



**AGREEMENT BETWEEN**

**THE MOUNT PROSPECT EDUCATION ASSOCIATION**

**AND THE**

**BOARD OF EDUCATION,**  
**MOUNT PROSPECT SCHOOL DISTRICT 57**

**COOK COUNTY, ILLINOIS**

2022-2023

2023-2024

2024- 2025

2025-2026

2026-2027

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## ARTICLE I - RECOGNITION

The Board of Education of the Mount Prospect School District 57, Cook County, Mount Prospect, Illinois, hereinafter known as "Board," recognizes the Mount Prospect Education Association – IEA/NEA, hereinafter known as "Association," as the exclusive bargaining agent for wages, hours, and other terms and conditions of employment leading up to retirement for all certified teaching personnel (including certified school nurses), psychologists and social workers, except the Superintendent and all other administrators, building assistants (while acting in an administrative capacity), substitute teachers, teacher aides, consultants, and interns. As used herein, the term "Teacher" refers to members of the bargaining unit defined above.

The Board shall not negotiate with any teachers' organization other than the Association for the duration of this Agreement

## ARTICLE II - ASSOCIATION RIGHTS AND RESPONSIBILITIES

### 2-1 Association Rights and Responsibilities

Teachers have the right to organize and to join the Association and, as Association members, to participate in negotiations with the Board for their wages, hours, and other terms and conditions of employment, but membership in the Association shall not be required as a condition of initial or continued employment.

The Board shall not discriminate against any Teacher with respect to hours, wages, and other terms and conditions of employment for reasons of membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.

### 2-2 Board Association Communication

Before the Board changes any existing policies that will affect Teachers' wages, hours, or conditions of employment, it shall:

- A. Notify the Association of the potential change and arrange for a meeting to take place within ten (10) days between representatives of the Board and Association.
- B. If the proposed changes are not acceptable to the Association, the Association may, within ten (10) days of the meeting between parties, serve a written demand to bargain the change(s) pursuant to the rules and regulations of the Illinois Educational Labor Relations Board (IELRB).
- C. The administration shall make available to the Association President a copy of the Board agenda, the minutes and the public information media packet.
- D. The Association President and the Superintendent jointly agree to conduct monthly communication meetings, when possible, for the purpose of maintaining ongoing communications and discussing programs and/or issues that affect Teachers in the bargaining unit. At the discretion of the Superintendent or Union President, additional administrators and/or Association members may be included in these meetings.

### 2-3 Joint Board - Teacher Committee

A joint committee, consisting of up to four (4) board members and up to six (6) Association members, will meet to discuss items specific to this Agreement and make recommendations to the Board and administration on items of mutual interest. The committee will meet on an as needed basis but not less than once a year. Resource people may attend.

## 2-4 Association Dues Deduction

The District shall deduct the current dues of the Association from the pay of any Teacher who has executed an annual authorization for dues deduction. The Association shall annually certify the amount of the dues. The Association shall furnish the authorization form which shall include a hold-harmless clause exempting the District from liability to the individual or any teacher association for any omissions of deductions. The District shall notify the Association in writing of the receipt of any revocation. All dues deducted by the District shall be remitted to the Association within twenty-one (21) days of that deduction.

## 2-5 Fair Share

- A. It is recognized that the negotiation and administration of this Agreement entail expenses which appropriately are shared by all Teachers who are beneficiaries of said Agreement. To this end, if a Teacher does not join the Association, such Teacher will:
  - 1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration; or
  - 2. Pay directly to the Association a like sum.
- B. In the event such an authorization is not signed or such direct payment is not made within thirty (30) days following the commencement of employment of the Teacher or the effective date of this Agreement, whichever is later, the Board will deduct the fair share fee in payments in the same installments as members' deductions.
- C. The IEA/NEA agrees to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Section B above, including reimbursement for any legal fees or expenses incurred in connection therewith.
- D. The Board agrees to notify the Association promptly in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of Section B above and, if the Association so requests in writing, to surrender claims, demands, suits or other forms of liability.
- E. The parties expressly recognize the rights of non-members based upon their bona fide religious tenets or teachings of a church or religious body as provided for in Section 11 of the IELRA.

## 2-6 Leave – Association

The Association President will be granted an average of one day per month (10 days per school year) for Association business. The District will provide office space, if available, for the Association President to use for Association business. Office space will not necessarily be the same location each year.

In the event that the Association desires to send delegates to attend the Representative Assembly, up to four (4) days may be approved.

The Association shall make an application to the Superintendent for approval of any Association leave days. Association members on leave will not have salary deductions for the leave; however, the Association shall reimburse the District for the substitute's salary. Application for use of these days must be filed in advance with the Superintendent for approval.

### **ARTICLE III - BOARD OF EDUCATION RIGHTS AND RESPONSIBILITIES**

The Association acknowledges that the Board has the responsibility and authority to govern the District as provided by state and federal law.

It is expressly understood and agreed by the Association that the Board retains all functions, rights, powers, or authority of the Board that are not specifically limited by the express language of this Agreement.



## ARTICLE IV - TEACHER RIGHTS , WORKING CONDITIONS, AND RESPONSIBILITIES

### 4-1 Right of Representation

When any Teacher is required to appear before the Board, Superintendent, or administrator concerning a written reprimand in regard to a matter that could lead to the termination of the Teacher or affect his/her salary or any increments, the Teacher shall be given reasonable prior notice of the reasons for such meeting or interview. Upon the Teacher's request, the Teacher shall be entitled to have a representative of the Association present to advise and/or represent him/her during such meeting or interview.

### 4-2 Personnel File

- A. Only one official file shall be kept for each Teacher in the District, and such file shall be maintained by the Office of the Superintendent. References to the official file will include both hard copies and computer records. The individual Teacher may have access, upon request and at a mutually agreed time, and may add comment(s) to the file upon any of the material contained therein. Any time a written comment or document is received or placed in the Teacher's file, the Teacher shall receive a copy of that comment or document.
- B. All communications which are included in his/her official personnel file shall be shown to the Teacher prior to being placed in the file. The Teacher shall sign and date the written material when shown; however, the signature will not necessarily indicate agreement. The Teacher shall have the right to attach dissenting material to any item in the file. If the general subject of a complaint from a parent is not repeated from any source for a year, the complaint shall be removed from the official file at the request of the Teacher.
- C. Administrators and principals shall take all reasonable precautions to ensure the confidentiality of employee records, positive documents, or commendations, disciplinary notices, grievance documents, and any other material not generally accessible to staff, parents, or members of the community.
- D. Anonymous communications may not be entered in the official personnel file.

### 4-3 Job Sharing

- A. A tenured Teacher shall apply in writing to the Superintendent by January 31 for participation in a job sharing arrangement for the following school year. The application process and forms will be available from the Superintendent's office.
- B. The application may be approved or denied at the Superintendent's discretion, but shall not be denied solely on the basis of philosophical bias.

- C. A job share may continue from year to year provided the Teacher reapplies by January 31 and receives administrative approval.
- D. No Teacher shall suffer loss of tenure as a result of participation in the job share. The District may limit the number of job shares at any one time.
- E. A Teacher whose request for job sharing is denied will receive the rationale for such denial in writing from the administration.
- F. Credit for Teaching Experience- Full or part-time teachers on a minimum contract of .5 FTE or greater and those tenured teachers working as part of a board-approved job-sharing agreement, either of whom are employed for the entire school year, will be granted one year of experience on the district's salary schedule.
- G. Job-sharing pairs are expected to attend all district full-day institute and in-service days (including SIP days) as well as all conference days.

#### **4-4 Teacher Evaluations**

- A. Consistent with the Danielson framework for teaching, the primary purpose of Teacher evaluations is to assess the Teacher's skill using a conversational and relationally based model and to provide Teachers with a supportive and collaborative relationship with the District to develop and refine the craft of educating.
- B. The evaluation criteria and procedures shall be applied uniformly and in a timely manner (in accordance with the Teacher Evaluation Plan) to all Teachers covered by this Agreement.
- C. Summative evaluation ratings shall be based on evidence. Evidence is not an individual's memory, belief, or knowledge. It is data, information, and artifacts that can be seen, heard, or read while observing the Teacher's practice or while engaged in conversation with the Teacher. Hearsay, unsubstantiated claims, or anonymous communications shall not be a part of the evaluation process.
- D. All evaluations shall be conducted in good faith to this end and in accordance with the provisions of the Teacher Evaluation Plan, as jointly created and approved by the District and Association.
- E. The Educator Evaluation Committee will meet annually to review evaluation procedures and paperwork. The Educator Evaluation Committee is authorized to recommend Teacher Evaluation Plan changes. Recommendations from this committee must be acted upon (rejected or accepted) by the District and the Association President (or his/her designee).

## 4-5 Working Conditions

- A. Meetings, including before and after school, shall be reasonable in frequency and duration.
- B. All Teachers are entitled to a duty-free lunch period as provided in the School Code. A duty free lunch of one hour at the elementary level and the length of one period at the middle school level is provided to teachers. While voluntary meetings may take place during this time period, teachers cannot be assigned supervisory duties or required to attend professional meetings during their duty free lunch.
- C. Days preceding weekends, holidays, and vacation periods, Teachers may leave the building as soon as children have been dismissed and all necessary tasks have been completed.
- D. Daily schedule for teachers
  1. Elementary teachers are required to be at school for an additional three hundred (300) minutes weekly outside of student attendance times as set by each individual building principal with input from Teachers. Teachers will work with the building principal to create a rotating schedule for supervision for arrival and dismissal times.
  2. Middle school teachers are required to be at school one hundred fifty (150) minutes weekly outside of student attendance times as set by each individual building principal with input from Teachers.
  3. Lincoln teachers are assigned to teach six periods a day plus an additional instructional period for two quarters. The additional instructional period will include either (1) a small group intervention or (2) an additional class consistent with classes already being planned for (a current prep).

For small group interventions:

- Provide intervention blocks to allow for meaningful support for students, which may include delivering a scripted curriculum, a content intervention, or reteaching content.
- Administration will endeavor to keep class sizes in the range of 6-8
- Administration in consultation with the team will endeavor to assign students to intervention classes taught by teachers with the certification in the student's area of need utilizing data.
- If staff are requested to deliver curriculum or an intervention program that is different than a current prep, they will receive training on the program.

