

AGREEMENT BETWEEN

THE BOARD OF EDUCATION
CARLINVILLE COMMUNITY UNIT
SCHOOL DISTRICT # 1

AND

THE CARLINVILLE EDUCATION
ASSOCIATION

2025-2026

2026-2027

2027-2028

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ARTICLE I

A. Recognition

The Board of Education of School District 1, Macoupin County, Carlinville, Illinois, hereinafter referred to as the "Board", recognizes the Carlinville Education Association, chartered with the Illinois Education Association and affiliated with the National Education Association, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all certified teaching personnel that hold a valid Illinois Professional Certification as defined by the Illinois State Board of Education and who are eligible for the Teachers Retirement System ("TRS"), hereinafter referred to as "employees", except for the superintendent, principals, nurses that do not hold a valid Illinois Professional Certification as defined by the Illinois State Board of Education, and other employees who spend fifty percent (50%) or more of their time supervising other employees or who can effectively recommend employee hiring, firing, promotion and/or transfer.

B. Exclusive Recognition Restrictions

The Board agrees not to negotiate with any other teaching organization during the term of this Agreement.

ARTICLE II

A. Policy Distribution

Two (2) copies of the Board policy manual and appropriate updates will be provided to the CEA President and will be available in each school or District Office.

B. Right to Organize

Teachers shall have the right to join or to not join the Association. The Association shall have the right to participate in professional negotiations with the Board through representatives of their own choosing.

C. Personnel File

Each teacher shall have the right, after twenty-four (24) hours' notice and during regular District business hours, to review the contents of his/her personnel file provided such review does not conflict with said teacher's teaching duties. A representative of the administration shall be present at the review. At the teacher's request a representative of the Association shall accompany the teacher at such review.

D. Notification of Board Meetings

The President of the Association or the President's designee shall be given written notice of all regular and special meetings of the Board, together with a copy of the agenda as soon as possible prior to all Board meetings.

E. Board Minutes - Association Copies

Two (2) copies of all Board minutes shall be mailed to or placed in the mailbox of the President of the Association or delivered electronically (e.g. via email) to the

President of the Association as soon as possible after they have been prepared and approved.

F. Use of Facilities

The Association may request use of school buildings and facilities for meetings provided:

1. Prior written approval of the Superintendent or his/her designee is secured by the Association at least twenty-four (24) hours in advance of the use.
2. The Association agrees to reimburse the District for any costs (custodial or damage) incurred in such use.

G. Announcements

A bulletin board for Association use shall be provided in each teacher workroom.

H. Contract Distribution

As soon as possible after preparation of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association for its distribution to each teacher in the District.

I. Employee Discipline

1. a. No non-probationary employee shall be disciplined without just cause. Discipline is defined as suspension, termination, written warnings, written reprimands, and letters of remediation. Grounds for employee discipline are established by applicable federal, state, local law or statute and / or Board of Education policy.
 - b. Employees subject to discipline excluding non-renewal of probationary teachers shall be provided written reasons for such discipline and, if requested, will be granted a conference with the administration. The Association has the right to be present at such conference.
 - c. Only after the grounds for employee discipline have been substantiated will one of the following two courses of disciplinary action occur:
 1. Informal discipline, which includes both verbal warnings and written warnings, each of which may be used depending on the gravity of the offense and the aggravating and mitigating circumstances present; or
 2. Formal discipline, which includes official written reprimands, suspensions, and dismissals. Only incidents of formal discipline will be documented in the official personnel file.
 - d. Dismissal of teachers shall be in accordance with the provisions of Section 10-22.4 of the Illinois School Code.
2. At the employee's request, an employee shall be represented by the Association at a meeting in which disciplinary action, suspension, termination, written warnings,

written reprimands, and letters of remediation are discussed. Except for alleged gross misconduct or for non-remediable offenses, when a request for representation is made, the meeting will be scheduled no sooner than forty-eight (48) hours unless such representation is present.

J. School Code Waiver Application Notice

The Board of Education shall provide the President of the Association with written notice at least seven (7) days prior to the Board hearing of a waiver application of School Code. The notice shall include the substance of the waiver application.

K. Teacher Workshop Days

Two (2) five-hour student attendance days clearly designated in the school calendar – one day each semester – shall be early dismissal teacher workshops. During these workshops, meetings and programming will be consistent with the teacher workshop guidelines of the School Code. One of these days shall be near the middle of the first semester, the other near the middle of the second semester.

L. Seniority

Seniority shall be based on the date of hire by the Board of Education. When more than one employee is hired on the same date, the greater seniority will be given to the person with the most total years teaching experience. If still equal, the greater seniority will be given to the person farthest advanced on the horizontal position on the salary schedule.

A full-time tenured teacher whose assignment is reduced to part-time shall be placed with full-time experience and shall advance on a prorated basis on the seniority list. Part time teacher will accrue seniority on a prorated basis.

The District will provide the Association and will post for teachers a “Seniority List” annually, on or before seventy-five (75) calendar days prior to the end of the school year, in conjunction with the annual “Sequence of Honorable Dismissal list (“RIF”).

M. Payroll Deduction

The Carlinville Education Association must provide the Employer with a valid Dues Deduction Authorization Form for each member of the Association. The Employer will not make any Association-related deductions from an employee without a valid Dues Deduction Authorization Form on file. Upon written request of an employee on an Authorization Form furnished by the Carlinville Education Association, the Employer shall deduct from the compensation of that employee the current dues, payments or contributions payable by that employee to the Association. Such authorization shall remain in effect from year to year, unless revoked by employee’s written request to the local association president and District administration. All dues, payments or contributions deducted by the Employer shall be remitted to the Association no later than ten working days after deductions are made.

In the event of any legal action against the Employer brought to court or administrative agency because of its compliance with this Article, the Carlinville

Education Association agrees to defend such action at its own expense and through its own counsel.

The Carlinville Education Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs.

