAL STAFF MEMBER:

A professional staff member who works an entire school day for less than every day of the school year, shall be compensated based on the proportion worked of the 180 day school year.

## B. PAYROLL INSTALLMENTS:

Each professional staff member shall be paid on the basis of twenty-six (26) equal payments. The District shall require each professional staff member to be paid through direct deposit at any number of financial institutions of the employee's choosing. For a professional staff member requesting direct deposit, all pay shall be directly and electronically deposited no later than the beginning of business on pay day or, if pay day falls on a holiday, on the last day preceding when the financial institution is open for business.

## C. EDUCATION CREDIT, REIMBURSEMENT, AND SALARY ADVANCEMENT:

Teachers may be granted approval for continuing graduate coursework, reimbursement for some of the tuition costs, and credit toward advancement in salary through the ten lanes of academic achievement:

BS, BS+8, BS+16, BS+24, BS39/MS, MS+8, MS+16, MS+24, MS+32 and MS+45.

### 1. Course Approval Process:

All graduate courses intended for reimbursement and/or salary increases must be approved by the Assistant Superintendent who will create and provide a list of approved and disapproved courses each semester. Courses will be approved according to the following criteria:

- a. The college or university must be properly accredited by the National Council for Accreditation of Teacher Education (NCATE), the North Central Association/Higher Learning Commission (NCAHLC), or a similar accrediting agency.
- b. All courses must be at the 300 level or higher and be eligible for credit within a Master's degree program at the university, unless the course is taken at the request of the District. Courses must relate to classroom responsibilities, professional growth, education-related certifications, licenses, or endorsements.
- c. In order to advance from the Bachelor's toward the BS+39/Master's level, the coursework must be part of an approved Master's degree program. After the Master's level, the coursework need not be part of a Master's degree program.
- d. Courses must meet the minimum of 15 hours of contact time per semester hour earned, regardless of the duration of the course. Online courses are given equal consideration, but professional development courses or workshop courses are not approved.
- e. Courses not meeting the above guidelines, but deemed beneficial, may be approved at the discretion of the Assistant Superintendent for partial credit toward salary advancement and/or reimbursement.
- f. The maximum number of hours for reimbursement shall be eight (8) semester hours during each semester during the school term, and nine (9) hours during the summer term. There is no limit on the number of hours taken during an approved leave of absence.
- g. The course approval form must be submitted electronically to the Assistant Superintendent, and approved, prior to attending any course. Failure to receive approval in advance will result in a reduction to 75% of the reimbursement for courses that would have otherwise been approved.
- h. A professional staff member may appeal through the Superintendent to the Board a denial of reimbursement based upon special circumstances.

2. Course Reimbursement Process:

- a. In order to receive course reimbursement for approved coursework, the professional staff member must submit to the HR Coordinator, 1) a receipt that shows the amount paid in full for tuition, and 2) proof of successful course completion, such as a grade notice or transcript.
- b. Reimbursement applies only to tuition costs, and not fees, books, materials, equipment, travel, or other expenses.
- c. The maximum amount of tuition reimbursement shall be the rate of Illinois State University tuition (not including fees) at the time the course was taken. Reimbursement will never exceed the actual tuition expense.
- d. Regardless of pre-approval, there shall be no course reimbursement for courses taken in the summer after the professional staff member resigns, retires, or is released from the previous school year.

3. Salary Increase Process:

A professional staff member's base salary may increase by 3% for each educational lane change achieved. However, those utilizing a retirement incentive are limited under those provisions. Anyone qualified for a salary increase must strictly adhere to the following guidelines and timelines:

- a. Fall Increases: In order to advance on the salary schedule at the start of the next school year, the professional staff member must:
  - 1) Course completion date must be prior to the start of the Fall semester. Complete and submit the "Request of Additional Salary" District form to the HR Coordinator on or before July 1. This form must document the courses and semester hours that fulfill the requested educational lane change. Late submissions will not be accepted.
  - 2) On or before November 1 of that school year, submit an official transcript from each university under which the additional credits were earned. Late submissions will not be accepted unless delays are caused by the university. Failure to meet the deadline will result in the professional staff member's salary to revert back to one that reflects the previously approved educational level.
- b. Spring Increases: If a teacher advances to a higher educational lane after the Fall semester, the teacher may acquire an increase in base pay in the middle of the year. In order to advance on the salary schedule at the start of the spring semester in January, the professional staff member must:
  - 1) Course completion date must be prior to the start of the Spring semester. Complete and submit the "Request of Additional Salary" District form to the HR Coordinator on or before December 1. This form must document the courses and semester hours that fulfill the requested educational lane change. Late submissions will not be accepted.
  - 2) On or before March 1 of that school year, submit an official transcript from each university under which the additional credits were earned. Late submissions will not be accepted unless delays are caused by the university. Failure to meet the deadline will result in the professional staff member's salary to revert back to one that reflects the previously approved educational level.
  - 3) The teacher's annual pay will be recalculated on a daily basis using the first semester base salary for the number of days of work in the first semester, and the second semester base salary for the number of days of work in the second semester. See example:

Example: A teacher's base pay is \$50,000, and the teacher qualifies for a 3% increase mid-year. Below is how the teacher's new base and new annual salary would be calculated, assuming there are 88 days of work in the first semester, and 92 work days in the second semester.

1st Semester: Base \$50,000 / 180 = \$277.78 per day

88 days x 277.78 = \$24,444.64. (This is the proper salary for 1st sem.)