For additional classes consistent with classes already being planned:

- A seventh class can be assigned by administration with input from MPEA. with input from MPEA.
- Teachers would have the option of either:

- being paid their hourly rate \* the number of days in the quarter for this class (minimum of 20 students) in place of a plan period
  - or
  - Teachers would be paid \$500 if the class takes the place of the intervention period.
  - Administrator would work with staff if there are multiple interested staff to determine who will be assigned the additional class..
4. Teachers may also be required to attend appropriate professional activities during the regular work day. Those professional activities may include but are not limited to such things as faculty meetings, special education staffings, conferences with parents, committee meetings, and/or meetings with colleagues, administrators, or local law enforcement officials.
5. Student Attendance Hours
- Preschool and Kindergarten
    - 9:20 a.m. to 11:50 a.m.
    - 1:20 p.m. to 3:50 p.m.
  - Grade 1
    - 9:20 a.m. to 11:50 a.m.
    - 12:50 p.m. to 3:50 p.m.
  - Grades 2-5
    - 8:50 a.m. to 11:50 a.m.
    - 12:50 p.m. to 3:20 p.m.
  - Grades 6-8
    - 7:45 a.m. to 2:45 p.m.
- E. Communicable and/or Chronic Infectious Diseases
- The school district will consider Illinois Department of Public Health (IDPH) rules and regulations for the control of communicable and infectious diseases as specified in the Illinois law and published by the IDPH.
- F. Safety in the Workplace
1. The Board recognizes its obligation to maintain a safe and healthy environment in compliance with applicable law. In the event that Teachers should become aware of an unsafe or hazardous condition, they should report it to administration.
  2. Employees shall be provided a copy of the District's crisis intervention plan within the first two (2) weeks of the school year or the date of hire. This may be in written or electronic format. The administration shall review the plan annually with employees and any changes made will be shared with Teachers in printed or electronic format.
  3. The District will maintain and publish a District and building emergency plan in conjunction with the Village of Mount Prospect. This may be in written or electronic format.

4. Staff who experience any type of fall or injury should report the incident to the school office and fill out an injury report as soon as possible.
5. Teachers have the rights as referenced in the Student Code of Conduct located in the District Handbook, which is updated annually by a committee of administrators and teachers and approved by the Board of Education.

## 4-6 Parent Complaints

Any verbal or written complaints by a parent concerning a teacher shall be called to the attention of the teacher in a timely manner; the parents will be advised to follow proper channels in resolving any concerns. Teachers and administrators shall cooperate in the resolution of any parent concerns filed regarding teachers.

## 4-7 Vacancies and Transfers

### A. Vacancies

#### 1. General Guidelines

- a. A vacancy shall be defined as any newly created position or a position created when a Teacher leaves that position for any reason. The District encourages Teachers to consider applying for vacant positions as they become available.
- b. During the school year, the Administration shall post in each school building and online for five (5) school days notice of any District vacancy or anticipated vacancy as it occurs. Such notice shall include the position, school, date available, and date of the posting. A copy of such notice shall be sent to the Association President.
- c. Teachers wishing to apply for a vacant position shall apply through the online application process as an internal candidate. Vacancies will be posted for a minimum of five (5) school days before the position is filled with the exception of emergency vacancies which may require a shorter posting period (e.g., difficult to fill positions, last-minute vacancies, etc.). Additionally, Teachers will be notified by email of summer postings.
- d. All Teachers who have applied for a position shall be interviewed for that position provided such Teacher meets certification requirements and highly qualified provision of the law for such position. Teachers have priority consideration over external candidates. After Teachers are interviewed for such vacancies, they shall be notified of the Administration's decision when the vacancy is filled. New and vacant positions will be filled based upon consideration of certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience. Seniority will not be a factor unless all other factors are determined by the District to be equal.

## B. Transfers

1. A transfer shall be defined as a change in assignment.
2. Teachers shall not be involuntarily transferred during the regular school year to another building or transferred to teach another grade level or subject area without prior consultation between the Teacher and Administrator involved.
3. In the event it is necessary to transfer a Teacher, the Administration will use as its primary consideration academic qualifications, relevant teaching experience, and length of service in the District. Transfers shall be neither arbitrary nor capricious.
4. The District's decision to involuntarily transfer a Teacher does not preclude the affected Teacher from applying for open positions. Open positions will be filled based upon consideration of certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience. Seniority will not be a factor unless all other factors are determined by the District to be equal. If a Teacher is not selected for an open position, the Teacher or Association shall be informed.
5. A Teacher who is involuntarily transferred shall be informed in writing of the reason(s) for the transfer. Such notice shall be given as soon as possible to the Teacher so that he or she can more readily facilitate the change. The Teacher may, at his/her option, meet with the administration to discuss the reasons for the transfer. The Teacher being involuntarily transferred shall be notified of existing vacancies and upon request, shall be given consideration for such.
6. Any Teacher involuntarily transferred because of a reduction in the number of positions or assignments in a building will have the option to be returned to the same position if it becomes available within two (2) years of the effective date of the involuntary transfer. Any Teacher may request a voluntary transfer at any time.
7. Any Teacher involuntarily assigned to teach a new subject area and/or grade level shall meet with their building principal prior to the implementation of the transfer to create a transition plan, including, but not limited to training, job or grade alike mentoring, and other support, which will enable the teacher to successfully transition to their new assignment. The Teacher who has been reassigned and the mentor shall not participate in the formal mentoring program. Instead, documentation of their collaboration will be provided to the building principal at a minimum of twice yearly.
8. Room Reassignment- Any Teacher who is required to move to another classroom will be given District support and up to six (6) hours for a classroom and two (2) hours for an office at a rate of forty-four (44) dollars per hour. Time must be approved by the building administrator and must be outside of the school day's

contractual hours. Two weeks of notice will be given whenever possible. The Superintendent or designee may approve additional assistance to the Teacher.

#### 4-8 Teacher Responsibilities

- A. **Maintenance of Student Records-** Teachers will be responsible for maintaining student records, including temporary, permanent, and health records. Teachers will also be responsible for maintaining student attendance and assessment records. Specific information about the procedure for maintaining student records will be provided in a District Records Document posted on the D57 Intranet.
- B. **Report Cards-** report cards are sent home three times a year in grades K-5, four times a year in grades 6-8. Grading period date ranges and the dates for report card distribution are found on the student calendar.
- C. **Guidelines for Dispensing Medication-** All medications are dispensed through the building medical office. It is understood that the school district provides this service in the interest of the well-being of students and as an accommodation to parents. The School Code of Illinois expressly excludes teachers from those required to administer medication of any kind to students. All requests for medication administration will be referred to the health office.
- D. **Daily and Weekly Class Schedule-** Each teacher, preschool through fifth grade, is required to submit a copy of his/her daily and weekly programs by the end of the second week of school to the school office.
- E. **Closing School at the End of an Academic Year-** Teachers are responsible for complying with district and school end-of-year closing instructions, which will be communicated by administration.
- F. **Procedures for Securing a Substitute Teacher-** Teachers will submit an absence using the District's absence management system. Teachers must submit a half-day absence if they can not be in attendance for any portion of their morning or afternoon. Teachers should not leave the school during their planning time. Lunchtime is considered free time to leave or take care of personal business. Administration reserves the right to grant any short-term absence (not to exceed a half day), provided the Teacher requesting the short-term absence can find a Teacher volunteer (unpaid) for the internal substitution.
- G. **Preparing for an Absence-** In the event that a teacher is absent from their assignment, it is the regular teacher's responsibility that all materials, teachers' guides, and pertinent information are readily available for the substitute teacher. Substitute teachers also may be asked to cover a regular teacher's duty and supervisory assignments, so a current list of those responsibilities should also be available.
- H. **Transporting Students-** A Teacher shall not transport students in a personal vehicle.

- I. **Mandated Trainings for Staff** -All staff are required to complete annual mandated training as set forth by the District and required by law. The training includes such topics as bloodborne pathogens, DCFS-mandated reporter training, etc. Staff will receive instructions from the HR Department regarding how to access training and deadlines for completion.
- J. **General Responsibilities of Teachers**- Teachers should maintain appropriate attire.

## 4-9 School Calendar

The Association shall have the right to present to the Superintendent suggestions regarding the following school year calendar. The Superintendent will meet with the Association prior to making recommendations to the Board, provided such meeting does not delay the adoption of the calendar by the Board. Recommendations from the Association must be received by the Superintendent no later than October 15th of each year.

The official calendar includes 183 teacher work days as follows:

- 175 student attendance days comprised of the following:
  - One hundred seventy (170) full student attendance days (169 for Kindergarten.)
  - Four (4) additional half-days of professional development
  - One (1) half-day of student attendance the morning of “Sectioning Day” in May. Afternoon of same day is Grade Level Sectioning Day.
- 2 professional development days at the beginning of the school year.
- 2 Institute and/or School Improvement Days. (In addition to these 2 days, Kindergarten has 1 additional Grade Level Sectioning Day.)
- 1 “Close-Out Day” to be used as Teacher plan day on last day of school.
- Parent-Teacher Conferences in the fall will occur over a maximum of six (6) hours equating to one (1) work day outside of contractual hours. In addition, there will be one full day during school contractual hours. Scheduling will be established by building within the following limits:
  - Conferences will occur within four (4) weeks of the first report card of the year.
  - On days when conferences are held, the Teacher work day may not exceed twelve (12) hours.
  - Extra-ordinary class sizes requiring more than twelve (12) hours of conference time will be given additional time during regular school hours with substitutes. This applies to PreK through Grade 5 only.
  - The building administrator, along with input from the staff, will be responsible for scheduling each building’s conference dates/times, including any necessary breaks.
  - In subsequent years, the above parameters will be reviewed and can be revised to incorporate Teacher, administrator, and parent feedback.
- Parent-Teacher Check-Ins in the spring will occur over six (6) hours outside of student instruction time to connect with families of students in need of conferencing during the month in February.



- For example: Check-in times could be arranged before school, after school, during prep/specials, lunch, etc. to maximize availability to families.
- Delivery model could be in person, zoom, or phone based upon parental preference.
- Spring check-ins will prioritize the students with the greatest need.
- Teachers will be responsible to provide a log for the six (6) hours. A form will be provided.
- In subsequent years, the above parameters will be reviewed and can be revised to incorporate Teacher, administrator, and parent feedback.

Additionally:

1. The school calendar will include five (5) emergency “make-up” days. If any of the five (5) emergency “make-up” days are not used, the unused emergency “make-up” days shall be deleted from the calendar.
2. Thanksgiving week, defined as the Monday through Friday of the week of Thanksgiving, will be a week of “not in attendance days” for Teachers.