N. Class Composition

The parties agree that the District will comply with the applicable ISBE rules and regulations concerning regular education and special education class sizes and the employment of paraprofessionals.

This provision shall be reopened for reconsideration upon the written demand to bargain by either party provided that the District becomes subject to TRS penalties under this provision: for the purpose of negotiating appropriate revisions to assure that the employee shall, to the maximum extent possible, receive the full dollar amount of the pass through payment as creditable earnings, while avoiding TRS penalties that may arise due to the compensation under this Agreement. The express intent of this provision is to avoid TRS penalties to the District.

Q. School Calendar

The association shall have the opportunity for input into the development of the school calendar. The superintendent shall provide the association president a copy of the proposed calendar for the forthcoming year 30 days before the end of the year. The association shall respond with concerns within 2 weeks.

R. Instructional Coaches, Mentoring, Work-Based Learning Supervision

The district shall assign/post at least 2 and as many as 6 teachers to serve as instructional coaches/teacher leaders. The number is determined annually by the Superintendent and reflects needs for the year. These individuals would be required to provide mentoring to new teachers. They will mentor multiple new teachers. They would coordinate and support school and district improvement as directed by the Superintendent and/or designee. This includes but is not limited to data review for student improvement. The Instructional Coach will receive additional compensation in the amount of \$4,000 per year to compensate for duties performed outside of their contracted day and school year (extended day/year).

District mentees will receive \$200 stipend paid to them. New Teachers in the mentoring program as a mentee will also receive \$300 in classroom supplies. They will coordinate with building administration to order the supplies.

In addition, the district shall compensate at least 1(one) work-based learning supervisor and up to 3 (three) supervisors to monitor students in job opportunities designated as work options. The number is determined annually by the Superintendent and reflects needs for the year. Supervision includes the facilitation of partnerships with employers, maintaining all required paperwork including insurance and other agreements, and evaluating student performance. Supervisors are also required to communicate effectively with all involved. The work-based

learning supervisors will receive additional compensation in the amount of \$5,500 per year to compensate for duties performed outside of the contracted school day and school year (extended day/year).

S. Class Size Considerations

Both the Board and the Association recognize that, in any learning situation, the ratio of students to teachers is one of several important factors affecting the quality of education. It is acknowledged that the primary duty of a teacher is to work directly with students in such a way that optimal learning occurs.

The numbers assigned to each classroom, including students who receive special education and social and emotional services, shall be based upon the following which include (1) age and grade level of the students, (2) ability level of the students, (3) course content, (4) equipment used, (5) availability of space and other appropriate factors.

At any time during the school year, and especially in the spring, the building principal shall meet with staff members to discuss anticipated class size for the forthcoming year. In the event enrollment exceeds expectations, the building principal and/or additional administrator will meet with the affected teacher(s) involved to study the problem and research a solution. The administration will use the staff input to develop a plan of action. The plan may include the following:

- a) Hiring additional certified staff
- b) Hiring additional instructional aides
- c) Reassigning current staff

The board will be provided with monthly enrollment by the administration per grade level. This will include number per section (K-5 core), socio-economic status, gender and number of students with IEPs.

ARTICLE III

A. Sick Leave

1. Each employee will be entitled to twelve (12) sick leave days per school term without loss of pay in years one (1) through twenty (20) of his/her initial employment. Beginning in year twenty-one (21) through year thirty-five (35) each employee will be entitled to fifteen (15) sick leave days per school term without loss of pay. Sick leave will be capped for each employee at three hundred-forty (340) days. Sick leave usage shall be in accordance with the requirements and limitations in the School Code.
2. a. If the employee or his/her immediate family or household has a catastrophic illness or disability, requiring over sixty (60) sick leave days or resulting in the employee exhausting all of his/her sick leave, the employee shall have the option to use other sick leave days from coworkers who choose to donate

their accumulated sick leave days. This does not apply if the employee is compensated under worker's compensation or is eligible for disability benefits through Teacher's Retirement System (TRS).

An employee using this provision will be granted twelve (12) or fifteen (15) sick days at the beginning of the new school term.

- b. Sick leave may be used in case of an adopted child at the time of adoption in accordance with the requirements and limitations in the School Code.

3. Attendance Bonus

- a. A full-time teacher will receive the following bonus amount in their June check as a reward for good attendance during the school year. For the purposes of this section, sick leave shall only be counted with the exception of extended leave based on extenuating circumstances, to be determined by Superintendent.

- (i) 0 days missed: \$500.00
- (ii) 1 day missed: \$400.00
- (iii) 2 days missed: \$300.00
- (iv) 3 days missed: \$200.00

The attendance bonus per eligible employee (teachers who have missed 3 or fewer days) will be doubled if the average sick leave attendance for all teachers in the district for the entire year is at 92% or higher on the last work day for teachers. Half days will be rounded up for the purposes of payment category. For example, teachers that miss 0.5 days would be eligible to receive \$400.00. Individuals who have been removed from the salary schedule and are receiving retirement teacher payment are not eligible for the attendance bonus. In addition, this bonus may be altered if the amount exceeded a total of a 6% increase in the teacher's salary over the previous year.

B. Sick Leave Balloon

Option 1: A bargaining unit member who provides five (5) years advanced notice of retirement or resignation, and who has one hundred seventy (170) accumulated sick days, and who has at least fifteen (15) years of service with Carlinville School District, will be eligible for a sick leave balloon benefit. To receive this benefit, the bargaining unit member must be eligible for retirement and must provide the district with an irrevocable letter effective five (5) years from the date of notification of retirement or resignation. Upon receipt of the bargaining unit member's letter of resignation, the District will immediately increase the bargaining unit members accumulated sick leave by one hundred ten (110) days not to exceed three hundred forty (340) days.