2nd Semester: New Base Calculated:

\$50,000 x 1.03 = \$51,500. \$51,500 / 180 = \$286.11 per day

92 days x \$286.11 = \$26,322.12 (This is the proper salary for 2nd sem.)

Adjusted Annual Salary: \$24,444.64 + \$26,322.12 = \$50,766.76

Compensation is adjusted in January to reflect the new, increased annual salary. It is important to realize that, during the contract year, there are more payroll weeks after January 1 than there are before January 1, so the raise is distributed over more payrolls, and, therefore, there will not be an increase of 3% in net pay on the January paycheck. In this example, the teacher base salary becomes \$51,500, even though it was only held for half of the year. And, this amount, not the adjusted salary, will be the basis for any future salary increases.

#### D. NATIONAL LICENSURE AND CERTIFICATION REIMBURSEMENT

Professional staff members (Classroom Teachers and Educational Support Personnel) who are pursuing national certification or licensure (NCBT, ASHA, ASWB, or NASP) may have fees reimbursed by the district up to a lifetime total of \$2,500 to achieve or maintain national licenses or certifications. Reimbursement of costs requires proof of payment and proof of successful completion and/or renewal of the certification or licensure.

#### E. HEALTH INSURANCE PROGRAM:

The Board shall pay a portion of the premium for each regular full-time professional staff member (and part-time staff members with a contract of 75% or higher) who elects to participate in the health insurance program. For those enrolled in the employee-only tier of insurance, the Board shall pay 90% of the premium, and the professional staff member shall contribute 10% of the premium. For those enrolled in any other tier of insurance (Family, Employee-Spouse, and Employee-Child(ren)), the Board will pay the 80% of the premium, and the professional staff member shall contribute 20% of the premium.

The professional staff member may only make enrollment decisions/changes during an open enrollment period or due to a qualifying event within the qualifying event period.

Employees are eligible for participation in the fringe benefits on the first day they begin full-time employment. The final day of coverage for fringe benefits is determined as follows:

- On August 31<sup>st</sup> if the employee completes the school year
- On the last day of the month in which the employee resigns or retires if the employee resigns or retires before the end of the school year.
- On the last day of work on or after an involuntary dismissal.

Employee Spouses: No current nor future employee's spouse may participate in the District's insurance plan if the spouse's employer or union offers insurance coverage to that spouse. If an employee's spouse ever becomes ineligible for other health insurance coverage, then that spouse qualifies for coverage under the District's plan.

Insurance Committee: The Board and the MEA shall work with one another to educate professional staff members about the insurance plan, including, but not limited to, benefits, optional plans and costs.

Other Benefits: For those who qualify for health insurance, the Board shall provide dental and vision insurance at the cost of the employee as well as maintain a Section 125 plan as an alternative method of allowing professional staff members to pay insurance costs with pre-tax dollars.

#### F. HEALTHCARE REIMBURSEMENT ARRANGEMENT (EXCEPTED BENEFIT HRA)

Only employees who opt out of the district's health insurance plan will be eligible to participate in the HRA. Qualifying employees may choose between the district health insurance plan and the district's Excepted Benefit HRA plan as outlined here. Employees who qualify for the district health insurance plan, but opt out due to primary coverage under another health insurance plan, may participate in the district Excepted Benefit HRA Plan. The Excepted Benefit HRA plan provides reimbursement of no less than \$2100 per year for qualifying medical and pharmacy expenses incurred by employees and their dependents covered under the other primary health insurance plan. The equivalent of the amount awarded on October 1st of each year may be rolled over from one insurance plan year to the next. This program is not portable and terminates after district employment ceases.

Actual increases will be adjusted annually for inflation in accordance with IRS guidelines. In the event HRA limits are changed by Congress for reasons other than inflationary adjustments, the parties shall negotiate annual limits which in no event shall be less than the prior year. HRA max amounts are assumed by adding the current year amount to the rollover amount not utilized from the previous year.

A covered expense under this program is either an out-of-pocket medical expense or an out-of-pocket pharmacy expense that is covered under the eligible employee's primary health insurance plan, but falls within the deductible, co-insurance, or co-pay amounts of the primary health insurance plan, resulting in such expense not being paid by the primary health insurance plan.

This HRA program does not provide benefits for dental/orthodontic expenses, vision expenses, non-covered medical expenses, nor non-covered pharmacy expenses under the eligible employee's primary health insurance plan. Also, any expenses covered by and payable under any other insurance plan of any type shall not be reimbursed under this program.

#### G. TERM LIFE INSURANCE - REGULAR FULL-TIME PROFESSIONAL STAFF MEMBERS:

For the duration of this Agreement, term life insurance coverage in the amount of \$50,000.00 shall be provided to professional staff members working at least a 75% contract as defined for part-time teachers. Subject to the restrictions and criteria of the carrier, such professional staff members shall be allowed to purchase additional term life insurance. The District, however, shall have no obligation to allow for the purchase of additional term life insurance if such term life insurance is not available for a particular professional staff member on a non-rated basis. Any IRS consequences shall be the responsibility of the professional staff members.

#### H. SHELTER OF COMPENSATION TO ILLINOIS TEACHERS' RETIREMENT SYSTEM:

During the term of this contract, the Board shall pay to the Teachers' Retirement System up to 9.0% of the creditable earnings (9.8901% of the contract salary and other TRS-qualified compensation) on behalf of each professional staff member. In the event that the amount of the member's contribution is increased by more than 1.0% by reason of a change in the law, this Collective Bargaining Agreement shall be reopened to consider the issue of the Board's contribution on behalf of the members.