## 4-10 Plan Time

In the event of the loss of planning time due to the performance of required job-related duties, the affected Teacher(s) and principal will meet to develop a mutually acceptable replacement planning period or portion thereof.

- Westbrook, Lions Park and Fairview:
  - Homeroom Teachers are not required to attend PE, music, art with their students.
  - Homeroom Teachers will not be required to attend 30 minutes of the weekly LRC time in acknowledgment of their rotating supervision schedules as assigned by the building principal.
- Lincoln:
  - One period of individual plan time
  - One period of team/department plan time
  - For two quarters a year, an additional one period of individual plan time will occur

## 4-11 Procedures for Reduction in Force (RIF) and Recall

### A. Reduction in Force (RIF)

1. For purposes of determining the sequence of honorable dismissal (also known as Reduction in Force or RIF), the District will create a list for each job classification that places Teachers who hold appropriate licensure (and qualifications included in the job description by May 10<sup>th</sup> of the preceding school year) for that position into the following groupings:

- Group 1 – Teachers who are untenured and have yet to receive a District 57 evaluation, employed for one school term or less to replace a Teacher on leave, or employed on a part-time basis, as defined by School Code of Illinois
  - Group 2 – Teachers who have received an unsatisfactory or needs improvement rating in one (1) of their last two District 57 evaluations
  - Group 3 – Teachers who do not fit into any of the other three (3) categories
  - Group 4 – Teachers who have received at least two (2) excellent evaluation ratings within their last three (3) District 57 evaluations.
2. For purpose of categorization into Group 2, each Teacher in category 2 will be assigned a subcategory number. This subcategory number will be determined by calculating the average of the last two (or the last one, if only one has been performed) District 57 evaluations received.
    - a. Teachers in Group 2 will be listed according to their subcategory number from highest to lowest. If the subcategory number is equal, Teachers will be listed in order of seniority.
    - b. The subcategory number is based on the sum of evaluations (as determined by the numbers listed below) divided by 2 rounded to the nearest tenth.
      - 1) Unsatisfactory rating = 1
      - 2) Needs improvement rating = 2
      - 3) Satisfactory rating = 3
      - 4) Excellent rating = 4
  3. Prior to initiating a RIF, the District will release non-tenured Teachers for whom the District has chosen not to renew employment contracts.
  4. If the District cannot produce or did not conduct the evaluation of a tenured Teacher when it should have done so, that year shall be determined as a proficient rating.
  5. Teachers will be RIFd in the following order:
    - a. 1<sup>st</sup> Teachers in Category 1 as determined by the District
    - b. 2<sup>nd</sup> Teachers in Category 2 with reverse seniority within each subgrouping as required by School Code of Illinois
    - c. 3<sup>rd</sup> Teachers in Category 3 in reverse seniority order
    - d. 4<sup>th</sup> Teachers in Category 4 in reverse seniority order
  6. The District will notify the Association of the names of all Teachers experiencing the RIF at least five (5) days prior to a RIF list being published.
  7. The District will notify all affected Teachers of the RIF at least forty-five (45) calendar days before the end of the school year. Such notification will occur at a

time least likely to interfere with the Teacher's ability to complete his/her assignment, such as the end of the school day or the end of the school week. Failure to comply with this provision shall not be grounds to invalidate the RIF or dismissal.

B. Recall

1. Recall of Teachers shall be by seniority within the respective RIF Group 3 or 4 provided the RIFd Teacher is licensed and qualified to perform the service(s) required of the position.
2. The District will maintain a recall list for one calendar year from the beginning of the following school term unless the original layoff exceeds fifteen (15) percent of the number of full-time equivalent positions filled by Teachers during the preceding school year, in which case the recall rights extend for two calendar years from the beginning of the school term following the layoff, as specified in the notice of reduction-in-force for each affected Teacher in RIF Group 3 or 4. Those Teachers failing to accept the offer of recall to employment within five (5) business days from receiving notification of recall will be dropped from the recall list.
3. Teachers RIFd from Group 2 shall have recall rights for vacancies until February 1 of the following school term.

- C. All legislative changes to the Illinois RIF and Recall law will be automatically incorporated into this section of the Agreement. The District will notify the Association of any such changes and agrees to bargain with the Association over the impact on Teachers of the changes.

## 4-12 Professional Development

### Purpose

The ultimate goal of professional development is to improve student achievement through high-quality teaching. Professional development must provide for the continuous improvement of professional practice and address the needs of each individual on the staff. It must provide opportunities for Teachers to attain pedagogical content knowledge as well as build their instructional leadership skills.

### Implementation

All professional development programs are under the authority of the administration. All district-wide professional development activities will be planned in conjunction with the Professional Development Committee which shall include Teachers and administration.

Professional development shall encompass various delivery models such as but not limited to Trainer of Trainers, co-planning/co-presenting, District Teachers, outside presenters, and online

instruction. When Teachers are asked to formally present or lead professional development, release time for planning will be coordinated through the requesting administrator.

In addition to the institute days annually allocated to professional development (See Calendar, Section 4-9), there shall be only two (2) regularly scheduled staff meetings per month in each school. One staff meeting shall have an agenda set by the principal, and the second staff meeting shall have an agenda set by the Teachers. The staff meetings shall be no longer than forty-five (45) minutes in length and may start no earlier than forty-five (45) minutes prior to the start bell of the affected school, and may last no longer than forty-five (45) minutes after the end bell of the affected school.

### **Content and Process**

All professional development should address District, school, and individual educational goals. If the District provides the resources for a Teacher to attend a conference or workshop and upon prior mutual agreement between the Teacher and administration, the Teacher will present /share the material to District or School staff. The District will offer CPDU credits to Teachers through its professional development offerings.

## ARTICLE V - TEACHER COMPENSATION AND BENEFITS

### 5-1 Travel Compensation

- A. In-district travel expenses shall be reimbursed on an annual basis for within workday travel between schools as follows:

2 schools each workday - 5 days a week \$255  
 2 schools each workday - 4 days a week \$205  
 2 schools each workday - 3 days a week \$155  
 2 schools each workday - 2 days a week \$105  
 2 schools each workday - 1 day a week \$55  
 3 schools each workday - 5 days a week \$305  
 3 schools each workday - 4 days a week \$255  
 3 schools each workday - 3 days a week \$205  
 3 schools each workday - 2 days a week \$155  
 3 schools each workday - 1 day a week \$105  
 4 schools each workday - 5 days a week \$355  
 4 schools each workday - 4 days a week \$305  
 4 schools each workday - 3 days a week \$255  
 4 schools each workday - 2 days a week \$205  
 4 schools each workday - 1 day a week \$155

- B. Teachers required to travel during the workday shall be allowed to travel exclusive of planning time and lunchtime.
- C. Travel expenses, when approved in advance, shall be reimbursed in accord with IRS regulations in effect at the start of each contract year.

### 5-2 Insurance Coverage

- A. The District will provide health insurance which will include a medical, dental, and prescription drug plan.
- B. The District will pay 90% of the cost of single health insurance and 50% of the cost of family health insurance.
- C. The District will pay the cost of an individual \$50,000 life insurance policy for every Teacher who is eligible for benefits.
- D. The District will make available a Flexible Benefit Plan (IRS 125) which would provide pretax payment of medical/dental premiums, pretax payments of medical/dental expenses that are not reimbursed by insurance, and pretax payments of dependent care expenses. Participation in each option will be voluntary. The terms and conditions for participation will be specified in a plan document which will be prepared by the Board to comply with

provisions of the Internal Revenue Code. During open enrollment, the District will annually provide an in-service to educate Teachers on how to maximize Flexible Benefit Plan benefits.

- E. The administration fee for the Flexible Benefit Plan will be paid by the Board. Individuals may not continue insurance coverage with the District after retirement except as required by federal law.
- F. The District 57 Insurance Committee representing all employees covered by the District's health insurance, the administration and the Board of Education will confer to develop recommendations for plan design (including drug co-pays) and premium changes. Each representative will have one vote on committee recommendations. All plan changes require approval by the Association President and the Board of Education and will be communicated to Teachers within thirty (30) days of notification by carrier.
- G. If a medical policy change is made (by recommendation of the insurance committee and approved by the Association President and Board of Education) in which the total premium for family is reduced, the District will continue to pay the same monetary value while all savings will go to the employee's share. The new percentage covered by the District will be carried forward for the remainder of the contract. The Board will limit the percentage of coverage by the Board to a maximum of 60%. This is only for the Family medical insurance.
- H. The District will pay 98% of all single dental insurance plans, 60% of all family dental insurance plans, and 90% of all single plus one dental insurance plans.

*Note: Insurance for non-renewal and retiring Teachers will cease on June 30<sup>th</sup>. Teachers opting to resign from the District may submit a resignation letter that is effective August 1<sup>st</sup> if they intend to keep their insurance through August 31<sup>st</sup>. Otherwise, their insurance will cease at the end of the resignation month.*

### **5-3 Payroll**

Pay shall be issued on the 15<sup>th</sup> and final day of the month. In the event the payday falls on a Saturday, Sunday, state or federal holiday, the pay shall be issued on the day prior thereto. Final contract payments will be made to Teachers in June when requests for those payments are submitted to the District by May 1. Retiring Teachers will be paid all monies due by June 30.

Payroll will be directly deposited into the bank account designated by the teacher at no cost to the Teacher. Teachers will be provided access to electronic confirmation of their payroll deposits.

## 5-4 Professional Salary Schedule Advancement

### PRE-MASTER'S DEGREE SALARY ADVANCEMENT

All coursework for teachers who have not obtained a Master's degree must be graduate-level coursework that could be directly connected to the completion of the Master's degree program. For the purpose of salary schedule advancement, any coursework (1) completed prior to the achievement of a Master's degree and (2) not directly connected to the completion of the Master's degree, will not be applied for salary schedule advancement beyond a Master's degree on the salary schedule. The Master's degree program must either (1) enhance the ability of a teacher to perform their job or (2) provide additional skills/certification that could be used/applied in the District presently or in the future. All coursework must be obtained from an accredited college or university.

### POST-MASTER'S DEGREE SALARY ADVANCEMENT

Upon attainment of a Master's Degree, a teacher may take courses which could, but are not required to, lead to an advanced degree or endorsement for lane advancement on the salary schedule. Coursework is intended to either (1) enhance the ability of a teacher to perform their job or (2) provide additional skills/certification that could be used/applied in the District presently or in the future. All coursework must be obtained from an accredited college or university.