Option 2: A bargaining unit member who provides five (5) years advanced notice of retirement or resignation, and who has one hundred (100) accumulated sick days,

and who has at least fifteen (15) years of service with Carlinville School District, will be eligible for a sick leave balloon benefit. To receive this benefit, the bargaining unit member must be eligible for retirement and must provide the district with an irrevocable letter effective five (5) years from the date of notification of retirement or resignation. Upon receipt of the bargaining unit member's letter of resignation, the District will immediately increase the bargaining unit members accumulated sick leave by seventy (70) days not to exceed one hundred seventy (170) days.

Bargaining unit members will continue to be granted annual sick and personal days per the collective bargaining agreement. To be eligible the bargaining unit member must provide the five (5) year advance notice of retirement or resignation by August 1 of the 5th year beginning. Failure to submit by August 1st of the fifth school year will result in the employee forfeiting the sick leave balloon.

C. Personal Leave

At the beginning of each school year, the Board shall grant each employee two (2) days of personal leave without loss of pay. On the 27th year of service with the District, each employee will be granted one (1) additional personal day for a total of three (3) personal days a year. Except in the case of an emergency, written advance notice, no later than noon of the day prior to the requested leave, shall be submitted to the Superintendent or the Superintendent's designee. Personal leave shall not be taken on the first or last day of school, or on the day immediately preceding or following a holiday. In an emergency, or for other special occasions, however, the Superintendent may grant personal leave for any day. Unused personal leave days shall be reimbursed at substitute teacher's pay per day or accumulated as sick leave.

D. Professional Conferences

With the approval of the Superintendent, teachers shall be granted up to two (2) days of non-accumulative leave with full pay and two (2) days' reasonable expenses to attend professional conferences, meetings, or workshops. Except in the case of an emergency, written advance notice, no later than noon of the day five (5) days prior to requested leave, shall be submitted to the Superintendent.

E. Jury Duty

When a teacher is called to serve as a juror or is subpoenaed to appear before the Court as a witness, the Board shall pay the teacher's regular salary for the time period in which the teacher is called to serve and misses work. The teacher is required to sign over to the school district any check earned for serving the Court as a juror or witness.

F. Association Conferences

Should the Association send representatives to a local, state or national conference or on other business pertinent to Association affairs, with the approval of the Superintendent, these representatives shall be excused without loss of salary, not to exceed a total of four (4) days District-wide per year, providing that the Association

shall reimburse the District for the cost of the substitute(s). Except in the case of emergency, written advance notice, no later than noon of the day five (5) days prior to requested leave, shall be submitted to the Superintendent.

G. Family Medical Leave

All full and part-time employees shall have the option to make use of family medical leave or any other contractual leave. Employees shall not be required to use family medical leave prior to, instead of, or as a substitute for any accrued leave. At the employee's option, the employee may elect to use personal leave or sick leave during family medical leave, but must make his/her intentions known prior to taking his/her leave. Where both the employee and a covered individual (e.g. spouse, parent, child, etc.) are employed by the Board, each will be entitled to twelve (12) weeks of leave.

H. Bereavement Days

All full time and part time employees may use two bereavement days each year for deaths in the immediate family as defined in 105 ILCS 5/24-6 of the Illinois School Code.

ARTICLE IV

A. Notification of Assignments

A teacher shall be given written notice of said teacher's tentative assignment for the forthcoming year no later than forty-five (45) days preceding the first day of the new school term. In the event changes in such assignment are proposed, the teacher affected shall be notified promptly. If such notification of transfer occurs after July 1, such teacher shall be permitted to accept such assignment or resign without penalty at his/her option.

B. Vacancies and Promotions - Posting

The Superintendent shall have posted in all school buildings and announced electronically, a notice of all vacancies, including vacancies in promotional positions, as they occur. During all summer months such vacancy notices shall be mailed to all faculty in hard copy or by electronic means. A vacancy shall be defined as any newly-created position which increases the number of positions in the bargaining unit, or any opening created by retirement, resignation, or termination of a current regular employee in the bargaining unit, which will require the need to hire a replacement. The vacancy notice shall set forth the specific position that is vacant, and the certification and qualifications that are required for the position. Presently employed faculty shall receive the opportunity to provide input and consideration when the administration is determining teacher assignments. Vacant positions shall be filled based on the consideration of factors that include without limitation certifications, qualifications, merit and ability, and relevant experience. Seniority shall be considered only when all other factors are determined by the Board to be equal. The Board's decision to select a particular candidate for a vacant position shall not be subject to the grievance procedure of this Agreement.

For purposes of this Section, a position is not vacant (and a formal posting is not required) when an employee retires, resigns, or is terminated and the Board decides not to replace the employee; nor is a position vacant (nor is a formal posting required) when an employee's assignment is changed through an involuntary transfer and no additional replacement will be hired.

When the need for an internal transfer arises, the administration will inform the faculty of such need, through the use of faculty meetings, administrative newsletters and/or memos in hard copy or by electronic means. Any faculty members who wish to receive consideration for an internal transfer are encouraged to make their interest known to the administration. In all instances, the Board and administration reserves the right to choose, in its discretion, the best qualified applicant or candidate for all District positions.

C. Voluntary Transfers

Any teacher presently employed in the District may apply for transfer to another position within his/her building or to another building where a vacancy exists.

Such teacher(s) will be given consideration after thorough examination of qualifications in accordance with the Illinois School Code.

D. Coaches – Non-Collective Bargaining Members

All non-CBA coaches will be honorably dismissed at the end of each school year.

E. District Internal Coverage Committee

The Administration and Carlinville Education Association will meet bi-annually or as needed, through the District Internal Coverage Committee, to cooperatively review, revise, and update internal coverage procedures used in the District.

The District Internal Coverage Committee will be composed of equal numbers of representatives selected by the Administration and the Carlinville Education Association. The parties agree that no changes will be made to the District's internal coverage procedures except through majority decisions reached by the District Internal Coverage Committee.

ARTICLE V

A. Evaluation Procedure

The District's evaluation procedure and protocol are now found in the Carlinville CUSD #1 Evaluation Plan for Certified Teachers (the "Evaluation Plan"). The parties agree that the Evaluation Plan must comply with all legal requirements established by the State of Illinois.