#### I. T.H.I.S. FUND CONTRIBUTION:

The Board shall contribute to the Teacher Health Insurance Security Fund through the appropriate state agency on behalf of each professional staff member up to 0.9% of the professional staff member's salary. Any additional contributions required of the professional staff member, in excess of the Board's 0.9% of salary contribution, shall be paid 50/50 by the Board and the professional staff member.

#### J. RETIREMENT INCENTIVE:

**Purpose:** The purpose of the retirement incentive is to reward retiring teachers for their long service to the district, provided they notify the district of the intent to retire well in advance of the retirement date.

**Qualifications:** Professional staff members qualify, provided that:

- 1) the teacher will possess at least 15 years of actual service to the District upon retirement, regardless of the role or qualifications. Part time service shall be recognized only for those professional staff members who have worked full-time in the District for at least 10 years. Such part-time service shall be recognized on a prorated basis to the extent that the District, at its discretion, is satisfied as to the supporting documentation.
- 2) the teacher is not retiring in a school year after the earliest possible point for full retirement without a discounted annuity. Once a teacher has continued employment past the earliest point for full retirement, the teacher no longer qualifies for the incentive.
- 3) the teacher submits an irrevocable notice of retirement, a TRS Statement of Personal Benefits, and a TRS Benefits Estimate between July 1 and March 1 of the school year in which the teacher first intends to receive the incentive. The TRS documents must confirm the total years of service and the date of the earliest possible point for full retirement and a maximum annuity.
- 4) the teacher's retirement would not cause the district to pay a TRS penalty.

#### Calculation of Retirement Incentive:

Once an Employee meets all of the above criteria, all calculations for salary increases will be based on the total, actual Teachers' Retirement System creditable earnings in the year prior to

the submission of the irrevocable notice of retirement. The creditable earnings calculation includes TRS pension payments and the actual teacher pay, including all extra duty pay that qualifies under TRS, such as coaching, sponsorships, subbing, and professional development work, but excluding any unpaid days.

Teachers who qualify through the above criteria will receive total pay increases of six percent (6%) each year, for up to four years, as a retirement incentive, inclusive of all other increases in compensation. Once the teacher submits an irrevocable notice of retirement in no case will the teacher's TRS creditable earnings increase by more than six percent of the previous year. Therefore, a teacher who voluntarily takes on additional responsibilities during the incentive years may not be compensated for those duties. To ensure that the 6% limit is not exceeded each year, the retirement incentive will be paid at the end of the school year, in June.

If at any time during the retirement incentive years the teacher ceases (by dismissal or resignation) to perform significant extra work, such as any extra duty position listed in this contract or any overload compensation, the teacher's salary will be reduced accordingly. Insignificant extra duty compensation includes sub pay, discretionary funds, professional development stipends and other pay deemed insignificant by the administration.

The number of years (one through four) for which the teacher qualifies for the incentive depends upon the submission date of the notice to retire. Late submissions will result in fewer than four years of the incentive.

An employee who has qualified for a retirement incentive during the term of this collective bargaining agreement, and has already received some payment for the incentive, shall not be denied this retirement incentive by reason of this collective bargaining agreement having expired.

In the event that a portion of the retirement incentive is decreased due to class size compensation, that amount will be compensated as an after-retirement payment.

Sick Day Bonus

Employees retiring under the above retirement incentive that have three hundred forty (340) days of accumulated sick leave prior to their last year of service before their scheduled retirement shall receive an additional post-retirement benefit of \$1,000 if the member has at least 12 unused sick days remaining of the final year allotment of 14 days which would not be reported to TRS for purposes of additional creditable service.

**K. ADDITIONAL PROFESSIONAL COMPENSATION:**

All professional activities, including driver education, shall be compensated at the hourly rate of 0.0007482 times the entry-level salary.

2024-2025	\$45,649	\$34.15/hour
2025-2026	\$47,223	\$35.33/hour
2026-2027	\$48,851	\$36.55/hour

Assignments requiring professional staff members to assume an additional instructional class in lieu of planning time shall be compensated at the rate of 1/7 of his/her annual base salary for that time period.

#### L. GRANTS:

The District shall reimburse a professional staff member for time expended in preparation of a grant application at the hourly rate, if the professional staff member has first gained the approval of the Superintendent or his/her designee to prepare the grant at District expense.

#### M. DISCRETIONARY FUNDS

Each building shall have access to use discretionary funds to compensate staff for time engaged in student related activities extending beyond normal contract duties the school day. Money shall be appropriated for each building as indicated below:

- Elementary - \$2,000 per year
- Morton Academy - \$500 per year
- Junior High - \$1,500 per year
- High school - \$2,000 per year
- Additional funds may be allocated on a case-by-case basis.

Activities that will be considered for approval must meet the following criteria:

- Funds will be used for compensation of staff time, not materials or supplies.
- Activities must be worthy of compensation.
- Activities must involve working directly with students, providing new or special opportunities or programs for students.
- Activities may involve voluntarily assisting with an existing program or activity.
- Events and meetings described under the Work Day section as professional obligations are not to be included in the use of Discretionary Funds.
- Discretionary funds must be approved prior to engaging in requested activities.
- Staff members shall submit a formal request to their building principal.
- The form will include the following:
  - Supervisory (\$15.00) or Coordination (\$20.00)
  - Description of the activity/project
  - Purpose of the activity/project
  - Student impact (benefits, student participation enrollment)
  - Duration of the activity/project (dates and hours worked)

Completed requests will be submitted to the Building Principal and MEA Representative for their approval/denial. If approved, the form will then be routed to the Assistant Superintendent for approval and then routed to the Business Office. Once approved, timesheets will be submitted to the building principal for compensation on a monthly basis as indicated in the approved form.