- If a Teacher provides proof of completed course work by June 30 of each year or the next business day if June 30 falls on a day when the District offices are closed, the teacher shall be entitled to a review to determine the Teacher's eligibility for salary advancement on the first payroll in the following September. Deadlines for receipt of official transcripts or certificate of completion shall be by the following August 31 or the next business day if August 31 falls on a day when the District offices are closed.
- If dates are not met, salary advancements will not take effect until the following March payroll. If a Teacher provides proof of completed course work by January 31 of each year or the next business day if January 31 falls on a day when the District offices are closed, the Teacher shall be entitled to a review to determine the Teacher's eligibility for salary advancement on the first payroll in the following March. Deadlines for receipt of official transcripts or certificate of completion shall be by the following February 28 or the next business day if February 28 falls on a day when the District offices are closed. If dates are not met, salary advancements will not take effect until the following September payroll.

## 5-5 Tuition Reimbursement

Any Teacher is eligible for tuition reimbursement who:

- A. Has begun his/her second year or more of uninterrupted employment with the District.
- B. Receives approval for course work by the principal and the Superintendent, prior to the beginning of the class.
- C. Completes graduate course work as outlined in 5-5 Professional Salary Schedule Advancement.
- D. Remains a Teacher in the District for the entire year following course completion; should the Teacher leave the employ of the District prior to this, the District shall be due the entire tuition reimbursement amount.
- E. Completes the course work with a grade of "B" or better.
- F. Submits evidence of tuition costs and official transcript of credits earned (or grade report) to the office of the superintendent prior to deadlines outlined below.

The annual tuition reimbursement pool of \$60,000 will be divided into thirds with three reimbursement periods during the school year.

Classes taken during the summer period require submission of evidence of tuition costs and an official transcript of credits earned (or grade report) to the superintendent prior to the September 15th deadline. All Superintendent approved applicants will receive equal reimbursement of up to 50% of the cost of tuition. Any unused reimbursement pool summer funds will be split between and rolled over to the fall and spring reimbursement pools.

Classes taken during the fall period require submission of evidence of tuition costs and an official transcript of credits earned (or grade report) to the superintendent prior to the January 15th deadline. All Superintendent approved applicants will receive equal reimbursement of up to 50% of the cost of tuition. Any unused funds will be rolled over to the spring reimbursement pool.

Classes taken during the spring period require submission of evidence of tuition costs and an official transcript of credits earned (or grade report) to the superintendent prior to the June 15th deadline. All Superintendent approved applicants will receive equal reimbursement of up to 50% of the cost of tuition.

Any additional reimbursement dollars available shall be divided by the total tuition of all three periods to determine the maximum percentage of additional reimbursement. Maximum reimbursement may not exceed 100% of tuition paid.



If documentation is not submitted by the deadlines outlined above, a Teacher may apply for reimbursement up to one calendar year after receiving their official grade report.

## 5-6 Special Increments

- A. The Board may award special increments to members of the staff for special duties, services, or competencies.
- B. School psychologists will receive a special increment for the following activities during the course of a school year:
  - a. Leads and completes testing for initial and re-evaluations of special education students to receive \$1,900/year;
  - b. Leads case study teams to receive \$1,900/year;
  - c. Coordinates a case study to receive \$1,900/year;
  - d. Leads teams to program identification to meet student needs to receive \$1,900/year; and,
  - e. Represents students with special needs in district-wide programs and curriculum development to ensure students' academic and social-emotional needs can be met in the least restrictive environment to receive \$1,900/year.

## 5-7 Withholding Salary Increments

Advancement on the salary schedule is not automatic. The Board may withhold additional increments, step increases, or lane changes with cause, upon the recommendation of the Superintendent.

## 5-8 Eligibility for Benefits

Fringe benefits, as provided under the terms of this Agreement, shall be made available to all Teachers covered by this Agreement subject to individual company policies; however, all fringe benefit payments shall be made on a prorated basis as to the percentage of time employed as indicated on the table below:

- .8 through 1.0 contract = full benefits paid by the District as allowed by contract
- .7 through .79 contract = .7 of benefits paid by district; .3 benefits paid by Teacher per contract
- .6 through .69 contract = .6 of benefits paid by district; .4 benefits paid by Teacher per contract
- .5 through .59 contract = .5 of benefits paid by district; .5 benefits paid by Teacher per contract
- .49 or less contract ineligible for benefits

In those instances when a premium payment is necessary, the Board must receive, from the teacher, the Teacher's prorated share of any premium in order to provide said fringe benefits.

## 5-9 Salary Schedules

The salary schedules are set forth in Appendix A. Every Teacher takes step movement if step is available and applicable lane movement each year.

Increases to the base salary are as follows:

School Year	Step Plus Salary Schedule Increase
2022-2023	5%
2023-2024	5%
2024-2025	4.5%
2025-2026	4.2%
2026-2027	4.5%

## 5-10 Extra Duty Pay Schedule

- A. The extra duty pay schedule is attached as Appendix B. The compensation listed represents compensation for the position and not necessarily the number of positions to be filled.
- B. The Board reserves the right to add extra duty assignments, to establish remuneration for those extra duties during a given year, and to negotiate the same for any subsequent contract at the request of the Association.
- C. If any of the extra duties are made a part of the Teacher's regular class load, extra duty pay is waived. Full-time assignments under the extra duty pay schedule will be made only after consultation with the Teacher.
- D. If an instance occurs when a licensed Teacher serves as a substitute for a supervisory duty, a per diem amount for the day's service will be added to his/her remuneration. When a Teacher is unable to fulfill an extra duty assignment due to an extended leave of absence, a per diem amount for each day's service missed will be deducted from his/her remuneration.

## 5-11 Summer School Salary

The salary for summer school Teachers will be paid at the hourly rate of forty-four (44) dollars. A day shall be defined as two hundred ten (210) minutes for EC through Grade 1 and three hundred (300) minutes for Grade 2 through Grade 8 of pupil-Teacher contact time and planning time. Less per-pupil Teacher contact or more per-pupil contact in a given day will be prorated accordingly.

## 5-12 Professional Organization Dues

The Board will contribute one-half the dues of approved professional organizations up to a \$50.00 contribution per organization.

## 5-13 Additional Compensation

Teachers performing work directed by the Superintendent or their designee outside of contractual hours will be paid at the hourly rate shown below:

- \$44 per hour can include:
  - Teachers planning professional development or creating curriculum outside of contractual hours.
- \$22 per hour can include:
  - Teachers receiving professional development outside of contractual hours. This would not include optional, teacher-requested, professional development.
  - Teachers participating in certain committees (not all committees) outside of the school day

All pay must be approved by administration ahead of time.

## 5-14 Contribution to Teachers' Retirement System

The Board shall pay the full member (Teacher) TRS retirement contribution and THIS medical of the Teacher's annual salary to TRS for all TRS reportable income. Two salary schedules will be printed in the appendix. One schedule will show salary and the Board of Education paid TRS and THIS. The second schedule will show salary without TRS and THIS.

## 5-15 Extraordinary Class Size/Duty Compensation

- A. Full-time Teachers who are assigned to classrooms with additional students shall receive the following compensation:
  1. Elementary school Teachers shall receive \$200 each month for each student in excess of twenty-nine (29).
  2. Middle school Teachers shall receive \$50.00 each month for each student in excess of thirty-one (31) per class period.
  3. Compensation will be prorated on a daily basis for student attendance days for the months of August and June, as well as any other month in which a student is enrolled for less than the entire month.
- B. The additional compensation shall not apply to substitute teachers, Teachers performing supervisory or learning center duties, or Teachers of performing groups such as band, orchestra, and chorus.

## 5-16 Internal Substitution

Teachers may volunteer or may be assigned to perform internal substitution. Internal substitution will be paid at the hourly rate of forty-four (44) dollars and if necessary prorated in fifteen (15) minute increments with any greater portion rounded up to the next fifteen (15) minute increment. Leave time of Teachers necessitating internal substitution must be taken in one-half (1/2) or full-day increments. Administration reserves the right to grant any short-term leave time (e.g. up to 40 minutes), provided the Teacher requesting the short-term leave can find a Teacher to volunteer for the internal substitution, if necessary. The Teacher requesting the leave will not be required to utilize a half-day increment and the Teacher volunteering for the internal substitution will not be compensated.

## 5-17 Retirement Benefits Committee

A finance committee will be formed in the fall of 2022 to look into a retirement benefits package. Any recommendations made by the committee will be brought to the MPEA Presidents and Board of Education for approval through a memorandum of understanding/agreement.

## ARTICLE VI - LEAVES

### 6-1 Annual Sick/Personal Leave

#### A. Definition of Sick/ Personal Leave

1. Sick leave may be used for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The definition of “immediate family” includes parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.
2. Personal leave may be used for any purpose including sick leave.
3. Sick/Personal leave days must be taken in one half (1/2) day or full-day increments.

#### B. Annual Allocation of Days for Sick/ Personal Leave

1. Teachers starting their first year of full-time certified employment with the District will annually receive a minimum of ten (10) sick leave days plus three (3) personal leave days, totaling thirteen (13) annual sick/ personal leave days.
2. Teachers starting their second year of full-time certified employment with the District will annually receive a minimum of eleven (11) sick leave days plus three (3) personal leave days, totaling fourteen (14) annual sick/ personal leave days.
3. Teachers starting their third year of full-time certified employment with the District will annually receive a minimum of twelve (12) sick leave days plus three (3) personal leave days, totaling fifteen (15) annual sick/personal leave days.
4. Teachers starting their fourth year of full-time certified employment with the District will annually receive a minimum of thirteen (13) sick leave days plus three (3) personal leave days, totaling sixteen (16) annual sick/personal leave days.
5. Teachers starting their fifth year of full-time certified employment with the District will annually receive a minimum of fourteen (14) sick leave days plus four (4) personal leave days, totaling eighteen (18) annual sick/personal leave days.
6. Teachers starting their sixth year of full-time certified employment with the District, and every full-time year thereafter, will annually receive a minimum of fifteen (15) sick leave days plus four (4) personal leave days, totaling nineteen (19) annual sick/personal leave days.