The Carlinville Board of Education, Administration, and Carlinville Education Association will meet annually, through the District's Professional Evaluation Committee, to cooperatively review, revise, and update the evaluation procedures and/or evaluation instrument used in the District, as may be required in order to comply with applicable law, rules, or regulations.

The Professional Evaluation Committee will be composed of equal numbers of representatives selected by the Board, and by the Carlinville Education Association. The parties agree that no changes will be made to the District's Evaluation Plan and/or to the evaluation instrument(s), except for majority decisions reached through the Professional Evaluation Committee process.

The parties mutually recognize that the procedural elements contained in the Evaluation Plan) including timelines, evaluation cycles, and other procedural safeguards) are binding and enforceable. The parties therefore agree that a claim by an employee, that there has been a violation of any procedural requirement of the Evaluation Plan, may be grieved in accordance with Article VII "Grievance Procedure" of the Agreement.

Each non-tenured teacher shall be summatively evaluated at least annually, in accordance with the School Code. Each tenured teacher shall be summatively evaluated at least once every three years (as of 9/1/2022), in accordance with the School Code. All District staff will be acquainted with the evaluation cycle at the start of the school year, and will receive a printed copy or updated of the District's Evaluation Plan.

The Superintendent or his/her designee shall be responsible for conducting formal evaluations. Teacher evaluations shall be performed only by District administrators legally qualified per ISBE rules. Summative evaluation shall include, but not be limited to, consideration of the teacher's attendance, instructional planning, instructional methods, classroom management, and competency in the subject matter(s) taught.

ARTICLE VI

A. Reduction of Staff

1. When the Board decides it is necessary to reduce the number of tenured teaching employees in the District because of decreased enrollment, lack of funds, or other reasons, the Association shall be notified of such reduction in staff in advance of any public announcement. The Association shall be given the opportunity to discuss any aspect of the reduction, if the Association requests such an opportunity within one (1) week of Board notification.
2. If the number of positions must be reduced, the employees who are subject to removal shall receive notice at least forty-five (45) calendar days before the end of the school term together with a statement of honorable dismissal and the reason therefore. Employees shall be dismissed on the basis of the sequence of dismissal list ("RIF" list) for certified employees established annually by the District in accordance with the School Code.
3. An employee who is dismissed due to reduction in force and who subsequently, becomes certified and qualified for additional positions shall retain his/her District recall rights for positions available over any other RIF'd employee who is in the

same RIF "Grouping" and has less District seniority and who is certified and/or qualified in the same area(s). The intent of this provision is to provide employees with the eligibility for recall to additional positions within the scope of the Illinois School Code.

4. Qualification shall be according to the rules and regulations provided by the Illinois State Board of Education and any qualifications established by the School District in accordance with the school code.
5. Reductions shall be made from the sequence of dismissal list ("RIF list") for certified employees established annually by the District and provided to the Association seventy-five (75) calendar days prior to the end of the school year. If employees are not on either list in an area they believe they are qualified or not placed in the appropriate grouping (1-4) they have seven (7) school days to present an objection with the Superintendent and the Association President. Lists shall be provided annually.

B. Re-Employment

1. If the Board increases the number of employees or has an employee resign after the lay-off(s), the Board shall first offer re-employment for any available position for which qualified to the employees laid off in the reverse order of the lay-off specified above among those employees statutorily eligible for recall (Groups 3 and 4 with group 4 being recalled before group 3, during the employees' re-employment/recall period as set forth below.
2. An employee's failure to respond affirmatively within fifteen (15) calendar days after receipt of the Board's letter sent by certified mail to the employee's address on file with the Board recalling such employee shall result in the termination of the employee's rights to recall hereafter.
3. If an employee is removed or dismissed from employment with the District because of a decrease in the number of employees employed by the District, or because of the discontinuance of a particular type of service, and if the Board within one (1) calendar year thereafter increases the number of employees, reinstates the positions so discontinued, or vacancies occur, the positions thereby becoming available shall be tendered to the employees so removed or dismissed so far as they are legally qualified to hold such positions and are statutorily eligible for recall (Groups 3 and 4 with group 4 being recalled before group 3). One (1) calendar year thereafter shall mean one (1) school year plus one (1) day of the next school year immediately commencing after the date of the Board's action in removing or dismissing the employee.

ARTICLE VII

A. Grievance Procedure

1. Any claim by an employee that there has been a violation of the terms of this Agreement shall be a grievance.
2. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits double and consist of week days.

Prior to Step 1, the teacher and the immediately involved supervisor will attempt to resolve the grievance through free and informal communication. When requested by the teacher, an Association representative (who shall be a teaching employee of the District) may accompany the teacher to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the teacher or the Association, a grievance may be processed as follows:

Step 1 : Within twenty (20) days of the time a teacher knew or should reasonably have known of the event giving rise to the grievance, the teacher or Association may present the grievance in writing to his/her principal who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association representative (who shall be a teaching employee of the District), the grievant, and the building principal shall be present for the meeting. Within five (5) days of the meeting the grievant and the Association shall be provided with the principal's written response to the grievance.

Step 2: If the grievance is not resolved at Step 1, then the grievant may refer the grievance to the Superintendent within five (5) days after receipt of the Step 1 answer, or within ten (10) days of the Step 1 meeting, whichever is later. The Superintendent shall arrange with the grievant for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary. Within five (5) days of the meeting, the grievant and Association shall be provided with the Superintendent's written response.

Step 3: If the Association is not satisfied with the disposition of the grievance at Step 2 or the time limits expire, without issuance of the Superintendent's written reply, the Association may submit the grievance to Binding Arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administer of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 2 answer, then the grievance shall be deemed withdrawn.