- Not all of the appropriate dollars for each building will necessarily be spent.
- Discretionary funds will be limited to the amounts listed above.
- Discretionary funds may be disbursed to those not covered by this agreement provided that professional staff members must be compensated first.
- Funds not used will not accrue.

**N. EXTRA DUTY:**

**Positions and Pay Rates:** Extra duty pay is based upon the extra duty base salary, and not the entry level teacher base salary. The base is set for the purposes of this Extra Duty Schedule alone and is not intended as an entry level salary or any other salary calculation.

**Extra Duty Bases:**

2024-25: \$41,500  
2025-26: \$42,000  
2026-27: \$42,500

**Stipend Placement:** For Group I, Categories A through I, a coach or sponsor's placement within the range of an extra duty position shall be based upon experience at the same level of that sport or activity, one year for each year of experience. One year's credit is given for every two years of experience in a lower level within the same sport or activity. This practice applies to both internal coaches and new employees.

Extra Duty positions and pay rates are set forth in "Appendix A," which includes Group I, Categories A through I; and Group II, Fixed Percentages; and Group III, Fixed Dollar Amounts. For positions in Group I, pay rates increase by .5% of the base for each year of experience in that position.

**Board Control:** The Board reserves the right to add extra-curricular positions, is not required to fill a particular position, and may delete positions at the end of any school year.

Extra duty positions are year-to-year positions. At the will of the administration and Board, employees may be released from an extra duty position at the end of the school year or season. An employee may also be released in the midst of the school year or season for just cause.

**O. DISTRICT FINANCES:**

During the course of negotiating the salary and fringe benefits for this Agreement, the parties pledged to one another that should the financial circumstances of the District change dramatically and unexpectedly, the parties will meet and confer.

**ARTICLE IX**

**EFFECT OF AGREEMENT**

If any section, paragraph, sentence or clause of the Agreement is or becomes a violation of law or is declared invalid, illegal or unconstitutional by a court of competent jurisdiction, then such section, paragraph, sentence or clause shall be automatically deleted from this Agreement, but the remaining sections, paragraphs, sentences and clauses shall remain in full force and effect for the duration of this Agreement as if not affected by the deleted section, paragraph, sentence or clause. The terms and conditions set forth in the Agreement represent the full, complete and only understanding between the parties hereto. The terms and conditions of the Agreement may be modified by alteration, change, addition to, or deletion

only through the voluntary, mutual consent of the parties in a written amendment hereto. It is further understood that the provisions of this Agreement are binding on both parties.

**ARTICLE X**

**EMPLOYER RIGHTS**

A. The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all operations and activities of the District to the extent authorized by law, provided that such rights and responsibilities exercised by the Board and its representatives are not in conflict with the provisions of this Agreement.

B. The Association and professional staff members agree there shall be no strikes, stoppages of work or concerted withholding of required services during the term of this Agreement.

**ARTICLE XI**

**DURATION OF AGREEMENT**

The Agreement shall be in effect as of the date of execution and shall continue in effect through August 1, 2027, and thereafter from year to year unless written notice is given prior to April 1 of any subsequent year, by either party, of its desire to terminate, amend or modify this Agreement.

**MORTON EDUCATION  
ASSOCIATION-IEA/NEA  
NO. 709**

By Shane Weyland  
President

**ATTEST:**  
Amandaheman  
Secretary

**BOARD OF EDUCATION  
MORTON UNIT SCHOOL DISTRICT**

By [Signature]  
President

**APPENDIX A: EXTRA DUTY**

**EXTRA DUTY BASE**

	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>
<b>Percent</b>	<b>\$ 41,500</b>	<b>\$ 42,000</b>	<b>\$ 42,500</b>
1.0	\$ 415	\$ 420	\$ 425
2.0	\$ 830	\$ 840	\$ 850
3.0	\$ 1,245	\$ 1,260	\$ 1,275
3.5	\$ 1,453	\$ 1,470	\$ 1,488
4.0	\$ 1,660	\$ 1,680	\$ 1,700
4.5	\$ 1,868	\$ 1,890	\$ 1,913
5.0	\$ 2,075	\$ 2,100	\$ 2,125
5.5	\$ 2,283	\$ 2,310	\$ 2,338
6.0	\$ 2,490	\$ 2,520	\$ 2,550
6.5	\$ 2,698	\$ 2,730	\$ 2,763
7.0	\$ 2,905	\$ 2,940	\$ 2,975
7.5	\$ 3,113	\$ 3,150	\$ 3,188
8.0	\$ 3,320	\$ 3,360	\$ 3,400
8.5	\$ 3,528	\$ 3,570	\$ 3,613
9.0	\$ 3,735	\$ 3,780	\$ 3,825
9.5	\$ 3,943	\$ 3,990	\$ 4,038
10.0	\$ 4,150	\$ 4,200	\$ 4,250
10.5	\$ 4,358	\$ 4,410	\$ 4,463
11.0	\$ 4,565	\$ 4,620	\$ 4,675
11.5	\$ 4,773	\$ 4,830	\$ 4,888
12.0	\$ 4,980	\$ 5,040	\$ 5,100
12.5	\$ 5,188	\$ 5,250	\$ 5,313
13.0	\$ 5,395	\$ 5,460	\$ 5,525
13.5	\$ 5,603	\$ 5,670	\$ 5,738
14.0	\$ 5,810	\$ 5,880	\$ 5,950