- C. Notification of Use of Sick/Personal Leave  
A Teacher will submit an absence using the District's absence management system as soon as possible.
- D. Documentation of Sick Leave  
The District may require documentation from a physician licensed to practice medicine, or a properly authorized physician assistant, as a basis for pay during sick leave after an absence of three (3) consecutive days for personal illness or injury, or as it may deem necessary in other cases.
- E. Unused Sick/Personal Leave
1. Unused sick/personal leave days may be accumulated to a maximum carryover of three hundred fifty (350) sick/personal leave days.
  2. When a Teacher accumulates three hundred fifty (350) days, that Teacher will still receive and may use his/her annual allocation of sick/personal leave days.
- F. Proration of Sick/Personal Leave for Full-Time/Part-Year Positions  
A full-time Teacher who is hired on or after October 1st shall receive a prorated amount of sick/personal leave equal to the percent of workdays remaining in the school year.
- G. Proration of Sick/Personal Leave for Part-Time Positions  
A Teacher who is employed at least 0.5 FTE but less than 1.0 FTE shall receive a prorated amount of sick/personal leave equal to the percent of employment. The prorated sick/personal leave shall be rounded to the nearest whole number.

## 6-2 Leave – Catastrophic

In the event of a catastrophic illness (defined as a prolonged, serious, personal illness requiring verification via medical documentation) and after depletion of the Teacher's accrued sick/personal leave, a Teacher may submit in writing a request to the Superintendent for catastrophic leave. Catastrophic leave days are granted subject to Board approval. However, no additional sick days will be granted if it causes the District to incur a penalty under TRS regulations. Tenured Teachers may request up to one hundred (100) school calendar days per event. Non-tenured Teachers may request up to fifty (50) school calendar days per event. The Superintendent and the MPEA President will jointly recommend approval or denial of each request. In the event the Superintendent and MPEA President cannot come to a consensus, the request will be heard by the Board of Education for final determination. Until such time as it is depleted, the current sick leave bank of three hundred eight (308) days will be drawn upon to fill any request; after which, days will be granted by the Board of Education.

### 6-3 Leave – Family and Medical Leave (FMLA)

- A. Full-time Teachers are eligible for medical and/or family leave in accordance with the provisions in the Family and Medical Leave Act (FMLA) of 1993 and the Illinois School Code. Such leave is available to a full-time Teacher who has been employed for at least one year and has at least 1,000 hours of service with the Board during the previous twelve (12) months. FMLA leave is unpaid unless accumulated sick leave or personal leave is available. Nothing in this provision shall prohibit the Teacher from use of accumulated sick leave as provided for in this Agreement during the FMLA leave. The Board of Education may require the use of available sick leave and personal leave during FMLA leave. The total FMLA leave, paid or unpaid under this provision, cannot exceed twelve (12) weeks during any fiscal year (July 1 through June 30), except where longer leaves are provided under the FMLA for certain military-related reasons. A written medical certification may be required, and a second medical opinion may be requested and paid for by the Board of Education. The FMLA leave should be requested thirty (30) days in advance of the first day of absence for the leave or as soon as reasonably practicable.

The following reasons are eligible for FMLA leave:

1. the birth of a child and to care for the newborn child, provided the leave is completed no later than twelve (12) months after the birth of the child;
  2. the placement of a child with the Teacher for adoption or foster care, provided the leave is completed no later than twelve (12) months after the placement of the child;
  3. because the Teacher is needed to care for the Teacher's spouse, child under 18 years old (unless the child has a mental or physical disability and is incapable of self-care), or parent, with a serious health condition; or
  4. the treatment of a serious health condition that makes the Teacher unable to perform the functions of the job.
- B. A Teacher on FMLA leave will continue to be covered under the District's health and dental insurance plans under the same terms as if the Teacher had been continuously working during the leave period, provided that:
1. Coverage shall end when the Teacher notifies the District of his/her intent not to return to work, fails to return on the scheduled date or exhausts his/her FMLA leave rights under this provision;
  2. The Teacher will be required to pay his/her share of applicable premium payments at the same time as such payments would be made if by payroll deductions. Coverage may lapse if a Teacher's premium payment is more than thirty (30) days late;

3. The District may recover its premium cost if the Teacher fails to return to work following an approved, unpaid leave unless the reason for the failure to return is a serious health condition of the Teacher, spouse, parent or child or other circumstance beyond the Teacher's control. In this event, the District may require a certification of the existence of a serious health condition which the Teacher must provide within thirty (30) days of the request.
- C. Upon conclusion of a FMLA leave, the Teacher will be restored to his/her former position or to an equivalent position as established by school board policies and practices and this Agreement (with respect to pay, benefits and other terms and conditions of employment) with any general pay increases or benefit enhancements granted during the leave, provided that:
1. A Teacher will be required to submit a physician's release prior to returning from a personal medical leave;
  2. A Teacher returning from FMLA leave has no greater rights to a position than had he/she been continuously working during the leave period (e.g. in case of RIF);
  3. Where the Teacher seeks an intermittent/reduced schedule medical leave, the District may temporarily transfer the Teacher to an available alternative position with equivalent pay and benefits for which the Teacher is qualified if the transfer better accommodates the requested recurring periods of leave; and
  4. A Teacher on an approved FMLA leave may not perform work for another educational employer during the leave.

#### **6-4 Leave – Parental**

- A. Maternity and adoption leaves are considered as sick leave. This leave is granted to a Teacher who is unable to perform duties due to pregnancy or is a parent involved in the adoption of a child.
- B. The calendar year to access part or all of the available unpaid twelve (12) week Family Medical Leave Act (FMLA) period is July 1 to June 30. The Board pays its portion of medical insurance premiums during this 12-week period.
- C. In instances relating to parental leave, when there is no medically diagnosed reason to be absent from work, a Teacher may use up to two (2) calendar weeks of paid sick leave. The Catastrophic may not be used for this purpose.

#### **6-5 Leave – Child Care**

- A. Tenured Teachers shall be granted a leave of absence for child care upon the recommendation of the Superintendent and approval of the Board. Generally, such requests



for leave shall be submitted in writing to the Superintendent ninety (90) days prior to the effective date of the leave.

- B. Such absence shall be without pay, and the Teacher shall not receive teaching experience credit on the salary schedule.
- C. A Teacher on leave may maintain insurance at his/her own expense.
- D. Upon expiration of the leave, the Teacher shall resume his/her duties as the Superintendent may assign to him/her based upon the educational and administrative needs of the District and its students at that time. Every attempt shall be made to make the assignment similar to that held by the Teacher prior to the leave; however, it is recognized that the interest of the students and the District shall take precedence.

## 6-6 Leave of Absence

- A. A tenured Teacher may request a one-year unpaid leave of absence for a good and sufficient reason not covered by any other leaves in the Agreement. "Leave of absence" under this provision shall be construed as a full school year, beginning when school closes in June. Such leave shall be granted only upon recommendation of the Superintendent and approval of the Board.
- B. The Teacher shall submit such a request not later than April 1 prior to the end of a given school year preceding the year of the requested leave. The Teacher will also give written notice to the administration of his/her expected return at least ninety (90) days prior to the end of the school year during which the leave was taken. Failure to do so shall result in the forfeiture of the Teacher's right to reinstatement.
- C. If a reduction in force occurs during the leave, the Teacher on leave is subject to the same conditions as those who are currently teaching. Time spent on such leave shall not be counted for the purpose of computing advancements on the salary schedule.
- D. A Teacher on leave of absence may continue in the insurance program if he/she chooses at his/her expense by paying the full premium at the group rate. All other benefits cease.
- E. The Teacher is responsible to notify the Superintendent in writing by February 15 regarding his/her intent to return for the following school year.

## 6-7 Leave - Health

- A. A tenured Teacher may apply for a leave of absence for health reasons. An appropriate certificate of health, concerning the Teacher's health, shall be submitted together with the application for a health leave. Upon return, the Teacher shall file an appropriate certificate of health stating the Teacher's health qualified a return to work. The Teacher shall not

receive teaching experience credit on the salary schedule for the period of health leave taken under these provisions.

- B. A leave of absence for health reasons shall be granted only upon recommendation of the Superintendent and approval of the Board.

## **6-8 Leave – Graduate Study**

- A. A tenured Teacher may be granted a leave of absence for graduate study upon the recommendation of the Superintendent and approval by the Board of Education. Generally, such request for leave shall be submitted in writing to the Superintendent ninety (90) days prior to the effective date of the leave. Such absence will be without pay, and the Teacher shall not receive teaching experience on the salary schedule unless the leave was for full-time graduate study which was pre-approved by the Superintendent. A Teacher on leave may maintain insurance at his/her own expense.
- B. Upon expiration of the leave, the Teacher shall resume his/her duties as the Superintendent may assign to him/her based upon the educational and administrative needs of the District and its students at that time. Every attempt shall be made to make the assignment similar to that held by the individual prior to the leave; however, it is recognized that the interests of the students and the District shall take precedence.
- C. In the event that a leave is denied, the reasons for such denial shall be placed in writing and forwarded to the Teacher.
- D. If the purpose for which the leave is granted is not pursued by the Teacher on that leave, the Teacher is subject to dismissal.

## **6-9 Leave – Sabbatical**

The Board may grant a sabbatical leave of absence in accordance with Section 24-6.1 of the *Illinois School Code*.

## **6-10 Leave – Military Obligation**

Absence for involuntary military service shall be granted. The Teacher's seniority in position, advancement on salary schedule, and other benefits in the school system shall continue during military service. Upon release from military service, the Teacher shall be returned to his or her original position or an equivalent position, and on a pay scale of equal remuneration, providing such application is made within the time limits then in effect under the national statutes.

## **6-11 Leave – Workers’ Compensation**

In the event that a Teacher is injured while in the course of employment, workers’ compensation insurance, as set by law, will serve as the sole benefit. Any Teacher who is injured while performing the duties of the job shall notify the building administrator to initiate the completion of the necessary incident report forms required by the District. These forms are available from the school nurse’s office or the District 57 Staff Intranet.

## **6-12 Leave – Jury Duty**

In the event a Teacher is selected to serve on a jury during the school year, the Board will continue to pay the Teacher’s full salary for the period the Teacher is on jury duty. No Teacher will be required to return any government payment(s) or reimbursements received for jury duty.

## **6-13 Bereavement Leave**

In addition to sick leave, a Teacher shall be allowed, at his/her option, up to three (3) bereavement days per occurrence without loss of pay for an absence due to a death in the immediate family or of any designated person sharing the Teacher’s residence on a permanent basis.

Immediate family is defined as parents, spouse, brothers, sisters, children, aunts/uncles, nieces/nephews, grandparents, cousins, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, party to a civil union as defined by Illinois law and legal guardians (of and for).

A Teacher shall be permitted to use sick leave days for the purpose of essential traveling obligations directly related to the death causing the use of such sick leave for bereavement.