3. Neither the Board nor the Association shall be permitted to assert any grounds for evidence before the arbitrator which has not previously been disclosed to the other party.
4. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to rendering decisions on only the issue(s) presented to him/her by the School Board and the Association, or his/her decision must be based solely on his/her interpretation of the meaning or application of the express relevant language of the Agreement.
5. Both parties shall act upon the arbitrator's decision within thirty (30) days of the receipt of the decision.
6. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Association.

7. Bypass to Superintendent

If the Association and the Superintendent agree, Step 1 of the Grievance Procedure may be bypassed and the grievance brought directly to Step 2.

8. Class Grievance

Class grievance involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level, may be initially filed by the Association at Step 2.

9. Association Participation Employee Represented

No employee shall be required to discuss any grievance at Step 1 or Step 2 if the Association's representative is not present. At Step 2 and Step 3, the Association's representative does not have to be a teaching employee of the District.

10. Board -- Administrative Cooperation

The Board and the Administration shall cooperate with the Association in its investigation of any grievance.

11. No Reprisals Clause

No reprisals shall be taken by the Board or the Administration against any employee because of the employee's participation in a grievance.

12. Filing of Materials

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

13. Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VIII

A. Retirement Shelter

In addition to the scheduled salary, the board will shelter to the extent allowed by law partial payments that the bargaining units members must make to the State of Illinois Teachers' Retirement System (hereinafter "TRS"). The board will contribute 2.0% of the teacher's creditable compensation to TRS of the overall 9.0% teacher contribution. The board will make the contribution directly to the Teachers Retirement System on behalf of each bargaining unit member pursuant to Section 414(h)(2) of the Internal Revenue Code, unless a contrary opinion is issued by the IRS. Parties acknowledge that bargaining members do not have the option of choosing to receive the contributed amount directly. The Association holds the Board harmless for any liability arising therefrom.

Teachers' salaries shall be reported on the Carlinville Salary Schedules incorporated in Appendix A of this Agreement. A Salary schedule will be prepared for each year showing the IRS Taxable salary schedule and the TRS creditable earnings schedule in light of the Board's payment in the amount of 2% of the overall 9% contribution.

B. Health Insurance

The Board shall pay ninety-one percent (91%) of the teacher's single health insurance premium. If the health insurance premium increases by more than 10%, the employer and association will meet to review options.

C. Retiring Teacher Payments

1. **Eligibility** – To be eligible for the retirement payments contemplated under this Agreement, the employee must be eligible for TRS retirement without penalty to the District, by upon the year of retirement being either at least sixty (60)* years of age and having at least twenty (20) years of service in the Carlinville School District, or by upon the year of retirement being at least age 55* and having at least thirty-five (35) years of TRS creditable service, of which twenty (20) years must have been served in the Carlinville School District, and must provide an irrevocable letter of retirement with a date certain following after the next one, two, three or four years. The irrevocable letter of retirement determines the pre-retirement distribution period.

* or the comparable minimum age for retirement under TRS rules if the age is changed.

GRANDFATHER CLAUSE: The parties agree any individual in the bargaining unit that is currently an employee of the Carlinville School District as of August 15, 2012, shall be "Grandfathered" and the required years of service to the

District shall be reduced to a requirement of fifteen (15) years of service to the District. New hires to the District after August 15, 2012 shall be subject to the higher minimum years of service set forth above.

2. **Notice Deadline** – To be eligible for the retirement payments contemplated under this Agreement, the employee must, by the first teacher workday of the school term of any given year, submit his or her irrevocable written notice of retirement from the District containing a date certain of the employee's retirement effective the current year (year one) or following the next two, three or four years. No such retirement date shall be more than four (4) years later than the end of the school year of which the notice is given.

3. Retirement Payment -

Employees who provide the District, by the first teacher workday of the school term of any given year, with a letter of resignation or retirement effective in four (4) years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each for each of the final four school years of employment.

Employees who provide the District, by the first teacher workday of the school term of any given year, with a letter of resignation or retirement effective in three (3) years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each of the final three school years of employment.

Employees who provide the District, by the first teacher workday of the school term of any given year, with a letter of resignation or retirement effective in two (2) years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each of the final two school years of employment.

Employees who provide the District, by the first teacher workday of the school term of any given year, with a letter of resignation or retirement effective in one (1) years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable for the final one school year of employment.

4. Extra Duty Assignments

No employee who has given notice of intent to retire under this provision of the contract shall be required to accept additional teaching or extra duty assignments nor be allowed to drop assignments.

5. Rounding

In calculation of the six percent (6%) increases in total creditable earnings in each year prior to the effective date of retirement, the amount may be rounded down to the nearest \$5.00 yearly to avoid TRS penalties.

6. Reopening This Provision

This provision shall be reopened for reconsideration upon the written demand to bargain by either party provided that the District becomes subject to TRS penalties under this provision; for the purpose of negotiating appropriate revisions to assure that the retiring employee shall, to the maximum extent possible, receive the full dollar amount of the intended retirement payment benefit as creditable earnings, while avoiding TRS penalties that may arise due to the retirement payment under this Agreement. The express intent of this provision is to avoid TRS penalties to the District.

D. Salary Payment Option

Each employee shall have the option of being paid on the basis of twenty (20) or twenty-four (24) equal payments. Notification must be given by the first day of school and changes will not be allowed after that date.

E. Salary Credit for Additional Hours

To receive salary schedule credit for semester hours earned beyond the bachelor's degree, the semester hours should be graduate hours in the teaching field or related educational hours approved by the Superintendent. Approval, as used below, shall mean written approval by the Superintendent. The following conditions apply:

1. All coursework must be from an approved college or university.
2. All coursework must be graduate level, unless an exception is approved by the Superintendent in an instance where non-graduate level work is mutually beneficial to the interests of the District.
3. All coursework not in an approved program toward an advanced degree must be in the teachers' field or a mutually agreeable subject area.
4. An official grade report or transcript from the college or university will be required for this salary schedule advancement.
5. Submission of the evidence of successful completion of the approved course must be verified to the payroll department by August 15th of each school year, in which event payment shall be retroactive to the beginning of the year.
6. No salary schedule advancement will be given for a class that is not approved prior to enrollment in the course.
7. The District will provide a form which must be used to request this advancement.