	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>
<b>Percent</b>	<b>\$ 41,500</b>	<b>\$ 42,000</b>	<b>\$ 42,500</b>
14.5	\$ 6,018	\$ 6,090	\$ 6,163
15.0	\$ 6,225	\$ 6,300	\$ 6,375
15.5	\$ 6,433	\$ 6,510	\$ 6,588
16.0	\$ 6,640	\$ 6,720	\$ 6,800
16.5	\$ 6,848	\$ 6,930	\$ 7,013
17.0	\$ 7,055	\$ 7,140	\$ 7,225
17.5	\$ 7,263	\$ 7,350	\$ 7,438
18.0	\$ 7,470	\$ 7,560	\$ 7,650
18.5	\$ 7,678	\$ 7,770	\$ 7,863
19.0	\$ 7,885	\$ 7,980	\$ 8,075
19.5	\$ 8,093	\$ 8,190	\$ 8,288
20.0	\$ 8,300	\$ 8,400	\$ 8,500
20.5	\$ 8,508	\$ 8,610	\$ 8,713
21.0	\$ 8,715	\$ 8,820	\$ 8,925
21.5	\$ 8,923	\$ 9,030	\$ 9,138
22.0	\$ 9,130	\$ 9,240	\$ 9,350
22.5	\$ 9,338	\$ 9,450	\$ 9,563
23.0	\$ 9,545	\$ 9,660	\$ 9,775
23.5	\$ 9,753	\$ 9,870	\$ 9,988
24.0	\$ 9,960	\$ 10,080	\$ 10,200
24.5	\$ 10,168	\$ 10,290	\$ 10,413
25.0	\$ 10,375	\$ 10,500	\$ 10,625
25.5	\$ 10,583	\$ 10,710	\$ 10,838
26.0	\$ 10,790	\$ 10,920	\$ 11,050

## EXTRA DUTY GROUPS

Group I		
Category	Athletic	Academic/Activity
A (3-5)%		J.H. Chess District Librarian Department Head
B (3-6)%		H.S. Chess Team J.H. Team Leader (7) (Red, Green, Gray, White, P.E., Encore)
C (4-6)%		H.S. WYSE Team (4) H.S. Math Team (2) Media Publications H.S. Asst. Scholastic Bowl
D (7-9)%	J.H. Assistant Track (3) J.H. Assistant Cross Country	H.S. Scholastic Bowl J.H. Scholastic Bowl J.H. Department Instructional Coach (4) (ELA, Math, Science, Social Science)
E (8-13)%	J.H. Head Baseball: 8th Grade J.H. Head Softball J.H. Head Cross Country J.H. Wrestling	H.S. Department Head (11) J.H./H.S. Special Ed. Coordinator J.H. Special Ed. Department Head
F (10-14)%	J.H. Head Boys Basketball (2): 7-8 Grade J.H. Head Girls Basketball (2): 7-8 Grade J.H. Head Track J.H. Head Volleyball (2): 7th and 8th Grade	
G (9-16)%	H.S. Assistant Baseball (2) (Fresh./Soph.) H.S. Assistant Boys Basketball (Fresh.) H.S. Assistant Girls Basketball (Fresh.) H.S. Assistant Boys Tennis H.S. Assistant Girls Tennis H.S. Assistant Cross Country (2) H.S. Assistant Football (Fresh./Soph.) (3) H.S. Assistant Boys Soccer (Fresh./Soph.) H.S. Assistant Girls Soccer (Fresh./Soph.) H.S. Assistant Softball (2) H.S. Assistant Boys Track H.S. Assistant Girls Track H.S. Assistant Volleyball (Fresh.) H.S. Assistant Volleyball (Soph.) H.S. Assistant Wrestling (2) (Fresh./Soph. & Asst. Var.) H.S. Boys' Varsity Basketball Assistant H.S. Girls' Varsity Basketball Assistant H.S. Boys' Bowling H.S. Girls' Bowling	H.S. Speech H.S. Assistant Student Council
H (13-20)%	H.S. Head Baseball H.S. Assistant Boys Basketball (Soph. Head) H.S. Assistant Girls Basketball (Soph. Head)	H.S. Yearbook H.S. Head Student Council District Chorus/Vocal

	H.S. Head Cross Country H.S. Assistant Football (Varsity Asst.) (4) H.S. Head Boys Golf H.S. Head Girls Golf H.S. Head Boys Soccer H.S. Head Girls Soccer H.S. Head Softball H.S. Head Boys Tennis H.S. Head Girls Tennis H.S. Head Boys Track H.S. Head Girls Track H.S. Head Volleyball H.S. Head Wrestling	District Orchestra SkillsUSA (2) H.S. Marching Band Assistant Director
I (19-26)%	H.S. Head Boys Basketball H.S. Head Girls Basketball H.S. Head Football	H.S. Band Director (2)