## ARTICLE VII - GRIEVANCE PROCEDURE

### 7-1 General Definition of Grievance

A grievance is defined to be a complaint by any Teacher in the bargaining unit based on an event or condition that is claimed or considered to be a violation, misinterpretation, or misapplication of this Agreement.

### 7-2 Additional Definitions and Understandings About the Grievance Process

- A. Nothing contained herein shall be construed as limiting the right of any Teacher to pursue a grievance without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.
- B. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.
- C. A grievance may be withdrawn at any level without establishing precedence.
- D. The failure of the aggrieved to act within the time limits set forth will preclude further appeal of the grievance.
- E. Time limits set forth in this procedure may be extended by mutual agreement.
- F. Days shall be defined as Teacher work days except during summer vacation and holidays, when a day will be defined as a day the district offices are open.
- G. If a grievance is unresolved at the end of the school term, the time limits will be applied as if school was in session.
- H. Re-employment or discharge of probationary employees is not a proper subject for grievances under the Grievance Procedure (non-retention).
- I. Matters involving discharge of tenured Teachers are not subject to the Grievance Procedure, but are governed by the procedures set forth in the Illinois School Code.
- J. Matters covered by statute and governmental agencies are not subject to the Grievance Procedure.
- K. Should the services of an arbitrator be used, expenses for the arbitrator's service shall follow procedures set forth in step 3 of section 5-3.
- L. The arbitrator's decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board and Association. The decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.
- M. All grievances must be signed by the grievant with a statement as to the alleged violation of the Agreement and the remedy requested.
- N. No reprisals shall be taken by the Board or the administration against a Teacher because of his/her participation in a grievance.

## 7-3 Procedural Requirements for Filing a Grievance

### Step 1

The grievant or the grievant and the Association shall present a written statement of the alleged violation to the appropriate principal or other administrator within fifteen (15) days of the alleged violation. The administrator shall within ten (10) days of the receipt of the grievance, confer with the grievant and/or his/her representative to try to resolve the grievance. Within ten (10) days after the completion of the conference, the administrator shall give his/her written decision. A copy of this decision shall be given to the grievant and, upon written authorization of the grievant, to the Association.

### Step 2

In the event the grievance has not been resolved at Step 1, the grievant or the grievant and the Association may appeal to the Superintendent or the designee. If the Superintendent is the one being grieved, the Board shall appoint the designee. The appeal shall be made within ten (10) days after the receipt of the administrator's decision. Within ten (10) days of the receipt of the appeal, the Superintendent or his/her designee shall confer with the grievant or the grievant and the Association in an effort to resolve the grievance. The Superintendent, within ten (10) days following the conference, shall file his/her written decision with the grievant, and, upon written authorization of the grievant, with the Association.

### Step 3

If the grievance is not resolved satisfactorily at Step 2, there shall be available a third step of impartial, binding arbitration. The grievant or the grievant and the Association may submit in writing to the Superintendent within thirty (30) days from the receipt of the Step 2 answer to enter into such arbitration. An arbitrator to be selected by the two parties within seven (7) days after said notice is given shall conduct the arbitration proceeding. If the two parties fail to reach agreement on an arbitrator within seven (7) days, each party is to choose an arbitrator and these arbitrators will choose a third arbitrator. The three arbitrators will render a decision under the current rules and regulations of the American Arbitration Association. The decision of the arbitrators shall be binding on all. The costs associated with securing the third arbitrator and the arbitration process will be borne equally by the Association and the District. Each party will bear the cost of securing their own arbitrator.

## ARTICLE VIII - TERMS OF AGREEMENT

### 8-1 Effect of Agreement

If any article, section, or provision of this Agreement is declared illegal or unenforceable by a court of competent jurisdiction, said article, section, or provision shall be automatically deleted from this Agreement to the extent of such violation. The remaining provisions of the Agreement shall remain in full force and effect for the duration of the Agreement.

### 8-2 Beginning Date

Negotiations for the next contract will begin not later than March 15, 2027.

### 8-3 Mediation

In the event of impasse, the Association and Board will use a Federal Mediation and Conciliation Service member mutually agreed upon and will share all expenses equally.

### 8-4 Uninterrupted Service Provision

While this Agreement is in force, neither the Association nor any Teacher will at any time engage in or encourage or support any strike, slowdown, or other concerted refusal to render uninterrupted service to the Board that is not in keeping with the State of Illinois Educational Labor Relations Act.

### 8-5 Expiration Date

This Agreement will terminate on June 30, 2027.

## 8-6 Acceptance of Agreement

The preceding document is endorsed as representing the official and total agreement between the Mount Prospect Education Association and the District 57 Board of Education. Nothing in this Agreement will deny Teacher rights provided by state or federal law where not specifically set forth to the contrary within the body of this Agreement. Accepted as the final Agreement this 23rd day of June, 2022.

For the Mount Prospect School  
District 57 Board of Education

  
\_\_\_\_\_  
President

For the Mount Prospect Education  
Association

  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-President

## APPENDIX A - SALARY SCHEDULES

**2022-2023 Salary Schedule (includes Employee's portion of TRS paid by the Board)\***

	BA	BA+9	BA+18	MA	MA+15	MA+30
1	45,473	46,838	48,243	50,414	51,926	53,484
2	46,838	48,243	49,690	51,926	53,484	55,088
3	48,243	49,690	51,181	53,484	55,088	56,741
4	49,690	51,181	52,716	55,088	56,741	58,443
5	51,181	52,716	54,298	56,741	58,443	60,197
6	52,716	54,298	55,927	58,443	60,197	62,003
7	54,298	55,927	57,604	60,197	62,003	63,863
8	55,927	57,604	59,333	62,003	63,863	65,778
9	57,604	59,333	61,113	63,863	65,778	67,752
10	59,333	61,113	62,946	65,778	67,752	69,784
11	61,113	62,946	64,834	67,752	69,784	71,878
12	62,946	64,834	66,779	69,784	71,878	74,034
13		66,779	68,783	71,878	74,034	76,255
14		68,783	70,846	74,034	76,255	78,543
15		70,846	72,972	76,255	78,543	80,899
16		72,972	75,161	78,543	80,899	83,326
17		75,161	77,416	80,899	83,326	85,826
18			79,738	83,326	85,826	88,401
19			82,130	85,826	88,401	91,053
20			84,594	88,401	91,053	93,784
21			87,132	91,053	93,784	96,598
22			89,746	93,784	96,598	99,496
23			92,438	96,598	99,496	102,481
24			95,211	99,496	102,481	105,555
25				102,481	105,555	108,722
26						111,983
27						115,343
28						118,803
29						122,367
30						126,038
31						129,819
32						133,714
33						137,725
34						141,857
35						146,113

**\*The Board also pays employee's THIS portion each year**



<b>2023-2024 Salary Schedule (includes Employee's portion of TRS paid by the Board)*</b>						
	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>1</b>	46,356	47,747	49,180	51,393	52,934	54,522
<b>2</b>	47,747	49,180	50,655	52,934	54,522	56,158
<b>3</b>	49,180	50,655	52,175	54,522	56,158	57,843
<b>4</b>	50,655	52,175	53,740	56,158	57,843	59,578
<b>5</b>	52,175	53,740	55,352	57,843	59,578	61,365
<b>6</b>	53,740	55,352	57,013	59,578	61,365	63,206
<b>7</b>	55,352	57,013	58,723	61,365	63,206	65,103
<b>8</b>	57,013	58,723	60,485	63,206	65,103	67,056
<b>9</b>	58,723	60,485	62,299	65,103	67,056	69,067
<b>10</b>	60,485	62,299	64,168	67,056	69,067	71,139
<b>11</b>	62,299	64,168	66,093	69,067	71,139	73,274
<b>12</b>	64,168	66,093	68,076	71,139	73,274	75,472
<b>13</b>		68,076	70,118	73,274	75,472	77,736
<b>14</b>		70,118	72,222	75,472	77,736	80,068
<b>15</b>		72,222	74,388	77,736	80,068	82,470
<b>16</b>		74,388	76,620	80,068	82,470	84,944
<b>17</b>		76,620	78,919	82,470	84,944	87,492
<b>18</b>			81,286	84,944	87,492	90,117
<b>19</b>			83,725	87,492	90,117	92,821
<b>20</b>			86,237	90,117	92,821	95,605
<b>21</b>			88,824	92,821	95,605	98,474
<b>22</b>			91,488	95,605	98,474	101,428
<b>23</b>			94,233	98,474	101,428	104,471
<b>24</b>			97,060	101,428	104,471	107,605
<b>25</b>				104,471	107,605	110,833
<b>26</b>						114,158
<b>27</b>						117,583
<b>28</b>						121,110
<b>29</b>						124,743
<b>30</b>						128,486
<b>31</b>						132,340
<b>32</b>						136,310
<b>33</b>						140,400
<b>34</b>						144,612
<b>35</b>						148,950

**\*The Board also pays employee's THIS portion each year**

<b>2024-2025 Salary Schedule (includes Employee's portion of TRS paid by the Board)*</b>						
	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>1</b>	47,032	48,442	49,896	52,141	53,705	55,316
<b>2</b>	48,442	49,896	51,393	53,705	55,316	56,976
<b>3</b>	49,896	51,393	52,934	55,316	56,976	58,685
<b>4</b>	51,393	52,934	54,522	56,976	58,685	60,446
<b>5</b>	52,934	54,522	56,158	58,685	60,446	62,259
<b>6</b>	54,522	56,158	57,843	60,446	62,259	64,127
<b>7</b>	56,158	57,843	59,578	62,259	64,127	66,051
<b>8</b>	57,843	59,578	61,365	64,127	66,051	68,032
<b>9</b>	59,578	61,365	63,206	66,051	68,032	70,073
<b>10</b>	61,365	63,206	65,103	68,032	70,073	72,175
<b>11</b>	63,206	65,103	67,056	70,073	72,175	74,341
<b>12</b>	65,103	67,056	69,067	72,175	74,341	76,571
<b>13</b>		69,067	71,139	74,341	76,571	78,868
<b>14</b>		71,139	73,274	76,571	78,868	81,234
<b>15</b>		73,274	75,472	78,868	81,234	83,671
<b>16</b>		75,472	77,736	81,234	83,671	86,181
<b>17</b>		77,736	80,068	83,671	86,181	88,767
<b>18</b>			82,470	86,181	88,767	91,430
<b>19</b>			84,944	88,767	91,430	94,173
<b>20</b>			87,492	91,430	94,173	96,998
<b>21</b>			90,117	94,173	96,998	99,908
<b>22</b>			92,821	96,998	99,908	102,905
<b>23</b>			95,605	99,908	102,905	105,992
<b>24</b>			98,474	102,905	105,992	109,172
<b>25</b>				105,992	109,172	112,447
<b>26</b>						115,820
<b>27</b>						119,295
<b>28</b>						122,874
<b>29</b>						126,560
<b>30</b>						130,357
<b>31</b>						134,268
<b>32</b>						138,296
<b>33</b>						142,444
<b>34</b>						146,718
<b>35</b>						151,119
<b>*The Board also pays employee's THIS portion each year</b>						