F. Tuition Reimbursement

The Board of Education will reimburse teachers at the rate of \$300 per semester hour for graduate/certification/endorsement level classes. Approval, as used below, shall mean written approval by the Superintendent. The following conditions apply:

1. All coursework must be from an approved college or university.

2. All coursework must be graduate level, unless an exception is approved by the Superintendent in an instance where non-graduate level work is mutually beneficial to the interests of the District this could include endorsement and certification courses.
3. An official grade report or transcript from the college or university will be required for this reimbursement.
4. Payment will be made in the next bill cycle following submission of the evidence of successful completion of the approved course.
5. No reimbursement will be given for a class that is not approved prior to enrollment in the course.
6. A request for course approval form can be found in your school's forms file.
7. Any reimbursement request for the approved course must be submitted within one calendar year from when the course began.
8. Approved courses with a final grade lower than a C will not be reimbursed.

G. Hourly Pay Rate

Hourly rates for summer school and other times contracted for CBA members shall be \$30.00 per hour. If a grant requires a higher rate per hour, the rate will be set by the terms of the grant.

H. Dual Credit Course Stipend

The District will pay a stipend to certain employees who teach dual credit courses in conjunction with the local community college. Employees who teach dual credit courses which require a Master's Degree in the subject area will be eligible to receive the stipend. The Dual Credit stipend shall be \$100 per section per semester.

I. Mileage Reimbursement

Out-of-district mileage reimbursement rate shall be at the IRS rate. In-district mileage will be paid only to the teachers and school nurses who's in-district mileage totals more than 100 miles per school year. In-district mileage will be paid at the rate of 44.5 cents per mile up to a total of \$200 per year for all employees except the school nurses who shall be capped at a \$500 yearly reimbursement. In-district mileage will be defined as mileage driven within the city limits of Carlinville.

J. Flexible Medical Spending Account

The Board agrees to establish a Flexible Medical Spending Account program for employees at no cost to the Board. The accounts provided for in this program shall be for the purpose of tax sheltering un-reimbursed medical expense, dependent child care and any other purposes permitted by law. The Employer and the Association shall mutually agree on the plan administrator. The district agrees to provide the payroll deduction process and to work closely with the plan administrator.

K. National Board Certification

The District will pay \$300 toward the application fee, or the difference if a grant is received, for any teacher working toward National Board Certification. Teachers

working on their National Board Certification will also be granted two extra professional leave days if required by NBPTS and approved by the superintendent.

ARTICLE IX

A. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through mutual consent of the parties.

B. Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

C. Savings Clause

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

D. Negotiation Procedure

The parties agree that their duly designated representatives shall negotiate in good faith. Each party shall select its own representatives. Negotiations shall begin no later than July 15, 2028.

E. No Strike

During the term of this Agreement, members of the bargaining unit shall not strike.

F. Management Rights

The Association recognizes that the Board of Education and administration have the responsibility to manage and direct the operations and activities of the Carlinville School District to the full extent authorized by law. It is expressly understood and agreed that all function, rights, powers or authority of the Administration of Carlinville School District and the Board of Education which are not specifically limited by the express language of this agreement are retained by the Board, provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this agreement.

G. Term of Agreement

This Agreement shall be effective September 1, 2025 and shall continue in effect until August 31, 2028.

This Agreement is signed this 12 day of June, 2025 in witness thereof:

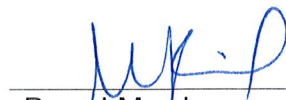
FOR THE CARLINVILLE EDUCATION
ASSOCIATION


C.E.A. President


C.E.A. Negotiations Chairperson

FOR THE BOARD OF EDUCATION
CARLINVILLE C.U.S.D. #1


Board of Education President


Board Member

Appendix A

2025-2026 Salary Schedule

5.25% Increase (No Step Given)

Step	B.S./B.A.		M.S./M.A.		M.S./M.A.+30		M.S./M.A.+48
A	44,874	Add \$200 for each four semester hours \$1,000 max.	47,032	Add \$100 for each four semester hours \$1,000 max.	49,189	Add \$100 for each four semester hours \$1,000 max.	50,484
B	46,191		48,412		50,633		51,965
C	47,524		49,744		51,965		53,298
D	48,856		51,077		53,298		54,630
E	50,188		52,409		54,908		56,407
F	51,521		54,186		56,684		58,183
G	52,853		55,962		58,461		59,960
H	54,630		57,739		60,237		61,736
I	56,407		59,516		62,014		63,513
J	58,183		61,292		63,791		65,290
K	59,960		63,069		65,567		67,066
L	62,181		65,290		67,511		68,843
M	63,957		67,066		69,287		70,620
N	65,734		69,287		71,508		72,840
O	67,511		71,508		73,729		75,061
P	69,731		73,729		75,949		77,281
Q	71,952		75,948		78,169		79,502
R	74,173		78,169		80,390		81,722
S	76,393		80,390		82,611		83,943
T			82,611		84,832		86,164
U			84,832		87,053		88,385
V			87,052		89,273		90,606
Longevity	76,919		87,894		90,115		91,448

This schedule reflects a longevity increase based on the 2024-2025 contract language.

A \$500 longevity lump sum increase will be added to those who have been at the maximum figure in B.S./B.A. column for at least one year. A \$800 longevity lump sum increase will be added to those who have been at the maximum figure in M.S./M.A. or M.S./M.A.+48 columns for at least one year.

During the current 2025-2028 contract period, no employee under the contract will be getting longevity per terms of the agreement.