<b>Group II (Fixed Percentages)</b>		
<b>Category</b>	<b>Athletic</b>	<b>Academic/Activity</b>
1%		H.S. National Honor Society Elementary Red Ribbon Week Coordinator (4) (1/bldg.) District Spelling Bee
2%	Red Wings Athletic Director - Basketball Red Wings Athletic Director - Bowling Red Wings Bowling Coach (2) Red Wings Basketball Coach (2)	H.S. Debate Club H.S. 9th Grade Sponsors (3) H.S. Madrigal Brass Instructor J.H. Various Clubs (9) Elementary Lead Teachers (10, 1 per grade K-6, Sp. Ed. EC-3, Sp. Ed. 4-6, and Music (K-8)) J.H. Musical: Choreographer Elementary Clubs per Building (5)
3%		H.S. Musical: Instrumental Director H.S. Musical: Choreographer H.S. Key Club H.S. Interact H.S. Choral Ensemble: B Natural H.S. Choral Ensemble: Bum Bums H.S. Drama Tech Director (Fall and Spring) H.S. Jazz Band J.H. Musical-Artistic Director J.H. Pep Band (7 games) J.H. Homework Club J.H. Winter Guard Elementary PB&J Choir
3.5%		H.S. 10th Grade Sponsors (3)
4%	J.H. Intramurals (3) H.S. J.V. Dance Team (Fall) H.S. Badminton Intramurals	H.S. Winter Guard

4.5%		H.S. 11th Grade Sponsors (3)
5%	H.S. Bass Fishing Head Coach H.S. E-Sports	H.S. Cooperative Work Program H.S. Fall Play H.S. Musical: Drama Director H.S. Musical: Choral Director J.H. Musical: Drama Director J.H. Musical: Choral Director H.S. Pep Band (10 games) J.H. Yearbook (2) J.H. 6th Grade Band Assistant Morton Elementary Chorus H.S. Composers Guild
5.5%	H.S. J.V. Dance Team (Winter)	H.S. 12th Grade Sponsors (3)
6%	H.S. Dance Team (Fall) H.S. JV Cheerleading (Fall) J.H. Head Boys Golf J.H. Head Girls Golf	J.H. Student Council
7%	J.H. Cheerleading J.H. Dance Team J.H. Assistant Baseball: 7th Grade J.H. Assistant Softball	
8%	H.S. Varsity Cheerleading (Fall) H.S. Varsity Dance Team (Winter) J.H. Head Bowling	H.S. Assistant Yearbook H.S. Marching Band Assistants (6)
10%	H.S. JV Cheerleading (Winter)	J.H. Limited Edition Choir
12%	H.S. Varsity Cheerleading (Winter)	
15%		Elementary/J.H. Band Director

**Group III (Fixed Dollar Amounts)**

<b>Category</b>	<b>Athletic</b>	<b>Academic/Activity</b>
\$2,000		Elementary Challenge Teachers Reading & Math (2 per bldg.)
\$1,400	H.S. Track Boys/Girls coaching assistant (2 shared) H.S. Golf Boys/Girls coaching assistant (shared) H.S. Baseball coaching assistant J.H. Cross Country coaching assistant (2) J.H. Wrestling coaching assistant H.S. Boys' Soccer coaching assistant H.S. Girls' Soccer coaching assistant	

\*These coaching assistant positions will be reviewed on an annual basis by the junior high and high school athletic directors in collaboration with the head coaches.

# MEMORANDUM OF UNDERSTANDING

## CLASS SIZE/CLASS LOAD

The following is a Memorandum of Understanding (MOU) between the Morton Education Association and District 709 Board of Education outlining mutually agreed upon goals and procedures in the area of class size during the three-year period, 2024-2027.

This MOU is not part of the formal collective bargaining agreement between the parties and is not subject to the grievance procedure found in Article VII, nor is any dispute arising under this MOU otherwise subject to binding arbitration. However, in order to maintain the spirit of the MOU, any change in procedure or policy which may potentially contradict this MOU, known by either party, shall be brought before the Class Size/Class Load Committee in order to jointly develop a mutually agreed upon solution prior to implementation.

Below is a list of goals and procedures agreed upon during discussions between the two parties relevant to each building level. It should be emphasized that these are goals to be working toward, not absolutes. Success rate toward accomplishing goals may be affected by and correlated to trends in District finance. The agreement is contingent on the financial state of the District to responsibly employ the number of personnel required under this agreement. The agreement will be reviewed on an as needed basis by the Class Size/Class Load Committee. The goals articulated below are for the purpose of:

- Providing consistent and quality classroom support to all teachers.
- Providing equal support to classrooms when class sizes warrant it.
- Allowing class sizes to be balanced within each school's grade level or subject.
- Allowing specific support to be determined by student needs in the classroom.
- Prioritizing support to high need areas such as special education and primary grades.
- Maintaining consistent staffing, improving expertise, and possibly reducing aide turnover.
- Minimizing the outplacement of students from their closest neighborhood schools.

### A. ELEMENTARY LEVEL

The district will make a reasonable effort to keep elementary class sizes balanced across the district as well as within each grade level in each elementary school.

1. Kindergarten-
  - a. The district will strive to keep Kindergarten classrooms at no more than 24 students.
  - b. Each Kindergarten classroom will be assigned an aide for 5 hours each day.
2. Grades 1-3
  - a. The district will strive to keep 1<sup>st</sup> – 3<sup>rd</sup> grade classrooms at no more than 26 students.
  - b. Each 1<sup>st</sup>-3<sup>rd</sup> grade classroom will be assigned an aide for 2.5 hours each day.
  - c. In the event that the class sizes exceed 26 students, an additional half hour of aide time will be added for a total of 3 hours.
  - d. The class sizes do not include students who are in an instructional program and are only in the general education classroom for a portion of the day with aide support.