<b>2025-2026 Salary Schedule (includes Employee's portion of TRS paid by the Board)*</b>						
	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	47,579	49,007	50,477	52,749	54,331	55,961
2	49,007	50,477	51,991	54,331	55,961	57,640
3	50,477	51,991	53,551	55,961	57,640	59,369
4	51,991	53,551	55,158	57,640	59,369	61,150
5	53,551	55,158	56,812	59,369	61,150	62,984
6	55,158	56,812	58,517	61,150	62,984	64,874
7	56,812	58,517	60,272	62,984	64,874	66,820
8	58,517	60,272	62,080	64,874	66,820	68,825
9	60,272	62,080	63,943	66,820	68,825	70,890
10	62,080	63,943	65,861	68,825	70,890	73,016
11	63,943	65,861	67,837	70,890	73,016	75,207
12	65,861	67,837	69,872	73,016	75,207	77,463
13		69,872	71,968	75,207	77,463	79,787
14		71,968	74,127	77,463	79,787	82,180
15		74,127	76,351	79,787	82,180	84,646
16		76,351	78,642	82,180	84,646	87,185
17		78,642	81,001	84,646	87,185	89,801
18			83,431	87,185	89,801	92,495
19			85,934	89,801	92,495	95,270
20			88,512	92,495	95,270	98,128
21			91,167	95,270	98,128	101,072
22			93,902	98,128	101,072	104,104
23			96,719	101,072	104,104	107,227
24			99,621	104,104	107,227	110,444
25				107,227	110,444	113,757
26						117,170
27						120,685
28						124,305
29						128,035
30						131,876
31						135,832
32						139,907
33						144,104
34						148,427
35						152,880

**\*The Board also pays employee's THIS portion each year**

<b>2026-2027 Salary Schedule (includes Employee's portion of TRS paid by the Board)*</b>						
	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>1</b>	48,272	49,721	51,212	53,517	55,122	56,776
<b>2</b>	49,721	51,212	52,749	55,122	56,776	58,479
<b>3</b>	51,212	52,749	54,331	56,776	58,479	60,234
<b>4</b>	52,749	54,331	55,961	58,479	60,234	62,041
<b>5</b>	54,331	55,961	57,640	60,234	62,041	63,902
<b>6</b>	55,961	57,640	59,369	62,041	63,902	65,819
<b>7</b>	57,640	59,369	61,150	63,902	65,819	67,793
<b>8</b>	59,369	61,150	62,984	65,819	67,793	69,827
<b>9</b>	61,150	62,984	64,874	67,793	69,827	71,922
<b>10</b>	62,984	64,874	66,820	69,827	71,922	74,080
<b>11</b>	64,874	66,820	68,825	71,922	74,080	76,302
<b>12</b>	66,820	68,825	70,890	74,080	76,302	78,591
<b>13</b>		70,890	73,016	76,302	78,591	80,949
<b>14</b>		73,016	75,207	78,591	80,949	83,377
<b>15</b>		75,207	77,463	80,949	83,377	85,879
<b>16</b>		77,463	79,787	83,377	85,879	88,455
<b>17</b>		79,787	82,180	85,879	88,455	91,109
<b>18</b>			84,646	88,455	91,109	93,842
<b>19</b>			87,185	91,109	93,842	96,657
<b>20</b>			89,801	93,842	96,657	99,557
<b>21</b>			92,495	96,657	99,557	102,544
<b>22</b>			95,270	99,557	102,544	105,620
<b>23</b>			98,128	102,544	105,620	108,788
<b>24</b>			101,072	105,620	108,788	112,052
<b>25</b>				108,788	112,052	115,414
<b>26</b>						118,876
<b>27</b>						122,442
<b>28</b>						126,116
<b>29</b>						129,899
<b>30</b>						133,796
<b>31</b>						137,810
<b>32</b>						141,944
<b>33</b>						146,203
<b>34</b>						150,589
<b>35</b>						155,106

**\*The Board also pays employee's THIS portion each year**

<b>APPENDIX B - EXTRA DUTY STIPEND SCHEDULE</b>
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ASSIGNMENT	PER FTE
<b>Supervisory</b>	
Lunchroom or Playground (FV, LP, WB)	\$2,161
Lunch Period (LN)	\$2,855
After School Supervision (LN)	\$647
Saturday Detention (LN)	\$647
Bus Duty/Patrols (FV, LP, WB)	\$1,205
Bus Duty/Patrols (LN)	\$1,563
Event Supervision (LN)	\$608
<b>Extra Curricular</b>	
Clubs/Intramurals (LN, FV, LP, WB)	\$453
RISE (LN, FV, LP, WB)	\$5,280
Student Council (LN, FV, LP, WB)	\$1,291
Yearbook (LN)	\$1,801
Yearbook (FV, LP, WB)	\$1,167
<b>Interscholastic Athletics</b>	
Cross Country (LN)	\$2,211
Track (LN)	\$2,211
Wrestling (LN)	\$2,568
Volleyball (LN)	\$3,087
Basketball (LN)	\$3,087
Athletic Director (LN)	\$2,504
Timer/Scorer (LN)	\$934
Poms (LN)	\$1,291
<b>Performing Arts</b>	
Beginning Band (FV, LP)	\$868
Beginning Orchestra (FV, LP)	\$868
Beginning Chorus (FV, LP)	\$1,726
Intermediate Band (LN)	\$1,075
Intermediate Orchestra (LN)	\$1,075
Intermediate Chorus (LN)	\$1,075
Advanced Band (LN)	\$1,726
Advanced Orchestra (LN)	\$1,726
Advanced Chorus (LN)	\$1,726
Beginning Jazz (LN)	\$1,075
Advanced Jazz (LN)	\$1,465

Show Choir (LN)	\$1,465
Music Production (FV/LP)	\$1,726
Musical (LN)	\$1,336
<b>Special Increment</b>	
National Board Certified Teacher	\$1,137
Curriculum Leader (LN)	\$1,188
Team Leader (LN)	\$2,494
Mentoring Year 1 Mentee	\$1,119
Mentoring Year 2 Mentee	\$666
Multilingual Services/Content Area Specialist	\$3,226

## MEMORANDUM OF AGREEMENT - PROFESSIONAL DEVELOPMENT COMMITTEE

On May 5, 2022, during negotiations for a successor agreement to the parties' current Collective Bargaining Agreement, the Board and the MPEA teams agreed as follows:

There is a need to review and revise the current District approach to delivering professional development to members of the MPEA bargaining unit. As a result, the Board and MPEA agree to convene a Professional Development Committee to study and recommend options for the delivery of various professional development initiatives.

The Committee will be composed of up to fifteen (15) members, 5 appointed by the MPEA President, 5 appointed by the Superintendent, and 5 community members appointed by the Superintendent with input from the MPEA President. It is expected that membership will reflect all levels of the District organization, i.e. elementary school, middle school, administration, etc.

The Committee will meet at least monthly beginning in September 2022, with the expectation of making Committee recommendations to the Board no later than its second regular meeting in December, 2022. This timeline will allow the Board to consider recommendations in approving the 2023-2024 school calendar.

The Committee in developing its recommendations, will seek staff and community input through surveys and other data-gathering methods. In formulating its recommendations, the Committee will, at a minimum, do the following:

1. Define the term "professional development", which will not include additional plan time.
2. Identify the staff and District professional development needs.
3. Quantify the amount of professional development needed.
4. Consider the financial, transportation, and childcare impact of its recommendations.
5. Consider the impact of its recommendations on student contact time.
6. Keep minutes of Committee meetings for distribution to interested parties.

The Committee will operate by consensus. In the event the Committee is unable to agree on recommendations, the decision on recommendations will be made by the Superintendent or designee(s) and the MPEA President or designee(s).

**Memorandum of Agreement  
Between  
The Board of Education of Mount Prospect School District 57  
And  
The Mount Prospect Education Association, IEA-NEA**

**VOLUNTARY RETIREMENT INCENTIVE OPTIONS  
FOR LICENSED STAFF**

**INTRODUCTION**

This Memorandum of Agreement ("MOA") amends the Agreement between the Mount Prospect Education Association and the Board of Education, Mount Prospect School District 57, which covers the 2022-2023 through 2026-2027 school years ("Agreement").

**ARTICLE I. ELIGIBILITY AND PROCEDURE**

To be eligible to participate in Retirement Incentive set forth herein, a Teacher (as defined in the MPEA CBA) must meet all of the following criteria:

- A. At the time of retirement, have the equivalent of at least 15 years of full-time service in the District and, at the time of submitting the notice in subparagraph (E) have attained contractual-continued service status (tenure) as defined by the School Code;
- B. Must be eligible to receive pension benefits through the Teachers' Retirement System for the State of Illinois ("TRS");
- C. Will retire without the Board incurring an "excess salary payment" per TRS for exceeding the 6% creditable earnings increase limitation.
- D. Provide a written and irrevocable notice to the Board by June 1 of the Teacher's intent to retire (at least one year in advance of retirement) and identifying the retirement date. The Teacher must file for retirement with TRS to be effective no later than June 30 of the school year in which the teacher retires.
  - i. The District may, in unusual and extraordinary circumstances (e.g., a major life event such as the death of a spouse, serious illness of the Teacher or spouse, marital status change, or other extraordinary circumstance as determined by the Board) and it is sole discretion, permit a Teacher to rescind the irrevocable notice. The District's decision in this regard shall not be grievable nor arbitrable and shall be non-precedential. Any Teacher allowed to rescind the notice shall pay back to the District the value of any retirement incentive benefits received hereunder as a condition of the rescission.
- E. At the time of retirement, the Teacher shall: (1) be eligible to receive an annuity from TRS (currently for Tier I members, must be at least 60 years old with 10 years of service credit in TRS or 55 years old with 35 years of service credit); and (2) shall have been eligible for the non-discounted annuity from TRS for no more than 12 months. The Teacher shall provide proof of such eligibility from TRS if requested.