2025-2026 TRS Creditable Earnings

Step	B.S./B.A.	M.S./M.A.	M.S./M.A.+30	M.S./M.A.+48
	45,790	47,992	50,193	51,514
B	47,134	49,400	51,666	53,026
C	48,494	50,759	53,026	54,386
D	49,853	52,119	54,386	55,745
E	51,212	53,479	56,029	57,558
F	52,572	55,292	57,841	59,370
G	53,932	57,104	59,654	61,184
H	55,745	58,917	61,466	62,996
I	57,558	60,731	63,280	64,809
J	59,370	62,543	65,093	66,622
K	61,184	64,356	66,905	68,435
L	63,450	66,622	68,889	70,248
M	65,262	68,435	70,701	72,061
N	67,076	70,701	72,967	74,327
O	68,889	72,967	75,234	76,593
P	71,154	75,234	77,499	78,858
Q	73,420	77,498	79,764	81,124
R	75,687	79,764	82,031	83,390
S	77,952	82,031	84,297	85,656
T		84,297	86,563	87,922
U		86,563	88,830	90,189
V		88,829	91,095	92,455
Longevity	78,489	89,688	91,954	93,314

This schedule reflects the amount reported to the Teachers Retirement System. Schedule reflects board paid TRS (1.020408%).

2026-2027 Salary Schedule

5.00% Increase (No Step Given)

Step	B.S./B.A.		M.S./M.A.		M.S./M.A.+30		M.S./M.A.+48
A	47,118	Add \$200 for each four semester hours \$1,000 max.	49,384	Add \$100 for each four semester hours \$1,000 max.	51,649	Add \$100 for each four semester hours \$1,000 max.	53,008
B	48,501		50,833		53,165		54,563
C	49,900		52,231		54,563		55,963
D	51,299		53,631		55,963		57,362
E	52,697		55,029		57,653		59,227
F	54,097		56,895		59,518		61,092
G	55,496		58,760		61,384		62,958
H	57,362		60,626		63,249		64,823
I	59,227		62,492		65,115		66,689
J	61,092		64,357		66,981		68,555
K	62,958		66,222		68,845		70,419
L	65,290		68,555		70,887		72,285
M	67,155		70,419		72,751		74,151
N	69,021		72,751		75,083		76,482
O	70,887		75,083		77,415		78,814
P	73,218		77,415		79,746		81,145
Q	75,550		79,745		82,077		83,477
R	77,882		82,077		84,410		85,808
S	80,213		84,410		86,742		88,140
T			86,742		89,074		90,472
U			89,074		91,406		92,804
V			91,405		93,737		95,136
Longevity	80,765		92,289		94,621		96,020

This schedule reflects a longevity increase based on the 2024-2025 contract language.

A \$500 longevity lump sum increase will be added to those who have been at the maximum figure in B.S./B.A. column for at least one year. A \$800 longevity lump sum increase will be added to those who have been at the maximum figure in M.S./M.A. or M.S./M.A.+48 columns for at least one year.

During the current 2025-2028 contract period, no employee under the contract will be getting longevity per terms of the agreement.

2026-2027 TRS Creditable Earnings

Step	B.S./B.A.		M.S./M.A.		M.S./M.A.+30		M.S./M.A.+48
A	48,080	Add \$204 for each four semester hours \$1,020 max.	50,392	Add \$102 for each four semester hours \$1,020 max.	52,703	Add \$102 for each four semester hours \$1,020 max.	54,090
B	49,491		51,870		54,250		55,677
C	50,918		53,297		55,677		57,105
D	52,346		54,726		57,105		58,533
E	53,772		56,152		58,830		60,436
F	55,201		58,056		60,733		62,339
G	56,629		59,959		62,637		64,243
H	58,533		61,863		64,540		66,146
I	60,436		63,767		66,444		68,050
J	62,339		65,670		68,348		69,954
K	64,243		67,573		70,250		71,856
L	66,222		69,954		72,334		73,760
M	68,526		71,856		74,236		75,664
N	70,430		74,236		76,615		78,043
O	72,334		76,615		78,995		80,422
P	74,712		78,995		81,373		82,801
Q	77,092		81,372		83,752		85,181
R	79,471		83,752		86,133		87,559
S	81,850		86,133		88,512		89,939
T			88,512		90,892		92,318
U			90,892		93,271		94,698
V			93,270		95,650		97,078
Longevity	82,413		94,172		96,552		97,980

This schedule reflects the amount reported to the Teachers Retirement System. Schedule reflects board paid TRS (1.020408%).

2027-2028 Schedule

4.75% Increase (No Step Given)

Step	B.S./B.A.		M.S./M.A.		M.S./M.A.+30		M.S./M.A.+48
A	49,356	Add \$200 for each four semester hours \$1,000 max.	51,730	Add \$100 for each four semester hours \$1,000 max.	54,102	Add \$100 for each four semester hours \$1,000 max.	55,526
B	50,805		53,248		55,690		57,155
C	52,270		54,712		57,155		58,621
D	53,736		56,178		58,621		60,087
E	55,200		57,643		60,392		62,040
F	56,667		59,598		62,345		63,994
G	58,132		61,551		64,300		65,949
H	60,087		63,506		66,253		67,902
I	62,040		65,460		68,208		69,857
J	63,994		67,414		70,163		71,811
K	65,949		69,368		72,115		73,764
L	68,391		71,811		74,254		75,719
M	70,345		73,764		76,207		77,673
N	72,299		76,207		78,649		80,115
O	74,254		78,649		81,092		82,558
P	76,696		81,092		83,534		84,999
Q	79,139		83,533		85,976		87,442
R	81,581		85,976		88,419		89,884
S	84,023		88,419		90,862		92,327
T			90,862		93,305		94,769
U			93,305		95,748		97,212
V			95,747		98,190		99,655
Longevity	84,601		96,673		99,115		100,581

This schedule reflects a longevity increase based on the 2024-2025 contract language.

A \$500 longevity lump sum increase will be added to those who have been at the maximum figure in B.S./B.A. column for at least one year. A \$800 longevity lump sum increase will be added to those who have been at the maximum figure in M.S./M.A. or M.S./M.A.+48 columns for at least one year.

During the current 2025-2028 contract period, no employee under the contract will be getting longevity per terms of the agreement.