Due to the aide shortage, general education aides may need to be temporarily transferred to a special education services position until a replacement can be found.

### 3. 4th-6th Grade Classrooms

To the greatest degree possible, class sizes will be balanced within a given building grade level.

- a. The district will strive to keep 4th-6th grade classrooms at no more than 30 students.
- b. In the event that a 4th-6<sup>th</sup> grade classroom exceeds 26 students, teachers will be compensated based on the number of students over 26 if no aide support is provided. The compensation will be equal to one (1) hour at the additional professional compensation rate each week for each student over 26. Overload assignments will be determined on the 6th day enrollment for each quarter.
- c. The class sizes do not include students who are in an instructional program and are only in the general education classroom for a portion of the day with aide support.
- d. In the case of departmentalization in grades 4th - 6th, when the larger class is shared, compensation will be divided proportionally based on the instructional time that each teacher has with the larger class of students. If an aide is employed, the aide time should be proportionally shared, if possible.

No classroom support aides will be hired for 4<sup>th</sup>-6<sup>th</sup> grade, unless the administration in consultation with the teacher determines to provide an aide in lieu of compensation.

### 4. Placing students:

- a. Students shall be enrolled in the school appropriate for the elementary building zone in which they live unless that creates an imbalance. Should a student be required to attend a school other than his/her home school, the parents shall be given the option to place their child's name on a transfer request list to return to his/her home school at the beginning of the following school year. Such requests shall be honored based on special needs, class balance, and class size.
- b. Any student new to the district shall be placed with all deliberate speed, by the principal, only after classroom balance, special needs criteria, and class size limits are discussed jointly by the building principal and the impacted professional staff member team. Outplaced students shall remain at the assigned building for the remainder of the school year.
- c. A planning period shall be provided within each instructional day. An effort shall be made to allow each professional staff member to have his/her planning period in that professional staff member's assigned room.

## B. JUNIOR HIGH LEVEL

1. In the event of an eight period day, six instructional periods shall constitute the normal class load for all instructional areas. One personal planning period and one team planning period (if on a classroom instructional team) shall be provided to all instructional staff within each instructional day. This will be the delineation of the five

weekly team planning periods: two days to meet as a team, one day to meet with administration, one day to meet for IEP or special education meetings, and one day for curriculum mapping, team meeting, or personal planning. An effort shall be made to allow each professional staff member to have his/her planning period in that professional staff member's assigned room.

2. A considerable attempt will be made to balance class size limits with a goal of 26 students and with a "cap" of 30, except in physical education and lab classes. The student to teacher ratio for physical education classes shall be 40:1 with a "cap" of 45:1. The "cap" for lab classes shall be set at no more than stations available.
3. In the event that a teacher's daily student load exceeds a 1:125 teacher to student ratio, teachers will be compensated. The compensation will be \$240 per student per year over the 1:125 ratio. Exceptions include P.E. and music classes. These do not qualify. Overload assignments will be determined on the 6th day enrollment for each quarter.
4. Class preparations shall be limited to no more than three.

#### C. HIGH SCHOOL LEVEL

1. Five instructional periods shall constitute the normal class load for all instructional areas. The remaining two periods shall be reserved for one personal planning period and/or one planning/supervisory period. An effort shall be made to allow each professional staff member to have his/her planning period in that professional staff member's assigned room.
2. A considerable attempt will be made to balance class size limits with a goal of 26 students and with a "cap" of 30, except in physical education and lab classes. The student to teacher ratio for physical education classes shall be 40:1 with a "cap" of 45:1. The "cap" for lab classes shall be set at no more than stations available.
3. In the event that a teacher's daily student load exceeds a 1:125 teacher to student ratio, teachers will be compensated. The compensation will be \$240 per student per year over the 1:125 ratio. Exceptions include P.E., work-based experience, and music classes and teachers with an overload. These do not qualify. Overload assignments will be determined on the 6th day enrollment for each quarter.
4. Class preparations shall be limited to no more than three, when possible.

#### D. SPECIAL REQUESTS:

Morton CUSD 709 recognizes that a classroom teacher may have a particularly challenging class, due to special behavioral, emotional, and/or academic needs, during a school year which would warrant consideration for a special request for instructional aide support or additional instructional aide support. The process for a special needs request is as follows:

1. Teachers shall present specific reasons/data for a special needs request to their building administrator.
2. The building administrator will forward the request to the Assistant Superintendent for review.
3. The Assistant Superintendent will make a final decision within one week and will inform the building administrator whether instructional aide support or additional instructional aide support is warranted.

4. If the special needs request is granted, the building administrator will immediately seek to fill the position.

If during the school year, the class size falls below the required number to maintain an instructional aide, the teacher shall submit a special needs request within three (3) school days after losing qualification if he/she believes that the additional support is still warranted. The instructional aide shall be retained until such time as a decision is made by the Assistant Superintendent regarding the request.