## ARTICLE II. BENEFITS

- A. In addition to the salary increases set forth in Section 5-9 of the Agreement, for each school year following the submission of the irrevocable notice, the employee shall receive annual increases of 1% (to a max of 6% total) over their base salary in the previous year each year leading up to their retirement to a max of four years prior to retirement. The base salary only includes the salary per the salary schedules in appendix A and does not include any stipend or additional compensation.
- a. Example 1: Teacher puts in for retirement on June 1, 2023, to retire on June 30, 2027. The teacher would receive the following raises:
    - i. 2023-2024: 5% + 1% for a total of 6%
    - ii. 2024-2025: 4.5% + 1% for a total of 5.5%
    - iii. 2025-2026: 4.2% + 1% for a total of 5.2%
    - iv. 2026-2027: 4.5% + 1% for a total of 5.5%
  - b. Example 2: Teacher puts in for retirement on June 1, 2025, to retire on June 30, 2027. The teacher would receive the following raises:
    - i. 2025-2026: 4.2% + 1% for a total of 5.2%
    - ii. 2026-2027: 4.5% + 1% for a total of 5.5%
- B. If a staff member is not receiving a step increase (e.g., frozen in a lane at the end of the salary schedule), the staff member will receive the same retirement incentive percent increase as what other employees would receive who are receiving the full contract increase, as set for immediately above. For example, in 2024-2025, the staff member would receive an additional 1% to their regular increase.
- C. Teachers with less than 15 years of service to District 57 shall be entitled to a one-time \$200 per year post-retirement stipend for service to District 57. Teachers are eligible if meeting the eligibility requirements in B-E above.
- D. For any teachers who do not fall within the eligibility requirement Article I, E because the teacher will have been eligible to receive a non-discounted annuity for more than 12 months (which may include ineligibility because of Article I,E and Article I.C), there will be a one-time opportunity to receive a retirement benefit. The following must be followed:
- a. Provide written notice to the Board by March 1, 2023, with an intent to retire at the end of the 2022-2023 school year and satisfy all other eligibility criteria in Article I above.
  - b. The teacher shall receive a one-time lump sum \$10,000 post-retirement stipend less any TRS penalty, to be paid at least 45 days following their final paycheck and no more than one year from the Teacher's retirement.

- E. For any teacher who does not fall within the eligibility requirement Article I, C, but will be eligible to retire between June 2024 and June 2026, there will be a one-time opportunity to receive a retirement benefit. The following must be followed:
  - a. Provide written notice to the Board by June 1, 2023, with an intent to retire by June 30, 2026 (or as soon as eligible), and satisfy all other eligibility criteria in Article I above, other than C.
  - b. The teacher would receive a one-time \$10,000 post-retirement stipend, less any TRS penalty, to be paid at least 45 days following their final paycheck and no more than one year from the Teacher's retirement.
  - c. The teacher cannot exceed 6% base salary increases over any remaining years of service after 2022-2023.
- F. For any teacher who meets all eligibility requirements except for possibly Article I.C. and wishes to retire at the end of the 2022-2023 school year, there will be a one-time opportunity to receive a retirement benefit. The following must be followed:
  - a. Provide written notice to the Board by March 1, 2023, with an intent to retire by June 30, 2023, and satisfy all other eligibility criteria in Article I above, other than C.
  - b. The teacher would receive a one-time \$10,000 post-retirement stipend, less any TRS penalty, to be paid at least 45 days following their final paycheck and no more than one year from the Teacher's retirement.


**ARTICLE III. Duration**


- A. This MOA will be in effect until June 30, 2027, and the benefits set forth herein shall not survive the expiration of the Agreement. Staff members can submit their letter of intent to retire as late as June 1, 2027, to retire by the end of the 2030-2031 school year with the benefits listed in this MOA.

THE BOARD OF EDUCATION OF  
MOUNT PROSPECT SCHOOL DISTRICT 57

  
\_\_\_\_\_  
Superintendent

THE MOUNT PROSPECT  
EDUCATION ASSOCIATION, IEA-NEA

  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-President

Date: 2/16/23

Date: 2-16-2023

**Memorandum of Understanding**  
**Between The Board of Education of Mount Prospect School District 57**  
**AND**  
**The Mount Prospect Educational Association, IEA-NEA**  
**Section 4-5 B**  
**Duty-Free Lunch**

This Memorandum of Understanding is entered between the Board of Education of Mount Prospect School District (“Board”) and the Mount Prospect Educational Association, IEA-NEA (“Association”), which are collectively referred to as “the parties.”

The parties’ current 2022-2027 collective bargaining agreement provides in Section 4-5B that, “All Teachers are entitled to a duty-free lunch period as provided in the School Code. A duty-free lunch of one hour at the elementary level and the length of one period at the middle level is provided to teachers.”

The parties agree that beginning with the 2024-2025 school year, one period at the middle school level shall be interpreted as 38 minutes except in the following situations:

1. Mondays in which the regular schedule allows for 35 minutes per lunch period;
2. During State and District-mandated testing; and, on days on which a special schedule is necessary for operational or student learning purposes, lunch periods will be shortened only after the following has occurred:

- A. *Staff Leadership Team (either building leadership team or team leaders) and MPEA Leadership will be consulted to help develop the schedule or provide input to a draft of a schedule.*
- B. *For any schedule requiring a shortened lunch period, which will be defined as a lunch period between 30-37 minutes, communication will be provided by Administration to the Lincoln Staff as soon as possible, with 10 school days prior notice when feasible.*

“Although the above language is in acknowledgment of situations that may occur, Administration will strive to avoid implementing schedules that include shortened lunch periods if it can be avoided and still achieve the necessary programming for students. Accordingly, a “special schedule” shall be permitted only in exceptional circumstances where operating under a 38-minute schedule or as otherwise set forth herein is not reasonably feasible (e.g. an unforeseeable event such as a visit from a dignitary or other unique opportunity).

Lunches will never be shortened below 30 minutes. Other than on Mondays, on days in which lunches are shortened below 38 minutes, staff will be allowed to leave the building the corresponding number of minutes before the typical end of the work day. For instance, if lunch is 30 minutes, staff can leave the building eight minutes before the typical staff end time.

Upon full execution of this agreement, the Association withdraws Grievances #1:2023-24, #2:2023-24 and #3:2023-24 which were all submitted on March 17, 2024, and agrees not to refile those particular grievances.

This Agreement includes a negotiated resolution of the grievances identified above. Nothing in this Agreement is intended to be, nor shall be construed as, an admission of fault, responsibility, or violation by either party.

*Amy Traversoue*

\_\_\_\_\_  
MPEA President

2024-08-05

\_\_\_\_\_  
Date

*Kimberly Fay*

\_\_\_\_\_  
Board of Educaton

2024-08-28

\_\_\_\_\_  
Date

**Memorandum of Agreement**  
**Between The Board of Education of Mount Prospect School District 57**  
**AND**  
**The Mount Prospect Educational Association, IEA-NEA**

**Section 5-2**  
**Section 5-3**

The parties' current 2022-2027 collective bargaining agreement provides in Section 5-2 that, "Insurance for non-renewal and retiring Teachers will cease on June 30th." The parties to this Memorandum of Agreement ("Agreement") wish to modify that provision.

The parties agree that retirees will have an option of keeping their insurance through August 31 if they choose. In this case, the final pay for retiring teachers will be on August 31 rather than June 30 as noted in Section 5-3.

This AGREEMENT supersedes any prior agreement(s) between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter.

*Amy Traversone*

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MPEA President

2024-08-05

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Date

*Kimberly Fay*

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Board of Education

2024-08-28

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Date

**Memorandum of Agreement  
Between  
The Board of Education of Mount Prospect School District 57  
And  
The Mount Prospect Education Association, IEA-NEA**

**INSURANCE OPTIONS**

This Memorandum of Agreement ("MOA") amends the Agreement between the Mount Prospect Education Association and the Board of Education, Mount Prospect School District 57, which covers the 2022-2023 through 2026-2027 school years ("Agreement").

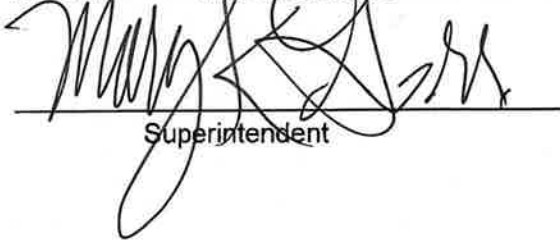
The following changes will be made to insurance options for staff beginning July 1, 2023:

Change number 1: A vision insurance plan will be offered to eligible staff members. The premium would be covered 100% by the staff member. This would be an optional plan that staff members can decide to participate in during open enrollment.

Change number 2: A High Deductible Health Plan (HDHP) will be offered to eligible staff members. This would be in addition to the plans currently offered to staff. Per the contract language (5-2), the district will cover up to 60% of the premium for family insurance. Single coverage will continue to be covered at 90% by the district per the contract.

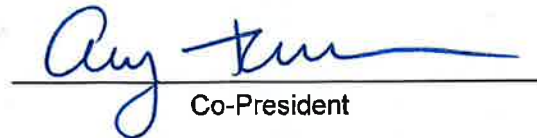
These options will be added to open enrollment for staff to choose from. Coverage will begin July 1, 2023. The District will work with both unions to educate staff on these options during the open enrollment period.

THE BOARD OF EDUCATION OF  
MOUNT PROSPECT SCHOOL DISTRICT 57

  
\_\_\_\_\_  
Superintendent

THE MOUNT PROSPECT  
EDUCATION ASSOCIATION, IEA-NEA

  
\_\_\_\_\_  
Co-President

  
\_\_\_\_\_  
Co-President

Date: \_\_\_\_\_

2/16/23

Date: \_\_\_\_\_

2-16-2023

**Memorandum of Understanding**  
**Between The Board of Education of Mount Prospect School District 57**  
**AND**  
**The Mount Prospect Educational Association, IEA-NEA**  
**Section 4-5 B**  
**Duty-Free Lunch**

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*Amy Traversoue*

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MPEA President

2024-08-05

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Date

*Kimberly Fay*

\_\_\_\_\_  
Board of Educaton

2024-08-28

\_\_\_\_\_  
Date



**Memorandum of Agreement**  
**Between The Board of Education of Mount Prospect School District 57**  
**AND**  
**The Mount Prospect Educational Association, IEA-NEA**

**Section 5-2**  
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*Amy Traversone*

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MPEA President

2024-08-05

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Date

*Kimberly Fay*

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Board of Education

2024-08-28

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Date