2027-2028 TRS Creditable Earnings

Step	B.S./B.A.		M.S./M.A.		M.S./M.A.+30		M.S./M.A.+48
A	50,363	Add \$204 for each four semester hours \$1,020 max.	52,786	Add \$102 for each four semester hours \$1,020 max.	55,206	Add \$102 for each four semester hours \$1,020 max.	56,659
B	51,842		54,335		56,827		58,321
C	53,337		55,829		58,321		59,817
D	54,833		57,324		59,817		61,313
E	56,327		58,819		61,624		63,306
F	57,823		60,814		63,617		65,300
G	59,318		62,807		65,612		67,295
H	61,313		64,802		67,605		69,288
I	63,306		66,796		69,600		71,283
J	65,300		68,790		71,595		73,277
K	67,295		70,784		73,587		75,269
L	69,787		73,277		75,769		77,264
M	71,781		75,269		77,762		79,258
N	73,774		77,762		80,254		81,750
O	75,769		80,254		82,747		84,243
P	78,261		82,747		85,239		86,734
Q	80,754		85,238		87,731		89,227
R	83,246		87,731		90,223		91,718
S	85,738		90,223		92,716		94,211
T			92,716		95,209		96,703
U			95,209		97,702		99,196
V			97,701		100,194		101,689
Longevity	86,328		98,646		101,138		102,634

This schedule reflects the amount reported to the Teachers Retirement System. Schedule reflects board paid TRS (1.020408%).

APPENDIX B

EXTRA-CURRICULAR STIPEND SCHEDULE

Assignment	% Base	% Base	% Base
Based on last year's base	Exp: 1,2,3*	Exp: 4,5,6*	Exp: 7+*
Head Girls' Basketball (H.S.) Head Boys' Basketball (H.S.) Head Football (H.S.) Activities Director	14.00	18.67	23.30
Music Director (H.S.)	14.00	16.00	18.00
Yearbook (H.S.)	10.00	10.50	11.00
Head Baseball (H.S.) Head Girls' Track (H.S.) Head Boys' Track (H.S.) Head Girls' Soccer (H.S.) Head Boys' Soccer (H.S.) Head Softball (H.S.) Head Volleyball (H.S.) Head Wrestling (H.S.)	9.00	12.00	15.00
Musical Director (H.S.)	9.00	9.50	10.00
Assistant Girls' Basketball (H.S.) Assistant Boys' Basketball (H.S.) Assistant Football (H.S.) (4)	8.40	10.50	12.60
Head Boys' Basketball (M.S.) Head Girls' Basketball (M.S.)	9.00	11.00	13.00
Assistant Boys' Basketball (M.S.) Assistant Girls' Basketball (M.S.)	5.00	6.00	7.00
Scholastic Bowl (H.S.) (2) Scholastic Bowl (M.S.) Head Girls' Track (M.S.) Head Boys' Track (M.S.) Head Volleyball (M.S.)	7.00	8.50	10.00
School Musical Music Director (H.S.) F.F.A. Advisor (H.S.) F.C.C.L.A Advisor (HS) Cheerleading, Basketball (H.S.)	5.00	6.25	7.50

Assignment	% Base	% Base	% Base
Based on last year's base	Exp: 1,2,3*	Exp: 4,5,6*	Exp: 7+*
Cheerleading, Football (H.S.) Cross Country (H.S.) Golf (H.S.) Cavalettes (H.S.)	4.20	5.25	6.30
Assistant Baseball (H.S.) Assistant Softball (H.S.) Middle School Baseball (M.S.) Middle School Softball (M.S.) Middle School F.F.A Advisor (M.S.)	4.20	5.25	6.30
Assistant Boys' and Girls' Track (H.S.) Assistant Girls' Soccer (H.S.) Assistant Boys' Soccer (H.S.) Assistant Volleyball (H.S.) Assistant Wrestling (H.S.)	4.20	5.25	6.30
Assistant Track (M.S.) (1) Assistant Volleyball (M.S.) Cross Country (M.S.)	4.00	5.00	6.00
Student Council (H.S.) (2) Student Council (M.S.)	4.00	4.75	5.25
Musical Set Decorations (H.S.) Prom Decorations (H.S.) (2) Magazine Sales (H.S.) Youth Power (M.S.)	3.30	4.00	4.75
Assistant Cross Country (HS) Assistant Golf (HS) Assistant Baseball (MS) Assistant Cross Country (MS) Cheerleading (M.S.) Assistant Softball (MS)	2.00	2.50	3.00
Memory Book Sponsor (M.S.)	6.00	6.50	7.00
WYSE Coordinator (H.S.)	1.60	1.85	2.10
Patrol Head (Elementary)	1.50	1.80	2.25
Musical Assistant Director (H.S.) Musical Accompanist (H.S.) Musical Choreographer (H.S.)	1.25	1.75	2.25
National Honor Society (H.S.)	1.10	2.00	2.25
Patrol (Elementary) (2) WYSE (H.S.) (7) Bowling-Post Season Only (HS) Bowling-Post Season Only (MS) Golf- Post Season Only (MS)	1.00	1.25	1.50

*After 40 players or 3-year average of 40 players	
5 th Assistant Football (HS)	5.00
** After 20 players or 3-year average of 20 players	
3rd Assistant Volleyball (HS)	4.00
3rd Assistant Boys' Basketball (HS)	5.00
3rd Assistant Girls' Basketball (HS)	
***Experience does not carry over from either one sport to another sport, from assistant to head assignment, or from middle school to high school.	

APPENDIX C

Letter of Understanding

Extended Contracts

The Board may, at its discretion, offer extended contracts of no more than two weeks, if acceptable to the individual teacher, without negotiating with the Association. Salary will be on a pro rata basis, i.e. $\frac{\# \text{ days worked}}{180} \times \text{annual salary}$.

Lunch Room Aides

The Board agrees to employ two-hour lunch hour aides at the elementary level.