#### E. EVALUATION OF INSTRUCTIONAL AIDES

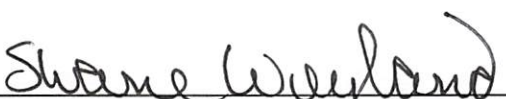
Professional staff members may provide feedback regarding their instructional aides to building administrators. The building administrators shall respond immediately to any concerns and shall seek to remedy the situations. Prior to the end of the school year, building administrators shall complete an evaluation of instructional aides. The building administrators will seek professional staff feedback regarding the performance of the instructional aides when completing all evaluations. The instructional aide evaluations will occur on an annual basis during the first four years of employment. The building administrators may choose to evaluate the instructional aides on an every other year basis after the instructional aides have completed four years of employment with an overall positive rating.

Dated this 6 day of August, 2024.

**BOARD OF EDUCATION MORTON  
UNIT SCHOOL DISTRICT NO. 709**

**MORTON EDUCATION  
ASSOCIATION-IEA/NEA**

By  \_\_\_\_\_  
President

By  \_\_\_\_\_  
President

## **MEMORANDUM OF UNDERSTANDING STUDENT SUPPORT**

### **A. DEFINITION OF STUDENT SUPPORT**

The Student Support Committee shall deal with problems and concerns that arise during any phase of collaboration/inclusion programming and special education. The Committee's goal is to openly discuss issues and problem solve to ensure quality support services for all students.

### **B. ORGANIZATION/ADMINISTRATION**

An ongoing Student Support committee composed of the Asst. Superintendent, Director and Assistant Director of Student Support Services, two principals, and MEA appointed representatives (including MEA President, 2 Special Education teachers, and 2 general education teachers and/or other professional staff) shall act as a problem-solving body. The committee shall meet once a quarter with alternating focuses of elementary and secondary topics and make corresponding corrective recommendations. The focuses are as-follows: first quarter is elementary, second quarter is secondary, third quarter is elementary, and fourth quarter is secondary.

### **C. HEALTH**

The District shall not require any professional staff member to dispense medication or perform any medical procedure.

### **D. TRAINING**

The District shall provide the necessary time and resources to develop and provide pre-service and in-service training for personnel in order to provide assistance in meeting individual needs of students.

### **E. PLANNING TIME**

The District shall make time available to professional staff to attend meetings to collaborate with others and/or co-plan for the needs of students.

Full time special education professional staff members shall receive three (3) days per year professional release time for preparations of IEPs and progress reports, which time shall be taken in increments of either 3.5 hours or 7 hours, but not in more than 7 consecutive hours. Part-time special education professional staff members shall receive prorated times in increments of 3.5 hours. Professional release time shall be during the contract day on district premises.

### **F. ALTERNATIVE ASSESSMENT**

A special education teacher responsible for the alternative assessment of a student receiving special education services will receive additional professional compensation for work completed outside of work hours under the following circumstances:

- 1) Full assessment training--up to 4 hours
- 2) Refresher assessment training--up to 2 hours
- 3) Up to 2 hours per student for whom preparation for alternative assessment is required

**G. EVALUATING SPECIAL EDUCATION AIDE**

Professional staff members may provide feedback regarding their instructional aides to building administrators. The building administrators shall respond immediately to any concerns and shall seek to remedy the situations. Prior to the end of the school year, building administrators shall complete an evaluation of instructional aides. The building administrators will seek professional staff feedback regarding the performance of the instructional aides when completing all evaluations. The instructional aide evaluations will occur on an annual basis during the first four years of employment. The building administrators may choose to evaluate the instructional aides on an every other year basis after the instructional aides have completed four years of employment with an overall positive rating.

**H. CLASS SIZE/CASELOAD**

Special education is defined as a system of supports and services individually designed to meet the needs of students with disabilities. In determining class size, the Administration shall give careful consideration (district-wide) to the mix of students, the severity of disability of any student, and the potential impact on the classroom environment of all students. Professional staff member input shall be considered as part of the process of determining class size and to which students are assigned. The District recognizes the need to limit class size depending upon the varying needs and impact of students with special needs.

Caseload size will not be exceeded without obtaining a deviation from the State Board of Education, Department of Education.

**I. PLACEMENTS**

The District shall provide every professional staff member with information pertaining to the learner prior to annual reviews and before the placement of the student(s) in the professional staff member's classroom. All professional staff members shall have a right to participate in MDC/IEP meetings for any students for whom they are or shall be providing services.

Professional staff members shall have the right to dissent in writing if they do not agree that the findings and recommendations of the MDC/IEP best serve the needs of the students.

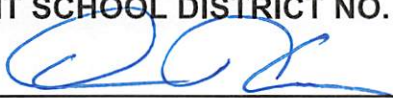
Any professional staff member who has reason to believe the learner's IEP is not meeting the needs of the student may advise (in writing) the building principal and request an IEP review and/or IEP modification. The District will convene a meeting to consider modifying the IEP within ten (10) school days. If there is a problem that may be alleviated by changing the method of implementing the IEP, the Administration shall address the matter with all deliberate speed.

**J. INDEMNITY**

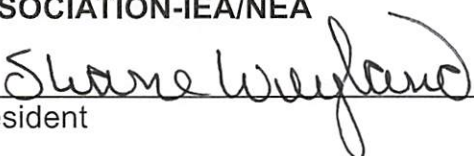
The District shall provide a legal defense to and indemnity against any damages or fines resulting from a claim against a bargaining unit member.

Dated this 6 day of August, 2024.

**BOARD OF EDUCATION MORTON  
UNIT SCHOOL DISTRICT NO. 709**

By   
President

**MORTON EDUCATION  
ASSOCIATION-IEA/NEA**

By   
President